

DRAFT MINUTES OF THE ORDINARY MEETING OF WIVELSFIELD PARISH COUNCIL held on Monday 9th December 2024, 7.00pm in the Renshaw Room, Wivelsfield Village Hall.

Members of the Public in Attendance: 4 (1 left at 20.02).

Parish Council Members in Attendance: Cllrs H. Martin (Chair), Cllr Cumberland (Vice Chair), Cllrs I.Haffenden, R.Morris, N.Silverman, N.Turner, J.Keeley & District and Parish Cllr S. Morris.

Members not in Attendance: 0

Others Present: Lorna Thwaites, Locum Clerk.

1. Apologies for Absence:

1.1. Apologies for absence from this meeting: None received.

2. Declarations of Member's Interests:

2.1. Declarations of interest from Councillors on items on the agenda: Agenda item 6.2 Cllrs R. & S. Morris declared they are members of the NoToWivelstown group.

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

3. Public Forum:

3.1. Mrs Blair should soon be able to provide a list of requests for CIL funding from the church; it was NOTED that the Church can bid in their own right directly to LDC for CIL funding; Ms J Smart (arrived 19.04) advised she has been selected to stand for the Chailey Division (includes Wivelsfield) at the ESCC Elections in May.

4. Minutes of the Previous Meeting:

4.1. Minutes of the ordinary meeting of Wivelsfield Parish Council, 4th November 2024: DEFERRED to the next meeting as they are not yet available; minutes of the extraordinary meeting held on 20th November: RESOLVED to be a correct record and signed by the Chair; minutes of the parish meeting of 26th November were RESOLVED to be a correct record and signed, after a correction to make it clear that all cllrs, excluding the Chair, sat with the public during the meeting.

5. Reports:

5.1. Written reports from Cllr Milligan and Mims Davies MP were RECEIVED and NOTED: Cllr S. Morris gave a verbal update; the construction company for the South Road development have declined regular monthly meetings with residents and parish council representative (s); they have encouraged people to approach them directly with any concerns; Cllr S. Morris will discuss the drainage issues raised and will email a response to concerned parties; Land East of Ditchling Road – a residents meeting is planned for 12th December with Planning Enforcement Officer James Smith facilitating; Cllr S. Morris will attend and will ask questions about reserved matters; various Highways matters have been logged and pending responses; further to receiving a response on the use of the Burgess Hill Recycling Site, Cllr S. Morris has written to the Chief Executive to request the costs to allow East Sussex residents to use it.

5.2. To receive a report from the CIL working group: DEFERRED – the CIL working group have not yet met.

6. Finance/Administration:

6.1. Payments to be made in December were APPROVED and payments made since the meeting of 4th November 2024 were RATIFIED; the Council AGREED to request access to SAGE for the Locum Clerk; during this item Cllr Cumberland's concerns over the recent playground safety report and how an item turned from medium to high risk over the month were NOTED.

6.2. The Council RESOLVED to make a contribution of up to £500 to the NoToWivelstown campaign; funds will assist with the production of materials and events (invoices to be supplied); the Council NOTED that the group has an emerging report of facts and evidence that will be passed to the Planning Consultant via the Parish Council; a publicity event is planned for the 20th December; the view that not everyone in the parish might be against the development was DISCUSSED but the Council NOTED that large scale development was not in the Neighbourhood Plan.

6.3. The following movements in the current 2024-25 budgets were AGREED at the previous meeting:

6.3.1. £769 build fee and £125 hosting & support fee to the website budget.

6.3.2. £400 to the budget for insurance.

6.4. To review the draft budget for 2025/26: DEFERRED due to the Clerk's absence; the Locum Clerk was asked to contact LDC to advise them of the delay and to request an extension to their deadline.

6.5. Confirmation that Parish Councils will be expected to pay the increased rate of national insurance for employees and will not be included in a package to compensate public sector bodies for this rise was RECEIVED.

6.6. Notification of a receipt of CIL, totalling £9610.25 was RECEIVED.

6.7. Shared access of parish council files and folders was AGREED in principle with the decision to wait until the Clerk's return to establish what and how; Cllrs would like to have access to items to be able to review history and documents when required.

