

**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 6 August 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
A presentation to former parish councillor Del Henty will be made before the meeting.

**Miss Fiona MacLeod
Clerk to the Parish Council
31/7/2018**

AGENDA

18.81 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

18.82 CHAIRMAN'S ANNOUNCEMENTS

18.83 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.

18.84 COUNCILLOR VACANCY UPDATE

**18.85 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD
25/6/2018**

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

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

18.88 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.

- 18.89 GRANT APPLICATIONS**
To consider approval of any grant applications received from organisations.
- 18.90 UPDATED FINDON NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP (UFNDPWG)**
To receive an update on progress and consider any items for ratification.
- 18.91 PARISH INITIATIVES**
To note the reports on progress and consider any recommendations for full Council:
a) Transport, Environment, and People (TEP).
- 18.92 CLERKS REPORT**
To note the report and consider any items for ratification.
- 18.93 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING**
a) Planning
b) Finance & Governance
c) Open Spaces
d) Sheep Fair
- 18.94 REPORTS FROM OUTSIDE BODIES AND WORKING GROUPS FOR NOTING/RATIFYING**
a) General Data Protection Regulations (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
h) Nepcote Green Charitable Trust (NGCT)
- 18.95 FINANCE**
a) To note Receipts and Bank Reconciliation as circulated
b) To approve Payments as circulated
c) To approve additional cheque signatories
d) To note external audit report (if received)
- 18.96 ITEMS TO BE REFERRED TO NEXT AGENDA**

Report to: **Findon Parish Council**

Meeting Date: **6 August 2018**

From: **David Hutchison**

Title of Report: **UNPWG Update**

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

1. Update for noting

- 1.1 The deadline for Reg 14 Pre Submission consultation responses is 10 August. The SDNPA officers response will be reported to the SDNPA Planning Committee on 9 August. Typically reports are available five days before the meeting, a verbal summary will be given to the FPC meeting, if available.
- 1.2 The UNPWG are meeting on 28 August to review the Reg 14 responses and depending on the nature of the comments hope to be able to finalise the Reg 16 Submission by the end of September.
- 1.3 The Planning Inspector for the SDNPA Local Plan has now been named along with a coordinator who can be sent updated information. Local hearings will be held in September/October when further submissions can also be made by relevant parties.
- 1.4 The UNPWG formally made comments (objection to both sites) to the SDNPA on the pre application submission for new houses on the land at Elm Rise, with an alternative option for the lower part of the adjoining paddocks directly behind the rear gardens of Beech Road.
- 1.5 When the UNPWG was originally ratified by FPC the costs of the preparation of the Updated Neighbourhood Plan were to be met by the members of the Working Group. This has been the case so far, but there are external graphic design costs (Dave Mackerall) for the Reg 14 Pre Submission document; the SDNPA recommended, after legal advice, the UNP should comprise the entire 'made' NP with all omissions struck through and all new policies, texts and maps included in a different colour; and some printing costs.

The UNPWG would like to ask FPC if they will consider meeting the graphic design and printing costs.

2. To ratify

- 2.1 If agreed, item 1.5.
- .

Report to: **Findon Parish Council**

Meeting Date: **6 August 2018**

From: **David Hutchison**

Title of Report: **TEP update on application for A24 speed limit and SDNPA IDP application**

