

Minutes of the Parish Council Meeting held Monday 16th April 2018 8pm, Wivelsfield Church Hall

| Agenda Item | Description | Responsibility |
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| Present | Councillors Ian Dawson (Chair), Judy Stoner (Vice-Chair) and Stella Phillips. Liz Gander (Clerk) and six members of the public. | |
| Open Forum | <p>The Chairman welcomed everyone to the meeting and advised those present that the aim would be to complete all business within an hour.</p> <p>The Chairman suggested that the Council consider item 4k at this point, as the potential applicant was present to answer any questions. The Chairman outlined that the proposal is to build a maximum of three additional homes on land at Green Park farm, but with the corner plot by South Road/Green Road, being donated to the village and landscaped with a pond, seating and car parking for public use.</p> <p>The gentleman putting forward the plans, as a long-standing resident of Wivelsfield, expressed his wish to work with the Council and to give something back for the benefit of the community. He suggested that others might look to knock the existing house down and redevelop the whole site, but that he does not want this, hence his smaller scale proposals.</p> <p>Another resident highlighted that the bank within the grounds of Green Park Farm formed the edge of the original green and is one of the few historic features remaining. She asked if it would be possible for this to be preserved. The potential applicant had not been aware of this, but expressed a willingness to try to incorporate the bank into the design so that it may be retained. He further said that the pond would be fenced with a double gate for the safety of children and that the car parking spaces would not be tarmacked with white lines, but would be dotted around in pairs, on a surface more fitting with the local environment.</p> | |
| 1 | <p>Apologies for Absence</p> <p>Apologies had been received from Councillor van Bochove who was unable to attend for personal reasons and Councillor Pascoe who was away on business.</p> | Apologies received and accepted. |
| 2 | <p style="text-align: center;">Declarations of Members' Interests</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> | None noted. |
| 3 | <p style="text-align: center;">To Approve the Minutes of:</p> <p>a The Parish Council meeting held 5 March 2018</p> <p>b The extra-ordinary meeting held 19 March 2018</p> | Both sets of minutes were approved & signed. |
| 4 | <p style="text-align: center;">Planning Matters</p> <p style="text-align: center;">New Planning Applications Reviewed at the Meeting</p> <p>a <u>LW/18/0200 - The Royal Oak, Ditchling Road</u> - Extension and conversion of existing garage building to create a 2-bedroom bungalow with associated</p> | To object on the grounds |

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| | | <p>access and landscaping. The Council resolved to object to this application. The application seeks to add a third property on land at this side of the road, when a former application for three dwellings has already been refused. The Council feels that the arguments it put forward previously still stand and that the application should therefore be refused.</p> <p>b <u>LW/18/0126 – Wivelsden Farm, North Common Road</u> – single storey rear extension.</p> <p>c <u>LW/18/0184 – Rocky Bank, Valebridge Road</u> – proposed single storey rear extension, hip to gable roof extension and front and rear dormers and erection of detached garage.</p> <p>d <u>LW/18/0128 – Kelowna, 94 Valebridge Road</u> - Proposed conversion and extension of existing detached garage, store and first floor storage to form games room, garden store, internal store and first floor study area.</p> <p>e <u>LW/18/0110 – 33 Downsview Drive</u> – new porch.</p> <p>To Acknowledge Notices of Planning Permission Received (for information only)</p> <p>f <u>LW/18/0014 – Long Acre, Church Lane</u> - Rear extension and loft conversion including rear dormer and associated works.</p> <p>g <u>LW/18/0145 – Springfields, Ditchling Road</u> - Modification of Planning Obligation for S/106/0075 - the Council consents to the modification of a Section 106 Planning Obligation to discharge the obligation described in the First Schedule in the terms specified and contained in application LW/75/0174 dated 27 June 1975.</p> <p>Other Planning Matters</p> <p>h <u>Update on Neighbourhood Plans</u> – information received from Neil Homer, regarding changes to the NPPF in relation to Neighbourhood Plans (for information only).</p> <p>i <u>Springfield Industrial Estate</u> – no update had been received.</p> <p>j <u>Cala Homes</u> – to ask Cala to clean North Common Road where sand and gravel from the site has travelled onto the road.</p> <p>k <u>Draft proposals for land at Green Park Farm</u> - Further to discussion in the Open Forum, the Council agreed that it is broadly supportive of the proposed draft site plan in respect of the proposed community area, subject to the bank and existing mature trees and hedges being retained. The Council felt that there would be benefits from having parking spaces and a communal area for sitting/relaxation in the centre of the village. The Chairman thanked the would-be applicant for coming to talk through his plans and asked that he maintains communication as plans progress. The Council was not in a position to comment upon the suggestion of including up to three dwellings on the site, as no detail had been provided.</p> | <p>stated.</p> <p>To support the application.</p> <p>To support the application.</p> <p>To support the application.</p> <p>To support the application.</p> <p>Ask Cala to clean road.</p> |
| 5 | | <p>Financial Matters</p> <p>a <u>To review and authorise cheques for payment</u> – the Council ratified four items paid since the last meeting totalling £5578.48 and approved payment of a further fourteen items of expenditure, totalling £5747.88 (see Appendix A for details).</p> <p>b <u>To review the final quarter of 2017/18 financial year's accounting statements</u> – unfortunately, owing to a technical issue with Sage, the financial statements were not available. These will be circulated to councillors as soon as possible.</p> <p>c <u>To note the satisfactory resolution of the longstanding issues with BT</u> – BT had agreed to refund the charges erroneously made for a second line since last July, as well as a goodwill gesture equating to three months free line rental and broadband. Unfortunately however, it seems there are still issues</p> | <p>All items of expenditure approved.</p> <p>Clerk to continue pursuing refund due from BT.</p> |

