



## Minutes of the Parish Council Meeting Held Monday 3<sup>rd</sup> February 2024 7pm, Renshaw Room, Wivelsfield Village Hall

Agenda Item	Description	Resolved
<b>Present:</b>	Parish Councillors H Martin (Chair), I Haffenden, K Keeley, R Morris, S Morris, N Silverman and N Turner. L Gander (Clerk) and four members of the public.	
<b>1</b>	<b>Apologies for Absence</b> Councillor D Cumberland had sent his apologies as he was unwell.	Apologies accepted.
<b>2</b>	<b>Declarations of Members' Interests</b> <u>To receive declarations of interest from Councillors on items on the agenda</u> - a S Morris noted that she is a member of the No to WivelsTown Group. b To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests	Noted.
<b>3</b>	<p><b>Public Forum</b></p> <p>At the request of a member of the public, it was agreed to bring item 8h forward on the agenda, to be discussed immediately after approval of the minutes. (For ease of reference, notes relating to this item will however be included under section 8 of the minutes).</p> <p>Another resident asked if the Parish Council was planning anything for VE day. The Chair advised that the Parish Council is not planning to do anything to mark it, but that if others wish to organise something and would need funding to do so, the Parish Council could consider offering support.</p> <p>A question was also raised about the Local Plan consultation and whether any consultation events were being run here. It was advised that the closest events were the Newick one, which had taken place the previous weekend, and one in Cooksbridge on the Thursday following this meeting.</p> <p>As the Clerk and Chair had attended the Newick event, a question was asked about the timescale for the transport study that is being commissioned as part of the evidence base for the Local Plan. They had learned that a delay had occurred owing to the original specification for the study being inadequate, requiring it to be revised. The transport modelling report is now expected in May. Given how all such delays are increasing the vulnerability of our community to speculative development, it was suggested that the Clerk write to our MP, to highlight the issue and ask that the apparent part of East Sussex County Council – who are commissioning the report – in this, is followed up.</p> <p>The Chair explained that the lack of crucial evidence-base studies, such as the transport modelling, had resulted in Lewes District Council (LDC) having to conduct a two-part Regulation 18 consultation on the Plan, rather than being</p>	

		able to consult on everything in one go. As such another consultation will be undertaken later in the year.	
4	a	<p><b>To Approve the Minutes of:</b>  <u>The Parish Council meeting held 13<sup>th</sup> January 2025</u> – it was noted that, the final sentence of agenda item 5.1, should read ‘E. Sussex and W. Sussex have asked to suspend their elections in May’, (not have <i>been</i> asked). It was therefore agreed to remove the word ‘been’. This was crossed out from the hard copy final minutes and signed by the Chair.</p>	Minor amendment made as detailed & signed by the Chair.
5	a	<p><b>Planning Matters</b>  <b>To consider the new application listed below and any others received between the publication of this agenda and the meeting</b>  <u>LW/24/0600 - St Kevins, Janes Lane</u> - Construction of brick boundary wall with metal railings to front elevation. (Case Officer: James Smith. Consultation deadline 14 February).</p>	To support the application.
		<p><b>Planning Applications Approved by Lewes District Council (LDC) (for information only)</b></p>	
	b	<u>LW/24/0733 - 26 Medway Gardens</u> – erection of a two storey and a single storey rear extension.	Noted.
	c	<u>LW/24/0708 - 1 Park View, South Road</u> – variation of Condition 1 (Plans) in relation to approval LW/23/0277 to amend external materials and fenestration.	Noted.
		<p><b>Tree Works Application Approved by LDC (for information only)</b></p>	
	d	<u>TW/24/0119/TPO - Copper Beeches, North Common Road</u> – T1 – Copper Beech – reduce crown and sides by 2m, remove 4 of the lowest branches to stem – for safety reasons.	Noted.
		<p><b>Planning Applications Refused by LDC (for information only)</b></p>	
	e	<u>LW/24/0707 - Springbank, Slugwash Lane</u> – hipped to gable roof extension with raising of roof pitch, addition of two storey side extension and alterations to existing rear fenestration.	Noted.
	f	<u>LW24/0676 - Clearview, Nursery Lane</u> – change of use and conversion of existing agricultural barn to form 1no. dwelling house.	Noted.
		<p><b>Refusal of Application for Certificate of Lawful Use or Development</b></p>	
	g	<u>LW/24/0667 - Lunces Cottage, Church Lane</u> – amalgamation of the existing building into 1no. dwelling (Class C3) via removal of 1no. kitchen, 1no. staircase and section of internal partitions.	Noted.
		<p><b>Other Planning Matters</b></p>	
	h	<u>To note representations made to date on the Council's behalf in relation to the Taylor Wimpey application for 150 homes south of Green Road.</u> The planning consultancy engaged by the Council have submitted two letters to date in respect of the Taylor Wimpey application: one regarding the lack of an Environmental Impact Assessment, the other asking that the consultation period be extended, to take account of people's inability to access key documents on the LDC website.	Noted.
	i	<u>To note an extension to the consultation period for the Taylor Wimpey application (LW/24/0820)</u> – LDC has confirmed that an extension will be given and that the clock will essentially be reset, once LDC are happy that all documents are viewable.	Noted.

