

## Minutes of the Parish Council Meeting held Monday 5 October 2020 7.30pm, via the 'Zoom' Video Conferencing Platform<sup>1</sup>

| Agenda Item        | Description   | Resolved    |
|--------------------|---|-------------|
| <b>Present:</b>    | Parish Councillors Ian Dawson, Edward Pascoe, Ian Haffenden, Bernard Rust and Harriet Martin. Liz Gander (Clerk), District Councillor Bikson and twelve members of the public.  |             |
| <b>Open Forum:</b> | <p>The owner of the neighbouring property which will be most affected by the proposals under agenda item 4e, attended to outline his concerns about the application. Three members of the Council had visited the site and the neighbouring property to see the situation from both sides. A key concern was the visual impact of the large structure proposed. Whilst a landscaping plan has been submitted to help mitigate this, new planting in accordance with it will take a long time to establish.</p> <p>A neighbour to the former Beer Piper site (now 'Somerset House') said that she had received a reply from the head of Legal Services at Lewes District Council, Catherine Knight, admitting that the case (LW/18/900) could have been handled better, that it was approved by default and that she doesn't know why. Maria Caulfield has agreed to put the matter before Robert Jenrick, the Secretary of State.</p> <p>A resident of Church Lane advised that, in relation to the property mentioned in item 4b on the agenda, she had submitted comments to Lewes District Council (LDC) on the previous application, but they had never shown on the planning system. She and another member of the Church expressed concern about the implications of the latest application on the historic church wall and its ability to be repaired when required.</p> <p>Councillor Bikson reminded those present that, if a planning application is concerning/contentious, she may 'call it in' so that it goes before the LDC Planning Committee rather than being decided by a planning officer under delegated powers.</p> |             |
| <b>1</b>           | <p><b>Apologies for Absence</b><br/>None noted as all councillors were present.</p>   |             |
| <b>2</b>           | <p style="text-align: center;"><b>Declarations of Members' Interests</b></p> <p>To receive declarations of interest from Councillors on items on the agenda</p>   | None noted. |

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

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|   | b                               | To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests   |  |
| 3 | a<br>b                          | <b>To Approve the Minutes of:</b><br>The Parish Council Meeting held 7 September 2020<br>The Extra-Ordinary Meeting held 28 September 2020   | Both sets approved.  |
| 4 | a<br>b<br>c<br>d<br>e<br>f<br>g | <p><b>Planning Matters</b></p> <p><b>New planning applications considered at the meeting</b></p> <p><u>LW/20/0602 - Ham Barn, Slugwash Lane</u> - Change of use from agricultural buildings to 1 no. dwelling house. After some discussion and a casting vote by the Chair, it was resolved to submit a neutral response to this application, but to ask that, if it were to be approved, a condition be imposed requiring the installation of an electric vehicle charging point.</p> <p><u>LW/20/0541 and LW/20/0544 - 7 Church Lane</u> - Listed Building Consent and Planning Application - Erection of a garden room. It was agreed to make another neutral response. However, whilst the Council does not have any objection to the proposal per se, a comment to be lodged about concern for the historic church wall and the possibility of human remains with the site being so close to the graveyard.</p> <p><u>LW/20/0562 - 50 Orchard Close</u> - Single storey rear and side extension.</p> <p><u>LW/20/0590 - 21 Medway Gardens</u> - Single storey rear extension.</p> <p><u>LW/20/0389 - Park Farm, Hundred Acre Lane</u> - Application for a new 61m x 15.25m open fronted cattle shed [Amended] - additional plans and information received. A lengthy discussion took place regarding this application. On the one hand, the Council recognised the concerns of the neighbouring property about the visual impact of the proposed building and their request for it to be sited somewhere else. On the other, the Councillors that had made a site visit were able to advise that the proposed location for the new cattle shed would:</p> <ul style="list-style-type: none"> <li>• Be further from the boundary to the neighbouring property than they had perhaps thought (an estimated 300-400 yards).</li> <li>• Be up against existing buildings, so whilst the new shed would be closer to the boundary than the existing buildings, the view would not be worse than the current one.</li> <li>• Result ultimately in better screening for the neighbours, owing to the landscaping plan.</li> <li>• Offer the opportunity to keep older cattle in this barn and new/young cattle at St Helena Farm to minimise the risk of potential cross infection from new stock.</li> <li>• Be near a water bore hole and adjacent to the field in which the cattle would graze.</li> <li>• Fit with the Tree Officer's recommendation as to siting to minimise visual intrusion from the road.</li> </ul> <p>The initial vote on this item resulted in two members giving their support, two objecting and one being neutral. As such the Chair made a casting vote and the resolution was to support the application.</p> <p><u>LW/20/0585 - Clearview, Nursery Lane</u> - Non-Material Amendment application in relation to planning application LW/20/0267 for the addition of temperature controlled opening roof windows. As the original approved application included roof windows, the Council resolved to support this minor change.</p> <p><b>Notices of Planning Permission Received (for information only)</b></p> <p><u>LW/18/0566 - Nuggets, Valebridge Road</u> - Demolition of two existing dwellings (Pump House and Nuggets) in order to create access, and development</p> | <p>Neutral response with request for electric vehicle charging point if consent granted.</p> <p>Neutral response with comment re preservation of the church wall &amp; possible remains.</p> <p>To support.</p> <p>To support.</p> <p>To support the application.</p> <p>To support.</p> |

