

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 the Annual Meeting of the Parish Council to be held in the **Church Hall, Church Lane**, on Monday 8 May 2017 at 8pm.

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	Election of Chairman & signing of declaration of acceptance of office	
2	Election of Vice-Chairman	
3	Apologies for Absence	
4	<p>Declarations of Members' Interests</p> <p>a To remind Councillors of the need to observe the Council's Code of Conduct.</p> <p>b To remind Councillors to update their Register of Members Interests forms within 28 days of any of the information contained within them changing.</p> <p>c To receive declarations of pecuniary interest from Councillors in respect of items on the agenda</p> <p>d To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests</p>	All councillors
5	<p>To approve the Minutes of:</p> <p>a The Parish Council meeting of 6 February 2017</p> <p>b The Parish Council meeting held on Monday 3 April 2017</p>	All councillors
6	<p>To Review and Re-Adopt the following Documents:</p> <p>a Standing Orders</p> <p>b Financial Regulations</p> <p>c Complaints Procedure</p> <p>d Grievance Procedures</p> <p>e Dismissal & Disciplinary Procedures</p> <p>f Policy on Communications with the Press and Media</p> <p>g Freedom of Information Publication Scheme</p> <p>h Recording and Filming of Meetings Policy</p> <p>i Code of Conduct</p>	
7	<p>To Agree and Adopt Terms of Reference for the:</p> <p>a Finance and Personnel Working Group</p> <p>b Community Infrastructure Levy (CIL) Working Group</p> <p>c Twinning Working Group</p> <p>d Emergency Plan Group</p>	

8		<p>To Agree the Appointment of Representatives to the Following Outside Bodies:</p> <p>a Lewes District Association of Local Councils: two members. b Wivelsfield Village Hall & Recreation Ground Committee: one member. c East Sussex Association of Local Councils Executive Board: two members</p>	
9		<p>To Confirm the Dates of Meetings for the Forthcoming Council Year</p>	
10		<p>To Confirm Insurance Arrangements for the Forthcoming Year</p>	
11		<p>To Confirm Working Group Composition</p>	
12		<p>To Review and Approve the Final Design for the New Village Sign</p>	
13	<p>a b c d e f g h i</p>	<p>To Discuss the Correspondence listed below and any other received in the intervening period</p> <p>Advisory note from Haywards Heath Town Council about the Mayor of HH being invited to open a memorial garden at St Peter and St James Hospice on 9 June. Consent of the Parish Council requested as in our area. Congratulations from Maria Caulfield on the dismissal of the Bovis appeal. Information from East Sussex Highways about a speed survey being conducted by the Royal Oak bend and response regarding the Parish Council's request for signage on the approach to the village shop. To confirm date for conducting a visioning exercise. Invitation to attend the ESALC AGM and autumn conference, Friday 6 October, 10am-4pm, Bexhill (at £40 per delegate). Village Hall Management Committee Response to resident's request to install a bench on the green. Reply from Lewes District Council re non-receipt of the Parish Council's comments about application LW/17/0186. Response to queries about CIL.</p>	<p>Clerk</p>
14	<p>a b c</p>	<p>Financial Matters</p> <p>To review and authorise cheques for payment. To confirm the annual insurance premium. To note a CIL receipt due later in the year.</p>	<p>Clerk</p>
15	<p>a b c d e f g</p>	<p>Planning Matters</p> <p>To consider the application below, alongside any others received in the intervening period</p> <p><u>LW/17/0237- 7 Downscroft</u> - Erection of a single storey extension to the front elevation, a two storey extension to the rear elevation and an adjoining single storey conservatory.* <u>LW/17/0273 – Golf Course Farm, South Road</u> - Installation of 1 x 15m Phosco Monopole with 6 x antennas, 2 x 0.6m dishes, 4 x equipment cabinets and ancillary development, within a 6x7m compound surrounded by a sapling screen. <u>LW/17/0258 - Wivelsden Farm North Common Road</u> - Change of use from barn to livery yard and isolation boxes * <u>LW/17/0264 - Land Adjoining North Common Road</u> - Application to vary Section 106 planning obligation attached to planning approval LW/13/0720 (Erection of up to 75 two, three and four bedroom dwellings to include affordable housing, access and public open space).** <u>LW/17/0288 - 10 Blackmores</u> - Proposed porch to front elevation.** Application Granted Permission at Planning Committee: <u>LW/16/1040 - Land To The Rear Of The Rosery, Valebridge Road</u> -Demolition of The Rosery and the erection of 55 residential homes, with associated access, car parking, cycle parking, refuse/recycling storage and landscaping. Notices of Planning Permission Received (for information only) <u>LW/17/0040 - High Pines Hundred Acre Lane</u> - revision to the existing side extension including new roof design, new roof lights, revision to fenestration</p>	<p>All All Chairman MvB</p>

Wivelsfield Parish Council - Agenda for the Annual Meeting of the Parish Council to be held Monday 8 May 2017

	h	and internal alterations. <u>LW/17/0186 - Wivelsfield Hall, Slugwash Lane</u> - Erection of a three bay garage with pitched roof.	
	i	Updates on Ongoing and Planned Developments <u>LW/15/0752 - Cala Homes Development, North Common Road</u> - including updates on Cala site pipes discharging onto bridleway and surfacing of presently closed footpath.	
	j	<u>LW/14/0790 - Springfield Industrial Estate, Ditchling Road</u>	
16		Report of Clerk	Clerk
	a	To agree a date for SSALC to run a 'Visioning' exercise with the Council.	
	b	To consider the potential implications/opportunities highlighted by the report received on 'Devolution and the Voluntary Sector'.	
	c	To receive an update on the Council's request for a dog bin for Theobalds Road.	
	d	Result of conversation with Lewes District Council following District Councillor Davy's suggestion of holding an event to encourage take-up of shared ownership housing.	
	e	To consider SSALC's recommendations on the recruitment of an assistant.	
	f	To consider whether the Council would wish to work with another local Parish to recruit a shared assistant, with the resultant reduction in training costs etc.	
	g	Feedback from the Health and Safety training event attended on 4 May.	
	h	Remedial work needed to remove 'dip' in path into play area.	
	i	Bollards in the wrong place opposite shop.	
	j	Build up of grit and dirt in gulleys along Green Road.	
17		Reports from Councillors	
	a	Feedback from meeting with promoters of the MND charter.	SP
18		Items for Noting or Inclusion on Next Agenda	All
19		Date of Next Meeting	
	a	Parish Council Meeting - Monday 8 May 2017	

*Comments to be with Lewes District Council by 19 May 2017

**Comments to be with LDC by 27 May 2017