

Minutes of the Parish Council Meeting Held Monday 5th August 2024

7pm, Renshaw Room, Wivelsfield Village Hall

Agenda Item	Description	Resolved
Present:	Parish Councillors H Martin (Chair), D Cumberland (Vice-Chair), I Haffenden, J Keeley, R Morris, S Morris and N Silverman, L Gander (Clerk) and five members of the public.	
1	<p style="text-align: center;">Apologies for Absence</p> <p>a Councillors Broad and Turner had sent their apologies as they were away.</p>	Apologies accepted.
2	<p style="text-align: center;">Declarations of Members' Interests</p> <p>a To receive declarations of interest from Councillors on items on the agenda – Councillor Haffenden noted an interest in item 5g, however this item was purely listed for noting, as opposed to requiring any discussion or decision.</p> <p>b To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests</p>	Cllr Haffenden re 5g.
3	<p style="text-align: center;">Public Forum</p> <p>The owners of Brook Lodge, a property along Theobalds Road which is the subject of a planning application listed below under item 5b, had attended the meeting to explain the reasoning behind the application and the steps they had taken to mitigate its impact. They explained that they were looking to build a wooden clad, barn-style, energy efficient chalet bungalow, next to the existing building, to become their family home for the next 20 plus years and would join neighbours in seeking to protect the plot and road from further development.</p> <p>Neighbours from Theobalds Road had also attended in relation to this application. Firstly, they raised that, yet again, Lewes District Council (LDC) had failed to put a site notice up in an appropriate location. Instead of one being placed outside the property in question, in Theobalds Road, it had been placed on Valebridge Road, across both the District and County border in Mid/West Sussex. Consequently, a number of neighbours had only just become aware of the application, part way through the consultation period.</p> <p>Secondly, they stated that, whilst they had understanding and every sympathy for the applicants' situation, the Theobalds Road Residents' Association has been fighting development along the road for the last 10 plus years. Once you start building on green parcels of land, outside the curtilage of existing buildings and beyond the development boundary, it sets a worrying precedent. There have been three applications and two appeals for the Manor Nursery site and there needs to be continuity and consistency in the application of arguments against development.</p>	

		<p>Another neighbour highlighted that it had previously been established that, when a planning application for Theobalds Road is lodged, LDC is meant to send a notification letter to every household along the road, but again, this had not happened.</p> <p>It was noted that the recently revised National Planning Policy Framework (NPPF), may have an impact on the likelihood of developments being approved in the future, with mixed views expressed about whether this would give greater or lesser protection to a community such as ours.</p>	
4	a	<p>To Approve the Minutes of: <u>The Parish Council meeting held 1st July 2024</u> – the minutes were approved, with thanks being noted to Councillor Broad who had taken them.</p>	
5	a	<p>Planning Matters New Applications Considered at the Meeting <u>LW/24/0428 - Chideok, Valebridge Road</u> - Approval of reserved matters including design, scale and landscaping relating to Outline Approval LW/21/0020 for two additional dwellings.</p>	To submit a neutral response.
	b	<p><u>LW/24/0468 - Land Northeast Of Brook Lodge, Theobalds Road</u> - Erection of a 4 bed dwelling with detached garage, associated access and Landscaping. The Council resolved to object to the application on the basis that it is outside the development boundary, on a green field site which could be used agriculturally, and that the precedent of building on a green field site on Theobalds Road would risk opening up development on every parcel of land. Councillors felt that, of itself, the application was a nice one and had been well-presented and – were the same to be built on the site of the existing dwelling, rather than encroaching onto green field land – it would be a different proposition. However, the Council needs to apply policy consistently and the Wivelsfield Neighbourhood Plan (which, disappointingly, the application did not appear to reference), is clear about what the Parish Council will support and this application does not fit within that.</p>	To object for the reasons outlined.
	c	<p>Tree Works Application for Consideration <u>TW/24/0064/TPO - 8 Downscroft</u> - T1 - Oak - Crown thinning by 15%, and removal of dead wood.</p>	To submit a neutral response.
	d	<p><u>TW/24/0067/TPO - Benjamin House, 55 Orchard Close</u> - T5 - Hawthorn- Fell 3-6m tree, T6 - Hazel - Fell 6-9m tree, T7 - Hazel -Fell 6-9m tree. The Council held that there was no evidence of professional advice indicating that these are anything other than perfectly healthy trees and that, without this, permission should not be granted.</p>	To object as outlined.
	e	<p>Planning Applications Approved by Lewes District Council (for information only) <u>LW/24/0359 - 56 Orchard Close</u> - erection of double carport.</p>	
	f	<p>Notice of Refusal of Planning (for information only) <u>LW/24/0345 - Bramba Cottage, South Road</u> - Demolition of shed and addition of single storey rear extension to existing outbuilding.</p>	
	g	<p>Tree Works Application Approved (for information only) <u>TW/24/0054/TPO – 17 Charlwood Road</u> - T1- Oak - Overall crown reduction by 2 metres and removal of two low limbs over the road. T2 - Oak - Remove</p>	