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| | | over the exact sums to be refunded, which the Clerk is pursuing. | |
| 6 | | Report of Clerk and Assistant Clerk | |
| | a | <u>Village sign update</u> – the sign has been galvanised and is now partially painted. It is anticipated that it should be completed by the end of this week. | |
| | b | <u>To discuss and agree an approach to maintenance work at the Children's Playground</u> – it was agreed to form a working group to review the work needed and make recommendation to the Council about how this is approached. Councillors Phillips and Stoner to progress. | Councillors Stoner & Phillips to review. |
| | c | <u>Requirements for moving forward with the CCTV project at the green and to discuss insurance for trenching machine for duration of work</u> – it was agreed to ask the small cross-organisation team working on the CCTV project at the Hall and Green to undertake the necessary reviews to ensure compliance with the CCTV Code of Practice. The Council agreed to look into the costs of insuring the trenching machine for two days. | CCTV group to ensure compliance with CCTV Code of Practice. |
| | d | <u>Update on bollards opposite the shop</u> (if available) – information about replacing bollards opposite the shop has not yet been received. Highways had however said that there is no longer be a budget for putting in more bollards opposite Barnard and Brough. | |
| | e | <u>To discuss whether the Council would wish to submit a query to the Community Match team, regarding installation of a footpath up Hundred Acre Lane</u> – the Council agreed that this would be a good idea, subject to costs. Councillors to measure up the distance that they feel it would be necessary for a footpath to cover. | Clerk to approach Community Match once Cllrs have measured. |
| | f | <u>Community litter picking on faster stretches of road</u> – nothing had been heard from Lewes District Council with respect to a request for their help with this. | |
| | g | <u>Proposal to form a working group to identify overgrown trees around the Parish</u> – to be deferred to the next meeting. | To be deferred to next meeting |
| 7 | | Village Hall Update | |
| | a | <u>Outcome of CIL bid</u> – unfortunately, the CIL bid had not been successful, however some useful learning points had come from it. Key to the lack of success were: not having planning permission in place, not being able to demonstrate where other funding would be coming from and LDC believing that the Hall would not be a facility used by those living in the Greenhill Way area (ie in the development for which we lost out on a significant amount of CIL owing to the timing of planning consent relative to the Neighbourhood Plan being 'made'). The Management Committee now have chance to address these factors, prior to making another submission at a later date. | |
| | b | <u>Hall upgrade plans</u> – the Council is broadly supportive of the latest plans, but still has reservations about proposals to extend the kitchen. The Management Committee had asked whether the Council, as owner of the building and applicant for the original Hall plans, would be willing to submit/pay for the planning application for upgrade works. Subject to ratification at the next meeting, this was agreed. | Council to submit planning application for hall upgrade work, subject to ratification at next meeting. |
| | c | <u>Library service</u> – there has been a suggestion that, following the demise of the mobile library service, the Village Hall could take on a small scale library service – perhaps running a fortnightly coffee and book session. East Sussex County Council is proposing to make available stock of around 200 books for those community facilities wishing to provide a community library. The Hall is looking into how this would work and would welcome feedback from those who might use it or be prepared to volunteer to run it. The Council welcomed this as a really good idea. | |
| | d | <u>Trees bordering car park</u> – Following the complaint received (please see item | |

