

Findon Parish Council

Minutes of the Parish Council Meeting held Monday 2 March 2020 At 8.00pm in Findon Village Hall

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

In Attendance: Clerk Miss F MacLeod, Arun District Council (ADC) Cllr Bicknell, and members of the public.

| Item No | | <u>Action By</u> |
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| 20.21 | To receive and note apologies for absence | |
| | Apologies were received and noted from Cllrs Villanueva-Last and Goldsworthy, West Sussex County Council (WSSCC) Cllr Urquhart. | |
| 20.22 | Chairman's announcements | |
| | None. | |
| 20.23 | Declarations of Interest on items on the Agenda | |
| | Cllr Gear declared a pecuniary interest in Agenda item 20.37 b) Approval of Payments as she had expenses for approval. Cllr Gear would leave the meeting for that item and take no part in any discussion. All councillors present declared a personal interest as Trustees of Nephote Green Charitable Trust (NGCT). | |
| 20.24 | Councillor vacancies and co-option | |
| | The Clerk reported that as no by-election request had been received by ADC, the Expression of Interest form for the two vacancies to be filled by co-option had been placed in both Notice Boards and published on the Findon Parish Council (FPC) and Community web sites. To date, no completed forms had been received and the next closing date was 30 April 2020. | |
| 20.25 | To sign as a correct record the minutes of the meeting held on 3/2/2020 | |
| | It was proposed and seconded that, subject to the amendment to 'c ii' in line three of Agenda item 20.1, the minutes dated 3 February 2020 be approved and signed by the Chairman. | |
| 20.26 | Update on implementation of actions not covered elsewhere on the Agenda | |
| | The Clerk introduced the report for noting (as previously circulated) and updated on the following items since the report had been produced: 19.142 – Community Speedwatch. An email had been received from Findon Valley Residents Assoc who would like to be included as an 'interested party'. 19.143 – Nephote Green fencing. The fencing was expected to be replaced in early April 2020 and after the Fun Run on 4 April. | |
| 20.27 | To receive a verbal report from the ADC Councillor | |
| | ADC Cllr Bicknell reported that South Downs Local Access Forum meeting had been cancelled and he would forward the Clerk the future meeting dates. Although dog bins were emptied regularly in Findon, dog bin guidance was available on the South Downs National Park Authority (SDNPA) web site. The Clerk would investigate. Cllr Bicknell raised the lack of visibility in School Hill. In response, Cllr Smith advised that FPC was setting up a small Working Group to look at anti-social parking, including | FM |

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| | on pavements and verges, and speeding within in the village. This would include a recent complaint from a resident in the north part of the village. It was clarified that some of the verges were owned by WSCC. Cllr Bicknell suggested that FPC might want to consider adopting a section of road at an approximate cost of £120 per metre. Cllr Carr and Wilson to investigate. Cllr Bicknell reported that the extension to the ADC rural exception site at Nightingales had not progressed. | RC/JW |
| 20.28 | Public Question Time (PQT) | |
| | PQT opened at 8.17pm. Sally Harris from The Gun updated on a proposed VE Day commemoration event in Findon involving the village, local businesses and veterans charity, and asked for FPC's support. Sally would be happy to lead on the event and set up an initial meeting with Cllr Smith as the FPC point of contact. PQT closed at 8.25pm | SS |
| 20.29 | Fun Run 4 April 2020 | |
| | At the invitation of the Chairman, Mick Dicker from the event's organisers Raw Energy Pursuits, referred to the comprehensive event management documentation previously circulated to councillors. He explained that there would no longer be any road closures involved and the Fun Run would be for 10k around Nescote Green. 150-200 people were expected to take part and parking had been arranged at Cissbury House. The event date was chosen to tie in with Findon's equine heritage as it was also Grand National day. There would be a trusted group of helpers who were aware of the sensitive security requirements on Nescote Green, and the Public Liability insurance would be held by the St John the Baptist School. Comment was made that the event appeared very well organised. FPC reiterated its support for the event. | |
| 20.30 | Findon Village Hall (FVH) extension | |
| | Cllr Smith referred to the report from Victoria Holland Architects (VHA) (as previously circulated to councillors) and advised that a further meeting would be held with VHA to firm up certain areas and gaps in the report and be brought back to FPC for consideration. The following comments were made: <ul style="list-style-type: none"> • a lot more detail and clarification is required on the total cost; • does a revised planning application need to be submitted as the original application only detailed 18 car parking spaces to cover the 45 person capacity in the extension in addition to the main hall customers; and • if needed, an extraordinary meeting of FPC could be held and Mr Watts invited. | SS/JB |
| 20.31 | South Downs National Park Authority (SDNPA) Infrastructure Development Plan (IDP) | |
| | The Clerk introduced the report (as previously circulated) detailing the request from SDNPA to consider if the bids previously put forward should remain on the list for potential funding or deleted. Whilst Pond Green enhancements had yet to be scoped, it was reiterated that the bid was for <u>potential</u> funding. In response to a question regarding the Gateway signage, David Hutchison replied that the SDNPA 'model' was still awaited and hoped for flexibility to include equestrian and sheep elements, subject to any highway design constraints. | |

