

ACTION AND PROJECT PROGRESS LIST

Full - Item 7

Blue - completed or moved on and will be deleted after next meeting of relevant committee. Green = update. Grey background = confidential items. Violet = long term action. Red - priority

COUNCIL / COMMITTEE	MINUTE REF	MEETING DATE	SUBJECT	ACTION AGREED	WHO	DATE DONE
Full	155	18-Jul-24	Tree Wardens	It was agreed that Cllr Grace would provide further information after attending a meeting of the local parish and town councils later in the year. The meeting, it was hoped, would be attended by an MSDC Tree Officer. *	Cllr Grace	
Full	198.1	23-Jan-25	Consultations	It was agreed that the Council would submit a response to the consultation on Strengthening the Standards and Conduct Framework for Local Authorities in England.	Clerk	Feb-25

* Cllr Grace has provided the following update:

I attended the meeting on 10 Feb. Tree management was discussed. MSDC did not attend the meeting but have advised that they are planning to hold a workshop on tree management for town and parish councils. Further details to follow.

Consultation: Establishing a Mayoral Combined County Authority across East Sussex, West Sussex and Brighton and Hove
Type: National - Ministry of Housing, Communities and Local Government
Deadline: 13 April 2025 23:59

Summary: This consultation seeks views, particularly from interested parties, including those who live and work across Sussex and Brighton, on the effect of establishing a Mayoral Combined County Authority in the area. It includes questions on the proposed geography and how the Combined County Authority will make decisions, together with questions on the effects of working across this geography through a Mayoral Combined County Authority.

<https://www.gov.uk/government/consultations/sussex-and-brighton-devolution/sussex-and-brighton-devolution-consultation>

Consultation: Post-16 Transport Policy Statement 2025 to 2026 & the proposed introduction of a post-19 transport policy.
Type: Regional – West Sussex County Council
Deadline: 20 April 2025

Summary: Each year local authorities are required to consult young people of sixth form age and their parents as well as other stakeholders on the Post-16 Transport Policy Statement before it is finalised.

The Post-16 Transport Policy Statement outlines the help that might be available through the County Council, schools, colleges and transport operators to help young people of sixth form age and young adult learners aged 19+ who have an Education Health and Care Plan (EHCP) to get to school and college. It includes information about:

- fares and concessions;
- the Council's home to school/college transport policy for learners with special educational needs and disabilities (SEND); and
- contact details for schools and colleges.

In addition, the consultation into the proposed introduction of a travel assistance policy for post-19-year-olds with an Education, Health and Care plan (EHC plan) aims to recognise SEND Post-19 learners as adults in education and identify necessary transport needs in line with Department of Education Guidance, specifically our duty relating to section 508F of the Education Act.

<https://yourvoice.westsussex.gov.uk/post-16-transport-policy-statement-2025-to-26>

Committee Meeting:	Full Council
Report of:	Parish Clerk
Meeting Date:	13 March 2025
Subject:	Climate Change - Grass Verges
Agenda Item:	10.3

Purpose of Report:

1. To consider authorising an application for a pilot scheme to manage three grass verges.

Summary:

2. Members are asked to consider authorising an application to WSCC to run a pilot scheme on three grass verges. The scheme would test alternative management of the verges to the existing grass-cutting schedule.

Recommendation(s)

Members are recommended to:

- a) **Agree that the Parish Council submits an application to WSCC to manage a pilot scheme on three verges.**
- b) **The Council conducts a trial area on the Wilderness Field.**
- c) **That the management of the pilots be delegated to the Clerk, in conjunction with the Climate Change Working Group.**
- d) **That expenditure of up to £400 from the Climate Change budget be used to support the schemes.**

Background:

3. At the E&A meeting 28th November it was agreed that further research be undertaken on the management of grass verges with a report prepared for a future meeting. Following that meeting members of the council and Greener Lindfield met with a member of West Sussex Council (11 February 2025). At the meeting, the WSCC Officer outlined what potential schemes the Council could undertake.
4. Members of the Council and Greener Lindfield have also discussed with other local authorities what schemes they have undertaken. There are several members of the Council and Greener Lindfield who have volunteered to help with any proposed scheme.

Proposal

5. It is proposed that the Council applies to WSCC to run a pilot scheme on three verges in the Village. The pilots would involve alternatives to the existing management undertaken by WSCC. This could include planting flowers, seeds etc. The three proposed pilot areas are Challoner Road, Dukes Road and Sunte Avenue. WSCC will undertake the necessary risk assessments. The tree areas will be excluded from the WSCC grass-cutting schedule (there may though still be some cutting around the perimeter of the verges for safety reasons. Staff, members and volunteers will manage the pilot areas. Any additional volunteers who come forward would be asked to assist with the three sites rather than any new areas. This would be a pilot managed by the Council and at present we would not be looking to add additional sites.

6. It is also proposed that the Council has a small trial area on the Wilderness Field that it can use to test introducing more native wildflowers.
7. We will seek to gain the support of our WSCC member for the pilot scheme.
8. The pilot scheme would be advertised, including physical signs at the proposed locations. Updates on the progress of the pilot scheme would be included in council communications.

Policy Context

9. The proposal would support the following policy documents:
 - a. Plan 23-27
 - b. Climate Change Policy

Financial Implications

10. A small level of expenditure may be required for plants and or seeds. There may be an opportunity to obtain some funding for this project from WSCC. The Climate Change Working Group has sufficient funds to cover the purchase of plants/seeds.

Financial Reports – 8g^5ag` U^ZItem ##ZRFO Summary to 31st January 2025

1. Detailed Income & Expenditure by Budget Heading
2. Expenditure from Earmarked Reserves
3. Barclays Bank Current Account - Analysis of Payments made between 1>31-Jan-25
4. Unity Trust Current Account - Analysis of Payments made between 1>31-Jan-25
5. Bank – Cash and Investment Reconciliation to 31-Jan-25*

* The date of the bank reconciliation in respect of the Hinckley & Rugby Building Society is currently shown as 31- Dec-24. This date reflects the opening of the new account with effect from 23-Dec-24. Interest is paid on an annual basis on 1-Dec and as such the balance of funds held on account will remain unchanged until next year. Monthly statements are available upon request, and I am currently still waiting to receive a copy for Jan-25, however given the value shown will not impact any figures, I have decided to share the information that I currently have available.

Payments that were received in January 2025.

1. Barclays Business Current Account:
£808.00 CTH Rent for January 2025.
£372.37 CTH Service Charge for Oct-Dec 2024.
Plus, regular automatic transfer facility transactions with Barclay's Business Premium account.
2. Barclays Business Premium Account:
Regular automatic transfer facility transactions with Barclay's Current account.
3. Unity Trust Current Account:
Internal transfer of funds from Unity Trust Savings account to fund online payments.
4. Unity Trust Savings Account:
There were no payment transactions.
5. Nationwide Building Society:
£154.09 Interest for January 2025.

Transfer of Funds January 2025:

There were no transfers of funds between accounts other than to facilitate online payment of invoices.

Earmarked Reserves Expenditure January 2025 (Net of VAT)

There were no transactions.

General Reserves Expenditure January 2025 (Net of VAT)

There was no expenditure.

Overspent Budget Heading (15% or more of Agreed Budget)

There has been a change in overspent budget headings since my report that was shared for December 2024:

1. 4160 F&GP Insurance - 120.1% (remains unchanged).
2. 4450 E&A Street Lighting Energy/Maintenance - 124.4% (new overspent Budget). Overspend mainly due to increased daily standing charge under replacement contract that was agreed to January 2024.
3. 4561 E&A Denmans Lane Toilets Utilities - 137.6% (increased overspend) Overspend mainly due to change in supplier for daily cleaning services.

Detailed Income & Expenditure by Budget Heading 31/01/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Finance & General Purposes							
1076 Precept	257,000	257,000	0			100.0%	
1090 Interest Received	3,778	1,500	(2,278)			251.9%	
1120 Clock Tower House Rental	8,080	9,696	1,616			83.3%	
1125 CTH Service Charge	914	1,400	486			65.3%	
1150 Telephone Refund	288	0	(288)			0.0%	
1210 Licence Fee	145	143	(2)			101.4%	
1230 Christmas Festival Night	960	800	(160)			120.0%	
1250 Photocopy Services	9	0	(9)			0.0%	
Finance & General Purposes :- Income	271,174	270,539	(635)			100.2%	0
4000 Salary	66,228	90,000	23,772		23,772	73.6%	
4010 Tax & NI	5,374	6,800	1,426		1,426	79.0%	
4020 Pension	10,222	13,200	2,978		2,978	77.4%	
4110 Staff Expenses	0	200	200		200	0.0%	
4111 Payroll Administration	191	500	309		309	38.3%	
4120 Training	577	2,000	1,423		1,423	28.9%	
4130 Bank Charges	59	75	16		16	79.2%	
4140 Audit Fees	124	3,000	2,876		2,876	4.1%	
4160 Insurance	4,202	3,500	(702)		(702)	120.1%	
4170 Postage & Stationery	113	400	287		287	28.3%	
4175 Annual Memberships/Subscriptio	2,088	3,000	912		912	69.6%	
4180 Photocopying	1,258	2,300	1,042		1,042	54.7%	
4190 Telephone & Broadband	1,717	2,500	783		783	68.7%	
4200 IT & Website	5,049	5,000	(49)		(49)	101.0%	
4210 Office Equipment	456	1,000	544		544	45.6%	
4221 Lindfield Enterprise Park	657	700	44		44	93.8%	
4230 Grants Paid	1,630	2,500	870		870	65.2%	
4240 Room Hire	606	1,000	394		394	60.6%	
4250 Cleaning/Catering	2,409	3,000	591		591	80.3%	
4260 Newsletter & Annual Report	1,305	2,500	1,195		1,195	52.2%	
4265 F&GP Professional Fees	0	5,000	5,000		5,000	0.0%	
4270 Chairs Allowance	75	250	175		175	30.0%	
4271 Members Allowances	0	6,450	6,450		6,450	0.0%	
4280 Councillor Expenses	6	200	194		194	3.0%	
4285 Toilets on Common Construction	7,784	0	(7,784)		(7,784)	0.0%	7,784
4292 Community Engagement	379	1,500	1,121		1,121	25.3%	
4295 Waste Collection	807	1,500	693		693	53.8%	
4310 PWLB Repayment	21,815	21,815	0		0	100.0%	
4320 Electricity Supply	2,395	4,000	1,605		1,605	59.9%	
4330 Water Supply	128	200	72		72	64.0%	

