

Minutes of a meeting of the **CIL** Committee held on Thursday 24<sup>th</sup> February at 7.30pm at the Bodle Street Green Village Hall

**PRESENT:** Councillors Celia Davies (Chairman), Steve Williamson and Caroline Thompson

Also, present: Jackie Cottrell – Parish Clerk

**00471 APOLOGIES FOR ABSENCE**

Cllr Long – unwell  
Cllr Cook – work commitments  
Cllr Smythe – personal reasons

**DECLARATIONS OF INTEREST - None**

**MINUTES**

To resolve that the minutes of the CIL Committee meeting held on 7<sup>th</sup> October 2021 be taken as read, confirmed as a correct record and signed by the Chairman

**00472 RESOLVED** to adopt the minutes of the meeting held on 7<sup>th</sup> October 2021

**MATTERS ARISING FROM THE MINUTES NOT COVERED ON THE AGENDA - None**

**PUBLIC PARTICIPATION - None**

**CIL FINANCE**

**5.1. Itemised Income & Expenditure Report**

Members noted the report which had been verified by the Chairman of F&GP. It was agreed the figures would be transferred to an Excel spreadsheet going forward.

The Clerk to clarify how the David Bysouth bench costs would be accounted for from a CIL prospective if the contribution from Heathfield & Waldron Parish Council was not taken from their CIL reserves.

**5.2. CIL Receipt & Expiry Log**

Members noted the 'traffic light' method of reporting had been implemented.

**5.3. CIL Monitoring report 2020/21**

The CIL Monitoring report for 2020/21 had been submitted to Wealden District Council and the Parish Council were up-to-date. Members noted although no funds had been spent during that reporting period, lots of investigative work had taken place with various different prospective projects.

## **FINGERPOST REPAIR UPDATE**

### **6.1. Update on the four finger posts repairs**

The Clerk referred to the report previously circulated. All work quoted had been completed and paid for. The total figure paid for the repair work was £3,457 plus VAT and was £32.08 cheaper than the quote.

The Chairman of CIL instructed the Clerk to ensure it was minuted at Full Council that all the finger post repair work had been completed.

### **6.2. Update on the damaged finger post at Kingsley Hill/Chapmans Town**

A further quote had been received for additional damage to one of the newly repaired finger posts. Full Council had resolved that CIL funds would be used to pay for the repair cost which had been quoted at £86.00 plus VAT. The Clerk to clarify if ESCC would provide any extra match funding for this item. The area where the finger post was located had a dangerous overhanging branch as a result of the recent storm. The Clerk to report this matter as the contractor was currently unable to complete the repair work.

### **6.3. Update on the ESCC match funding**

The Clerk reported that an invoice had been sent and received by ESCC. The Parish Council could not apply for match funding in the 2022/23 financial year. However, the finger post audit completed in March 2021 had not highlighted any other posts that had required urgent repair work although several were being monitored.

### **6.4. To agree when the next Finger post check would be completed**

The Clerk to request the finger posts listed as requiring monitoring to be added to the asset register check and to take photos. Members were asked to be mindful that the date the PC could next apply for match funding would be the 1<sup>st</sup> April 2023 and ESCC operate on a first come first serve basis.

## **BENCHES UPDATE**

### **7.1. Bench dedicated to Mr Knibb**

The Clerk confirmed the bench was not due to be delivered until mid-March.

### **7.2. The David Bysouth bench**

The Clerk confirmed the bench had been installed and the contractor had been paid. Heathfield & Waldron Parish Council's contribution of £529.88 would be received by end of February.

## **TREE PLANTING UPDATE**

It was RESOLVED at Full Council in principle that a Common Walnut tree would be planted on the verge outside Pond Cottage subject to consultation with the owners of Pond Cottage.

The Clerk had sent the letter of correspondence.

It had been noted that the location did provide the width needed for the tree to grow, however, there had been some concern that members of the public would not look at the plaque in this location and the tree could lose its significance.

It had been RESOLVED at Full Council that CIL funds would be used to buy and plant the tree and to purchase a plaque. The agreed quote totalled £391.76

ITEM	COST
Tree (dependent on species)	£227.00
Planting materials and protection	£66.58
Mulch	£10.00
Plaque	£69.18
Delivery	£19.00
Total cost	£391.76

The committee had some concerns over the specimen of tree chosen. It was noted Walnut trees could be temperamental and only had a 50% success rate once planted and require regular watering and weeding in the first few years of life. The aftercare of the tree had not been considered by Full Council at that point. The Chairman of CIL advised the Committee if the owners of Pond Cottage were in agreement with the tree planting she would consult with them regarding the species of tree as the power line in the same location was noted to be quite low. Also, the Walnut tree was not a native but a naturalised tree and it was the biggest species. A Maple tree might have been a better option. The Chairman of CIL would be working closely with the council with any further negotiations.

