

## LINDFIELD PARISH COUNCIL

Minutes of the meeting of **LINDFIELD PARISH COUNCIL** held on **THURSDAY 22 MARCH 2012** at the King Edward Hall, Lindfield.

**Present:** Mr. W. Blunden (Chairman)  
Mr. M. Allen  
Mr. M. Amor  
Mr. A. Gomme  
Mrs. M. Hersey  
Mr. S. Henton  
Mr. S. Hodgson  
Mr. R. Plass  
Mr. C. Snowling

**Also present:** Councillor Mrs. C. Field (WSCC)  
9 members of the public

**In attendance:** Mrs.C. Irwin

**Absent:** Mrs. J. Chatfield  
V Upton (Vice Chairman)

The Chairman opened the meeting at 7.30 p.m., welcomed those present and announced the emergency procedure for the King Edward Hall.

### **106. APOLOGIES FOR ABSENCE.**

106.1 Apologies for absence had been received from Councillors Chatfield and Upton and the reasons were accepted.

### **107. DECLARATIONS OF INTEREST BY MEMBERS IN RESPECT OF ANY ITEMS ON THE AGENDA.**

107.1 Street lights, item 12 (i) Councillors Blunden and Snowling declared personal and potentially prejudicial interests in this item as a street light in the road in which they lived may be discussed.

107.2 Lindfield Diamond Jubilee Celebrations, item 12 (ii). Councillors Plass, Hodgson and Blunden declared prejudicial interests in this item as members of the Jubilee Committee for which funding was to be discussed.

107.3 Planning and Traffic Committee, item 13. Councillors Hersey and Snowling stated that they reserved the right to express a different opinion from those given at this meeting, when present at meetings of the Mid Sussex District Council's (MSDC's) Central Area Planning Committee (CAPC) or at any other meeting which subsequently considered any matter discussed at the present meeting, having seen the Officers' reports and heard representations from members of the public and fellow members.

### **108. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.**

108.1 Street light in Spring Lane. Mr. G. Kirkham expressed his objections to the replacement lantern which was going to be used for the swan neck street light: in his view the modern style lantern would not enhance but rather detract from the Conservation Area. He asked the Council to reconsider the choice of lantern.

These comments were endorsed by Mr. R. Skinner.

Mr. N. Kerslake added that the proposed lanterns were utilitarian and unsuitable in the Conservation Area. In his view all the lights in the Conservation Area should be swan neck columns and the Parish Council should be prepared to pay for the WSCC lights to be replaced.

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### 109. MINUTES OF THE COUNCIL MEETING HELD ON 19 JANUARY 2012

109.1 The Chairman called for approval of the Minutes of the meeting of Full Council held on 19 January 2012. It was **AGREED** that Minute 85.1 should be amended to read: "... - Councillor Henton – prejudicial interest as Treasurer of the Lindfield Club Committee....". The Minutes, as amended, were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

### 110. CO-OPTION OF NEW COUNCILLOR FOLLOWING THE RESIGNATION OF LESTER CORP

110.1 There had been no public demand for a by election following the resignation of Mr. Corp so the Council was free to co-opt. Four candidates had come forward: Mr. Alan J. Davie, Mrs. Elizabeth G. Dewar, Mr. Roger E. Pickett and Mr. John F. Stevens. The Chairman introduced Mr. Davie and Mr. Stevens who were present at the meeting and presented Mr. Pickett's apologies as he was unable to attend. The four candidates had each written to express their interest in becoming a member of Lindfield Parish Council and Members had received copies of these letters.,

110.2 In accordance with Standing Order 9a, Councillor Allen, seconded by Councillor Snowling, requested a signed ballot. This was **AGREED**. The voting papers would be retained and would be available for inspection.

Members were given the opportunity to ask questions of candidates for clarification, but no questions were asked. The Chairman outlined the voting procedure and the voting papers were distributed bearing the names of the four candidates.

110.3 The first round of voting resulted in the required absolute majority:

Alan Davie	3
Elizabeth Dewar	0
Roger Pickett	6
John Stevens	0

110.4 It was **RESOLVED** that Mr. Roger E. Pickett, having confirmed that he was qualified to serve, be co-opted as a Member of Lindfield Parish Council."

### 111. TO RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE OF NEWLY CO-OPTED COUNCILLOR.

111.1 It was **AGREED** that Mr. Pickett's Declaration of Acceptance of Office should be witnessed by the Clerk and delivered to the Council at the next meeting.