Detailed Income & Expenditure by Budget Heading 31/01/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4340 Security Alarm System	430	500	70		70	86.0%	
4350 Fire Safety System	119	500	381		381	23.8%	
4360 Health & Safety	0	200	200		200	0.0%	
4370 Publications	0	200	200		200	0.0%	
4380 Data Protection	180	400	220		220	45.0%	
4385 Vehicle	2,279	4,000	1,721		1,721	57.0%	
4393 Maintenance/Improvements CTH	789	2,500	1,711		1,711	31.6%	
Finance & General Purposes :- Indirect Expenditure	141,451	192,390	50,939	0	50,939	73.5%	7,784
Net Income over Expenditure	129,723	78,149	(51,574)				
6000 plus Transfer from EMR	7,784						
Movement to/(from) Gen Reserve	137,507						
<u>110 Environment & Amenities</u>							
4450 Street Lighting Energy/Mainten	6,094	4,900	(1,194)		(1,194)	124.4%	
4460 Street Lighting Purchase	3,000	3,000	0		0	100.0%	
4465 Christmas Lights	17,519	18,000	481		481	97.3%	
4471 Maintenance/Gardening	426	2,000	1,574		1,574	21.3%	
4480 Christmas Festival Night & Com	978	1,500	522		522	65.2%	
4500 Digital Mapping	390	525	135		135	74.3%	
4510 Grass Cutting	2,085	2,200	115		115	94.8%	
4521 Wilderness Field S106	4,380	0	(4,380)		(4,380)	0.0%	4,380
4530 Village Orderly Equip/Expenses	25	1,000	975		975	2.5%	
4560 Denmans Lane Toilets Repair	0	5,000	5,000		5,000	0.0%	
4561 Denmans Lane Toilets Utilities	19,265	14,000	(5,265)		(5,265)	137.6%	
4565 Toilets on Common Utilities	0	9,000	9,000		9,000	0.0%	
4650 Climate Change Projects	266	1,500	1,234		1,234	17.7%	
4750 Replacement Street Furniture	0	1,000	1,000		1,000	0.0%	
4800 Emergency Equipment	0	300	300		300	0.0%	
4825 Community Equipment	0	300	300		300	0.0%	
4900 Village Archives	0	200	200		200	0.0%	
Environment & Amenities :- Indirect Expenditure	54,429	64,425	9,996	0	9,996	84.5%	4,380
Net Expenditure	(54,429)	(64,425)	(9,996)				
6000 plus Transfer from EMR	4,380						
Movement to/(from) Gen Reserve	(50,049)						
<u>120 Allotments</u>							
1200 Allotment Income	1,197	1,243	46			96.3%	
Allotments :- Income	1,197	1,243	46			96.3%	0

Detailed Income & Expenditure by Budget Heading 31/01/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4600 Allotment Expense	923	2,500	1,577		1,577	36.9%	
Allotments :- Indirect Expenditure	<u>923</u>	<u>2,500</u>	<u>1,577</u>	<u>0</u>	<u>1,577</u>	<u>36.9%</u>	<u>0</u>
Net Income over Expenditure	<u>275</u>	<u>(1,257)</u>	<u>(1,532)</u>				
<u>130 Planning & Traffic</u>							
4960 SID Maintenance	0	2,500	2,500		2,500	0.0%	
4973 RTP1	0	400	400		400	0.0%	
Planning & Traffic :- Indirect Expenditure	<u>0</u>	<u>2,900</u>	<u>2,900</u>	<u>0</u>	<u>2,900</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(2,900)</u>	<u>(2,900)</u>				
<u>140 Non Budgeted Expenditure</u>							
4461 GR: Street Lighting Upgrade	1,095	0	(1,095)		(1,095)	0.0%	
Non Budgeted Expenditure :- Indirect Expenditure	<u>1,095</u>	<u>0</u>	<u>(1,095)</u>	<u>0</u>	<u>(1,095)</u>		<u>0</u>
Net Expenditure	<u>(1,095)</u>	<u>0</u>	<u>1,095</u>				
Grand Totals:- Income	272,372	271,782	(590)			100.2%	
Expenditure	197,898	262,215	64,317	0	64,317	75.5%	
Net Income over Expenditure	<u>74,473</u>	<u>9,567</u>	<u>(64,906)</u>				
plus Transfer from EMR	12,164						
Movement to/(from) Gen Reserve	<u>86,638</u>						

Lindfield Parish Council 2024-2025

Expenditure from Earmarked Reserves as at 31 January 2025

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Toilets on the Common	77,191.67	- 7,784.17	69,407.50
329 EMR - Wilderness Field S106 Maintenance	12,845.58	- 4,380.20	8,465.38
332 EMR - Council Elections	1,350.00		1,350.00
334 EMR - Plan 23-27	5,000.00		5,000.00
335 EMR - Planning Reserve	4,000.00		4,000.00
336 EMR - SID Replacement	2,000.00		2,000.00
	<u>102,387.25</u>	<u>- 12,164.37</u>	<u>90,222.88</u>

Barclays Current Bank A/c

Payments made between 01/01/2025 and 31/01/2025

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
02/01/2025	Barclays Business Premium A/c	Automatic	574.27				210	574.27	From 20623318
02/01/2025	Connected Kerb Limited	DEBIT CARD	3.96		0.66	4385	100	3.30	Vehicle Charge 2 Jan 2025
03/01/2025	Bryan Cleaning Services	ONLINE	315.00			4561	110	315.00	Cleaning Service to 29Dec2024
03/01/2025	Bryan Cleaning Services	ONLINE	-315.00			4561	110	-315.00	Cleaning Service to 29Dec2024c
07/01/2025	British Telecommunications Plc	DD	73.75		12.29	4190	100	61.46	Broadband Services Dec 2024
07/01/2025	Connected Kerb Limited	DEBIT CARD	7.47		1.24	4385	100	6.23	Vehicle Charge 7 Jan 2025
08/01/2025	Apogee Corporation Ltd	DD	133.63		22.27	4180	100	111.36	Printing Charge 5Sep-8Dec 2024
09/01/2025	Connected Kerb Limited	DEBIT CARD	0.30		0.05	4385	100	0.25	Vehicle Charge 9 Jan 2025
10/01/2025	Amazon EU S.à r.l., UK Branch	DEBIT CARD	11.56		1.92	4170	100	9.64	A4 Punched Pockets
10/01/2025	Amazon EU S.à r.l., UK Branch	DEBIT CARD	23.49		3.92	4170	100	19.57	Copy Printer Paper A4 White
10/01/2025	Amazon EU S.à r.l., UK Branch	DEBIT CARD	23.49		3.92	4170	100	19.57	Copy Printer Pater A4 White
14/01/2025	Connected Kerb Limited	DEBIT CARD	5.49		0.92	4385	100	4.57	Vehicle Charge 14 Jan 2025
17/01/2025	Mailchimp	DEBIT CARD	19.82			4200	100	19.82	Mailchimp CommEngagement Jan25
20/01/2025	Npower Commercial Gas Ltd	DD	543.83		25.90	4450	110	517.93	Electricity Supply 1- 31Dec2024
21/01/2025	Connected Kerb Limited	DEBIT CARD	5.53		0.93	4385	100	4.60	Vehicle Charge 21 Jan 2025
22/01/2025	Amazon EU S.à r.l., UK Branch	DEBIT CARD	33.37		5.56	4250	100	27.81	Deinked Paper Hand Towels
22/01/2025	Amazon EU S.à r.l., UK Branch	DEBIT CARD	33.37		5.56	4250	100	27.81	Deinked Paper Hand Towels
23/01/2025	Connected Kerb Limited	DEBIT CARD	8.60		1.44	4385	100	7.16	Vehicle Charge 23 Jan 2025
30/01/2025	British Telecommunications Plc	DD	120.92		20.15	4190	100	100.77	Mobile Reg Charges Jan 2025
Total Payments:			1,622.85	0.00	106.73			1,516.12	

Unity Trust Current Account

Payments made between 01/01/2025 and 31/01/2025

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
03/01/2025	Bryan Cleaning Services	ONLINE	315.00			4561	110	315.00	Cleaning Service to 29Dec2024
10/01/2025	CJS Environmental Ltd	ONLINE	122.40		20.40	4561	110	90.00	Sharps Service 22Jan25-21Jul25
						4561	110	12.00	Consignment Note 22Jan-21Jul25
10/01/2025	Bryan Cleaning Services	ONLINE	315.00			4561	110	315.00	Cleaning Service to 5Jan2025
10/01/2025	Ian Woodhams	ONLINE	22.00			4250	100	22.00	CTH Window Cleaning 6.1.25
10/01/2025	West Sussex County Council	ONLINE	11,560.81			4000	100	9,566.65	Salaries Dec 2024
						4010	100	901.78	NICs Dec 2024
						4020	100	1,741.10	Pension Dec 2024
						1150	100	-648.72	WSCCRfd EeeDed Nov23-Jul24
15/01/2025	British Gas	DD	-237.76		-11.32	4320	100	-226.44	Canc Bill 9486441 29Oct-2Dec24
15/01/2025	British Gas	DD	721.69		120.28	4320	100	601.41	Elec Supply 29Oct-29Dec 2024
17/01/2025	Tisburys Cleaning Services	ONLINE	227.50			4250	100	227.50	Office/CTH Cleaning Dec2024
17/01/2025	Bryan Cleaning Services	ONLINE	315.00			4561	110	315.00	Cleaning Service to 12Jan2025
21/01/2025	Kipper Creative Ltd	ONLINE	522.00		87.00	4260	100	435.00	Lindfield Life Jan2025 Edition
22/01/2025	Mercedes-Benz Fin Services Ltd	DD	234.69		39.12	4385	100	195.57	Lease Instalment Jan 2025
24/01/2025	Vision ICT Ltd	ONLINE	115.00		19.17	4200	100	75.00	SSL Certificate Nov 2023
						4200	100	20.83	SSL Certificate Nov 2024-Apr25
24/01/2025	St Peter & St James Charitable	ONLINE	500.00			4230	100	500.00	S137 St Peter&StJames Hospice
24/01/2025	Open Spaces Society	ONLINE	45.00			4175	100	45.00	Open Spaces Society 1Sep2024
24/01/2025	Bryan Cleaning Services	STD ORD	1,260.00			4561	110	1,260.00	DailyCleaning we 19/1-9/2 2025
31/01/2025	SUEZ Recycling and Recovery	DD	111.12		18.52	4295	100	92.60	Waste Collection Dec 2024
31/01/2025	Unity Trust Bank Plc	FEE	6.00			4130	100	6.00	Service Charge 1-31 Dec 2024
Total Payments:			16,155.45	0.00	293.17			15,862.28	

