

Findon Parish Council
Minutes of the Parish Council Meeting held Monday 16 September 2019
At 7.30pm in Findon Village Hall

Present: Cllrs Smith (Chairman), Carr, Martin, and Porter.

In Attendance: Clerk Miss F MacLeod, West Sussex County Council (WSSC) Cllr Urquhart, Arun District Council (ADC) Cllr Clayden and members of the public.

Item No		<u>Action By</u>
19.93	To receive and note apologies for absence	
	Apologies were received and noted from Cllrs Gear, Villanueva-Last, Goldsworthy, Barnett, Robinson and Wilson, and ADC Cllrs Bicknell and Cooper.	
19.94	Chairman's announcements	
	The Sheep Fair held on 14 September 2019 was a fantastic event and very well attended. Well done to the Sheep Fair Committee and all the volunteers.	
19.95	Declarations of Interest on items on the Agenda	
	All councillors present declared a personal interest as Trustees of Nepcote Green Charitable Trust (NGCT).	
19.96	To sign as a correct record the minutes of the meeting held on 5/8/2019	
	It was proposed and seconded that the minutes dated 5 August 2019 be approved and signed by the Chairman.	
19.97	Matters arising and actions from the minutes not covered elsewhere on the Agenda 19.70 Duke of Edinburgh Adventure Event at The Gallops. Event signage was in place in and around the village. Findon Parish Council (FPC) hoped that the overgrown vegetation at the site might be cleared for the event. 19.54 Bus route – the Senior Passenger Transport Planner, WSSC, had advised the bus companies with bus services that were run commercially and without any control/funding by WSSC, such as in Findon, can change routes and timetables as they wished by just giving 70 days notice to the Traffic Commissioner in Leeds. WSSC would inform parish councils in advance of a major change, however neither the parish council nor WSSC would be able to intervene in the case of fully commercial services.	
19.98	To receive a report from the WSSC and ADC Councillors	
	WSSC Cllr Urquhart provided a report for information which is appended at the end of the Minutes and the Clerk confirmed that FPC had already submitted the salt audit ahead of the deadline. Cllr Urquhart advised that the Monarchs Way had been put on the summer clearance schedule. ADC Cllr Clayden advised that ADC were to request a review of the Arun District Local Plan via the local MP. Cllr Clayden had visited the Sheep Fair and congratulated the organisers and volunteers on an excellent event.	
19.99	Public Question Time (PQT)	
	PQT opened at 7.43pm. Ann Martin spoke regarding the ongoing condition of the Monarchs Way and other bridleways. Although the recent ground strimming was welcomed, the overhanging vegetation remained. The Gallops Farm path	

Signed:

Dated:

	<p>remained barely passable even though the Event at The Gallops was just days away. She had spoken to the WSCC Rights of Way (ROW) Officer again, who advised that letters had been sent to relevant landowners reminding them of their legal responsibilities. The Clerk advised that an article on landowners' legal responsibilities would appear in the October edition of Findon News and that posters would be published in the Notice Boards and on the FPC and Community web sites. WSCC Cllr Urquhart clarified that if saplings had come up within the curtilage of a path, then WSCC would be responsible. Cllr Wilson suggested that contact be made with the British Horse Society officer as a further liaison point. PQT closed at 7.52pm. ADC Cllr Clayden left the meeting.</p>	
19.100	Findon Village Hall extension	
	<p>The Findon Village Hall file had been scrutinised by the Sussex Assoc of Local Councils (SALC) and found to be suitable for progression of a Public Works Loan (PWL) application by FPC. Lead Cllr Barnett was identified as FPC Project Manager to take this forward for due diligence regarding tenders, validation of required grant, and project planning. Once this has been approved by FPC, a public consultation would take place.</p> <p>Resolved: that Findon Parish Council appoints Cllr Barnett as the Council's Project Manager as outlined above.</p>	JB
19.101	Updated Findon Neighbourhood Development Plan Working Group (UFNDPWG)	
	<p>The Chairman invited David Hutchison, Working Group Lead, to provide any updates. Both the Chairman and Mr Hutchison attended the South Downs National Park Authority (SDNPA) Planning Committee meeting on 12 September 2019 and Mr Hutchison spoke regarding the SDNPA's response to the Submission (Regulation 16) Consultation on the updated Findon Neighbourhood Development Plan. (as previously circulated). The SDNPA was adamant that it would not amend the South Downs Local Plan regarding its housing allocations for Findon. As had been previously raised, the risk therefore remained that Findon could have two sets of housing allocations (UFNDP and SDNPA allocations) over the period of the UFNDP, although this could deliver the benefit of additional Community Infrastructure Levy (CIL) funds as well. The Examiner would start the four week review process of the Reg 16 Consultation on 17 September 2019. Once the Examiner's Report had been published, FPC would consider obtaining legal opinion before progressing to the next stage. WSCC Cllr Urquhart advised that WSCC had responded to the Consultation, in particular pointing out that no commitment had been made by WSCC regarding a 40mph speed limit on the A24. As the Soldiers Field House planning application was not on the September SDNPA Planning Committee Agenda, the 'call in' request process detailed in Minute 19.86 would be repeated when the application was on a future Agenda.</p> <p>Resolved: that Findon Parish Council as 'qualifying body'</p> <p>1) notes the progress of the UFNDPWG;</p>	
19.102	Defibrillator on Nepcote Green	
	<p>The Clerk introduced the report (as previously circulated) regarding the offer of a defibrillator by Worthing & District Community First Responders and installation on a resident's wall at Nepcote Green.</p>	

