



Locum Clerk: Lorna Thwaites  
Tel: 01444 471 898  
Email: clerk@wivelsfield.org.uk

**WIVELSFIELD**  
PARISH COUNCIL

Parish Council Office  
Wivelsfield Village Hall,  
Eastern Road, Wivelsfield Green, RH17 7QG

**MINUTES OF THE ORDINARY MEETING OF WIVELSFIELD PARISH COUNCIL** held on Monday 13<sup>th</sup> January 2025, 7.00pm in the Renshaw Room, Wivelsfield Village Hall.

**Members of the Public in Attendance:** 6 (1 left at 19.28).

**Parish Council Members in Attendance:** Cllrs H. Martin (Chair), I.Haffenden, R.Morris, N.Silverman, N.Turner, J.Keeley & District and Parish Cllr S. Morris. **Members not in Attendance:** Cllr D.Cumberland.

**Others Present:** Lorna Thwaites, Locum Clerk.

**1. Apologies for Absence:**

1.1. Received and accepted from Cllr D. Cumberland.

**2. Declarations of Member's Interests:**

2.1. Declarations of interest from Councillors regarding items on the agenda: Cllrs R. and S. Morris are members of the NoToWivelstown Action Group.

2.2. Written requests for dispensations for disclosable pecuniary interests: None received.

**3. Public Forum:**

3.1. Questions received from the public: A request was made regarding an Eco Parish swap – where parishioners are encouraged to leave items on their drives for others to take if wanted; this could tie in with the Great Big Green Week. Concerns were raised about the amount of development in the parish despite the lack of infrastructure and a request was made for Wivelsfield Parish Council to liaise with other parish councils to work together to try and stop overdevelopment. A member of the NoToWivelstown Action Group advised how hard the group are working to review over 40 documents submitted for the planning application for 150 houses, land south of Green Road. They also raised their collective feeling that Wivelsfield Parish Council are not always visibly active in their support of the work of the action group; the Chair advised that a donation of up to £500 had been awarded to the group for expenses occurred by activities of the action group; Council Members shared concerns about pre-determination but also the view that Councillors can hold an opinion without pre-determination. The Council noted that Wivelsfield Parish Council has resolved that it does not support in principle further largescale development and that large scale development is contrary to the Wivelsfield Neighbourhood Plan. Several Council Members would like a stronger message from the Parish Council regarding their position regarding large scale development in the Parish. The Council agreed it would make a public acknowledgement of thanks for the work that the NoToWivelstown Action Group has undertaken. The Council advised that its response to the application for land south of Green Road will be formally discussed and agreed at a meeting of Wivelsfield Parish Council. A discussion was held regarding the Lewes Local Plan consultation and the online meeting attended by several parish councillors - a question was asked regarding the consultation process - ESCC hasn't provided the transport data to LDC so assessing all sites is difficult and has lead to a 2 part consultation; Regulation 18 is about consulting on various policies; LDC will then release Part B which will include an updated SHLAA and village sites; the Plan will gain more weight as policies are consulted on and agreed and more weight when it reached Reg.19; there is no definite date for when the consultation will be completed. A question was raised regarding Village Day – concerns have been received from the Committee that the grant is smaller than requested and needed; historically £2k has been donated to Village Day but as there was no Village Day last year, the Parish Council felt there might be money in the bank from last year; WPC is willing to discuss their donation with the Village Day Committee.  
*Cllr R. Morris left the meeting at 19.28.*

**4. Minutes of the Previous Meeting:**

4.1. The minutes of the ordinary meetings of Wivelsfield Parish Council held on 4<sup>th</sup> November and 9<sup>th</sup> December 2024 were resolved to be correct records and were signed by the Chair.

**5. Reports:**

5.1. Reports from Cllr M. Milligan, Cllr S. Morris and Mims Davies the MP for East Grinstead and Uckfield were received and noted: Cllr S Morris gave a verbal update on items not covered during agenda items; she has put in for a safety review for a pedestrian crossing for Green Road; she provided an overview of the proposed devolution and re-organisation for E. Sussex, W. Sussex and Brighton and Hove - there will be 2 tiers with parish councils remaining but not district councils; E. Sussex and W. Sussex have asked to suspend their elections in May.

5.2. A report was received from the CIL working group: Cllr Keeley will arrange a date for a meeting with relevant members of the Village Hall Committee; the Clerk was requested to produce a list of CIL money available, what is pending over the next 2 years (including CIL from the pending Springfield development) and items that have been committed to or are being considered; it was noted that the parish council is responsible for how the CIL money is spent and how they will develop draft proposals prior to consulting with the Parish; the Council agreed to rename the group to Community Infrastructure Working Group; the Council agreed to prioritise the development of the village green and the playground.

