

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

You are summoned to attend a Parish Council meeting to be held in the **Church Hall, Church Lane**, on Monday 5 February 2018 at 8pm.

Liz Gander (Clerk)

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 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	All councillors
3	To Approve the Minutes of: The Parish Council meeting held 8 January 2018 The Extra-Ordinary meeting held 24 January 2018	All councillors
4	Planning Matters To consider the planning applications listed below along with any others received between the publication of this agenda and the meeting. New Planning Applications for Review a <u>LW/18/0037 & LW/18/0038 – Botches, North Common Road</u> – installation and replacement of conservation rooflights (planning consent and listed building consent applications).* b <u>LW/18/0012 - Winters Farm Courtyard, North Common Road</u> - Retention of use of part of building for office use and part for ancillary residential accommodation. ** To Acknowledge Notices of Planning Permission Received (for information only) c <u>LW/17/1011 – 43 Downsview Drive</u> - First floor addition to existing 2 bed bungalow to create 4 bed house, demolition of existing garage. Notice of Refusal of Planning Consent (for information only) d <u>LW/17/0488 – site north of Slugwash Gardens, Slugwash Lane</u> - Outline application for residential development consisting of 17 new dwellings (to include 7 affordable houses), associated garaging, car parking and new estate road. Provision of new vehicle and pedestrian access to Slugwash Lane. Provision of new pedestrian footway on highway land on west side of Slugwash Lane between the application site and Green Road. Dismissal of Planning Appeal e <u>Appeal Ref: APP/D3830/W/17/3187318 – Land at Rogers Farm, Fox Hill</u> – redevelopment for up to 37 units.	All councillors

	f	Other Planning Matters Cala Homes – general update.	
	g	Lewes District Local Plan Part 2 – to ratify the two additional letters sent to LDC in respect of this consultation.	
	h	Springfield Industrial Estate – update if available.	
5		Financial Matters	Clerk
	a	To review and authorise cheques for payment.	
	b	To discuss what proportion of CIL could potentially be earmarked for improvements to the Village Hall (to be considered in conjunction with 7a/7b).	
	c	To discuss whether the Council would be happy to investigate switching to online banking.	
6		Policies & Procedures	
	a	To adopt the proposed document retention policy.	
7		Report of Clerk and Assistant Clerk	Clerk
	a	To discuss a request to consider the installation of public toilets at the green, in advance of any project to include these in a revamp of the pavilion.	
	b	To discuss having a long-term strategy meeting with the Village Hall Management Committee.	
	c	Meeting with the Hospice.	
	d	To approve engaging a Microsoft partner company to implement the rollout of Office 365 across the Council.	
	e	To discuss options for replacing the damaged log wall at the playground.	
	f	To review quotes received for work to improve the Green Road entrance to the Green.	
	g	Summary of discussion with a gentleman from Sussex Clubs for Young People in relation to the Village Hall based Youth Group.	
	h	To agree who will take over supervision of the Youth Group following Alan Janes' retirement.	
	i	To consider potential future uses for the youth room and pavilion.	
	j	To note the receipt of a flip-chart board from HAMSVA and to discuss whether it would be appropriate to make a donation to them.	
	k	Assistant Clerk Annual leave request.	
	l	Annual Parish Meeting – confirmation of speakers.	
	m	Village sign – update.	
	n	Update from the SLR meeting held 11 January.	
	o	To discuss whether the Council would like to seek any feasibility studies from the East Sussex Highways Community Match team, with regard to proposals that have been made in the past including creation of a car park and a pavement link to Haywards Heath.	
8		Reports from or Items Raised by Councillors	
	a	To consider use of CCTV at children's play area.	EP
	b	Proposal to ask East Sussex Highways about introducing a pavement down Hundred Acre Lane.	EP
	c	To adopt the New Councillor Reference Guide put together by Cllr Phillips.	SP
	d	Protection of the drovers' road.	JS
	e	Screening of the new mobile phone mast at Golf Course Farm.	EP
9		Correspondence	Clerk
	a	Dog fouling in Wivelsfield Green.	
10		Items for Noting or Inclusion on Next Agenda	
11		Date of Next Meeting	
	a	Monday 5 March – Parish Council Meeting	
	b	Thursday 22 March – Annual Parish Meeting	

*Comments to be with Lewes District Council (LDC) by 16th February 2018

** comments to be with LDC by 23 Feb 2018