### 112. CHAIRMAN'S ANNOUNCEMENTS.

112.1 The Chairman reminded Members that the Annual Parish Meeting was to be held on Tuesday 17 April and asked them to inform the Clerk if they wished to suggest a speaker or Agenda item.

112.2 The Chairman announced that two Lindfield residents had been nominated to carry the Olympic torch on its progress through West Sussex: Mike Scholes, whose nomination in acknowledgement of his remarkable achievement, was richly deserved, and Sue Blunden, who had been nominated by colleagues at the Princess Royal Hospital for her work with the Parkinson's Society.

### 113. REPORT ON POLICE PRIORITIES.

113.1 PC Geoff Bennett had sent his apologies and a written report which the Chairman read out, highlighting the following:

- thefts from unattended motor vehicles
- minor nuisance from youths on the Common which PCSO Stuart Clough had taken in hand.
- damage by vehicles to grass verges, especially in Newton, Chaloner and Eastern Roads
- the main crime areas seemed to be outside the village with metal and tool thefts being high on the agenda. Water treatment works and pumping stations had also been targeted.

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- concern for livestock during the lambing season: dog owners who did not keep their animals under control would be prosecuted.
- some evidence of drug use near the Nature Reserve.

113.2 Councillor Allen stated that at the recent Police Neighbourhood Panel the Police priorities had been traffic speeding and parking in Backwoods Lane near the entrance to Lindfield Primary School, where this was a particular problem. Two crossing patrol people had now been appointed for the Backwoods Lane crossing point and that outside the Lindfield Barbers.

### 114. REPORTS BY COUNTY COUNCILLOR / DISTRICT COUNCILLORS.

Councillor Field (WSCC) reported as follows:

- 114.1 Backwoods Lane. There were three issues regarding parking and road safety in Backwoods Lane.
- Parking on the double yellow lines and zig zag markings at the crossing point was a problem and it was hoped that the reappearance of the School Crossing Patrol would help this situation.
  - Parking at the dropped crossing where the path from the pavilion came out onto Backwoods Lane was also a problem and consideration was being given to painting the kerb white to indicate a designated crossing point.
  - There had been recent occasions when anti-social / inappropriate parking had led to buses and a fire appliance being unable to pass through the road. This had occurred at the point where there was no footway. Highways had been asked by the Parish Council to inspect the adjacent hedge to see whether it could be trimmed back.
- 114.2 Highways issues. In general, communications and service delivery were improving. Pot holes were being dealt with and people were being kept better informed through "Twitter" about locations where the pot hole gangs were working.
- 114.3 Lindfield Arts Festival. The grant bid from the Lindfield Arts Festival to the Central Mid Sussex County Local Committee had been successful.
- 114.4 Olympic Torch Bearers. Councillor Field congratulated the two Lindfield Torch Bearers.

Councillor Snowling (MSDC) reported as follows:

- 114.5 Mid Sussex District Plan and Neighbourhood Plans. Much had been made of the task before the District Council with regard to the District Plan. The Joint Working Party set up by Lindfield and Lindfield Rural Parish Councils was engaged in the process of gathering information and considering possible sites for development and their suitability for housing at a later stage. Two meetings had already taken place and a third was to be held the following day. The target housing figure for the District was hoped to be brought down to just over 10,000 for the twenty year period, but it was incumbent on the Town and Parish Councils to do what they could to identify possible sites to enable the District Council to maintain a five year land supply at any given time and avoid a repetition of the situation leading to the successful appeal by developers regarding the site north of Muster Green. Sites would be considered during consultation on the Neighbourhood Plan and there would finally be a referendum before the Plan could be approved.
- 114.6 Cabinet Responsibility. Councillor Snowling reported that he had recently been appointed by the District Council to be its representative on the Shadow Police and Crime Panel to monitor the work of the Police Commissioner, on which there was one representative from each County, two from Brighton and Hove City Council and one from each of the 13 boroughs and districts within the Police Authority area.

### 115. ACTION LIST.

- 115.1 **NOTED** that most of the actions had been taken up by the relevant committees.

### 116. CONSULTATION DOCUMENTS - TO NOTE / CONSIDER DOCUMENTS RECEIVED.

- 116.1 Mid Sussex District Council had sent a report on a Cycle Action Plan Proposal and invited a representative of the Parish to join a project group. This was not taken up.

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### 117. ENVIRONMENT AND AMENITIES COMMITTEE.

- 117.1 Street light upgrade. Councillors Blunden and Snowling declared personal interests in this item as stated at Minute 107.1.

