



Meeting of the SFF Committee to be held in the Jenkins Room, Northiam at 5.30pm, Thursday 30th March 2023

MINUTES

Date: 6th April 2023

ATTENDEES: Cllr Pierce, Cllr Johnson, Cllr Streatfeild, Jacky Broad, Jonathan Strong, David Cooper

1) Apologies for Absence
There were none.

2) To appoint a Chairman of the St Francis Field Committee
A vote was taken and it was **RESOLVED** that Cllr Pierce be appointed as Chairman.

3) Public Questions (Maximum of 15 minutes)
A member of the public asked the council to consider the grazing license carefully as the current tenant has not been asked if she would like an additional field for grazing, this could be more valuable to the council.

A member of the public objected to using public funds for the change of use application at the stables.

A member of the public raised a query on the amount the CIC received from the parish council through the management agreement.

4) Declaration of Interests and Lobbying
To receive any declaration by members of personal interests in matters on the agenda, the nature of the interest and whether the member regards the interest as personal, pecuniary or prejudicial under the Code of Members Conduct.
There were none.

5) Minutes of the Previous Meeting
To approve and sign the minutes of the meeting held on 28th July 2022.
It was **RESOLVED** that the Minutes of the St Francis Field Committee Meeting held on 28th July 2022 be approved and the Minutes were duly signed.

6) To consider the Terms of Reference

The Clerk explained that the terms of reference contained the delegated authority from the council. It was explained that if the committee wanted to spend any money it had to be allocated a budget from full council and the delegated authority had to be in the Terms of Reference. The CIC agreed that they would let the clerk have their comments on the terms of reference and it was **RESOLVED** to defer this item until the comments had been received.

7) To discuss grazing licence and agree actions

The council asked the CIC some questions regarding water supply and it was **AGREED** that the CIC would undertake some investigations.

8) Stables

(a) To discuss the management of the dung heap and potential mould.

The council raised their concerns regarding the dung heap and it was **AGREED** that the CIC would consider the options and report back to the council at the next St Francis Field Committee meeting.

The council raised their concerns regarding potential mould at the stables and it was **AGREED** that the CIC would investigate and report back to the council at the next St Francis Field Committee meeting.

(b) To discuss health & safety requirements to any changes made at the stables.

The council asked if there had been any sign off with regards to the works undertaken at the stables by the tenant, the CIC agreed to assess the works.

A general discussion took place regarding the sign off and any other works and this will be looked into by the CIC.

9) To consider the terms of the change of use application for the Stables.

The clerk explained that she had been in contact with Rother District Council who had informed her that the landlord or the tenant can make a change of use application, the clerk then explained that she had looked at the terms of the lease and was asking for legal clarification on paragraph 11.1.

Jonathan Strong informed the Clerk that there was a letter of intent that obligated the parish council to pay for the change of use application.

10) To discuss clause 3.1.1. of the Management Agreement to understand the financial obligation of the council.

The Clerk explained that there was a lack of knowledge from the corporate body with regard to the management agreement terms and obligations. There was agreement from all parties that it could be more concise and it was **AGREED** that this would be reviewed in the new municipal year.

11) To consider the annual maintenance charges/ contracts for St Francis Field.

The clerk explained that the parish council needed to understand their annual financial liabilities for St Francis Field in terms of maintenance and contracts, a good way of analysing this would be to create a maintenance schedule taking into account landscape maintenance, tree assessments and contracts. It was **AGREED** that this would be a project for the next municipal year.

12)To discuss utilities at St Francis Field.

It was reported that the cost of the utilities at St Francis Field was greater than the recharge of utilities. It was **AGREED** that this would be reviewed in the new municipal year.

13)To discuss flooding at Beales Lane Cottage.

The flooding at Beales Lane Cottage was reported, a few suggestions were put forward such as cleaning out the existing ditch or French drain. After discussion it was **RESOLVED** that the CIC would investigate the best solution and present this back to the parish council.

14) To agree the public’s exclusion from the confidential part of the meeting.

It was **RESOLVED** to move into private session at 18.37.

That in view of the confidential nature of the business (employment/legal issues) about to be transacted it was resolved under the provisions of Public Bodies admissions to meetings Act 1960 s.1 that the press and public be temporarily excluded, and they were instructed to withdraw.

15)To consider the CIC financial report.

The financial reports were **noted**.

16)Date of next meeting – Thursday 27th April 2023

The meeting closed at 7.02pm

Chairman’s Signature.....