**6. Finance/Administration:**

6.1. Confirmation of payments made in December by the Clerk and RFO, was received and signed.

6.2. Payments to be made in January were approved, any payments made since the meeting of 9<sup>th</sup> December 2024 were ratified and the payments list and invoices were signed.

**7. 2025-2026 Budget and Precept:**

7.1. The Council discussed and agreed the first draft of the 2025-26 budget: The Council reviewed the current and proposed budget and the impact of different precept levels on Band D households; the budget for professional services was increased by £20k (due to the potential of further large-scale developments being submitted) and an allowance of £10k for the fees to use of the Burgess Hill Recycling Centre, should it prove feasible.

*Cllr R. Morris returned at 19.44*

7.2. The precept for 2025-26 was resolved at £155,616.00 and the precept form was signed.

**8. Matters Arising**

8.1. Urban Grass Cutting 2025 – Self Delivery: The Council resolved to employ Barcombe Landscapes for 2025.

8.2. Access to Burgess Hill Tip: Discussed during item 7.1 - the Council discussed how not being able to use the Burgess Hill Recycling Centre was an issue for some parishioners, particularly those in West Wivelsfield (Theobalds area); the Council discussed increasing the precept to facilitate access should it be achievable; Cllr S. Morris will continue to pursue this along with pushing for savings on charges currently proposed by West Sussex County Council.

8.3. The date for the next parish litter pick was agreed as 15<sup>th</sup> March 2025.

**9. Grant Applications:** None received.

**10. Correspondence Received:**

10.1. Highways Lighting Maintenance Enquiry – response to open queries from ESH: The Council noted the response from the Traffic and Safety team regarding the use of verge marker posts or bollards; no further action was agreed by the Council; the Council noted that the replacement beacon outside the school is due to be undertaken soon but no specific date has been provided; the Council noted that the Community Match appraisal is due to be completed by February.

10.2. Village Day – N.Dutt: Discussed during agenda item 3.1 Public Forum - the Council are happy to discuss further with the Village Day Committee if required.

10.3. New speed limits planned for East Sussex Roads – ESALC: Noted.

10.4. Thank you - Citizen's Advice Rural Outreach: Noted. The poster is on the noticeboard and in village shop as well as on the WPC website.

10.5. Lewes District Local Plan Consultation Events: Discussed and noted.

10.6. Wivelsfield Street Lighting – M.Wood: The Clerk was asked to email requesting more details regarding their interest in purchasing the lights.

10.7. Town and Parish Councils VE Day 80 – 8<sup>th</sup> May 2025 – ESALC: Noted.

10.8. The Eden Project – The Big Lunch 2025 – ESALC: Noted.

10.9. Introduction – Beau Property Services: The Council agreed that Cllr Martin will respond to Beau Property Services to inform them that Wivelsfield Parish Council does not wish to meet to discuss their proposal for homes on land north of Green Road, Wivelsfield Green.

10.10. Taylor Wimpey Concerns – via WPC website: Noted. The locum clerk has responded to the email and no further action was agreed.

10.11. Wildlife Verge South Road Wivelsfield – ESCC: Noted. No further action required.

10.12. Land South of Green Road (Application reference LW/24/0820) – Taylor Wimpey: Received. The Council resolved not to respond to this email.

**11. Planning:**

**11.1. Planning Applications:**

11.1.1. **LW/24/0803 Location:** Street Record Green Road Wivelsfield Green East Sussex **Proposal:** 5Screening Opinion under Regulation 6 for Requirement for EIA in relation to an application for up to 150 dwellings, associated works, parking, landscaping, public open space and land for potential community use (comments by 16 Jan 25). The Council resolved to request an EIA to be undertaken in relation to the application for 150 dwellings with the following comments agreed: Wivelsfield Parish Council do not consider it to be appropriate, under existing guidance, that a substantial planning application can be validated and considered without a detailed EIA; the location being adjacent to and on ecological landscape, ancient woodlands and SSSIs along with numerous material considerations.

11.1.2. **LW/24/0804 Location:** Annexe At Kelowna 94 Valebridge Road Burgess Hill West Sussex RH15 ORP; **Proposal:** Single storey front/side extension with double garage (comments by 28/1/25). The Council resolved a response of neutral with no comments.

11.1.3. **LW/24/0820 Location:** Land South Of Green Road Wivelsfield Green East Sussex **Proposal:** Outline application for the erection of up to 150 dwellings, with associated works, parking, landscaping, publicly accessible open space, land for education or community use, with access from Green Road and Eastern Road (comments by 4 February 2025): The Council resolved that it would not agree a response during this meeting and it would not currently request James Smith LDC to attend a parish council meeting; the Clerk was asked to chase the deadline extension, requesting it in writing.

