

**Agenda Item  
19.31**

Report to	<b>Findon Parish Council</b>
Meeting Date	<b>4 March 2019</b>
From	<b>Fiona MacLeod, Clerk</b>
Title of Report	<b>Clerk's report on items not covered elsewhere on the Agenda</b>
Purpose of Report	<b>To note/action/ratify</b>

**1. Updates for noting/action**

1.1 A request for financial assistance has been received from the fundraising committee of the St John the Baptist Church and I have advised the committee to apply for a grant for consideration at the 24 June 2019 FPC meeting.

**2. Issues for consideration/ratification by full Council**

2.1 Councillors are asked to consider/ratify the following items:

2.2 St John the Baptist Primary School PTA are applying for grant funding of £946.00 from the West Sussex County Council (WSSC) Community Initiative Fund, which is now run through a crowdfunding site called SpaceHive. Details can be viewed via the following link:

<https://www.spacehive.com/findonvillagesummerrevels?searchText=findon%20village%20pta>

For this to be considered by WSSC, the PTA must have evidence of some backing from the local community in the form of pledges and have asked if FPC would pledge an amount of £100.00. The pledge would not form part of any formal grant application to FPC later this year. The funding is being considered at the Joint Eastern Arun Area Committee (JEAAC) meeting being held on Tuesday 5 March 2019.

2.3 JNR Computer Services have now returned the previous FPC Dell work laptop fully 'cleaned' and it will be certified as such. Councillors may recall that it was agreed in June 2018 to contact the Pre-School to gift them the laptop should they want it once the laptop had been certified (minute 18.76). As this was nine months ago, please can FPC confirm that this is still its wish.

2.4 Details of the Soft Sand Review of the West Sussex Joint Minerals Local Plan: Issues and Options Consultation (Regulation 18) were circulated to councillors on 25 January 2019. The consultation closes on 18 March 2019 should FPC wish to make any comments.

Report to: **Findon Parish Council**

Meeting Date: **04 March 2019**

From: **David Hutchison**

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

Purpose of Report: **To note**

## **1. Update for noting**

### **A24 Speed Limit Reduction to 40mph**

- 1.1 Following a site meeting with WSCC Highways and the Surrey Police TMO (acting for Sussex Police until a new Sussex TMO is appointed) WSCC Highways felt that the 40 mph limit could be extended from Bost Hill up to the Black Horse, but not any further, subject to a possible additional traffic speed survey around the Black Horse section of the A24.
- 1.2 WSCC Highways will put this 40mph speed limit proposal forward to the JEAC meeting in November although that does not definitely mean it will be included in the 2020/2021 WSCC Highways Local Improvements Programme.
- 1.3 If FPC resolved to fund the reduction in speed limit costs, implementation would be possible before 2020/2021. Changing speed signs, legal costs for the Traffic Regulation Order, specification and supervision of the works are likely to cost at least £9000.
- 1.4 The TMO and WSCC Highways also recommended that the pedestrian crossing point a little south of the Black Horse be enhanced (not to the extent of introducing a Pelican type traffic light crossing though). The Reg 16 UNDP can include a developer requirement to provide an enhanced pedestrian crossing near the Black Horse in the allocation policies for the two sites on the south west side of the A24.

### **FPC Application for funds from the 2019/20 SDNPA IDP**

- 1.5 Five separate applications for IDP funds have been formally submitted to the SDNPA in line with the TEP report to the previous FPC meeting (January 2019).
  - Gateway village entry signs
  - Pond Green and Community Store accessibility improvements (landscaped parking spaces)
  - Replacement Pre School and parking at the Glebelands
  - Conservation Area life style and visitor enhancements (shared surface, benches, trees)
  - Racehorse training heritage trail (Nepcote Green, Soldiers Field House and Stables, Twitten, Pony Farm, Stable Lane, Downs Stables, track to training gallops, footpath through gallops to Nepcote Green)
- 1.7 The FPC Clerk has log in details to the SDNPA IDP web pages which include the detailed applications.

