

**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 4 March 2019** at 7.30pm for the purpose of transacting the following business.

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

**Miss Fiona MacLeod
Clerk to the Parish Council
26/2/2019**

AGENDA

19.18 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

19.19 CHAIRMAN'S ANNOUNCEMENTS

19.20 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.

**19.21 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD
21/1/2019**

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

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

19.24 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.

19.25 FINDON VILLAGE HALL EXTENSION

To consider feasibility of a Public Works Loan application from Findon Parish Council. Trevor Leggo, CEO, Sussex Assoc of Local Councils, will attend.

19.26 GRANT APPLICATION

To consider a grant application from Findon Village Hall Trust to complete works to the main Hall (application docs attached).

- 19.27 FINDON VILLAGE PRE-SCHOOL**
To receive an update from the Pre-School on the fundraising plan for 2019.
- 19.28 PARISH COUNCIL ELECTIONS 2 MAY 2019**
To note the process with Arun District Council.
- 19.29 UPDATED FINDON NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP (UFNDPWG)**
To receive an update on progress and consider progressing to Reg 16 Submission Consultation and Examination of the Updated Neighbourhood Plan.
- 19.30 PARISH INITIATIVES**
To note the reports on progress and consider any recommendations for full Council:
a) Transport, Environment, and People (TEP)
- 19.31 CLERKS REPORT**
To note the report and consider the items for ratification by full Council.
- 19.32 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING**
a) Planning
b) Finance & Governance
c) Open Spaces
d) Sheep Fair
- 19.33 REPORTS FROM OUTSIDE BODIES AND WORKING GROUPS FOR NOTING/RATIFYING**
a) Community Resilience Plan for Findon
b) 3 year Strategic Plan (final review of draft)
c) Village Bus Shelter
d) Assets of Community Value
e) Village Hall Trust
f) Findon Village Pre-School
g) Joint Eastern Arun Area Committee (JEAAC)
h) Allotment Gardens (including review of annual plot rental)
i) Replacement Greens Mower
j) Nephote Green Charitable Trust (NGCT)
- 19.34 FINANCE**
a) To note Receipts and Bank Reconciliation as circulated
b) To approve Payments as circulated
c) To note submitted Grant Evaluation forms
- 19.35 ITEMS TO BE REFERRED TO NEXT AGENDA**



APPLICATION FOR A GRANT

Name of Organisation :- FINDON VILLAGE HALL TRUST.

Name and Position of Applicant: DAVID GEAR - SECRETARY.

Amount requested:- PLEASE SEE ATTACHED

Purpose for which the grant will be used:-

SEE ATTACHMENT.

Grant cheque to be made payable to: FINDON VILLAGE HALL TRUST

Address cheque to be issued to: ATIN PHIL CURRI - TREASURER.
FINDON VILLAGE HALL, HIGH ST FINDON BN14 0TA.

Applicant Signature:

Date:- 9/2/2019.

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

APPLICATIONS MUST BE SUBMITTED TO THE CLERK TO THE PARISH COUNCIL BY 18 FEBRUARY 2019.

GENERAL DATA PROTECTION REGULATIONS:

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

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

Findon Village Hall Trust
High Street
Findon, BN14 0TA

In order to complete the works to the main hall some surfaces are still to be painted, storage cupboards need fitting out and a new floor is required.

We have a team of volunteers to undertake the first two tasks but the floor requires a contractor.

Having obtained quotes the best value is from Design Floors Sussex for £6,175.00 as attached. Additional costs will be incurred to remove the timbers from the old floor and prepare it with plywood which is estimated to cost around a further £2,000, dependant on number of skips required etc.

A number of villagers have pledged a 1year interest free loan to enable us to get this done. If the Parish Council were able to award a grant as a contribution it would be much appreciated



David Gear

Secretary Findon Village hall trust

Findon Village Hall Trust
High Street
Findon, BN14 0TA

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David Gear

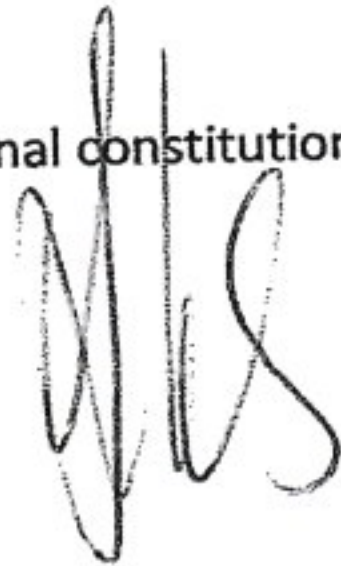
Secretary Findon Village hall trust

Constitution of Findon Village Hall Trust

1. Findon Village Hall Trust.
2. Elected members of the Findon Village Hall Trust shall comprise Chairman, Vice Chairman, Secretary, Minute Secretary, Treasurer, Booking Secretary and any other resident of Findon Village co-opted to assist the Trust. Non-elected members shall comprise representatives appointed by invited Findon Village Organisations with aims of a social, recreational or educational character of a non-discriminatory nature using the Hall on a regular basis. Such Organisations should exist for the benefit of the inhabitants of Findon Village and its immediate vicinity.
3. Elected members shall stand for election at the Annual General Meeting, which will be held by the end of the calendar year to which the accounts refer. The maximum term of office shall be three years and there shall be a break of one year before standing for re-election to a post. Voting is restricted to members of the Village Hall Trust. A vacancy arising from the death or resignation of a Trust member shall be filled following a proposal made at a meeting of the Findon Village Hall Trust that has been voted on and approved by a majority of two thirds of the members present.
4. 5 members together with the Chairperson, Secretary and Treasurer or their nominated deputy shall constitute a quorum.
5. The Findon Village Hall Trust year shall run from 1st September to 31st August.
6. Accounts shall be prepared by the Treasurer as soon as possible after the end of the Trust year and be independently examined by a suitable person other than a member of the Findon Village Hall Trust. On completion of the independent examination each member of the Trust shall be given a copy of the income and expenditure account.
7. The Constitution may only be altered following a relevant proposal or proposals made at a meeting of the Findon Village Hall Trust voted on and approved by a majority of two thirds of the members present.
8. The Village Hall Improvement Funds are designated for the purpose of refurbishment, extension or rebuild. The maximum spend on a refurbishment project shall be limited to £100,000.00. The funds should be deposited in as many suitable bank accounts as necessary, offering the best possible interest, and be limited to a maximum of £85,000.00 per bank account (or as amended at any time by the Financial Standards Authority). The Chairperson is authorised to incur expenditure of up to £500.00 without prior reference to the Findon Village Hall Trust. Any expenditure in excess of £500.00 requires the approval of a majority of two thirds of Village Hall Trust members.
9. Following the dissolution of the Findon Village Preservation Association in 2005 an elected member of the Trust shall be responsible for Village preservation matters.

