

**FINDON PARISH COUNCIL
34 NORMANDY LANE
EAST PRESTON VILLAGE
WEST SUSSEX BN16 1LY**

TO: ALL MEMBERS OF THE COUNCIL

You are hereby summoned to attend the meeting of Findon Parish Council (FPC) to be held on **Monday 2 December 2024** at **7.30pm in Nepcote Hall** for the purpose of transacting the following business.

THIS IS AN OPEN MEETING AND MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

**Miss Fiona MacLeod
Clerk to the Parish Council
26/11/2024**

AGENDA

24.135 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

24.136 CHAIRMAN'S ANNOUNCEMENTS

24.137 DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA

Members and Officers are reminded to make any declarations of personal and/or prejudicial/pecuniary interests they may have in relation to items on this Agenda.

The interest should be declared by stating:

- a) the item you have the interest in
- b) whether it is a personal interest and the nature of the interest
- c) whether it is also a prejudicial/pecuniary interest
- d) if it is a prejudicial/pecuniary interest, whether you will be exercising your right to speak under Public Question Time

Members and Officers will then need to re-declare any prejudicial/pecuniary interest at the commencement of the item or when the interest becomes apparent.

24.138 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 21 OCTOBER 2024.

24.139 UPDATE ON IMPLEMENTATION OF ACTIONS NOT COVERED ELSEWHERE ON THE AGENDA

To note the update report.

24.140 TO RECEIVE VERBAL REPORTS FROM WEST SUSSEX COUNTY COUNCIL (WSCC) AND ARUN DISTRICT COUNCIL (ADC) COUNCILLORS

24.141 PUBLIC QUESTION TIME OF UP TO FIFTEEN MINUTES

The Question Time is the only opportunity for the public to address the meeting, make representations, answer questions and give evidence in respect of any item within the remit of the Council, and not limited to matters of the agenda for that meeting. (Standing Order 1d). Where it is not possible to give immediate answers, the answers will be given at the next Meeting or, if preferred, sent direct to the questioner.

24.142 GRANT APPLICATIONS

To consider any grant applications received from local organisations.

24.143 REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES FOR NOTING/RATIFYING

- a) Open Spaces Working Group (including memorial benches policy and bench refurbishment)
- b) Trees Working Group
- c) Allotment Gardens
- d) Village Hall Trust

- e) Community Resilience Plan
- f) Parking/Village Signage Working Group
- g) Assets of Community Value
- h) Wattle House Feasibility Study Working Group
- i) Findon Village Pre-School Portacabin Working Group
- j) Provision of additional litter and dog bins
- k) Community Infrastructure Levy (CIL) Working Group

24.144 COMMUNITY ORCHARD FOR FINDON VILLAGE

To note progress.

24.145 PROPOSAL FOR PARTIAL DOUBLE YELLOW LINES IN CROSS LANE

To note progress.

24.146 SHEEP FAIR CONSTITUTION

To countersign the Constitution.

24.147 GRASS CUTTING TENDER PROCESS AND GREENS MOWER RESEARCH

To note progress and consider any items for ratification/approval.

24.148 CLERKS REPORT

To note the report and consider any items for ratification/approval.

24.149 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING

- a) Planning.
- b) Finance & Governance.

24.150 FINANCE

- a) To note Receipts and Bank Reconciliations as circulated.
- b) To approve Payments as circulated.
- c) To consider the IT Support provision renewal.

24.151 ITEMS TO BE REFERRED TO NEXT AGENDA

**Agenda Item
24.139**

Report to **Findon Parish Council**
Meeting Date **2 December 2024**
From **Fiona MacLeod, Clerk**
Title of Report **Previous actions not covered elsewhere on the Agenda**
Purpose of Report **To note**

Updates for noting

24.40	Cllr biogs	Some still not received.
24.109	ProcessMatters2 re WhatsApp	Carried forward.
24.123	Winter Management Plan	Submitted to WSCC and published.
24.130 1)	Memorial bench request.	Closed – see Agenda item 24.143 a)

Findon Village Hall Trust – FVHT

West Sussex County Council – WSCC

Arun District Council – ADC

South Downs National Park Authority - SDNPA



APPLICATION FOR A GRANT

Name of Organisation :- ST JOHN THE BAPTIST CE PRIMARY SCHOOL

Name and Position of Applicant: JANE SHARROCK, HEADTEACHER

Amount requested:- £250.00

Purpose for which the grant will be used:-

Maintenance and servicing of the restored school clock

Grant cheque to be made payable to:

St John the Baptist CE Primary School

BACS :

Lloyds – 30-00-02
01523223

Address cheque to be issued to:

School Hill, Findon, W Sussex. BN14 0TR

Applicant Signature: *Jane Sharrock*

Date:- 18/11/2024

PLEASE ENCLOSE ALL RELEVANT INFORMATION FROM FINDON PARISH COUNCIL'S GRANT APPLICATION POLICY DOCUMENT.