Lindfield Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 January 2025

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	31/01/2025	Barclays Current Account	14,323.79
2	31/01/2025	Business Premium Account	67,155.81
3	31/01/2025	Nationwide Building Society	93,197.23
4	31/01/2025	Petty Cash	87.73
5	31/01/2025	Unity Trust Current Account	9,575.06
6	31/01/2025	Unity Trust Savings Account	57,756.43
7	31/12/2024	Hinckley&Rugby Building Soc.	1,000.00
			243,096.05
<u>Receipts not on Bank Statement</u>			
0	31/01/2025	All Receipts Cleared	0.00
			0.00
Closing Balance			243,096.05
<u>All Cash & Bank Accounts</u>			
1		Barclays Current Bank A/c	14,323.79
2		Barclays Business Premium A/c	67,155.81
3		Nationwide Building Society	93,197.23
4		Petty Cash	87.73
5		Unity Trust Current Account	9,575.06
6		Unity Trust Savings Account	57,756.43
7		Hinckley&Rugby Building Soc.	1,000.00
		Other Cash & Bank Balances	0.00
		Total Cash & Bank Balances	243,096.05

LINDFIELD PARISH COUNCIL 2023-2024
Full Council Meeting Thursday 13 March 2025

Cheques Drawn, Bank Charges, Transfer of Funds and Online Banking Payments Authorised since the Full Council Meeting 23 January 2025

Cheque No/Debit Card/ Online	Payee	Description of service	Gross Payment £	VAT to Claim £	CTH SC	S.137	Comments	Approval
24 January 2025								
Direct Charge	Unity Trust Bank	Current Account Fee 1-31 Dec 2024	6.00	-		-	Debited from Acc 31 Jan 2025	FC M'ting 14Sep2023 & as regular payment FC Ann M'ting 16.05.24, Agenda item 14
February 2025								
Online Fund Transfer	Unity Trust Bank	Savings Acc to Current Acct to facilitate Online Payments week ending 3 Feb 2025	10,152.47	-		-	Paid 7 Feb 2025	Clrs RP, VU, AB
Online	The Society of Local Council Clerks	Membership Renewal SLCC PC 1 Mar 2025	360.00	-		-	Paid 7 Feb 2025	Clrs RP, VU, AB
Online	GTA Civils & Transport Ltd	Toilets on the Common Construction: Teams Meeting	270.00	45.00		-	Paid 7 Feb 2025	Clrs RP, VU, AB
Online	West Sussex County Council	Salaries Jan 2025	9,294.97	-		-	Paid 7 Feb 2025	Clrs RP, VU, AB
Online	Tisbury Cleaning Services	Office Cleaning Jan 2025 incl Cleaning of CTH Communal Area	227.50	-	Y	-	Paid 7 Feb 2025	Clrs RP, VU, AB
Fund Transfer	Unity Trust Bank Current Account	Transfer of Funds from Nationwide Building Society to maximise FSCS Protection	9,000.00	-		-	Paid 10 Feb 2025	FC Approval 23 Jan 2025
Online Fund Transfer	Unity Trust Bank	Savings Acc to Current Acct to facilitate Online Payments week ending 10 Feb 2025	394.06	-		-	Paid 17 Feb 2025	Clrs LG, WB, AB
Online	Mulberry Local Authority Services Limited	Training: Business Risk Assessments DC 11 Feb 2025	18.00	3.00		-	Paid 17 Feb 2025	Clrs LG, WB, AB
Online	Vision ICT Ltd	Website Hosting & Support & SSL Certificates Apr25-Mar26	376.06	62.68		-	Paid 17 Feb 2025	Clrs LG, WB, AB
Online Fund Transfer	Unity Trust Bank	Savings Acc to Current Acct to facilitate Online Payments week ending 17 Feb 2025	536.63	-		-	Paid 24 Feb 2025	Clrs RP, VU, TW
Online	Legal & General Assurance Society	Ill Health Liability Insurance Balance Prem 1Apr24-31Mar25 (reflecting payment of backdated salary increases & change in pension scheme membership)	362.63	-		-	Paid 24 Feb 2025	Clrs RP, VU, TW
Online	Kipper Creative Limited	Newsletter: Mar 2025 Edition Lindfield Life	174.00	29.00		-	Paid 24 Feb 2025	Clrs RP, VU, TW
Direct Charge	Unity Trust Bank	Current Account Fee 1-31 Jan 2025	6.00	-		-	Debited from Acc 28 Feb 2025	FC M'ting 14Sep2023 & as regular payment FC Ann M'ting 16.05.24, Agenda item 14
Online Fund Transfer	Unity Trust Bank	Savings Acc to Current Acct to facilitate Online Payments week ending 24 Feb 2025	2,196.04	-		-	Paid 3 Mar 2025	Clrs RP, AB, WB
Online	Ian Woodhams	CTH Window Cleaning 17 Feb 2025	22.00	-	Y	-	Paid 3 Mar 2025	Clrs RP, AB, WB
Online	Eyes On Drainage Services Ltd	Toilets on the Common Construction: Site visit 13 Feb 2025: Drainage Exploratory Works	1,650.00	275.00		-	Paid 3 Mar 2025	Clrs RP, AB, WB
Online	Ernest Doe & Sons Ltd	Strimmer: Fault Diagnosis	42.00	7.00		-	Paid 3 Mar 2025	Clrs RP, AB, WB
Online	Phoenix Fire Risk Assessment	Annual Service Fire Equipment incl supply of new, replacement equipment	482.04	42.17	Y	-	Paid 3 Mar 2025	Clrs RP, AB, WB
Online Fund Transfer	Unity Trust Bank	Savings Acc to Current Acct to facilitate Online Payments week ending 3 Mar 2025	442.00	-		-	Paid 10 Mar 2025	Clrs LG, VU, TW
Online	David Fireman	Christmas Lights: Energy Supply	40.00	-		-	Paid 10 Mar 2025	Clrs LG, VU, TW
Online	J Higgins Esq & Mrs E Higgins	Christmas Lights: Energy Supply	40.00	-		-	Paid 10 Mar 2025	Clrs LG, VU, TW
Online	D J Brown	Christmas Lights: Energy Supply	55.00	-		-	Paid 10 Mar 2025	Clrs LG, VU, TW
Online	Alison M Carter	Christmas Lights: Energy Supply	55.00	-		-	Paid 10 Mar 2025	Clrs LG, VU, TW
Online	Lindfield United Reformed Church	Christmas Lights: Energy Supply	30.00	-		-	Paid 10 Mar 2025	Clrs LG, VU, TW
Online	West Sussex ALC Ltd	Training: Breakthrough Communications: Communicating with your community (part 1) x1 and Communication with your Community (part 2) x2 - Jan & Feb 2025	144.00	24.00		-	Paid 10 Mar 2025	Clrs LG, VU, TW
Online	Vision ICT Ltd	Biennial fee for .gov.uk domain - Renewal - May 2025 to April 2027	78.00	13.00		-	Paid 10 Mar 2025	Clrs LG, VU, TW
Balance as at 23 January 2025			36,454.40	500.85		-		

Petty Cash drawn since the Full Council Meeting held 23 January 2025

Balance as at 23 January 2025			87.73					
Add: Cash From Bank				-				
Less:								
Postage								
Stationery								
Catering/Cleaning								
Allotments - Petrol for Machinery								
Community Engagement								
VAT								
Transfer of Funds to Barclays Bank Current Account			87.73	-	87.73			
Less total expenditure			-	-				
Balance as at 13 March 2025								
								Account now Closed

All invoices listed have been examined, verified and certified by the RFO.

Received and AGREED at Full Council Meeting held on 13 March 2025

Signature of Chairman of Meeting	
Date	

Summary of Direct Debit Payments - February 2025									
Date on Bank Statement	Supplier	Invoice	Bank	Gross Payment £	VAT	CTH SC	Payment Details	Notes	Bank Statement
7 Feb 2025	BT	M117	Barclays	73.75	12.29		4190 F&GP Administration: Telephone - Broadband Services Jan 2025		
17 Feb 2025	British Gas Lite	10076908	UT	562.93	93.82		4320 F&GP CTH Electricity Supply 29Dec-29Jan 2025		
No Payment - See below	Castle Water Ltd		n/a		-		4561 E&A Denmans Lane Toilets Water Supply 1 Jan to 31 Jan 2025	NO DDM collection in Feb 2025	
19 Feb 2025	npower Business Solutions	IN12460717	Barclays	556.99	26.52		4450 E&A Street Lighting Electricity Supply Jan 2025		
19 Feb 2025	Mercedes-Benz Financial Services	3157	UT	234.69	39.12		4385 F&GP PC Vehicle: Lease Feb 2025		
No Payment - See below	Castle Water Ltd		n/a				4600 E&A Allotments Water Supply Jan 2025	NO DDM collection in Feb 2025	
20 Feb 2025	Castle Water Ltd	10005446824	UT	23.80	-	Y	4330 F&GP Administration: CTH Water Supply Jan 2025		
21 Feb 2025	ICO	Z9786316	Barclays	47.00	-		4380 F&GP Admin: Data Protection Fee		
24 Feb 2025	British Gas Lite	10144853	UT	122.51	3.94		4561 E&A Denmans Lane Toilets Electricity Supply 6 Dec 2024 - 6 Feb 2025	BGL0214045-0612528	
28 Feb 2025	SUEZ Recycling and Recovery UK Ltd	33512721	UT	114.36	19.06		4295 F&GP Waste Collection: Jan 2025		
				1,736.03					
Credit Held on Account:				Total Credit					
Bill dated 24 Feb 2025	Castle Water Ltd			9.99			4600 E&A Allotments Water Supply Jan 2025 Bill 10005607804 dated 24 Feb 2025		
Bill dated 5 Feb 2025	Castle Water Ltd			118.04			4561 E&A Denmans Lane Toilets Water Supply 1 Jan to 31 Jan 2025 Bill 10005413609 dated 5 Feb 2025		
All invoices listed have been examined, verified and certified by the RFO.									
RFO, Lindfield Parish Council									
28 February 2025									