The original constitution dated 27th June 1933 is hereby amended by the aforementioned.

Signed:



Judith Davies, Chairperson

Date:

22nd August 20

Findon Village Hall Trust
Annual report and unaudited financial statements
For the year ended 31 August 2018
Charity registration no. 231098

Findon Village Hall Trust

Legal and administrative information

Trustees	Phil Clark David Gear Angus Watts	(Appointed 23 November 2017) (Appointed 23 November 2017)
Charity number	231098	
Principal address	High Street Findon Worthing West Sussex BN14 OTA	
Independent examiner	Ayres Bright Vickers Bishopstone 36 Crescent Road Worthing West Sussex BN11 1RL	
Bankers	Santander UK Plc Bridle Road Bootle Merseyside L30 4GB	

Findon Village Hall Trust

Contents

	Page
Trustees' report	1 - 2
Independent examiner's report	3
Statement of financial activities	4
Balance sheet	5
Notes to the accounts	6 - 11

Findon Village Hall Trust

Trustees' report

For the year ended 31 August 2018

The trustees present their report and accounts for the year ended 31 August 2018.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the the trust's trust deed, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)"

Objectives and activities

The trust's objects are to provide facilities for physical and mental recreation and social and moral and intellectual development through the medium of reading and recreation rooms, library lectures, recreation classes and entertainments or otherwise, as may be found expedient for the benefit of the inhabitants of the parish of Findon, West Sussex and its immediate vicinity. There has been no change in these objects during the year. The policies adopted in furtherance of these objects are non-discriminatory.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the the trust should undertake.

Achievements and performance

The trust has continued to provide facilities for the residents of Findon Village, and its immediate vicinity, to enjoy throughout the period. Events that have taken place in the year under review include:

- Social evenings
- Various meetings of local clubs and societies
- Summer fete
- Christmas fair
- Film nights

Over this financial year the trust has embarked on an extension to the Village Hall which will allow greater flexibility in the use of the hall and the potential for additional facilities.

Financial review

Unrestricted funds are the funds freely available for use in the furtherance of the objectives of the trust. The trust had a deficit of expenditure over income for the period of £51,048 (2017 - £20,631). The movement in unrestricted funds decreased to £188,279 (2017 - £239,327) this being as a result of funds being expended for the Village Hall extension. This year the Trust has undertaken the construction of a large extension which will cost in the region of £210,000.

It is the policy of the the trust that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the the trust's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees have assessed the major risks to which the the trust is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The trust was established by a trust deed on 27 June 1933 and was registered as a charity on 9 January 1964.

The trustees who served during the year were:

Judith Davies	(Resigned 23 November 2017)
Cathrine Gear	(Resigned 23 November 2017)
Phil Clark	
David Gear	(Appointed 23 November 2017)
Angus Watts	(Appointed 23 November 2017)

Findon Village Hall Trust

Trustees' report (continued)

For the year ended 31 August 2018

Method of recruitment and appointment of trustees

Elected members shall stand for election at the Annual General Meeting, which will be held by the end of the calendar year to which the accounts refer. The maximum term of office shall be three years and there shall be a break of one year before standing for re-election to a post unless a majority of members of Findon Village Hall Trust request that an elected member or members remain in office for a further year. Voting is restricted to members of the Findon Village Hall Trust. A vacancy arising from the death or resignation of a trust member shall be filled following a proposal made at a meeting of the Findon Village Hall Trust that has been voted on and approved by a majority of two thirds of the members present.

Elected members of the Findon Village Hall Trust shall comprise Chairperson, Vice Chairperson, Secretary, Minute Secretary, Treasurer, Booking Secretary and any other resident of Findon Village co-opted to assist the Trust. Non-elected members shall comprise representatives appointed by invited Findon Village Organisations with aims of a social, recreational or educational character of a non-discriminatory nature using the Hall on a regular basis. Such Organisations should exist for the benefit of the inhabitants of Findon Village and its immediate vicinity.

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the the trust and of the incoming resources and application of resources of the the trust for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the the trust and enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees' report was approved by the Board of Trustees.

.....
Angus Watts
Trustee
Dated:

Findon Village Hall Trust

Independent examiner's report

To the trustees of Findon Village Hall Trust

I report on the accounts of the the trust for the year ended 31 August 2018, which are set out on pages 4 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no other matter except that referred to in the previous paragraph has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (ii) to prepare accounts which accord with the accounting records, and comply with the accounting requirements of the 2011 Act;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Paul Stone FCA
For and on behalf of
Ayres Bright Vickers
Chartered Accountants
Bishopstone
36 Crescent Road
Worthing
West Sussex
BN11 1RL

Dated:

Findon Village Hall Trust

Statement of financial activities including income and expenditure account

For the year ended 31 August 2018

	Notes	Unrestricted funds £	Total 2017 £
<u>Income from:</u>			
Donations and legacies	2	3,650	3,135
Charitable activities	3	31,902	32,651
Investments	4	926	490
Total incoming resources		<u>36,478</u>	<u>36,276</u>
<u>Resources expended:</u>			
Charitable activities	5	87,526	56,907
Total resources expended		<u>87,526</u>	<u>56,907</u>
Net expenditure for the year/ Net movement in funds		(51,048)	(20,631)
Fund balances at 1 September 2017		<u>239,327</u>	<u>259,958</u>
Fund balances at 31 August 2018		<u><u>188,279</u></u>	<u><u>239,327</u></u>

