



ARDINGLY PARISH COUNCIL

Parish Clerk: Sarah Mamoany

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

Minutes of the meeting of Ardingly Parish Council held on Tuesday 3rd December 2013 at 7.30pm in the Reading Room at Hapstead Hall

Present:

Mr. W. Meldrum (Chair)	Mrs P. Dennis
Mr. M. Brixey	Mr. K. Monk
Mr. G. Ruse	Mrs. R. Chalk
Mrs. F. Rocks	Mr. T. Clement

Apologies

Mr. D. Walker
Mr. N. Moorey
Mrs. R. Jarvis (RFO)

In Attendance:

Mrs. S Mamoany (Clerk)
6 members of the public

Hilary Smith questioned why the minutes of previous Parish Council Meetings were not available on the website. The Clerk responded that unfortunately this has not been updated due to pressures of other workload.

Sue Karle asked if the NP Committee would receive the last minutes of the meeting and the Chairman reported that these would be sent out in due course.

Four residents who lived in neighbouring properties to On-Line Software, Units 2-4 College Road, Ardingly were present at the meeting and wished to object to the proposals of the application that was to be discussed at item 212.3 on the agenda. The concerns that were raised included over development of the site in general, lack of parking, difficulties with access to their own driveways, no allocated parking and the garages being too small. The general view was that they did agree that development should take place on this site, but not the plans that had been put forward.

206.	Procedural Matters	
	206.1 Apologies were received from Mr. D. Walker, Mr. N. Moorey and Mrs. R. Jarvis (RFO). It was noted by the Chairman the Council had received a letter of resignation from Sarah Chapman; and therefore she was not present at the meeting.	
	206.2 WM declared an interest in item 212.2 relating to Fairhaven, Church Lane, Ardingly.	
	206.3 The minutes of the Parish Council Meeting held on Tuesday, 5 th November 2013 were	

	amended to add Mr. T. Clement arriving at item 186 and these were then 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 not available.	
207.	Matters arising from the previous minutes, not covered elsewhere on the agenda No matters arising.	
208.	Finance 208.1 In the absence of the RFO the schedule of payments was circulated and AGREED and signed by the Chair. 208.2 GR reported that in the recent Finance Meeting the Committee cut the budget for 2014/15 by 2%. KM felt that perhaps this was not prudent and it should have stayed the same as if we have to increase next year residents will not be happy. The Chair responded by confirming that no services have been cut and it has been done by careful analysis and looking at reserves. KM questioned if the money from WSCC for the hire of the Recreation Ground on behalf of the school was in the budget and the Chair confirmed it was. The budget figures for 2014/15 were circulated and AGREED. 208.3 The precept figures were circulated and the figure of £77,933 was AGREED as the 2014/15 precept for Ardingly Parish Council. 208.4 The Chair confirmed that at the Finance Meeting it had been agreed that NM and the RFO would look further into the procedure for setting up internet banking for the future.	
209.	Environment and Traffic Committee 209.1 The Traffic Committee Meeting that was provisional scheduled for November was postponed and a meeting will be held in the New Year. The Clerk reported that she had not received any further updates from WSCC with regard to a project manager being assigned. 209.2 The Clerk reported that we are still awaiting a response from WSCC with regard to the Operation Watershed grant application relating to Brickyard Cottages. KM asked the Chair to confirm if the Parish Council will have another opportunity to comment on the final Traffic Appraisal document prior to it being signed off. The Chair confirmed that this would be the procedure.	
210.	Hapstead Hall Management Committee It was reported that the Christmas Fayre had been very successful with a very good turn out and thank you to everyone that helped to organize and run the event. RC reported that she had to purchase a supply of bulbs for the Christmas Tree lights and we would have to look at replacing the lights with new ones next year. FR was concerned at the amount of bookings that were being taken and how the Parish Council could help to raise the profile of Hapstead Hall, perhaps advertising it's availability for rental in the Village Voice. The rates of the Hall were also discussed as to if they were competitive.	
211.	Neighbourhood Plan Committee 211.1 The Chair reported that the Submission Plan and associated documents were sent to Fortesmere Associates on the 29 th November, who will be carrying out the Health Check and a	

