



ARDINGLY PARISH COUNCIL

Parish Clerk: Bernadette Cox
c/o The Post Office, 37 High Street, Ardingly, West Sussex, RH17 6TB
Tel: 01444 226 209 Email: ardinglypc@hotmail.co.uk

Minutes of the Ardingly Parish Council Meeting held on Tuesday 4th February at 7.30pm in the Reading Room at Hapstead Hall, Ardingly

Present

Councillor D. Stutchbury (Chairman)
Councillor C. Hotblack (Vice Chairman)
Councillor J. Aloof
Councillor P. Burr
Councillor B. Gass
Councillor J. James
Councillor K. James
Councillor B. Strutton

In Attendance Mrs. B Cox (Parish Clerk)
Mrs. H Schofield (RFO)

1516. Public Questions

There were nine members of the public present and the following questions/matters were raised;

Joanne Garner explained that she had recently written to both the Clerk and Chair in relation to Village maintenance, e.g., hedge ways. She explained in her email that she would like to suggest that "Phil" from the post office be invited to tender for this maintenance as she felt that this would be positive as it employed a local person and that the extra income for "Phil" who currently works in the Post Office would support him staying on as Post Master. Councillor Stutchbury thanked her for her suggestion and indicated the Parish Council would reply to her email.

JG went on to mention that she had recently attended an event on recycling and felt it might be useful for the Parish Council to attend a future event. She was particularly impressed with the guest speaker Colin Macfarlane (a champion in Sussex for waste and recycling). The Parish Council briefly discussed approaching Colin as a guest speaker for the Annual Parish Meeting. JG informed the PC, she had met with Iain Nicol, CEO

of the Showground to discuss her concerns ref SA25, she explained she would be happy to discuss the details of this meeting with the PC. JG also passed on her thoughts to the PC on the PC decision to look into preserving the Village Phone box. She felt this was a lovely idea.

Katherine Surgeoner raised the issue of SA25. She passed on her appreciation to the Parish Council for holding their Information Day in November 2019 as she felt that without this Parishioner awareness of the SA25/DPD would have been much less. She went on to explain that the consultation report showed that out of 120 comments received by MSDC 111 were in objection to SA25. She asked the Parish Council if they are going to be representing the Parish Views and asked what they have done so far on behalf of the Parish. Councillor Stutchbury explained that there was an update re SA25 on the Agenda. The Clerk requested that KS email the Clerk directly and the Clerk would be able to give her an update as to the Parish Councils actions so far.

Ben Sampson introduced himself as a member of the Residents Climate Change Action Group and explained that he understood that Ardingly Parish Council were unsure of how they could agree to declare a Climate Emergency when they were unclear of the expectations around such a statement. Ben went on to suggest that he would be happy to offer an evening workshop for the Parish Council to explain the concept of declaring a Climate Emergency and the level of involvement/any actions that could be undertaken by the Parish Council. He offered context to his ability to offer the above as he explained that he had been working with Cornwall Council supporting them to facilitate their agreed actions re Climate Change Emergency since June 2019. to the Parish Council.

Sarah Chapman suggested that even if Ben met up with the two nominated climate change Councillors on the Parish Council and the Parish Clerk that might support the Parish Council's understanding or the expectations around Declaring a Climate Emergency. Councillor Stutchbury (Chair) acknowledged that Ben's workshop would be helpful and asked if Ben could liaise with the Parish Clerk around this.

