



MINUTES OF THE MEETING of Hadlow Down Parish Council
held in the committee room at Hadlow Down Village Hall, Hadlow Down
at 7pm on Tuesday 7th April 2015.

*Note – this a draft copy to be agreed and amended, if
necessary, at the next Council Meeting.*

Present: Councillors Sandra Richards (SR) (Chair), Julian Michaelson-Yeates (JMY), Nathan James (NJ), Graham Terry (GT), Damon Wellman (DW), Clare Emsden (CE) and the Clerk Helen Simpson-Wells. Apologies were received from Cllrs. Ken Ogden (KO)(WDC) and Roy Galley (RG)(ESCC).

1. **PUBLIC QUESTIONS** – none raised.
2. **APOLOGIES AND REASON FOR ABSENCE** – Councillor Michael Lunn had confirmed that he would be late due to transport delays..
3. **DECLARATIONS OF INTEREST** – CE declared a disclosable pecuniary interest in agenda item 7cii and JMY in agenda item 7ci. GT declared a personal interest in item 7ci.
4. **CRIME REPORT** – in his absence PCSO Davies had confirmed that there had been the theft of a post and the Intercom that was attached to it.
5. **MINUTES OF THE MEETINGS** held on 3rd, 9th and 25th March 2015 were agreed and signed as true records.
6. **MATTERS ARISING (from previous meetings):**
 - i. A letter had been sent to Charles Hendry MP regarding broadband issues.
 - ii. Letter of intent had been sent to Wealden District Council, Clerk to update on response at item 12.
 - iii. Quote for an LED speed sign – c/f. ML
 - iv. Reducing speed initiatives – to send contact details to the Clerk – c/f. GT
 - v. JMY confirmed that he had measured the Village Hall site and has spoken to an estate agent to get an approximate value.
 - vi. The Clerks Report was sent to Councillors with the agenda updating them on her action points, this included:
 - a. The Clerk has contacted Highways regarding the jetpatching on Criers Lane and has updated the resident regarding the work in Criers and Dog Kennel Lanes.
 - b. The Village Hall has been put forward as a site under the WDC SHELAA (Strategic Housing and Economic Land Availability Assessment).
 - c. The burial ground paths have now been swept.
 - d. Map of the area to be covered by the charge on the leasehold title for the Sport England grant has been sent to the Solicitor.
 - e. Planning have advised that the applicant is drawing up plans for the access to land off the A272 at Hadlow Oast Farm in accordance with the specification required by Highways, he has advised that if the application is refused he will remove the access.
7. **PLANNING:**
 - a. **PLANNING APPLICATIONS:**
 - i. **WD/2015/0553/F – ANNES, WILDERNESS LANE, TN22 4HU** – Hard surfaced tennis court and fencing - The Parish Council support the application (6/0).
 - ii. **WD/2015/0467/F – THE OLD STORE, MAIN ROAD, TN22 4HJ** – Proposed ground and first floor extension to rear – The Parish Council support the application (6/0).
 - iii. **WD/2015/0392/F – 2 SCHOOL LANE COTTAGES, SCHOOL LANE, TN22 4JD** – Erection of two-storey extension to side and rear and single-storey extension to rear – The Parish Council support the application (6/0).
 - b. **APPROVED APPLICATIONS:**

i. WD/2015/0009/FR - Hastingford House, Hastingford Lane – Retention of tree house.

c. PLANNING MATTERS:

- i. Gatehouse Farm, Stockland Lane inquiry date 2nd and 3rd September at Uckfield Civic Centre, planning inspectorate refs. APP/C1435/C/15/3002244, 3002245, 3002246.
- ii. Copy of enforcement notice received for Land at Five Chimneys Farm for the carrying out of earthworks to create tracks, ramps, mounds and jumps for motorcycling activities which are required to be removed within 3 months unless an appeal is made.

8. REPORT FROM CLLR. KEN OGDEN WDC – the Clerk updated the meeting on KO's reaction to the response from WDC to the Parish Council's (PC) letter of intent regarding the Village Hall site becoming a SANGS (Suitable Alternative Natural Green Spaces) windfall.

9. BANK RECONCILIATION: –for March 2015 was agreed and signed, including by a non-signatory as part of the quarterly controls.

10. OTHER FINANCE MATTERS :

- i. The payment of £660 to Mr P Anderson for fingerpost work that was paid at the 9th March meeting was ratified at this meeting . Councillors commented on how pleased they were with the work.
- ii. The end of year financial report had been forwarded to Councillors prior to the meeting together with a commentary. It was confirmed that due to the income received from advertisements that the PC's donation for the Parish Magazine for 2015/16 would not be required. The Assets Register was agreed and signed.
- iii. Changes to the local audit and accountability framework – the Clerk had sent details to Councillors of changes that were required to the audit and to the reporting of expenditure and landholdings. After a discussion these were agreed.
- iv. Review of burial ground fees – the Clerk had recommended that no increase was made to the fees, this was agreed.

11. REPORTS FROM COUNCILLORS (COUNCIL MATTERS AND OUTSIDE BODIES):

- i. Cllr. Julian Michaelson-Yeates advised that whilst litter picking he had found the 30mph roundel and post from School Lane. *The Clerk will advise Highways so that it can be reinstalled.* **Clerk**
- ii. Cllr. Nathan James highlighted that the work on the ironworks on the A272 still hadn't been done. A Councillor highlighted the dip on the A272 by the Dog Kennel Lane junction, Highways do not feel that it is an issue and that it requires immediate attention, they will continue to monitor it. *The Clerk will contact Highways for a date for the ironworks to be actioned.* **Clerk**
- iii. Cllr. Clare Emsden advised that Highways drainage team have been working on their cyclical program in Hadlow Down. The grass cutting season has resumed and over the year 2 cuts will be made in Hadlow Down. Drainage works are continuing on the A272 at Curtains Hill until 15th May.

Cllr. Michael Lunn joined the meeting at 7:35pm

CE attended the Swift Celebration Event on behalf of the Parish Council and updated them on it.

- iv. Cllr. Damon Wellman highlighted that there was still a problem with cars parking on the pavement opposite Wilderness Lane. A Councillor highlighted that a car had been parked on the double yellow lines in School Lane, this has been reported to PCSO Davies. It was agreed for the *Clerk to write to the new occupiers in Grange Cottage to inform them that parking was not allowed on the pavement,* situation to be reviewed in 1 months' time. **Clerk**

A Councillor raised concern about vehicles parking on the pavement outside the pub and how this can cause a problem for drivers pulling out of Hut Lane. A Councillor highlighted that some of these vehicles are parking within the pub's curtilage. *GT agreed to discuss with the landlord.* **GT**
It was highlighted that there are 2 exits that can be used via Hut or Hall Lanes.

- v. Cllr. Nathan James advised that the Village Hall sign had been damaged, the Clerk has reported it to Highways and it has been removed.
- vi. Cllr. Sandra Richards confirmed that Highways were doing drainage in Curtains Hill, she will speak to the contractor about the work involved.

12. NEW COMMUNITY CENTRE – the Clerk updated the meeting on the response from WDC to the PC's letter of intent to apply for a SANGS windfall application for the Village Hall. They have advised that the SANGS will not mitigate against new green-field development whether they are housing developments or new commercial/community developments, given the increased vehicle movements it would generate. The nitrogen monitoring process will take at least 5-6 years before any realistic assessment can be made as to whether increased vehicle movements will be acceptable. They are willing to meet with the PC however they have advised that it is unlikely that a larger hall would be considered at this stage. It was proposed that a meeting be organized after the election. The Clerk also updated the meeting on comments she had received from a planning agent, she had questioned whether the Village Hall land could be an exception site and had been advised that it would probably have the same limitations as it is technically a green

field site. DW confirmed that he was willing to attend any meeting with WDC.

It was confirmed that the Chair of the Community Centre Committee was applying for a grant to pay for the architect's fees and if this was successful they wouldn't need a grant from the PC.

- 13. RISK ASSESSMENTS** – *GT took the risk assessments in order that he could undertake the annual review.* GT

14. HIGHWAYS :

- i. The Clerk advised that she had informed Highways of the dirty signs on the A272 and has requested that they clean them. She suggested that people be encouraged to clean the signs near them if they live on any non-A roads and it is safe to do so. The PC felt that for Health and Safety reasons that people can't be asked to clean signs.
- ii. The Clerk had received correspondence from a contractor regarding the work that had been undertaken on the fingerposts, a Councillor had checked the size of the post and the Clerk had checked the specification from Highways and they were pleased with the work that had been undertaken. *NJ will check whether one of the rotten arms has now been replaced and if it hasn't will advise the Clerk.* NJ

CE and NJ to undertake fingerpost survey. CE/NJ

- iii. SLR meeting – CE has sent the minutes to GT who is checking them, they will then be copied to Councillors. CE updated the PC on the meeting. Highways have contacted the Clerk about a SID device however this has previously been tried in Hadlow Down. Highways are due to put an apron around the gully on the A272 opposite the junction with Tinkers Lane, it was questioned when this would be done, a Councillor suggested that this be raised with RG at the next meeting. Some jetpatching has been undertaken at Pound Green. The Clerk asked whether Highways had agreed that if the PC purchased an electronic speed sign whether they would be allowed to install it. It was agreed that *ML would get quotes and the PC would then look at whether they could obtain permission from Highways to install it.* ML

The Highways Steward has agreed to do a tour of Hadlow Down again with one of the Councillors.

