

**Full Parish Council – Minutes
Unconfirmed**

A Member of the public expressed concern about the survey equipment and cameras that were erected the day before on the Green and also down Church Lane. The school had also expressed concern about the cameras as there was potential for children being filmed as they walked to school. The Clerk and the Chairman explained that they had spoken to the company undertaking the survey and they had confirmed that they were from Streetwise and that their client was Stilwell Partnership. The Clerk had contacted West Sussex County Council and had been told that the company did not require any permission to erect the survey equipment from them, but that it was normal practice and courteous to inform the County Council and indeed the Parish Council that they would be erecting the equipment in their area. No notification had been received. The Clerk and The Chairman would be contacting the County Council further and would be suggesting that the company was in fact in breach of data protection by erecting cameras.

APOLOGIES – Councillor C Field, WSCC.

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.

Cllr Hersey’s Declaration of Interest:

I wish to advise that with regard to any comment (s) I may make on any planning application on tonight's agenda, I reserve the right to alter my views on any application and submission should it come before Planning Committee A or the District Planning Committee, following reading the Planning Officer's report, considering any verbal update the Planning Officer may provide and taking into account the views expressed by other Members or members of the public at the meeting.

Councillor Keith O’Regan declared a personal interest in the item on the Coffee Shop at the Pavilion on the Recreation Ground. Mr Regan’s sister was the applicant, K McNaughton.

MINUTES

To resolve that the minutes of the Council Meeting held on Tuesday 13 September 2016 be taken as read, confirmed as a correct record and signed by the Chairman

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with the addition that Cllr Keith O'Regan declared a personal interest in the item on the Coffee Shop at the Pavilion.

- 0092 **RESOLVED** that the minutes of the Council Meeting held on 13 September 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 further Finger Posts 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 Chairman informed the Parish Council that 8 additional hours had been approved for the Clerk in July, but that no additional hours had been approved for August and September.

FINANCE AND GOVERNANCE

The Chairman informed the Parish Council that two further cheques had been approved in the absence of the RFO who was on holiday. The cheques were for payment to SLCC for the Clerk's CiLCA training and also to Came and Company for the Parish Council's annual insurance premium.

- 0093 **RESOLVED** to approve the schedule of payments and note the receipts and year to date expenditure. The document was signed by the Chairman and a Councillor.

- 0094 **RESOLVED** to note receipt of the audited accounts for 2015/16.

The Parish Council discussed the preparation of the budget and it was suggested that each Committee should have a set budget.

- 0095 **RESOLVED** that the preparation of the Parish Council budget for 2017/18 would be delegated to the Finance & Governance Committee with the recommended budget to be presented to the full Parish Council meeting in January 2017, together with the

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resulting impact upon the 2017/18 Parish precept prior to submission to Mid Sussex District Council.

The Parish Council discussed the Council’s business plan preparation and it was suggested that the Annual Parish Meeting next year should focus on the business plan.

0096 **RESOLVED** that the preparation of the Parish Council Business Plan for the period April 2017 to March 2019 be delegated to the Finance & Governance Committee to be submitted to the full Parish Council meeting by April 2017.

0097 **RESOLVED** to appoint Councillor Celia Vince to the Finance & Governance Committee with immediate effect.

TOILETS, GREEN AND RECREATION GROUND AND HIGHWAYS

The Parish Council received a verbal report from the Toilets, Green and Recreation Ground and Highways Committee (TGR) Committee Members and noted the unconfirmed TGR Minutes of 27 September 2016. The Chairman of the TGR Committee reported that there had been a water leak reported at the recreation ground between the Tennis Club and the Memorial Pavilion. The Clerk reported that Cllr Dye, Cllr O’Regan and his father had in their own time located the leak. This had saved the Parish Council a considerable amount of money. The Leak had now been fixed.

The Chairman on the TGR Committee also advised that the light in the bus shelter and gents toilets was not working. The Clerk would arrange for an electrician to inspect the two sites.

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.

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.

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0098 **RESOLVED** – to note the update.

Councillor Webster updated the Parish Council about the recent work of the Recreation Playground Working Group and the refurbishment of the play area. A specification for the playground had been circulated at the meeting together with a drawing of the proposed layout. The play area had been measured by Cllr Webster and Cllr Lockhurst to see what could fit into the designated area. The specification was based on five pieces of equipment that had been identified by the survey which had been undertaken in August. It was suggested that the existing swings would be kept, but that they would need updating with new chains. The flooring would be rubber mulch. The survey had identified that the equipment sought by parents and local children included a sunken trampoline, a table tennis table, a basket swing, a centre climbing piece and adult gym equipment (which would be placed along the border of the recreation ground near the allotments). The Clerk reminded the working group that she would require a detailed specification for the adult gym equipment and exactly where it would be positioned on the recreation ground.