Summary of Direct Debit Payments - January 2025										
Date on Bank Statement	Supplier	Invoice	Bank	Gross Payment £	VAT	Total Payment	CTH SC	Payment Details	Notes	Bank Statement
7 Jan 2025	BT	M116	Barclays	73.75	12.29			4190 F&GP Administration: Telephone - Broadband Services Dec 2024		
8 Jan 2025	Apogee Corporation Ltd	1491511	Barclays	133.63	22.27			4180 F&GP Admin: Photocopying: Printing Costs 05/09/24 TO 08/12/24		
15 Jan 2025	British Gas Lite (Credit Note)	11337019	UT	-237.76	- 11.32			4320 F&GP CTH Electricity Supply 29Oct-2Dec 2024	Adjustment due to change in Bank provider for DDM	
15 Jan 2025	British Gas Lite	9772268		721.69	120.28			4320 F&GP CTH Electricity Supply 29Oct-29Dec 2024	BGL0455283-0612530	
				483.93						
No Payment - See below	Castle Water Ltd				-			4561 E&A Denmans Lane Toilets Water Supply 1 Oct to 31 Dec 2024	NO DDM collection in Jan 2025	
20 Jan 2025	npower Business Solutions	IN12258656	Barclays	543.83	25.90			4450 E&A Street Lighting Electricity Supply Dec 2024		
22 Jan 2025	Mercedes-Benz Financial Services	3157	UT	234.69	39.12			4385 F&GP PC Vehicle: Lease Jan 2025		
No Payment - See below	Castle Water Ltd							4600 E&A Allotments Water Supply Jan 2025	NO DDM collection in Jan 2025	
22 Jan 2025	Castle Water Ltd	10005126210		14.42	-		Y	4330 F&GP Administration: CTH Water Supply Dec 2024		
No Payment	British Gas Lite		n/a					4561 E&A Denmans Lane Toilets Electricity Supply	NO DDM collection in Jan 2025 - Apology received from Supplier	
30 Jan 2025	BT	M026	Barclays	120.92	20.15			4190 F&GP Administration: Mobile Services - Regular Charges Jan 2025 Bill M025 GP01076289 £120.92		
31 Jan 2025	SUEZ Recycling and Recovery UK Ltd	33487767	UT	111.12	18.52			4295 F&GP Waste Collection: Dec 2024		
				1,716.29						
Credit Held on Account:				Total Credit						
Bill dated 7 Jan 2025	Castle Water Ltd			11.49				4600 E&A Allotments Water Supply Dec 2024 Bill 10005059291 dated 7 Jan 2025		
Bill dated 10 Jan 2025	Castle Water Ltd			150.14				4561 E&A Denmans Lane Toilets Water Supply 1 Oct to 31 Dec 2024 Bill 10005211112 dated 10 Jan 2025		
All invoices listed have been examined, verified and certified by the RFO.										
RFO, Lindfield Parish Council										
31 January 2025										

Summary of Debit Card Payments January 2025

Financial Regulations 9.1 (Revised & Adopted by FC 19 Sep 2024) Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £1000 unless authorised by council or finance committee in writing before any order is placed.

Date of Payment (per bank statement)	Date of Transaction	Name of Payee	Invoice Number	Gross Payment £	VAT £	CHS C	Net Payment £	Budget Heading	Comments	Authority to use Debit Card	Reconciled to Bank Statement dated
3 Jan 2025	2 Jan 2025	Connected Kerb	Payment Receipt 67767ede8b2a9d4645501091	3.96	0.66		3.30	4385 F&GP Vehicle	Vehicle Charge 2 Jan 2025	Full Council Meeting 14 Sep 2023 & as regular payment FC Annual Meeting 16.05.24, Agenda item 14	
8 Jan 2025	7 Jan 2025	Connected Kerb	Payment Receipt 677d249acca136737ea0b998	7.47	1.24		6.23	4385 F&GP Vehicle	Vehicle Charge 7 Jan 2025	Full Council Meeting 14 Sep 2023 & as regular payment FC Annual Meeting 16.05.24, Agenda item 14	
10 Jan 2025	9 Jan 2025	Connected Kerb	Payment Receipt 677dd9f8b2a9d4645505464	0.30	0.05		0.25	4385 F&GP Vehicle	Vehicle Charge 9 Jan 2025	Full Council Meeting 14 Sep 2023 & as regular payment FC Annual Meeting 16.05.24, Agenda item 14	
13 Jan 2025	10 Jan 2025	WWW.AMAZON.* M91BW	GB5B8C9AAEUI	11.56	1.92		9.64	4170 F&GP Postage & Stationery	Heavy Duty 100 x Extra Strong A4 Punched Pockets	Financial Regulations 9.1 (Revised & Adopted by FC 19 Sep 2024)	
13 Jan 2025	10 Jan 2025	WWW.AMAZON.* ECOIT	GB5AMSLOAEUI	23.49	3.92		19.57	4170 F&GP Postage & Stationery	Amazon Basics Multi-purpose Copy Printer Paper, A4 80 gsm	Financial Regulations 9.1 (Revised & Adopted by FC 19 Sep 2024)	
13 Jan 2025	10 Jan 2025	WWW.AMAZON.* SF5U9	GB5AN1RLAEUI	23.49	3.92		19.57	4170 F&GP Postage & Stationery	Amazon Basics Multi-purpose Copy Printer Paper, A4 80 gsm	Financial Regulations 9.1 (Revised & Adopted by FC 19 Sep 2024)	
15 Jan 2025	14 Jan 2025	Connected Kerb	Payment Receipt 678672932e611821281f1487	5.49	0.92		4.57	4385 F&GP Vehicle	Vehicle Charge 14 Jan 2025	Full Council Meeting 14 Sep 2023 & as regular payment FC Annual Meeting 16.05.24, Agenda item 14	
20 Jan 2025	17 Jan 2025	Intuit Ltd Mailchimp London GB	MC21018143	19.82	-		19.82	4200 F&GP Administration: IT & Website	Mailchimp CommunityEngagement Jan25	Regular Payment Annual Meeting of Council 16May24, Agenda item 14	
22 Jan 2025	21 Jan 2025	Connected Kerb	Payment Receipt 678fb25c26d8242c26dc4ab3	5.53	0.93		4.60	4385 F&GP Vehicle	Vehicle Charge 21 Jan 2025	Full Council Meeting 14 Sep 2023 & as regular payment FC Annual Meeting 16.05.24, Agenda item 14	
23 Jan 2025	22 Jan 2025	WWW.AMAZON.* 1U3TY	GB5KQ29DAEUI	33.37	5.56		27.81	4250 F&GP Catering/Cleaning	AmazonCommercial V-Fold Paper Hand Towels	Financial Regulations 9.1 (Revised & Adopted by FC 19 Sep 2024)	
23 Jan 2025	22 Jan 2025	WWW.AMAZON.* TJ9EV	GB5KPMU7AEUI	33.37	5.56		27.81	4250 F&GP Catering/Cleaning	AmazonCommercial V-Fold Paper Hand Towels	Financial Regulations 9.1 (Revised & Adopted by FC 19 Sep 2024)	
24 Jan 2025	23 Jan 2025	Connected Kerb	Payment Receipt 6792462b11a0a454f196f549	8.60	1.44		7.16	4385 F&GP Vehicle	Vehicle Charge 23 Jan 2025	Full Council Meeting 14 Sep 2023 & as regular payment FC Annual Meeting 16.05.24, Agenda item 14	
All invoices listed have been examined, verified and certified by the RFO.											
RFO, Lindfield Parish Council											
31 Jan 2025											

Summary of Debit Card Payments February 2025

Financial Regulations 9.1 (Revised & Adopted by FC 19 Sep 2024) Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £1000 unless authorised by council or finance committee in writing before any order is placed.

Date of Payment (per bank statement)	Date of Transaction	Name of Payee	Invoice Number	Gross Payment £	VAT £	CH SC	Net Payment £	Budget Heading	Comments	Authority to use Debit Card	Reconciled to Bank Statement dated
5 Feb 2025	4 Feb 2025	Connected Kerb	Payment Receipt 67a2065ef83679301f21ba11	12.33	2.05		10.28	4385 F&GP Vehicle	Vehicle Charge 4 Feb 2025	Full Council Meeting 14 Sep 2023 & as regular payment FC Annual Meeting 16.05.24, Agenda item 14	
7 Feb 2025	6 Feb 2025	LAND REGISTRY ECOM	Reference: 100006982078	7.00	-		7.00	4471 E&A Maintenance/Gardening	Search for Title Register	Financial Regulations 9.1 (Revised & Adopted by FC 19 Sep 2024)	
7 Feb 2025	6 Feb 2025	LAND REGISTRY ECOM	Reference: 100006982431	7.00	-		7.00	4471 E&A Maintenance/Gardening	Search for Title Plan	Financial Regulations 9.1 (Revised & Adopted by FC 19 Sep 2024)	
7 Feb 2025	6 Feb 2025	LAND REGISTRY ECOM	Reference: 100006982563	14.00	-		14.00	4471 E&A Maintenance/Gardening	Search for Title register and title plan	Financial Regulations 9.1 (Revised & Adopted by FC 19 Sep 2024)	
12 Feb 2025	11 Feb 2025	Connected Kerb	Payment Receipt 67ab640d26fbe4200b3bc7a4	8.20	1.37		6.83	4385 F&GP Vehicle	Vehicle Charge 11 Feb 2025	Full Council Meeting 14 Sep 2023 & as regular payment FC Annual Meeting 16.05.24, Agenda item 14	
13 Feb 2025	12 Feb 2025	CPRE	Receipt #1407-4981	60.00	-		60.00	4175 F&GP Annual Membership/Subscription	CPRE Membership 2024	Financial Regulations 9.1 (Revised & Adopted by FC 19 Sep 2024)	
18 Feb 2025	17 Feb 2025	Intuit Ltd Mailchimp London GB	MC21353811	19.23	-		19.23	4200 F&GP Administration: IT & Website	Mailchimp CommunityEngagement Feb25	Regular Payment Annual Meeting of Council 16May24, Agenda item 14	
19 Feb 2025	18 Feb 2025	Connected Kerb	Payment Receipt 67b48bac00c88e78ada3b994	4.89	0.82		4.07	4385 F&GP Vehicle	Vehicle Charge 18 Feb 2025	Full Council Meeting 14 Sep 2023 & as regular payment FC Annual Meeting 16.05.24, Agenda item 14	
26 Feb 2025	25 Feb 2025	Connected Kerb	Payment Receipt 67bdc1c3517d2e6ecc3faa83	9.89	1.65		8.24	4385 F&GP Vehicle	Vehicle Charge 25 Feb 2025	Full Council Meeting 14 Sep 2023 & as regular payment FC Annual Meeting 16.05.24, Agenda item 14	
All invoices listed have been examined, verified and certified by the RFO.											
RFO, Lindfield Parish Council											
28 Feb 2025											

Committee Meeting:	Full Council
Item:	11.7
Report of:	Parish Clerk
Date:	13 March 2025
Subject:	Communications

Purpose of Report:

1. Members are asked to consider the next stage of the council's communications review.

Summary:

2. The Communications & Community Engagement Working Group (CCEWG) recommends that the Council ask Breakthrough Communications to undertake an in-person training session with staff and members. This will cover the benefits of community engagement, the most effective approaches, etc. This has been agreed by F&GP. F&GP is now seeking Full Council support for the training.

