

Wivelsfield Parish Council
Minutes of the Parish Council Meeting
Held Monday 3 October 2016
8pm, Renshaw Room, Wivelsfield Village Hall

Agenda Item	Description	Agreed	Responsible
Present:	Councillors Ian Dawson (ID, Chairman), Judy Stoner (JS), Michelle van Bochove (MvB) and John Fair (JF). Also in attendance: Liz Gander (Clerk), and eleven members of the public.		
Open Forum	<p>The Chairman welcomed everyone to the meeting and introduced the open forum.</p> <p>A gentleman from Ditchling Road said that he would like to make representation to the Council not to extend the development planning boundary to include their property (as is shown in the Neighbourhood Plan), since it is felt that it will open the way to more development on gardens and such like in the vicinity. The gentleman also felt that it is wrong that properties on the stretch of Ditchling Road south of the mini roundabout are shown on the Wivelsfield Green map. The street naming and numbering officer from Lewes District Council (LDC) has confirmed that their property is in Wivelsfield, not Wivelsfield Green, and he wishes it to remain as such.</p> <p>The Chairman stressed that responsibility for the Neighbourhood Plan now lies with LDC. It is not the Council's intention to open up the area to more development, simply to include the preferred Springfield site within the planning boundary. The Chairman suggested that the gentleman take this up with LDC should he wish to pursue it further.</p> <p>A number of residents had attended the meeting to make representation regarding item 7a on the agenda - the proposal to erect three new homes (one five- bed and two six-bed) on the site of an existing bungalow at Valebridge, Valebridge Road. A gentleman from the nearest neighbouring property said that, whilst they were not opposed to change or, in principle, the number and size of the proposed dwellings, they do have concerns regarding their height and screening.</p> <p>Since the homes are all three storeys with attic rooms, the gentleman would be concerned about loss of privacy and overlooking and asked that the windows either be of a height not to be looked out of, or else be made of frosted glass and fixed shut. He also felt that the existing trees and shrubs on the site, particularly those on the boundary, should be maintained in order to offer them some degree of privacy. The felling of approximately forty trees on the other end of the site to the proposed development has also generated concern about further plans for development.</p> <p>A lady who co-owns one of the houses near Valebridge challenged the traffic survey undertaken by/on behalf of the developer, which concluded that access is adequate. Trying to pull out of drives along this derestricted stretch of road is already extremely difficult - particularly since, with the advent of the Haywards Heath bypass, traffic volumes seem to have increased - and there have been a number of accidents at this spot. The design of the proposed buildings is completely out of character with those in the area which are predominantly bungalows and dormer bungalows, and this land was not put forward for</p>		

	development as a part of the Neighbourhood Plan process. The Chairman indicated that, because of the level of interest in this item on the agenda, the Council would bring it forward for discussion earlier in the meeting.	Item 7a to be brought forward for discussion	
1	Co-Option of New Councillor The lady who had previously expressed an interest in joining the Council did not attend. Item to be deferred to the next meeting.	Item to be deferred to next PC meeting	
2	Apologies for Absence None noted.		
3	Declarations of Members' Interests a To receive declarations of interest from Councillors on items on the agenda o Councillor Stoner declared an interest in item 6g on the agenda. b To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests.		
4	To approve the minutes of a <u>The Parish Council Meeting held 4 July 2016</u> - agreed. b <u>The Parish Council Meeting held 1 August 2016</u> - agreed. c <u>The Extra-Ordinary Meeting held 31 August 2016</u> - agreed. All minutes were agreed to be an accurate reflection of the meetings & were signed by the Chairman	Minutes approved and signed by the Chairman	
7	Planning Matters The Council agreed to bring the planning section forward on the agenda for the benefit of those who attended the meeting in relation to item 7a. New Planning Applications for Review a <u>LW/16/0694 - Valebridge, Valebridge Road</u> - demolition of existing dwelling and erection of one x 5 bedroom and two x 6 bedroom dwellings, all with two bay covered car ports and two bay car parking and private gardens, upgrading of the existing private driveway and improved entrance to the public highway. o Following representations made by members of the public and the Council's own review of the application, members resolved to object to the proposals on the grounds of: • Concern about safety on the highway with a derestricted road, double bend and quite high traffic volumes. • An objection to the style of the properties which is not in keeping with neighbouring dwellings. In particular members objected to the height of the buildings which is entirely inappropriate in the context of surrounding bungalows. • The proposal fails to meet the criteria within the Wivelsfield Neighbourhood Plan. Notices of Planning Permission Received (for information only) b <u>LW/16/0539 - Coldharbour Park</u> - Erection of an oak-framed garage with a home office/studio over. c <u>LW/16/0563 - Golf Course Farm, South Road</u> - two storey front extension and single storey side extension. d <u>LW/16/0597 - More House Farm, Ditchling Road</u> - Section 73A Retrospective Application for formation of recreational lake. e <u>LW/16/0554 - 7 Downscroft</u> - erection of single storey extension to front of detached house, erection of two storey extension to rear and adjoining single storey conservatory. f <u>LW/16/0559 - The Old School, Church Lane</u> - erection of a single storey rear extension and formation of an enlarged opening from kitchen. g <u>LW/16/0652- 29 Downsvie Drive</u> - Section 73A Retrospective Application for	To object on the grounds detailed	LG