	h	<p>dead wood and stem suckers. T3 - Oak - 2m crown reduction on the roadside. T4 - Oak - Overall crown reduction by 2m. T5 - Oak - 1.5 metre crown reduction over the swimming pool and remove deadwood. T6 - Oak - Overall crown reduction of 2m.</p> <p>Other Planning Matters</p> <p><u>Request from Lewes District Council for the Parish Council to give technical evidence about additional sites put forward in response to the 2024 call for sites and reviewed within the Land Availability Assessment</u> – the Council wished to raise and/or check the following points:</p> <ul style="list-style-type: none"> • Listed buildings in the proximity of Roselands re site 43WV • The fact that the sewage works is at maximum capacity and that the draft local plan document has already mentioned having to do something about it • Review apparent inconsistency between one assessment saying that there are regular daily bus services and another referring to limited services • In terms of impact on the Highways network and site access re site 42WV, highlight the more dangerous situation with access off Ditchling Road, with the advent of Morrisons Daily and the cumulative impact of the 96 homes application from Cala Homes and upcoming 30 homes at Springfield Industrial Estate • Also re 42WV, the report is inaccurate in stating that there are no listed buildings adjacent to the site, as there are two which abut the southern boundary • In relation to ecological constraints, barn owls are known to nest in boxes in the woods along the southern boundary of 42WV and English Woodlands have recently designated a number of mature trees along the southern boundary as of significance • Ditchling Common Country Park also virtually abuts the southern edge of this site • Impact of the new NPPF and issue around communities at capacity. Wivelsfield Parish Council would be pleased to see LDC anticipate this, not least as Wivelsfield has well-exceeded the housing numbers it was allocated in the last Local Plan, Neighbourhood Plan and the level of housing growth considered appropriate for a service village, as well as lacking the necessary infrastructure to cope with more. <p>The Clerk was asked to find out what the timescale now is for the new Local Plan.</p>	
6	<p>a</p> <p>b</p> <p>c</p> <p>d</p> <p>e</p>	<p>Financial Matters</p> <p><u>To approve this month’s payments and to note and ratify items paid since the last meeting</u> – the Council ratified nine payments made since the last meeting, totalling £1996.04, and approved a further fourteen items of general expenditure totalling £6911.33. An additional sum of £9759.50, representing the final payment on the Hall Improvement Project Part 2 (falling within the CIL grant given by Lewes District Council), was also approved.</p> <p>To sign the bank reconciliations for April – June 24</p> <p>Explanation of financial statements 1 April – 30 June 24</p> <p><u>To update bank mandates to add newer Councillors as signatories</u> – it was agreed to have all new councillors added to the bank mandates.</p> <p><u>To ratify progression of a contract with the local artist identified to produce parish maps for information boards</u> – having considered alternative quotes</p>	<p>Payments approved.</p> <p>Agreed & signed. Clerk to follow up Agreed.</p> <p>Decision ratified.</p>