Report to	<b>Findon Parish Council</b>
Meeting Date	<b>4 March 2019</b>
From	<b>Cllr Carr</b>
Title of Report	<b>Update on Open Spaces</b>
Purpose of Report	<b>To note/discuss/ratify</b>

**1. Updates for noting**

- 1.1 Findon Village Volunteers. The Team has continued to be busy - clearing vegetation at North Wood and North Green where it was overhanging into Giffords Field, cutting back and clearing part of High Street close to the junction with Steep Lane and litter clearance on the A24 between Bost Hill and Findon Roundabout with no less than 22 black bags filled with litter and other rubbish collected in the process.
- 1.2 West Sussex County Council (WSSC) Access Rangers. The Access and Volunteer Rangers do a great job in keeping Downland Footpaths clear and they look after some 14 footpaths and bridleways (total length about 5 miles) within the Parish of Findon. Findon Parish Council (FPC) has offered the assistance of our Working Party if required. Appendix 1 to this report gives more details of the work in Findon.

**2. Issues for consideration/ratification by full Council**

- 2.1 Operation Watershed and Stable Lane road drainage. A Report commissioned by West Sussex County Council (WSSC) has revealed blocked and broken road drainage pipes in Stable Lane. WSSC officers are preparing a Technical Scope for Tender for the remedial works required to assist FPC in making an application to WSSC for an Operation Watershed Grant when the fund reopens in April 2019. It is proposed that, if FPC agree in principle to this approach, that the Clerk prepares tenders for the work once the Technical Scope has been received from WSSC.
- 2.2 North Green is suffering from an invasion of moles. The FPC's "usual man" is unable to assist. Arun District Council (ADC) will help but first need to carry out a survey for which their charge is £21.
- 2.3 New field gates for Nepcote Green have just been installed next to Nepcote House courtesy of the Sheep Fair Committee for which FPC is very grateful. The Sheep Fair Committee is currently considering estimates for post and rail fencing where there is currently temporary plastic fencing next to the car park to the east of North Green. It has yet to be ascertained whether the estimate to be chosen (out of three obtained) for this work will involve FPC making a contribution.
- 2.4 Great British Spring Clean 22 March – 23 April 2019. Keep Britain Tidy has launched its biggest ever, mass action environmental campaign to clear litter including single use plastic from streets, parks and beaches, and recycling the litter as much as possible. Does FPC wish to take part in this event ?

2.5 Parishes in Bloom. Parishes in the South and South East of England have been invited to take part in the 'Parishes In Bloom' category of the South and South East in Bloom event. Does FPC wish to enter ?

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19th February 2019

Dear Chairman,

I am writing with your annual update on Public Rights of Way (PRoW) matters.

Over the past year West Sussex County Council (WSSC) continued its 15 month cycle of inspections and maintenance. Our local Access Rangers and dedicated Parish Path Inspector volunteers together inspected over 3,000 kms of PRoW, after which our maintenance contractor delivered identified necessary works. Additionally our Volunteer Rangers, often working with various partners, completed a significant programme to improve steps, bridges, structures and to clear vegetation. I attach a report that outlines the work completed in your area during 2018.

There has been a recent change to our Access Ranger areas, as advised by email on 18 December 2018. For your ease I attach again the map showing who your Access Ranger is and I encourage you to use them as your first point of contact, including outside of the inspection programme. As previously advised, we need to prioritise the many reports of issues around the PRoW network made each year. Should you report any issues to your Access Ranger, any details you can provide, such as photographs, measurements, clear location, type of vegetation, will be greatly appreciated. WSSC is planning to introduce a new web reporting system this year, making it easier for you to report any issues in future. We will send you information on this when the webpage is up and running.

During the past year several parish councils have taken proactive steps to enhance their local PRoW, which path users have greatly appreciated. Should any council wish to involve themselves in managing their local paths, please do mention this to your local Access Ranger. I attach a summary of powers available to you in case you are interested to consider these.

