



MINUTES OF THE ANNUAL MEETING of Hadlow Down Parish Council  
held in the committee room at Hadlow Down Village Hall, Hadlow Down  
at 7pm on Tuesday 3rd May 2016.

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

Present: Councillors Sandra Richards (SR) (Chair), Graham Terry (GT), Michael Lunn (ML), Damon Wellman (DW), Julian Michaelson-Yeates (JMY) and Roy Galley (RG)(ESCC) the Clerk Helen Johnson was in attendance.

26. **ELECTION OF CHAIRMAN** – GT nominated SR as Chair, this was seconded by JMY and agreed by all. The Chair signed the declaration of office
27. **ELECTION OF VICE-CHAIRMAN** – SR nominated GT, this was seconded by JMY and agreed by all.
28. **REGISTER OF MEMBERS' INTERESTS** – those Councillors present confirmed that no amendments were required to their register of interests. The Clerk will arrange for Cllr. Iain Turner (IT) to check his.
29. **COUNCILLORS' ALLOWANCES AND EXPENSES** – the Clerk had received the report of the Wealden Parish Remuneration Panel on Parish Council Allowances. Councillors agreed not to take their entitled allowance for 2016/17.
30. **TO APPOINT REPRESENTATIVE TO:**
  - (a) Mayfield Charities – the Clerk confirmed that Fiona Bickerton had agreed to continue as the representative for the Mayfield Charity.
31. **COUNCILLOR'S RESPONSIBILITIES:** Councillors all agreed to continue with their allocated responsibilities.
32. **COUNCIL'S BANKERS AND SIGNATORIES OF CHEQUES** – the Parish Council (PC) reconfirmed their agreement to the standing order and direct debit they have in place and to the current signatories. The Clerk had sent them details of various savings account options. It was agreed to continue with the savings account currently in place.
33. **SUMMONS** – Councillors agreed and signed to continue to receive summons to meetings electronically.
34. **RELATIONS WITH THE PRESS/MEDIA** – it was agreed that this would be reviewed by Councillors after each election and that any new Councillors would be made aware of the standing order regarding this matter.
35. **PUBLIC QUESTIONS** – a member of the public asked whether the PC would be writing to the Planning Inspector regarding the land at Five Badgers. The Chair confirmed that this was due to be discussed at agenda item 40c.i. The PC were updated on developments at the site by members of the public. A member of the public raised about rubbish being dumped on the land at Old Cart Lodge, the Clerk confirmed that she would provide an update at agenda item 40c.ii. A member of the public raised that they felt that the applicant for the Gate House Farm planning application had not taken into account the PC's and neighbour's concerns in their new application.
36. **APOLOGIES AND REASON FOR ABSENCE** – apologies had been received from Cllr Turner, these were accepted.
37. **DECLARATIONS OF INTEREST** – JMY declared a disclosable pecuniary interest in item 40a.ii. SR declared a personal interest in 56vii and ML a disclosable pecuniary interest in item 52.
38. **MINUTES OF THE MEETING** held on 5<sup>th</sup> April 2016 were agreed and signed as a true record.
39. **MATTERS ARISING (from previous meetings):**
  - i. Clerks Report was sent to Councillors with the agenda updating them on her action points, this included:
    - a. Work has been completed on the road surface at the A267/A272 junction and on the rattling manhole near Little England Farm.

- b. Highways have investigated the drainage between Cívvers and Five Chimneys Lane and have advised that there are no apparent issues, they will continue to monitor.
- c. Defibrillator training had been offered by the TN22 club, which some villagers attended. The Clerk won't be organizing any further training.
- d. ESCC drainage team carried out a drainage investigation at Mayfield Flats and the issues at that time were resolved. Following more problems at this site they will be investigating further.
- e. East Sussex Fire and Rescue Service Roads Watch Team have advised that there are currently no Community Speed Watch sites in Hadlow Down so they are unable to monitor traffic speeds or carry out other anti-social driving checks in the area. The Clerk has queried whether they are able to use the sites the police use but they are unable to do this as they are only approved for the police. Councillors questioned why the sites previously agreed for Speedwatch can't be used again. *The Clerk will copy RG in on the email correspondence in order that he can raise with the Roads Watch Team.*

**RG**

The Chair brought forward items 40a.ii. and 40c due to the members of the public attending the meeting regarding these items.

