

LINDFIELD PARISH COUNCIL

Minutes of the meeting of LINDFIELD PARISH COUNCIL held on
Thursday 13 September in the King Edward Hall, Lindfield.

The meeting commenced at **20.00**

Present:

Parish Councillors: Mr W Blunden (Chairman)
Mr R Plass
Mr R Pickett
Mr S Henton
Mr M Allen
Mr I Wilson (newly elected – see item 459 below)

Also present: Seven members of the Public

In attendance: Mr D Parsons (Deputy Parish Clerk)

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

The Chairman noted the attendance of several members of the public and asked if there were any particular item of interest to them. Upon establishing that they were expecting an update on the Council's Traffic Study, the Chairman apologised and informed them that this item was not on the agenda for tonight's meeting. The Deputy Clerk advised that this item was next expected to be discussed at Planning & Traffic Committee (Full) on Tuesday 30th October. Following this advice three members of the public left the meeting.

455. Apologies

455.1 Apologies for absence were received from Councillors Damsell, Hersey, Upton, Durrant, Snowling and Richmond, and the reasons were accepted.

456. Declarations of Interest

456.1 The Chairman advised that as a Plot holder he had an interest in agenda item 11 relating to allotments. Councillor Allen advised that as his wife was a plot holder he also declared an interest in this matter

457. Approval of Minutes

457.1 The Chairman called for approval of the Minutes of the Council meeting held on **12 July 2018**. It was **agreed** to **approve** the Minutes, and the Chairman **signed** the Minutes as a true record of that meeting.

458. Questions/comments from members of the public

458.1 Mr Turner suggested that it would be appropriate to apply for a weight limit restriction for vehicles passing through the Lewes Road between Lindfield High Street and Gravelye Lane with a view to restricting the East-West 'short-cut' used by many HGV's. He advised that he was happy to prepare the application for this and the Chairman suggested that this be an Agenda item for the P&TC to be held on 30 October 2018

458.2 Mr Turner advised that the High Street is pencilled in for re-surfacing in Nov 2018 and questioned whether the Council would be endeavouring to ensure that this date would be met and not further delayed. He also noted that Southern Water had still to connect pipework to their "super sewer" in the Hight Street and hoped that this would be completed prior to the resurfacing. He advised that he would be liaising with WSCC and SW in this regard. The Chairman thanked him for his comments and agreed that such co-ordination would be ideal. The remaining members of the public left the meeting at this point.

459. To receive declaration of acceptance of office of newly elected councillor Ian Wilson

459.1 Councillor Wilson having read aloud the declaration and signed it

459.2 The Chairman welcomed Councillor Wilson and advised that as he was replacing Councillor Hodgson who had been on both the Planning & Traffic and the Environment & Amenities

LINDFIELD PARISH COUNCIL

committees, he should stand on both these committees accordingly. This was agreed by the Council.

460. Chairman's Announcements

- 460.1 The Chairman highlighted the apolitical nature of the Council and that notwithstanding Councillors allegiances or personal views, discussions and activities should be undertaken as representatives of Lindfield Residents without reverting to party lines.
- 460.2 The Chairman advised that he had attended the commemoration service for Arthur George Knight at Muster Green, who had won the Victoria Cross for his actions in WW1 and that the service was very moving and appropriate.
- 460.3 Noting the presence of Travellers at Lindfield Common's Tennis Car Park, the Chairman observed that their vehicles had been parked in such a way as to make it difficult for others to use the car park and of reports of a knife being brandished in front of residents. Councillor Plass reported some anti-social behaviour from moped riders attempting to block pathways from residents use close by to the car park.

461. REPORTS BY COUNTY / DISTRICT COUNCILLORS

- 461.1 The Chairman read out the following reports:-

Councillor Andrew Lea, WSCC

"Locally, I been working with this Parish Council and others on the prospects of establishing more cycling and walking routes. This would have many benefits, including reducing congestion.

At County, I have been involved with the Regulation and Audit Committee on which I serve, scrutinising accounts, governance, and risk management.

The County is now entering the financial planning cycle, with activity on the Performance and Finance scrutiny committee. Like all Councils, WSCC is facing strong financial pressures."

Councillor Margaret Hersey, MSDC

"First and foremost please accept my apologies as I have to attend a MSDC planning meeting with many controversial applications.

During the Month of August the committee work loads reflect the holiday period and therefore it's only the statutory planning committees that meet.

