



**Minutes of the Parish Council Meeting Held Monday 8<sup>th</sup> April 2024**  
7pm, Renshaw Room, Wivelsfield Village Hall

Agenda Item	Description	Resolved
<b>Present:</b>	Parish Councillors H Martin (Chair), C Broad, I Haffenden, R Morris, S Morris and N Turner. Jamie Keeley, Liz Gander (Clerk) and a few members of the public.	
<b>1</b>	<b>Apologies for Absence</b> Apologies had been received from Councillor Cumberland, who had a prior commitment and from County Councillor Milligan and Maria Caulfield MP.	Apologies accepted.
<b>2</b>	<b>Co-option of New Councillor</b> The Council voted to co-opt Jamie Keeley to fill the last remaining vacancy on the Council. Mr Keeley signed his Declaration of Acceptance of Office, before taking his seat at the Council table.	To co-opt Jamie Keeley as Councillor.
<b>3</b>	<p style="text-align: center;"><b>Declarations of Members' Interests</b></p> <p>a <u>To receive declarations of interest from Councillors on items on the agenda</u> – Councillor Turner declared a personal interest in item 6j on the agenda, as he is friends with one of the professionals associated with the application.</p> <p>b To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests</p>	Cllr Turner declared a personal interest in item 6j.
<b>4</b>	<p><b>Public Forum</b></p> <p>One resident thanked the Council for its work in securing the renewal of Asset of Community Value status for Antye Field, off Theobalds Road. This was echoed by another two people, who said that it was greatly appreciated.</p> <p>Another resident raised concerns about safety at the zebra crossing on South Road, outside Wivelsfield Primary School. She advised that people regularly drive straight across, not stopping for people waiting to cross and there are fears that someone will get hit. As such, a petition was left in the shop suggesting speed bumps either side of the crossing to help slow traffic down, and was signed by around 140 people. However East Sussex Highways have said that the area does not meet their criteria for intervention.</p> <p>The Chair commented that we have had this situation before whereby the County Council won't do anything unless there has been an accident history in a particular location. There is the potential option of matched funding for a scheme, the first stage of which would involve applying for an appraisal of the site, which would be discussed under agenda item 7l. It was however noted that there is a danger that Highways will say that the stretch of South Road in question is not suitable for further speed reduction measures owing to the existing junctions, roundabouts and signage.</p>	

5	a	<p><b>To Approve the Minutes of:</b> The Parish Council meeting held 4<sup>th</sup> March 2024</p>	Approved & signed.
6	a	<p><b>Planning Matters</b> <b>The Council considered the new applications below:</b> <u>LW/24/0178 - Land East Of Ditchling Road</u> - Approval of Reserved Matters 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. The Chair noted that a number of residents had lodged objections to this application. She reminded those present that, as the principle of development of this site has already been agreed (under outline planning application ref: LW/21/0729) the key thing now is to achieve the best out of the site that we can. The Council raised a number of comments to be mentioned in its response, including:</p> <ul style="list-style-type: none"> <li>• The public footpath looks as though it has disappeared and become a pavement through the middle of the site, despite the Parish Council asking them to apply for an official diversion to take the footpath to the south of the site</li> <li>• The houses are still too box-like</li> <li>• Landscaping is still insufficient – need trees amongst the houses</li> <li>• It is good that the park has been moved away from the road and pollution</li> <li>• Concerns re flooding on Green Road</li> <li>• Sewage treatment works is already working above capacity &amp; residents have raised recent issues</li> <li>• Developer needs to make as many surfaces as possible porous, not just the bare minimum, to mitigate surface water run off</li> <li>• They need to look at the most effective option, not the cheapest</li> <li>• Cala Homes has misrepresented the quality of their community engagement and engagement with the Parish Council</li> <li>• The lack of advanced warning of the public exhibition and failure to provide a means to view the plans and give feedback online means that Cala did not hear the full weight of public opinion</li> <li>• Parking remains inadequate. Even one bed flats are likely to be occupied by couples, each with a car</li> <li>• Garages only count as one third of a parking space</li> <li>• Play equipment limited, and predominantly only suited to younger children</li> <li>• As part of the Section 106 Agreement, a sinking fund needs to be established to help defray maintenance costs on the site and prevent future residents from being hit by additional maintenance charges</li> <li>• Having existing trees and hedges to maintain will increase costs and, since the developer's profit is greater on a greenfield site than brownfield, it should be Cala that bears the cost of such maintenance in the long term, not residents</li> <li>• The Council remains concerned about access and egress to and from Ditchling Road</li> <li>• The impact of the new Morrisons Daily needs to be considered in terms of road safety and particularly pedestrian safety, with there being no pavement on the east side of Ditchling Road</li> <li>• The assessment of road safety and access was considered at the outline planning stage, but the situation has changed significantly</li> </ul>	To make comments along the lines of the points outlined.