7. Grant Application:

- 7.1. Village Day 2025: Cllr Cumberland declared an interest and did not vote as his wife is on the Village Day Committee; the Council discussed the grant application and costings provided; the Council RESOLVED to award a grant of £2k and to retain £2k in general reserves.

8. Correspondence Received:

- 8.1. Speed limit letter to MP – Westmeston Parish Council (via ESALC): RESOLVED to support.
- 8.2. Trek to Everest Base Camp – volunteer from Lewes District Citizens Advice: RESOLVED that it couldn't support an individual request.
- 8.3. Urban Grass Cutting 2025 – Contracts Management Group: RESOLVED to request Option 3 Self Delivery.
- 8.4. Transport Forum 18 November 2024 – ESALC: NOTED.
- 8.5. Opposition to Proposed Development South of Green Road – D&L Stening: NOTED.
- 8.6. Applying for an Asset of Community Value – M.Claxton: The Council discussed that several fields sit in the parish of Westmeston and also the process and time involved when nominating an ACV; a member of the public spoke with permission, about the Asset on Theobalds Road that was successful in its application and what information they gathered; the Council discussed other locations that might be suitable for nominating; no agreement to nominate any assets was made.
- 8.7. Access to the Burgess Hill Tip – M.Thomas-Atkin: NOTED; Cllr S. Morris has requested usage costs.
- 8.8. Bridleway at Fox Hill – N.Collins: a member of the public spoke with permission; the developer has dug a hole in the middle of the bridleway and water has been pumping into the ditch; significant discussions have been held and Tim Bartlett, Specialist Advisor LDC has visited the site; the developers dispute that the responsibility for the hedge and the ditch is theirs; discussions are ongoing but no further actions for the parish council were agreed.
- 8.9. Introduction – Beau Property: Tor&Co, a planning, design and environment consultancy on behalf of Beau Property, have requested a meeting with Wivelsfield Parish Council regarding their vision for the land north of Green Road and east of Slugwash Lane; at the request of the Council, the Locum Clerk had emailed Tor&Co requesting their plans in time for the meeting but no response has been received; the Council AGREED to wait for their response before deciding whether to meet.
- 8.10. Community Match Appraisal – ESH: NOTED.
- 8.11. T&P Local Plan and Engagement Steering Group – B.Mabey: The Council AGREED their preference for 8th January at 5pm.
- 8.12. Results of Sewerage Survey – CPRE Susse: NOTED.
- 8.13. Local Plan In-person event for north of the district: AGREED to a combined session on 01 Feb 2025, 10am to 1pm.
- 8.14. Electoral Register Revised – 01 Dec 2024: AGREED not to request a register.

9. Planning:

9.1. Planning Applications:

- 9.1.1. [LW/24/0712/CD](#) Location: Land East Of Ditchling Road Wivelsfield (observations by 18 December); The Council RESOLVED they had no observations to make. The Council also RECEIVED application [LW/24/0719/CD](#) (received by the Locum Clerk immediately prior to the meeting) Location: Land East Of Ditchling Road Wivelsfield East Sussex Proposal: Discharge of Conditions: 9 (Foul Drainage) and 10 (Attenuation Basins) in relation to approval LW/24/0178 and also RESOLVED it had no observations to make.
- 9.1.2. [LW/24/0708](#) Location: 1 Park View South Road Wivelsfield Green East Sussex RH17 7QN Proposal: Variation of Condition 1 (Plans) in relation to approval LW/23/0277 to amend external materials and fenestration (observations by 19 December): The Council AGREED to remain NEUTRAL with no observations.
- 9.1.3. [LW/24/0707](#) Location: Springbank, Slugwash Lane Wivelsfield East Sussex RH17 7RG Proposal: Hipped to gable roof extension with raising of roof pitch, addition of two storey side extension and alterations to existing rear fenestration (observations by 30 December): The Council RESOLVED to OBJECT with the following comments: The Council have concerns that moving the roof higher will impact on the Grade 2 Listed Building Heritage Asset and will harm the view of this asset from the north; the increase in height will cause overshadowing on the next door property.
- 9.1.4. [LW/24/0733](#) Location: 26 Medway Gardens Burgess Hill East Sussex RH15 0XE Proposal: Erection of a two storey and a single storey rear extension (observations by 31 Dec): The Council RESOLVED to remain NEUTRAL with no observations.

