



Slindon Parish Council

Minutes of the Ordinary Meeting of Slindon Parish Council
Held at Slindon Coronation Hall, Reynolds Lane, Slindon BN18 0QT
On Monday 10th July 2023 at 6.30 p.m.

Present: Councillors Jan Rees (as Chair), Peter Fenton, Patrick Saintas, Derek Thomas, Katie Vanneck-Smith and Tracey Wright.

In attendance: Sarah Linfield BSc (Hons), CiLCA (Parish Clerk/RFO/Proper Officer)
6 members of the public (including the 3 members of the Parish Priority Statement working party, Ann Watts, Mike Imms and Norman Dingemans).

42. Declarations of Interest

Councillor Fenton declared a personal interest as Chair of the 'Slindon Community Land Trust'.

Councillor Thomas declared a pecuniary interest in the grass-cutting contract, minute 52 (iii) refers.

43. Apologies for Absence (from Parish Council members)

Not applicable, all members present.

44. Public Participation

The Working Party comprising Councillors Fenton and Wright, Mike Imms, Ann Watts and Norman Dingemans shared an update on the Parish Priority Statement and the Parish Council set out how it planned to use the final document (Annex B).

Responses were provided to questions from members of the public.

The link to a presentation by the South Downs National Park Authority and an example document could be found on the home page of the Parish Council website.

The Working Party reassured that the information requested for households as part of their initial consultation form was entirely optional, not intended to be used to identify respondents but to provide an insight when analysing all responses. General Data Protection and Regulation principles would be observed for data collected during the survey.

Concerns were raised regarding overhanging and surface vegetation impacting users of the pavement in Mill Road, on the footpath leading to the A29 from Top Field and in Bridle lane and the Council undertook to review and address these matters.

5 members of the public left the meeting.

45. South Downs National Park Authority – Parish Priority Statement

With reference to the Council's existing scheme of delegation,

It was **Resolved** – to delegate to the Clerk/Responsible Financial Officer

- i. A spend of up to £350 in connection with the printing of the Parish Priority Statement survey and other associated/ad hoc costs such as hall hire.
- ii. Authority to make decisions related to the project to facilitate a seamless and timely delivery to meet the South Downs National Park Authority's deadline for completion, October 2023.

1 member of the public left the meeting.



46. Minutes from the Council Meeting Held On 12th June 2023.

It was **Resolved** - to approve the minutes as a true record of the decisions of the annual meeting and the Chair be authorised to sign them.

47. Chair/Councillor Reports

Nothing further to report beyond that covered elsewhere in the meeting.

48. Reports

- i. West Sussex County Council Matters
Councillor Bence had sent his apologies and had nothing to report.
- ii. Arun District Council Matters
Councillor McAuliffe had sent his apologies.
- iii. National Trust Matters
Lee Walther, Acting Lead Ranger, subsequently provided an update (Annex C).

49. Finance Report

- i. Payments
It was **Resolved** - to note and approve the schedule, ratifying the spend on printing for the Parish Priority Statement fliers at £36 (Annex A).
- ii. Bank Reconciliation at 30th June 2023
It was **Resolved** – to approve authorisation and the quarterly independent sign off.
- iii. Budget Monitor at 30th June 2023
Year to date actuals v budget were noted.
- iv. General Reserves and Earmarked Reserves
It was **Resolved** – to transfer
 - a. £69.41 from Earmarked Reserves ('CIL') to General Reserves, use of Community Infrastructure Levy (CIL) payment towards the planning application fee for Advertisement Consent of £231 for the Interpretation Board.
 - b. £1565.19 from Earmarked Reserves (National Lottery) to General Reserves to pay towards the pond island.
 - c. £1500 from General Reserves to Earmarked Reserves to build the fund for the legal costs of the lease renewal for the Top Field in 2025.
- v. Annual Governance and Accountability Review
The External Auditor's report was awaited.

Finance reports are posted separately to the Parish Council Website as Monthly Reports under the Finance and Risk section.

