

BURSTOW PARISH COUNCIL

Minutes of the **Finance & General Purpose Committee** meeting of Tuesday 13th February 2018 held at the Centenary Hall, Smallfield

OPEN FORUM:

Attendance: Cllrs Ray Holdsworth, Ian Wates, Ashleigh Bolton, Debbie Hale, Trevor Brock, Eddie Lord, Andrew Gilbert and Phil Hamlet

- 1 **Apologies for absence:** John Carney and Tom MacKay for reasons noted in the attendance book. Mr Alan Jones also submitted is apologies
- 2 **Declarations of interest – either personal or prejudicial on any agenda item:** None
- 3 **The minutes of Tuesday 12th December 2017 were signed as a true and accurate record of the meeting once the date of the next meeting was amended.**
- 4 **Matters arising from the minutes:**

Neighbourhood Plan Open Day – Approximately 140 people attended, with many giving useful feedback. A high number of people commented favourably on our car park application, though queries were raised about the details such as locking at night, how it would be lit, etc.

Five of the key posters from the event have now been framed and put in the Hall corridor for people to view. There is some wall space left to add to the posters as the Plan progresses.
- 5 **GatCom** – see attached report
- 6 **Parish Council website** – Cllr Bolton had a two hour telephone training session with our Web Manager and will now find it easier to navigate our website. The clerk is to contact the web designer and request he set up emails for all Councillors and a generic Neighbourhood Plan email address. Cllr Bolton proposed the Council move to the updated web format at a cost of £650, seconded by VCllr Hamlet and carried unanimously.
- 7 **Disabled Parking Bays**– Committee discussed requesting the on-street parking bays outside the Pharmacy be restricted to blue badge holders. It was agreed that no change would be proposed as yet but the matter will be re-examined should the Council be granted consent to build the new car park along Redehall Road
- 8 **Clerks Report**
 - a. **Energy performance Certificate**

New regulations will oblige the Council to obtain an EPC for the Centenary Hall later this year. Other Parish Clerks have received quotes in the region of £750 from companies. Councillors will ask locally if there are assessors in the Village able to produce certification for less than this.
 - b. **Second-hand scaffold tower**

The Parish Council has been offered a tower for £150, two additional outriders will probably need to be bought.

Cllr Locke will go examine the tower and if agreeable Council have authorised the purchase.
 - c. **Silent Soldiers**

The Silent Soldiers is an initiative run by the British Legion, to mark the sacrifice of those who fell in the four war years leading up to the Armistice in November 1918, with silhouettes of soldiers in the street. Individuals and businesses have an opportunity to buy these soldiers and erect in their hometowns or villages to commemorate the end of the First World War.

Cllr Bolton proposed BPC purchase three at a total cost of £300 plus delivery, seconded by Cllr Hale and carried unanimously.
 - d. **Burstow Garden Allotment Rents**

Council resolved that new allotment tenants, starting mid-year or taking on an overgrown plot, can have their rent suspended or reduced at the Clerks discretion.
 - e. **Village Car Park**

The application is now validated and open for public comments. A small number of people have submitted objections or raised concerns. On further examination many of these result from the

application not being read in full. A letter has been sent to the Planning Officer explaining how these concerns are being dealt with.

Our MP Sam Gyimah, has also been informed about the application

9 GDPR Requirements

The new General data Protection Regulations come into force in May 2018. These have additional responsibilities and requirements for Councils and Clerks.

Data Protection Controller – A named controller will need to be appointed but this cannot be the Clerk or a Councillor. An outside person must be named. Several companies are now offering to fill this role at an annual cost of approximately £150.

Councillors will be required to have a Council email address for all electronic correspondence and the Council may need to use a platform file sharing to avoid Councillors holding files on personal devices.

The Clerk will look to encrypting the office computer. This won't prevent a device being stolen/mislaid but will ensure the data is protected.

Other areas to be addressed include drafting and adopting policies to do with file storage, IT, Data protection training for all Councillors and staff, data access logs and access requests, dealing with data breach incidents and all other requirements of the regulations.

10 M23 Smart Motorway

Highways/Carillion have now held 3 public meetings in Smallfield. On each occasion differing accounts of future plans were given to Councillors and residents who attended. The latest update is that it is too expensive to build a noise bund behind the Canadian estate.