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

1. Update for noting

- 1.1 Following the on line community highways improvement application to WSCC, the highways manager for the Findon area, Ben Whiffin has acknowledged receipt of the application for a reduction in the 50 mph speed limit on the A24 Findon by pass to 40 mph.
- 1.2 The starting point for any change in speed limit is a 7 day speed survey. Ben W is obtaining quotations for a survey and data analysis and believes it may be in the region of £5k. This is significantly higher than the speed survey in the village that preceded the introduction of the 20 mph limit because laying the road strips on the A24 will involve some short duration traffic management.
- 1.3 The government and DfT set the criteria for the mean speed which must be achieved in a speed survey before any proposals can be taken forward to the next stage. The current mean speed in the case of the A24 would be 42 mph for a proposed 40 mph speed limit. The police authorities in the UK are the principal lobby group responsible for setting this challenging hurdle. DfT research shows that the introduction of speed limits alone, without the introduction of other measures, tends to generally deliver a reduction in speed of between 2 and 3 mph. Police authorities argue that setting a lower speed limit which can only be realistically enforced by police speed checks, if no other measures are to be introduced, will only lead to local disappointment because police authorities don't have the resources to provide enforcement. Sussex Police support this approach and WSCC Highways have little scope to vary this guidance.
- 1.4 An assessment of the characteristics of the 'route' itself can come into play however if the mean speed is between 42 and 44 mph. In a Findon by pass route assessment a number of factors will carry weight; the very significant increase in houses and car ownership since the by pass was opened in 1939; the poor connectivity between the main part of the village and the south west end, the garden centre and the church; six access roads into Findon and almost twenty individual direct accesses onto the A24; equestrian signage and undesignated crossing points; slip lanes going both northwards and southwards; central carriageway crossing points; bends along the route; mature trees along the route; rush hour slow moving traffic; these factors also contribute to a likely lower mean speed than might be initially anticipated or assumed for the by pass, which does of course also have a fair share of higher speed drivers at times when the road is clear and traffic volume is low.
- 1.5 It is difficult to anticipate with any confidence that the current mean speed will be as low as 42 mph over a 7 day 24 hour survey period and lobbying to give proper weight to the 'route assessment' factors may well have to be undertaken to make a robust case to JEAC to recommend this Findon community highway improvement should be a priority for implementation by WSCC.
- 1.6 Both the TEP Group and FPC have previously responded to long standing resident concerns about the speed, dangers and challenges in negotiating the A24 and in the TEP 2016 presentation and survey, a reduction in the speed limit on the A24 was one of the strong local preferences along with a 20mph zone or limit in the main part of the village (implemented in 2018)
- 1.7 As a demonstration of the commitment of TEP and FPC to pursue this objective, the application for community highway improvements indicated that FPC may consider making a contribution of up to half the cost of the speed survey. At that stage it was anticipated that the survey may cost c £3.5k with a FPC contribution of c £1.75k. Subsequent short duration traffic management costs associated with laying and taking up the road strips can be reasonably argued to be excluded from any FPC contribution to the cost of the speed survey.

- 1.8 It will be for FPC to debate at the meeting whether to make a contribution to the cost of the speed survey and if it agrees, the amount of the contribution, which would fall in the current years budget.

SDNPA IDP

- 1.9 The SDNPA have not yet completed the officer review of all the schemes submitted for IDP funding, but hope to inform applicants of the outcomes by the end of September 2018.

(John H and David H submitted FPC application with design drawings, details and costs for phase 2 TEP Conservation Area enhancements, Glebelands parking and pre school, visitor attraction signage and national park village entry gateway signs)

2.0 Recommendations to consider and ratify

- 2.1 (1.8) to be discussed at the meeting.

**Agenda Item
18.92**

Report to	Findon Parish Council
Meeting Date	6 August 2018
From	Fiona MacLeod, Clerk
Title of Report	Clerk's report on items not covered elsewhere on the Agenda
Purpose of Report	To note/ratify

1. Updates for noting/action

1.1 JNR Computer Services will be migrating the data held on the Clerk's Dell laptop to the new HP laptop cloud based software, and ensuring everything is working as it should be, including email, before formally handing it over to FPC. Once this has been completed, I will be in touch with councillors regarding the setting up of their new FPC email addresses.

1.2 The National Association of Local Councils (NALC) has advised that Natural England have recently issued a consultation on bye laws on sites of special scientific interest (SSSI). The consultation document can be found here: <https://consult.defra.gov.uk/natural-england/byelaws-for-sssis/>. A map of the SSSI for Findon can be viewed at <http://findonparishcouncil.gov.uk/about-findon/sssi-and-ancient-woodland-map/>

NALC will be responding to the consultation on behalf of the local councils that it represents and would like to receive any thoughts on the consultation questions. These include:

- Do you agree with the proposed Operational Principles in Annex 1? If not, please tell us how these could be improved, and why.
- Do you agree with the scope of the Model SSSI Byelaws in Annex 2? If not, please tell us how these could be improved, and why?
- What additional practical measures do you think Natural England could develop or consider that could help people comply with any byelaws designed to ensure the special features of England's SSSIs are protected?

1.3 Due to the Village Hall being unavailable due to the building works, the Planning Committee meeting on 19 November and the FPC meeting on 10 December 2018 will be held in the main hall at St John the Baptist School.

2. Issues for discussion/ratification by full Council

2.1 Does FPC wish to comment on the consultation outlined in para 1.2 to the report.

2.2 As councillors are aware, FPC recently received a legacy of £2k. The deceased had expressed the wish, but without imposing any legal obligation, that 'such monies to be

used to oppose legally any excessive development of the village'. FPC's internal auditor has confirmed that the legacy is not therefore 'ring-fenced' and could be used for other purposes, should FPC wish it. However, in light of the report for Agenda item 18.90 from David Hutchison, FPC is asked to consider the most appropriate use of the legacy.