The Parish owned street lights were being upgraded by contractors, DTS, and there had been objections from residents of Spring Lane to the use of a standard modern "side road lantern" (SRL) to replace the old style lantern on the swan neck columns in the Lane which was in the Conservation Area. A report was tabled Members setting out the background information and the price of fitting the two types of lantern suitable to be used as replacements: standard SRL - £225, traditional (Iffley from D W Windsor) - £1,026.

It was noted that the column in Spring Lane was leaning and had lost one of the horizontal ladder support arms and the Council should take advice on these matters to ensure that it could be restored otherwise the decision on the lantern would not make economic sense.

It was **AGREED** that this matter should be referred back to the Environment and Amenities Committee. An updated report should be put to the Committee with recommendations for a policy for the Spring Lane light and other remaining street lights in the Conservation Area.

- 117.2 Lindfield Diamond Jubilee Celebrations. Councillors Plass, Hodgson and Blunden declared prejudicial interests in this item as members of the Jubilee Committee for which funding was to be discussed. It was **AGREED** that Councillor Henton should take the Chair for this item. There were no questions for the members of the Jubilee Committee and they left the room.

It was **NOTED** that £4,650 remained unspent in this current year's budget for this item and that this would be the last meeting of the financial year. A further £1,500 had been allocated to the Jubilee in the following year's budget. The E&A Committee on 2 February 2012 had confirmed support in principle but had requested that a detailed breakdown of the budget and anticipated initial expenditure should be received from the Jubilee Committee before releasing the funds. This had now been provided and circulated to Members. After discussion, it was **AGREED** that:

- The Parish Council should place the order for medals etc. on behalf of the Jubilee Committee and pay the invoice direct to the supplier (estimate: £2,000.00). Because of the timing this could be taken from the 2012/13 budget.
- A donation of £4,000.00 should be made to the Jubilee Committee towards the other expenses from the current year's budget
- The balance from the current year's budget to be carried forward as an outstanding project.
- The Jubilee Committee should provide copies of all invoices to the RFO for the record.

Councillors Plass, Hodgson and Blunden re-joined the meeting and Councillor Blunden resumed the Chair.

- 117.3 BT Infinity Broadband. At the invitation of the Chairman, Councillor Gomme reported that there was to be a photo-shoot the following day to mark the launch of the superfast broadband. 75km of fibre-optic cable had been routed throughout the village and cabinets had been installed at strategic points. The first cable had gone live in Gravelye Lane recently but it was not possible to sign up for the service until 31 March. There would be further publicity on Village Day, when representatives of BT were proposing to attend with a mobile bus to demonstrate the service by linking to the cabinet in Backwoods Lane. BT was the only company with the equipment but they provided the service to other companies and a list was available.
- 117.4 Minutes of the meeting of the Environment and Amenities Committee held on 2 February 2012. **RESOLVED:** that the Minutes of the meeting of the Environment and Amenities Committee held on 2 February 2012 be received and their recommendations confirmed.

### 118. PLANNING AND TRAFFIC COMMITTEE.

- 118.1 Minutes of the Planning and Traffic Committee meetings held on 17 January, 7 February and 28 February 2012) and 20 March 2012. **RESOLVED:** that the Minutes of the Planning and Traffic Committee held on 17 January, 7 February

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and 28 February 2012 be received and their recommendations confirmed. The Minutes of the meeting held on 20 March were not yet available and would be brought to the next Council meeting.

- 118.2 Neighbourhood Plan. Further to his report at Minute 114.5, Councillor Snowling added that the four Members of this Council who were on the Lindfield Neighbourhood Plan Joint Working Party were satisfied that they were working well with colleagues from Lindfield Rural Parish Council and that this would be helpful to the development of the relationship between the two Councils in the future.

### 119. FINANCE AND GENERAL PURPOSES COMMITTEE.

- 119.1 Minutes of the meeting of the Finance and General Purposes Committee held on 15 March 2012. Members confirmed that they had read the Minutes of the last meeting of the Finance and General Purposes Committee, which had been circulated that day.

- 119.2 Standing Orders. Councillor Henton reported that the Working Group charged with the revision of Standing Orders had completed the task of comparing the latest NALC Model Standing Orders with the Council's existing ones (which had been based on the previous NALC Model) and produced a draft that followed the Model as closely as possible, with some changes to non-mandatory Standing Orders to suit the Council's administration. The F&GP Committee had agreed to put this draft to Full Council with a recommendation for approval.

