

## HASSOCKS PARISH COUNCIL

The **ANNUAL STATUTORY MEETING** of **HASSOCKS PARISH COUNCIL** will be held on **TUESDAY 14 MAY 2019** and follow on from the Annual Parish meeting which is scheduled to commence at 7.30pm in the Parish Centre, Adastra Park, Hassocks

Parish Clerk 9th May 2019

Members of the public are encouraged to come to the meetings and there is an opportunity for them to address the Council relating to the non-confidential items on the published agenda.

### AGENDA

1. **TO ACCEPT APOLOGIES**
2. **ELECTION OF CHAIRMAN**
3. **DECLARATION OF ACCEPTANCE OF OFFICE**
4. **TO ACCEPT COUNCILLORS DECLARATIONS OF ACCEPTANCE OF OFFICE**
5. **ELECTION OF VICE CHAIRMAN**
6. **CO-OPTION OF MEMBERS**

7. **DISCLOSURE OF INTERESTS**

To deal with any disclosure by Members of any dis-closable pecuniary interests and interests other than pecuniary interests, as defined under Hassocks Parish Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

8. **APPOINTMENT OF STANDING COMMITTEES AND WORKING GROUPS**

To confirm the membership of each of the following set out in (Appendix 1). The attached paper sets out those Members that have currently expressed a preference therefore does not represent the final representation.

The newer Members may wish to consider attending some of the Committee meeting(s) as an observer prior to finalising their preferences. The expectation would normally be that Members would sit on two Committees or one and the NPWG.

- (a) Policy, Resources and Communications
- (b) Grounds and Environment
- (c) Planning
- (d) Neighbourhood Plan Working Group
- (e) Parking Working Group
- (f) Adastra Park Working Group
- (g) To confirm that the Chairman of the Council is ex-officio Member of each Standing Committee
- (h) To confirm that the Vice Chairmen of the Council is ex-officio Member of each Standing Committee
- (i) Appointment of Tree Warden

## 9. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

Details of Outside bodies are set out in (Appendix 2) detailing with the current expressions of interest. Members are requested to confirm the proposed representatives and agree any further amendments required

## 10. MINUTES

10.1. To resolve that the minutes of the Council Meeting held on 9 April 2019 be taken as read, confirmed as a correct record and signed by the Chairman.

## 11. PUBLIC PARTICIPATION

Up to fifteen minutes will be available to allow for the public to make representations, answer questions or give evidence **in respect of any items of business included in the agenda**, in accordance with Standing Orders.

## 12. FINANCE

12.1. To approve the Financial Report and authorise the list of payments in the sum of **£25,054.12** issued between 1 March 2019 and 31<sup>st</sup> March 2019. (Appendix 3)

13. **PRECEPT** – This is to confirm to Members that the Council has received its first precept instalment in the sum of **£140,275** for 2019/20

## 14. TO ACCEPT THE FOLLOWING MINUTES

14.1 Planning Committee – 8<sup>th</sup> April 2019 (for acceptance) and 29<sup>th</sup> April (for noting only)

14.2. Policy Resources & Communication – 16<sup>th</sup> April 2019 (for noting only)

14.3 Grounds & Environment -23<sup>rd</sup> April 2019 (for noting only)

14.4 Neighbourhood Plan Working Group -14<sup>th</sup> March 2019 (for acceptance)

## 15. REPORTS

15.1. West Sussex County Councillor

15.2. Mid Sussex District Councillors Report

15.3 Police Report

15.4. Rail Matters – oral Report (Leslie Campbell)

15.5. Youth Initiatives –oral report (Kate Bailey)

15.6. Reports from Councillors on meetings outside bodies where the Council is represented.

## 16. CHAIRMAN'S REPORT

16.1 Current matters (oral report)

## 17. CLERK'S REPORT

17.1 **Insurance** – To note that Council's insurance policy has been renewed automatically with Came & Company (AXA) as part of 3 year term contract which is entering its second year.

17.2 **Community Infrastructure Levy (CIL) - SDNPA** Members are requested to note that the Council has recently received the sum of **£2,954.33** from CIL funds in relation to development in the National Park within the Parish.