Findon Village Hall Trust

Balance sheet

As at 31 August 2018

	Notes	2018 £	£	2017 £	£
Current assets					
Stocks	9	8,535		5,012	
Debtors	10	2,198		12,219	
Cash at bank and in hand		179,996		235,293	
		<u>190,729</u>		<u>252,524</u>	
Creditors: amounts falling due within one year	11	2,450		13,197	
		<u>188,279</u>		<u>239,327</u>	
Net current assets			188,279		239,327
			<u>188,279</u>		<u>239,327</u>
Income funds					
Unrestricted funds			188,279		239,327
			<u>188,279</u>		<u>239,327</u>

The financial statements were approved by the board of directors and authorised for issue on
and are signed on its behalf by:

.....
Phil Clark
Trustee

.....
Angus Watts
Trustee

Findon Village Hall Trust

Notes to the financial statements

For the year ended 31 August 2018

1 Accounting policies

Company information

Findon Village Hall Trust was established by a trust deed on 27 June 1933 and was registered as a charity on 9 January 1964.

1.1 Accounting convention

These accounts have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Charities Act 2011 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015. The trust is a Public Benefit Entity as defined by FRS 102.

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The accounts are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared on the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the trust has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the trust.

1.4 Incoming resources

Income is recognised when the trust is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the trust has been notified of the donation, unless performance conditions require deferral of the amount.

Legacies are recognised on receipt or otherwise if the trust has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1.5 Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Findon Village Hall Trust

Notes to the financial statements (continued)

For the year ended 31 August 2018

1 Accounting policies

(continued)

Governance costs include the costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

1.6 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured at cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Financial instruments

The Company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised when the the trust becomes party to the contractual provisions of the instrument.

Financial assets are offset, with the net amounts presented in the accounts when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest.

Basic financial liabilities

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Findon Village Hall Trust

Notes to the financial statements (continued)

For the year ended 31 August 2018

2 Donations and legacies

	2018 £	2017 £
Donations and gifts	3,650	3,135

Donations and gifts comprise the following amounts:

Findon Parish Council	550	900
Findon Village Hall Supporters Club	2,100	2,200
Eastabrook	600	-
Men in sheds	400	-
	<u>3,650</u>	<u>3,135</u>

3 Charitable activities

	Income from charitable activities £	2017 £
Income from charitable activities	31,902	32,651

Analysis by fund		
Unrestricted funds	<u>31,902</u>	<u>32,651</u>

Income from charitable activities

Hall lettings	20,698	23,140
Bowls and Women's Institute	937	915
Film nights	3,424	3,366
Summer fete and Christmas fair	1,274	1,756
Cafe	295	251
Lambs Tails	1,192	1,408
Other income	143	1,815
Italian Feast	939	-
Ocktoberfest	1,893	-
Eastabrook	1,107	-
	<u>31,902</u>	<u>32,651</u>

Findon Village Hall Trust

Notes to the financial statements (continued)

For the year ended 31 August 2018

4 Investment income

	Unrestricted funds £	Total 2017 £
Interest receivable	926	490

5 Charitable activities

	Resources expended on charitable activities £	Total £	2017 £
Rates and water	898	898	879
Light and heat	5,479	5,479	3,469
Other activities	4,170	4,170	4,814
Repairs and maintenance	4,704	4,704	6,652
Capital expenditure	44,508	44,508	15,195
Cleaning and refuse collection	13,561	13,561	13,454
Summer fete and Christmas fair	1,314	1,314	512
Film night	2,615	2,615	2,758
Lambs Tails	667	667	842
Dog show	354	354	381
Volunteers lunch	182	182	-
Cafe	17	17	754
	<u>78,469</u>	<u>78,469</u>	<u>49,710</u>
Share of support costs (see note 6)	5,082	5,082	4,182
Share of governance costs (see note 6)	3,975	3,975	3,015
	<u>87,526</u>	<u>87,526</u>	<u>56,907</u>
Analysis by fund			
Unrestricted funds	<u>87,526</u>	<u>87,526</u>	
	<u>87,526</u>	<u>87,526</u>	

Findon Village Hall Trust

Notes to the financial statements (continued)

For the year ended 31 August 2018

6 Support costs	Support costs £	Governance costs £	2018 £	2017 £	Basis of allocation
Insurance	1,460	-	1,460	1,182	100% Charitable activities
Subscriptions	854	-	854	757	100% Charitable activities
Motor and travel	428	-	428	447	100% Charitable activities
Postage and stationery	220	-	220	386	100% Charitable activities
Telephone	917	-	917	892	100% Charitable activities
Advertising	639	-	639	468	100% Charitable activities
Computer costs	514	-	514	-	100% Charitable activities
Sundry expenses	50	-	50	50	100% Charitable activities
Accountancy	-	900	900	900	Governance
Bookkeeping	-	3,075	3,075	2,115	Governance
	<u>5,082</u>	<u>3,975</u>	<u>9,057</u>	<u>7,197</u>	
Analysed between Charitable activities	<u>5,082</u>	<u>3,975</u>	<u>9,057</u>	<u>7,197</u>	

Governance costs includes payments to the independent examiner of £900 (2017 - £900).

Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, but one of them was reimbursed a total of £60 (2017 - £447) for motor and travelling expenses and £35 (2017 - £151) for telephone calls.

9 Stocks	2018 £	2017 £
Finished goods and goods for resale	<u>8,535</u>	<u>5,012</u>
10 Debtors	2018 £	2017 £
Amounts falling due within one year:		
Trade debtors	710	11,161
Other debtors	-	21
Prepayments and accrued income	1,488	1,037
	<u>2,198</u>	<u>12,219</u>

Findon Village Hall Trust

Notes to the financial statements (continued)

For the year ended 31 August 2018

11 Creditors: amounts falling due within one year	2018	2017
	£	£
Other creditors	1,550	11,577
Accruals and deferred income	900	1,620
	<u>2,450</u>	<u>13,197</u>
	<u><u>2,450</u></u>	<u><u>13,197</u></u>

Designer Floors Sussex

18 New Broadway Tarring Road Worthing BN11 4HP

01903 212892 / 07967360997

F.A.O
David Gear C/O
16 Steep Close
Findon
West Sussex
BN14 QTD
07415476543

REF: Findon Village Hall - Main Hall Flooring

Stage 1.

