

**MINUTES OF THE SOUTH HEIGHTON PARISH COUNCIL MEETING  
HELD ON TUESDAY 25<sup>th</sup> JULY 2017 at 7.00pm  
AT THE VILLAGE HALL, HEIGHTON ROAD, SOUTH HEIGHTON**

**Present:** Councillors: C Bradshaw (Chair), Mrs. G Hazell, P Julian (Vice Chair), S Lo Fan Hin, and Mrs. J Miller

**In Attendance:** S. Keogh (Parish Clerk) and the Chairman of DaSHJFC.  
6 Members of the public

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**SHPC 310-17 Public Question Time**

The Chairman welcomed the residents present and requested what issues they wished to raise. Having determined it was the same issue and a further resident was attending, proposed the Council consider the other agenda items until all residents were present and the subsequent suspension of Standing Orders to enable residents to address the Council more fully and allow Members to ask questions and residents and Members respond to facilitate a full and open debate.

It was **RESOLVED** that the Council would consider other items till the resident was present and subsequently temporarily suspend Standing Orders. The items of Apologies and Council Minutes of the last meeting (Minuted below) were then considered.

When all residents were present, a resident of South Heighton, on behalf of others present, asked that the Parish Council act in the strongest possible way to complain about the recent issue regarding the acrid fumes and odours which emitted from the Newhaven Energy Recovery Facility (NERF) following an unplanned shut down allegedly caused by a power surge. He went on to explain the poor response from the Environment Agency (EA), the District and County Council and the Veolia staff who residents considered were unpleasant and unhelpful to them at a time when understanding and swift action was needed; requesting that the Parish Council also complain about this and seek a full explanation of what happened and what measures were being put in place to prevent this happening again. The Council recognised that there had been a significant problem over a number of days and Cllr. Julian went on to explain the contacts and discussions he had with the EA and District Council officers to investigate and try and rectify the problem and the advice that was given to residents on registering a report with the EA. The Chairman read out a standard response letter the Council had received from the EA, which it was believed was being sent to all residents that had registered a report with the EA. Residents acknowledged the help given by the Parish Council. Several further aspects of the incident were discussed and concerns about independent monitoring, the lack of any emergency action plan to resolve the issue, no indication that this would not happen again and no one seemingly being held to account or reparation or compensation measures proposed.

It was **AGREED** that a letter would be drafted by Councillors Miller and Julian on behalf of the Parish Council asking for answers to the residents' questions as well as assurances that there is an emergency action plan and measures in place to ensure this will not reoccur. The letter to include the following issues:

The lack of knowledge of the staff who were contacted by residents and their lack of understanding;  
The possible health issues linked to the fumes/odours and the repair/maintenance of monitoring equipment;  
Better liaison between the Veolia group and the EA, but the need for the EA to be seen to act independently and forcefully;  
Improvements to the public response systems and staff of the organisations, as these were who the residents look to when this type of environmental issue occurs.

The letter and reply with any proposed remedial works/procedures to be notified to residents.

**SHPC 311-17 Apologies**

There were no apologies, but Cllr. Julian informed the meeting that he would need to leave early, due to work commitments. This was **NOTED**.

**SHPC 312-17 To Approve and sign the minutes of the meeting 20<sup>th</sup> June 2017.**

The Minutes of the Council meeting held on 20<sup>th</sup> June 2017 were **AGREED** and signed by the Chairman as a true record.

**Matters Arising** (not covered on the agenda) the Chairman updated Members that:

**SHPC 295-17b)** If Members had requirements for the Denton and South Heighton Junior Football Club (DaSHJFC) replacement containers these be passed to the Chairman as soon as possible.

**SHPC 297-17** The works should be completed by Wednesday 26<sup>th</sup> and the key returned to Cllr. Hazell.

**SHPC 299-17a) and SHPC 300-17** The Financial Regulations are to be updated over the summer with the aim of presenting this with the revised Members Pack at the September 12<sup>th</sup> Meeting.

**SHPC 313-17 To Receive Declarations of Interest from Council Members**

There were no declarations of interest.

