

**Minutes of the Parish Council Meeting held Monday 5 March 2018,**  
8pm, Wivelsfield Church Hall

| <b>Agenda Item</b> | <b>Description</b>  | <b>Resolved</b>  |
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| <b>Present:</b>    | Councillors Ian Dawson (ID, Chairman), Judy Stoner (JS, Vice-Chair), Michelle van Bochove (MvB) and Stella Phillips (SP). Liz Gander (Clerk), County Councillor Sheppard and five members of the public.  |  |
| <b>Open Forum:</b> | <p>Two residents from Ditchling Road had come to bring the Council's attention to a planning application that they had been notified of, relating to the land to the rear of their properties at Springfields (the preferred site within the Wivelsfield Neighbourhood Plan). The application relates to the removal of an agricultural use condition still in place on the land. The residents asked that - when it is discussed - the Council does not support the discharge of conditions. Since the consultation deadline for this application is 30 March, it was agreed to hold an extra-ordinary meeting later this month in order to discuss it.</p> <p>Another resident advised that the way in which builders' vehicles are being parked on the bend at the Royal Oak, outside of the hoardings, is making it hazardous. Lots of mud is also being brought onto the road. Councillor van Bochove has met with the Health and Safety Officer for the development, and brought this to their attention.</p> | Extra-ordinary meeting to be arranged.   |
| <b>1</b>           | <p><b>Apologies for Absence</b><br/>Councillor Pascoe had sent his apologies as he is working away this week.</p>   | Apologies accepted.  |
| <b>2</b>           | <p><b>Declarations of Members' Interests</b></p> <p>a To receive declarations of interest from Councillors on items on the agenda - Councillor Stoner opted to abstain from discussion and voting on item 4c as she knows the property's owners.</p> <p>b To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests.</p>   | Cllr Stoner to abstain from discussion of 4c.  |
| <b>3</b>           | <p><b>To Approve the Minutes of:</b></p> <p>a The Parish Council meeting held 5 February 2018</p>   | Approved & signed.   |
| <b>4</b>           | <p><b>Planning Matters</b></p> <p><b>New Planning Applications Discussed</b></p> <p>a <u>LW/18/0089 - The Royal Oak, Ditchling Road</u> - Variation of Planning Condition - Amendment to approved plans (condition 1) relating to Planning Approval Reference No LW/15/0827 consolidating the changes approved by LW/17/1009 and additionally making minor elevational changes.</p> <p>b <u>LW/18/0014 - Long Acre, Church Lane</u> - Rear extension and loft conversion including rear dormer and associated works.</p> <p>c <u>LW/18/0118 - Copper Beeches, North Common Road</u> - Construction of new dwelling and access to highway.<br/>Councillors voted to object to this application on the following grounds:<br/>o Narrowness of the plot</p>  | <p>To support the application.</p> <p>To support the application.</p> <p>To object to the application as per the grounds stated.</p> |

