

ARDINGLY PARISH COUNCIL

Parish Clerk: Louise Meehan
Tel: 01444 226 209
Email: ardinglypc@hotmail.co.uk
Office: Tuesdays 10a.m - 12noon in Hapstead Hall, Ardingly

Minutes of the meeting of Ardingly Parish Council held on Tuesday 5th February 2013 at 7.30pm in the Reading Room at Hapstead Hall

Present:

Mr. W. Meldrum	Mr. K. Monk
Mr. M. Brixey	Mr. N. Moorey
Mrs. R. Chalk	Mrs. F. Rocks
Mr. T. Clement	Mr. G. Ruse
Mrs. S. Chapman	

In Attendance:

- Mrs. L. Meehan (Clerk)
- Mrs. R. Jarvis (RFO)
- Mrs. A. Rumble (Former Clerk)
- Mrs. E. Shuttleworth, MSDC Housing Enabling Manager
- Ms. C. Tomkins, MSDC Housing Development Officer
- Three members of the public

A member of the public asked why they can only ask questions on relevant matters on the agenda. The Clerk confirmed that this was not the case and suggested changing the wording on future agendas.

17.	Anne Rumble was presented with her leaving gift from Ardingly Parish Council and words of thanks from Mr. Monk	
18.	Procedural Matters 18.1 Apologies for absence were accepted for Mr. D. Walker and Mrs. P. Dennis 18.2 There were no Declaration of Interests received from Members in respect of any matter on the agenda 18.3 The minutes of the meeting held on Tuesday 8 th January 2013 were signed by the Chair as a true and accurate record	
19.	Finance 19.1 The schedule of payments for January were received and accepted. Mrs. Rocks raised a question over the cost of tree tagging. It was confirmed that the cost had been agreed at a Recreation Ground meeting last year and that tree tagging would help to identify trees in the future.	
20.	A presentation on affordable housing was given from MSDC Housing Enabling Manager Emma Shuttleworth and Housing Development Officer Carol Tomkins. Notes of the presentation were circulated following the meeting.	
21.	Matters arising from the previous minutes, not covered elsewhere on the agenda There were no matters arising.	
22.	To form a staffing committee It was agreed that the original staffing committee of Mr. W. Meldrum, Mr. M. Brixey and Mrs. R.	

	Chalk would remain in place for the upcoming recruitment of a new Clerk.	
23.	<p>Highway Cluster Partnership</p> <p>23.1 The Clerk had circulated a report on the Highway Cluster Partnership, which provided background and details on the partnership and outlined the following objectives:</p> <ul style="list-style-type: none"> • To form a partnership between Haywards Heath Town Council, Lindfield Parish Council, Lindfield Rural Parish Council and Ardingly Parish Council. • To take on the management of devolved Highways services at a local level. • To provide an equal/better local service of Highways maintenance and small repairs for the same cost that is currently allocated to each Council at County level. <p>Members discussed entering into the Cluster partnership with Haywards Heath Town Council, Lindfield Parish Council and Lindfield Rural Parish Council and which agreement they may prefer to adopt.</p> <p>It was agreed to request from Haywards Heath Town Council a schedule of routine items that will be carried out and to request an annual inspection of all roads in the parish.</p> <p>The majority of members favoured the single party agreement, however members requested that the following were included in the Memorandum of Understanding:</p> <ul style="list-style-type: none"> - Ardingly Parish Council to be able to dictate the priority order of the works in Ardingly - Termination rights <p>It was AGREED that the Chair and the Clerk will finalise the agreement and summarise key points at the next PC meeting.</p>	
24.	<p>Annual Parish Meeting/Report</p> <p>The Chair requested that committee reports are submitted for publication in the Village Voice by 15th March.</p> <p>The Clerk was asked to circulate last year's reports for information and reference.</p> <p>The Parish finances will be available at the Annual General Meeting of the Council and will be published in the summer Village Voice.</p> <p>It was agreed that the Annual Parish Meeting will be held in the first week of May and the AGM will be held the following week.</p>	
25.	<p>Emergency Planning Committee</p> <p>Mrs. Chalk confirmed that Mr. Elliot dispatched the snow plough and gritter at 4am on Monday 21st January. Mrs. Chalk did not feel that the snow was cleared as much as she had expected, she reported this to Mr. Elliott who agreed that the job had not been carried out to their normal standard and they came back out in the afternoon to clear the snow again free of charge.</p> <p>Mrs. Rocks reported that there had been very positive feedback from the village and in particular from St Peter's School, that the snow clearing had been beneficial.</p> <p>St Peter's School suggested that next time they are informed of plans to clear snow and grit to help them with their decision to keep the school open.</p> <p>It was agreed that WSCC should be clearing the snow in order to keep the school open, The snow clearing should take place along Street Lane up to Holmans and Holmans. The Clerk was asked to write to WSCC to make this point on behalf of the Council.</p>	
26.	<p>Environment and Traffic Committee</p> <p>26.1 WSCC consultation on the Highways & Transport Draft Works Programmes for 2013/14 and 2014/15</p> <p>Mrs. Chapman had written and circulated a summary of the Consultation and prepared a recommendation for submission. Mrs. Chapman's comments were agreed and the Clerk was</p>	