The Clerk had previously registered the Council to automatically receive any CIL payments due from the South Downs National Park (SDNP) when any qualifying development occurred within the parish that fell under the jurisdiction of the National Park. It's proposed that the sum will be held as an Earmarked Reserve until the funds are specifically allocated to an initiative to provide a clear audit trail of the funds.

- 17.3 Burial Ground Maintenance** – On the 23 April Grounds & Environment Members considered a report setting out a proposal to improve the maintenance regime to enhance the presentation of the recently installed lawn area. It is proposed that the area is maintained and mown regularly to ensure a high standard of presentation to encourage the take up of this facility for the placement of commemorative plaques with a view to generating an improved income stream. The detailed report and extract from the Grounds & Environment Committee minutes are set out in (Appendix 4)

GE18/144.1 Members were invited to consider recommending approval the regular mowing of the southern Cremated Remains Area at a cost of £38.50 per cut.

It was AGREED to approve fortnightly mowing of the grass on the Southern Cremation Area throughout the growing season, using a roller mower which collect clippings, at a cost of £38.50.

GE18/144.2 Members were also invited to approve the recommendation to Full Council to increase the Burial Ground Maintenance Contract Budget from £2,800 to £3,800 with the balance of funding being met from General Reserves, the increase would be to cover the additional expected costs of maintaining the Burial Ground over 2019/20 due to increases in contractor charges and the additional mowing required.

GE18/144.3 It was RESOLVED to RECOMMEND to Full Council to increase the Burial Ground Maintenance Contract Budget from £2,800 to £3,800 with the balance of funding being met from General Reserves.

Members are requested to consider the recommended actions from Grounds & Environment Committee and determine whether to approve the additional funding for the burial ground maintenance to be met from General Reserves.

- 18. Parish Member – appointments to the National Park authority 2019** (Appendix 5) sets out a letter from SALC detailing with the process required to be followed if the Parish wishes to nominate a representative. Members are requested to note the letter and determine whether they wish to consider nominating a Parish Councillor. If successfully elected this would be via a poll if more candidates are identified than seats currently available
- 19. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN** for noting and/or inclusion on a future agenda.
- 20. DATE OF NEXT MEETING**  
To note that the date of the next Council meeting is Tuesday 11th June 2019 at 7.30pm.

## EXCLUSION OF PUBLIC AND PRESS

In view of the confidential nature of the business about to be transacted Councillors will be referred to the Confidential Agenda. If any members of the public or press are in attendance they will be requested to withdraw from the meeting in the public interest.

## FILMING, RECORDING OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During this meeting members of the public may film or record the Committee and officers from the public area only providing it does not disrupt the meeting. The Confidential section of the meeting may not be filmed or recorded. If a member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but members of the public are requested to switch their mobile devices to silent for the duration of the meeting

### **Please Note**

All members of the public are welcome to attend to attend meetings of the Parish Council and its Committees.

**Item 4** – a period of 15 minutes will be set aside for the public statements and questions relating to the published non-confidential business of the Meeting.

It may be necessary to consider particular items in confidential session and where this arises, these items will be considered at the end of the agenda

**APPOINTMENT OF STANDING COMMITTEES & WORKING GROUPS**  
**COMMITTEE MEMBERSHIP**

**POLICY RESOURCES & COMMUNICATIONS**

(Currently 8 Members)

Current members 2018/19	2019/20 – Members wishing to be considered for G & E	Agreed PR & C Members for 2019/20 as at 14/5/19
Kate Bailey	Kate Bailey	
Peter Gibbons		
Ian Weir	Ian Weir	
Judith Foot		
Francis Gaudencio	Francis Gaudencio	
Sue Hatton	Sue Hatton	
Georgia Cheshire	Georgia Cheshire	
7	5	

**GROUND & ENVIRONMENT**

(Currently 9 Members plus 4 co-opted)

Current members 2018/19	2019/20 – Members wishing to be considered for G & E	Agreed G & E Members for 2019/20 as at 14/5/19
	David Hammond	
Kate Bailey	Kate Bailey	
Jane Baker	Jane Baker	
Leslie Campbell	Leslie Campbell	
Georgia Cheshire	Georgia Cheshire	
Peter Gibbons		
Bill Hatton	Bill Hatton	
Frances Gaudencio	Francis Gaudencio	
Ian Weir		
Emma Woods		
Sue Hatton		
10	7	

