

LINDFIELD PARISH COUNCIL

Minutes of the Meeting of **LINDFIELD PARISH COUNCIL** held on **THURSDAY 16 JULY 2015** at the King Edward Hall, Lindfield at 8.00 p.m..

Present:

Parish Councillors: Mr. W. Blunden (Chairman)
Mr. M. Allen
Ms. J. Durrant
Mr. A. Gomme
Mr. S. Henton
Mrs. E. Hinze
Mr. S. Hodgson
Mr. R. Plass
Mr. S. Shortland
Mr. C. Snowling

Also present: Councillor Mrs. C. Field (WSSC)
4 members of the public (3 until 8.15 p .m.)

In attendance: Mrs. C. Irwin (Clerk)
Mr. I. McLean (Deputy Clerk) (until 8.43 p.m.)
Ms. C. Tester, Head of Economic Promotion and Planning, Mid Sussex District Council (until 8.15 p .m.)

Not present: Councillors Mrs. M. Hersey and Mrs. V. Upton

The Chairman welcomed those present, with a particular welcome for Ms. Claire Tester, Head of Economic Promotion and Planning, Mid Sussex District Council, and announced the emergency procedures for the King Edward Hall.

Prior to commencement of the meeting of the Parish Council, the Chairman invited Ms. Tester to address the Council and members of the public present about the District Plan and its relationship with Neighbourhood Plans.

Mid Sussex District Plan: address by Ms. Claire Tester : Head of Economic Promotion and Planning, Mid Sussex District Council

The Mid Sussex District Plan, a reasonably slim document, was out for consultation until Friday 24 July 2015. This would be the last consultation on the Plan before submission. The District Plan was the overarching strategic plan for the District for the years up to 2031; it contained policies for the whole District and strategic locations for housing development.

The housing number for the District was 11,000 of which 6,000 homes had either been built in the last year or planning permission was in place. 3,500 homes would be built in Burgess Hill and the remaining 1,500 were to be delivered through Neighbourhood Plans. There were specific policies for each area, in the overarching District Plan and in Neighbourhood Plans which slotted in underneath.

It was important for the District Plan to get through the examination because until then the housing number would not have been agreed and there would not be a five year housing land supply, without which the District Council could not refuse in principle any planning application that came forward and would have to consider such applications in detail. To pass examination, the District Plan had to accommodate housing needs and demonstrate that sufficient housing to meet these needs could be delivered.

There was a whole raft of evidence documents, one of the 'meatier' of which was the SHLAA (Strategic Housing Land Availability Assessment) - an audit of all potential housing sites to provide evidence that sites could be delivered to meet the target numbers. There was a choice to include sites in Neighbourhood Plans, but overall, sufficient sites had to be allocated. Once the District Plan was in place, with enough site allocations to provide the five year land supply, even if another site was suitable, an application to develop that site could be refused on the grounds that it was not needed.

The Chairman commented that it was very important for the District Plan to go through at the earliest opportunity or the whole of Mid Sussex would be a target for developers. Questions from Councillors were invited and the Chairman agreed to allow some questions from the floor.

Questions

Question. The SHLAA included land north of Portsmouth Wood Close, but would that necessarily be developed?

C. Tester. The site had been assessed for suitability, availability and achievability, but had not been allocated and provided that there was a Plan in place with a five year land supply, development of that land could be turned down on principle. The same applied to the land south of Scamps Hill.

Question. Would there be contingencies in place as back up because of increasing demand for more homes?

CT. There was confidence that sufficient sites would be allocated to meet the five year supply, but some uncertainty whether the target of 1,500 could be delivered through the Neighbourhood Plans. Site allocations providing a five year land supply would protect against further green field development.

Question When is it likely the District Plan would be approved?

CT. After the consultation period, offices would go through the responses to check for “show stoppers”. It was intended to submit the Plan for Examination in the Autumn. It was anticipated that the Examination would take at least four months and it could be Spring 2016 before the Examiner’s opinion was received.

Question. Why is it that the public never heard about discussions regarding water, dentists, doctors, school places etc when planning applications were under consideration?

CT. MSDC consulted service providers at two stages in the planning process: at the preparation stage for the District Plan and when planning applications were received. Service providers used the District Plans to plan their own works and when planning applications were received, MSDC consulted the service providers again to check if provision was in place.

Question. How is the decision made about suitability of a site?

