

DRAFT Minutes of the Meeting of Slindon Parish Council
Held at Coronation Hall, Reynolds Lane, Slindon
On Monday 10th February 2020 at 7.00 p.m.

Present: Councillors Niki Adamson (Chairman), Barbara Brimblecombe, Jan Rees, Peter Fenton, Derek Thomas and Paul Wilkinson

In attendance: Sarah Linfield BSc (Hons), CiLCA (Parish Clerk/RFO)
Katie Archer (National Trust, Lead Ranger, Slindon Estate)
10 members of the public

20/177 Public Time

L&S Waste Management Ltd Presentation.

Representatives from the company which owns Slindon Bottom Gravel Pit shared a presentation regarding plans for the site followed by a Q&A session. It had previously addressed the council at its meeting of the 13th February 2017, with past planning permission for all purposes having lapsed in September 2016. The meeting was informed that the purpose of the presentation was to seek support, shape the restoration design and maximise the value of the resource to the community. Mick Balch (Managing Director) provided context around the current proposal, being scaled down in size and time required to complete (compared to previous plans and applications) to make it more acceptable.

Stuart Austin (Planning Consultant) then shared a brief history of ownership, the challenges facing the company in terms of land management (trespass, fly tipping, criminal damage, unauthorised use by motor vehicles and for storage of stolen goods) and of the difficulty in deterring unauthorised access.

Steve Harman (General Manager) explained that the new proposal had been designed to deliver improved benefits for the site, its long term use and management, end unauthorised use and remove uncertainty for those impacted (including residents, L&S Waste Management and the planning authority).

The key aims of the restoration plans are consistency with the South Downs National Park Local Plan, to engage the community in its design and be deliverable.

Mr Harman articulated the initial concept, the design measures (landscape led, protecting and promoting the ecosystem) and focus on the community to try to secure buy in to the project.

The project would create a single engineered restoration within the site, separate from historically tipped material, HGVs adhering to historic routes via Britten's Land and Slindon Road and importation of materials likely to be achieved over a 2 year period.

There would be 3 stages -

Phase 1 – improvement works (create an area of sheep pasture)

Phase 2 - site derived restoration works (restoration of hedgerow network and restore lost features)

Phase 3 – restoration through importation

The next steps would involve wider community engagement which would inform evaluation on the concept design, engaging with specialists such as ecologist and landscape architects to influence the final design, undertaking pre-application discussions with the South Downs National Park to gain 'in principle' support to submit a planning application.

Q&A Session

Councillor Fenton enquired around differentiation of the 3 areas within the site. Mr Balch confirmed there would be the pasture area (phase 1) to the south, then the northern part (phase2) which would use site delivered material and the centrally located restoration requiring importation of materials (phase 3). The design would ensure separation from historically tipped material.

Members of the public sought clarification on various aspects of the proposal and observations were made regarding current site use, adversely impacting its immediate neighbours and wider village.

Q. Enquired around the time between the north and south parts being completed

A It was confirmed that the whole project was scheduled to take place over 3 years, the onsite material importation would take between 6-9 months and that requiring external importation was likely to take 2 years.

Q. Asked about the reduced time-scale compared with previous schemes, what the site would look like and of its future.

A. The aim is to deliver a scheme that is practical, deliverable and achievable within a short time frame. After restoration L&S Waste Management Ltd plan to sell the site which had always been the

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intention. It is proposed that long-term public access is maintained via permissive pathways, but public use and provision of facilities would be down to the new owner.

Q. Sought details of how many lorries would visit the site each day during the restoration process.

A. An estimate of 20-30 lorries was given and that hours would be restricted by Highways regulations.

Q. Concerns were raised around the current use of the land for clay pigeon shooting and clarity sought as to whether this would continue during restoration.

Residents observed that

- Clay pigeon events on a Sunday morning and 4x4 and biking events were not conducive to good relations with the very +community they sought to engage.
- References to anti-social behaviour were considered unhelpful as a means to achieve buy-in to the project.
- Whilst supporting the principle of putting the land to good use, shooting was not suitable, with the noise being unacceptable for residents and of the impact on other users, particularly horse-riders.

A. L&S Waste Management were keen to defend the use of the land for these purposes, citing the involvement of ADC's Environmental Health Officer and of the anti-social activity which they had limited powers to manage.

