

**Wivelsfield Parish Council**  
**Minutes of the Parish Council Meeting**  
**Held Monday 14 November 2016**  
8pm, Renshaw Room, Wivelsfield Village Hall

| Agenda Item     | Description  | Agreed  | Responsible                    |
|-----------------|--|---|--------------------------------|
| <b>Present:</b> | Councillors Ian Dawson (ID, Chairman), Judy Stoner (JS), Michelle van Bochove (MvB) and John Fair (JF). Also in attendance: Liz Gander (Clerk), Stella Phillips, County Councillor Sheppard and two members of the public.   |   |                                |
| Open Forum      | <p>The Chairman welcomed everyone to the meeting and introduced the open forum.</p> <p>Tom Carter, the Wivelsfield Blacksmith commissioned to create a new Wivelsfield Parish sign, attended the meeting to show Councillors some conceptual designs. The signs will read the same, front and back. One design had been drawn to match the sign currently hanging at the mini-roundabout, however Tom advised that having 'Wivelsfield' written diagonally will not work. As Tom has taken a teaching job at Plumpton College, it will probably take him a couple of months to make the sign, and the cost will probably increase by around £100 on the original estimate owing to the rise in the price of steel.</p> <p>A resident asked if it would be possible to bring forward discussion of agenda items 9d and 9f, which was agreed.</p> <p>Another resident asked if it would be possible to have a copy of the Parish Council's letter to the Inspector of the Bovis planning appeal, along with a copy of the Bovis QC's summing up.</p> <p>County Councillor Sheppard congratulated the Parish Council on a successful referendum result for the Neighbourhood Plan and acknowledged that it was the culmination of three years of hard work.</p> | <p>Councillors to select a design</p> <p>Agenda items to be brought forward</p> <p>Copy documents to be supplied by Clerk</p> | <p>All</p> <p>ID</p> <p>LG</p> |
| 1               | <p><b>Co-Option of New Councillor</b></p> <p>The Chairman invited Stella Phillips to introduce herself to members. Following this, the Council resolved to co-opt Stella to the Council and she signed a declaration of acceptance of office.</p>  | Stella Phillips co-opted to the Council   | LG                             |
| 2               | <p><b>Apologies for Absence</b></p> <p>Resident, George Theakstone, had sent his apologies for the meeting.</p>  |   |                                |
| 3               | <p><b>Declarations of Members' Interests</b></p> <p>a To receive declarations of interest from Councillors on items on the agenda</p> <p>b To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests.</p> <p>No declarations were made or dispensations sought.</p>   |   |                                |
| 4               | <p><b>To approve the minutes of</b></p> <p>a <u>The Parish Council Meeting held 3 October 2016</u> - the minutes were agreed to be an accurate reflection of the meeting &amp; were signed by the Chairman.</p>  | Approved and signed by the Chairman   |                                |
| 9d & f          | At this point of the meeting, the Council discussed agenda items 9d and f as requested by a resident. For ease of reference however, the minutes of these points have been included with the other items under agenda item 9.  |   |                                |
| 5               | <p><b>Correspondence</b></p> <p>To discuss the correspondence which was detailed on the agenda, along with other documents received in the intervening period.</p> <p>a <u>CPRE Sussex - appeal for funds to help them fight for 'the right development</u></p>  | Item to be deferred to next   | LG                             |

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|   | within the right place' in Sussex - decision to be deferred to the next agenda once the advice of SSALC has been sought.  | meeting   |                   |
| b | <u>LDC response to a resident's recent representation about the Neighbourhood Plan</u> - LDC had advised that representations on the Plan can no longer be accepted.  |   |                   |
| c | <u>Letter from a neighbour of 'Valebridge' objecting to planning application LW/16/0694 as discussed at the October meeting</u> - for information only.   |   | LG                |