CT. Land was assessed on a number of criteria including whether the landowner was prepared to sell the land, whether there were infrastructure issues that would prevent development on the site (eg a pylon in the middle of the site) and also landscape impact, relationship with settlements and the effect on nearby Listed Buildings.

Question. What is the certainty that the District Plan would pass Examination?

CT. Last time the Plan had fallen at the first hurdle, on the duty to co-operate, with three objections from neighbouring Authorities. Since then, much time had been spent working on the relationships with the neighbours and a lot of work had also been done bolstering the evidence in support of the housing numbers stated in the Plan, including a capacity study of the whole District.

There being no further questions, the Chairman thanked Ms. Tester for attending the meeting.

Ms. Tester and three members of the public left the meeting at this point.

THE CHAIRMAN OPENED THE MEETING OF FULL COUNCIL AT 8.15 P.M.

40. APOLOGIES AND REASONS FOR ABSENCE.

40.1 Apologies for absence were received from Councillors Hersey and Upton and the reasons were accepted.

41. DECLARATION OF ACCEPTANCE OF OFFICE FROM CO-OPTED COUNCILLOR.

41.1 Councillor Shortland had been unable to attend the Council meeting on 9 June, at which he was co-opted and the Council had agreed to receive his declaration at the next meeting. Councillor Stewart Shortland’s declaration of acceptance of office, which had been signed in the presence of the Parish Clerk, was duly **RECEIVED.**

42. DECLARATIONS OF INTEREST.

- 42.1 Councillor Blunden declared a personal interest in item 11 (i) on the agenda (Allotment Trees) as he was an allotment holder. Councillor Allen also declared a personal interest in this item as his wife was an allotment holder.
- 42.2 Councillor Blunden declared a personal interest in item 11 as there was to be an update in the Environment and Amenities Committee report about the Lindfield Primary School Travel Plan because his daughter, who was a teacher at the School, was the Travel Plan Co-ordinator.

43. MINUTES AND CONFIDENTIAL MINUTES OF THE ANNUAL MEETING OF COUNCIL HELD ON 19 MAY 2015 AND THE MINUTES OF THE EXTRAORDINARY MEETING OF THE COUNCIL HELD ON 9 JUNE 2015.

- 43.1 Minutes and Confidential Minutes of the Annual Meeting of Council held on 19 May 2015. A correction to the Minutes of the Annual Meeting held on 19 May 2015 was **NOTED** and **AGREED**: Minute 11.2 - deletion of Councillor Plass' name from the list of members of the Environment and Amenities Committee. The Chairman called for approval of the Minutes, as amended, and the Confidential Minutes of the Annual Meeting of Council held on 19 May 2015. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.
- 43.2 Minutes of the Extraordinary Meeting of Council held on 9 June 2015. The Chairman called for approval of the Minutes of Extraordinary Meeting of Council held on 9 June 2015. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

44. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

- 44.1 Community Traffic Regulation Order Application. Mr. J. Jesson, representing Lindfield Preservation Society (LPS), spoke in support of the amended application for a Community Traffic Regulation Order (TRO).
- Following concerns expressed about the earlier applications, expressed by residents in the area of the Ardingly College Road and the High Street traders, the original applications had been dropped. All areas would receive the same treatment in the new version of the TRO.
 - The aim was to achieve a HGV free route, confining such traffic to the periphery.
 - The area covered by the new proposal had approximately 85,000 normally resident people.
 - The Town and Parish Councils in the affected area had been approached and there had been real interest from 8 Parish Councils and Haywards Heath Town Council. Mr. Jesson and colleagues had attended two Parish Council meetings and would be attending others. Ardingly and Horsted Keynes Parish Councils had agreed to sign in support of the TRO.
 - Lindfield had a crucial part to play and other Parish Councils would be influenced by the decision made by this Parish Council.
 - In anticipation of questions regarding the effectiveness of the "ring of steel" created by the TRO if implemented, Mr. Jesson stated that GPS would be updated when the TRO was put in place so there was a good chance that HGVs would not be directed away from the approved route. Enforcement would be a community-led exercise, with photos taken and number-plates recorded.
 - Cuckfield residents had taken a log in May, listing the HGVs passing through Cuckfield, some mounting pavements.
 - If necessary, LPS would approach the National Haulage Company and private prosecutions could be anticipated.
 - Some Parish Councils may have been omitted from the consultation, but LPS would be happy to include them, even those across District and County boundaries.
 - It was hoped that Lindfield Parish Council would be able to support this wholly revised and more ambitious application.