	<p>Resolved: that Findon Parish Council:</p> <ol style="list-style-type: none"> 1) accepts the offer of the donation of the defibrillator as set out in para 2.1 of the report; 2) contacts Worthing & District Community First Responders accordingly to arrange implementation etc; 3) contacts the resident concerned; and 4) sources a suitable external cabinet for approval at the October FPC meeting, 	<p>FM</p> <p>FM</p> <p>FM</p>
19.103	Parish initiatives	
	<p>a) Traffic, Environment, People (TEP)</p> <p>The Chairman invited David Hutchison to introduce the item. No update had been received from WSCC regarding the request for the A24 speed limit reduction to 40mph. In response to a question regarding the 'Gateway' signage, Mr Hutchison advised that he was still waiting to hear from the SDNPA if Findon would be included in the pilot scheme.</p>	
19.104	Clerk's report	
	<p>The Clerk introduced the report (as previously circulated) and drew attention to the item for ratification.</p> <p>Resolved: that Findon Parish Council</p> <ol style="list-style-type: none"> 1) Reviews the Steyning Neighbourhood Development Plan 2019-2031 Reg 14 Consultation for awareness. 	<p>ALL</p>
19.105	Reports from FPC Committees for noting	
	a) Planning	
	The next Committee meeting would be held on 26 September 2019.	
	b) Finance & Governance	
	The Clerk advised that the next meeting would include the 2020/21 draft budget/precept.	
	c) Open Spaces	
	<p>Lead Cllr Carr introduced the report (as previously circulated) and provided an update regarding the provision by ADC in the near future of two Notices at the Allotment Gardens regarding fly tipping. The complex estimate of works for the next Operation Watershed application had been received from LandBuild on 16 September 2019. The cost is £7240.00 (excl VAT) and the Clerk would progress the application paperwork. Cllrs Carr and Wilson had repaired several rails and posts on Nepcote Green, which had been made by Men in Sheds. With regard to para 2.1 of the report, on further investigation Cllr Carr proposed that bitumen painted on cold would be a better option regarding weatherproofing the Pre-School. This would cost in the region of £117.00.</p> <p>Resolved: that Findon Parish Council:</p> <ol style="list-style-type: none"> 1) agrees to make a donation of £25.00 to Men in Sheds; and 2) agrees to the cost of £117.00 to weatherproof the relevant areas of the Pre-School. 	<p>FM</p> <p>FM</p>
	d) Sheep Fair	
	Already covered at the meeting.	