The main area of activity currently is the work on the Draft Northern Arc Master Plan and Draft Infrastructure Delivery Plan and Phasing Strategy. These draft plans and strategy were subjected to scrutiny by the Scrutiny Committee for Community, Housing and Planning on Wednesday the 12th September 2018 and was recommended to Cabinet as material considerations in the determination of planning applications for the development within the Northern Arc Strategic allocation. Whilst this development will have no direct impact on Lindfield it will provide 3,500 dwellings and thereby relieving pressure for housing sites within the rural area.

The other areas within Lindfield to note is the works undertaken by MSDC with respect to the common. These works cover the footpaths, seating with further plans to complete the culvert.

With respect to Hickman's Lane recreation ground and following the end of the cricket season a new artificial pitch will be installed along with a brand new height restrictor which will make it harder for illegal incursions

I understand that works is nearly complete on the Wilderness Field and when finished will be handed over to LPC.

With respect to local planning applications and decisions I am assuming the Chairman of the Planning Committee will be reporting on this issue.

You will all have been notified of the incursions of a number of Traveler Caravans onto Lindfield Common, I can confirm MSDC are making every effort to resolve this issue."

- 461.2 Councillor Henton advised that the new barrier at Hickmans Lane did not appear to be locked. He advised that he would check again and advise the Parish Office accordingly.

462. Action List

The Action List was **Noted**.

463. Consultation Documents

463.1 No consultation documents were submitted

464. PLANNING AND TRAFFIC COMMITTEE

464.1 **Report by Planning & Traffic Committee Vice Chairman on matters considered at the meetings held on 17 July, 6 August and 28 August.**

464.2 Councillor Plass advised that the summer months had been fairly quiet in respect of material planning applications, with trees and property alterations dominating. He noted the following matters:-

- 17 July Meeting – the approval by MSDC of extended opening on 15 nights per annum which the Parish Council had objected to
- 6 August Meeting – that the Traffic Study report from the working party has been deferred to allow full consideration of options. In respect of an application to demolish and build a new garage at 53/4 Meadow Drive to which the Parish Council had objected, MSDC had granted permission. Further that a ‘conflict’ between the Lindfield and Lindfield Rural Neighbourhood Plan against MSDC’s District Plan had been identified and would be addressed between all three councils
- 28 August Meeting – an application at 34 Dukes Road had been objected to by the Parish Council and MSDC had referred this to Planning Committee B who have recommended refusal

464.3 **To receive the Minutes of the Planning & Traffic Committee held on 17 July, 6 August and 28 August to confirm their recommendations. RESOLVED:** that the Minutes of the Meetings of the Planning & Traffic Committee detailed be received and their recommendations confirmed.

464.4 **Speed Indicator Devices (SIDs)** – Councillor Plass advised that these had been ordered and a delivery period of up to six weeks was expected. WSCC (Richard Speller) had offered training for the Council’s operatives and to install posts where existing street furniture was unable to be used for the devices.

464.5 **Cycleway** – Councillor Plass advised that the Council continued to attend meetings of Councillor Andrew Lea’s forum with a view to fulfilling the Neighbourhood Plan vision of a connected cycle route through to Scaynes Hill.

465. ENVIRONMENT AND AMENITIES COMMITTEE

465.1 **Report by Environment & Amenities Committee Chairman on matters considered at the meeting held on 2 August.** Councillor Blunden updated Council on the following matters:-

465.2 **Streetlights** – the Committee has agreed to upgrade the Council’s lighting columns to LED fittings at a cost of £2,500 and sought agreement to this expenditure. Members **agreed**.

465.3 **Lindfield War Memorial** – the Clerk has obtained updates from various contractors for the potential restoration of the War Memorial and these will be reviewed at the next Environment & Amenities Committee meeting on the 4 October 2018.

465.4 **Allotments** – several plot holders had been written to regarding the condition of their plots.

465.5 **Wilderness Field** – the Committee had agreed that the clerk would write to MSDC to confirm that the Council is still interested in the transfer of the land. (*See update from Councillor Hersey, MSDC under item 461 above*).

465.6 **To receive the Minutes of the Environment & Amenities Committee held on 2 August to confirm their recommendations. RESOLVED:** that the Minutes of the Meetings of the Environment & Amenities Committee detailed be received and their recommendations confirmed.

