

DRAFT SLINDON PARISH COUNCIL

Minutes of the Meeting of Slindon Parish Council

Held on Monday 10th September 2018
At the Coronation Hall, Reynolds Lane, Slindon at 7pm

PRESENT: Parish Councillors Niki Adamson (Chairman), Barbara Brimblecombe, Peter Fenton, Derek Thomas and Paul Wilkinson*.

IN ATTENDANCE:

Mr Norman Dingemans, Arun District Councillor.
Derek Whittington, West Sussex County 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 Steve Chilver.

3. ELECTION OF CHAIRMAN

- 3.1** The Clerk reported that Councillor Adamson had indicated her willingness to continue as Chairman for the remainder of the municipal year. This nomination was duly seconded and there being no other nominations, **the Parish Council RESOLVED that Councillor Adamson be appointed as Chairman for 2018/9.**

4. ELECTION OF CO-OPTED MEMBER

- 4.1** The Parish Council considered an application from Mr Paul Wilkinson (copy attached to minutes) to fill one of the vacancies on the Council. The Clerk confirmed that there were no other applicants and the Chairman therefore proposed that Mr Wilkinson be co-opted on to the Parish Council. The proposal was duly seconded by Councillor Brimblecombe and **it was unanimously RESOLVED that Mr Wilkinson* be co-opted on to the Parish Council. The Chairman welcomed the newly co-opted Member, who signed the Declaration of Acceptance of Office and joined the meeting.**

5. TALK WITH US

- There were three members of the public present.
- 5.1** Referring to the recent reporting in the parish magazine regarding the recent highways works at the A29 Mill Road / Reynolds Lane crossroads, Mr Slee addressed the Council on this matter. Questioning the monetary value attributed to the works and commenting upon the deficiencies that remained regarding the road surfacing and markings, he asked why the road had been left in such an unsatisfactory state. He also suggested that it would be desirable to have a safe refuge for traffic at the crossroads who wished to turn into Mill Road / Reynolds Lane from the A29.
- 5.2** Mr Feeney, a London Road resident, supported these comments and added that having been advised of the works by West Sussex Highways, he had been disappointed that he had not been able to secure any kind of explanation from the County Council regarding the works. He proceeded to explain the impact of the increasing volume and size of traffic on him and his neighbours. Speeding was a common issue and he sought "real" changes to reduce the noise generated by traffic and suggested a speed camera, converting the cross roads to a roundabout and the use of low noise asphalt. As things stood, the works were in his view not fit for purpose and these issues would be exacerbated by further growth in

development in the area and increasing traffic levels. He also restated his willingness to volunteer should the Village embark on a Community Speedwatch initiative.

- 5.3** Acknowledging these comments the Chairman explained that these frustrations were shared by the Parish Council and that it would have been preferable for all the work to be completed in one go. The Parish Council would be considering a full report and update on the plans for further work later in the meeting and would take these comments into consideration as part of its deliberations.

6. DISCLOSURE OF INTERESTS

- 6.1** Councillor Fenton declared a personal and prejudicial interest in agenda item 15.1, Slindon Community Land Trust as Chairman of the Steering Committee and confirmed that he would leave the room if there was any discussion.

7. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 9th July 2018

- 7.1** It was **RESOLVED** that the minutes of the meeting held on 9th July 2018 be approved and signed by the Chairman.

8. CHAIRMAN'S REPORT AND URGENT ITEMS

8.1 URGENT MATTERS

8.1.1 ELECTED REPRESENTATIVES FORUM FOR A27 ARUNDEL BYPASS

The Clerk reported having received that afternoon an invitation from Highways England to join a newly created Elected Representatives Forum which would provide scheme updates and receive feedback or questions from the local community. The Parish Council was asked to nominate up to two representatives to attend. The first meeting of the group would take place on 16th October 2018 from 6.30pm-8.30pm on in the White Swan, Chichester Road. In addition, further workshops had been proposed on 9th & 10th October 2018 regarding local access proposals options for future use of the existing A27 once the new bypass was in place and proposals for where the new route would meet the existing A27 at the western tie-in. The Council considered it important that the Parish was represented at these forums. Councillors Fenton and Wilkinson indicated their willingness to attend the Forum and **it was therefore RESOLVED that:**

- 1) Councillors Fenton and Wilkinson be nominated at the Parish Council's representatives on the Highways England Elected Representatives Forum for A27 Arundel Bypass.**
- 2) Details of the forum and other working group meetings be circulated to Members and to advise the Clerk of their availability.**

