



## ARDINGLY PARISH COUNCIL

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

### Minutes of the Ardingly Parish Council Meeting held on Tuesday 2<sup>nd</sup> December 2014 at 7.30pm in the Reading Room at Hapstead Hall

#### Present:

Mr. W. Meldrum (Chair)	Mrs. P. Dennis
Mr. M. Brixey	Mrs. R. Chalk
Mr. K. Monk	Mr. J. Aloof
Mrs. F. Rocks	Mr. R. Lawson
Mr. G. Ruse	Mr. P. Burr
Mr. D. Stutchbury	

#### Apologies

Mrs. R. Jarvis (RFO)

#### In Attendance:

Mrs. S Mamoany (Clerk)  
1 member of the public

#### Public Questions

Hilary Smith spoke about her concerns regarding the planning applications at 65 College Road and that she was objecting to both applications. The Chairman advised that this will be discussed further at item 459.2 and 459.3.

Hilary Smith also requested that the Parish Council take an interest in the public footpath on the Standgrove land and handed out a letter to Councillors. She invited members to walk the path with her and other residents as it is an important issue for residents living in the South of the village. The item would be discussed further on the agenda at 459.2.

The Chair welcomed Rob Lawson to the Parish Council.

<b>453.</b>	<b>Procedural Matters</b> 453.1 No apologies were received. 453.2 GR declared an interest at agenda item 470 as he is a member of the Ardingly Legion Club. 453.3 The Chair noted that Paul Burr had signed the Declaration of Acceptance of Office at the last meeting. Rob Lawson was absent at the last meeting where he was co-opted onto the Council and he was requested to sign the Declaration of Acceptance of Office, witnessed by the Clerk. 453.4 The Terms of Reference were circulated by the Clerk prior to the meeting. It was agreed to make minor amendments to the Neighbourhood Plan Committee. The Planning Committee had	
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	<p>recently made amendments, which were unanimously AGREED. The Hapstead Hall Terms of Reference should be reviewed and agreed by the Custodians of Hapstead Hall. The Clerk was requested to set up a meeting in the New Year. The Traffic Committee will be reviewed at the next Traffic Meeting.</p> <p>The minor amendments to the terms of reference were unanimously AGREED.</p> <p>453.5 The membership of Committees were discussed and it was AGREED the following changes would be made. Derek Stutchbury added to Finance, Rob Lawson added to the Recreation and Hapstead Hall Management and Paul Burr added to the Emergency Planning.</p>	
<b>454.</b>	<p><b>Matters arising from the previous minutes not covered elsewhere on the agenda</b></p> <p>It was noted that Martin Angus will provide the power for the lights for the additional Christmas tree.</p>	
<b>455.</b>	<p><b>Finance</b></p> <p>455.1 The schedule of payments was circulated and AGREED by the Council.</p> <p>455.2 GR reported the Finance Committee had met on the 19<sup>th</sup> November to discuss the budgets and precept for 2015/16. The Committee looked to balance the budgets and make no increases and it was noted that the Council had a good amount of reserves.</p> <p>The budget figures were circulated prior to the meeting by the RFO and were unanimously AGREED by the Council.</p> <p>455.3 Councillors voted 10 for and 1 against to keep the precept the same as last year, at £77,933 for 2015/16. KM was not in agreement, as was concerned that costs increase and if the Council do not make small increases, a larger increase maybe required in future years.</p> <p>Village Voice accounts were circulated and it was noted that a small profit would be made, although less than the previous year, this could be to do with payments not being received yet. The Chair requested that the RFO assists him with looking at these accounts in more detail for discussion at the January meeting.</p>	<p>RFO</p> <p>RFO/Chair</p>
<b>456.</b>	<p><b>Environment and Traffic Committee</b></p> <p>456.1 The Chair reported that the Clerk has arranged a meeting with WSCC on the 4<sup>th</sup> February 2015 at 11 am and some members of the Traffic Committee will be required to attend.</p> <p>It was suggested a Traffic Committee Meeting was called in January.</p> <p>456.2 MB reported that he had attended a meeting with a resident, Helen Card (WSCC) and PCSO Erica Baxter regarding traffic issues in the village, including the setting up of the Community Speedwatch. This will be progressed further by the PCSO and the Clerk was asked to follow up the progress.</p> <p>456.3 The Clerk had been chasing the scope report from WSCC in relation to Brickyard Cottages and when this is received she can then proceed with obtaining quotations so an application can be submitted to Operation Watershed for funding. The Clerk has sent a letter to residents to keep them informed.</p> <p>FR and MB had attended a meeting with Operation Watershed team on Balcombe Road at the causeway to discuss the flooding issues. The funding opportunity had been highlighted to FR/JA at a recent Community Resilience Workshop. The Clerk is awaiting further news from the Operation Watershed team in order to progress with works to resolve the flooding on this road.</p> <p>It was noted that the broken pipe has still not been repaired, despite being informed by Highways that this would be dealt with in November and the road surface is still deteriorating.</p> <p>These issues on the Balcombe Road/Westhill are very concerning and it was suggested that the Clerk involved Councillor Acraman with correspondence and requested his assistance and invited him to our next Parish Council meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<b>457.</b>	<p><b>Hapstead Hall Management Committee</b></p> <p>457.1 The hire costs of the Hall for the Cinema evenings was discussed and it was agreed that ideally the rates should be reduced as this was a Community event for the village. The Hapstead Hall Committee will discuss and confirm at their next meeting.</p>	<p>HH Committee</p>