	<p>f g h i j k</p>	<p>and the relative merits of different options, the Council ratified the decision to use artist George Parkin to produce the parish maps.</p> <p><u>To approve & sign a grant agreement</u> with Lewes District Council (LDC), for the CIL grant previously agreed by LDC for the Hall Improvement Project Part 2</p> <p><u>Ownership of telephone book exchange</u> – it was agreed that the Parish Council will assume ownership of the telephone box and add it to its insurance register and asset list.</p> <p>To note additional tree works undertaken at the children’s play area</p> <p>East Sussex Pension Fund – consultation on additional pension contributions</p> <p><u>To consider the quotes received for replacing the lights in the Church Lane car park</u> – East Sussex Highways had sent through two alternative quotes for replacing the three lights in the Church Lane car park (the lights had all failed back in the autumn, and were repaired on a temporary basis). Option A – Heritage lighting columns, painted black, with the heritage style Abbey lantern on top – cost £ 9,711.60& VAT; Option B – Standard lighting columns, painted black, with the Abbey lantern on top – cost £8,155.91.</p> <p>In the meantime however, the Clerk had also heard back from a Conservation Officer at Lewes District Council who had advised that it would be preferable to retain the existing cast columns, both from a heritage and environmental perspective, and that under no circumstances should a standard, utilitarian column be installed in this location.</p> <p>In light of this, the Clerk will be meeting with the new Electrical Supervisor from East Sussex Highways in the next few days, to discuss the best way forward.</p> <p><u>To consider estimates received for drainage and repair work to the surface of the Church Lane car park</u> – it was agreed to appoint local contractor, Alun Gedrych, to undertake the car park repairs.</p>	<p>Grant agreement approved & signed</p> <p>Council to assume ownership. Noted. Noted.</p> <p>Clerk to meet with electrical supervisor to discuss options in light of the Conservation Officer’s views.</p> <p>Contractor appointed.</p>
<p>7</p>	<p>a b c</p>	<p>Clerk’s Report</p> <p>Action list</p> <p><u>Feedback from the Community Information Event on 13th July</u> – feedback from organisations that attended was positive, with groups having generated interest and Village Day now having more volunteers. A resident had been heard to say that the layout of the hall (arranged for practicality and to allow for demonstration space in the middle) was a bit intimidating, with it feeling like people were looking at you as you walked in the door. In future it was suggested to encourage stall holders out from behind their tables. The event was quite well-attended, and another time it was suggested that we have someone with a clicker, to count the number of attendees. One councillor did however query whether the community got enough out of it to justify the effort put into its organisation.</p> <p><u>Final results from the community questionnaire</u> – the questionnaire had only received 57 responses, out of 1239 households and 2244 electors, despite being included in the Wivelsfield News (delivered to all households), advertised in notice boards, at events, and on Facebook. As a consequence, there was some feeling that there comes a point where it is better to get on with projects to benefit the community, rather than not, (or endlessly consulting), as there are likely to be people in favour of or and against any project.</p> <p>The responses which were received indicated that people were keen to see events happening within the community, having a sense of community was important to people and that tennis courts would be a popular addition to available facilities. It was suggested that the questionnaire results be uploaded to the Council’s website.</p>	<p>Noted.</p> <p>To meet with members of the Village Hall & Recreation Ground Management Committee to discuss facilities at the green.</p>

	d	In light of the requests that the Council has received for additional facilities at the green, it agreed to arrange a meeting with the Village Hall & Recreation Ground Management Committee, at which to discuss this.	Council to meet with a playground specialist.
	e	<u>Progress on fact-finding re play area improvements</u> - the Clerk had circulated notes about what she'd found out so far, and a meeting had been scheduled with a play specialist for the Council to learn more about factors to consider when looking to update a play area.	Noted.
	f	<u>Information about a Ramblers' Association footpath warden for Wivelsfield</u> - there is an active warden for the Wivelsfield area, who regularly notifies the East Sussex Rights of Way team of issues with footpaths.	Date for litter pick agreed.
	g	<u>To arrange a new date for the litter pick that was postponed in June due to poor weather</u> - it was agreed to run a litter pick on Saturday 21 September.	Need for professional quality photos agreed.
	h	<u>To discuss engaging a photographer to provide professional quality photos for the website</u> - it was agreed that it would be good to have a selection of good quality photos for a new website. Councillors knew of a photographer within the community who might be willing to provide some photos free of charge.	Council to talk to Church.
8	a	Reports from Parish Councillors <u>Update on map/info board project</u> - the selected artist has already done some background work on the project and visited and photographed places that will become key features of the map. He will produce an initial draft to be reviewed, prior to completing the project.	
	b	<u>Parish Council website</u> - councillors from the Communications Working Group, alongside the Clerk, are meeting with representatives from various website providers to discuss what they can offer and associated costs.	
9		Reports from District & County Councillors, MP & PCSO No reports had been received.	
10	a	Correspondence - to review the items below plus any others arriving between the publication of the agenda and the meeting Response from East Sussex County Council's Development Control Team about highway safety on Ditchling Road.	The Council noted all items of correspondence.
	b	Information from East Sussex County Council about further investment in roads.	
	c	Information from pump track company.	
	d	Response from Highways re our request to have the deterioration of the road surface and markings on South Road dealt with.	
	e	Opportunity to attend a seminar on future proofing play areas - 3 rd October, 10am-2.30pm in Brighton.	
	f	Notification that the Mid Sussex District Plan for the period 2021-2039 has been submitted to the Secretary of State for examination by a Planning Inspector. Further information can be found at: District Plan Review - Mid Sussex District Council	
	g	Launch of the Adur Adaptation Project	
	h	Woods on Prescription: Harnessing the healing power of trees and nature	
11	a	Items for Noting or Inclusion on Next Agenda National Planning Policy Framework consultation.	