Our Countryside Management Team still supports the 'Think, Share, Be Aware' campaign which promotes responsible behaviours in the countryside. Details can be found on our [website](#) and if you want to use something similar in your shared spaces, such as parks, our Countryside Management Team would be happy to discuss this with you and can be contacted at [countryside@westsussex.gov.uk](mailto:countryside@westsussex.gov.uk)

Over the coming summer the County Council will again run its Surface Vegetation Clearance Programme, when approximately 10% of paths (or parts of paths) receive a single cut of surface growth. The attached list notes the paths included in your parish; should you believe other paths are equally a priority, please do let your Access Ranger know **by 29th March 2019** so they can be considered for inclusion in this year's contract.

Yours faithfully

Deborah Urquhart  
Cabinet Member for Environment

## Public Rights of Way Summer Surface Vegetation Clearance



**Parish: FINDON**

All or a section(s) of the paths listed below are on the Rights of Way services Summer Surface Vegetation Clearance Programme. This runs from June to August.

### Veg. surface summer - 1 cut

Path No	Status	Grid Ref	Length (m)
2106	Bridleway	TQ108098	471.02
2091_1	Footpath	TQ114086	344.73
2097_1	Footpath	TQ123077	377.80
2096	Footpath	TQ119074	509.14
2097	Bridleway	TQ074140	980.23
2082	Bridleway	TQ140091	2,403.71
2062	Bridleway	TQ127076	326.22
2093_1	Bridleway	TQ119072	46.51
2100	Footpath	TQ120085	197.89
2102	Bridleway	TQ121076	193.40
2789	Bridleway	TQ124092	285.63
2063	Bridleway	TQ130097	477.53
2063	Bridleway	TQ135094	617.55
2083	Bridleway	TQ131094	412.93

# Public Rights of Way - Works Report



**Parish:** FINDON

**Report period:** 01/01/2018 - 31/12/2018

This report outlines the work West Sussex County Council has completed on rights of way. It does not include items that are the landowner's responsibility.

## Routine Contractor

### Signage - Fingerpost (with arms)

Path No	Status	Grid Ref
2938	Bridleway	TQ135091
2097	Bridleway	TQ120080
2108	Bridleway	TQ106105
2092	Restricted Byway	TQ107100

### Vegetation - Side or Overhead

Path No	Status	Grid Ref	Length (m)
2939	Bridleway	TQ109078	216.21
2097	Bridleway	TQ122074	426.54
2062	Bridleway	TQ127076	324.59

### Vegetation - surface

Path No	Status	Grid Ref	Length (m)
2939	Bridleway	TQ107075	204.15

## Volunteer - WSCC PROW

### Fallen or Unstable Tree

Path No	Status	Grid Ref	Length (m)
2062	Bridleway	TQ130078	298.37



**‘What If?’ Community Resilience Workshop 21st February 2019**

There were 13 attendees at the workshop led by Martin Funnell MBE, Resilience and Emergencies Manager at West Sussex County Council.

Martin covered a wide range of topics designed to give everyone a good overview of the ‘What If?’ concept. Included were’

- What constitutes an emergency
- What is Community resilience
- ‘What if?’ – not just about emergencies
- Category 1 and category 2 responders
- The role of volunteers
- Top risks in Sussex
- Risk assessment
- Sarah’s Act
- Creation of a local Community Plan owned by FPC

Attendance was disappointing in view of the numbers invited – 36 local organisations, businesses and residents’ associations plus FPC councillors. Community involvement is key to getting ‘What If?’ off the ground so bearing that in mind along with the poor attendance it was agreed to postpone the second workshop scheduled for 28<sup>th</sup> February pending further discussions at the Council meeting on 4<sup>th</sup> March 2019.

Cllr Gear.

## Findon Parish Council Three Year Strategic Plan (draft)

Findon Parish Council (FPC) has drafted a three year Strategic Plan as a statement of the Council's strategy over the next three years endeavouring to tackle those aims outlined in the made Findon Neighbourhood Development Plan 2016-2035 and the 2019 Findon Updated Neighbourhood Plan. (FNP)

The Strategic Plan looks to lay out how some of the elements detailed can be practically met according to a planned and resourced timescale. As such it represents the FPC vision for the Parish, it's purpose, values and objectives, starting in 2019.

