

**Wivelsfield Parish Council**  
**Minutes of the Parish Council Meeting**  
**Held Monday 1 August 2016**  
8pm, Renshaw Room, Wivelsfield Village Hall

| Agenda Item     | Description   | Agreed                              | Responsible |
|-----------------|---|-------------------------------------|-------------|
| <b>Present:</b> | Councillors Ian Dawson (ID, Chairman), Judy Stoner (JuS) and Michelle van Bochove (MvB). Also in attendance: Liz Gander (Clerk), and six members of the public.   |                                     |             |
| Open Forum      | <p>The Chairman welcomed everyone to the meeting and said that it was wonderful to see people attending in a month when the Parish Council (PC) would not normally meet. This meeting had been arranged in place of that previously scheduled for 5 September.</p> <p>One gentleman said that he was delighted to see the matter of the Church Lane car park surface on the agenda and hoped that something would happen.</p> <p>A lady asked about the item on Springfield Industrial Estate. It was confirmed that this was simply being kept as a standing item on the agenda for when updates were available, but no recent information had been forthcoming.</p> <p>In response to a question about the Bovis appeal, the Chairman understood that the public inquiry had been set for 14 September, but the Council had not yet received official notification of this.</p> <p>A resident of Ditchling Road highlighted that the hedge opposite Baldocks garage and along to the mini roundabout is very overgrown. The resident has previously liaised with Ian Johnson from East Sussex Highways (ESH) who has arranged to have it cut.</p> | Clerk to follow up with ESH         |             |
| 1               | <p><b>Apologies for Absence</b><br/> John Fair had submitted his apologies as he was on holiday. This was accepted by the Council. County Councillor Sheppard had also apologised for not being able to attend.</p>   | The Council accepted JF's apologies |             |
| 2               | <p><b>Declarations of Members' Interests</b></p> <p>a To receive declarations of interest from Councillors on items on the agenda<br/> b To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests.<br/> None noted.</p>   |                                     |             |
| 3               | <p><b>To approve the minutes of</b><br/> a <u>The Parish Council 4 July 2016</u> - approval of the minutes to be deferred to the next full Parish Council meeting.</p>  | To be agreed at next full PC mtg    |             |
| 4               | <p><b>Correspondence</b></p> <p>a <u>Response from ESCC regarding signage around the Cala Homes site off North Common Road.</u> The following explanation had been given by East Sussex Highways for the positioning of the speed restriction signage around the Cala site:<br/> 'The speed limit change points have been discussed and agreed with both ESCC Traffic and Safety Team and Sussex Police. As you may appreciate the road alignment rather restricts the possible locations that can be chosen. It is considered that the current locations offer reasonably good forward visibility which allows drivers to be adequately advised of the change of speed limit ahead. The signs have also been located so that they are commensurate with the changes</p>  |                                     | LG          |