j	<p><u>To note any gaps in evidence and agree any additional work that needs to be done or reports that may need to be commissioned in respect of item 5i above</u> – it was agreed to wait and see what other statutory consultees say, before considering whether it would be beneficial to commission further work.</p>	<p>No additional work to be commissioned at present.</p>
k	<p><u>To agree, in principle, the Council's response to LW/24/0820 – Land south of Green Road</u> – the Council resolved to object both to the principle of large-scale development on this site, and the outline plans. Reasons include objections on the grounds of: sustainability; flood and surface water drainage concerns; highways impacts; violation of the designated Green Space; lack of infrastructure, services and amenities; suburban style of development, unsympathetic to the character of the area and current ribbon development and conflict with local and national policy, (including the NPPF, Local Plan, Interim Planning Statement, emerging Local Plan and Neighbourhood Plan).                  Concerns were also raised that, were the development to go ahead, a majority of the Community Infrastructure Levy funds collected from the development might go to Westmeston, (since the bulk of dwellings would fall within their Parish, despite 100% of the impacts and burden on local infrastructure falling upon Wivelsfield), meaning that there wouldn't even be significant funds to pour into community resources.                  The planning consultants, engaged by the Council, will be putting together a comprehensive objection based upon, but not limited to, the arguments outlined above.</p>	<p>To object to both the principle of large-scale development and the specifics of these plans, for a wide number of reasons, as outlined.</p>
l	<p>Councillors noted difficulty with submitting online responses to the planning application, owing to the inability to upload files to the planning portal. It was also noted that whilst emailing or writing in with comments was cited as an option on the portal, no email or postal address was given. The Clerk to write to LDC to raise this.                  Additionally, it was noted that no planning notices had been put up on the site. This will also be raised.</p>	<p>To raise with LDC the difficulties experienced with submitting comments.</p>
i	<p><u>To acknowledge receipt of the draft Housing Needs Survey report from AiRS</u> - The Council noted receipt of the report, which highlights the huge affordability gap that exists. It also shows that, in order to afford even a one bedroom flat, most people would need to have two people working – but then they would probably both also need to have cars (being in such a car dependant location) and have to be able to afford that. The Chair and Clerk will be meeting with AiRS to discuss the report and any changes to be made to the draft.                  Councillors were asked to circulate any comments prior to Wednesday 5<sup>th</sup> Feb.</p>	<p>Clerk &amp; Chair to meet with AiRS and raise any points noted from the draft report.</p>
m	<p><u>To receive a verbal report from the Local Plan consultation event held in Newick on 1 February</u> – the session had been well-attended, but with less than a handful of attendees appearing to be from Wivelsfield. It proved a useful opportunity for the Chair and Clerk to be able to talk to officers and members from LDC. The Chair spoke with the Head of Development Management, who held his hands up to not having come back to us on points that had been raised at a meeting with him last May – eg the ongoing presence of traffic cones with cables in them along the edge of the Somerset House car park, in place of the EV chargers which should be there.</p>	<p>HM to seek a meeting with enforcement officers, to include the Head of Development Management. Clerk to write to LDC to obtain a copy of the updated LAA.</p>
n	<p>An important finding in relation to the emerging Local Plan was that there were copies of an updated Land Availability Assessment (LAA) on display, dated December 2024, which showed four sites in Wivelsfield that have gone green (ie are now labelled as deliverable and developable).  <u>To discuss the Council's response to the Lewes Local Plan consultation, 'Defining our policies and early site allocation proposals'</u>. Comments due by Friday 28<sup>th</sup> February. It was agreed to defer discussion of this item to an extra-ordinary meeting. It was felt that the emerging policies are</p>	<p>To hold an extra-ordinary meeting.</p>