Recommendation(s)

Members are asked to support and attend the training session.

Background:

3. The CCEWG have been tasked with reviewing the council's communications. At the last Full Council meeting, it was agreed to implement a Community Engagement Statement. The CCEWG met on the 4th of March to consider the next stages. Cllr Grace and the Clerk had both attended training by Breakthrough Communications on implementing a communications strategy. This involves working through an 8-stage process. We have already achieved stage one.

It was agreed at F&GP to instruct the Clerk, in conjunction with the CCEWG, to contact Breakthrough Communications to arrange a training session for members and staff.

Proposal

4. Breakthrough Communications has offered to run an in-person community engagement training session for the council.
5. We understand that Cuckfield Parish Council undertook a similar exercise in 2023 with the help of Breakthrough Communications:
<https://www.cuckfield.gov.uk/media/documents/meetings/agendas/FC033-Cuckfield-PC-Communications-Strategy.pdf>
6. Members are asked to fully support this process.

Financial

7. There will be no charge from Breakthrough Communications as we have agreed to subscribe to their Council Hive service.

Committee Meeting:	Full Council
Item:	11.8
Report of:	Parish Clerk
Date:	13 March 2025
Subject:	Devolution

Purpose of Report:

1. Members are asked to consider setting up a working group.

Summary:

2. Members are asked to set up a working group to monitor and report on matters relating to devolution. This recommendation has been supported by the F&GP Committee.

Recommendation(s)

Members are recommended to:

- A) Agree to create a Working Group
- B) Agree on the terms of reference for the Working Group
- C) Agree to the membership of the Working Group

Background:

3. Mayoral Combined County Authority (MCCA) - In December 2024, the government published the English Devolution White Paper. This sets out plans to move power out of Westminster and back to local communities, ensuring that every part of England is covered by devolution. The local council leaders from East Sussex County Council, West Sussex County Council, and Brighton and Hove City Council have since written to government expressing their interest in taking forward devolution within their area through the establishment of a MCCA, with the first election for a Mayor taking place in May 2026. Before deciding on whether to proceed with the making of the necessary legislation, the government is seeking views from interested parties, including those who live and work in Sussex. This consultation closes 13 April 2025 23:59.
4. Local government reorganisation – Councils in Sussex have been invited to develop proposals for new unitary local government. This would replace the existing two-tier system, where services are split between a county and district councils, and bring these services together in unitary local government, creating opportunities for service transformation which can support improvements in delivery. The process (known as “local government reorganisation”) is separate to the MCCA proposal. On 5 February 2025, the Minister of State for Local Government and English Devolution invited all councils in Sussex to develop unitary proposals. All councils in Sussex have been invited to undertake wide engagement before submitting robust and evidenced unitary proposals to the government by 26 September. The established assessment and decision-making process will then be followed to determine which, if any, of the proposals submitted are to be implemented.

Proposal

5. Given all of the above, it is proposed that a working group be created that would report back to F&GP and or

Terms of reference

6. The proposed terms of reference are as follows:
The Working Group:
Governance: It will report to F&GP and the Full Council.

Lindfield Parish Council

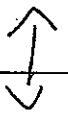
- Purpose:** To monitor the ongoing and evolving situation relating to devolution and advise the council on how these changes will or may affect the Council.
- Remit:** provide, as and when required, briefings and reports.
Liaise with other local authorities.
Explore any opportunities and/or risks for the Council that may occur from devolution.

Membership

At F&GP, the following members indicated that they would be interested in serving on the Working Group:

- Cllr Beecroft
- Cllr Blunden
- Cllr Grace
- Cllr Webster
- The Clerk and/or Deputy Clerk would also attend meetings.

Lindfield Parish Council 2024-2025
Internal Control Check October to December 2024

		Comments
1	<p>Detailed Bank reconciliation. Eg Do bank reconciliations agree with bank statements?</p> <p>Barclays Business Current Account</p> <p>Barclays Business Premium Account</p> <p>Nationwide Building Society</p> <p>Unity Trust Current Account</p> <p>Unity Trust Savings Account</p> <p>Petty Cash - to be closed when funds used up</p> <p>Sign Bank reconciliations</p> <p>Sign Bank statements</p>	<p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Done</p> <p>Done.</p>
2	Spot checks on entries made in cash books supported by invoices.	<p>wscs s/sheet agreed to RBS analysis & wscs invoice for all 3 mths.</p> 
3	Payroll reports reviewed by the authorised signatories to ensure that the correct payments have been made.	<p>Agreed.</p>
4	General review of book-keeping.	<p>All good.</p>
<p>Check undertaken by: <i>AMY BEECROFT.</i></p> <p>Date: <i>4th Nov 25</i></p>		

PARKING STRATEGY- LARGER VILLAGE CAR PARKS

REPORT OF: DIRECTOR OF PEOPLE AND COMMERCIAL SERVICES
Contact Officer: Rob Anderton, Assistant Director Commercial Services and Contracts,
Wards Affected: All
Key Decision: Yes
Report To: Cabinet
10 March 2025

Purpose Of Report

1. The Council's 10-year Parking Strategy (2020-2030) includes an initial five-year action plan to improve customer experience and understand how parking infrastructure can be improved across the district. The specific action within the strategy regarding village car parks is:

'Commissioning feasibility work to explore opportunities for alternative management regimes in the larger village car parks.'
2. This was included in the Corporate Plan for 2024/25 and delayed from September 2024 because further consultation on tariffs, including developing resident permits in East Grinstead, was needed.
3. This report provides recommendations following the feasibility and engagement work on alternative management approaches for the Council's off-street car parks in the villages of Cuckfield, Hassocks, Hurstpierpoint and Lindfield. A cautionary approach has been adopted to ensure that any proposed amendment to the management regime is only implemented where there is a good reason for change. It acknowledges the wide-ranging needs and sometimes conflicting opinions of those using parking while seeking common ground to enhance parking management in the area. It summarises the engagement work, proposes recommendations and sets out the next steps.

Summary

4. Charging for parking in maintained car parks helps distribute the financial burden more evenly, ensuring that those who use the facilities contribute to their upkeep. In Mid Sussex we have 47 car parks, but we only apply charges in 20. There are 11 car parks in villages and other rural settings that provide 540 spaces and are not charged. Some use low-cost car discs.
5. This means the costs including business rates, maintenance, capital costs, replacements, signage, lining and enforcement to address inconsiderate and illegal parking are not being borne evenly. The average cost per space in Mid Sussex car parks is £400 per year.
6. Implementing alternative management approaches in village car parks, supported by suitable technological solutions, will not only cater to a broader spectrum of visitor and resident needs, but also enable the Council to adopt a more targeted approach to enforcement. Enhancing the efficiency of Civil Enforcement Officers (CEOs) is vital as enforcement is the matter about which we receive the highest volume of customer requests. This approach will also inform future service enhancements in villages.

7. Stakeholders will perceive parking from different perspectives, influenced by their interests and perceptions. To effectively engage with them, we have tailored our approach, actively listening, and identifying common ground. Opinions vary and even compete, for example, CEOs frequently report traders and workers adjusting parking discs and swiftly moving cars when enforcement officers are present. This inconveniences them and affects other users and could be more effectively managed through alternative management regimes.
8. This engagement has enabled the council to identify options for alternative management arrangements that can better meet the wider community and visitor parking and enforcement needs.
9. Village car parking serves many residents and visitors: 'grab and go' shoppers, people doing a longer shop, those stopping for lunch, and individuals with hair appointments, etc. It is used by visitors from outside the villages, people dropping children off for school, residents lacking sufficient street parking or allocated space, commuters, and those who work locally.
10. The whole parking service plays a crucial role in supporting the wide-ranging needs of local communities. The Council's Parking Strategy, adopted in 2020, recognises the varied needs of users and that managing village car parks goes beyond tariffs. It recognises the key component of enforcement. This helps to address irresponsible parking — a concern that is, by far, the most frequently raised issue by the public and blue light services.
11. The enforcement team regularly visit over 2,000 locations, pro-actively managing parking issues to ensure safety and availability. In 2024 alone, the parking service received nearly 600 requests for enforcement, underscoring the importance of robust management. This trend has continued into 2025. Notably, locations like Haywards Heath, Burgess Hill, East Grinstead, Cuckfield, Hassocks, Hurstpierpoint, Lindfield, and Balcombe have been focal points for resident and councillor concerns. These include moving people on, resolving parking issues and reminding people of restrictions and their purpose. Issuing Penalty Charge Notices (PCNs) when parking issues cannot be resolved by these means is in addition to this work.
12. In summary, the feasibility work finds that not all stakeholders oppose charging. There is a strong preference for maintaining uncharged or low-cost parking options for drop off and pick up needs and finding a means of addressing commuter parking, which hinders the availability of spaces for shoppers and those working locally. If charges are introduced, respondents suggested the council should consider offering uncharged periods, such as 30 minutes to 1 hour, increasing short-term parking spaces, and providing special permits. Investment in enforcement and technology should be targeted to improve enforcement and to ensure any technologies are user-friendly, accessible, and do not impose additional costs on users. There are a range of requests for the council to work with partners to expand parking supply where possible and consider alternative sites for increased capacity.
13. This report recommends using parking management regimes to generate income to cover costs, enforcement, and investment needs. Tariff and stay restrictions will manage large village car parks, influence behaviour, and manage demand. Innovative technologies and strategies improve enforcement effectiveness and user experiences. These investments can underpin signage and targeted enforcement in car parks, freeing up enforcement time and resources to address on-street safety concerns of residents and tackle illegal parking.

