

**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 in the **Findon Village Hall** on **Monday 5 March 2018** at 7.30pm 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
26/2/2018

AGENDA

18.24 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

18.25 CHAIRMAN'S ANNOUNCEMENTS

18.26 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.

**18.27 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD
25/1/2018**

**18.28 MATTERS ARISING AND ACTIONS FROM THE MINUTES NOT COVERED
ELSEWHERE ON THE AGENDA**

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

18.30 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.

18.31 OPERATION WATERSHED

To consider preferred contractor.

18.32 CONDITION OF ROADS IN FINDON VILLAGE

To discuss the conditions and any action required.

18.33 DOG FOULING IN FINDON

To note the report and consider any items for ratification by full Council.

- 18.34 NEW FINDON PARISH COUNCIL WEB SITE**
To note progress and consider any recommendations for full Council.
- 18.35 UPDATED FINDON NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP (UFNDPWG)**
To receive an update on progress and consider any items for ratification.
- 18.36 PARISH INITIATIVES**
To note the reports on progress and consider any recommendations for full Council:
a) Transport, Environment, and People (TEP)
b) Homewood play area
- 18.37 CLERKS REPORT**
To note the report and consider any items for ratification by full Council.
- 18.38 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING**
a) Planning
b) Finance & Governance (to appoint councillor to Committee)
c) Open Spaces
d) Sheep Fair
- 18.39 REPORTS FROM OUTSIDE BODIES AND WORKING GROUPS FOR NOTING/RATIFYING**
a) General Data Protection Guidelines (GDPR)
b) 3-5 year Strategic Plan
c) Assets of Community Value
d) Village Hall Trust
e) Findon Village Pre-School
f) Joint Eastern Arun Area Committee (JEAAC)
g) Allotment Gardens (to consider increase in allotment garden rents)
h) Nephote Green Charitable Trust (NGCT)
- 18.40 FINANCE**
a) To note Receipts and Bank Reconciliation as circulated
b) To approve Payments as circulated
c) To note Internal Auditor for 2017/18 financial year
- 18.41 ITEMS TO BE REFERRED TO NEXT AGENDA**

Agenda Item 18.33

Report to	Findon Parish Council
Meeting Date	5 March 2018
From	Cllr Ball
Title of Report	Dog fouling in Findon
Purpose of Report	To note or discuss/ratify

1. Updates for noting

- 1.1 This report has been compiled by Cllr Ball at the request of the Chairman of the Open Spaces Committee and follows a couple of village resident representations made in quick succession.
- 1.2 A quick survey has been conducted to highlight where the issue of dog mess is most prevalent:
- Nepcote Green including the verges both sides of the lane going up to Cissbury. Signs are erected on the main Green asking for dog owner to pick up.
 - The footpath leading diagonally across the Gallops (between the rail fencing) is particularly bad. I can imagine the “logic” is that people are in the countryside and it doesn’t matter. Frankly the quantity is disgusting and ought to be picked up. (No signs).
 - The footpath leading north from Nepcote Green top car park adjacent to the Gallops. Same “logic” applies probably. (No signs)
 - Pond Green. Signs are erected asking for dog owners to pick up.
 - Upper footpath between Summerfields steps and Convent Gardens junction with Nepcote Lane. Signs are erected asking for dog owners to pick up. Here, additional posters and poo bags were ripped down after less than one day.
 - Northview Terrace where a resident has complained about their pathway and garden being used. Again, posters asking for the practice to stop were ripped down.
 - Green space outside the Limes. (No signs)
 - Monarchs Way between the High St & the A24. (No signs).
 - To a lesser degree, grass verges around the Village. (No signs)
- 1.3 It does seem that all approaches to Nepcote Green are a problem which tends to suggest this is caused by local dog walkers accessing the Green by whatever is their most direct route.

For Discussion/ Ratification:

- 2.1. Findon Parish Council should engage with the Arun District Council dog warden to seek advice on how best to combat this.
- 2.2 Consider additional signage in areas not currently marked.
- 2.3 Conduct a publicity campaign to make owners clean up after them. Ally it to our recent success in the Village of the Year appearance on TV. Include posters being displayed the local Vets if they will co-operate.
- 2.4 A name and shame campaign ??