A mess of tree stumps, cones and litter has been left on the motorway bank immediately next to Hathersham Close. The Clerk will write a letter of complaint to Highways England

A resident who attended the meeting urged the Parish Council to bring pressure on Highways England to reinstate the noise bunds and plant trees.

Cllr Hale reported that that Highway is intending to replace the tarmac in lanes 1 and 4 with low noise materials but not lanes 2 & 3.

Highways also reported that they would not be building the additional salt storage at the depot. There appears to be no continuity or consistency with what Carillion says at each meeting.

Carillion also denied that contractors carrying out the current work are using the local depot. The smart motorway traffic centre is to be located on a piece of waste ground near Hooley and the vehicles at Nags Head

11 Finance

Payments ratified £

Payments authorised £

Direct debits £

Unanimously agreed, cheques to be signed at end of meeting

12 Urgent Items – None

Part II A proposal under standing order 68 for the exclusion of the press and public due to the confidential nature of the business to be discussed –rent reviews

Signed..... Dated.....

13 The confidential minutes of Tuesday 12th December 2017 were signed as a true record of the meeting

14 Centenary Hall – The tender package has been sent out to three companies/builders with an end date for bids set at 1pm on Wednesday 28th February 2018. Council is looking to have a design and build contract and to that end the tender spec listed the end finish rather than detailing every item to be used.

There being no further business the meeting closed at 8.50pm. The next meeting is scheduled for Tuesday 10th April 2018.

Signed..... Dated.....

Aviation Report – February 2018
Alan Jone

Introduction

Since my December report I have attended the following Gatwick related meetings:

- .GATCOM Steering Group
- GATCOM
- NATMAG Pre-meeting
- Gatwick Airport Community Trust (GACT)
- NATMAG

GATCOM STEERING GROUP – 4TH JANUARY 2018

Although in my role as Lead Member for Noise I am not officially a member of the Steering Group but am regularly invited due to the number of noise issues that are raised. With the formation of the NMB there is even more discussion on this subject. Naturally, this is mostly a preparation for the main GATCOM meeting so most issues are covered under the main meeting. Occasionally we have speakers on specific topics to advise us on the direction of travel of their business that helps to inform us.

GATCOM – 25TH JANUARY 2018

Chief Executive's Report

One naturally expects a CEO's report to be upbeat but it does seem to be a thriving business and has won awards as 'Airport of the Year' at the National Transport Awards and 'Best Airport' at Airport Operator's Associations' annual award ceremony...

Gatwick traffic continues to expand with a 1.6% increase in passengers during the final three months of 2017 amounting to almost 10 million passengers. .

We are watching very closely what sort of scenario will emerge for the use of the emergency runway after 2019, as mentioned in my last report.

More new routes have been added from Gatwick and this included direct flights to Singapore and Taipei by Norwegian Airline. A new route to Taiwan is the UK's only direct flight to the country and has been promoted as a vital new trade link to the Far East.

Currently, there is only one stand for Emirate's A380 aircraft so another stand is proposed with an extension of Pier 8

On 22nd December Med-View Airlines were in the news again as their aircraft had to return to Gatwick because of an engine failure. The 280 passengers on board who had been bound for Lagos had to be

offloaded to await a replacement. Due to a lack of aircraft Med-View were unable to operate their twice weekly service from Gatwick until 30th December. GAL provided the passengers welfare and overnight accommodation on Wednesday 27th December.

GTR Rail Franchise – Performance & 2018 Timetable Update

The CEO of GTR, Charles Horton was supported by Phil Hutchinson, Head of Strategic Planning, and Steven MacCallough Head of Gatwick Express. They gave quite an upbeat report, considering the industrial problems they have experienced over the past two years. He reported that passenger growth has doubled over the last 20 years and, because of this, the huge modernisation project that is in partnership with Network Rail, is still only half way finished. They have introduced new rolling stock, increased the number of 12 coach trains which should be a norm in the future. They are working hard in trying to introduce new working practices which should be of benefit to all parties. He was not sure how many drivers his company has but they have 500 new ones.