**PLANNING COMMITTEE**

<b>Current members 2018/19</b>	<b>2019/20 – Members wishing to be considered for Planning</b>	<b>Agreed Planning Members for 2019/20 as at 14/5/19</b>
Leslie Campbell	Leslie Campbell	
Judith Foot		
Nick Owens		
Victoria Standfast		
Mark Higgins		
Bill Hatton	Bill Hatton	
Jane Baker	Jane Baker	
<b>7</b>	<b>3</b>	

**NEIGHBOURHOOD PLAN WORKING GROUP**  
 (Currently 8 Members plus 3 Co-opted)

<b>Current members 2018/19</b>	<b>2019/20 – Members wishing to be considered for Neighbourhood Plan Working Group</b>	<b>Agreed Neighbourhood Plan Working Group Members for 2017/18 as at 14/5/19</b>
Mark Higgins		
Ian Weir	Ian Weir	
Judith Foot		
Nick Owens		
Victoria Standfast		
Bill Hatton	Bill Hatton	
Frances Gaudencio	Frances Gaudencio	
Emma Woods		
<b>8</b>	<b>3</b>	

**PARKING WORKING GROUP**  
 (Currently 3 Members plus 3 Co-opted members)

<b>Current members 2018/19</b>	<b>2019/20 – Members wishing to be considered for Parking Working Group</b>	<b>Agreed Parking Working Group Members for 2019/20 as at 14/5/18</b>
Peter Gibbons		
Sue Hatton		
Ian Weir	Ian Weir	
<b>3</b>	<b>1</b>	

**ADASTRA PARK WORKING GROUP**

<b>Current members 2018/19</b>	<b>2019/20 – Members wishing to be considered for Parking Working Group</b>	<b>Agreed Parking Working Group Members for 2019/20 as at 14/5/19</b>
Frances Gaudencio	Frances Gaudencio	
Georgia Cheshire	Georgia Cheshire	
Bill Hatton	Bill Hatton	
Jane Baker	Jane Baker	
Kate Bailey	Kate Bailey	
5	5	

**BUSINESS PLAN WORKING GROUP (Currently 3 Members)**

<b>Current members 2018/19</b>	<b>2019/20 – Members wishing to be considered for Parking Working Group</b>	<b>Agreed Parking Working Group Members for 2019/20 as at 14/5/19</b>
Frances Gaudencio	Frances Gaudencio	
Judith Foot		
Kate Bailey	Kate Bailey	
3	2	

## APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

SCHEDULE OF REPRESENTATIVES OF OUTSIDE BODIES AGREED AT THE ANNUAL MEETING 2018.

<b>OUTSIDE BODY</b>	<b>Current Representatives 2018/19</b>	<b>Proposed Representatives 2019/20 as at 14/5/19</b>
<b>Adastra Hall Management Committee</b>	<ul style="list-style-type: none"> <li>Kate Bailey</li> <li>Sue Hatton (Substitute)</li> </ul>	Kate Bailey Sue Hatton (Substitute)
<b>Ditchling Local Transport Group</b>	<ul style="list-style-type: none"> <li>Ian Weir</li> <li>Victoria Standfast (Substitute)</li> </ul>	To be removed – dormant for approx. 4 years
<b>Hassocks Amenity Association Rail Group</b>	<ul style="list-style-type: none"> <li>Leslie Campbell</li> <li>Peter Gibbons</li> </ul>	Leslie Campbell VACANCY
<b>Hassocks Community Organisation (merged HAA &amp; HCP)</b>	<ul style="list-style-type: none"> <li>Georgia Cheshire</li> <li>Frances Gaudencio (substitute)</li> </ul>	Georgia Cheshire Frances Gaudencio (substitute)
<b>Hassocks Twinning Association</b>	<ul style="list-style-type: none"> <li>Kate Bailey</li> </ul>	Kate Bailey
<b>Mid Sussex Voluntary Action Service</b>	No formal representation	No formal representation
<b>Mid Sussex Association Of Parish Councils</b>	<ul style="list-style-type: none"> <li>Frances Gaudencio</li> </ul>	Frances Gaudencio
<b>MSDC Green Circle Steering Group</b>	<ul style="list-style-type: none"> <li>Georgia Cheshire</li> <li>Victoria Standfast</li> </ul>	Georgia Cheshire VACANCY
<b>Oakland Mill Trust</b>	<ul style="list-style-type: none"> <li>Bill Hatton</li> </ul>	Bill Hatton
<b>WSCC South Mid Sussex County Local Committee</b>	<ul style="list-style-type: none"> <li>Ian Weir</li> <li>Frances Gaudencio (Substitute)</li> </ul>	Ian Weir Frances Gaudencio (Substitute)
<b>MSDC Parish Liaison Meetings</b>	<ul style="list-style-type: none"> <li>Bill Hatton</li> <li>Ian Weir</li> </ul>	Bill Hatton Ian Weir
<b>Downland Schools Sports Hall Committee</b>	<ul style="list-style-type: none"> <li>Bill Hatton (School sports hall Committee)</li> </ul>	Bill Hatton (School sports hall Committee)
<b>Air Quality Management Area (Aqma)</b>	<ul style="list-style-type: none"> <li>Sue Hatton</li> </ul>	<ul style="list-style-type: none"> <li>Sue Hatton</li> <li>VACANCY</li> </ul>