Agenda Item 18.39 g

Report to **Findon Parish Council**
Meeting Date **5 March 2018**
From **Cllr Carr**
Title of Report **Update on Allotment Gardens**
Purpose of Report **To consider an increase in annual rental**

1. For consideration and ratification:

- 1.1. The rent review for the current financial year resulted in a full plot being charged £20 per annum (increased from £15 per annum).
- 1.2. A comprehensive review of allotment gardens rents in 2016 revealed that Findon Parish Council (FPC) rents were below the average for other parishes in West and East Sussex.
- 1.3. It is recommended that to bring FPC rents more in line with other parishes, an increase to £24 per annum for a full plot (half plot £12 per annum) be made effective from 1 April 2018.

Report to **Findon Parish Council**
Meeting Date **5 March 2018**
From **Cllr Carr**
Title of Report **Update on Open Spaces**
Purpose of Report **To note/discuss**

1. Updates for noting

1.1 The litter bin re-placement has now been installed by Arun District Council (ADC) near the bus Shelter opposite the Black Horse

1.2 The owner of number 3 The Square has expressed an interest in purchasing a small area of Pond Green which is at the end of the narrow strip which runs westwards and is not visible from the "front" of Pond Green . The area he is interested in measures approx. 25 feet by 15 feet .The owner has not so far put forward a price.

The key issue here is clearly whether Pond Green transferred only recently from ADC to Findon Parish Council (FPC) for the continued use of the Village should be regarded as sacrosanct.

On the other hand if a sizeable sum could be obtained from a sale of what is a small piece of land which is barely used, the money could very usefully be directed towards helping to fund projects in the Village such as the re-placement of the Preschool building or the zip wire for the Homewood Play area or new bus shelters.

Any sale would have to be on the basis of the land being used only as a garden, the owner building a six foot high re-placement flint boundary wall and him paying all expenses.

1.3 ADC having been pressed for some time to take steps to replace the damaged section of iron fence at the Cemetery next to the A24 (temporarily marked by unsightly orange plastic) , have now confirmed that the necessary repair work will be undertaken by the end of March.

2. Issues for ratification by full Council

2.1 From the recent meeting Cllrs Carr and Henty had with Ben Whiffin of West Sussex County Council (WSSC) it transpired that the WSSC tree planting policy is such that any request for the re-placement of the beech tree recently felled by WSSC (for safety reasons) on the green area next to the A24 and opposite the Black Horse will not even be considered for 18 months.

Having been in touch with Arundel Arboretum, they recommend a lime tree (beech, ash, oak and elm are currently susceptible to disease). The cost would be £200 and they recommend that one 12 foot high is planted. This cost would be covered in FPC's budget for 2017/18.

2.2 The Findon Village Volunteers Working Party have been using Cllr Henty's own motor mower and hedge trimmer for the last two years. It is unreasonable to expect him to effectively loan this equipment to FPC on a weekly basis . A new mower and hedge trimmer have now been purchased by FPC for use of the Working Party. Ratification of the purchase of these 2 items (£226 and £179.99) and also the purchase of high viz jackets (£130) is requested. Up to now

the Working Party members have been using high viz jackets borrowed from the Sheep Fair. The new jackets have the words " Findon Village Volunteers" printed on the back. The above expenditure is budgeted for in the current financial year.

- 2.3 A few months ago vandals set fire to the litter bin at the basket ball court behind the Village Hall. A metal vandal resistant bin will cost £185 plus £41 carriage. Users of the Court (whether for games or otherwise) need this facility otherwise it falls on St John the Baptist School to clear the Court every time they use it . This expenditure is requested.
- 2.4 Open Spaces regularly clear the mud and sediment from the large open gulley at the top of Stable Lane. However, the dug out spoil has piled up behind it over the years and needs to be removed. WSCC have been asked to do so but have declined. AC Gardens have quoted £200 which includes removal to a Eurogreen Recycling Depot which is required these days

Agenda Item 18.38d

Report to **Findon Parish Council**
Meeting Date **5 March 2018**
From **Cllr Ball**
Title of Report **Sheep Fair Report**
Purpose of Report **To note**

1. Updates for noting

- 1.1 Little to report really, it's our quiet time of the year.
- 1.2 Our 2018 budget has been set to be cost vs income neutral (£28K). Field & Marquee pitch prices have increased by £5 each, catering pitches by a little more dependent on size. Parking increased by £1 per car with the proceeds split with the Scouts.
- 1.3 Most major suppliers (Sheep Show, Marquee, Toilets, and Security) are already booked. The bar operator continues for their 3rd tendered year.
- 1.4 Evening entertainment is as before; a Barn Dance on Friday, Murdoch Crazy Eyes on Saturday.
- 1.5 Nephote Green remedial works (re-seeding) was set for the 28th February but has been postponed due to ground conditions. Re-scheduled for 2 weeks hence.