The Chairman thanked Mr. Jesson and congratulated him and colleagues on the work and time that had gone into putting the application forward.

The Deputy Clerk left the meeting at this point (8.43 p.m.)

45. CHAIRMAN'S ANNOUNCEMENTS.

- 45.1 Proposals for 220 new homes on land South of Scamps Hill. Notification had been received from Wates regarding a public consultation event on proposals for 220 new homes on land to the South of Scamps Hill to take place on 23 July at Northlands Wood Primary School from 3pm until 8pm.
- 45.2 St Peter and St James Hospice "Sleep Walk": 11 July. An email had been received from St Peter and St James Hospice to thank the Parish Council for supporting the Sleep Walk by keeping the public toilets open, saving the Hospice approximately £300 - £400 for hiring portaloos. The organisers hoped to have raised approximately £30,000 from this event, for the Hospice. The Chairman thanked Mrs. Blunden and Mr. and Mrs. Irwin who had attended with him to supervise the use of the facilities.

46. POLICE / NEIGHBOURHOOD POLICE PANEL REPORT.

- 46.1 Councillor Hodgson reported on the last meeting of the Neighbourhood Police Panel:
- the highest number of reported crimes in the area covered by the Panel had been in Lindfield and had mostly involved theft of tools and equipment from farms and rural locations.
 - the other main focus was phone/courier fraud: it was known that for every three reported incidents many more were not reported. PCSO Erica Baxter would be publishing articles in Lindfield Life and relevant websites warning of such fraud and thefts. The Chairman added that there were posters in the King Edward Hall warning people about scams.
 - A letter had been received from Councillor Pete Bradbury, Chairman of the WSCC Central Mid Sussex County Local Committee, expressing a concern raised at the last CLC meeting that existing weight and width restrictions were being flouted and this was not being taken up by Sussex Police. This was beyond PCSO level and she had advised that the matter should be taken up by WS Highways.

47. REPORTS BY COUNTY COUNCILLOR / DISTRICT COUNCILLORS.

- 47.1 Councillor Field (WSCC) reported as follows:
- Provision of school places and Primary Care Provision. When planning school places, WSCC took a count of all planning applications that had been granted or known about and these were included in the provision. WSCC had a statutory duty to provide school places and could not refuse or object to a planning application on the grounds of under-provision. Similarly, Primary Care provision was considered by NHS England in conjunction with local commissioning groups and shortfall was taken up as part of the planning process.
 - Proposed new development South of Scamps Hill by Wates: consultation event. Councillor Field had some concerns about the use of a LA primary school for this event, because of the contentious nature of the development.
 - Footpath to aid safe journey to Lindfield Primary School. Councillor Field was disappointed that this matter had not yet been resolved and hoped it would be implemented soon: this was a good example of the community acting together. The matter of future maintenance should not be a deal-breaker for granting of permission by MSDC. Darren Rolfe had indicated that there were limited resources for future maintenance and it was unlikely the path would be adopted by Highways because it was not that sort of structure.
 - Traffic Regulation Order (TRO). Councillor Field explained that the matter of HGVs had not been discussed in the context of Lindfield at the last meeting of the Central Mid Sussex Local Committee (CLC) on 23 June, because Mr. Jesson and Mr. Turner had raised the matter at a previous CLC meeting and because discussion had centred on similar issues raised by representatives from Cuckfield. The light shone on the HGV issue had sparked off very timely consideration of the problem. The Cabinet Member for Highways and Transport, John O'Brien, was very familiar with these problems and there was complete understanding of the pressures. However there was a question over whether the solution on the table would be deliverable; a range of measures needed to be looked at to tackle the problem. Furthermore, all TROs were currently on hold pending a review. There was a huge backlog of TROs across the County and other options would have to be considered. Councillor Field would be meeting Councillor O'Brien and Highways Officers on 3 August to look at options. Councillor Field also acknowledged that Councillors were there to represent business interests as well as those of residents and should not do anything to impede business.

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47.2 There were no District Councillors present and no reports had been received.