8.2 CHAIRMAN'S REPORT

The Chairman acknowledged the updates that had been received regarding the Arundel Bypass and comments made during public forum regarding the A29. On behalf of the Parish Council she thanked local contractor Mr Wyatt for his advice and recent work to tidy the overgrown area at the Recreation Ground. She announced that the Annual Pumpkin Festival was celebrating its 50th anniversary this year. This event was firmly established in the village calendar and now attracted many visitors. The organisers had been working hard behind the scenes to make better provision for visitors and together with the National Trust they aimed to provide more space for parking, better traffic control to reduce the impact on residents and toilet facilities. In this respect, the Clerk confirmed that she had received an enquiry about the availability of grant funding from the Parish Council to assist with this. The initiative was welcomed by the Council and it was understood that the organisers were considering submitting an application which if forthcoming, would be considered at the next meeting.

9. PLANNING MATTERS

- 9.1 PLANNING APPLICATIONS** – there were none.

9.2 SDNPA DECISIONS / PRE-APPLICATIONS/ UPDATES

Regarding Adams Field House, School Hill, it was noted that the applicant had submitted documents to the Planning Inspectorate seeking an appeal of the National Park's decision to refuse planning consent. The appeal had been validated and a start date had yet to be confirmed. It was noted that the Parish Council's comments would be submitted to the Inspectorate as a matter of course. **It was RESOLVED that the update be noted.**

9.3 SLINDON CONSERVATION AREA APPRAISAL and MANAGEMENT PLAN (CAAMP)

The Slindon Conservation Area Appraisal and Management Plan (CAAMP) was considered at the Planning Committee on August 9th, 2018 and was adopted for the purposes of Development Management. The proposed extensions to the Conservation Area boundary were also approved. It was noted that the CAAMP should be the Parish Council's starting point when considering any consultation from the National Park Authority. The final draft was awaited and would be published on the Parish Council's website when received. **It was RESOLVED that the update be noted.**

10. HIGHWAYS AND RIGHTS OF WAY MATTERS

10.1 Review of the Traffic Management Scheme

Members had before them a report (previously circulated) which set out the history and an update on work that had been progressed during the summer. Having upgraded the existing pedestrian refuge at the A29 crossroads with Reynolds Lane and Mill Road this August, the WSCC Highways project team had advised that they would be looking again at the speed reduction element of the scheme. It was understood that this would focus on enhancing the existing signs to make them more conspicuous and possibly some carriageway 'SLOW' markings. They were also reminded of the Parish Council's desire to see a vehicle activated device (VAD) on the north bound carriageway approaching the Slindon crossroads. Having contacted the Parish Council's street lighting contractor, it was clear that more research in terms of the type of device, energy supply and permissions was required should the Council wish to take this forward as a stand-alone project.

10.2 Members proceeded to debate the options and consider the next steps. It was noted that West Sussex Highways were going to put in place a means of capturing some traffic data about vehicle speeds. This would involve discrete loops laid across the road in around 6 to 8 weeks' time. Once the data had been analysed, they would contact the Parish Council again. Recognising the strength of feeling about the work that had been undertaken to date, Members were determined to continue to press for further improvements. The concerns expressed by residents on London Road about the increasing pressure in terms of volume and size of traffic were also shared by Members who also supported the call for further significant and more meaningful improvements at this junction and on the northbound carriageway of the A29 leading up to it. It was agreed that the suggestions that had been put forward be recorded for future discussion with the County Council. It was also considered important that once the nature of the future work was known, that the Highways Engineers engage and communicate more effectively with the Parish Council and residents. **The Parish Council therefore RESOLVED to:**

- 1) Continue working with and press West Sussex Highways for further significant improvements at the crossroads and on the northbound carriageway of the A29 leading up to it.**
- 2) Seek a meeting with West Sussex Highways and / or a presentation of the data capture and planned works once they were known.**
- 3) Otherwise note the contents of the report.**

10.3 Sussex Pathwatch

The Clerk reported that notification of the date of the next meeting had just been received. The meeting would be held on Tuesday 2 October from 10 am until 11.30 am in the Memorial Hall at the South Downs Centre, North Street, Midhurst. Members were asked to consider representation and it was agreed that the details be circulated, and Members contact the Clerk regarding availability.