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|   | <p>comprising construction of 24 residential dwellings on land east of Valebridge Road (Amended Plans).</p> <p>h <b>Notice of Permission in Principle</b><br/><u>LW/20/0362 – Uplea, Green Road</u> – erection of 1 no. dwelling.</p> <p>i <b>Notice of Appeal</b><br/><u>LW/20/0188 – Springbank, Slugwash Lane</u> -Erection of infill dwelling on garden plot.</p> <p>j <b>Notice of Refusal</b><br/><u>LW/20/0210 – Land to the North of Theobalds Road (Manor Nursery)</u> - Erection of three detached dwellings, with garages and associated landscaping.</p> <p>k <b>Other Planning Matters</b><br/><u>Update re Former Beer Piper site</u> – as mentioned in the open forum, Maria Caulfield has referred this matter to the Secretary of State. In the meantime, the Council will keep pressing LDC to keep it informed at every stage of the investigation into what happened and the outcome of talks with the developer.</p>   | Parish Council to seek regular updates from LDC.   |
| 5 | <p><b>Financial Matters</b></p> <p>a <u>To review and authorise items for payment</u> – the Council approved twelve general items of expenditure, totalling £4,261.49 and one additional sum of £3600 relating to the Hall Improvement Project.</p> <p>b <u>To note the quarterly financial statements</u> – owing to the pressure of other work, the Clerk had not had time to provide these.</p> <p>c <u>Initial budget planning</u> – the Clerk asked Councillors to consider any future projects that would require funding and need to be built into the budget, in advance of the next meeting.</p>   | <p>All payments approved.</p> <p>Cllrs to consider any projects for inclusion in the budget.</p>                               |
| 6 | <p><b>Clerk's Report</b></p> <p>a <u>To agree upon a carnation design for the Wivelsfield sign</u> – Councillors favoured the first of three designs provided by the blacksmith.</p> <p>b <u>To agree meeting dates for the 2021-22 year</u> – the Council agreed the dates put forward by the Clerk, but requested that she include a date for an August meeting, since for the last few years, the Council has ended up needing one (in spite of its intention not to meet in August).</p> <p>c <u>Community clean up cancellation</u> – the Clerk wished it to be minuted that the Clean Up session which had been planned for 26 September, was cancelled owing to coronavirus regulations and the rule of six which had recently been introduced.</p> <p>d <u>Church Lane car park surface</u> – the Church Lane car park surface has deteriorated again since it was last repaired in 2017. There is now a significant sized pothole in the central area, along with a larger puddled area. The Clerk has contacted a local groundwork contractor for some initial advice on the best approach to remedy the situation, since the 2017 repair was relatively short-lived.</p> <p>e <u>Licence applications for posts, telephone box and bus shelter</u> – by way of an update on these applications, the Clerk advised that all applications have been submitted, but that nothing has yet been heard from Highways. It is assumed that the licences for the posts along Green Road were approved, given that East Sussex Highways' own contractors came out to do the work to install them, but no copy of the licence has been received. A Highways officer made a site visit to approve the location of the phone box several weeks ago and said that he would get the office to send through both photos of his preferred location marked up, and a quote for Highways to</p> | <p>To request design 1.<br/>An August meeting to be added to the list of dates.</p> <p>Update to be given at next meeting.</p> |