48. ACTION LIST.

48.1 The Action List was **NOTED**.

49. CONSULTATION DOCUMENTS - TO NOTE / CONSIDER DOCUMENTS RECEIVED:

49.1 Members considered a number of consultations received and **AGREED** as follows:

- Association of Small Historic Towns and Villages (ASHTAV): Merger with the Historic Towns Forum – new scale of charges - **no response**. It was **NOTED** that the benefit of membership of ASHTAV to this Council had previously been questioned and it was suggested that this be reviewed at the next Annual Meeting of the Council when subscriptions for the year ahead were to be approved.
- Mid Sussex District Council: District Plan Pre-Submission Draft – *to be taken under a separate agenda item – see Minute 52.3*
- Post Office: Changes to West Hoathly Post Office - **no response**.
- Local Government Boundary Commission for England: Electoral Review of West Sussex (deadline: 31.08.15) - **no response**.
- Mid Sussex District Council: Draft Hackney Carriage and Private Hire Licensing Policy. (deadline: 26.08.15) - **no response**.
- Wealden District Council: Proposed Modifications to the Affordable Housing Delivery Local Plan (deadline 14 August). - **no response**.
- Haywards Heath Town Council: Neighbourhood Plan Housing Consultation - **no comment**.
- MSDC – Community Infrastructure Levy – Preliminary Draft Charging Schedule. Deadline: 07.08.15. - **no response**.

50. ENVIRONMENT AND AMENITIES COMMITTEE.

Councillor Blunden reported as follows:

50.1 Update on Pond issues. One of the two aeration pumps was now working and it had been confirmed by MSDC that the other pump was faulty and may have to be replaced. The timer needed resetting as the pumps seemed to running 24 hours a day. MSDC were in discussions with the contractor about the faulty pump and had also referred the timer to them.

Scott Wakely Technical Officer, Property and Asset Maintenance, MSDC, had provided an update on the replacement of the valve: this job had required some careful engineering, which had included considerations to the environmental sensitivity of the pond and flood risk management. Additionally, the predicted costs for this work had forced it into this year's budget. Tender quotations would be sent out before the end of the week and MSDC had a list of suitable contractors. It was expected that traffic management for pedestrians and vehicles at this part of the High Street would be required and may cause some disruption, but it was hoped that the in-depth preparation work done thus far would help ensure the works were completed in as quick a time as possible. It was expected that the works would be undertaken in mid-September and this would be confirmed closer to the time.

50.2 WSCC street light replacement. The lights in Hickmans Lane were in the process of being replaced and those that were designated to be heritage were being installed complete with the heritage lantern and embellishments.

50.3 Parish Council street lights in Brookway. The concrete columns had all now been replaced with green painted steel ones. Streetlights were trying to obtain a refund from UK Power Networks because they had not met the terms of the contract about same-day reinstatement.

50.4 Lindfield Primary School Safety Route Proposals. Lindfield Primary School had secured funding from WSCC and arranged for a team of volunteers to install a path alongside the Bowling Green, linking Backwoods Lane to School Lane, in September and it was understood that the work was being overseen by the Senior Community Solutions Officer at WSCC. This was currently a "desire path" used as a route to and from the school and also

St Nicholas Court but it became very muddy in wet weather. The new path would be surfaced with MOT chippings and it was understood it would not need statutory permissions as it was not a permanent structure. David Terry, Landscapes Contracts Manager, MSDC, had informed the Clerk that an agreement about ongoing maintenance needed to be agreed as soon as possible and MSDC was looking for a solution that involved a three or four way agreement, possibly by means of a community project, and there was an expectation that the Parish Council would be involved, in a co-ordinating capacity and/or contributing to the cost. It had been estimated that annual maintenance after the first two or three years would be in the order of £500 - £1,000. Split three ways, this would not be a great deal of money and the agreement would be written in such a way as to limit the amount the Parish Council would have to pay. As a meeting between stakeholders was anticipated in the near future, the Chairman asked Councillors for their views, although it was acknowledged that such an arrangement would require formal approval.

In view of the benefit to a significant number of residents but subject to the outcome of further discussions with other stakeholders, and an acceptably worded agreement, Members were generally supportive of the Council participating in the ongoing maintenance of this path.

50.5 Allotment trees. Councillor Blunden reported that a large bough from a Beech tree on the boundary of Allotment site had fallen onto the garden of 47 Denmans Lane and the owner was concerned about the health of the tree and the possibility of further falling branches. This was originally one of three Beech trees, one of which had fallen on to the allotment site and a second had been felled because of decay. This third one had a brace which had been repositioned the previous year. It was **AGREED** to authorise the Clerk to arrange for the tree to be inspected by Mr. Thurman, Arboricultural Consultant, and then take the appropriate action.