		<p>with the advent of Morrisons and approval of the Springfield Industrial Estate site across the road</p> <ul style="list-style-type: none"> <li>The proposed layout has very much a suburban feel and is not sympathetic to the surrounding area</li> </ul> <p><b>b</b> <u>LW/24/0218 - Land Adjacent Magpie Ridge, South Road</u> - To regularize the land currently being used as part of a contracting business - Class B2/B8 - Resubmission of refusals LW/23/0344 and LW/23/0629.</p> <p>The Council resolved to object to this application. Nothing has materially changed from the previous applications and the Council believes it should be refused because:</p> <ul style="list-style-type: none"> <li>The site is outside the planning boundary</li> <li>Documentation supporting the application is inadequate and does not evidence business use</li> <li>Residents have suggested the site is not in active regular use</li> <li>The Council understands that evidence has been submitted to indicate that, contrary to assertions in the application, a property known as 'Merryworth Cottage' was not formerly situated on this site</li> <li>It is of concern that the location plan is entitled 'proposed residential development 'Merryworth Cottage'/land at South Road, Wivelsfield Green', entirely at odds with the apparent purpose of the application.</li> </ul> <p><b>c</b> <u>LW/24/0194/CD - Land Opposite South Cottage, South Road</u> - Discharge of Condition 6 (Play Areas) in relation to approval LW/23/0288. (Split decision) The range of equipment being offered is very limited. The Clerk to liaise with parents and submit comments.</p> <p><b>d</b> <u>LW/24/0159 - Moat House, (More House Farm), Ditchling Road</u> - Proposed barn extension for cattle housing.</p> <p><b>e</b> <b>Tree Works Application Approved</b> (for information only) <u>TW/24/0020/TPO - 11 Cowslip View - G1 - Oak X 2</u> - A maximum 2.5m reduction of lateral growth (eastern canopy) to provide 1m clearance between the canopy edge and the fence.</p> <p><b>f</b> <b>Notices of Planning Approval Received</b> (To note for information only) <u>LW/24/0054 - 2 Strood Cottages, North Common Road</u> - Removal of existing patio and replacement with single storey extension at rear elevation.</p> <p><b>g</b> <u>LW/23/0751 - Baldocks Garage, Ditchling Road</u> - Change of use from showroom (sui generis) to retail shop (use class E).</p> <p><b>h</b> <u>LW/23/0735/CD - Land Opposite South Cottage, South Road</u> - Discharge of Condition 2 (External Materials) in relation to approval LW/23/0288.</p> <p><b>i</b> <u>LW/24/0194/CD - Land Opposite South Cottage, South Road</u> - discharge of Condition 8 (GCN Certification) in relation to approval LW/23/0288 (split decision).</p> <p><b>j</b> <b>Other Planning Matters</b> To review and agree comments to be submitted to the Planning Inspectorate for the Appeal relating to Manor Nursery, Theobalds Road (original planning ref LW/23/0114). Subject to an alteration to point 3.4, it was agreed to submit the letter as presented. It was further agreed that the Chair will represent the Council at the Appeal Hearing on 14<sup>th</sup> May.</p> <p><b>k</b> <u>Update on application LW/23/0532 - Slugwash Lane, following its removal from consideration at Lewes District Council's January planning committee -</u></p>	<p>To object to this application for the reasons detailed.</p> <p>Clerk to submit comments re limited range of equipment proposed. To support the application.</p> <p>Response agreed. Chair to represent the Council at Appeal Hearing</p>
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	l m n	Request from school parents to consider submitting a Community Match application for having speed bumps installed either side of the pedestrian crossing by Wivelsfield Primary School. The Council agreed to submit an initial appraisal request for this proposal to East Sussex Highways, at a cost of £500. Phone & broadband package – the Council was happy to go with the Clerk's recommendations on this, provided information still awaited regarding termination fees etc was obtained and proved satisfactory. To nominate up to three councillors to be named signatories on the Redwood Bank savings account. It was agreed to add Councillors Broad and R Morris to the account.	To apply for a community match initial appraisal. Clerk to follow up. Cllrs Broad & R Morris.
8	a b c d e f g	<b>Clerk's Report</b> Action list – noted. <u>To discuss holding a community information day during the summer and to invite local organisations to attend, in preference to having them come along to the Annual Parish Meeting</u> – it was agreed to hold an information day on the afternoon of Saturday 13 <sup>th</sup> July. Clerk to explore options for children's activities and to liaise with Chair re costs. <u>To agree the format and content for the Annual Parish Meeting (APM) in light of 8b above</u> – it was agreed to keep the format of this year's meeting very simple, with just a summary from the Chair, information about speed and traffic data from the Speedwatch Co-ordinator and a question and answer session. <u>To discuss the future of/alternatives to the Wivelsfield News magazine</u> – it was agreed that, with the final edition of the Wivelsfield News in its current format due to come out in May, there is no immediate rush to find a solution as to how to continue with some form of publication. The questionnaire which will be published in the News, will hopefully help to identify what kind of communication is valued by and important to residents, and it may be that someone comes forward with an offer to help with layout. <u>To note the receipt of a decision from Lewes District Council, confirming Antye Field's inclusion on their list of Assets of Community Value.</u> <u>EV charging</u> – the owner of the Church Lane car park did not wish to pursue this option at present, partly owing to concerns that it may encourage overnight parking and use from people other than those visiting the church, for whom the car park is primarily intended. It was however suggested by the Council that the possibility of having electric vehicle charging points in the Village Hall car park, should be raised with the Management Committee. Councillors Haffenden and Morris to ask for this to be added to a Committee agenda. <u>Bridleway from Eastern Road to St George's</u> – the Principal Countryside Maintenance Officer for East Sussex County Council had advised that, whilst the ground was muddy, it was not out of keeping with other footpaths given the amount of rain we have had. He also noted that a potential issue 'with improving this route is that there is no official junction with or crossing on the B2112. This is something that would have to be addressed as part of any larger project to improve access between Wivelsfield Green and Burgess Hill.' He went on to say that he could see that some minor works could be carried out to improve bridleways Ditchling 10b and 69a, via the laying of stone and improving drainage. 'Whilst I cannot promise anything at this time, I will see what I can do to carry out some minor improvements this summer, and will therefore reinspect this route in two months' time.'	Community info session agreed.  APM to be simple meeting  No immediate rush. Will await responses to the community questionnaire.  Noted.  Comments re Church Lane car park noted. Council to ask for EV chargers at Village Hall car park to be discussed.