It was confirmed that the jetpatching had been completed in Criers Lane, concern was raised over the state of Dog Kennel Lane, *the Clerk will ask the Highways Steward to check the road surface.* **Clerk**

- iv. A272 following roadworks – the Clerk advised that Highways had confirmed that they didn't have a 24 hour road closure as a long diversion would have been required and they needed to minimize the amount of disruption caused to the travelling public. With regard to the ironworks they need to design the works required to resolve the problem.

- 15. AFFORDABLE HOUSING** – the Clerk updated the PC on a presentation she had received on Community Land Trusts which are run by volunteers, community owned and controlled with an open and democratic structure, they can be permanently for affordable homes (with their own housing allocation policy) or other assets such as a village shop. The Clerk asked whether the PC wanted to investigate the option of affordable housing and advised that AiRS (Action in Rural Sussex) are able to do a survey to identify if there is a need and possible sites. For affordable housing the landowner would need to be willing to sell at below market value. It was suggested that the Village Hall land could be used. *The Clerk will contact AiRS to obtain the cost of undertaking a survey.* Clerk

- 16. ARBORICULTURIST SURVEY OF TREES** – the Clerk advised that she had been advised that every 3-5 years the PC need to have an arboriculturist check the trees on their land. *The Clerk will obtain further advice and get quotes.* Clerk

NJ confirmed that he is willing to view trees with the arboriculturist.

- 17. BURIAL GROUND DRIVEWAY** –the Clerk confirmed that she had sent details of the documentation she has relating to the driveway, to the Land Registry for their recommendation on what type of application should be completed. The Clerk updated the PC on the documentation she has and that the PC used to have a key to the gate at the end of the driveway and were responsible for unlocking it for people to gain access. Revd. France has advised that he is willing to support the PC's application for ownership of the driveway and that the Diocese has asked about prescriptive rights. It was agreed that the PC would wait for a response from the Land Registry and for the land to be registered and will then look at adding the prescriptive rights.

- 18. CREMATORIUMS** – the Clerk advised that she had spoken to a number of people connected with the industry and had been advised that unfortunately there had been a large number of unconnected deaths over the last few months which has caused a backlog. The PC felt that there was nothing that they could do about the delays at the crematoriums at this stage.

- 19. VILLAGE FAYRE** – the PC felt that it was worth having a presence at the Village Fayre, however due to other commitments, including to the fayre, there are a limited number of people available to man the stall. A discussion was held on what would be on the stall, *The Clerk to organize, with assistance from CE and SR*

if required.

Clerk

20. **NEWSLETTER** – it was agreed that an Annual Report would be issued after the Parish Assembly and a newsletter in September.
21. **PARISH ASSEMBLY** – a discussion was held on the arrangements. The Clerk requested that all of the *Councillors reports and bullet points be sent to her by 17th April.* **ALL**
22. **EQUAL OPPORTUNITIES POLICY** – was agreed.
23. **CLERK'S MATTERS:**
 - i. The Clerks hours were agreed and signed
 - ii. The Chair updated the meeting on the Clerks six monthly review and confirmed that the financial and office risk assessments had been signed. A Councillor commented on how well the Clerk had ensured that the additional hours she was working in her new job hadn't impacted on the work she does for the Parish Council. *The Chair will speak to the Clerk regarding the back-up of the email files.* **SR**
24. **ACCOUNTS FOR PAYMENT:** the following payments were agreed and cheques were signed:
 - i. Helen Simpson-Wells. Salary £791.19 includes £27.00 mileage, £620 already paid by standing order, therefore cheque raised for £171.19.
 - ii. East Sussex ALC Ltd £216.03 subscriptions
 - iii. HM Revenue and Customs £220.35 tax and national insurance.
 - iv. SSALC Limited £17.00 LCR subscription.
The following payment to Simon P Goacher for £108.21 for payroll services was also signed and will be ratified at the next meeting.
25. **CORRESPONDENCE RECEIVED:**
 - i. LiberTeas – the Clerk updated the PC on correspondence regarding the LiberTeas project, it was agreed that the PC wouldn't take part.
26. **ITEMS TO GO ON NEXT AGENDA** – none raised, although the Clerk advised that patch repairs were being undertaken on Shepherds Hill from Friday 8th May for 3 days between 7am and 5pm during which time the road will be closed. The work will be weather dependant.
27. **ENTRANCE TO THE PLAYING FIELD** – discussed in closed session.

The meeting closed at 8:50pm