| d | <u>Request from BT to come along to the next Parish Council meeting to explore ways in which they can help bring Fibre broadband to the school and local community</u> - the Parish Council was surprised that the school wouldn't have the option of fibre broadband when the eastern end of Wivelsfield Green is fibre enabled. However, given the recent history of ongoing problems with broadband and phone connections, the Council would be happy for a representative of BT to come along to a meeting.               | BT to be invited to attend a meeting                            |                   |
| e | <u>Response from EE regarding mobile signal assessment for the village of Wivelsfield Green</u> - an assessment for Wivelsfield Green's suitability for signal-boosting small-cell technology, will be undertaken in the New Year.  |   |                   |
| f | <u>Note from the Lewes District Association of Local Councils saying that it will be focussing on the theme of transport for the forthcoming year.</u> (For info only).   |   | LG                |
| g | <u>Meeting with LDC to discuss Rural Exception Sites</u> - Clerk to see if this could be tacked onto the December SLR meeting.  | Clerk to arrange meeting  | LG/<br>JS/<br>MvB |
| h | <u>Request to meet with the 'Village Agent' for Wivelsfield</u> - a lady named Gill Blackwood has been employed by Action in Rural Sussex to be a 'Village Agent' for areas including Wivelsfield. She is keen to meet with representatives of the Parish Council to discuss what activities etc are available for residents in the Parish and to see if there are any gaps which she could support groups or individuals to fill. Clerk to arrange a daytime meeting. Councillors van Bochove and Stoner may attend if free. | Meeting to take place with AiRS 'Village Agent' for Wivelsfield | JS/<br>MvB<br>/SP |
| i | <u>Invitation to attend the East Sussex Association of Local Councils Spring Conference, Tues 14 March 2017, 9.30am-3.30pm, Hellingly</u> - Councillors Stoner, van Bochove and Phillips may be able to attend, but will need to check their availability nearer the time.  | Councillors to check availability                               | LG                |
| j | <u>BT consultation on the removal of phone boxes, to include the one outside the BT exchange on South Road</u> - after some discussion, the Council resolved to make a comment of 'no objection' to this consultation, given the low volume of calls made from the phone in the last year (13) and the fact that people generally have mobile phones, or, in the case of a real emergency, could knock on someone's door.   | No objection  |                   |
| k | <u>East Sussex Highways</u> - notification that work to adjust the speed limit and improve signage on the B2112 by the Royal Oak should be undertaken later this month. In fact the 40mph limit signs have now been introduced. Councillors felt that a sign advising of the 'new speed limit' is necessary, along with more chevron boards. It was also noted that, the repositioned 'Wivelsfield' sign is now quite possibly on land which falls within Ditchling.  | Feedback to be given to East Sussex Highways at SLR meeting     | ID/<br>JS/<br>LG  |
|   | <b>Items received after publication of the agenda:</b>  |   |                   |
| l | <u>Consultation about the Sussex Police Precept</u> - Katy Bourne, Police and Crime Commissioner, is proposing to increase the police element of residents' Council Tax bills by around £5 per household. This is intended to fund over one hundred new police officers and specialist staff. Prior to making a decision about whether to support this move, the Council wished to know how much the current police element of the Council Tax is, and what it is proposed to go up to.                                       | Clerk to obtain further information & add to the next agenda    | LG                |
| m | <u>Wivelsfield Parochial Church Council - request for Churchyard Maintenance Grant</u> - the Church had written to request the annual grant which helps towards its upkeep of the churchyard. The Church acknowledged that the grant awarded last year was increased relative to preceding years, and asked if this new level could   | Grant of £2500 to be made available in                          | LG                |