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| | <p>Cllr Porter left the meeting at 8.46pm and rejoined at 8.48pm.</p> <p>Resolved: that Findon Parish Council instructs the Clerk to confirm to the South Downs National Park Authority that all the bids detailed in sections 2.2 to 2.6 incl in the report remain on the list for potential Infrastructure Development Plan funding.</p> | FM |
| 20.32 | Updated Findon Neighbourhood Development Plan Working Group (UFNDPWG) | |
| | <p>The Chairman invited David Hutchison, Working Group Lead, to update on progress. The Findon Neighbourhood Development Plan (FNDP) 2016-2035 (Amended February 2020) had been amended to reflect references to the made South Downs Local Plan and would be put to the FPC to ratify at a future meeting following graphic design input. There was no requirement for the amended version to go to referendum. At this stage, FPC would produce an explanatory closure leaflet for distribution to households in the village and disband the Working Group. On behalf of FPC, the Chairman expressed gratitude for the undertakings of the Working Group over the last few years.</p> <p>Resolved: that Findon Parish Council as ‘qualifying body’</p> <p>1) notes the progress of the UFNDPWG.</p> | |
| 20.33 | Parish initiatives | |
| | <p>a) Traffic, Environment, People (TEP)</p> <p>The Chairman invited David Hutchison to update on progress. He referred to the A24 speed reduction that had been included in the Highways Community Enhancement Scheme for 2020/21. It was possible that this could be completed in 2021. In response to a question, David Hutchison confirmed that the A24 crossing at Rogers Farm was in the brief for safety improvements. ADC Cllr Bicknell mentioned that the WSCC Cabinet Member for Highways lived in Ferring so would be aware of the safety issues.</p> <p>b) Nephote Green pond</p> <p>Lead Cllr Porter reported that ongoing monitoring of the pond was in place.</p> | |
| 20.34 | Clerk’s report | |
| | <p>The Clerk introduced the report (as previously circulated) and drew attention to the items for consideration</p> <p>Resolved: that Findon Parish Council:</p> <ol style="list-style-type: none"> 1. instructs the Clerk to arrange Parish on Line software training for councillors and the Findon Tree Warden with Maureen Chaffe at a cost of £120.00; 2. requests Cllr Gear and Porter review the Standing Orders and Financial Regulation in liaison with the Clerk for approval at the May FPC meeting; 3. does not wish to take part in the Great British Spring Clean; and 4. defers the consideration of membership of the Community Transport scheme to a future meeting, following response to an article to be published in Findon News to gauge interest. | <p>FM</p> <p>CG/DP/FM</p> <p>SS</p> |
| 20.35 | Reports from FPC Committees for noting | |
| | a) Planning | |
| | Cllr Gear reported on the following key points: | |

