

**MINUTES OF THE SOUTH HEIGHTON PARISH COUNCIL MEETING
HELD ON TUESDAY 24TH JANUARY 2017 at 7.00pm
AT THE VILLAGE HALL, HEIGHTON ROAD, SOUTH HEIGHTON**

Present: Councillors: C Bradshaw (Chair), Mrs. G Hazell, and Lo Fan Hin

In Attendance: S. Keogh (Parish Clerk),
8 Members of the Public & 1 Representative of Glynde Estates

SHPC 192-17 Public Question Time

Residents of the village and a representative from Glynde Estate were in attendance to give their opinions and make representation on behalf of tenants living in the area on the proposed parking scheme. The Chairman, on behalf of the Council, welcomed them to the meeting and the opportunity to speak to them and answer their questions. It was explained that there was a specific item (6) regarding the parking on the agenda and the Chairman proposed that this was brought forward and standing orders suspended for it in order to enable the residents and Members to discuss the issues more readily and facilitate a more open debate. This motion was passed and residents agreed to wait for the item before expressing their views. The Chairman resumed the meeting to deal with the key standing items of Apologise and Declarations of Interest, with the deferral of the Approval of the Minutes until after consideration of item 6.

SHPC 193-17 Apologies

There were apologies from Cllr P Julian who was working and Cllr J Miller who was unwell and these were accepted.

SHPC 194-17 To Receive Declarations of Interest from Council Members

All Members declared a non-pecuniary interest in the Newhaven Community Grant Fund application. It was **RESOLVED**, with advice from the Clerk that this was not a prejudicial interest and all Members could take part in the debate and vote.

Standing orders were suspended at this time to allow the public the opportunity to ask questions and Members to respond as appropriate on Item 6, which had been brought forward.

SHPC 195-17 ESCC Parking Restrictions Consultation The Hollow

The Chairman presented his report referring to the letter received from East Sussex County Council (ESCC) and the report circulated at the meeting; copies of these documents had also been provided to those attending the meeting.

The chairman briefly explained the reasons behind the request to ESCC for parking restrictions at The Hollow and Heighton Road in an attempt to deal with complaints from residents on long term parking by non residents in Heighton Road and of vans, motor homes and older vehicles along The Hollow. The Chairman outlined the process that had been undertaken and why, following a site visit with an officer from ESCC, that the scheme put forward for the informal consultation was not the one requested by the Parish Council and why the areas, restrictions and timings noted on the map had been chosen by the ESCC officers.

The Chairman then requested the views and comments of those present. The residents explained they were sympathetic to both the Council's concerns and the problems of the Village Hall, but that the scheme as proposed would cause them and their visitors' significant difficulties in finding parking spaces which they could use for a reasonable length of time. One resident had conducted a poll of households at Hampden Gardens and all expressed their objection to the scheme as proposed and concerns that it would go ahead. The Chairman sought to reassure residents that ESCC officers had said that if there was significant objection to the scheme it was very unlikely to be progressed to the next stage of formal consultation. He also confirmed the Parish Council and Village Hall Committee had not been consulted by ESCC on the scheme as part of this initial stage and that the Village Hall Committee would be making their own separate objection having discussed the matter at their meeting on Monday 23rd January. The spokesperson for Glynde Estates asked if there were alternatives for the parking restrictions and/or could other land/areas be utilised to create resident parking. Various options and alternatives were raised by both residents and Members and discussed at length, but it was concluded that all either did not meet the needs of residents, did not solve the problems encountered, or were impractical, with one of the main concerns being that the problem of poor and long term parking as well as cars being "dumped" would just be moved to another part of the village.

It was suggested that a loading bay designation be considered for the Village Hall, which might help alleviate their problems, but it was explained that this would need to be done through ESCC separately. Several residents also offered that they would be prepared to help the Parish Council in monitoring the situation of long term parking in the area.

It was **NOTED** that the majority of the local residents affected by the scheme, indicated through the poll carried out by a resident of Heighton Gardens and those present at the meeting, were opposed to the proposed scheme.

In concluding the debate the Chairman commented that should anyone have an idea as to an alternative scheme that would solve the problems referred to at the meeting, ESCC would be interested and consider this and that any ideas should be passed to the parking team manager, before the closing date for comments on Friday 27th January 2017.

It was **RESOLVED** that:

- a) The Parish Council would object to the proposed parking scheme outlining that the proposed scheme was not the one asked for by the Parish Council and would not resolve the problems of long term parking at The Hollow, or one which would benefit the residents of the Village, users of The Hollow or the Village Hall.
- b) Cllr Bradshaw would prepare the response and submit this to ESCC.
- c) Cllr. Bradshaw would consult with the enforcement officer at Lewes District Council as to how the local residents may help in monitoring the situation and arrange to update them on how such a scheme might be operated.
- d) Cllr. Bradshaw would ask for advice from ESCC on how the Village Hall might be helped at critical times in the day by a "loading bay" designation.
- e) The Parish Council's representative on the Village Hall Committee would raise the option for them to pursue a separate "loading bay" designation, if they believed this was appropriate.