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|          |   | <ul style="list-style-type: none"> <li>o Difficult with parking and access to the main road</li> <li>o Problems with waste water and sewerage</li> <li>o The application is not in conformity with policy 5 of the Wivelsfield Neighbourhood Plan (design).</li> </ul> <p><b>To Acknowledge Notices of Planning Permission Received</b> (for information only)</p> <p>d <u>LW/18/0037 &amp; LW/18/0038 – Botches, North Common Road</u> - planning and listed building consents for the installation of conservation rooflights to western (library) roof slope and rear lean-to roof slope, and insertion of roof light to stable.</p> <p>e <u>LW/17/1052 - Ote Hall Farm</u> - Renewal of LW/14/0769 for the retention of a mobile home for occupation by agricultural worker/security and night watchman./17/1001 – <u>Valebridge, Valebridge Road</u> - Demolition of existing dwelling and outbuildings, and construction of replacement dwelling and carport, with altered drive access and hard standing.</p> <p><b>Other Planning Matters</b></p> <p>f <u>Royal Oak – info from initial discussion with contractor</u> - Councillor van Bochove had met with the site's Health and Safety Manager and raised the issues of parking and mud on the road. She had also impressed upon him the dangerous nature of the bend and its accident history. The contractor is expecting to be able to park vehicles within the site in the next couple of weeks when the ground work has been completed, which should alleviate the current situation whereby vehicles are parking on the edge of the road outside the hoardings. They are manually jet-washing the road at lunchtime and at the end of the day.</p> <p>g <u>Springfield Industrial Estate</u> – no update available.</p> |  |
| <b>5</b> | <p>a <u>To review and authorise cheques for payment</u> – fourteen items were approved for payment, totalling £8137.65.</p> <p>b <u>Update on progress with bank mandates</u> – these are still being chased.</p> <p>c <u>To discuss the steps required to implement online banking and to approve switching to this way of making payments</u> – it was agreed that, subject to finding out a little more about how this would work in practice, the Council would like to move to online banking.</p>   | <p>All payments approved.</p> <p>Council happy in principle to move to online banking.</p>   |  |
| <b>6</b> | <p><b>Policies &amp; Procedures</b></p> <p>a <u>To discuss and adopt the proposed Email Policy</u> - Subject to references to the Data Protection Regulations being updated to show GDPR ready for the new regulations coming in in May, the Council agreed to adopt this policy.</p>   | <p>Adopted, subject to references to GDPR being added.</p>   |  |
| <b>7</b> | <p><b>Report of Clerk and Assistant Clerk</b></p> <p>a <u>Confirmation of Office 365 rollout</u> – the rollout of Office 365 has happened and all went well. The process was managed effectively by the consultancy firm engaged to migrate everything and initial teething issues were sorted out very quickly. The new councillor email addresses are now ready to be used and will be circulated this week alongside their passwords.</p> <p>b <u>Fencing of the den at the children's playground</u> – some confusion had arisen as to whether the fencing agreed previously should be to the rear of the den (retaining access to the den as a play space) or in front of it. Upon further discussion, it was felt that it would be virtually impossible to erect a fence at the rear, unless going into the ditch, so putting one at the front was favoured. Whilst it is accepted that this will remove the den as a play space, it is considered more important to ensure children's safety and to prevent them from getting out on to the lane. The Council will however explore the possibility of creating a natural den within the playground, using a living willow structure.</p> | <p>Councillors to receive new email addresses &amp; passwords this week.</p> <p>Fencing to be installed in front of the den to prevent access. Option of a willow den in the play area to be explored.</p>   |  |

