

## LINDFIELD PARISH COUNCIL

Minutes of the meeting of **LINDFIELD PARISH COUNCIL** held on  
**Thursday 14 March** in the King Edward Hall, Lindfield.

The meeting commenced at **20.00 hrs**

### **Present:**

Parish Councillors: Mr W Blunden (Chairman)  
Mrs V Upton (Vice Chairman)  
Mr M Allen  
Mr S Henton  
Mrs M Hersey  
Mr R Pickett  
Mr R Plass  
Mrs S Richmond  
Mr C Snowling  
Mr I Wilson

**In attendance:** Mr A Funnell (Parish Clerk)  
1 member of the public

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

### **506. APOLOGIES**

506.1 Apologies for absence were received from Councillor Durrant. The reasons were accepted.

### **507. DECLARATIONS OF INTEREST**

491.1 There were no declarations of interest.

### **508. APPROVAL OF MINUTES**

508.1 The Chairman called for approval of the Minutes of the Council meeting held on **17 January 2019**. It was **AGREED** to **APPROVE** the Minutes, and the Chairman **SIGNED** the Minutes as a true record of that meeting.

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

509.1 There were no questions.

### **510. CHAIRMAN'S ANNOUNCEMENTS**

510.1 The Chairman reported concerns relating to alleged vandalism in the Welkin.

### **511. REPORTS BY COUNTY / DISTRICT COUNCILLORS**

511.1 The Chairman read out the following reports:-

#### **Councillor Andrew Lea, WSCC / MSDC**

The Clerk advised that the following report had been received:

County Highways have completed the draft assessment of the Lindfield Traffic Study, and following checking, will issue it soon.

The main work at County, recently, has of course been the revenue and capital budget. My formal involvement in this process was at the Performance and Finance Select Committee, and of course full Council.

It cannot have escaped people's notice that the High Street has been resurfaced, which is a big improvement. Traffic lights have been replaced and a new crossing installed travelling in from the village towards Haywards Heath. I understand this should enable a better flow of traffic.

#### **Councillor Anthea Lea MSDC**

not in attendance

#### **Councillor Margaret Hersey, MSDC**

Councillor Hersey reported the following:

1, The High Weald AONB Management Plan 2019-2024

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Note: Further to the following note MSDC has confirmed the adoption of the AONB Management Plan for 2019-2024 and confirmed their financial support as one of the 15 Partner Authorities.

On Monday 11th February 2019 Mid Sussex District Council Cabinet formally adopted The High Weald Area of Outstanding Beauty Management Plan 2019 – 2024. The cabinet also approved the Habitats Regulation Assessment which supports the management plan.

This was an important step in protecting what is a very important living landscape which is subjected to internal and external pressures and the management plan is a key tool for the protection of this valuable landscape that covers 50% of our district.

The Cabinet also acknowledge that MSDC as one of the 15 partner authorities continues to support the work of the Joint Advisory Committee in making a financial commitment to the core costs for the running of the High Weald Unit which is a dedicated and professional group with expertise in their field who provide the skills and management to protect and uphold the aims of the management plan.

2. At the MSDC Full Council meeting on the 20th January 2019 two items were considered by members as follows

2.1 Constitutional Review 2018-19 was reported with the main area of change proposed and agreed was the reduction from 3 Planning committees down to 2, one being to cover ordinary planning applications and the other being a District Planning considering all large developments. Each committee will comprise 12 members from a pool of 20 members who have completed the planning training process. These changes are to reflect the adoption of our New District plan.

2.2 Hackney and Private Hire Driver Code of Conduct. The purpose of the code is to promote the taxi and private hire licensing objectives such as public health, discriminating between the type of individual seeking the hire such as disabled and blind person with a dog etc.

3. At the full MSDC meeting 27th February 2019 the main item of business was the consideration and approval of a Corporate Plan and Budget for the financial year 2019-2020. The Corporate Plan was formally approved and adopted which confirmed the MSDC Council tax for the next financial year. The Corporate Plan and Budget sets out the following key areas:

3.1 Provides investment to support the council's ambitious growth programme.

3.2 Invest in community services and facilities.

3.3 Protect key frontline services.

The key issue for Mid Sussex residents is the proposed MSDC element of the council tax which is increased by 3.10%; this will mean at Band D the council element will be £236.24. Please note added to this figure will be WSCC and Police elements which make up the total Council tax figure that will be coming through letter boxes.

