

Mayfield & Five Ashes Parish Council

Information documentation in support of Field Change Request

September 2022

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| Supporting documentation | A | List of options and background | MCC2382 | v1.2 |
| | B | Site plan showing existing and new building | MCC2215 | v1.1 |
| | C | Map showing location of Jubilee Wood | MCC1094 | v5 |
| | D | Court Meadow Land Registry plan | MCC2386 | v1 |
| | E | Jubilee Wood Land Registry Plan | MCC2389 | v1 |
| | F | Court Meadow – aerial view | MCC2387 | v1 |
| | G | Court Meadow showing area of existing and new buildings | MCC2388 | v1 |
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| Council meeting minutes and reports | M | Copy of council meeting minutes 13 th July 2020 | C13JUL20 | CA |
| | N | Council meeting Resolution passed at July 2020 meeting | MCC1016 | v2 |
| | O | Copy of council meeting minutes 14 th September 2020 | C14SEP20 | CA |
| | P | Copy of MCC report to council meeting of 14 th September 2020 | MCC1069 | v1 |
| | Q | Copy of council minutes of 26 th September 2022 | C26SEP22 | CA |

Mayfield & Five Ashes Parish Council

Addendum to FIT Field Change Request Form

Court Meadow, Mayfield, East Sussex, TN20 6PJ

- 1 FIT will be aware of considerable history with regard to Court Meadow and the agreement in principle made in July 2020 whereby c. 2 acres of brownfield land in Court Meadow would be swapped for c. 2 acres of local land known as Jubilee Wood. FIT withdrew its agreement in early 2022 based on issues of accessibility. It is disappointing that FIT decided to make such a decision without referring back to the parish council since the land which was questioned is a narrow strip between the road and the woodland, which we can advise is publicly owned land and hence there are no accessibility issues.
- 2 Both parties are still keen to resolve the impasse and, this being the case, we present four options which are given below from which FIT might choose. Note that the parish council has requested meetings to discuss these and possibly other options, but FIT has declined to enter into any dialogue. Seemingly, the only way ahead is therefore to have a Field Change Request form to address these 4 options.
- 3 FIT needs to recognise that if an acceptable way ahead is not mutually agreed it could lead to the lack of a new health centre and the loss of a GP practice in Mayfield with major implications for the health of the residents.
- 4 The four options are:
 - a. A land swap of nominally 2 acres as originally agreed in July 2020 noting that there are no issues regarding accessibility into Jubilee Wood. The remaining c. 10 acres of grassland in Court Meadow would then be put into FIT.
 - b. A pseudo land swap in which the brownfield area of Court Meadow would be excluded from FIT, but noting that Wealden District Council has over 100 acres of dedicated recreational land, 77 acres of which are located at Walshes Farm in Crowborough just 5 miles from Mayfield. WDC would be happy to put some 2 acres of this land under FIT jurisdiction however it transpires that this land is already under a SANGS order (Suitable Alternative Natural Green Space), which has a covenant which prohibits any building for 100 years. In order to get around the current impasse FIT might wish to recognise this SANG commitment by WDC as part of any agreement in lieu of Jubilee Wood.
 - c. No land swap but for FIT simply to accept the new planned development of a new community and health centre located on Court Meadow recognising that the development does not involve any reduction in the existing amount of recreational land. Moreover should recognise that the area occupied by the new centre will represent just 1.6% of the total area of Court Meadow.
 - d. If there is no agreement with FIT the parish council will consider making Court Meadow (excluding the brownfield area) a SANGS area and thereby provide the desired protection from building (effectively the same objective as FIT but easier for the parish council to implement given the problems we are having in dealing with FIT).

There is also a legal route but we believe that neither party would wish to go down this path.

- 5 FIT must recognise that, following the agreement in principle by FIT in July 2020, the parish council has progressed the project involving architects and various consultants so as to reach the point of submitting a planning application in July 2022, incurring costs running into six figures, and based in good faith on the agreement of July 2020. It was only in April 2022 that FIT advised of a change of mind at which point these not inconsiderable costs had already been incurred.
- 6 We note that FIT would normally like to have a Heads of Terms document associated with an FCR application. Given the circumstances and background to this documentation we are not able to commit to the wording in the HoT document.

We are however prepared to reimburse reasonable and justifiable legal costs incurred by FIT given a satisfactory and timely outcome from this application and recognising that the parish council has indeed incurred not insignificant legal costs in this matter.

- 7 Lastly, given the situation as outlined in (5) above, together with the lack of communication from FIT over the past 4 months, it is essential that we have (hopefully a positive) response by the end of October 2022.

Summary of attachments

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Detailed planning application documentation can be seen on the Wealden District Council planning portal (www.wealden.gov.uk) reference WD/2022/1997/MAJ