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| c | <u>To review quotes received for work to improve the Green Road entrance to the Green</u> – on the basis of the quotes received, it was agreed to appoint Drivepoint to undertake the work.  | Drivepoint to be engaged to do work.   |
| d | <u>Meeting with the Youth Group leader</u> – will be taking place tomorrow evening. Councillors Stoner, van Bochove and the Clerk to attend.   |  |
| e | <u>Annual Parish Meeting – confirmation of speakers</u> – Lewes District Council's recycling team, CPRE and Dementia friends have now confirmed their attendance. County Councillor Sheppard is unable to attend but will send a report.   |  |
| f | <u>Public toilets at the green</u> – the Assistant Clerk had looked into various options for public toilets at the green. The fully automatic toilet suggested previously by the Council, whilst a good option in terms of practicality and minimal upkeep, would be prohibitive on cost. The purchase cost is £43k, with an additional £13k per year in maintenance. There has been a suggestion that, if work were undertaken to remodel the entrance to the Renshaw Room, it might be possible to install a public toilet on the corner there. In the meantime, the Clerk to speak with the architect advising on the Hall upgrade, to see if he would sketch the idea for a temporary structure adjacent to the pavilion.  | Council to continue to explore options in conjunction with Management Committee & architect. |
| g | <u>Village sign</u> – should be finished during the early part of April. The blacksmith is extremely sorry for the delay. He sought permission to take the existing sign down in mid- March, in order to check its weight etc. The Council was happy for him to do so and said that it would be unnecessary to put it back up whilst waiting for the new sign.   | Clerk to check with E Sussex Highways re if permit or licence needed.                        |
| h | <u>To discuss the changes to the Highways grass cutting contract and agree how to proceed</u> – it was felt that the map sent through by Highways showing the extent of our urban grass cuts was inaccurate and did not show the full extent of the areas actually cut. Clerks to verify accuracy of the map and then seek quotes from independent contractors for carrying out the four cuts that are going to be lost (as compared with the previous Highways contract).   | Accuracy of grass cutting map to be checked and comparative quotes sought.                   |
| i | <u>Update on screening of phone mast off South Road</u> – the owners of the mast have declined a request to paint it. It is however expected to weather so that it will be less prominent and will be better screened during the spring and summer periods when the trees fill in. The Council acknowledged the benefits that the mast has brought in terms of a significantly better signal.  |  |
| j | <u>Further vandalism at the green and question of whether to remove the bench in the youth shelter</u> – on the evening of 25 <sup>th</sup> February, the post for the basketball hoop at the green was sheared off at ground level by a group of teenagers hanging from it. The teenagers, when confronted by a member of the public, apparently said that they had walked over from Burgess Hill. The incident has been reported to the police and the Clerks is liaising with the Management Committee with regard to the question of repairing or replacing it. The Council discussed whether it would be appropriate to remove the bench in the youth shelter, as a deterrent to youths congregating there. However, it was felt that this would simply push the issue somewhere else. Instead it was agreed to ask the Management Committee to put up a vandal-proof light to deter anti-social behaviour around the pavilion. | Management Committee to be asked to install a vandal-proof light by the youth shelter.       |
| k | <u>Implication of item j above for proposals to introduce CCTV at the green</u> – in light of this latest incident of vandalism, it was agreed that installing CCTV at the green would be proportionate and justified. The project will therefore be pursued.  | CCTV considered justified and to be pursued.   |
| l | <u>Proposed fencing of drovers' road</u> – Councillor Stoner will seek permission of the drovers' road's owners for fencing it, after a meeting with Lewes District  | JS to speak to owner of  |

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|          |   | <p>Council tomorrow, arranged to see if Cala would have any obligation to fence its play area. Children are continuing to build dams in the stream and this needs to be discouraged. Councillors Stoner and van Bochove to prepare a leaflet to be circulated to local homes advising of the historical importance of the drovers' road. The Council to liaise with Cala to ensure that everything in the planting scheme is honoured, as there are areas of planting currently outstanding.</p> <p>m <u>Registering the BT substation as an Asset of Community Value</u> – having looked further at this it has been identified that, whilst it is felt that the substation could be used as a community asset, the fact that it has not had any social benefit to date means that it would not meet the relevant criteria. The Clerks to write to BT instead, asking that the Council be given first refusal should the substation be put on the market.</p> <p>n <u>Community survey results</u> – responses to the survey had been disappointingly poor with only ten completed questionnaires returned. Four had been completed via Survey Monkey, four hard copies submitted to the office and two scanned and emailed. Everyone completing the survey was supportive of plans to upgrade the Village Hall, but the response rate was too small to be considered fully representative. Mrs A King had been the lucky winner of the £50 Amazon voucher offered as a participation incentive.</p> <p>o <u>Update on bollards opposite the shop</u> – East Sussex Highways is currently seeking quotes on replacing the bollards opposite the shop and will advise when they have more details.</p> <p>p <u>Update on review of parking in the vicinity of the school</u> – a review of parking has been requested, however there is a several months wait for these to be completed.</p> <p>q <u>Confirmation of outdoor gym location</u> – at its meeting last month, the Hall's Management Committee approved the Council's preferred location for the outdoor gym, on the northern edge of the green.</p> | <p>drovers' road. Leaflet to be prepared to be delivered to homes. Meeting with Cala to be arranged. Letter to go to BT requesting first refusal re substation.</p> |
| <b>8</b> | a | <p><b>Reports from Councillors</b></p> <p><u>Parking opposite Barnard &amp; Brough</u> - Councillors Stoner and Pascoe had been to speak to the dealership's Manager regarding the unsightly state of the verge opposite, caused by vehicles parking on it constantly (as well as other difficulties that this type of parking can cause for pedestrians). The Manager admitted that they had made a mess and was willing to put it right. Ideally, they would like to put down a hardcore base, with topsoil and some meshing to make it more usable, but were unsure as to who owns the verge and who they would need to contact. The Councillors had advised that, originally, there had been plans for bollards to extend along the whole length of this verge, preventing parking on it. The Manager however felt that, if bollards were introduced, this would result in vehicles parking on the road instead.</p>   | <p>The Clerk to follow up with East Sussex Highways to see if they had reviewed the verge after the last SLR meeting and have any recommendations.</p>              |
| <b>9</b> | a | <p><b>Correspondence</b></p> <p><u>Request to consider listing of Theobalds Road, the bridleway and the first field by Grade II Antye House as Assets of Community Value</u> – the Council agreed to work with residents to register Antye field (which had originally been put forward as a Green Space within the Wivelsfield Neighbourhood Plan) as an asset of community value (ACV) as it is so well-used and cherished by residents and walkers alike.</p>   | <p>Council to work with residents to register Antye field as an ACV.</p>  |
|          | b | <p><u>Update on residents' communications with Lewes District Council regarding the Local Plan Part 2 and erroneous assessment of the Oakfields site</u> – the Council had been passed copies of correspondence from LDC in respect of the above.</p>  |   |
|          | c | <p><u>Query from residents of Theobalds Road as to how the Parish Council can support their aim to have the Oakfields site removed from the Local Plan</u></p>   |   |

