



Minutes of the Parish Council Meeting Held 7th October 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, N Silverman and N Turner. Two members of the public and L Gander (Clerk).	
1	<p>a Apologies for Absence <u>To note any apologies for absence from this meeting</u> - none noted.</p>	
2	<p>a Declarations of Members' Interests To receive declarations of interest from Councillors on items on the agenda – Cllrs R & S Morris declared a personal interest in item 5i on the agenda.</p> <p>b To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests</p>	
3	<p>Public Forum</p> <p>Two residents of Hundred Acre Lane, who live adjacent to the Kiln Cottage site, had attended to make representation about agenda item 5c. They advised that they continue to object to the application, as the arguments against the previous iterations of these plans, still apply. The proposed dwelling remains nearly as tall as the previous proposals and would be overbearing, being on a slope. Having additional traffic using the narrow access way would present a hazard to existing residents, some of whom step out of their door straight onto the track; small lorries such as supermarket delivery vans continue to hit the existing buildings (one in the last week), so residents are concerned about the implications of having bigger, delivery or construction vehicles driving past.</p> <p>Residents fail to understand how the developer would comply with Highways' requirements for the track to be widened to a minimum of 4.5m for the first 6m from the road, since the track is narrower than this and there are buildings either side.</p> <p>Comments were also made about the lack of infrastructure, with Wivelsfield Primary School being full and it being difficult to find doctors or dentists able to accept new patients.</p> <p>Additionally, with construction work having begun on the 45 homes site along South Road, it has been noted that much of the wildlife that the site was previously home to, has been displaced, with more being seen in the proposed site and surrounding gardens. As such, the ecological study for this site is out of date. Someone had also witnessed what appeared to be someone putting something into the badger sett on the site, contrary to the law in place to protect this species.</p>	

4	a	<p>To Approve the Minutes of: The Parish Council meeting held 9th September 2024</p>	Approved & signed.
5	a b c d e f g h i	<p>Planning Matters New applications considered at the meeting <u>LW/24/0583 - Horseshoe Cottage, Green Road</u> - replacement single storey rear extension. <u>LW/24/0598 - More House Farm, Ditchling Road</u> - Retrospective application for formation of two lakes and their use for recreational fishing, together with associated landscaping. The Council resolved to object to this application. Not only is it another retrospective application, which has further extended the commercialisation of the site, but since the lakes' creation, the incidence of flooding on Green Road has increased significantly. <u>LW/22/0421 - Land Adjacent To Kiln Cottage, Coldharbour Farm</u> - Revised plans to develop a single 4 bed home, part single and part 2 storey, including garage and access (Revision is to previously proposed a) two homes and b) single 5 bed home) Site description the same as previous. The Council wished to object to what is yet another application for this site (albeit all included under the same planning reference). It was felt that the reduction in size and height of the proposed property was so minimal as to make no material difference to the objections previously cited. Additionally, with wildlife from the 45 homes South Road site having been displaced, the ecological report is out of date.</p> <p>Tree Works Applications Considered <u>TW/24/0077/TPO - 43 Charlwood Gardens</u> - T1 - Oak - Crown reduction by 3m, and removal of lower branches and deadwood. T2 - Oak - Crown reduction by 3m, and removal of lower branches and deadwood. T3 - Oak - Crown reduction by 3m to the sides, and approx. 4-5m to the top. T4 - Hornbeam - Cutback by 2m. <u>TW/24/0089/TPO - 19 Ridgeway</u> - T1 - Ash- reduce crown by 2/3m all over - tree has pronounced lean towards the property.</p> <p>Notice of Application to be Heard at Planning Committee – the following application will be heard at Lewes District Council's Planning Committee on Wednesday 9th October 2024 <u>LW/24/0178 – Land East of Ditchling Road</u> - Approval of Reserved Matters Application Proposal: LW/24/0178 following Outline Planning Permission (LW/21/0729) relating to the layout, scale, appearance and landscaping for the erection of 96 new dwellings (including 40% affordable) and on-site play area provision. Anyone wishing to speak at the Planning Committee must register to speak by 12pm on Monday 7th October – there are limited slots, allocated on a first come, first served basis). To ratify who will attend the Committee on the Parish Council's behalf. To approve the content of the representation to be read out at Committee.</p> <p>Notifications of Appeal <u>APP/P1425/W/24/3351850 - Site North Of Slugwash Gardens, Slugwash Lane</u> - An appeal has been lodged against the Non-Determination of an application for Consent for the erection of 6no. residential dwellings with associated landscaping and parking and the retention of existing access. The Appeal will be conducted by means of written representations and any new representations must be with the Planning Inspectorate by 28th October 2024. It was agreed that the Council should submit further comments, to make the Inspector aware of the errors and omissions in the original Officer Report, upon which some of the appellants' arguments are based. It was further agreed to</p>	<p>To support the application.</p> <p>To object for the reasons indicated.</p> <p>To object for reasons previously cited, alongside concerns that the ecological report is out of date.</p> <p>To submit a neutral comment.</p> <p>Neutral comment.</p> <p>Chair to attend.</p> <p>Points agreed.</p> <p>Council to submit comments highlighting errors in the officer report upon which some of the appellants'</p>

