

# RINGMER PARISH COUNCIL

Minutes of the Parish Council Meeting  
Held on Tuesday 9<sup>th</sup> November 2021 at 19:30  
In the Parish Rooms, Lucy Stone Room

## Present:

Cllr. Gordon Sims (Chairman)    Cllr. Margaret Crompton    Cllr. Johnny Denis (Parish & District)    Cllr. Clare Herbert  
Cllr. John Kay    Cllr. Gavin May    Cllr. Richard Turner    Cllr. John Whitlock

Item	Agenda Item	Act
1.	<p><b>To receive and accept apologies for absence</b> Apologies and reasons for absence were received from Cllrs. Tara Barber, Matthew Crisp, Marcia Morgan, Sarah Philips, and David Terry. Cllr. Johnny Denis passed on District Cllr. Emily O'Brien's apologies.</p>	
2.	<p><b>Declarations Of Members' Interests and Dispensation Requests</b> There were no declarations of member' interests received or dispensation requests.</p>	
3.	<p><b>To accept the Minutes from the Parish Council meeting held 14<sup>th</sup> October 2021</b> <b>RESOLVED: The minutes of the meeting held on 14<sup>th</sup> October 2021 were agreed and signed by the Chairman as a true record.</b></p>	
4.	<p><b>Public questions or comments</b> There were no questions or comments received.</p>	
5.	<p><b>If the Committee wishes to exclude the public for a particular agenda item, the following resolution must be passed:</b> 'That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.' There was no requirement to exercise this resolution.</p>	
6.	<p><b>To receive reports from the following – Maximum 15 minutes</b></p> <p>a) <b>East Sussex County Councillor</b> Cllr. Denis reported that County Council had announced under their Social Care budget a new hardship family support fund – over and above the District and Borough Schemes, which would include the voucher scheme for providing Pre-school children with meals during the school holidays and was guaranteed for the next year. There were also a couple of 'windfall' budgetary items amounting to £8.85m agreed by Cabinet. £5.8m had been assigned to improving road signs, lines and pavements and carrying out road patching across the county, while £3.05m would support the authority's efforts to cut its carbon emissions.</p> <p>b) <b>Lewes District Councillor(s)</b> Cllr. Denis reported that at District level there was more money available for Community Safety Projects under the 'Safety Partnership' – this fund was aimed at projects tackling anti-social behaviour, diversionary work, youth activities or priorities that are listed in the Community Safety Partnership document (link to be shared with Parish Council when available).</p> <p>c) <b>To receive and accept any reports submitted</b> There were no reports received.</p>	
7. 7.1	<p><b>Planning matters</b></p> <p><b>To consider responses to Planning applications</b></p> <p>a) <a href="#">LW/21/0799</a> 1. The Green, Lewes Road, Ringmer, East Sussex. BN8 5QG Application for a Certificate of Lawful Development (Proposed) for change of use from Financial and Professional Services (Class E) to Residential Dwelling house (C3) <b>RESOLVED: Parish Council supports this planning proposal</b></p> <p>b) <a href="#">LW/21/0788</a> 21. Anchor Field, Ringmer, East Sussex. BN8 5QN Application for a Certificate of Lawful Development (Proposed) for a single-storey rear extension, front porch extension and internal alterations <b>RESOLVED: Parish Council supports this planning proposal</b></p> <p>c) <a href="#">LW/21/0779</a> Downlands, Lewes Road, Ringmer, East Sussex. BN8 5QH Loft conversion with rear dormer and associated internal alterations <b>RESOLVED: Parish Council supports this planning proposal</b></p>	

