



ARDINGLY PARISH COUNCIL

Parish Clerk: Sarah Mamoany

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 November 2013 at 7.30pm in the Reading Room at Hapstead Hall

Present:	Mr. W. Meldrum (Chair) (arrived at item 189) Mr. M. Brixey (Vice Chair) Mr. N. Moorey Mr. G. Ruse Mrs. F. Rocks	Ms. S. Chapman Mrs P. Dennis Mr. K. Monk Mrs. R. Chalk Mr. T Clement (arrived at item 186)
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Apologies	Mr. D. Walker Mrs. R. Jarvis (RFO)
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In Attendance:	Mrs. S Mamoany (Clerk) 5 members of the public
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182.	<p>Procedural Matters</p> <p>182.1 Apologies were received from Mr. D. Walker and Mrs. R. Jarvis (RFO)</p> <p>182.2 SC declared an interest in item 188.1 with regard to planning applications relating to Ardingly College.</p> <p>182.3 The minutes of the Parish Council Meeting held on Tuesday, 1st October 2013 were amended in point 161.3 to read 5th August and not 30th July and in point 177.2 to read 31st March 2014 and not 2013, these were then AGREED and signed by MB as a true and accurate record. The minutes of the extraordinary Parish Council Meeting held on the 8th August were AGREED and signed by MB as a true and accurate record. Please note the agenda referred to the minutes of the 5th August, which was an error these were approved at the meeting of the 1st October 2013.</p>	
183.	<p>Matters arising from the previous minutes, not covered elsewhere on the agenda</p> <p>The Clerk reported that she had contacted Roy Simmonds and he had kindly agreed to take over the bookings of the multi-courts.</p>	

<p>184.</p>	<p>Finance</p> <p>184.1 In the absence of the RFO the schedule of payments was circulated and AGREED and signed by MB.</p> <p>184.2 The internal audit report was circulated. It was noted no comments were made other than the Financial Risk assessment needed to be updated and would be added to the Finance Meeting agenda.</p> <p>KM raised the issue that it appeared that cheques were being raised and not signed promptly. The Clerk pointed out that on one occasion holidays had affected the turnaround of an invoice. It was suggested this matter should be put on the Finance Committee agenda for further discussion and potentially appoint another signatory.</p>	
<p>185.</p>	<p>Environment and Traffic Committee</p> <p>185.1 SC confirmed that the Clerk had removed the names from the Traffic Appraisal responses and the document would be circulated to Committee Members prior to the Traffic Meeting scheduled for the following week. Helen Card (WSCC) was waiting for a project manager to be allocated to the project.</p> <p>185.2 Councillor Bill Acraman had confirmed his support to the Operation Watershed grant application with regard to Brickyard Cottages. The form had been submitted and a response was expected to be received within 4-6 weeks. If the application is successful Balfour Beatty will proceed with the CCTV survey which will ascertain what is causing the problem with the drains and sewers.</p> <p>185.3 SC circulated a report from the recent Hanson's Liason meeting. Several issues were discussed, including residents reporting more intensified use at the site and problems with dust. Hanson's advised they are installing gas heating which would hopefully reduce odours that neighbours have been reporting. It was also reported that planning applications would be coming through relating to the cage and the asphalt plant stack height.</p> <p>NM questioned the process of the Traffic Appraisal being approved at the PC Meeting on the 14th May 2013. SC explained that this was the draft proposal document that was approved for consultation, being the starting point of the process. The Traffic Committee would now take on board the comments received following the consultation and work with these before bringing the document back again to the Parish Council for approval as a final document.</p>	
<p>186.</p>	<p>Hapstead Hall Management Committee</p> <p>The recent meeting had been postponed due to not enough members being available to make a quorum. However, plans were put in place to build the stage for the Xmas Fayre, although more volunteers were needed. It was suggested that KM should contact Iain Nicol at the Showground to see if he had anyone who could help with setting up. An article could also be put in the Mid Sussex Times. FR agreed that she would arrange the money collecting buckets. RC would arrange Xmas tree lights with Bartletts.</p> <p>TC arrived at the meeting</p>	
<p>187.</p>	<p>Neighbourhood Plan Committee</p> <p>187.1 It was reported that a Neighbourhood Plan Committee Meeting would be held on Wednesday, 6th November. The Regulation 14 schedule of responses had been produced and would be discussed at the meeting.</p> <p>187.2 The Clerk confirmed that the Council had been successful with a grant application from The Supporting Communities in Neighbourhood Planning Programme, led by Locality for the</p>	