Uplift existing flooring and clear.

* Doorways to storeroom and Kitchen requires work to merge floor coverings halfway under the door. Storeroom doorway requires reducing the overall height of the concrete finish to receive a latex compound to achieve the correct height ready to receive the LVT.

Kitchen doorway requires the existing flooring to be cut back to halfway under the door and made good ready to receive LVT.

Prepare seams of prepared subfloor using recommended materials to unify subfloor ready to receive LVT. Prime the entire subfloor using the recommended primer.

Latex 2x areas with a latex and chippings compound @approx 20mm (3.5m2)

Supply and lay JHS range wood effect LVT to the Main Hall approx 165m2

Works carried out using 1-2 persons on site, expected time to complete should be 3-4 working days

We would place the order for materials after receiving the deposit and arrange for materials to be delivered to site. Work would be carried out in conjunction with Drew, who we assume would be preparing the area subfloor with the recommended plywood, after we uplift the existing flooring and clear. Once the subfloor preparation has been completed we would then start our works in preparing the seams and fixing holes using the recommended microfinish. Once the microfinish compound has cured we would then prime the entire subfloor ready to lay the LVT. Once primed we would then start setting out and commence the laying of the LVT as per manufacturer's instructions.

No costs have been included to skip or remove from the site the existing uplifted wood flooring as yet.

WE can if required at the cost of an appropriate skip hire cost.

Total inc Materials listed LVT 171m2 inc 5%waste allowance), Adhesive ,door bars , fixings and consumables. latex chippings x1 microfinish		Materials Labour and costs	£4675.00 £1500.00
Deposit			£4675.00
Balance			£ 1500.00
Total including costs			£ 6175.00

B.Peters Designer Floors Sussex 01903212892 / 07967360997 Works completed to a snag free finish

**Agenda Item
19.28**

Report to **Findon Parish Council**
Meeting Date **4 March 2019**
From **Fiona MacLeod, Clerk**
Title of Report **Parish Council Elections 2 May 2019**
Purpose of Report **To note and action**

1. Updates for noting/action

1.1 As councillors will be aware, there are Arun District and Town/Parish council elections taking place on 2 May 2019.

1.2 The timetable and deadline dates for the elections are attached as Appendix 1 to this report. You will see that the election process is run by ADC's Electoral Services Manager.

1.3 Also attached are guidelines for the purdah period (Appendix 2 to this report) for your awareness (runs Monday 18 March until Monday 6 May 2019) – although they refer to last years local elections the advice remains the same. In essence, purdah is a convention to make sure that a sitting councillor has no advantage over any other qualifying parishioner wishing to stand for election.

1.4 Highlights for consideration/awareness:

- Candidates can be either current parish councillors or any qualifying parishioner;
- Nomination packs must be completed by candidates and returned by candidates (or a trusted person) directly to the Returning Officer, ADC Civic Centre in Littlehampton;
- Completed packs must be returned to ADC between Tuesday 19 March and 4pm on Wednesday 3 April 2019;
- An election will only be held if there are more nominations received than there are parish council vacancies i.e. 12 or more nominations for the 11 councillor vacancies;
- If there are 11 or less nominations received then this would result in an uncontested election;
- Existing parish councillors retire from office at 5pm on Tuesday 7 May 2019 and the new parish councillors then take up office for the new four year term; and
- Returns of election expenses (nil return required) must be with the Returning Officer, ADC, by Thursday 30 May 2019.

1.5 Cllrs Gear, Martin and Wilson attended the candidate briefing sessions run by ADC on 26 February 2019 and notes are attached (Appendix 3 to this report).

**ARUN DISTRICT COUNCIL
DISTRICT & TOWN/PARISH ELECTIONS – 2 MAY 2019**

[Shaded boxes are part of the statutory timetable]

Date	Note/Deadline	Electoral Event
Tuesday 26 February 2019		Candidate and Election Agent Briefing ✓ Start time – 4pm for Trevor Leggo (ADALC) Presentation (for Parish Clerks only) ✓ Venue – Council Chamber, Arun Civic Centre, Littlehampton ✓ Start time – 6pm for ADC Presentation ✓ Venue – Council Chamber, Arun Civic Centre
Wednesday 27 February 2019		Candidate and Election Agent Briefing ✓ Start time – 4pm ✓ Venue – Bognor Regis Library, London Road ✓ Start time – 6pm ✓ Venue – Council Chamber, Bognor Regis Town Hall
Monday 18 March 2019	<i>Extended nomination period within Arun</i>	Publication of Notice of Election
Tuesday 19 March 2019	Nominations must be delivered by hand within normal office hours	1 st date to deliver nomination papers to the Returning Officer at Arun District Council
Monday 18 March – Wednesday 3 April 2019		Poll Card hand delivery
Wednesday 3 April 2019	<i>Not later than 4pm</i>	Deadline for the delivery of nomination papers to the Returning Officer at Arun District Council
	<i>Not later than 4pm</i>	Deadline for withdrawals of nomination
	<i>Not later than 4pm</i>	Deadline for Appointment of Election Agents Publication of Notice of Election Agents
		Publication of 1 st interim Notice of Alteration to Register of Electors
Thursday 4 April 2019	<i>Not later than 4pm</i>	Publication of Statement of Persons Nominated In an uncontested election, Returning Officer to: Declare elected the person remaining validly nominated Give public notice of the name of the person elected
Friday 12 April 2019	- 12	Deadline for registration applications to vote in the election
Monday 15 April 2019	<i>Not later than 5pm</i> - 11	Deadline for requests for new postal votes or to change or cancel an existing postal vote or proxy appointment
Tuesday 16 April 2019		Post out of postal vote packs – 1 st issue
Tuesday 16 April 2019	<i>Publish between -18 and -6 days</i>	Publication of 2 nd interim Notice of Alteration to Register of Electors
Thursday 18 April 2019		Post out of postal vote packs – 2 nd issue
Friday 19 April – Monday 22 April 2019		Easter bank holiday weekend
Tuesday	2.30pm	Postal vote opening starts (1)

