

# Lindfield Parish Council

## Clerks Report

To be considered in conjunction with the agenda for this meeting.  
Meeting of the Planning Traffic and Transport Committee to be held on **Tuesday 12<sup>th</sup> May 2026**, in the King Edward Hall where the following business will be considered and transacted.

### 1. Apologies.

No apologies received at the time of writing this report.

### 2. Declarations of Interest.

Members are advised to consider the agenda for the meeting and determine in advance if they may have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. If a member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of interest will be Minuted.

Where there is a Prejudicial Interest (which is not a Disclosable Pecuniary Interest) Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions. If the interest is a Disclosable Pecuniary Interest, members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber unless they have received a dispensation.

### 3. Minutes.

To approve the minutes of the 21<sup>st</sup> April 2026. (circulated separately)

### 4. Public Forum.

The Public Forum will last for a period of up to fifteen minutes during which the public are welcome to ask questions of the Council on matters that arise under its remit. The question should not be a statement, and it would be appreciated to be kept short, to maximise the time for other questions. The chairman will call the question from those who are indicating that they wish to speak.

### 5. Planning Applications received from Mid Sussex District Council (MSDC).

Detailed in Appendix One and other matters referred to the Parish Council by MSDC.

N.B. Up to two people for and up to two against each planning application will be permitted to speak for a maximum of two minutes each at the invitation of the Chair.

### 6. Appeals lodged, appeal decisions and licencing applications.

**LI/26/0402 Siena Pizza Co.** Proposed location the Witch Inn carpark on Tuesdays 16:30-20:30. Application attached separately for information.

### 7. Planning decisions received from MSDC.

Reference	Address	MSDC	LPC
DM/26/0433	28 West Common	Permitted	No objection
DM/26/0247	71,73,75,77 Barncroft Drive	Permitted	No objection

DM/26/0287	Peake House Lewes Road	Granted	No objection
DM/26/0077	35 Finches Park Road	Permission	No objection

For noting only.

- 8. Report on issues addressed since the previous PTTC meeting to meet external deadlines.**  
None.

**9. Budget Report.**

New financial year – no expenditure to date.

**10. Outstanding Action Points.**

Action list attached below with no changes. Members are asked to note the list and consider any further action.

**11. Transport and Traffic Working Group 2026.**

We are aiming share the results of the consultation with the working group on the 13<sup>th</sup> May. The results will then be published shortly thereafter.

- 12. Matters Arising** after the preparation of the agenda, which the Chair agrees to take as urgent. Such matters will be for noting or deferral to a future meeting only.

None.

## Appendix One - Agenda Item 5: Planning Applications received from Mid Sussex District Council

Item	Year	Ref	Property	Street	Proposal
1	2026	0908	12	Brook Lane	Variation of condition no 2 relating to DM/25/2298 - to allow amendments to the approved drawings.
2	2026	0951	19	Meadow Lane	Proposed ground floor rear extension.
3	2026	0607	16	Compton Road	Replacement of existing timber single and double glazed sash windows with new conservation style wooden sash double glazed windows with Astragal bars (three-over-three as originals where required of the same dimensions as the existing single glazed units).
4	2026	0923	4	Portsmouth Wood	Proposed single storey side extension.
5	2026	0962	2	By Sunte	Variation of condition no 2 relating to planning application DM/25/3023 - to allow for design changes.
6	2026	1014	5	Alder Way	Loft conversion with rear dormer and front rooflights. LDC Application
7	2026	1052	5	Hickmans Lane	New porch, rear box dormer loft conversion, and internal alterations. LDC Application
8	2026	1054	Rydal / 51	Hickmans Lane	Proposed open porch.

