



## **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 Remote Ardingly Parish Council Meeting held on Tuesday 13<sup>th</sup> April 2021 at 7pm on the Microsoft Teams Platform**

#### **Present**

Councillor D. Stutchbury (Chairman)  
Councillor C. Hotblack (Vice Chairman)  
Councillor P. Burr  
Councillor R. Chalk  
Councillor L. Davis  
Councillor J. Horsman  
Councillor J. James  
Councillor K. James  
Councillor M. Meldrum

In Attendance Mrs. B Cox (Parish Clerk)  
Mr. R. Wheatley (RFO)

**Two minutes silence were observed in memory of HRH Duke of Edinburgh**

#### **1670.1 Public Questions**

David Port brought to the attention of the Council that to his knowledge the Recreation Ground and Open Spaces Committee had not met for over 2 years and he felt this was evident by the condition of the Recreation Ground and its Assets in particular the main gates as you enter the Recreation Ground, which he advised are a memorial to those who lost their lives in the Second World War.

Mr. Surgeoner raised to the Parish Council the recent communication from Charterhouse the promoters for the proposed Showground Development. He praised the Parish Council for their rapid response to the Charterhouse communication. He stated that he felt that Charterhouses communication suggested that there were only two available proposals and that the Charterhouse document is slightly misleading. He suggested that it might be useful to put the letter on the website and Facebook and perhaps the noticeboards within the village.

He went on to suggest that the Parish Council consider sending the Charterhouse document to the Inspector with their representation. He went on to say that MSDC have supported the 70 dwelling scheme and have said it is supported by the AONB but the wording gives room for Charterhouse to revert back to the 100 dwelling scheme evidenced in their communication

Councillor Hotblack explained that the SA25 Working Party are working on their representation to the Inspector and will consider Mr. Surgeoner's comments as part of that representation

George Ruse asked that the Parish Council also consider that the offer of a Scout Hut by the Promoters could be discussed to be more of a Community Centre and given the planned refurb of the Pavilion e.g., could the projects be combined.

Councillor Stutchbury explained that the promoters don't appear to be considering the needs of the village and any funding released from a potential development would not be available for the Community until appx 2024 and the Pavilion requires refurb asap

<p><b>1671</b></p>	<p><b>Procedural Matters</b>  <b>1671.1 To accept apologies for absence</b>  Councillor Strutton offered his apologies  <b>1671.2 To accept any declarations of interests</b>  There were no declarations of interest received  <b>1671.3 To confirm and sign the minutes of the Parish Council meeting held on the 9<sup>th</sup> of March 2021</b>  The minutes of the Parish Council meeting held on the 9<sup>th</sup> of March 2021 were duly <b>APPROVED</b> by the Council and the Chairman will sign a copy of the same as a true and Accurate record of the proceedings once the government restrictions in place for Covid19 are lifted.  <b>1671.4 To resolve that Public and Press be excluded from discussion on item number 1677.1 due to the confidential nature of this item</b>  It was unanimously RESOLVED that the Public and Press be excluded on item number 1677.1 due to the confidential nature of the item</p>	
<p><b>1672</b></p>	<p><b>Clerks Report</b>  <b>1672.1 To receive the Clerks Report</b></p> <p>Councillor Hotblack mentioned the Clerk had referenced some supporting documents in her clerk's report that he had not received. The Clerk explained she would be sharing them live on Teams at the time of the corresponding item on the agenda.</p> <p>Members had been supplied with a copy of the Clerks Report prior to the meeting. The contents of the Clerks report were accepted and <b>APPROVED</b></p>	
<p><b>1673</b></p>	<p><b>Finance</b>  <b>1673.1 To receive and approve the schedule of payments since the last meeting</b>  The schedule of payments since the last meeting were <b>APPROVED</b></p> <p><b>1673.2 To receive the Finance Report</b></p> <p>The RFO highlighted that the payments in March totaled £5062.98 The RFO explained the significant payments were £3418.00 on salaries for Feb and £2938.34 by end of Apr for March salaries. He explained that £685.00 for Village Voice advertising was received as income.</p>	

