STORRINGTON & SULLINGTON PARISH COUNCIL
MINUTES OF THE MEETING OF THE COUNCIL
HELD IN THE CHANCTONBURY ROOM, THE PARISH HALL,
THAKEHAM ROAD, STORRINGTON,
ON WEDNESDAY, 23RD JANUARY 2019,
COMMENCING AT 7.00 p.m.

Present: Mrs A Worthington-Leese in the chair, Ms C Brown, Mr B Dent, Mr R Evea, Mrs M H Jakob, Mr R Hurley, Mr R Jerman, Mr M Lewis, Mr J Ross & Mrs L Wheatley.

Members Not Present: Mrs B Gilligan.

152. APOLOGIES FOR ABSENCE. Were received from Mr Davis, Mr Head and Mrs Kittle (unwell). Mrs Brooker had also sent her apologies belatedly (unwell). The reasons for absence were duly ACCEPTED. It was also noted that Mrs Brooker had sent her apologies for the last meeting, but these had not been recorded. Apologies had also been received from County Councillor Marshall and District Councillor Dawe.

153. TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS. Mr Hurley declared an interest in item 18 as he is a member of the Sandgate Conservation Society.

154. TO APPROVE AND SIGN THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON THE 28TH NOVEMBER 2018. The Minutes were duly AGREED to be a correct record of the proceedings thereat and were duly signed by the Chairman.

MATTERS ARISING:

155. MINUTE NO. 137 – COMMUNITY HIGHWAYS SCHEME FOR INSTALLATION OF FOOTWAY CONNECTIVITY FROM MELTON DRIVE TO THE BUS STOP ON FRYERN ROAD. As instructed, the Clerk had written to the Cabinet Member outlining the Parish Councils concerns with regard to this application. Members had been provided with a copy of the response confirming that the comments submitted would be considered as part of the feasibility and design phase of the project.

156. MINUTE NO. 147 – COMMUNITY PARTNERSHIP – MEETING WITH HDC. It was reported that Councillors Evea, Hurley and the Clerk had met with the Cabinet Member on 5th December but that the Partnership had declined to attend. Since then it appeared that there had been some dialogue between the Partnership and HDC which had resulted in the withdrawal of the application for funding. HDC Had responded to say that should the Partnership be minded to agree an MOU with the Parish Council, the funds would be ringfenced for the current financial year so that they may be applied for again.
157. **TO RECEIVE AND IF APPROVED, TO ADOPT THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS.**

(a) **Planning and Development Committee held on 13th December 2018.** The Minutes were duly ADOPTED.

(b) **Infrastructure Communications and Environment Committee held on 9th January 2019.** The Minutes were duly ADOPTED.

(c) **Recreation and Property Committee held on 9th January 2019.** The Minutes were duly ADOPTED.

(d) **Planning and Development Committee held on 10th January 2019.** The Minutes were duly ADOPTED.

158. **COUNTY AND DISTRICT COUNCIL MATTERS.** As there were no County or District Councillors in attendance, no matters were raised.

159. **PUBLIC TOILET – UPDATE ON ARRANGEMENTS WITH HDC REGARDING RELOCATION OF ELECTRIC CHARGING POINTS AND ADDING FACILITY ONTO ITS MAINTENANCE SCHEDULE AND TO CONSIDER RECOMMENDATION FROM ICE COMMITTEE THAT THE FACILITY SHOULD BE FREE TO USE FOR AN INITIAL PERIOD SUBJECT TO REVIEW.** The Clerk reported that a working party had been set up at HDC to deal with the exact location of the facility and whether the charging points were to be moved.

The ICE Committee had discussed the possibility of charging for entry to the facility, but its recommendation was that it should be free to use for an initial period but subject to review and this recommendation was APPROVED.

160. **HIGHWAYS AND INFRASTRUCTURE WORKING PARTY – NOTES FROM MEETING AND TO CONSIDER THE FOLLOWING RECOMMENDATIONS.** Members had been provided with a copy of the notes from the meeting on 29th November during which the following recommendations had been made.