50. Grants and Donations

- i. Grant Applications
 - a. National Lottery Community Award (marking the King's Coronation).
Delivery of the accessible picnic table which is a bespoke item was awaited.
 - b. South Downs National Park Authority/Beelines' Grant
No update to report.



c. Government's Community Ownership Fund

The Society of Local Council Clerks had run an online event providing an overview of the scheme now open to Parish Councils to participate with a revised match funding requirement which was now more favourable (previously 50:50 now 80:20).

ii. Grants and Charity Donations

- a. Olly's Future had sent a message of thanks for the Parish Council's recent donation.
- b. Home-Start Arun, Worthing and Adur had submitted a grant application for £250 and, although the grant awarding criteria were not met, as their services currently benefit those within the parish of Slindon

It was **Resolved** - to donate £50 to the charity under LGA 1972 s137 3

51. Slindon Pond Church Hill

Interpretation Board

It was **Resolved** – to approve the draft Heritage Statement for the planning consent and submit.

52. Top Field

i. New gate lock

Councillor Thomas had fitted handles to the gate latch to make opening it easier and safer.

ii. Play Equipment

The Chair and the Clerk had met with Lee Walther, National Trust, Acting Lead Ranger, and there was an offer to replace parts of the damaged benches with locally milled oak.

Council members delayed any decision on refurbishing the playground until the outcome of the Parish Priority Statement survey.

Councillor Thomas left the meeting

iii. Grass Cutting

Councillor Thomas' insurance expired shortly so an alternative contractor was required. One contractor had visited the site but subsequently decided not to quote, and another had been provided by Sercombe and Son. The latter would allow the existing access via the farm track, the charge for which would be £2000 +VAT for a whole year (2023). Councillor Thomas had previously advised that the cost of his work to date was £600.

It was **Resolved** – to pay Councillor Thomas £600 for his services to date and appoint Sercombe and Son to undertake the work for the remainder of the year at £1400 +VAT (recoverable).

Councillor Thomas rejoined the meeting.

53. Governance Matters

i. Risk Assessments

It was **Resolved** – to revise and re-adopt the grass cutting and strimming assessment.

ii. Change of Account Signatories

Unity Trust Bank

Councillor Vanneck-Smith had now been added as a signatory, setting up her online access and the paperwork to add Councillor Wright had been submitted.

Lloyds Multipay Corporate Card

Authority to remove former Councillor Brimblecombe as an administrator had been submitted .



iii. Secure email systems/dedicated council email accounts

The information required, including mobile numbers to operate 2 factor authentication, was provided for email to JNR Computer Services.

54. Flag Flying

The new halyard and flagpole key were handed to Councillor Rees who undertook to arrange the repair of the flagpole at The Recreation Ground.

55. Clerk's Update

i. Playground and Adult Gym Routine Inspections

No updates to report.

ii. Anti-social behaviour/parking issues

Slindon Village - the PCSO had been contacted regarding parking on Church Hill at the junction with School Hill. The vans which had been intermittently parked on Meadsway had now moved.

A29 - Ross Wickings Chichester Neighbourhood Policing Team (NPT) had engaged his own team about inclusion in Operation Downsway and the Sussex Safer Roads Partnership on the possibility of a mobile speed camera on the A29. His view was that longer term solutions would need to come from West Sussex County Council and Councillor Bence had been updated. The MP's support had also been sought and confirmation received that he would make direct contact with the Council.

iii. Invitations to upcoming events

'Chairmen's Network Meeting' organised by Bersted Parish Council – dates for the remainder of the year had been shared.

iv. New 500 Bus Service made possible with funding from West Sussex County Council and the Government's Bus Back Better strategy, details noted.

v. Boundary Commission for England's Review of Parliamentary constituencies – no change for Slindon.

vi. Rampion 2 Onshore Cable Route Selection – consultation outcome noted (Annex C).

vii. Business Plan - Members accepted the recommendation that the Business Plan be delayed so that it could be informed by the outcome of the Parish Priority Statement.

viii. Correspondence Received after agenda issue.