	It was noted that Sarah Chapman would like to join the Committee.	
<b>458.</b>	<p><b>Neighbourhood Plan Committee</b></p> <p>458.1 The Chair reported that the prologue has been amended and changes made by MSDC as suggested by the examiner and this will now go forward to MSDC Cabinet Meeting. Unfortunately, MSDC failed to put this on the agenda for December and it will now go to the meeting on the 12<sup>th</sup> January with a proposed referendum date of the 5<sup>th</sup> March which will be confirmed following the meeting.</p> <p>The Chair suggested that a Neighbourhood Plan Meeting might be required to agree referendum details and how the Council will promote this.</p>	
<b>459.</b>	<p><b>Planning Committee</b></p> <p>4591.1 The minutes of the Planning Committee meeting were circulated to all members and noted.</p> <p>4591.2 Public Inquiry – Wildlife &amp; Countryside Act 1981 – Section 53 – Addition of Footpath, Ardingly. The Clerk had circulated the correspondence from the Planning Inspectorate relating to the hearing to be held on the 28 April 2015.</p> <p>MB advised that the matter had been discussed at the Planning Committee meeting and the Committee recommended that the Council stay with their original views and noted that a lot of work had gone into looking at the evidence and facts prior to coming to a conclusion. The matter was discussed further and explained to new members and a vote was taken, 9 voted to agree to stay with the original views and 2 voted against. It was therefore AGREED that the Council would add no further contribution to the hearing.</p> <p>459.3 AR/14/02714/FUL – 65 College Road, Ardingly – Remodelling of existing detached dwelling and provision of 3 bedroom dwelling together with new vehicular access and parking to each dwelling. It was noted that the Clerk had contacted the case officer and no changes to the plans have been made, just an amendment to the description.</p> <p>459.4 AR/14/02712/FUL – Land Rear of 65 College Road, Ardingly – Provision of single detached 3 bed dwelling and refurbishment of existing garage and drive together with slight reduction of ash tree crown and crown lift. It was AGREED that the Clerk would comment again and reiterate the fact that the Neighbourhood Plan has passed examination since the previous comments. Councillor Gary Marsh will be copied into the correspondence as Councillors have spoken with him concerning this application and the Councils concerns.</p>	Clerk
<b>460.</b>	<p><b>Recreation Ground and Open Spaces Committee</b></p> <p>460.1 The Clerk reported that she had obtained one quote to carry out a tree survey and noted this should be done as soon as possible as the last survey was carried out in December 2012. The Council AGREED that two additional quotes should be obtained before proceeding with the work.</p>	Clerk
<b>461.</b>	<p><b>Emergency Planning Committee</b></p> <p>461.1 The Clerk reported that a resident had spoken with her about the fact the Parish Council were not involved with the gas leak incident in the High Street. The Clerk spoke with Ben Toogood (MSDC) who advised that the Hall was too close to the site of the incident to use as a meeting point and therefore felt that the Parish Council did not need to be contacted. The Ardingly Inn had kindly offered to open as a meeting place for residents that had been evacuated and the Red Cross were in attendance, together with emergency services.</p> <p>The Clerk and FR are due to attend the EPLG Meeting and will speak to Ben Toogood regarding the incident in the High Street.</p> <p>It was noted the Council Emergency Plan is being reviewed in the new year by the Committee.</p>	FR/Clerk
<b>462.</b>	<p><b>Youth Management Committee</b></p> <p>FR noted nothing to report.</p>	
<b>463.</b>	<p><b>Training and Events</b></p> <p>463.1 JA/FR attended the Community Resilience Workshop at Horsham and reported that it was an</p>	