	<p>erection of ground floor extension and front porch.</p> <p>h <u>LW/16/0617 - Green Park Farm, Green Road</u> - conversion of barn to form a three-bedroom holiday let.</p> <p>i <u>LW/16/0434 -10 Blackmores</u> - erection of a single storey rear extension and a two storey side extension.</p> <p>j <u>LW/16/0636 - Woodside, Theobalds Road</u> - Part Section 73A retrospective application for the retention of two dormers and four rooflights and the change of use of part of the existing detached garage to form a two-bedroom holiday-let.</p> <p>Certificate of Lawful Development (for information only)</p> <p>k <u>LW/16/0639 - Ridge House, Ditchling Road</u> - use of building as single dwelling.</p>		
5	<p>Correspondence</p> <p>To discuss the correspondence listed on the agenda and any other items received in the intervening period</p> <p>a <u>Gatwick Airport's 2015 'Decade of Change' Performance Summary</u>, tracking progress against its ten sustainability targets set over the ten-year period 2010-2020 (for information only).</p> <p>b <u>Work to the car park outside Baldings Cottages</u> - the LDC Housing Officer for Wivelsfield had confirmed that 'there are works due to be carried out here, under the Environmental Budget, for improvement to the car park and safer exit' but the timescale for this was not known.</p> <p>c <u>Late representation from Bovis regarding the Wivelsfield Neighbourhood Plan Turley</u> (on behalf of Bovis) had sent in a late representation objecting to elements of the Neighbourhood Plan and asking for it to be passed to the examiner. This was done via LDC who are now responsible for the plan but the examiner was not prepared to consider it (the public consultation for the Plan had ended in March 2016 and Turley/Bovis were invited to attend the NP hearing in May at which they could have had their say, but chose not to). Following Turley's insistence at the Bovis Hearing last month that the Clerk had not passed their representation on appropriately, the Council had written to the Planning Inspectorate to set the record straight. Please see item 5p.</p> <p>d <u>Letter from Lewes District Council requesting a meeting to discuss Rural Exception Sites</u> - the Council was willing to meet, but feels that Wivelsfield has done its bit for affordable housing provision. Officers to be invited to talk to the Council for half an hour before its next meeting. If this is not suitable, JS and MvB are willing to meet during the day.</p> <p>e <u>Wivelsfield Community Club - thanks for grant</u>. The Club had been delighted to receive the grant which will help fund both the Christmas Tea and the monthly meetings, refreshments and entertainment.</p> <p>f <u>Request from the Estates Director of St George's Retreat to cut back the hedge that borders the children's play area/recreation ground and unblock the adjacent culvert</u>. The culvert is said to be blocked and causing water to track round Dumbrells Cottages. The Clerk had obtained quotes from Barcombe Landscapes for undertaking the work. Please see agenda item 6f.</p> <p>g <u>Query from Taylor Wimpey's lighting contractor as to whether the Parish Council wishes to adopt the lights in the Ridge Way development, or if it wishes for them to be the responsibility of the Highway Authority</u>. The Council is happy for the lights to become the responsibility of the Highway Authority.</p> <p>h <u>Electoral Review of East Sussex, Final Recommendations</u> -Wivelsfield will become a ward in its own right, with just one district councillor, from 2019.</p> <p>i <u>Letter from Maria Caulfield MP regarding assessments for areas with poor</u></p>	<p>LG</p> <p>Clerk to follow up</p> <p>Clerk to liaise with officers from LDC</p> <p>Please see agenda item 6f</p> <p>Ridge Way lighting to become responsibility of ESCC</p> <p>Clerk to contact</p>	

