

Hamsey Parish Council

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Kevin Kingston, Clerk to Hamsey Parish Council
Beechwood Hall & Rural Park, Beechwood Lane, Cooksbridge, BN7 3QG, East
Sussex

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Members of **HAMSEY PARISH COUNCIL** are summoned to attend the **meeting of Hamsey Parish Council** to be held on **Thursday 31 March 2022 at 7.30pm** at **Beechwood Hall and Rural Park**.

Up to fifteen minutes only, are available at the start of the meeting for members of the public to have their correspondence addressed relating to a specific item on the agenda.

Should any member of the public wish to have the Council address any issue on the agenda then they may email the Parish Clerk directly on clerk@hamsey.net before 5pm on Monday 28 March 2022 or they may attend in person.

Please note social distancing will be in place. This meeting may be recorded for the purpose of minute taking.

1. Apologies for absence

2. Questions from the public

3. Declaration of interest from any Councillor regarding any item on the agenda

4. Minutes from the meeting held on Thursday 13 January 2022 to be agreed and signed as a true record

5. Update on any matters arising from last meeting – review and update actions - see action log at appendix 1 to this agenda

6. Financial matters

- a) **To approve payment of invoices as detailed (including v.a.t). Please note salaries are not privy to the public.**

Cheque No. or transaction number	Payee	Amount £
	Kevin Kingston – monthly printer ink and office stationary	38.06
	Kevin Kingston – January 2022 salary	-
	Barcombe landscapes – gangmow field sep – nov 2021 and cut hedge 12/11/21	444.00
712284390	Barcombe Landscapes – construction of pathway at Beechwood Park (reimbursed by LDC and VAT reclaimed)	19,980.00
791525120	National trust – beacon licence	20.00
98396491	Kevin Kingston – monthly printer ink/paperclips and	26.47

	plastic wallets	
	Kevin Kingston – February 2022 salary	-
	Kevin Kingston – March 2022 salary	-
	Wendy Darby – Christmas trees and lights	60.00
324690364	Mrs A C Barlow – clerk to Iden Parish Council for Simon Goacher retirement gift	25.00*
464459002	Howard Eaton Lighting limited – Trees of light , Cooksbridge	600.00*
Cheque - 300523	HMRC – tax and NI contributions for period January – March 2022	379.80*

*Unrepresented cheques

b) To note the Council's current financial situation

April – February 2022 (by cost centre)

EXPENDITURE

Cost centre	£	Notes
Audit	465.00	
Grants	1,005.00	
Grounds maintenance	22,092.59	Including pathway
Office expenses/administration	7,320.40	Includes Clerks salary
Other expenses	1,427.23	
Premises	1,995.63	
Subscriptions	796.76	
TOTAL	35,102.61	

INCOME

	£	Notes
Precept	18,213.00	
VAT reclaim	1729.89	*further VAT reclaim of £3775.40 awaited incl £3330.00 for pathway
CIL payment	16,650.00	Pathway excl VAT
Other payments	416.50	
TOTAL	37,009.39	

Balance per bank statement as at 1 March 2022	£
Unity Trust - current account	36,938.92
Un-represented cheques	1,002.06
Unity Trust - savings account	0.00

c) To note the councils budgets for 2022/23 & Internal Audit visit

Appendix 2 to this agenda details the councils budget for 2022/23 including new general and earmarked (projects) reserve budgets.

A full report on the end of year 2021/22 budget out-turn, including any monies carried forward to the financial year 2022/23 will be sent to all Councillors by the end of April 2022 once the financial year has been concluded.

The internal auditor will be visiting the Parish Council on 17 & 18 May to discuss the financial records for 2021/22.

7. Planning matters - to receive any report from the planning committee:

Chair and Cllr Redwood

(a) Applications still awaiting decision/in progress (as 16 March 2022)

LW/20/0856 | Variation of condition 1 (plans) in relation to planning applications LW/18/0849 and LW/14/0712 | The Barn Former Hamsey Brickworks South Road South Common South Chailey East Sussex BN8 4QD – **Hamsey Parish Council offer ‘no further comment to the retrospective application’.**

SDNP/20/03254/PRE | New garden studio building | Perseverance House The Street Offham East Sussex BN7 3QB – **Hamsey Parish Council offer no objection to the pre-application.**