19.106	Reports from Outside Bodies and Working Groups for noting	
	<p>a) Community Resilience Plan for Findon (incorporating the Improving our Places and Spaces Supporting Community Resilience) An informal discussion would be set up with WSCC officers regarding progressing the initiative following the SALC Annual Conference to be held on 3 October 2019. Cllrs Smith, Carr and Villanueva-Last would take part.</p> <p>b) 3-5 year Strategic Plan (public consultation process) The public consultation would take place in the late autumn and would likely consist of a public information event, flyers, SurveyMonkey etc.</p> <p>c) Village Bus Shelter Lead Cllr Carr reported that the location for the bus shelter would be on the Homewood side of the road. All the utility providers were content with the location and Cllr Carr had recently met with Open Reach. No highways issues had been identified and consent was awaited from WSCC. Cllr Carr would obtain quotes for the concrete base for the shelter. AC Gardens (Sussex) Ltd would transport the bus shelter from its current site free of charge and the Open Spaces Volunteers would put up the shelter.</p> <p>d) Assets of Community Value No update.</p> <p>e) Village Hall Trust No update.</p> <p>f) Findon Village Pre-School No update.</p> <p>g) Joint East Arun Area Committee (JEAAC) No update.</p> <p>h) Allotment Gardens Lead Cllr Carr reported that the newest tenant had taken up their plot and a letter had been sent by the Clerk to an existing plot holder who had not maintained their plot.</p> <p>i) Bridleways and footpaths. Already covered at the meeting.</p> <p>j) Nephote Green Charitable Trust (NGCT) No update.</p>	<p>FM</p> <p>RC</p>
19.107	Finance	
	<p>a) Receipts and bank reconciliation The bank reconciliation for August 2019 (as previously circulated) was noted and approved.</p> <p>b) Payments The payments made in September 2019 to date (as previously circulated) totalling £5638.28 were noted and approved. An additional invoice from A C Gardens (Sussex) Ltd for £480.00 in respect of verge cuts was approved.</p> <p>c) Insurance renewal arrangements The insurance renewal arrangements would be reviewed in 2020 as this was the end of the three year agreement with Ecclesiastical.</p> <p>d) To note/consider the External Auditors comments (if available) As at the date of the meeting no documentation had been received from</p>	

	Moore Stephens, the external auditors. The original Annual Governance and Accountability Return 2018/19 documentation was sent to the external auditors at the end of June 2019.	
19.108	Items to be referred to next Agenda not already included in the minutes	
	The condition of the pond on Nephcote Green would need investigation and Cllr Porter offered to lead on this. Meeting closed at 8.36pm.	

Update to Findon Parish Council – 16 October 2019

West Sussex County Council Cllr Urquhart

Have your say on electric vehicle infrastructure in West Sussex

Last year we conducted a survey asking residents, businesses and commuters what would help them make the switch to electric vehicles. It showed lack of public charging points as a significant factor discouraging in residents not making the switch.

We've now produced a draft Electric Vehicle strategy taking into account those results and are consulting to seek additional views before it's formally adopted.

The consultation is open from **Tuesday 27 August – Tuesday 1 October** and anyone can take part by visiting the [Have Your Say consultation hub](#).

Deadline for your Community Winter Salt Audit submissions

This is a final reminder that the date to receive completed audits is Monday **16 September 2019** which is less than a month away. For any audits received after 16 September, we will be unable to organise refilling or topping up your salt supplies.

Mia recycles in West Sussex

Mia recycles is a series of short videos to help West Sussex residents cut the confusion of recycling. The videos will follow Mia around the home as she educates her family on which items can and cannot be recycled in the bathroom, the kitchen and on a takeaway night. Mia will be ending the series by visiting the Ford Materials Recycling Facility (MRF) to show what happens to recycling once it has been collected.

Starting from Sunday 1 September the videos can be watched from the [@WSRecycles Facebook](#) and [Twitter](#) accounts with a new video added every Sunday until 6 October.

You can find the videos and information on recycling in West Sussex by visiting the [Mia recycles webpage](#). Please share with your residents to help share the messages.

'Our Town', scheme offers support to adults with learning disabilities who become lost, unsure, or distressed. All the adults taking part will be issued with a membership card that will have their name and the phone numbers of people who can come and assist them, as well as the local Police. If they need assistance while out, they will be able to go into any shop or business displaying an 'Our Town' window sticker.

Shops and venues taking part in the scheme will have training to offer basic help and can call one of the numbers on the card if the person requires more assistance.

Improvement work to several sections of the Downs Link started today.

A new surface is being installed which will allow easier access for walkers, cyclists and horse riders all year round.

These sections are currently harder to use in the winter due to water logging. Condition assessments and users highlighted the need for improvement.

End.

Signed:

Dated: