

# ARDINGLY PARISH COUNCIL

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## Minutes of the meeting of Ardingly Parish Council held on Tuesday, 3 July 2012 at 7.30pm in the Reading Room at Hapstead Hall

**Present:** Mr. W Meldrum (Chair)                      Mr. K Monk  
 Mr. M Brixey (Vice Chair)                      Mr. N Moorey  
 Ms S Chapman                                      Mr. D Walker  
 Mr. T Clement (*arrived item 46*)

**In Attendance:** Mrs. L Meehan (Clerk), Mrs. A Rumble, Mrs. R Jarvis (FO)  
 Nine Members of the Public

<b>41.</b>	<p><b>Questions/comments from members of the public.</b>                  Mrs. S. Karle commented that Ardingly Parish Council's Neighbourhood Planning open day was well presented and very informative. She suggested that if the Parish Council were looking for additional members of public to help on the plan, it should be advertised on the Parish Council website.</p>	
<b>42.</b>	<p><b>To accept apologies for absence</b>                  Mrs. R Chalk, Mr. G Ruse, Mrs. F Rocks, Mrs. P Dennis</p>	
<b>43.</b>	<p><b>Declaration of Interests</b>                  No members disclosed any personal or prejudicial interest in matters on the agenda.</p>	
<b>44.</b>	<p><b>To confirm and sign the minutes of the meeting held on Tuesday, 12 June 2012.</b>                  The minutes were signed by the Chair as a true and accurate record.</p> <p><b>Matters arising from previous minutes.</b>                  A response had been received today from Southern Water regarding the external sewer flooding at Fairfield Close and the disturbance caused by tankers at the Ardingly Wastewater Treatment Works (WTW) and would be reviewed in due course.</p>	
<b>45.</b>	<p><b>Clerk Appointment</b>                  The Chair introduced the new Clerk Louise Meehan.</p>	
<b>46.</b>	<p><b>Finance</b></p> <p>46.1 It was AGREED to ratify the decision made at the last full council meeting on 12<sup>th</sup> June (minute 34.1) that the Parish Council would not make a donation of £100 to the Standgrove Field Action Group.</p> <p>46.2 The Schedule of Payments, circulated prior to the meeting, was APPROVED unanimously.</p> <p>46.3 WSCC funding request - Restoration of fingerposts expenditure.                  If the Parish Council has not received any invoices for work on fingerposts to pass on to WSCC, the Parish Council will not be eligible to retain the previously received grant funding. It was agreed that Mrs. Chapman would contact Alison Stevenson at Balcombe PC to agree to split the cost of work on the fingerpost at the bottom of Paddockhurst Lane</p>	<b>SC</b>

	<p>as neither parishes were taking ownership of same. If this was agreed, we would go ahead with repairs and send WSCC the invoice in due course.</p> <p>The Chair requested that Mrs. Jarvis provided a quarterly budget review for circulation.</p> <p>It was noted that the Finance Committee would set up a meeting over the coming weeks.</p>	<b>RJ</b>
<p><b>47.</b></p>	<p><b>Standing Orders/Code of Conduct</b></p> <p>47.1 Update from the Chair - review of Standing Orders. The Chair noted that the Standing Orders could not be changed without three Councillors preparing and signing a suggested change. In advance of putting this together, the meeting discussed item 1e of the Standing Orders relating to the time allocated at meetings for public participation. The Chair observed that 15 minutes public participation is often not enough time. Following discussion it was suggested that 30 minutes would be a more appropriate length of time for public questions which could be extended at the Chair's discretion.</p> <p>Mr. Brixey and Mr. Clement agreed to join the Chair to work on the final version of the Standing Orders to be circulated for approval at the next meeting.</p> <p>47.2 To adopt new Members Code of Conduct (England) – Localism Act 2011</p> <p>It was unanimously AGREED to adopt MSDC Model Code of Conduct.</p> <p>The Clerk to circulate new Declaration of Interests forms to Councillor which should be returned to the Clerk as soon as possible. It was noted that the new Declaration of Interest information has to be publically available and therefore would be posted on the Ardingly Parish Council website.</p> <p><b>The Chair moved the discussion to item 54.4 in the interest of the members of the public who were in attendance at the meeting.</b></p>	<b>Clerk</b>
<p><b>48.</b></p>	<p><b>Neighbourhood Plan</b></p> <p>48.1 Update on current status</p> <p>Mr. Clement reported that the Parish Council has received the revised Housing Needs Survey Report back from AirS.</p> <p>Mr. Clement also reported that Ms Chapman, Mr. Walker and himself had attended the MSDC Neighbourhood Planning (NP) session. He noted that although Ardingly PC has followed the recommended steps in the NP process so far, the Council needed to ensure that outward communication is increased to ensure that the consultation process is fully robust and that the community as a whole has the opportunity to be engaged in the project.</p> <p>The next meeting date for the NP committee was to be set up in the next few days.</p> <p>Mr. Clement noted that HDA had asked whether Ardingly PC would be happy for the draft Landscape Assessment be sent to Steve Ashdown at MSDC who was preparing a defence of the Butchers' Field planning decision. During discussion it was noted in that the document would be in the public domain in the near future.</p> <p>The Council had separately received correspondence from Steve Ashdown (MSDC) requesting sight of any potential development sites in the village and a draft NP timetable if</p>	

	<p>available.</p> <p>The Council AGREED (For: 5, Against: 2) to send MSDC the draft HDA report clearly stating that it is in draft form and that the final version would be sent when ready. It was agreed to send the draft timetable of the NP and details of sites that are available for development and to include a statement that the Parish Council is exploring the potential availability of smaller sites.</p>	<b>Clerk</b>
<b>49.</b>	<p><b>Hapstead Hall</b></p> <p>Mr. Monk reported that he is to hand over the Chair of the Hapstead Hall Management Committee to Mr. Moorey on 4<sup>th</sup> July 2012.</p>	
<b>50.</b>	<p><b>To consider planning matters</b></p> <p><u>MSDC</u></p> <p>50.1 There were no decisions to report.</p> <p>50.2 Applications</p> <p>AR/12/01667/FUL - Bawtry, Selsfield Road Demolition of existing detached stable &amp; erection of detached garage/carport with home office over.</p> <p>AR/12/01845/FUL - Ardingly College, College Road Extension to the hours of use of floodlighting columns to all weather pitch, to 15.30 to 21.00 Monday to Saturday and 15.30 to 21.00 Sunday and Bank Holidays.</p> <p>AR/12/01999/FUL - Courtyard House, Paddockhurst Lane, Balcombe: Conversion of existing attic into additional living space which includes new dormer window to rear.</p> <p><i>Plus any other plans received before the date of the meeting.</i></p> <p>AR/12/01713/FUL Ardingly College, College Road, Installation of new klarjester bio-disc systems and de-commissioning of sewage farm.</p> <p>AR/12/02119/FUL Nine Acre Playing Fields, Ardingly College, College Road The erection of a sports pavilion to provide toilet, refreshments and storage facilities for the Nine Acre playing fields (resubmission - minor design changes)</p> <p>The above planning applications were not discussed at the meeting.</p>	
<b>51.</b>	<p><b>Youth Activities</b></p> <p>Nothing was reported</p>	
<b>52.</b>	<p><b>Reports from representatives on outside bodies</b></p> <p>Mrs. Chapman had attended a meeting of neighbouring Cluster Parishes. Concern was raised at the Cluster meeting that it seems local authorities are willing to hand over responsibilities for contracts to the Parish Councils but not so willing to provide funding for the work.</p> <p>Mr. Monk reported that he was due to attend a full council meeting of the South of England Agricultural Society.</p>	
<b>53.</b>	<p><b>To receive Committee reports</b></p> <p>53.1 <u>Traffic Committee</u></p>	

