

## Minutes of the Parish Council Meeting Held Monday 14 December 2020 7.30pm, via the 'Zoom' video conferencing platform<sup>1</sup>

Agenda Item	Description	Resolved
<b>Present:</b>	Parish Councillors Ian Dawson (Chair), Edward Pascoe, Ian Haffenden, Bernard Rust, Harriet Martin and Nick Dutt. District Councillor Nancy Bikson, Liz Gander (Clerk) and six members of the public.	
<b>Open Forum:</b>	<p>A resident from the Theobalds Road area advised that concerns remain about the Lakedene application and local surface water flooding. Residents are also perplexed as to why no decision about the application has been published, despite the determination date having been 1 October.</p> <p>Residents also wished to update the Council that they have submitted a Freedom of Information (FOI) request to Lewes District Council (LDC) in respect of access to the Manor Nursery site. The initial FOI response only resulted in a small number of documents being disclosed, however an application to the Information Commissioner resulted in LDC releasing approximately fifty more documents. These did not include the legal advice which LDC they had been working to, so further pressure is being brought to bear on LDC to release this.</p>	Clerk to follow up with Lewes District Council.
<b>1</b>	<p><b>Apologies for Absence</b> None noted as all councillors were present.</p>	
<b>2</b>	<p><b>Declarations of Members' Interests</b> To receive declarations of interest from Councillors on items on the agenda To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests</p>	None Noted.
<b>3</b>	<p><b>To Approve the Minutes of:</b> a The Parish Council Meeting held 2 November 2020 b The Extra-Ordinary Meeting held 23 November 2020 c The Confidential Minutes of the extra-ordinary meeting held 23 November 2020</p>	All three sets of minutes were approved.
<b>4</b>	<p><b>Planning Matters</b> <b>New Planning Applications considered at the meeting:</b> <u>LW/20/0713 – 32 Downcroft</u> – Existing annex to have a small rear extension with a new roof. Existing garage roof is to be removed and replaced with a new pitched roof which will be attached to the new roof over the annex to the rear. Demolition of existing rear conservatory replaced with rear ground floor extension (within permitted development).(Case officer W De-Haviland-Reid).</p>	To support the application.

<sup>1</sup> In accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

	<p>b</p> <p>c</p> <p>d</p> <p>e</p> <p>f</p> <p>g</p> <p>h</p>	<p><u>LW/20/0802 – 16 Orchard Close</u> – Erection of a single storey rear extension. (Case officer J Emery).</p> <p><u>LW/20/0782 – More House Farm, Ditchling Road</u> – erection of an isolation barn. (Case officer James Smith).</p> <p><b>Tree Works Application</b></p> <p><u>TW/20/0089/TPO - 41 Charlwood Gardens</u> - 1 x Ash (T23) and 1 x Oak (T24) Cut back all overhanging branches to the boundary line to the rear. The Parish Council resolved to support the above tree works application. However, it wished to submit a comment asking the applicant to ensure that, when the work is carried out, it is done so in line with the requirements of the oak tree's TPO and in such a way as to not unbalance the tree or harm it in any way.</p> <p><b>Other Planning Matters</b></p> <p><u>Travis Perkins site update</u> – the local group who submitted a bid for the site were, unfortunately, unsuccessful as it is believed to have been bought on an unconditional basis (ie not subject to planning consent having been received) by an investor/developer.</p> <p><u>Update re Springfield Industrial Estate</u> – the Guinness Partnership has recently delivered a consultation flier to neighbouring properties, outlining the proposed scheme of 30, two and three bed 'affordable', shared ownership and rental homes. They plan to submit a planning application in the new year.</p> <p><u>To confirm a meeting to take place with a planning consultant regarding land east of the B2112</u> – the Parish Council and Neighbourhood Plan group will be meeting with the consultant this coming Wednesday.</p> <p><u>Lewes Local Plan – feedback from a meeting with an officer of Lewes District Council and to decide on any actions to take as a result</u> – the LDC officer had explained the implications of the Lewes Local Plan reaching its fifth anniversary next May after which, if it cannot meet its housing targets, the 'presumption in favour of sustainable development' will apply to planning decisions in the district. In light of this, the Council resolved to:</p> <ul style="list-style-type: none"> <li>• Find a planning consultant who will be able to help defend against significant applications for development, which fall outside of our Neighbourhood Plan.</li> <li>• Seek to undertake a basic review of the Neighbourhood Plan quickly, so that it remains current (albeit recognising that it will need to be reviewed again once LDC publishes its new housing figures).</li> </ul>	<p>To support the application.</p> <p>To support the application.</p> <p>To support, with the addition of a comment as detailed.</p>
5	<p>a</p> <p>b</p> <p>c</p>	<p><b>Financial Matters</b> (please see also the finance-related items under item 9, in relation to the Village Hall project)</p> <p><u>To review and authorise items for payment</u> – the Council approved payment of fourteen general items of expenditure, totalling £7914.29 and one further payment of £3k relating to the Village Hall Improvement Project.</p> <p><u>CPRE request for a donation</u> – the Council agreed that, given the valuable support that this organisation has provided in the past and with the forthcoming challenges of changes to the planning system, it would like to make a £100 donation.</p> <p><u>Request for churchyard maintenance grant</u> – it was agreed to provide the budgeted grant of £2500 towards churchyard maintenance. The Council noted that the Church is expecting to have to undertake some more significant repairs next year and stated that, should the Church feel the need to ask for additional support, the Council would consider it once costs are known.</p>	<p>All items approved for payment.</p> <p>Donation of £100 approved under S137 expenditure.</p> <p>£2.5k grant approved.</p>