The Chairman advised that if the Parish Council was to go out to tender it would require a detailed specification that would be submitted to each company that wished to tender. There would also need to be a detailed scoring system in place in order to assess each tender fairly. The Parish Council must show that each tender was considered using the same scoring system and must be able to show how and why the particular tender was awarded. The Chairman agreed to assist the Clerk and the Working Group in devising a scoring system.

The Clerk suggested that before she could formally go out to tender she would need to seek advice from Mid Sussex District Council and The Society for Local Council Clerks about the tendering process. The Clerk would also need to ascertain the legalities concerning the recreation ground and the fact it was a charitable trust. The Clerk would also seek some advice from Newick Parish Council who had just undergone this process recently. Once this advice had been sought and a template for the tendering process had been agreed at least three companies would be invited to tender.

In the meantime, the play area was still in use by local residents and it was noted that the TGR Committee Chairman undertook regular risk assessments of the play area and the Parish Council undertook any maintenance requirements as they arose. ROSPA also inspected the play area on an annual basis and suggested areas of

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improvement and maintenance. The Parish Council needed to show due diligence and ensure that repairs were carried out whilst the refurbishment of the play area was underway.

The Parish Council requested that the Clerk together with the Chairman and the Recreation Ground Playground Working Group finalise the specification and seek further advice about the tendering process.

0099 **RESOLVED** that the specification for the refurbishment for the play area would be finalised by the working group in liaison with the Clerk and preparation for going out to tender would be undertaken by the Clerk.

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. A planning application had now been submitted by the local residents at their own expense. The application would be considered at the Parish Council Planning Committee meeting in November. The determination date by Mid Sussex District Council for the application was 22 November 2016. The planning application had been forwarded by the Clerk to the Memorial Conservation Trust for their approval and comments. The Clerk informed the Parish Council that she had made contact with a solicitor with expertise in drawing up leases and it was hoped that they would be able to advise the Parish Council about the next steps if planning permission was granted. It was also suggested that a detailed survey may be required of the Pavilion to assist with drawing up the lease. It was agreed to await the result of the planning application before any further expense was undertaken by the Parish Council.

0100 **RESOLVED** – to note the update.

PLANNING

0101 **RESOLVED** – to note the update from the Planning Committee Chairman that five applications had been considered – all with no objections. The application for 1 Cheeleys had been withdrawn by the applicant.

REPORTS

To receive report from County Councillor - Councillor Field had sent her apologies.

To receive report from District Councillor – Councillor Hersey, Mid Sussex District Councillor informed the Parish Council that the link to the district plan website was

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now available on the Mid Sussex website. It was also noted that the recycling site at Imberhorne Lane in East Grinstead had restricted opening hours for the winter months. Cllr Hersey also reported that the green bin system had received some funding and more bins were now available.

To receive and consider reports from Councillors: Councillor S Webster reminded the Parish Council that volunteers from the Community were needed for the winter management plan and clearing snow. The Clerk would mention it in the next article in the P&P.

NEIGHBOURHOOD PLAN

The Parish Council noted that Troy Navigus had now been instructed and had commenced work. Troy Navigus Consultants would attend an Extraordinary meeting on 22 November 2016 and would be submitting an interim report before the meeting.

In the meantime the Clerk needed to complete an end of grant report for one of the grants received by Groundworks to assist with Neighbourhood Plan expenditure. The Clerk would also be applying to Mid Sussex District Council for any grants that may be available for the completion of the Neighbourhood Plan work. It was noted that the money that had been taken out of reserves in 2015 would not be returned to reserves as the Neighbourhood Plan expenditure had increased beyond the original estimations.

The Clerk would be writing to all the landowners who had originally submitted areas of land under the call for land to ensure there had not been any changes since the call for land. The letter that would be sent had been commented on by Troy Navigus Consultants and had been circulated to the Parish Council.

0102 **RESOLVED** – to approve the letter to be circulated to landowners setting a deadline of 28 October 2016 for responses.

The Parish Council also noted that Richard Speller of West Sussex County Council was going to provide further input about the sites regarding highway matters.

0103 **RESOLVED** - to note the update.

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The Parish Council also discussed the visioning exercise that had been undertaken in September. The notes of the visioning exercise had been circulated prior to the meeting and the Clerk would post them on the website.

The Chairman asked the Parish Council to consider the next steps and think about which sub committees might need to be developed and which members of the community might like to become involved to move the business plan forward. It was hoped that the Annual Parish Meeting would focus on the development of the business plan.

0104 **RESOLVED** – to note the update.

The Chairman also updated the Parish Council about the Chairs Networking Day he attended. It was noted that all the presentations of the day were available from the Clerk on request.

COMMENTS FROM THE PUBLIC

Helena Griffiths, a local resident suggested that money should not be wasted on repairing equipment at the play area if did not pose a risk under the ROSPA report as it was hoped a new play area would be commissioned.

A Member of the public also requested that the Clerk report potholes and bad road conditions at Waterbury Hill.

The meeting closed at 9:30pm

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