

Minutes of the Virtual Parish Council Meeting Held Monday 1 June 2020

7.30pm, via the 'Zoom' Video Conferencing facility¹

Agenda Item	Description	Resolved
Present:	Councillors Ian Dawson (ID, Chair), Edward Pascoe, Ian Haffenden, Harriet Martin, Bernard Rust and Nick Jackson. District Councillor Nancy Bikson, Liz Gander (Clerk) and seven members of the public.	
Open Forum:	<p>The Chairman of the Theobalds Road Residents' Association apologised that they had not yet forwarded comments on the proposed eastern greenway (part of the Burgess Hill Place and Connectivity Programme), but that they will do so as soon as possible in advance of the consultation deadline of 25 June.</p> <p>Three residents expressed their disappointment and concern about the Lakedene application having been approved, given the representations made to Lewes District Council (LDC) about lack of due process being followed. There have now been three separate planning applications for Theobalds Road which have had no site notice displayed outside the property, but rather they have been placed on Valebridge Road in a different District and County area, totally irrelevant to the sites in question. The Chair asked for this to be followed up by the Clerk and/or District Councillor. Councillor Bikson offered to speak to the Legal Department at LDC.</p>	
1	<p>Apologies for Absence No Apologies had been received, as all councillors were present.</p>	
2	<p>Declarations of Members' Interests</p> <p>a To receive declarations of interest from Councillors on items on the agenda</p> <p>b To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests</p>	<p>None noted.</p> <p>None noted.</p>
3	<p>To Approve the Minutes of: <u>The Parish Council Meeting held 4 May 2020</u> A typing error was noted with one word under item 5f, which will be corrected. Otherwise the minutes were approved as a correct record and a copy was signed by the Chair.</p>	Approved and signed.
4	<p>Planning Matters Applications Considered at the Meeting:</p> <p>a <u>LW/20/0095 - Pine View, South Road</u> - Erection of single storey rear extension.</p> <p>b <u>LW/20/0188 - Springbank, Slugwash Lane</u> - Infill dwelling on garden plot. It was agreed to object to the application on the following grounds:</p> <ul style="list-style-type: none"> • The development would be outside the planning boundary. 	<p>To support.</p> <p>To object for the reasons detailed.</p>

¹ As provided for within The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

	<ul style="list-style-type: none"> • The line of building would be inconsistent with other buildings. • It would conflict with the green appearance of the corner of this junction. <p>Furthermore, the Council has been advised that no planning notice was displayed outside the property, to allow people their democratic right to comment upon the application and therefore it seems the consultation process was flawed.</p>	
c	<u>LW/20/0190 - Wivelsden Farm, North Common Road</u> - Erection of a timber stable block, comprise of seven stables, tack room and feed room with a small yard enclosed by a post and rail fence.	To support the application.
d	<u>LW/20/0192 - Park Hill, Hundred Acre Lane</u> - Erection of a home office, tack room with washing facility and ancillary accommodation for the incidental use of the dwelling house. This application had been withdrawn before the meeting and therefore no comment was required.	
e	<u>LW/20/0210 - Land To The North Of Theobalds Road</u> - Erection of three detached dwellings, with garages and associated landscaping. It was agreed to submit a version of the letter produced last year, objecting to the previous application for this site (which was withdrawn), updated to include new information and arguments where appropriate.	To object. Please see PC's letter on LDC website for full details.
f	<u>LW/20/0267 - Clearview, Nursery Lane</u> - Proposed metal field barn / machinery store. The Council resolved to object to this application. The application says that the site is not near a public footpath, which is incorrect. The building was thought to be very unsightly and very large for the amount of land understood to be owned and therefore the corresponding amount of machinery one might expect them to have. Without prejudice to the above objections, if consent were granted, the Council would like to see a condition requiring the barn to be solely for the storage of hay and agricultural equipment.	To object for the reasons given.
g	<u>LW/20/0274 - Keepers, Valebridge Road</u> - Erection of first floor extension and replacement ground floor extension.	To support the application.
h	<u>LW/20/0295 - Winters Farm Courtyard, North Common Road</u> - Change of use from existing offices to single dwelling under Class O, Part 3 Schedule 2 of The Town and Planning (General Permitted Development)(England) Order 2015 (As Amended). The Council resolved to object to this application on the following grounds: <ul style="list-style-type: none"> • The application site is outside the planning boundary. • Another application (LW/20/0088) has recently been submitted and approved for the continued use of part of the building for residential accommodation. In this application, it was clearly stated that the rest of the building was used as office accommodation. The Council feels that the applicant should have made their intention to seek to convert the other part of the building into residential accommodation clear when this first application was lodged. • Neighbouring residents are concerned about the impact of further residential accommodation on struggling infrastructure. 	To object on the grounds detailed.
i	<u>LW/20/0177 - Somerset House, Green Road</u> - Change of use from B1 to C3 - Conversion of building to provide 14 no. 2 storey dwellings with associated parking and landscaping. (Application discussed at last meeting, but now being formally consulted upon. Included here for completeness in case any new objections come to light).	Objection was lodged last month. No additional comments.
j	<u>LW/20/0276 - 24 Downsview Drive</u> - Erection of ground floor rear extension, front porch, floor plan redesign and associated works.	To support the application.
k	<u>LW/20/0281 - Valebridge, Valebridge Road</u> - demolition of existing dwelling and outbuildings and erection of replacement dwelling and detached car port/garage with altered drive access and hard	To support, with a couple of

	l	standing. The Parish Council resolved to support the above application. It would however wish for officers to ensure that appropriate mitigation measures are put in place for dormice and bats and for a condition to be applied requiring the installation of an electric vehicle charging point. <u>LW/20/0163 – Moonrakers, 7 Church Lane</u> – extension to provide bedroom and utility room.	additional comments. To support the application.
	m	Tree Works Applications <u>TW/20/0041/TPO – 59 Charters Gate Way</u> – work to be carried out to trees encroaching on the garden: 2 x Oaks overhanging northern side of the rear garden, cut back by 5m (cutting back to boundary fence line). 1 x Willow, cut back overhanging branch by approximately 2m, back to the boundary fence line. 1 x Hazel coppice in the rear garden re-coppice. Grind out small stumps in garden. 1 x Elder, fell and grind.	To support the application.
5	a	Financial Matters <u>To review and authorise items for payment</u> – the Council approved twelve payments totalling £6601.95, which Councillor Haffenden will authorise.	Payments approved.
	b	<u>To note the report from the year end internal audit</u> – noted.	Noted.
	c	<u>To review and sign the year end bank reconciliation</u> – agreed. Copy to be signed as a part of the Year End Accounts.	Agreed.
	d	<u>To agree to move £20k from the general reserve to the earmarked reserve for village improvements, ready for spending on CCTV equipment, additional verge marker signs and replacing children’s play area equipment as it becomes necessary.</u>	Agreed.
	e	<u>To review and sign the Financial Statements for the year ended 31 March 2020.</u>	Agreed & signed.
	f	<u>To review and complete Section 1 of the Annual Return – the Annual Governance statement.</u>	Agreed & signed.
	g	<u>To agree and sign Section 2 of the Annual Return – Accounting Statements.</u>	Agreed & signed.
	h	<u>To review the effectiveness of internal audit</u> – the Council is happy with the effectiveness of internal audit. Our providers undertake twice-yearly reviews and always offer useful advice.	Happy with effectiveness.
	i	<u>To agree to continue to use Mulberry and Co for internal audit services for the forthcoming year.</u>	Agreed.
	j	<u>To review quotes received for installing verge marker posts on Green Road opposite Barnard and Brough.</u>	Deferred to next meeting.
6	a	Clerk’s Report <u>To consider looking into providing a bus shelter at the Village Hall entrance</u> – it was agreed that the Clerk will look for bus shelter options and liaise with Highways about the location.	Agreed to look at providing a bus shelter.
7	a	Village Hall Improvement Project <u>To note the minutes of the joint meeting held 19 May 2020.</u>	Noted.
	b	<u>To agree to include the fitting out of the kitchen as a part of the main contract for the purposes of going to tender.</u>	Agreed.
	c	<u>To agree the additional costs involved in amending the Hall plans to reflect the proposed changes to the kitchen.</u> As it had been agreed that the most sensible solution to expanding the usable kitchen space would be to incorporate the current (external) bin store area, rather than to build a large and costly extension, it is necessary for the architectural and other professional plans to be updated, for which there will be a cost. The architects will charge £780 VAT to amend the plans and submit a non-material amendment to the original planning application. Crofton (the mechanical and electrical engineers) will be charging £1192 & VAT. It is not yet known if there will be amendments to the structural engineer’s plans, but if so this will incur an additional (necessary) cost.	It was agreed to meet these additional costs in order for the plans to progress to tender stage.

