



**Chailey Parish Council**  
**www.chailey.org**

**Minutes**

**A Meeting of Full Council was held on Tuesday 21<sup>st</sup> October 2014 in the Reading Room, Chailey Green, commencing at 7.30 p.m.**

**Present:** Cllr. D. Cranfield (Chairman).  
Cllrs. S Avery, D. Cowan, M. Evans, S. Griffin,  
K. Matthews, J. Millam, P. Olbrich, J. Tillard.

**Public present:** None.

**In attendance:** V. Grainger (Clerk).

**14/123. Apologies:** Cllrs. P. Atkins, J-P Ellis.

**14/124. Declarations of Interest:** None.

**14/125. Questions/ Comments from members of the public:** None.

**14/126. Items considered as a matter of urgency:** None.

**14/127. To agree minutes of Full Council Meeting held on Tuesday 16<sup>th</sup> September 2014.**  
The minutes were **Agreed** and signed as a true record of the Full Council meeting held on 16<sup>th</sup> September 2014.

**14/128. Consideration of a Chailey Neighbourhood Plan**

Mr J Garside of Lewes District Council (LDC) attended the meeting to outline the process required to form a Neighbourhood Plan. The focus of the Council's Annual Parish Meeting had been to gauge support for the formation of a Chailey Neighbourhood Plan.

The Localism Act 2011 had provided the power to Parish Councils to create Neighbourhood Plans, which once adopted were taken into account when determining planning applications.

Mr Garside set out the required implementation stages:

1. Designation of a Neighbourhood Area- an application form had to be completed and submitted to LDC. Ideally Parish Councils would allocate sites for development but it was possible to include a contingency plan in case the Neighbourhood Plan was not concluded in time for the Lewes District Core Strategy targets to be met.
2. The Plan is drafted and there is a consultation period of six weeks.
3. Regulation 15. Stage – the examination of the plan and further consultation.
4. In terms of time scale – the LDC draft Plan should be adopted in 2015 and includes development sites for Chailey. Generally completing a Neighbourhood Plan takes about a year and a half including consultation; and identifying and assessing sites.

Councillors commented that there was an issue which had been previously raised; that in the Lewes District Core Strategy the allocated housing sites had been separated into North and South Chailey. It was stressed that Chailey was one Parish and one Community. It was explained that the areas had been identified as distinct "areas of settlement." The Core Strategy had been submitted – it might be possible that the Local Plan II could include a caveat policy. In the Neighbourhood plan it was possible

or limit housing to a certain size.

Councillors raised questions about the costs involved in forming a Neighbourhood Plan. It was confirmed that LDC provided free advice; previously grants of up to £7000 had been made available but the next tranche of funding would not be made available until 2015 and was not yet confirmed.

It was agreed that the Council would need to tap into local knowledge and expertise to assist in the process. There were concerns that parts of the Parish would be under represented. The final stage of the Neighbourhood Plan included a referendum (paid for by LDC) which required 51% of residents to be in support of the proposed Plan. It was acknowledged that the use of consultants such as Action in Rural Sussex was an option in seeking support for completing Parish Surveys; and Housing Associations to assist in completing a Housing Needs Survey.

The Chairman thanked Mr Garside for his advice. It was **agreed** that the Council would confirm the next steps to be taken at the Planning & Environs Committee meeting which was to be held on 4<sup>th</sup> November.

**14/129. Review of Terms of Reference of Chailey Planning & Environs Committee.**

A report had been circulated regarding the background and terms of reference of the Planning & Environs Committee. The terms of reference were set out as below:

**Chailey Planning & Environs Committee Terms of Reference**

The Planning Committee has delegated powers to consider and comment on planning applications. The Committee meets on the first Tuesday of each month. Urgent planning matters may be considered prior to the Full Council meeting held on the third Tuesday of each month if the response date expires before the next Planning Committee meeting date.

**Membership of the Planning Committee**

- The Committee will comprise 11 Members.
- The quorum of the Committee shall be 4 Members.

**Chairman**

- The Chairman of the committee will be elected by the Council at its Annual Parish Council meeting.
- The Vice Chairman of the committee will be elected by the Council at its Annual Parish Council meeting.

**Conduct of Meetings**

- All meetings of the Planning Committee will be convened in accordance with the Parish Council's standing orders.
- Meetings will be minuted by the Clerk to the Council, another member of staff or a member of the committee.

**Powers of the Planning Committee**

The Planning committee shall be empowered to:

- Act on behalf of the Parish Council in respect of any planning issues and, in particular to:
- Support or object to planning applications on the parish Council's behalf as appropriate.
- Submit comments and recommendations regarding planning applications to District Council on the Parish Council's behalf.
- To respond on the Parish Council's behalf to consultations regarding planning issues or issues including the infrastructure of the Village, which may have an impact on planning.

**Responsibilities**

- 1) To consider planning applications in respect of properties and developments in Chailey Parish and to:
  - Decide whether to support or object on the Parish Council's behalf.
  -

Initials:

Date:

- District Council as required.
- 2) To study relevant plans, visit relevant sites and consider any comments from members of the public before deciding whether to submit comments or recommendations of support or objection.
  - 3) To ensure that any objections or recommendations are based solely on planning criteria.
  - 4) To consider consultations and correspondence regarding planning issues, including the infrastructure of the village and Neighbourhood Plans, which may have an impact on planning at local, regional or national level; and to respond on the Council's behalf as appropriate.
  - 5) To take note of decision notices in respect of planning applications received from the District Council.
  - 6) To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received and to participate in any relevant training.

Cllr. Evans proposed that the terms of reference as set out should be adopted; this was seconded by Cllr. Griffin and unanimously agreed.