- Notes:
1. Lawful Development Certificate (LDC) applications (“...an application to establish whether the development is lawful...”) - no response will normally be provided.
  2. Where application addresses are listed more than once with different reference numbers but the same description, this indicates that more than one type of planning application is required for the work (e.g., both a Householder or Full application and Listed Building Consent)

Members of the public should also submit their comments on Planning Applications directly to Mid Sussex District Council (the Local Planning Authority, who will make the planning decision) in accordance with advertised expiry dates. See <https://www.midsussex.gov.uk/planning-building/view-and-comment-on-planning-applications/>

Item 10

Minute	Meeting date	Subject	Action Agreed	Responsibility	Due Date	Status	Date Completed	Comments
352 363.1	18/03/25 8/4/25	Joint Neighbourhood Plan	Cllr Webster advised that Lindfield Rural Parish Council were unlikely to comment further in the foreseeable future and LPC would therefore need to consider its approach accordingly	tba	tba	Not Started		363.1 Committee agreed that this should remain as an outstanding item for future consideration
458	23/9/25	Village Day Toilets	letters should be sent to both the King Edward Hall and Lindfield Cricket Club encouraging them to ensure that toilet provision for Village Day was suitable, appropriately located and signposted	Deputy Parish Clerk	23/11/25	Not Started		

### Summary

New financial year – no expenditure to date.

### 2025/26 Final Position (prior year-end adjustment)

Description	Cost Centre / Reserve	Budget 2026-27	Expenditure	Balance
Real Time Passenger Information (RTPI) <sup>1</sup>	4973	£150	£0	£150
Speed Calming	4977	£250	£282	- £32
<b>sub-total Budget</b>		<b>£400</b>	<b>£118</b>	<b>£400</b>
<b>Earmarked Reserve</b>				
Planning Reserve <sup>2</sup>	4995/335	£4,000		£4,000
SID Replacement <sup>3</sup>	4936/336	£3,500		£3,500
<b>sub-total Reserves</b>		<b>£7,500</b>	<b>£0</b>	<b>£7,500</b>
<b>Total</b>		<b>£7,900</b>	<b>£0</b>	<b>£7,900</b>

### Notes

1. To meet RTPI annual maintenance charge
2. Planning Reserve – in anticipation of external costs which may be incurred (e.g. reviewing the Neighbourhood Plan, addressing unforeseen planning issues, pursuing sustainable transport initiatives)
3. To meet the anticipated cost of repairing/replacing one of the ageing early SIDs, which are now over 5 years old and outside of the manufacturers guarantee period.

### Recommended Action

For noting.

**Tracy Cruickshank**  
Deputy Parish Clerk

12<sup>th</sup> May 2026



## Street Trading Consent Application

This application is for a street trading consent where traders and/or organisers are looking to make a commercial profit. The consent permits trading on a consent street for a week, six months, one year, or for a one-off event.

There are fees to be paid for these consents. Details of the current fees are available at <https://www.midsussex.gov.uk/business-licensing/street-trading/>

A consent is not required for fetes, carnivals or similar community based and run events, for example Christmas lights switch-on events and non-commercial, community or charitable events where the profits are not used for private gain.

Mid Sussex District Council (MSDC) is committed to protecting the privacy and security of your personal information. As data controller we ensure that processing is carried out in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (GDPR). Any personal information you provide within this form will be used solely in connection to your Street Trading Consent Application.

The lawful basis which enables the Council to process your data for this purpose is: Public interest under Article 6, paragraph (e) of the UK GDPR and Schedule 1, part 1, paragraphs 10 and 11 of the Data Protection Act.

Information provided will be kept in accordance with the Council's retention and disposal guidelines, will only be shared with other departments within the Council and statutory organisations in relation to necessary enquiries regarding your application or where there is a legal requirement for us to do so.

As a data subject you have the right to access your personal data and to ensure the Council is processing it in the correct way. For further information please visit the privacy pages on the Council's website at [www.midsussex.gov.uk](http://www.midsussex.gov.uk) or contact the data protection officer by emailing [dataprotectionofficer@midsussex.gov.uk](mailto:dataprotectionofficer@midsussex.gov.uk).