The majority of residents left the meeting and the agenda order of items was resumed.

It was **RESOLVED** that the Standing Orders remain suspended to enable a resident, who is considering applying to be co-opted onto the Council, to ask questions on procedures as the meeting progressed.

## SHPC 314-17 Financial Update

Cllr. Bradshaw, as Chairman, took receipt from the Clerk, of the signed copies of the Clerk's timesheet for June & July and mileage/expenses form for June, these to be held in the Clerks Personnel File.

The Clerk gave a verbal report on the financial position of the Council and the first quarter reconciliation referring to the papers circulated with the agenda. Cllr Miller informed the meeting that to her knowledge she had not signed off a reconciliation this year (2017). The Clerk advised that this should have been done as part of the annual return and would check the documentation and provide a copy for Cllr. Miller. The Clerk also reported that there were two extra payments from the original list circulated with the agenda: an additional Grass cutting for DaSHJFC and the purchase of a Wreath for the Dieppe ceremony.

Name Cheque made payable	Product/Service	Amount
Parish Clerk	Salary (June)	£ 209.67
Parish Clerk	Salary (June)	£ 209.67
Parish Clerk	Admin Costs/Mileage	£ 34.51
Came & Company	Insurance	£ 542.79
LDC parks	Dog Waste	£ 280.80
Glynde Estates	Rent	£ 135.00
LDC parks	Play Inspections (May & June)	£ 18.00
Cllr Miller	Wreath	£ 20.00
Peacehaven Town Council	Grass cutting	£ 40.00
Total		£ 1,490.44

### Balances:

Current Account	£9,733.35
Deposit (Reserves)	£6,817.56
The Hollow	£906.81

Cllr. Miller queried why there was a PAYE payment in June and not July. The Clerk explained that this was due to the way PAYE needed to be paid. Cllr. Julian sought clarification on the salary payment dates and play inspections costs and the Clerk explained that there was an error, the dates were incorrect as they had not been updated on the table, the second salary figure was for July and the play inspection was for only one carried out in July. Cllr. Miller queried if the invoice for the extra grass cut, which DaSHJFC were to pay for, could not be sent to them direct. The Clerk explained the current procedure, but would talk to the new DaSHJFC Secretary to provide him with a contact with the Council's contractors for the Club to arrange any future cuts directly with them.

It was **RESOLVED** that:

- The payment for the extra grass cut for DaSHJFC would be paid and the Club invoiced separately.
- The payments indicated in the table (above), be made
- The balances above be **NOTED**.

Cllr Miller signed off the reconciliation

Cllr Julian left the meeting (7.50pm) due to his work commitments.

## SHPC 315-17 To Consider the Request by Denton and South Heighton Junior Football Club (DaSHJFC) for a Licence to use the Recreation Ground for the next season

The Clerk presented the report circulated with the agenda. The Chairman outlined the changes to the Licence which were marked in red in the copy circulated with the agenda, except for one in clause 2 making it clear payment was needed prior to commencement, explaining that the majority were to make it consistent with recently approved procedures and rules for the use of The Hollow. The Council had received no comments regarding the wording, dates or cost of the annual licence, from DaSHJFC and the Chairman of the Club confirmed to the meeting that the DaSHJFC Committee were happy with the Licence.

It was **RESOLVED** that:

- The licence would be adopted for the season 2017-2018
- Cllrs Bradshaw and Julian would meet with the Club representative to carry out the pre inspection.
- Cllr Bradshaw be authorised to sign the document with it being witnessed by a second Member.

## SHPC 316-17 To Ratify the decision of the Council to allow the parking of vehicles

The Clerk gave a verbal report outlining the request received from DaSHJFC to park a limited number of cars as part of their approved events on 22<sup>nd</sup> and 23<sup>rd</sup> July and the consultation process that was undertaken with Members to ensure there were no objections. There were no objections and authorisation was given and his decision now needed to be formally ratified by the Council.

It was **RESOLVED** that the decision of the Clerk and Chairman to allow limited and controlled parking on the Hollow during the football tournament be ratified.