50.6 Minutes of the meeting of the Environment and Amenities Committee held on 4 June 2015. **RESOLVED:** that the Minutes of the meeting of the Environment and Amenities Committee held on 4 June 2015 be received and their recommendations confirmed.

51. FINANCE AND GENERAL PURPOSES COMMITTEE.

51.1 **NOTED:** the Minutes of the meeting of the Finance and General Purposes Committee held on 28 May 2015 had been circulated but the Minutes of the meeting held on 9 July 2015 were not yet available. Councillor Henton reported as follows:

51.2 Final Review Report of the Internal Auditor. **NOTED:** the Internal Auditor had stated in his report that the Council's Controls and Procedures were well managed, in line with the Governance and Accountability for Local Council's Practitioners' Guide and met the needs of the Council. He had highlighted a few items for consideration:

- Risk Assessment – a few areas where the responsibility for monitoring certain issues should be added. **NOTED:** this was being addressed when reviewing risk assessments.
- A number of procedures that needed to be introduced:
 - Documented procedure to deal with consultation requests
 - Documented procedure for dealing with and monitoring grants or loans made or received.
 - Documented procedure for document receipt, circulation, response, handing and filing.
 - Code of Conduct for Employees.

The F&GP Committee had considered the draft procedures produced by the Clerk in respect of consultation requests and grants and had also considered the matter of a Code of Conduct for Employees. The F&GP Committee's recommendations were considered:

Documented procedures to deal with consultation requests. It was **AGREED** to adopt this procedure as drafted.

Documented procedures for dealing with and monitoring grants or loans made or received. It was **AGREED** to adopt this procedure as drafted.

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Code of conduct for employees. It was **AGREED** to confirm the recommendation of the F&GP Committee that the existing contracts of employment and the discipline and grievance procedures should continue to be relied upon without the need for a Code of Conduct for employees.

51.3 Procedure for document receipt, circulation, response, handling and filing. **NOTED:** the draft procedure had not yet been completed and it would be brought to a future meeting.

51.4 Appointment of the Internal Auditor for the 2015/16 Financial Year. The F&GP Committee had noted that it was recommended practice to change internal auditors every three years. Peter Frost had been the Council's Internal Auditor for four years, but it had been recognised that in view of having a new RFO in post, it would better serve the Council's interests to retain Mr. Frost for a further year. Councillor Henton added that the fee had gone up by £10 an hour to £59.

RESOLVED: to re-appoint Mr. Peter Frost as Internal Auditor for the Financial Year 2015/16.

51.5 Business rates: Parish Office. Members considered a report from the Clerk which had been presented to the Finance and General Purposes Committee on 9 July, The Clerk had been approached by Goodman Nash Ltd, a reputable company with experience working on behalf of other parish councils, offering to look into the Council's business rates with a view to negotiating a refund and a reduction to future payments. There was no risk to the Council if they were unsuccessful and a substantial refund was estimated, from which they would deduct 35% as their fee.

RESOLVED: to confirm the recommendation of the F&GP that Goodman Nash be instructed to act on behalf of the Parish Council.

51.6 Review of the Financial Reserves. Councillor Henton reported on the outcome of a meeting of Committee Chairmen to review the sums shown as reserves on the budget progress reports. Councillor Gomme had been unable to attend this meeting, but he confirmed his agreement with the recommendations made in respect of the Planning and Traffic Committee's reserves.

Councillor Henton stated that the designated reserves had become overinflated and were not fully supported by the actual cash at the bank. The cash in hand as at 1 April 2015, plus the anticipated income, less the budget, the general reserve, one outstanding project and the capital reserve from the sale of 6 Denmans Lane, left £92,814 for allocation to designated reserves, which as currently shown, came to a total of £242,413. The reason for this discrepancy was that for several years, to keep the precept down, the Council had set the precept at less than the budget, relying on reserves to make up any shortfall and that it had been the Council's practice at the end of the financial year to drop unspent money from the in-year budget into the reserves without tying these sums back to the actual cash position.

At the meeting, the Chairmen had considered each reserve in their Committee's respective budget and taken out a number of items, reduced sums held against several reserves and raised others where it was considered to be justifiable. In response to a question from a Member the Chairman explained why the Christmas Lights were so costly. After revision, the designated reserves now totalled £86,500 and the remaining £6,300 had been added to the general reserve.

