

Minutes of the Parish Council Meeting Held Monday 5 February 2018,
8pm, Church Hall, Church Lane

Agenda Item	Description	Resolved
Present:	Councillors Stoner (Vice-Chair, JS), van Bochove (MvB), Phillips (SP) and Pascoe (EP). District Councillor Sugarman, Liz Gander (Clerk) and five members of the public.	
Open Forum:	One resident asked about item 4h on the agenda – an update on Springfield Industrial Estate. Unfortunately, no information was available, as the Council had been unable to contact the agent.	
1	Apologies for Absence Councillor Dawson (Chairman) had tendered his apologies owing to family circumstances.	Apologies noted and accepted.
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	None noted.
3	To Approve the Minutes of: a The Parish Council meeting held 8 January 2018 b The Extra-Ordinary meeting held 24 January 2018	Minutes approved & signed.
4	Planning Matters New Planning Applications Reviewed at the Meeting 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. o The Council was pleased to see that this was a robust dismissal which expressed a desire to protect the countryside.	To support the application. To support the application.

	f	Other Planning Matters <u>Cala Homes – general update</u> – no update available as the Site Manager had been tricky to pin down.	
	g	<u>Lewes District Local Plan Part 2</u> – to ratify the two additional letters sent to Lewes District Council (LDC) in respect of this consultation. The supplementary letters sent to LDC in respect of the Local Plan Part 2 following the Council's Extra-Ordinary meeting on 24 th Jan, (the drafts of which had been approved informally by Councillors) were approved.	Letters sent to LDC were ratified.
	h	<u>Springfield Industrial Estate</u> – no update was available.	
5	a	Financial Matters <u>To review and authorise cheques for payment</u> – the Council approved eleven items for payment, totalling £3529.67 (see Appendix A for details).	Payments approved.
	b	<u>To discuss what proportion of Community Infrastructure Levy (CIL) could potentially be earmarked for improvements to the Village Hall</u> o Following lengthy debate, the Council resolved that, subject to the following conditions, it would be willing to commit £50k of CIL to upgrading the Village Hall (with the possibility of this being increased, if the works are felt to properly meet the needs of all current and future hirers). The Management Committee must: <ul style="list-style-type: none"> • Be able to demonstrate that the plans to be taken forwards are based upon full consultation with current hirers and parishioners; • That the plans seek to future-proof the Hall to make it an attractive and useful facility for current and future users. • Allow the Parish Council some involvement in the project, (perhaps with PC representatives forming part of a Hall Improvement Team). • Hold regular (quarterly) joint meetings with the Parish Council. • Be able to demonstrate that it has sought funding from grant funding bodies and undertaken local fundraising. 	A contribution of £50k from CIL was agreed for the Hall upgrade works. An additional contribution may be agreed, subject to various conditions being met.
	c	<u>To discuss whether the Council would be happy to investigate switching to online banking</u> – although it acknowledged some potential barriers to this proposal (including the difficulty of getting new arrangements set up with the bank and the small window of time in which a nominated Councillor would have to authorise transactions), the Council nonetheless agreed that setting up internet banking would be a good idea. The Clerks to research what would be required and bring proposals (to include the updates that would be required to existing policies) to a future Council meeting.	The Clerks to investigate and put in place the necessary measures for implementing online banking.
6	a	Policies & Procedures <u>To adopt the proposed document retention policy</u> – subject to an acknowledgement that the policy will have to be a living document that can (and should) be updated as necessary in line with GDPR, the Council resolved to adopt it. It was also agreed that clauses regarding use and retention of emails will need either to be incorporated into this (and other policies as appropriate) or to be subject to a standalone email policy.	Document retention policy adopted. Email policy (or clauses) to be prepared.
7	a	Report of Clerk and Assistant Clerk <u>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</u> - it was agreed to look into the options and costs of having a publicly available toilet adjacent to the pavilion. One suggested option would be a fully automatic toilet of the type seen in France (which purely require stocking with toilet rolls), as it is felt that these may be more cost effective than something that requires regular cleaning and maintenance. It was reported that the Hall at Cooksbridge has some, so the Clerks will ask the Hamsey Clerk about their experience.	Clerks to research options for publicly accessible toilet, to include fully automatic options.
	b	<u>To discuss having a long-term strategy meeting with the Village Hall Management Committee</u> – the Clerk to ask the Management Committee for	Clerks to seek dates.