### **SHPC 317-17 To Consider Applications from DaSHJFC for two Additional Events**

The Clerk presented the report circulated with the agenda and the Chairman explained that the Club's Licence did not cover these one off events and this was why DaSHJFC had completed the application forms as requested. The Chairman of the Club then briefly outlined the purpose and arrangements for the events. Members considered the applications and community merits of the events and the proposed use of the Club's emergency key for the events.

It was **RESOLVED** that DaSHJFC be allowed to hold the two events as outlined on the application forms, subject to the Club's continued compliance with rules and regulations covering the use of The Hollow.

### **SHPC 318-17 To Consider the Bonfire Event Licence**

The Clerk presented his report circulated with the agenda and the Chairman outlined the proposed changes to the Bonfire Licence which were marked in red in the Licence extracts circulated prior to the meeting. He explained that the majority were to make it consistent with recently approved procedures and rules for the use of The Hollow and to reflect comments and the request from the South Heighton Village Hall Management Committee (SHVHMC), on behalf of the Bonfire Society, for the re-seeding option for the fire site to continue. The Chairman also reiterated the concerns of the SHVHMC in respect of holding part of the deposit back until the re-seeding had been satisfactorily completed. He informed the Committee that the seeding of the fire site this year, undertaken by the Council's contractors, had been a success despite some early concerns. The Clerk informed the meeting of the approximate cost and problems of re-seeding following the estimates and discussions he had had with various companies.

Members discussed the comments and concerns of the SHVHMC and recognised that the re-seeding could be successful though would not be possible until weather and ground conditions permitted, but that the Council needed to ensure that this was achieved and resources available to rectify the situation to ensure that the quality of The Hollow was maintained, particularly with the large investment that was being made, and that it was available for the whole community to enjoy at the earliest opportunity. The wording of the licence was then considered as to how this could best be achieved for the coming year, including the specification and timing for re-seeding and its guarantee of timely completion should there be unforeseen problems.

It was **RESOLVED** that:

- a) The revised licence with the re-seeding option and inspection programme be adopted subject to minor errors being corrected.
- b) The £500 returnable deposit would remain and held until the post event Council Meeting agrees the refund, with £200 being held over until the re-seeding had been completed to the satisfaction of the Council, when this would then be paid back.
- c) The success of re-seeding and the sum to be held over was to be reviewed annually.

### **SHPC 319-17 The Hollow Project/Parish Plan Update.**

The Chairman presented his report referring to papers circulated prior to the meeting and a confidential finance paper circulated to Members at the meeting, outlining the consultation exercises that had been undertaken summarising the comments and ideas that had come forward, both for The Hollow, Village Green and the Parish Plan. He specifically outline the comments and concerns following the consultations with and representations from DaSHJFC, the SHVHMC and residents in the vicinity of the Village Green.

With regard to the Parish Plan there had been general support and agreement in respect of the issues, priorities and actions proposed, except for the Village Green. Here the majority view was clearly to keep the current character of the Green with no additional tree planting or play equipment and it was proposed to scale back the proposals to only minimal improvements in seating, management and maintenance.

With regard to the play area and Hollow Project the consultation had worked very well with numerous children and parents taking part. The proposed new equipment and improvements to create a park with diverse elements was widely supported. The new play items, particularly the dino, nest and trampolines were popular but the results showed that so were the older traditional play items and they still had a play value. The Chairman had arranged a meeting with Chris Bibb of Lewes District Council's parks department, who would be advising and help with the detailed planning of the play area and it was proposed that the LDC role was expanded to use their expertise to manage and over see more of the project management. The Chairman explained that some of the items could be amalgamated and altered slightly following the consultation to cater for older age groups, which it was hoped may free up funds for other items suggested in the consultation. Progress on the project would be forwarded to ESCC and monitored approximately monthly and any necessary changes to the project management agreed through this process.

It was **RESOLVED** that the Chairman be authorised to:

- a) prepare with Chris Bibb a definitive plan for the play area and wider Hollow Project, revise the plans for the Village Green as discussed above and prepare related tender documentation.
- b) revise the Parish Plan and in liaison with the Clerk prepare and print a flyer/leaflet which would be delivered to all households in the Parish for final comments.
- c) progress the project and Parish Plan in line with the revised programme circulated at the meeting.