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|   | <p>to the nature and character of the road (such as property frontages, vehicle accesses) - a major factor that influences driver behaviour, compliance and their appreciation of the need for a lower speed limit.</p> <p>... the current speed limit changes are temporary and as such the signs are mounted in frames at ground level. It is considered that when the changes become permanent, and the signs are mounted on proper posts at height, then they will be more conspicuous. In addition the 30mph speed limit gateway will be reintroduced and the 40mph speed limit signs will be enhanced with yellow backing.'</p>  |   |              |
| b | <p><u>Concern about volume and speed of traffic passing along North Common Road near the shop</u> - a couple from North Common Road had written to the Council expressing concern about the Councillor van Bochove had spoken to the Cala homes site manager regarding the speed of construction vehicles however, whilst sympathetic, he said that this was out of his remit and it was up to individual drivers to follow the rules of the road.</p> <ul style="list-style-type: none"> <li>o Councillors suggested that some additional signage to remind drivers to stick to 30mph when coming out of the Cala site, and perhaps a board at the top of Downsvie Drive warning of congestion near the shop would be helpful. MvB to ask the site manager about this.</li> <li>o The Chairman allowed J Wigzell, Community Speed Watch Co-ordinator, to speak on this matter. There is now a Speedwatch site registered at the top of Downsvie Drive and Mr Wigzell invited those that wrote in regarding the speed of traffic along that stretch of road to join the group. At least three people are needed to operate the scheme and even half an hour of people's time will help.</li> </ul> | Clerk to invite residents to join Community Speedwatch team.      |              |
| c | <p><u>Invitation to attend the Town and Parish Conference</u> - the Chair, Vice-Chair and Clerk will attend the Conference on Wed 12 October.</p>  | Chair, Vice-Chair and Clerk to go                                 | ID/J<br>S/LG |
| d | <p><u>Photos re dangerous parking in the roads around Wivelsfield Primary School and response from the Head Teacher</u> - the Head and Governors of the Primary School have are unable to act beyond the school boundaries. As such the school will send a letter to parents reminding them of the need to park considerately, whilst the Council will ask the PCSO team to make occasional visits to school at the beginning and end of the day when the new school term begins.</p>  | Clerk to contact PCSO team  | LG           |
| e | <p><u>Changes to the Financial Services Compensation Scheme</u> - owing to changes to the Scheme, the Parish Council's accounts are now covered up to £75k.</p>  |   |              |
| f | <p><u>Email from District Councillor Sharon Davy regarding Ridge Way development</u> - Councillor Davy had contacted the Parish Council asking for its support for the Greenhill Way's residents' calls for safe crossing points from the new development. She suggested contacting Alex Jack from ESCC to emphasise how important this matter is. Parish Council members queried why money has been set aside from this development for traffic improvements in Ditchling, when nothing similar has been forthcoming for Wivelsfield. The Clerk to write to County Councillor Sheppard to ask if he knows what happens with that money, since there is no evidence of it being used in Ditchling.</p>   | Clerk to contact ES Highways to reiterate need for safe crossing. | LG           |
| g | <p><u>Contact from Enplan regarding plans for a country park on the border of Haywards Heath</u> - representatives from Enplan had met with Council members to discuss proposals for a development off Hurstwood Lane which will include the creation of a country park, allotments and burial ground on land within Wivelsfield Parish.</p>   |   |              |
| h | <p><u>Action in Rural Sussex - invitation to attend the 2016 AGM and Conference</u> - since the date for this clashes with the Town and Parish Conference organised by LDC and SALC (as per item 4c), Wivelsfield PC will not be represented at this event.</p>  |   |              |
| i | <p><u>Invitation from Lewes District Council to share the PC's thoughts on how the</u></p>   |   |              |