<p>1517</p>	<p>Procedural Matters</p> <p>1517.1 Councillors Chalk and Horsman sent their apologies.</p> <p>1517.2 There were no declarations of interest in respect of any matters on the agenda.</p> <p>1517.3 The Parish Clerk proposed that the minutes of the Parish Council meeting held on 7th January 2020 be amended to include a statement before Public questions stating "In absence of Councillor Stutchbury (Chairman) Councillor Hotblack (Vice Chair) took the Chair". This amendment was accepted by the Parish Council.</p> <p>Councillor Aloof then raised that he felt that in reference to the conversation minuted under 1513.1 that the following statement; "The Parish Council aren't against the development of the Showground" was not represented and he felt that it was discussed, there was then discussion between the Parish Council on this statement and it was agreed that the Parish council did not resolve that during that conversation they were in agreement that they weren't against development of the showground.</p> <p>As such the Clerk suggested to the Chairman that the amendment suggested was not an accurate statement and should not be accepted.</p> <p>The minutes were then duly APPROVED with the agreed amendment by the Council and the Chairman signed a copy of the same as a true and accurate record of the proceedings.</p>	
<p>1518</p>	<p>Clerks Report</p> <p>1518.1 Members had been supplied with a copy of the Clerks Report prior to the meeting. The contents of the Clerks report were accepted and APPROVED.</p>	

<p>1519</p>	<p>Governance Matters</p> <p>1519.1 To agree a date and format for the Annual Parish Meeting The Clerk referred to her Clerks report around this agenda item. Councillor J. James asked if he could have clarification in the difference between the Annual Parish Council Meeting and the Annual Parish Meeting. The RFO explained that the Annual Parish Meeting is not a Parish Council Meeting in that it is not to agree Council Business but the Parish Council do facilitate it. It includes Guest Speakers and the Parish Council can showcase themselves. The Annual Parish Council Meeting is the first Parish Council Meeting of the year in May and includes reviewing standing orders and committee membership. There was then discussion on possible dates for the Annual Parish Meeting and it was AGREED that the Clerk would look to book Hapstead Hall for either April 28th 2020 or May 19th 2020 depending on availability and report back to the Council the date booked for the Annual Parish Meeting</p> <p>1519.2 To discuss potential speakers for the Annual Parish Meeting The discussion between the Councillors on the possible guest speakers and the format of the Annual Parish Meeting revealed that there may be overlap between the Events and the Communication Working Parties in the structure of the meeting and as such it was AGREED by that the Working Parties work together to provide recommendations on the format of the Annual Parish Meeting to Full Council at the March Parish Council Meeting.</p> <p>1519.3 To receive and discuss recommendations for the review of the current staff appraisal procedure (Standing order 20.3) The Clerk proposed an amendment to the agenda as the Standing order referred to in 1519.3 and 1519.4 was incorrect and the correct standing order was in fact 19.C. The amendment to the agenda was APPROVED by the Parish Council.</p> <p>Councillor Hotblack read from a previously circulated email containing the recommendations for the review of the current staff appraisal as follows;</p> <p>The recommendations were discussed at length and it was suggested a policy may be necessary in the future to explore and accept the recommendations. However, the discussion around the suitability of the current process focused around the suggestion that the current process was overall fit for purpose but required a wording change to encompass the following points;</p> <ul style="list-style-type: none"> • The Vice Chair and Chair of Finance be added to those Councillors nominated to complete the appraisal process • That Full Council would be given the opportunity to participate in the appraisal process by providing written feedback to the nominated Councillors. • That key points from the completed appraisal be shared in writing with the Full Council for approval. <p>1519.4 To approve agreed revisions to Standing Order 19.C The following was proposed as an amendment to Standing Order 19.C; The Chairman, the Vice-Chairman and Chair of Finance shall conduct a review of the performance and annual appraisal of the work of the Clerk and RFO. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the council. The amendment was APPROVED and ADOPTED.</p>	
<p>1520</p>	<p>1520.1 To receive and approve the schedule of payments since the last meeting The RFO explained that the payments this month totaled £3769.58; She went on to say there were no significant payments that needed to be highlighted. She informed the Council that the VAT reclaim had been completed.</p> <p>1520.2 To receive the Finance Report</p>	