Recommendations

14. Cabinet is recommended to:
 - a. Note the conclusions and recommendations from the Village Car Parks Feasibility Study to enable the Parking Service to discuss options with West Sussex Highways prior to any statutory consultation.
 - b. Note the feedback received from the stakeholder engagement exercise
 - c. Agree to proceed with a revised approach to the management of the village car parks subject to statutory consultation, applying the following principles:
 - i. Use of technology to digitise the service where feasible to improve the efficiency of the enforcement team, so that it can focus on on-street parking.
 - ii. Discs should be digitised
 - iii. Apply a charging regime from 8am to 6pm, Monday to Saturday, with an initial uncharged period to reflect the specific needs of large villages
 - iv. Charges to be reasonable, reflecting local conditions and community needs
 - v. Provide discounted digital season permits/tickets where appropriate to support residents and businesses
 - vi. Subject to an Equalities Impact Assessment, and the development of a policy to guide their use, investigate making available a limited number of permits to support the work of volunteers supporting organisations such as Age Concern, HPP Library, etc.

Background

15. The Mid Sussex Parking Strategy and Action Plan (2020-2030) was formally adopted and approved at Council on 9 December 2020. The Strategy provides a strategic direction for the management of, and investment in the Council's car parking service. It aims to support sustainable economic growth across Mid Sussex and focus on how the Council will manage parking over the next decade.
16. The overarching vision for the Parking Strategy is to ensure the Council's parking service supports sustainable growth and provides a positive parking experience. Its delivery is supported by a five-year rolling Action Plan, designed to provide agility to the implementation of the Strategy whilst also responding to a changing landscape within our communities.

Implementation of Action Plan

17. Good progress has been made since the adoption of the Parking Strategy. Specifically, the Council has, since 2021:
 - Introduced an overnight permit in Queensway Car Park for residents within the Controlled Parking Zone.

- Introduced flexible season tickets and re-based parking tariffs.
- Commissioned a Parking Technology Review to improve customer convenience, deliver efficiencies and target enforcement on inconsiderate on street parking.
- Commissioned and completed a Car Park Investment Plan.
- Commissioned a feasibility study/business case for decking of Queensway Car Park, East Grinstead

Village Car Parks Feasibility Study

18. The Council engaged with stakeholders at each location and completed technical studies. The technical information identifies who uses the car parks and what their likely interest is. This also ensures evidence is available to support any formal statutory consultation.

Stakeholder Engagement

19. An engagement took place in January and February 2025. This sought the views of key stakeholders in each of the villages focusing specifically on the relevant Parish Councils, and a range of other local organisations (such as schools, churches and health centres) who regularly use the car parks. A list of those invited to provide comment is provided at Appendix 1. Stakeholders were provided with a summary of the technical study for their relevant car park(s). This highlighted how car parks were being used and asked questions about the needs of different car park users.
20. Stakeholders were invited to provide a written response to a series of general questions (provided at Appendix 2), as well as being asked to provide any location/organisation specific feedback. They were also offered the option of a meeting to discuss their observations in more detail.
21. The needs and opinions of stakeholders is understandably broad. The engagement highlights the following measures which meet specific users and services needs if charges are brought into place.

Table 1: Summary of engagement user needs and parking management mechanism

Measure	Users	Mechanism	Example
Free parking period	To support short trips and focus attention on longer stay commuters and residents' use.	Through a 'digital disc' system via MiPermit.	Multiple examples across the country
Digital / Cardboard disc	Although popular with stakeholders, the problems around cardboard discs as highlighted in the feasibility report remain.	Parking disc costs to be increased and digitalised. Valid for a for a year from purchase. These cover the 1hr free parking period.	Arun District Council charges £4 p.a. for the virtual disc.
Charges	Any charges should be focussed on longer stays and commuters.	Reasonable, low tariffs which do not put people off visiting the villages.	Town car parks in Mid Sussex
Exception permits	Volunteers at key services.	Develop a policy to enable a set number of permits which are assigned to the service. MiPermit system to whitelist VRM for specific vehicles and days.	Arun provides for specific groups defined by policy.

Measure	Users	Mechanism	Example
Residents permits	Residents in defined locations who need to use the car parks as they have no on/off street parking close to their home	Develop policy to define group. Provision of a discounted permit which allows parking between 5pm and 9am	Already in place at Queensway, East Grinstead.
Enforcement	More enforcement is required	Charging will support and pay for enforcement efforts	As in place.
Cuckfield	Remove the separate long/stay sections if charging.	Retain disc system but digitise and increase price and options for payment.	As in place.
Lindfield	Retain 4hr stay limits currently in place, consider a flat charge for up to four hours, after the free periods.	Retain 4-hour maximum stays to promote churn and availability.	As in place.
Hassocks	Reasonable charges for longer stays in both car parks. Longer stays concentrated in Dale Ave.	Tariff to reflect use by commuters. Retain disc parking and digitise	As in place.
Hurstpierpoint	Reasonable charges for longer stays in both car parks.	Some exception permits for defined groups. Retain disc parking. and digitise.	As in place.

22. Overall, the principle of changing the parking regimes for longer stays in the four villages remains viable and feasible but, specific groups may require some additional help to help them continue to function. This can be achieved through a policy, complying with relevant legal requirements, identifying qualifying groups.
23. A more detailed summary of the feedback from the engagement exercise is provided at Appendix 3.

Technical Studies

24. The 2019 Automatic Number Plate Recognition (ANPR) survey of village car parks was updated in December 2023 and again updated in November 2024. This work included:
- Analysis of enforcement activity in the area and options to address community issues
 - Visits and spot counts
 - Surveying site conditions
 - Assessment and benchmarking of on and off-street parking
25. The findings from the study, alongside detailed benchmarking, recommended that the Council should explore a range of different options for each car park, on a case-by-case basis, including the following:
- Changing length of stay limits.
 - Changing the number of long/short stay bays where they exist
 - Changes to parking disc schemes
 - Introducing charging to manage demand and increase turnover.

- Considering the number of permits on sites and the location of bays where they exist.

26. The technical evidence gave rise to the following summarised findings and conclusions.

Table 2: Findings from Technical Study

Findings	
Status of car parks	<ul style="list-style-type: none"> • <u>Cuckfield</u> – car park is very busy. There is unmet demand for long stay • <u>Hassocks</u> – Long stay commuters park in Dale Ave for free instead of using the commuter car park which includes charges • <u>Hurstpierpoint</u> – Long stay is full. Little evidence the car parks are doing their job of supporting the high street as spaces are full all day with long stay users. • <u>Lindfield</u> – Car parks are very full of long stay users and would benefit from better management.
Needs of different users – retail and visitors	<ul style="list-style-type: none"> • Little evidence that current use supports services and retail in centres by helping visitors find parking and available spaces easily.
Needs of different users - residents	<ul style="list-style-type: none"> • Spaces available for residents are limited. There is precedent in the new CPZ Resident’s permit scheme in East Grinstead, which allows parking between 17:00, overnight and to 09:00 which could be applied in the large villages.
Short trips (buying stamps/milk etc)	<ul style="list-style-type: none"> • Paper discs are very hard to enforce and do not give data. A more up-to-date system using payment terminals/online can be employed.
Tariffs	<ul style="list-style-type: none"> • Tariffs have been benchmarked, in line with places like Billingshurst, Midhurst and ‘large villages’ in the region. The objective is better management and maintenance, not ‘profit’.

Table 3: Conclusions from Engagement and Technical Studies

Conclusions	
Aspect	Description
Convenience and Accessibility	<ul style="list-style-type: none"> • Introducing an initial uncharged period (e.g. 30 minutes or 1 hour) ensures that visitors can quickly stop and use local shops or services without incurring costs, enhancing their overall experience and encouraging longer stays if needed.
Efficient Enforcement and Safety	<ul style="list-style-type: none"> • Implementing a digital system allows for more effective enforcement of parking restrictions, freeing up enforcement capacity to improve safety on the streets and align with community requests for better on-street management.

Conclusions	
Aspect	Description
Enhanced User Experience	<ul style="list-style-type: none"> A digital parking system simplifies the process for new visitors by eliminating the need to purchase cardboard discs, making it easier for them to enjoy extended visits to restaurants and pubs without worrying about parking limitations.
Site Management and Churn	<ul style="list-style-type: none"> Implementing charges for longer stays can improve site management and increase vehicle turnover, benefiting local businesses by ensuring a steady flow of customers. Cabinet will recall that the evidence clearly demonstrates that tariffs encourage users to use the car parks and then move on, thus allowing other users to use them. This is called churn.
Complexity in Small Car Parks	<ul style="list-style-type: none"> In areas like Lindfield, where car parks are small and complex, finding alternative management solutions is crucial to meet high demand without overly complicating the parking process for users.
Fairness and Revenue	<ul style="list-style-type: none"> Charging for parking in maintained car parks helps distribute the financial burden more evenly, ensuring that those who use the facilities contribute to their upkeep.

Proposed parking management principles

Table 4: Management Principles

Action	Recommendation
Charging Periods	Initially, 08:00 – 18:00 Monday to Saturday excluding Sundays and Bank Holidays (potentially with an initial uncharged period where appropriate)
Season Tickets	Generous discounts to help local people, with weekly, monthly and annual tickets available, all seasons to be digital. Subject to policy may include resident overnight permit, permits for businesses and employees; and a small number of free/reduced permits to support voluntary activities in selected cases.
Digitise Discs	Digitise the disc scheme and use to manage the initial uncharged period. This will reduce costs associated with enforcement and printing and make enforcement more efficient and able to focus on inconsiderate on street parking.
Charging Rates	Identify charging rates which reflect local conditions and seek to better manage the sites and supply/demand. Initial rates to be the same across all sites for reasons of implementation and public acceptance.
Terminals and equipment	Procure terminals which improve customer service and record vehicle registration mark to digitise the service (subject to feasibility by equipment manufacturer).