23 April 2019		
Wednesday 24 April 2019	- 6	Publication of Notice of Poll and Notice of Polling Stations
	<i>Not later than 5pm</i> - 6	Deadline for new applications to vote by proxy (except for emergencies)
Wednesday 24 April 2019	2.30pm	Postal vote opening (2)
Thursday 25 April 2019	2.30pm	Postal vote opening (3)
Thursday 25 April 2019	- 5	Publication of final Notice of Alteration of Register for late applications
	- 5	Deadline for appointment of Counting and Polling Agents
Friday 26 April 2019	2.30pm	Postal vote opening (4)
Friday 26 April 2019	- 4	First day to issue replacement postal ballot papers where lost
Monday 29 April 2019	2.30pm	Postal vote opening (6)
Tuesday 30 April 2019	2.30pm	Postal vote opening (7)
Wednesday 1 May 2019	2.30pm	Postal vote opening (8)
Thursday 2 May 2019	<i>Hrs of Poll -7am to 10pm</i>	POLLING DAY
	<i>Not later than 5pm</i>	Deadline for new applications to vote by proxy on grounds of emergency
	<i>Not later than 5pm</i>	Deadline to issue replacement postal ballot papers where lost or spoilt
	<i>Not later than 9pm</i>	Deadline to make alterations to the Register due to clerical error
Thursday 2 May 2019	11.00am 9.00pm – <i>final session</i>	Postal vote opening (9), Civic Centre Postal Vote Opening (Final) (10), Arun Leisure Centre
Friday 3 May 2019	9am start	VERIFICATION AND COUNT <ul style="list-style-type: none"> • Verification and count for all ballot boxes at Arun Leisure Centre
Monday 6 May 2019		Bank holiday Monday
Tuesday 7 May 2019		Existing councillors retire from office and new councillors take up office as District/Parish Councillor
Monday 27 May 2019		Bank holiday Monday
Thursday 30 May 2019	<i>28 calendar days after polling day</i>	Town/Parish - Deadline for Returns of Election Expenses to Returning Officer of Arun District Council
Friday 7 June 2019	<i>35 calendar days after result declared</i>	District - Deadline for Returns of Election Expenses to Returning Officer of Arun District Council
Thursday 1 August 2019	<i>Within 3 months beginning with the date of poll</i>	Last day to send postal vote identifier rejection notices

Purdah: A short guide to publicity during the pre-election period

Updated February 2018

Guide

Purdah: A short guide to publicity during the pre-election period

Introduction

In response to requests from council communications teams to produce simple guidance to communicating during the pre-election period (also known as 'purdah'), we are publishing this short, updated guide.

This document provides advice on the publicity restrictions that should be observed during the purdah period. **It should be read in conjunction with any guidance produced by your own Returning Officer or Monitoring Officer, which provides specific advice depending on your local circumstances.**

It is important to note that pre-election rules restrict activity wider than just publicity. Use of council facilities and resources; the member's code of conduct, developing new policies and holding of events (including some meetings) featuring elected officials should all be carefully considered during a period of heightened sensitivity.

The term 'purdah' has come into popular use across central and local government to describe the period of time immediately before elections or referendums when specific restrictions on communications activity are in place. The terms 'pre-election period' and 'heightened sensitivity' are also used.

2018 Local Elections

A number of authorities will have elections on 3 May 2018, including:

- London boroughs
- metropolitan districts

- shire districts
- single tier shire districts.

The latest date that purdah can start for the local elections is 27 March 2018.

Local government sometimes views this period as a time when communication has to shut down completely. This is not the case, and the ordinary functions of councils should continue, but some restrictions do apply, by law, to all councillors and officers.

The Code

The Government published a Code of Recommended Practice on Local Authority Publicity in 2011. The Code is based around seven principles to ensure that all communications activity:

- is lawful
- is cost effective
- is objective
- is even-handed
- is appropriate
- has regard to equality and diversity
- is issued with care during periods of heightened sensitivity.

This last principle, to ensure special care is taken during periods of heightened sensitivity, is of particular relevance during the pre-election period.

At all times, local authorities should ensure that publicity complies with all applicable statutory provisions and guidance, and have regard to the Code of Recommended Practice on Local Authority Publicity 2011.

Paid-for advertising must comply with the Advertising Standards Authority's Advertising Codes.

In general, authorities should not issue any publicity which seeks to influence voters, ensure that publicity relating to policies and proposals from central government is balanced and factually accurate and comply with laws which prohibit political advertising on television or radio.

Legal basis and official guidance

Local authorities in England and Wales are under a duty to have regard at all times to the relevant Code of recommended Practice on Local Authority publicity issued under sections 2 and 4 of the Local Government Act 1986.

The pre-election restrictions are governed by Section 2 of the Local Government Act 1986¹, as amended in 1988². Essentially councils should **“not publish any material which, in whole or in part, appears to be designed to affect public support for a political party.”**

Section 4³ of the Act makes clear that councils need to have regard to the code of recommended practice that supports the Act. The current code of practice was published in 2011⁴ which replaced all previous guidance. The essential points from the code are:

- In general you should not issue any publicity which seeks to influence voters (an exception being situations covered by legislation or regulations directing publication of information for explanatory purposes).
- Particular care should be taken during the pre-election period to have regard for the Code.

- Consider suspending the hosting of third party material or closing public forums if these are likely to breach the codes of practice.
- Do not publish any publicity on controversial issues or report views on proposals in a way which identifies them with individual councillors or groups of councillors.
- Publicity relating to individuals involved directly in the election should not be published unless expressly authorised by statute.
- You are allowed to publish factual information which identifies the names, wards and parties of candidates at elections.