Existing Site Plan
1:300

Proposed Site Plan
1:300

EXTERNAL AREA (BLUE):
1,798 SQ.M

BUILDING FOOTPRINT (RED):
426 SQ.M

EXTERNAL AREA (BLUE):
1,798 SQ.M

EXTERNAL AREA (BLUE):
3,307 SQ.M

BUILDING FOOTPRINT (RED):
990 SQ.M

EXTERNAL AREA (BLUE):
3,307 SQ.M

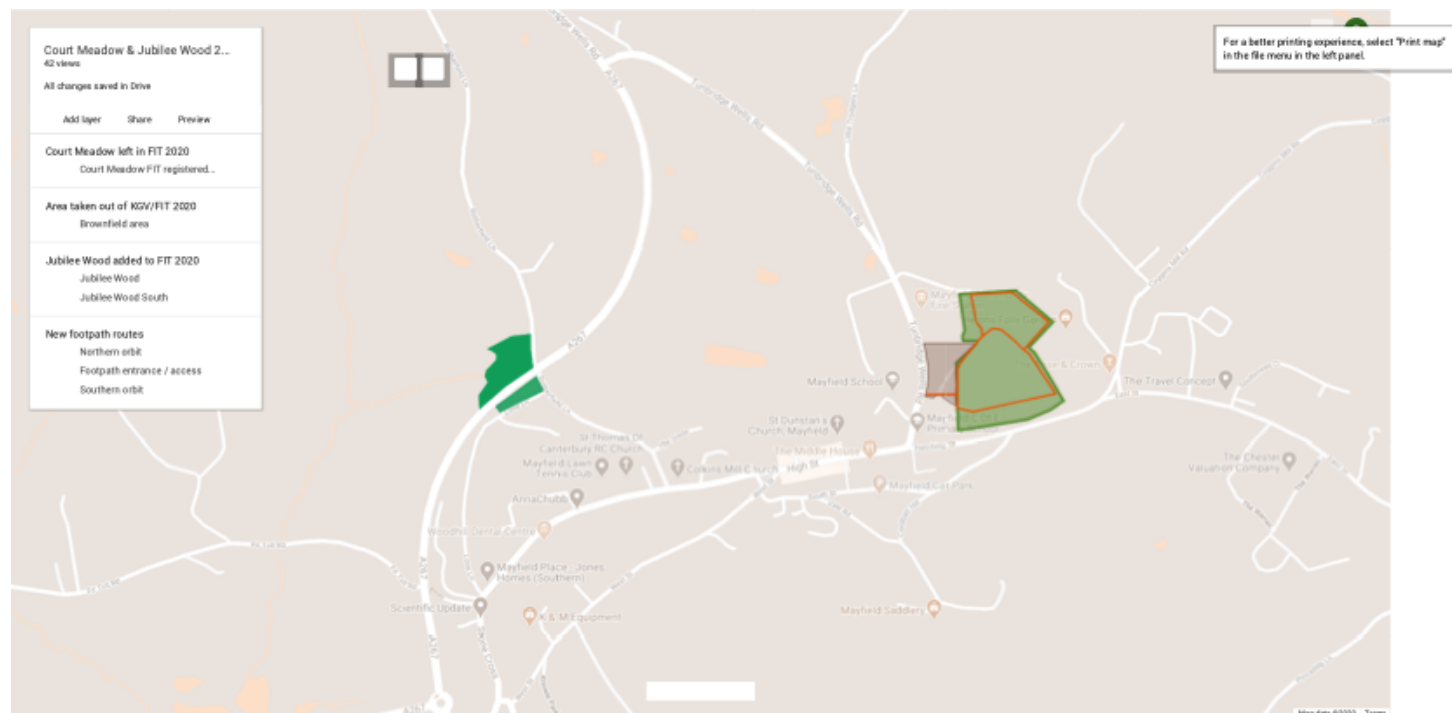
FOR INFORMATION

ROBERTS LIMBROCK LTD
The Carnegie Building, Boston Way
Glenview, Q15 1DS
Norwich, NR4 6PT
T: 01603 498 600
enquiries@roberts-limbrock.com
www.roberts-limbrock.com

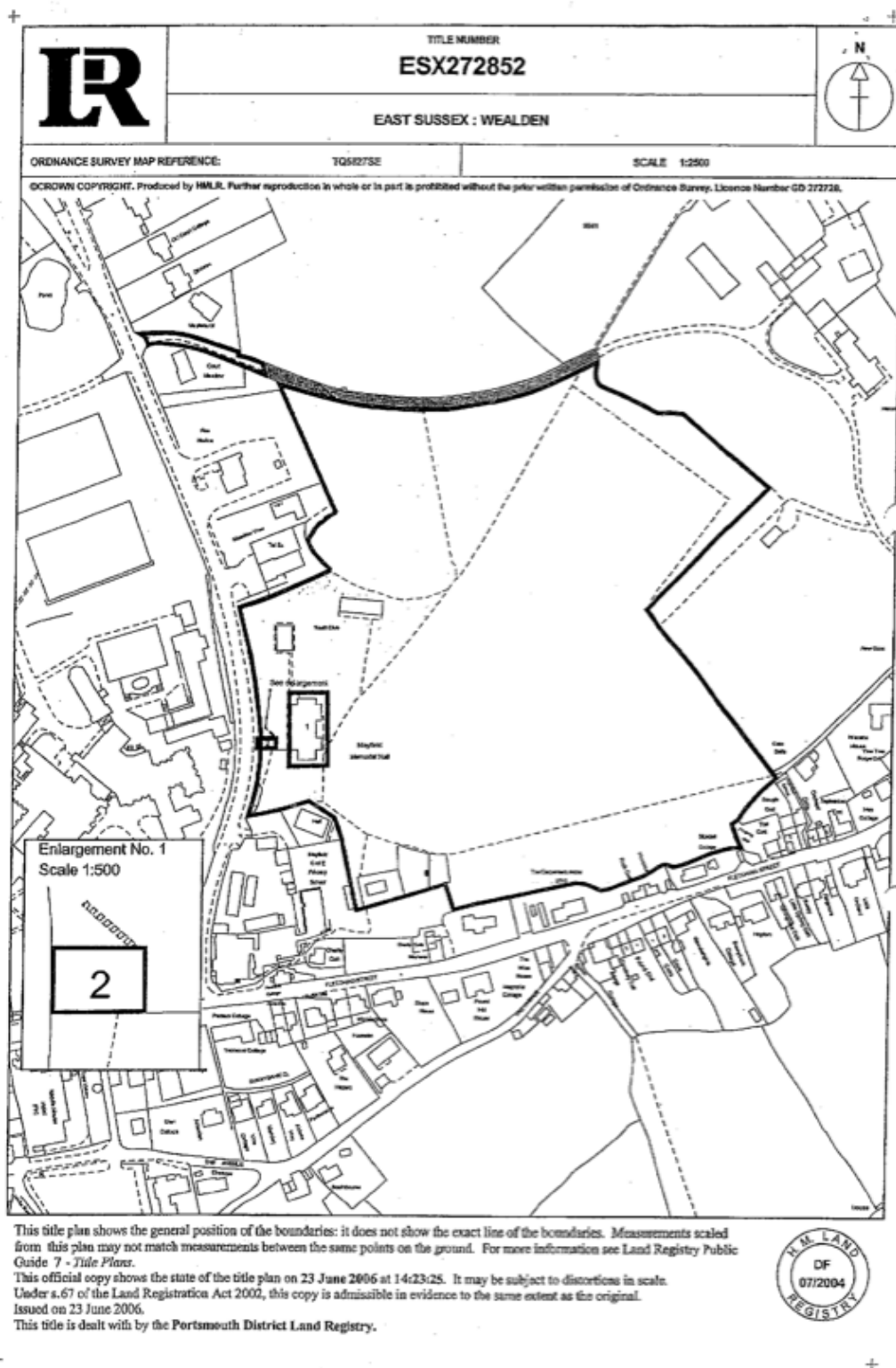
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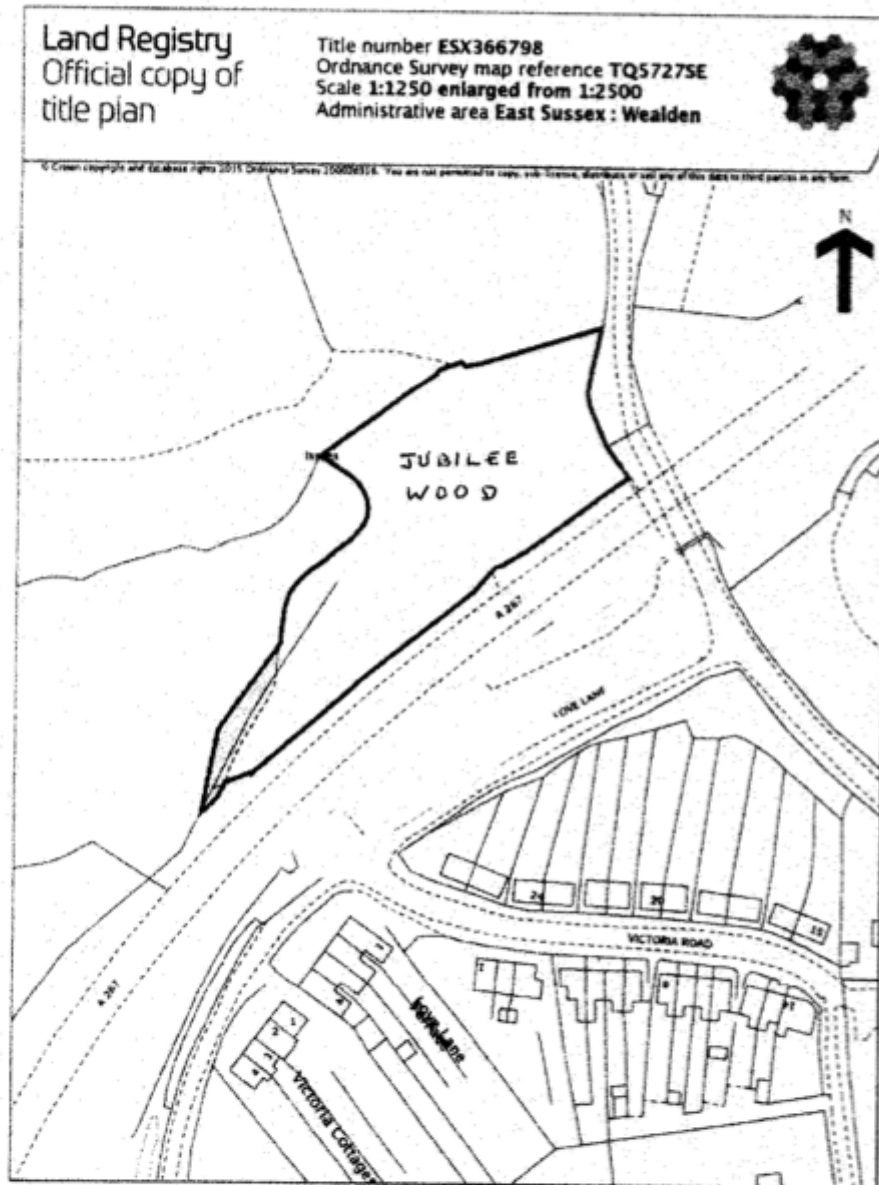
Appendix C Location of Jubilee Wood