Proposed tariff structure

27. It is proposed that the following tariff structure should apply Monday to Saturday, between the hours of 8am and 6pm.

Table 5: Proposed Tariffs

0-1hr (disc)	0-1hr (no disc)	1h - 2h	2h - 3h	3h - 4h	4h>
£0.00	£0.60	£1.00	£1.20	£1.40	£1.80

Season tickets and virtual discs

28. There will be an option to purchase an annual 'virtual disc' at a cost of £4. As above, this will allow drivers to park for up to an hour at no cost.
29. Separately, providing season tickets with a generous discount will allay some of the concerns for commuters, for example in Hurstpierpoint. A season ticket discount at 30% for a week, 40% for a month, 50% for six months and 60% for a year would be largely in line with discount rates nationally.
30. Finally, where appropriate, a Resident Parking Permit could be introduced, replicating the approach taken at Queensway Car Park in East Grinstead, and enabling permit holders to park overnight, between the hours of 4pm and 9am. Emulating the approach taken in Queensway would give rise to a significantly discounted price.

Table 6: Proposed Season Tickets and Virtual Discs

Site	Monthly	6-Month	Annual	Residents Overnight	Disc p.a.
<i>Ave. annual days</i>	22	156	312	312	312
Charge	£15.84	£140.40	£336.96	£52.00	£4

Timeline

31. A draft implementation timeline is provided at Appendix 4. The headlines are as follows:

Table 7: Proposed Implementation Timeline Headlines

Task	Duration (includes legal period)	Delivery date
Final proposals	2 weeks	March 2025
Draft Amendment/ Modification order prepared	4 weeks	April 2025
Consent sought and obtained from WSCC under s39 or the Road Traffic Act & policy development.	10 weeks	August 2025
Amendment Order published	21 days	August 2025
Statutory consultation responses reviewed and analysed	14 days	September 2025
Final proposals to Cabinet		September 2025

Task	Duration (includes legal period)	Delivery date
Call-in	10 days	September 2025
Mobilisation to go live (publish Amendment Order, lead time for machines, signage, back-office systems)	Up to 12 weeks	December 2025

Policy Context

32. The Council's Parking Strategy and Action Plan directly supports the implementation of the Sustainable Economy Strategy.
33. The Parking Strategy also supports West Sussex County Council's Controlled Parking Enforcement Policy to better manage enforcement both on-street and across the Council's car park estate.

Other Options Considered

34. The option of doing nothing to improve and modernise the management of the village car parks risks undermining the objectives of the agreed Parking Strategy. This could lead to a continued deterioration in the quality of parking facilities and enforcement effectiveness, ultimately resulting in greater congestion, dissatisfaction among users, and a missed opportunity to enhance the overall parking experience. Therefore, while doing nothing might maintain the status quo temporarily, it may also hinder progress in achieving long-term strategic goals set out in the adopted Parking Strategy.

Financial Implications

35. Tariffs and stay restrictions are a tool to manage car parks more effectively, influence behaviour and provide the financial support for investment and improvement.
36. It is important to note that the cost of enforcement and ability to manage this range of options is contingent on investment in technology. This will deliver a financial efficiency enabling enforcement officers to manage on-street and inconsiderate parking in villages and the ability of the Council to collect data to better manage demand in the future.
37. The average costs per space for maintenance, capital costs, replacements, signage, lining and enforcement is estimated to be approx. £400 per annum.
38. The main capital cost will be in the purchase of new signs and payment terminals. Depending on the availability of mobile data, cabling may be required, which will add to civils costs.
39. Poor mobile coverage would also reduce the ability to make cashless payments via a machine as card payment approvals would require a wired internet connection, the provision of which would increase the capital costs. Assuming there is mobile internet coverage, we would estimate the capital costs at £5,000 per site, or £40,000. A contingency will be applied for surveys and works where a wired connection is required. This would be recovered in the first year.

Legal Implications

40. The introduction of charges into the village car parks will require an 'Amendment Order' to the Off-Street Parking Places Order. This brings with it a requirement to consult.

41. This order is made under the Road Traffic Regulation Act 1984. Regulations made under that Act, the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 ("the Regulations"), set out procedural requirements for the consultation.

Risk Management Implications

42. The Parking Strategy was developed to provide a strategic direction for the management of the Council's car parks, with the specific aim of supporting sustainable economic growth across Mid Sussex. There is a risk around effectively communicating the benefits envisaged within the strategy, given the generally negative perception of increasing or introducing parking tariffs and the general misconception that free parking supports economic vitality.

Equality and Customer Service Implications

43. The Council has already made a significant investment in cashless payments and online services and will continue to invest and modernise car parking to ensure the service is accessible to all users.
44. As the Council develops its car parks via the Investment Strategy it will need to share information with digital platform providers and begin to invest further in new technology to better enable this. Information sharing with in-car systems and third-party apps will improve the customer experience of finding spaces.
45. New approaches to the management and charging regimes in car parks will create the capacity to take a more targeted approach to enforcement, enabling a greater focus on dangerous and inconsiderate parking and the abuse of blue badge space.
46. It will be necessary to develop a clear policy- informed by a detailed Equality Impact Assessment- to ensure the consistent application of free and/or concessionary permits.

Sustainability Implications

47. The adopted Mid Sussex Sustainable Economy Strategy 2022-25 has a specific action to Support and deliver, where possible, a *"package of improvements, including... delivering the Council's Car Parking Strategy and Parks Investment Plan"*.
48. In implementing the Action Plan, the Council will work alongside West Sussex County Council and other key partners to identify how technology and supporting different types of mobility could reduce congestion and improve air quality and local townscapes.

Background Papers

The Mid Sussex Parking Strategy (and Covid Addendum) can be found on the Council's website, at <https://www.midsussex.gov.uk/parking-travel/parking-strategy/>.

Appendices

Appendix 1 - Stakeholders Engaged

Village	Organisation
Cuckfield	Parish Council
Hassocks	Parish Council
Hassocks	Age Concern
Hassocks	Downlands Community School
Hassocks	The Windmill Junior School
Hassocks	Hassocks Infant School
Hurstpierpoint	Parish Council
Hurstpierpoint	WSCC Library
Hurstpierpoint	St Lawrence C of E School
Hurstpierpoint	Trinity Rd Health Centre
Hurstpierpoint	Girl Guides
Hurstpierpoint	Scouts
Hurstpierpoint	Holy Trinity Hurstpierpoint
Lindfield	Parish Council
Lindfield	Lindfield Medical Centre
Lindfield	Lindfield – All Saints Church

Appendix 2 – Questions and information for stakeholders

Dear {name/organization},

Mid Sussex District Council (MSDC) is continuously working to enhance parking services across the district.

As part of this work, and in line with its Parking Strategy, the Council is currently reviewing existing arrangements in the car parks it operates in the villages of Cuckfield, Lindfield, Hassocks and Hurstpierpoint.

To achieve the best possible outcomes from this work, the Council has partnered with industry experts Parking Matters Ltd (PML) to integrate national best practice, data, and experience into the review, with the aim of designing management regimes that cater to the unique needs of each car park and the communities they serve.

To help us develop our plans, we would like to ask you for your thoughts about parking in your area. This can be in the form of a written response, or if you prefer, an online meeting (via Zoom or Teams).

Background

We already know that the car parks in our villages have to support a range of different users; grab and go shoppers, drivers who want to do a longer shop, or stop for lunch, or a have hair appointment; visitors from outside the villages, people dropping children off for school, residents who use the car parks because there may not be enough space on their road or they may not have their own allocated parking, commuters, and people who work in the villages. Car parks cost money to maintain and if they are not properly managed, they can result in frustration, with drivers struggling to find a space.

A range of different management regimes are being considered in the MSDC-operated car parks in the villages. At this stage, we are looking at several options including:

- Changing length of stay limits.
- Changing the number of long/short stay bays where they exist
- Changes to parking disc schemes
- Introducing charging to manage demand and increase turnover.
- Considering the number of permits on sites and the location of bays where they exist.

We would appreciate your feedback on the following subjects posed as questions below:

1. **Parking Challenges:** What difficulties do you and your customers, service users, staff, and visitors face when trying to park?
 - a) Is it difficult to find a parking space when needed?
 - b) Are the current restrictions too limiting (e.g., are maximum stay times too short)?
 - c) Are there specific issues for commuters, shoppers, residents, and local employees?

2. **Parking Discs:** Parking discs are hard to find, difficult for the District Council to enforce and manage, and costly to produce. This can discourage people from visiting the villages. What are your thoughts on these potential alternative solutions to achieve the same objectives:
 - a) Implementing “online” disc parking using the Council’s current pay-by-mobile operator.
 - b) Installing terminals that issue free tickets stating the time limit.
 - c) Introducing pre-registration online for frequent users and others.
3. **Stricter Time Restrictions or Charges:** If stricter time restrictions or charges were introduced, what measures do you think would be needed to lessen the impact:
 - a) On different types of users, such as commuters, your employees, regular visitors, residents who use the car parks, shoppers, service users, and specific staff (e.g., teachers, doctors, administrators).
 - b) By offering specific products, such as free or discounted permits or overnight permits which allow a few hours either side for residents.
4. **Residents' Use of Car Parks:** Do you have any information or opinions on residents and their use of village or local car parks? For example:
 - a) Do many houses lack off-street parking?
 - b) Is there a concern that residents' use of car parks limits availability for other users during the day?
5. **Improving Car Park Efficiency:** Do you have any ideas on how to make the car parks more efficient and help more people find parking when they need it? For example:
 - a) Removing special permit-only spaces.
 - b) Adjusting the balance between long-stay and short-stay parking bays.
 - c) Introducing reasonable charges to manage demand and encourage turnover.

We appreciate your time and thank you in advance for your help. Please send written responses to parkinginfo@midsussex.gov.uk

If you would like to request an online meeting with your organisation or have any questions, please contact Ben Robinson at ben@parkingmatters.com.