	<p>He updated the Council on the “charge” cards and explained that the applications were posted on the 12<sup>th</sup> March and Unity Trust have acknowledged receipt.</p> <p>He also explained that he will be submitting the VAT return for £2970 which covers the period 1<sup>st</sup> Jul to 31<sup>st</sup> March last year (2020)</p> <p>The RFO advised that the End of Year Accounts are largely complete and the Internal Auditor will receive these on the 19<sup>th</sup> of April</p> <p>The April Finance Report was accepted and <b>APPROVED</b></p> <p><b>The RFO left the meeting at this point</b></p>	
<p><b>1674</b></p>	<p><b>Planning Committee</b></p> <p>Councillor Hotblack asked all Members if they had reviewed both applications and they acknowledged they had.</p> <p><b>1674.1 DM/21/1150 Proposed crossover and driveway, 61 College Road Ardingly Haywards Heath West Sussex RH17 6RZ</b></p> <p>After discussion it was agreed that a comment of NO OBJECTION be submitted with a qualification that the Parish Council would in future prefer applications like this to favor one entry points with a narrow access vs multi entry points with a wide access due to the hazard a wider access presents to pedestrians</p> <p><b>1674.2 DM/21/1267 Single storey rear extension, Horseshoe Cottage Selsfield Road Ardingly Haywards Heath West Sussex RH17 6TJ</b></p> <p>After discussion it was agreed that a comment of NO OBJECTION be submitted</p>	
<p><b>1675</b></p>	<p><b>General Matters</b></p> <p><b>1675.1 To approve the 2021 Pavilion Risk Assessment</b></p> <p>The Clerk shared the Risk assessment using Teams and talked Councillor’s through the document. She explained that the Risk assessment was a working document and it highlighted a number of tasks that required actioning before the Pavilion could be reopened. The Pavilion Risk Assessment was APPROVED as a working document</p> <p><b>1675.2 To consider the quotes received in response to the Parish Maintenance Contractor specification</b></p> <p>The Clerk gave a verbal report that the spec had been sent to 7 contractors in total and of those contacted three contractors responded with an expression of interest. One of which was unable to take on the role in its entirety, the Council agreed to discount this contractor as he had stated he could not take on the role as per the spec.</p> <p>Councillor K. James explained she had forwarded the spec to a third contractor who had yet to reply to the Clerk directly but she that he had expressed his interest in the role to her.</p> <p>Councillor K. James suggested all Contractors should be asked to provide two</p>	

references and proof of PLI and then a panel could meet with the applicants.

The Clerk named the three Contractors to be asked to provide proof of liability and two references as the Job Father, Mr Ryan Whittle and Mr R Simmonds

It was agreed that once all interested Contractors provide the requested information a panel from the PC would meet with them to discuss the role.

It was AGREED that the panel would consist of Councillors Stutchbury, Hotblack, Chalk and K James

### **1675.3 To approve a quote for the removal of the moles from the Recreation Ground**

The Clerk explained that she had asked two contractors to quote and one had said the job was too small. Balcombe Pest Control have quoted £125 plus Vat for the removal of the moles.

Balcombe Pest Control's quote for removal of the moles was unanimously ACCEPTED

### **1675.4 To receive and accept the Communication Working Party recommendations for the format of the Annual Parish Meeting**

Councillor J James outlined the recommended agenda for the Annual Parish Meeting due to be held remotely on the 4<sup>th</sup> of May at 6pm

He explained that the meeting should not run for more than 1.5 hours but the current allocation runs the timings at 1.20mins

The agenda for the Annual Parish Meeting was unanimously APPROVED

### **1675.5 To receive and accept the SA25 Working Party recommendations on the "next steps" in reference to the potential SA25 Development**

The SA25 Working Party recommended that the already circulated response (agreed via email) to the Charterhouse Mailing be printed for hard copy distribution to the village.

The Parish Council unanimously voted to APPROVE an up to limit of £200 for the cost of printing the aforementioned leaflet

Councillor J James then explained that currently there was no date for the oral representation to the Planning Inspector. He also explained that members of the SA25 Working Party would be meeting with AONB, Natural England and CPRE in order to support the Parish Councils oral representation

Councillor Hotblack spoke briefly about the webinar hosted by Charterhouse and Councillor Meldrum explained it was on their website if people missed it.

Councillor J James also explained that in the Clerk's report one of the recommendations was for the SEAS representatives to meet with the Showground to have a broader conversation with the Showground

Councillor Horsman raised the issue that Facebook had a post that was suggesting that there was bribery and corruption around the SA25 development.

Councillor Stutchbury explained he felt that this was referring to the showgrounds behavior and was not directed at the PC.

**1675.6 To approve the location of a memorial bench within the village**

After discussion the location of the memorial bench was unanimously APPROVED with the qualification that it must not damage the near tree or existing memorial

**1675.7 To discuss and vote on the need for the previously agreed fencing leading up to the Tennis Courts**

The Clerk explained that initially the PC historically voted to put fencing on the lead up to the Tennis Courts prior to 2019. She explained that the identified Contractor had been challenging to book in and since the original vote it would appear the reason for the fence (to stop people parking on the grass) had not become an issue.

She suggested this item was for the PC to vote if they still wanted to install the fence

After discussion the Parish Council unanimously voted that the fence was no longer required

**1675.8 To discuss and agree the Parish Council approach to returning to “face to face” meetings once the legislation permitting remote meetings expires on the 7<sup>th</sup> of May 2021**

The Clerk gave a brief explanation to the Council as per her Clerk’s report. Councillor Stutchbury explained he had concerns for Members of the Council and MOP that had not been vaccinated attending face to face meetings once the legislation expires but before the Covid restrictions are lifted.

The Clerk suggested bringing the May meeting forward to Thursday the 6<sup>th</sup> of May to allow it to be held remotely.