(a) **Washington Road – Manleys Hill – To consider support for a Community Highways Scheme to widen the pavement on one side of the road by removing the footpath on the other side of the road.** Mr Lewis had consulted with WSCC’s Area Highways Manager with regard to problems encountered by pedestrians travelling from Washington Road / Manleys Hill into the village on the uneven and narrow footpath.
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Whilst the suggestion to widen the pavement on one side of the road and remove it on the other, thereby keeping the highway the same width, had been put forward, it was considered an over-elaborate scheme that would result in some residents exiting their homes directly onto the highway. The WSCC Area Highways Manager had indicated that the feasibility and costs associated with this type of work would render it impracticable as a Community Highways Scheme and Members suggested that a more viable scheme to take up and re-lay the pavement, making use of the grass verges where possible would at least help to improve the surface of the footpath if not the width. It was AGREED.

_That the idea of a Community Highways Scheme would not be progressed at this time but that WSCC Highways Department should be asked to consider resurfacing the pavements as a safety measure._

(b) **To Consider Application to West Sussex County Council Highways Department for the installation of rumble strips on entrance roads into the Village.** The Working Party had discussed this idea as one option to reduce the speed of vehicles as they entered the village. It was acknowledged that these strips do cause a sound nuisance to nearby residents and other visual options to deter speeding were being considered by the Council. Miss Brown had undertaken some research into the effectiveness of this type of speed deterrent (Appendix 1) and her findings had been shared with Members. After discussion it was AGREED.

_Not to proceed with this idea at this time._

(c) **Parking on Double Yellow Lines on School Hill and Old Mill Drive – To Consider application for a Traffic Regulation Order for the installation of “No Stopping” Restrictions.** The Working Party had discussed the problem of vehicles regularly parking on the double yellow lines at these two locations and County Councillor Paul Marshall suggested that as they were in or adjacent to the Air Quality Management Area, a Traffic Regulation Order should be applied for to introduce “No Stopping” Restrictions similar to those currently being progressed for North Street.

With the agreement of Members, Mrs Worthington-Leese changed the order of the agenda and suggested that this matter should be discussed in conjunction with agenda item 8 e (Speed limit reduction on Washington Road). She reminded Members that only one TRO application could be progressed per year for any CLC area and it would therefore be fruitless to make two applications which would be assessed against each other. It was therefore agreed that Councillors should consider the merits of both proposals and decide which, if any, of them should be progressed.

(d) **Washington Road – Junction with Water Lane and Sullington Lane – To consider request for Speed Limit to be Reduced following two accidents in the area.** Whilst not discussed at the meeting of the Working Party, Members had been made aware of two accidents that had occurred on or near this junction in recent weeks. Members were reminded that the Chanctonbury Local Committee had recently expressed support for the stretch of road
That the Parish Council should apply for a Traffic Regulation Order to install “No Stopping” Restrictions on School Hill and Old Mill Drive, South of the Bus Turning Circle.

That if considered necessary, a letter should be sent to Cemex supporting the idea of a footpath being installed within the Country Park as part of its application for extended use of the pit as a display of its commitment to the community.

VILLAGE ENTRANCE SIGNAGE – TO CONSIDER MERITS OF INSTALLING VILLAGE GATEWAYS AS OPPOSED TO OTHER METHODS OF “WELCOME” SIGNAGE. Members of the ICE Committee had been considering whether to extend the project to introduce roadside Village Gateways at all entrances to the village and the Clerk had obtained various price options. It was noted that one of the aims for the pilot installation at Washington Road was to gauge whether the presence of these gates made any impact on speed at which vehicles enter the village but due to the necessary removal of the gate on the Northern side of the road where Speedwatch is in operation, no data could be obtained. Members had therefore questioned whether other, more cost effective, visual items such as
welcome signs or floral displays might also provide drivers with the perception of entering a village atmosphere and thereby cause them to slow down. A discussion took place and reference was made to Miss Brown’s research (appendix 1) which also included some information on the effectiveness of Village gateways and she suggested that she undertake further studies into what measures have been found to be successful in achieving speed reduction upon entry to the village environment. It was AGREED.

