



LINDFIELD PARISH COUNCIL ANNUAL REPORT 2017/18

Parish Office :

Clock Tower House
Lindfield Enterprise Park
Lewes Road
Lindfield
West Sussex
RH16 2LH

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Opening hours: Tuesdays 1.00 – 4.00 p.m., Thursdays and Fridays 10.00 a.m. – 1.00 p.m.
or by appointment

Chairman: Cllr. Mr. William Blunden
Parish Clerk: Mr. Andrew Funnell
Deputy Parish Clerk: Mr. David Parsons
Responsible Financial Officer: Mrs. Tracy Ely

email: clerks@lindfieldparishcouncil.gov.uk
website: lindfieldparishcouncil.gov.uk

MEMBERS OF LINDFIELD PARISH COUNCIL 2017/18

Mike Allen
William Blunden
Matthew Damsell
Judith Durrant

Stephen Henton
Margaret Hersey
Simon Hodgson
Roger Pickett

Ron Plass
Sarah Richmond
Christopher Snowling
Valerie Upton

Members can all be contacted via the Parish Office in the first instance.

CHAIRMAN'S OVERVIEW (Chairman of Council, Councillor William Blunden)

Once again this has been an interesting and challenging year for your Parish Council. Developers continue with their quest to build on the green fields that surround our village. The Parish Council worked closely with our colleagues on the Rural Parish Council and the Lindfield Preservation Society to oppose these developments. The Mid Sussex District Council finally adopted the Mid Sussex District Plan 2014-2031 on the 28th March 2018 but sadly for us it's too late to prevent the large-scale developments bordering our village.

During January and February we held a public consultation in the King Edward Hall on the Road Traffic Study which we commissioned following the making of our Neighbourhood Plan and concerns from residents about speed and safety on the roads and pavements of our Village. The event was very well attended and the public had every chance to question our consultant and complete a questionnaire. We are still collating the responses and will then decide the way forward.

During the year we welcomed two new members onto the Council with the co-optation of Sarah Richmond and Matt Damsell, they are already proving to be a great asset and between them greatly reduce the average age of the Council.

During the year Christine Irwin retired as Clerk to the Council having served the community for 21 years, firstly as Deputy and latterly as Clerk. This followed the retirement last April of Iain Mclean our Deputy Clerk both of whom gave dedicated service to the Council and residents and will be greatly missed. On a positive note we are pleased to offer a warm welcome to Andrew Funnell who has been appointed as our new Clerk and David Parsons as our Deputy Clerk both of whom have already demonstrated that they are able to deal with the challenges of a busy Parish Council.

PLANNING & TRAFFIC COMMITTEE (Chairman: Councillor Chris Snowling)

The two major events in 2017/18 have been the approval of the District Plan and the public consultation on the Parish Council's Traffic study. The Parish Council's Traffic Study Consultation at the King Edward Hall in January 2018 was well attended and when the consultation period closed a month later, 259 survey responses had been received. The results are shown in the table below and the additional comments provided by contributors are currently being compiled. In conjunction with the Council's Traffic Consultant, the Council will liaise with key stakeholders including West Sussex County Council to consider which schemes can be developed further and apply for any available funding.

Traffic Study Public Consultation Results

Site	For	Against	Total
<u>Denmans Lane</u> Re-open as through road, potentially one-way with new footpath or two way with no footpath and road speed humps, to spread / improve traffic flow	66	161	227
<u>Hickmans Lane / Sunte Avenue & Hickmans Lane / Finches Park Road</u> Road narrowing and pedestrian crossing points	133	69	202
<u>High Beech Lane / Portsmouth Lane</u> Vehicle activated speed sign, road narrowing and pedestrian crossing points	150	45	195
<u>High Street</u> Remove existing centreline, provide additional parking bays, additional pedestrian crossing points including buildouts and road narrowing	127	82	209
<u>Lewes Road / High Street Junction</u> Provision of Traffic Signals	119	97	216
<u>Lewes Road Pedestrian Crossing Facility</u> Pedestrian crossing point.	167	30	197
<u>Lewes Road / Scamps Hill</u> Remove centreline, provide additional parking bays, road narrowing	80	92	172
<u>Luxford Road / Brushes Lane Corridor</u> Raised table at junctions Newton Road / Dukes Road, Brushes Lane / Brushes Lane, Luxford Road / Harvest Close	118	55	173
<u>West View</u> Footway buildout to link Common and footpath to aid pedestrian crossing. Consider similar in Backwoods Lane.	125	48	173

The Committee has considered 162 planning applications during 2017/8, of which 50 related to trees. All these applications come from Mid Sussex District Council as the Planning Authority, and include a few applications made by West Sussex County Council application, e.g. where they undertake work to trees that are either listed, or within the Conservation Area. As always, we are particularly concerned to protect our listed buildings and properties within the Conservation Area, and the Areas of Townscape Character and to ensure, where relevant, that the guidelines contained within the Lindfield Village Design Statement are followed by homeowners and developers alike.

