

**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 10 December 2018** at 7.30pm for the purpose of transacting the following business.

Subject to his availability, a presentation to former parish councillor Clive Ball will be made before the meeting.

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

**Miss Fiona MacLeod
Clerk to the Parish Council
4/12/2018**

AGENDA

18.129 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

18.130 CHAIRMAN'S ANNOUNCEMENTS

18.131 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.

18.132 COUNCILLOR VACANCY/CO-OPTION(S)

To receive a verbal update or consider co-option to fill vacancies.

18.133 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD 29/10/2018

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

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

18.136 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.

- 18.137 INFORMATION SECURITY INCIDENT POLICY**
To approve the Policy as circulated.
- 18.138 VILLAGE BUS SHELTER**
To consider options for the redundant bus shelter located at North End.
- 18.139 UPDATED FINDON NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP (UFNDPWG)**
To receive a report on progress and consider any items for ratification.
- 18.140 LAND EAST OF HOMEWOOD**
To request ADC to consider alternative options for use for the parcel of land.
- 18.141 SOUTH DOWNS NATIONAL PARK AUTHORITY (SDNPA)**
To identify any projects for the Community Infrastructure Levy (CIL) funding round bids (2017 bids previously circulated for information), and consider any response to the consultation review of the SDNP's Local List for Validation of SDNP Development Management Applications
(<https://www.southdowns.gov.uk/consultation-on-local-validation-list/>)
- 18.142 PARISH INITIATIVES**
To note the reports on progress and consider any recommendations for full Council:
a) Transport, Environment, and People (TEP).
b) Xmas lighting 2018
- 18.143 CLERKS REPORT**
To note the report and consider any items for ratification.
- 18.144 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING**
a) Planning
b) Finance & Governance
c) Open Spaces
d) Sheep Fair
- 18.145 REPORTS FROM OUTSIDE BODIES AND WORKING GROUPS FOR NOTING/RATIFYING**
a) Community Resilience Plan for Findon
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) Replacement Greens Mower
i) Nephote Green Charitable Trust (NGCT)
- 18.146 FINANCE**
a) To note Receipts and Bank Reconciliation as circulated
b) To approve Payments as circulated
c) To approve annual registration by Direct Debit to the Information Commissioner's Office
- 18.147 ITEMS TO BE REFERRED TO NEXT AGENDA**

Report to : Findon Parish Council
Title of Report : Information Security Incident Policy
Purpose of Report : Introduction to new policy document
Date of Report : 10 December 2018

1 Introduction

- 1.1 The General Data Protection Regulations (GDPR) introduces a duty on all organisations to report certain types of personal data breach to the relevant supervisory authority within 72 hours of becoming aware of the breach, where feasible.
- 1.2 The relevant supervisory authority will normally be the Information Commissioner in respect of Findon Parish Council (the Council) data.

2 Information Security Incident Policy

- 2.1 In the event of a breach it is important that the Council has a policy in place detailing how it should be handled.
- 2.3 There are three parties involved in this process. The Clerk, the Data Protection Officer (DPO) and the I.T. support company JNR Computers.
- 2.4 The policy sets out the process for handling an incident and also provides advice for Councillors and staff on what constitutes a breach.

3 Possible cost implications

- 3.1 It should be noted that if a serious breach occurred outside of the normal contract relationship terms agreed with Processmatters2 and JNR Computers the Council could incur un-budgeted costs.

4 Recommendation

- 4.1 It is recommended that the policy attached as Appendix 1 to this report be accepted and adopted by the Council.

Maureen Chaffe

ProcessMatters2 (T 07593 662123

Mail To: processmatters2@gmail.com)

Findon Parish Council

Information Security Incident Policy

Information Security Incident Policy

1 Purpose

- 1.1 This document defines an Information Security Incident and the procedure to report an incident.

2 Scope

- 2.1 This document applies to all Councillors, Employees of the Council, contractual third parties and agents of the Council who have access to Information Systems or information used for Parish Council purposes.

3 Definition

- 3.1 An information security incident occurs when data or information is transferred or is at risk of being transferred to somebody who is not entitled to receive it, or data is at risk from corruption.

4 An Information Security Incident includes:

- The loss or theft of data or information;
- The transfer of data or information to those who are not entitled to receive that information;
- Attempts (either failed or successful) to gain unauthorised access to data or ^[]_{SEP} information storage or a computer system;
- Changes to information or data or system hardware, firmware, or software ^[]_{SEP} characteristics without the council's knowledge, instruction, or consent;
- Unwanted disruption or denial of service to a system;
- The unauthorised use of a system for the processing or storage of data by any person.

5 When to report

- 5.1 All events that result in the actual or potential loss of data, breaches of confidentiality, unauthorised access or changes to systems should be reported as soon as they happen. If the breach occurs or is discovered outside of normal working hours, it must be reported as soon as is practicable.

6 Action on becoming aware of the incident

- 6.1 The Parish Clerk must be contacted by email or telephone.
- 6.2 The Parish Clerk will require you to supply further information, the nature of which will depend upon the nature of the incident. However, the following information must be supplied:
- full and accurate details of the incident;
 - when the breach occurred (dates and times);

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- who is reporting it;
- the nature of the personal data information;
- how many individuals are involved^[1]_[SEP];

6.3 The outcomes of these actions are to be reported to the Parish Clerk who will notify the Council's designated Data Protection Officer (DPO).

7 Containment and recovery

7.1 The Clerk will first determine if the breach is still occurring. If so, together with the DPO and, if appropriate a representative from the IT support company (the Response Team), the appropriate steps will be taken immediately to minimise the effect of the breach.

7.2 An initial assessment will be made by the Response Team to establish the severity of the breach and whether there is anything that can be done to recover any losses and limit the damage of the breach. That group will also establish who may need to be notified as part of the initial containment and will inform the Chairman of the Council and, where appropriate, the police.

8. Investigation and Risk Assessment

8.1 An investigation will be undertaken as soon as reasonably possible, but, generally, within 24 hours of the breach being discovered/reported.

8.2 The investigation will focus on the cause of the breach, the risks associated with it, and will take into account:

- the type of personal data involved;
- its sensitivity;
- the protections in place (e.g. encryptions);
- what happened to the data, whether it has been lost or stolen;
- whether the data can be put to any illegal or inappropriate use;
- the affected individuals, and the potential adverse consequences to them (including how serious/substantial these consequences could be, and the likelihood of occurrence);
- whether there are wider consequences to the breach;
- other relevant considerations.

9. Notification

9.1 The Response Team, will determine who needs to be notified of the breach.

9.2 Every incident will be assessed in regards to notification on a case-by case-basis, including consideration of the following:

- are there any legal/contractual notification requirements;
- will notification assist the individuals affected – can they take actions in relation to the information to mitigate risks;

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- will notification help prevent the unauthorised or unlawful use of personal data;
- will notification help the Council to meet its obligations under data protection law;
- if a large number of individuals are affected or the consequences are very serious, does the ICO need to be notified.

- 9.3 If the Response Team discovers a personal data security breach that poses a risk to the rights and freedoms of individuals, it will report it to the ICO within 72 hours of discovery.
- 9.4 Notification to the individuals whose personal data has been affected by the incident will include a description of how and when the breach occurred and the data involved. To the extent feasible, specific and clear advice will be given on what they can do to protect themselves, including what actions have already been taken to mitigate the risks. Individuals will also be provided with contact details to allow them to contact the Council for further information or to ask questions on what has occurred.
- 9.5 The Response Team must also consider notifying third parties such as the police, insurers, banks or credit card companies, etc. This would be appropriate where illegal activity is known or is believed to have occurred, or where there is a risk that illegal activity might occur in the future.
- 9.6 The Response Team will also consider whether it is appropriate to issue communications to other interested parties.
- 9.7 All actions will be recorded by the Clerk.

10 Evaluation and Response

- 10.1 Once the initial incident is contained, the Response Team will carry out a full review of the causes of the breach; the effectiveness of the response(s) and whether any changes to systems, policies or procedures are required.
- 10.2 Existing controls will be reviewed to determine their adequacy, and whether any corrective actions should be taken to minimise the risks of similar incidents occurring.