The chairman of the parish council intervened to issue a polite reminder that goodwill was required on both sides given their conflicting priorities. A suggestion was made that the company sought to engage with all interested parties (e.g. community, National Trust, South Downs National Park) through a working group. Mr Balch highlighted that they had also sought to engage with the parishes of Eartham and Aldingbourne (where the site is located) with limited success.

Councillor Adamson thanked the representatives for their presentation, and they left the meeting.

8 members of the public also then left the meeting.

The clerk shared an email she had received, enquiring whether anyone had details of a 'Mr Walter Gordon Greig', who lived in Slindon during the 40s and early 1950s and was active in the village's then amateur dramatic group 'The Slindon Players'. The clerk highlighted several interesting images that had accompanied the email including a membership card and a newspaper cutting. Unfortunately, no-one had any knowledge, although the councillors undertook to spread the word and report back if they found anything of interest.

20/178 Apologies for Absence (from parish councillors) – N/A

20/179 Declaration of Interest - Councillor Fenton declared a personal and pecuniary interest in respect of the Slindon Community Land Trust as Chairman of the Steering Committee

20/180 Minutes of the Parish Council meeting held 13th January 2020

Resolved - that the minutes be approved as a true record of the decisions of the meeting and signed by the Chairman.

20/181 Chairman's Report

Councillor Adamson spoke on the following matters.

Clerk's professional qualification - the clerk had passed 'CiLCA' with several exemplary submissions and she was congratulated on her achievement.

Parish Council website – improvements are planned, subject to tender and with the possibility of a locally based person undertaking the work.

Street Lighting – identifying ownership of the lamp in Church Hill and its underground cable is proving somewhat problematic but the council is working with the National Trust, SSE as energy provider, and 'Streetlamps' to resolve matters.

SDNPA Planning Meeting – members were reminded of the opportunity to join the South Downs National Park Planning meeting on February 13th (in person and by webcast).

Slindon Sports Association – the annual running event takes place 15th-16th February and the council has loaned out some cones to help manage responsible parking and ensure residents' access is not compromised. Some damage had been identified to the fence surrounding the football pitch although the SSA has repairs in hand.

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West Sussex County Councillor – Derek Whittington had sent his apologies to the meeting as he had been unwell, and the council wished him a speedy recovery.

Great British Spring Clean –SlindonLife will organise a litter pick event on Saturday 4th April (provisional date) with details to be placed in the parish magazine.

Coronation Hall Committee – an application for a grant towards the village VE75 celebrations would be considered under a subsequent agenda item. In addition the need to refurbish the gent's toilets had been highlighted as a priority action and the council might receive a separate application to assist in this respect.

20/182 West Sussex County Council Matters – no representation on this occasion, Councillor Whittington sent his apologies as he is currently recuperating.

20/183 Arun District Council Matters

Apologies were received from Councillor Catterson although she provided details of the opportunity to form a climate group through Friends of the Earth. The council felt this was something that perhaps the local schools might wish to do too, and the clerk undertook to get more details as the email has only been received that morning. **ACTION - clerk**

20/184 National Trust Matters,

Katie Archer, Lead Ranger, provided an update on various matters

- Spoke of some staff changes. Sam, who has been with NT at Slindon for 5 years has a new job as Ranger at Sissinghurst - a really exciting opportunity.
- Asbestos material- identified by red and white taping - is being removed. Asbestos was fly tipped throughout Fontwell, Slindon & Madehurst. The district council is aware, and it is gradually being removed.
- Downes Barn renovation is making good progress with scaffolding due to come down and phase 1 nearing completion.
- Planting will take place on the 22nd February by Keepers Cottage (North of Park Wood) to replace the ash trees which have been removed due to die-back. People are invited to come and help between 10am and 1pm.
- The Ranger team and volunteers have laid another stretch of hedge along Mid-lane.
- The forestry planned for Slindon Common and Mid Common has been postponed until September due to the wet winter.

20/185 A27 Bypass

Highways England has started an additional four-week period for people who responded to last year's consultation on improving the A27 near Arundel to add to their responses. A letter dated 31/1/20 has been sent to those who responded to the 2019 Public Consultation and allowing the opportunity to change their decision if they feel it has been impacted by errors in the original documentation. The period for providing an update runs for four weeks from Monday 3 February 2020 to Sunday 1 March 2020.

