



## **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 14<sup>th</sup> September 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 K. James  
Councillor M. Meldrum  
Councillor B. Stratton

In Attendance Mrs. B Cox (Parish Clerk)

#### **4021.1 Public Questions**

Jim Slone approached the Council on behalf of Ardingly Connected Together, he explained that so far, the group has delivered over a 100 meals, arranged Carol Singing, an Easter Egg Hunt, The Hub, an Emergency Food Bank and Easter and Wimbledon Food Gifts, supported by Waitrose, Ardingly Bakery, Ardingly College, and individuals in the village

He went on to say their next Event is the Big Green Week, where the group has organised 22 Events locally from Wakehurst Free Entry to Villagers, to various talks around the village

He asked if the Parish Council could support the Big Green Week with the cost of publicity appx £150, he explained that the group intends to carry on its work within the community, particularly the Food Bank, The Hub and they are currently Planning for Remembrance and Christmas 2021

The Clerk explained the request was not on the agenda for discussion/approval but if the Full Council wanted to approve it, they could but it would need to be ratified at the October Meeting

It was unanimously APPROVED that Ardingly Connected Together be given £150 towards publicity for the Big Green week

Fiona Rocks asked for clarification on whether it was usual for items requesting money to appear on the agenda as she believed that originally an agenda item was requested but the Clerk advised one was not needed. The Clerk explained this was because it was not specifically stated to her that there would be a request for funds and that items requesting funds should appear on the agenda for approval

Fiona Rocks then asked, how much the Parish Council liaise with District Councillors, it was explained that District Councillors are invited to the Monthly Parish Council Meetings by the Clerk.

Councillor Stutchbury (Chairman) then ended public questions by expressing his Thanks to Jim Stone and all the members of Ardingly Connected Together for their continued work within the community

<b>4121</b>	<p><b>Procedural Matters</b></p> <p><b>4121.1 To vote to conduct this meeting remotely</b></p> <p>The Clerk explained to the Parish Council that the authority for Parish Councils to hold remote meetings expired on the 7<sup>th</sup> of May 2021 and this meant that if the Parish Council were going to hold a remote meeting in absence of this authority the meeting would be considered unlawful and all decisions made could be challenged legally.</p> <p>The Clerk explained to Councillors the implications of holding remote meetings without the appropriate legislation. The Parish Council voted unanimously to conduct the meeting remotely as “they” felt that currently the risk to public health created by holding the meeting “Face to Face” could not be mitigated.</p> <p><b>4121.2 To accept apologies for absence</b></p> <p>Councillor Horsman offered his apologies.</p> <p><b>4121.3 To accept any declarations of interests</b></p> <p>There were no declarations of interest received.</p> <p><b>4121.4 To confirm and sign the minutes of the Parish Council meeting held on the 13<sup>th</sup> of July 2021</b></p> <p>The minutes of the Parish Council meeting held on the 13<sup>th</sup> of July 2021 were duly <b>APPROVED</b> (with one abstain) 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.</p> <p><b>4121.5 To consider the need for an Asset Review Working Party</b></p> <p>Councillor Hotblack gave a verbal brief on the suggestion of an Asset Review Working Party, he felt this was the first step towards reviewing the Village Plan. He stressed that the PC are committed to the Pavilion refurb and this won't change but it is coming up to budget time, and this working party would support the PC to know what monies are needed and where.</p>	
-------------	--	--

He went on to say that the British Legion are “struggling” and the Chairman and Treasurer are stepping down. He explained that the BL reached out to himself and the Chairman for support and an informal meeting will be taking place tomorrow.

He explained that the objectives of the WP would be to review the major assets including use and condition and report back maintenance and improvements, e.g. better use of what we have

Councillor Hotblack explained this would include the Scout Hut, Councillor Stutchbury interjected and explained it would not include the Scout Hut as the PC does not own it.

Councillor Chalk explained we could have a conversation with the appropriate shareholders but could not take ownership of its review. She went on to say the lease is WSCC and MSDC approve it, and the PC usually receive the renewing of the lease via planning. Councillor Meldrum asked for clarification that the PC have no ownership over it or any responsibility to the school because of it. The Clerk confirmed this was correct.

Councillor K James remarked she felt an Asset Review Working Party is a good idea. However, she had time scale concerns as the terms of reference state that the WP will talk to all shareholders and review all assets and produce a full report by the November PC Meeting, which is very soon. Councillor Hotblack asked when the latest a report could be submitted for budget purposes and Councillor Chalk explained that the first budget meeting takes place at the end of October but the budget is not approved until the December PC Meeting

The Parish Council unanimously APPROVED the creation of an Asset Review Working Party

#### **4121.6 To agree the membership of the Asset Review Working Party**

Councillor Stutchbury explained that he felt the membership shouldn't be too large initially. The Clerk explained that Councillor Hotblack and Stutchbury had already volunteered to be members and after discussion Councillor K James and Councillor Meldrum also expressed their interest.

The Parish Council unanimously APPROVED that the membership of the Asset Review Working Party would be Councillors Stutchbury, Hotblack, James and Meldrum

#### **4121.7 To approve the Terms of Reference for the Asset Review Working Party**

After discussion an amendment (in bold) to the proposed terms of reference under timescale was APPROVED as follows; “To allow adequate time for discussions with interested parties the **Asset Review Working Party would produce a preliminary report for the** November council meeting”

### **4221 Clerks Report**

#### **4221.1 To receive the Clerks Report**

After discussion the contents of the Clerks report were accepted and **APPROVED**

<p><b>4321</b></p>	<p><b>Finance</b></p> <p><b>RFO was not in attendance due to technical difficulties</b></p> <p><b>4321.1 To receive and approve the schedule of payments since the last meeting</b></p> <p>The schedule of payments since the last meeting was accepted and APPROVED with one abstain</p> <p><b>4321.2 To receive the Finance Report</b></p> <p>The Finance Report was accepted and APPROVED with one abstain</p>	
<p><b>4421</b></p>	<p><b>Planning Committee</b></p> <p><b>To consider planning applications as below and any others which may arise in the meantime</b></p> <p>Councillor Hotblack asked if everyone reviewed the documentation, all Councillors stated they had</p> <p><b>4421.1 DM/21/3112 Removal of detached garage and erection of a two bedroom detached dwelling, Land At Lodgelands, Lodgelands, Ardingly, West Sussex</b></p> <p>Counillor K James declared an interest as the part of land to be discussed backs directly onto her house. The Clerk advised Councillor K James that she can listen to the discussion but not participate</p> <p>Counillor Hotblack explained that this application has come before the PC before in 2018. The PC refused it then, Councillor Hotblack shared the previous comments live. Councillor Hotblack also showed the plans live.</p> <p>Councillor Stutchbury who was on the Council when the original application was submitted and subsequently refused explained that nothing had changed. The ownership has changed hence another application. He explained he felt that the same comments that were submitted by the PC for the original application should be resubmitted.</p> <p>Councillor Hotblack acknowledged that he was late getting documents out and asked all Councillors again if they felt they had, had enough time to decide on the application. we can wait until the end of the month. Or if we need a site visit. All agreed they had.</p> <p>Councillor Meldrum explained she had reviewed it and had concerns about the Japanese Knotweed as it is very invasive, and grows through foundations, so if not treated properly it will affect all neighbouring houses.</p> <p>After discussion a comment of OBJECTION was AGREED on the same grounds as the previous objection</p> <p><b>4421.2 DM/21/3176 Removal/Variation of Condition, Variation of Condition 1 of planning permission DM/19/3477 to allow for change in design, Earthingleigh College Road Ardingly Haywards Heath</b></p> <p>After discussion a comment of NO OBJECTION was AGREED</p>	

	<p><b>4421.3 DM/21/2963 Proposed shed in the rear garden, Snowdrop Cottage, Street Lane, Ardingly, Haywards Heath</b></p> <p>Councillor Taylor explained that from the documents provided this appeared to be retrospective planning permission</p> <p>Councillor Stutchbury explained normally they wouldn't need planning for a shed but it was probably required due to the listed building/conservation area.</p> <p>After discussion it was felt that it was shielded by the trees, hidden from the road and not impacting on anyone else's property and as such a comment of NO OBJECTION was AGREED</p> <p><b>4421.4 DM/21/3198 First floor rear extension to form shower room, 51 High Street, Ardingly, Haywards Heath, West Sussex</b></p> <p>After discussion a comment of NO OBJECTION was AGREED</p>	
<p><b>4521</b></p>	<p><b>General Matters</b></p> <p><b>4521.1 To approve the use of the Recreation Ground by St Peter's Church on the 26<sup>th</sup> of September 2021 for an Outdoor Church Service</b></p> <p>Councillor K James gave verbal brief on the event and explained the only thing needed is access to Pavilion for power. Councillor Stutchbury explained that groups may need to minimize expectation on Pavilion usage as we move into phase 2 of the pavilion works.</p> <p>The Parish Council APPROVED the use of the Recreation Ground by St Peter's Church on the 26<sup>th</sup> of September 2021 for an Outdoor Church Service</p> <p><b>4521.2 To agree a date for the Emergency Planning Committee to review the Winter Management Plan</b></p> <p>The Chair of the Emergency Planning Committee was not present at the PC meeting but the other members confirmed availability for the Tues/Wed of the w/c 27<sup>th</sup> September</p> <p><b>4521.3 To approve that the Wellbeing and Events Working Party liaise with St Peters Church to create a "plan" for the Remembrance and Christmas celebrations within the Village</b></p> <p>Councillor K James explained that Outdoor Services during lockdown had been successful, and as such St Peter's would like to continue outdoor services.</p> <p>She requested the Wellbeing and Events WP be tasked to liaise with St Peter's and ACT to create robust plans for these events</p> <p>Councillor Chalk explained that the Christmas one was raised at the Hapstead Hall Meeting on the 27<sup>th</sup> of September so she would like to be part of discussions/planning for this event as a representative for the Hall.</p> <p>Councillor Strutton explained he received the wreath 3 weeks ago; the Clerk explained the RFO had been Contacted re payment and advised that a Cheque was required.</p>	

There was varied discussion in terms of the upcoming events and the key points raised were

Access to the outdoor services for people in wheel chairs

Arranging the road closure by the Big Oak Tree if required

Purchasing more display poppies for lampposts

Should the Pavilion be under construction the Pavilion won't be available for power. Contractors will have keys.