LW/21/0160 | Removal of condition 27 in relation to planning approval LW/14/0712 | Former Hamsey Brickworks South Road South Common South Chailey East Sussex – **HPC has submitted an objection to this application on a number of issues however further discussions are likely to take place with applicant/developer. Our full objection can be read on LDC planning portal.**

LW/21/0443 | Amendments to approved scheme (ref LW/18/0328) to allow for alterations to fenestration and pitched roof front and rear dormers | Old Hamsey Brickworks South Road South Common South Chailey East Sussex – **HPC offer ‘no objection’ to this application.**

LW/21/0573 | outline application to demolish an existing bungalow and rebuild 4 new two bedroom cottages with off road parking concerning access and layout with remaining matters reserved | Two Ways Bevernbridge South Road South Common South Chailey East Sussex BN8 4QD – **No objections in principle subject to the boundary treatment to the A275 providing for generous landscaping, with any built structures (fence or wall) between the landscaping and the new houses. HPC would request an informative to this effect.**

LW/21/0622 | demolition of an existing office building, erection of 13no. dwellings (mix of 2 and 3 bedrooms), redesign of parking area serving a consented office building, additional garden area for Kiln Cottage and all associated works I am consulting you on the above development. All comments and any observations no later than 06.10.2021. | Retained Land At Antler Homes, Old Hamsey, Brickworks Development & Avid Commercial Building Knights Court, South Chailey, BN8 4QF

LW/21/0741 | Erection of detached 3 bedroom house |The Orchard, North End Lane, Hamsey, BN8 5TE. **HPC offer ‘no objection’ to this application**

SDNP/21/05817/FUL | conversion of outbuilding to holiday let | Comments by 23 December 2021 | Pellbrook House, The Drove, Offham, BN8 5TA. **HPC offer 'no objection' to this application**

(b) Applications refused since last meeting

LW/21/0903 & LW/21/0904 | **Bouverie Cottage, Cooksbridge Road, Cooksbridge** | householder and listed building consent application – demolition of existing rear extension and replacement single storey rear extension with no3 rooflights. **HPC offer 'no objection' to this application**

(c) Applications determined/approved since last meeting

LW/21/0538 | single-storey rear extension with roof terrace above, creation of and alterations to windows, demolition of stables and erection of three-bay garage/store with loft space and 3no dormers | Hamsey Lodge, North End Lane, Hamsey, East Sussex, BN8 5TE

LW/20/0647 | NMA for the addition of 9 parking spaces in relation to planning application LW/17/0030 (Redevelopment of the site with six residential units) | Knights Court South Road South Common South Chailey East Sussex

SDNP/21/05718/FUL | **Landport Bottom The Motor Road Old Racecourse Lewes East Sussex** Proposal: Repairs and replacement to existing post and rail wooden fence

8. Grant applications

To consider any grant applications received

8.1 Community rail partnership subscription - this is an annual request for £55 that hasn't in the past required completion of a grant application form.

Recommendation: that a payment of £55 is made for 2022/23.

8.2 Hamsey Churchyard – have requested an increase in their grant for churchyard maintenance. In 2021/22 we made a grant of £550 and we have included £600 in our 2022/23 budget.

Recommendation: to discuss and agree 2022/23 grant payment.

9. Beechwood Hall Working Group - Cllr Henry and Cllr McBrown

To receive any reports from Beechwood Hall working group

9.1 Line markings – Beechwood Hall car park

This is to discuss if we should go ahead with remarking the Beechwood Hall car park at a cost of £795. A further quote of £950 has also been received. **(T d'A/KK)**

9.2 EV charger Beechwood Hall – update (T d'A)

9.2 See Councillor McBrowns report (at appendix 4)

10. Correspondence

To note correspondence received since the last meeting and any action required.

10.1 To note January and February correspondence logs (previously circulated) and discuss any issues

11. Reports from meetings

To receive any reports from meetings attended by Councillors or Clerk

11.1 .Update from meeting with Chailey Parish Council held on 22 March 2022 **(T d'A/KK)**

12. Highway and Traffic issues - Cllr McBrown

To discuss any Highway and Traffic issues

12.1 see report at appendix 4

13. To consider Rail and Bus issues - Cllr Henry

To discuss any rail and bus issues

13.1

14. Police/ Neighbourhood Watch - Cllr McBrown

To discuss any Police & Neighbourhood watch issues

14.1 See report at appendix 4

15. Environment – Chair and Cllr Croft

To discuss any Environmental issues affecting the Parish

15.1 Lost woods project - To discuss participation in lost woods project (see appendix 3)

16. General improvements to Parish

To discuss general improvements to the Parish

16.1 Queens Jubilee - To discuss arrangements to celebrate the Queens Jubilee in June 2022 (see Council meeting 15 July 2021). Piper cost for event is £160.80