That Miss Brown would conduct this further research and report her findings at a future meeting.

162. HORSHAM DISTRICT COUNCIL – LOCAL PLANNING AUTHORITY COMMITTEE MEETINGS – TO CONSIDER FORMAL REQUEST THAT PARISH COUNCILS BE GIVEN A LONGER PERIOD TO SPEAK AT MEETINGS OF THE COMMITTEE. Mrs Worthington-Leese reported that she had recently attended a meeting of HDC’s Planning Committee (South) to speak against a planning application and, as is customary for any representatives for or against any application, she was allowed 2 minutes to make her comments. She explained that on occasions, it has been difficult to articulate all of the points that are raised by the Parish Council and suggested that as Parish Councils are acting on behalf of the community rather than as individuals, they should be treated slightly differently and given a bit longer to speak. It was reported that HDC’s Governance Committee was currently undertaking a full review of its procedures and the Clerk had sent an email to the Chairman of this committee to request that consideration be given to allowing Parish Councils extra time to make representations at Planning meetings. It was AGREED.

That the Clerk should contact Horsham Association of Local Councils to enquire whether this idea would be supported.

163. DOG BINS – TO CONSIDER INSTALLATION OF NEW DOG BIN AT THE WATER LANE ENTRANCE TO SANDGATE PARK. Members heard that this area of Sandgate Park had recently been opened and during recent visits, some Councillors and the Clerk had reported several incidents where bags of dog waste had been left next to the entrance. The Clerk had obtained costings from HDC to provide a dog bin at £440 and to add it to the collection schedule at £2.49 per week. Mr Hurley reported that the matter of the provision of a bin was also on the agenda for the meeting with Cemex and that he would advise the Clerk of the outcome of the discussion. In the meantime, it was AGREED.

That the schedule could be amended to include this collection point and in the absence of any agreement with Cemex, the Parish Council would fund the provision and installation of a new bin at a cost of £440.00.
164. **NEIGHBOURHOOD WARDENS – UPDATE.** It was reported that Councillors Head and Lewis, along with the Clerk had met with representatives of HDC to set up the Steering Group and discuss the recruitment process. Using feedback from the last Parish Council meeting about the priorities for this Parish, an initial shift pattern has been drawn up and this would be reviewed periodically throughout the pilot period. Miss Brown had started to collate some data with which to develop some measures to assist with evaluating the performance of the Wardens during the pilot period and would be working with Mr Davis and the Clerk to present these to the Council at a future meeting. She referred members to the Neighbourhood Wardens Manual produced by HDC which provides details of the scope and powers of the role including practical guidance for dealing with a variety of situations.

165. **STORRINGTON & SULLINGTON AND WASHINGTON NEIGHBOURHOOD PLAN – UPDATE.** Following receipt of the Examiner’s report, Horsham District Council had now published its Decision Notice advising of its intention to carry out a focussed consultation during February and March. It was hoped that following this, HDC would be able to provide a date for the referendum.

166. **GROUNDS MAINTENANCE CONTRACT – TO CONSIDER TENDERS RECEIVED.** Councillors Dent and Head had met with the Clerk to open and review the two tenders received:

- **Grasstex** – Total cost of full schedule (37 weeks) £13,949.73 Plus VAT
- **Tim Jordan Ground Maintenance Ltd** – Total cost of full schedule (37 Weeks) £14,438.00 Plus VAT

The tender documents were discussed and it was **AGREED.**

To accept the quotation provided by Grasstex at a cost of £13,949.73 Plus VAT. The Clerk would contact Grasstex to highlight the importance of the health and safety aspects of the contract and that all works are carried out as specified in the schedule. Any problems encountered by Grasstex in carrying out the works should be reported to the Clerk. It was also AGREED that interim inspections of the work should be carried out on an ad hoc basis.