The document details what the aims are over the next three years for FPC, either directly or by influence on relevant delivery bodies, such as West Sussex County Council (WSCC), Arun District Council (ADC) and the South Downs National Park Authority (SDNPA).

The aim of the Strategic Plan is to give Findon residents a clear understanding of what the Parish Council does and what it is trying to achieve. It details what FPC intends to focus on over the next three years

This Plan will be available for an 8 week period of consultation to all residents and the aim is to obtain views and ensure that the wishes of the community with regards to local issues are adequately met by the Plan. As such, resident input is key to validating and strengthening the strategy over the next three years of FPC.

The Strategic Plan includes a list of activities, financial projections and target dates which constitute the Plan. This is a live document and will be monitored and managed by the Parish Council with each appropriate Committee reviewing progress against its own objectives and targets. The Plan will help drive the budget process, plan activities for the coming year and enable the Council and parishioners to monitor its progress against key priorities.

The key objectives of the Plan are:

- To promote and represent community views and aspirations as drawn from the evidence base in the FNP;
- To assist in providing high standard, cost effective services and amenities for residents;
- To work in partnership with appropriate bodies and businesses and thereby improve these services and amenities in line with Findon resident views as detailed in the evidence base of FNP; and
- To promote and support local voluntary groups seeking to assist residents and visitors.

- **Strategic Plan Overview**

The Strategic Plan has been based upon those six areas of focus outlined in the FNP and, as appropriate, policies or relevant sections of that plan referenced in an attempt to display such continuity in the more detailed plans outlined in section 2.1 to 2.6.

**1.1 General**

- To support the SDNPA in its duty to enhance and conserve the natural beauty and cultural heritage of the South Downs and specifically the Parish and village of Findon;
- To promote and protect the village whose location in the middle of the South Downs makes it essential that any development does not detract from its special qualities. At present it is a place where walkers horse riders and cyclists, both resident and visitors alike are able to enjoy the services within the village and easy access to open countryside with an excellent network of bridleways and footpaths;
- To support the development of high quality, sustainable and successful neighbourhoods whilst nurturing and enhancing the lives of existing residents in the Parish of Findon; and
- To identify the unique or distinctive physical or cultural assets of the Parish and to use these to shape the future environment and community.

Reference :

- Chair Policy/Council Training Governance
- Village Resilience
- Website upgrade
- Village Hall media capability

**1.2 Economy**

- To encourage new businesses that can offer sustainable and rewarding jobs; and
- To encourage the retention of existing businesses and their attendant employment opportunities.

Reference :

- Village Xmas Fair
- Wattle House

**1.3 Development**

- To ensure that any development is appropriate in terms of design, sustainability, density and other current planning issues; and
- To review local housing need and the availability of sites within the built up area boundary to determine if future housing can be allocated without a review and extension of the current built up area boundary.

Reference :

- Engagement at relevant SDNPA forums and meetings
- Management of potential development sites

#### **1.4 Social**

- To continue to value and encourage the range of activities, social groups and community events where residents and visitors can come together and enjoy the facilities of this special place.

Reference :

- Engagement
- Homewood Play Area

#### **1.5 Environment**

- To maintain and protect green spaces that enhance the lives of parishioners, that sustain local wildlife and that invoke a sense of rural living within the settlements; and
- To sustain and safeguard agriculture in the Parish in tandem with improved rural access and recreational opportunities for residents.

Reference :

- Pond Green 'Bothy'

#### **1.6 Transport**

- To seek to maintain and create improvements in the network of public transport and non-vehicular transport routes to allow a genuine choice in transport options; and
- To support pedestrians, cyclists and horse riders in using the village roads and country lanes without fear of speeding or inconsiderate vehicles.

Reference :

- Village Signage
- Pond Green Parking
- Project specific Plans

- **Strategic Plan in detail**

## **2.1 General**

### **2.1.1 Chairman Policy/Council Training Governance**

It is the goal of FPC to be an active and engaged part of Findon Parish, listening and responding to that community. In order to be so engaged it is important that FPC is vibrant and connected but also open to change where appropriate, additionally the organisation needs to be functionally robust, responding to councillors leaving and joining. This highlights the need for well trained and informed members, ready and able to step into roles.