### **512. ACTION LIST**

496.1 The Action List was **NOTED**.

### **513. CONSULTATION DOCUMENTS**

49.1 There were no consultation documents.

### **514. PLANNING AND TRAFFIC COMMITTEE**

514.1 **Report by Planning & Traffic Committee Vice Chairman on matters considered at the meetings held on 29 January, 19 February, and 12 March 2019.**

Councillor Plass **REPORTED** the following

Since my last report to Full Council the Planning & Traffic Committee have met three times. At these meetings we have considered 30 applications of which 5 of these were for trees.

29 Jan 2019

7 Hickmans Close - Proposed ground floor side and rear extensions, incorporating extended hipped roof linking existing house and garage/annex. Lindfield Parish Council objected to the

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proposed amended roofline, which it considered unneighbourly due to its impact on the outlook from nearby property. MSDC granted permission for this application.

The Coach House Blackhill - First floor front extension with materials to match existing. Detached timber garage to front of property. Lindfield Parish Council continues to object to the positioning of the garage beyond the existing building line, which is not addressed by the design revisions. MSDC granted permission for this application.

19 Feb 2019

This meeting attracted a large audience due to the application relating to the former Tavistock and Summerhill School site.

Former Tavistock and Summerhill School site - Proposed erection of 38 residential dwellings comprising 4 houses and 34 flats with associated internal access, surface-level car parking, landscaping with other infrastructure. Lindfield Parish Council strongly objected to this application which, despite a reduction in the number of dwellings proposed compared to the previous application, remained totally unsuited to its location and contrary to the approved District and Neighbourhood Plans. No decision has yet been taken by MSDC on this application.

41 Hickmans Lane - Partial demolition of existing detached house. Proposed single and two storey extensions to the front, side and rear elevations and associated alterations. Lindfield Parish Council strongly objected to this application in view of its bulk, particularly recognising its location in an Area of Townscape Character. It considered the proposed development to be overbearing, unneighbourly and detrimental to the existing street scene, contrary to Policy DP 26 (Character and Design) of the Mid Sussex District Plan 2014-31. No decision has yet been taken by MSDC on this application.

12 Mar 2019

There were no objections raised to any of the planning applications reviewed.

In addition to planning applications the following can be reported

**Traffic study** - WSCC are in the process of formally reviewing the results of the Traffic Study. Once this has been received the committee will then consider WSCC's comments. The committee have agreed that the office will investigate the availability of s106 for the sites proposed in the report.

**Lindfield TRO** - The committee agreed to support a TRO on Lewes Road. Full Council agreed that the clerk would write a letter to WSCC in support of the application. This letter has been submitted. We understand that the TRO application was submitted by a resident on 31st January 2019 and we await the outcome.

**SIDs** - Our two mobile SIDs are now being deployed across the pre-agreed locations within the parish. We are publishing the data sets on our website and are sharing them with WSCC highways. The data from the devices makes interesting reading and not only shows vehicle speed but also the volume of traffic.

**Meeting with Blackthorns Community Association** - The Deputy Clerk has contacted all the parties involved with suggested dates. Unfortunately, not all parties responded, and we have now gone past the suggested dates.

**Construction Management Plans** - The committee have agreed that the Deputy Parish Clerk will write to MSDC, WSCC, & ESCC to try to address the inconsistent approach that is being taken towards construction management plans. The committee highlighted the differing approach used at three local sites. It was also noted that HGV movement through Lindfield is not limited to just developments in West Sussex but also includes those in East Sussex. The committee feels that this problem needs to be addressed given that there are several additional developments that are or may take place.

**Flatted Development** - It was understood that some officers at MSDC considered that the Tavistock & Summerhill School Site was suited to "flatted development". The Deputy Clerk has written a letter to MSDC for clarification. A response has been received from the Planning Applications Team Leader at MSDC. The officer summarises that:

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"I do consider that in principle the site would be suitable for a flatted development. There are clearly many different designs in which flats can be provided. I am currently assessing whether the scheme that has been put forward complies or conflicts with the design policies in the development plan."