The review will consider:

- where and how personal data is held, stored and secured;
- where the biggest risks lie, including any further potential weak points within the existing systems / data protection framework;
- whether methods of transmission are secure, and compliant with the principle of data minimisation (only sharing the minimum amount of data necessary);
- identifying weak points within existing security measures;
- staff awareness and training;
- implementing a personal data breach plan and identifying individuals / functions responsible for reacting to reported breaches of security

Any report recommending changes to systems, policies and procedures relating to personal data protection will be considered and approved, as appropriate, by the Council.

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Examples of Information Security/Misuse Incident Protocols

Information Security Incidents are not limited to this list, which contains examples of some of the most common incidents.

Malicious Incident

- Computer infected by a Virus or other malware, (for example spyware or adware);
- An unauthorised person changing data;
- Receiving and forwarding chain letters including virus warnings, scam [L] [SEP] warnings and other emails which encourage the recipient to forward onto others;
- Social engineering - Unknown people asking for information which could gain them access to council data (e.g. a password or details of a third party);
- Unauthorised disclosure of information electronically, in paper form or verbally;
- Falsification of records/inappropriate destruction of records;
- Denial of Service, for example - damage or interruption to Parish Council equipment or services caused deliberately e.g. computer vandalism;
- Connecting non-council equipment to the council network;
- Unauthorised Information access or use;
- Giving information to someone who should not have access to it - verbally, in [L] [SEP] writing or electronically;
- Printing or copying confidential information and not storing it correctly or [L] [SEP] confidentially. [L] [SEP]

Access Violation

- Disclosure of logins to unauthorised people;
- Disclosure of passwords to unauthorised people e.g. writing down your password and leaving it on display;
- Accessing systems using someone else's authorisation e.g. someone else's user id and password;
- Inappropriately sharing security devices such as access tokens;
- Other compromise of user identity e.g. access to network or specific system by unauthorised person;
- Allowing unauthorised physical access to secure premises e.g. server room, [L] [SEP] scanning facility, dept area.

Environmental

- Loss of integrity of the data within systems and transferred between systems
- Damage caused by natural disasters e.g. fire, burst pipes, lighting etc;
- Deterioration of paper records;
- Deterioration of backup tapes;
- Introduction of unauthorised or untested software;
- Information leakage due to software errors. [L] [SEP]

Inappropriate use

- Accessing inappropriate material on the internet;
- Sending inappropriate emails;
- Personal use of services and equipment in work time;
- Using unlicensed Software;
- Misuse of facilities, e.g. phoning premium line numbers. ^[1]_[SEP]

Theft/loss Incident

- Theft / loss of data – written or electronically held;
- Theft / loss of any Parish Council equipment including computers, ^[1]_[SEP]monitors, mobile phones, Tablets, Memory sticks, CDs.

Accidental Incident

- Sending an email containing sensitive information to 'all staff' by mistake
- Receiving unsolicited mail of an offensive nature, e.g. containing pornographic, obscene, racist, sexist, grossly offensive or violent material
- Receiving unsolicited mail which requires you to enter personal data.

Mis keying

- Receiving unauthorised information;
- Sending information to wrong recipient. ^[1]_[SEP]

Report to: **Findon Parish Council**

Meeting Date: **10 December 2018**

From: **David Hutchison**

Title of Report: **UNPWG Update**

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

1. Update for noting

- 1.1 The Working Group held a meeting on 29 November 2018 to receive updates on proposed UNP allocation sites, omission sites, SDNPA LP allocation sites, to review David H's 'planning matters' response document to the 21 representations received during the UNP Reg 14 Pre Submission consultation and to make any further comments on the Position Statements (arguing the case that the SDNPA housing site allocations for Findon in the Local Plan are not sound) that will be presented by Sean S and David H to the Local Plan Inspection Hearing in Public on wed 12 December at The Amex Stadium, Falmer.
- 1.2 The notes of the meeting are attached with this update and the first draft of the 'planning matters' response document.
- 1.3 On the sites update it is particularly noted that Seaward Properties arranged for soil investigations to be carried out at the Elm Rise site in late November and that this was probably in preparation for a submission of a planning application on the site, which is an SDNPA allocation site for up to 18 houses proposed in the Local Plan, currently at Inspection.
- 1.4 There is one major modification proposed to UNP, the introduction of a Local Gap Policy at the south west end of Findon to prevent coalescence of Findon and Findon Valley and maintain distinctiveness of the two settlements. Councillors will recall the 2016 NP Examiner deleted this policy from the NP and it is currently only a NP 'aspiration' which carries no policy weight. The introduction of a Local Gap policy in the UNP, to give it policy status, requires however that it is reviewed and amended to ensure that it complies with NPPF guidance on the purposes of local gaps and is in alignment with the housing allocation policies in the UNP. The proposed Local Gap is therefore somewhat less extensive than the 'broad hatch' 2003 Arun LP Local Gap but strengthens the protection given to the main purposes of preventing coalescence and maintaining distinctiveness of settlements. A full report with maps is attached for consideration by FPC.
- 1.5 Councillors are reminded that although the final version of the UNP will be ready for submission to the SDNPA for formal publication and final consultation as the Reg 16 Submission by the end of January, the UNP will not be submitted to the SDNPA until the outcome of the Local Plan Inspector's view on the SDNPAs housing site allocations is known and reviewed. That review with recommendations, that may require legal opinion, will come back for consideration by FPC.

2. To ratify

- 2.1 Item 1.4.

Updated Findon Neighbourhood Development Plan Working Group

Notes of Meeting 10 held on 29 November 2018 at Nightingales Lounge

Present: Helen Doyle (*Horsham Road*), Gerald Hibbs (*Convent Gardens*), David Hutchison (*Acting Lead*), Linda Martin (*Quadrangle*), Chris Osborne Shaw (*Nightingales*), George Smith (*Elm Rise*), Sean Smith (*FPC Chairman*), Heather Weaver (*Quadrangle*)
John Wilson (FPC) Jacqui Greaney (*Admin Support, Stable Lane*)

Apologies: None

Purpose of Meeting

Action

1. To receive an update on the Local Plan Inspector's hearings, an update on sites, review the 'planning matters' response to the Reg 14 consultation representations, to discuss the introduction of a Local Green Gap Policy in the Reg 15 UNP and to confirm the programme for the preparation of the Reg 15 submission.

Local Plan Hearings and UNPWG oral submissions

2. The Hearing for the Findon housing site allocations will be held at one of suites at the Amex Stadium at Falmer, from 10 until 12 on wednesday 12 December. The Hearing is held in public but is not a public meeting, Sean S and David H will make the FPC and UNPWG oral submissions based on the Position Statements' case that the LP housing site allocations for Findon are not sufficiently sound.
3. Seaward Properties and their consultants (Elm Rise) and Gillings Planning obo Hobden Estates (Soldiers Field House) have also prepared Position Statements and will be in attendance. It is not clear however if the Inspector will let them speak as representatives supporting allocations are not usually invited to address a Hearing, unless they are seeking to change some aspect of an allocation policy.
4. The Inspector may ask some challenging questions but he will not give any indication of his view on the matters, at the Hearing itself and we may have to wait several weeks before we have an idea of the direction of travel on the LP housing site allocations for Findon and prospects for the UNP.
5. Helen D asked if during the oral submissions Sean S and David H could draw attention to Findon's unique location, surrounded by open downland, unlike any of the other downland villages in the National Park.

SS/DH

Update on sites

6. Paddocks at Elm Rise:

George S outlined recent developments. Seaward Properties had arranged trial holes to be dug for soil investigations last week. David H thought it was likely that a planning application was being prepared and that would need to include a report on the suitability of the ground for a SUDS type drainage scheme.

Paddock adjoining Nightingales:

Arun DC had requested an update on the UNP from FPC and whether a 'rural exceptions' planning application should be submitted soon. Sean S had replied that it was still the intention to submit the UNP with the site included as a housing site allocation, subject to any LP Inspection outcomes on the soundness of the SDNPA proposed housing site allocations.