	suggested dates at the end of April.	
c	<u>Meeting with the Hospice</u> – it was agreed that, owing to the difficulty of securing one date that would suit everyone, it may be better to opt for two dates if possible. Clerk to liaise with Hospice.	Clerk to agree dates with Hospice.
d	<u>To approve engaging a Microsoft partner company to implement the rollout of Office 365 across the Council</u> – having explained the difficulties encountered in looking to set this system up Council-wide, the Clerks recommended engaging a Microsoft partner to assist with the implementation process. The Council resolved to go with option A as presented: a half day's consultancy from Transparity.	To engage a Microsoft partner to implement Office 365 rollout.
e	<u>To discuss options for replacing the damaged log wall at the playground</u> – since a couple of the other log walls are still intact, it was agreed to remove the remainder of the broken log wall and fill in the holes, as this would be more cost effective than replacing it. A budget of up to £150 was agreed for this work.	Remnants of broken log wall to be removed and holes filled.
f	<u>To review quotes received for work to improve the Green Road entrance to the Green</u> – not all quotes had been received, so item to be deferred to the next meeting.	Deferred to March meeting.
g	<u>Summary of discussion with a gentleman from Sussex Clubs for Young People in relation to the Village Hall based Youth Group</u> – Councillor Phillips and the Clerk had had an interesting discussion with the representative from Sussex Clubs for Young People, who also runs the longstanding Burgess Hill Youth. Sussex Clubs for Young People is an organisation that we could join that would give us access to support and information. They also have a network of instructors for different activities whom we could engage to help keep the Youth Group's programme varied. Paul had recommended an hour and a half as the optimum session length and suggested that a junior group should be limited to school years 3-6.	
h	<u>To agree who will take over supervision of the Youth Group following Alan Janes' retirement</u> – Councillor Stoner agreed to keep a weather eye on things, with the Clerks. It was agreed that the next step will be to arrange a meeting with the current youth leaders.	Clerks to arrange meeting with Youth Leader.
i	<u>To consider potential future uses for the youth room and pavilion</u> – there has been a suggestion that, were the Youth Group not to prove viable in the longer term, the youth room could become a Parish Council office. Council representatives had been to view the youth room and pavilion to familiarise themselves with the facilities available. It was agreed that the Council does not wish to do away with the room as a youth facility, but that the room would not be ideal as an office, even if the Group were not to continue.	
j	<u>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</u> – it was agreed to make a donation of £20 to HAMSVA.	£20 donation to HAMSVA agreed.
k	<u>Assistant Clerk Annual leave request</u> – the Council agreed to the Assistant Clerk's request to carry an extra few hours leave forward (over and above those provided for within her contract) to the new leave year, to be used over the Easter holidays.	Annual leave request approved.
l	<u>Annual Parish Meeting – confirmation of speakers</u> – representatives from Sussex Police and St Peter & St James Hospice have confirmed their attendance, alongside Maria Caulfield MP (parliamentary commitments permitting).	Three speakers confirmed for APM.
m	<u>Village sign – update</u> – the Clerk has not, as yet, been able to speak to the blacksmith.	
n	<u>Update from the SLR meeting held 11 January</u> – the issue of the lack of promised bollards opposite the shop and the Council's request for wood-effect ones to replace the current verge markers was again brought up.	Highways to follow up on issue of missing