		<p>positive overall, but that it is important to ensure that the evidence base that underpins the new Local Plan is accurate. To that end, councillors were asked to review evidence base documents – particularly the LAA – and circulate any errors or omissions noticed.</p> <p>o <u>To note any updates on the South Road and Ditchling Road developments</u> – issues are still being reported by residents with lorries parking in laybys and obstructing children’s safe access to buses. The planning officer was due to have organised a meeting for the end of January. This will be followed up.</p>	To follow up on meeting re Cala Homes development.
<b>6</b>	<p>a</p> <p>b</p> <p>c</p> <p>d</p> <p>e</p> <p>f</p> <p>g</p>	<p><b>Financial Matters</b></p> <p>To approve this month’s payments and to note and ratify items paid since the last meeting. The Council ratified two payments made since the last meeting totalling £850.80 and approved a further thirteen payments totalling £11,890.02. (Please see Appendix A for details).</p> <p>To increase current year’s budget for professional fees by £13,500 to reflect anticipated expenditure on the housing needs survey and planning consultants.</p> <p>To increase the 2024-25 budget by £8k for repairs &amp; maintenance, to reflect the additional costs incurred for work to the Church Lane car park surface and play area.</p> <p>To note receipt of insurance payout for Green Road bus shelter</p> <p>To review bank reconciliations for the period July – December 2024</p> <p>To note that the window for local community groups to apply for grants from the Parish Council, for the 2025-26 financial year, is now open and will run until Tuesday 25<sup>th</sup> February.</p> <p>To note the circulation to members of a list of committed and possible CIL projects and funds, for review and discussion by the Community Infrastructure working group</p>	<p>Payments approved.</p> <p>Agreed.</p> <p>Agreed.</p> <p>Noted.</p> <p>Reviewed &amp; signed.</p> <p>Noted.</p> <p>Noted.</p>
<b>7</b>	<p>a</p> <p>b</p>	<p><b>To Review the Following Documents</b></p> <p>Risk Management Strategy</p> <p>Risk Assessment – the Clerk was asked to check with our IT company what is in place in terms of back-ups.</p>	To be put back on later agenda for re-adoption.
<b>8</b>	<p>a</p> <p>b</p>	<p><b>Clerk’s Report</b></p> <p>SLR meeting confirmation – 28<sup>th</sup> May, 11am, on Teams. Agenda items need to be with Highways a minimum of fourteen days before the meeting. Initial items suggested for inclusion were:</p> <ul style="list-style-type: none"> <li>• Highways keeps closing cases reported to them without the issues being dealt with.</li> <li>• Centre line on Green Road has worn away.</li> <li>• Highways keeps classifying the clay soil in Wivelsfield as permeable, but it isn’t. It needs to be reclassified so that developers are expected to make drainage schemes tougher, tighter and more extensive.</li> </ul> <p><u>Map project printing, mounting options and costs</u> – It was agreed to have two wooden lectern-style, A1 size, boards; one for the green and one to go near the phone box book exchange, and a further upright board for the Church Lane car park. Since the notice board in the Church Lane car park needs replacing, it was suggested that we aim to make it double sided, with a map mounted to the rear of the board.</p> <p>It was agreed to have a number of additional maps printed for mounting indoors, with suggested locations being: the Village Hall and Renshaw Room, Church Hall, Pub and School.</p>	<p>SLR meeting agreed. Any agenda items to be sent to Clerk by 12<sup>th</sup> May.</p> <p>Locations and style of mounts agreed. Clerk to pursue necessary permissions and costs of installation.</p>