Appendix D Court Meadow Land Registry plan MCC



Appendix E Jubilee Wood Land Registry Plan



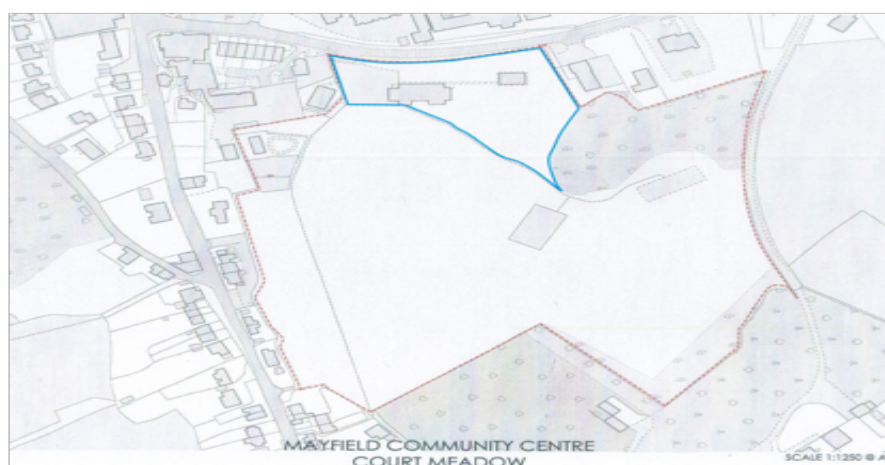
This official copy is incomplete without the preceding notes page.