#### **PICNIC BENCHES ON THE GREEN**

##### **9.1. To consider the quotes and agree to the purchase of a picnic bench/benches to be located on Rushlake Green Village Green**

The idea of picnic benches on The Green had been verbally suggested by a CIL Committee member at a previous CIL meeting but not minuted. The Clerk had been recommended several companies from a Clerks Forum. The Committee reviewed the picnic benches circulated by the Clerk which were made from 100% recycled plastic. Due to their weight the picnic benches would not need to be fixed to the ground.

The Chairman of CIL asked Members to note that the Bylaws did not prohibit benches on The Green.

It was noted there were three bins close to the suggested location of the benches which would be at the pointed end of The Green opposite the Village Stores. This location would not have a negative effect on any hirers of The Green.

It was agreed the colour of the benches would be black which would fit with some of the other surrounding wooden structures which were also black.

The CIL Committee instructed the Clerk to write to Brian Gibson and Charles Harding from the Bodle Street Green Village Hall to open up a dialogue regarding the possibility of adding benches to the small green adjacent to the village hall.

Each picnic bench would cost £384 plus VAT plus a delivery cost.

- 00473** It was **RESOLVED** to recommend to the Full Council that up to 4 black benches would be purchased using CIL funds. The benches to be located on Rushlake Green Village Green. The Clerk to clarify if Orchard Landscape would be taking appropriate measures to ensure the benches would not be damaged when The Green was mowed.

## **TRAFFIC SURVEYS**

### **10.1. To discuss the results of the traffic surveys completed at Rushlake Green and Bodle Street Green**

Traffic surveys were 4<sup>th</sup> on the list of priorities highlighted by the community on the recent CIL survey.

It was noted the traffic survey results should be reviewed by both the CIL and Environment Committees. Unfortunately, the Councillor who had been heavily involved with the issues with speeding traffic had not been available to attend the meeting.

The Clerk was instructed to contact East Sussex County Council to chase the detailed report of the traffic survey results that had been promised at the site meeting with Ian Johnson in January. It was agreed that an impartial report was required highlighting recommendations or possible actions. The Committee also wanted further clarity with the actual survey figures which did not appear to be correct. When this information was received the survey results would be published on the PC website.

### **10.2. To consider further action required**

The Clerk to endeavour to obtain all the above information in time for the Environment meeting in March where a further review of the results would take place.

### **10.3. To agree CIL funds would be used to fund any further action**

This item was deferred.

## **WALKING AND CYCLING ROUTE UPDATE**

### **11.1. To discuss the research completed**

The Clerk, Cllr Davies and Cllr Thompson had already spent many hours working on the project.

Several members of the public had come forward volunteering to submit local walk information.

As an overview the CIL Committee agreed each walk would be approximately 500 words and would include historical, wildlife and flora fauna information with pictures to make the 10 walks in and around the parish boundary user friendly. There would be a contents page and map of the Warbleton Parish.

Cllr Thompson had produced a rough draft for one walk.

At some point the CIL Committee would be looking for volunteer councillors to review the routes suggested by members of the public including the style in which they were written and the clarity of information.

It was suggested the walking and cycling route map would be in electronic form first. It would be available on the Parish Council website where its success could be monitored as well as allowing the PC to add more routes over time. It should be noted the design fee would only be slightly more for print to prepare the files for printing.

Various booklets which had a similar format to the one the CIL Committee were considering were reviewed. Some of these included the Heathfield & Waldron Parish Council walking booklet and Wealden Walks.

The different formats were discussed and although it was agreed the best format would be a booklet with individual pull out A5 fliers with mapped routes

on one side and directions on the other the Chairman of CIL had been advised this would be very costly to produce.

Parish Online would be discussed in more detail at a future F&GP Committee. If the PC agree to fix their insurance premium with BHIB for a 3-year period they would have access to a free subscription. It might make a fly-by of the walk itself a possibility for the future.

The Clerk to also investigate the PC's access to ordnance survey maps which should be available via WDALC.

### **11.2. To agree a proposed timeline**

It was agreed the project would take a significant amount of time to complete. An update of the progress of the project so far along with the potential costs would be discussed at the next Full Council meeting in order to assess the feelings of the council as a whole.

### **11.3. To discuss potential costings**

The Chairman of CIL had spoken to a local designer who had already completed work for the Wild About Warbleton signs. She was a rambler herself which could be useful and had worked on similar projects in Battle. This particular designer's day rate was £400. It was noted if there would be some overlap with the designer's charity work they may be the possibility of some work being undertaken free of charge. The Chairman of CIL estimated the design cost would be in the region of £1600. She asked Members to note the price would be dependent on the OS maps. There would also be an estimated cost of £800 for the image/map use unless investigative work indicated this cost could be saved.

She stressed the relationship between the designer and the Parish Council would be very important for the process to run as smoothly as possible. The Chairman of CIL would act as editor to co-ordinate the various aspects.

As a guide the unit cost to print a 1000 copies of a full colour 48-page saddle stitched booklet would be £2.02p. To produce between 50-200 booklets the unit price would be £2.58. Although it must be noted print prices continually change.

The Clerk had details of three different print companies recommended by other parish councils.

The approximate total cost of the project would be between £3-500.