16.2 CIL Bid – To discuss progress with CIL bid to Lewes District Council for Malthouse way play park **(K McB)**

16.3 Interpretation sign/chalk pit – To decide if we would like to share costs with SDNPA to replace sign on top of chalk pit

17. Footpaths and rights way

To discuss footpaths and rights of way within the Parish

17.1 Footpath - update on repair to footpath north end stream A275 to Hamsey Lane **(JR)**

18. Council policies - Cllr Henry

To discuss any changes to Council policies

18.1 There are no changes to council policies

Note : a new amendment grant application form was posted on the website in January 2022.

19. Future agenda items

To discuss and note future agenda items/reports

19.1

20. Dates for future meetings in 2022

To agree future meeting dates

20.1 To note and agree the following Council meeting dates for 2022. It is proposed that we revert back to Thursday evening meetings on the following dates with a start time of 7.15pm

- Thursday 12 May
- Thursday 14 July
- Thursday 15 September
- Thursday 10 November

Signed..... **Dated**.....
Kevin Kingston – Hamsey Parish Clerk/RFO

Notes

- 1. Agenda Item 10 relevant to any correspondence received – see monthly spreadsheet circulated previously. This spreadsheet includes various correspondence received weekly including newsletters from: NALC, Chief Executive Bulletin, Rural Bulletin, CPRE, Public Sector Executive and planning application details from LDC and SDNPA and meeting invitations and agendas.*
- 2. Should any resident like to see a copy of the monthly correspondence log please contact the Parish Clerk on clerk@hamsey.net*

Appendix 1 – action log

Action	Responsibility	Completed	
January 2022 meeting			
1	Forward 20mph notice of motion to ESCC	KK/Td'A	Yes
2	Contact other local parishes re notice of motion	KK/Td'A	Awaiting info
3	Contact ESCC re speed sign at Hamsey Lakes Development	KMc	Yes
4	Parish Clerk to confirm precept request with Lewes District Council and set up new earmarked and general reserves budgets.	KK	Yes
5	Contact new payroll provider	KK	Yes – arrangements in place
6	Site opposite travellers site – enforcement issues – contact Isabelle Linington	JR	Yes – update received
7	Chandlers mead – rats – contact residents and LDC	KMc	No issues reported
8	Revise and update grants application form and process and put on website	KK	Yes - now on website
9	Prepare CIL bid for Malthouse way play area and send to LDC by 21 January	KMc, Natalie Kinch &KK	Yes - 2 nd stage app to be prepared on 7/4/22
10	Contact ESCC re placing benches by Littlemead flats	KK	Yes – will need a licence from ESCC
11	Contact Compass buses to check that timetable up to date	KK	Yes
12	Contact Sussex Police to seek a date for a bike marking and a community engagement event in Cooksbridge.	KMc	Awaiting date
13	Contact LDC Customer First re fly tipping in Drove Road	KMc	Yes
14	Contact ESCC Highways overgrown hedge in Drove Road and road sign with graffiti in Offham.	KK	Yes
15	Queens Jubilee – formation of residents working party	T d'A	Yes
16	Obtain 3 quotes for refurbishment of Malthouse way play park (see action 9 above)	KMc	Yes
17	Complete minor amendments to GDPR policy and put on website	KK	Yes
18	Draft simple practical guide for GDPR policy	KK/CH	No
19	Convene meeting to discuss potential development proposals for Hamsey	JR	Yes

Appendix 2

Hamsey Parish Council

2022/23 budget (based on a precept level of £18,213)