7.2	<p><b>To consider a response to the 'Gleeson Land' pre-planning Public Consultation on development proposals at 'Land east of Harrison Lane – <a href="http://www.landeastofharrisonslane.co.uk">www.landeastofharrisonslane.co.uk</a></b></p> <p>A Public Forum due to be held prior to this meeting to receive a presentation from Gleeson Land on development proposals at "Land east of Harrison Lane" had to be cancelled on health and safety grounds because of the number of people wishing to attend. Gleeson Land have been asked if they can make a presentation in an alternative appropriately sized venue.</p> <p>Members agreed to defer Parish Council's response to the consultation until a separate meeting had been arranged with the developers and further information was available.</p>	OFF
7.3	<p><b>To receive and note decisions on previous Planning Applications</b></p> <p>a) <a href="#">LW/21/0664</a> 17. Langham Close, Ringmer, East Sussex, BN8 5HL Single-storey rear extension and erection of side porch – <b>Approved</b> <b>Noted</b></p> <p>b) <a href="#">LW/21/0634</a> Caburn Field, Anchor Field, Ringmer, East Sussex. Raising of first floor level to plot 30 alone by 150mm, but lowering the overall height of the dwelling so that the overall envelope height and massing remains the same - NMA in relation to approval LW/18/0808 – <b>Approved</b> <b>Noted</b></p> <p>c) <a href="#">LW/21/0618</a> 2. Ringmer Park Cottages, Ham Lane, Ringmer, East Sussex. BN8 5SE Single-storey rear extn, two-storey side extension and detached flat roof garage – <b>Approved</b> <b>Noted</b></p> <p>d) <a href="#">LW/21/0616</a> Oxham House, Wellingham Lane, Wellingham, Ringmer, East Sussex. BN8 5SP Demolition of existing garage and erection of a two-storey side extension – <b>Approved</b> <b>Noted</b></p> <p>e) <a href="#">LW/21/0582</a> 7. Oakmede Way, Ringmer, East Sussex. BN8 5JL Erection of rear conservatory – <b>Approved</b> <b>Noted</b></p> <p>f) <a href="#">LW/21/0566</a> Norlington Gate Farm, Norlington Lane, Ringmer, East Sussex, BN8 5SG Construction of a new separate driveway to the existing long barn dwelling house – <b>Approved</b> <b>Noted</b></p> <p>g) <a href="#">LW/21/0561</a> Norlington Gate Farm, Norlington Lane, Ringmer, East Sussex, BN8 5SG Partial demolition of a pigsty, refurbishment of an existing garage with new access gate and grasscrete drive – <b>Approved</b> <b>Noted</b></p> <p>h) <a href="#">LW/21/0560</a> Oak Side Farm Campsite, Green Lane, Ringmer, East Sussex, BN8 5AD Part conversion of existing agricultural barn to single dwelling and associated works (Amendment to previously approved scheme LW/19/0175, not implemented) – <b>Approved</b> <b>Noted</b></p> <p>i) <a href="#">LW/21/0558</a> Norlington Gate Farm, Norlington Lane, Ringmer, East Sussex, BN8 5SG Construction of a 4-bay car port, including one enclosed – <b>Approved</b> <b>Noted</b></p> <p>j) <a href="#">LW/21/0557</a> Norlington Gate Farm, Norlington Lane, Ringmer, East Sussex, BN8 5SG Refurbishment of an existing dairy building with timber clad roof and walls – <b>Approved</b> <b>Noted</b></p> <p>k) <a href="#">LW/21/0545</a> 3. Broyle Mill, Ringmer, East Sussex, BN8 5GB Single-storey outbuilding – <b>Approved</b> <b>Noted</b></p> <p>l) <a href="#">LW/21/0517</a> 29. Mill Mead, Ringmer, East Sussex. BN8 5JG Single-storey rear extension with first floor dormer extension in newly created cat-slide roof – <b>Approved</b> <b>Noted</b></p> <p>m) <a href="#">LW/21/0511</a> 41. The Forges, Ringmer, East Sussex. BN8 5FA Single-storey side extension – <b>Approved</b> <b>Noted</b></p> <p>n) <a href="#">LW/21/0482</a> 1 – 2. Bishops Lane, Ringmer, East Sussex. BN8 5LB Demolition of existing conservatory, single-storey rear extension with associated internal alterations and replace roof tiles – <b>Approved</b> <b>Noted</b></p> <p>o) <a href="#">LW/21/0477</a> 22. Delves Close, Ringmer, East Sussex, BN8 5JW Extension to existing porch – <b>Approved</b> <b>Noted</b></p> <p>p) <a href="#">LW/21/0456</a> 5. Crockendale Field, Lewes Road, Ringmer, East Sussex. BN8 5QZ Single-storey and two-storey side extension – <b>Approved</b> <b>Noted</b></p> <p>q) <a href="#">LW/21/0434</a> Broyle Gate Farm, Lewes Road, Ringmer, East Sussex Replacement of a window with a pair of glazed doors – <b>Refused</b> <b>Noted</b></p> <p>r) <a href="#">LW/21/0369/CD</a> Land North Of Chapters, Bishops Lane, Ringmer, East Sussex Discharge of condition 21 (noise) of application LW/14/0127 – <b>Approved</b> <b>Noted</b></p> <p>s) <a href="#">LW/21/0356</a> Chapelfield House, Harveys Lane, Ringmer, East Sussex. BN8 5AG Proposed siting of two roundhouses to provide holiday accommodation – <b>Approved</b> <b>Noted</b></p> <p>t) <a href="#">LW/21/0317</a> Brockwells Industrial Estate, The Broyle, Ringmer, East Sussex Retrospective application for the extension of a B8 Storage and Distribution building – <b>Approved</b> <b>Noted</b></p>	

