

LINDFIELD PARISH COUNCIL

Minutes of the **MEETING** of **LINDFIELD PARISH COUNCIL** held on **THURSDAY, 12 MARCH 2020** at the King Edward Hall, Lindfield.

The meeting commenced at 20:00.

Parish Councillors:

Mr. W. Blunden (Chair)	Mrs. M. Hersey *	Mr. R. Plass
Mrs. V. Upton (Vice-Chair)	Mr. M. Leach *	Mr. J. Stevens
Mrs. L. Grace	Mr. A. Matthews	Mr. I. Wilson
Mr. S. Henton	Mr. R. Pickett	Mr. C. Wood

(*) Denotes absence

Also present: No members of the public were present

In attendance: Mr. A. Funnell (Clerk)

119. APOLOGIES AND REASONS FOR ABSENCE.

119.1 Apologies were received from Cllrs Hersey and Leach. The reasons for absence were accepted.

120. DECLARATIONS OF INTEREST BY MEMBERS IN RESPECT OF ANY ITEMS ON THE AGENDA.

120.1 Cllrs Blunden declared personal interest in item 127.1 as he is a member of the Village Day committee.

121. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

121.1 No members of the public were present.

122. CHAIRMAN'S ANNOUNCEMENTS.

122.1 The Chairman had no announcements.

123. REPORT BY COUNTY COUNCILLOR / DISTRICT COUNCILLORS

123.1 Apologies had been received from Cllr Andrew Lea

West Sussex County Council

Andrew Lea sent his apologies for being unable to attend.

Mid Sussex District Council

Cllr Jonathan Ash-Edwards updated members on the following:

New '1-2-3' Recycling and Rubbish Collection Trial – Just under 1000 households in the north of Lindfield will be involved. The idea behind the scheme and in particular food waste is to try and reduce the impact of it's disposal. A study has shown that approximately 40% of waste by weight is food. Mid Sussex will be the first district in the county to trial the new system that includes a weekly food waste collection. Recycling will be collected every two weeks and general waste every three weeks. Daventry District Council has already implemented the scheme and have advised that it has proved popular with residents and a positive impact on the recycling rates. Feedback from those taking part in the scheme will be very important. The trial will begin at the end of April. The first of three communications to resident chosen to take part in the scheme have been sent out. Waste advisors will be speaking to residents. There will also be two information events for residents, including the King Edward Hall.

Site Allocations Document – The Planning Inspectorate require the District Council to undertake this review. The document has been through one consultation and will start the next stage. This will involve the responses being sent to the Planning Inspector rather than the District Council. There are no site allocations within Lindfield. It is worth being aware that landowners and developers can still bring out sites for potential development that are not with in the document.

The Chairman advised the MSDC representatives that there had been flytipping on Lindfield Common. A request was also made to looking into availability of s106 monies that can be used for the potential Traffic Regulation Order on Lewes Road. Cllr Ash-Edwards advised that central government were tightening up on how s106 monies could be spent.

Cllr Anthea Lea updated members on the following:

Toilets on the Common – Mid Sussex will consider the request for landowners and managers permission for toilets on the common on the 1st April. A report will be provided to MSDC members.

Car Park, Lindfield Tennis Courts – Quotes for the work have been received and they have been significantly higher than had been expected. Mid Sussex are exploring whether it is possible to obtain further s106 monies to help take the project further.

124. ACTION LIST

124.1 The action list was **NOTED**.

125. CONSULTATION DOCUMENTS

125.1 It was **NOTED** that no consultations had been received before the agenda was issued.

126. PLANNING AND TRAFFIC COMMITTEE

126.1 Report by Councillor Plass on matters considered at the meetings held on 28 January, 18 February, and 9 March 2020, (if available):

Since the last Full Council the Planning and Traffic Committee has met three times and considered 22 applications, six of which were trees, and one was a lawful development certificate. No objections were raised to any of the applications.

The following decisions of note have been made by Mid Sussex District Council since the last Full Council meeting: DM/19/4652, The Toll House 56 High Street Lindfield Haywards Heath West Sussex RH16 2HL. Change of use of shop to residential accommodation. LPC strongly objected but MSDC agreed to allow an application to vary the use from a shop to a residential property.

DM/18/2639, Lantern Cottage Spring Lane Lindfield Haywards Heath West Sussex RH16 2RF. Proposed 5 bedroom two-storey house on existing land forming part of garden to Lantern Cottage (Amended plans and Arboricultural Impact Assessment received 22/10/2018). The Planning Inspectorate have dismissed the appeal. LPC did not object to the application.