	c	<u>Confirmation of completion of playground work</u> – the majority of work identified as needed at the playground has been completed. A contractor will be returning to reinstate the ground level by the oyster roundabout and remove weeds from the surfacing around the gym equipment.	
	d	<u>Football wall &amp; basketball hoop update</u> – the Clerk had sought updated costs from Playsafe Playgrounds, who could do all the work required including creating a tarmac area in front of the football wall, as well as painting new targets on the wall and new lines on the basketball court. It was agreed that, as a known, reliable contractor, with the ability to do all the work, the clerk was authorised to approve proceeding with this quote if it came in at up to £15-16k.	Agreed to engage Playsafe Playgrounds.
	e	<u>To discuss timing for this year's Annual Parish Meeting (APM)</u> – Clerk to find out about village hall availability in May.	APM to be held in May.
	f	<u>To confirm meeting dates for the 2025-26 Council year</u> – Clerk to circulate.	
	g	<u>To agree to purchase the slightly larger, like-for-like replacement bus shelter for Green Road</u>	Agreed.
	h	<u>Update on additional temporary SID sites</u> – the Clerk applied for another temporary SID site last July (and has chased it since), but has now been told it will be necessary to have another site meeting, to reconfirm the site that had previously been approved.	Clerk awaiting site meeting with Highways officers.
<b>9</b>		<b>Reports from Parish Councillors</b>	
	a	<u>Update from Community Infrastructure Working Group</u> – meeting to be arranged soon.	JK to arrange meeting.
	b	<u>Website update</u> – some updates have been made to layout and to add widgets to show live info. Clubs & societies page either needs removing or updating.	
	c	<u>To discuss a protocol for use of the Parish Council's meeting room</u> – it was agreed, in principle, that Councillors should be able to use the meeting room in relation to Council business. There was a suggestion that perhaps community groups be allowed to use it, if there is a councillor present, but it was agreed that this needs more consideration. The Chair offered to draft a basic policy for review.	HM to draft policy.
	d	<u>Access to documents</u> – the Council asked to have the last one-two years meeting papers made available in one place, to allow them to access historic data easily. The Clerk to speak to the Council's IT contractor about this.	Clerk to arrange.
	e	<u>Footbridge from the green, to Green Park Corner</u> – one side of this footbridge is thought to belong to Lewes District Council, the other, to the green. It was previously agreed to authorise the Monday Group to undertake work to replace the bridge, but our District Councillor has identified that, since the landscaping work was done around the Village Hall, and the paving slabs laid, there is a bigger problem in so far as the ground level has been raised, giving quite a significant (albeit short) slope to the ground at the green end, compromising accessibility. It was agreed to ask a local contractor to have a look and suggest the best resolution.	Clerk to arrange site meeting with a local contractor to discuss possible solutions.
<b>10</b>		<b>Reports from District &amp; County Councillors, MP &amp; PCSO</b>	
		<u>To note any written reports received prior to the meeting</u> – no reports had been received.	
<b>11</b>		<b>Correspondence – to review the items below plus any others arriving between the publication of the agenda and the meeting</b>	
	a	<u>East Sussex Rights of Way Access Plan</u> – consultation runs until midnight on 14 <sup>th</sup> March 2025	Deferred to next meeting.

	b	<u>Sussex Heart Charity</u> – free defibrillator/CPR awareness sessions – Clerk to circulate information to local groups and put posters up.	Clerk to circulate.
12		<b>Items for Noting or Inclusion on Next Agenda</b> None noted.	
13	a	<b>Date of Next Meeting</b> Parish Council Meeting – 3 <sup>rd</sup> March 2025	

Appendix A

## Accounts for Payment for the Meeting of 3<sup>rd</sup> February 2025

### Items paid since the last meeting for ratification

Payee	Expenditure	Total	Payment Type	Voucher Ref	Date of Payment
		£			
<b>General Expenditure</b>					
Lewes District Council	Car park & pavilion litter bin emptying Dec 24	48.00	Bank transfer	1111	15 Jan 24
Wel Medical	3 x defibrillator batteries	802.80	Card payment	1112	24 Jan 25
		850.80			

### New items approved at the meeting

Payee	Expenditure	Total	Payment Type	Voucher Ref	Date of Payment
		£			
<b>General Expenditure</b>					
Salaries	February 25 Salary run	2638.62	Bank transfer	1113	
East Sussex Pension Fund	Pension contributions February 25	933.85	Bank transfer	1114	
Lewes District Council	Charters Gate dog bin emptying February 25	93.60	Bank transfer	1115	
Lewes District Council	Play area & outdoor gym inspection February 25	36.00	Bank transfer	1116	
Sage UK Ltd	February 25 Sage 50 Accounts subscription	100.80	DD	1117	
Adobe Systems	Adobe Acrobat Subscription February 25	19.97	DD	1118	
Lorna Thwaites	Locum work 30 December 24 – 19 January 25	442.50	Bank transfer	1119	
G Parkin	Final invoice (3 of 3) for map artwork	1000.00	Bank transfer	1120	

<b>Payee</b>	<b>Expenditure</b>	<b>Total</b>	<b>Payment Type</b>	<b>Voucher Ref</b>	<b>Date of Payment</b>
Carola Godman-Irvine	Peppercorn rent for use of Church Lane car park	1.00	Bank transfer	1121	
Wivelsfield Village Hall	Grant for Renshaw Room flooring and blinds throughout the building	813.68	Bank transfer	1122	
Troy Planning	Stage 1 as quoted, plus first element of Stage 2 – meeting with the PC	3780.00	Bank transfer	1123	
Cash	Petty cash top up	30.00	Card withdrawal	1124	
Village Day	Grant	2000.000	Bank transfer	1125	
<b>Total General Expenditure</b>		<b>11,890.02</b>			

All invoices listed have been examined, verified and certified by the Clerk, as RFO.