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| | | 8a), the Clerk had asked the Management Committee to undertake a review of trees at the perimeter of the car park. The Management Committee was however concerned that ownership of these trees has still not been proven (they had been thought to belong to Highways, but Highways have not accepted responsibility), so if they were to do any work to the trees, it would be tantamount to accepting that responsibility going forwards. The Chairman has however been made aware of a tree specialist who will do a survey for free so that the safety aspect of the trees can be determined, prior to any decisions being taken about work being undertaken. | |
| 8 | | Correspondence | |
| | a | <u>Complaint about trees on Eastern Road & comments regarding the installation of the outdoor gym</u> – a resident had informed the Council that a child had been struck by a branch falling from a tree on Eastern Road. The Council has been liaising with the Management Committee to ensure that a safety survey is carried out. This resident had also expressed reservations about the outdoor gym soon to be installed. However, whilst the Council respected this point of view, the only comments which it has otherwise received in relation to the gym, have been positive. | The Council is liaising with the Management Committee regarding trees. |
| | b | <u>Suggestions for Wivelsfield News and request to ask Cala Homes to remove the stiles on the paths between Downsview Drive and the Cala site</u> – a resident had written to ask that something be done about dog fouling in Wivelsfield Green as this is becoming a growing problem. She had suggested that, as the Parish grows, in order to help retain the community feel, it might be nice to feature a regular local walk, and a piece from the Historical Society. The resident had also asked whether, now the path has been improved between Downsview Drive and the Cala site, we could ask for the stile to be removed, as this currently prevents use by those with pushchairs/bikes etc. East Sussex Highways Rights of Way team had confirmed that the removal of the stile had been a previously agreed condition for Cala to comply with. | Suggestions to be incorporated into Wivelsfield News where possible. |
| | c | <u>Email update regarding meeting between Theobalds residents and Maria Caulfield in respect of the Oakfields site and the Local Plan Part 2</u> – Maria is to arrange a meeting between residents and the Planning Policy Team of LDC. She has also suggested that, when the Wivelsfield Neighbourhood Plan (NP) is revisited, consideration be given to protecting the bridleway of Theobalds Road. | The Parish Council to consider protection for Theobalds Road when the NP is reviewed. |
| | d | <u>CPRE – invitation to attend a workshop</u> on the importance of landscape character & value in analysing the suitability of proposed development site applications. Saturday 12 May, 10am-1pm, Clair Hall. | |
| 9 | | Items for Noting or Inclusion on Next Agenda | |
| 10 | | Date of Next Meeting | |
| | a | Tuesday 1 May, 7.30pm – extra-ordinary meeting. | |
| | b | Monday 14 th May – Annual Meeting of the Parish Council | |

The meeting closed at 9.02pm.

Accounts for Payment for the Parish Council Meeting of
16th April 2018

Items ratified having been paid since the last meeting:

| Payee | Expenditure | Value | Total | Chq No | Voucher Ref |
|----------------------------|---|--------------------------------------|----------------|--------|-------------|
| | | £ | £ | | |
| Wivelsfield PCC | Hire of Church Hall for extra-ordinary meeting on 19 March 2018 | | 10.00 | 100737 | 158 |
| SSALC Limited | Clerks' Networking Day | | 96.00 | 100738 | 159 |
| East Sussex County Council | Street lighting maintenance Street lighting energy | 1776.00 & Vat 2776.39 & vat | 5462.87 | 100739 | 160 |
| Stella Phillips | Travel and parking for Lewes District Association of Local Councils meeting | | 9.61 | 100740 | 161 |
| Total | | | 5578.48 | | |

Accounts approved for payment at the meeting:

| Payee | Expenditure | Value | Total | Chq No | Voucher Ref |
|--------------------------------|--|--------------------------|----------------|------------------|-------------|
| | | £ | £ | | |
| Lewes District Council | April 2018 Monthly Play Area Inspection Dog bin emptying 1 April – 30 June 2018 Litter bin emptying 1 April – 30 June 2018 | 18.00 655.20 54.29 | 727.49 | 100741 | 162 |
| Clerk & Assistant Clerk | Salaries April 2018 | | 1951.12 | 100742 100743 | 163 164 |
| East Sussex Pension Fund | Pension contributions April 2018 | | 501.57 | 100744 | 165 |
| DPS | Printing of items for Annual Parish Meeting | | 19.70 | 100745 | 166 |
| Wivelsfield Village Hall | Hire of Renshaw Room for June & September Community Clean-Ups | | 26.00 | 100746 | 167 |
| E Gander | Travel to Clerks' Networking Day | | 10.26 | 100747 | 168 |
| Simon Goacher | Payroll services 2017/18 | | 208.98 | 100748 | 169 |
| SALC | SALC/NALC Subscriptions 2018-19 | | 664.73 | 100749 | 170 |
| The Cock Inn | Refreshments for Clerks networking session on 12 March 2018 Quarterly donation for use of office 1 April-30 June | 40.00 300.00 | 340.00 | 100750 | 171 |
| Wivelsfield Village Hall | Outdoor Maintenance Grant | | 600.00 | 100751 | 172 |
| Wivelsfield Green Cricket Club | First half of cricket pitch maintenance grant | | 350.00 | 100752 | 173 |
| Action in Rural Sussex | Annual membership | | 50.00 | 100753 | 174 |
| Transparency | Office 365 licences – April 18 | | 45.36 | 100754 | 175 |
| BT | Quarterly phone and broadband | | 252.67 | DD | 176 |
| Total | | | 5747.88 | | |