DM/19/4812, Grace Cottage 52 Meadow Lane Lindfield Haywards Heath West Sussex RH16 2RL. Loft conversion with Velux windows to the front and two dormers to the rear and alterations to existing conservatory. (amended description and plans received 30.01.2020). LPC did not object, MSDC though have refused permission.

Two applications outside of the parish boundary were also considered:

DM/19/4231, Tremains Farm Treemans Road Horsted Keynes Haywards Heath West Sussex RH17 7EA. Construction of new cattle building, replacement feed clamps, new slurry lagoon, and replacement dirty water lagoon. (Addendum Planning Statement received 11.12.2019). LPC had concerns regarding the movement of lorries going into the site with soil. MSDC have refused permission for the application.

DM/20/1083, Mabrook Summerhill Lane Lindfield Haywards Heath West Sussex RH16 1RL. Proposed timber and brick porch with pitched roof and roof tiles to match the existing. LPC joined with Haywards Heath Town Council in objecting to the application which falls with the area of Townscape Character. LPC hopes that work already undertaken will be reversed.

Non planning matters:

The Traffic Study Working Group has met recently focusing on the possibility of the Traffic Regulatory Order in Lewes Road. The applicant and LPC are actively seeking help with s106 monies. West Sussex County Council have tentatively agreed to back the proposal providing monies are made available.

126.2 To receive the Minutes of the meetings of the Planning and Traffic Committee held on 28 January, 18 February, and 9 March 2020(if available) and to confirm their recommendations. **RESOLVED:** that the Minutes of the Meetings of the Planning & Traffic Committee held on 28 January, 18 February be received and their recommendations confirmed.

126.3 Planning Application (DM/20/0559): Haywards Heath Golf Course - proposed cross-council liaison. This will not be a discussion of the application (which will be on the agenda for P&TC 31st March 2020).

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Councillor Plass reported that a planning application had been submitted to Mid Sussex District Council. It was acknowledged that the application was within the boundary of Lindfield Rural Parish Council(LRPC). LRPC had approached the council, Haywards Heath Town Council and Ardingly Parish Council for support for a public meeting to be held on the 30 March 2020. The meeting would allow residents and interested parties to express their opinions prior to the respective councils meetings where they will formally consider the application. There is a request from Lindfield Rural Parish Council to help support the meeting financially. It was **AGREED** given the proximity to the parish of the proposed application that Lindfield Parish Council would financially support the public meeting. It was anticipated that cost of the meeting would be approximately £500. This cost would be shared between Lindfield Rural Parish Council and Lindfield Parish Council.

127. ENVIRONMENT AND AMENITIES COMMITTEE

127.1 Report by Councillor Blunden on matters considered at the meeting held on 6 February 2020.

Cllr Blunden **REPORTED** the following:

Hickmans Lane Playground

Unfortunately, the surfacing company, who were scheduled to start on 11th March are running behind due to the weather. They will update us soon with a new date once known.

Streetlights

The final quotation from UK Power Networks has been received for their fees involved in replacing the outdated lighting column in All Saints car park. Their fee relates to disconnection and reconnection of the electric supply. Their quotation has been accepted and a signed order form and cheque have been sent to them.

VE Day 75

The Clerk has emailed MSDC asking for permission for bunting to go around the rails by the pond.

127.2 To receive the minutes of the meeting held on 6 February 2020 (previously circulated) and to confirm their recommendations. **RESOLVED:** that the Minutes of the Meeting of the Environment and Amenities Committee detailed be received and their recommendations confirmed.

127.3 Climate Change – Councillor Wood updated the members as followed:

The Working Group met in February. It considered actions that could be taken including bird and bee boxes being installed in Wilderness Field & the Denmans Lane allotment site. A local shop would be able to provide a quote for the bird boxes. Councillor Stevens would be contacting Lindfield in Bloom to discuss plants on the mini roundabout by Blackthorns School. Consideration was also given to an accreditation scheme for organisations in the village who are making progress in terms of environmental and climate change actions. This could include a formal acknowledgment that they could use and would also encourage them to continue participating. Councillor Wood and Grace had met to consider a policy document. This would be presented to the Working Group for comments/review. The Working Group were going to ask that the council put Lindfield forward to be considered in the food waste trial. but events had now superseded this.

127.4 Wilderness Field

The Chairman reported that shortly after the field was transferred a fallen tree occurred due to the . This issue was dealt with speedily by the council and contractor.

The Chairman advised that the Clerk & Village Orderly have been meeting with various contractors to obtain quotes for management of the site. In addition, advice has been obtained from various charities/groups on promoting the site for wildlife. The Council has also now received the commuted sum of money from MSDC, via our solicitors, for the management of the site.

At the next E&A meeting the committee will be reviewing various quotes for work relating to the site.

