



ARDINGLY PARISH COUNCIL

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Office: Tuesdays 10a.m - 12noon in Hapstead Hall, Ardingly

Minutes of the meeting of Ardingly Parish Council held on Tuesday 4th February 2014 at 7.30pm in the Reading Room at Hapstead Hall

Present:

Mr. W. Meldrum (Chair)	Mrs. R. Chalk
Mr. M. Brixey	Mr. N. Moorey
Mr. G. Ruse	Mr. P. Simpson
Mr. K. Monk	Mr. J. Aloof
Mrs. F. Rocks	Mr. D. Stutchbury (from item 251)
Mrs P. Dennis	

Apologies Mrs. R. Jarvis (RFO)

In Attendance: Mrs. S Mamoany (Clerk)
2 members of the public

Hilary Smith wished to raise concerns about item 255.7 regarding the planning application from Quadrilla regarding the site at Lower Stumble, Balcombe. She mentioned that she believed the testing of a flare was part of the application and was concerned that this could have toxic implications and WSCC do not have the equipment available for testing. The Chair thanked Hilary for her comments and advised we would be discussing the application later in the meeting.

248.	Procedural Matters 248.1 No apologies for absence were received. 248.2 PS declared an interest in Butchers Field site relating to items 254.2 to 254.5. The Chair declared an interest in items 254.2 to 254.5 relating to his partner making a financial contribution to the Butchers Field Support Group. 248.3 The minutes of the Parish Council Meeting held on Tuesday, 7 th January were AGREED and signed by the Chair as a true and accurate record. The minutes of the extraordinary Parish Council Meeting held on the 25 th November 2013 were AGREED and signed by the Chair as a true and accurate record.	
249.	Matters arising from the previous minutes, not covered elsewhere on the agenda It was noted that a request had been made at the previous Parish Council meeting that Sarah Chapman and Don Walker wished to join the Traffic Committee. The Clerk advised that she had checked the current terms of reference and they had no capacity for non council members to join	

	<p>this Committee. FR explained that she thought in the past others had been able to sit on this Committee and would check back in her records as it may have been a period in between Clerks that the terms of reference had been amended.</p>	
250.	<p>Casual Vacancy for Councillors</p> <p>250.1 The Chair reported that the 14 day Notice of Vacancy had expired on the 10th January 2014, following the resignation of Don Walker. The Council are therefore in a position to co-opt the vacancy.</p> <p>250.2 Following the elections at the previous Parish Council meeting Derek Stutchbury had been invited to reapply for the position and being the only applicant it was AGREED he was co-opted onto the Council.</p> <p>250.3 The Clerk confirmed that Jonathan Aloof had signed his Declaration of Acceptance of Offer in her presence on the 28th January 2014 and she had signed on behalf of the Council. Peter Simpson and Derek Stutchbury both signed their Declaration of Acceptance Offer at the meeting and the Clerk signed on behalf of the Council.</p> <p>The Chair invited Derek Stutchbury to join the meeting.</p>	
251.	<p>Finance</p> <p>251.1 The schedule of payments for December had been prepared by the Clerk and circulated; it was AGREED and signed by the Chair.</p> <p>251.2 The Clerk confirmed she had worked 6 additional hours covering the RFO from the period of w/c 16.12.13 to w/c 27.01.14. These hours were AGREED by the Council.</p>	
252.	<p>Environment and Traffic Committee</p> <p>252.1 The Chair confirmed that a Traffic Meeting had been held on the 28th January. During this meeting it was agreed that a letter would be drafted to the consultant confirming the areas that the Committee felt had not been completed in his tender. In addition the Clerk was asked to work through the consultation responses and break down the document and provide an analysis of the comments.</p> <p>Councillor Acraman attended the meeting and the Chair confirmed that it was very beneficial as he had some helpful comments. He informed the Committee that a project manager had been assigned, Sylvie Hardcastle, and she would work using the consultation document and working with the Parish. The Council was also advised that it would need to prioritise the suggested works as not everything would be constructed in the report due to budget restraints. The next stages would be to set up a meeting with Helen Card (WSCC), Sylvie Hardcastle, the Chair of the Traffic Committee and the Clerk; although it was important that the Council had all the information in place prior to this meeting as at the time a few tasks remain outstanding.</p> <p>The Clerk agreed to liaise with WSCC to set up a meeting in the coming months.</p>	Clerk
253.	<p>Hapstead Hall Management Committee</p> <p>NM reported that he had looked at setting up a wireless system for controlling the boiler; however British Gas could not provide this service to a business. The Chair asked if NM could investigate whether being a registered charity made a difference.</p> <p>Leaks had been reported in the kitchen/hall area and NM and KM had met with a builder to look at the problem. The builder stated that he would have to remove some of the tiles to see where the water was coming in as it was not a direct leak and had to be tracking along somehow into the building.</p> <p>The revenue for the hall was discussed and NM advised that income was down and although some reserves were available, it was not desirable to continue with less income. NM was asked to speak to Jane Simmonds (Clerk) to find out why people were not booking, as it appears enquiries were being made, but did not always lead to a booking. It was agreed a comparison of other halls and their charges needed to be put together. It was suggested better marketing is required and that the</p>	<p>NM</p> <p>Hall Committee</p>