		Highways officers had accompanied members of the Council to see for themselves what is currently there, as compared with what had been promised. Councillors Stoner and Pascoe will speak to Barnard & Brough re parking opposite the dealership which is wrecking the verge. <u>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</u> – it was agreed that, since the cost of any such project would doubtless be prohibitively expensive, and there are other worthwhile things to spend CIL on (in addition to the fact there would be a cost to carrying out feasibility studies), this will be put on the back burner.	bollards.
8	<p>a Reports from or Items Raised by Councillors <u>To consider use of CCTV at children's play area</u> – Councillor Pascoe to speak to the Cricket Club re the possibility of hard wiring a CCTV system by laying a trench for cabling. In the meantime, the Council to keep track of any anti-social behaviour, to help assess whether the use of CCTV would be proportionate to the cause.</p> <p>b <u>Proposal to ask East Sussex Highways about introducing a pavement down Hundred Acre Lane</u> – it was suggested that, with increasing numbers of people accessing the school via Hundred Acre Lane, it would make sense to introduce a pavement on one side at its northern end. It was however thought that this option had been considered and discarded when the Shepherds Close development was approved. Clerks to look into the history of this idea and pursue if appropriate.</p> <p>c <u>To adopt the New Councillor Reference Guide put together by Cllr Phillips</u> – the Council thanked Councillor Phillips for putting this together and agreed that, subject to a couple of noted additions/alterations, it would be adopted.</p> <p>d <u>Protection of the drovers' road</u> – there is significant local concern that, following work at the Cala site, the drovers' road (which was previously well screened and protected) has become open and exposed and is vulnerable to erosion and damage. The Council suggested that, before the LEAP and LAP go in, it would be good to have a post and rail fence installed (perhaps clad with stock fencing), to limit pedestrian access to specific access points. Following issues with children damming up the stream, it was also suggested that the Council produce a flier to go through doors, explaining the historic significance of the drovers' road and the importance of the water-way etc. The Clerks to contact the Monday Group to see if they would be willing and able to erect a fence and, if so, at what cost (subject to Cala's agreement).</p> <p>e <u>Screening of the new mobile phone mast at Golf Course Farm</u> – it had been understood that the mast would be well-screened by woodland and that only the top of it would show, but it is in fact quite prominent and can be seen glinting in the sunshine. The Clerks to look back at original planning conditions to see if these seem to have been met and to follow up with LDC about finding a better way to disguise it if necessary.</p>	<p>Cllr Pascoe to talk to Cricket Club.</p> <p>Clerk to find out if option of path has been reviewed and discarded previously and, if so, why.</p> <p>New Councillor reference guide adopted.</p> <p>Cllrs Stoner & van Bochove to liaise with Cala re fence and with Historical Society re content for a flier. Clerk to speak to Monday Group re fencing.</p> <p>Clerks to investigate planning conditions and whether further screening is possible.</p>	
9	a	Correspondence <u>Dog fouling in Wivelsfield Green</u> – we have received two reports of issues with dog fouling in the eastern part of the village, along with a request for more dog bins. The Cala Homes Site Manager has been chased regarding the promised dog bin.	
10		Items for Noting or Inclusion on Next Agenda	
11	a	Date of Next Meeting Monday 5 March – Parish Council Meeting	
	b	Thursday 22 March – Annual Parish Meeting	

Accounts Approved for Payment at the Meeting:

Payee	Expenditure	Value	Total	Chq No	Voucher Ref
		£	£		
Lewes District Council	February 2018 Monthly Play Area Inspection	18.00			
	Installation of Theobalds Road Dog Bin	413.98	431.98	100710	131
EAC Software	Email hosting Feb 2018		36.00	100711	132
Clerk & Assistant Clerk	Salaries February 2018		2154.20	100712 100713	133 134
East Sussex Pension Fund	Pension contributions February 2018		579.06	100714	135
L Thwaites	Travel expenses		5.85	100715	136
Cash	Petty cash top-up		41.16	102513	137
DPS	Printing of 120 A5 Welcome Booklets		154.80	100716	138
E Gander	Travel to Hailsham GDPR Training	20.07			
	Reimbursement for printer part	11.95	32.02	100717	139
Wivelsfield PCC	Hire of Church Room for 24 Jan meeting	10.00			
	Hire of Church Room for visioning session 19 Feb	15.00	25.00	100718	140
Jaks Leisure	Refreshments for SLR meeting on 11 Jan		12.00	100719	141
SSALC	GDPR Training		57.60	100720	142
Total			3529.67		