



**Chailey Parish Council**  
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**Minutes**

**A Meeting of the Full Council was held on Tuesday 21<sup>st</sup> November 2017 in the Reading Room, Chailey Green, commencing at 7.30pm**

**Present:** Cllr. K. Jordan (Chairman).  
Cllrs. P. Atkins, S. Avery, N. Belcher, M. Cornwall, M. Evans, M. Lethem, J. Millam and P. Olbrich.

**Public present:** Cllr. J Sheppard.  
**In attendance:** S. Treharne (Clerk).

**17/163.Apologies for absence:** Cllr. R Barnard.

**17/164.Declarations of interest:** none.

**17/165.Questions/comments from members of the public:** none.

**17/166.Items considered as a matter of urgency;**

**Tree on Lane End Common:** the Clerk reported that he had received a request for the Council to give permission for a Wild Service Tree to be planted as a memorial on Lane End Common. The planting would be supervised by Jo Heading. This was agreed with the proviso that the tree not be planted in the middle of the Common.

**Fly tipping on Red House Common:** the Clerk reported that he had been made aware of fly tipping on Red House Common. The tipping appeared to be connected with works being done to a property adjacent to the Common. The matter is with Lewes DC's fly tipping team.

**Sign in South Chailey:** the Clerk referred to the "East Chiltington" sign that has been erected on Mill Lane, South Chailey, some way inside the boundary between the two parishes. Councillors confirmed that they have no objection to a sign but only on the boundary itself. East Chiltington PC have said that the sign has not been erected by them. Cllr. Evans agreed to raise this matter at the forthcoming meeting with ESCC Highways.

**17/167.To note the arrangements for co-opting a Councillor:** the Clerk reported that it would not be necessary for an election to be held to fill the vacancy on the Council. Notices had been placed seeking expressions of interest from those wishing to be considered for co-option. The deadline for coming forward is 30<sup>th</sup> November.

**17/168.To agree the Minutes of the Full Council meeting held on 17<sup>th</sup> October 2017:** the minutes were approved and signed by the Chairman.

**17/169.To receive and if thought fit approve financial reports for October 2017:** Councillors were in receipt of financial reports for October 2017. Receipts for the month totalled £26,699, which including a donation of £10,000 from Chailey Sports Club and a CIL receipt of £16,537. The Clerk confirmed the CIL receipts in the financial year now total £21,037. Payments for the month totalled £2,574. Cllr. Avery proposed and Cllr. Evans seconded a motion that the reports for October be approved and this was agreed.

**17/170.To consider the terms of reference for the Planning & Environs Committee:** Councillors discussed the draft revised terms of reference. The Clerk explained that these had been prepared to update the existing terms which date from 2014. The draft revised terms reflected how the Committee currently operates and excluded the wider remit given to the Committee by the 2014 terms but which, in practice, was not being exercised. This wider remit, which related to matters beyond planning, could be reinstated if required. After discussion, Councillors agreed that the wider remit should be included and the Clerk agreed to prepare a second draft for the Council's consideration.

Councillors also discussed possible changes to the membership of the Committee but agreed that the present arrangements should remain.

**17/171.To consider extending the facility to receive meeting documents by email to all meetings of the Council and its Committees:** the Clerk reminded Councillors that the facility to receive meeting papers by email had been agreed at the meeting on 20<sup>th</sup> June 2017. A trial period of 6 months during which papers for meetings of the Planning & Environs Committee would be sent by email to those Councillors who consented to receive papers this way had also been agreed. Cllr. Avery proposed and Cllr. Lethem seconded a motion that the facility to receive papers by email be extended to all meetings of the Council and its Committees and this was agreed.

**17/172.To consider a proposal received for the use of the Council's telephone box:** Councillors welcomed a proposal put forward by Mr. Whitworth for bringing the disused phone box in South Chailey back into use. They agreed that its location, very close to the A275, was not ideal but queried whether moving it to the Parish Hall car park would mean it being too isolated. Their preference was to find a safe location in South Chailey. The Clerk was asked (1) to contact Mr Whitworth to take the project further and (2) to enquire into the costs of moving the box which Councillors thought might be substantial.