	<p>report will be sent back to us on or before the 11th December 2013. The documents have also be sent to Mid Sussex District Council.</p> <p>211.2 The Chair confirmed that the minutes of the Neighbourhood Plan Committee Meetings dated 2nd October 2013 and 6th November 2013 were adopted and AGREED by the Parish Council.</p>	
<p>212.</p>	<p>Planning Committee</p> <p>188.1 An update of the Planning Applications and Decisions received was provided as follows:</p> <p>Decisions AR/13/03255/COU – Cobwebs, New Barn Farm, The Old Sawmills, Copyhold Lane, RH16 1XT – change of use from BN to DI for use as a day nursery – Refused 18.11.13 AR/13/03161/FUL – 1 Newhouse Farm Cottages, Paddockhurst Lane, Balcombe, RH17 6RB. – Granted 11.11.13 AR/13/02898/LBC – Ardingly College, Ardingly, RH17 6SQ – Granted 26.11.13 AR/13/03394/LBC – Ardingly College, Ardingly, RH17 6SQ – Granted 26.11.13 AR/13/03282/FUL – 8 The Close, Ardingly, RH17 6TX – Granted 19.11.13.</p> <p>Comments MB declared an interest in items relating to the South of England Agricultural Society.</p> <p>AR/13/03260/FUL – Geoffrey Hall, South of England Centre, Selsfield Road, Ardingly, RH17 6TL – Demolition of existing dilapidated single storey office bulding and it's replacement with new offices – no objections. AR/13/03630/LDC – Longacres Croft, Church Lane, Ardingly, RH17 6UP – Proposed single storey studio in rear garden. This is an application to establish whether the development is lawful – no objections AR/13/03666/FUL – 4 High Street, Ardingly, RH17 6TD – Proposed single storey rear extension – no objections AR/13/03824/FUL – Withylands, Lindfield Road, Ardingly, RH17 6SN – Erection of a greenhouse – no objections AR/13/0397/TREE – Jordans Cottage, Street Lane, Ardingly, RH17 6UN – Lime 30% crown thinning – no objections AR/13/03806/FUL – Wakehurst Place, Selsfield Road, Ardingly, RH17 6TN – Car park traffic management works within the existing car park at Wakehurst Place – no objections</p> <p>The Chair left the room during discussions and decisions relating to item 212.2 on the agenda.</p> <p>212.2 – AR/13/03634/FUL – Fairhaven, Church Lane, RH17 6UR. The Planning Committee reported that 6 members of the Committee had carried out a site visit. The property already has planning permission given in 2011 to demolish the existing property and replace with new. The owners' revised plans are for a larger property on a different footprint. Plans were on display during the discussions and it was felt that the property fitted well into the grounds with minimum exposure to the road. It was AGREED that the Council would recommended approval for this application, on the following conditions; that a condition is put on the garage restricting the use to ancillary to residential use of the dwelling and replanting of trees that are being removed where appropriate.</p> <p>The Chair returned to the room.</p> <p>212.3 AR/13/03769/FUL – On-Line Software, Units 2-4 College Road, Ardingly, RH17 6TT.</p> <p>The Planning Committee reported that a site visit had been carried out and the general view was that this was overdevelopment of a site. KM read out the following points that were raised; 1. The proposal would fail to protect and enhance the setting of the Conservation Area. 2. The</p>	

	<p>proposal would constitute over development of the site, which is subject to numerous constraints such as rights of way, electricity substation and overlooking windows. 3 The proposal would result in an overbearing aspect and a significant detrimental impact on the residential amenities of the four houses on the western boundary of the site. 4. The proposal makes inadequate provision for car parking which would lead to congestion and danger to highway safety on nearby roads. 5. The garages to the block of four 'flats over garages' are only 5m in length, while WSCC requirement is for minimum of 6m. There is no parking space in front of garages to these dwellings. 6. The distance from northern wall of 'fogs' to Ardingly Inn is less than 20m resulting in unacceptable degree of overlooking of first and second floor windows to habitable rooms.</p> <p>It was AGREED that the Council would recommend refusal of this application on the above grounds. It was reported that residents had written into MSDC with their comments and a copy of the letter from one resident was passed to the Council for information.</p>	
<p>213.</p>	<p>Recreation & Open Space Committee Nothing to report.</p>	
<p>214.</p>	<p>Emergency Planning</p> <p>214.1 RC was concerned that we should speak to the Primary School in relation to their plans when it snows and if the school is likely to shut, as their was little point in gritting/clearing the road up to the school if it was not going to open. The Clerk was asked to speak to the Headmaster to confirm the schools arrangements for bad weather.</p> <p>A discussion was had regarding gritting/clearing at the weekend and that the Council will try to avoid doing this on Friday evenings and Saturdays and then clear Sunday in preparation for the working week. However, it was noted that we will have to judge the circumstances at the time when making this decision.</p> <p>The procedure for instructing the contractor was AGREED. SGS Gritting will call the Clerk to inform her of imminent bad weather conditions, the Clerk will call RC and she will liaise with another Councillor to confirm the decision. RC will then contact the Clerk to confirm the instruction to be given to the contractor, which the Clerk will act on. As the Clerk does not live in Ardingly, it was felt that this procedure was necessary as Councillors will be aware of the conditions in the village at the time, which will assist in the decision making.</p> <p>MB confirmed the salt supplies had arrived at the Showground, where it is being stored. MB did comment on the quantity in each bag as they did not seem full. The Clerk will check with Steve Trice at HHTCIC.</p> <p>It was noted that WSCC might still have volunteer packs available and the Clerk was requested to obtain some if they were.</p>	
<p>215.</p>	<p>Youth Management Committee</p> <p>215.1 The Clerk confirmed that the Council had been successful with their application to Affinity Sutton Community Grants in the sum of £4,754; this will fund two terms of the Youth Club. A Youth Committee Meeting was held on the 26 November and the monitoring regulations which form part of the requirements of the grant were discussed with Peter Barnes. The Clerk, Peter Barnes and Nicky Dodd (Affinity Sutton) will meet in the New Year to discuss this further.</p> <p>215.2 The revised Ardingly Parish Council Safeguarding Policy had been circulated and some amendments had been made. These were accepted and it was AGREED to adopt the document. The document had been put together with the guidance of MSDC and it forms part of the requirement of the grant to have such a document in place.</p>	

216.	<p>Training and Events Nothing to report.</p>	
217.	<p>Highways Cluster Group 217.1 The current HHTCIC report had been circulated by the Clerk, no comments were made. 217.2 The grit bins have been filled and the salt supply arrived at the Showground.</p>	
218.	<p>Maintenance at Oaklands Green 218.1 RC was to speak to Oathall school to see if they would be interested. The Clerk will speak to St Peter's School. No one else has come forward, so the Council will need to review the position in the New Year.</p>	
219.	<p>St Peter's Church Christmas Tree Festival 219.1 It was AGREED that the Parish Council would accept the invitation to decorate a tree at the Festival this year. FR agreed to arrange the decorations and it was confirmed that the trees need to be decorated on the afternoon of the 14th December. The Clerk will confirm the Council's involvement.</p>	
220.	<p>Consultations Nothing to report.</p>	
221.	<p>Southern Gas Lease. 221.1 The Chair and MB signed the lease as required in the presence of the Clerk.</p>	
222	<p>Calendar of Meetings for 2014 222.1 The Clerk will put together a calendar of meetings for next year for circulation and agreement with the Chairs of each Committee.</p>	
223.	<p>Allotments 223.1 The Chair reported that Ardingly College had identified an area of land adjoining College Farm Cottages on the corner of the Reservoir Road with College Road (approximately 3290m sq). The initial offer was for a 5 year lease, although it was discussed that ideally the Council would be looking for a longer period, however it was a good starting point. Although, at this stage it is not clear if the offer of land is conditional, it was AGREED that the Council should pursue this matter further and the Clerk will seek further information from Ardingly College. 223.2 The Clerk suggested that the allotment waiting list should be reviewed, as it was several years ago when this was last carried out. An advert in the next Village Voice was suggested.</p>	
224.	<p>Correspondence The Clerk reported she has received a letter from David Hill, which will be circulated to Councillors for information.</p>	
225.	<p>Clerk/RFO 225.1 The Chair advised that the RFO and Clerk contracts are based on the NALC pay conditions. A 1% pay award was recommended back dating to April 2013 and it was AGREED that this would be awarded. 225.2 The Clerk reported a letter had been received from the RFO to confirm her maternity dates, which had been agreed at previous meetings. 225.3 The Chair reported that the Clerks 3 month probationary period ended on the 20th August 2013. It was AGREED that this had been completed satisfactorily.</p>	

226.	Future Meeting Dates Tuesday, 7 th January 2014 – Parish Council Meeting	

MEETING CLOSED 9.10 pm