<https://www.gov.uk/government/news/further-review-period-for-a27-arundel-improvements>

20/186 Highways Matters/Speeding/Traffic Calming

- **New Yellow-backed A29 signage/Traffic Data** – the clerk had not yet received a response from the Highways Team to understand how the data will be monitored and the outcome shared.
- **Community Speed Watch (CSW)** – PCSO Jason Lemm had provided details of the scheme which allows local people to calm traffic in their communities and is supported by Sussex Police. Key details are
 - Vetted volunteers over the age of 18 are trained to use speed calming equipment, loaned for short periods of time which can be deployed at safe, risk assessed locations within the village. Locations can only be within 20, 30 and 40mph zones and there must be a safe location for volunteers to stand, i.e. a pavement or grass verge.
 - The two pieces of equipment available are a Speed Indicator Device (SID) and a Genesis handheld device.
 - Those who are interested in forming a community group can log in to CSW Online by visiting www.communityspeedwatch.co.uk .Registering will allow the group to book out two different

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pieces of speed calming equipment that can be deployed at risk assessed and approved locations within the village. **Action – clerk** to post to parish council website.

20/187 Planning Matters

Planning Applications

The Grange Church Hill Slindon BN18 0RD

Ref. No: SDNP/20/00108/TCA

Morus nigra - No.1 within the walled garden. Proposed work. To reduce the weight of limbs as the structure of the tree is collapsing to a degree that may endanger the tree's survival.

Resolved – supportive based on the Arboriculturist's Report, 31/1/20.

The Old Pub Car Park School Hill Slindon Arundel West Sussex BN18 0RS

Ref. No: SDNP/19/06071/FUL Planning Application for Two Semi-Detached 3 Bedroom Cottages; Open and Covered Car Parking and Cycle Stores, including Re-provided Car Parking and Cycle Stores for Lea Cottage and The Old Stable; Hard and Soft Landscaping and Boundary Treatments; and Other Works.

Resolved – to object on the following grounds.

Design and layout - falling within a conservation area (reference additionally Slindon's CAAMP adopted in 2018) and with a number of adjacent Grade II listed properties, the height of the building and central chimney is considered detrimental, affecting views from the lane and road, impacting the houses opposite and overlooking Bowlers Green House. The scale of the development is considered out of proportion to the two existing/original properties, Lea Cottage and The Old Stable (SD6, SD12, SD15).

Highways - parking on the adjacent highways continues to be an issue in the village (for which there are no formal regulations given Slindon's setting within the South Downs National Park and lying within a conservation area) and the lack of off road parking spaces in this development can only exacerbate the current situation. The council is concerned that the access route to the development also leads to the Top Field recreation ground and of the impact on families and children using the facilities, with their safety being of paramount importance (SD22).

Housing provision - whilst recognising that as there are only 2 units there is no requirement to provide a contribution to affordable housing (SD28), the council is disappointed that the development does not reflect the demand for affordable housing as evidenced by the 'Housing Needs Survey' by 'Action in Rural Sussex' (2019)

2 members of the public left the meeting

20/188 Clerk's Report

- **Street lamps** – SSE the electrical supplier will fix the lamp on Slindon Common (junction of Mill Road and Sunnybox Lane) by 20/2/20.
The lamp in Church Hill is not working and it is not known whether the fault is with the lamp or cable supply. It is of similar appearance to those belonging to the National Trust and is not included with the council's inventory. SSE advise that they have no record of this column/supply and are unable to identify who is responsible for it. Having looked at their underground cable system it could possibly be connected to a private cable installed by someone other than themselves which means they are also unable to investigate a possible cable fault. The National Trust will investigate further and liaise with the clerk in an effort to resolve matters.

Katie Archer, National Trust, left the meeting

- **Slindon Recreation Grounds (playground/adult gym equipment)** – arrangements are in hand to repair a piece of the adult equipment under warranty on the 4th March. Councillor Thomas reported that the non BS goalpost on The Top Field had been moved back again although following last month's decision by the council it will need to be permanently removed from the site.
- **Recreation Ground Slindon Common**
 - **The annual tree report** had been received on the day of the meeting. It was therefore agreed that the clerk would review the report in more detail to allow an informed decision on the recommendations at the council's next meeting 9/3/20. The report identified minor to moderate risks (deadwood removal) and a full re-inspection in January 2021 or sooner as required by

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extremes of weather. A quote would also be obtained for the deadwood removal. **ACTION – clerk.**