It was unanimously APPROVED that the May Parish Council Meeting be held remotely on the 6<sup>th</sup> May at 7pm

In terms of the June Meeting the Parish council RESOLVED to keep this in place and consider this meeting nearer the time.

**1675.9 To appoint the recruitment panel for the recruitment of the replacement Hapstead Hall Clerk**

After discussion it was APPROVED that the panel for recruiting the new Hapstead Hall Clerk would consist of Councillors Stutchbury (Chairman of the PC) Councillor Chalk (member of Hapstead Hall Management Committee) and Mr. Rob Lawson (Chairman of management Committee) with support from William Pradel as outgoing Clerk

**1675.10 To discuss and approve that the Clerk and RFO in conjunction take on the role of Hapstead Hall Clerk until the recruitment of the replacement Hapstead Hall Clerk is complete**

The Clerk gave a brief outline and explained that the Hall Clerk was leaving on the 30<sup>th</sup> of April and that her and the RFO had been asked to gap the role until recruitment of the new clerk could be completed with a role split of appx 6 hours for the Clerical side and 4 hours for the Finance Side.

It was unanimously APPROVED that the Clerk and RFO would gap the role of Hapstead Hall Clerk as described until such time as a replacement is recruited.

**1675.11 To receive the recommendations from Councillors Stutchbury, Chalk and Meldrum on the current Pavilion proposal**

Councillor Stutchbury, Chalk and Meldrum recommended to the Full Council that work on the current/original Pavilion proposal should be ceased for the following reasons;

The Cost is appx £185k and the PC does not have the funding available

There does not appear to be access to grant funding to support the cost of the current works

The long-term hirers no longer require the level of works first discussed

Councillor Stutchbury, Chalk and Meldrum recommended that the Full Council vote to agree to develop a new specification of works for the Pavilion Tender

**1675.12 To vote to accept the aforementioned recommendations on the current Pavilion proposal**

After discussion it was unanimously APPROVED to cease all work on the current/original Pavilion proposal

After discussion It was unanimously APPROVED that the Council will develop a new specification of works for the Pavilion Tender

**1675.13 To receive alternative proposals on the Pavilion project and to agree a way forward**

Councillor J James shared the previously circulated proposal live on Teams.

The Parish Council unanimously voted to APPROVE the 9 requirements for any alternative Pavilion refurb proposal

Councillor J James explained that the intention of this alternative proposal was to ensure the Pavilion remained usable as much as possible through out the process.

Councillor J James gave an overall estimated figure for the alternative proposal of £114k he informed members that this was excluding costs for project management, contingency, drawings and planning permission

He explained that the estimated figure was workable without external funding

Councillor Stutchbury challenged Councillor J James that these numbers were not proven and Councillor J James responded by stating that these figures although

	<p>estimated had been so with the support of appropriate contractors and were only designed to give an estimate of the overall budget required for this proposal.</p> <p>Councillor Meldrum explained her understanding was that these figures were to show that this proposal was feasible.</p> <p>Councillor J James confirmed that this proposal and the estimated figures are a suggested starting point for developing a new spec for the Pavilion refurb</p> <p>After discussion it was AGREED by vote of Full Council (9 for and 1 abstain) that this proposal will be used as a basis to create a specification for the Pavilion Refurb Tender</p> <p>After Further discussion it was unanimously AGREED that Councillors J James, K James and Hotblack be added to the existing Pavilion Working Party</p> <p>After discussion around the estimated figures for the aforementioned proposal it was unanimously AGREED that a total limit of £120k be approved for the Pavilion Refurb, this was agreed to support the Pavilion refurb Working Party to create the specification for tender.</p> <p><b>1675.14 To consider the scope of repair works to allow the safe opening of the Pavilion and to approve an up to limit for said works</b></p> <p>The Clerk referred to the works detailed in her Clerk's report that based on the Risk Assessment are required to be completed prior to the reopening of the Pavilion.</p> <p>She explained she had already received a quote of appx £1500 for the works and needed to approach a further two contractors to satisfy APC financial regulations.</p> <p>She asked that the Parish Council approve an up to limit of £1500 for the works required to reopen the Pavilion</p> <p>The Parish Council unanimously AGREED the amount of up to £1500 to complete the works required to reopen the Pavilion as per the Risk Assessment.</p>	
1676	<p><b>Matters of public urgent importance or for future inclusion on agenda</b></p> <p>There were no matters of urgent importance or for future inclusion on the agenda</p>	
1677	<p><b>Staffing Matters</b></p> <p><b>1677.1 Confidential Item</b></p> <p>The item was deferred by the Chairman due to the meeting already reaching the limit set in Ardingly Parish Council standing orders prior to this item</p>	
1678	<p><b>Future meeting dates</b></p> <p><b>1678.1</b> The next meeting of the Parish Council will be held on the 6<sup>th</sup> May 2021 at 7pm</p>	