9.2. Tree Works Applications:

- 9.2.1. [TW/24/0119/TPO](#) Location: Copper Beeches North Common Road Wivelsfield Green East Sussex RH17 7RJ Proposal: T1 - Copper Beech - Reduce Crown and sides by 2m, remove 4 of the lowest branches to stem - for safety reasons (observations by 13 December): The Council RESOLVED it had no observations to make.

9.3. Decisions Received:

- 9.3.1. [TW/24/0077/TPO](#) Location: 43 Charlwood Gardens, Burgess Hill, RH15 ORD: **LDC Consent.**
- 9.3.2. [TW/24/0097/TCA](#) Location: St Peter And St John The Baptist Church, Church Lane, Wivelsfield: **LDC No Objection.**

10. Other Planning Matters:

- 10.1. An update on the proposal of Troy Planning and Design was RECEIVED: the quote received of £2300 is in line with other consultants; the Council AGREED to proceed with Troy Planning requesting them to undertake their report and present to the Council; Cllr Turner will confirm for them to start after Christmas.

- 10.2. An update on the appointment of AiRS for a Housing Needs Survey was RECEIVED: the survey has been distributed; the Council NOTED that the survey doesn't required people to enter their name and addresses but felt comfortable as this is a well-used questionnaire format.
- 10.3. The process for correspondence received regarding the NoToWivelstowm campaign was AGREED: the Locum Clerk to forward emails to the NoToWivelstowm email address.
- 10.4. An update of the work undertaken to-date on the land East of Ditchling Road was RECEIVED under agenda item 5.1.
- 10.5. The Council AGREED to appoint Cllr R. Morris to act as the liaison for the development Land East of Ditchling Road.
- 11. Highways Matters:**
- 11.1. The response to the dates proposed for the SLR meetings was RECEIVED: The Locum Clerk is to request ESH to send available dates when the Traffic and Safety Team manager is available.
- 12. Website Development:**
- 12.1. An update was RECEIVED on the website: The domain name is WivelsfieldParishCouncil.gov.uk; Cllr Cumberland will follow up with the website developer, Parish Council Websites.
- 12.2. There are 12 photos proposed for the website in the sharepoint folder; these were considered representative of the parish; the Council thanked Andy for taking these photos; any further feedback from cllrs is to be sent to Cllr Keeley.
- 13. Map/Info Board:**
- 13.1. The latest draft of the map/info board project was DISCUSSED: The map is now ready, and Cllr Cumberland will send the new website domain to the map artist; the Council AGREED to decide on map locations and mount/design of board at the next meeting.
- 14. Play Inspection:**
- 14.1. An update on the item deemed 'high risk' by LDC was RECEIVED: The item was taped off by Kelly Engineering Solutions on 30th November.
- 14.2. The play inspection report from LDC was RECEIVED and the Council NOTED that as yet the high-risk item in the report hadn't been updated by ESCC; the Locum Clerk was asked to gain a quote from PlaySafe Playgrounds for high and medium risk works listed in the inspection.
- 15. Hardstanding Area:**
- 15.1. Quotes for the hardstanding in front of the kick wall were RECEIVED from 3 companies: The Council RESOLVED to appoint Pankhurst Plant (with an estimate of £11,040 inc VAT) subject to appropriate timescales for installation.
- 16. Items for Noting or Including on the Next Agenda:** No additional items were requested but Cllr Martin urged cllrs to complete the cllr survey on hybrid/remote meetings.
- 17. The Time and Date of the Next Meeting of Wivelsfield Parish Council was RECEIVED:** 13th Jan 2025, 7pm. Cllr Cumberland gave his apologies for this next meeting.
- 18. The Meeting CLOSED** at 20.57.