Planning Issues – residents had raised several concerns, one querying the use of land and whether consent was required for this purpose and Councillor Fenton undertook to speak with the landowner in the first instance. The second related to Community Infrastructure Levy and the Clerk was asked to provide details to the South Downs National Planning Authority as they were responsible for its administration.

56. Highways/Public Rights of Way (PROW) Matters

i. Fontwell Roundabout Traffic Signals

Nothing further to report.

ii. West Sussex County Council (WSCC) Highway Matters

a. Capital works for Reynolds Lane to improve drainage.

Councillor Bence had previously advised that the work had now been priced and passed over to the contractor as part of a package of work in this financial year (to 31.3.24) to be one of the first to be delivered.



57. Planning Matters

- a. Updates to Previous Applications
 - i. SDNP/23/01827/HOUS | Erection of a ground floor side and rear extension, new pitched roof over existing first floor extension, erection of replacement garage (demolition of existing), erection of a garden room, and extension of existing driveway | Woodlands Bridle Lane Slindon West Sussex BN18 0NA – Approved.
 - ii. SDNP/23/02083/LIS | Moving gas meter from internally and installing it in a semi-concealed box externally. | Bleak House Top Road Slindon West Sussex BN18 0RP – Application in Progress.
 - iii. SDNP/23/01910/HOUS | Proposed detached outbuilding | Aldenham Bridle Lane Slindon Arundel West Sussex BN18 0NA – Approved.
- b. Test of Permitted Development (Annex E)
SDNP/23/02046/LDP | Construction of inground swimming pool. | Woodside Shellbridge Road Slindon Arundel West Sussex BN18 0LT – Approved.
- c. New Applications
 - i. SDNP/23/02802/LIS | Replacement garage door and first floor gable window | Wades Cottage School Hill Slindon West Sussex BN18 0RA
It was **Resolved** – to raise no objection.
 - ii. SDNP/23/02842/HOUS | Rear single storey extension. | 14 Meadsway Slindon West Sussex BN18 0QU
It was **Resolved** – to raise no objection.

58. Date of Next Ordinary Meeting

The next ordinary meeting would take place on Monday 14th August 2023 at 6.30 p.m.

The meeting ended at 8:40 p.m.

Signed as a true record of the meeting

Dated



Annex A – List of payments (online authorisation by J Rees and P Saintas) and receipts

Payments for meeting 10.7.23								
TYPE OF PAYMENT	DATE OF INVOICE	DATE OF ISSUE (CHEQUES) DATE PAYMENT SET UP (ONLINE)	BENEFICIARY	DESCRIPTION	Total Cost Inc. VAT	VAT	STATUTE (Under which Payment Made)	Authorised (including relevant minute) - Online Faster Payments authorised by P Saintas and J Rees
Faster payment 17	N/A	9.6.23	HMRC	Tax and NI on Clerk's salary - tax period 3	Redacted	£ -	LGA 1972 s111	Per contract and budget
Faster payment 18	9.6.23	9.6.23	primavera Landcare Ltd	Install pond island, supply and install shackles	£ 2,040.00	£ 340.00	Public Health Act 1936, s.260/Public Health Act 1875 s.164	Meeting 13.3.23, minute 194 (ii) b
Faster payment 19	11.6.23	11.6.23	Mulberry & Co	Training session for Cllr. Tracey Wright (Planning)	£ 60.00	£ 10.00	LGA 1972 s175	Per budget
Faster payment 20	7.6.23	12.6.23	The Forge Slindon Village Shop and Café	Refreshments for Annual Meeting of the Parish 25.5.23	£ 142.00	£ -	LGA 1972 s145	Meeting 13.3.23, minute 197 (iv) for £100 Meeting 12.6.23, minute 38 (iii) revised to £148
Faster payment 21	13.6.23	16.6.23	Coronation Hall	Hall hire 12.6.23	£ 30.00	£ -	LGA 1972 s134	Per budget
Faster payment 22	14.6.23	16.6.23	Streetlights	Repair to column in Reynolds Lane, photocell replaced and tested	£ 117.30	£ 19.55	Parish Councils Act 1957, s.3; Highways Act 1980, s.301	Emergency Repair - advised to Council, meeting 15.5.23, minute 20 (vi)
Faster payment 23	26.6.23	26.6.23	Adprint	Print run - 300 copies of Parish Priority Statement survey	£ 36.00	£ -	LGA 1972, section 142	Authorised by Chair and Clerk given timeline for completion of survey. To be ratified by Council at its meeting 10.7.23.
Standing Order	N/A	12.5.23	Sarah Linfield	Clerk's salary - period 3 2023/24	Redacted	£ -	LGA 1972 s111	Per contract and budget
Direct Debit	N/A	16.5.23	NEST	Pension contribution	Redacted	£ -	LGA 1972 s111	Per contract and budget
Direct Debit	N/A	16.5.23	Lloyds Bank	Monthly statement DD - covering the following items	£ 6.75			
Corporate card statement entry	6.4.23	6.4.23	Post Office	Signed for delivery of 2023 Expenses nil returns	£ 3.75	£ -	LGA 1972 s111	Per budget
Corporate card statement entry	N/A	2.5.23	Lloyds Bank	Monthly card fee	£ 3.00	£ -	LGA 1972 s111	Per budget
Service charge	N/A	2.5.23	Unity Trust Bank	Quarterly service charge	£ 3.00	£ -	LGA 1972 s111	Per budget
ACCOUNT TYPE	PAYER	Date	Amount	Reason				
Current Account	N/A	N/A	£ -	N/A				
Interest Account ended -117	Unity Trust	30.6.23	£ 149.61	Credit Interest				
Interest Account ended -120	Unity Trust	30.6.23	£ 3.81	Credit Interest				