12	a	Date of Next Meeting Parish Council Meeting – 9 th September 2024	
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Accounts for Payment for the Meeting of 5th August 2024

Expenditure Ratified for Items Paid Since the Last Meeting

Payee	Expenditure	Total	Payment Type	Voucher Ref	Date of Payment
		£			
General Expenditure					
Ebay	Giant dominoes for Community Info day	11.99	Card payment	999	5 Jul 24
G Parkin	Initial payment (1 of 3) towards artwork for parish maps	1000.00	Bank transfer	1000	22 Jul 24
Richard Dobson (Go Bounce)	Bouncy castle hire for Community Info Day	60.00	Bank transfer	1001	22 Jul 24
Tesco	Refreshments for Community Info Day	46.35	Card payment	1002	12 Jul 24
Tesco	Cups, table cover, blu tac & flowers for community info day	8.80	Card payment	1003	12 Jul 24
B&M	Tablecloths for Community Info Day	10.00	Card payment	1004	12 Jul 24
Epson	Printer Ink	35.55	Card payment	1005	17 Jul 24
Wel Medical	7 x adult/child defibrillator pads to replace sets expiring in Sept 24	503.58	Card payment	1006	25 Jul 24
Lars Laj	Replacement part for large climbing unit in children's play area	319.77*	Card payment	1022	29 Jul 24
Total expenditure since the last meeting		1996.04			

* value in Sterling, as invoice had to be paid in Euros

Items Approved for Payment at the Meeting

Payee	Expenditure	Total	Payment Type	Voucher Ref	Date of Payment
		£			
General Expenditure					
Salaries	August 24 Salary run	2576.75	Bank transfer	1007	7 Aug 24
East Sussex Pension Fund	Pension contributions August 24	909.24	Bank transfer	1008	7 Aug 24
Lewes District Council	Car park & pavilion bin emptying July 24	48.00	Bank transfer	1009	7 Aug 24
Lewes District Council	Charters Gate dog bin emptying August 24	93.60	Bank transfer	1010	7 Aug 24
Lewes District Council	Play area & outdoor gym inspection August 24	36.00	Bank transfer	1011	7 Aug 24

Payee	Expenditure	Total	Payment Type	Voucher Ref	Date of Payment
Sage UK Ltd	August 24 Sage 50 Accounts subscription	100.80	DD	1012	16 Aug 24
Tetrabyte	IT support & Office 365 licences – August 24	158.03	DD	1013	4 Sept 24
Adobe Systems	Adobe Acrobat Subscription August 24	19.97	Bank transfer	1014	
Wivelsfield Village Hall	Renshaw Room hire for meetings July – September 2024	108.00	Bank transfer	1015	7 Aug 24
Wivelsfield Village Hall	Hire of the entire hall building for the Community Info Event on 13 July	112.00	Bank transfer	1016	7 Aug 24
Mulberry Local Authority Services	Clerk attendance at procurement training Sept 24	54.00	Bank transfer	1017	7 Aug 24
Clerk	Reimbursement of costs for giant games for Community Info day	57.51	Bank transfer	1018	7 Aug 24
Sussex Tree Surgeons	Original work as detailed in tree inspection Plus additional work needed at play area as identified by the Clerk	1152.00	Bank transfer	1019	7 Aug 24
Barcombe Landscapes Ltd	Recreation ground maintenance 20 th May – 26 th June; war memorial maintenance & urban verge cuts 20 th May & 18 th June	1,485.43	Bank transfer	1020	7 Aug 24
Total General Expenditure		6911.33			
Village Hall Improvement Project Part 2					
Alun Gedrych Ltd	Groundworks to the outdoor area to the rear of the Hall (last of CIL grant)	9759.50		1021	7 Aug 24
Total Expenditure for approval		16,670.83			

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

NB the entry on the June 2024 accounts for payment schedule, voucher no. 975, for the extended two year laptop warranty, should have read £143.08, not £119.23, which was the net sum. The invoice for this item (which had been anticipated for payment in June), only arrived and was paid in July, in between meetings (payment date 22 July).