APPLICATIONS MUST BE SUBMITTED TO THE CLERK TO THE PARISH COUNCIL BY 22 NOVEMBER 2024

GENERAL DATA PROTECTION REGULATIONS:

Any personal information such as name, postal address, telephone number, and email address given via the grant application form will only be used to evaluate/provide a grant, kept for as long as necessary to provide that service, and will not be disclosed to any other third party without your prior permission or unless required to do so by law. As part of the evaluation process, all information on the grant application form will be published on the Parish Council's web site and discussed in public at the Parish Council meeting.

**Miss Fiona MacLeod, Clerk to Findon Parish Council, 34, Normandy Lane, East Preston Village,
BN16 1LY TEL: 01903 877225**



APPLICATION FOR A GRANT

Name of Organisation :- Findon Messy Church

Name and Position of Applicant: Graham Langford PCC Member

Amount requested:- £350

Purpose for which the grant will be used:-

Messy church attracts many families and numbers have grown since Sept. The Findon Messy church has been running since 2013 and numbers have grown this year 2024 with over 44 members of families sitting down for a two course meal. The grant will be used for paying the difference between income and expenditure, as families are still struggling to find money for family entertainment. The Messy church accounts will be audited at the end of 2024. On the accounts enclosed you will see we pay for the cost of hall, food and crafts.

Grant cheque to be made payable to: The PCC of Findon Clapham and Patching

Address cheque to be issued to: 5 Holmcroft Gardens, Findon, West
sussex

Applicant Signature:

Graham Langford PCC Member

Date:-

22.11.2024



GRANT EVALUATION FORM

Name of Organisation:- Findon Swimming Club

Date of grant and amount granted:-

£4000 (15/09/2023)

Purpose of the grant:-

To assist in the funding and installation of a new Air Source Heat Pump to heat Findon Swimming Pool.

Breakdown of how the grant was spent:-

An Air Source Heat Pump was installed as part of the Plant Room refit. The ASHP cost £5352 (Incl VAT) and the total cost of the new Plant Room and electrical work was £16384 (Incl VAT). This figure includes the ASHP. Work was completed in July/August 2024.

Added value of the grant to the organisation/community:-

The ASHP successfully heated the pool to 28 degrees in September which enabled the pool to re-open for the first time in 3 years.

Findon Swimming Club is a non-profit organisation set up by the villagers to provide swimming, not only for the village, but also to teach children at St John the Baptist School how to swim. This not only enhances the quality of life for villagers and those using the pool, but it also improves the environment and without doubt promotes the Parish in a very positive way.

Signature: M Dicker

Position: Chairman

Date: 20th November 2024

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BN16 1LY TEL: 01903 877225 email clerk@findonparishcouncil.gov.uk



APPLICATION FOR A GRANT

Name of Organisation :- St John the Baptist CofE Primary School PTA

Name and Position of Applicant: Sian Northmore, Chair

Amount requested:- £1000

Purpose for which the grant will be used:-

£500 - The school food technology room needs a new oven as the current one has broken. Every child at the school does cooking and baking during the school year.

£250 - New football kit - the children partake in several football tournaments throughout the year and they are in need of a new team kit.

£250 - New netball kit - the children partake in several netball tournaments throughout the year and they are in need of a new team kit.

Grant cheque to be made payable to: Findon St. John Baptist Primary School P.T.A.

Address cheque to be issued to: St John the Baptist CofE Primary School, School Hill, Findon, Worthing, West Sussex, BN14 0TR

Applicant Signature: Sian Northmore (signed electronically)

Date:- 17/11/2024

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APPLICATION FOR A GRANT

Name of Organisation : Findon Swimming Pool

Name and Position of Applicant: Mick Dicker (Chairman)

Amount requested:- £4000-£5000

Purpose for which the grant will be used:

Fence & Groundworks

- Replacement of an old 32ft fence & two gates between the Plant Room and school to enable safe and secure access to the pool. One gate will lead directly into the pool, the other will ensure that there is safe access from the school to the pool. Groundworks are also required in this area to improve access and safety around the new gate, slide and Plant Room.
- Groundworks will include digging out a section of the grass bank to install sleepers to create better access in case of an emergency. It will also include the replacement and/or relaying of a number of uneven slabs around the pool.
- Estimated cost £3500

