

Minutes of a meeting of the **CIL** Committee held on Tuesday 21<sup>st</sup> July 2020 at 7.30pm 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

**APOLOGIES FOR ABSENCE - NONE**

**DECLARATIONS OF INTEREST - NONE**

**MINUTES**

To **resolve** that the minutes of the CIL Committee meeting held on 23<sup>rd</sup> June 2020 be taken as read, confirmed as a correct record and signed by the Chairman

**00139** **RESOLVED** to adopt the minutes of the meeting held on 23<sup>rd</sup> June 2020.

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

**PUBLIC PARTICIPATION – NO PUBLIC PRESENT**

**REVIEW OF ITEMISED INCOME AND EXPENDITURE FOR CIL**

All Councillors found the CIL reconciliation spreadsheet confusing to read. The Chairman recommended the figures needed to be presented on one page.

**00140** It was **AGREED** the Clerk would re-design the spreadsheet and liaise with the Chairman of CIL for approval followed by the Chairman of Finance.

**CLERK REPORT**

**6.1. Update on the CIL reporting to Wealden**

The Clerk informed the committee she had received the CIL Monitoring Report for April 2019 to March 2020 from Wealden which needed to be completed by the 31<sup>st</sup> December. The Chairman advised the report would need to be resolved at Full Council before this date and to be mindful of the deadline.

**00141** It was **AGREED** the Clerk would attempt to complete the CIL report for the previous year, April 2018 to March 2019. However, this would be time-dependent. The Clerk would keep the Committee informed.

## **6.2. Costs of the possible A5 flyer**

The Clerk confirmed that CIL funds couldn't be used to cover the costs of the flyer production and distribution. There were approximately 559 houses in the parish and for costing purposes the Clerk rounded this up to 600. She had received one quote from a local company, who had been recommended, for £120 no VAT for 600 colour A5 flyers printed on both sides. The company would need to know the design ideas and any images the Parish Council wanted to use. A colour PDF would be produced for approval. The Clerk confirmed that more quotes would be obtained if Councillors wanted to proceed.

## **6.3. Costs of distribution of the A5 flyer**

The Clerk had received a quote from a local company who distribute the Heathfield Magazine for £78 for 600 properties. During her investigation she discovered another parish council pay £80 per 1000 residents for the distribution of a publication.

The Post Office were not able to offer a free service, the Parish Council would have to use the Royal Mail Customer service team.

The total cost of producing and distributing an A5 flyer would be less than £200. The Clerk confirmed that using an internet-based company instead of a local company would reduce the cost. The Clerk added the Council could use the other side of the flyer to advertise the new parish council website and contact details so there would be a dual purpose. Wealden were very supportive of the flyer idea; it had not been done by any other parishes. The Chairman asked Members to consider that there would be a small fee for the design of the flyer itself. The Council were sceptical of these costs from their own previous experience. The Chairman of Finance stated it would be an unbudgeted expense which would have to go to Full Council in September.

- 000142** It was **AGREED** the Clerk would obtain two written quotes from companies to clarify the costs involved and obtain the postcode list from the Former Locum Clerk.

## **6.4.,6.5. & 6.6. Bodle Street Green Gates, Noticeboards & Licences Update**

The Clerk could not add anything further from her comments at Full Council on the 16<sup>th</sup> July. She was still awaiting a response from Highways.

A discussion followed regarding who can use the existing noticeboards and whether the new design would have the Parish Council name inscribed on the top and if it needed to be lockable and the associated costs. There was a problem with other organisations using the Parish Council side of several of the noticeboards.

The Chairman requested the Clerk to circulate the noticeboard design to all Members before the next CIL meeting and they would be reviewed as a separate item on the agenda. The Chairman of the Parish Council recommended that the noticeboards remained an urgent matter and the governance that surrounded them would be completed at a later date. The Chairman of the CIL Committee re-iterated the noticeboards costs would be a CIL expense and not a Council expense.

- 000143** It was **AGREED** the Clerk would circulate the noticeboard design before the next meeting. The design and cost would be reviewed at the next CIL Meeting.

## **TO CONSIDER AND RESOLVE IDEAS CHOSEN FOR FUTURE CIL SPEND**

The Chairman thanked Members for their ideas for potential CIL spend for the 2020-2021 period. The Chairman stated Members should consider the merits of each idea, if they met the CIL criteria and to ask for further clarification if necessary.

The Committee discussed each item that had been presented as a CIL idea:

### **Circular picnic table and attached benches on the Village Green**

Cllr Cook confirmed that her contact suggested bolting the table into the ground which would be much more cost effective and would not pose a problem with mowing the village green. The material used for the picnic table had already been used by other Town and Parish Councils and wouldn't require maintenance and had a longer lifespan than a wooden table. This item had a positive response although there were some concerns over it being stolen and the Parish Council would require further confirmation on how environmentally friendly the material used was. Lastly a definite cost and product lifespan would be required to proceed.

### **Refurbishment of fingerposts**

A discussion on whose responsibility fingerposts were, ensued. It was confirmed the Parish Council do not own the fingerposts; they were the property of East Sussex Highways. However, if East Sussex removed a fingerpost, they would replace it with a metal sign which was far more cost effective to them. They do consider 50% match funding on one finger post a year. A detailed report on the condition of all the fingerposts in the parish had previously been completed by an ex-Councillor. Previous work on finger post refurbishment had been completed by the Parish Council with a significant amount of their own funds and monies donated from local residents.