	<p>Reading Room was a good venue for a meeting room for small businesses and this should be promoted.</p>	
<p>254.</p>	<p>Neighbourhood Plan Committee</p> <p>254.1 The Chair reported that a Neighbourhood Plan Committee Meeting took place prior to the current Parish Council Meeting where the submission documents were all agreed following minor amendments.</p> <p>The Clerk advised that the Council had been invited to attend a Neighbourhood Plan Workshop being held by MSDC on the 11th March at 6.30 pm; however no Council members were available to attend.</p> <p>The Chair and PS left the room prior to item 254.2</p> <p>254.2 MB proposed to AGREE the final submission Neighbourhood Plan, GR seconded and 7 members AGREED and 2 abstained.</p> <p>254.3 MB proposed to AGREE the final submission Sustainability Appraisal, FR seconded and 7 members AGREED and 2 abstained.</p> <p>254.4 MB proposed to AGREE the final Consultation Statement, KM seconded and 7 members AGREED and 2 abstained.</p> <p>254.5 MB proposed to AGREE the final Basic Conditions Statement, RC seconded and 7 members AGREED and 2 abstained.</p> <p>The Chair and PS returned to the room.</p> <p>254.5 The Clerk confirmed that the appeal dates were confirmed as 11th March for Butcher's Field and 18th March for Standgrove. In view of the strong view from the Neighbourhood Plan Committee Meeting held prior to the Council meeting, it was discussed that a submission statement from the Council should be drafted by the Clerk for discussion at the next Parish Council Meeting. The Clerk would also seek advice from Neil Homer.</p>	<p>Clerk</p>
<p>255.</p>	<p>Planning Committee</p> <p>255.1 MB confirmed that a Planning Committee Meeting had been held on the 23rd January where procedures and revised Terms of Reference were discussed and agreed. It was agreed that the Planning Committee would in future meet prior to the Parish Council Meetings at 7 pm which would ensure that a public meeting was being held on a regular basis. The Clerk would continue to circulate the weekly planning list and site meetings would be arranged by Committee members if felt necessary. These procedures were unanimously AGREED.</p> <p>255.2 The revised Terms of Reference were circulated and unanimously AGREED.</p> <p>255.3 An update of the Planning Applications and Decisions received was circulated as below:</p> <p>Comments:</p> <p>AR/13/04325/FUL – Middle Lodge, Lindfield Road, Ardingly, RH17 6TS – New timber framed garage/gym to the south east of the existing property. – no objections.</p> <p>AR/14/00004/FUL – Coral Cottage, Selsfield Road, Ardingly, RH17 6TJ – Ground and first floor extension – no objections.</p> <p>AR/14/0019/TCA – Fairhaven, Church Lane, Ardingly, RH17 – no objections, subject to a replacement new specimen in the near vicinity as suggested in the tree surgeons report.</p> <p>Decisions:</p> <p>AR/13/0369/FUL – On-Line Software, Units 2 – 4 College Road, Ardingly, West Sussex, RH17 6TT - Re-development of site to provide 4 no. flats over garages and 4 no. semi-detached houses,</p>	

	<p>including access road and parking – refused 07.01.14</p> <p>AR/13/03810/FUL – Knowles Mead Cottage, Chuch Lane, Ardingly, RH17 6UP – Demolish existing sheds and replace with new – granted 13.01.14.</p> <p>AR/13/04042/FUL – 1 Viewlands, College Road, Ardingly, RH17 6SH – Rear ground floor and first floor extensions – granted 14.01.14</p> <p>AR/13/04196/FUL – Longacres Croft, Church Lane, Ardingly, RH17 6UP – Single storey studio in rear garden – granted 29.01.14</p> <p>Applications recently received: AR/14/0096/FUL – 4 Newcroft Cottages, Selsfield Road, Ardingly, RH17 6TJ – Driveway on the land at the front of property in front of front garden.</p> <p>255.4 LR/13/02948/FUL – Fullingmill Farm, Spring Lane, Lindfield. Regarding of agricultural land to address poor drainage, through the redistribution of existing fill on site and the importation of additional fill.</p> <p>The Clerk had been advised of this application by Lindfield Parish Council as they felt the HGV movement could affect Ardingly. MB attended a site meeting arranged by Lindfield PC and reported that this was a genuine farming operation and the work needed to be done. It was suggested that the Council respond to state that the HGV movements should not occur prior to 9am and after 3 pm in order to avoid the school peak times. This was AGREED.</p> <p>255.5 WSCC/107/13/HO – Sheriff House, Hammingden Lane, Highbrook, Ardingly – Reinforcement engineering works of former quarry through the importation of inert waste materials.</p> <p>MB, KM and PS had made a site visit and noted that the quarry was beginning to erode the property and therefore work to shore up the quarry needed to be done. It was suggested that the Council respond to state that the HGV movements should not occur prior to 9am and after 3 pm in order to avoid the school peak times. This was AGREED.</p> <p>225.6 AP/14/0004 – Cobwebs New Barn, The Old Sawmills, Copyhold Lane, Lindfield – change of use from B1 to D1 to use as a day nursery.</p> <p>It was AGREED that the Council would respond to the appeal notification and comment as per the original application and raise the concerns of the increase in traffic on a narrow road.</p> <p>225.7 WSCC/005/14/BA – Lower Stumble Hydrocarbon Exploration Site, London Road, Balcombe, RH17 6JH – Temporary permission for exploration and appraisal comprising the flow testing and monitoring on the existing hydrocarbon lateral borehole along with site security fencing, the provision of an enclosed testing flare and site restoration.</p> <p>A discussion was held on the subject and opinions of members differed, although it was felt that the decision needed to be factual and not turned into an emotional issue. PS offered to draft a response which would be discussed at the next Parish Council meeting. The Chair advised he would send round a copy of a recent geology report which made interesting reading and appeared to contain factual information.</p>	<p>Clerk</p> <p>Clerk</p> <p>PS</p>
<p>256.</p>	<p>Recreation & Open Space Committee</p> <p>NM reported that two quotes had been received for the repairs to the pavilion roof and Peter Barnett had been given authorisation to proceed as water was entering the building. The cost of the repair was £190. NM, KM and the Clerk had met the builder on site on the same day as the current meeting and the ceiling and floor to the referee’s room and the shower room ceiling had been damaged by water penetration. The Clerk was in the process of checking with the insurance company if this damage was covered.</p> <p>NM reported that the general state of the pavilion was poor and some maintenance needed to be done to the building. A Committee Meeting was to be held the following week and this would be</p>	<p>Clerk</p>

	<p>discussed further at the meeting.</p> <p>It was suggested that the Football and Cricket Clubs should look at possibilities of grant funding or general fundraising to help improve the facilities.</p> <p>The Clerk agreed to check the sports club contracts with regard to keeping the facilities clean and damage free. FR agreed to check the kitchen area.</p> <p>It was agreed that if urgent repairs are required then the Chair of the Committee should discuss with the Finance Committee Chair and proceed. The Parish Council should also be made aware of the situation following decisions.</p> <p>The Clerk stated that she was still working on the issue of the play equipment and the Chair offered to collect the item if required.</p>	<p>Clerk</p> <p>FR</p> <p>Chair</p>
257.	<p>Emergency Planning</p> <p>RC reported that a call had been received on 26 January from SGS Gritting alerting us to the potential of ice on that evening. The Clerk liaised with RC and a decision was made not to grit as the threat was low risk.</p>	
258.	<p>Youth Management Committee</p> <p>258.1 A draft contract had been circulated to members and one amendment was made (ie: to provide one youth worker and one volunteer to) to the document and was then AGREED. The Clerk agreed to forward to Action for Children for signature.</p> <p>FR informed the Council that an email had been received from Olwyn Avery informing the Council that Action for Children were undertaking a review of the Streetmate project and it is possible that the project might have to close due to lack of funding; they would keep us informed. The Council stated that it was disappointing and we would have to look at other options if this occurred. Balcombe employ their own Youth worker and this was perhaps a possibility the Council could consider. The Chair agreed to discuss with Balcombe what possibilities there might be in this area.</p> <p>258.2 The Clerk reported that she had met with FR, Peter Barnes and Nicky Dodds from Affinity Sutton to clarify the monitoring procedure for the grant that the Council had received. Peter Barnes agreed to send the monitoring figures direct to Affinity Sutton. It was felt it had been a productive meeting and future funding could be available.</p>	<p>Clerk</p> <p>Chair</p>
259.	<p>Training and Events</p> <p>259.1 MB, KM and the Clerk had attended the Cluster Meeting held on the 29th January at Turners Hill. KM advised that precepts were discussed and that Ardingly was the only Parish to decrease their 2014-15 precept as most other Councils had made an increase. It was felt that the Cluster Meetings were beneficial to attend and the Clerk encouraged other Councillors to attend in the future.</p> <p>A meeting is to be held on 20th February at 6 pm with West Hoathly, Turners Hill and Trevor Leggo (SSALC) to discuss the SSALC South of England Show event. The Clerk and FR will attend.</p> <p>259.2 The Clerk confirmed that a meeting had been arranged with Andy Jackson at Wakehurst Place on the 14th February at 11 am. FR/MB/NM were to attend and provide feedback from the meeting at the next Parish Council meeting.</p>	
260.	<p>Highways Cluster Group</p> <p>260.1 Further pot holes had been reported following the long period of wet weather.</p>	
261.	<p>Travellers' Sites</p> <p>A request had been made from MSDC to ask if Parish Council's were aware of any sites available that were suitable for Traveller's sites. The Clerk was asked to confirm to MSDC that the Council was not aware of any suitable sites.</p>	<p>Clerk</p>

262.	<p>Metrobus</p> <p>262.1 The Clerk reported that she had spoken to WSCC and reported that a resident or the Parish Council could make a request for an additional temporary bus stop. However, the siting of a stop was dependent on a number of issues and is quite a lengthy procedure. The Clerk agreed to provide PD with the information to relay to the resident who had made enquiries about this matter. The contact as WSCC was Carol Heather.</p> <p>262.2 RC reported that many complaints have been received from parents of pupils at Oathall School. KM reported that he had walked up to the bus stop in the past week and did not see any problems. The Clerk confirmed that South East Water were in the process of making some 'children crossing' signs. WSCC had enquired about the amount of time that we would need a crossing patrol person for. The Clerk agreed to revert to Helen Card with further information.</p>	Clerk Clerk
263.	<p>Church Notice Board</p> <p>263.1 A request had been received from St Peter's Church regarding replacing their notice board on the wall of Hapstead Hall. The Council AGREED that they could replace it with the suggested board that had been sent through to the Clerk and no larger than A1 in size.</p>	Clerk
264.	<p>Gowers Close</p> <p>264.1 The Clerk had circulated correspondence from residents concerning the erection of concrete bollards on the green in Gowers Close. The Clerk confirmed that the land was owned by Affinity Sutton and she had provided residents with information regarding who they should contact if they wish to complain direct to them. The Chair suggested that perhaps they could be painted. However it was agreed that as the bollards did not belong to the Council it would not be appropriate to become involved and that anyway ongoing maintenance would be an issue.</p>	
265.	<p>Consultations</p> <p>Nothing was reported.</p>	
266.	<p>Correspondence</p> <p>The Clerk reported that she had responded to Mr Hill's enquiry regarding the original copies of the consultations responses that he had asked to see. Residents had been asked if they were happy to release the information; some had requested it was not released. Mr Hill had been provided with the information that residents had not objected to.</p>	
267.	<p>Matters arising or for future inclusion on agenda</p> <p>GR advised that he would be attending the MSALC meeting later in the week.</p> <p>PD reported that she could not attend the Police Panel meeting, but Mrs Ruse may be available.</p> <p>JA requested that the NPR camera in Little London should be added to the future agenda.</p> <p>The Clerk reported that Councillor Acraman had commented about the lack of street lighting in the High Street and felt it should be brought to the attention of the Parish Council.</p>	
247.	<p>Future Meeting Dates</p> <p>Tuesday, 11th February 2014 – Recreation and Open Spaces Committee Meeting</p> <p>Tuesday, 25th February 2014 – Neighbourhood Plan Committee Meeting</p> <p>Tuesday, 4th March 2014 – Parish Council Meeting</p> <p>Tuesday, 25th March 2014 – Youth Management Meeting</p>	

MEETING CLOSED 9.33 pm