	d	<u>To agree that the two elements of the Renshaw Room project (store room and Parish Office/toilets) should be shown as separate phases of the contract for going to tender.</u> It was agreed that this is necessary, as the overall cost of the two elements together may be prohibitive cost-wise, whereas staggering the work may make it more achievable.	Agreed.
	e	<u>To agree to appoint a buildings regulations inspector from Lewes District Council</u> – the architect had advised that, as LDC had provided a competitive quote, which had been the only submission to break costs down as requested to match the proposed phasing of the project, it would be a good idea for the Council to instruct the Building Inspector from LDC to monitor compliance with building regulations on the project.	Agreed.
	f	<u>To agree that the surfacing of the top entrance to the car park will be left as it is for now, rather than be upgraded.</u> There had been a suggestion from East Sussex Highways that the surface of this entrance could be strengthened by removing 400mm of the existing surface and laying type 1 surfacing in its place. However, knowing that the entrance has been compacted over the years by heavy goods vehicles (such as those from Harris' fair for Village Day), members of the Management Committee believed that it is sufficiently strong and durable to cope with being used as a temporary entrance whilst building work takes place. The Council was happy to accept the recommendation that the entrance way be left as it is and monitored for wear once in regular use.	
8		Reports from Councillors	
	a	<u>Verge opposite Parish Council office</u> – during the course of some building work taking place at a property opposite the office, earlier this year, the grass verge was very badly churned up by works vehicles. The Council agreed that the Clerk should write to the owner of the property, requesting that they ask the company who undertook the work to make good the verge.	Clerk to write to householder requesting reinstatement of the verge.
	b	<u>Signs on the bridleway near to Golf Course Farm</u> – it had been suggested that the Parish Council put additional signs up near Golf Course Farm, advising people of the route of the bridleway on the southern side of South Road. After some discussion, the consensus was that, whilst it was admirable of Councillor Pascoe to wish to improve the signage, there are already signs there and if the owners or tenants of Golf Course Farm wish to make the route of the bridleway clearer, then it is down to them to do so.	No action.
	c	<u>Missing bollards from around the village shop</u> – Councillor Pascoe had advised that there are a few bollards missing from the vicinity of the shop and South Road. The Clerk to liaise with Councillor Pascoe to determine which ones are missing and then inform the Highway Steward.	Clerk to liaise with Cllr Pascoe & inform Highway Steward.
9		Correspondence	
	a	<u>Consultation on proposed changes to the East Sussex County Council, Brighton & Hove City Council and the South Downs National Park Authority adopted Waste and Minerals Local Plan (WMLP).</u> Consultation period ends 3 August 2020.	Discussion deferred to next meeting.
	b	<u>To ratify the Parish Council's response to a request to consider dropping its objection to the diversion of footpath 35.</u> Having received further information about why the diversion was considered necessary, as well as guidance from East Sussex Highways about what would constitute a relevant objection in a case of this type, the Council agreed to remove its objection.	Council resolved to drop its objection.
	c	<u>Consultation on the Burgess Hill Place and Connectivity Programme, including the proposal to turn Theobalds Road into a cycle way.</u> Consultation runs until 25 June. The Council supported the objections of the residents of Theobalds Road to this proposal. There is no evidence to suggest that a cycle way in this location is needed or would be used. There is a legal requirement for cyclists to give way to	To reiterate many of the Theobalds Road Residents' Association's concerns and

		<p>pedestrians and horse riders and a shared route proposal on a narrow route like this would be dangerous. There is felt to be considerable ignorance amongst those proposing the route about how busy the Theobalds bridleway is and how many vehicles, riders and pedestrians it already accommodates. People regularly have to duck onto others' private driveways for safety to avoid oncoming vehicles. The cycle way proposes a speed of 15-20mph for cyclists, yet the speed limit imposed on Theobalds Road for safety is only 10mph. The proposals don't make any mention of the significant equestrian community that use this route. Those that use the bridleway do so as an escape from the urban landscape of the town and as such, would not welcome the urbanisation of the route with lighting, raised platforms and artwork. The Council made clear that it supports sustainable transport and the principal of cycle ways within and between the towns, but does not believe that this is route is an appropriate one.</p> <p>The Theobalds Road Residents' Association will forward their objection to the Council for review and comment, after which the Clerk will compile a response on behalf of the Council.</p>	submit an objection to these plans.
10	a	<p>Items for Noting or Inclusion on Next Agenda</p> <p>To consider whether bollards are needed on the first part of Hundred Acre Lane.</p>	
11	a	<p>Date of Next Meeting</p> <p>Monday 6th July 2020 – Parish Council Meeting</p>	

Appendix A

Items for Payment June 2020

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
General Expenditure					
Clerk	Salary June 20		1510.98	Online	177
East Sussex Pension Fund	Pension contributions June 20		549.95	Online	178
HMRC	1 st Quarter PAYE/NI Contributions		1353.32	Online	179
Lewes District Council	June 2020 play area inspection		18.00	Online	180
Transparency Solutions Ltd	May 2020 Office 365 Subscription		38.42	Online	181
Sage UK Ltd	June Sage 50 Accounts subscription		96.00	SO	182
Trident Computers UK Ltd	IT contract July 20		55.80	Online	183
Action in Rural Sussex	Donation in lieu of former membership subscription		50.00	Online	184
E Gander	Ink cartridges	39.95			
	Flowers for R Fair	30.00	69.95	Online	185
Surrey Hills Solicitors LLP	Further email re the Village Hall Project		90.00	Online	186
Costain Ltd – ESCC	Replacement of two free issue lanterns on North Common Road		669.53	Online	187
Sussex Tree Surgeons	Tree maintenance at Wivelsfield Recreation Ground		2100.00	Online	188
Total Expenditure			6601.95		