	<p>The Finance report was circulated prior to the meeting. Councillor Aloof quired that there was a large expenditure under Tennis Court Maintenance. The RFO clarified this was the driveway at the Tennis Courts which came from an ear marked reserve and the PC had also received S106 monies for. The Finance Report was ACCEPTED and APPROVED. Councillor Stutchbury then asked the RFO if the PC was VAT registered, the RFO clarified it was not but there are schools of thought that Parish Council's should be. Councillor Stutchbury explained that he asked as the Pavilion Tenders did not include VAT and that would add appx 50k that the PC would need to "find". It was AGREED that the RFO would research the process of registering the PC for VAT and report back to the PC at the March meeting.</p>	
<p>1521</p>	<p>Planning 1521.1 The Planning Committee Meeting was held prior to the Full Council meeting and there were two matters of outstanding of interest to the Full Council</p> <p>DM/19/5212 Construction of a new 193 space car park and new vehicular access from College Road to serve Ardingly College, along with associated landscaping</p> <p>Councillor Hotblack informed the PC that the Car Park application for the college (DM/19/5212) had been discussed at the Planning Committee Meeting and the summarised view was that the application will improve traffic internally and externally around the college but there were concerns about the highway element of the application in particular the speed limit and right hand turn on the highway. He explained the Planning Committee will be submitting comments to the above effect.</p> <p>DM/19/4231</p> <p>Construction of new cattle building, replacement feed clamps, new slurry lagoon, and replacement dirty water lagoon. Tremains Farm, Treemans Road, Horsted Keynes, Haywards Heath</p> <p>Councillor Hotblack explained that this application involved the moment of earth to the development site and it suggested a preferred route that would bring HGV vehicles through the village. The PC intends to submit comments stating that it considers this an issue and that the PC does not feel that earth needs to be brought onto site from an external source.</p>	
<p>1522</p>	<p>Matters requested for inclusion on the agenda at the last meeting 1522.1 To receive and discuss the report from Councillors K. James and Strutton on their attendance at the January Residents Climate Change Group Meeting</p> <p>Councillor Strutton outlined key areas of involvement the Climate Change Group had identified they require support with, this included; a request that the PC support the group with the cost of an air quality check within the village. Looking at Tree Preservation including hedgerows and other plants. Support with an ECO fair at Hapstead Hall. That the PC consider electric vehicle charging points alongside the refurbishment of the Pavilion. Finally, the Climate Action Group would like the PC to declare a Climate Emergency. Councillor K. James followed Councillor Strutton's update by explaining that the Climate Change Group had resolved to focus their actions around four workstreams, Biodiversity, Air Pollution, Recycling and Communication. She had also understood that the Climate Change Group had hoped that the PC would agree a stance on Climate Change while they work with them to understand what was involved in declaring a Climate Emergency. Councillor K. James proposed that the PC adopted the following stance on Climate Change. "Ardingly Parish Council recognises that Climate Change is a real and pressing issue and will work with the residents Climate Action Group to raise awareness in the Community and consider actions to be taken".</p> <p>1522.2 To discuss the condition of the SID units and agree any repair or replacement.</p>	