Description	£	Comments
Office Expenses		
Clerks salary	7400	
Clerks pension	NIL	
Payroll	390	Cost confirmed
Clerks expenses	250	
Postage & stationary	100	
Sub total	8140	
Subscriptions		
ESALC	240	
LDALC	20	
CPRE	40	
SLCC	140	
Ouse and Adur River trust	15	
Scribe accounting package	300	
Sub total	755	
Grants		
Section 137	700	
Section 214 – churchyard mowing	600	(contributions to maintaining churchyards/cemeteries)
Section 19 – village hall	1000	(Power to fund recreational facilities)
Sub total	2300	
Premises		
Insurance	2100	Estimated cost will be confirmed early 2022
Beacon licence	20	
Malthouse cut and hedges	570	Estimated cost from Greg Cockram
Mowing verges (ESCC)	340	To be discussed at this meeting £340 assumes we agree additional cuts
Beechwood park - mowing	1200	Estimated cost
Waste bin emptying and dog bags	200	£9.90 per month + dog bags
Play park inspections	150	Estimated
Sub total	4580	
Other Expenses		
External audit	250	Estimated cost confirmed
Internal audit	350	Estimated cost
Meeting expenses	200	
Training/conferences	800	
Newsletters	100	
Website	250	Estimated cost confirmed
Councillors/Chairs expenses	250	
Bank charges	90	

Documentation	150	
Sub Total	2440	
TOTAL	18,215	

Projects (Earmarked reserves)

Project	Reserve £	Notes
New noticeboards	1100	To replace Beechwood Park noticeboards
New toilet door	2100	Cost to be shared with Beechwood Hall 50/50
New benches for Chandlers Mead	2000	
Line markings for Beechwood Hall car park	800	To be discussed at Council meeting on 31 March 2022
Total	6000	

NOTE: Other projects that will require funding and the subject of bids include replacement playground equipment at Malthouse Way Play park that could cost in the region of £20,000

General reserves

Issue	£
General maintenance and repairs	2000
Contingency	1000
Election expenses (if required)	1500
Total	4500

Appendix 3

Re Hamsey lakes development

Dear Woodland Owner

As you know, the Lost Woods of the Low Weald and Downs project is still in development. This is an information gathering phase which will inform how the project will work during delivery which, if our application to the National Heritage Lottery Fund (NHLF) is successful, is due to commence towards the end of 2022.

I am writing with an update regarding the question of access, something that the NHLF encourages in reciprocation of the funding that would be provided. Some of you will already have received the 'Tiers of Access' proposal that was put together some months ago. This has been subject to change as we have tested the appetite and capacity of woodland owners to participate.

I have now amended the 'Tiers of Access' table, attached, and wanted to provide further detail relating to expectations.

Please be aware that:

- we are requesting a level of access that is appropriate to you and your wood and will not seek to elicit a level of access beyond that with which you are comfortable;
- whilst the 'tiers' are necessarily structured for ease of communication, a tailored approach to you and your woodland will be sought.

Priority may be given to a woodland which is offering a higher level of access as there are currently only 20 agreements available.

Why are we asking?

Should our bid be successful the £2 million that will be granted by the National Heritage Lottery Fund will be used to benefit your woodland through the various options for restoration management and the enhancement of biodiversity that will result. In addition to providing money for restoration work, we will be funding Ancient Woodland Restoration Surveys and Small Woodland Management Plans for those woods that do not already have them. And further, we will be offering an impressive range of free courses including:

Managing Woodlands for Biodiversity
Introduction to Woodland Ecology
Timber Measuring
Managing Forestry Operations - roles and responsibilities
Coppice restoration
Practical Woodland Management
Deer Awareness - An introduction to Deer Management
Deer Management - How to select and manage Deer Stalkers
Tree Planting & Establishment course
Tree health, Pests and Disease
Valuing & Managing Veteran Trees
Amphibian Habitat Creation
Tree ID
Bats and Arboriculture course
Forests, Soils and Climate Change

Woodlands & Water
Traditional Fencing (Willow/Framed Hurdles)
Hedgelaying
Woodfuel & Timber Products
Green Wood craft courses - e.g. stool making/bowl carving
Introduction to Woodland Management OCN L2
Sustainable Woodland Management OCN L3

***It is intended that training will take place within your wood (or that of another landowner in the project area) in order to render it more relevant and to minimise expenditure relating to time and travel.**

Public Events

What they are not...

Whilst the term 'public events' might suggest a large organised gathering this is not something that we anticipate facilitating, and owing to the number of woodlands that will be involved in the project, it is extremely unlikely that we would approach you to accommodate this. Our Woodland Trust woods in the project area, Costells Wood and Butcher's Wood, are likely to be far better suited to larger events.

What they are...

