

**SLINDON PARISH COUNCIL**  
**Minutes of the Meeting of Slindon Parish Council**  
**Held on Monday 15<sup>th</sup> January 2018**  
**At the Coronation Hall, Reynolds Lane, Slindon at 7pm**

**PRESENT:** Parish Councillors Niki Adamson, Barbara Brimblecombe, Steve Chilver, Peter Fenton, Robert Parfey, Derek Thomas, Ann Watts (Chairman) and Margaret Winn.

**IN ATTENDANCE:**

Mr Norman Dingemans, Arun District Councillor.  
Katie Archer, National Trust.

**1. FILMING OF MEETINGS AND USE OF SOCIAL MEDIA**

- 1.1** Members and the public were reminded of the procedures for filming and recording the meeting and requested to switch mobile devices to silent for the duration of the meeting.

**2. APOLOGIES FOR ABSENCE**

- 2.1** Apologies were received from Parish Councillor Lee Spencer-Smith and Mr Derek Whittington, West Sussex County Councillor.

**3. PUBLIC QUESTIONS**

- 3.1** There were five members of the public present. The Chairman explained the procedure for this part of the meeting and the Council went on to receive the following representations regarding the planning application SDNP/17/06404/FUL, relating to Adams Field House.

- 3.2** The Council heard from Mr Coleman who addressed Members as the owner and applicant. He proceeded to outline the history of the planning applications that had been submitted over the course of the last year. Referring to drawings which were presented to Councillors, he highlighted and explained the main changes to the revised plans for the new dwelling. He stated that the plans had been redesigned taking on board principle objections which related to the "civic" nature of the design, its relationship to the landscape and proximity to the neighbouring Mill Stones property. The new design had been landscape lead which had resulted in a redesigned dwelling that was situated both further away from Mill Stones and better orientated within the landscape and setting of the Conservation Area. The design had also been revisited and a steeper gabled style introduced. This and the repositioning of the dwelling aligned the development more closely to the street line so that the property was more visible from the road and could be seen as part of the existing settlement area. The new dwelling would also be slightly smaller than was originally planned and his view better met the National Park's planning guidelines.

- 3.3** The Council heard from Mr Imms, Hope Cottage, School Hill. As the owner of a neighbouring property adjoining the site, and which shared a driveway, Mr Imms explained he appreciated the effort that had been made with the revised plans to minimise the impact of the proposed development. Using a presentation of annotated photographs, he went on to explain that he had concerns regarding the construction and demolition phase which, using the narrow-shared access from School Hill, would in his view be very disruptive and potentially put his property at risk. It was noted that during the fire which badly damaged the current house in 2016, and during subsequent temporary remedial work, the front boundary wall of Hope Cottage, a Listed building, had been hit three times. This in his view demonstrated the challenge of negotiating the turn in from the road, as well as the width of the entranceway itself.

- 3.4** Mr Imms wished to ensure that the construction methodology properly acknowledged the need to create a site access that could successfully accommodate all the required construction traffic and included provision for the proper replacement of any objects that had to be temporarily removed to achieve

this as soon as possible after construction was completed. He went on to present a number of proposed modifications which he would be putting forward to the Planning Authority to enhance the proposed site access for the larger vehicles that would be bringing in the construction equipment and materials. He therefore sought the support of the Parish Council on these points and that if planning permission was granted, that all elements of the Construction Management Plan were incorporated as Planning Conditions within the approval.

- 3.5** Mr Boulton, Mill Stones, School Hill, expressed support for the points raised by Mr Imms. Stating that the verge opposite the site entrance was also at risk of damage by virtue of the narrowness of School Hill and the size of the construction vehicles requiring access to the site at this point, he asked that a condition be included to ensure reinstatement of the verge once the works were completed.

#### **4. DISCLOSURE OF INTERESTS**

- 4.1** Councillor Brimblecombe declared prejudicial and pecuniary interest in the Pre-Planning Application SDNP/17/06404/FUL - Adams Field House, School Hill as her property was situated on the boundary of the Adams Field site and stated that she would leave the meeting when Council came to consider the application.