	<p>interesting event, mainly focusing on how to produce an effective emergency plan.</p> <p>FR reported that the Council is working with Operation Watershed following the event to try and sort out the issues of flooding on the reservoir causeway. It was noted that it is important for members to attend events such as these if at all possible.</p> <p>JA and the Clerk attended the Parish On-Line Training and noted that it is a very useful tool to access and use.</p> <p>The Clerk will attend the PTDC Meeting and the EPLG Meeting with FR on the 4<sup>th</sup> December.</p> <p>463.2 JA raised the matter of expenses when attending an outside meeting, ie, fuel, car parking charges, especially if the location is not local. It was agreed that the Clerk would check the situation with regard to this and it would be discussed further at the next meeting.</p> <p>The Chairman noted that SSALC have just produced a training events list for 2015 and he encouraged members to attend where possible, especially the New Councillor Training Courses. In addition it is important for members to attend any outside meetings that the Clerk emails details about if they are available.</p>	<p>Clerk</p> <p>Clerk</p>
<b>464.</b>	<p><b>Highways Cluster Group</b></p> <p>464.1 The Clerk reported that HHTCIC had dealt with the issue of the bin/planter reported to them recently by a resident and are giving good support when required. However it is still important to encourage Councillors/residents to report issues they see within the parish.</p>	
<b>465.</b>	<p><b>Allotments</b></p> <p>465.1 The Chair reported that the Clerk is in the process of obtaining quotes for the fencing, car park and installation of water to the site.</p> <p>465.2 The Chair reported that some minor amendments/additions had been made to the original lease document and requested if the Council were in agreement that the lease could be signed by the three councilors who have been involved in the allotment work, being MB/KM and the Chair. It was unanimously AGREED that the Council were satisfied with this arrangement as it would be prudent to have a signed lease before commencing any work on the site.</p> <p>The Chair was thanked for the work he has done on this project so far to get it moving forward. The Parish Council will sign the lease with Ardingly College and then an agreement will be drawn up between the Parish Council and the Allotment Society.</p> <p>465.3 The Clerk had sent off the survey form to South East Water with a cheque for £120. Quotes received so far were in the region of £9,000 for fencing and car parking hardstanding. It was mentioned that Hanson's might be able to assist with some materials and the Council have reserves available for such a project. However, it was hopeful that Councillor Gary Marsh would be able to assist with finding the Council some funding and unfortunately he was not able to attend the meeting however had spoken with FR and requested the Clerk send in further information on costings so he could move this forward.</p>	
<b>466.</b>	<p><b>Christmas</b></p> <p>466.1 A vote of thanks was given to all those volunteers, including Ken and Barbara Monk and George Ruse who helped with the Christmas Fayre and a profit of around £400 was made.</p> <p>466.2 The Parish Council will support the Church Christmas Tree Festival again this year and FR will prepare the tree. Any offers of assistance to help decorate the tree on the 13<sup>th</sup> December would be appreciated.</p>	<p>FR</p>
<b>467.</b>	<p><b>Cinema</b></p> <p>467.1 The next Cinema evening is the 4<sup>th</sup> December and any volunteers are invited to come along to help with setting up, clearing away, etc.</p> <p>The idea behind the evenings is for them to be a community event and any profits made will be put back into the community to either provide a free children's film evening or free refreshments one</p>	