2.3 Cllr Gear raised the question of a whether a service could be held on Pond Green at the 'Silent Silhouette' to mark Armistice Day. The FPC Chairman reads a lesson at the War Memorial as part of St John the Baptist Church service. FPC is asked to consider the best way forward.

Report to **Findon Parish Council**
Meeting Date **6 August 2018**
From **Cllr Carr**
Title of Report **Update on Open Spaces**
Purpose of Report **To note/discuss**

1. Updates for noting

- 1.1 Findon Village Volunteers Working Party. The Working Party has continued A24 footpath clearance (although was given last Wednesday off because of the heat !). An important task during the recent excessively hot weather has been the almost daily watering of the new lime tree on the grassed area opposite The Black Horse. At the moment it is surviving.

In view of threatened thunderstorms and to minimise flood risk, members of the Working Party have spent some time clearing surface silt and debris from road gullies along the A24 between the Nepcote junction and the Findon Roundabout and also along High Street and Stable Lane

- 1.2 Operation Watershed. The good news is that the Operation Watershed monies (£25,165) have just been received. The two drainage schemes involved (in Stable Lane and Steep Lane) can now go ahead as soon as the Contractor is ready to proceed, which is likely to be at the end of September or early October 2018. The Clerk has signed the Community Section 278 Agreement licence to enable the works to take place and has returned it to West Sussex County Council (WSSCC) for counter signature.

- 1.3 Fencing on Nepcote Green. Councillor Wilson has designed a wooden support to fix to posts to help hold the fencing rail in place. These wooden supports are being made by Men in Sheds and Findon Parish Council (FPC) extends thanks to them.

The condition of the Nepcote Green fencing generally does need to be subject to review and provision for replacement as necessary included in the 3-5 Strategic Plan.

- 1.4 Grass Cutting. The heavy rain and sunshine in early summer resulted in the fast growth of grass particularly on Nepcote Green and Pond Green, which had had five cuts by mid-June (plus extra cuts for the Stool Ball Tournament and the Summer Revels). The next cut is scheduled for mid-August. Last year there were 10 cuts in all so that this year we should be within budget.

So far as the verges in the Village are concerned these have been cut three times this year. FPC has budgeted for seven cuts (at £400 each) so that we need to review these cuts which this year can be more frequent.

As agreed at the last FPC meeting, I am happy to take on responsibility for liaising with AC Gardens instructing them as and when grass cutting should take place.

- 1.5 Seats. There are 13 wooden seats in the Village belonging to FPC, most of which have been neglected over the years and are in need of urgent maintenance. Quite by chance I have found a Parishioner, Gary Bond, who has volunteered to carry out the necessary repairs (where needed) and renovation free of charge. He will apply suitable preservative to the

woodwork and re-paint any ironwork. He is starting with the three seats on Nepcote Green (so that these are done in readiness for the Sheep Fair).

2. Issues for ratification by full Council

- 2.1 Agreement has been received from the WSCC Area Highway Manager for the placement of a new Salt Bin near the Old Fire Station. Ratification is therefore requested for the purchase of the required 400 litre Bin in yellow from Glasdon <https://uk.glasdon.com/winter-safety-equipment/lockable-grit-bins/nestor-tm-400-grit-salt-bin> (cost £188.00 excl VAT with free delivery). There is an optional ground fixing kit at £14.99 if required. Glasdon is the preferred supplier for WSCC.

- 2.2 As councillors will be aware, the greens mower owned by FPC will need replacing in the reasonably near future, and it is proposed that a Working Group be set up to look at the various options and costs available such as leasing or outright purchase of suitable greens mower. The Working Group could also include other interested parties.

Agenda item 18.95 a June 2018

Receipts

Date	Jun-18											
	Receipt ID	From	Details	Precept	Interest	Allotment Gardens	Misc	VAT reclaim	Open Spaces	Op W/Shed	TEP	Total Receipts
				21500	3.56	228	0.00	0.00	0.00	0.00	0.00	21731.56
29/06/18	cr	HSBC	interest		1.81							1.81
				21500.00	5.37	228.00	0.00	0.00	0.00	0.00	0.00	21733.37