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|   |   | install a concrete base, but neither has been forthcoming. Likewise we have not yet heard anything about the bus shelter licences.  |   |
| 7 | a | <p><b>Village Hall Improvement Project</b></p> <p><u>Uplift to RLF fee</u> – the Clerk had spoken to RLF to seek more clarity on the proposed increase in fees. The fees as originally quoted for had been based upon just the eastern end works, so an allowance now needed to be made for the western end. This did not double the costs, but necessitated some uplift to take account of the additional time that work on this element has taken and will continue to take as the project progresses. The Council acknowledged that they felt the quantity surveyor/project manager from RLF was doing a good job and resolved to accept the fee increase.</p>   | The Council resolved to accept the fee increase.                          |
|   | b | <p><u>To discuss and agree any contribution from Community Infrastructure Levy (CIL) funds, that the Council would be willing to put towards phase 2 of the project</u> – being mindful that whilst the Village Hall Project is an important one which will benefit many people from the community for a long time to come, there may be other projects which the Council will wish to pursue on the community's behalf. As such, it resolved to commit 80% of the current CIL pot to phase two of the project (equating to approximately £80k).</p> <p>In order to allow members of the public to participate in as much of the meeting as possible, the Council resolved to move discussion of the confidential agenda items 7c and 7d to the end of the meeting. (Please see details below).</p> | The Council to commit 80% of current CIL funds to phase 2 of the project. |
| 8 | a | <p><b>Correspondence</b></p> <p><u>Planning for the future</u> - the planning white paper (NALC deadline for responses 15 October, direct responses to the Government to be in by 29 October).</p>  | Deferred to 12 October extraordinary meeting.                             |
|   | b | <p><u>Transparency and competition: a call for evidence on data on land control</u> (NALC deadline for responses 16 October).</p>   | No comments.  |
|   | c | <p><u>Consultation on the Lewes District Council Climate Change and Sustainability Strategy</u>. Consultation runs until 5pm on 2 November 2020.</p>  | No comments.  |
|   | d | <p><u>Lewes District Council – Land Availability Assessment Consultation</u>. Consultation closes 18 December 2020 at 11.59pm.</p>  | Deferred to 2 November.   |
|   | e | <p><u>Sussex Lund Environmental Project funding</u>. Clerk to follow this up with the person that emailed the Parish Council about it, to see whether they would be likely to help with bridleway improvements.</p>   | Clerk to follow up.   |
|   | f | <p><u>Response to the Council's letter to the Village Hall Management Committee</u> – a response had been received and circulated to members for information.</p>   |   |
|   | g | <p><u>Result of the Council's application for an Asset of Community Value (ACV) listing for the Travis Perkins site</u> – unfortunately the ACV application had been turned down, on the grounds that the primary use of the site previously had not been for social interest and social wellbeing and that, notwithstanding the Parish Council's ideas for developing the site for community benefit, it could not be guaranteed that these plans could come to fruition within the next five years.</p>   |   |
|   | h | <p><u>Notification of an accident at the children's play area</u> – a mum had been in touch with the Clerk to advise that her child had fallen off the monkey bars on the large climbing unit and badly broken his wrist. She noted that he fell because his hands were sweaty, but had concerns about the height of the drop and had asked if the equipment could be modified and lower age limits imposed. The mum had advised that she would write in in more detail over the coming days.</p>   | Clerk to liaise with Lewes District Council and Lars Laj.                 |