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|   | <p>please be maintained. The Council resolved to pass the grant to the Church in December, at last year's rate of £2500. It confirmed that this level had been budgeted for this year, and will be again for next.</p> <p>n <u>NALC (National Association of Local Councils) request for Parish Councils to get involved in 'Tree Dressing Day' at the end of National Tree Week (26 Nov - 4 Dec).</u> The Council had no wish to participate in this.</p> <p>o <u>East Sussex Highways - response to the Parish Council's query about the rules which Highway's contractors should adhere to when strimming local verges.</u> Following a complaint from a resident about contractors continuing to trim when they walked past and the Clerk having witnessed a contractor carrying a strimmer on his shoulder, still switched on and with the cutting end pointing ahead of him, the Council had queried with Highways how contractors <i>should</i> behave. East Sussex Highways confirmed that crews are told to stop cutting if the public approach them (ie to remove their finger from the trigger, but not switch the strimmer off) and stated that the Area Manager will be reminding the contractor of safe working practises.</p>   | <p>December &amp; this funding level to be maintained for 2017/18</p> <p>No participation</p>  |  |
| 6 | <p><b>Financial Matters</b></p> <p>a <u>To authorise cheques for payment</u> - the Council resolved to make payment of fourteen items of expenditure, totalling £4928.63.</p> <p>b <u>To consider purchasing a grit spreader for use in icy/snowy weather</u> - subject to East Sussex Highways' agreement, the Parish Council agreed to the purchase of a push-along grit spreader and 48 x 25kg bags of salt, to be used - as required - along pavements in Wivelsfield.</p> <p>c <u>To consider purchasing one or more defibrillators for the Parish</u> - the Clerk had recommended purchasing a series of defibrillators for the parish from reserves, to ensure that all key areas of population are covered. The Council agreed, in principle, that it was a good idea, but wished to have confirmation of the following before taking a final decision:</p> <p>a. What would installation and service costs be?</p> <p>b. Would the Council need extra insurance cover (not only for the physical items, but an increase in public liability)?</p> <p>c. Would the organisations where the Council would propose to locate the defibrillators be happy to accommodate them on the outside of their buildings and would they be willing to pay the costs of the electricity required to keep them charged?</p> <p>Item to be added to next agenda for a decision to be made.</p> <p>d <u>2017/18 Budget - to review the draft budget</u> - the Council reviewed the initial budget and had few comments. The Clerk asked that Councillors give consideration to any projects or items of expenditure that they would wish to see included on the budget, prior to it needing to be finalised.</p> <p>e <u>To consider requests for increased grants for 2017/18</u> (as compared with 2016/17) from:</p> <ul style="list-style-type: none"> <li>o <u>Wivelsfield Youth Group</u> - the Council resolved to include £1500 in the budget for supporting the Village Hall based youth group.</li> <li>o <u>Village Day</u> - the Village Day Committee had indicated that it would like to request a larger grant towards the 2017/18 event, but will submit a grant application in the coming weeks. The Clerk noted that some councils put on such events themselves (and bear the full cost), whilst others spend thousands of pounds on Christmas lights, so it would be justifiable to increase the funding given. Councillor Fair felt that it would be a good idea to increase funding anyway, since the event is so popular. The Council to discuss at a future meeting once Village Day's grant application has been received.</li> </ul> | <p>To make the payments detailed</p> <p>To purchase a grit spreader and salt</p> <p>Clerk to undertake some additional research and add to next agenda</p> <p>Councillors to give feedback on and suggestions for the budget</p> <p>£1500 budget agreed</p> <p>Council to await funding application from Village Day Committee</p> | <p>LG</p> <p>LG</p> <p>LG</p> <p>All</p> <p>LG</p> |

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| 7 | <p><b>Planning Matters</b><br/> <b>New Planning Applications for Review</b></p> <p>a <u>LW/16/0804 - Springfields, Ditchling Road</u> - Erection of first floor extension.</p> <p>b <u>LW/16/0862 - Shoulders, North Common Road</u> - Erection of rear single storey extension with glazed facade and flat roof.</p> <p>c <u>DM/16/3998 - Rogers Farm, Fox Hill, Haywards Heath</u> - outline application for the Redevelopment for up to thirty-seven residential units including proposed access. The Parish Council resolved to object to this application on the grounds that it is not in the Haywards Heath Neighbourhood Plan, is outside the development boundary, encroaches on the strategic gap between Haywards Heath and Burgess Hill and undermines the stated aims of the Mid Sussex District Plan of preventing the coalescence of settlements.</p> <p><b>Notices of Planning Permission Received (for information only)</b></p> <p>d <u>LW/16/0672 - 1 Pepper Hall Cottages, Green Road</u> - two storey rear extension, single storey side extension, single storey link to existing outhouse.</p> <p>e <u>LW/16/0057 - Land south of Greenhill Way</u> - Erection of 113 no. dwellings together with access, associated parking, amenity space and landscaping.</p>  | <p>WPC<br/> Recommendation<br/> Support<br/> Support<br/> Object on grounds detailed</p>  | <p>LG<br/> LG<br/> LG</p>                                  |