It was **PROPOSED, SECONDED** and **AGREED** that the revised list of reserves should be **APPROVED:**

	£	£
Outstanding Project: paving at corner of Lewes Road		26,250
General Reserve		56,300
Capital Reserve (allocated to public conveniences on Common)		84,170
Capital Project: repairs and remedial work to Clock Tower		
House and purchase of office equipment	7,500	
Street lighting (upgrade)	12,000	
Street map of Lindfield	4,000	
Posts around open spaces	4,000	
Emergency equipment	500	
Joint project with WSCC: dropped kerbs	5,500	
Joint project with MSDC: floating islands on Pond	500	

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Denmans Lane toilets: maintenance sinking fund	1,000	
Repair/maintenance of community assets - sinking fund	3,000	
Maintenance of King Edward Hall Clock	500	
Christmas lights	3,000	
Professional Fees / Neighbourhood Plan	15,000	
Traffic Study	20,000	
Upgrade of Hickmans Lane playground	<u>10,000</u>	
		<u>86,500</u>
Total Outstanding Projects, General, Capital and Designated Reserves,		£ <u>253,220</u>

51.7 Statements of Account/Budget Progress and Bank Reconciliation for the periods 01.05.15 to 31.05.15 and 01.06.15 to 30.06.15 and the quarterly Receipts and Payments Summary. The financial statements were **RECEIVED** and **NOTED**. To 30 June 2015:

- from the F&GP budget of £128,020, £31,071 had been spent
- from the Admin Budget breakdown, from the total of £112,520, £28,296 had been spent
- from the E&A budget of £75,400, £36,376 had been spent
- there had been no expenditure from the P&T budget of £200,
- from the overall budget of £203,620, £67,448 had been spent
- there had been no expenditure from the reserves.

51.8 List of cheques for approval: cheques drawn since the Council meeting held on 19 May 2015. The list of cheques drawn since the meeting held on 19 May 2015 was tabled. **NOTED:** that the expenditure during this period under the powers granted by Section 137 of the Local Government Act 1972 totalled £600 and that the Petty Cash balance as at 16.07.15 was £110.94.

RESOLVED: to approve the list of cheques, numbers 105609 - 105636 inclusive totalling £28,116.13. The Chairman **SIGNED** the list of cheques, which is appended to the signed copy of these Minutes as Appendix A.

51.9 Minutes of the meeting of the Finance and General Purposes Committee held on 28 May 2015. **RESOLVED:** that the Minutes of the meeting of the Finance and General Purposes Committee held on 28 May 2015 be received and their recommendations confirmed.

51.10 Proposed public conveniences on the Common: meeting with MSDC representatives on 15 July 2015. Councillor Plass reported on behalf of the Working Group who had met with Councillor Pru Moore (Cabinet Member for Leisure and Sustainability) and David Harper (Business Unit Leader, Waste and Outdoor Services) on 15 July to discuss ways forward for reinstating public toilets on the Common.

There had been two proposed sites for the public conveniences: either side of the bowls club car park. The site on the north side was not supported by MSDC because of the risk to a large tree and because it was considered too visually intrusive by Planning Officers. Mr. Harper had agreed to consult the Planning Officer again about the site on the south side of the car park, close to the site of the original toilet building. If this option received a favourable response, MSDC would consider granting a 50 year licence on that site; this would be a Full Council decision. If the site was agreed in principle, the Parish Council would then be in a position to consult with the public with a scale model, however it was acknowledged that there were objections from near neighbours to this site.

52. PLANNING AND TRAFFIC COMMITTEE.

52.1 Councillor Gomme reported that the Planning and Traffic Committee had met on 20 May, 9 June and 30 June 2015. At the meeting held on 30 June, members had noted that the application for development on land north of Birchen Lane, a proportion of which was in Lindfield Parish, had been lodged at the Planning Inspectorate for appeal. Councillor Gomme reported that this had now been called in by the Secretary of State.

52.2 Councillor Gomme reported that the announcement about the Neighbourhood Plan was still awaited, pending legal advice being sought by MSDC on the Examiner's report.