Storage shed/kiosk

- A kiosk shed is required to store pool floats, teaching equipment and act as an entrance point.
- Estimated cost £1000

Grant cheque to be made payable to: 'Findon Swimming Club'

Address cheque to be issued to: Treasurer Cheryl Kidd, 40 Peckham Chase, Eastergate, Chichester PO203AR

Applicant Signature: M Dicker

Date:- 20th November 2024

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Approved by Findon Parish Council on 14 May 2018



APPLICATION FOR A GRANT

Name of Organisation :- 4Sight Vision Support

Name and Position of Applicant: Julie Branson – Fundraising Manager

Amount requested:- £260 to fund the cost of supporting 4 of the 7 clients living in the parish of Findon for a period of 12 months.

Purpose for which the grant will be used:-

We support people across West Sussex who are blind or partially sighted, as well as their family and carers. Our specialist team provides support to anyone who needs our help, offering everything from advice on eye health, emotional support, guidance on daily living aids, assistance with technological devices, to support with accessing benefits and concessions. We do not charge clients for our services, as we don't want there to be a financial barrier to anyone receiving the support that they need. With your help we can be there for anyone in your Parish of Findon who needs our support, enabling them to retain their independence and not become socially isolated, after receiving a sight loss diagnosis. Please see attached letter for more details about the services that we provide.

Grant cheque to be made payable to: 4Sight Vision Support

Address cheque to be issued to:

36 Victoria Drive, Bognor Regis, PO21 2TE

A handwritten signature in blue ink, appearing to read "Julie Branson". The signature is fluid and cursive, written over a light blue horizontal line.

Applicant Signature: _____

Date:- 25th November 2024

PLEASE ENCLOSE ALL RELEVANT INFORMATION FROM FINDON PARISH COUNCIL'S GRANT APPLICATION POLICY DOCUMENT.

APPLICATIONS MUST BE SUBMITTED TO THE CLERK TO THE PARISH COUNCIL BY 22 NOVEMBER 2024

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Report to **Findon Parish Council**
Meeting Date **2 December 2024**
From **Cllr Paula Whitby**
Title of Report **Update on Open Spaces**
Purpose of Report **To Note/Ratify and Clarify**

1. Updates for noting/background

1.1 Working Party

23/10/2024 Volunteers helped to dismantle and transport the new shed from Findon Valley Garden Centre to Glebelands

29/10/2024 Volunteers erected the new shed at Glebelands.

30/10/2024 Clearing and tidying of Glebelands. Building of a new step up to the new shed.

06/11/2024 Tidying up and burning of waste at Glebelands. Support given to the Wildflower Group on the gardens at the top of Steep Lane.

13/11/2024 Clearance of soil and weeds at the Eastern end of the allotments.

Completion of the new step up to the new shed at Glebelands.

20/11/2024 Cutting and clearance of footpath along the Cycle Path, High Street to Cross Lane.

27/11/2024 Completion of cutting and clearance of footpath along the Cycle Path from Cross Lane to Bost Hill.

1.2 Drains

Cllr Whitby made a request to West Sussex County Council (WSSCC) Highways to clear drains outside Findon Manor, High Street, Cherry Croft in Nephote Lane, and drains in Stable Lane. Highways have confirmed this will be completed in November and December 2024.

1.3 Benches

- The Working Party have looked at two benches on Nephote Green. One bench is to be disposed of as it is beyond restoration. Another on Nephote could be moved to replace it, however, the owner of the bench needs to be contacted by Cllr Wilson before a decision can be made.
- Two benches need concreting into the ground to make them secure on Nephote Green. The Working Party would be able to complete this work.
- One new Memorial Bench will be installed on Nephote Green in Spring 2025.
- One new Memorial Bench will be installed on Pond Green, probably also in Spring 2025.

2. Issues for discussion/ratification by full Council (if applicable)

- 2.1 Men in Sheds have already kindly repaired one bench at Holmcroft Gardens and this is to be re-installed shortly. No costs have been involved.
Men in Sheds have dismantled, and have kindly offered, to restore the 24yr old Millenium bench on Pond Green. Cost of repairs, which would be for materials only, is to include wood, Hammerite and securing bolts.
Another bench on Pond Green could also be renovated by Men in Sheds and they will advise on the restoration cost of that in due course.

Can the Council please approve a request for £200 to purchase materials, as outlined above, so that the renovation of the Millenium bench on Pond Green can be completed?

- 2.2 An Inspection of a further twelve benches in the Village has identified another five benches that are in need of restoration.
Whilst Men in Sheds have kindly offered to restore some benches in the Village, their volunteers probably wouldn't be able to fulfil a complete programme of bench renovation as swiftly as is needed.