	<p>u) <a href="#">LW/21/0061</a> Caburn Field, Anchor Field, Ringmer, East Sussex. 3 flagpoles adjacent to proposed sales cabins with fascia signs – <b>Approved</b> <b>Noted</b></p> <p>v) <a href="#">LW/20/0380/CD</a> Diplocks Yard, Bishops Lane, Ringmer, East Sussex. BN8 5LD Discharge of condition 12 of application LW/16/0704 to provide a contamination risk assessment – <b>Approved</b> <b>Noted</b></p>	
8.	<p><b>To receive an update on acquiring the land at Broyle Gate Farm covered by Ringmer NHP Policy 8.4</b> An email had been sent to the landowner to open up discussions on acquiring the land for educational and recreational purposes. The landowner’s agent had responded that they would ‘review and revert’.</p>	
9.	<p><b>Finance Matters</b></p> <p>9.1</p> <p>a) <b>To receive the latest statement of accounts</b> The latest statement of accounts had been circulated to Members prior to the meeting. Cllr. Sims commented that all the ‘Grass Cutting’ items were over budget. Cllr. May – as Chair of the Greens &amp; Amenities Committee, had noted this and advised it was due for review at their next meeting on 16<sup>th</sup> November <b>RESOLVED: That the latest statement of accounts was received.</b></p> <p>b) <b>To receive the latest bank reconciliation</b> <b>RESOLVED: That the latest bank reconciliation was received.</b></p> <p>c) <b>To approve the list of payments</b> <b>RESOLVED: That the list of payments was approved.</b></p> <p>d) <b>To receive the Reserves Statement including movement</b> Cllr. Kay put forward a proposal that the ‘Special Projects’ pot of £12k which was originally transferred into earmarked reserves as it was unable to be spent during the Covid period, should be moved back into next year’s Office and Finance budget - 2022/23 and be made available for village projects. It was agreed to consider this as part of the overall budget setting in January ‘22. <b>RESOLVED: That the Reserves Statement was received</b></p> <p>e) <b>To receive the CIL Funds Statement including movement</b> <b>RESOLVED: That the CIL Funds Statement including movement was received.</b></p> <p>9.2</p> <p><b>To receive any Grant applications / Donation requests</b> A grant request was received from the Royal British Legion and would be considered under item 10.1. d</p>	
10.	<p><b>To receive recommendations from Committees arising from meetings</b></p> <p>10.1</p> <p><b>Office and Finance Committee</b></p> <p>a) <b>Appointment of an Internal Auditor for 2021/22</b> To approve the recommended Internal Auditor for 2021/22 The Office and Finance Committee had reviewed the quotes received and recommended appointing Mulberry &amp; Co @ £360 for the ensuing year. <b>RESOLVED: To appoint Mulberry &amp; Co as Parish Council’s Internal Auditor for the year ending 31<sup>st</sup> March 2022.</b></p> <p>b) <b>Allocation of additional CIL Funds received October 2021</b> To approve the recommendation CIL Funding The Acting Clerk advised that the Office and Finance Committee had reviewed the current CIL Funds and had recommended introducing a time limit for using awarded funding. This would involve reviewing any award that had not been used in 2 years. These unused funds could potentially be reallocated if the project was unable to go ahead within a reasonable timescale. <b>RESOLVED: All future CIL Awards not used within 2 years will undergo a review.</b></p> <p>c) <b>Office and General + Staffing Budget for 2022/23</b> To approve the recommended Budget for 2022/23 Cllr. Sims reported on the budget recommended by the Office and Finance for the Office, General and Staffing budgets of £90k. This was a reduction from the current year’s budget of £109k. Cllr. Kay reiterated his previous comments in item 9.1.d that he would like to see the ‘Special Project’ earmarked reserves moved into the budget for 2022/23. This would be taken into consideration when deciding the final budget for 2022/23 in January 2022. <b>RESOLVED: Subject to £12k being transferred from earmarked reserves for ‘Special Projects’ the budget for Office, General and Staffing was set at £90k for 2022/23</b></p> <p>d) <b>Grants and Donations</b> To approve the recommendation of a Grant to the Royal British Legion This item was previously discussed at 9.2 <b>RESOLVED: To approve the annual grant of £300 to the Royal British Legion in respect of Remembrance Day costs.</b></p>	