What this means in practice

Publicity is defined as **“any communication, in whatever form, addressed to the public at large or to a section of the public.”**

The first question to ask is ‘could a reasonable person conclude that you were spending public money to influence the outcome of the election?’ In other words it must pass the ‘is it reasonable’ test. When making your decision, you should consider the following:

You should **not**:

- produce publicity on matters which are politically controversial
- make references to individual politicians or groups in press releases
- arrange proactive media or events involving candidates
- issue photographs which include candidates
- supply council photographs or other materials to councillors or political group staff unless you have verified that they will not be used for campaigning purposes
- continue hosting third party blogs or e-communications

1 www.legislation.gov.uk/ukpga/1986/10/section/2

2 www.legislation.gov.uk/ukpga/1988/9/section/27

3 www.legislation.gov.uk/ukpga/1986/10/section/4

4 www.gov.uk/government/publications/recommended-code-of-practice-for-local-authority-publicity

- help with national political visits (as this would involve using public money to support a particular candidate or party). These should be organised by political parties with no cost or resource implications for the council.
- Use a politician who is involved in an election when the council is required to respond in particular circumstances, such as in an emergency situation or where there is a genuine need for a member-level response to an important event beyond the council's control. Normally this would be the civic mayor (as opposed to the elected mayor in those areas with elected mayors) or chairman (that is, someone holding a politically neutral role). If the issue is so serious, it is worth considering asking the council's group leaders to agree to a response which would involve all of them.

You should also **think carefully** before you:

- Continue to run campaign material to support your own local campaigns. If the campaign is already running and is non-controversial (for example, on issues like recycling or foster care) and would be a waste of public money to cancel or postpone them, then continue. However, you should always think carefully if a campaign could be deemed likely to influence the outcome of the election and you should not use councillors in press releases and events in pre-election periods. In such cases you should stop or defer them. An example might be a campaign on an issue which has been subject of local political debate and/or disagreement.
- Launch any new consultations. Unless it is a statutory duty, don't start any new consultations or publish report findings from consultation exercises, which could be politically sensitive.
- If you are in any doubt, seek advice from your Returning Officer and/or Monitoring Officer, legal or communications colleagues.

Ultimately, you must always be guided by the principle of fairness. It is crucial that any decision you take would be seen as fair and reasonable by the public and those standing for office.

Further guidance

You can find more information from the following:

You **are allowed** to:

- referring to advice published by your Returning Officer or Monitoring Officer
- the Code of Recommended Practice on Local Authority Publicity
- the LGcommunications leaflet, Cracking the Code⁵
- annex A – template letter to councillors.
- Continue to discharge normal council business (including determining planning applications, even if they are controversial).
- Publish factual information to counteract misleading, controversial or extreme (for example, racist/sexist information). An example might be a media story which is critical of the council, such as a media enquiry claiming that the salaries of all the council's senior managers have increased by five per cent. If this is not true, a response such as 'none of the council's senior management team have received any increase in salary in the last 12 months' is acceptable. It is perfectly right and proper that the council responds, **as long as it is factual.**
- Use relevant lead officers rather than members for reactive media releases.

⁵ www.lgcomms.org.uk/resources/resource-library

Frequently Asked Questions

Does this guidance only apply to councils?	No. The Code of Recommended Practice on Local Authority Publicity covers the full range of authorities.
What happens during the General Election purdah period in an area where there is no local election? Do these rules still apply?	Yes. In a general election year, the guidance applies to all local authorities, even if there are no local elections.
Do these rules apply to councillors who are not running for re-election?	Council business continues so all sitting councillors, whether seeking re-election or not, should have regard for the Publicity Code.
Can council officers get involved in campaigning in their own time?	Officers who hold politically restricted posts, or who are likely to be involved or employed in connection with the elections, should not take part in a political campaign or canvass on behalf of a political party or candidate. Please check local arrangements.
Do the restrictions apply to officers who are members of a trade union?	Trade unions themselves are not bound by the Code, but individual officers are, and must have regard to the Code.
Can council press offices still put out press releases ahead of the election?	Yes, but with limitations. Official, factual press statements about council decisions for public information purposes may still be issued. However, no publicity should deal with controversial issues or report views or proposals in a way which identifies them with individual councillors or groups of councillors.
Can a council put out a consultation, for example about changes to library provision, during purdah?	Consultations should be considered very carefully during purdah as it is a period of heightened sensitivity and should not be put out if they contravene pre-election rules.
Can we use the chair of a council-commissioned review, who is up for re-election, as spokesperson for the report?	The best approach could be to delay publication of the review until after the election. However, if there is an imperative to publish you should use another, non-political spokesperson.
Can we host a photo call for the council leader or other leading councillor to open a new council facility (such as a play park) during purdah?	Generally not; however if the timing of the event is unavoidable and postponing it would adversely affect local residents (for example the opening of the facility has been delayed by long-running work and postponing the opening will cause the council to lose income), you might choose to have the event hosted by a non-political spokesperson.
Can councils sanction the use of schools for political purposes?	Schedule 5 of the Representation of the People Act 1983 covers the use of meeting rooms in school premises for parliamentary elections. The Registration Officer is required to keep lists of such premises.

Frequently Asked Questions

Do the restrictions apply to council notice boards?	Councils are required to publicise details of the election and how to register to vote. Material relating to wider political issues should not be posted on official notice boards which may be seen by members of the public. This includes publicity issued by, or on behalf of, a trade union.
Can councillors issue their own press releases or talk to the media?	Councillors are free to talk to the media and issue press releases, but must not use council resources to do so.
Can councillors write letters 'for publication' to their local newspaper?	Yes, as long as they don't use council resources (such as staff) to help them do it.
Can councillors still tweet or blog?	Councillors can continue, but must not use council resources (such as council twitter accounts, email accounts, telephones etc.) to do so.
Can councillors who are up for re-election refer to themselves as councillors in their public statements?	A person remains as a 'councillor' and can refer to themselves as such until they retire on the fourth day after the ordinary day of election.
Can councillors request to visit council establishments?	The guidance may vary by council. Generally reasonable requests by current members who are also candidates at the election to visit council establishments in the course of their council functions would be approved. Again, check local arrangements and any such visits must not be supported by the council's media team or council officers.
Can councillors speak/canvas at a student union (which is a registered charity) during the pre-election?	Yes they can. In fact it is to be expected. Councillors and those potentially standing for election can arrange to speak and canvass as long as these activities are not funded nor arranged by local authorities. The fact that the union is a charity has no bearing – the guidance applies to local authorities, not to other organisations.
Can the council still publish its newsletter/magazine during purdah?	Yes, if it is done in the ordinary course of business and meets all other purdah requirements.