The Councillors agree that a process of succession planning should be undertaken and documented for all Chairmen, i.e. those of the full Council and Committees. To push this succession planning it is proposed that a three year term is served (subject as appropriate to re-election) and an appropriate policy created to detail this.

It is self evident that in order to train and prepare councillors for new roles, as well as to enrol and train new councillors, FPC requires a clear and documented training governance policy. This policy will outline the process associated with on-boarding/new positions within the Council and the requisite training for such a process.

It is believed that demonstrating such clarity can also help encourage new members to join the council, confident that they will be fully assisted initially and encouraged to share in enjoyable and productive goals.

This program will require, increased funding, aimed at the training needs of new members of FPC and those that will undertake Chairman roles. Any additional funding is detailed in Appendix 1 and shows the three year financial projection.

### **2.1.2 Village Resilience**

To follow.

### **2.1.3 Website Upgrade**

FPC launched a new website in 2018, ensuing a user friendly, technically supported and compliant site for parishioners to access. This site details those activities that the Council regularly undertakes, lists current councillors, publishes agendas and minutes of the full council and Committees as well as important contacts relevant to life in Findon.

Any IT system will periodically require updating or the creation of additional functionality that may become evident. FPC proposes that sufficient funds be allocated in the budget on a bi-annual basis to allow for such enhancements.

This program will require increased funding. Any additional funding is detailed in Appendix 1 and shows the three year financial projection.

#### **2.1.4 Village Hall Media capability**

During the course of its functional activities FPC has to frequently access and discuss online accessible information and then discuss and formulate an appropriate position of the council. To date this is achieved by individual councillors either downloading documentation or printing the relevant documents and bringing them to the meeting for subsequent discussion and recommendation.

It is also a requirement for FPC to frequently present materials of an explanatory nature to parishioners, as well as for external bodies to likewise make such public presentations.

The ability to collectively review both presentational and online applications would facilitate a far better discussion and a decision process that would represent a marked improvement for the council. In addition the sharing of such process with parishioners present would significantly enhance the transparency of the council.

FPC propose that suitable projection and screen equipment be purchased to enable the facilities outlined above

This program will require increased funding. Any additional funding is detailed in Appendix 1 and shows the three year financial projection.

## **2.2 Economy**

### **2.2.1 Village Xmas Fair**

Findon has many social calendar events that provide opportunity for both residents and visitors alike to enjoy the unique attractions of the village. Not least of these is the annual switching on of the Xmas Lights, enjoyed by many.

FPC proposes to create a Xmas Fair in the appropriate area of the village to run alongside the switch on of the lights. This Fair will host a collection of seasonal stalls and entertainment for enjoyment and seek to engage many businesses within the village to help start the season for all residents and visitors.

This program will require increased funding. Any additional funding is detailed in Appendix 1 and shows the three year financial projection.

### **2.2.2 The Wattle House**

The Wattle House is the flint building situated on Nepcote Green, and it's current use is to store materials/equipment associated with Findon Sheep Fair and FPC.

A number of years ago FPC undertook remedial work to adapt the derelict structure, to renovate and fit the building so that it is safe and suitable for its current use as a storage location. As such the building is only partly utilised.

The Wattle House is a significant local asset and following the initial renovation, frequent questions and discussion have ensued regarding other uses that the structure could serve. These discussions revolve around potential uses and those costs associated as well as what benefit such may bring to the village.

FPC would like, in the first instance to explore these options and then present and canvass such options with parishioners, to seek your view as to how we can fully utilise such a significant asset.

This program will require increased funding. Any additional funding is detailed in Appendix 1 and shows the three year financial projection.

## **2.3 Development**

### **2.3.1 Engagement with SDNPA**

The SDNPA is the local authority with statutory responsibility for writing planning policy and determining planning applications for the South Downs National Park. Its first Local Plan is currently under consideration by the Planning Inspector.