- 000144** It was **AGREED** the finger post report, which was 18 months old, would be sent to the Clerk and she would ascertain the current condition of the fingerposts and the number which required maintenance. They would be removed from the Parish Council Asset Register. The Clerk would also confirm with East Sussex Highways who is responsible for their maintenance and whether match funding is still available.

### **A bench at the far end of the Green from the shop, by the fingerpost**

### **Replacement of the broken unsafe Millennium bench outside Dunn Village Hall**

The Chairman confirmed he would remove this bench and store it at his property. The Warbleton District Horticultural Flower Society who provided the bench originally do not feel it is repairable and do not want to replace it. A replacement bench would be in the region of £1600 plus VAT. The bench might be listed on the Asset Register which was drawn up in 2012 but the location of that Asset Register at the moment is unknown.

**Replacement of benches on Rushlake Green Village Green that require replacement**

The condition of the benches would be noted during the Asset Register check and the ones that needed replacing would be included on the CIL list for consideration.

**Boosting Wi-Fi in the village halls**

The Chairman had concerns regarding the commitment to the monthly cost. CIL funds cannot provide a perpetuity cost. The Chairman of the Parish Council confirmed fibre would be delivered to all properties in the parish in the next two years. Bodle Street Green village does have fibre. This idea would have to be in the form of a one off grant payment and access would be provided to the main hall which is much more suitable for meetings.

**Provide rubbish bins in areas of need**

Several Councillors had concerns over the on-going costs of emptying the bins. The Clerk noted that a group of local residents do litter pick on behalf of the parish.

**Commission a traffic survey of both villages**

There were the following concerns regarding the viability of this idea: The area was not considered a rat run, the lorries were carrying building supplies due to the increase in building in the area, what action could be taken as a result of the survey and lastly this would only benefit the two villages in the parish.

The Chairman asked Members to note CIL monies were available to alleviate the impact of development, a traffic survey could help the Parish Council understand this impact. Cllr Symthe responded to these concerns by stating traffic surveys suggest different signage that could be used as well as speed and weight limits to make the flow of traffic more acceptable.

**Purchase traffic/no parking cones**

The only point of concern was the storage of the cones.

**New fence around two sides of the Green by the Bodle Street Green Village Hall**

Cllr Velton did obtain 3 quotes a couple of years ago which were all under £900 for a post and rail fence. The price also included removing the existing fence. This is to prevent people falling down the bank.

**Re-engraving the War Memorial**

The names have worn away. The Clerk asked Members to note another parish had obtained a quote for engraving their war memorial which was approximately £3,500. There was concern regarding the potential cost of this item although it was noted it was an important Parish Council responsibility.

**Electric charging points**

These were already available in the shopping centre car park at Eastbourne. Electric cars would enhance the environment. This idea was received in a positive light. The Chairman asked Members to note there might be grants available from Wealden or East Sussex. The Chairman of the Parish Council suggested it was an idea that might need further investigation, it met the CIL criteria and encouraged a positive move to a healthier environment. There were concerns regarding the location of the charging points.

**Biochar kilns**

Councillor Reading stated this idea would benefit all the parishioners rather than specific villages. They were relatively small in size and easy to transport. It would help the Parish Council to become carbon neutral. The kiln would burn **between 3-4 tonnes of carbon over a winter season for the average household.** Cllr Reading would be happy to store and transport the kilns. A local craftsman could make them and it would add a community feel to the area.

**Warbleton walking routes and cycling routes**

No further comments

**Petanque on the village green**

This idea had a positive response. The cost was small compared to the benefits if offered. They are used extensively in France. A concern was raised regarding the administration and the holding of deposits. The Chairman confirmed she was hoping to ask if administration could be run by the local shop or pub, which in turn might encourage further business for both.

**Punnetts Town brick feature and school crossing**

The Chairman asked Members to note the ideas of Wealden District Councillor Bob Bowdler and to also note these were the only ideas put forward for Punnetts Town.

Lastly the Chairman confirmed that it could be possible to work with other Parishes with some of these ideas.

Cllr Symthe asked Members to note there were trusts with grants available as an alternative way to finance some of these projects.

- 000145** It was **AGREED** to postpone the ideas to be chosen until the next CIL meeting. Members to consider all the ideas in the interim period.

**TO CONSIDER AND RESOLVE HOW THE CIL IDEAS WILL BE PUBLISIZED TO THE PARISHIONERS**

**8.1. To re-consider the dates for the CIL proposals by recommending the Full Council agree to cover the costs of the flyer and its distribution**

- 000146** It was **AGREED** there would be an item on the Full Council agenda to consider whether the Parish Council would accept to pay the costs of the production and distribution of the flyer. The CIL ideas to be used would be decided at the next CIL meeting which would take place after the Full Council meeting on Thursday 17<sup>th</sup> September.

**DATE OF THE NEXT MEETING**

Tuesday 29<sup>th</sup> September

The Clerk will confirm the dates of any future CIL meetings with the Chairman

The meeting closed at 9.08pm