END

Agenda item 18.40 a Feb 2018

Receipts

Date	Feb-18													
	Receipt ID	From	Details	Precept	Interest	Allotment	Misc	VAT reclaim	TEP	Open Spaces	Shop/PO	Sheep Fair net of VAT	Xmas lights	Total Receipts
				40000.00	11.71	202.00	263.20	0.00	0.00	25504.20	488004.00	3716.19	475.00	558176.30
28/02/18	cr	HSBC	interest		1.75									1.75
				40000.00	13.46	202.00	263.20	0.00	0.00	25504.20	488004.00	3716.19	475.00	558178.05

Payments

Date	Feb-18														
	Pmnt ID	Paid to	Details	Salary & Tax	Admin	BT & SSE	Grants	Subs	Open Spaces	N Plan	Sheep Fair	village web site	Xmas lights	Shop/PO	Total Payments
				8394.50	4908.25	1720.97	4650.00	622.03	36285.48	526.91	4449.82	14.39	2891.53	489003.00	553990.77
09/02/18	100845	F MacLeod	Clerk Jan salary	659.10											659.10
	100846	HMRC	Clerk Jan tax	164.80											164.80
	100847	F MacLeod	Clerk Jan exps		43.22										43.22
	100848	Bill Warrick	new defrib pads						83.82						83.82
26/02/18	100849	Sussex Manures	gritting						588.00						588.00
	100450	D Henty	OS exps						432.24						432.24
19/02/18	DD	SSE	electrical supply			14.46									14.46
				9218.40	4951.47	1735.43	4650.00	622.03	37389.54	526.91	4449.82	14.39	2891.53	489003.00	555976.41

Bank rec

Balance	as at 28/02/2018		Balance	B/forward	63524.88
				Receipts	1.75
	CA	33415.65		Payments	1985.64
	DA	30480.26			61540.99
		63895.91			

Uncl'd

chqs	
755, 761,	
835, 839,	
842, 843,	
844, 49,	
50	2354.92
	61540.99

22/01/18	DD	SSE	electrical supply			14.92									14.92
23/01/18	DD	BT	services			223.00									223.00
	DD	Secom PLC	security system						121.94						121.94
25/01/18	DD	BT	services			232.44									232.44
				8394.50	4908.25	1720.97	4650.00	622.03	36285.48	526.91	4449.82	14.39	2891.53	489003.00	553990.77

original invoice incl VAT less £50 Xmas lights donation

Bank rec

Balance as at 31/01/2018

Balance	B/forward	68278.06
	Receipts	1.81
	Payments	4754.99
		<u>63524.88</u>

CA	36673.13
DA	30478.51
	<u>67151.64</u>

Uncl'd
chqs
755, 761,
834-44
incl

3626.76

63524.88

Agenda item 18.40 b

Payments total £2502.90

Date	Mar-18														
	Pmnt ID	Paid to	Details	Salary & Tax	Admin	BT & SSE	Grants	Subs	Open Spaces	N Plan	Sheep Fair	village web site	Xmas lights	TEP	Shop/PO
				9218.40	4951.47	1735.43	4650.00	622.03	37389.54	526.91	4449.82	14.39	2891.53		489003.00
01/03/18	100851	F MacLeod	Clerk storage		65.00										
05/03/18	100852	HMRC	Clerk Feb tax	164.60											
	100853	F MacLeod	Clerk Feb salary	659.30											
	100854	F MacLeod	Clerk Feb exps		62.00										
	100855	D Hutchison	prof services											1000.00	
	100856	Sussex Manures	gritting						612.00						
				10042.30	5078.47	1735.43	4650.00	622.03	38001.54	526.91	4449.82	14.39	2891.53	1000.00	489003.00

Total Payments
555976.41
65.00
164.60
659.30
62.00
1000.00
612.00
558539.31

Agenda Item 18.31

Report to **Findon Parish Council**
Meeting Date **5 March 2018**
From **Cllr Carr**
Title of Report **Operation Watershed**
Purpose of Report **To note and ratify recommendation**

1. Updates for noting

1.1 Cllrs Carr and Henty have spent time meeting with two potential contractors to carry out the two Operation Watershed drainage schemes, in Stable Lane and Steep Lane .The work has to be carried out in accordance with a "scope of works" prepared by West Sussex County Council (WSSC).