167. **TO SET THE BUDGET FOR THE FINANCIAL YEAR 1ST APRIL 2019 TO 31ST MARCH 2020.** Members had been provided with a copy of the proposed budget with revisions following discussion by the relevant committees. Further adjustments were made to the Grants and Donation budget and for CCTV for the public toilet and it was agreed that the Street Furniture budget should remain in order to carry out necessary replacement or repair to the bins and planters in the village. Mr Jerman agreed to undertake an inspection of these items and report his findings to the Clerk. with these amendments in place, it was **AGREED.**

To Approve the Budget for the financial Year 1st April 2019 to 31st March 2020.
168. **TO SET THE ANNUAL PRECEPT FOR THE FINANCIAL YEAR 1ST APRIL 2019 TO 31ST MARCH 2019.** A discussion took place and comments made with regard to the budget were taken into account, along with the costs involved in providing Neighbourhood Wardens. It was suggested that the cost of introducing the public toilet might be added to the Precept but Members were reluctant to increase it any higher than was necessary to fund the Wardens. With this in mind, the need to refrain from any unnecessary expenditure was recognised. It was **DECIDED.**

That the Precept be increased by £55,000 to fund the Warden pilot scheme. Therefore, it should be set at £230,577 for the financial year 2019 – 2020, representing an average increase of £15.68 per band D property.

169. **TO REVIEW AND AUTHORISE ACCOUNTS TO BE PAID.** Payments in the sum of £13,132.75 plus VAT for December and £12,563.43 plus VAT for January were duly **APPROVED.**

170. **BANK RECONCILIATIONS FOR NOVEMBER AND DECEMBER 2018.** These documents were duly **NOTED.**

Mr Hurley took no part in the decision-making process for the following item and only responded factually to requests for information.

171. **REQUESTS FOR DONATIONS.**

(a) **Sandgate Conservation Society** – To Install a bridge from Sandgate Park to the new area at Water Lane. As reported earlier, a new area of the Sandgate Country Park had recently been opened but access from the Park to this newly laid path can only be gained by crossing a steep gully through which water is pumped from the quarries. It was reported that The Conservation Society is currently raising funds to install a footbridge between these two areas to provide easy and safe access for all users of the Country Park and the Parish Council had been asked to consider a donation.

Reference was made to the upcoming meeting between Cemex, HDC and Sandgate Conservation Society to discuss the future plans for the Sandgate Country Park and it was noted that HDC had intimated that a softwood bridge could be installed relatively quickly and at a moderate cost. However, Members felt that this would be a quick fix measure which did not do justice to efforts of the Sandgate Conservation Society who had long been working towards delivering a Country Park that could be treasured and utilised by the whole community. It was agreed the bridge should be made of a durable material and of a suitable and sustainable design to provide access for people of all abilities. Mr Jerman Proposed, Seconded Mr Evea: 9 in Favour, I Abstention.

**To donate the sum of £500 towards the cost of installing a bridge of a suitable and sustainable design that is durable, in keeping with the Country Park status and accessible to users of all abilities**
172. **ITEMS AVAILABLE FOR COUNCILLORS TO READ.** There were no items.

**CLERK’S CORRESPONDENCE.**

173. **Shayler Funfair – Annual visit to the Hormare Field.** The Clerk had received a request from the Fair to visit (weather permitting) on 1st April and open for business from Thursday 4th April until Sunday 7th April. This was **AGREED.** The Clerk was asked to advise the residents of Hurston Lane and the Storrington Vipers of this visit.

174. **Storrington In Bloom.** The Clerk had been contacted by the organisers to advise that whilst there were no plans to enter the RHS In Bloom Competition this year, permission had been requested for the usual floral arrangements and hanging baskets to be displayed throughout the summer months. The group had previously asked that consideration be given to providing an outside tap as part of the project to install the public toilet, but Members had dismissed this due to the risk of vandalism.

175. **CHAIRMAN’S ANNOUNCEMENTS.** There were no announcements.

**ADJOURNMENT.**

176. **GLEBE DEVELOPMENT.** It was reported that construction vehicles were not adhering to the prescribed access route to the site (via A283) but were attempting to use Fern Road. It was also reported that the agreement to wheel wash the vehicles was not being kept. The Clerk was asked to contact the Site Manager about these issues.

There being no further business, the meeting closed at 9.05 pm.