



**Full Parish Council – Minutes  
Unconfirmed**

Helena Griffiths asked the Parish Council to clarify why the Parish Council would be using the same consultant to complete the Neighbourhood Plan work. Councillor Webster explained that all the knowledge and facilities were at the previous consultant's disposal and to engage a new consultant would result in at least a six month delay.

**APOLOGIES** – Councillors Dye, Hersey, Field and Wheatley

**DECLARATIONS OF INTEREST**

Members are invited to make any declaration of personal or prejudicial interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is to be considered – NONE.

**MINUTES**

To resolve that the minutes of the Council Meeting held on Tuesday 12 July 2016 and Tuesday 9th August 2016 be taken as read, confirmed as a correct record and signed by the Chairman.

0082 RESOLVED that the minutes of the Council Meeting held on 12 July 2016 and 9<sup>th</sup> August 2016 be adopted and signed by the Chairman.

**MATTERS ARISING**

The Council noted that the RFO was still undertaking a review of the provision on electricity and would report back to a future meeting.

The Council also noted that one Finger Post had been completed in the Birch Grove area. As there still remained outstanding finger posts, the Clerk would still look into the possibilities of legal action.

The Parish Council noted that the District Plan had been submitted.

Chairman .....

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**FINANCE AND GOVERNANCE**

0083 **RESOLVED** to approve the schedule of payments and note the receipts and year to date expenditure. The document was signed by the Chairman.

0084 **RESOLVED** to approve the latest bank reconciliation statement.

The Parish Council also discussed the payment of additional hours for the Clerk. The Clerk’s contract was for an average of 14 hours a week, but due to the neighbourhood plan work and other matters the Clerk may have to work additional hours each month. After some debate the Parish Council agreed that the Chairman could approve up to eight hours additional time a month.

0085 **RESOLVED** that the Chairman could approve up to 8 additional hours a month for the Clerk and that any additional hours accrued by the Clerk would be reported to the next available Parish Council Meeting.

**TOILETS, GREEN AND RECREATION GROUND AND HIGHWAYS**

The Parish Council received a verbal report from the Toilets, Green and Recreation Ground Committee (TGR) Committee Members and noted the unconfirmed TGR Minutes of 26 July 2016. The Chairman of the TGR Committee reported that there had been an issue with the overflow system in the Gentleman’s toilets. The Clerk advised the Parish Council that she had informed the contractor PHS and they would be making a site visit the following day and it was hoped the situation would be quickly resolved.

The Clerk also advised the Parish Council that Monitor services had been requested to make a site visit to the bus shelter as there had been reports of it being untidy.

The Clerk also advised the Parish Council that she would be writing to Affinity Sutton about maintaining the hedges on their land especially those around the bungalows in Challoners.

The Clerk would also look into who had originally supplied the suspension bridge in the play area as following a routine inspection by the Chairman of the TGR Committee several screws needed replacing.

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The Clerk also advised the Parish Council that since the last meeting she had reported several highway issues including potholes and parking complaints to West Sussex County Council and the Police. Several abandoned vehicles had also been reported to the police.

0086 **RESOLVED** – to note the update.

Councillor Webster updated the Parish Council about the Recreation Playground Working Group. One set of Minutes had been circulated with the Agenda. The Parish Council noted that surveys had been undertaken amongst children in the village about the type of equipment needed in the play area.

0087 **RESOLVED** that Councillor Webster would submit the survey results to the Clerk together with Minutes from the Working Group meetings in order that she might be able to ascertain what equipment was needed. The results of the survey would need to be reported to the Parish Council in order that the Clerk could be authorised to obtain three quotes for any new equipment.

The Clerk updated the Parish Council about the Proposal from Kay McNaughton (a local resident) and Kelly Howes (a local resident) to open a café at the Memorial Pavilion. The Parish Council noted that the Memorial Conservation Trust had informed the Clerk that they did not object to the principle of a café, but would want to be reassured from a detailed planning application which materials would be removed from the site and how the site would be changed. The Clerk advised the residents that their next step would be to obtain the keys and draw up detailed plans in order to make a planning application at their own expense. The Parish Council would then be able to share the application with the Memorial Conservation Trust.