j	<p>bring this appeal up with the Planning Officer that the Council is due to meet with on 14th October.</p> <p><u>APP/P1425/W/24/3348808 - Land Adjacent To Moors Cottage, Slugwash Lane - Change of use and erection of 2no. dwellings, demolition of outbuildings and structures, partial demolition of stables, with associated landscaping including remodelling of existing sand school and repositioning of two partially retained stables. The Appeal will be conducted by means of written representations and any new representations must be with the Planning Inspectorate by 29th October 2024.</u></p>	<p>arguments are built.</p> <p>This appeal will also be brought up with Planning Officers.</p>
k	<p>Planning Applications Approved by Lewes District Council (for information only)</p> <p><u>LW/20/0133 - Land To The East Of Tillershaw, North Common Road - Outline planning application in relation to access (utilising existing access), landscaping, layout and appearance only for the demolition of 4no. poultry sheds and erection 4no. detached dwellings.</u></p>	<p>Noted.</p>
l	<p>Tree Works Application Approved (for information only)</p> <p><u>TW/24/0067/TPO - Benjamin House, 55 Orchard Close - T5 - Hawthorn- Fell 3-6m tree; T6 - Hazel - Fell 6-9m tree; T7 - Hazel -Fell 6-9m tree.</u></p>	<p>Noted.</p>
m	<p>Planning Application Refused by Lewes District Council (for information only)</p> <p><u>LW/24/0468 - Land Northeast Of Brook Lodge, Theobalds Road - Erection of a 4 bed dwelling with detached garage, associated access and landscaping.</u></p>	<p>Noted.</p>
n	<p>Other Planning Matters</p> <p>To note comments made on the Green Blue Infrastructure Study, as submitted by the Council.</p>	<p>Noted.</p>
o	<p>To discuss Taylor Wimpey's emails about land South of Green Road and:</p>	<p>Points i and ii deferred.</p>
i	<p>decide whether to meet with them, as invited, in light of advice received</p>	
ii	<p>to consider whether to hold a public meeting to discuss the proposal & the community's feelings towards it.</p>	
p	<p>It was agreed to defer reviewing any decisions made in respect of points i and ii above, until after the Council's meeting with planning officers next week, as their input may influence the Council's thoughts.</p> <p>To decide whether to proceed with engaging a planning consultant to help prepare a submission to the prospective Taylor Wimpey application. The Council is committed to finding a planning consultant that can help to prepare a submission. The Clerk to contact other local clerks for recommendations.</p>	<p>Council seeking planning consultants.</p>
q	<p><u>Meeting(s) with Lewes District Council re planning-related matters</u> - the Council is due to meet with senior planning officers from Lewes District Council next week to discuss various matters, primarily: the Local Plan timetable, Slugwash Lane appeals, approach from Taylor Wimpey and planning processes/staffing. A meeting will also be arranged with the Neighbourhood Planning Officer.</p>	<p>Meeting to take place next week.</p>
6	<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 two items paid since the last meeting totalling £187.53, and approved a further fourteen payments totalling £7,314.51, (see Appendix A for details).</p>	<p>Payments approved.</p>