	<p><u>mobile phone coverage</u> and invitation to contact mobile phone company EE to discuss the possibility of improving mobile signal in the Parish. The Parish Council indicated that it would be willing for EE to undertake an assessment, but would like other providers to do the same.</p> <p>Invitations to events:</p> <p>j <u>The ESALC AGM and conference</u> - Tues 4 Oct, Hellingly - no Council members are able to attend.</p> <p>k <u>An East Sussex Fire Authority Stakeholder Forum</u>, Wed 5 October, 2.30pm, Service Headquarters in Eastbourne - no-one is available to attend.</p> <p>l <u>The Lewes District CPRE Annual General Meeting</u>, to be held at Beechwood Hall, Cooksbridge on Sat 8 Oct, at 2.30pm. Councillors Stoner and van Bochove expressed an interest in attending if they can. Clerk to check if it is necessary to book in advance.</p> <p>m <u>An East Sussex Highways Roadshow</u>, 12 Oct (am) in Uckfield. - MvB and the Clerk will attend.</p> <p>n <u>A Sierra Leone information evening</u>, Fri 14 Oct, 7.30pm, Wivelsfield Village Hall, MvB, JS and the Clerk to attend.</p> <p>o <u>The East Sussex Annual Employers Pension Forum</u>, 18 Nov, 10am, County Hall, Lewes. No-one available to attend.</p> <p>Correspondence Received Since Publication of the Agenda</p> <p>p <u>Email from Planning Inspectorate regarding the Council's letter about the Bovis Inquiry</u>. The inspector had received our letter but indicated that, since the hearing had closed, he could not take it into account. He would however forward it to the Secretary of State, along with his recommendations.</p> <p>q <u>Notification of Compass Travel taking over the SussexBus routes from 1 October</u> - This includes the 40 that comes along Ditchling Road, however, timetables will not be affected.</p> <p>r <u>Annual Play Area Inspection</u> - LDC had written to offer an annual play area inspection. The Clerk had accepted a standard inspection on the Council's behalf.</p> <p>s <u>Nook</u> - a self-build construction company had written to make the Council aware of its business, which is currently working to deliver a range of community projects.</p> <p>t <u>Orchard Close Emergency Access Gate</u> - following reports of the gate having been left open, blocking Theobalds Road, the Clerk had contacted the management company to find out if it could be locked. The management company suggested installing a 'digi lock' which, providing the code is given to all three emergency services, was considered acceptable by the police. The Parish Council was happy with this as a solution.</p> <p>u <u>Review of Polling Districts</u> - a review of polling districts is being undertaken. The only polling station for Wivelsfield is the Village Hall. Councillors wish to request that a polling station be made available in the west of the Parish to serve those who do not live in the settlements of Wivelsfield/Wivelsfield Green.</p>	<p>EE to request an assessment</p> <p>Clerk to liaise with CPRE</p> <p>Councillor van Bochove & Clerk to attend</p> <p>LDC to arrange annual play area inspection</p> <p>Clerk to liaise with Trinity Estates re installation of digi-lock</p> <p>Clerk to request additional polling station for west of Parish</p>	
6	<p>Financial Matters</p> <p>a <u>To review and authorise cheques for payment</u> - the Council approved payment of 16 items, totalling £4610.18.</p> <p>b <u>To approve the payment of recurring monthly sums for the play area inspection and email hosting</u> - As invoices do not always arrive at a time to allow for their presentation at meetings, the Council resolved to pay the recurring costs of £18 for monthly play area inspections and £36 for email hosting, on an ongoing basis for the remainder of the Council year (without councillors necessarily having to sign off the invoices).</p> <p>c <u>To review the accounting statements for the second quarter of the 2016/17 financial year</u> - the Clerk summarised the Council's financial position. The</p>	<p>To make monthly payments for play area inspections and email hosting</p> <p>Clerk to check donation figure</p>	<p>LG</p> <p>LG</p> <p>LG</p>

	<p>Chairman queried the appearance of £100 donation figure in the accounts, which the Clerk will check.</p> <p>d <u>To agree to move some of the Council's reserves out of the community accounts and into the interest-bearing deposit accounts.</u> This item had been placed on the agenda before receipt of a letter from Barclays advising that interest rates on the Tracker account (which currently brings in a little interest per month) will be reduced to zero from December. Since short term bonds are no longer an investment option either, the Clerk will make enquiries via the Sussex Association of Local Councils (SALC) to see if there are other options open to Parish Councils.</p> <p>e <u>To approve the letter of engagement sent by Mulberry and Co for conducting the 2016/17 internal audit - The Council accepted the letter of engagement.</u></p> <p>f <u>To ratify the quote received from Barcombe Landscapes for unblocking the culvert as per item 4h above.</u> The Council accepted the two-part quote received on the basis that the contractor tries the cheaper solution initially (clearing and rodding the culvert) and only moves on to the more costly option (replacing the culvert) if it proves necessary.</p> <p>g <u>To ratify giving a thank you gift to the Village Day Committee from the Chairman's Fund - the Council (excluding JS who was unable to vote having declared an interest in this item) agreed to a gift of £100 to be spent on a meal/drink for Committee members at The Cock Inn.</u></p> <p>h <u>To ratify the suggestion, made at the meeting of 4 July, to run a road safety poster competition with school years 3-6, offering small prizes for the winner in each year group.</u> The Headteacher had agreed to combine the Council's suggestion with a Road Safety Week poster competition, to be undertaken during the October break, that she had signed up for earlier in the year. The Head was keen for all school years to be able to participate and suggested that she and a Councillor explain the competition to the children. The Council resolved to make a £5 Amazon voucher available to the winning entrant from each of the seven year groups, to be provided from the Chairman's fund. MvB to go into school.</p> <p>i <u>To ratify any expenditure required for raising awareness of the Neighbourhood Plan Referendum - the Council ratified payment of several items totalling approximately £860, which include the printing and mailing of a leaflet to all households, hall hire for an open day on 15 October and printing of/memory sticks for copies of the Neighbourhood Plan (Referendum version). The Council also agreed to purchase a number of banners (quantity, size and number to be determined by the Steering Group). The expenditure will sit comfortably within the combined provisions of the revenue budget and Neighbourhood Plan earmarked reserve.</u></p> <p>j <u>To ratify payment of the invoice received from R Walker, Planning Consultant, in respect of his advice for the Bovis Appeal - the Council approved payment of an invoice for £886 for R Walker's work in helping the Council to prepare for the Bovis appeal.</u></p> <p>k <u>2017/18 budget preparation - to request that councillors submit ideas for projects during the 2017/18 financial year, for consideration during the budget setting process.</u></p>	<p>Clerk to liaise with SALC for advice</p> <p>Accept engagement letter</p> <p>To instruct contractor to undertake work as required</p> <p>Gift of a meal out agreed</p> <p>To purchase seven £5 Amazon vouchers as prizes. Councillor van Bochove to go into school</p> <p>To fund the various items required for publicising the Neighbourhood Plan referendum</p> <p>To accept the invoice received from Richard Walker. Councillors to make suggestions for 2017/18 budget</p>	
8	<p>Clerk's Report</p> <p>a <u>Repairs to baby swings - both baby swings have now been replaced by the supplier, at no cost to the Parish Council.</u></p> <p>b <u>Outdoor Gym funding application - to discuss whether to engage a bid writer to seek funding on the Council's behalf.</u> Unfortunately, the Council's application to the Tesco Bags of Help fund had been unsuccessful. A number of playground /outdoor gym suppliers have been in touch to offer the services of a bid-writer,</p>		

	<p>who would only require payment (by means of a cut of the funding) if successful in securing a grant. This would however necessitate the Council spending the grant with whichever firm the bid-writer was working with.</p> <ul style="list-style-type: none"> o The Chairman felt that there would be some merit in using a bid-writer who has the experience of applying for funds. o The Clerk suggested that Councillors visit installations of gym equipment belonging to those companies offering bid writers (and perhaps others) to see which equipment members would favour, prior to talking to a bid-writer (if appropriate). o The Chairman had sent the Clerk details of an Aviva funding pot to consider applying to. 			ALL
c	<p><u>Public toilets at the Green</u> - the architect working on the improvement plans for the Village Hall and Pavilion has expressed significant reservations about the Council's suggestion of having two gender-neutral toilets, rather than the separate toilet areas that he had originally sketched. The Clerk was unsure as to the reason behind the architect's concerns and will follow up on this. Meanwhile JS and the Clerk to seek feedback on what local parents feel would be best.</p>		Councillors to visit local outdoor gyms to compare quality & range of equipment	LG
d	<p><u>Repairs to original climbing unit at children's play area</u> - despite an order for a new log ramp having been placed with the contractor in May and chased several times since, this work is still outstanding. The Clerk to continue to pursue.</p>		Research to be done on potential users preferences for toilets	JS/ LG
e	<p><u>Litter at play area</u> - the litter issues at the play area seem to have improved.</p>		Clerk to chase	LG
f	<p><u>Village Sign</u> - the Blacksmith hopes to have designs ready for the November meeting.</p>			
g	<p><u>Church Lane car park surface & overgrowth</u> - MvB to put together a specification to send to the three contractors previously approached, taking the elements of each which the Council favoured. It was suggested that the Council could get together a working party (akin to the Community Clean Up Days) to tackle the overgrowth in the car park.</p>		Councillor van Bochove to draw up specification to send to contractors	MvB
h	<p><u>Annual Leave request and planned sickness absence</u> - the Council accepted the Clerk's need for a leave of absence for an operation and agreed to her taking annual leave over half-term.</p>			LG
i	<p><u>Anti-social behaviour</u> - residents to be encouraged to keep an eye out for incidents of anti-social behaviour and log these with the PCSO team. Only if they build up a picture of problems in a particular area can they throw resources at it, so if issues persist, it would be beneficial to bring them to the attention of the Police.</p>		All in community to be encouraged to report anti-social behaviour to the Police	LG
j	<p><u>Confirmation of training events/conferences already booked</u> - the Clerk, and Councillors Stoner and van Bochove to attend a planning training session on Tuesday 11th October. The Clerk and Councillor van Bochove will attend the West Sussex Highways Roadshow Clerk next Wednesday morning (12th), and the Clerk, Chair and Vice-Chair will attend the Town and Parish Conference that same evening.</p>			ID/ JS/ MvB /LG
9	<p>Working Group Reports</p> <p><u>Communications Group</u></p> <p>a <u>Website</u> - whilst some information regarding the Neighbourhood Plan Referendum was uploaded to the new site, it is still waiting to be fully populated.</p> <p>b <u>Village Day</u> - this year's Village Day was another successful event. Some members of the Committee are stepping down after several years' commitment, leaving only two. Others have offered to help take it forward.</p> <p><u>Finance and Policies Group</u></p> <p>c <u>To discuss an Employer's Discretion Policy for membership of the Local Government Pension Scheme</u> - deferred to the next meeting.</p>			ID/L G JS LG

	<p>Asset & Planning Group/Neighbourhood Plan (NP)</p> <p>d <u>Review of Bovis Planning Inquiry for land east of Ditchling Road</u> - turnout for the appeal was good, with all seats in the public gallery being filled (primarily by residents). Turley's barrister attacked policy CT1 of the Local Plan and alleged that the Parish Council had not forwarded its late submission - objecting to the Neighbourhood Plan - to the Planning Inspectorate. The inspector will now draw up some recommendations to forward to the Secretary of State who will make the final decision about Bovis' application.</p> <p>e <u>Update on preparation for the Neighbourhood Plan Referendum</u> - anyone who will be away for the Referendum is encouraged to register for a postal or proxy vote. The Parish Council will be leafletting all households and have a pre-Referendum Open Day arranged for 15 October.</p> <p>f <u>Update on Cala Homes development off North Common Road</u> - there is still a lot of dust around, but contractors do now seem to be abiding by the start time of 8am. A hut has been installed by the site entrance for a gate person and Cala has been advertising locally to recruit for this role. No further signage - eg at the top of Downsvie Drive - as the Parish Council had requested, is permitted by East Sussex Highways. A number of incidents of poor driving (mobile phone use at the wheel, speeding and demonstrating a lack of caution - approaching for example the shop from the Cala site) have also been noted and will be raised with the relevant manager.</p> <p>g <u>Development at Hole Farm</u> - according to LDC's Planning Department, the owner of Hole Farm had been given two weeks to decide whether to submit a retrospective planning application for all the work that has been done to the former barn. The Council understands that one application was withdrawn as it wasn't valid, but the enforcement officer does not have any further information at present.</p> <p>h <u>Asset inspection</u> - will be done before next meeting. Clerk to resend relevant document to Councillor Fair.</p> <p>Highways & Street Lighting Group</p> <p>i <u>Dangerous bend at former Royal Oak pub, Ditchling Road</u> - another serious accident has occurred at this location since the last meeting. This has been flagged up with East Sussex Highways to demonstrate the urgency of the works to slow traffic, but nothing has been heard. Clerk to escalate it with East Sussex Highways if necessary.</p> <p>j <u>To confirm a date for the next SLR Meeting with ESCC Highways</u> - Councillors expressed a preference for Thursday 8th December at 9am for this meeting, if with Wednesday 7th as a back-up.</p> <p>k <u>To discuss whether the Parish Council wishes to adopt the proposed lighting columns for the Ridge Way development, or would prefer for these to come under the remit of East Sussex Highways.</u> Discussed under item 5g.</p> <p>Community Development</p> <p>l <u>Twining update</u> - a group that runs a music festival in Sourcieux-les-Mines in June is keen to try to incorporate an official signing of the twinning agreement, and to build some English things into the festival. In turn, people from Sourcieux-les-Mines may try to come over for the beer festival and Village Day next year, whilst Wivelsfield residents are welcome to attend the Sourcieux-les-Mines Festival of Light this December.</p>	<p>Councillor van Bochove to continue to highlight issues related to site to Cala staff</p> <p>Clerk to resend asset inspection</p> <p>Clerk to escalate issue with East Sussex Highways if nothing is heard</p> <p>Clerk to arrange SLR meeting</p>	<p>Clerk /JF</p> <p>Clerk</p> <p>Clerk</p>
12	<p>Items for Noting or Inclusion on Next Agenda</p> <p>a Neighbourhood Plan Referendum Result</p> <p>b Inspector's Recommendations from Bovis Appeal (if known)</p> <p>c A festival of light will be taking place in Sourcieux-les-Mines during December and residents of Wivelsfield would be welcome to attend.</p>		

13	a	Date of Next Meeting Monday 14 November - Parish Council Meeting	
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The meeting closed at 9.50pm.

Accounts for Payment for the Parish Council Meeting of 3 October

Accounts approved for payment at the meeting:

Payee	Expenditure	Value £	Total £	Chq No
Lewes District Council	October play area inspection		18.00	100505
Lewes District Council	Dog bin emptying 1 Oct-31 Dec 16 Litter bin emptying 1 Oct - 31 Dec 16	622.44 51.48	673.92	100506
E Gander	October salary		1124.19	100507
E Gander	Reimbursement for safety tape and sign Reimbursement for memory sticks for NP	11.96 33.60	45.56	100508
East Sussex Pension Fund	Pension contribution Oct 2016		365.13	100509
Travis Perkins	Wood for gate repairs		12.10	100510
EAC Software	Email hosting October 2016		36.00	100511
The Cock Inn	Donation for use of office 1 Oct-31 Dec 16		300.00	100512
Wivelsfield Village Hall	Hall hire 2016		436.50	100513
PKF Littlejohn LLP	2015/16 External Audit fee		360.00	100514
BT	Quarterly phone & broadband plus call-out fee		278.78	DD
Wivelsfield PCC	Hire of Church Hall for meeting on 19 July 16		10.00	100515
R Walker	Planning advice		886.00	100516
Wivelsfield Village Hall	Hire of Renshaw Room for 15 Oct NP open event		64.00	100517
The Cock Inn	Thank you to the Village Day Committee		100.00	100518
Total			4610.18	