	d	<u>To approve the cost of parts for and repairs at the children's play area</u> – the Council approved the purchase of replacement parts needed for two items of equipment at a cost of £135.84 and £426 respectively. The Council acknowledged that there will be additional costs involved with installing the replacement parts, which the Council's usual handyman will be asked to do.	Cost of parts and installation approved.
	e	<u>To agree to purchasing official prints of senior royals, to be stored with the condolence books previously purchased</u> – it was agreed to purchase two official pictures, one of the Queen and one of Prince Phillip, at a cost of £37 each.	Resolved to purchase two pictures.
	f	<u>To note the content of the Report of the Independent Remuneration Panel for Lewes Parish and Town Councils, February 2020, updated November 2020.</u>	Noted.
	g	<u>To discuss whether the Council would wish to offer Councillors allowances in accordance with the above report</u> – the Chair asked councillors to consider whether they would wish to take an allowance. This item to be deferred to the next meeting for a council policy decision.	Deferred to next meeting.
6		<b>Policies</b> To review and accept the suggested amendments to the Council's:	
	a	Financial Regulations	Amendments to both documents approved.
	b	Standing Orders	
7		<b>Clerk's Report</b>	
	a	<u>To accept and sign the Grass Cutting Agreement from East Sussex Highways for 2021/22.</u> Council approved the signing of the agreement. A copy will be provided to the Chair for signing, before being forwarded to Highways.	Agreed.
	b	<u>Update on the repairs recommended for the Church Lane car park surface</u> - the Clerk had met with local contractor Alun Gedrych, plus the owner of the car park and surrounding fields, to discuss the best approach to undertaking repairs. The landowner advised that the area which lays wet and is eroding in the centre of the car park was once a pond, hence perhaps the tendency of water to collect here. Possible solutions were discussed and Alun recommended putting in a pipe to run water away from the central area of the car park, into the adjacent field to the east, before funnelling the water away to the south. Alun advised that this work, coupled with the need to dig down to a depth of 230mm to replace the surfacing, across an area measuring 6m x 4m to effect a proper repair, would probably take four or five days, which would preclude him from being able to do it until after next July, He very kindly however agreed to put some notes to paper about what would be needed, as a basis upon which the Parish Council can seek quotes from other local contractors. A member of the council suggested putting in a sump with an electric pump to deal with any water as it builds up. The Clerk to discuss this option with Alun and to report back to the next council meeting, before a decision will be taken upon which approach to follow as a basis for seeking quotes.	To liaise with Alun Gedrych about the possibility of using an electric pump to deal with the water. Item to be added to the January agenda to discuss the specification upon which quotes will be sought.
	c	<u>To consider replacing the original, double-sided, bus shelter on Green Road, adjacent to the green</u> – it was agreed to seek three quotes for a replacement shelter, to be in a similar style to the current one and of a style and colour that will match the newer shelter on the northern side of the road.	Clerk to seek quotes for a double-sided wooden bus shelter.
	d	<u>Trees at Fanners</u> –trees at both Fanners on Green Road and near the bridleway on North Common Road are said to be obstructing street lights and growing into electricity cables. The Clerk to write to the landowners to request that the trees are pruned.	Clerk to write to landowners.
	e	<u>To consider asking the Hall's Management Committee whether, they would, in principle, be willing to rent a small number of parking spaces to residents</u>	Clerk to put this suggestion to the