It was therefore **resolved** the Planning & Environs Committee Terms of Reference should be adopted.

#### 14/130. Financial Reports to Council

##### i) Financial Summaries for September:

The financial reports for September had been circulated indicating a ledger balance at the end of September of £42,274.03 for Barclays Bank community account. There were five un-presented cheques totalling £1,238.75 outstanding. The Barclays deposit account balance was £85,567.77. Total expenditure to date was £55,391.77 and the current operating deficit was £1,258.00. **Approval of expenditure:** The list of payments for October excluding salary payments was as follows:

6.10.14	£52.50	Reading Room & Bus Shelter window cleaning
6.10.14	£194.50	Postage & Stationery
6.10.14	£58.50	Chailey Parish Hall Hire
6.10.14	£8.00	Allotment rent refund
6.10.14	£250.00	Small Grant
6.10.14	£9,000.00	St Peters Church Capital Grant
21.10.14	£100.00	RBL Poppy Appeal donation

The list was noted and approved.

Cllr. Tillard proposed that the Royal British Legion Poppy Appeal donation should be £100 this year, £1 for each year since the start of World War I. This was seconded by Cllr. Cranfield; Cllr. Griffin abstained having declared an interest as she was member of RBL. It was therefore resolved that a donation of £100 should be made to the Poppy Appeal.

- ii) **Budget Report** A report was provided detailing the Council's expenditure against allocated budget for the first six months of the financial year. Expenditure was in accordance with the agreed budget except for additional maintenance; and works to Chailey Windmill. There had been unexpected expenditure against these budget allocations due to damage suffered during the winter months to Parish assets; although these were partly covered by Insurance. It was noted that a further insurance amount was outstanding; as was the VAT repayment.

#### 14/131. Outline Specification of Parish Council Website:

This item had been deferred for discussion at the previous Council Meeting. Cllr. Olbrich proposed that a working group (limited to six members) should be formed to consider the matter in more detail. The proposal was seconded by Cllr. Cranfield and

would be formed.

Three Councillors had already met informally and suggested a specification which was circulated for consideration and agreement. There was discussion about the present difficulties in using the site; and recognition that technology had moved on since the website was created. There was acknowledgment that some sites now made good use of Twitter and Facebook. It was suggested that input from a volunteer with knowledge and expertise in this field would be helpful. It was **agreed** that a request for assistance should be placed in the next edition of Chailey News.

The outline website specification presented was approved. It was **agreed** that the present provider would be contacted to ascertain whether they could provide the type of web site set out and to request an estimate of the costs involved. It was also necessary to confirm the impact upon the terms and conditions of the existing contract. The Clerk was requested to contact the company and report back to Council.

**14/132. Correspondence for Noting and Response:**

A list of correspondence was circulated and noted.

- i) The Council had been requested by a local resident to provide a litter bin by the Bus Stop near Station Road in North Chailey. Lewes District Council had provided a quotation for the cost of providing and emptying an additional bin. Lewes District Council has responsibility for street sweeping and the provision of litter bins; but had suggested that the Parish Council could pay for an additional bin. At present the District Council were removing a plastic rubbish sack when full; and replacing it with a new empty bag. It was therefore **agreed** that the Clerk enquire whether LDC would agree to the ongoing emptying of the rubbish (which it was already currently doing), if the Parish Council provided a litter bin. The cost of the bin (with liner) would be £408.00.
- ii) The Council had received objections to Planning Application LW/14/0718 after it had made its responses. LDC had confirmed that the application had been referred to the Planning Committee for decision at the meeting to be held on 19<sup>th</sup> November.
- iii) The Parish Council had written to Lewes District Council in April requesting a meeting regarding the proposed changes to Chailey Commons LNR Agreement. The Council had received a response to confirm that the matter was being dealt with but had received no full explanation or agreement to a meeting.  
Cllr. Cranfield proposed that a Freedom of Information Act request be made to Lewes District Council requesting details of all notes / minutes of discussion and meetings held relating to Chailey Commons LNR Agreement since 2010. Cllr. Griffin seconded the proposal. The proposal was unanimously agreed. It was therefore resolved that the Clerk would make a Freedom of Information Act request to Lewes District Council as proposed.

**14/133. Reports from Council Representatives on Village Organisations:**

- **Chailey Youth Group:** Cllr. Olbrich reported that Ms Kybert the Youth Leader was unwell.

**14/134. Items for Information and Future Discussion:**

- **Chailey Sports Club-** the Council noted that further information about the future of the Club was still awaited.
- **ESCC Highways-** Pedestrian Refuge Mill Lane, South Chailey: a request under the Community Match Initiative was still to be made.

**14/135. Risk Implications including Crime and Disorder Act 1998 Section 17:** None.

**14/136. Confidential Information – Exempt items:**

Cllr. Cranfield proposed: That in view of the confidential nature of the business about to be transacted it was advisable in the public interest that the press and public should

Cllr. Tillard and unanimously **agreed**. The Meeting was closed at 9.20pm to complete discussion of exempt items:

**Review of Rents and Charges for 2014/2015**

- ❖ Review of Bus Shelter Cleaning Contracts.
- ❖ Review of Grazing Rents.
- ❖ Review of Allotments Rents.
- ❖ Review of Reading Room Charges.
- ❖ Review of Recharge of Mowing Charges

**Consideration of Quotations for redecoration of Reading Room and Cleaning of War Memorial.**

The Meeting was re-opened to confirm:

14/137. **Date of next meeting of Full Council:** The date of the next meeting was confirmed as Tuesday 18<sup>th</sup> November 2014 at 7.30 p.m. The meeting closed at 10.00pm.

**Signed:**

**Chairman**

**Date:**

Initials:

Date: