



MINUTES OF THE MEETING OF Hadlow Down Parish Council
held in Hadlow Down Village Hall, Hadlow Down
at 7pm on Tuesday January 3rd 2012.

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

Present: Councillors David Walker (DW) (Chairman), Sandra Richards (SR), Rona Hellewell (RH), Graham Terry (GT), Damon Wellman (DWe) and Michael Lunn (ML). Also in attendance was the Clerk Helen Simpson-Wells. Apologies were received from Cllrs. Norman Buck (NB) and Ken Ogden (KO)(WDC).

- 287. PUBLIC QUESTIONS:** No public questions. ML will be representing the Parish Council (PC) at the Epiphany Service at St Mark's Church.
- 288. REPORT FROM PCSO MARK CARTER:** no report received in Mark's absence.
- 289. APOLOGIES AND REASON FOR ABSENCE:** all Parish Councillors were present.
- 290. DECLARATION OF INTEREST:** ML declared a prejudicial interest in point 293 Coopers Farm, the remaining Councillors declared a personal interest in this item. RH declared a prejudicial interest in point 299, DW declared a personal interest in this item.
- 291. MINUTES OF THE MEETING** held on 6th December 2011 were agreed and signed as a true record (previously circulated).
- 292. MATTERS ARISING (from previous meetings):**
- i. Website for new planning document – c/f **KO**
 - ii. Double yellow lines articles and survey – to be discussed at point 305.
 - iii. Contact with the bus company regarding bus stops – SR has spoken to both bus companies. It was agreed that further communication would be made with the companies when the bus stop signs have been installed. It was suggested that the PC look into adopting the land that was previously used for a bus shelter, as the previous owner has passed away, to be discussed at the February meeting. *SR to contact ESCC for the date when the bus stop signs will be installed.* **SR**
 - iv. Community Infrastructure Levy consultation – c/f. **ML**
 - v. Clerks Report was sent to Councillors with the agenda updating them on her action points, this included:
 - a. John Roberts has confirmed he can perform the internal audit
 - b. ESCC have advised that the consultation/objection period for the street naming orders was in August 2009. *Clerk to locate copy of the map that was sent to ESCC.* **Clerk**
- 293. PLANNING APPLICATIONS:**
- WD/2011/2436/F – CHESTNUT COTTAGE, WILDERNESS LANE TN22 4HT** – Single storey extension and associated works – “The Parish Council fully support this application”. All Councillors voted in favour of the application.
- WD/2011/2754/F – COOPERS FARM, FIVE CHIMNEYS LANE** – Retention of a mobile home and lean-to extension for 2 year period – ML addressed the meeting and explained the application. He then left the meeting at 7:27 in order that a discussion could be held on the application. The PC's decision was: “The Parish Council fully support this application with the same conditions as previously set. It is good to see a local business thriving”. All 5 Councillors voted in favour of the application. ML rejoined the meeting at 7:33pm.
- GRANTED PLANNING PERMISSION:**
- WD/2011/2419/F – COPSEDGE, WILDERNESS LANE** – Demolition of shed and construction of garden room and extension to WC.
- WD/2011/2266/F – TREE TOPS, WILDERNESS LANE** – New entrance gates with close board fencing and piers.

REFUSED PLANNING PERMISSION:

WD/2011/2325/F and 2326/LB DUDES LAND FARMHOUSE, CROSS IN HAND – The erection of a single storey outbuilding with lightweight link to the main dwelling.

TREE WORKS:

THISTLEDOWN, WILDERNESS LANE – Crown raise and remove lower branches of oak trees within TPO no. 45/2, 1988 – consent granted.

- 294. REPORTS FROM CLLR. TONY REID, ESCC & CLLRs. KEN OGDEN and NORMAN BUCK WDC:** no reports received in their absence.
- 295. BANK RECONCILIATION:** – statements have not yet been received for December 2011, c/f.
- 296. OTHER FINANCE MATTERS** –
- i. Tree planting –the Clerk provided information on planting a Jubilee Oak, GT has liaised with Claire Rivers who is willing for the children to be involved. All agreed to the tree being purchased at a cost of £41.32 + vat. *GT to liaise with Claire Rivers.* **GT**
 - ii. The payment of £24.00 to Action in rural Sussex for the Broadband event was ratified.
 - iii. The Clerk presented details of the quotes for the printing of the newsletter to the PC. It was agreed to go with the quote from Printmonger. *GT to produce article on the new Community Centre and SR to do article on speeding.* **GT/SR**
 - iv. The precept request for £26,527 was signed by the Chairman and Clerk.
- 297. BROADBAND** – The Clerk updated the PC on the report produced by Eddie Westfield (EW) on the 2 Broadband projects, it was agreed not to apply for the Defra grant, however to take the ESCC proposal to the next stage. *The Clerk will approach EW to see if he is willing to set up a group to take this forward, DW agreed to be part of the group. A broadband questionnaire will be issued at the same time as the emergency plan questionnaire.* **Clerk**
- 298. NEW COMMUNITY CENTRE** – The issue of trusteeship of the present hall was discussed. The Community Centre committee will be writing to the Chair of the Playing Field committee requesting confirmation that they agree for the Centre to be built on the land. The Clerk has also requested whether a new lease will need to be drawn up with the Playing Field Committee.
The Clerk updated on information received from Louise Beaton at AirS and is contacting previous members of the PC and the Village Hall committee to try and fill in the missing links. *She will locate the paperwork that was sent to WDC.* **Clerk**
It was discussed whether to set up a committee of the PC to deal with items relating to the Village Hall and the Community Centre. A discussion was held on the number of PC members on the Community Centre committee, it was agreed that GT would continue as the PC representative on the committee with other Councillors attending as observers. GT expressed concern over the number of groups he is on and how a clash of interests could arise.
- 299. EXISTING VILLAGE HALL SITE** – this item was discussed at point 298.
- 300. WDC MEETING REGARDING AFFORDABLE HOUSING** – representatives from the PC have been invited to a meeting with KO, the agent, the case officer and the Housing Development Officer regarding the application to build affordable houses on the site to the south of the village hall. The Clerk has clarified who can attend from the PC. It has been confirmed that it is not a decision making meeting. Normally these meetings are held prior to the application being issued to the PC. The PC representatives will reflect the response the PC made to the planning application and the priorities in the Community Plan.
- 301. LEASE WITH ST MARKS SCHOOL HOUSE TRUST** – GT confirmed that a new lease will need to be drawn up for the area at the entrance to the playing field. Some Councillors felt that the lease should be for 99 years, whereas GT expressed concern that 60 years had previously been discussed by the PC, had been agreed by the diocese and funders would agree with a 60 year lease. It was proposed that Councillors assist GT in the work involved and that this item be deferred to be discussed at the February meeting. It has been suggested that the rental be for £500 per annum for a 60 year period.
- 302. RISK ASSESSMENTS** – Having undertaken the quarterly risk assessments, SR highlighted that the sign at the entrance to the playing field doesn't give telephone contact information. *DW to record information on the sign.* **DW**
The Clerk has received a copy of the risk assessment for the Village Hall from June 2011.
- 303. WDC AND THE LOCALISM BILL** – the Clerk highlighted a letter she had received from WDC regarding the Localism Bill, *it was agreed for the Clerk to write to WDC expressing the PC's hope that they would respect the Hadlow Down Community Plan and any referendums that the village hold. The PC would like to be equal partners with WDC and be involved in any decisions that are made. The Clerk will also request further information on how the PC can be involved.* **Clerk**
- 304. WINTER EMERGENCIES** – RH advised that she is about to re-do the emergency plan team contact details.

She will update the details of Councillors who will appear on the list.

- 305. DOUBLE YELLOW LINES IN SCHOOL LANE** – SR attended the meeting at the agreed time, however the PC hadn't been informed by the police that the time had been altered and the meeting had already been Held. The police and the ambulance service had agreed that it was alright for the ambulance to park at the further end of the double yellow lines. SR spoke to the ambulance service representative who was still on site. *It was agreed that the Clerk would write to the manager of Marlowe House to request that the trees at either side of the entrance be cut back in order to allow the ambulance to use the driveway. The Clerk will also contact the police to arrange a new meeting.*

Clerk

A discussion was held over how far it was felt that the double yellow lines should be extended, it was agreed that they should go as far as the driveway for Fantails, on both sides of the road. EW has agreed for a questionnaire to go on the website, SR to organize also to be given out at the school and to appear in the Parish Magazine.

SR

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

- i. Rights of Way, Highways, Footpaths and Wealdlink – Cllr. Sandra Richards – SR updated the PC on the recent Rights of Way report.

307. CLERK'S MATTERS:

- i. The Clerks hours were checked agreed and signed.
- ii. The Clerk updated the PC on the legal documentation she has located for the Parish Council. She believes that she has all the legal paperwork for the playing field and the play area. For the Village Hall land she is trying to sort out the paperwork at present. For the burial ground *she will need to contact the Diocese office and the Land Registry to obtain copies of the paperwork. She will also see what is in the paperwork sent to WDC.*
- iii. The Clerk updated the PC on SALC's recommendations regarding the Power of Wellbeing. *GT agreed to produce a statement of intent of community engagement, in order that the PC can obtain the Power of Wellbeing.*

Clerk

GT

308. ACCOUNTS FOR PAYMENT: The following were agreed by all and cheques signed:

- i. Helen Simpson-Wells. Salary £820.45 includes £9 for mileage, £78.30 for training hours, £8.63 for expenses and £22.50 mileage not paid for October 2011, £620 already paid by standing order, therefore cheque raised for £200.45
- ii. Sandra Richards £22.74, refreshments
- iii. David Walker £105.93 chair and councillor allowance
- iv. JFDI Groundcare Services £121, of which £36 for play area maintenance & £85 for burial ground maintenance.
- v. Hadlow Down Village Hall £100, hire of hall
- vi. Drew Neat Gardening Services £1083.98, wooden edging at the burial ground
- vii. Viking £63.59 stationery
- viii. HM Revenue and Customs £299.15, tax and NI

309. TRAINING AND CONFERENCES:

- i. The PC were given details of upcoming SALC Training events

310. CORRESPONDENCE RECEIVED NEEDING A RESPONSE:

- i. Consultation on WDC budget proposals – *passed to ML*

ML

311. CORRESPONDENCE RECEIVED FOR DISTRIBUTION:

- i. English Rural Housing Association newsletter
- ii. Planning explained booklet
- iii. Grey Matters
- iv. Community Voice – Buxted newsletter

312. ITEMS TO GO ON NEXT AGENDA

- i. Burial Ground – to discuss expenditure on cutting back of hedging, further wooden edging and tarmacking of the path.
- ii. Correspondence regarding the footpath near Woodlands Farm
- iii. Playing Field Committee report
- iv. Minutes from Playing Field and Village Hall Committee meetings.

The meeting closed at 9:25pm

**THE NEXT PARISH COUNCIL MEETING will be a
Finance meeting on 17th JANUARY at 7pm.**