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|   | <p><u>Part 2. Suggestions include:</u></p> <ul style="list-style-type: none"> <li>o Help by applying for Asset of Community Value status;</li> <li>o Help by applying for Theobalds Road to be designated An Area of Character (with Lewes DC's Conservation &amp; Design team);</li> <li>o Could WPC allocate an alternative site for those remaining 4 dwellings needed for LDC to meet their final housing quota?</li> </ul> <p>The Assistant Clerk had looked into Areas of Character and had found that the LDC website has frustratingly little information on this. Equivalent information could be found for Arun District Council, and on the basis of their criteria, the Theobalds areas would not qualify – but no such information is available to assess Theobalds against LDC criteria.</p> <p>The Chairman explained the background to the Neighbourhood Plan site assessment work and the timing and issues associated with the late allocation of 100 homes for the west of the Parish, concluding that it would not be possible for the Parish Council to allocate the remaining homes that would need to be allocated if Oakfields is pulled from the Local Plan, as had been suggested by the Theobalds Residents' Association.</p> |   |
| d | <p><u>Email advising of purchase of bus shelter for Greenhill Grange, as recommended by the Council, and prospective transfer of ownership to the PC.</u> The Clerk is waiting to find out whether Taylor Wimpey is expected to pay a sum to the Parish Council for ongoing upkeep of the shelter once ownership has been transferred.</p>   |   |
| e | <p><u>Complaints about work at 43 Downsview Drive and mud on the road/pavements in Downsview Drive as a result of multiple houses being worked on</u> – there have been complaints about the above which have been followed up with the Local Planning Authority.</p>  |   |
| f | <p><u>Business Hubs in Rural East Sussex – invitation for local business owners to attend an event being held in Ditchling on 26<sup>th</sup> March at Ditchling Village Hall</u> (for information only).</p>  |   |
| g | <p><u>Streetlighting in Downsview Drive and Charters Gate</u> – the Council had received a complaint about the brightness of the lights on the Cala development and the fact that seemingly some of the streetlights on Downsview Drive are staying on throughout the night. As far as the Council is aware, all communal lighting on the Cala site is low level lighting. Likewise, most streetlights have part-night cells and, as lanterns require updating, part-night cells are added.</p>  |   |
| h | <p><u>Issues with Greentopia green waste collections</u> – there seems to have been ongoing issues with green waste collections from this company for several months. There is now a suggestion that they have gone out of business. However, Lewes District Council offers a green waste collection service for a very similar annual charge.</p>   |   |
| i | <p><u>Letter from the Village Hall Management Committee regarding the Council's pledge of CIL money towards improvement works</u> – the Chairman of the Management Committee had written to thank the Council for its pledge of £50k of CIL towards the upgrade work and invited two members of the Council to join the Hall Improvement Team (HIT). The Council agreed that, since the Clerk is already the Council's representative on the Hall Committee, she should attend these meetings. However, they requested that two councillors also attend and nominated Councillors Dawson and van Bochove.</p>  | Councillors Dawson, van Bochove & the Clerk to attend HIT meetings. |
| J | <p><u>East Sussex Library service consultation results and proposals</u> – East Sussex County Council has confirmed that, following consultation, they will be going ahead with the closure of several libraries and doing away with the mobile library service.</p>   |   |
| k | <p><u>East Sussex consultation on its Household Waste Recycling Site Service</u></p>   |   |