The timetable will be run out this year that will include 2 direct trains to/from Cambridge and Peterborough per day. When the infrastructure is complete they will be able to transport passengers quickly from coast to capital.

Although not currently included in the revised infrastructure project, there is a 'pinch point' just north of East Croydon by the name of Windmill Junction. These train crossovers need to be redesigned to allow a much better flow of traffic. It is hoped that this will be included in the next phase.

Gatwick Express will not be running through the night to allow for track maintenance so will not start from Victoria until 4.45.

I complained about the latter as this premium service has been gradually reduced but still carries a premium price for the tickets. It was first a dedicated service between Gatwick and Victoria, then it was extended for certain times (Peak times) of the day to Brighton so airline passengers had a problem boarding the trains with all their luggage. Now there will be no service for night time arrivals and departures, or for the airport staff. Mr Horton was not amused by my inference that the 'dedicated service' was now so inferior and he stated that it was very important to them; presumably because of all the extra revenue they received as the fares are so much higher than the other services.

GATWICK AIRPORT COMMUNITY TRUST (GACT) – 1ST FEBRUARY 2018.

There was a new influx of trustees at this meeting with two new ones from Surrey CC and one representing GAL.

We discussed the new Data Protection Act (GDPR) due to become operational from May 2018 and how it might affect our records for all the grant applications that are made each year. Should we be only keep full records for a different period of time from past awarded grants and what this entails? We decided what we thought was necessary but would also seek advice/confirmation from the Charity Commission. With GDPR there is a requirement to have a named trustee for Data Protection and another for Cyber Security. As there was a lack of volunteers I am now the trustee for Data Protection.

Apparently we will be receiving well in excess of 200 applications by the March closing date and we shall all be sifting through them over a relatively short period of time. This year we shall have a total of £218,000 to distribute. I raised the issue of the short time span for grant applications and wondered if this could be improved. After considerable debate we decided the time span could now be changed for this year but will likely be expanded for next year's applications.

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NATMAG – 8TH FEBRUARY 20180

At all meetings we get the weekly Horley Overflight data. This does vary and we have been pushing to know the reasons that are not always obvious. The new Route 4 SID has been working quite well in this respect. However, I would draw your attention to an extract from GATCOM Key Messages (attached) that states that the Plane Justice Judicial Review is not yet officially settled until a judge decides and that decision should be coming shortly.

Some problems continue to be experienced on Route 3 (easterly departures wrap around over Blindley Heath) as aircraft often need to be kept to 3000 feet by NATs because of Heathrow departures on the Midhurst route.

Route 5 departure over Lingfield/Dormansland has been successful but GAL is awaiting the PIR (post implementation review) decision from the CAA.

Unmodified A320 type aircraft are now subject to a fine if flown to/from Gatwick. EasyJet have either modified all of their aircraft or replaced them with the A320NEO.

Planning permission has been given by Crawley for a Boeing hangar on the airfield. In the past (over 10 years ago) there were so many engine tests that restrictions were brought in to control the number and if exceeded, GAL would have to install a Ground Run Pen. I asked how this new hangar would affect the number of engine tests and was informed that time has moved on and engine testing has diminished so unlikely that the limit will be infringed.

When it comes to noise complaints, there are more complaints but fewer complainants.

At a previous meeting we asked for an investigation into complaints received from people who do not live close to any flight paths. Whilst the data was provided and slides produced, it was difficult to read on the display so I hope that we shall receive the presentation slides to evaluate the situation better.

‘Casper’ is being updated so that the real time information on flight tracks can be followed and to be able to record noise complaints. You may recall that the telephone noise line has not been in operation for quite a long time but there are plans to accept telephone calls and automatically enter into Casper. Watch this space.

Under AOB I asked that the NATMAG monitoring function should be more closely linked with the NMB programme so that we can all see what progress is being made on the different timelines. This was raised by me as a consequence of the meeting held after the previous GATCOM meeting, which I reported on last time.

Future Meetings

12th March – ANMAC TWG meeting at CAA House in London

22nd March – GATCOM Steering Group

28th March – FLOPSC meeting at Gatwick

5th April – Gatwick Airport Community Trust (GACT)

19th April - Gatwick Airport Community Trust (GACT)

26th April - GATCOM