Prior to the parish of Findon becoming part of the National Park it was afforded considerable protection from development in relation to green field areas outside the settlement boundary owing to it being designated an Area of Outstanding Natural Beauty (AONB).

It is important to endeavour to maintain the unique surrounding areas of Findon village, it is therefore imperative that FPC works together with SDNPA and ensures that Findon community opinions are voiced and explained. The Parish Council recognises that positive engagement with the of SDNPA where relevant to Findon is the best way to ensure that those opinions are understood, this and discussion allow community views to be presented enabling dialogue.

### **2.3.2 Management of potential development sites**

As described in 2.3.1 the SDNP Local Plan is currently under consideration by the Planning Inspectorate. The plan for Findon faced some local opposition and FPC as the 'qualifying

body' delegated that authority to a group of volunteers the Updated Neighbourhood Plan Working Group (UNPWG). This group looked at all potential new housing allocation sites for the Parish. These sites along with those proposed by SDNPA were placed before the community and opinion canvassed.

This process is still ongoing and whatever the outcome it is important that FPC has access to appropriate qualified and professional advice and support in order to advocate and support the FNP approach to maintaining green spaces.

This program will require increased funding. Any additional funding is detailed in Appendix 1 and shows the three year financial projection.

## **2.4 Social**

### **2.4.1 Parishioner Engagement**

FPC is committed to an open and listening discussion with all members of the Parish. To that end, FPC is keen to engage parishioners across all parts of our village and age groups. Our goal is to seek engagement from specific areas of Findon where no current engagement exists and also to create opportunity for engagement for younger residents in our village. A discussion document and plan will be circulated at a later stage.

### **2.4.2 Homewood Play Area Upgrade**

The Homewood play area at the north end of Findon village represents an open space with facilities for children and parents to play. These include playground elements for young children enclosed from the broader area with fencing and a gate, as well as fixtures for older children in the open field.

The original fixtures were assembled in some years ago and have served the community well, being maintained by ADC. The aim for FPC is to consider what upgrades and/or enhancement should be made to the Homewood play area.

The proposed action is that FPC will outline a number of costed options and canvass parishioners on these actions prior to proceeding to any permanent actions.

This program will require increased funding. Any additional funding is detailed in Appendix 1 and shows the three year financial projection.



## **2.5 Environment**

### **2.5.1 Pond Green Bothy**

FPC received transfer of ownership of Pond Green from ADC in 2018. The site acts as a point for a number of community activities in Findon and securing it for the village allows consideration of what it can be used for both now and in the future.

In order to enhance the space and provide a suitable point where relevant village information for visitors and residents can be displayed, including, for example, local walking/cycling trails on the Downs, village features and history, it is proposed to situate a structure on Pond Green which we are terming a Bothy.

A Bothy is commonly a basic shelter open to the environment, and although it often has been used to provide basic accommodation, this is explicitly not the meaning in this case. Rather it is a structure open to the environment and a point of display for the purposes outlined above.

The aim is to assist visitors to explore and village and surrounding areas and encourage the use of local services by pointing out their location and offerings. In addition it will provide a central and convenient/accessible point for residents to see village relevant information.

This program will require increased funding. Any additional funding is detailed in Appendix 1 and shows the three year financial projection.

## **2.6 Transport**

### **2.6.1 Village Signage**

FPC has undertaken a traffic, environment and people (TEP) protection exercise over the last 24 months, evaluating traffic process through the centre of the village. Supported by appropriate bodies, measures such as road re-alignment, extension of pedestrian space and a lower 20mph speed limit across the village have been introduced in an effort to calm traffic and enhance safety in the village.

The next step is to specify and erect appropriate signage for traffic entering the village. This signage will alert traffic entering Findon from adjoining major roads of the village status and give notice to those traffic calming measures in place.

This program will require increased funding. Any additional funding is detailed in Appendix 1 and shows the three year financial projection.

**2.6.2 Pond Green Parking**

As stated in section 2.5.1 Pond Green was acquired by FPC and as such is village asset. An indication of how this space may be more fully utilised whilst maintaining its unique character at the heart of the village was also detailed.