Applicant Details	
Title	Mr
Full name	Marco Taverna
Date of Birth (dd/mm/yyyy)	██████████




National Insurance Number	██████████
Home Address  (Registered Address in the case of a limited company)	2 Bishopstone Drive, BN2 8FF (registered office for limited company)
Postcode	Bn2 8FF
Telephone number	██████████
Alternate telephone number (if applicable)	
Email address	marco@sienapizzaco.co.uk
Have you or an officer of the limited company ever had a consent refused or revoked by Mid Sussex DC or any other local authority	No
If yes, provide full details of dates and reasons – you may attach the notice of decision if easier.	n/a
Have you been convicted of any of the following offences: Violence/Dishonesty/theft/handling/ Burglary. Consumer protection or fair trading Public health or food hygiene contraventions	N/A

### Location of Trading

Are you applying for a fixed location or locations? You will always be trading from the same location (or locations depending on the day and / or time) **YES**

Are you applying for a mobile consent? e.g. Ice Cream Van, which will stop to trade in a location for a short time, then move on. **NO**

**Fixed Trading Location**

Street(s)	 <b>Hassocks – The Greyhound Inn Car Park (private land) (Tuesdays)</b> Postcode: <b>BN6 8QT</b>  <b>Lindfield – The Witch Inn Car Park (private land) (Tuesdays)</b> Postcode: <b>RH16 2AB</b>    
Town(s)	^ Please let me know if this format is acceptable.
Precise Description of Location(s) <i>(e.g. outside no. 175) (provide a map with the location clearly indicated)</i>	

<b>Mobile Consent</b>	
List all Towns / Villages you wish to trade from.	

<b>Trading Period</b>			
Are you applying for a one-year consent? This includes trading between one to seven days a week throughout the year			<b>Yes</b>
Are you applying for a six-month consent? This includes trading between one to seven days a week throughout the six months			<b>No</b>
Are you applying for a single week consent? i.e. one-off consent for trading for a single week only			<b>No</b>
Are you applying for 2/3-day consent? i.e. one-off consent			<b>/No</b>
Are you applying for a one-day commercial event?			<b>No</b>
<b>Proposed Trading Period.</b> <i>Specify the dates for the start and end of the consent, please note this cannot exceed one year</i>	<b>01/04/2026</b>	To	<b>01/04/2027</b>
<b>Proposed Trading Days</b> Specify the days of the week you will be trading <i>E.g. Monday to Friday, or Friday, Saturday and Sunday every week</i>  <i>If you are only trading on specific days state the day of the week</i>		<i>Monday - Friday</i>	
<b>Proposed trading Times</b>  <i>Specify the exact times for trading and on what days in 24 hr clock</i>	<b>Day</b>	<b>From</b>	<b>To</b>
	Monday	████	████
	Tuesday	16:30	20:30
	Wednesday	████	████
	Thursday	████	████
	Friday	████	████
	Saturday		

	Sunday		
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*Please note that any parking restrictions in place must be complied with at all times.*

<b>Business Details</b>	
Name of Trading Business	Vintage By Siena LTD trading as 'Siena Pizza Co'
Registered Address of Business	Office address - 2 Bishopstone Drive BN2 8FF
Is your business trading in food?	Yes
If yes, which Local Authority is your business registered with, and what is your current Food Hygiene Rating	Brighton and Hove City Council, 5 star hygiene rating.
Articles to be traded (full description)	Wood-Fired Pizza
Do you intend to sell hot food or drinks?	No
Do you intend to sell or supply alcohol?	No
Dimensions and Nature of Trading Stall(s) e.g. Gazebo, Trailer, Catering Van <i>(full description and approximate dimensions of each type of stall, accompanied by colour photographs of the front, sides and back of each stall)</i>	<i>6mx2m Pizza van, fully wrapped/decalled.</i>
Where is the stall stored when not trading?	At a private yard.
Please give the vehicle registration number for each vehicle you intend to trade from, and the name of the registered keeper. <i>You will need to supply a copy of the V5C and current MOT</i>	<i>HN68 DYS (Marco Taverna) Vintage BY Siena</i> <i>MF61 J TU (Marco Taverna) Vintage BY Siena</i> <i>CN68 FDC (Marco Taverna) Vintage BY Siena</i>