	<p>evening.</p> <p>The café have provided refreshments, however it is possible that in the future other groups in the village could do the refreshments to raise money for their groups. It was agreed that the café are doing a good job and involving them is helping to support a local business.</p> <p>It was noted that FR has checked the numbers allowed in the Hall with regard to fire safety and also noted that the fire exit signs cannot be covered.</p>	
<b>468.</b>	<p><b>Notice Boards/Ardingly Village Sign</b></p> <p>468.1 The Clerk reported that she was in the process of obtaining prices for the poster notice boards.</p>	
<b>469.</b>	<p><b>Community Transport</b></p> <p>469.1 The Clerk reported that she had not received any response from Councillor Acraman regarding possible funding avenues for a trial community bus. It was noted the survey had not been put in the winter edition of the Village Voice.</p>	
<b>470.</b>	<p><b>Royal British Legion</b></p> <p>470.1 The Chair explained to the new members on the Council that the British Legion (Pall Mall) have asked the Parish Council if they would consider taking the lease back from them as because they are a charity they need to rent it on a commercial basis or pull out. The Council have gone back to them advising they will consider this option however the building must be in good repair.</p> <p>The Chair reported he had met with Clive the Chairman of the Ardingly Legion Club and DS on the 5<sup>th</sup> November. Discussions were held regarding the possible ways of moving forward. It was noted that the Ardingly Legion makes no profit, the flat upstairs is currently rented out and the club has approximately 150 members who are paying £20 a year of which £13 goes to the Royal Legion.</p> <p>Discussions were held regarding the possible options and a further meeting is being arranged with the British Legion on the 21<sup>st</sup> January which the Chair and DS will attend on behalf of the Council.</p> <p>The Chair requested that Councillors consider the options for further discussion at the next meeting.</p>	<p>Clerk</p> <p>Councillors</p>
<b>471.</b>	<p><b>Consultations</b></p> <p>471.1 MSDC are consulting on the draft District Plan and the Clerk has circulated the information to Councillors for comments to be made before the 16<sup>th</sup> January 2015. The comments will be agreed at the next meeting.</p> <p>It was noted that the Council had been asked to comment on the Integrated Works Programme and comments were required by the 16<sup>th</sup> January 2015. The documents had been circulated to members and the Clerk was asked to check with regard to the Traffic Scheme CLC funding.</p>	<p>Clerk</p>
<b>472.</b>	<p><b>Housing Supply Documents</b></p> <p>472.1 The Clerk had circulated the amended documents received from MSDC and these were unanimously accepted by the Council. The Clerk is still awaiting the revised maps from MSDC.</p>	
<b>473.</b>	<p><b>Infrastructure Development Plan and Strategic Flood Risk Assessment</b></p> <p>473.1 The Clerk had circulated the documents received from MSDC and a response was required by the 10<sup>th</sup> December. The Chair agreed to look at these documents and make comments and circulate prior to sending to MSDC.</p>	<p>Chair/Clerk</p>
<b>474.</b>	<p><b>Remembrance Day</b></p> <p>474.1 KM requested that a wreath was laid on behalf of the Parish Council at the 2015 Remembrance Day and this was unanimously agreed. The Clerk will arrange this for next year.</p>	<p>Clerk</p>
<b>475.</b>	<p><b>Village Voice</b></p> <p>A vote of thanks was given to all those who help with the Village Voice, Mrs Meldrum the editor and residents within the village that help to distribute. It was suggested that perhaps an evening could be arranged to thank those involved or a small gift given.</p> <p>The Chair asked if members could help the editor by encouraging articles to be sent in, or even writing an article themselves as this will help the content and assist the editor.</p>	
<b>476.</b>	<p><b>Parish Council Staff</b></p> <p>The Chair asked members of the public to leave the meeting as the discussions were concerning</p>	

	<p>staff members.</p> <p>476.1 Staff update – The Chair reported that Jane Simmonds the Hall Clerk was leaving and he thanked her for her work in this role. An advert will be published in the Village Voice for the vacancy.</p> <p>476.2 The Chair confirmed that he was in the process of arranging staff appraisals with the Vice Chairman and these would be carried out in the next few weeks.</p>	Chair/MB
<b>477.</b>	<p><b>Correspondence</b></p> <p>It was noted the press release regarding the NP passing examination had been published in the Mid Sussex Times.</p> <p>Karen Adams has taken on the job as contact for the village column in the Mid Sussex Times and her details will be published in the Village Voice so anyone can let her know about events happening within the village.</p> <p>An email was received from Claire Tester inviting the Council to attend a workshop to be held on the 7<sup>th</sup> January regarding the Airports Commission Consultation involving Gatwick Airport. Rob Lawson will attend on behalf of the Council.</p> <p>Following Councillors conversations with Graham at the Post Office it was AGREED that a letter would be sent to the Post Office regarding the changes that the Council had been informed about. The Clerk will put together a letter and circulate to members as the deadline is the 5<sup>th</sup> December.</p>	<p>RL</p> <p>Clerk</p>
<b>478.</b>	<p><b>Matters arising or for future inclusion on agenda</b></p> <p>DS/RC will meet this week at the Tennis Courts to assess the condition of the courts which had been reported to the Clerk by the Tennis Club.</p> <p>Agenda items requested for the next meeting; Petty Cash, Expenses, Christmas Tree Expenses, Thank you gifts, Donation to Woodland Trust.</p>	DS/RC
<b>479.</b>	<p><b>Future Meeting Dates</b></p> <p>Planning Committee Meeting – 6<sup>th</sup> January 2015 at 7.00 pm</p> <p>Parish Council Meeting – 6<sup>th</sup> January 2015 at 7.30 pm</p>	

**MEETING CLOSED AT 9.35 PM**