2. Issues for ratification by full Council

- 2.1 Having now received estimates from both contractors, these have been carefully considered and Cllrs Carr and Henty recommend acceptance of the estimate of Landbuild in the total sum of £25,165 (excl VAT). There is one small variation from the scope of works which both companies advised and this has yet to be rubber stamped by WSSC.
- 2.2 Currently it looks as though the total cost (excl VAT) will be funded by WSSC.
- 2.3 Subject to FPC ratification, the Clerk will complete the funding request documentation and send to WSSC for approval.

**Agenda Item
18.34**

Report to **Findon Parish Council**
Meeting Date **5 March 2018**
From **Fiona MacLeod, Clerk**
Title of Report **Provision of new Findon Parish Council web site**
Purpose of Report **To note progress and consider costs**

1. Background/progress

1. Councillors will recall the presentation by Maureen Chaffe, Processmatters2, at the Findon Parish Council (FPC) meeting on 25 January 2018 of a proposed 'look and feel' for the new web site. Very positive feedback was given and a link to the test web site has been recently provided to all Councillors to view and comment on the 'work in progress' to date.
2. Councillors are asked to provide Maureen Chaffe with their updated biogs for the new website as soon as possible.
3. All relevant documentation will be secured and loaded onto the new web site templates by 16 March 2018.
4. Councillors will also recall that Maureen Chaffe provided General Data Protection Regulations (GDPR) awareness training to FPC and several local organisations on 22 February 2018. GDPR is due to come into force on 25 May 2018.
5. As part of that session, it was highlighted again that FPC Councillors cannot use personal emails addresses post GDPR and must have a dedicated FPC email address whilst they remain a councillor (GDPR Sixth Principle).
6. The way forward to resolve this is and other issues highlighted on 22 February 2018 such as the ability to detect data breaches #(and rectify if an IT breach#) will be to migrate to SharePoint Online and the migration of all existing data and email to Microsoft Office 365 (secure encrypted network cloud solution for emails, shared files and content etc).
7. Councillors will also be aware that FPC has had a long term and effective partnership with Maureen Chaffe at Processmatters2, and full support and training will be provided as and when needed so that all councillors can access the new software from their own equipment at home etc. There will be no impact on personal software used as SharePoint is a cloud based solution.
8. Office 365/SharePoint was successfully implemented four months ago by West Chiltington Parish Council and supported by Processmatters2.

2. Costs for consideration

2.1 The requirements outlined in para 6 of this report do come at a cost to FPC. The IT Support Provider for the new web site, JNR Computers, has provided two options for consideration by FPC at this moment in time:

- 1) £500.00 to migrate all data to SharePoint with no annual IT Service Support contract;
- 2) £1000.00 to migrate all data to SharePoint with an annual IT Service Support contract covering full IT support # and training for councillors and Clerk. The need for an IT support contract would be reviewed annually by FPC.

2.2 The annual Microsoft Office 365 licence is £1085.76.

3. Recommendations

3.1 That FPC approves Option 2 outlined in para 2.1 of the report at a cost of £1000.00 and review the IT support Contract after the first full year;

3.2 That FPC approves the annual Microsoft Office 365 licence of £1085.76;

3.3 That the Clerk advises Processmatters2 accordingly

3.4 That all councillors provide the Clerk with their biog by 16 March 2018.

Report to: **Findon Parish Council**

Agenda item 18.36 a

Meeting Date: **5 March 2018**

From: **David Hutchison**

Title of Report: **TEP update on WSCC Highways Enhancements (2017-2018 Programme)**