Councillor Henton **MOVED** the recommendation to Council to adopt the draft revised Standing Orders. The Motion was **SECONDED** by Councillor Blunden. In accordance with the Council's existing Standing Order 41 (b), the Motion would then stand adjourned without discussion until the next ordinary meeting of the Council (21 June 2012).

Members expressed their appreciation to the group who had worked on the Standing Orders.

- 119.3 Proposed public toilets on the Common. At the meeting of the F&GP Committee on 15 March, Members had considered the main points from a letter received from MSDC's Property Lawyer, Chris Coppens, in response to the Clerk's request for a written statement of the technical process involved in getting approval for the new toilets. Mr. Coppens had drawn attention to a parcel of land at West View owned by MSDC but which was not subject to the restrictions imposed by the Commons Act. Although this would remove one stage of the approval process, the Committee had not thought this would be a suitable site because of its remote location which would make surveillance by the Police difficult and might encourage vandalism. The Committee had agreed to draw up a brief and approach a named agent to act as project manager. The Village would be consulted about the proposal when plans had been drawn up and costings had been obtained. The Council confirmed that the F&GP Committee should proceed on this basis.
- 119.4 Statements of Account/Budget Progress and Bank Reconciliation for the periods 01.01.12 to 31.01.12 and 01.02.12 to 29.02.12. **RESOLVED:** to approve the Statements of Account / Budget Progress and Bank Reconciliation for the periods 01.01.12 to 31.01.12 and 01.02.12 to 29.02.12. **NOTED:** that from a total budget of £225,000.00, the sum of £107,617.39 had been spent and a further £2,137.74 has been spent from the reserves and outstanding projects.
- 119.5 List of cheques for approval: cheques drawn since Council meeting of 19 January 2012 The list of cheques was tabled. **NOTED:** that expenditure during this period under the powers granted by Section 137 of the Local Government Act 1972 had totalled £1,215.68. The Petty Cash balance as at 22.03.12 was £67.72. **RESOLVED:** to approve the list of cheques numbered 104856 to 104899, totalling £20,826.19. The Chairman **SIGNED** the list of cheques which is attached to the signed copy of these Minutes as Appendix A.
- 119.6 Minutes of the meeting of the Finance and General Purposes Committee held on 15 March 2012. **RESOLVED:** that the Minutes of the Finance and General Purposes Committee held on 15 March 2012 be received and their recommendations confirmed.

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**120. ANY OTHER BUSINESS, ARISING AFTER THE PREPARATION OF THIS AGENDA, WHICH THE CHAIRMAN AGREES TO TAKE AS URGENT. ANY SUCH MATTERS WILL BE FOR NOTING OR REFERRAL TO A FUTURE MEETING ONLY.**

120.1 No other items of business were raised.

**121. FURTHER PERIOD FOR QUESTIONS / COMMENTS FROM MEMBERS OF THE PUBLIC.**

121.1 Street lights. There were further comments from Mr. G. Kirkham, Mr. N. Kerslake, Mr. C. Tyler and Mr. D. Macmillan regarding the replacement of the lanterns, in terms of the cost of traditional lanterns, the funds held by the Parish Council for other items, alternative suggestion of a lantern on the nearby telegraph pole in Spring and the wider issue of lights in the Conservation Area owned by other authorities.

121.2 District Plan. Mr. Kerslake commented on the need for the sites for the 2,800 unallocated dwellings to be identified in the District Plan, otherwise the Plan would not be passed by the Planning Inspector.

The public part of the meeting ended at 8.45 p.m.

**122. EXCLUSION OF THE PUBLIC AND PRESS.**

122.1 As the following item concerned a commercially sensitive item and a matter that was currently under investigation by the Council's insurers, it was **MOVED, SECONDED** and **RESOLVED** in accordance with Standing Order 35(a) "that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw".

**123. CONFIDENTIAL MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 15 MARCH 2012**

123.1 **RESOLVED:** that the Confidential Minutes of the Finance and General Purposes Committee held on 15 March 2012 be received and their recommendations confirmed.

123.2 Lindfield Parish Directory and Year Book. **NOTED** that the F&GP Committee had agreed to confirm the order for the 2012 edition of the Directories with the newly formed co-operative and to review performance in January 2013.

**124. STREET LIGHTING: INSURANCE CLAIM**

124.1 **NOTED:** that an insurance claim had been forwarded to the Council's insurers following an incident in which a street light fault had been cited as a factor.

The meeting ended at 8.50 p.m.