The applications normally relate to land, property or trees within our urban Parish but we did last year offer comments on some significant applications within Lindfield Rural Parish and Haywards Heath, when we considered that such developments would have an adverse effect on our own Parish, especially when it comes to the adequacy of our local infrastructure and amenities. Within our own boundary the Committee has recently raised objections to the proposed development on the former Tavistock and Summerhill school site.

Aside from proposed large-scale housing developments, the Committee has examined a great many other planning applications of considerable public interest to local residents, who have on numerous occasions filled the public gallery to make their views known. These include applications relating to Tamasha, formerly the White Horse Inn; and the Lindfield Coffee Works.

It should be noted the 2017/18 financial year will be the last when the Committee receives paper plans as Mid Sussex District Council has introduced a paperless planning system. To adapt to these changes the Committee (and Council) has agreed the purchase of additional IT equipment to help fulfil its role.

In March the Parish Council decided that it will no longer write to applicants to advise them of the dates their application will be considered by the Parish Council.

ENVIRONMENT AND AMENITIES COMMITTEE

(Chairman: Councillor William Blunden)

The Environment and Amenities Committee is responsible for providing and maintaining the Denmans Lane Allotment Site, the public toilets, some street lighting, litter bins, bus shelters and other items of street furniture. The committee also liaises with MSDC regarding management of the Common, the Pond and Hickmans Lane Playing Field and with WSCC on various highway matters. Winter maintenance, Christmas lights, the annual Christmas Festival Night and Spring Clean also come under this Committee's remit.

The E&A Committee's achievements include the repair and refurbishment of the King Edward Hall Clock. Working in conjunction with West Sussex County Council, the E&A Committee contributed towards the installation of 10 dropped kerb sites in the Village. We have also replaced some of the roadside posts by the pond. In partnership with Mid Sussex District Council, the committee has contributed towards the installation of additional posts on the Common on Blackhill.

The Parish Council continued to support Lindfield in Bloom with two Council representatives attending their meetings. The Parish Council purchased two large planters located in Denmans Lane which are maintained by Lindfield in Bloom.

The Highways Partnership Agreement between West Sussex County Council, Haywards Heath Town Council and Ardingly, Lindfield and Lindfield Rural Parish Council will not be continuing into 2018/19. Residents are encouraged to report issues directly to West Sussex County Council using the Love West Sussex website <http://love.westsussex.gov.uk/reports/home> or app.

We also had a separate agreement with Haywards Heath Town Council during 2017/18 for them to undertake grass cutting in the High Street and undertake a number of other maintenance jobs which were outside the Highways Agreement, such as painting and cleaning street furniture. The grass cutting contract will continue into 2018/19 but the other services will cease and the Council is considering its options.

The Mobile Refuse Freighters which visit the Tollgate Car Park every two months, paid for by the Parish Council, are always well used and the Village Spring Clean in April has been much better supported in the last few years – many thanks to the people who give up their morning once a year to make this a great community effort.

During the coming year the E&A Committee's priorities are to move forward with a number of joint projects with Mid Sussex District and West Sussex County Councils.

The Council will continue to discuss with Mid Sussex District Council the potential transfer of the Wilderness Field.

FINANCE AND GENERAL PURPOSES COMMITTEE (Chairman: Councillor Stephen Henton)

The Finance and General Purposes Committee is responsible for overseeing and reviewing the day to day financial matters of Lindfield Parish Council and to recommend to the Council the annual budget and the precept to be levied for the Parish. Staffing and the Parish Office accommodation also come under the remit of this Committee as well as governance, insurance, risk assessment, production of the Lindfield Parish Directory and Year Book and any matters of policy which do not fall clearly within the responsibilities of the other Committees, or where there is conflict between them.

Putting together the annual budget is a major task. As Lindfield Parish Council has very little income from other sources, most of its funds have to come from the annual precept which is one element of the Council Tax. In 2017/18 the precept was £162,000. If the amount required to fund the budget is underestimated, the Council is unable to obtain any further sums from other sources, other than loans for particular capital projects, so it is essential that reserves are held as a safeguard in case of unexpected but necessary expenditure. After careful consideration of the budget for 2018/19, it was agreed to reduce the precept to £156,000.