Purpose of Report: **To note and ratify**

1. Update for noting

- 1.1 Twelve new 20 mph speed limit signs on short poles and 12 new signs on existing poles and a lamp post were installed by West Sussex County Council (WSCC) sub contractors during February, the first part of the Findon Traffic Calming Scheme included in the WSCC 2017-2018 Capital Programme (£55k). This allowance must be expended by the end of March 2018.
- 1.2 By the end of March, WSCC have programmed in the rest of the works which include double yellow lines at the top of School Hill; white lining in The Square; red, hi friction road strips at the four 'gateways' to Findon (Horsham Road, School Hill, Black Horse, Cross Lane) with SLOW road markings in white; red high friction road strips with white SLOW road markings on the High Street and School Hill approaches to the Square; red imprint paving (15mm thick) margins around the front of the Gun, the front of Village House and the front of Greypoint House (50m² area in total).
- 1.3 Councillors will recall from previous TEP Reports that the above proposals are not aligned with the original TEP proposals, the public presentation, the draft South Downs National Park Authority (SDNPA) action plan for enhancement of the Conservation Area or the Findon Parish Council (FPC) Infrastructure Programme Bid to the SDNPA and despite many efforts to engage WSCC in meaningful discussions to reach a coordinated approach to planning short and medium term enhancements to Findon, resource pressures at WSCC have prevented any further meetings or detailed discussions since April 2017.
- 1.4 Councillors will also recall that WSCC only issued one of their scheme drawings (the Square) in January 2018, although the scheme drawings were finalised in July 2017, again despite FPC requests to see all the scheme drawings and specifications, since late summer 2017.
- 1.5 The consequence of the very late issue of drawings to FPC is that WSCC did not consider they had the time and resources to respond to TEP comments and introduce amendments to the works contract (as instructions and variations).
- 1.6 The urgent design issues for Findon in the WSCC scheme, which would have had a detrimental effect on the Conservation Area and the predominantly rural character of the village within the National Park are the red colour of the road strips, the red colour of imprint margins and the introduction of more white line road markings, none of which are in alignment with the SDNPA design guidance 'Roads in the South Downs'. (Councillors will also recall TEP had a strong preference for a 20 mph 'zone', rather than a 'limit' which would have avoided the need for all but one 20 mph sign at the four entrances to the village, with the introduction of some imprint build outs in the High Street and Horsham Road as traffic calming measures, but WSCC considered this was not achievable within their capital

allowance)

- 1.7 Under these special circumstances and the imminent arrival of WSCC contractors later this month, Cllrs Carr, Ball and Havenhand, with David Hutchison from the TEP Group, strongly lobbied County Councillor Urquhart and the WSCC Highways Improvements Manager, to agree to some amendments to the scheme that were possible for WSCC to implement before the contractors commence works later this month. The following amendments now have been accepted by WSCC:
- (i) The red imprint paving margins around The Square will now be light grey which is more sympathetic to the Findon external materials colours palette in the Conservation Area. (samples available at the meeting).

- (ii) The red road strips will not be laid in the March works contract as the particular supplier specified by WSCC does not make light grey as a standard product. However WSCC have no highways design or safety objections to light grey road strips or the exclusion of the road strips altogether, which gives FPC the opportunity to consider arranging for and funding the introduction of the light grey road strips at an appropriate time. WSCC will however lay a white 20 roundel on the road at each of the four 'gateway' entrances to the village.
- (iii) We are requesting that the advisory white lines in front of the Gun garden gate and the car park will not be laid in the works contract.

1.8 TEP would like to thank Cllrs Carr and Ball, County Councillor Urquhart and the SDNPA Infrastructure officer for their help in achieving these amendments, which will be beneficial rather than detrimental to the character of Findon and the Conservation Area.

2.0 Recommendations to consider and ratify

- 2.1 One of the consequences of the above amendments is that the WSCC capital allowance for Findon of £55k will be significantly underspent and FPC may have the opportunity to direct this underspend to the re-introduction of some elements of the original TEP/WSCC traffic calming scheme by arranging and undertaking the implementation with the WSCC contractor, as a follow on, but separate contract.
- 2.2 The starting point would be to request confirmation from WSCC of the actual cost of the 'now to be implemented scheme' and then clarify if County Council standing orders would allow the balance of the capital allowance to be paid to FPC, as a sub contractor, to arrange and carry out further works which have already passed the WSCC Stage 1/2 safety audit, or some other such arrangement that would allow the full capital allowance to be spent on highways enhancements in Findon.