11. WEST SUSSEX COUNTY COUNCIL MATTERS

Councillor Whittington responded to some of the points raised regarding the works at the A29 crossroads. It was understood that previous investigations into a roundabout at this point had indicated that there was insufficient road space to accommodate such an arrangement. The traffic data exercise was extremely important as this would measure the speed, weight and volume of traffic and would be used by the traffic engineers to inform future improvements. He also emphasised the importance of continuing to report speeding and anti-social driving behaviour to the authorities as this too was evidence that could help support the case for further improvements.

12. ARUN DISTRICT COUNCIL

12.1 Councillor Dingemans reported that the District Council's Full Council would be meeting later that week and was reporting a favorable year end outturn for 2017/8. The Council would also be debating a petition seeking a permanent ice rink in Bognor. The neighbouring parishes of Barnham and Eastergate would be merging in December and it was hoped that the Joint Downland Area Committee would be resurrected in early 2019.

13. NATIONAL PARK MATTERS

13.1 Local Plan Examination

Notification had been received that the hearings for the South Downs Local Plan examination were expected to start on Tuesday 13 November in the South Downs Centre, Midhurst. In line with the formal process a letter from the Programme Officer had been received and the Council needed to decide if it wished to be represented at the Hearings and notify the Planning Inspector by 11th September. It was noted that representations could only be made on legal, compliance, policy and strategic matters. The Council's view had been determined at its meeting in November 2017 and its response duly forwarded as part of the consultation process. The comments supported the key changes as they related to the village namely, that confirmed green spaces proposed by the parish council had been designated as such in the Plan. The Parish had not been allocated housing nor had any strategic sites been identified within its boundary. It was agreed that further representation was not required, and it was therefore **RESOLVED that the update be noted.**

13.2 Councillor Dingemans reported that the National Park was reviewing its Partnership Management Plan and events were planned with key stakeholders including parishes during Autumn/ Winter. The Park was also offering parishes a selection of articles on various matters that could be used in parish magazines. SDNPA staff, Members and volunteers would be holding a litter picking day on the South Downs Way at the end of the week. If successful, it would be opened for public participation next year.

14. REPORT FROM THE CLERK

14.1 The Parish Council received and noted the contents of the Clerk's Report (copy attached to the minutes).

14.2 GDPR Update

The Clerk having completed logging the Council's more recent records Members were asked to approve a privacy notice and document retention and disposal

procedure and policy (previously circulated). It was noted that these were drawn from Council standards and it was therefore proposed that they be reviewed in 2019 to see how well they worked for the Council. It was also noted that recent guidance confirmed that the legal obligation to appoint a Data Protection Officer was removed from the 2018 Regulations as far as parish councils were concerned. **It was therefore RESOLVED that:**

- 1) The Records Retention and Disposal Policy be approved.**
- 2) The Records Retention and Disposal Procedures be approved.**
- 3) The Privacy Notice be approved.**

14.3 Grounds Maintenance Update

14.3.1 Members had before them a report (previously circulated) which gave an update on works undertaken during August and highlighting matters for consideration in respect of the Recreation Ground and the Top Playing Field. At the Recreation Ground, this included repairs to fencing and grass cutting on the boundary with the A29. Noting that it had been the Council's intention to create a wildflower meadow, it was reported that investigations indicated that this would not be appropriate for the Recreation Ground. Observing that there were sufficient funds in the budget to cover the cost of cutting the hedge and possibly one further grass cut if required, no further work was considered necessary at this time other than to maintain the pathway. The Clerk was also instructed to undertake further research into costs for regular grass cutting for consideration as part of the 2019/20 budget discussion.

14.3.2 Regarding the Top Playing Field, it was noted that the grass had recently been cut. The area set aside to create a wildflower meadow was evolving and the time was approaching when it might be suitable for seeding. Observing that the area was becoming more cultivated with grass anyway, it was agreed that growth continue to be monitored as this might be a better long-term option for ease of maintenance. The condition of the climbing frame was noted, and it was considered that repairs should be undertaken. It was agreed that monitoring continue and that this be considered for progression in October / November.