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|   | <p><u>paperless planning system is working.</u> The Clerk had responded to the email mentioning a number of points which could do with ironing out.</p> <p>j <u>NALC Councillor survey</u> - Councillors were advised of an opportunity to participate in an online survey.</p> <p>k <u>Request from the co-ordinator of the Sierra Leone link to extend the present twinning arrangement between Wivelsfield and Sourcieux-les-Mines, to a 'tripling' arrangement to incorporate the Sierra Leone link too.</u> Councillor Stoner said that she was aware that, owing to strict rules about keeping state and church separate, she believed that no such formal arrangement could be made. However, Rachel Mumford from Sourcieux-les-Mines had indicated that the French community would be happy to support fundraising for Aberdeen in Sierra Leone.</p> <p>l <u>Letter regarding the historic presence of asbestos at Springfield Industrial Estate</u> - a former Chairman of the Parish Council had forwarded a letter, dated May 2005, from the Environment Agency, expressing its concern that, despite the removal of a significant quantity of asbestos from the site, more had been found on the site, mixed into an earth bund. The Clerk to follow this up to determine what action was taken in regard to this, whether the asbestos was removed and which bit of the site this was on. Letter to go to the Environment Agency, copied to the developers and LDC.</p>  | Clerk to write to Environment Agency   |  |
| 6 | <p><b>Financial Matters</b></p> <p>a <u>To review and authorise cheques for payment</u> - twelve items totalling £2,600.24 were approved for payment.</p> <p>b <u>To review the accounting statements for the financial year to date</u> In response to a query about the variance report, the Clerk explained that, for cost areas where there is no consistent/predictable pattern of spending, instead of trying to apportion budgets across the year to monitor against, the whole budget has been allocated at the start of the year.</p> <p>c <u>Short term investments</u> - the Clerk had learned that Barclays no longer offer short term bonds as a way of making the Council's money work harder. Councillors had no other suggestions to make. The Clerk will consider alternatives.</p>  | Clerk to consider alternatives   | LG<br>LG<br>LG                         |
| 7 | <p><b>Planning Matters</b></p> <p><b>New Planning Applications Reviewed at the Meeting</b></p> <p>a <u>LW/16/0475 - 39 Downsview Drive</u> - erection of front porch.</p> <p>b <u>LW/16/0457 - 34 Allwood Crescent</u> - Erection of a rear extension to garage and a first floor extension over the top of the garage &amp; extension.</p> <p>c <u>LW/16/0472 - The Willows, Valebridge Road</u> - erection of a single storey rear extension.</p> <p>d <u>LW/16/0539 - Coldharbour Park, Hundred Acre Lane</u> - erection of an oak-framed garage with home office/studio over.</p> <p>e <u>LW/16/0563 - Golf Course Farm South Road</u> - Erection of a two storey front extension and single storey side extension.</p> <p>f <u>LW/16/0597 - More House Farm Ditchling Road</u> - Section 73A Retrospective Application for formation of recreational lake.</p> <p>g <u>LW/16/0639 - Ridge House, Ditchling Road</u> - Certificate of Lawful Development - use of building as single dwelling.</p> <ul style="list-style-type: none"> <li>o The Council objected to this application on the grounds that it is commonly known that permission should be sought before work such as the conversion : <ul style="list-style-type: none"> <li>• It is common knowledge that planning permission should have been obtained prior to the conversion to a dwelling being made</li> <li>• To support the application would have set a dangerous precedent for other areas that may be more visually/environmentally intrusive</li> </ul> </li> </ul> | Support<br>Support<br>Support<br>Support<br>No comment<br>No comment<br>Object | LG<br>LG<br>LG<br>LG<br>LG<br>LG<br>LG |