- **Recreation Ground Working Party** – It was **Resolved** to approve the formation of a working party comprising the clerk, Councillor Rees and Councillor Wilkinson to review matters including the lease (which falls due for renewal February 2021) and report back with any recommendations to the full council in due course. A meeting will be arranged with the Slindon Sports Association (following a change in committee members) as part of the process.
- **Winter gritting routes** – The Highways Contractor has informed the council that they are unable to include the following roads safely within the ‘Winter Service Network’ - Reynolds Lane, School Hill, Church Hill, Dyers Lane and Top Road. They are unable to get a gritting lorry up and around the village which could be due to a number of reasons including access due to parked cars and other safety concerns. The council noted the update and felt that the National Trust and local farm would be able to assist with gritting in the event of snow and ice.
- **War Memorial** – a reinstatement valuation of £10250 +VAT had been obtained for insurance purposes and the clerk was instructed to obtain a quote for this being placed ‘on risk’. **ACTION – clerk.**
- **Insurance** –the council’s policy falls due for renewal 10th April 2020 and as Slindon Parish Council’s current long term agreement expires this year, Came and Co will be providing 3 quotes when sending the renewal invitation.
- **Parish online subscription renewal** – it was **resolved** to approve the 70% discounted subscription through SSALC at a cost of £22.50 +VAT per annum with a 3 year commitment as WSCC had withdrawn the service. The delay in agreeing the final pricing was due to Slindon’s population, which drives pricing, being incorrect. The clerk had identified this error to Parish online /SSALC and had accepted the revised quote to meet the deadline.
- **Councillor Updates** – it was agreed that the clerk continue to monitor and share emails on an ad-hoc basis at her discretion rather than provide on a set day each week. It was also noted that the councillors would be having designated council email addresses this year under GDPR regulations which would separate council business from personal emails.
- **Annual Parish Meeting 23 March 2020** – the clerk was asked to invite the Arundel and South Downs MP Andrew Griffith and liaise with the chairman regarding the issue of invitations and identify guest speakers. **ACTION – clerk.**
- **Great British Spring Clean 2020** – as previously confirmed under ‘Chairman’s Report’ Slindon*life* will be running the event.
- **Allotment Lease** – falls due for renewal next month and ‘Heads of Lease’ is awaited from the National Trust. **ACTION – clerk** to follow up.

20/189 Budget and Precept Setting 2020/21

All councillors received and signed for a copy of the final approved annual budget from the RFO (section 3.4 of the council’s Financial Regulations)

The Chairman signed a hard copy of the RFO’s email 15/1/20 to ADC, as the billing authority, confirming Slindon’s precept requirement for 2020/21

20/190 Finance Reports

Bank account reconciliation (Annex A) - the council received the statement of accounts, confirming that the bank balances had been reconciled with the known expenditure and income as at 31/1/2020 - see below - and it was

Resolved - that the reconciliation be noted (including YTD expenditure and receipts)

Payment Authorisation (Annex B) - Resolved - to authorise the monthly expenditure and receipts.

20/191 Grant Application

An application had been received for £1500 from Slindon Coronation Hall committee to fund activities in celebration of VE75 day. The money would be used for the benefit of Slindon residents, and would be used towards planting a memorial tree, prizes, bunting, table decorations and tableware, cakes and confectionery and entertainment (DJ).

Resolved – to approve the application which met grant awarding criteria and for which there is provision within the 2019/20 budget.

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20/192 Training and Continuous Professional Development

Clerk's progress with CiLCA – the clerk has passed and is awaiting her certificate. The council will be able to resolve to use the General Power of Competence at its next meeting.

Councillors Briefing & Awareness – currently awaiting joining instructions for Councillors Fenton, Rees and Wilkinson (Tuesday 25th February 2020, 18:00 to 21:00, Avisford Park Hotel, Yapton Lane, Arundel, BN18 0LS at a cost of £70 + VAT per delegate)

20/193 Slindon Community Land Trust (SLCT) Steering Committee

Councillor Fenton advised that he would be attending a surgery run by the MP for Arundel and South Downs to lobby for the affordable house funding to be extended so that it can support community led housing groups in line with the government's party manifesto.

Resolved to exclude the clerk who retired from the meeting room (9.20 p.m.) whilst the item minuted under 20/194 was discussed.

20/194 Confidential Staff Matter

Resolved to approve an increase in the clerk's salary on completion of CiLCA (Confidential letters confirm).

The clerk returned to the meeting at 9.25 p.m.

20/195 Date of Next Ordinary Meeting – Monday 9th March 2020 – all to note.

The meeting ended at 9.30 p.m.

*Standing Order - 'General Meetings' 3x, was suspended (which restricts the duration of the meeting to 2 hours) by the Chairman under 'Standing Orders Generally', exercising her rights under 26d.

Annex A

			<u>Bal. @31/1/20</u>
BALANCE BROUGHT FORWARD 1 APRIL 2019			40609.31
TOTAL RECEIPTS			18749.85
			59359.16
LESS TOTAL PAYMENTS			-14881.41
			44477.75
REPRESENTED BY:			
C/A BALANCE			18339.3
D/A BALANCE			26166.68
PETTY CASH FLOAT			0.00
PLUS : CASH RECEIVED NOT YET BANKED			5.00
LESS: UNPRESENTED CHQS	100325		-33.23
			44477.75

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Slindon Parish Council				
Summary of Receipts and Payments Account				
1/4/19 to 31/1/20				
CURRENT YR 2019/20				
Receipts		£		
	Precepts	16760.00		
	Bank Interest	43.83		
	Grants (inc.LCTS &WMT& SPEC2000)	0.00		
	Donations	266.40		
	Rent re-imbursed (Allotments & Sports Assoc.)	205.00		
	VAT (PRIOR YR REFUND)	1432.51		
	SSE (error in payment collected)	42.11		
Total Receipts		£18,749.85		
Payments				
	Insurance 2019/20	0.00		
	Audit fees	245.00		
	Annual fees, donations & Subscriptions (1)	372.56		
	Street lighting	388.94		
	Playing fields (grounds maintenance & repairs, flags,war memorial, pond & commemorative gate)	7161.00		
	Staff Costs: (i) Clerk's salary	£ 3,754.64		
	(ii) Clerk's expenses	85.05		
	(iii) Clerk's allowance	94.46		
	Hire of premises for meetings	168.00		
	Admin costs - Inc. petty cash transactions*	214.97		
	New equipment	262.62		
	Election Costs	0.00		
	Allotment rent	100.00		
	Training courses	470.00		
	VAT (current year)	1441.77		
	Bank Charges / write offs	0.00		
	Grants & donations	50.00		
	Miscellaneous -			
	Legal fees re TPF Lease	0.00		
	Domain name renewal (every 2 yrs)*	72.40		
Total Payments		£14,881.41		

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Annex B

Authorise issue of payments								
Community Account								
DATE OF CHEQUE/SO/DD	BENEFICIARY/PAYEE	TRANSACTION TYPE	Cheque number	NET AMOUNT	VAT	GROSS AMOUNT	STATUTE (UNDER WHICH PAYMENT MADE)	REASON/COMMENT
07/01/2020	SSE Southern Electric	DD		40.50	2.01	42.51	Parish Councils Act 1957, s.3; Highways Act 1980, s.301	Street lamps
13/01/2020	Slindon Coronation Hall	SO		14.00		14.00	LGA 1972 s134	Hire Hall 13/1/20
13/01/2020	Sarah Linfield	SO		305.13		305.13	LGA 1972 s112	Clerk's monthly salary
10/02/2020	Berry Stonework Limited	Cheque	100326	300.00	60.00	360.00	War Memorials (Local Authorities' Powers) Act 1923, s.1)	Authorised at meeting 13/1/20, minute 20/171 'War Memorial (and Sun Dial) Valuations'
10/02/2020	Sarah Linfield	Cheque	100327	327.24		327.24	LGA 1972 s112	Clerk's monthly salary - adjustments/back pay
10/02/2020	HMRC	Cheque	100328	160.60		160.60	LGA 1972 s111	Tax on Clerk's monthly salary - tax period 11
10/02/2020	HMRC	Cheque	100329	10.09		10.09	LGA 1972 s111	NI on Clerk's monthly salary and back pay - tax
				1157.56	62.01	1219.57		
Monthly Income for information : Jan 20								
RECEIPTS								
DATE/ACCOUNT TYPE	PAYER	TRANSACTION TYPE		REASON				
Community Account	N/A							
Community Savings	See below							
31/01/2020	HSBC	CR	4.44	Gross Int to 30/1/20				