	<p>sum of £4,130. This was broken down into £3,350 for consultants fees, £500 for a Health Check to be carried out on the submission documents and £280 for printing costs and banners for the referendum. 90% of the funds had been received and the remaining would be paid on completion of the project providing the terms and conditions were adhered to. The Clerk thanked SC for her assistance in completing the application form.</p>	
<p>188.</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/13/02869/FUL – Middle Lodge, Lindfield Road – Granted 16.10.13 AR/13/02661/FUL – 27 Munnion Road, Ardingly – Granted 08.10.13 AR/13/0379/TREE – 7 High Street, Ardingly – Granted 04.11.13</p> <p>Comments AR/13/03161/FUL – 1 Newhouse Farm Cottages, Paddockhurst Lane, Balcombe, RH17 6RB. – Two storey extension to the west elevation. Replacing existing window on south elevation with new front door. – no objections 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 – no objections, however concerns raised about the additional vehicle movements, the difficult junction and lack of highway maintenance along Copyhold Lane. AR/13/02582/FUL – Ardingly College, Ardingly, RH17 6SQ – Regrading of pre-prep field to accommodate additional soil which has accumulated as a result of excavations. – no objections. AR/13/02898/LBC – Ardingly College, Ardingly, RH17 6SQ – Installation of identical window frames with slim double glazed units to replace existing – no objections AR/13/03394/LBC – Ardingly College, Ardingly, RH17 6SQ – Alterations to staircase in the School house – no objections AR/13/03282/FUL – 8 The Close, Ardingly, RH17 6TX – Demolition of existing garage and driveway and replacement with new garage and permeable driveway – no objections.</p> <p>Applications received 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.</p> <p>MB declared an interest in items relating to the South of England Agricultural Society.</p> <p>AR/13/03212/HEDGE – Fairhaven, Church Lane, Ardingly, RH17 6UR – For information only it was noted a notice had been received from MSDC advising that they raised no objections to this request, the Parish Council had not been consulted on this application.</p> <p>The Clerk advised that she was to attend a training session with SC at MSDC in connection with using the on-line planning services.</p> <p>WM arrived and took over the Chair from MB.</p>	
<p>189.</p>	<p>Recreation & Open Space Committee Nothing to report.</p>	
<p>190.</p>	<p>Emergency Planning</p> <p>190.1 It was reported that the Clerk had requested the number of hours it would take to carry out the gritting / snow clearing from both the contractors that had been asked to quote. Only one contractor had provided this information and it was therefore decided that not enough</p>	