Report to: **Findon Parish Council**

Agenda item 18.36 a

Meeting Date: **5 March 2018**

From: **David Hutchison**

Title of Report: **TEP update on WSCC Highways Enhancements (2017-2018 Programme)**

Purpose of Report: **To note and ratify**

1. Update for noting

- 1.1 Twelve new 20 mph speed limit signs on short poles and 12 new signs on existing poles and a lamp post were installed by West Sussex County Council (WSCC) sub contractors during February, the first part of the Findon Traffic Calming Scheme included in the WSCC 2017-2018 Capital Programme (£55k). This allowance must be expended by the end of March 2018.
- 1.2 By the end of March, WSCC have programmed in the rest of the works which include double yellow lines at the top of School Hill; white lining in The Square; red, hi friction road strips at the four 'gateways' to Findon (Horsham Road, School Hill, Black Horse, Cross Lane) with SLOW road markings in white; red high friction road strips with white SLOW road markings on the High Street and School Hill approaches to the Square; red imprint paving (15mm thick) margins around the front of the Gun, the front of Village House and the front of Greypoint House (50m² area in total).
- 1.3 Councillors will recall from previous TEP Reports that the above proposals are not aligned with the original TEP proposals, the public presentation, the draft South Downs National Park Authority (SDNPA) action plan for enhancement of the Conservation Area or the Findon Parish Council (FPC) Infrastructure Programme Bid to the SDNPA and despite many efforts to engage WSCC in meaningful discussions to reach a coordinated approach to planning short and medium term enhancements to Findon, resource pressures at WSCC have prevented any further meetings or detailed discussions since April 2017.
- 1.4 Councillors will also recall that WSCC only issued one of their scheme drawings (the Square) in January 2018, although the scheme drawings were finalised in July 2017, again despite FPC requests to see all the scheme drawings and specifications, since late summer 2017.
- 1.5 The consequence of the very late issue of drawings to FPC is that WSCC did not consider they had the time and resources to respond to TEP comments and introduce amendments to the works contract (as instructions and variations).
- 1.6 The urgent design issues for Findon in the WSCC scheme, which would have had a detrimental effect on the Conservation Area and the predominantly rural character of the village within the National Park are the red colour of the road strips, the red colour of imprint margins and the introduction of more white line road markings, none of which are in alignment with the SDNPA design guidance 'Roads in the South Downs'. (Councillors will also recall TEP had a strong preference for a 20 mph 'zone', rather than a 'limit' which would have avoided the need for all but one 20 mph sign at the four entrances to the village, with the introduction of some imprint build outs in the High Street and Horsham Road as traffic calming measures, but WSCC considered this was not achievable within their capital

allowance)

- 1.7 Under these special circumstances and the imminent arrival of WSCC contractors later this month, Cllrs Carr, Ball and Havenhand, with David Hutchison from the TEP Group, strongly lobbied County Councillor Urquhart and the WSCC Highways Improvements Manager, to agree to some amendments to the scheme that were possible for WSCC to implement before the contractors commence works later this month. The following amendments now have been accepted by WSCC:
- (i) The red imprint paving margins around The Square will now be light grey which is more sympathetic to the Findon external materials colours palette in the Conservation Area. (samples available at the meeting).

- (ii) The red road strips will not be laid in the March works contract as the particular supplier specified by WSCC does not make light grey as a standard product. However WSCC have no highways design or safety objections to light grey road strips or the exclusion of the road strips altogether, which gives FPC the opportunity to consider arranging for and funding the introduction of the light grey road strips at an appropriate time. WSCC will however lay a white 20 roundel on the road at each of the four 'gateway' entrances to the village.
- (iii) We are requesting that the advisory white lines in front of the Gun garden gate and the car park will not be laid in the works contract.

1.8 TEP would like to thank Cllrs Carr and Ball, County Councillor Urquhart and the SDNPA Infrastructure officer for their help in achieving these amendments, which will be beneficial rather than detrimental to the character of Findon and the Conservation Area.

2.0 Recommendations to consider and ratify

- 2.1 One of the consequences of the above amendments is that the WSCC capital allowance for Findon of £55k will be significantly underspent and FPC may have the opportunity to direct this underspend to the re-introduction of some elements of the original TEP/WSCC traffic calming scheme by arranging and undertaking the implementation with the WSCC contractor, as a follow on, but separate contract.
- 2.2 The starting point would be to request confirmation from WSCC of the actual cost of the 'now to be implemented scheme' and then clarify if County Council standing orders would allow the balance of the capital allowance to be paid to FPC, as a sub contractor, to arrange and carry out further works which have already passed the WSCC Stage 1/2 safety audit, or some other such arrangement that would allow the full capital allowance to be spent on highways enhancements in Findon.