LINDFIELD PARISH COUNCIL

466. FINANCE AND GENERAL PURPOSES COMMITTEE

466.1 **Report by Finance and General Purposes Committee Chairman on matters considered at the meetings held on 5th July and 6th September.** Councillor Henton updated Council on the following matters:-

466.2 **List of Cheques and debit card payments to 13.9.18 for Approval** – Council was asked to approve the list of cheques numbers 106207 – 106234 totalling £26,222.98 including VAT of £1,348.28. Payments under S137 of the Local Government Act 1972 totalled £350 and the petty cash balance was £230.96.

466.3 **Monthly Budget Progress to 31 July 2018 and Bank Reconciliation to 31 July 2018**
Committee expenditure was as follows:-

- F&GP £50,471.29 has been spent from the budget of £159,230.00 of which £45,801.96 has been spent from the Administration budget of £142,780.00
 - E&A - £13,816.17 has been spent from the budget of £46,600
 - P&T £1,368.75 has been spent from the budget of £10,500
 - From the reserves £9,889.50 has been spent
- In total, £65,656.21 has been spend from the annual budget of £216,330

466.4 **Toilets on the Common** – Councillor Plass updated members, summarising the paper presented as Agenda Item 12v) advising that with the completed public consultation the design has been modified based upon five standalone cubicles, enabling the design footprint to be reduced by ~10% thereby lessening the visual impact. The next steps are to have detailed plans drawn up, submit the appropriate planning application and if successful, seek permission from the Secretary of State and agreeing land lease arrangements with MSDC. Members **agreed** to approve the next steps to progress the project.

466.5 **Village Orderly** – this item was addressed under confidential matters latter in the meeting.

466.6 **To receive the Minutes of the Finance and General Purposes Committee held on 2 August to confirm their recommendations.** **RESOLVED:** that the Minutes of the Meetings of the Finance and General Purposes Committee detailed be received and their recommendations confirmed.

467. Budget 2019/20

467.1 Councillor Henton advised that he was keen that the budget process be started as early as practical to avoid the danger of running up against deadlines and the need to address issues at the last minute. To this end, he was introducing a more formalised, professional approach whereby projects requiring budgets must be underpinned by a written paper detailing, as a minimum, the justification for the project, the expected resource requirements, the 'sponsoring' or 'lead' councillor(s) and the financial implications. Notwithstanding the elections due in May 2019, he was keen to ensure that an appropriate platform was in place as the Council moves forward.

467.2 Councillor Plass stated that he was in full agreement with these proposals, and the need to review and plan appropriately.

468. To Confirm Meeting Dates for Council and Committee Meetings 2019.

468.1 Members **noted** the dates as previously circulated.

469. Risk Management

469.1 The Deputy Parish Clerk referred to the previously circulated paper and summarised the new approach whereby Risk Assessments would be undertaken throughout the year, to allow alignment with events and ensure that any learnings were appropriately incorporated. The annual (Feb) confirmation that Risk Assessments had been reviewed and updated would still be required. Members **agreed** the revised approach.

470. **Matters Arising** after the preparation of the agenda, which the chairman agrees to take as urgent. Any such matters will be for noting or referral to a future meeting only

470.1 Councillor Blunden noted that today had seen the funeral of John Jesson whom members knew particularly for his work with the Lindfield Preservation Society. John inspected every planning application within both Lindfield Parish and Lindfield Rural Parish, providing in depth

LINDFIELD PARISH COUNCIL

commentary on most, with a view to ensuring that developments were appropriate to their environment. In addition to the tributes paid by Councillor Plass at the Planning & Traffic Committee meeting on 28 August 2018, Full Council members wished to express their sorrow at John's untimely passing and expressed appreciation for his fulsome reports and passion for the village; he will be sadly missed.

470.2 No other matters were raised.

471. Exclusion of the public [and press]: to consider whether a resolution should be moved under Standing Order No. 3(d) and in accordance with the Public Bodies Admission to Meetings Act 1960 Section 1(2), to exclude the public and press from the following part of the meeting, by reason of the confidential nature of the business to be transacted or for other special reasons (staffing matters).

471.1 Councillor Plass moved for such a resolution to consider the following matters:

472. Clock Tower House Lease.

472.1 Council was updated on progress and **Noted** the current position.

473. Village Orderly.

473.1 Council was updated on progress and **Noted** the current position.

The Meeting concluded at 20.45.