Consideration was given to producing 1000 copies which could be collected from Rushlake Green Village stores and would be free for a limited time. It would then potentially be advertised through social media/online channels at a cost of £3.

The importance of finding a way to use extracts from the ordnance survey maps legally and economically was extremely important to the success of the project. The Clerk to investigate further if there was a tool that could be used or could a designer do that for the PC.

The Clerk would be attempting to find out information on the existing available local booklets including contacting Herstmonceux PC e.g., which companies produced them and who created the maps. She would also be researching alternative designers with a proven track record whose details she would pass on to the Chairman of CIL. Lastly she would attempt to find alternative contact details for the Heathfield Ramblers.

The Chairman of CIL would be working on a copy for the first walk including a map which could act as a template for members of the public when collating their walk information.

## **ELECTRIC CHARGING POINT UPDATE**

### **12.1. To review the research completed**

A lot of Clerk time had been spent on this item.

As an overview the Government were making grants available to workplaces to install Electric charging points. BP and Shell were also making grants available. West Sussex County Council were using a contractor Connected Kerb to install electric charging points at village halls at no cost to the Parish Councils. Connected Kerb would be charging the consumer directly.

Matthew China from Wealden DC was leading the procurement process for an electric charging point installer. The deadline had already been extended several times but was now set for the end of January. They were hoping to select a partner in February and mobilize the installation of charging points in 11 of their car parks. Of these 11 car parks the nearest ones to the parish were East Hoathly, Heathfield & Herstmonceux (Woolpack)

As a guide if there was a substation near the location of a prospective charging point the cost of one point would be approximately £10,000.

Osborne House was extremely close to a substation. However, the Clerk was still waiting for confirmation of what the capacity was. If it was not high enough the Parish Council would have to join a very long queue to get it upgraded which would also be a further unknown cost.

### **The following was an update confirmed by ESALC:**

ESALC have confirmed that even with the GPC a Parish Council does **NOT** have a POWER to sell electricity.

S137 cannot be used either.

### **12.2. To discuss options for the Parish Council**

The only way forward at the moment would be for the Parish Council to grant a licence to a contractor. This would only be appropriate for land that they owned. The contractor would be responsible for installing and maintaining the outlets. The Parish Council could charge for the licence.

WDC had confirmed that the PC could award a 'grant' of CIL funding to another organisation, for the sole purpose of installing an electric car charging point. It wasn't necessary that the Parish Council procured the improvement works themselves. However, the Parish Council would need to retain control over what the money was spent on and it would need copies of invoices etc to provide an audit trail.

The Clerk had provided possible options for a way forward:

- Contact the installer WDC Council employ to gauge their interest in installing a charging point at the Osborne House car park.
- Contact a contractor chosen by the PC themselves and ask the same question as above.
- Consider whether the CIL Committee would be interested in giving a grant to the BSG Village Hall to install a charging point.

### **12.3. To agree a way forward**

A detailed discussion took place. It was agreed it would not be economical for the Clerk to independently research electric charging point installers when

Wealden DC were carrying out this research themselves and would soon be employing a contractor.

The Committee agreed the Clerk would follow the progress of Wealden DC and contact ESCC Bob Bowdler and MP Huw Merriman lobbying them to include rural communities within their policies. It was important to establish to both parties the Parish Council had CIL funds they could contribute towards charging points, the local community has asked for them but the PC were not able to respond.

It was noted that supermarkets near to the Parish offered charging points free of charge.

It was also noted the CIL Committee would possibly consider match funding requests in the future.

### **TO REVIEW CIL PROGRESS IN RELATION TO THE COMMUNITY SURVEY**

The Chairman of CIL asked Members to note the CIL Committee had been active over the last year on various projects including bench installations, a new notice board and finger post repairs spending a total of just under £6,000. It was noted that the Committee had responded well to the requests of the community.

### **TO CONSIDER FURTHER IDEAS FOR CIL SPEND OVER THE NEXT 3 YEARS**

The Chairman of CIL stated the Committee could consider further projects which had not been listed on the CIL survey but which would still enhance the local community.

The committee discussed the need for improvements to footpaths, stiles and gates. The Clerk confirmed land owners were responsible for maintaining gates and stiles along public rights of way. A land owner must apply to ESCC if they wished to install a gate in a new location. A stile could not be installed where there had not been one before. ESCC provided stile kits at a discounted rate. A councillor suggested reviewing the work of Historic England who were running a programme on improving public footpaths and making them more inclusive. The Committee discussed having a yearly footpath audit in the future. It was agreed the website would be updated with information on how to report issues with footpaths and a section clarifying what ESCC are responsible for as well as allowing the public to track the progress of any reported cases. Lastly the public would be encouraged to inform the Parish Council if they had reported an issue as the PC could support their case.

It was agreed that this would be a useful item to add to the APA agenda.

One Councillor would send photographs to the Clerk of a footpath in a very poor state which the Clerk would report.

The Chairman of CIL encouraged the Committee to either contact herself or the Clerk with any new ideas for CIL spend.

### **DATE OF NEXT MEETING**

To be confirmed.

The meeting finished at 9.10pm

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