Wyevale Garden Centre:

David H had asked Andrew F if there had been any meaningful interest in the lease for the garden centre site which was for sale as part of the entire Wyevale Group estate. So far no, the current lease was of course short.

Lister site:

David H still to sound out George L properly, hoped to do that next week.

DH

Soldiers Field House:

Land Registry records show Hobden Estates still own the property. It is understood that there is interest in it as a private home but exchange of contracts has been prolonged and has not yet been achieved.

Paddock north of Soldiers Field Stables:

SDNPA refused consent for relocation of replacement stable facilities, modern barn, holiday accommodation and part of the replacement house (to facilitate more larger houses on the existing brownfield stables site)

Paddock east of Pony Farm:

Planning appeal hearing on refusal of application for one very large new house and modern landscaping, has been held, outcome awaited.

Update on A24 Traffic Speed Survey

7. Following FPC and UNPWG lobbying, WSCC Highways have now undertaken a 7 day/24 hour survey using road strips, as the first stage of a possible introduction of a 40 mph limit on the Findon section of the A24. Data and results are expected the second week in December. David H reminded everyone that it is the Sussex Police Authority that

set the criteria for the introduction of reduced speed limits, being that traffic speed surveys should demonstrate that the mean current speed is 42/43 mph or below as they don't have the resources to enforce speed limits and don't want to raise local expectations if a reduced speed limit is introduced and is not in effect already close to existing speeds.

Review of 'planning matters' response to Reg 14 consultation representations

- 8. David H circulated the a detailed response to all the representations, bar the SDNPA ones which will be the subject of a separate detailed response within the next two weeks. Email comments back from the Working Group please by 10 December.
- 9. The response document(s) will become part of the published Evidence Base for the Reg 15/Reg16 Submission UNP.

ALL

Review of proposed modification to the Reg 15/Reg 16 UNP
Introduction of Local Green Gap Policy

- 10. David H introduced the proposed Local Gap Policy which would be similar to the 2016 made NP 'aspiration', based on the 2003 Arun Local Plan Findon Local Gap, but reduced in its mapped extent to ensure compliance with the main purposes of Local Gaps contained in the NPPF guidance and to align with the UNP Masterplan for the south west end of Findon and the proposed extension of the settlement boundary to include the two housing allocation sites.
- 11. See the attached report to FPC for more details which include the maps.

Programme for issue of Reg 15 Submission UNP to SDNPA for publication as Reg 16 Submission Consultation

- 12. Week 2 December 2018 FPC meeting to ratify proposed UNP MM_Local Gap. Local Plan Hearing on SDNPA housing allocations for Findon.
Update for community on FPC and Findon Village websites.
- Week 2 January 2019 David H completes final Reg 15 version.
- Week 3 UNPWG meeting to sign off Reg 15 Submission and article for Findon News.
- Week 4 Reg 15 Submission goes to FPC for sign off.
- Waiting Period Likely to be still waiting for indication from LP Inspector.

Depending on outcome, a second legal opinion may be needed to inform a joint FPC/UNPWG decision on whether the Reg 15 Submission is formally issued to the SDNPA, or not.

Any other business

13. Thank you once again to Chris and Rosemary for the hospitality at Nightingales.

Issued to:

Working Group members

FPC: Councillors Carr, Goldsworthy, Gear, Wilson

FPC: Clerk (Fiona Mac)

SDNPA: Chris Paterson

<i>rep</i>	<i>from</i>	<i>response</i>
1	Gerry Plummer_Atlanta/Mayland	Not proposed as an allocation site, inside settlement boundary, LP presumption in favour of housing development subject to access, scale, neighbour amenity considerations, will contribute to LP housing 'windfall' numbers if consented.
2	Linda Martin_Quadrangle	<ol style="list-style-type: none">1. NP referendums are carried by simple majority vote, the housing preference surveys results show significant support for the sites at the south west end of Findon. A democratic approach would find it hard to justify a smaller residents group preferences outweighing the preferences of larger residents groups in the village. However the weight given to local preferences for housing locations are only one of the considerations which inform housing site allocations, local landscape and cultural heritage value, impact on historic rural roads, desirable walking distances to village facilities and bus stops, potential to provide community benefits also carry equivalent weight.2. The UNP is in conformity with strategic policies in the Submission Local Plan. The LP does not include a Local Gap policy like the previous Arun DC 2003 LP but the strategic landscape policies seek to retain green gaps between settlements to prevent 'coalescence'. The 2016 NP Examiner considered that the NP policy to retain the Local Gap, without a review of its extent, was not sound as it would potentially prevent the SDNPA as LPA from allocating some housing at the south west end of the village and it was therefore removed to the separate NP 'Aspirations' document. The UNP has undertaken a review of the extent of the Arun 2003 'broad brush' local gap and retained that part of it which actually provides a green gap between the south west end of Findon and Findon Valley as a local green gap, but no longer includes the garden centre site and former private allotments which are part of the south west end of the village.3. The UNP is in conformity with strategic landscape policies in the Submission LP. The sites at the south west end of the village are located at the dry valley bottom of Findon, unlike the proposed LP allocation sites which are 25 to 30 metres higher up the downland slopes and are therefore less landscape sensitive. The

UNP evidence base will include local landscape character assessments for the two sites using the SDNPA published methodology for preparing LCAs.

4. The Allotment Act applies to 'statutory; allotments, not private allotments.
5. LPAs and Parish Councils duty to provide allotments only applies where there is a local need and where it 'reasonably practicable' to acquire the land. If a private landowner does not wish to sell the land at an allotment value, it would not be considered 'reasonably practicable' for an LPA or Parish Council to compulsorily purchase the land at a higher value. The UNP allocation policy for the site however seeks to ensure that up to 10 restored allotments are provided as part of the housing development with the allotments being transferred to Findon Parish Council.
6. These issues, disturbance, overlooking, loss of privacy are considered in detail at the planning application stage and can often be mitigated by thoughtful design and landscaping. These issues are not so relevant at the housing policy allocation stage unless the impact would be overwhelmingly detrimental.
7. The CPRE often lobbies the government about the risks of housing development in the countryside and at the edge of settlements. It is central government who decides the nations housing priorities and LPAs are required to allocate sites to meet these governments targets, so lobby your local MP on this one.
8. These are matters that the UNP Independent Examiner will review. The examiner will look at all representations on the Reg 14 and Reg 16 UNP Submissions.
9. It is an unfortunate misconception that any of us have a right to a view. It is not a right in planning law, and therefore not a material planning consideration.
10. As Lead Local Flood Authority WSCC suggest that development is avoided near the eastern boundary of HD10 and the south west corner of HD11 and include flood projection maps. The allocation policies will include this advice in the policy text and the masterplan has already taken this into account in the illustrative positioning of access roads and gardens. Parts of the Quadrangle itself are at greater risk of flooding according to the WSCC maps and there may be the opportunity to reduce this existing risk to the Quadrangle by introducing 'suds' type drainage measures as part of on the former allotments site housing development.