SHPC 196-17 To Approve and sign the minutes of the meeting 22nd November 2016.

The Minutes of the Council meeting held on 22nd November 2016 were **AGREED**, subject to a spelling correction, and signed by the Chairman as a true record.

Matters Arising:

SHPC 178-16 Cllr. Bradshaw informed the meeting that the revised programme for the Parish Plan had been prepared and was to be discussed under item 13.

SHPC 181-16 Cllr. Bradshaw informed the meeting that the Christmas tree had now been successfully removed from the village green, but that some damage had been done to one section of the light string though it was hoped that this could be repaired. Cllr. Hazell expressed the view that the tree had been well appreciated from the positive feedback she had received from residents.

SHPC 197-17 Finance Update

The Clerk gave a verbal report on the financial position of the Council referring to the papers circulated with the Agenda and to the payments which would need to be made subject to their approval at this Council meeting. The Clerk also reported that Cllr Lo Fan Hin was now a signatory for the Council and could sign cheques.

List of Payments for agreement at meeting 24th January 2017

Name Cheque made payable	Product/Service	Amount
Parish Clerk	Salary (Nov)	£207.59
Parish Clerk	Admin Costs/Mileage	£34.13
Parish Clerk	Salary (Dec)	£207.59
Sussex Trees	Christmas Tree	£100.00
Parish Online	Mapping System	£33.60
Glynde Estates	Ground Rent	£135.00
Lewes DC	New Dog Bin	£66.00
Lewes DC	Dog Bin Emptying	£266.76
LDC parks	Play Inspections	£18.00
Total		£1,068.67

Balances:

Current Account: £9,468.16; Deposit Account: £6,818.33; The Hollow Account: £482.22

Cllr. Bradshaw, as Chairman, took receipt of the signed copies of the Clerks timesheet and mileage/expenses forms for November & December from the Clerk at the meeting, these to be held in the Clerks Personnel File.

It was **RESOLVED** that:

- a) the payments indicated in the table (above), be made
- b) the balances, be **NOTED**.

SHPC 198-17 2017-2018 Agree final Budget and Precept

The Clerk presented his report referring to the budget documents previously circulated and updated Members that the details of the reduction in the Community Grant of 56% together with a small increase in the tax base had been received. This meant that the proposed 1.99% increase would approximately cover the reduction in grant and ensure that the funds available to the Council would allow the services to be fulfilled along with the proposed projects. Members discussed the document and the impact that the increase may have on the residents and the need to explain why the increase was necessary.

It was **RESOLVED** that:

- a) The Council would reluctantly confirm the proposed increase of the precept by 1.99%.
- b) The Clerk should prepare and submit the precept notification form to Lewes District Council.
- c) Information on the budget and reasons for the precept increase would be included in the Spring/Summer newsletter.

SHPC 199-17 Newhaven Community Fund Grant Application Update

The Chairman presented his report referring to his email and report circulated to Members prior to the meeting, outlining the main elements that had been included in the Expression of Interest and the requirements needed to complete the full application. The list of requirements and how they could be addressed and the work to be carried out by the Clerk and the Chairman to complete the application were discussed. Because the various headings on the full application form needed to have further detailed comments and it was believed appropriate to have supporting explanations to ensure the best chance of success, the Chairman explained that it was possible this could mean that the Chairman and the Clerk may have to have extra meetings leading to increased hours and mileage for the Clerk.

It was **RESOLVED** that:

- a) The Clerk and Chairman be authorised to prepare, complete and submit a full application for the Community Fund Grant for The Hollow Park Project, as outlined in the report papers.
- b) The Clerk would be paid for any increased hours and mileage caused by the application.

SHPC 200-17 DaSHJFC Newhaven Community Fund Grant Application and support from the Parish Council

The Clerk presented his report which had been circulated with the agenda. The Chairman explained that following the Council's initial support for the Denton and South Heighton Junior Football Club's (DaSHJFC) Expression of Interest (Minute SHPC 144-16) they too had been invited to submit a full application. To continue to support the project there were certain requirements of the Council as leaseholders of the land and to mitigate risk should the Club cease operation. This would involve confirming that the Council would support the changing of the "temporary" containers to a "permanent" building and that it would be prepared, in the unlikely event that the club ceasing operation, to oversee the appropriate management and maintenance of the building. This would obviously have implications for the Council which would need to ensure that some contingency funds were in place to facilitate the management of the building and ensure it was suitably maintained, should this happen. These implications were discussed, but it was considered that the budgetary arrangements of the Council could be adapted to build up an earmarked reserve over time to provide such a contingency fund. The principal concern was that the Council could only commit to taking on supporting the building if it provided a wider community benefit. The Chairman informed Members that he believed this was the case and that the opportunity for wider community benefit was an element of the Clubs application.