	f	<p><u>from the 14 new units due to be built at Somerset house, given the limited amount of parking that will be available on site.</u> Clerk to write to the Management Committee.</p> <p><u>Report from the Speed Watch coordinator re possible sites for a temporary speed indicator device</u> – the Council expressed its gratitude to the Speed Watch coordinator for having undertaken this review. It was agreed to put all identified sites forward for Highways to consider and this can hopefully be discussed at the SLR meeting being arranged for early next year.</p>	<p>Management Committee.</p> <p>Sites to be put forward to Highways for consideration.</p>
8	a b c d e	<p><b>Reports from Councillors</b></p> <p><u>Feedback from the ESALC AGM held 9 December 2020</u> – the Council's two representatives apologised that neither had been able to attend this event.</p> <p><u>Feedback from the East Sussex Pension Fund's Annual Employer Forum, held 20 November 20</u> – Councillor Rust had attended and advised that, whilst interesting, there was nothing specific to report.</p> <p><u>Drovers' road surfacing – update</u> – areas of the drovers' road are said to be so wet currently that they are virtually impassable. Even areas which were repaired a couple of years ago are suffering as the hardcore put down at the time is sinking. The owner of a neighbouring field has agreed that the Council could arrange for a lorry load of ballast to be delivered to his field, in preparation for the work, however the project will need to wait until the weather improves.</p> <p><u>Drovers' road signs</u> – Councillor Pascoe looking into alternative options.</p> <p><u>Pumping station adjacent to Charters Gate Way</u> – rainwater is reported to be pouring into the pumping station and there is concern that this will overwhelm it. Clerk to write to Southern Water.</p>	<p>EP to follow up. Clerk to write to Southern Water.</p>
9	a b c d	<p><b>Village Hall Improvement Project</b></p> <p><u>Results of the CIL bids for the Renshaw Room end of the project</u> – the Council is delighted to report that both CIL bids were accepted and the funding has been confirmed, following the meeting of Lewes District Council's cabinet on 10 December. This will contribute an additional £227,733.60 towards the project. The Council wished to extend its thanks to those who contributed to submitting the funding bids.</p> <p><u>To note the results of the community survey on borrowing to part-fund the Improvement Project</u> – the results of the survey were positive with 87% of respondents saying they supported the benefits that the Village Hall Improvement Project would bring. 77% of respondents also supported the proposal to increase the band D council tax by £12 per year to help fund the project. The Council would like to thank those who took the time to respond.</p> <p><u>To resolve, in light of 9a and b above, (and subject to the success of 9f below) to proceed with delivering the full Hall Improvement Project as one cohesive scheme</u> (rather than in staggered phases) – following the successful outcome of the latest CIL bids and positive response to the community survey on borrowing, the Council was thrilled to confirm that (subject to the application for a loan being successful) it will seek to progress the Improvement Project as a unified scheme, rather than having to do it in stages as was originally anticipated. This is a great advantage, both in terms of reducing overall costs, enabling the community to benefit from the full range of improvements more quickly and reducing overall disruption for hirers.</p> <p><u>To note and approve the anticipated uplift in fees for the architect and mechanical and electrical engineers, to reflect the additional work required</u></p>	<p>Resolved to progress the project as a whole, subject to a successful loan application.</p> <p>Uplift in fees approved and</p>

	<p>e</p> <p>f</p> <p>g</p> <p>h</p>	<p><u>for delivering the project as a whole</u> – when the quotes for professional services were originally received, it was on the presumption that the Project would need to be staggered and therefore the quotes covered the work needed to prepare for tender and involvement in phase one. Now that we plan to deliver the full project, provision has been made in the budget for professional services’ input into what would have been the later elements of the project. £3.6k has been set aside for the architects, £1.6k for the mechanical and electrical engineers and a further £3k for the structural &amp; civil engineers, (in addition to the uplift for the project manager/quantity surveyor, approved at a previous meeting).</p> <p><u>Confirmation of extension to the period for which the tender prices given will be valid</u> – owing to the need to wait for the outcome of the Council’s loan application before awarding the contract, the three short-listed contractors have agreed to extend their tenders to the 20<sup>th</sup> February. The Council hopes that it will have received a response to its loan application by then and will be in a position to appoint a contractor before this date.</p> <p><u>To resolve to seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a PWLB loan of the agreed amount, over the defined borrowing term.</u> Having reviewed the outstanding costs for the project, against the funding already secured, the Council resolved to apply to borrow a sum of £225,517, over a period of between 17 and 17 <sup>1/2</sup> years.</p> <p><u>To confirm and agree the amount to be added to next year’s budget for loan repayments</u> – in accordance with the figure from the PWLB’s estimated repayments table, a sum of £14,337.98 has been added to the budget for 2021/22 to cover loan repayments.</p> <p><b><u>Exclusion of the Press and Public</u></b> By virtue of the confidential nature of the business to be transacted, the Council resolved to exclude the press and public for the following item (Public Bodies - Admission to Meetings - Act 1960).</p> <p><u>Contractor update</u> – the Clerk gave a brief update to the Council.</p>	<p>added to the budget for the project.</p> <p>Appointment of contractor to be deferred until outcome of loan application known. The Council resolved to seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a PWLB loan of £225,517, over a borrowing term of between 17 &amp; 17.5 years. £14,337.98 added to the budget.</p>
10	<p>a</p> <p>b</p> <p>c</p>	<p><b>Correspondence</b></p> <p><u>Potential purchasing opportunity of local Community Football grounds or playing fields with the intentions of the continued operations for local community use.</u> It is believed that this initiative is designed to safeguard pitches which may otherwise be sold off for housing. As Wivelsfield’s recreation ground is in Parish Council ownership, the Council does not wish to pursue this matter.</p> <p><u>Query about the verge on Eastern Road</u> - another query was raised about ownership of the wide grass verge on the western side of Eastern Road after one of the householders has had a drive/parking space installed across it.</p> <p><u>Reply from Chailey School re road safety training and bus signs</u> – the Council was pleased to receive assurances that road safety training/messages are delivered in school and that the Head Teacher has contacted East Sussex County Council about encouraging bus companies to display signs advising other road users when they are carrying children.</p>	<p>No action required.</p> <p>Clerk to look into this and add to next agenda.</p>