11. The SDNPA have concluded in the Submission Local Plan that there are no sites available within the current Findon settlement boundary that have the capacity to provide the LP housing provision for Findon of around 30 dwellings and have allocated two sites outside the settlement boundary in the LP. The UNP argues that there are different, less landscape sensitive sites outside the settlement boundary which are available, deliverable and have significant local support.
12. The Neighbourhood Plan Regulations give guidance on the extent of local consultation that should be carried out before housing sites are allocated and this has been followed by the UNP Working Group. The WG are committed to allocating housing sites at locations which will cause the least harm to the more sensitive landscape, the cultural heritage and the historic rural roads of Findon while taking account of residents preferences. The WG use their best endeavours to bring the whole community around to that approach, although appreciating that it is unrealistic that everyone will be able to accept this approach.
13. The private allotments are not 'a designated planning use, they are noted as that on Ordnance Survey maps. The planning use is agricultural and while planning policies seek to protect the countryside, every 15/20 years planning authorities are required to review their local plans to ensure that sufficient land can be allocated for housing to meet government targets. This inevitably means that some land classified as agricultural, particularly at the edge of settlements but usually not the highest grade agricultural or highest landscape quality land, is allocated for housing. Remember the UNP allocation policy for the site however seeks to ensure that up to 10 restored allotments are provided as part of the housing development with the allotments being transferred to Findon Parish Council.
14. WSCC have been consulted and as the highway authority consider that the Quadrangle cul de sac road has the capacity to cope with the proposed new housing development. FPC and the UNPWG have lobbied WSCC to carry out a traffic speed survey on the A24 to see if a reduction to a 40 mph speed limit is possible within DfT and Sussex Police rules for alterations to speed limits. The speed survey has now been carried out and the data and results are due to be released soon. The Quadrangle road is not a statutory 'historic rural road' like Nepcote, Nepcote Lane, Cross Lane, Steep Lane and Stable Lane which have

some protection from the impact of housing development where these lanes would be used to access the A24.

15. Improving the connectivity with the main part of the village is a key part of the allocation policies both in terms of new footpaths and a designated crossing point near the garden centre access shared with equestrians. These are included in the masterplan aspirations for the south west end of Findon in the UNP.

3 The Pelling Family_Old Cottages

The allocation policy for HD13 includes a requirement for full on site parking to avoid any impact on the the roads nearby where there is a shortfall of both on site parking and on road parking.

The allocation policy for HD12, by allowing an element of market housing in an essentially affordable homes scheme will provide Arun DC with the funds from the land value of the market housing element to introduce additional parking in and around the Oval, Old Cottages and the approach to Nightingales. Using any significant part of the green area of the Oval as one possible area for additional landscaped parking is not overly popular but the UNP Working Group are confident some additional on road parking space can be formed in and around this part of Findon and will consult further on locations.

The allocation policy for HD12 includes a requirement for full on site parking, replacement and additional parking for Nightingales to avoid any impact on the approach road to Nightingales where there is a shortfall of both on site parking and on road parking.

4 Anne Martin_Stable Lane

The SDNPA Local Plan housing site allocation SD71 at Elm Rise has been rejected as a housing allocation site in the UNP on local landscape harm and local cultural heritage harm. The UNP Working Group and FPC are making oral submissions at the Local Plan Inspection Hearings in December to argue the case that the SDNPA housing allocations are not sound and should be removed from the Local Plan.

5 Peter Leach_Land east of Pony Farm

Detailed response to follow review of outcome of planning appeal on refusal for a very large house and landscaped grounds. Little support in UNP housing preferences survey, no acceptable solution to narrow access proposed, site has cultural heritage value, part of a network of working paddocks at eastern settlement edge of Findon

mischievously neglected and partly overlain with imported road scalplings, concrete and builders rubble.

6. Southdowns Society
Unfortunately their planning and policy officer has retired and has not yet been replaced. Unable to make a representation.
7. Natural England
The UNP housing allocations meet the LP housing provision with a modest buffer. SDNPA have confirmed that the UNP allocations do not conflict with para 172 of the NPPF or would be considered 'major development'. The UNP Working Group will continue to liaise with the SDNPA on the housing provision and allocations.
8. Environment Agency
No detailed representations considered necessary. No response required.
9. MH Architects_Nightingales site
Mark Coates_Arun DC
Relatively minor amends to the HD12 allocation policy text sought on extent of prescription on noise control methods, the requirements for the off site parking survey and extent of the existing shortfall. The UNP Working Group aspirations are to facilitate high standards in design and specification so reluctant to relax policy requirements but will reword text to be less method prescriptive. The local community around the Oval, Old Cottages and Nightingales clearly experience parking space shortfalls and any survey undertaken should be able to establish the extent of the shortfall. No change in the parking survey and implementation requirements in the policy are proposed. However the UNP Working Group recognise the commitment of Arun DC to bring forward predominantly affordable housing on the site and are confident agreement on the parking survey requirements and implementation can be reached at the planning application stage.
10. SDNPA
Report: see LP Inspection Hearing Position Statements
Update: noted, no response needed
Comments: see separate response document (to follow) and Position Statements
Barrister Opinion: await outcome of LP Inspection
11. Charles Costello_Paddock Way LGS
The green space has special local historic value in its continuity with this 19C part of rural Findon, its contribution to the approach and setting of the former Nepcote Lodge Stables and the racehorse training heritage of Findon. It also has special local

landscape value making an important contribution to the 'sylvan setting' * of Nepcote Lane, a designated 'historic rural road'.

It is special to the local community, an identifiable green space and therefore sufficiently meets the strict criteria for designation as a local green space set out in the NPPF. This is a clarification following a review of the LGS designation in the 2016 'made' NP, the space therefore is, and remains a designated LGS.

* Planning Inspectors description from dismissed appeal on 1 Paddock Way.

- | | | |
|-----|--|---|
| 12. | Gillings LLP_Soldiers Field House | See FPC and UNPWG Position Statements to the LP Inspection Hearings, which present the case that allocation SD72, Soldiers Field House is insufficiently sound. |
| 13. | Luken Beck_Land at Elm Rise | See FPC and UNPWG Position Statements to the LP Inspection Hearings, which present the case that allocation SD71, land at Elm Rise is insufficiently sound. |
| 14. | Henry Adams_HD10,HD11 | Support for allocations, no response needed. |
| 15. | Henry Adams_Land at Soldiers Field Stables | Recent planning application for stable complex, barn, holiday cottage and part of replacement house refused by SDNPA. Site is high landscape sensitivity and value and of cultural heritage value as part of a network of paddocks associated with racehorse and eventing horse training facilities at the adjoining Soldiers Field Stables. Rejected at the landscape first assessments carried out during the preparation of the UNP. No justification to change the assessment. |
| 16. | Historic England | Confirmed the proposed allocation sites do not contain designated heritage assets. Historic Environment records held by WSCC have been checked and don't suggest any potential for architectural finds on the allocation sites. This will be stated in the Reg 15 version of the UNP.
The potential impacts of other possible site allocations on the settings of non designated local heritage assets, listed buildings and the Conservation Area have been taken into account in the reasoning for rejection, particularly of the Submission LP proposed allocation sites SD71 Land east of Elm Rise and SD72 Soldiers Field House. The LLCAs which will be included in the Reg 16 UNP Evidence Base include reference to local heritage assets, local historic landscape and local cultural heritage. |

An SEA screening assessment has been carried out by the SDNPA and confirms that an SEA is not required for any of the proposed allocation sites.

17. Highways England
Highways England is satisfied that the proposed housing allocations will not materially affect the safety, reliability and/or operation of the Strategic Road Network (SRN). No response needed.
18. WSCC Highways
Now in representation 21.
19. Nicla Snowden_Quadrangle
1. No response needed.
 2. WSCC, the highway authority, have confirmed that the Quadrangle access road has the capacity to accept the traffic flows from the proposed housing development at the former private allotments site. The UNP Working Group however are aware of the existing difficulties when trying to access the A24 from the Quadrangle. FPC and the UNPWG have successfully lobbied WSCC Highways to carry out a traffic speed survey on the A24 to see if a reduction to a 40 mph speed limit is possible within DfT and Sussex Police rules for alterations to speed limits. The speed survey has now been carried out and the data and results are due to be released soon.
The UNP also includes a masterplan for the southwest end of Findon which includes aspirations for a pedestrian/equestrian crossing near the garden centre access and a peak time traffic light controlled junction at the Quadrangle junction with the A24. As these are matters that are the responsibility of the highway authority the UNP Examiner will not allow the crossings/traffic lights to be embodied as a UNP policy but will allow them in a separate UNP aspiration document.
All near misses and incidents at the A24 junction with the Quadrangle should be reported on line to WSCC as the highway authority gives weight to this data when considering highways improvements.
 3. The Acting Lead of UNPWG is seeking clarification from George Lister on this matter although from a review of Land Registry title plans, the masterplan and allocation sites do not need any Lister land for their implementation.
 4. The proposed housing allocation is only for half the area of the paddock to the immediate south of the garden centre buildings, in the event that a replacement

garden centre is found to be financially viable. If a new leaseholder for a replacement garden centre, or the existing garden centre does not come forward within two years of the garden centre being marketed, and no alternative rural enterprise comes forward with a viable proposal, the housing allocation will revert to part of the garden centre site. This is stated in the supporting text to the allocation policy.