Payments

Date	Jun-18													
	Pmnt ID	Paid to	Details	Salary & Tax	Admin	BT & SSE	Grants	Subs	Open Spaces	Op W/Shed	TEP	Xmas lights	GDPR & web site	Total Payments
				2505.30	523.80	589.54	0.00	648.22	3005.07	0.00	0.00	0	4600.00	11871.93
07/06/18	100884	AC Gardens	grass cuts						1000.00					1000.00
	100885	G Langford	soil for NG						20.00					20.00
25/06/18	100886	Findon Garden Machinery	services						43.01					43.01
	100887	D Henty	OS vols fuel						12.76					12.76
	100888	AC Gardens	grass cuts						600.00					600.00
	100889	R Bell	domain renewal		19.19									19.19
	100890	SSALC	Clr event		72.00									72.00
	100891	JNR Computer Services	licences and annual IT Support										2199.36	2199.36
	100892	R S Hall & Co	int audit		240.00									240.00
	100893	SJTB School	grant				200.00							200.00
	100894	Friends of SJTB Church	grant				700							700.00
21/06/08	DD	SSE	electrical supply			14.69								14.69
				2505.30	854.99	604.23	900.00	648.22	4680.84	0.00	0.00	0.00	6799.36	16992.94

Bank reconciliation

Balance as at 30/06/2018		Balance	B/forward	67727.56
CA	36279.35		Receipts	1.81
DA	30487.33		Payments	5121.01
	66766.68			62608.36
Uncl'd chqs	761, 844, 885-894	4158.32		
		62608.36		

Agenda item 18.95 a July 2018

Receipts

Date Jul-18												
Receipt ID	From	Details	Precept	Interest	Allotment Gardens	Misc	VAT reclaim	Open Spaces	Op W/Shed	TEP	Total Receipts	
			21500	5.37	228	0.00	0.00	0.00	0.00	0.00	21733.37	
11/07/18	cr	Sheep Fair	reimb on inv			55.76					55.76	
	cr	Sheep Fair	reimb on inv			223.03					223.03	
20/07/18	chq	Miller Parris	legacy			2000.00					2000.00	
26/07/18	chq	WSCC	grant						25165.00		25165.00	
29/07/18	cr	HSBC	int		1.75						1.75	
			21500.00	7.12	228.00	2278.79	0.00	0.00	25165.00	0.00	49178.91	

Payments

Date Jul-18															
Pmnt ID	Paid to	Details	Salary & Tax	Admin	BT & SSE	Grants	Subs	Open Spaces	Op W/Shed	TEP	Xmas lights	Sheep Fair	GDPR & web site	Total Payments	
			2505.30	854.99	604.23	900.00	648.22	4680.84	0.00	0.00	0.00	0.00	6799.36	16992.94	
10/07/18	100895	HMRC	Clerk June tax	168.20										168.20	
	100896	F MacLeod	Clerk June sal	672.50										672.50	
	100897	F MacLeod	Clerk June exps		65.32									65.32	
19/07/18	100898	SSALC	Chair network day		96.00									96.00	
	100899	B&HCC	Hi viz jackets									334.55		334.55	
	100900	AC Gardens	verge cuts and mower repair					500.00						500.00	
20/07/18	DD	SSE	electrical supply			14.69								14.69	
23/07/18	DD	BT Group	services			291.02								291.02	
	DD	Secom PLC	alarm system					125.61						125.61	
25/07/18	DD	BT Group	services			136.80								136.80	
														0.00	
			3346.00	1016.31	1046.74	900.00	648.22	5306.45	0.00	0.00	0.00	334.55	6799.36	19397.63	

Bank reconciliation

Balance as at 31/07/2018		Balance B/forward	62608.36
CA	57424.89	Receipts	27445.54
DA	30489.08	Payments	2404.69
	87913.97		87649.21
Unclد	761, 844,		
chqs	887, 893	264.76	
		87649.21	

Agenda item 18.95 b

Payments total: £1971.33

Date	Aug-18															
	Pmnt ID	Paid to	Details	Salary & Tax	Admin	BT & SSE	Grants	Subs	Open Spaces	Op W/Shed	TEP	Xmas lights	Updated FNDP	Sheep Fair	GDPR & web site	Total Payments
				3346.00	1016.31	1046.74	900.00	648.22	5306.45	0.00	0.00	0.00	0.00	334.55	6799.36	19397.63
06/08/18	100901	HMRC	Clerk July tax	168.00												168.00
	100902	F MacLeod	Clerk July salary	672.70												672.70
	100903	F MacLeod	Clerk July expenses		37.88											37.88
	100904	Findon Garden Machinery	mower repairs						84.75							84.75
	100905	JNR Computer Services	new FPC laptop												744.00	744.00
	100906	Devised	artwork and printing										264.00			264.00
				4186.70	1054.19	1046.74	900.00	648.22	5391.20	0.00	0.00	0.00	264.00	334.55	7543.36	21368.96