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|   | <ul style="list-style-type: none"> <li>The application site is outside the development boundary.</li> </ul> <p><b>Re-consultation</b></p> <p>h <u>LW/16/0314 - 3 Hurstwood Cottages, Colwell Lane South</u> - amendments consisting of the removal of the two storey side extension, reduction in size of the rear extension and the addition of a detached ancillary building.</p> <p><b>Notices of Planning Permission Received</b> (for information only)</p> <p>i <u>LW/16/0390 - Cads, Valebridge Road</u> - change of use from commercial office part of property to residential to create a single dwelling.</p> <p>j <u>LW/16/0447 - Bray, North Common Road</u> - demolition of existing conservatory and erection of a two storey side extension and a single storey rear extension.</p> <p><b>Notice of Variation of Planning Condition</b> (for information only)</p> <p>k <u>LW/15/0868 - Sunnybrae, Valebridge Road</u> - variation of condition 26 (plans) of planning approval LW/14/0350 to accommodate technical and design requirements.</p> <p><b>Certificate of Lawful Development received</b> (for information only)</p> <p>l <u>LW/16/0449 - 6 Allwood Crescent</u> - erection of a single storey rear extension and internal alterations.</p> <p><b>Additional Planning Matters</b></p> <p>m <u>Hole Farm</u> - Concern was expressed by members about recent building activity at Hole Farm. LDC had requested submission of a planning application which it is thought had been lodged and then removed. Hole Farm itself was demolished in the 1960s. The barn which was left and has been subject to recent work now bears little resemblance to the original having been extended and upgraded significantly. A sign for Hole Farm, along with a letter box, have recently appeared on the gate at the top of Nursery Lane and people have been 'checking in' to Hole Farm on Twitter. Additionally, four water pipes have been laid over a former drovers road, crossing private land without consent. The Clerk to liaise with LDC's Enforcement Officer.</p> | No comment  | LG |
| 8 | <p><b>Report of Clerk</b></p> <p>a <u>Outdoor Gym funding application</u> - the Clerk is awaiting the outcome of an application made to the Tesco 'Bags of Help' fund.</p> <p>b <u>To discuss any required specification for public toilets at the green prior to commissioning formal plans</u> - following receipt of a letter from a member of the public, expressing wariness at the prospect of users vulnerability if using toilets with cubicles and somewhere for people to hide, the Council debated what it felt would be the best approach. On the basis that the majority of users are likely to be families with young children, the councillors present favoured two, gender neutral toilets, both with disabled access and vandal-proof sanitary ware. The Clerk to relay this to the Village Hall Management Committee Chairman and architect and to look into whether non stainless steel but vandal-proof sanitary ware is an option.</p> <p>c <u>Log ramp repair at children's play area</u> - no update available despite having been chased on more than one occasion. Clerk to follow up.</p> <p>d <u>To review the comparative prices for a Village sign</u> - estimates had been received from two sign companies, in addition to that obtained from local blacksmith, Tom Carter. A coloured, single-sided, post-mounted board would be around £600-800, whilst a sign such as that at the entrance to Worlds End recreation ground would cost approximately £2800. As such, having been impressed by Tom's portfolio, happy with the guide price given and keen to have the sign made by someone with a local connection and personal investment in the Parish, the Council resolved to commission Tom to design and prepare a sign. <ul style="list-style-type: none"> <li>It was suggested that cut-out elements of the sign could include donkeys, trees and/or carnations</li> <li>The Parish name should be on a plate so that it can be read from both sides.</li> </ul> </p>   | To discuss toilets with Chair of Management Committee | LG |
|   |   | To chase supplier again                               | LG |
|   |   | To commission Tom Carter to prepare a village sign.   | LG |

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| e | <u>To consider options for purchasing a parish council laptop</u> - the Clerk had identified a few possible laptops costing £250-300. The Council resolved that she could purchase a laptop for Council work, up to the value of £300.  | Clerk to purchase a laptop to value of £300  | LG         |
| f | <u>Office 365 functionality and benefits</u> - the Council recognised the advantages of Office 365 and the ability for the Clerk to work remotely and share documents using cloud storage, and agreed to this in principle. As Office 365 includes email addresses within the monthly cost, the Clerk will talk to EAC Software to determine whether there is any minimum contract term with the Council's current email provision and/or any other implications with moving across to Office 365.  | Clerk to speak to EAC Software   | LG         |
| g | <u>To consider quotes received for repairing the Church Lane car park surface</u> - as the various quotes received each referred to different sized areas of the car park, it proved difficult to compare like for like. It was suggested that a single specification be compiled taking the preferred elements from the quotes, including asking for a price to clear the overgrowth at the edges of the car park - identified by one contractor as a possible contributory factor to the issue of water collecting in the middle of the car park - so that costs could be compared on a like-for-like basis. MvB to prepare the specification.  | Specification to be drawn up and circulated to contractors                         | MvB<br>/LG |
| h | <u>Grass Cutting</u> - after at least one cut having been missed, several complaints from residents and multiple enquiries to East Sussex Highways, the grass was finally cut in July. The contractors however did an extremely messy job, using a strimmer to cut the verges as they had become unmanageably long and leaving cut grass strewn over pavements. Contrary to what is believed to be good practice for health and safety reasons, the contractors did not stop strimming when someone walked past on the adjacent pavement. Clerk to ask when the remaining cuts for the year are scheduled so that we can ensure they happen.  | Clerk to obtain list of remaining dates for grass cutting this year                | LG         |
| i | <u>Update on replacement of lights in Church Lane conservation area</u> - no update as yet.   |  |            |
| j | <u>CiLCA</u> - to note the addition of an hour per week to the Clerk's hours (as agreed on 5 <sup>th</sup> Oct 2015) from 11 July to assist with her completion of CiLCA.   |  |            |
| k | <u>Key points arising from the Legal and Finance Day on 14 July</u> - the Clerk advised that Parish Council's are now eligible to use internet banking and that the two signature rule has been removed. At present however, the Council is happy to continue with making payments via cheque and favours the security of having two signatories per cheque.  |  |            |
| l | <u>Request to attend Clerks' Networking Day</u> - Tues 1 Nov at a cost of £65 & VAT.  |  |            |
| m | <u>To discuss the implications of having the parish share of the Community Infrastructure Levy (CIL) for the recently approved Ridge Way development capped.</u> The Clerk explained that, without the Neighbourhood Plan having been 'made' (adopted) prior to the granting of planning permission for the second phase of the Ridge Way development, not only will the Parish Council only be eligible for 15% rather than 25% of the CIL receipts, but the sum it receives will be capped at an equivalent of so much per existing household. Were the Neighbourhood Plan in place, not only would the community benefit from 10% more CIL, but there would be no cap. To put this into context, from figures illustrated by LDC, it appears that this could mean that, whereas, with the NP in place, the Parish Council could obtain over £200k in CIL, without the NP in place, this will be restricted to around £90k - a phenomenal difference. The Clerk is liaising with the CIL officer from LDC to see if there is a way around this, as it seems unfair for the community to be penalised for the fact that the Plan is not more advanced, when some of the delays have been caused by LDC requiring extra work and the examiner's report taking far longer to appear than anticipated. It was agreed that it would be good to having a working group to start preparing a prioritised list of projects to be funded by CIL. The Clerk suggested that, given | To liaise with LDC CIL officer to ensure only accurate information is circulating. | LG         |