10.2	<p>e) <b>To receive any other recommendations requiring action and/or decision</b> There were no further items received for actioning or decision</p> <p><b>Personnel Committee</b></p> <p>a) <b>Ringmer Parish Council Strategic Plan</b> To consider and approve setting-up a 'Strategic Plan Committee' to start working on the Parish Council's Strategic Plan – terms to be agreed. This item is also being referred from the Office and Finance Committee. Cllr. Sims reported that both the Personnel and Office &amp; Finance Committee had recommended setting-up a small working Committee to commence work on a 'Strategic Plan' which would tie-in well with revising the Ringmer NHP and make good use of the services of a NHP Consultant. Cllr. Whitlock advised that he would send the details of 2 NHP Consultants to the Office. <b>RESOLVED: To set-up a Strategic Plan Committee incorporating the reviewing of the Ringmer Neighbourhood Plan.</b> Membership to be agreed.</p>	JW
11.	<p><b>To receive an update on using the Lucy Stone bequest to enhance the shopping precinct</b> There were no further updates to report.</p>	GM
12.1 12.2 12.3	<p><b>Communications</b></p> <p><b>To consider setting-up a Parish Council Facebook page with an appropriate Social Media Policy</b> Members had been circulated a copy of the draft Social Media Policy prior to the meeting. <b>RESOLVED: To set-up a Parish Council Facebook page</b> <b>RESOLVED: To accept the Social Media Policy</b></p> <p><b>To consider a schedule of dates for a quarterly Parish Council Newsletter</b> Cllr. Whitlock asked that the Newsletter be circulated firstly via a hardcopy, which would contain details on how to receive it electronically (via 'mail chimp') for future editions. The first issue would ideally be timed for January, then quarterly from there. A call-out would be put on the new Facebook page for volunteers to help distribute the Newsletter. Cllr. Kay advised that a local organisation had already established a good delivery route in the village and was a good point of contact for advice. <b>RESOLVED: To produce a quarterly Parish Council Newsletter from January 2022.</b> <b>RESOLVED: To obtain details of the established Parish delivery route.</b></p> <p><b>To review the Parish Council's website</b> It was felt that the website needed to be reviewed and updated. Possible routes were to engage a consultant and have a new website or trying to revamp the existing facility. The current set-up needed to be reviewed for accessibility, GDPR compliancy and other required disclaimers. <b>RESOLVED: To start working on the current Parish Council website, bring it up to date and be compliant.</b></p>	OFF  OFF
13.	<p><b>Reports, Correspondence, Questions and Future Agenda Items</b></p> <p>a) <b>To consider any correspondence received after this agenda has been published for noting or action</b></p> <p><b>Reports</b></p> <ol style="list-style-type: none"> <li>Cllr. Denis reported that the Planning Committee Meeting scheduled for 10<sup>th</sup> November 2021 at County Hall had been postponed due to technical issues and concerns that Covid restrictions could not accommodate the anticipated public attendance.</li> <li>An update had been received from St Marys PCC in relation to the search for an editor for the Ringmer Church and Village News. They were pleased to have found a way forward to fund the role of a paid editor. This was due to be advertised locally and it was hoped an appointment would be made in December.</li> <li>Cllr. Denis further reported that a date had been set for a site visit re: the bus shelter at the Cock Inn in early December. Cllr Denis was asked to represent PC on this matter.</li> <li>Cllr. May reported on his site visit to Ovesco's Solar Farm in Berwick. Ovesco is proposing to develop a solar farm on land along Norlington Lane. Further presentations of Ovesco's proposals are due to take place in the Village during November.</li> <li>Cllr. Crompton reported that she had received concerns from a parishioner on the number of development brochures they were receiving. Members hoped that pressing-on with revising the NHP would help communicate that PC are taking on board concerns.</li> <li>Cllr. Kay reported that Newick residents had received good news in that two appeals lodged against the refusal of two versions of a planning application for a site in their NHP had both been dismissed by the planning inspector. The inspector recognised that the NPPF 'tilted balance' favouring developers applied because the Lewes District Local Plan is out of date, so they can no longer demonstrate a 5 year housing land supply. Nevertheless, despite the tilted balance, it was concluded that the negative landscape</li> </ol>	