	<p>Councillor Aloof explained that Councillor Horsman had been replacing the Batteries in the Sid units and as long as they are charged correctly there are no issues and they are functioning as intended. Councillor J. James asked if “we” have spare batteries and Councillor Aloof clarified that “we” did. It was AGREED there were no repairs or replacements needed for the SID batteries.</p>	
<p>1523</p>	<p>General Matters</p> <p>1523.1 Councillor Stutchbury to provide an update on the progress of the Tender for the Pavilion refurbishment and extension</p> <p>Councillor Stutchbury explained he now had the final figures for the Tenders but these did not include items such as CCTV, Furniture, etc. Councillor Stutchbury explained the cost of these items needed to be included before the PC looked into funding. Councillor Stutchbury felt the next step was for the WP that has been dormant while the Tender process has taken place be revived and its members, Councillors Aloof, Chalk, and Stutchbury and David Port from the Cricket Club and Fiona Rocks concentrate their efforts on formalising the entire cost of the Pavilion refurbishment. Councillor J. James asked if a contractor had been identified through the Pavilion Process and Councillor Stutchbury explained there was a preferred contractor and he requested permission that a letter be sent explaining that said contractor was the preferred contractor but the PC now have to complete costings and secure funding and could said contractor confirm the expiry period on their quote. It was AGREED by the Council a letter be sent to the preferred contractor by the Clerk to the above effect. Councillor Stutchbury explained the WP will meet and provide a proposal for Full Council at the March PC meeting. Councillor Aloof that the Clerk confirm when the planning application for the Pavilion Refurbishment expires. This action was noted.</p> <p>1523.2 To agree a date for a meeting of the Traffic Working Party</p> <p>It was AGREED that the Clerk would provide Councillor Gass with a list of the members of the Traffic WP and he would liaise with Councillor Horsman to confirm a date for the Traffic WP to meet prior to the March PC meeting.</p> <p>1523.3 To approve the purchase of SSLC membership for the Clerk</p> <p>Councillor J. James asked if the membership belonged to the individual or the Position of Parish Clerk. The RFO explained that if the Clerk were to leave the Parish Council her membership would stop, so she could not take it with her. It was APPROVED that a Membership for SSLC be purchased for the Clerk</p> <p>1523.4 To approve the purchase of Arnold Baker on Local Council Administration (eleventh edition) It was APPROVED that a copy of Arnold Baker on Local Council Administration be purchased.</p>	
<p>1524</p>	<p>Working Party Updates</p> <p>1524.1 To receive an update and actions for approval from the January Wellbeing and Events Working Party meeting.</p> <p>Councillor K. James referred to the notes of the Well being and Events WP that had been previously circulated. She explained that the WP had used a list of Events provided by the Clerk of what the PC had been involved with previously. She explained she would only be giving background on Events that actions for approval had been identified for. She proposed all recommendations from the notes for approval; The PC resolved to APPROVE all proposed recommendations of the Wellbeing and Events WP.</p> <p>The PC has agreed in principal to support the Following Events in 2020;</p> <p>Commonwealth Day; 9th March Safer Streets Scarecrow Festival; May 2020 Annual Parish Meeting Date TBC Silver Sunday; October 2020 Remembrance Day November; 2020 Carol singing round the Old Oak Tree; December 2020 Christmas Tree in College Road; December 2020 Village Spring Clean Date; TBC</p>	

VE Day Date; TBC

Councillor K. James went on to explain that there were two events that were identified that required further research to understand the level of commitment in concern to cost and involvement before the WP could recommend fully any level of PC support. These two Events were the Ardingly Summer Fete; September and the South of England Showground Summer Show. It was **AGREED** that the WP could “fact find” what involvement looked like for these two Events. With regards to the Ardingly Village Fete it was suggested this included liaising with the Village Club the organisers of the Fete with a view to improving the relationship between the Parish Council and the Village Club to encourage the two organisations working together to support the success of the Fete.

Councillor J. James suggested that the PC should be focusing on their relationship with all external organisations that “run” any such events rather than the PC looking to run them. He suggested that at a previous meeting the PC had discussed SEED funding Events with a view to empowering local people to support their community and take ownership of these proven positive initiatives.

1524.2 To receive an update and actions for approval from the January Communication Working Party meeting.

Councillor Taylor gave a background brief on the Communication WP meeting. He explained that the Communication WP had felt after discussion that before it could identify the vision, strategy and objectives for PC Communication, that the Vision, strategy and objectives of the PC needed to be identified. He explained that the Communication WP recognised that this was a task for Full Council and the gave the following recommendation;

- The Working Party recommends that the Parish Council engage a 3rd Party Facilitator to facilitate a session of Full Council to agree the Parish Council Vision, Strategy and objectives

The recommendation was discussed and **APPROVED**. The Communication WP are to research and engage possible facilitators for Full Council approval.