	b	<u>To note receipt of the CIL grant to cover expenditure on the Hall Improvement Project Part 2</u> (for which the costs have already been incurred). The Council noted receipt of the £30,364 grant.	Noted.
	c	To note the report from External Audit and publication of the Notice of Conclusion of Audit.	Noted.
	d	<u>To agree how to proceed with work to the street lights in the Church Lane car park</u> – given the solutions presented, and the drawbacks with some of them from a conservation perspective, the Council resolved to instruct East Sussex Highways to paint and improve the existing lights in the car park for now, with a view to tucking money away to create a budget for more significant work at a later date. The Clerk advised that, if at any point an electrical component in the lights or any of the wiring fails, it will be necessary for a full rewire to be completed in order to meet modern standards and it is at this point that one of the more costly options will need to be agreed.	Lights to be repainted.
	e	<u>To discuss how to proceed with arranging the playground company work, following discussions with the Hall's Management Committee</u> – it was agreed to proceed with the work quoted for at the play area (with the exception of work to the ground around the oyster roundabout, which will be dealt with separately), basket ball hoop and football wall. It was further agreed to go ahead with having an area of hardstanding put in front of the football wall, for which the Council favoured the cheaper wetpour option, rather than concrete, not least because it may be that, in future, the Council/Management Committee may look to do more with that area.	Work to go ahead as detailed.
	f	<u>To discuss progress with the claim for fire damage to the Green Road double-sided bus shelter and preferred route to resolve it</u> – assuming that the Council's insurer will agree to pay out for a replacement, the Council resolved to purchase a like-for-like wooden shelter and agreed to the more expensive of the two options quoted to give a larger covered area and curved roof brackets, (to retain the aesthetic features of the current shelter). A key difference will be that the new shelter will allow space for a wheelchair/pushchair at the end of the bench seat.	Purchase of replacement shelter with larger roof & curved roof brackets agreed.
	g	<u>To discuss whether to retain the services of the Council's current Data Protection Officer</u>	Agreed.
	h	<u>To consider looking into providing a defibrillator in the north of the Parish</u> – the Council agreed that, subject to finding a suitable location that would not necessitate it having to pay for power and/or the installation of a power supply, it would seek to provide a defibrillator in this area. Since the northern part of our Parish abuts Haywards Heath, and Haywards Heath residents living in adjacent roads would also benefit from the presence of a defibrillator close by, the Clerk was asked to liaise with Haywards Heath Town Council to see whether they would be willing to contribute towards the cost.	Agreed subject to liaising with HHTC & not having to pay for the power supply/ Connection.
	i	<u>To approve replacement of the lantern on pole bracket B, Eastern Road, at a cost of £637.40 & VAT</u>	Agreed.
7		Clerk's Report	
	a	<u>Action list</u> – usefulness of this to be discussed at next meeting.	
	b	<u>Remembrance Day service preparations</u> – Councillor Silverman knows someone who may be willing to help. The Chair will lay a wreath on the Council's behalf at the Church and the Vice-Chair will do so at the service by the war memorial.	
	c	<u>To discuss dates and times for holding a Strengthening Local Relationships (SLR) meeting with East Sussex Highways in the new year</u> – a preference for Fridays was expressed by councillors. Clerk to arrange.	Meeting to be arranged for a Friday.
	d	<u>To consider whether to make an Asset of Community Value application for the pub</u> – whilst it was agreed that this may be a good idea, it was not considered to be a priority at present.	To be borne in mind but not a priority.