Additional Information from technical study for location

CUCKFIELD PARISH COUNCIL

In Cuckfield, identified issues with parking in the village are that on-street and off-street parking supply is limited with restrictions in place along much of the B2036 and surrounding roads to manage traffic circulation and protect property entrances.

In Broad Street, long stay bays are generally full for most of the day, which suggests there is unmet demand for long stay parking. Usage surveys show that Broad Street is often over 80% full during weekdays.

What changes to Broad Street might help local people and car park users, for example, changing the balance of short / long stay spaces. What might need to be put into place if charges are brought in to support specific groups that you are aware of? What free-period length may be appropriate to balance churn and demand?

HASSOCKS PARISH COUNCIL/OTHERS

In Hassocks, identified issues with parking in the village are that on-street and alternative off-street parking is limited.

Orion car park provides short stay parking to help support the shops and services in the village centre. At present the disc parking system is difficult to enforce and the feedback is that discs are hard to find for first time visitors. Surveys in 2019 and 2023 show that the car park reaches 80% full. Is there an alternative system that could prioritise shoppers and service users to the village?

Dale Avenue car park is free, although the nearby railway car park charges up to £6.60 a day. The 2018 surveys showed high levels of long stay parking which suggests commuters are using it. Would charging for longer stays help manage availability for local users? Schools have specific travel and parking needs including parking for staff and teachers and pick-up and drop-off around school times. Although Dale Avenue and the Orion car parks are a few hundred meters away from Hassocks' school, we would appreciate your thoughts on what could be put into place to improve utility for parents and staff in the two MSDC car parks.

HURSTPIERPOINT PARISH COUNCIL

In Hurstpierpoint, identified issues with parking in the village are that a narrow high street and narrow residential roads mean that there are limited places to park.

Two car parks, Trinity Rd and Brown Twins are provided by MSDC for the village. Both sites reach over 80% capacity at points.

Trinity Road has a mix of long and short-stay bays, with long-stay sections fully occupied from early in the morning. Observations confirmed that the short stay section was heavily used as drop-off and pick-up for the school opposite and used by commuters to nearby employers such as the school, library and fire station. What considerations do you think will be needed if changes are made to car park such as the balance of long/short stay, charging levels and permits availability?

For Brown Twins usage surveys show longer stays and overnight stays but with strong demand. Any changes in Trinity Rd would probably need to be mirrored in Brown Twins to protect availability. Do you have any views on what permits, or free period lengths might be appropriate in either car park, including for residents parking overnight?

HURSTPIERPOINT SCOUTS

As a user of the car park who needs access through it to reach your facility, we would like any specific views you have on the impacts of changing the policy at Trinity Rd car park such as introducing charging.

LINDFIELD PARISH COUNCIL

In Lindfield, identified issues include small car parks, high demand and complicated arrangements with permit spaces for residents, employers or service providers. Parking on residential streets close to the centre of village is limited by road width and many properties do not appear to have off-street parking.

Surveys undertaken in Denmans Lane and Tollgate Car parks showed very high demand during the day, with up to 100% occupancy observed. Surveys suggest there is overnight parking in both. Tollgate includes 4 spaces reserved for the health centre and 7 for adjacent flats. Do you have any ideas for what could be done to increase the efficiency of the car parks and help shoppers and service users access the village centre?

Although surveys were not undertaken in the Wilderness, multiple site visits suggest some demand, albeit lower during normal weekdays. The Common car parks often have space during a weekday, but experience spikes in demand when nearby uses have events. Could longer stay commuters be encouraged to park in these car parks during the day freeing space for shoppers and service users?

ADDITIONAL LINDFIELD MEDICAL CENTRE

We would like your views on how difficult your service users' find parking to be and the possibility of moving to a permit only system without reserved spaces or reducing the number of reserved spaces to increase general capacity.

ADDITIONAL LINDFIELD ALL SAINTS CHURCH

We would like your views on making some of the reserved spaces available for general use at other times of the day, specifically weekdays between 10:00 – 17:00 as this is the time of highest demand across the village.

Appendix 3

SUMMARY OF FEEDBACK FROM ENGAGEMENT

Cuckfield
<p>The Parish Council notes that visitors generally do not have difficulty finding parking but highlights that shop owners complain that their customers struggle.</p> <p>There is a problem with residents using long-stay bays, which are meant for visitors.</p> <p>The village would benefit from more short-term spaces and a 15-minute to 2-hour free parking period.</p> <p>The Parish Council suggests investigating providing more parking spaces, potentially at the recreation ground, and asks for consideration to be given to providing reserved spaces for shopkeepers, albeit with the understanding that local employees might need to walk a little further.</p>
Lindfield
<p>The Parish Council believes the current parking situation is manageable, and highlights difficulties with limited on-street and residential parking.</p> <p>They are opposed to introducing charging in principle, as they believe it will negatively affect trading. They say there is a need for a free period if charges are introduced (30-45 minutes).</p> <p>The Parish Council highlighted the need for adequate enforcement in the village. They also highlighted the need to increase active travel facilities as an alternative to parking.</p> <p>They believe charging residents may have a knock-on effect on on-street parking, whilst All Saints Church suggested that offering paid permits to residents might be beneficial.</p> <p>All Saints Church also suggested that the Council might consider expanding parking provision to address issues around limited supply.</p>
Hassocks
<p>The Parish Council considers the parking situation generally adequate except during school pick-up times and for drop off and pick up.</p> <p>They are opposed to any form of charging except an increase in the cost of a disc. They believe that any parking charges will impact trade.</p> <p>Hassocks Age Concern highlight that there is an issue with day-long commuters using parking spaces meant for visitors. They recognise that free parking is 'a luxury we can no longer afford but recognising the needs of local people and businesses is very important.' They also suggested that, if charges are implemented, pre-registration and/or pay-by-phone would be helpful.</p> <p>Conversely, the Parish Council highlighted that any system must be simple and easy to use for all users.</p>

Hassocks Age Concern suggest a stricter regime would ensure more spaces are available throughout the day. Specifically, they are keen to see stricter time limits implemented to prevent long-term parking by commuters, complemented by free or low-cost parking for local residents.

Hurstpierpoint

The Parish Council objects to introducing parking charges. It indicates that, generally, spaces can be found in Trinity Road car park, and that local roads are congested with long stay parkers. They suggest that introducing charging would not improve the position.

The Parish Council also believe that the use of technology will be a barrier because of mobile signal coverage is in the village. They believe the status quo should remain but that the car parks could be better maintained, and signage could be improved to make it more user friendly and modern.

Feedback from the library and medical centre highlights key challenges for staff and volunteers who currently must move cars mid-shift due to insufficient parking; and there is concern over the potential impact of charging on volunteers.

There is support for retaining a free period or paid disc scheme.

The Health Centre are concerned about the impact of charges on staff and patients- saying they would like to see free parking for their staff if possible - and that any permits should be for a reasonable price and period.

There were concerns about the impact on local residents who don't have parking- particularly on the high street, but conflicting views suggesting that long-stay resident parking was impacting the availability of spaces for visitors to the high street.

It was suggested that the Council needs to increase enforcement in the village, both on and off-street.

General Observations

There is a strong preference for maintaining free or low-cost parking options, especially for short stays and specific user groups.

If charges are introduced, the Council should consider offering uncharged periods (e.g., 15 minutes to 1 hour), increasing short-term parking spaces, and providing special permits.

There is a need to improve enforcement and ensure any new technologies are user-friendly, accessible, and do not impose additional costs on users.

Detailed responses are available on request.

Lindfield Parish Council

Committee Meeting:	Full Council
Report of:	Parish Clerk
Meeting Date:	13 March 2025
Subject:	Committee Appointments
Agenda Item:	14

Purpose of Report:

1. To note member's committee preferences.

Summary:

2. Members have been asked to provide their committee preferences. Committees member

Recommendation(s):

Full Council is asked to:

- a) **Note the proposed committee memberships as set out at section 4 having regard to the comments regarding Council Chair, Vice Chair and F&GP.**

Background:

3. At Full Council (January 2024) it was agreed to implement new policies on appointments of Chairs & Committee. The Clerk emailed all members the timeline for this process for 2025/2026. Members were asked to complete a survey on committee preferences and any reasonings for the choices.

Members preferences

4. Eleven members have responded to the survey. Committee membership using first and second preferences only would be as follows:

Environment & Amenities (E&A) (9 members):

Blunden, Burns, Grace, Matthews, Nisbett, Picket, Upton, Wood & Woolley

Finance & General Purposes (F&GP) (5 members):

Beecroft, Blunden, Grace, Picket, & Webster.

Planning, Traffic and Transport (PT&T) (7 members):

Beecroft, Burns, Matthews, Nisbett, Upton, Webster, & Woolley

The Council Chair and Vice Chair have served on all three committees. This though is not a legal or policy requirement. It is recommended that the F&GP Committee has at least six members.

Financial Implications:

5. There are no financial implications at present.

Committee Meeting:	Full Council
Item:	15
Report of:	Clerk
Meeting Date:	13 March 2025
Subject:	Risk Management

Summary:

- Members are asked to consider the annual risk management report.

Recommendation:

Members are asked to:

- The Council confirms that it has a suite of Risk Assessments in respect of all of its activities in accordance with its Financial Regulations(s17).
- Confirm its agreement to existing risk management procedures.

Background:

- The council is responsible for putting in place arrangements for the management of risk. The Clerk, with the RFO, shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- When considering any new activity, the Clerk, with the RFO, shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.
- Historically, following the overhaul of the Council's Risk Assessment suite in 2019/20, the Council has a good suite of Risk Assessments and has received positive feedback from the Internal Auditor on the approach utilised.
- In March 2024 the following was agreed:
 - That the Council has a suite of risk assessments in respect of all of its activities in accordance with its Financial Regulations (s17).
 - The Council confirms its agreement to existing risk management procedures.
- The Council maintain the following risk assessments.

#	Risk Assessment
1	Allotments
2	Christmas Lights
3	Christmas Village Night
4	Denmans Lane Public Toilets
5	Financial Management
6	Office (incl Work Station)
7	Village Clean Events
8	Street Furniture
9	Streetlights
10	Winter Management
11	Speed Indicator Devices
12	Wilderness Field
13	Covid - Clock Tower House*
14	Beacons*
15	Village Day Stall
16	Vehicle

*reviewed as when required.