Annex B - Parish Priority Statement Working Party (PPSWP) Update No 1 29.6.2023

Context

Slindon Parish Council (PC) asked an interested group to form a Working Party (WP) to produce a Parish Priority Statement (PPS). The PPS to be delivered to the SDNP by the PC before 20th October 2023. The PPS will be produced through consultation with the community - residents, businesses and organisations.

Plan & Dates

June.	July. <i>10th PC meet.</i>	August. <i>14th PC meet.</i>	September. <i>11th PC meet</i>	October. <i>9th PC meet</i>
Stage 1.	Stage 1/ 2.	Stage 2.	Stage 3.	18th submit
22nd WP formed. 28th leaflet drop.	10th response return. Analyse responses. Define stage 2 info. gathering/analysis	Info gathering. Analysis Start draft of PPS	Draft/Review PPS	

Update

The Working Party (2 Councillors and 3 volunteers) formed on the 22nd of June. A leaflet comprising open questions delivered to all residential properties on 28th June. Engagement with businesses, charities and other organisations is in progress. WP members are attending Parish activities to encourage community engagement and responses.

Risks

The biggest risks to the PPS relate to the challenging timeline coinciding with the peak summer holiday period.

Budget

To date : £30 printing

The WP estimate a total spend less than £250. Potential costs include room hire for focused engagement with the community. Stage 2 is to be defined and has potential to incur further printing costs.

There is potential for an Extraordinary PC meet to be necessary. The 20th of October is the SDNP deadline for submission of the PPS. This does not align well with PC deadlines for submission for the 9th of October PC meet.

WP requirements of the PC

The WP ask that the PC -

- Make timely budgetary provision for potential future expenditure.
- Agree in principle to an Extraordinary Parish Council meet if it becomes necessary
- Ensure PC members are available outside of the PC meet cycle to receive informal updates so that there are no surprises
- Ensure PC members are available to provide timely feedback or input, in particular during the PPS drafting work. This does not align to the PC meet cycle and will be time constrained.



- The WP understand how the SDNP will make use of PPSs in decision making. The WP wish to understand how the PC will use the PPS to ensure that those requirements are also met.

Parish Council Response

The Parish Council could hold extraordinary meetings if required but planned to use its scheme of delegation to delegate a spend and decision making to its Clerk ensure a seamless and timely delivery of the final document which it planned to use as follows.