Appendix F Court Meadow aerial view



Appendix G Developed and recreational areas in Court Meadow

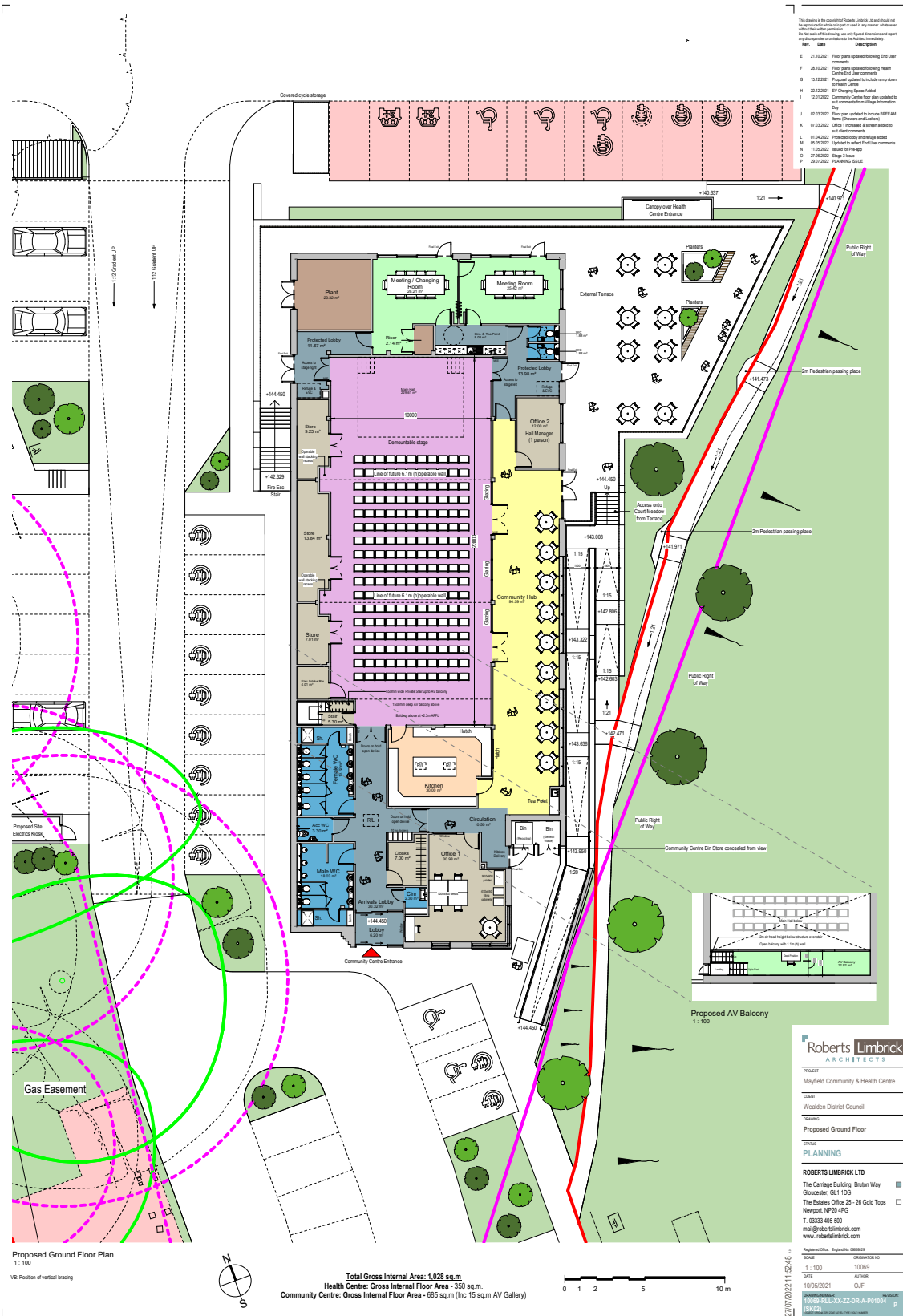
Court Meadow is within the blue and red lines. The blue lines indicate the developed area comprising the existing village hall, car park, band hut and non-recreational grass areas. The red area shows the grass recreational area.



MCC2395 v1.1



Appendix I Internal Plan for new community centre



Appendix J External visuals

View from south



Proposed view from southern Car Park



View from north east



Proposed view from Court Meadow

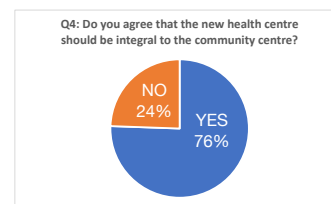
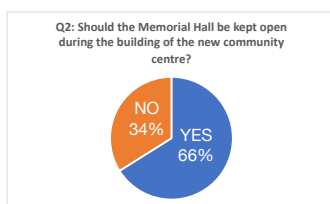
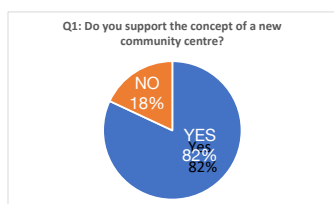


Appendix K Public consultation January 2020

Public Consultation results

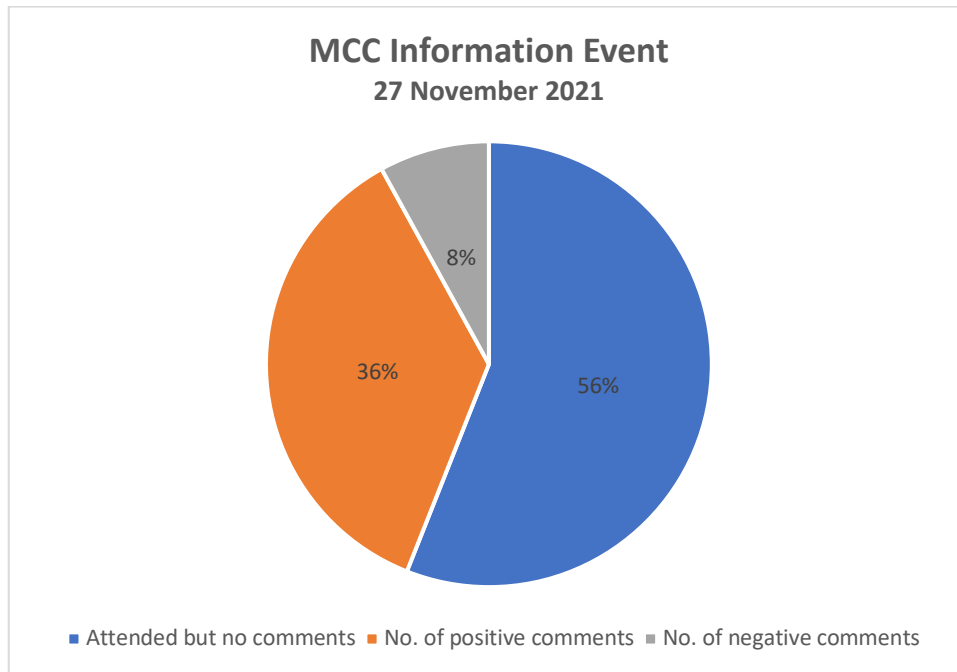
| | Q1: Do you support the concept of Mayfield having a new community centre to replace the existing Memorial Hall? | | Q2: If the new community centre was to go ahead do you think that the existing hall should be kept open until the new centre is completed? | | Q3: Would you be prepared to accept an increase in the parish precept ? [PWLB loan of £2.35M over 25 yrs. Annual increase in precept = £130,883] | | Q4: Do you agree that the new health centre should be integral to the community centre? | |
|------------------------------------|--|-----|---|-----|--|-----|--|-----|
| | Yes | No | Yes | No | Yes | No | Yes | No |
| TOTAL NO. | 450 | 99 | 335 | 172 | 373 | 176 | 402 | 130 |
| % | 82% | 18% | 66% | 34% | 68% | 32% | 76% | 24% |
| Total responses to question | 549 | | 507 | | 549 | | 532 | |

| | |
|--|------|
| Total questionnaires sent out to all households = | 1776 |
| Total no. of responses = | 555 |
| Response rate = | 31% |



MCC 1041

Appendix L Feedback from Information Session November 2021





Meeting of Mayfield and Five Ashes Parish Council

Venue <https://zoom.us>
Date Monday 13 July 2020
Time 18:00

Minutes

Chairman Cllr Gill Weavers

Councillors Present and Voting

| | | | |
|---------------|------------------|---------------|-------------------|
| Gill Weavers | Jerry Watkiss | Rosemary Neal | Jane Driscoll |
| Chris Lilly | Deveda Redman | Tommy Buck | Sally Ann Tibbles |
| Julie Upton | David Miles | Jim Rait | Richard Tupper |
| Monica Aitken | Patricia Balfour | James Lench | |

Also in attendance:

23 members of the public, Cllr B Redman (WDC), Cllr R Simmons (ESCC), Cllr R Standley (ESCC & WDC) and Janna Todd, Parish Clerk.

