

Minutes of a meeting of the **CIL** Committee held on Tuesday 29th September 2020 at 7pm via zoom video conferencing

PRESENT: Councillors Celia Davies (Chairman), Pauline Velten (Vice-Chairman), Andy Long, Karen Cook, Mike Smythe, Steve Williamson and Richard Reading

Also, present: Jackie Cottrell – Parish Clerk
Cllr Graham

APOLOGIES FOR ABSENCE - NONE

DECLARATIONS OF INTEREST - NONE

MINUTES

To **resolve** that the minutes of the CIL Committee meeting held on 21st July 2020 be taken as read, confirmed as a correct record and signed by the Chairman

00172 **RESOLVED** to adopt the minutes of the meeting held on 21st July 2020. The Clerk to correct a spelling mistake.

MATTERS ARISING FROM THE MINUTES NOT COVERED ON THE AGENDA

The Clerk confirmed that she would be receiving the fingerpost report shortly from the Chairman of the Parish Council

PUBLIC PARTICIPATION – NO PUBLIC PRESENT

REVIEW OF THE FORMAT DISPLAYING ITEMISED INCOME AND EXPENDITURE FOR CIL

All Members agreed the two new reports produced were in a much clearer format. The Income and Expenditure Report now shows sub-totals for each financial year. The items in red are the Ear Marked Funds for items that have been agreed at Full Council but not yet purchased. The CIL Receipt and Expiry Log compliments the Income and Expenditure reports. Both reports will be updated when any further movements occur.

The Clerk confirmed Wealden will be contacting the Parish Council shortly regarding any CIL amounts to be awarded in October.

00173 The CIL Committee **RESOLVED** to adopt the revised Income and Expenditure spreadsheet and the CIL Receipt and Expiry Log for reporting and monitoring CIL funds

CLERK REPORT

6.1. Resolve the CIL Monitoring Report 1st April 2019 – 31st March 2020

The Clerk explained the figures in the CIL Monitoring Report. The Clerk confirmed she will be completing the same report for the previous year which would be presented at the next CIL meeting. Wealden District Council confirmed they had not received one.

00174 The CIL Committee **RESOLVED** to adopt the CIL Monitoring Report 1st April 2019-31st March 2020

6.2. To agree a committee member to provide grid co-ordinates for the Bodle Street Green Gates

Cllr Velten stated this was not necessary as each gate would be approximately 6 inches behind each village sign. The Clerk agreed she can now complete this.

TO CONSIDER AND RESOLVE THE IDEAS CHOSEN FOR FUTURE CIL SPEND

The Chairman suggested to Members regarding the ideas discussed at the previous CIL meeting any which were maintenance items should not be included in the final list. The Chairman suggested the list should include: picnic tables, new benches where required, a one-off payment to each Village Hall to aid them with their band width, to commission a traffic survey in each of the villages, a fence around two sides of Bodle Street Green Village Green, electrical charging points, the biochar kilns, the Warbleton Walking and Cycling Routes Map, the petanque on Rushlake Green Village Green, the School crossing at Punnetts Town and the brick feature to be built out of the well at Punnetts Town.

The Chairman of the Parish Council suggested Finger Posts should be added to the list. Although the Parish Council do not own the Finger Posts in the parish East Sussex County Council do not replace like for like and it would not be easy for the Parish Council to justify using the precept for repairs on items we do not own. CIL funds could help solve this problem. The Chairman agreed with the principle but felt the flyer should represent only fresh ideas.

Cllr Reading sought more clarification on the Punnetts Town crossing. The Chairman assured him this would be a collaboration with East Sussex Highways and other Parish Councils.

Cllr Williamson agreed with the Chairman of the Parish Council regarding his comments on Finger Posts. He stated the Parish Council had very limited funds and by adding them to the list it would be an important exercise in learning how much priority the community placed on them. He also stated emphasis should not be placed on the specific location of these items as the parish covers a wide area and includes lots of villages.

Cllr Cook voiced concerns that the school crossing would fall under the Heathfield & Waldron Parish Council. The Clerk would investigate this. She also requested clarification if projected costs would be listed too. The Chairman suggested the Parish Council use Survey Monkey which will help to level the Community's expectations as costs of projects change over time.

After these discussions the Chairman added the ongoing repair, maintenance and purchase of benches, noticeboards and finger posts to the list of items to be shared with the community.

Cllr Smythe voiced his concerns it must be made clear to the community that the Parish Council cannot solely pay for some the items on the list.