Car parking at and around this location is problematic, frequently facing greater demand than capacity. FPC plans to examine the feasibility of creating extra parking spaces at the location, delivered in a way that is sympathetic to the environment of Pond Green and ensuring that it's peaceful and calm atmosphere remains undisturbed.

This program will require increased funding. Any additional funding is detailed in Appendix 1 and shows the three year financial projection.

DRAFT ONLY

Report to **Findon Parish Council**  
Meeting Date **4 March 2019**  
From **Cllr Carr**  
Title of Report **Village Bus Shelter**  
Purpose of Report **To note/discuss/ratify**

**1. Updates for noting**

- 1.1 The Working Group (WG) comprising Councillors Carr, Wilson and Dean having visited the four possible locations for the re-location of the North End redundant Bus Shelter and having carefully considered the issues, recommend that the location almost opposite the Homewood junction would be the most suitable.
- 1.2 In addition to that location the WG considered the bus stop location near the Village Shop (where there is simply no room), the bus stop on the A24 almost opposite The Quadrangle (where the wooded bank would be likely to be a major problem and for the protection of the workforce a Traffic Management scheme would need to operate) and the bus stop on the Bypass (serves the Metro service). Whilst there would be plenty of room at this location the WG felt that a bus shelter would not be justified in view of the minimal use of this particular bus stop

**2. For consideration by full Council**

- 2.1 The WG concluded that the Homewood bus stop is "heavily" used and a bus shelter would not be visible from the nearest house (which has a high front fence) and ask the Council to confirm that the WG move forward with this proposal which first involves conferring with the "nearest neighbours" and also obtaining estimates for the concrete base and other materials which will be required. The consent of West Sussex County Council (WSSCC) will also be needed. The Working Party will carry out the labour and AC Gardens have helpfully offered to transport the dismantled bus shelter from North End free of charge.

**Agenda Item  
19.33.h**

Report to **Findon Parish Council**  
Meeting Date **4 March 2019**  
From **Cllr Carr**  
Title of Report **Update on Allotment Gardens**  
Purpose of Report **To consider an increase in annual plot rental**

1. **For consideration and ratification by full Council:**
- 1.1. The rent review for the current financial year resulted in a full plot being charged £24 per annum (increased from £20 per annum).
- 1.2. A comprehensive review of allotment gardens rents in 2016 revealed that Findon Parish Council (FPC) rents were below the average for other parishes in West and East Sussex, and this still remains the case.
- 1.3. It is recommended that to bring FPC rents more in line with other parishes, an increase to £30 per annum for a full plot (half plot £15 per annum) be made effective from 1 April 2019.

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Receipts

Date	Jan-19											
	Receipt ID	From	Details	Precept	Interest	Allotment Gardens	Misc/SF	VAT reclaim	Open Spaces	Op W/Shed	Xmas lights	Total Receipts
				43000.00	29.09	228.00	12806.63	0.00	2679.50	25165.00	500.00	84408.22
21/01/19	cr	HMRC	VAT reclaim					19292.14				19292.14
29/01/19	cr	HSBC	interest		5.18							5.18
												0.00
												0.00
												0.00
												0.00
												0.00
				43000.00	34.27	228.00	12806.63	19292.14	2679.50	25165.00	500.00	103705.54

Payments

Date	Jan-19																
	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	
				7549.50	4482.52	1536.26	2400.00	648.22	10911.03	30198.00	0.00	666.88	264.00	11917.95	7983.36	78557.72	
07/01/19	100956	HMRC	Clerk Dec tax	168.20												168.20	
	100957	F MacLeod	Clerk Dec salary	672.50												672.50	
	100958	F MacLeod	Clerk Dec exps		35.15											35.15	
	100959	P Armitage	Fence repairs etc						207.00							207.00	
17/01/19	100960	Sussex Manures	Gritting services						168.00							168.00	
21/01/19	100961	F Barnham	Electricity contrib		12.00											12.00	
	100962	D Hutchison	UNP exps										843.68			843.68	
	100963	D Henty	volunteer exps						84.50							84.50	
	100964	S Smith	Chairman exps		66.00											66.00	
10/01/19	DD	ICO	annual reg												35.00	35.00	
21/01/19	DD	SSE	electrical supply			14.46										14.46	
22/01/19	DD	BT Group	services			257.98										257.98	
23/01/19	DD	Secom PLC	alarm system						125.60							125.60	
25/01/19	DD	BT Group	services			164.52										164.52	
																0.00	
																0.00	
																0.00	
																0.00	
				8390.20	4595.67	1973.22	2400.00	648.22	11496.13	30198.00	0.00	666.88	1107.68	11917.95	8018.36	81412.31	