Public Questions

- The Parish Council was asked whether there was a plan B if a health centre on Court Meadow is not approved by Fields in Trust.
- Questions and comments on the validity of the public consultation were raised. The response was that these arguments have been raised before and that the Parish Council followed advice from WDC and SSALC for the six-week consultation.
- A statement supporting the development of a community hall with integrated health centre for the best interests of the community now and in the future was shared with the meeting.
- A question was raised on whether limiting the location of a new community hall to the area behind the Memorial Hall would restrict the architect's designs for the most appropriate siting. The meeting was informed that the architect's brief would be provided with all the information required to produce the best effective designs.

1. Welcome to the remote meeting by the Chairman

- 1.1. The chairman opened the meeting and ensured all Councillors present could be heard.

2. Apologies for Absence

2.1. There were no apologies for absence.

3. Declarations of Interests

3.1. There were no declarations of interests.

3.2. Councillors were reminded to update their Register of Interests as soon as any changes in circumstances occur.

4. Chairman's announcements

4.1. An anonymous and malicious letter has been received which is believed to be an attempt to blackmail the Chairman into resigning. It was also sent to the Newsletter and Wealden District Council. It was immediately referred to the WDC Monitoring Officer who advised that the complaint falls outside of both WDC's and the Parish Council's Code of Conduct and is also outside their remit as Monitoring Officer. It has also been reported to the police.

4.2. Councillors are reminded that the Minutes in draft are the Clerk's Minutes until the Council or a Committee adopts them. There should be no alteration to the draft minutes until presented to the Council when they can be challenged on matters of accuracy and, if an alteration is agreed, amended accordingly. An individual Councillor cannot contact the Parish Clerk to have draft minutes altered either in style or content to reflect their own individual wishes.

4.3. Councillors were requested to please look up information themselves wherever possible before asking the clerk to do so and add to her workload.

4.4. Councillors were reminded that all purchasing orders must go through the PC office and that councillors are not permitted to contact service providers to make an order without the prior permission of the Clerk.

4.5. The clerk will not be available for the first two weeks in August.

5. Minutes of the Full Council meeting held 08 June 2020 (previously circulated)

5.1. It was **resolved** to approve and sign the minutes of the meeting held on 08 June 2020 as a true record.

Matters arising from the minutes

5.2. There were no matters raised.

6. Reports from East Sussex County Council and Wealden District Council (previously circulated)

6.1. Cllr Simmons was sorry to hear about the vile letter received by the Chairman and was pleased it was reported to the police.

6.2. Financial planning for the next 12 months and the core services offered is being reviewed. East Sussex County Council has a deficit of £23.2M this financial year and an application has been made for additional funding from central government.

6.3. There has been an investment of £15M into highways and due to the pandemic and reduction in traffic, repairs are progressing faster.

6.4. East Sussex has a low Covid-19 rate and falls 130 out of 149 in the country.

6.5. The Officers' workload for the scrutiny of private and public care homes was not anticipated. This is being done remotely therefore the physical observation element is missing.

- 6.6. The safety of school transport was raised and it was acknowledged that in rural areas pupils will have to travel in buses with no social distancing. County is working hard to get all years back to school in September but there are not enough buses to allow for either half day attendance or social distancing.
- 6.7. Cllr B Redman is working on the Parish Strategy that will be reviewed by the Planning and Community Development Committees. Once approved a meeting with WDC Planning Policy Officers will be convened.
- 6.8. £35M of grants have been allocated to local businesses during the Covid-19 crisis and business rates have been relaxed. An additional £2.6M has been received from central government that has enabled WDC to widen the scope for small business grants so more should qualify.
- 6.9. Hospitality outlets are being encouraged to use pavements and small outside areas to encourage business. Hailsham High Street will be closed to through traffic to encourage shoppers.
- 6.10. WDC has given smaller retail outlets in Hailsham High Street a rent free period that has resulted in reduced income but not a major financial impact.
- 6.11. There has so far been more than 100 responses to the Call for Sites consultation for the Strategic Housing and Economic Land Availability Assessment (SHELAA) that is open until 10 August 2020. These are sites that landowners wish to be considered for development and not what WDC want to build on.
- 6.12. If the Parish Council comes up with smaller sites than the criteria for the SHELAA they can be identified and discussed with Planning Policy Officers.

7. Finance (information previously circulated)

- 7.1. It was **resolved** to approve the Finance Report and expenditure to 31 May 2020.

8. Minutes for adoption (previously circulated)

- 8.1. It was **resolved** to approve and sign the following committee minutes:

- Planning Executive
08 June 2020
22 June 2020
06 July 2020

- 8.2. The suggestion for an open public meeting for the Planning and Community Development Committees was acknowledged to not be feasible at this time.

- 8.3. It was **resolved** to approve and sign the following committee minutes:

- Mayfield Community Centre Advisory 01 June 2020
29 June 2020

- 8.4. A request was made to wait until FIT are back in their offices before further progress is made. Councillors were informed that the Parish Council has been requesting information from FIT since January 2020 and still no response has been received and we are open to discussions, but they are not communicating with us.

- 8.5. The meeting was informed that it should be the Clerk, Chairman or Committee Chairman that should approach a third party on behalf of the Parish Council.

- 8.6. There was a discussion on the figures for building a new hall used in the consultation information.

- 8.7. A comment was raised that the Committee's July newsletter report should have included the advantages of a standalone hall.
- 8.8. It was **resolved** to approve and sign the minutes of the Governance and Risk Committee of 17 June 2020
- 8.9. It was **resolved** to approve and sign the minutes of the Finance and General Purposes Committee of 22 June 2020.

9. Special Motion as per section 7a of Standing Orders and in accordance with section 9 (information previously circulated)

- 9.1. It was noted that Resolution C13JUL20 Review v2.0 was previously circulated for consideration by Councillors and that a recorded vote has been requested.
- 9.2. The following motion proposed by Cllr Tupper and seconded by Cllr Lench was discussed.