9	a b c d e f g h i j	<p><b>Reports from Parish Councillors</b></p> <p><u>Update on discussions with Village Hall Management Committee</u> – the Clerk and Chair had received three documents from the Committee, shortly in advance of this meeting. The documents will be forwarded to other councillors and considered at a future meeting. The Clerk to ask the Committee to provide a repairs and renewals schedule for the Hall.</p> <p><u>Feedback from Village Hall Committee held 20 March 2024</u> – the agreement between the Committee and Parish Council about the public toilet was discussed, as was the Memorandum of Understanding (of which Cllr Haffenden drew attention to footnote 2b, which he believed to be wrong). Another topic discussed and to be brought to the Council’s attention was residents’ concerns over the upcoming cessation of analogue phone services. This is something that the Clerk was aware of and has been liaising with our principal authorities over, to find out who is offering support and publicity about the change.</p> <p><u>Information from the Planning Training attended by Cllr S Morris</u> – the training (and trainer) had been really good. Re enforcement, we were advised to keep pushing. Planning fees had been increased by 25% nationally in December, so it would be interesting to find out from LDC whether the additional revenue is being ploughed into staffing within the planning department.</p> <p><u>Feedback from the communications training attended by the Chair</u> – this had been another good training session, quite a bit of which was about avoiding reputational damage and how to communicate with the community. Takeaways included the need to properly listen to people and treat them as people, having empathy and being transparent and honest.</p> <p><u>To discuss potential community benefit activities and any further information gleaned on the ideas previously suggested</u> – work on parish information boards/maps is underway.</p> <p><u>Summary of the meeting held with community representatives to discuss community engagement and participation</u> – the meeting had been very useful and it was felt that we learned a lot from it.</p> <p><u>To agree next steps and/or a date for a follow up meeting re 9f above</u> – questionnaire to be included in the next Wivelsfield News, to gauge residents’ feelings on a range of topics, including community engagement.</p> <p><u>To agree a working group meeting to draft a policy on community engagement/ communication</u> – meeting to be arranged for sometime after the Annual Parish Meeting.</p> <p><u>Communication within the Council</u> – it was agreed that if the Clerk needs a response from council members to an email, she will give a 48 hour deadline to hear back. If people don’t have anything to say, they don’t need to respond. In the case of important outgoing letters, after the 48 hours have elapsed and any comments have been received and incorporated (as appropriate) the Clerk will, if necessary, liaise with the Chair for approval of the final document.</p> <p><u>To consider updating the Council’s policy on Members’ Allowances to include the ability for co-opted members to claim for certain things</u> – to be deferred.</p>	<p>Documents from Hall Committee to be considered at future meeting.</p> <p>Questionnaire to be included in the News. Meeting to be held in May.</p> <p>In-house communication process agreed.</p> <p>Item deferred.</p>
10		<p><b>Reports from District &amp; County Councillors, MP &amp; PCSO</b></p> <p>Reports had been received from County Councillor Milligan and Maria Caulfield MP.</p>	Noted.
11		<p><b>Items to be taken to the Next Lewes District Association of Local Councils Meeting</b></p>	No items identified.