- 514.2 **To receive the Minutes of the Planning & Traffic Committee held on 29 January, 19 February, and 12 March 2019 to confirm their recommendations. RESOLVED:** that the Minutes of the Meetings of the Planning & Traffic Committee detailed be received and their recommendations confirmed.

### 515. ENVIRONMENT AND AMENITIES COMMITTEE

- 515.1 **Report by Environment & Amenities Committee Chairman on matters considered at the meeting held on 31 January.** Councillor Blunden updated Council on the following matters:-

- The second tranche of LED light upgrades to the parish council street lights have now been completed.
- The committee has agreed the UK Power Networks costs for installing a connection for the potential new street light by the logs car park at the top of the Common. The quote for the actual lighting column will be considered at the next committee meeting.
- Village Festival Night will take place this year on Tuesday 3<sup>rd</sup> December
- The committee has agreed a quote for the Christmas Lights display 2019.
- Three new street litter bins have been installed today.

- 515.2 **To receive the Minutes of the Environment & Amenities Committee held on 31 January 2019 to confirm their recommendations. RESOLVED:** that the Minutes of the Meetings of the Environment & Amenities Committee detailed be received and their recommendations confirmed.

### 516. FINANCE AND GENERAL PURPOSES COMMITTEE

- 516.1 **Report by Finance and General Purposes Committee Chairman on matters considered at the meetings held on 10 January and 7 March 2019.**

Councillor Henton asked Councillor Plass to provide an update on the proposed toilets on Lindfield Common. Councillor Plass advised that the application had been submitted to MSDC and that the stated decision date for the application was 5<sup>th</sup> March 2019.

Councillor Henton then updated the Council on the following matters:

- 516.2 **To receive the Minutes of the Finance and General Purposes Committee held on 10 January and 7 March 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.

- 516.3 **Monthly Budget Progress to 31 January 2019 and Bank Reconciliation to 31 January 2019**  
Committee expenditure was as follows:-

- F&GP - £124,255.37 has been spent from the budget of £159,230.00, of which £112,952.42 has been spent from the Administration budget of £142,780.00
  - E&A - £27,135.45 has been spent from the budget of £46,600
  - P&T £5,903.88 has been spent from the budget of £10,500
  - From the reserves £14,893.64 has been spent
- In total, £157,291.70 has been spent from the annual budget of £216,330

Councillor Henton signed the bank reconciliation as at 31<sup>st</sup> January 2019.

- 516.4 **List of Cheques and debit card payments to 14.03.19 for Approval** – Council was asked to approve the list of cheques numbers 106327 – 106354 totalling £69,281.45 including VAT of £1,836.78. Payments under S137 of the Local Government Act 1972 totalled £250.00 and the petty cash balance was £158.70.

### 517. LINDFIELD VILLAGE DIRECTORY AND YEAR BOOK

Councillor Plass advised the councillors regarding potential options for the Village Directory and Year Book. It was **AGREED** that:

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- a) the 2020 edition go ahead but change to a laminated front cover
- b) [by chairs casting vote] that the product should remain as a single directory and yearbook.
- c) that the Working Group and Clerk investigate outsourcing costs (2021 edition onwards) for consideration by the new council.
- d) The Clerk will write to Lindfield Rural Parish Council to see if they require any copies for 2020.

### **518. RISK MANAGEMENT**

**518.1** Members **NOTED** the report from the Deputy Clerk.

### **519. 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**

**519.1** Councillor Plass **REPORTED** that Lindfield Rural Parish Council's registration of Haywards Heath Golf Course as an asset of community value was progressing.

### **520. 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).**

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

The public part of the Meeting concluded at 21:10 hrs

### **521. CLOCK TOWER HOUSE LEASE.**

**521.1** Council was updated on progress and **NOTED** the current position.

### **521.2 STAFF SALARIES**

**522.1** Members **AGREED** remuneration for 2019/20.

The Meeting concluded at 21:23 hrs