This council should be bound to accept and respect the democratic 'will of the people' as indicated by the outcome of the public consultation in January 2020 by pursuing an integrated (ie combined community and health centre) design only and that this shall be completely binding on the council.

- 9.3. There was a request to remove wording in the motion and to add an additional clause. It was **resolved** by a majority vote not to alter the wording of the original motion.
- 9.4. Following a majority vote it was **resolved** that the motion be carried. Voting for: Cllrs Buck, Lench, Lilly, Miles, Neal, Rait, Redman, Tupper, Watkiss and Weavers. Voting against Cllrs Aitken, Balfour, Driscoll, Tibbles and Upton.

10. Public complaints

- 10.1. There was a discussion on issuing a public statement on why the Parish Council undermined the outcome of the public consultation following the receipt of many complaints.
- 10.2. It was agreed that Cllr Redman would produce a response and circulate.

Action DR

11. Memorial Hall lease (information previously circulated)

- 11.1. Document MMH1999 Lease codicil v1.2 was issued with the agenda however a final version 1.5 was circulated to councillors prior to the meeting.
- 11.2. It was unanimously **resolved** to approve document MMH1999 Lease Codicil v1.5 with authorised signatories to be Cllr Weavers and Councillor Lilly.

12. Approval and adoption of documents (information previously circulated)

- 12.1. It was unanimously **resolved** to adopt the following documents:
- Code of Conduct v2.0
 - Standing Orders v2.3

13. Election of Councillors to Committees

13.1. Cllr Tibbles withdrew the request to be appointed to the Mayfield Community Centre Committee.

13.2. It was **resolved** to appoint the following Councillors to Committees:

- Cllr Miles Community Traffic and Safety Advisory
- Cllr Buck Mayfield Community Centre Committee
- Cllr Lench Mayfield Community Centre Committee
- Cllr Driscoll Mayfield Community Centre Committee

13.3. Cllr Driscoll's request to be appointed to the Finance and General Purposes Committee was not approved.

14. Updates from Committees (for information only)

14.1. Planning

- The Committee will meet on 27 July to discuss the Parish Strategy.

14.2. Finance and General Purposes

- Nothing further to report

14.3. Mayfield Community Centre

- Nothing further to report

14.4. Community Development

- The meeting to discuss the Parish Strategy on 27 July at 18:00 is for all Councillors who wish to attend.

14.5. Rights of Ways and Trees

- The volunteer maintenance team cannot resume outings at present as they would not be covered by ESCC's insurance.

14.6. Community Safety and Traffic

- Nothing further to report

14.7. Governance and Risk

- Nothing further to report

15. Any urgent items of information

15.1. There were no further items on information.

15.2. Cllr Weavers summarised then closed the meeting.

The meeting ended at 20:33

The next meeting of Mayfield and Five Ashes Parish Council:

Venue: <https://zoom.us>

Date: **Monday 14 September**

Time: **18:00 hours**

.....Chairman's Signature

.....Date

Actions in Progress:

| MINUTE | DESCRIPTION | STATUS | |
|-------------------------------|---|--------|---------|
| Actions from meeting C12NOV18 | | | |
| 12.1 | Investigate implications of creating CIC/ CIO for community projects | CL | In hand |
| Actions from meeting C09DEC19 | | | |
| 4.5 | Clarify status of Court Meadow Land Still awaiting registration information | JT | On hold |
| Actions from meeting C27JAN20 | | | |
| 3.10 | Initiate process to apply for a PWLB loan | JT | Closed |
| Actions from meeting C10FEB20 | | | |
| 11.3 | Contact St Dunstans to establish ownership of land at war memorial | JT | Open |
| 15.2 | Make enquiries into safety of removing a defibrillator for public events | JT | Open |
| Actions from meeting C13MAY20 | | | |
| 4.4 | Ascertain date of next High Street survey by ESCC Awaiting information | JT | On hold |
| Actions from meeting C08JUN20 | | | |
| 10.2 | Submit external audit paperwork and issue Notice of Public Rights | JT | Closed |
| 12.3 | Circulate Solicitor’s Summary of FIT issue to Council | JT | Closed |
| 13.5 | Ascertain whether Volunteer Maintenance Team outings can resume | JT | Closed |
| 13.6 | Inform previous Community S & T chair that they can chair the Committee | JT | Open |
| Actions from meeting C13JUL20 | | | |
| 10.2 | Draft public statement and circulate | DR | Open |

Appendix N Council resolution passed at July 2020 meeting

Resolution relating to the Mayfield Community & Health Centre to be put to the Parish Council meeting on Monday 13th July 2020

Recognising that:

- the outcome of the January 2020 public consultation was that three out of four respondents were in favour of an integrated community and health centre
- the public consultation process was undertaken fully in accordance with NALC/SALC guidelines
- all the information, including financial data, presented at the public consultation was for an integrated design
- the council agreed to accept the outcome of the public consultation (for an integrated community and health centre) at its meeting on 27th January 2020 by agreeing to:
 - apply for a Public Works Board Loan (PWLB) based on the business plan for an integrated community and health centre
 - increase the precept in order to fund the PWLB loan repayments
- the Public Works Loan Board loan is to be granted on the basis of the business plan which is for an integrated community and health centre

Noting that:

- the council resolution passed on 9th March 2020 required that one of the three design options produced by the appointed architect should be for a non-integrated design
- that this resolution is contrary to the outcome of the public consultation and is therefore undemocratic
- this resolution did not consider the financial implications and therefore the council voted without all the necessary information and hence the decision should be voided.

Noting also that:

- in recent weeks the support from the community for an integrated community and health centre is still extremely strong as demonstrated by a large number of e-mails and letters which have been received by the parish council beseeching the parish council to pursue the clear mandate from the public consultation.
- the public will have the opportunity at a second public consultation (possibly late in 2020) to have their say on their appointed architect's design options.

Given the above it is recommended that the council pass the following resolution:

This council should be bound to accept and respect the democratic 'will of the people' as indicated by the outcome of the public consultation in January 2020 by pursuing an

integrated (ie combined community and health centre) design only and that this shall be completely binding on the council.

Furthermore, the names of each councillor voting should be clearly stated in the minutes along with the way they voted – so that this information can be in the public domain.