- 4.2** Councillor Fenton declared a personal and prejudicial interest in agenda item 15.2, Slindon Community Land Trust as Chairman of the Steering Committee and confirmed that he would leave the room if there was any discussion on the matter.

- 4.3** Councillor Thomas declared a prejudicial and pecuniary interest in agenda item 17.1, the Fencing Contract, as he occasionally worked for one of the tenders and confirmed that he would leave the meeting during the discussion on this matter.

#### **5. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 18<sup>th</sup> December 2017**

- 5.1** It was **RESOLVED** that the minutes of the meeting held on 18<sup>th</sup> December 2017 be approved and signed by the Chairman.

#### **6. CHAIRMAN'S REPORT AND URGENT ITEMS**

##### **6.1 URGENT MATTERS**

##### **6.1.1 APPROACH FROM THE AIRFIELDS OF BRITAIN CONSERVATION TRUST (ABCT)**

The Clerk reported that she had been contacted by the ABCT regarding the area known as North Wood and a nationwide project to erect memorials to commemorate airfield sites. As this year was the centenary of World War One (WW1), the community, through the Parish Council was being asked if it wished to have a memorial to acknowledge the airship base that existed in North Wood in 1918. If it was confirmed as wanted, there would be no cost for the memorial and installation costs would be met by ABCT. All that was required was to determine an appropriate site. This information had been shared with the National Trust and the History Group and both were supportive of progressing this initiative. It was noted that the Trust were aware of the significance of this area of the Estate and had it in mind to acknowledge this part of its history this year. The positioning of the memorial as close as possible to actual site was considered achievable and favoured by both the Trust and the Parish Council. On behalf of the National Trust, Katie Archer, Lead Ranger on the Slindon Estate agreed to be the contact point with ABCT regarding receipt of the memorial. It was noted that the installation would form part of the events planned in the village by Slindon Life and the National Trust to commemorate the centenary of the ending of WW1. **It therefore RESOLVED that:**

**The ABCT be contacted and provided with confirmation of acceptance of the commemorative airfield sites memorial.**

##### **6.1.2 Publication of proposed modifications to the West Sussex Joint Minerals Local Plan**

The Clerk reported that formal notification had been received from West Sussex County Council and the South Downs National Park Authority that the next stage of the process had commenced. Following completion of a number of modifications the revised plan had been published to allow representations to be made on their 'soundness' and 'legal compliance', until 15 March 2018. Details would be circulated to Members for information. **It was RESOLVED that the update be noted.**

## **6.2 CHAIRMAN'S REPORT**

Coming together for the first meeting of 2018, the Chairman reflected on the achievements of the past year. Observing that the agenda for the meeting was busy, the Chairman listed some of the priorities for the forthcoming year and commented that the range of activities and level of engagement by Parish Councillors in the community remained high.

## **7. PLANNING MATTERS**

### **7.1 PLANNING APPLICATIONS**

*Councillor Brimblecombe left the meeting at 7.25pm.*

#### **7.1.1 SDNP/17/06404/FUL - Adams Field House School Hill Slindon BN18 ORA**

The Council received details of a planning application (previously circulated) which proposed the demolition of the existing derelict building and construction of a new dwelling, the re-location of the garages on the site and associated ecological and landscape improvements and other ancillary site works. This was a resubmission of a previous application which had been withdrawn.

**7.1.2** Members proceeded to consider the application in more detail and discussion focused on the impact of the changes to the planned dwelling in relation to the Conservation Area, the nature of the structure in terms of orientation, design and materials. Councillors liked the 'broken' roof lines which gave the appearance of a cluster of rural buildings which was judged to be fitting to the location. Overall the impact of the revised plans were considered to be more relevant in design and the wider use of timber and flint on the external elevations was viewed as being more sympathetic to the settlement area. It was also thought that the reorientation and repositioning of the dwelling deeper into the plot, coupled with the gabled design gave the effect of a lower build that integrated better with the landscape. It was noted that the building would only be seen from Park Lane in periods when the trees were bare.

**7.1.3** Responding to the representations that had been made during the Public Forum session, Members went on to consider the proposals for managing construction traffic, particularly in relation to the proposed temporary removal of the wall on the boundary with Hope Cottage and changes to the opening of the gate. Although the construction management plan was comprehensive, Members considered it was important that the obligations were clear and enforceable, particularly in relation to dismantling and reinstating the boundary wall. Members also agreed that this should apply to the verges in Church School Hill which were considered at risk of damage from turning vehicles. Whilst congestion in Church School Hill, due to parked cars, particularly at peak times such as the primary school drop off and collection times (8-9am and 3-4pm), was also a concern. It was noted that there was sufficient onsite parking provision for tradesmen working at the site. It was also noted that provision for the photographic recording of the preparation of the entrance to cope with construction traffic could be incorporated to help ensure the accurate reinstatement of the wall. Members held the view that the Construction Traffic Management Plan was an intrinsic part of the planning application and judged that if planning permission was granted, all elements of the Plan should be included as Planning Conditions within the approval. **Council therefore RESOLVED that:**

**1) The application be supported.**

- 2) **The Planning Authority be requested to review the contents of the Construction Traffic Management Plan in light of the representations made by the owner of Hope Cottage.**
- 3) **Should planning permission be granted, all elements of the Construction Traffic Management Plan be included as Planning Conditions within the approval.**

*Councillor Brimblecombe re-joined the meeting at 7.50pm.*

**7.1.4 SDNP/17/06103/LIS - 9 Church Hill Slindon BN18 0RB**

The Council had before it details of planning application containing proposals for external and internal repair and restoration works to the Grade 2 listed dwelling at 9 Church Hill (previously circulated). It was noted that the application sought to update the property and rectify previous unsympathetic internal restoration work. It was also noted that Church Hill had become increasingly congested with works traffic due to the number of properties in the area undergoing building works. Consequently, Members wished to ensure that there was sufficient on-site provision to accommodate this at the site and that this traffic avoided the area during peak times. Observing that damage to the curbs had also been caused by construction traffic turning at various points in Church Hill, Members also sought provision for the protection and reinstatement of the kerbs during and if necessary after the works were finished. **The Parish Council therefore had no objection to the application subject to measures being put in place to ensure that there was sufficient provision for construction traffic to preserve access to Church Hill and the protection and reinstatement of kerbs during and if necessary after the works were finished.**

**7.2 SDNPA DECISIONS / PRE-APPLICATIONS/ UPDATES** – There was nothing to report.

**7.3 SLINDON CONSERVATION AREA APPRAISAL & MANAGEMENT PLAN (CAAMP)**

It was noted that the Chairman, Councillor Brimblecombe and Katie Archer of the National Trust were scheduled to meet later in the week to discuss the Trust's comments on the draft CAAMP. The outcome of this discussion would be shared with the SDNPA as part of the process leading to the adoption of the CAAMP as a Planning Policy document. **It was RESOLVED that the update be noted.**

**8. HIGHWAYS AND RIGHTS OF WAY MATTERS**

**8.1 Meadsway** – It was reported that the condition of the verge on the border of Reynolds Lane was deteriorating. Inconsiderate parking, particularly by vans, was thought to be partly to blame as an increase in the number of vans reportedly parking in the area was also observed. It was noted that the condition of the verge had been reported to the District Council last year but that repairs were not a priority. This would be monitored.

**8.2 Northwood Lane** – It was reported that the condition of the road was rapidly deteriorating with the tarmac now deeply rutted in places. The state of the road was becoming a concern as it was a known and well used cycleway. It was noted that photographic evidence would assist the reporting of this issue.

**9. WEST SUSSEX COUNTY COUNCIL MATTERS**

**9.1 Public Consultation on the draft WSCC Public Rights of Way Management Plan**

The Council had before it the draft West Sussex Rights of Way (RoW) Management Plan 2018/28 (previously circulated). The draft plan set out the County Council's strategic approach to managing the RoW network, as well as signposting how improvements could be achieved over the next ten years. Members were supportive of the County Council's strategic approach and welcomed the engagement and willingness to work with stakeholders including

Parish Councils that was highlighted in the Plan. **It was RESOLVED that support for the draft plan be expressed in response to the public consultation.**

**9.2 Report from Mr Whittington** – There was nothing to report.

**10. ARUN DISTRICT COUNCIL**

**10.1 Report from Mr Dingemans**

Councillor Dingemans reported that the District Council had started a consultation on the proposed main modifications to its Local Plan. This would end on 23<sup>rd</sup> February 2018. Following the sad death of the Late Dougal Maconachie, a by election would be held for a new District Councillor to represent the Bognor Regis Marine Ward. The District Council would be considering a proposed increase of 2.95% in Council Tax for 2018/9. The Sussex Police and Crime Commissioner would be attending the District Council’s Scrutiny Committee on 23<sup>rd</sup> January 2018.

**11. NATIONAL PARK MATTERS**

**11.1 Report from Mr Dingemans**

Councillor Dingemans reported that the annual Dark Skies festival would run from 9<sup>th</sup> to 25<sup>th</sup> February this year. Events would be held across the Park starting on 10<sup>th</sup> February at Midhurst Rother College. The winners of the 2017 Photographic competition had been announced and the pictures were available to view on the SDNPA website.

**12. REPORT FROM THE CLERK**

**12.1** The Parish Council received and noted the contents of the Clerk’s Report (copy attached to the minutes).

**12.2 REPLACEMENT LAPTOP**

The Parish Council received a report (previously circulated) which contained a budget proposal totaling £940, comprised of a maximum of £740 to replace the Council’s laptop and £200 for a care plan, for inclusion in the 2018/9 budget proposals. Observing the advances in technology and variety of products available, the proposed budget allocation was considered reasonable for a parish of this size and sufficient to meet the needs of a business required to operate in an environment where Windows 10 was dominant. **It was therefore RESOLVED that:**

- 1) The 2018/19 budget allocation to upgrade the laptop and purchase a care package totaling £940 be approved as part of the draft 2018/9 Budget and Precept proposals for approval later in the meeting.**
- 2) The Clerk be authorised to proceed with the acquisition of a suitable replacement laptop and care package at the start of the new financial year within the budget agreed for 2018/19.**

**13. FINANCE REPORT**

**13.1 BANK ACCOUNT RECONCILIATION**

The Parish Council received and noted the statement of account (copy attached to the minutes) showing that the Parish Council’s bank balances had been reconciled with the known expenditure and income as at 31<sup>st</sup> December 2017.

Slindon Parish Council		Bank Balances @ 31/12/17
HSBC C/A @ 31/12/17	£ 17,005.22	
HSBC D/A @ 31/12/17	£ 25,580.51	
Pettycash balance @ 31/12/17	£ 100.00	
Less uncashed cheques *	-£ 50.00	
Total @ 31/12/17	£ 42,635.73	

### 13.2 AUTHORITIES FOR PAYMENT

The Parish Council had before it the list of payments for approval (previously circulated). **It was RESOLVED that the following payments be approved:**

Payee	Amount (basic cost)	Amount (VAT)*	Total Amount	Description
Mrs J Harris	£362.96p	N/a	£362.96p	Standing Order - Clerk's Monthly salary payment per timesheet attached for 11/12/17 -14/1/18
Coronation Hall Committee	£14.00p	N/a	£14.00p	Standing Order - Hall hire for Dec.17 Mtg
SSE Southern Electric	£30.80p	£1.54p	£32.34p	Direct debit - street light electricity Q3 2017.8

### 13.3 DRAFT BUDGET AND PRECEPT 2018/19, 2019/20 & 2020/21

The Clerk presented a report (previously circulated) which contained budget proposals for 2018/19 and estimates for 2019/20 and 2020/21 (Appendix A). These had been revised following the discussion at the December 2017 meeting and included enhanced provision for a replacement lap top and work to the memorial garden wall. The subscriptions had also been reduced following Council's decision to withdraw from JWAAC highways subgroup. Approval was also sought to transfer to EMR unspent funds from the 2017/18 budget in a number of categories to meet expenditure in 2018/19 and build up reserves for work anticipated in the future. It was considered that the revised budget for 2018/19 was more balanced and would meet the needs of the council for the forthcoming financial year and **it was therefore RESOLVED that:**

- 1) **The draft 2018/19 Budget, setting a precept of £16,167 for 2018/19 be approved.**
- 2) **The transfer to EMR of the unspent funds under the 2017/18 budget heads, as set out in paragraph 3.1 of the report (attached to the minutes) at the end of the current financial year be approved.**

### 14. COMMUNITY MATTERS

#### 14.1 PREPARATIONS ANNUAL PARISH MEETING - MONDAY 19<sup>TH</sup> MARCH 2018

Members considered the preparations, catering and format for the meeting. The timing and format established in previous years was accepted as good and Members were also content with the arrangements regarding refreshments. As had happened last year, and to give businesses in the area sufficient time to prepare for the event, it was agreed that invitations be sent out promptly. It was noted that there was a new Head teacher at the Primary School and it was also thought that the Headmaster at the College would be moving on. **It was RESOLVED that Members be kept informed of progress with the arrangements.**

#### 14.2 SLINDON COMMUNITY LAND TRUST (CLT) - There was nothing to report.

#### 14.3 SLINDON LIFE

The main committee was expected to meet shortly and would be looking at village event, possibly a summer party, to commemorate the centenary of the end of WW1 and the Royal Wedding in May. Councillor Winn also reported that a village litter pick was also planned for the spring. **It was RESOLVED that the update be noted.**

**14.4 SPORTS ASSOCIATION**

It was noted that the Association would be meeting on 1<sup>st</sup> February 2018.

**14.5 RECREATION GROUND**

It was noted that the Tree Survey had been received and the requirements for further work on the trees at the Ground were being assessed. Initial thoughts were that there was no urgent work required and that more thorough inspection of the upper part of some of the trees on the boundary with the A29 would be required. There was disappointment that this hadn't been included in the survey and the Clerk confirmed that she would be seeking clarification from the contractor regarding the completeness of the survey and next steps. **It was therefore RESOLVED that the update be noted and Members be kept informed of progress.**

**14.6 NATIONAL TRUST**

Katie Archer gave an update on works that the Trust were progressing on various properties in the village and activities planned for January. It was noted that woodland work planned for the Recreation Ground and in Park Lane had been postponed and was not expected to start until Autumn.

**15. DATE OF NEXT MEETING – MONDAY 12<sup>th</sup> FEBRUARY 2018**

The date of the next meeting was noted.

**16. EXEMPT BUSINESS – it was RESOLVED that the Public and accredited members of the Press be excluded from the meeting under Section 100 of the Local Government Act 1972 due to the confidential nature of the business to be conducted.**

*The following item was confidential for Members of the Council only in accordance with Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to the financial or business affairs of any particular person.*

*Councillor Thomas left the meeting at 8.30pm.*

**17. APPOINTMENT OF FENCING CONTRACTOR**

Members had before them a report (circulated to Members of the Council only) which contained the outcome of the tender process regarding the fencing work at the Recreation Ground. It was noted that a total of five local contractors had been invited to submit quotes and that two had been subsequently submitted tenders. It was noted that upkeep of the fencing going forward would form part of the maintenance programme for the Ground. Having considered the tenders further, it was judged that Wyatt's represented the best value for money based on reusing existing materials where viable and price. **It was therefore RESOLVED that P. A. Wyatt T/A W. P. Wyatt & Son be appointed as the contractor to carry out the fencing work at the Recreation Ground.**

The meeting closed at 8.40pm.

**Minutes signed as a true record.....Date:**  
**Chairman, Councillor Ann Watts.**