The concept of the Parish Priority Statement is very new, in its early stages of development but in setting out prevailing views and principal needs it will-

- Provide a statement of what is important to the community and so it can inform the Council's priorities, future projects and budget/precept setting.
- Although designed to set out longer-term views – a vision for 10-15 years - it can inform a Business Plan for the next 5 years.
- A document which along with the Conservation Area Appraisal and Management Plan will be important in the Parish Council's considerations of planning applications.
- It can provide an evidence base when applying for funding.
- On the basis that it engages the community as widely as possible – e.g., inclusive of underrepresented groups and all ages - it will comprehensively identify challenges facing the Parish, how the Council will work with residents and landowners and the various local authorities to address them, including any new development and changes to existing properties.

Annex C - National Trust Report

- Slindon Gates project - the contractors are going to get the site ready for the stone work to start from 17th July, scaffolding will go up after that and stones delivered. The contractors are going to be doing the works in a number of phases. Scaffolding will start to go up after that with the stone being delivered for work on the gate structure and the front wall next to it. The parkland fencing will go in towards the end of the summer. The gates have been commissioned but there is a long lead in time so they are unlikely to be in place until November/December and there will be a partial road closure when they are brought onto site. The contractors will be using a small area of Dukes Road car park for their vehicles and storage.
- Trust land at Fontwell Field is being marketed for sale but any final decision will need to go to the Trustees.
- The works to refurbish Courthill Farmhouse have now been completed and the house is about to be marketed for rent.
- We are waiting for some bits for our saw mill, once we have them we can mill some replacement bench tops (for Top Field).

Annex D - Rampion 2 Offshore Wind Farm: Onshore cable route selected - Message from Rampion's Development & Stakeholder Manager 13 June 2023.

Rampion 2 has consulted on four occasions over a two-year period, during which a number of onshore cable route options have been considered. The preferred route will take power from the landfall at Climping Beach to the connection point at Bolney National Grid Substation.

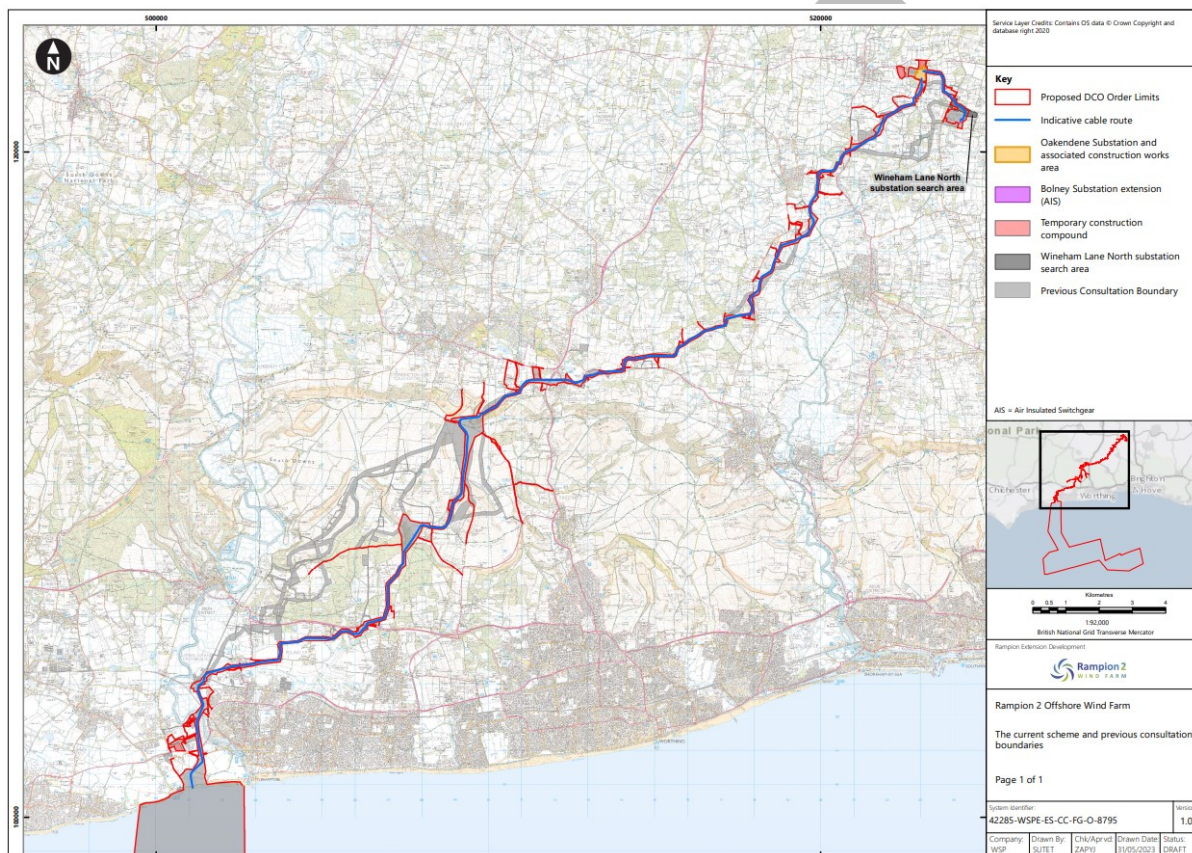
Our non-statutory consultation in January/February 2021 introduced an initial scoping boundary or 'area of search' for the onshore cable route. Our statutory, project-wide consultation from July-September 2021 included a proposed cable route. Having listened to feedback, we embarked on a second statutory