14.3.3 Regarding the Pond, it was reported that a bloom had developed on the surface which was giving cause for concern. It was agreed that this be taken forward with the Environment Agency (EA) seeking an inspection. **The Parish Council therefore RESOLVED:**

- 1) Not to proceed with planting wild flower meadows at this time.**
- 2) To research options for regular grass cutting at the Recreation Ground for consideration as part of the 2019/20 budget discussion.**
- 3) To consider and agree repairs to the climbing frame at the October meeting for progression in October / November.**
- 4) That the Public Rights of Way inspections from West Sussex County Council be noted.**
- 5) The maintenance updates for the Recreation Ground and the Top Playing Filed be otherwise noted.**
- 6) Report the concerns regarding the Pond to the EA seeking an inspection.**

14.4 WWI Commemorations

14.4.1 Members had before them a report (previously circulated) which gave a summary of some of the plans to commemorate the centenary of the end of WWI and proposals for additional commemorations for consideration by the Parish Council. The Council was asked to consider the level of donation in respect of the British Legion Poppy Appeal and whether to participate in the 'There But Not There' initiative. It was agreed that a donation of £50 be made to the British Legion Poppy Appeal and the Poppy Wreath ordered.

14.4.2 The Council then proceeded to discuss whether to participate in the 'There But Not There' campaign. The options to support this campaign were to buy perspex transparent figures and /or "Tommy" silhouette statues through the campaign with

the proceeds being donated to Forces charities. Members reported details of the feedback they had received from residents and local groups regarding preferences. Most wished to see a prominent display that would be visible to residents and visitors alike. In this respect it was considered that the 'Tommy' silhouette statue was thought provoking and would be a good lasting memorial. Regarding an appropriate site for the statue, several suggestions were put forward, but no decision was reached. It was reported that the Pudding Club wished to contribute towards the costs and Members also believed that other groups and residents may wish to make a donation. Noting that funds were available in EMR to meet the cost of securing a statue for the village it was therefore agreed that the Council acquire a statue as soon as possible and that research into a suitable site continues.

14.4.3 Turning to the Memorial Garden, work to the sundial and the wall were not considered a priority at this time. However, with the summer season ended Members attention turned to tidying the garden and it was agreed that a working party be formed in October to take this forward. The Clerk was asked to circulate dates for consideration and once agreed notify residents via the Slindonlife village round robin. **The Parish Council therefore RESOLVED to:**

- 1) Make a donation of £50 in respect of the Poppy Wreath to the British Legion Poppy Appeal.**
- 2) Purchase a 'There But Not There' 'Tommy' silhouette statue immediately for installation in the village once a suitable site had been determined.**
- 3) Defer consideration of future work to the Memorial Garden for consideration as part of the 2019/20 budget discussions and form a working party to tidy the garden.**
- 4) Note the installation of the memorial plaque to commemorate the airfield site at Northwood.**

15. FINANCE REPORT

15.1 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 31st August 2018.

Slindon Parish Council		Bank Balances @ 31/8/18
HSBC C/A @ 31/8/18	£ 14,621.36	
HSBC D/A @ 31/8/18	£ 26,092.52	
Pettycash balance @ 31/8/18	£ 88.00	
Less uncashed cheques *	£ -	
Total @ 31/8/18	£ 40,801.88	

15.2 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	£370.10p	N/a	£370.10p	Standing Order - Clerk's Monthly salary payment per timesheet attached for 9/7/18 -8/8/18
Coronation Hall Committee	£14.00p	N/a	£14.00p	Standing Order - Hall hire for July18 Mtg

SSE Southern Electric	£46.91p	£2.34p	£49.25p	D/D – street light electricity Q1 – 2018/9
Mrs J Harris	£370.10p	N/a	£370.10p	Standing Order - Clerk's Monthly salary payment per timesheet attached for 9/8/18 –9/9/18
Coronation Hall Committee	£14.00p	N/a	£14.00p	Standing Order - Hall hire heating reserve
PA Wyatt T/A WP Wyatt & Son	£600.00p	£120.00p	£720.00p	Chq Srl 100262 – Recreation Grd fencing, grass cutting and clearance

16. COMMUNITY MATTERS

16.1 SLINDON COMMUNITY LAND TRUST (SCLT)

It reported that the Group had secured banking facilities and would be making a presentation about the scheme at a village event in October.

16.2 SLINDONLIFE - There was nothing further to report.

16.3 NATIONAL TRUST

Ms. Archer reported that the Trust continued to carry out tree work to address the impact of Ash dieback. Work on the new timber framed interpretation facility continued and was expected to be completed by the end of October and the Downes Barn conversion was nearly finished. She explained the ways in which the Trust was helping to support this year's Pumpkin Festival, highlighted the areas around the village that were available for parking and confirmed that 'No Waiting' signage would be used during the event.

17. DATE OF NEXT MEETING – MONDAY 8th OCTOBER 2018

The date of the next meeting was noted.

The meeting closed at 8.50pm.

Minutes signed as a true record.....Date:

Chairman, Councillor