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| | <ul style="list-style-type: none"> • A retrospective application had been received for 1 Ivy Arch Close; and • The two planning applications for Findon Place had been withdrawn. | |
| | b) Finance & Governance | |
| | No update. | |
| | c) Open Spaces | |
| | <p>Lead Cllr Carr introduced the report (as previously circulated) and referred to the item in the report on the recent adverse weather. There had been extensive flooding at the A24 Findon Roundabout to the Black Horse, resulting in closure of the A24. Gullies blocked by surface debris appeared to be the cause of the flooding and more co-operation was needed from WSCC to keep the gullies clear. Suitable signage was also needed to highlight the possibility of flooding at this point. Further discussion took place summarised as follows:</p> <ul style="list-style-type: none"> • The gullies appeared empty following inspection on 12 February 2020, however following the very heavy rain on 13 February a large amount of water was flowing from the High Street onto the A24 to Findon Valley; • Due to the potential impact of climate change, is the drainage system in place appropriate for the village; and • There is no 'danger of flooding' or 'road liable to flooding' highway warning signage at key flooding points. <p>Cllr Carr reported that two options were available for the repair of the leaking Pre-School roof. The application of reinforced liquid acrylic resin for the whole roof would cost £1450.00 excl VAT. Estimates were still being sought regarding the other option to establish the cause of the leak, refelt and apply resin and no responses had been received to earlier requests.</p> <p>The Clerk reported on the issue of ownership of the soakaway for replacement as part of the Operation Watershed and had asked WSCC to investigate if it was on their land.</p> <p>Resolved: that Findon Parish Council:</p> <ol style="list-style-type: none"> 1. Instructs the Clerk to write to WSCC Highways regarding the flooding matters; 2. Authorises a budget of up to £1500.00 for the application of reinforced liquid acrylic resin for the whole Pre-School roof; and 3. Undertakes a thorough review of the Winter Management Plan criteria prior to September 2020. | FM |
| | d) Sheep Fair | |
| | No update. | |
| 20.36 | 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)</p> <p>Lead Cllr Gear reported that dates for the Mobile Information Unit (MIU) at Pond Green had been offered and councillors felt that 16 May 2020 would be best. Cllr Gear would confirm with Martin</p> | CG |

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| | <p>Funnell, WSCC. The Community Toolkit items had been delayed by a couple of weeks.</p> <p>b) Homewood Play Area Working Group Lead Cllr Smith reported that Ed Wain who previously undertook work associated with the Homewood play area had been most helpful supplying previous material and FPC will review this material and engage further with him on this matter. The Clerk had contacted the officers at ADC who want to visit the Homewood play area and had offered to manage the project free of charge to include consultation, tendering, internal landscape design, and implementation. Homewood had been identified as a key area in the ADC Play Area Strategy and provided a commitment by ADC to Findon for the use of the land there for play activities.</p> <p>c) Trees Working Group Lead Cllr Carr reported that 300 tree saplings were due to be delivered from the Woodland Trust and a 'nursery area' for the saplings was needed. The School had been approached but had been unable to assist. The area behind the basketball court was suggested and Rabbit Skips could provide the necessary equipment and workers to excavate the site at a cost of £360.00 excl VAT. Resolved: that Findon Parish Council approves a budget of £360.00 for Rabbit Skips to carry out the excavation work at the land behind the basketball court.</p> <p>d) Assets of Community Value Cllr Martin would progress the documentation for the Gun Inn and the Village House pubs. Cllr Gear would progress the documentation for Peckhams Butchers.</p> <p>e) Village Hall Trust Covered under Minute 20.30.</p> <p>f) Findon Village Pre School No update.</p> <p>g) Joint East Arun Area Committee (JEAAC) Cllr Smith would attend the meeting on 17 March 2020.</p> <p>h) Allotment Gardens Lead Cllr Carr referred to the report (as previously circulated). Resolved: that Findon Parish Council</p> <ol style="list-style-type: none"> 1. freezes the rental on allotment garden plots for a period of two years; and 2. carries out a comprehensive review of allotment garden plot rents in January 2022. <p>i) Bridleways and footpaths. No update. The Clerk will write to Ann Martin for an update on progress to include Cllr Porter.</p> <p>j) Nepcote Green Charitable Trust (NGCT) The meeting of NGCT was deferred due the Extraordinary Planning Committee held immediately prior to the FPC meeting.</p> | FM |
| 20.37 | Finance | |
| | <p>a) Receipts and bank reconciliation The bank reconciliation for January 2020 (as previously circulated) was noted and approved.</p> | |

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| | <p>Cllr Gear left the meeting at 9.42pm for the following item and took no part in any discussion.</p> <p>b) Payments The payments made in March 2020 to date (as previously circulated) totalling £1141.35 were noted and approved. Two additional invoices from the Clerk and David Hutchison totalling £5340.00 were also approved for payment.</p> <p>Cllr Gear re-joined the meeting at 9.45pm.</p> <p>c) Use of HSBC Internet Banking for BACS payments No further update.</p> | |
| 20.38 | Items to be referred to next Agenda not already included in the minutes | |
| | <p>Cllr Porter requested that the A24 crossings at Rogers Farm and St John the Baptist Church be considered at the May meeting.</p> <p>Meeting closed at 9.47pm.</p> | |

Signed:

Dated: