

Clerk: Ms Liz Gander
Tel: 01444 471898



Parish Council Office
The Cock Inn
North Common Road
Wivelsfield Green
RH17 7RH

To Members of the Parish Council

In accordance with the The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 You are summoned to attend a virtual Parish Council meeting to be held on **Monday 4 May 2020** at **7.30pm**.

Liz Gander (Clerk)
29 April 2020

OPEN FORUM

Members of the public are invited to put questions to or draw relevant matters to the attention of the Council, prior to the commencement of business. This is for a period of up to fifteen minutes and may be restricted to three minutes per person if necessary.

AGENDA

Agenda Item	Description	Responsibility
1	Apologies for Absence	
2	Declarations of Members' Interests	All councillors
	a To receive declarations of interest from Councillors on items on the agenda	
	b To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests	
3	To Approve the Minutes of:	All councillors
	a The Parish Council Meeting held 2 March 2020	
4	Planning Matters	All councillors
	To consider the Planning Application below and any others received between the publication of this agenda and the meeting.	
	a <u>LW/20/0133 - Land To The East Of Tillershaw, North Common Road</u> - Outline planning application in relation to access, landscaping, layout and appearance only for the demolition of 4no. poultry sheds and erection 4no. detached dwellings. for St Peter & St James Hospice.	
	b <u>LW/20/0139 - Clearview Nursery Lane</u> - Detached 2 bay oak framed carport.	
	c <u>LW/20/0165 - Moors Cottage, Slugwash Lane</u> - Conversion of existing dwelling and annex to 2no. 2 bedroom dwellings, incorporating a single storey rear extension and retaining existing access and off-road parking.*	
	d <u>LW/20/0177 - Somerset House, Green Road</u> - Change of use from B1 to C3 - Erection of 14no. 2 storey dwellings with associated parking and landscaping.	
	e <u>LW/20/0210 - Land to the North of Theobalds Road</u> - Erection of 3 detached dwellings, with garages and associated landscaping.	
	f Notices of Planning Permission Received (for information only) <u>LW/20/0134 - Lakedene, Theobalds Road</u> - Conversion of existing garage into guest accommodation and erection of pool house to rear of host dwelling.	
	Certificate of Lawful Use or Development Received (for info only)	
	g <u>LW/20/0041 - Copper Beeches, North Common Road</u> -	

		Conversion of existing garage to garden room (by removal of existing garage door and replacement with window and pass door) and glazed enclosure of the existing rear undercroft.	
5	a b c d e f g h i j	<p>Financial Matters</p> <p>To ratify the use of online payments (previously authorised in principle) from the April payments run onwards, as necessitated by the coronavirus pandemic and rules to prevent social contact.</p> <p>To agree procedures for online banking.</p> <p>To ratify items paid in April.</p> <p>To review and authorise items for payment.</p> <p>To agree to apply for a Co-op Business Charge Card.</p> <p>To review quotes for repairing the village sign on Ditchling Road.</p> <p>To review the quotes received for tree work at the Recreation Ground, to decide which contractor to appoint and to agree a three-year contract term.</p> <p>Notification of receipt of CIL.</p> <p>Request for a grant of £500 from Wivelsfield Bonfire Society.</p> <p>Request for a £400 grant towards the setting up of a food bank as part of the Wivelsfield Coronavirus Buddies scheme.</p>	Clerk
6	a	<p>Policies</p> <p>To review and adopt updated Pensions Discretion Policies.</p>	Clerk
7	a b c	<p>Report of Clerk</p> <p>Update on the land at Charlwood Gardens, auctioned on 24 March.</p> <p>To resolve to sign the Memorandum of Agreement with East Sussex Highways regarding the urban verge grass cutting arrangements for this year.</p> <p>To note the outcome of the Annual Play Area Inspection reports.</p>	Clerk
8	a b c d e f g h i j k	<p>Village Hall Improvement Project</p> <p>To note the Clerk's report on the status of the Hall project.</p> <p>To note the minutes of the joint (virtual) meeting held with members of the Management Committee held on 28th April.</p> <p>To discuss the proposal from the Hall's architect that the Parish Council and Village Hall Management Committee are named as joint employers for the contract, with a legal agreement to be drawn up detailing how the contract will be split once tenders are received.</p> <p>To confirm a 70:30 price/quality split for how tenders are assessed.</p> <p>To review and agree the quality assessment criteria and scoring matrix to be used for assessing tenders.</p> <p>To acknowledge that RLF is being employed as contract administrator and that the contract will be managed by them and the wider professional team.</p> <p>To agree that, with the professional contract administrator in place to manage receipt of the tenders, Standing Orders 18d iv & v shall be suspended.</p> <p>To agree that the Clerk will issue the instruction to go to tender (with the agreement of Peter Burton from the Management Committee).</p> <p>To agree that the Parish Council's Chair and Peter Burton from the Management Committee will represent the employer during the contract period.</p> <p>To agree that the representatives named in 8i above will also attend the scoring assessment with RLF.</p> <p>To resolve whether to lodge an expression of interest with Lewes District Council for CIL funding, to contribute to the cost of installing a Parish Council office as part of the Renshaw Room works.</p>	Clerk

9		Reports from Councillors	
	a	Feedback from the Lewes District Association of Local Councils meeting held 9 March 2020.	HM
	b	Report from Westmeston Parish Council about trees and paths in West Wood. To discuss whether the Council would wish to discuss the use of permissive footpaths through West Wood with the owner.	HM
	c	Request for permission to make a repair to bridges on the drovers road.	EP
10		Correspondence	Clerk
	a	Information from Action in Rural Sussex and request for a donation.	
	b	Concern regarding the impact of planning application LW/17/0593/DM/17/2739 on Asylum Wood – two letters.	
	c	Information from Planning Officer regarding the Hurst Farm development and allocation of allotments.	
	d	Notification of adoption of the Lewes District Local Plan Part 2: Site Allocations and Development Management Policies.	
	e	Concern about the destruction of trees in Kiln Wood, South Road.	
	f	Response from East Sussex Highways to query posed about why sections of South Road are being resurfaced during April, when the general state of other roads (including Green Road/Ditchling Road by the mini roundabout) are in a much worse state.	
11		Items for Noting or Inclusion on Next Agenda	
12		Date of Next Meeting	
	a	Monday 1 st June 2020 – Parish Council Meeting	

*Comments to be with the Planning Officer by 5 May 2020