<i>certificate (if required) for each vehicle.</i>	
Do you intend to engage assistants If Yes state how many	Yes Number: 24

<b>Tick off each of the following required documents you are submitting with this application form.</b>	
Application fee <i>See current fees list</i>	<b>Yes</b>
Proof of Public Liability Insurance (NEW Applications and RENEWALS)	<b>Yes</b>
Plan, showing precise location of intended trading location(s) (NEW Applications only)	<b>Yes</b>
Proof of registration as a food business, if selling food and drink together with copy of your Food Hygiene rating	<b>Yes</b>
Photographic Proof of Identity & RTW (passport or residence permit) if not a limited company (NEW Applications only)	<b>No</b>
Colour photographs of front, side and back of stall, van, cart etc. (NEW Applications only)	<b>Yes</b>
A copy of your trade waste contract/agreement if applicable (NEW Applications only)	<b>Yes</b>
Authorisation under the Licensing Act 2003, if providing late night refreshment or selling alcohol	<b>Yes</b>
A copy of the V5C for each vehicle you plan to use, showing you as the registered keeper (NEW Applications and where there is a change of vehicle for RENEWALS)	<b>Yes</b>

A copy of your current LPG Gas Safety certificate	<b>No</b>
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<b>Declaration and Signature</b>	
<p>I hereby make an application to Mid Sussex District Council for the grant of a Street Trading Consent, subject to the Statutes, Regulations, Policies, Byelaws and Conditions relating to the same for the time being in force.</p> <p>I declare that I have checked the information on this application and, to the best of my knowledge and belief, it is correct. I understand that it is an offence for any person to knowingly or recklessly make a false statement or to omit material information for which I could be prosecuted, and any consent issued revoked.</p> <p>I declare that I have supplied all the appropriate supporting documentation listed in the above checklist, and I am aware that if any of the information supplied on this application should change, I need to inform the Council in writing and pay the fee for amending the consent, if applicable.</p> <p>I understand that I must undertake to comply with the legislation, byelaws, policy and conditions of consent as are now, or may hereafter be in force, for regulating street trading.</p>	
<b>Name: Marco Taverna</b>	<b>Capacity of Signatory: Company director</b>
<b>Signature: Marco Taverna</b>	<b>Date: 06/03/2026</b>

## NOTES

### General Information

For new applications you cannot trade until you have been issued with a consent. All applications are subject to a 28-day consultation period.

A successful Applicant will be known as a consent holder. It is the responsibility of the consent holder to ensure that appropriate planning for the event or stall is undertaken. This includes having all the appropriate permissions in place. Where necessary the applicant must apply and pay for these separately. The Licensing Team may request proof of these permissions before the issue of a consent.

The Consent Holder/Applicant is responsible for ensuring that there is no obstruction or safety in the street, nuisance or annoyance caused and that there is compliance with all relevant legislation and conditions attached to the consent. Failure to ensure compliance with the above and the street trading consent conditions may mean the consent will be withdrawn, the consent holder/applicant may be refused a future consent or the consent holder/applicant may be prosecuted.