	<p>asked to submit comments on behalf of the Council.</p> <p>Mrs. Chapman reported that there had been near to a hundred responses to the traffic appraisal study survey. A reminder to complete the survey is scheduled to be sent out on the 7th February.</p>	
27.	<p>Hapstead Hall Management Committee</p> <p>27.1 To consider the installation of a telephone line in the Hall.</p> <p>Mr. Moorey proposed that it would be sensible to install a telephone line and telephone at Hapstead Hall in case of an emergency. It was felt that it would be a responsibility of the Hall committee to provide this facility for hirers. It would also be useful as part of a lone worker policy for the Clerk or any hirer working alone at the Hall.</p> <p>It was also noted that broadband would be a benefit to the Clerk working at the Hall on a Tuesday morning and would also open up the potential for extending use of the Hall to groups that may be interested in using the internet.</p> <p>The Clerk was asked to find out how much the West Hoathly Hub is used.</p> <p>It was agreed to go ahead with telephone installation and to include broadband.</p>	
28.	<p>Neighbourhood Plan Committee</p> <p>28.1 It was agreed to appoint a Consultant to write the Neighbourhood Plan.</p> <p>The body of evidence that would be used to create the Plan was available is on the website as well as some further documents that are not yet finalised.</p> <p>The Clerk was asked to find out from Cuckfield PC who else they asked to tender.</p> <p>It was noted that St Peters School needs more outside space and parking, which should be considered as part of the Neighbourhood Plan.</p>	
29.	<p>Planning Committee</p> <p>29.1 The minutes from Planning meeting held on 8th January 2013 had been circulated prior to the meeting.</p> <p>29.2 Planning decisions from MSDC had been circulated prior to the meeting.</p> <p>Mr. Monk noted that in addition to the information circulated, that comments had been submitted for planning application AR/13/60109 Turnpike Court, Hett Close – Tree felling and reductions and that the planning committee had submitted no objection to this application.</p> <p>Mr. Monk noted that changes had been put forward for the terms of reference, which will be circulated for adoption at the next Parish Council meeting.</p> <p>The Chair raised a recent consultation that had been circulated with a deadline of 22nd February. The Commercial to Residential Permitted Development Rights is proposed by the government as a three year window to allow people to turn commercial buildings to residential use. The Parish Council could apply for an exemption if members felt that there was a good reason why these changes should not occur. It was agreed these reasons did not exist and therefore we would not apply for an exemption.</p>	
30.	<p>Recreation and Open Spaces Committee</p> <p>Mr. Monk reported that had spoken to the Reverend Crutchley, who commented that if the pre-school wish to move premises then it is their decision, however he felt disappointed that he had not been aware of the plans for the Pavilion at an earlier stage in the discussion.</p> <p>The Pavilion refurbishment project will be discussed at the Recreation ground meeting tomorrow evening, Wednesday 6th February.</p>	
31.	<p>Youth Management Committee</p> <p>Mrs. Rocks agreed to follow up regarding the Kleinwort Fund application.</p> <p>Mrs. Rocks announced that the inaugural village film viewing should be up and running for April.</p>	

32.	<p>Reports from representatives on outside bodies</p> <p>Mr. Ruse planned to attend the MSALC meeting on Wednesday 6th February. Mrs. Chapman attended the Mid Sussex cluster meeting and Hanson Liaison Meeting. Mrs. Chapman attended a DCLG seminar. Mrs. Chapman and Mrs. Dennis visited the recycling sorting plant at Ford on 16th January. Mrs. Chapman noted that plastic bags cause a huge amount of damage to the plant machinery and it was agreed to put a notice in the Village Voice to pass on this information. Mr. Monk will be attending a showground meeting on Friday Mrs. Chalk and the board of governors at St Peters School will be interviewing for a new Headteacher next week. Mrs Chapman is planning to attend a Town Planning Institute meeting to talk about how APC have used the front runner funding for the Neighbourhood Plan that we have had access to so far.</p>	
33.	<p>Summer Fete and Christmas Fayre</p> <p>The Chair will contact Nadia Korniotis and Uwe Frohmader about organising the summer fete again this year.</p>	
34.	<p>Consultations</p> <p>There were no consultations to consider.</p>	
35.	<p>Correspondence</p>	
36.	<p>National Bus Pass Scheme</p> <p>It was noted with regret that MSDC has received notification from West Sussex County Council of their intention not to renew the existing agreement that allows local authorities to administer the on their behalf. These current arrangements will cease on the 31st March 2013.</p> <p>The Clerk was asked to enquire what people should do after 31st March 2013.</p>	
37.	<p>Items for information only or inclusion on future agenda</p> <p>Students at Ardingly College would like to help out in the village – next agenda. Clerk to provide information on volunteers risk assessment and insurance implications.</p>	
38.	<p>Future meeting dates</p> <p><u>February</u> Recreation and Open Spaces Committee – Wednesday 6 February</p> <p><u>March</u> Ardingly Parish Council - Tuesday 5 March</p>	

MEETING CLOSED 9.45pm