Full copies of the accounts are available from the Parish Office. A breakdown of the budget for 2018/19 is enclosed with this report, together with an abbreviated version of the receipts and payments for 2017/18.

The on-going work of the Committee includes reviewing monthly income & expenditure against the budget, carrying out periodic checks on the financial records and reporting to Council annually on the effectiveness of the internal audit and internal control procedures. The finances of the Council are subject to both external and internal audit – to date no significant problems have been identified and some helpful suggestions have been followed up.

The proposed capital project for providing public conveniences on the Common also comes under this Committee. Councillor Plass has continued to liaise with Mid Sussex District Council regarding this project. A public consultation during the financial year 2018/19 will take place to assess feedback for the provision of the public toilets on the Common.

Each year the Council sets aside an amount of money in the F&GP Committee's budget for grants/donations, either to local village based groups or to organisations whose activities benefit residents of our Parish.

Group	Grant/donation
St Catherine's Hospice	£250.00
St Peter and St James Hospice	£250.00
Lindfield Bonfire Society	£250.00
Citizens Advice Horsham	£200.00
Victim Support	£100.00
West Sussex Mediation Service	£100.00
Royal British Legion Surrey (Purchase of Silent Soldier)	£250.00

RECEIPTS AND PAYMENTS ACCOUNT YEAR ENDED 31 MARCH 2018 (abbreviated)

2016/2017			2017/2018	
£	£		£	£
		RECEIPTS		
157,000.00		Precept	162,000.00	
99.05		Interest Received	354.84	
839.62		Allotments: Rents and Licence Fee	891.76	
3,295.00		Village Directory: Advertising	4,437.19	
9.50		Village Directory: Donations	13.50	
277.50		Christmas Festival Night	292.50	
-		WSCC: Contribution for tree works	2,622.00	
384.62		WSCC: Re-imburement for grass cutting	384.62	
11,083.32		Rent: Clock Tower House	11,083.32	
1,018.92		Other Income	136.09	
18,909.32	192,916.85	VAT recovered	7,809.36	190,025.18
		PAYMENTS		
72,727.44		Administration	74,434.03	
25,687.00		Capital: repayment of loan for Clock Tower House; office equipment	25,203.00	
36.94		Other Expenditure on Parish Office	2,335.91	
12,409.60		Finance and General Purposes Committee	11,239.36	
40,173.82		Environment and Amenities Committee	4,9478.63	
9,683.28		Planning and Traffic Committee	4,908.63	
9,263.10		VAT on Payments	9,019.83	
	169,981.18			176,619.39
	22,935.67			13,405.79
SUMMARY year ending 31 March 2018				
Opening Balance	239,787.63		Payments	176,619.39
Receipts	190,025.18		Closing Balance	253,193.42
	£429,812.81			£429,812.81
BANK RECONCILIATION				
Current Account	1,272.98			
Business Premium Account	166,686.90			
Issue Saver Account	85,000.00			
	252,959.88			
Petty Cash in Hand	233.54			
Total:	£253,193.42			

BUDGET 2018 / 19 (Precept £156,000)

FINANCE AND GENERAL PURPOSES COMMITTEE	£
Administration	142,780.00
Chairman's Fund	500.00
Grants/Donations	2,350.00
Annual Memberships/subscriptions	2,600.00
Village Directory	6,500.00
Newsletter/Annual Report	2,000.00
Members' Allowances	2,500.00
Sub-Total	159,230.00
ENVIRONMENT AND AMENITIES COMMITTEE	
Street Lighting - Energy/maintenance costs	4,350.00
- Upgrading Street lights	3,000.00
- Christmas Lights	8,500.00
Maintenance / gardening (including Spring Clean and maintenance)	4,000.00
Allotments	2,500.00
Christmas Festival Night	1,000.00
Mobile Civic Amenity Freighter	2,000.00
Denmans Lane toilets - running costs	13,000.00
Digital mapping	250.00
Grass cutting (High Street)	2,000.00
Wilderness Field	5,000.00
Reprint of the Lindfield Leaflet	1,000.00
Sub total - E&A:	46,600.00
PLANNING AND TRAFFIC COMMITTEE	
Miscellaneous	200.00
Traffic Study	4,300.00
Speed Indicator Devices	6,000.00
Sub Total - P&T:	10,500.00
BUDGET TOTAL 2018-19	216,330.00