**17/173.To receive a report on the Sports Pavilion:** the Clerk reported that the Public Works Loan Board had approved the Council's loan application and the money can now be obtained on 2 days' notice. The project is therefore funded. Revised papers from the chosen contractor are awaited which would reflect reduced costs following the resolution of the drainage issue. Illness had delayed the receipt of the papers: once these are received the contract can be signed.

**17/174.To receive a report on the Neighbourhood Plan:** Cllr. Jordan explained that there is increasing pressure to build houses: it was likely that the budget would reinforce this. Accordingly, the Steering Group had determined that the Neighbourhood Plan should not rely upon the wording of the Lewes District Local Plan but should instead commission a housing needs survey. Initial discussions with Lewes DC suggested that they would collaborate in this project. The Steering Group has also decided that the possible designation of Green Spaces should be explored in order to protect important areas within the Parish.

Cllr. Avery reported that he was using the mapping software acquired by the Council some time ago and this would produce many of the maps and plans that the Neighbourhood Plan would require. However a small amount of expenditure was required to acquire the ability to show public footpaths. This was a useful addition which could be used for purposes other than relating to the Neighbourhood Plan. Cllr. Belcher proposed and Cllr. Atkins seconded a motion that the Council should acquire the additional software at a cost of £75 plus VAT and this was agreed.

**17/175.To note the forthcoming consultation on part 2 of the Lewes Local Plan:** the Clerk referred Councillors to the consultation which should begin towards the end of November. Cllr. Evans referred to a number of statements in and problems with the draft which he considered would need to be amended. The Clerk was asked to circulate all relevant papers to Councillors once the consultation period started. Any comments should be sent to the Clerk.

**17/176.To discuss correspondence received from Lewes District Council on tree and other works at Downsview and Red House Common and to agree the scope of works to be carried out:** the Clerk referred to two emails received from Lewes DC's Tree Officer.

In relation to Downsview it was agreed that the works relating to highways access should be carried out. Cllr Olbrich agreed to approach the local resident who had indicated a willingness to carry out these works and to agree a schedule of works. The relevant insurances would need to be in place. The Clerk was asked to refer the fly tipping to Lewes DC's team. A discussion took place about how the Council should respond to requests for it to carry out tree works and it was agreed that the Council should only do work, or agree that work may be done, on the commons (1) where this is necessary to achieve the Council's overall objectives of maintaining and preserving the commons and their habitats, (2) when it is thought necessary (for example when public safety is an issue), or (3) there is a statutory or some other obligation for the Council to do so. The Council understood that there is no obligation to undertake tree works for the purposes of maintaining light to properties adjoining the commons and therefore requests for works to be carried out for this purpose should usually be declined. The Clerk suggested that it would be useful for the Council to formulate a policy about tree works generally and he was asked to prepare a draft.

It was agreed that the works to ensure access in Milnthorpe should be carried out subject to the advice received from Lewes DC's Tree Officer about the consents required. The Clerk was asked to determine who would be responsible for the cost of these works.

**17/177.To receive verbal reports from Councillors on their area(s) of responsibility and/or their involvement with village organisations:**

**Highways:** Cllr. Evans reminded Councillors about the forthcoming SLR meeting. Any items that Councillors wanted to have included on the agenda should be notified to the Clerk.

**Funding application by Chailey School:** it was agreed that the Council should write a letter in support of the School's application for a grant to establish a fitness centre.

**The Windmill:** Cllr. Avery reported that Chris Fisher had taken over as Chairman of the Friends of Chailey Windmill.

**Chailey Green:** it was noted that the low fencing around the green required remedial work. Cllr. Millam agreed to look into the availability of replacement posts and rails.

**Parish Hall:** Cllr. Lethem reported that, at a recent meeting of the Hall Committee, thanks had been expressed for the Council's continued support.

**Theft of equipment:** Cllr. Millam advised Councillors of the recent theft of a chipper from Bineham.

**17/178.To note and consider any implications arising from the Council's duty under section 17(1) of the Crime and Disorder Act 1998:** none.

**17/179.Confidential matters:** Cllr. Jordan advised that it was not necessary this month to consider a motion to exclude the press and public from the meeting in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 in order to discuss items of a confidential or commercially sensitive nature.

**17/180.Next Full Council meeting:** Tuesday 12<sup>th</sup> December 2017 starting at 7.30pm in the Reading Room, Chailey Green.

**Signed:** *K.Jordan*  
Chairman

**Date:** *12<sup>th</sup> December 2017*