Acknowledgements

The LGA would like to thank LGcommunications, Coventry City Council, Warwickshire County Council and Eastleigh Borough Council in the creation of this document.

Annex A: Template letter for sending to councillors ahead of local elections

Dear Councillor,

Guidelines and restrictions on decision making and publicity during the pre-election period

As you will be aware, the local elections are due to take place on 3 May 2018 so I thought it would be useful to remind you about the guidelines and restrictions on publicity during the pre-election period that starts on xxxx. These restrictions apply to all elections happening during this period.

From the start of the pre-election period ('purdah'), the council must comply with restrictions outlined in Section 2 of the Local Government Act 1986. In addition a Code of Recommended Practice on Local Authority Publicity published in 2011 makes clear that particular care should be taken in periods of heightened sensitivity, such as in the run up to an election. The Act defines publicity as "**any communication, in whatever form, addressed to the public at large or to a section of the public.**"

Generally, the Act says that we should "**not publish any material which, in whole, or in part, appears to be designed to affect public support for a political party.**" The Code of Practice recommends that authorities should generally not issue any publicity which seeks to influence voters and that publicity relating to individuals involved directly in the election should not be published unless expressly authorised by statute.

Decision making

In relation to decision making within the council, the position remains that it is 'business as usual' unless there are very good reasons why this should not be the case. In the vast majority of cases, the pre-election period will have no impact on normal council business, including the approval of planning decisions.

What this means

- The primary restriction is on proactive publicity by the council which particularly relates to candidates and other politicians involved directly in the election.
- The council can still issue media releases on factual matters provided that these do not identify individual councillors or groups of councillors.
- Councillors are still free to respond to enquiries received from the media in a personal capacity.
- Individual councillors can issue their own statements, write letters to the local newspaper(s) for publication, contact the media directly or say what they like in a personal capacity, but must not use council resources to do so.

It is still possible for the council to issue statements on behalf of a councillor holding a key political or civic position provided it relates to important events which are outside the council's control and can be shown to justify a member response. These occasions are likely to be rare and to be the exception, rather than the rule.

I hope this letter provides you with the general information you need for the pre-election period, but if you have specific concerns or queries, please feel free to **contact xxxx**.

Yours sincerely



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please contact us on 020 7664 3000.
We consider requests on an individual basis.

REF 9.70

The briefing covered the following:

- Planning for Arun District Elections (23 districts) and Town & Parish Elections (24) to be held 2nd May 2019 – however there is still time for a General Election to be called for same date!
- Changes to warding patterns – not relevant to Findon
- Election timetable – key dates to note are commencement of nomination 19th March and close of nomination 4pm on 3rd April 2019
- Qualifications for District and Parish councillors – new for parish councils is that candidates no longer have to live in the parish as long as they reside within 4.8 miles of the parish boundary
- Disqualifications for District and Parish Councillors
- Submitting nomination forms – must be completed in full (nomination paper, home address form and consent to nomination) and delivered by hand to the Civic Centre, Littlehampton
- Election Agents for District Elections
- Other agents for all elections
- Access to electoral register and postal voting lists
- Registration – messages to voters
- Postal voting
- Campaigning do's and don't's
- Code of conduct for campaigners
- Polling day
- Verification and counting of votes – Parish Councils start at approx. 4pm on 3rd May
- Candidate spending – every candidate must declare their spend on the appropriate form with receipts even if they have not spent anything. Parish council candidates are limited to £740 + 6p per elector in the parish. Deadline for parish council candidates is 30th May 2019.
- If elected what do you need to know

Cllrs Linda Martin, John Wilson and Cathrine Gear attended and we have 11 nomination packs and 1 copy of Findon's electoral role.

Report to: **Findon Parish Council**

Meeting Date: **04 March 2019**

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

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

Purpose of Report: **To note**

1. Update

- 1.1 The proposed Major Modifications to the LP have now been published and are out to public consultation until the end of March. The Inspector has not proposed to remove the two housing site allocations for Findon (Elm Rise and Soldiers Field House) in the Local Plan suggesting that it is a matter for the SDNPA and FPC following the final outcome of the Updated Neighbourhood Development Plan which includes replacement housing site allocations.
- 1.2 The SDNPA had already proposed a modification to slightly reduce the number of new houses at Elm rise from 15 - 20 to 14 -18 in response to representations made on the Pre Submission Local Plan. The UNPWG propose to make further representations on the number of houses during the MMs consultation, as the density is still very significantly higher than the existing density in Stable Lane and is therefore not consistent with the housing character of the surrounding area. Representations on MMs should only be on the MMs, but the UNPWG representations will still also include the objection in principle to the allocation as before. FPC can also make representations on the MMs.
- 1.3 The next stage, Reg 16 Submission Consultation and Examination of the UNP with replacement housing site allocations, does have both potential gains and risks. These are presented as a SWOT analysis together with a timetable which highlights the relationship between progress on the Local Plan and the UNDP, so FPC can take an informed view on the way forward.
- 1.4 The SDNPA have also been asked to respond to some procedural queries and clarify their intentions, if the UNDP is submitted to them by the end of March, to publish for formal consultation. A verbal report on their response will be made to FPC meeting.
- 1.5 The UNPWG recommend, by a significant majority, that the UNDP with:

replacement housing site allocations,

some minor modifications for alignment with the new LP (suggested in the SDNPA representations on the Reg 14 UNP consultation),

clarification on the designation of one of the Local Green Spaces and mapping refs, and

the inclusion of a modified Local Gap between the south and south west parts of Findon and Findon Valley, as a Policy (relegated to an aspiration, by the Examiner, in the made NP)

is taken forward by the end of March 2019, as a Reg 16 Submission, after which the SDNPA will have a duty to publish it for a six week formal consultation period and appoint an Independent Examiner (Examiner subject to consultation with FPC)

Attached: SWOT Analysis
LP_UNDP Timetable

SWOT Analysis

Findon Updated Neighbourhood Plan Reg 16 and beyond (with commentary)

STRENGTHS

UNPWG leadership has good planning experience and skills.

A well prepared Reg 15 version Updated Neighbourhood Plan is ready for Reg 16 submission, formal consultation and Examination.

UNPWG is committed to deliver the UNP to the Examination stage and respond to the Examiners queries.

The community response to the UNP consultation and preferences surveys more than matched the original Neighbourhood Plan referendum turnout.

A new referendum outcome is highly likely to support the UNP.

UNP Reg 16 publication, consultation, examination and referendum costs are borne by the SDNPA.

FPC costs will be restricted to graphic design amendments to the Reg 16 UNP, colour printing of six hard copies of the Reg 16 UNP and 1000 flyers for the Referendum (provisional)

WEAKNESSES

FPC councillor exhaustion with neighbouring planning.

Community unlikely to be satisfied and still consider FPC inadvertently shied away from giving the community its opportunity to have a say on where new housing should be located.

FPC unease at 'taking on' the SDNPA again and possible impact on future relationship with them as the Local Planning Authority and distributor of CIL and IDP funding.

Relations with the SDNPA have improved during the UNP stage and they are more likely than not, to understand the community desire to have a say on the location of new housing and the efforts of FPC and UNPWG to bring this to a conclusion where there is some consensus. The aspirations of the SDNPA and FPC to conserve and enhance the landscape and local heritage is shared and proceeding with the UNP should not materially affect the current better relationship, or the future one.

Prolonged uncertainty for whole community and FPC about location of new housing.

A significant level of community support initiated the UNP, and it is more likely than not that they will accept a further 3/4 months uncertainty while UNP is taken to independent Examination.

Further costs to the FPC and community.

Relatively modest to FPC, community members are providing greatest input (time and planning consultancy). SDNPA bear costs of Reg 16 Consultation, Examination and Referendum although most of those will be recovered through Govt grants as specific funding has been allocated to support preparation of updated NPs.

OPPORTUNITIES

To direct new housing to locations around Findon that are strongly preferred by the community, in the spirit of The Localism Act and Neighbourhood Planning Regulations.

To conserve and enhance the local landscape character, local historic value and local heritage that is unique to Findon, for future generations.

To prevent additional traffic, which will arise from LP housing locations, having an adverse impact on Findon's historic rural roads.

To facilitate community benefits as a result of UNP housing site allocations, like restored allotments, retention and enhancement of a garden centre and new landscaped parking spaces at the north end of Findon.

THREATS

The UNP Examiner concurs with the SDNPA representations that the UNP allocation sites are not appropriate.

The community will accept the independent Examiners view, feeling that at least they have had an opportunity to have had a say.

The SDNPA decide not to accept the Examiners recommendations, which will involve an FPC appeal to the Secretary of State.

This is not particularly likely, on balance, as the SDNPA would not appreciate this kind of adverse publicity. However even if they do take this approach the community will have a strong sense that FPC at least used their best endeavours to deliver an UNP with housing site allocations that reflected community preferences.

If the UNP is 'made' before the Local Plan is 'adopted', the LP allocations will prevail.

It is unlikely that the UNP would be 'made' before the LP is 'adopted' unless likely timescales change. FPC can control when and if the UNP is 'made' having a unilateral right to delay or withdraw the UNP after Examination.

If the UNP is 'made' after the Local Plan is adopted, but the UNP and LP allocation policies are argued by developers not to be clearly 'in conflict' and this is potentially upheld by planning appeal Inspectors in the future, there is a risk that more houses will be built in Findon than required by the Local Plan.

This is complex; more houses than the LP requirement are allowable in a UNP if the UNP includes a policy to justify this and an evidence base that demonstrates local housing need, but that is not the case here, the UNP clearly states that the UNP housing site allocations are different allocations to the LP allocations, not additional or alternative allocations.

Both the SDNPA and FPC would then argue that the allocation policies are therefore 'in conflict' and UNP allocations prevail. However developers may well try and argue the contrary at an appeal against a refusal and at the moment there does appear to be any 'precedent' for an Inspector to refer to where UNP allocations post date LP allocations but are not considered to be in conflict. This is what prompted the SDNPA first legal opinion.

However a second legal opinion can be sought, if and before the FPC request that the UNP is 'made' by the SDNPA planning committee and in the event that the second legal opinion considers the risk to be 'medium to high' a joint FPC/SDNPA decision can be agreed at that time.

If it is decided at that time, that the risk is too high, the community will at least have a strong sense that FPC used their best endeavours to deliver an UNP with housing site allocations that reflected community preferences.

If the UNP is 'made' after the Local Plan is adopted and the allocation policies are considered to be 'in conflict', developers and landowners of the LP allocated sites may seek a Judicial Review of the UNP process and the SDNPA 'making' of the UNP, which FPC and the SDNPA will have to defend.

An application for a Judicial Review, or leave to apply for one, has a strict time limit after the event (six months) and is a very expensive legal route with a relatively low chance of success, mainly because it is only an alleged fault in the process (of preparing and 'making' the UNP) that can be reviewed.

For the relatively small number of houses involved in Findon, it is more likely than not, that the cost risk of initiating a JR would outweigh the likely gain, as an upheld JR would typically ask for the preparation or making of the UNP to be rerun, it would not decide which allocations should prevail.

In reality, if a JR was threatened, it would cost very significantly less if FPC and the SDNPA simply re ran the process, or those parts of it referred to in the application for leave to apply for a JR. However this a hypothetical that can be decided upon at the time, if it arose and shouldn't be given much weight as a significant risk at this stage.

FINDON UPDATED NEIGHBOURHOOD PLAN

TIMELINE with LOCAL PLAN