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|           |                       | The Council's initial reaction was that accidents do happen and that playgrounds are comparatively safe environments for children to learn about risk. It was acknowledged that the equipment is designed to challenge a range of ages and that usage of the equipment is at the discretion of (and under the supervision of) the parents. The Clerk will liaise with the manufacturer to ascertain the recommended lower age limit for the equipment and will speak to the Parks Department at LDC for advice. Item to be added to the November agenda.  |  |
| <b>9</b>  | a<br>b<br>c<br>d<br>e | <b>Items for Noting or Inclusion on Next Agenda</b><br>Remembrance Day<br>Church Lane car park update.<br>Travis Perkins site update.<br>Former Beer Piper premises update.<br>Verge grass cutting contract.  |  |
| <b>10</b> | a<br>b                | <b>Date of Next Meeting</b><br>Monday 12 October 2020 – Extra-Ordinary Meeting<br>Monday 2 <sup>nd</sup> November 2020 – Parish Council Meeting   |  |
| <b>7</b>  | c<br>d                | <b>Village Hall Improvement Project – continued...</b><br><b>Exclusion of the Press and Public</b><br>By virtue of the confidential nature of the business to be transacted, the Council resolved to exclude the press and public for the following items (Public Bodies - Admission to Meetings - Act 1960). One member of the Village Hall Management Committee was permitted to participate in this section of the meeting, as they too are involved in the process of letting the contract and had were representing the Management Committee in bringing forward questions in respect of item 7d.<br>c <u>To ratify the decision to short list three contractors and invite them for interview</u> – following the scoring exercise undertaken at the extra-ordinary meeting last week, it was agreed to shortlist the three that scored the highest and invite them to interview later this week.<br>d <u>To discuss and agree a list of questions to be asked of contractors at interview, based upon any gaps in information or clarification needed from their technical tender submissions</u> – a list of questions as provided by the Management Committee was agreed and one additional question added by the Parish Council. These will be submitted to RLF as part of the preparation for contractor interviews on Friday 9 October. | To shortlist three contractors.<br><br>A list of questions, to be asked of all contractors at interview, was agreed. |

The meeting closed at 9.36pm.

**Payments Approved at the October Meeting**

| Payee                                   | Expenditure   | Value | Total          | Payment Type | Voucher Ref |
|---|---|-------|----------------|--------------|-------------|
|   |   | £     | £              |              |             |
| <b>General Expenditure</b>              |   |       |                |              |             |
| Clerk                                   | Salary October 20 (including backpay of inflationary increase from 1 April) |       | 1745.77        | Online       | 231         |
| East Sussex Pension Fund                | Pension contributions October 20  |       | 656.83         | Online       | 232         |
| Lewes District Council                  | Litter bin emptying 1 Oct – 31 Dec 20                                       |       | 54.29          | Online       | 233         |
| Lewes District Council                  | October 2020 play area inspection   |       | 18.00          | Online       | 234         |
| Lewes District Council                  | Dog bin emptying 1 Oct – 31 Dec 20  |       | 655.20         | Online       | 235         |
| Lewes District Council                  | Annual Play Area Inspection 2019-2020                                       |       | 83.22          | Online       | 236         |
| Transparity Solutions Ltd               | September 2020 Office 365 Subscription                                      |       | 38.42          | Online       | 237         |
| Sage UK Ltd                             | October Sage 50 Accounts subscription                                       |       | 96.00          | SO           | 238         |
| Trident Computers UK Ltd                | IT contract November 20   |       | 55.80          | Online       | 239         |
| Trident Computers UK Ltd                | Additional pre-pay support hours for IT contract                            |       | 510.00         | Online       | 240         |
| E Gander                                | Reimbursement for thank you gift for outgoing Management Cttee Chair        |       | 47.96          | Online       | 241         |
| Jaks Leisure                            | Quarterly donation for use of Parish office                                 |       | 300.00         | Online       | 242         |
| <b>Total General Expenditure</b>        |   |       | <b>4261.49</b> |              |             |
| <b>Village Hall Improvement Project</b> |   |       |                |              |             |
| RLF                                     | Preparation tender documents  |       | 3600.00        | Online       | 243         |
| <b>Total Village Hall Expenditure</b>   |   |       | <b>3600.00</b> |              |             |
| <b>Total Expenditure</b>                | General & Village Hall  |       | <b>7861.49</b> |              |             |