0088 **RESOLVED** – to note the update.

**REPORTS**

To receive report from County Councillor - Councillor Field had sent her apologies, but had also circulated a report to the Parish Council which was attached as an appendix to these Minutes.

To receive report from District Councillor – Councillor Lynn Stockwell, Mid Sussex District Councillor informed the Parish Council that there was a change of management structure underway at Mid Sussex which eventually would replicate the Cabinet System. Councillor Stockwell also informed the Parish Council that the District Plan had indeed been submitted.

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To receive and consider reports from Councillors: Councillor Rufus Clarke warned the Parish Council that there had been a spate of attempted thefts from outbuildings in the village. A black pickup truck had been seen trying to steal machinery and a blue transit van had been seen.

**NEIGHBOURHOOD PLAN**

The Parish Council considered the approval of extra hours undertaken by the Independent expert.

- 0089 **RESOLVED** to pay the Independent Consultant for the extra day and a half he undertook advising the Parish Council about the schedule of works to complete the Neighbourhood Plan.

The Parish Council noted the latest expenditure for the Neighbourhood Plan and noted that the Clerk had been successful in obtaining a grant for further works. The Clerk would also apply for any further grants available from Mid Sussex.

- 0090 **RESOLVED** to note the Summary of Expenditure for the Neighbourhood Plan.

The Parish Council considered the quote from Troy Navigus to complete the work on the Neighbourhood Plan. The Parish Council were reminded that they had tasked Councillor Webster and the Chairman, David Colville at their last meeting in August to draft a schedule of works for the completion of the work as outlined by the independent expert, Lindsay Frost. There were several options to consider when completing the work and the detailed quote from Troy Navigus considered all the options and gave costs for each.

Councillor Vince was concerned that there was still some work from the independent expert's report which was not covered by the quote from Troy Navigus. The Parish Council noted that some of work would need to be completed by the Parish Council and this would be discussed at a future meeting of the Council.

- 0091 **RESOLVED** – (1) to approve the quote from Troy Navigus for the completion of the Neighbourhood Plan work, and  
(2) request that Councillor Webster and Councillor Colville assess the remaining work that would need to be undertaken by the Parish Council and report their findings to a future Parish Council meeting.

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- 0092 **RESOLVED** – to request the Clerk to apply to Mid Sussex District Council for additional grant monies.
- 0093 **RESOLVED** – that there would be an extraordinary meeting of the Parish Council in November to hear an interim report from the Consultants, Troy Navigus.

**GENERAL**

- 0091 **RESOLVED** to purchase a wreath to be laid at the war memorial on Remembrance Sunday on behalf of the Parish Council and it was AGREED that the Chairman would attend on behalf of the Parish Council.

**COMMENTS FROM THE PUBLIC**

Helena Griffiths, a local resident confirmed that she would circulate the transport study she had commissioned to the Clerk.

The meeting closed at 10:15pm

Chairman .....

Date .....

## Report to Horsted Keynes Parish Council September 2016

### County Local Committee

I apologise that this evening's meeting of Central Mid Sussex CLC prevents me from attending your meeting.

I reported proposals to alter the CLC structure to the last meeting. I am pleased to say that your comments and those of the 2 Lindfield Parishes have been listened to and that you will all remain in the same CLC area as Haywards Heath and not move in to the North area, which centres on East Grinstead. In effect it is now proposed that Central and South Mid Sussex Committees will merge, but that Ardingly and Balcombe will transfer in to the North area. It will mean a CLC of 8 Members rather than the previous 5 but should better reflect local links.

### Highways Issues

I understand that Richard Speller is to visit to assist with highways issues associates with potential sites for the NHP. If I can do anything to assist or support, please let me know.

I was pleased to see the markings on the damaged surface of Waterbury Hill, which indicate that work should soon be done to improve it.

### School Crossing Patrol

To my knowledge we have still got no further with recruiting someone to this post.

### Councillor Field

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