Proposed by: Richard Tupper

Seconded by: James Lench



Meeting of Mayfield and Five Ashes Parish Council

Venue <https://zoom.us>

Date Monday 14 September 2020

Time 18:00

Minutes

Chairman Cllr Gill Weavers

C14SEP20
2020/21 Meeting 04
Chairman
Approved

Councillors Present and Voting

| | | | |
|---------------|------------------|---------------|-----------------------|
| Gill Weavers | Jerry Watkiss | Rosemary Neal | Deveda Redman |
| Chris Lilly | James Lench | Tommy Buck | Sally Ann Tibbles |
| Julie Upton | Patricia Balfour | Jim Rait | David Miles (See 9.4) |
| Monica Aitken | | | |

Also in attendance:

Cllr B Redman, WDC, Cllr R Simmons ESCC, Cllr R Standley ESCC & WDC (See 12.5) and Janna Todd, Parish Clerk.

Public Questions

- There were no members of the public present.

1. Welcome to the remote meeting by the Chairman

- 1.1. The chairman opened the meeting and ensured all Councillors present could

be heard. 2. Apologies for Absence

- 2.1. Apologies for absence were received from Cllr Richard Tupper and Cllr Jane Driscoll.

3. Declarations of Interests

- 3.1. There were no declarations of interests.

- 3.2. Councillors were reminded to update their Register of Interests as soon as any changes in circumstances occur.

4. Chairman's announcements

- 4.1. The 2019/20 external audit has been completed and PKF Littlejohn has certified that the Annual Governance and Accountability Return is in accordance with Proper Practices and no matters have come to their attention giving cause for concern There are also no other matters that they need to draw to the attention of the Parish Council.

- 4.2. Following interventions from interested parties including Sussex Police, the homeless man is no longer living in the bus shelter. We are trying to organise any updates on his living situation to prevent the shelter from being used again in the future.
- 4.3. We are having trouble with the website after the provider migrated it to a new server. Thank you to Cllr Watkiss for working hard to rectify the problems.
- 4.4. We are still adhering to NALC and SLCC guidelines for Parish Council meetings to remain taking place remotely.
- 4.5. The installation of the War memorial safety railings resulted in some stone having to be cut to fit the new full height railings design. The contractor is returning to fit the handrails and will be requested to tidy up the stone that was cut.
5. Minutes of the Full Council meeting held 13 July 2020 (previously circulated)
 - 5.1. It was unanimously **resolved** to approve and sign the minutes of the meeting held on 13 July 2020 as a true record. **Matters arising from the minutes**
 - 5.2. There were no matters raised.
6. Reports from East Sussex County
 - 6.1. Cllr Simmons reported that all 187 schools have reopened and the return went smoothly. School transport should be able to accommodate all students who have yet to return.
 - 6.2. The Director of Public Health has reported on the number of confirmed covid-19 cases and it will be interesting to see if the new government initiative of the 'Rule of Six' improves the rate of infection.
 - 6.3. Funding of £45m has been secured for economic growth which is encouraging particularly when trying to stimulate growth in the county.
 - 6.4. The economic recovery plan is in action and its projections are important in securing additional funding from government and the South East Economic Partnership to help stimulate new growth to our businesses. There is serious concern that at the end of October, when the Furlough scheme closes, there will be huge numbers of unemployed. A lot of the plan's initiatives concern ensuring the immediacy of return to work for the unemployed.
 - 6.5. ESCC are having virtual meetings on a daily basis and administration is running smoothly.
7. Reports from Wealden District Council
 - 7.1. Cllr B Redman reported that grants amounting to £38.26m have been paid out to 3.5K businesses. For businesses that did not qualify under the initial grant scheme a further £2.6m is being paid out as discretionary grants and some of the funding is still available.
 - 7.2. The Call for Sites (or SHELAA) closed on 10 August 2020 and will determine which sites have been submitted – they will not however necessarily get permission for development.
 - 7.3. The Planning Committees are still operating well using virtual meetings.
 - 7.4. There has been an increase in fly-tipping reported in Wealden.
 - 7.5. A question was raised on whether a response to the Changes to the Current Planning System Consultation should be submitted when the government has already stated that it will go live by the end of the year.

8. Finance (information previously circulated)
 - 8.1. The current available funds for General Operational Costs and the MCC Project in the current account have been added to Attachment 1 of the Finance Report.
 - 8.2. It was unanimously **resolved** to approve the Finance Report and expenditure to 31 July 2020.
9. Minutes for adoption (previously circulated)
 - 9.1. It was **resolved** to approve and sign the following committee minutes:
 - Planning Executive

20 July 2020
 27 July 2020
 03 August 2020
 24 August 2020
 07 September 2020
 - 9.2. There were no matters arising from the Planning Committee minutes.
 - 9.3. It was unanimously **resolved** to approve and sign the minutes of the Finance and General Purposes Committee of 20 July 2020 and no matters were raised.
 - 9.4. Cllr Miles entered the meeting at 18:32 after this agenda item.
10. Memorial Hall lease
 - 10.1. The meeting was informed that the Memorial Hall Lease codicil v1.5 approved at the previous meeting has been agreed, signed and witnessed by both parties.
11. Mayfield Community Centre (information previously circulated)
 - 11.1. The MCC Report to Council Sept 2020 v1.1 was previously circulated.

Action JT
 - 11.2. No additional work is required at Jubilee Wood to dedicate it to Fields in Trust and protect it as open space.
 - 11.3. There are budgeted Reserves for Jubilee Wood for future projects such as nature trails.
 - 11.4. Enquiries will be made into whether a small electrical substation adjacent to Rotherfield Lane will actually ever be installed.

Action JT
12. Updates from Committees (for information only)
 - 12.1. Planning
 - Councillors responding to the Changes to the Current Planning System Consultation should submit their answers to the Clerk to amalgamate by Friday this week
 - 12.2. Finance and General Purposes
 - Nothing further to report
 - 12.3. Mayfield Community Centre
 - Nothing further to report
 - 12.4. Community Development
 - The Tourist Information Kiosk is being well used, particularly the Around Mayfield Walks leaflet. A4 information sheets have been installed on the noticeboard.

- Cllr D Redman is aiming to complete the initial draft of the Parish Strategy before the end of the week in time for the Community Development meeting on Monday.

12.5. Cllr Standley entered the meeting at 18:45 after this agenda item.

12.6. Rights of Ways and Trees

- The volunteer maintenance team has been informed by ESCC that a little clearance work can be carried out as long as Covid-19 legislation is followed.
- It has not been determined whether the meeting at the end of the month will take place.

12.7. Community Safety and Traffic

- The report from the PCSO street meeting will be circulated to council
Action JT
- A suggestion was made to introduce a disabled parking space at one end of the bus stop. The meeting was informed that disabled drivers can park on double yellow lines if they display their blue badge. The problem is able bodied drivers parking on the double yellow lines preventing the disabled from parking and that is not enforced by the Police.
- Drugs paraphernalia has been found at Court Meadow and Rotherfield Lane and reported to Sussex Police who will include the areas in their patrols.
- The vegetation at the crossing on the A267 for Fir Toll Road was eventually cut back about 4.5 weeks after the serious collision. A request was made that the next SLR meeting includes assessing the warning signs on the A267 for a cycle route and crossing from the south of Mayfield.
- There is an upcoming meeting with Sussex Police that the Clerk and Chairman of the committee will attend.

12.8. Governance and Risk

- Nothing was reported

13. Any other items of information

13.1. Mayfield Pre-School is having a challenging time financially however things are improving slowly following the return to school. Their situation will be monitored.

13.2. Cllr Standley apologised for mistaking the start time of the meeting.

13.3. The play areas have been open for the last month with all Covid-19 signage installed.

13.4. The Memorial Hall is now Covid-19 compliant and has reopened from today.

The meeting ended at 19:00

The next meeting of Mayfield and Five Ashes Parish Council:

Venue: <https://zoom.us> Date: Monday 12 October 2020 Time: 18:00 hours

.....Chairman's Signature

.....Date

Actions in Progress:

| MINUTE | DESCRIPTION | | STATUS |
|--------------------------------------|---|----|---------|
| Actions from meeting C12NOV18 | | | |
| 12.1 | Investigate implications of creating CIC/ CIO for community projects | CL | Closed |
| Actions from meeting C09DEC19 | | | |
| 4.5 | Clarify status of Court Meadow Additional FIT evidence not available | JT | Closed |
| Actions from meeting C10FEB20 | | | |
| 11.3 | Contact St Dunstons to establish ownership of land at war memorial | JT | In hand |
| 15.2 | Make enquiries into safety of removing a defibrillator for public events | JT | Open |
| Actions from meeting C13MAY20 | | | |
| 4.4 | Ascertain date of next High Street survey by ESCC Awaiting information | JT | On hold |
| Actions from meeting 14SEP20 | | | |
| 11.1 | Post MCC Report to Council Sept 2020 v1.1 on the website | JT | Open |
| 11.4 | Determine whether installation of electrical substation will proceed | JT | Open |
| 12.7 | Circulate report from PCSO street meeting to full council | JT | Closed |

Appendix P Report to council meeting September 2020

Mayfield Community and Health Centre Project Report to September 2020 Council Meeting

This report addresses the activities since the July 2020 full council meeting.

1 PWLB Loan

The parish council has had its loan application for £2.35M approved and confirmed by the Public Works Loan Board. This is a key milestone and means that the project can proceed from the financial perspective.

2 Fields in Trust

Many will be aware of the confused legal situation as to whether Court Meadow was ever formally registered as a King George V playing field back in 1939.

Notwithstanding this lack of legal clarity there was a clear desire of the parish at the time to preserve Court Meadow for recreational purposes in perpetuity, and it is believed that the current parish council does not wish to see the current grass playing area sold for housing.

Hence, with regard to the current replacement hall and the construction of a combined community and health centre, the parish council has reached a mutually acceptable agreement with Fields in Trust (who these days administer King George V playing fields) whereby:

- a) The existing grass recreational area in Court Meadow, comprising some 11 acres, is put into the Fields in Trust protection scheme via a new Deed of Declaration
- b) Jubilee Wood, which is land owned by the parish council comprising a further 2 acres of woodland, is also to be protected via a second Deed of Declaration
- c) The 2 acre 'brownfield' area occupied by the existing hall and car parks etc will in future fall outside of the remit of Fields in Trust and hence their permission and any involvement in the building of a new community and health centre on this parcel of land is not required.

This agreement removes all the project impediments with regards to KGV and Fields in Trust.

All the legal documentation will be presented to the council for ratification in the coming months.

3 NHS Clinical Commissioning Group

Wealden District Council (WDC) is fully funding the health centre element of the project but, for them to do this, they required a commitment from the local NHS Clinical Commissioning Group (CCG) that the CCG will support the GP practice in Mayfield for 25 years. In addition, WDC required confirmation that, given possible changes in NHS strategy due to the impact of covid, there are no changes to the amount of accommodation required by the CCG.

The necessary confirmation has now been forthcoming from the CCG and WDC are therefore happy to proceed with the project.

4 Formal Agreement with WDC

Given the above WDC and the parish council are now able to enter into detailed discussions to agree both the Heads of Terms document (which defines the governance and working arrangements between the parties including financial and project management arrangements) and the Architect's brief – which defines the requirements to which the selected architect will be working.

Once the key documents are agreed in principle with WDC they will be presented to the parish council for ratification, hopefully at the October 2020 full council meeting. Likewise, WDC has to obtain formal approval at their October cabinet meeting.

[nb: the key documents are on the village website and are referenced as:

- Heads of Terms - MCC 1003 v1.2
- Architect's Brief - MCC 200 dated 25.7.20]

5 Architect design phase

Following the ratification of the key documents a shortlist of architects will be invited to submit bids for the architectural work, following which the successful architect will be appointed. The selected architect will be charged with recommending some design options covering precise location, internal layout, massing of the building and aesthetic look, together with estimated costs of each option. These options will be presented to the parish at a second public consultation which will take place early in 2021 and the village can decide on their preferred option.

Once the village has made its decision on a design option the architect will develop detailed plans, apply for planning permission, and then the building contract can be awarded.

6 Build phase

Following the outcome of the second public consultation there will be a formal Invitation to Tender issued which involves inviting a shortlist of builders to submit proposals and costs.

7 Fund raising

Now is an appropriate time to be starting to consider the programme for raising grants and donations. It is likely that this activity cannot be fully activated until the outcome of the public consultation and the final design is known. However, this milestone is likely to be in the next 4-5 months and hence it is not now too early to be developing a detailed plan.

8 Communication programme

Needless to say, it is important that the village residents be kept fully informed of progress on the project. This has been achieved by including a regular monthly update in the village newsletter and posting entries on the MCC Facebook page and on the village website.

9 Timescales

Unfortunately, due to covid-19, there has been a slippage of about 6 months in the programme. Whilst it might be possible to recover some of this delay, completion and occupation are not now anticipated to be until early 2003.

10 Memorial Hall Lease

The Memorial Hall lease codicil has now been signed by representatives of the MMH Trustees and of the parish council such that all of the original lease conditions still apply except that both sides now have to give 6 months notice of termination.

Appendix Q Copy of council minutes 26th September 2022

APPENDIX L

MCC2205 Summary of feedback at Information session – 27th November 2021