	<p>e</p> <p>f</p>	<p><u>Update on timescale for public toilet to be available for users of the green</u> - the Hall's Management Committee are awaiting some parts to be fitted to the gender-specific toilets, for these to be kept for use by hirers of the Renshaw Room and Parish Council only, prior to opening up the accessible toilet for use by visitors to the green.</p> <p><u>Initial research into setting up a Youth Group</u> – Mid Sussex Voluntary Action (MSVA) currently have other organisations/local councils keen to explore youth provision. They are going to be hosting a Focus Group to discuss this, which the Clerk hopes to be a part of.</p>	<p>To be explored through MSVA.</p>
<p>8</p>	<p>a</p> <p>b</p> <p>c</p> <p>i</p> <p>ii</p> <p>iii</p> <p>iv</p> <p>d</p> <p>e</p> <p>f</p> <p>g</p>	<p>Reports from Parish Councillors</p> <p><u>Update on map/info board project</u> – all agreed that the second draft of the map was looking great. The next stage will be for the artist to add colour and for the council to decide where it would like copies to be displayed and in what form of mount. These items will be added to the next agenda for discussion.</p> <p><u>To agree on the name that the Council will use going forwards</u> – considerable debate took place on the best name to use, with the possible options being town/parish/village or community council. Some councillors favoured village or community council. However, the former would be inaccurate, since the Council represents the whole Wivelsfield community, not just those in the village of Wivelsfield Green and there were question marks over whether the term 'Community Council' - as a relatively uncommon one - would have the same standing in the eyes of other organisation as 'Parish Council'. Consequently, given that the whole reason for considering a name change was to improve people's understanding of the Council's function in the community, it was decided to retain the historic and recognised name of 'Wivelsfield Parish Council', but to add a strapline of 'working for our community' underneath, wherever it is used in branding etc.</p> <p>Parish Council website project:</p> <ul style="list-style-type: none"> • <u>To consider any particular requirements for the look and functionality of the website</u> – the Council agreed that it liked the look of the existing website, so is happy for the colours and essence of this to carry forward. • To consider moving to a .gov.uk domain • To seek another member to join the Communications Working Group • To agree to delegate approval of the new website design and layout to the Clerk plus members of the Communications Working Group <p><u>Feedback from the community-based harvest festival, held 5th October</u> – attendance was reported to have been disappointing.</p> <p><u>Posts on Slugwash Lane</u> – the area of tarmac/pavement at the southern end of Slugwash Lane (adjacent to Green Road) has been badly broken up by contractors' vehicles parking on it repeatedly. This has been logged with Highways with a request for it to be resurfaced but, in the meantime, it was suggested that we ask for posts to be installed at the same time, in order to prevent further parking – both for safety, as it impedes pedestrian access and impedes view lines, and to protect the tarmac. The Clerk to contact Highways to find out whether, if the PC was willing to pay for the posts, they could be installed as part of the work.</p> <p><u>To briefly note the content of the meeting held between the Parish Council and Village Hall Management Committee, regarding developing facilities at the green</u> – the meeting had been positive, with several ideas resulting from it.</p> <p><u>To agree any actions required following on from item 8f above</u> - the notes taken at the meeting will be circulated to members of the Management Committee.</p>	<p>Locations for maps & means of display to be added to next agenda.</p> <p>Name of Wivelsfield Parish Council to be retained, but with the addition of a strapline: 'working for our community'.</p> <p>Similar feel to be retained.</p> <p>Agreed. Cllr Turner. Agreed.</p> <p>Clerk to contact Highways to pursue possible installation of posts.</p> <p>Notes to be circulated.</p>