	<p>impact of the applications carried greater weight than the need for additional housing. This had set a very important precedent for any such applications in other Low Weald parishes. This was one of several similar decisions from the Planning Inspectorate across the country in the last year.</p> <p>g. Cllr. Kay also reported that he had recently formed a new 'Ringmer Residents Group' which currently had more than 300 residents.</p> <p>h. Cllr. Turner reported that he had met with Mr. Gove who advised he 'was listening' in relation to proposed local developments.</p> <p>i. Cllr. Turner also reported that several of the residents in Norlington Lane wished to speak with him about the proposed Solar Farm. The landowner had advised that several Solar Farm developers had shown interest in his land, and he had chosen to engage with Ovesco. He was leaving all the planning process etc. to the developer to pursue and action. PC was keen for the grade of land to be properly assessed.</p> <p>j. Cllr. Sims reported on Cllr. Crisp's update on arranging for a Christmas Tree and lights and on the signage for the Parish Rooms. Cllr. May confirmed that the signage supplier was a County Council approved contractor. These items were due to be discussed at the Greens &amp; Amenities meeting the following week.</p> <p><b>b) To consider the Parish Office opening times over the Christmas break</b>  <b>RESOLVED: To close the Parish Office from Friday 24<sup>th</sup> December 2021 to Monday 3<sup>rd</sup> January 2022 inclusive</b></p>	
14.	<p><b>Urgent items at the Chairman's discretion requiring decisions which cannot be held over until the next meeting</b></p> <p>There were no urgent items received.</p>	
	<p>There being no further business, the meeting closed at 8.34pm</p>	