	<p>information was available to compare the quotations and make a decision. This information was required as the Council can claim back some money from WSCC. It was AGREED that the Clerk would request this information again and the Finance Committee would be delegated to make the decision at the meeting to be held on the 19th November 2013 due to the winter months approaching.</p> <p>It had also been confirmed by WSCC that the Council only have authorisation to clear areas when the weather is severe, ie significant snowfall and these areas must be of benefit to the community, ie school access.</p> <p>It was noted that at a recent Cluster Meeting attended by the Clerk and SC that the Council was paying for professional contractor whereas many rural parishes use a local farmer with basic tractor and snow plough equipment. The Ardingly Parish Council approach made costs higher.</p>	
191.	<p>Youth Management Committee</p> <p>191.1 The Clerk reported that she had received unofficial confirmation that the grant application through The London Community Foundation Affinity Sutton Community Grants had been accepted. The Council should receive a letter confirming an award in the next few days.</p> <p>191.2 The Clerk had been advised by Streetmate that the Safeguarding Policy the Council had put together was not acceptable to them. The Clerk agreed to contact MSDC for assistance in producing a more comprehensive document. It was AGREED that the Youth Club needed to put a Safeguarding Policy in place.</p>	
192.	<p>Training and Events</p> <p>The Clerk reported that she had attended the Cluster Meeting at Turners Hill with SC on the 23 October and gave a brief report of the items discussed.</p>	
193.	<p>Defibrillator</p> <p>193.1 The Clerk had been speaking with the Sussex Heart Charity who had suggested that the unit would be best located outside, so it was as accessible as possible. They had advised that vandalism on this type of equipment was rare. The Clerk was asked to investigate options as to where it could be sited.</p> <p>Sussex Hearth Charity can train a maximum of 10 people for £150 and they could provide this in the village. It was suggested that an advertisement was placed in the Village Voice to see if anyone would be interested in attending once the machine was installed.</p>	
194.	<p>Highways Cluster Group</p> <p>194.1 The current work progress sheet had been circulated to Councillors. The Clerk advised that the HHTCIC would be delivering the Parish salt supply in the next few weeks. This would be delivered to the Showground, which had kindly agreed to store the salt for the Parish. HHTCIC would be responsible for refilling the grit bins during the winter months.</p>	
195.	<p>Maintenance at Oaklands Green</p> <p>195.1 KM reported that no one had come forward to tend to this area following an advert in the last Village Voice. It was agreed that another article would be put in the next edition and RC would speak to Oathall School to see if they would be interested in maintaining it.</p> <p>If this did not bring any interest, the Council might have to consider removing the borders and</p>	

	grassing the area over.	
196.	<p>Consultations</p> <p>196.1 Highway and Transport Draft Works Programme It was noted that this document confirmed resurfacing dressing work would be carried out in Cob Lane, College Road and Stoney Lane. It was AGREED that the Council should support this and also note that Copyhold Lane was a priority and Balcombe Lane had issues with the camber of the road and flooding which need attention. The Clerk would respond before the 6th December.</p>	
197.	<p>Action in Rural Sussex (AirS) and Sussex Associations of Local Councils (SALC) Joint Conference and AGM – 7 November 2013.</p> <p>This event was to be held in Brighton this year, no Councillors were available able to attend. The Clerk agreed to send apologies on behalf of the Council.</p>	
198.	<p>Correspondence</p> <p>The Clerk had received a request from a resident for some older play equipment in the Recreation Ground. It was AGREED that this would be looked at in more detail at the next Recreation & Open Spaces Committee Meeting.</p>	
199.	<p>Items for information only or inclusion on future agenda</p> <p>A broken bench in the Recreation Ground was reported by the Chairman.</p> <p>The Council had been advised that Lindfield High Street would be closed in January for approximately 3 months for South East Water to carry out works. A meeting was to be held on the 22 November to discuss this issue, however it was felt by Councillors that this work needed to be done and no further actions was required and the Council would not attend the meeting.</p> <p>Helen Card had requested that the Parish Council took responsibility for the SID device within the Parish. This would involve residents being trained up on the equipment. It was reported that this had been done in the past, but when the equipment was available the people who had been trained were not available at the same time. The Clerk was asked to find out further information about how many people they would need to have trained. A request could be put in the Village Voice for volunteers.</p> <p>Items of inclusion on future agenda</p> <ul style="list-style-type: none"> - Clerk's probationary period - Fracking 	
200.	<p>Future Meeting Dates</p> <p>Thursday, 6th November – Neighbourhood Plan Committee Meeting Thursday, 6th November – Extraordinary Parish Council Meeting Tuesday, 12th November – Traffic Committee Meeting Tuesday, 19th November – Finance Meeting Tuesday, 3rd December – Parish Council Meeting</p>	

MEETING CLOSED 8.55 pm