	h	<u>To agree the terms of reference for the CIL working group and date of initial meeting</u> - Group members will arrange a date for a meeting between themselves and, at the meeting, will review and agree appropriate Terms of Reference, to be presented to the Council for adoption.	Meeting to be arranged & terms of ref discussed.
	i	<u>Green Road traffic speed and crossing</u> – it is felt that, with the volume of vehicles using Green Road, it would be worth speaking to Highways again about the idea of a pedestrian crossing. The coloured surfacing which was put down as part of the speed reduction measures when the 30mph along Green Road was introduced, to help slow traffic by the green, has virtually disappeared. It was suggested that we look to collect some traffic data and talk to highways about what evidence they would require to consider a new crossing, and what the likely costs would be.	Clerk to make contact with Highways to elicit their criteria for a crossing.
9		Reports from District & County Councillors, MP & PCSO To note any written reports received prior to the meeting – no reports had been received.	
10		Correspondence – to review the items below plus any others arriving between the publication of the agenda and the meeting	HM & DC to attend.
	a	Invitation to attend the ESALC conference, to be held on Monday 4 th November	Noted.
	b	Invitation to attend the East Sussex Pension Fund - Employer Forum 2024, to be held virtually via Microsoft Teams on Thursday 28 th November 2024 between 10am - 3pm.	
	c	Action in Rural Sussex' role as a rural housing enabler.	Noted.
11		Items for Noting or Inclusion on Next Agenda	
	a	To discuss the merits of having a planning sub-committee and/or more PC meetings.	
12		Date of Next Meeting	
	a	Parish Council Meeting – 4 th November 2024	

Appendix A

Accounts for Payment for the Meeting of 7th October 2024

Items Paid Since the Last Meeting – for Ratification

Payee	Expenditure	Total	Payment Type	Voucher Ref	Date of Payment
		£			
General Expenditure					
BT	Quarterly phone & broadband	180.75	DD	1043	1 Oct 24
Wivelsfield Post Office & Stores	Biscuits for 2 meetings on 24 September 24	6.78	Card payment	1044	24 Sept 24
Total expenditure since the last meeting		187.53			

Items Approved for Payment at the Meeting

Payee	Expenditure	Total	Payment Type	Voucher Ref	Date of Payment
		£			
General Expenditure					
Salaries	October 24 Salary run	2,576.95	Bank transfer	1045	9 Oct 24
East Sussex Pension Fund	Pension contributions October 24	909.24	Bank transfer	1046	9 Oct 24
Lewes District Council	Quarterly dog bin emptying 1 Oct – 31 Dec 24	655.20	Bank transfer	1047	9 Oct 24
Lewes District Council	Quarterly litter bin emptying 1 Oct – 31 Dec 24	93.60	Bank transfer	1048	9 Oct 24
Lewes District Council	Charters Gate dog bin emptying October 24	93.60	Bank transfer	1049	9 Oct 24
Lewes District Council	Play area & outdoor gym inspection October 24	36.00	Bank transfer	1050	9 Oct 24
Sage UK Ltd	October 24 Sage 50 Accounts subscription	100.80	DD	1051	15 Oct 24
Adobe Systems	Adobe Acrobat Subscription October 24	19.97	DD	1052	6 Oct 24
E Gander	Reimbursement for purchase of ream of A3 paper	10.44	Bank transfer	1053	9 Oct 24
Kelly Engineering Ltd	Repairs to the large climbing unit	40.00	Bank transfer	1054	9 Oct 24
PKF Littlejohn LLP	External Audit 2023-24	504.00	Bank transfer	1055	9 Oct 24
Barcombe Landscapes Ltd	Recreation ground, play area & war memorial maintenance, plus urban verge cuts.	1,133.15	Bank transfer	1056	9 Oct 24
Balfour Beatty Living Places	New lantern, column D Downsview Drive	1033.56	Bank transfer	1057	9 Oct 24
Wivelsfield Village Hall	Renshaw Room hire October – December 2024	108.00	Bank transfer	1058	9 Oct 24
Total General Expenditure		7,314.51			

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