<b>12</b>		<b>Correspondence – to review the items below plus any others arriving between the publication of the agenda and the meeting</b>	
	a	Community Safety Action Group Meetings.	Noted.
	b	Thanks from organisations to whom the Parish Council resolved to award grants at the last meeting.	Noted.
	c	<u>Invitation to Council members to attend a community fun day at the new Morrisons Daily on Ditchling Road, on Friday 10<sup>th</sup> May</u> – the Clerk to respond that it is a shame that Morrisons is fundraising for the Bentswood Hub in Haywards Heath, rather than St Peter & St James Hospice (or other organisation) based here in Wivelsfield.	Noted.
	d	<u>Email of introduction from 3VA</u> , an organisation supporting community groups. Clerk to attend meeting with 3VA representative, to find out what kind of support they can offer, as this may fit in with the Council's work on improving community engagement.	Clerk to attend meeting.
<b>13</b>	a	<b>Items for Noting or Inclusion on Next Agenda</b> Possible name change for the Parish Council	
<b>14</b>	a	<b>Date of Next Meeting</b> Annual Parish Meeting – Wednesday 1 <sup>st</sup> May 2024	
	b	Annual Meeting of the Parish Council - Monday 20 <sup>th</sup> May 2024	

Appendix A

## Accounts for Payment for the Meeting of 8<sup>th</sup> April 2024

### Items Paid Previously, for Ratification

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
<b>General Expenditure</b>		£	£		
Main Event	Storage bags for display board bases		89.40	Online	929
<b>Total Expenditure</b>			<b>89.40</b>		

### New Items Approved for Payment

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
<b>General Expenditure</b>					
Salaries	April 24		2,576.95	Bank transfer	930
East Sussex Pension Fund	Pension contributions April 24		909.24	Bank transfer	931
Lewes District Council	Car park & pavilion bin emptying March 24		38.40	Bank	932

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
				transfer	
Lewes District Council	Charters Gate Way dog bin emptying April 24		93.60	Bank transfer	933
Lewes District Council	Outdoor Gym & Play Area Inspection April 24		36.00	Bank transfer	934
Lewes District Council	Quarterly litter bin emptying 1 April – 30 June 24		93.60	Bank transfer	935
Lewes District Council	Quarterly dog bin emptying 1 April – 30 June 2024		655.20	Bank transfer	936
Sage UK Ltd	April 24 Sage 50 Accounts subscription		92.40	DD	937
Tetrabyte	IT support & Office 365 licences – April		152.15	DD	938
ESALC	S Morris & L Gander attendance at planning training – 14 March 24		96.00	Bank transfer	939
ESALC	N Silverman new councillor training 3 April 24		48.00	Bank transfer	940
Adobe Systems	Monthly Adobe Acrobat subscription		19.97	DD	941
Wivelsfield School PTA	Grant for outdoor play equipment (\$137 expenditure)		1650.00	Bank transfer	942
Wivelsfield Village Hall	Grant towards new flooring and blinds (from CIL)		813.68	Bank transfer	943
Wivelsfield Tea Club	Grant		500.00	Bank transfer	944
Wivelsfield Films	Grant		500.00	Bank transfer	945
The Monday Group	Grant		500.00	Bank transfer	946
Wivelsfield Church	Grant for churchyard maintenance		2500.00	Bank transfer	947
EAC Software	Website hosting 2024-25		156.00	Bank transfer	948
Hedgehogs R Us	Box of 50 hedgehog holes		157.50	Bank transfer	949
<b>Total General Expenditure</b>			<b>11,588.69</b>		