- 52.3 Mid Sussex District Plan Pre-Submission Draft: Consultation Document. Councillor Gomme reported further to Ms. Tester's address prior to the commencement of this meeting:

The District Plan was out for consultation and it was very important for MSDC to receive support as well as criticism. The P&T Committee on 30 June had delegated the drafting of the response, for recommendation to the Council, to the Deputy Clerk in consultation with the Chairman and Vice Chairman of the P&T Committee. Two papers drafted by the Deputy Clerk and Councillor Gomme, had been circulated, basically in support with comments. Overall, Councillor Gomme was recommending support for the policies in the draft District Plan as these were badly needed to prevent built up areas merging at the cost of green spaces. There was a particular concern regarding recommendations in the Strategic Housing Land Availability Assessment (SHLAA) relating to Site 6 and the land south of Scamps Hill. If read on its own, the SHLAA document would give a misleading impression that these sites were to be developed, whereas they needed to be recommended in the Neighbourhood Plan. It was noted that the SHLAA would be updated when next due for review after the Neighbourhood Plan was in place.

It was **AGREED** that the main points from the two reports should be amalgamated by the Clerks as the basis of the response to be submitted by the closing date.

The Chairman thanked Councillor Gomme and the Deputy Clerk for the work they had done in preparing the draft papers.

- 52.4 Minutes of the meetings of the Planning and Traffic Committee held on 20 May, 9 June and 30 June 2015 . **RESOLVED:** that the minutes of the meetings of the Planning and Traffic Committee held on 20 May, 9 June and 30 June 2015 be received and their recommendations confirmed.

53. **COMPLAINTS COMMITTEE.**

- 53.1 Minutes of the meeting of the Complaints Committee held on 4 June 2015. **RESOLVED** that the Minutes of the meeting of the Complaints Committee held on 4 June 2015 be received and their recommendations confirmed.

54. **CORRESPONDENCE RECEIVED: LINDFIELD PRESERVATION SOCIETY: LETTER DATED 26.06.15 - "PROTECTION FROM HEAVY GOODS VEHICLES" (COMMUNITY TRAFFIC REGULATION ORDER APPLICATION JUNE 2015).**

- 54.1 The letter dated 26.06.15 and map from the Lindfield Preservation Society (LPS) had been circulated. This was the second version of a draft application for a TRO, the first of which had not been supported by the Parish Council TROs in the absence of firm evidence of the impact on other areas. Points made during discussion included:

- this latest application was a different proposition, with broader scope, for which LPS was to be commended
- LPS appeared to be moving towards dealing with these issues on a holistic basis, which was the approach advocated by a former Chairman of LPS, Peter Lawson.
- it would be selling residents and others short if the Parish Council did not support this application
- this would be a significant feat to achieve, being the first TRO application to encompass such a large area
- In the long term the TRO approach might prove not to be the appropriate solution, but supporting it show that Lindfield Parish Council was with the other parishes in saying that something needed to be done.
- Cuckfield representatives had addressed a recent meeting of the WSCC Central Mid Sussex County Local Committee on the same issues. A united approach should be made in putting the shared problem to WSCC by supporting the TRO application and WSCC should then work out how to resolve it.

RESOLVED (by a majority of 9 to 1) to support the application by Lindfield Preservation Society for a Community Traffic Regulation Order.

55. **COMMUNITY SERVICE AWARD (MSDC): TO CONSIDER NOMINATIONS FROM THE PARISH COUNCIL**

- 55.1 A letter had been received from Peter Reed, Chairman of MSDC, inviting nominations by the Parish Council for Community Service Awards to be made at a Garden Party on 13 September.

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It was **AGREED** (by a majority of 10 to 1) to nominate Alan and Wendy Stamford, who had recently retired from Lindfield Post Office in recognition for their years of service to the village.

56. PARISH COUNCIL WEBSITE: PUBLICATION OF COUNCILLORS' DETAILS.

- 56.1 Members discussed what personal details should be published on the Council's website on the Councillors' page. It was **AGREED** that email addresses should not be published as it was considered that this would increase the volume of 'spam' messages. As there were differing views about publication of other details, it was **AGREED** that the Clerk should add a note to the web page that Councillors could be contacted via the Parish Office in the first instance.

It was **NOTED** that some other details provided by Councillors about themselves were out of date and new Councillors were asked to provide photographs and a short paragraph about themselves for the website.

57. LOCAL GOVERNMENT PENSION SCHEME: AUTO ENROLMENT.

- 57.1 **NOTED:** the Auto Enrolment Staging Date for the Parish Council was to be 1 October 2015. The Clerk was taking advice from WSCC about what needed to be done.

58. ANY OTHER BUSINESS.

- 58.1 No other items of business were raised.

The meeting concluded at 9.43 p.m.