| 8 | <p><b>Clerk's Report</b></p> <p>a <u>Outdoor Gym</u> - Clerk to approach some different grant funding organisations.</p> <p>b <u>Public toilets at the Green</u> - the Clerk had undertaken some research amongst local parents to see if there was a preference between single-sex or gender neutral toilets. The overwhelming response was that toilets are very much needed, but attitude towards the type was split, but with a majority saying they would like to see the gender neutral option. The Council suggested undertaking more research on local opinion and suggested putting out a message on the Wivelsfield Life Facebook page.</p> <p>c <u>Repairs to original climbing unit at children's play area</u> - the new log ramp has finally been installed, with the wetpour surface patching due to be completed later this week.</p> <p>d <u>Village sign</u> - the Council discussed the designs as presented by the village blacksmith during the Open Forum. Councillors liked a design with a tree, carnations and donkey, and preferred the rectangular and shaped corner rectangular sign to the ovals. Tom to be asked to draw the donkey facing outwards, rather than towards the tree, to work on the scroll work of carnations, and bring two fully worked-up designs to the next meeting.</p> <p>e <u>Church Lane car park surface &amp; overgrowth</u> - as each contractor that provided a quote for repairing the car park's surface gave a different area as requiring attention, Councillor van Bochove and the Clerk to go and measure the area which appears to need work. Councillor van Bochove has drawn up a specification to send to each contractor, to ask them to quote on a like-for-like basis. This includes the replacement of the stone setts at the front corner. The Clerk to arrange a working party to clear the overgrowth around the car park's perimeter.</p> | <p>Question to go out on the Wivelsfield Life Facebook page</p> <p>Blacksmith to be asked to prepare two full designs for the next meeting</p> <p>MvB &amp; Clerk to measure area of car park needing repair &amp; seek quotes against standard specification. Clerk to arrange working party</p> | <p>LG<br/> LG<br/> LG<br/> LG<br/> MvB<br/> LG<br/> LG</p> |
| 9 | <p><b>Working Group Reports</b><br/> <b>Communications Group</b></p> <p>a <u>Website</u> - some updating has now been done, with more being required.</p> <p><b>Finance and Policies Group</b></p> <p>b <u>To discuss and agree an Employer Discretions Policy for membership of the Local Government Pension Scheme</u> - since, as lay people, the model policy did not mean much to Councillors, they agreed to seek the input of Councillor Phillips' husband (who works for a pension company) to summarise the meaning and purpose of it.</p>  | <p>Updates to be made to website</p> <p>Councillor Phillips' husband to review</p>  | <p>LG<br/> SP</p>  |

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|  | <p><b>Asset &amp; Planning Group/Neighbourhood Plan (NP)</b></p> <p>c <u>Result of the Wivelsfield Neighbourhood Plan Referendum</u> - Two Councillors, along with two members of the Neighbourhood Plan Steering Group attended the Referendum count on Friday 28 October. The 34% turnout for the Referendum vote was better than that for the four other elections going on within the district. 96% of those who voted did so in favour of the Plan, with 555 electors voting 'yes', compared with 23 voting 'no'.</p> <p>d <u>Update on Bovis Planning Inquiry for land east of Ditchling Road</u> - no further information available.</p> <p>e <u>Update on Cala Homes development off North Common Road</u> - Councillor van Bochove has received a flurry of calls and emails since the last meeting, about issues relating to the Cala site. These have included: a breach in the perimeter fence, uncapped poles sticking out into the footpath, mud on the road, lorries accessing the site from the wrong direction, site workers parking in surrounding residential roads and using the cut-through from Downsview Drive (in contravention of Cala's traffic management plan) and work starting before 8am. The promised additional signage advising lorries of the correct route and reminding drivers to drive considerately through the village have still not materialised.