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|   | the significant sums involved, it would be good practice to undertake some public consultation once initial ideas have been drawn up, to ensure that the Parish Council's plans for the money have community support.   |  |   |
| 9 | <p><b>Working Group Reports</b></p> <p><b><u>Communications Group</u></b></p> <p>a <u>Website</u> - to be progressed asap.</p> <p>b <u>Wivelsfield News</u> - content for the third (September) edition of the new-look Wivelsfield News is currently being compiled for submission in a couple of weeks.</p> <p>c <u>Village Day</u> - this year's Village Day was again very successful. In order to ensure that it continues in future years however, more volunteers will be required. The Clerk suggested that the Committee prepare an article appealing for help, to be included in the September Wivelsfield News.</p> <p><b><u>Finance and Policies Group</u></b></p> <p>d <u>To discuss and agree an Employer Discretions Policy for membership of the Local Government Pension Scheme.</u> Clerk to resend the proforma policy provided by East Sussex Pension Fund to councillors.</p> <p><b><u>Asset &amp; Planning Group/Neighbourhood Plan (NP)</u></b></p> <p>e <u>Update on the Neighbourhood Plan</u> - although, when the NP examination hearing took place on 9 May, it was anticipated that the report would be received in a matter of two or three weeks, the draft was finally only received late this afternoon and has not yet been reviewed. The purpose of the draft is purely to check it for factual accuracy. LDC officers will relay any factual errors to the examiner and will then liaise with the Parish Council to agree whether any recommendations made should be implemented, prior to going out to referendum.</p> <p>f <u>Update on Cala Homes development off North Common Road</u> - MvB has received a flurry of emails about the Cala site recently.</p> <ul style="list-style-type: none"> <li>o Problems with mud on the road have been superseded by dust now that the weather had improved. Cala have bowsers on site and have promised to redouble their efforts to damp the dust down having received complaints from residents who are finding themselves unable to open windows or hang out washing.</li> <li>o Delivery lorries are still coming to the site from the wrong direction, but they are being turned away by the gateman. The Site Manager had shown MvB a letter sent to the cement supplier, warning that if they do not observe the Traffic Management Plan their contract will be terminated.</li> <li>o Openreach had started work before 8am one Sunday morning and, when approached by a number of residents, said that they were working for Cala.</li> <li>o There has also been an issue with anti-social behaviour at that end of the village; riotous behaviour, damage and people playing football in the grounds of the Church of the Latter Day Saints.</li> <li>o The Clerk to contact South East Water to see what is happening with the water main on Green Road which keeps failing. Since it has gone four times in about as many months it appears that they are doing temporary fixes, rather than getting to the route of the problem.</li> </ul> <p>g <u>Bovis appeal</u> - the Council has heard (unofficially) that the Bovis appeal has been set for three days from Wednesday 14 September. Councillor Stoner offered to speak on behalf of the Parish Council, whilst Jason Stoner hopes to speak on behalf of the residents. Members felt that it would be good to encourage residents to attend in order to show the level of local opposition to the plans.</p> <p>h <u>Springfield site</u> - no further information.</p> <p><b><u>Highways &amp; Street Lighting Group</u></b></p> <p>i <u>Proposed Lighting Scheme for the Ridge Way development</u> - having finally today received - and reviewed - a basic explanation of the complex plans previously</p> |  | <p>ID/L<br/>G</p> <p>JS</p> <p>LG</p> <p>Clerk</p> <p>JS</p> <p>No comments</p> |