Can the Council please authorise Open Spaces to obtain quotes from an outside Contractor for the renovation of these 5 benches?

The benches are;

Two in Steep Close

One opposite the Garden Centre on the A24

Two on Nepcote Green.

FINDON PARISH COUNCIL

Community Infrastructure Levy Proposals

November 2024
Kelly Dean



Shortlisted CIL Projects

1. Pond Green Shelter & Historical Wellbeing/Walking QR Digital Trail

A Pond Green Bothy was proposed previously and included in the Findon Parish Council's 3-Year Strategic Plan (May 2022). This Shelter would not be for overnight stays.

Suggested Site Location: Pond Green

The structure would serve as an undercover seated shelter close to the village centre, offering additional seating during community events such as the annual Christmas Light event.

An information board would be installed, fixed to one of the side panels inside the shelter. The board would feature information about the history of the village and explain the Digital Trail Historical Wellbeing Walking Route. Additional QR code points would be placed at various locations of historical interest around the village (e.g., Wattle House, Village Wells, Monarch's Way, Equestrian Heritage, Historical Buildings, Domesday Book Entry etc.)

An example of a similar project, "The Roundhouse Shelter," was recently installed at West Park in Worthing by Handspring Design Ltd. The structure is made from UK-grown Douglas Fir, with mortise and tenoned draw-doweled posts and braces. The frame is supported by galvanized steel shoes, with a "no concrete groundworks" environmentally friendly approach.

The cost for a 4-meter shelter, as shown in the images, is approximately **£15,000 + VAT**. This includes a living roof, which provides environmental benefits*, three bench seats and two vertical wooden side panels, where the information board could be attached.

This shelter can be seen to view the build quality, installation, and finish.

***Living Roof Benefits:**

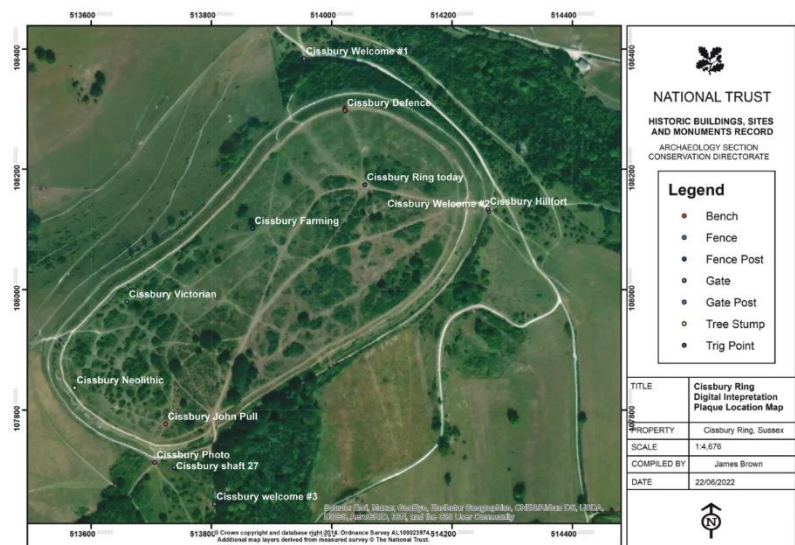
- Improves air quality
- Reduces stormwater run-off
- Provides habitat for wildlife
- Promotes biodiversity



Estimated Costs:

- Shelter: £15,000 + VAT
 - Information Board & QR Digital Trail design: £3,000–£4,000 (approx.)
 - Weed barrier & woodchip plus installation: £1,000 (approx.)
- (Handspring Design Ltd. does not provide flooring for the shelter – They advise to use a weed barrier and woodchip to prevent unsightly, muddy puddles)

An example of a successful Digital Trail can be found at Cissbury Ring, made possible through a partnership between the National Trust, the South Downs National Park Authority (SDNPA), and Worthing Museum. More details can be found [here](#).



Does this project fit within the CIL spending guidelines?

- Historical Education
- Exercise & Wellbeing
- Enhances the village environment for public use
- Benefits the natural environment
- Aligns with the FPC 3-Year Strategic Plan (May 2022)



Total Estimated Cost for this Project: £20,000 + VAT

To consider: Ongoing maintenance costs. Requirement for planning permission in SDNP?