</p> <p>Particularly concerning however is that several conifers on the north western part of the site, bordering the Mormon Church's land and marked for retention, were cut down this afternoon. Councillors Stoner and van Bochove visited the site and were initially told that the trees were unsafe and therefore had to come down. It then transpired that the work had been agreed by the Church and the site manager admitted that the trees had to come down as they were 'devaluing the properties'. Our site plan clearly shows the trees as to be protected within the 'construction exclusion zone'. It is of significant concern that Cala is prepared to contravene approved planning consent in this way and the Council resolved to seek a temporary stop notice for the development from Lewes District Council. Councillors Stoner and van Bochove to follow up tomorrow. County Councillor Sheppard will also speak to the Enforcement Officer.</p> <p>f <u>Development at Hole Farm</u> - Planning and Enforcement Officers had visited the site last Friday and claimed that the barn was not being used for residential purposes as it is storing a tractor, and has not been subject to significant alterations. Councillors felt that they may have been looking at the wrong barn, as the one in question has been extended to approximately four times its original size, is said to look nothing like an agricultural building and has a flue which suggests the presence of a stove or equivalent. There have also been some 'really nasty' bonfires along there. Council to see if LDC officers will do a site visit accompanied by members of the Parish Council, to ensure that they are looking at the right place.</p> <p>g <u>Update on Springfield Industrial Estate</u> - no further information as land owner needs to explore options re sale of site. The Council drew attention to the mess that has been left in the garden of the now-vacant property that is to be demolished as a part of the development process. The Clerk to contact Bluemark Projects to ask that this be removed.</p> <p>h <u>Findings of the recent Asset Inspection</u> - yet to be done.</p> <p><b>Highways &amp; Street Lighting Group</b></p> <p>i <u>To confirm the date for the next SLR Meeting with ESCC Highways</u> - the Clerk has not yet heard back from East Sussex Highways with confirmation of a date.</p> <p>j <u>To discuss whether to promote Lewes District Council's initiative of 'Play Streets'</u> - the Council felt that, for various reasons, this scheme would not be appropriate for Wivelsfield. Councillors believed that it is more suited to urban environments</p> | <p>Councillors Stoner &amp; van Bochove to pursue destruction of conifers with LDC and request a stop notice until the issue is resolved</p> <p>Clerk to write to Cala/LDC as necessary</p> <p>County Councillor Sheppard to contact the Enforcement Officer</p> <p>LDC officers to be encouraged to do a site visit accompanied by Parish Councillors</p> <p>Clerk to request that the garden of the vacant property is tidied up</p> <p>The Council does not support the Play Streets</p> | <p>JS<br/>MvB<br/>LG</p> |
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|    |  | where the opportunities for outdoor play are more limited than in our Parish. There was also concern that additional road closures might impact on community goodwill for current road-closure-requiring events, and that to encourage children to play out in the street could result in damage to vehicles etc.   | initiative  |  |
| 10 |  | <p><b>Reports from Recent Training/Information Events</b></p> <p>a <u>Planning training - 11 October</u> - the key things arising from this meeting were the extension of permitted development rights, the ability to convert offices and farm buildings to residential accommodation more easily and the fact that the Government is moving away from promoting affordable housing in favour of 'starter homes'.</p> <p>b <u>East Sussex Highways Roadshow - 12 October</u> - the roadshow was largely to explain the budget cuts that Highways are facing and the way they are looking to make these, partly by encouraging parishes to take over some services, or match fund. Community Match is where a parish can bid for money towards a specific project, as long as they match whatever is bid for (but the total pot for matched funding is only £100k for the whole of East Sussex). Community Extras allows parishes to buy in extra services eg additional grass cuts, whilst Community Local Delivery is where a Parish uses its own money to fill in the gaps in service provision. East Sussex Highways will offer some training, administrative support and traffic management free of charge.