The UNP does not seek to protect all paddocks outside the settlement boundary when land has to be allocated to meet the housing provision for Findon set out in the Submission Local Plan strategic policies. The priority for the protection of paddocks is first, those on the higher valley slopes that are particularly visible in the downland setting of Findon, second, those that are 'working' paddocks important to local equine based businesses that maintain continuity with this local cultural heritage, thirdly those that have local historic landscape value by providing a readable memory on the ground of the earlier rural 19C character of Findon.

5. The 'Findon Gap' is a Local Gap, in planning terms, that has not been reviewed since the 2003 Arun Local Plan was adopted. The new SDNPA LP does not include a Local Gap policy like the previous Arun DC 2003 LP but the strategic landscape policies seek to retain green gaps between settlements to prevent 'coalescence'. The 2016 NP Examiner considered that the NP policy to retain the Local Gap, without a review of its extent was not sound as it would potentially prevent the SDNPA as LPA from allocating some housing at the south west end of the village and it was removed to the separate NP 'Aspirations' document. The UNP has undertaken a review of the extent of the Arun 2003 'broad brush' local gap and retained that part of it which actually provides a green gap between the south west end of Findon and Findon Valley as a local green gap, but no longer includes the garden centre site and former private allotments which are part of the south west end of the village.
6. The SDNPA LP has policies to protect wildlife and there is national legislation which gives protection to some species including the adder and some newts. The SDNPA wildlife assessments have not highlighted a habitat at the allocation site(s) that is likely to support these species so it is not considered a policy constraint. However any planning application will be required to include a local wildlife survey and report and if any protected species are found to inhabit the

site the applicant will be required to follow a wildlife consultants recommendations to create a supportive habitat elsewhere on the site or nearby.

20. WSCC Estates
- Objection to designation of school playing fields as Open Space or Green Space and the school as a local community asset. These designations are already in the 2016 'made' NP and there is no meaningful justification to review the designations in the UNP. These designations would not prevent the Education Authority altering or enhancing the playing fields if it was clearly for the benefit of the school and the community. Planning consent can be granted for alterations and enhancements to designated open spaces and designated local green spaces in special circumstances. The designations are important to the made NP and the UNP which does not propose to amend them. as they offer protection to the playing fields and the school should the Education Authority come under financial pressure to sell part of the playing fields for development or the Diocese similarly come under financial pressure to sell the school for conversion or redevelopment.
- 21, WSCC Highways
- WSCC have no over riding concerns about the transport impacts of the updated NP. They will give site specific advice on access design, parking and other transport matters at either the pre planning application advice stage or planning application stage.
- As Lead Local Flood Authority they suggest that development is avoided near the eastern boundary of HD10 and the south west corner of HD11 and include flood projection maps. The allocation policies will include this advice in the policy text and the masterplan has already taken this into account in the illustrative positioning of access roads and gardens.

Major Modifications proposed to be included in the Reg15/Reg16 Submission
Updated Neighbourhood Plan

1. Following representations received on the Reg 14 Pre Submission UNP, a response document has been prepared by the UNP Working Group which will be included in the Evidence Base to be sent to the SDNPA with the Reg 15 Submission, for publication as the Reg 16 Submission early next year, subject to a review of any outcomes from the Local Plan Inspector on the SDNPA housing site allocations included in the Submission Local Plan.
2. The proposed amendments comprise minor edits (MEs) and major modifications (MMs) much like the Local Plan inspection process. MEs are minor text clarifications which do not affect policies while MMs either alter, delete or add policies or supporting policy text.
3. MMs should be considered by FPC, the UNP Qualifying Body, and be ratified, or be amended before inclusion in the Reg 15 Submission UNP. MEs can be delegated to the UNP Working Group.
4. The only MM proposed is the addition of a Local Green Gap Policy to prevent 'coalescence' between the settlement of Findon and the suburban edge of Worthing at Findon Valley and to maintain the distinctiveness of each settlement, these being the main purposes and justifications for the designation of Local Gaps in Neighbourhood Plans and/or Local Plans. (ref NPPF).
5. Councillors will recall well that the Arun 2003 Local Plan included a 'broad hatch' Local Findon Gap that covered the whole south west end of the village on the other side of the A24 and the Nephcote field and that this was proposed to be retained, without an apparent review or NPPF justification, in the 2016 Reg 16 Submission NP. It was subsequently 'deleted' by the Examiner, primarily because it would impose a restraint on the SDNPAs ability to consider allocation sites outside the settlement boundary, when responding to a NP that did not include any housing allocation sites to meet the LP housing provision for Findon. The 2016 'made' NP does not therefore include a Local Gap policy. It was moved to the separate NP Aspirations document which carries no policy weight.
6. The 2017 SDNPA Submission LP does not include a local gap policy, instead relying on Strategic Policy SD4: Landscape Character to prevent the coalescence between settlements and maintain the distinctiveness of settlements. Local Green Gaps however can still be included as policies in Neighbourhood Plans where they have been reviewed (if existing in a previous LP policy), address only the primary purposes and where the NP includes housing site allocations to meet the LP housing provision.

'The Arun 2003 Local Gap policy will be superseded by the SD Local Plan. To future-proof this policy reference should be made to emerging strategic policy SD4 Landscape Character which refers to the protection of existing undeveloped gaps between settlements. If the Qualifying Body would like this local gap status to remain they should consider a specific policy to set out protection of gaps between settlements.'

The SDNPA representation on UNP Reg 14 Consultation

7. The UNP Working Group have reviewed the Arun 2003 LP 'broad hatch' Findon Local Gap and have concluded that, as the primary purposes of local gaps are to prevent coalescence and maintain distinctiveness, these criteria would only really apply to those parts of the 'broad hatch' to the south of the Quadrangle, the southern half of the garden centre paddock and south of Nepfield Close on the north east side of the A24.
8. The Quadrangle, garden centre site, Lister site and the former private allotments site are within, and are part of the settlement of Findon. This review of the 'broad hatch' aligns with the Reg 14 UNP Masterplan for the south west end of Findon and the proposed extension of the settlement boundary.
9. The UNP Working Group are also of the view that the addition of a Local Gap policy, in the Reg15 UNP, based on the reviewed local gap area, will strengthen protection against coalescence and strengthen the distinctiveness of the settlements to a greater extent than reliance solely on the more generic LP Strategic Policy SD4: Landscape Character. The inclusion of this Local Gap Policy in the UNP is in conformity with the strategic policies in the LP and would meet the 'basic conditions' required of NPs.

Appendices

2016 NP Examiner's recommendation to delete the NP Local Gap Policy.

2016 NP Aspirations document_Local Gap

2017 Submission Local Plan Strategic Policy SD4: Landscape and supporting text.

2003 Arun DC Local Plan 'broad hatch' Findon Local Gap map.

2018 UNP proposed amendment to Findon Local Gap (overmarked on 2003 LP map , but will be new 'clean' map in Reg 15/Reg16 submission)

2018 UNP Masterplan showing allocation sites (Reg 14)

John Slater Planning

so as to bring it in line with the emerging local plan policy. This would better reflect the status of the village within the National Park. The wording of policy includes reference to street lighting, however that is a matter that falls outside planning control, being the responsibility of the Highway Authority. That sentence should be removed from the policy and put into the supporting text.