00175 The CIL Committee **RESOLVED** to accept the following ideas to be shared with the community for CIL spend: the repair, maintenance and purchase of benches, noticeboards and finger posts, picnic tables, new benches where required, a one-off payment to each Village Hall to aid them with their band width, to commission a traffic survey in each of the villages, a fence around two sides of Bodle Street Green Village Green, electrical charging points, the biochar kilns, the Warbleton Walking and Cycling Routes Map, the petanque on Rushlake Green Village Green, the School crossing at Punnetts Town and the brick feature to be built out of the Well at Punnetts Town.

TO CONSIDER AND RESOLVE TO GO AHEAD WITH THE FLYER ADVERTISING CIL IDEAS AND THE NEW PARISH COUNCIL WEBSITE WITHIN THE AGREED SPENDING LIMIT RESOLVED AT FULL COUNCIL

00176 The CIL Committee **RESOLVED** to go ahead with the production of the flyer advertising CIL ideas and the new Parish Council website.

8.1. To resolve which company to use

The Clerk reported the details of the 3 companies who had quoted for the flyer. The Committee discussed the options, only company B's price fell within the budget agreed at Full Council.

00177 The CIL Committee **RESOLVED** to choose Company B to produce the flyer

8.2. To agree that a summary of the ideas detailed in 7.1. will feature on the flyer, with further details on the website

The Clerk clarified to Members that not all the CIL ideas would feature on the flyer (not enough room) but they would be listed on the website.

00178 The CIL Committee **RESOLVED** that only a summary of ideas might feature on the flyer but the full list would be displayed on the website

8.3. To agree the Chairman of CIL and the Clerk will be responsible for the copy and design of the flyer

Cllr Smythe volunteered to help the Chairman with the flyer preparation. The flyer proof would be emailed to the CIL Committee prior to it being sent to print for comment.

8.4. To resolve the flyer can go to print once the Chairman is satisfied all feedback via email from the CIL Committee has been taken into account

The Chairman confirmed with the Committee they would be given at least 3 days to comment before the flyer would go to print. Any Councillors without access to the internet would need access to the proof earlier than 3 days. The Clerk noted

this.

00179 The CIL Committee **RESOLVED** the flyer could go to print once the Chairman was satisfied all feedback from the committee had been taken into account

8.5. To agree a design deadline

8.6. To agree a distribution deadline

8.7. To agree a public feedback deadline

8.8. To confirm which Committee Member will process responses

The Chairman discussed the proposed dates with Members. The copy creation, website and flyer would be ready for the 22nd October. The approved copy would be sent to the designer on the 22nd October, with design and print completed by 3rd November. Distribution would begin on the 5th November and the website would need to be live at that time. The public feedback deadline would be 3rd December which would give them 4 weeks to respond. The next CIL meeting would be on the 17th November which would provide an opportunity for any members of the public to speak to the Committee regarding the survey. The responses would be shared with the Committee at the CIL meeting to be held on the 12th January. The Committee felt that it would not be appropriate to resolve deadlines, it was decided the deadlines would be aspirational.

00180 The CIL Committee **RESOLVED** to work towards an aspirational timeline and to allow the public approximately 4 weeks to feed in. The Clerk and Chairman will process the responses in December.

TO CONSIDER AND RESOLVE THE USE OF CIL FUNDS TOWARDS THE DAVID BYSOUTH BENCH COSTS

The associated costs of the bench were discussed. The Section 115 Licence to erect a structure in the Highway £57.20 and the Section 171 Application for consent to make an excavation in a street £380.00 and lastly the costs of whoever was going to fix the bench to the ground. The Clerk had recommended to budget £300. A debate took place with many conflicting views. Members were asked to note the condition of David Bysouth's health, the amount of work he had done for the community and his chosen location for the bench which was very close to his house.

The Chairman noted in future it would be wise that all possible cost implications of any item agreed at Full Council meetings should be taken into proper consideration before agreeing for them to be referred to the CIL Committee or any other Council sub committee.

00181 The CIL Committee **RESOLVED** to recommend to Full Council that the associated costs of the bench should be paid and the bench erected in David Bysouth's chosen location

TO REVIEW THE DESIGN AND COST OF THE NOTICEBOARDS

The Chairman instructed the Clerk to defer this item to the next Full Council agenda as not enough time had been given for Members to consider the documentation sent by the Clerk. Members were asked to note the very poor condition of the noticeboard at Bodle Street Green.

TO CONFIRM THE FOUR DATES FOR THE CIL COMMITTEE MEETINGS IN 2021

The Chairman confirmed the next two meeting dates as the 17th November and the 12th January. The 9th February, 9th March and the 13th April 2021 were provisionally set and would be confirmed at the January meeting.

The meeting closed at 8.45pm