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|           |             | (consultation ends 15 May). The Assistant Clerk to be asked to review this for any impact on Wivelsfield residents.  |  |
| <b>10</b> |             | <b>Items for Noting or Inclusion on Next Agenda</b><br>Update on preparation for GDPR and the appointment of a Data Protection Officer.  |  |
| <b>11</b> | a<br>b<br>c | <b>Dates of Next Meetings</b><br>Monday 19 March - Extra-Ordinary Meeting<br>Thursday 22 March – Annual Parish Meeting<br>Monday 16 <sup>th</sup> April – Parish Council Meeting |  |

The meeting closed at 10.04pm.

Appendix A

### Accounts for Payment March 2018

Accounts approved for payment at the meeting:

| Payee                                | Expenditure   | Value   | Total          | Chq No           | Voucher Ref |
|--------------------------------------|---|---------|----------------|------------------|-------------|
|                                      |   | £       | £              |                  |             |
| Lewes District Council               | March 2018 Monthly Play Area Inspection   | 18.00   |                | 100721           | 143         |
|                                      | 2017 Annual Play Area Inspection  | 66.00   | 84.00          |                  |             |
| EAC Software                         | Email hosting March 2018 (final invoice)  |         | 36.00          | 100722           | 144         |
| Clerk & Assistant Clerk              | Salaries March 2018   |         | 1942.48        | 100723<br>100724 | 145<br>146  |
| East Sussex Pension Fund             | Pension contributions March 2018  |         | 501.53         | 100725           | 147         |
| DPS                                  | Printing of Welcome Booklets for Greenhill Way                                  |         | 64.50          | 100726           | 148         |
| East Sussex Highways                 | Installation of Albany lights on Columns C & D, Church Lane (conservation area) | 2331.19 |                | 100727           | 149         |
|                                      | Purchase & fitting of appropriate brackets                                      | 1021.99 | 3353.18        |                  |             |
| HMRC                                 | 4 <sup>th</sup> quarter PAYE & NI   |         | 1268.71        | 100728           | 150         |
| Transparity                          | IT consultancy and set-up for Council-wide Office 365                           |         | 420.00         | 100729           | 151         |
| HAMSVA                               | Donation for Flip Chart Board   |         | 20.00          | 100730           | 152         |
| E Gander                             | Fan heater and radio for office   | 34.25   |                |                  | 153         |
|                                      | Amazon Voucher as Prize for Questionnaire                                       | 50.00   | 84.25          | 100731           |             |
| Wivelsfield Village Hall             | Renshaw Room Hire for Community Clean Up – 29 April 2018                        |         | 13.00          | 100736           | 154         |
| Bruce Cumner                         | Replacement of slat on large children's climbing unit                           |         | 18.00          | 100733           | 155         |
| Wivelsfield Village Hall Youth Group | Grant   |         | 200.00         | 100734           | 156         |
| EAC Software                         | Annual web hosting and support  |         | 132.00         | 100735           | 157         |
| <b>Total</b>                         |   |         | <b>8137.65</b> |                  |             |