Hassocks Parish Council 2018/19					
Current Bank A/C 2114					
List of Payments made between 01/03/2019 and 31/03/2019 (incl VAT)					
Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail	
04/03/2019	Parker Building Supplies	5971	43.68	Gdn of Rem - shingle	
04/03/2019	Dowsettmayhew Planning	5972	3596.46	NP Consultancy Jan/Feb19	
04/03/2019	G A Hinde Window Cleaning	5973	185.00	Window Cleaning Oct 18 - Feb19	
20/03/2019	HMRC/PAYE	5974	1968.12	PAYE/Nl March Salaries	
11/03/2019	Society of Local Council Clerks	5975	273.00	SLCC Subscription 2019	
18/03/2019	Viking	5976	323.00	Various Supplies - Office/Pav	
25/03/2019	Bee Clean (Southern) Ltd	5977	225.60	Pavilion Cleaning March 19	
18/03/2019	Avoncrop Amenity Products	5978	1039.08	Bowls Green Materials	
12/03/2019	Mid Sussex District Council	5979	117.00	Allot Greenhouse Planning Appl	
12/03/2019	Mid Sussex District Council	5979	-117.00	Cheque not received by MSDC	
18/03/2019	Mid Sussex District Council	5980	2481.34	Dog Bin Contract 18/19	
18/03/2019	Streetmaster Ltd	5981	108.00	Bench Plaque	
18/03/2019	Castle Water	5982	34.87	Bowls Green Water 1.1.-30.6.19	
18/03/2019	Mid Sussex District Council	5983	3196.51	Mobile Refuse 2018/19	
18/03/2019	Sovereign Alarms	5984	557.21	Fire Alarm/Lights Maint 19/20	
21/03/2019	Mid Sussex District Council	5985	117.00	Re-issue of Planning App fee	
25/03/2019	Close Invoice Finance/TSS	5986	114.66	Pav legionella check March 19	
25/03/2019	Fast Key Services Ltd	5987	31.28	Pavilion Cabinet keys	
25/03/2019	Parker Building Supplies	5988	48.46	Tarmac for Orchard Lane	
25/03/2019	Petty Cash	5989	43.61	Petty Cash Top Up	
27/03/2019	NHBS Ltd	5990	394.59	Bird/Bat boxes Talbot Field	
27/03/2019	G Jeffcott	5991	45.00	bench plaque Burial Ground	
20/03/2019	Total March Salaries	BACS	6008.07	Total March Salaries	
26/03/2019	WSCC Pension Fund	BACS LET	2183.22	March 2019 Pension Conts	
07/03/2019	Barclays Bank	BARCLAYS	26.45	Bank charges 14.1-12.2.19	
04/03/2019	British Gas	BGAS D/D	47.99	P/O Gas D/D Feb	
22/03/2019	British Gas	BRITG D/D	41.59	P/O Gas D/D March	
26/03/2019	Scottish Water Business Stream	BSRA D/D	94.36	P/O Waste Water Aug18-Mar19	
15/03/2019	British Telecom	BT D/D	128.71	P/O Telephone March D/D	
18/03/2019	Castle Water	CASTLE D/D	25.30	Burial Gnd Water Jan-June19	
28/03/2019	Castle Water	CASTLE D/D	8.67	P/O Water D/D March	
28/03/2019	Castle Water	CASTLE D/D	20.25	Pavilion Water D/D March	
01/03/2019	edf energy	EDF D/D	68.00	P/O Elec D/D March	
01/03/2019	edf energy	EDF D/D	223.00	Pav elec D/D March	
01/03/2019	Public Works Loan Board	PWLB D/D	1346.04	Pavilion Loan Payment	
01/03/2019	Southeast water	SEWAT D/D	6.00	Allot water D/D March	
	Total Expenditure		25054.12		
Signed.....					
Date.....					