Bank reconciliation

Balance	as at 31/1/2019		Balance	B/forward	63718.43
	CA	49774.93		Receipts	19297.32
	DA	30516.23		Payments	2854.59
		<b>80291.16</b>			<b>80161.16</b>
Uncl'd	761, 844,	<b>130.00</b>			
chqs	961, 964				
		<b>80161.16</b>			

Agenda item 19.34 a Feb 2019

Receipts

Date	Feb-19											
	Receipt ID	From	Details	Precept	Interest	Allotment Gardens	Misc/SF	VAT reclaim	Open Spaces	Op W/Shed	Xmas lights	Total Receipts
				43000.00	34.27	228.00	12806.63	19292.14	2679.50	25165.00	500.00	103705.54
02/02/19	cr	Sheep Fair	Secom				418.69					418.69
05/02/19	cr	NGCT	transfer from closed ac				2061.93					2061.93
28/02/19	cr	HSBC	interest		5.02							5.02
				43000.00	39.29	228.00	15287.25	19292.14	2679.50	25165.00	500.00	106191.18

Payments

Date	Feb-19															
	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
				8390.20	4595.67	1973.22	2400.00	648.22	11496.13	30198.00	0.00	666.88	1107.68	11917.95	8018.36	81412.31
04/02/19	100965	SSALC	training		48.00											48.00
	100966	SJTB School	hall hire		60.00											60.00
	100967	D Chaffe	prof services												120.00	120.00
	100968	Sussex Manures	gritting services						1176.00							1176.00
	100969	CD & CF Ball	keys for WH						12.00							12.00
	100970	HMRC	Clerk Jan tax	168.20												168.20
	100971	F MacLeod	Clerk Jan salary	672.50												672.50
	100972	F MacLeod	Clerk Jan exps		90.57											90.57
	100973	Palehorse Ground Care	greens mower						12606.88							12606.88
21/02/19	DD	SSE	electrical supply			14.46										14.46
				9230.90	4794.24	1987.68	2400.00	648.22	25291.01	30198.00	0.00	666.88	1107.68	11917.95	8138.36	96380.92

Bank reconciliation

Balance as at 28/2/2019		Balance B/forward	80161.16
CA	37286.94	Receipts	2485.64
DA	30521.25	Payments	14968.61
	<b>67808.19</b>		<b>67678.19</b>
Uncl'd chqs 761, 844, 961, 964	<b>130.00</b>		
	<b>67678.19</b>		

Agenda item 19.34 b

Payments: £1364.18

Date	Mar-19															
	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
				9230.90	4794.24	1987.68	2400.00	648.22	25291.01	30198.00	0.00	666.88	1107.68	11917.95	8138.36	96380.92
04/03/19	100974	Findon Village Hall	Hall hire		265.50											265.50
	100975	R Carr	expenses		18.00				81.77							99.77
	100976	Travis Perkins	MOT bulk bag						51.60							51.60
	100977	HMRC	Clerk Feb tax	168.00												168.00
	100978	F MacLeod	Clerk Feb salary	672.7												672.70
	100979	F MacLeod	Clerk Feb exps		41.61											41.61
	100980	F MacLeod	Clerk storage		65.00											65.00
				10071.60	5184.35	1987.68	2400.00	648.22	25424.38	30198.00	0.00	666.88	1107.68	11917.95	8138.36	97745.10