consultation dedicated to potential onshore cable route alternatives, which ran in October/November 2022. Having considered the response to this consultation, we ran one further consultation on the cable route, exploring a single short alternative known as '1d'.

The Rampion Team would like to thank the Sussex community for their input over the last three years, helping to finalise the cable route to be included in the Development Consent Order (DCO) application, which will be submitted later this summer.

The map below shows the extent of the alternative options, now greyed out, which were consulted upon along the way. The blue line represents our final cable route and the red lines show operational or temporary construction access routes and construction compounds.



The final cable route decision was influenced by consultation feedback from statutory bodies, landowners, local residents and businesses, alongside our ongoing engineering and environmental work. Our goal throughout, has been to identify a cable route which best meets the needs of local communities, wildlife and the environment, while providing a technically feasible and economic connection solution.

The longest section of the route where alternatives were consulted upon ran from Lyminster to Sullington Hill. Having considered feedback from our consultation, the Eastern Route, also known as 'Longer Alternative Cable Route 1' has been selected. This was principally in order to protect ecology, avoiding the Warningcamp Hill and New Down Wildlife Site, and Ancient Woodland. It also reflects feedback raised during consultations with the villages of Crossbush, Burpham and Wepham.



At the northern end of the Eastern Route on the approach to Sullington Hill, a further alternative option, '1d', consulted on in February and March this year, has been selected to reconnect to the original route at Sullington Hill. This option has less impact on business, affects fewer hedgerows and is a more direct route.

The map below shows the final cable route without the previously considered options.



The Rampion 2 DCO application will be submitted this summer and once accepted by the Planning Inspectorate it will be examined before a decision on approval is made by the Secretary of State. Should consent be granted construction could start end 2026/early 2027, with the wind farm fully operational before the end of the decade, helping meet the UK's increased target for a five-fold increase in offshore wind capacity by 2030.

The proposed Rampion 2 wind farm could generate up to 1,200 megawatts, enough to power over 1 million homes, meaning Rampion and Rampion 2 combined will be able to power the equivalent of all of the homes in Sussex, twice over.

Annex E - Planning Responses

"The suffix 'LDP' refers to an application for a Lawful Development Certificate (Proposed). These applications are a formal test of permitted development, and the applicant is enquiring whether a proposed development/use complies with permitted development legislation, and therefore full planning permission would not be required.



As these applications are purely a test of permitted development rights, it is not necessary to notify neighbours or consultees, and there is no statutory responsibility to do so. It is purely for the officer to assess the proposal against permitted development legislation and determine whether the development/use does or does not comply with it”.

DRAFT