Recommendation

The policy be changed to “Dark Night Skies”

Delete the second sentence

Policy ES1 Gaps between Settlements

This policy seeks the retention of the identified local gap between the edge of Findon and the built-up area to the south which falls within the Borough of Worthing. The policy refers to the identification of the gap in the 2003 Arun Local Plan. But that plan will in time be superseded so its inclusion is unnecessary as the development plan can it by itself designate the land as a local gap. Representations have been made on the inclusion of the land within the gap that they wish to promote for housing. I conclude that it constrains the search for housing land and so the maintenance of the gap should be left to the SDNPA to establish the settlement boundary for the village. Once established, the South Downs Local Plan landscape policies(currently SD5 of the current version of the plan) can protect the gap between Findon and Worthing as it deals with local gaps between settlements.

I am therefore proposing the deletion of the policy.

Recommendation

The policy be deleted

Policy ES2 Surface water management

The SDNPA are concerned about the drafting of the policy as they would normally require full details of drainage on new development of over 10 units to be accompanied by a full sustainable drainage strategy at least at application stage rather than just relying on a condition. However, the policy does require that development will not increase the risk of flooding and so it is quite appropriate for the LPA to require through the Local Validation Checklist full details of drainage proposals so that it can be satisfied that development will not pose a flood risk.

6.0 Neighbourhood Plan Policies: continued

Working in partnership with WSCC and SDNPA use “The CPRE’s Guide to Quiet Lanes” and the 1839 map of Findon (see map in Evidence Base 13) to designate suitable lanes within the Parish as Quiet Lanes to enhance their tranquility and beauty, improve user safety, widen transport choice and contribute to a growing QL Network.

Seek to protect the hedges, trees and walls which line such lanes and which are a significant feature of their character and that of the Parish.

6.3 Gap between Settlements (ES1)

New development within the Local Gap.

The Local Gap is considered vital to protect the separate identity of the Parish and in particular Findon village. Policy SD5 of the emerging SDNP Local Plan seeks to retain such gaps.

The Parish Council will work with SDNPA to seek to maintain the Gap.

6.4 Spatial plan of the Parish (HD1)

Development proposals of a minimum of 20 new dwellings, to meet the Parish housing allocation set by SDNP, will be supported.

Policy SD22 of the emerging SDNP Local Plan states that development will not normally be permitted outside of settlement boundaries. The residents of Findon agree with this approach.

6.4 Edge of Boundary Houses and Paddocks (HD6)

Where a new or existing individual house or small cluster of houses on the inside edge of the built up area boundary is next to, or close to an existing paddock or group of paddocks, this inter relationship shall be encouraged where the paddocks and any stabling are on the outside edge of the built up area boundary.

The main landscape character of the Findon rural fringe immediately outside the built up area boundary is an informal collection of lightly fenced paddocks for the grazing and keeping of horses. These paddocks often form a boundary with rear gardens of houses close to the built up area boundary. It is considered important to retain and enhance this inter-relationship which is such feature of the Parish fringe.

It is important that these paddocks do not form part of the residential curtilage of the dwellings on the Parish fringe and therefore do not change the BUA boundary.

★ Strategic Policy SD4: Landscape Character

1. Development proposals will only be permitted where they conserve and enhance landscape character by demonstrating that:
 - a) They are informed by landscape character, reflecting the context and type of landscape in which the development is located;
 - b) The design, layout and scale of proposals conserve and enhance existing landscape and seascape character features which contribute to the distinctive character, pattern and evolution of the landscape;
 - c) They will safeguard the experiential and amenity qualities of the landscape;
 - d) Where planting is considered appropriate, it is consistent with local character, enhances biodiversity, contributes to the delivery of green infrastructure and uses native species, unless there are appropriate and justified reasons to select non-native species; and
2. Where development proposals are within designed landscapes, or the setting of designed landscapes, (including historic parkscapes and those on the *Historic England Register of Historic Parks and Gardens*) they should be based on a demonstrable understanding of the design principles of the landscape and should be complementary to it.
3. The individual identity of settlements and the integrity of predominantly open and undeveloped land between settlements will not be undermined.
4. Green and blue corridors will be safeguarded. Development proposals should identify and take opportunities to create and connect green corridors.
5. The restoration of landscapes where either natural or cultural heritage features have been lost or degraded will be supported where it contributes positively to landscape character.

5.6 The purpose of Policy SD4 is to set out how development proposals will be expected to conserve and enhance landscape character in the National Park.

Understanding of landscape context and character

5.7 The ability of proposals to meet the requirements to enhance landscape character in Policy SD4 will be considered in proportion to the size, scale and likely impacts of the proposals.

5.8 It is important that proposals are based on a meaningful understanding of the context and character of an area and those positive characteristics which define local distinctiveness. The use of standard design solutions and features can erode local distinctiveness in urban and rural areas. Therefore, this policy is closely linked to Policy SD5: Design, and they need to be read together.

5.9 Proposals should be informed by the SDILCA, community-led / local landscape character assessments and appropriate site-based investigations. Local landscape character assessments may include community, parish or Village Design Statements and other community planning documents. However, references to these will not be a substitute for appropriate professional site based assessment and research.

5.10 Proposals should be accompanied by a Landscape Appraisal, which should be proportionate to the size and likely impacts of the scheme. Landscape Appraisals should be carried out in

accordance with the *Guidelines for Landscape and Visual Impact Assessment*³⁰ and successor documents. If the proposals require a full Environmental Impact Assessment then a Landscape and Visual Impact Assessment undertaken by a Chartered Landscape Architect will be required. Most applications will be likely to require a bespoke Landscape Appraisal. Applicants are advised to consult the Authority on the proposed scope for such a study at the earliest opportunity. Householder applications should be informed by the *Landscape and Biodiversity Baseline Checklist* which is available on the Authority's website in the first instance. Further study may be required following on from completion of the checklist which the Authority would advise on.

- 5.11** The cumulative impact of development or land-use change can detrimentally affect landscape character. There are many cultural features in the landscape these contribute to local distinctiveness reflecting the time depth which is present in the landscape.

Design and layout

- 5.12** The design and layout of proposals should be consistent with local landscape character. Good design should avoid the need for screening which could appear incongruous in the landscape. Proposals should be designed to be complementary to their context and setting. Policy SD5: Design, includes further requirements and guidance on design and landscape matters. The introduction of undesirable exotic plant species into the wider countryside and at the settlement edge as part of scheme planting proposals will be strongly resisted. The use of non-native plant species may be justifiable in some cases where there are clear reasons for this, for example, based on biodiversity or other ecosystem services functions.

Designed landscapes

- 5.13** There are many locations where designed landscapes, gardens and parkscapes exist within the towns, settlements and wider countryside, often associated with land holdings. There are 30 parks and gardens on the *Historic England Register of Historic Parks and Gardens*³¹, for example, Petworth Park, designed by Capability Brown. In addition, there are many other sites which are identified as being designed landscapes, but not included on the Historic England list. These are identified in the *Historic Landscape Character Assessments*³² for the National Park and are important cultural heritage assets.
- 5.14** Policy SD12: Historic Environment, sets relevant requirements for heritage assets. Detailed records of historic parks, gardens and designed landscapes are available from the County Garden Trusts, which are independent charities engaged in caring for gardens and designed landscapes.
- 5.15** Proposals which may affect designed landscapes, gardens and parkscapes should be informed by a design process which understands and identifies the key features within the designed

³⁰ Guidelines for Landscape and Visual Impact Assessment 3rd Edition (Landscape Institute & IEMA, 2013)

³¹ Link to the Historic England website to view / search the Historic Parks and Gardens Register:
<https://historicengland.org.uk/listing/the-list/>

³² Link to the Sussex Historic Landscape Characterisation study: <https://www.westsussex.gov.uk/land-waste-and-housing/landscape-and-environment/sussex-historic-landscape-characterisation/>; the Historic Landscape Assessment of Hampshire is underway.

landscape. This process should ensure that development will enhance the designed character of the landscape.

The individual identity of settlements

5.16 The gaps between settlements protect the individual character and identity of towns and villages. They retain the open nature and the physical and, either real or perceived, visual separation between settlements. The land at the edge of settlements often forms part of the historic setting of the settlement and can include areas which have cultural importance. Public Rights of Way can often provide access to these areas and connections to the open landscape of the National Park beyond.

