

## LINDFIELD PARISH COUNCIL

Minutes of the meeting of **LINDFIELD PARISH COUNCIL** held on **THURSDAY 23 AUGUST 2012** at the King Edward Hall, Lindfield.

The meeting commenced at 7.30 p.m.

**Present:** Mr. W. Blunden (Chairman)  
Mr. M. Allen  
Mr. M. Amor  
Mrs. J. Chatfield  
Mr. A. Gomme  
Mr. S. Henton  
Mrs. M. Hersey (from 7.40p.m.)  
Mr. S. Hodgson  
Mr. R. Pickett  
Mr. R. Plass  
Mr. C. Snowling  
Mrs. V. Upton (Vice Chairman)

**Also present:** Councillor Mrs. C. Field (WSCC)

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

### **175. APOLOGIES FOR ABSENCE**

175.1 None – all members were present.

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

176.1 Councillor Snowling asked for it to be noted in respect of Agenda Item 13 (resolution to initiate a boundary review) that he was also a member of Lindfield Rural Parish Council which would be affected by such a proposal.

176.2 Councillor Allen declared a personal interest in items 10 (iii) and (iv) as he lived adjacent to the car park on the Common which was to be discussed.

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

177.1 There were no members of the public present.

### **178. MINUTES OF THE MEETING OF THE COUNCIL HELD ON 21 JUNE 2012**

178.1 The Chairman called for approval of the Minutes of the meeting of the Council held on 21 June 2012. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

### **179. CHAIRMAN'S ANNOUNCEMENTS.**

179.1 MSDC Chairman's Garden Party. The Chairman had attended the Garden Party at Borde Hill at which Community Service Awards had been presented to people who had been nominated for their contribution to their communities. The Council's former Chairman, Margaret Nicolle, nominated by the Parish Council, had attended and received her award. The Chairman stated that it was good to see so many members of the community recognised for what they did.

### **180. REPORT ON POLICE PRIORITIES.**

180.1 PCSO Stuart Clough had held his monthly surgery at the Parish Office earlier that day and had reported no matters for the Council's attention. Councillor Allen reported from the Police Neighbourhood Panel of which he was the Parish

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Council's representative, that speeding in village centres was being monitored through utilisation of Operation Crackdown.

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

181.1 Traffic speeds. Councillor Field (WSSC) reported on an approach made to her by a Lindfield resident who was concerned about the speed of traffic in the High Street and who had gathered signatures on a petition. Councillor Field understood there to be a growing expectation among her supporters that there was to be a proposal at the next meeting of the Central Mid Sussex County Local Committee (CLC), which was not the case. However there would be an opportunity for members of the public to raise this matter during the open forum, but it was not to be an agenda item at that meeting. Councillor Field regretted that she would be unable to attend the next meeting of the CLC, but she would welcome the views of the Parish Council on this matter. Currently there were 80 such requests on the table at WSSC so if this was taken forward it would not happen quickly. The WSSC Community Safety Officer received a deluge of such requests and she was working on establishing a process for dealing with them methodically. On acceptance of a request by WSSC, the Police would be asked to carry out a "100 car check" which gave a reliable indicator as to speed and if that was below people's perception, other measures would be looked into, rather than a 20mph zone, which might not be the best solution. The Community Safety Officer was keen to establish a more thorough way of dealing with requests so that measures could be ruled in or out and Lindfield could serve as a test case. Councillor Field added that while WSSC was the responsible authority for traffic calming, she would want the Parish Council to be involved. She would be interested in any relevant views that may be brought forward through the Neighbourhood Plan questionnaires.

Councillor Gomme stated that he had asked the Deputy Clerk to put this item on the Agenda for the meeting of the Planning and Traffic Committee on 6 September. Councillor Field stated that she hoped to be able to attend this meeting.

181.2 Travellers. Councillor Snowling (MSDC) reported that a group of travellers had moved south from the Fairfield Recreation Ground in Burgess Hill and added that this Council did not own any sites suitable for traveller encampments.

181.3 Planning application – The Witch PH. Councillor Hersey reported that this application, which had been due for consideration by the North East Area Planning Committee that evening, had been deferred pending consultation with engineers about flood risk.

181.4 MSDC Community Service Award – Valerie Upton. Mrs. Upton had been unable to attend the MSDC Chairman's Garden Party and Councillor Hersey had been asked to present her award on the Chairman's behalf. Councillor Hersey read out a citation and presented Mrs. Upton with a plaque, thanking her for all that she did for the community.

### 182. ACTION LIST.

182.1 Consultation on the Review of the MSDC Licensing Policy. **NOTED** that a response had been sent to MSDC supporting their proposal not to change their policy.

182.2 Bank Mandate. Confirmation had been received from the bank that day that the change to the bank mandate to include Councillor Plass as a signatory would come into effect the following day.

182.3 Register of Interest Forms. Members' Register of Interests forms, required under the new Code of Conduct, had all been returned to the Clerk within the time specified.