Councillor Taylor went on to say the Communication had identified some “quick fixes” that might improve PC communication as follows;

- The Working Party recommends that each Parish Council Committee, Working Party, or other representation of the Parish Council to an outside body is expected to take notes of its meetings and that these notes are to be sent to the Clerk and circulated to Full Council and that any points requiring action be published in the agenda for the following Parish Council meeting and discussed.
- The Working Party recommends that the Parish Council document on the Full Council Agenda any meetings for the upcoming month and that these be received by Full Council.

The above recommendations were **APPROVED** and **ADOPTED** by the Parish Council.

1524.3 To receive an update and actions for approval from the January Site Allocation and DPD Working Party meeting.

Councillor Hotblack gave an update from the most recent meeting of the SA25 Working Party. He explained that the WP met on the 23rd of January and had arranged for Councillor Gary Marsh to attend said meeting, to discuss the question “How could SA25 be removed from the DPD”.

The decision to ask Councillor Marsh this question, was made at the previous WP meeting held on December 18th 2019. Where the members of the WP present at that meeting after discussion agreed that in order to recommend to Full Council the best way to demonstrate practical action on the PC stance “The size of SA25 is too large” was to research the following options;

- Option 1; whether SA25 could be removed from the DPD
- Option 2; if the Green Space boundary identified at SA25 could be negotiated to reduce the build area of SA25.

The Parish Council **APPROVED** that “the SA25 Working Party could research Options 1 and 2 to support practical action on the Parish Council stance.

The Clerk then read the following recommendations from the notes of the WP meeting on the 23rd of January 2020 for approval from the Council;

The Clerk is to arrange with the Planning Officers at MSDC a meeting to discuss the two options identified by the WP.

The Clerk is to arrange a meeting with the District Councillors at MSDC to discuss the two options identified by the WP.

The Clerk is to arrange a meeting with Clare Tester (AONB) to gather information to support the PC in their meetings with MSDC.

All recommendations were **ACCEPTED** and **AGREED**

Councillor J. James then raised the following issue in connection with the SA25 WP;

He explained that he had tried to raise the issue concerned with the WP directly on three previous occasions but received no tangible response. He explained that the WP is tight on time in reference to the DPD consultation process, and that the WP needs to be focused on moving things forward.

Councillor J. James explained he was concerned that every Councillor who voted against the PC stance was on the WP and he questioned their ability to be fully engaged with driving any practical actions supporting the PC stance forward. Councillor K. James responded to Councillor J. James’s comment with concern that we (the PC) cannot say to members of WPs that if they haven’t agreed with something they need to be removed from the WP. Councillor K. James suggested that removing a member from a working party under this basis would be against the democratic process. Councillor Stutchbury stated that he agreed with Councillor K. James as he was a member of the WP that did not vote on the PC stance (as he was absent from the meeting where the vote took place) but even though he did not agree with the stance, was still fully engaged with driving practical actions forward in support of it. He went on to say he personally was the driving force behind the suggestion that members of the WP should meet with MSDC to ask the question “How could SA25 be removed from the DPD”.

Councillor J. James explained that his concern was connected to obstructive behaviors demonstrated by members of the WP since the WP was created, the first of which was the opposition to the SA25 Information Day from within the WP and he felt that these behaviors were evidence that some members of the WP did not want to drive things forward. He offered an

apology to the idea that he was suggesting that people be removed from the WP an explained that was not his intended message.

The Clerk suggested she read from her notes of the last WP meeting to clarify what Councillor J. James meant by “obstructive behaviors”. Councillor Hotblack questioned the Clerk as to whether that was necessary. The Clerk suggested she personally had found the behaviors of some WP members disruptive to the process. She went on to explain that in particular, often she will take notes of agreed actions during WP meetings and then said notes/actions and their agreement are then challenged at the following WP meeting.