Heritage days, guided walks, field studies excursions, coppicing, charcoal making demonstrations, wellbeing events...are just some of the ideas that we are working with. It is hoped that woodland owners might potentially consider facilitating an event that has resonance for them, for instance those with children might be more open to hosting a forest school, or those with experience of mental health issues within the family might consider acting as a venue for a mindfulness walk.

If, and when, these are proposed, numbers would be limited to what the woodland/woodland owner is able, or willing, to accommodate, and will take into consideration the availability (or lack) of facilities such as parking, and the sensitivity of a woodland in terms of its biodiversity and habitat.

In any case, owing to the number of woodlands participating in the project, it is highly unlikely that you would be called upon to host regular events - unless of course you wanted to - as these could be shared or rotated across the 60 woods in the project area.

I am copying into this email outreach advisors Jim Smith-Wright and Tom Ottaway as they will be taking on the responsibility for landowner engagement for the remainder of the development period (now until June). Therefore, I would ask you to take time to consider the options outlined and get back to Jim and Tom if you would like to discuss further as we want to adopt an approach that will work for you and your woodland.

You can of course also contact me directly if you have any particular questions, or in order to resume conversations that were already underway.

Very best wishes
Nicky



Nicky Scott

Project Manager - Lost Woods of Low Weald & Downs

Telephone: 03437705538

Email: NickyScott@woodlandtrust.org.uk

Woodland Trust, Kempton Way, Grantham, Lincolnshire, NG31 6LL

0330 333 3300

woodlandtrust.org.uk

Appendix 4

Subject : Highways, Policing, Beechwood Hall and CIL bid

Report of : Councillor Kate McBrown

Report to : Council meeting – 31 March 2022

Highways

Cllr d'Arienzo and myself attended the annual SLR meeting on 8th February 2022 with Sophie Walker from ESH, Rob Stevens Highways Steward and Ian Johnson from Transport Dept at ESCC. We discussed the minutes from the previous SLR and received updates on concerns expressed for particular areas within the Parish.

The footpath in Chandler's Mead in particular was a concern noted on numerous occasions. I can now happily report the worst areas have been retarmaced.

The broken bollards at Downsview have now been replaced.

Concerns were expressed by residents of the new development at Bevernbridge of speeding motorists through the housing so a request for a reduce speed sign was made, however ESH cannot provide a sign as this area is privately owned by the developers Antler. Suggestion is for the residents to follow up on this with Antler.

The reduction in vehicle speed to 20mph along Cooksbridge Road was also discussed.

The pavement width between the Rainbow Inn and Hamsey School will be reviewed as necessary. I will liaise with Rob Stevens regarding the potholes and verges around Hamsey Lane/The Drove.

We all thanked ESH and ESCC for their continued support and assistance in keeping our Parish safe.

Policing within the Parish

I have contacted Rose Stainer, Local PCSO to enquire about setting a community meeting and bike marking event to discuss any anti social issues with the Parish. At present I am awaiting some dates which will be published in due course.

The main issues brought to my attention of late are occurring in Chandler's Mead with ongoing parking problems. Reported damage to cars, nails in tyres and stickers being put on a resident's windscreen threatening enforcement for illegal parking. These will be brought to Rose's attention.

Beechwood

We had a brief Friends of Beechwood Hall meeting on 21st February 2022 whereby we discussed the outside toilet door and resved to get a replacement non chargeable door fitted as the existing door repeatedly breaks. We discussed the installation of electric charging points, re painting the parking space lines and relocation of parking to allow for the installation. We were delighted to be joined by Sarah a local resident and member of Sustainable Hamsey, whom has kindly offered to help assist with some planting at Beechwood Hall. Many thanks go to Sarah and any other volunteers welcome.

We also discussed a yearly forecast for budget/expenditure and Cllr Henry will discuss this further with Rachel Clifford, Beechwood Hall Financial Services Provider.

Future projects to include a replacement for the ladies, gent's and kitchen floor in Beechwood Hall to be replaced with a more suitable non slip flooring and the addition of a welcome sign/ noticeboard outside was agreed.

Future events were discussed... ie... Christmas Party and fund raising ideas.

Next meeting will be confirmed in due course.

CIL bidding

Natalie and myself are pleased to announce HPC's expression of Interest for bidding on the CIL money available from LDC has been accepted into the second round. If successful this money - £27,000 along with funds in the region of £3,000 raised in the community will be used to replace the existing park at Malthouse way.

Round two is now open and we are collating the relevant information to submit ahead the deadline in April.