11.2. **Tree Works Applications:** None received.

11.3. **Decisions Received:**

- 11.3.1. **Tree Work Application – TPO (No.1) 1999: Proposal:** T1 - Copper Beech - Reduce Crown and sides by 2m, remove 4 of the lowest branches to stem. LDC decision 7 Jan 2025 CONSENT to works at Copper Beeches, North Common Road, Wivelsfield Green, East Sussex: Noted.

**12. Other Planning Matters:**

- 12.1. An update on the proposal of Troy Planning and Design was received: The Council agreed the following; to have one point of contact, Cllr Turner; Cllr Turner to request an online meeting (preference for an evening meeting) and a draft report in advance of the preliminary report and meeting scheduled for 30<sup>th</sup> January; Cllr Turner to check if there is any specific information that Troy Planning might need from the NoToWivelstown Action Group and to feed back their response; Troy Planning will liaise directly with LDC; the Clerk was asked to prepare and send a letter of engagement to Troy Planning and Design; the Council expressed their thanks to the NoToWivelstown Action Group for all the information they have already sent to Troy Planning; the members of the NoToWivelstown Action Group and members of the Parish Church were also thanked for delivering the housing needs survey and the Village Hall Management Committee were thanked for donating their facilities for activities of the Action Group; Troy Planning have also expressed their gratitude to the NoToWivelstown Action Group for the information submitted to them; Cllr Turner shared Troy Planning's view that an Environmental Impact Assessment for a development the size of that proposed for land south of Green Road and in such a location, should be requested by LDC; the question of traffic data and Troy Planning's ability to provide this data was asked – it was felt that Troy Planning do not have this facility and would need to outsource; the Council noted that other large development proposals are likely to come forward.
- 12.2. An update on the Housing Needs Survey with AiRS was noted: The survey responses will be reviewed once detailed analysis has been received from AiRS.
- 12.3. An update on the actions of the NoToWivelstown Action Group was received and the spend to-date against the agreed allocation from WPC was noted at £235; the Council expressed its thanks to everyone who has been involved with this group and for the recent media campaign.
- 12.4. An update from the Land East of Ditchling Road residents meeting with James Smith, LDC was received: Cllr R. Morris attended the meeting; the contractors have proceeded without a construction management plan or a proper water survey; LDC are looking into the matter and what action they are planning to take; the Clerk was asked to write to LDC to ask what legal action they are taking regarding the lack of a proper water survey; the Council noted that deliveries should be limited until they have a proper access point.

**13. Highways Matters:**

- 13.1. SLR meeting dates offered by ESH were received and the Council agreed to meet online on 28<sup>th</sup> May 2025; the Clerk was asked to confirm to ESH.

**14. Website Development:**

- 14.1. An update on the new website was received: A link to the draft website has been circulated via email for feedback; photos have been sent to the designer but there are still more to send through; Cllr Keeley agreed to liaise with the designer.

**15. Map/Info Board:**

- 15.1. The final draft of the map/info board was agreed.
- 15.2. Initial locations for the map/info board were agreed: The church car park, village hall car park, on the verge by the telephone box and outside the primary school; the possibility of a board in the Theobalds Road area was discussed but not agreed; the need for licenses was discussed and the possibility of having maps printed as hanging versions for the Renshaw Room, the Village Hall, Church Hall, the Cock Inn and the school.
- 15.3. The method for display was discussed – leaning lecturn style and/or upright: The Clerk was asked to obtain quotes and to establish any licensing requirements of ESCC for placing a map on the verge by the telephone box.

**16. Play Inspection:**

- 16.1. Quotes for the high and medium risk playground items as detailed on the LDC inspection report were received: 3 quotes were requested: RJ Playground services (received); PlaySafe Playgrounds (not yet received) and Cosmo Construction (not yet received); the Council resolved to spend up to £2k on the repairs needed at the playground and the decision to select which contractor to proceed with, was delegated to the Clerk.
- 16.2. The latest monthly inspection report of 23 December 2024 from LDC was received and the Council noted a new medium risk item 'delamination of wood on access ladder'.

**17. Hardstanding Area:**

- 17.1. An update regarding Pankhurst Plant was received: the locum clerk emailed Pankhurst Plant requesting timescales but had not received a response; she phoned them, and they offered to meet however Cllr R. Morris received no response to his attempts to arrange a meeting; the Council agreed to delegate to the Clerk to select which company to proceed with, from the quotes received at the last meeting.

**18. Items for noting or including on the next agenda:** No items agreed.

**19. The time and date of the next meeting of Wivelsfield Parish Council was received:** Monday 3<sup>rd</sup> February 2025, 7pm in the Renshaw Room.

**20. The meeting closed** at 21.12.