	d	<u>Request from a food van potentially wishing to visit Wivelsfield</u> – the Council felt that a new fish and chip van would be welcome, after the one which had been visiting Wivelsfield for a number of years, has retired. It suggested that the Village Hall car park would be the most central and safest location for it to park up, if the Management Committee were to agree. The Management Committee has been consulted.	
	e	<u>Invitation to attend a meeting of the Lewes District Association of Local Councils to discuss a way forward and plan a strategy for the period up to our next elections in 2023,</u>	Councillor Martin to attend.
	f	<u>Letter about West Wood and request for the Parish Council to seek to have a number of the footpaths declared as Rights of Way</u> – the gentleman who had written in was requesting that the Council consider applying to register a number of the paths in West Wood as rights of way, based on the rule about 20 years use. After some discussion, the Council resolved that, as the wood is in Westmeston, rather than Wivelsfield (albeit being used by Wivelsfield residents) and given that longstanding residents are most likely to have the evidence for 20+ years use, then residents will be encouraged to make the application should they so wish. The Parish Council is happy to support this, but does not feel it has the evidence or resources to submit an application itself. One Councillor asked to have a future agenda item, looking at whether a boundary review could be requested, to encompass West Wood within Wivelsfield Parish.	Residents to be encouraged to submit an application and evidence if they wish to do so.
	g	<u>Email from the Ouse &amp; Adur Rivers Trust</u> – a lady from the Ouse and Adur Rivers Trust had contacted the Chair and Clerk, seeking to arrange a meeting with the Council. It was agreed to invite them to talk to the Council for half an hour before the next meeting.	Ouse & Adur Rivers Trust representative to be invited to speak before next meeting.
11		<b>Items for Noting or Inclusion on Next Agenda</b> No new items were noted.	
12	a	<b>Date of Next Meeting</b> Monday 11 <sup>th</sup> January 2021 – Parish Council Meeting	

The meeting closed at 9.41pm.

## Accounts for Payment for the Meeting of 14 December 2020

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
<b>General Expenditure</b>					
Clerk	Salary December 20		1544.49	Online	255
East Sussex Pension Fund	Pension contributions December 20		565.22	Online	256
HMRC	Quarterly PAYE & NI contributions		1659.58	Online	257
Lewes District Council	December 2020 play area inspection		18.00	Online	258
Transparency Solutions Ltd	November 2020 Office 365 Subscription		34.08	Online	259
Sage UK Ltd	December Sage 50 Accounts subscription		96.00	SO	260
Trident Computers UK Ltd	IT contract January 21		55.80	Online	261
E Gander	Reimbursement for postage Reimbursement for Survey Monkey cost	2.00 99.00	101.00	Online	262
Alun Gedrych	Repair to pothole in Church Lane car park		120.00	Online	263
East Sussex Highways	Licence applications for bus shelter on Eastern Road		558.28	Online	264
Wivelsfield PCC	Churchyard maintenance grant		2500.00	Online	265
CPRE	Donation		100.00	Online	266
Lars Laj	Replacement ropes with wooden footholds (x2)		426.00	Online	267
Sutcliffe Play	Replacement swing seat & chains for sling shot		135.84	Online	268
<b>Total General Expenditure</b>			<b>7914.29</b>		
<b>Village Hall Improvement Project</b>					
RLF			3000.00	Online	269
<b>Total Village Hall Expenditure</b>			<b>3000.00</b>		
<b>Total Expenditure</b>	General & Village Hall		<b>10,914.29</b>		

Online payments set up by the Clerk on: 18.12.20. To be authorised by I Dawson.