The clerk has provided the Working Group with a draft management plan and risk assessment.

128. FINANCE AND GENERAL PURPOSES COMMITTEE

128.1 Report by Councillor Henton on matters considered at the meetings held on 9 January 2020, and 5 March 2020 (Minutes to follow, if available): Cllr Henton **REPORTED** that the minutes of the meeting dated 5 March 2020 were not yet available.

128.2 To receive the Minutes of the meetings of the Finance and General Purposes Committee held 9 January and 5 March 2020 (if available) to confirm their recommendations. **RESOLVED:** that the Minutes of the Meetings of the Finance and

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General Purposes Committee dated 9 January 2020 be received and their recommendations confirmed. The minutes for the meeting dated 5 March 2020 were not yet available.

128.3 Statements of Account / Budget Progress and Bank Reconciliation for the periods: February 2020 and the quarterly Receipts and Payments Summary (up until February 2020). Cllr Henton signed the bank reconciliation for the month ending February 2020.

Cllr Henton **REPORTED** the following expenditure as at 31 January 2020:

- Finance and General Purposes Committee: £127,173.15 had been spent from the budget of £158,400.
- Administration Budget: £113,504.84 had been spent from the budget of £140,500.
- Environment and Amenities Committee: £48,803.98 from the budget of £79,400.
- Planning & Traffic Committee: no expenditure.
- General Reserves: £6,083.00 had been spent from the General Reserve of £50,000.
- Designated Reserves: £4,605.42 had been spent from the budget of £139,030.04.

In total £175,977.13 had been spent from the overall budget of £238,000. Cllr Henton signed the bank reconciliation for the month ending 29 February 2020.

128.4 List of cheques & debit card payments for approval. The list of cheques drawn since the Council meeting held on 16 January 2020 meeting was tabled. **NOTED:** that the expenditure during this period under the powers granted by Section 137 of the Local Government Act 1972 was nil and that the Petty Cash balance as at 12.03.20 was £167.98.

It was **RESOLVED** to approve the list of cheques and debit card payments, numbers 106525 – 106548 inclusive, totalling £28,689.30 with VAT of £2,828.67.

128.5 Toilets on the Common – Update.

The Clerk confirmed there was nothing to add to the earlier information that had been provided by Mid Sussex District Cllr Anthea Lea.

128.6 To confirm recommendation by F&GP to approve the following pension documents:

- a. Discretions Policy.
- b. Internal Dispute Resolution Policy.

Members **AGREED** to approve both above policy documents

129. LINDFIELD VILLAGE DAY 2020 – TO CONSIDER WHETHER THE COUNCIL SHOULD HAVE A STALL AT LINDFIELD VILLAGE DAY, AND IF SO TO CONFIRM ARRANGEMENTS.

129.1 Members considered a report on whether the council should consider applying for a stall at Lindfield Village Day. Members believed that having a presence at the event will help raise the profile of the council and boost community engagement. It was **AGREED** that the council would apply for a stall for Lindfield Village Day 2020.

130. COUNCIL CONTINGENCY PLANNING

130.1 The Chairman advised councillors on the measures that the council had taken in relation to the corona virus outbreak these included:

- Displaying Public Health England literature through its various communication channels.
- Attempting to procure viricide sanitiser.
- Putting in place arrangements, should it be necessary, for staff to be able work from home.

131. RISK MANAGEMENT

131.1 Members noted the report by the Deputy Clerk regarding risk management. The report provided an update on the reviewing of risk assessments. The report made the following recommendations:

“Council (a) confirm that Risk Assessments are being undertaken and (b) notes that no issues have been identified to date that are assessed as High Risk and requiring urgent attention.

At present the Council does not have a specific Risk Management Policy and it is proposed that this is remedied in 2020. The policy should provide an overview of the Council’s approach, alongside the underlying activities to

identify and ameliorate risks, thereby evidencing that the Council recognises and addresses risk issues appropriately.”

Members **AGREED** with the recommendations of the report and suggested the council introduce a specific risk management policy.

132. MATTERS ARISING

132.1 There were no matters arising.

The public part of the meeting ended at 20:44

133. EXCLUSION OF THE PUBLIC [AND PRESS]: TO CONSIDER WHETHER A RESOLUTION SHOULD BE MOVED UNDER STANDING ORDER NO. 3(D) 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.

133.1 Cllr Blunden proposed a resolution for exclusion of the public [and press], this was seconded by Cllr Plass. It was **AGREED** under Standing Order no. 3(d) 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.

134. CLOCK TOWER HOUSE MATTERS ARISING

134.1 Members **NOTED** the update.

The meeting concluded at 20:48