Green and Blue Corridors

5.17 Green and blue corridors are areas or linear features which connect habitat and wildlife populations and can provide opportunities for walking and cycling, and also facilitate the movement of wildlife. Green and blue corridors are an essential component of the National Park's green infrastructure, and can provide benefits for people and wildlife at both the landscape scale and more local scale. More information is provided under policy SD45: Green Infrastructure.

Landscape features

5.18 Natural and historic features such as trees, woodlands, hedgerows, historical water systems, chalk pits and sandpits, should be conserved and enhanced through design. Reference should be made to the *Pan Sussex Historic Landscape Character Assessment* and other appropriate research material to identify the relevant natural and historic key features this should be used to inform development proposals.



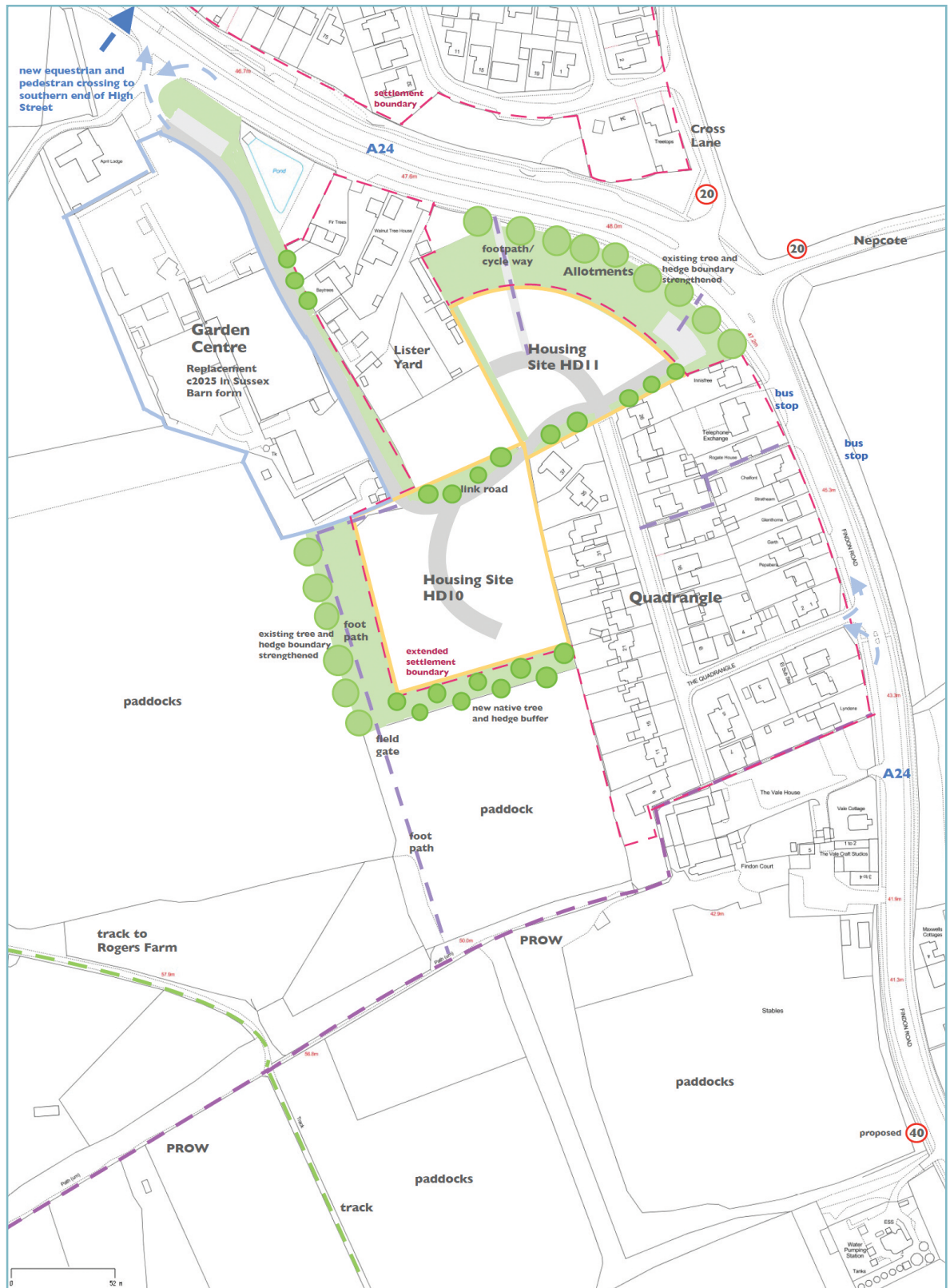


Removed from
Arun 2003 Local
Green Gap



IN

Map 4: Masterplan - South west end of Findon



Report to: **Findon Parish Council**

Meeting Date: **10 December 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 The WSCC traffic speed survey on the A24 was undertaken during one week in November. The data from the road strips is currently being analysed by WSCC highways who hope to be able to issue results to FPC within the next two weeks.
- 1.2 The SDNPA have confirmed that guidance on village gateways signage will be issued in early 2019. At that point FPC can complete a final design and specification to obtain quotations for the supply and installation. As these are not 'regulatory signs' any contractor with street works certification can install the signs, it does not have to be WSCC. However these are replacement signs for the current 'national standard' village entry signs and a WSCC Highways contractor is likely to have to be involved in the removal of the 'national standard' signs
- 1.3 There is no direct funding of SDNPA type village gateway signage by the SDNPA proposed at the moment, although bids can be made via the IDP. The current FPC IDP bid includes village gateway signage but this is a small part of a larger bid and FPC may want to consider funding the village gateway signage as their contribution to the IDP. Bids which have some 'outside or community funding' in place tend to be considered more favourably.
- 1.4 The Findon IDP bid of £400,000 is described as 'village life enhancements' in the SDNPA list of applications but so far there has been no formal response or request for further information. The IDP team have said they will be issuing a progress update soon. (see separate excel doc, attached)
- 1.5 Councillors may wish to note that a Funtington Parish Council IDP bid of c£900k for a new community centre is showing a financial contribution of £500k from Seaward Properties, the house builder and developer who is redeveloping the former village hall site for new housing. (The interest here is Seaward Properties contribution , not suggesting Findon Village Hall is replaced !)
- 1.6 The FPC Chairman has requested copies of the layout and specification for the four additional car parking spaces on the Stable Lane side of Pond Green proposed by the TEP Group as part of the village life enhancement scheme. David H will issue at the meeting.

2.0 Recommendations to consider and ratify

- 2.1 None.

**Agenda Item 18.142
b)**

Report to **Findon Parish Council**
Meeting Date **10 December 2018**
From **Clive Ball on behalf of Jan Mackerell**
Title of Report **Christmas Lights 2018**
Purpose of Report **To note**

1. Updates for noting

1.1 Report.

The 2018 Lights Switch On event took place on the 2nd December 2018 on Pond Green and despite foul weather all weekend it was well attended by parents, grandparents and others watching children from St John The Baptist School perform seven Christmas carols.

The Villages' new PA system (provided by grant funding from the Sussex Community Foundation with monies from the Rampion Wind Farm) was used for the first time with great success. Previous years had been hampered by adults talking whilst the children sang.

The lights themselves have been extended to provide further strings over the Butchers and over School Hill. (FPC grant). The Pond Green Lights have also been replaced (Sheep Fair donation).

The raffle, which was so successful last year, is occurring once again with both the Butchers and the Village Shop selling them. The draw for the prizes takes place at 12:00 noon on the 15th December outside the Butchers.