<br/>As an aside to this subject, Councillor van Bochove offered to have a look at the 2007 Emergency Plan, to see what it would take to bring it up to date.</p> <p>c <u>Town and Parish Conference - 12 October</u> - the Chairman referred to the range of presentations given at this event and said that those from Wivelsfield present at the meeting had 'bent the ear' of LDC officers regarding CIL, Bovis trying to constantly discredit LDC's five year land supply and the ridiculousness of LDC being criticised for under-delivery of housing, when developers like Bovis are sitting on vast land banks.</p> <p>d <u>Leadership training - 8 November</u> - the Clerk's leadership course is proving to be very valuable, not least as a result of the network being built with other Clerks and the information sharing and support that this allows.</p> | MvB to review the former Wivelsfield Emergency Plan |  |
| 11 |  | <p><b>Items for Noting or Inclusion on Next Agenda</b></p> <p>a Recognition and thanks for those involved in the Neighbourhood Plan.</p> <p>b Ongoing issues with Cala homes and inaccuracies on their website regarding the North Common Road development.</p> <p>c New councillor training.</p>   |   |  |
| 12 |  | <p><b>Date of Next Meeting</b></p> <p>a Monday 12 December - Parish Council Meeting</p>   |   |  |

The meeting closed at approximately 10.15pm.

## Accounts for Payment for the Parish Council Meeting of 14 November

Accounts approved for payment at the meeting:

| Payee                           | Expenditure   | Value<br>£ | Total<br>£     | Chq No |
|---------------------------------|---|------------|----------------|--------|
| Lewes District Council          | November play area inspection   |            | 18.00          | 100519 |
| Wivelsfield Youth Group         | Grant 2016-17   |            | 800.00         | 100520 |
| E Gander                        | November salary - including overtime for training courses attended during October |            | 1223.33        | 100521 |
| E Gander                        | Reimbursement for stationery including ink cartridges                             | 98.85      |                | 100522 |
|                                 | Purchase of A3 Laminating Pouches   | 17.33      |                |        |
|                                 | Travel to East Sussex Highways Roadshow in Uckfield - 12 Oct                      | 8.01       |                |        |
|                                 | Reimbursement for prizes bought for road safety poster competition                | 35.00      |                |        |
|                                 | Travel to Clerks' Networking Day - 1 Nov & Leadership Training 8 Nov              | 19.44      | 178.63         |        |
| East Sussex Pension Fund        | Pension contribution Nov 2016   |            | 407.26         | 100523 |
| Merlin Workwear                 | Printing of 5 banners to Advertise the Neighbourhood Plan Referendum              |            | 180.00         | 100524 |
| EAC Software                    | Email hosting November 2016   |            | 36.00          | 100525 |
| Nova Direct Mail                | Printing of A5 pre-referendum leaflets  | 369.87     |                | 100526 |
|                                 | Mailing costs for the above   | 361.62     | 731.49         |        |
| Eastbourne Borough Council      | Printing of 20 hard copies of the Final Neighbourhood Plan                        |            | 199.20         | 100527 |
| Michelle van Bochove            | Travel to the Planning Training Session 11 Oct 16 in Pulborough                   |            | 28.35          | 100528 |
| Petty Cash                      |   |            | 33.38          | 102511 |
| SSALC                           | Planning Training Session x3 (JS, MvB & LG)                                       | 198.00     |                | 100530 |
|                                 | Clerks' Networking Day - 1 November   | 78.00      |                |        |
|                                 | Leadership Programme  | 350.00     | 626.00         |        |
| Society of Local Council Clerks | Annual Membership Subscription  |            | 167.00         | 100531 |
| E Gander                        | Reimbursement for work laptop   |            | 299.99         | 100532 |
| <b>Total</b>                    |   |            | <b>4928.63</b> |        |