After discussion it was APPROVED that the Wellbeing and Events WP will liaise with St Peter's and ACT on the aforementioned events

#### **4521.4 To receive an update from the Parish Council SEAS representatives**

Councillor Hotblack explained that the first meeting with them back at the spring show was positive and the SEAS representatives met with them again to follow up on discussion items namely notifications of events too late, in particular the most recent two weekends that disrupted the village e.g., the fireworks and concert.

Councillor Meldrum mentioned that we need to understand their event criteria as they have a lenient license for events and identify contradictions of planning and license, how they meet or don't meet restrictions for the site.

Councillor Meldrum advised she will get in touch with SEAS to arrange a meeting

#### **4521.5 To receive an update on the Tennis Courts**

The Clerk gave a verbal brief on the Tennis Court refurbishment, she explained that the grant for the release of S106 funds had been submitted to MSDC, she wanted to reiterate to Councillors that the grant stated that the PC would contribute 10k from the Tennis Court EMR should the grant be successful

The Clerk explained that when/if the grant was successful then a vote would need to take place to release the funds.

#### **4521.6 To receive an update from the Pavilion Working Party**

Councillor Hotblack explained he met with Alan Sharpe and walked around the pavilion namely to work out how he could make the Refs area fit being mindful of the minimum 4m squared. Alan Sharpe has just provided some revised drawings and the WP will explore all options and report back to the Full Council at the October PC Meeting with one compliant option.

#### **4521.7 To receive an update from the SA25 Working Party**

Councillor Hotblack gave an update at the last meeting since then Jenny Edwards the New Ward Councillor expressed interest in what the PC had done so far, so Councillor Hotblack sent her PC documents that summarized what "we've" done

	<p>He went on to say that since the walkabout, “we” are awaiting the Inspectors deliberations, currently the Inspector is still looking into things, once the inspector has made considerations some form of interim findings will be released but “we” may not get the final conclusion on SA25 at that point.</p> <p>Counillor Hotblack explained he has Invited Cllr Jenny Edwards to meet with the SA25 WP</p> <p><b>4521.8 To receive an update from the Traffic Working Party</b></p> <p><b>Councillor Davis explained she Submitted the application to WSCC for Community Highways Scheme and there are a large number of applications which are reviewed over three days, “ours” is on the 22<sup>nd</sup> of September</b></p> <p><b>She advised she is still waiting the Letter from WSCC to Villagers re hedges, DRAFT was written with WSCC but she will chase to find out when that will be sent out.</b></p> <p>There was discussion around the PC hand delivering polite letters nudging residents to cut their hedges, it was suggested this could be done as a polite footnote on a letter reminding residents of the Scarecrow week</p> <p><b>4521.9 To discuss the Parish Council return to “Face to Face” activities e.g., Parish Council Surgeries and Meetings</b></p> <p>Clerk gave a verbal brief outlining that the Parish Council has no legal right to hold remote meetings and that it needs to consider returning to “Face to Face” part of this return could look like asking Councillors to lateral flow, asking all attending to wear masks and using social distancing where possible. Although she explained none of this could be enforced only requested.</p> <p>There was varied discussion on the return to “Face to Face” and Councillors had mixed views on the safety of doing so all Councillors were asked to email their personal preference and were advised they did not need to give a reason why.</p> <p>Counillor Stutchbury suggested that the October meeting being remote or “Face to Face be reviewed using the Scheme of Delegation nearer the time as more information would be available in terms of case numbers</p> <p>It was AGREED that the format of the October PC Meeting would be reviewed using the Scheme of Delegation nearer the time</p>	
<p><b>4621</b></p>	<p><b>Matters of public urgent importance or for future inclusion on agenda</b></p> <p><b>4621.1</b> The Clerk advise that the Casual Vacancy created by Counillor J James’s resignation will be shortly issued by MSDC and an update will be given at the October PC Meeting</p> <p><b>4621.2</b> Councillor Meldrum requested that the Purchase of replacement lamppost Poppies be on the October Agenda</p>	
<p><b>4721</b></p>	<p><b>Future meeting dates</b></p> <p>3121.1 The next meeting of the Parish Council is to be held on the 12<sup>th</sup> October 2021 at 7pm</p>	