END

**Agenda Item
18.143**

Report to	Findon Parish Council
Meeting Date	10 December 2018
From	Fiona MacLeod, Clerk
Title of Report	Clerk's report on items not covered elsewhere on the Agenda
Purpose of Report	To note/action

1. Updates for noting/action

- 1.1 The Findon Parish Council (FPC) office will be closed from 5pm on Friday 21 December and re-open at 2.30pm on Thursday 27 December 2018.
- 1.2 The Sussex Local monthly publication has offered FPC space for articles free of charge. The editorial deadline is the 7th of each month and if Councillors wish to publish any relevant articles, please can they provide the text to me by the 5th of the month.
- 1.3 West Sussex County Council's (WSSC) Community Initiative Fund's final funding window of 2018/19 is now open to charities, groups, organisations etc, and posters have been placed in the Notice Boards and further details published on the FPC and Community web sites. The closing dates to upload bid ideas is 14 January 2019 and councillors are asked to pass this information on to relevant local bodies.
- 1.4 I will be attending a 2019 local elections briefing and awareness event run by the Sussex Assoc of Local Councils (SALC) on 29 January 2019.

2. Issues for consideration/ratification by full Council

- 2.1 Councillors are asked to consider/ratify the following items:
- 2.2 Songs of Praise following the Stoolball Tournament on Nephcote Green on Sunday 2 June 2019. A request has been received from St John the Baptist Church for a short Songs of Praise led by village members of the new Monarch's Way Singers following the Tournament. There may possibly be a couple of guitars (not electric) but no band to accompany the singing, which would last no longer than about half an hour, and be similar to the Sheep Fair Sunday afternoon event.
- 2.3 Councillors will recall an email request (as previously circulated) from the Worthing Radio Events Group following a conversation with Cllr Gear. The Group support local organisations such as Scouts by putting on Amateur Radio stations to promote communication and support youngsters to take part in science based projects etc. This would involve access to open spaces such as Nephcote Green to put up temporary and easily removeable masts and wires no more than three to four times pa, subject to any conditions set by FPC. The Group is fully licensed, insured and covered by Public Liability

insurance affiliated to the Radio Society of Great Britain and more details can be found at www.MOREG.co.uk

- 2.4 As in previous years St John the Baptist Church is holding a Live Nativity procession walking behind a donkey and sheep on Tuesday 18 December 2018 at 6-15 pm. The Church would like to cone off the High Street from 3-30 pm (after school) to 8pm from the Village Hall to the Gun Public House to stop people parking there for that period. Marshalls would be wearing appropriate hi-viz jackets.
- 2.5 As councillors will recall, FPC has historically reimbursed Findon Village Hall with a sum of £900.00 for the use of the Village Hall for meetings etc via a grant application for each financial year. No completed application was received from the Village Hall Trust (VHT) for this financial year and I understand this was raised with the FVH. Consequently, I have received a spreadsheet from the Booking Team regarding charges for the FPC usage of the main hall for meetings, which have been charged at a block hourly rate of 4.5hrs per evening meeting. It is rare that the FPC or Planning Committee meetings run over three hours including set up/clear down and I would like FPC to consider proposing a financial arrangement with the VHT whereby FPC is invoiced for one pre-agreed amount based on scheduled use per financial year for three hours average per meeting. The cost of the new smaller Hall is £12.00 per hour, which based on 25 meeting pa (incl contingency meetings) would be still be £900 for the next financial year. In the meantime, I am checking the spreadsheet for this financial year's payments.

Agenda item 18.146 a Oct 2018

Receipts

Date	Oct-18											
	Receipt ID	From	Details	Precept	Interest	Allotment Gardens	Misc/SF	VAT reclaim	Open Spaces	Op W/Shed	TEP	Total Receipts
				43000.00	13.89	228.00	10330.83	0.00	0.00	25165.00	0.00	78737.72
17/10/18	chq	NGCT	mower contrib						1179.50			1179.50
29/10/18	cr	HSBC	int		5.01							5.01
				43000.00	18.90	228.00	10330.83	0.00	1179.50	25165.00	0.00	79922.23

Payments

Date	Oct-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
				5027.40	3552.31	1076.48	900.00	648.22	7216.83	0.00	0.00	0.00	264.00	8676.99	7543.36	34905.59
09/10/18	100929	HMRC	Clerk Sept tax	168.20												168.20
	100930	F MacLeod	Clerk Sept sal	672.50												672.50
	100931	F MacLeod	Clerk Sept exps		46.21											46.21
	100932	J Fisher	mower repairs						110.00							110.00
	100933	AC Gardens	verge cuts						400.00							400.00
	100934	AMP Services	Billy Goat machine						2544.00							2544.00
	100935	Ellis Cleaning Services	SF cleaning equip											1123.54		1123.54
	100936	SSALC	WSALC event		54.00											54.00
25/10/18	100937	Festive Lights Ltd	Xmas lighting									666.88				666.88
29/10/18	100938	D Chaffe	prof services												440.00	440.00
	100939	AC Gardens	grass cuts						300.00							300.00
	100940	Pre-School	grant				1500.00									1500.00
19/10/18	DD	SSE	electrical supply			13.87										13.87
22/10/18	DD	BT Group	services			302.18										302.18
23/10/18	DD	Secom PLC	alarm system						125.61							125.61
25/10/18	DD	BT Group	services			114.12										114.12
				5868.10	3652.52	1506.65	2400.00	648.22	10696.44	0.00	0.00	666.88	264.00	9800.53	7983.36	43486.70

Bank reconciliation

Balance as at 31/10/2018		Balance	B/forward	101700.06
CA	66761.48		Receipts	1184.51
DA	30500.86		Payments	8581.11
	97262.34			94303.46
Uncl'd chqs	761, 844, 937, 938, 939, 940			
	2958.88			
	94303.46			

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Receipts

Date	Nov-18											
	Receipt ID	From	Details	Precept	Interest	Allotment Gardens	Misc/SF	VAT reclaim	Open Spaces	Op W/Shed	TEP	Total Receipts
				43000.00	18.9	228.00	10330.83	0.00	1179.50	25165.00	0.00	79922.23
07/11/18	cr	Sheep Fair	reimb inv				711.28					711.28
09/11/18	cr	WSCC	grass cut contrib						1500.00			1500.00
17/11/18	cr	Sheep Fair	reimb inv				1764.52					1764.52
29/11/18	cr	HSBC	interest		5.18							5.18
				43000.00	24.08	228.00	12806.63	0.00	2679.50	25165.00	0.00	83903.21

Payments

Date	Nov-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
				5868.10	3652.52	1506.65	2400.00	648.22	10696.44	0.00	0.00	666.88	264.00	9800.53	7983.36	43486.70
06/11/18	100941	HMRC	Clerk Oct tax	168.00												168.00
	100942	F MacLeod	Clerk Oct salary	672.70												672.70
	100943	F MacLeod	Clerk Oct exps		52.45											52.45
23/11/18	100944	Arundel Arboretum	new tree						130.50							130.50
	100945	TMS Show Services	new equip											2117.42		2117.42
19/11/18	DD	SSE	electrical supply			14.69										14.69
				6708.80	3704.97	1521.34	2400.00	648.22	10826.94	0.00	0.00	666.88	264.00	11917.95	7983.36	46642.46

Bank reconciliation

Balance	as at 30/11/2018		Balance	B/forward	94303.46
	CA	66922.56		Receipts	3980.98
	DA	30506.04		Payments	3155.76
		97428.60			95128.68
Uncl'd	761, 844,	2299.92			
chqs	944, 945.				
		95128.68			

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Payments total: £31418.90

Date	Dec-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
				6708.80	3704.97	1521.34	2400.00	648.22	10826.94	0.00	0.00	666.88	264.00	11917.95	7983.36	46642.46
04/12/18	100946	HMRC	Clerk Nov tax	168.20												168.20
	100947	F MacLeod	Clerk Nov salary	672.50												672.50
	100948	F MacLeod	Clerk Nov exps		29.75											29.75
	100949	F MacLeod	Clerk storage		65.00											65.00
10/12/18	100950	Arun Business Supplies	printer inks		42.36											42.36
	100951	SSALC	training		144.00											144.00
	100952	J Wilson	OS exps						18.52							18.52
	100953	R Carr	inks and OS exps		15.00				65.57							80.57
	100954	Landbuild Ltd	OW works							30198.00						30198.00
				7549.50	4001.08	1521.34	2400.00	648.22	10911.03	30198.00	0.00	666.88	264.00	11917.95	7983.36	78061.36