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|    | j | provided, the Council had no comments to make.<br><b>Community Development</b><br><u>Twining update</u> - Rachel Mumford from Sourcieux-les-Mines came to Wivelsfield for a few days after Village Day. She spent a day at Wivelsfield Primary School and had a very positive day.   |  |     |
|    | k | <u>CIL contributions</u> - to agree a working group to review priorities for use of Community Infrastructure Levy (CIL) monies (developer contributions). It was suggested that a working group is set up to look at projects that could be funded by CIL. Councillors favoured a group with diverse backgrounds and ages to make it as representative of the wider community as possible. An advert to be placed in the Wivelsfield News. | To encourage participation in a working group from as diverse a section of the population as possible. | ALL |
| 12 | a | <b>Items for Noting or Inclusion on Next Agenda</b><br>Dangerous bend at the Royal Oak   |  |     |
|    | b | Development at Hole Farm   |  |     |
|    | c | Anti-social behaviour  |  |     |
| 13 | a | <b>Date of Next Meeting</b><br>Monday 3 October - Parish Council Meeting (unless there is a need to call an extra-ordinary meeting beforehand).  |  |     |

The meeting closed at 10.10pm.

### Accounts for Payment for the Parish Council Meeting of 1 August 2016

Accounts approved for payment at the meeting:

| Payee                          | Expenditure  | Value<br>£ | Total<br>£     | Chq No |
|--------------------------------|--|------------|----------------|--------|
| Lewes District Council         | August play area inspection  |            | 18.00          |        |
| E Gander                       | August salary  |            | 1149.92        |        |
| East Sussex Pension Fund       | Pension contribution Aug 2016  |            | 376.10         |        |
| Wivelsfield Community Tea Club | Grant for Christmas Tea and general use for activities/entertainment |            | 400.00         |        |
| E Gander                       | Travel to CiLCA course 11 July                                       | 14.13      |                |        |
|                                | Travel to Legal and Finance Day 14 July                              | 17.37      | 31.50          |        |
|                                | Leadership Training Course   |            | 350.00         |        |
| EAC Software                   | Email hosting August 2016  |            | 36.00          |        |
| A and D Repairs                | Repair of A4 and A3 printers   |            | 45.00          |        |
| SSALC                          | Clerk's attendance at Legal & Finance Day                            |            | 108.00         |        |
| CPRE                           | Annual subscription  |            | 36.00          |        |
| Judy Stoner                    | Reimbursement for purchase of gift for C Bowden                      | 27.00      | 40.32          |        |
|                                | Travel to Chairmanship Training                                      | 13.32      |                |        |
| Wivelsfield PCC                | Hire of Church Hall - Tues 19 July                                   |            | 10.00          |        |
| <b>Total</b>                   |  |            | <b>2600.84</b> |        |