182.4 Civic Service 2013. The Clerk had contacted All Saints Church about holding the 2013 Civic Service in September or October and was awaiting a reply.

### 183. CONSULTATION DOCUMENTS.

183.1 **NOTED** the following current consultations:

- Draft Sustainability Appraisal of the West Sussex Waste Local Plan – due date 26 September

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- Future of WSCC Gypsy and Traveller Sites – to be considered by the Strategic Housing Group on 28 November.

### 184. ENVIRONMENT AND AMENITIES COMMITTEE

- 184.1 Emergency Life Support and Automated Defibrillator training for members of the public. **AGREED** to **CONFIRM** the recommendation of the Environment and Amenities Committee that the Council should fund additional training sessions for the community in emergency life support and the use of an automated defibrillator to be installed by a local businessman in the village centre. It was **AGREED** to fund two three-hour sessions at £180 for a group of eight, within the current financial year, from the General Reserve, and to budget for quarterly sessions in the next financial year
- 184.2 Review of the warding system. This item had been referred to Full Council by the E&A Committee as all Members were involved in the warding system for carrying out regular inspections of their allocated areas of the village. Following discussion about the effectiveness of the current warding system, it was **AGREED** that this should be discontinued, but that Councillors should still be vigilant and report faults and damage when seen. The Council's assets would continue to be inspected under risk management.
- 184.3 Reinstatement of the litter bin near Old School Court. **NOTED:** that further to the decision of the E&A Committee, the Blacksmith had been asked to refit the bin in Lewes Road near Old School Court and he had been asked for convenient dates for a meeting to discuss the bus stop poles.
- 184.4 Revised proposal for the Common car park off Lewes Road. The E&A Committee had agreed to support the proposal from MSDC to reconfigure the car park opposite Flowercraft in Lewes Road, but subsequently a revised plan had been received from Rupert Browning following his meeting with neighbours who objected to the proposed yellow markings. The revised plan made use of coloured tarmac to show the areas that must be kept clear for access. The car parking area would be black tarmac with white lines.
- It was **AGREED** to support the proposal provided that a suitable shade of coloured tarmac was used that was not too obtrusive and that the plan was amended with the addition of the word "authorised" before "access" next to the direction arrows adjacent to Tile Croft and 1 Eastern Cottages, to avoid any misunderstanding as the access was restricted to residents with permits from MSDC.
- 184.5 Street light in Common car park off Lewes Road, **NOTED** that the street light in the corner of the car park opposite Flowercraft, which had not appeared to be on the inventory of WSCC, MSDC or the Parish Council, was being repaired by UK Power Networks and it was understood that the order had been raised by either MSDC or WSCC.
- 184.6 Street lights: part night illumination. It was **AGREED** to **CONFIRM** the recommendation of the E&A Committee that it should be the Council's policy to set the Parish Council owned street lights to part night illumination. This would achieve an energy saving in the order of 41%.
- 184.7 Christmas Lights. The decision made by the E&A Committee to purchase Christmas lights from the supplier referred to as B and the preference for Option 2 (LED P lights to wrap around the tree trunks and large branches) were **NOTED**. However it was suggested that the option to combine Option 2 with Option 1 (festoons – ie golf ball lamps strung between trees) had not been fully considered as the Council had only received an illustration without costings at the time of that meeting. A quotation had now been obtained and the Chairman invited the Council to consider this combined option. The amount remaining in the budget was £10,337.00 and the cost of the combined scheme would be £10,931.30 in the first year, for purchase and installation, with a subsequent annual charge of £2,615.30 for installation and storage.

After due consideration and subject to confirmation that the cabling from houses to trees was included in the price, it was **AGREED** (by 8 votes to 3 with one abstention) to purchase the combination of Options 1 and 2 from supplier B, the overspend to be met from the General Reserve.

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184.8 Bollards on the Post Office Corner. Councillor Pickett reported that he had met with Elaine Hendren (Principal Community Officer, WSCC) and that the Traffic Management Control team had been asked to put a quotation together which was expected by mid-September. He would continue to pursue this.

184.9 Minutes of the meeting of the Environment and Amenities Committee held on 2 August 2012. **RESOLVED** that the Minutes of the meeting of the Environment and Amenities Committee held on 2 August 2012 be received and their recommendations confirmed subject to amendments agreed in the foregoing Minutes.

### 185. PLANNING AND TRAFFIC COMMITTEE.

185.1 Minutes of the Planning and Traffic Committee Meetings held on 3 July, 24 July and 14 August 2012. Councillor Gomme reported on the Committee's consideration and responses on the planning applications for development of the land adjacent to The Witch Inn and the site of the former Blackthorns Home.

**RESOLVED:** that the Minutes of the meetings of the Planning and Traffic Committee held on 3 July, 24 July and 14 August be received and their recommendations confirmed.

185.2 Membership of the Planning and Traffic Committee. **RESOLVED:** that Councillor Plass be appointed to the Planning and Traffic Committee as Councillor Hodgson was going to be spending much of the next year out of the country as part of his degree course.