### **SHPC 320-17 To Consider the Banner/Advertising Policy and Requirements**

The Chairman presented his report and proposed form circulated at the meeting based on the format discussed at a previous meeting outlining how the policy reflected current practice and the application form tied in with the recently approved policies and procedures agreed for The Hollow. Members discussed the principle of the policy and format of the form, with the aim that it would overcome previous problems that had arisen from unauthorised banners being erected on fencing under the control/management of the Council. It was **RESOLVED** that the policy and application form be formally adopted subject to minor alterations highlighted at the meeting.

### **SHPC 321-17 Noticeboard for Norton**

The Clerk referred to his report circulated with the agenda.

It was **RESOLVED** that the item be deferred as Cllr Julian, the lead Member responsible for the notice boards, was not available to be involved in the discussion.

### **SHPC 322-17 Dieppe Raid Remembrance Event in Newhaven.**

The Clerk presented his report circulated with the agenda outlining the event. Cllr. Miller confirmed the wreath had been purchased for the wreath laying section of the event.

It was **RESOLVED** that the Chairman and Vice Chairman would represent the Parish Council.

### **SHPC 323-17 Planning Applications**

The Chairman introduced his report circulated at the meeting outlining the basic details of planning application LW/789/CM(EIA) a proposed Asphalt Plant and Concrete Batching Plant at North Quay Road, Newhaven, following Members being requested to view the application online at East Sussex County Council (ESCC). Members discussed the proposals and issues and the potential impact on the area and residents. It was **RESOLVED** that the Chairman be authorised to prepare and submit an objection on behalf of the Council outlining the following issues:

The significant adverse effect on traffic congestion locally created by the large numbers of HGVs servicing this development; the effect of these traffic movements on air quality; noise pollution issues, both from HGVs loading and unloading and the operation of the plant, especially during night working; the adverse effect of odours and dust; the height of the proposed building and its visual impact.

The response would be circulated to all Members for final comments prior to being submitted to ESCC.

The Chairman gave a verbal report on another proposed Concrete Batching Plant and Importation Warf at East Quay, Newhaven. The report was **NOTED** as this had not yet progressed to application stage.

### **SHPC 324-17 Action List**

The Clerk and Chairman reported back briefly on progress on the actions/tasks set out in the list circulated with the Agenda. 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 new agreed actions, for the next Parish Council meeting.

### **SHPC 325-17 Parish Clerks Announcements & Correspondence**

The Clerk had the following announcements:

- Clerks and Council Direct magazine passed to Cllr Julian
- Letter from the KSS Air Ambulance thanking the Council for the donation
- E-mail from the Police asking for a contact for the HMS Forward Tunnels – Cllr Hazel explained that this had already been passed on to the police.

### **SHPC 326-17 Urgent Items and items for the next agenda**

The revised Rolling Programme of Meetings and Standing Items was **NOTED**.

*Items identified for inclusion on the next meeting agenda included:*

*Consider and Approve Arrangements for Annual Staff Appraisal; Membership Review (annual review of the Council's and Clerk's membership of outside bodies and organisations and related subscriptions etc. to inform the budget process); Consider draft items for Autumn/Winter Newsletter; Review Code of Conduct, Grievance and Disciplinary Protocols (annual review); Consider Application for Bonfire Event Licence by SHVHMC; Report comments/consultations and responses for adoption of Parish Plan including proposals for The Hollow Project and the Village Green; Approve tendering/contract arrangements*

### **SHPC 327-17 Councillors Updates**

Cllr. Bradshaw reported he had a meeting arranged to discuss works to the drainage ditches at The Hollow with Southern Water officers.

### **SHPC 328-17 To Confirm the Date of the next Meeting**

It was **RESOLVED** that the next meeting would be on Tuesday 12<sup>th</sup> September 2017 at 7.00pm at the South Heighton Village Hall, Heighton Road

The meeting ended at 9.30pm

Signed

Date

Cllr. Chris Bradshaw Chairman South Heighton Parish Council