## FOOD SAFETY AND HEALTH & SAFETY QUESTIONNAIRE

**FOOD BUSINESSES MUST ANSWER QUESTIONS IN BOTH SECTIONS A & B ALL BUSINESSES MUST ANSWER QUESTIONS IN SECTION B**

### SECTION A - FOOD QUESTIONNAIRE: To be completed by all food providers

1 Do you intend to sell food or drink? Yes

**If you have answered 'NO' proceed to SECTION B of this form**

2 Do you have a documented 'Food Safety Management System' e.g. Safer Food Better Business  
Yes - NCASS

3 Please indicate which of the following foods you carry either for sale or for use as an ingredient:

Milk Fish Egg products Cooked meat

**(NOTE: WE MAY VISIT YOUR STALL DURING THE EVENT AND REQUEST A SAMPLE OF YOUR HIGH RISK FOOD FOR MICROBIOLOGICAL TESTING)**

4 If any food products are prepared or stored in a place other than the vending vehicle or stall, please state what is done and where: Commercial Prep Kitchen

5 Will food be delivered to the site by a separate supplier? No If Yes, please describe arrangements for delivery of food to your stall:

6 Do you have ready-to-eat food and raw food on your stall? No If yes, how do you ensure separation of raw and ready-to-eat foods?

7 Do you have separate equipment for raw and ready-to-eat food e.g. trays, tongs or scales?  
N/A

8 How do you identify which equipment is for raw and which is for ready-to-eat foods? N/a

9 Please indicate which of the following facilities you intend to provide on site:  
Refrigerator Freezer Cooking hob Deep fat fryer Oven Grill Microwave  
Chiller/fridge Other cooking facilities (Please specify):  
Fridge, Cool boxes, Wood fired Pizza oven

10 Do you use a probe thermometer? Yes **(NOTE: YOU MUST ENSURE THE PROBE IS CLEANED**

**AND DISINFECTED BEFORE AND AFTER USE)**

11 Do you keep temperature-monitoring records? Yes

12 Will food be kept hot after cooking? Yes No If YES, how will food be kept at above 63°C? N/a

13 Do you provide "TASTE" samples for your customers? No If YES, how will these be served hygienically to customers? No

14 What arrangements have you made for hand washing on the stall?

Wash hand basin Soap Hand drying facilities

Describe your method of providing both hot and cold water or water at a suitably controlled temperature at the wash hand basin: Hot water heater, plumbed in.

15 Do you supply protective clothing for food handlers? Yes

16 Please indicate the facilities you intend to provide for cleaning equipment: (To be separate from hand washing facilities.)

Sink Hot water supply to the sink

17 Please specify materials used for cleaning:

Detergent Disinfectant Sanitiser BS EN 1276

Other please specify:

**(NOTE: YOU MUST ENSURE YOU CLEAN REGULARLY THROUGHOUT THE EVENT –DURING AN INSPECTION IT MAY BE VERIFIED USING ENVIRONMENTAL SWABBING OF SURFACES OR EQUIPMENT)**

18 Do you use water to prepare cold drinks, food or wash food? e.g. to wash salad?

No

How is water stored on the stall, what type of containers are used?

Water container

How do you clean the containers and how frequently?

Disinfected weekly

Where do you intend to obtain your water supply? (This must be 'potable' ie mains

water.) **(NOTE: WATER SAMPLES MAY BE TAKEN DURING THE EVENT FROM STAND PIPES**

**AND STALLS) Potable water**

19 Describe the facilities you will provide for the collection, hygienic & safe disposal of dirty water and refuse at the trading site? Take it back with us

20 Please give details of Food Hygiene Training completed by all members of staff that will be working on your stall or vehicle:

Name	Level of Training	Date
Marco Taverna	Level 3	2023
██████████	Level 2	2025
██████████	Level 2	2024
██████████	Level 2	2025
██████████	Level 2	2025

## SECTION B - HEALTH AND SAFETY QUESTIONNAIRE

### 1 ELECTRICAL SAFETY

Have all electrical portable appliances in use at your stall/vehicle been tested? Yes No

*NOTE: IT IS A RECOMMENDATION THAT YOUR EQUIPMENT HAS CURRENT PAT TEST CERTIFICATE (Inspection certificates should be available for inspection when trading on site)*

### 2 FIRE SAFETY EQUIPMENT

What type and number of fire extinguishers are provided at your stall or vehicle?  
Fire extinguishers suitable for a,b,c & f.

Do you have a fire blanket for use on your stall? Yes

**NOTE: THIS IS A REQUIREMENT ON STALLS USING DEEP FAT FRYERS)**

### 3 GAS SAFETY

Do you use LPG on your stall or vehicle? No

**if you have answered NO please proceed to question 12**

If YES, state quantity in kg to be stored on the stall kg

**(YOU SHOULD HAVE ONLY THE REQUIRED NUMBER OF CYLINDERS TO OPERATE THE EQUIPMENT IN USE PLUS A RESERVE OF THE SAME CAPACITY.)**

4 What health and safety training have you and/or your staff had? (Please give the type of training received and dates of the courses)

5 How often does a suitably trained person make a visual inspection of the gas cylinders, pipe work & appliances, including ventilation and flues, etc?

6 Has the gas system of your unit been inspected, tested and serviced by a "Gas Safe" registered engineer who has mobile catering qualifications?

Date of last service:

Name and address of competent person:

Gas Safe registration number:

7 What method/s or product/s do you use for checking for gas leaks?

How often is this done?

8 While trading, are your LPG cylinders kept:

a) In a separate gas tight compartment within the vehicle/unit?

Yes No

b) In a separate gas tight compartment attached to the outside of the vehicle/unit?

Yes No

c) Outside the vehicle but secured and protected against unauthorised interference?

Yes No

d) If you have said 'YES' to either a) or b) above, does the compartment have high & low ventilation direct to the outside? Yes No

9 What length of flexible hose is used to connect the LPG to each appliance?

10 How are the containers restrained whilst in use?

11 Do you display the following written safety information and warning notices at appropriate locations within your vehicle /unit?

General Safety Precautions: Yes No Changing Cylinders: Yes No Action in the event of a gas leak: Yes No In case of fire: Yes No

## 12 GENERATORS

Do you use a petrol or diesel generator in the course of your operation? Yes No If Yes, please state the type of generator used: Silent Petrol Generator

**if you have answered NO please proceed to question 15**

13 Where is the generator located?

a) While in transit: Inside the Van in Transit

b) While trading: At back of van in view of team.

14 How and where is the fuel for the generator stored?

a) While in transit: N/a fuel is filled before leaving base

b) While trading:

c) Where is the generator re-fuelled while trading? Before Trading/Leaving to Trader

**15 FIRST AID**

Do you have a First Aid Box for use on your stall or vehicle? Yes

16 Name of person completing this questionnaire: Marco Taverna

Address: 33a Lansdowne Place, BN3 1HF

Signed: Marco Taverna Date: 06/03/2026

Position in Company: Company director

**Notes:**

**(i) Confidentiality** - The information provided by applicants in this questionnaire is to be used to assess the suitability of applicants to operate a business at events within Mid Sussex. Information may only be shared between the market/event organiser and departments of the Mid Sussex District Council and will remain confidential.

**(ii) Food Safety Law & Health & Safety Law** - It is the responsibility of each applicant and business to comply with the requirements of the relevant legislation applicable to their business activities, for example **(iii) European Union (Withdrawal) Act 2018, Food Safety and Hygiene (England) Regulations 2013, the Food Safety Act 1990, General Food Regulations 2004, EC Regulations No's 178/2002, 852/2004, 853/2004, the Health & Safety at Work etc Act 1974 and regulations made there under. (iv) The information contained in this document is not an exhaustive list of food safety and health and safety responsibilities or duties. This document is not intended to represent a comprehensive checklist of the legislation to which it may refer. Accordingly, Mid Sussex District Council accepts no responsibility for any failing or breaches either directly or indirectly connected to your food safety and health and safety obligations.**



"The information given on this form will be used in accordance with the Council's registration under the Data Protection Act 2018".