<p><b>Revised Terms of Reference</b> The revised Terms of Reference for the Traffic Committee were APPROVED.</p> <p>Mr. Walker reported that he had invited the four prominent local businesses to join the committee and they had all agreed to take part. Members of the committee now included the four companies plus Mr. Meldrum, Mr. M. Brixey, Mrs. Chalk, Mrs. Chapman, Mrs. Rocks and Mr. Walker.</p> <p>Mr. Walker suggested that the inaugural meeting of the Traffic Committee would take place on the 30<sup>th</sup> July at 7pm. He noted that he had sent the local businesses the then draft, now approved, Terms of Reference and the draft tender document to peruse ahead of the meeting.</p> <p><b>Highway Maintenance</b> Mrs. Chapman and Mr. Walker noted they were to meet with WSCC Highways on Friday 6<sup>th</sup> July to present and show the Highways department issues around the village.</p> <p><b>Flooding</b> In response to a letter from WSCC regarding flooding caused by recent bad weather, Mr. Walker had identified a number of vulnerable sites. Members of the Council also put forward a number of other sites to be noted. Mr. Walker committed to draft a response to WSCC.</p> <p><b>Proposed Traffic Calming Measures</b> The following were discussed: (1) 30mph speed limit on a length of College Road, Ardingly from the start of the current 40mph zone to the start of the current 50mph zone. WSCC (ARDINGLY: COLLEGE ROAD - 30 MPH &amp; 50 MPH SPEED LIMIT) ORDER 2012.  (2) Proposed placement of a signal patrolled crossing adjacent to Ardingly College in College Road.</p> <p>The Chair commented that although he is supportive of increased road safety measures for pedestrians, he did not feel that traffic lights were in keeping with the visual feel of the village.</p> <p>The Council AGREED unanimously to the proposals for reducing the speed limit and installing a signal patrolled crossing.</p> <p><b>Other business to note</b> The next Hanson liaison meeting will be held on the 11<sup>th</sup> July.</p> <p>53.2 <u>Recreation Ground Committee</u></p> <p>Mr. Clement confirmed that the new litter bin for the Recreation Ground had been received and was due to be installed.</p> <p>It was noted that the Water leak in the pavilion is being dealt with.</p> <p>It was noted that grass cuttings were once again being tipped behind the pavilion in the hedge. It was agreed that Mr. Clement would speak to the contractor to inform them to put the cuttings in the showground as previously agreed.</p>	<p style="text-align: center;">DW</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">TC</p>
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<p><b>54.</b></p>	<p><b>Correspondence</b></p> <p>54.1 Email from PCSO Clough dated 14.6.12 confirming that it was possible to park on the pavement on Street Lane opposite the baker as long as room was left for a double push-chair.</p> <p>54.2 Email from PCSO Clough dated 13.6.12 informed the Parish Council that the Night Vision Goggles would could no longer be purchased due to difficulties organising the funding.</p> <p>54.3 The Parish Council received a response from Paul Cockerell in Holmans in response to their own reply to said resident at the last meeting. The Chair noted that FR had spoken to the youths in the recreation ground, that the Chair had spoken directly to the CEO of Affinity Sutton. With regard to the parking issues in Holmans the Chair agreed to speak to Cath Pearson or ask RC to carry out same.</p> <p>54.4 A response from MSDC Planning Department had been received regarding the Pubic Right of Way at Withylands. MDSC confirmed that “the gate is a Permitted Development (PD), regardless as to whether it is locked or unlocked or an agricultural by-way. Unless there is a planning condition prohibiting blocking off, the gate is considered as PD.”</p> <p>A small number of Withylands residents were in attendance at the meeting. The Chair commented that he hoped that the matter could be resolved amicably between residents.</p> <p><b>Other correspondence received</b></p> <p>A thank you letter had been received from St Peters Primary School for the donation towards their Jubilee Lunch party.</p> <p>Email from Claire Evans, Butchers Field Action Group, dated 03.07.12, requesting representation from Ardingly PC at the public enquiry starting on 14<sup>th</sup> August. It was AGREED that a Councillor will attend the public enquiry.</p> <p>A complementary Parish map had been received by Parish Maps. The Chair expressed his thanks for the map and suggested it was kept to hand for Parish Meetings. Mr. Clement suggested the Pubs and Shops in the village purchase a stock of maps for sale to residents and tourists.</p>	
<p><b>55.</b></p>	<p><b>Chairman’s announcements</b></p> <p><b>Items for information</b> <i>(Please note that no decision may lawfully be made on business brought up for discussion under this item, it is for exchange of information only)</i></p> <p>AGM Mid Sussex Association of Local Councils [date?]</p> <p>Mrs. Chapman and Mr. Walker will be attending the ‘Suitable Alternative Natural Greenspace and Ashdown Forest’ event on 9th July</p>	
<p><b>56.</b></p>	<p><b>Future meeting dates</b></p> <p>Ardingly Parish Council – 4 September 2012</p> <p>Ardingly Parish Council – 2 October 2012</p> <p>Recreation Ground Committee – 19 September 2012</p> <p>Environment Committee – 3 October 2012</p> <p>Finance Committee – November 2012</p>	

**MEETING CLOSED AT 9:40pm**