Report to: **Findon Parish Council**

Agenda item 18.36 a

Meeting Date: **5 March 2018**

From: **David Hutchison**

Title of Report: **TEP update on WSCC Highways Enhancements (2017-2018 Programme)**

Purpose of Report: **To note and ratify**

1. Update for noting

- 1.1 Twelve new 20 mph speed limit signs on short poles and 12 new signs on existing poles and a lamp post were installed by West Sussex County Council (WSCC) sub contractors during February, the first part of the Findon Traffic Calming Scheme included in the WSCC 2017-2018 Capital Programme (£55k). This allowance must be expended by the end of March 2018.
- 1.2 By the end of March, WSCC have programmed in the rest of the works which include double yellow lines at the top of School Hill; white lining in The Square; red, hi friction road strips at the four 'gateways' to Findon (Horsham Road, School Hill, Black Horse, Cross Lane) with SLOW road markings in white; red high friction road strips with white SLOW road markings on the High Street and School Hill approaches to the Square; red imprint paving (15mm thick) margins around the front of the Gun, the front of Village House and the front of Greypoint House (50m² area in total).
- 1.3 Councillors will recall from previous TEP Reports that the above proposals are not aligned with the original TEP proposals, the public presentation, the draft South Downs National Park Authority (SDNPA) action plan for enhancement of the Conservation Area or the Findon Parish Council (FPC) Infrastructure Programme Bid to the SDNPA and despite many efforts to engage WSCC in meaningful discussions to reach a coordinated approach to planning short and medium term enhancements to Findon, resource pressures at WSCC have prevented any further meetings or detailed discussions since April 2017.
- 1.4 Councillors will also recall that WSCC only issued one of their scheme drawings (the Square) in January 2018, although the scheme drawings were finalised in July 2017, again despite FPC requests to see all the scheme drawings and specifications, since late summer 2017.
- 1.5 The consequence of the very late issue of drawings to FPC is that WSCC did not consider they had the time and resources to respond to TEP comments and introduce amendments to the works contract (as instructions and variations).
- 1.6 The urgent design issues for Findon in the WSCC scheme, which would have had a detrimental effect on the Conservation Area and the predominantly rural character of the village within the National Park are the red colour of the road strips, the red colour of imprint margins and the introduction of more white line road markings, none of which are in alignment with the SDNPA design guidance 'Roads in the South Downs'. (Councillors will also recall TEP had a strong preference for a 20 mph 'zone', rather than a 'limit' which would have avoided the need for all but one 20 mph sign at the four entrances to the village, with the introduction of some imprint build outs in the High Street and Horsham Road as traffic calming measures, but WSCC considered this was not achievable within their capital

allowance)

- 1.7 Under these special circumstances and the imminent arrival of WSCC contractors later this month, Cllrs Carr, Ball and Havenhand, with David Hutchison from the TEP Group, strongly lobbied County Councillor Urquhart and the WSCC Highways Improvements Manager, to agree to some amendments to the scheme that were possible for WSCC to implement before the contractors commence works later this month. The following amendments now have been accepted by WSCC:
- (i) The red imprint paving margins around The Square will now be light grey which is more sympathetic to the Findon external materials colours palette in the Conservation Area. (samples available at the meeting).

- (ii) The red road strips will not be laid in the March works contract as the particular supplier specified by WSCC does not make light grey as a standard product. However WSCC have no highways design or safety objections to light grey road strips or the exclusion of the road strips altogether, which gives FPC the opportunity to consider arranging for and funding the introduction of the light grey road strips at an appropriate time. WSCC will however lay a white 20 roundel on the road at each of the four 'gateway' entrances to the village.
- (iii) We are requesting that the advisory white lines in front of the Gun garden gate and the car park will not be laid in the works contract.

1.8 TEP would like to thank Cllrs Carr and Ball, County Councillor Urquhart and the SDNPA Infrastructure officer for their help in achieving these amendments, which will be beneficial rather than detrimental to the character of Findon and the Conservation Area.