User: TRACY

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	264,531.51	275,284.37	
Total Receipts / Payments	264,531.51	275,284.37	Closing Trial Balance
Opening Balance	38,188.91		
Closing Balance		27,436.05	27,436.05
	302,720.42	302,720.42	

Date: 05/04/2019

Hassocks Parish Council 2018/19

Page 1

Time: 12:41

Bank Reconciliation Statement as at 19/04/2019  
for Cashbook 2 - Tracker A/C 3548

User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Tracker A/C 3548	31/03/2019	1	373,357.55
			<u>373,357.55</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			373,357.55
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			373,357.55
		Balance per Cash Book is :-	373,357.55
		Difference is :-	0.00

05/04/2019

Hassocks Parish Council 2018/19

12:44

## Receipts and Payments Summary - Cashbook 2

Tracker A/C 3548

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	277,752.94	225,000.00	
Total Receipts / Payments	277,752.94	225,000.00	Closing Trial Balance
Opening Balance	320,604.61		<u>                    </u>
Closing Balance		373,357.55	<u>373,357.55</u>
	<u>598,357.55</u>	<u>598,357.55</u>	

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Date: 05/04/2019

Hassocks Parish Council 2018/19

Page 1

Time: 12:51

Bank Reconciliation Statement as at 04/04/2019  
for Cashbook 3 - Business Saver 3

User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver 2514	31/03/2019	1	85.44
			<u>85.44</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85.44
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85.44
		Balance per Cash Book is :-	85.44
		Difference is :-	0.00

05/04/2019

Hassocks Parish Council 2018/19

12:53

Receipts and Payments Summary - Cashbook 3

Business Saver 3

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	0.16	0.00	
Total Receipts / Payments	0.16	0.00	Closing Trial Balance
Opening Balance	85.28		<u>          </u>
Closing Balance		85.44	85.44
	<u>85.44</u>	<u>85.44</u>	

(S of S)

Date: 05/04/2019

Hassocks Parish Council 2018/19

Page 1

Time: 12:55

Bank Reconciliation Statement as at 04/04/2019  
for Cashbook 4 - Business Saver 2

User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Sver 2 5015	31/03/2019	1	0.05
			<u>0.05</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.05
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.05
		Balance per Cash Book is :-	0.05
		Difference is :-	0.00

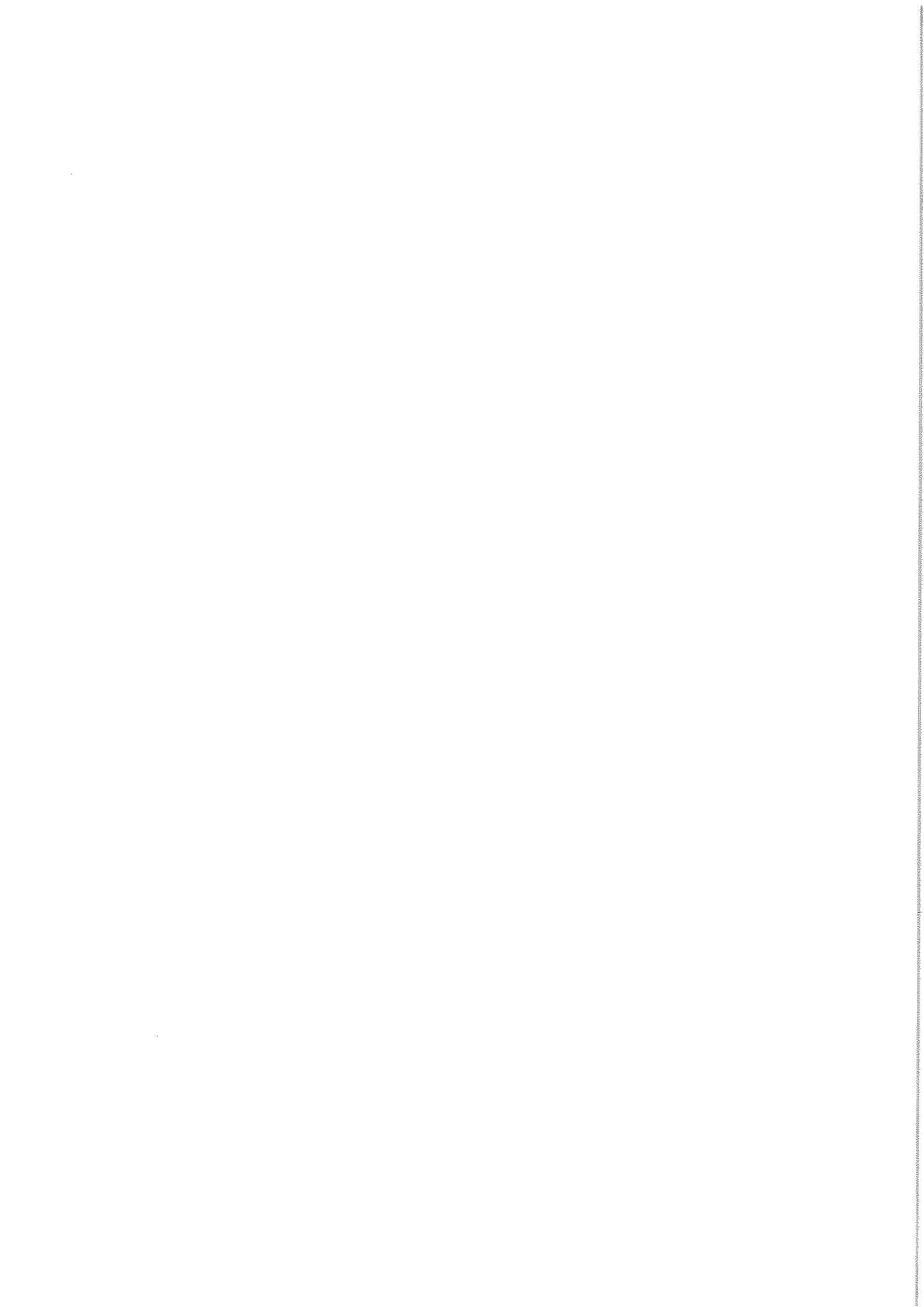
05/04/2019

Hassocks Parish Council 2018/19

12:57

Receipts and Payments Summary - Cashbook 4  
Business Saver 2

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Receipts / Payments	0.00	0.00	Closing Trial Balance
Opening Balance	0.05		<u>          </u>
Closing Balance	<u>          </u>	<u>0.05</u>	<u>0.05</u>
	<u>0.05</u>	<u>0.05</u>	



(EXTRACT FROM G & E COMMITTEE)

To: Grounds & Environment Committee

Date: 23 April 2019

Contacts for this report: Deputy Clerk

Subject: Item 7 – **HASSOCKS BURIAL GROUND MAINTENANCE**

- 
1. The purpose of this report is to invite the Committee to consider approving increasing the current budget by £1000 from General Reserves to the Burial Ground Maintenance Contract Budget for 2019/20.
  2. The agreed Burial Ground Maintenance Budget for 2019/20 is currently set at £2,800.00. The total spend for Grounds Maintenance at the Burial Ground for 2018/19 was just over £2,800.00. Furthermore notification has been received from one contractor that they will be required to increase their current monthly charge slightly to cover increased operating costs.
  3. The Committee may recall that they have previously approved the creation of a new area in the Burial Ground for the interment of cremated remains marked with tablets. This area was newly turfed at the end of last year. It is proposed that the area is maintained and mown regularly to ensure a high standard of presentation to encourage the take up of this facility with a view to generating an improved income stream. For the Council to achieve this would require further funding to be allocated to the Maintenance budget.
  4. Quotes have been sought for the proposed work, and the contractor currently appointed to maintain the Memorial Garden has provided the following quotation:
    - To visit on a fortnightly basis throughout the growing season.
    - Mow the grass area to the south of the Memorial Garden, between the path and the fence, using a roller mower that collects the clippings and provides a classic striped finish.
    - Collect all grass clippings and dispose of in compost bin in Burial Ground.
    - The duration of the work will be during the grass growing season (approx. from mid-March to mid-November).

£38.50 net per cut.
  5. It is anticipated that over the growing period, the total cost for mowing this area will be in the region of £650-700 over a year.

**6. OFFICER RECOMMENDATION.**

- i. Members are invited to consider recommending approval to the regular mowing of the southern Cremated Remains Area to the standard as described above at a cost of £38.50 per cut.
- ii. Members are invited to approve the recommendation to Full Council to increase the Burial Ground Maintenance Contract Budget from £2,800 to £3,800 with the balance of funding being met from General Reserves, this increase would cover the additional expected costs of maintaining the Burial Ground.





Your ref:

Our ref: Date: 15 March 2019

Dear Clerk/Chair

### **Parish Member appointments to the National Park Authority 2019**

I am writing to advise you of the arrangements for these appointments following the Parish Council Elections in May 2019 when the appointments of 4 Parish Members expire.

The Environment Act 1995 provides for Parish Members to be selected from the Parish Councils and Parish Meetings within the area of the National Park.

The process will be by nomination and ballot within the electoral areas in 3 constituencies which is the same as that used in previous years.

<u>East Sussex</u>	All Parishes wholly or partly in the East Sussex area of the SDNP.	Two Members
<u>West Sussex</u>	All Parishes wholly or partly in the West Sussex area of the SDNP.	Two Members

### **Nominations**

The Nomination forms will be issued to each Parish Council and Parish Meeting by post on **Monday 13 May 2019**. Following the elections on the 2 May 2019 a Parish Council or Parish Meeting may nominate a Parish Councillor or a Parish Meeting Chairman. Nominations will only be accepted on the official Nomination form. I recommend that your Council or Meeting approves any nomination.

There are statutory provisions that apply to Parish Members of a National Park Authority which will be set out in the Nomination form. A candidate must be eligible for appointment and not disqualified under these provisions. A candidate will be able to submit with their Nomination Form an election address limited to 150 words.

**The closing date for the return of completed Nomination Forms will be Friday 24 May 2019.**

If there are the same as or fewer candidates than the number of appointments, then the candidates will be elected unopposed. If the number of candidates exceeds the number of appointments then a poll will be conducted as set out below.

### **Voting**

One Ballot Paper and the candidates' election statements will be issued by post to each Parish Council and Parish Meeting on **Monday 10 June 2019**

**The closing date for the return of completed Ballot Papers will be Monday 24<sup>th</sup> June** (photocopies will not be accepted).

The advice of DEFRA is that the nomination and voting procedures should be as transparent and democratically accountable as possible. It is recommended that a Parish Council's or Parish Meeting's vote is decided in open session of a Council meeting or the Parish Meeting (as the case may be).

You will appreciate that this is a very tight timetable and all closing dates must be met in order for new members to be invited to the AGM of the National Park on 2<sup>nd</sup> July. There is no provision for the late receipt of Nomination Forms or Ballot Papers. It is important therefore that you bear these closing dates in mind when planning the dates for your meetings in May and June and if necessary give delegated authority to your Clerk to respond following consultation with Members. You should also allow sufficient time for postal delays.

Details of the venue for the count will be advised no later than 2 weeks before the date of the count. All Candidates will be invited to observe the count. Once completed SSALC will contact the successful candidates and publish the results on the Authority website. The names will then be forwarded to the Department of the Environment, Food & Rural Affairs for the formal appointment letters to be issued.

Authority Members are expected to regularly attend meetings of the Authority, any Committees that they have been appointed to, as well as training and briefing sessions. Members are expected to attend at least 75% of meetings. These are held during the working day at the South Downs Centre, Midhurst. There is obviously a considerable time commitment involved in being a Member of the Authority which in some cases could be three or four days a month. Candidates will have to take this into account when seeking a nomination.

More information about the National Park Authority, Members and Committee meetings can be obtained from the website [www.southdowns.gov.uk](http://www.southdowns.gov.uk)

Yours sincerely

Enc:

Guidance for appointment of members to The South Downs National Park Authority