185.3 Neighbourhood Plan. Councillor Gomme reported on progress with the Neighbourhood Plan questionnaire and workshops. The questionnaire was currently being distributed throughout the Lindfield and Lindfield Rural Parishes; the questionnaire had been uploaded to the Lindfield Parish Council website along with information about the workshops. Councillor Gomme expressed his appreciation for the members of both Councils on the group who had worked together in putting the displays together, to John Jesson of the Lindfield Preservation Society who had given his support by providing photographs and to John Pilkington of the Scrase Valley LNR Steering Committee who had also supplied display material. The Chairman thanked Councillor Gomme for hosting the work parties at his home and stated that it had been a pleasure to work on this with colleagues from the Lindfield Rural Parish. Councillor Gomme particularly thanked Councillor Hodgson whose contribution had got the project off the ground.

It was pointed out that there was no way of controlling how many questionnaires one person could fill in and submit and it was noted that this was the reason for the decision not to accept electronic submissions.

### 186. FINANCE AND GENERAL PURPOSES COMMITTEE.

186.1 Proposed public toilets on the Common. Councillor Henton reported on the meeting with Steve Smith of the Trevor Patrick Partnership, who had acted as agent for the Cricket Club for their application for work on the Common. Notes of that meeting had been circulated. The Council Members present at the meeting had explained the history and why the Council wanted to reinstate public toilets on the Common and they had passed on their initial ideas. Mr. Smith had been asked to provide some realistic costings so that the Council could then go back to the residents for a mandate to proceed. A Member suggested a trial next summer using portaloos to see how well they were used - these could be put in different locations to ascertain the best site. This was likely to be very costly but it was a matter for discussion by the Working Party after receipt of the costings from Mr. Smith. Councillor Amor requested a copy of the initial consultation letter.

186.2 Parish Office Accommodation. Councillor Henton gave a brief update. This item was to be discussed further in the confidential session. An offer had been made subject to contract for the purchase of the Clock Tower House, the ground floor to be used as a Parish Office. Applications for borrowing approval and planning consent for change of use were under consideration. Surveys had been carried out and the reports received to date, which had revealed a number of issues, would be considered during the confidential session.

186.3 Statements of Account/Budget Progress and Bank Reconciliation for the periods 01.04.12 to 30.06.12. **RESOLVED:** to approve the Statements of Account / Budget Progress and Bank Reconciliation for the periods 01.04.12 to 30.06.12. **NOTED:** that from a total budget of £171,175, £34,315.05 had been spent and that a further £5,833.50 had been spent from the reserves and outstanding projects.

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186.4 List of cheques for approval: cheques drawn since Council meeting of 21 June 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 totalled £316.33. The Petty Cash balance as at 23.08.12 date was £114.14. **RESOLVED:** to approve the list of cheques numbered 104953 to 104983 totalling £24,562.35. The Chairman **SIGNED** the list of cheques which is attached to the signed copy of these Minutes as Appendix A.

186.5 Minutes of the Finance and General Purposes Committee meeting held on 19 July 2012. **RESOLVED;** that the Minutes of the meeting of the Finance and General Purposes Committee held on 19 July 2012 be received and their recommendations confirmed.

### 187. NOTICE OF MOTION BY COUNCILLOR AMOR, PURSUANT TO STANDING ORDER NO. 4:

187.1 Councillor Amor proposed the following motion:

*That "This Council initiates a review of the parish boundary at the Scrase stream with the intention of extending it to include all the built-up area of Lindfield village".*

The Chairman called for a Secunder for the Motion. There was no Secunder and the Motion therefore failed.

### 188. 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.

188.1 None reported.

### 189. EXCLUSION OF THE PUBLIC (AND PRESS).

189.1 The following items concerned commercially sensitive matters. It was therefore **PROPOSED, SECONDED** and **AGREED**, in accordance with the Public Bodies Admission to Meetings Act 1960 section 1 (2) and the Parish Council's Standing Order 19 (c) that in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the [press and] public e temporarily excluded.

Councillor Field left the room.

The confidential part of the meeting began at 8.40 p.m.

### 190. CONFIDENTIAL MINUTES OF THE MEETING OF THE COUNCIL HELD ON 21 JUNE 2012

190.1 The Chairman called for approval of the Confidential Minutes of the meeting of Council held on 21 June 2012. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that part of the meeting.

### 191. CONFIDENTIAL MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 19 JULY 2012

191.1 **RESOLVED:** that the Confidential Minutes of the meeting of the Finance and General Purposes Committee held on 19 July 2012 be received and their recommendations confirmed.

### 192. PARISH OFFICE ACCOMMODATION.

192.1 Further to the update at Minute 186.2, there was discussion about the results of the surveys and other matters that had arisen in respect of the purchase of the Clock Tower House and it was **AGREED** to seek further professional advice.

The meeting concluded at 8.55 p.m.