2.0 Recommendations to consider and ratify

- 2.1 One of the consequences of the above amendments is that the WSCC capital allowance for Findon of £55k will be significantly underspent and FPC may have the opportunity to direct this underspend to the re-introduction of some elements of the original TEP/WSCC traffic calming scheme by arranging and undertaking the implementation with the WSCC contractor, as a follow on, but separate contract.
- 2.2 The starting point would be to request confirmation from WSCC of the actual cost of the 'now to be implemented scheme' and then clarify if County Council standing orders would allow the balance of the capital allowance to be paid to FPC, as a sub contractor, to arrange and carry out further works which have already passed the WSCC Stage 1/2 safety audit, or some other such arrangement that would allow the full capital allowance to be spent on highways enhancements in Findon.

Report to: **Findon Parish Council**

Meting Date: **5 March 2018**

From: **David Hutchison** (acting lead UNP Working Group)

Title of Report: **Progress on the Updated Neighbourhood Plan**

Purpose of Report: **To note**

1. Update

- 1.1 The Reg 14 Pre Submission is the formal consultation stage that runs for six weeks from the date of publication by the qualifying body. The final draft was ratified at the previous FPC meeting.
- 1.2 The SDNPA have taken legal advice on the format for an Updated Neighbourhood Plan and its Reg 14 Pre Submission version. Although almost all of the 2016 'made' Neighbourhood Plan remains unchanged, the SDNPA have recommended that the Updated Neighbourhood Plan includes the entire 2016 'made' Neighbourhood Plan with the amendments and omissions clearly identified in the relevant sections and the new and amended policies, supporting text and maps included as a new section at the end.
- 1.3 The complete Reg 14 document is currently being formatted by Dave Mackerell who designed and formatted the 2016 'made' Neighbourhood Plan and will be available by the end of this week.
- 1.4 It will be published as soon as the SDNPA have completed our 'screening' application to ascertain if a Strategic Environmental Assessment or Habitats Regulation Assessment is needed. The 'made' Neighbourhood Plan did not require an SEA or HRA to be undertaken and it is therefore unlikely the Updated Neighbourhood Plan will need them to be prepared.
- 1.5 On the Draft Local Plan, the SDNPA are still on programme to send it to the Planning Inspectorate at the end of March 2018. The Inspector's Report is not likely to be published until the end of July. The SDNPA hope the Local Plan can be adopted in September 2018. The Draft Local Plan will still include the two SDNPA housing site allocations for Findon but the Inspector will be made aware of progress on the Updated Neighbourhood Plan with its alternative housing site locations. The housing allocation policy in the Local Plan is still likely to state that '.....where a Neighbourhood Plan (*with housing allocations*) is well advanced the SDNPA do not seek to make housing allocations'
- 1.6 A presentation was made to the Working Group, in February, by planning consultants and developers, on behalf of the owner of the land at the Elm Rise site, further promoting the site for housing, proposing that the housing capacity should be a **minimum** of 20 dwellings and seeking local support. The Working Group made clear that the landowners and developers proposals for the site were not aligned with the aspirations of the community in landscape terms, the responses to the housing site location preferences survey, or the responses to questions about the scale of development on possible housing sites in the pre Neighbourhood Plan Questionnaire.
- 1.7 It is very likely however that representations will be made during the Reg 14 Pre Submission consultation for this site to be included as a housing allocation, likewise from landowners of other sites that are not included as housing allocations in the Reg 14 Pre Submission....par for the course and to be expected.

Agenda item 18.40 b

Payments total £2502.90

Date	Mar-18															
	Pmnt ID	Paid to	Details	Salary & Tax	Admin	BT & SSE	Grants	Subs	Open Spaces	N Plan	Sheep Fair	village web site	Xmas lights	TEP	Shop/PO	Total Payments
				9218.40	4951.47	1735.43	4650.00	622.03	37389.54	526.91	4449.82	14.39	2891.53		489003.00	555976.41
01/03/18	100851	F MacLeod	Clerk storage		65.00											65.00
05/03/18	100852	F MacLeod	Clerk Feb salary	539.30												539.30
	100853	HMRC	Clerk Feb tax	164.60												164.60
	100854	F MacLeod	Clerk Feb exps		62.00											62.00
	100855	D Hutchison	prof services											1000.00		1000.00
	100856	Sussex Manures	gritting						1104.00							1104.00
				9922.30	5078.47	1735.43	4650.00	622.03	38493.54	526.91	4449.82	14.39	2891.53	1000.00	489003.00	558911.31