It was **RESOLVED** that:

- a) The Parish Council would support DaSHJFC's application for the grant as lease holders of the land in respect of the change of temporary containers to a permanent structure, on the basis that this would be built and managed by the Club to provide wider community benefit.
- b) The Parish Council would commit to overseeing the appropriate management and maintenance of the building in the unlikely event that the Club cease to function.
- c) Cllr Bradshaw and the Clerk would draft a letter of support to DaSHJFC outlining the resolutions of the Council for submission in support of their application
- d) The Parish Council would incorporate a new earmarked reserve heading in its next budgetary revision, should DaSHJFC be successful in their application and complete a new building.

SHPC 201-17 Review Inventory and Asset Register.

The Clerk presented his report which had been circulated with the agenda. Members went through the register items and Cllr Hazel highlighted an alteration required on the Dog Bins entry and it was agreed to add an additional equipment section/table in the inventory to cover the litter pickers and the proposed bag holders which were intended to be purchased in 2017.

It was **RESOLVED** that, subject to the minor alterations referred to above, the Asset Register and Inventory be accepted.

SHPC 202-17 PC and Internet Protocol

The Clerk presented his report and papers circulated with the agenda, setting out the need for a suitable protocol for the use of the laptop and the associated use of the internet and e-mails.

It was **RESOLVED** that consideration and a decision be deferred to the meeting on 21st February to allow all Members to review the wording of the proposed protocol and take part in the debate.

SHPC 203-17 Planning Application Consultation(s)

The Clerk presented his report and papers circulated with the agenda for the planning application for extension of the *Coach House, South Heighton LW/16/0967*.

Members discussed the application and the impact that this may have on the Village Conservation Area. Members had no objection in principal; however the impact of the size of the development with its use of different materials and the possible future residential use of the garden and meadows caused concern.

It was **RESOLVED** that:

- a) The Parish Council would object to the application outlining the need for the use of more appropriate materials to reflect the character of the existing Coach House and other buildings in this part of the Conservation Area to reduce its impact and for conditions to be in place to preserve the adjacent land at the location from future residential development.
- b) The Chairman be authorised to draft a response to the planning application on behalf of the Council, based on the discussion.

SHPC 204-17 Action List.

The Clerk and Chairman reported back briefly on progress on the actions/tasks set out in the list circulated with the agenda. The Chairman also referred to the revised programmes for the Parish Plan (to take account of The Hollow funding application); Annual Programme of Meetings and Standing Items (to be incorporated in the Standing Orders) and the Rolling Programme of Meetings circulated prior to the meeting. Progress on the Action List was **NOTED** and it was **AGREED** that the completed items be removed from the list and Cllr. Bradshaw prepare an updated list, incorporating the new agreed actions, for the next Parish Council meeting. The revised Annual Programme of Meetings, Rolling Programme of Meetings and Parish Plan Preparation Programme were **AGREED**.

SHPC 205-17 Parish Clerks Announcements & Correspondence

The Clerk drew Members attention to an update letter from Maria Caulfield MP circulated prior to the meeting. This was the first of what was understood would be a regular update letter. The contents of the letter were briefly discussed and **NOTED**.

Notices from ESCC regarding the improvements to the A27 east of Lewes were passed to Cllr. Hazell to give to Cllr Julian for inclusion in the noticeboards where possible.

The Clerks and Council Direct publication was passed to Cllr. Hazell to pass on to Cllr Julian.

SHPC 206-17 Urgent Items and potential items for the next agenda

Items identified from the adopted standing items programme and deferred from this meeting are: PC and Internet Protocol, Consider draft items for Spring/Summer Newsletter; Reviews of the Protocol and Procedures for The Hollow, including Key Register and the Publication and Promotion, Media Contact and Complaints Procedures.

SHPC 207-17 Councillors Updates

Cllr Hazel reported back from the Veolia Community Liaison Meeting, informing Members that the meetings were now to be held yearly and a further open day was planned for the Newhaven Energy Recovery Facility on 4th April. It was also **NOTED** that Veolia would be applying for additional lorry movements to cope with Bank Holiday deliveries to the facility and the Council will continue to monitor these.

SHPC 208-17 To Confirm the Date of the next Meeting

It was **RESOLVED** that the next meeting would be on Tuesday 21st February 2017 at 7.00pm at the South Heighton Village Hall.

The meeting ended at 9.00pm

Signed

Date

Cllr. Chris Bradshaw Chairman South Heighton Parish Council