Councillor Hotblack explained he understands where Councillor J. James was coming from and suggested that where a decision/recommendation has been agreed it should be upheld. Councillor K. James stated that she 100% agreed with Councillor Hotblack. In that if you are on a WP and decisions are made, you as a member of that body should regardless of personal beliefs “throw” yourself into it. She suggested that the Full Council should be holding members of the WP to account on any behaviors to the contrary. She explained that she had concerns that any member of a WP or the Full Council actively obstructing any PC stance/agreed action then calls their membership of the Parish Council into question. Councillor K. James spoke directly to the Clerk and suggested that in the written record of WP meetings that the Clerk make clear with members what their agreed recommendations are and to go as far as having them dictate all WP actions, to ensure accuracy about what recommendations are being agreed. The Clerk explained she had considered recording meetings to ensure the level of accuracy Councillor K. James was referring to.

1525 External Meetings

1525.1 To receive and discuss the report from the meeting between representatives of the Parish Council and the Showground held on the 27th January 2020.

Councillor Hotblack referred to his notes circulated prior to the meeting. Councillor Hotblack suggested in summary of the meeting that as far as the Showground was concerned SA25 was a done deal. Councillor J. James responded suggesting that “they” aren’t going to say any different. Councillor Hotblack elaborated in that the SG had said that MSDC are keen for these houses to be built.

Councillor J. James suggested that if true that was a massive concern. Councillor Hotblack explained that he felt the as far as the PC stance the AONB is the strongest point with which to approach MSDC. Councillor J. James suggested that it might be appropriate for the PC to consider approaching residents within the village who have made themselves known to the PC because they have valuable skills that could support any practical action on the PC stance.

Councillor Hotblack re focused the discussion to the SG meeting report. He explained that the SG tabled the outline plan and suggested they had already had developed conversation with MSDC on this outline plan. He explained that the Green Space boundary was smaller than expected and was not actually called Green Space but Open Space and was in place for aesthetics and its size did not impact the number of houses. He then went on to say that the members of the Council that attended this meeting had asked the SG to hold off on the location of the Scout Hut, so the PC could discuss the needs of the Scouts around its location.

Councillor K. James explained she in her role as Chair of Governors of St Peters school had also met with the SG and provided feedback on their outline plan. Councillor Hotblack then went on to say that the SG advised the PC that they needed to upload preferred items to be allocated S106 monies onto the MSDC regulation 123. Councillor Hotblack concluded by saying that the SG wanted to share these outline plans with the village by way of an open day and this would be held at the SG. The members of the PC present at this meeting suggested that the SG could use Hapstead Hall in the village for their open day instead. He explained that the SG anticipated this would be an afternoon/evening on the 11th March.

1526	<p>Correspondence</p> <p>1526.1 To discuss and agree a response to a letter received by the Parish Clerk from a Parishioner, requesting the Parish Council have the curb opposite Little Deerswood lowered to allow the Parishioner to access the pavement and avoid travelling on the highway in a mobility scooter.</p> <p>This letter was discussed and it was RESOLVED that the Parish Clerk would write to the parishioner advising that the PC would not be applying to lower the kerb at the location requested as it felt the already lowered kerb situated at the entrance to Hett Close at short distance from the Parishioners home already allowed access to the pavement on the opposite side of the road, the Clerk would in that letter sign post the resident to the WSCC process should the resident wish to apply to lower the kerb as an individual.</p> <p>1526.2 To discuss and agree a response to an email received by the Parish Clerk from a Parishioner concerning SA25.</p> <p>This email was discussed and it was RESOLVED that the Clerk would pass this email to the SA25 WP for response.</p>	
1527	<p>Matters of public urgent importance or for future inclusion on agenda</p> <p>1527.1 Councillor Aloof raised the application for parking near Street Lane that had previously been discussed by the PC with Richard Speller at WSCC highways.</p> <p>Councillor Stutchbury explained he was hoping to meet with RS and would raise this amongst other points and feed back to the PC.</p> <p>The agenda item for the March agenda to read “Councillor Stutchbury to update the PC on his meeting with Richard Speller; WSCC Highways”.</p>	
1528	<p>Future Meeting Dates</p> <p>1528.1 Parish council meeting for 3rd March 2020</p>	