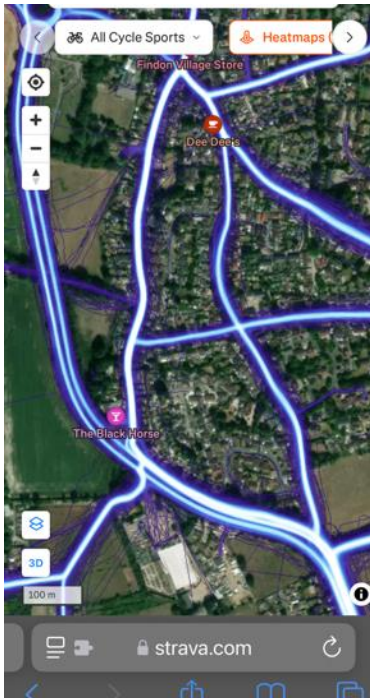
2. Bicycle Maintenance Stands

Similar bicycle maintenance stands have recently been installed along the bicycle path in Findon Valley.

The stands cost approximately £1,000 + VAT each, plus installation costs. They include a suspension arm to hold the bike off the ground, a tyre pump, and various tools for making repairs.



The new Active Travel pathway, which links Findon Village and Findon Valley, opened in February 2024 (funded by West Sussex County Council & Department of Transport Active Travel Fund).



It is proposed that two maintenance stands be installed:

- One adjacent to the new pathway near the Black Horse pub (this area is frequently used by cyclists, according to the Strava Global Heatmap).
- A second stand at the top of Stable Lane/entrance to Gallops Farm, another popular bridleway with cyclists.

Does this project fit within the CIL spending guidelines?

- Exercise & Wellbeing
- Enhances the village environment for public use
- Enhances the New Active Travel Pathway
- Promotes Findon Village as a bike-friendly destination
- Encourages cyclists to visit the village, potentially boosting trade for local businesses

Total Estimated Cost for this Project: £3,000 + VAT

To Consider: Ongoing maintenance costs and the stand's durability against weathering.

Final Remarks:

Both projects align with the CIL spending guidelines, particularly in supporting historical education, community wellbeing, and enhancing the village environment. The bicycle maintenance stands further promote exercise and the Active Travel Pathway, while the Pond Green Shelter provides an informative and accessible shelter that adds value to the village.

Report to	Findon Parish Council
Meeting Date	2 December 2024
From	Clerk, Fiona MacLeod
Title of Report	IT Support provision
Purpose of Report	To consider renewal of services

1. Background

1.1 As part of the upgrade and migration in 2018 to Microsoft Office 365 for the Clerk and all parish councillors to meet the General Data Protection Regulation (GDPR) requirements, JNR Computer Services were appointed to carry out the necessary work, including ongoing licencing arrangements. Part of the arrangements were for JNR to provide IT Support to the Clerk and all councillors, which they have done since then, and with no call out charges.

1.2 Since then, JNR have provided Findon Parish Council (FPC) with unbroken support and training before, during, and after the COVID restrictions and the temporary transition to Teams remote meetings, as well as supporting new councillors on Outlook, devices etc.

1.3 I have now received the quote for the provision of services for the coming 2025/26 financial year and the charges for FPC will be £3,770.40 incl VAT. This amount will be subject to an annual increase based on the rate of inflation plus 2% in future years. Additionally, JNR are switching from annual to monthly billing to provide more flexibility and convenience. This means the FPC monthly charge will be £314.20. To put this into context, the cost of annual IT support/licences for a full compliment of 11 councillors and myself equates to £314.20 per person i.e. the monthly charge incl VAT. The individual annual cost would be £251.00 per person excl VAT. The breakdown between the IT support and licencing elements is shown in Appendix 1 to this report together with two comparison websites. Should the FPC wish to look for a different IT support provider, it must ensure that any solution provides the same or better levels of security and auditing than currently provided by JNR.

1.4 JNR charged FPC £2639.04 incl VAT for the current financial year, however the ongoing and ever increasing risk to online security and hacking is now at the forefront of IT support back office. This is further explained in the emails from JNR which have been circulated to all councillors. In addition, JNR are working on the new Accessibility software requirements update.

2. Issues for consideration and approval by full Council

2.1 Councillors are asked to approve JNR Computer Services as the provider of IT support/licences for FPC at an annual total cost of £3770.40 (incl VAT) for a further year (ending in 2026) at which time the provision for such services will be reviewed.

Agenda item 24.150 c Appendix 1

The cost breakdown is as follows:

IT Support costs	£120.00 pa per user
Cyber Security Monitoring and RMM	£120.00 pa per user
MS Business Standard Licence	£124.80 pa per user
MS Basic License	£58.80 pa per user
Website hosting	£240.00 per annum
.gov.uk Domain name renewal	£20.00 per annum

To compare prices with others, check out these MSPs as they provide similar services and indicate their prices online.

<https://wealdcomputers.com/>

<https://cheekymunkey.co.uk/>