**40. a. PLANNING APPLICATIONS:**

JMY left the meeting whilst the following item was being discussed.

- ii. WD/2016/0454/F – GATE HOUSE FARM, STOCKLANDS LANE TN22 4EA – Redevelopment of site including demolition of industrial farm building, removal of water holding tanks and construction of two detached dwellings with associated works. – The PC had received correspondence from residents regarding this application, these had been circulated to Councillors. The PC made the following response: Having read the paperwork submitted with the amended application the Parish Council would like to repeat their previous response, as they do not feel that the amended application alters this response:

The Parish Council do not support the application for the following reasons:

The design of the dwellings is not in keeping with the varied rural character of other dwellings in Stocklands Lane. The size of the gardens is also not in keeping with the relevant size of gardens for 4 bedroom houses in the parish. – Policy EN27

We feel that one of the proposed dwellings will overlook a neighbouring property, resulting in a loss of privacy for the occupants – Policy EN27

The position of the proposed western driveway will have an impact on the neighbouring property with construction traffic accessing and egressing the site. We feel that the eastern driveway would be more suitable.

If the application were approved we would request the following:

That a contamination survey and an ecological and environment survey (including bats and reptile survey) should be undertaken before any work commences;

That all materials from the demolition and clearance of the site should be removed from there;

Due to the dangerous junction at the western end of Stocklands Lane, we feel there should be a suitable pre-approved plan for access and egress from the site and from Stocklands Lane for construction traffic. (4/0)

**c. PLANNING MATTERS:**

- i. Appeal references APP/C/1435/C/15/3138521, 3138522, 3138523, 3138524, 3138526, 3140792, 3140799, 3140806, 3140846, 3140853, APP/C1435/W/16/3145963 – Land at Five Badgers, Stonehurst Lane – the PC agreed their response to the Planning Inspectorate objecting to the application. The Chair allowed members of the public to comment on this agenda item.
- ii. Section 215 notice – The Old Cart Lodge, Stonehurst Lane – The Clerk confirmed that a section 215 notice had been served on the owner/occupier of the land and that they are required to remove from the land all rubbish, scrap vehicles etc. within 2 months from 10<sup>th</sup> May 2016.

**a. PLANNING APPLICATIONS:**

- i. WD/2016/0813/F - PASSALLS FARM, WILDERNESS LANE, TN22 4HB – Proposed glazed doors and oak balcony to first floor master bedroom – The Parish Council support the application and feel that it fulfils current planning policy (5/0)
- iii. WD/2016/0828/F – COPSEDGE, WILDERNESS LANE TN22 4HX – Alterations and additions – The Parish Council support the application and feel that it fulfils current planning policy and that it doesn't impact neighbours. (5/0)
- iv. WD/2015/2891/LDE – BARNSIDE COTTAGE, BROADREED FARM, FIVE ASHES, TN20 6LG – Change of use from an agricultural building to a single residential unit – The Parish Council do not have further information to add to the application.

**b. APPROVED APPLICATIONS:**

- i. WD/2016/0266/F - Brick Kiln Farm, Brick Kiln Lane – Proposed stables and storage building.
- ii. WD/2015/2397/LDE – Bracherlands, Main Road – Use of land for storage and occasional occupation of 12 modern touring caravans and 12 historic living vans.

**41. REPORTS FROM CLLR. ROY GALLEY ESCC & CLLR MICHAEL LUNN WDC:**

Cllr Roy Galley advised that ESCC Highways have a new maintenance contract with Costain CH2M and that there were 2 important changes – to develop an asset management approach and improved technology. ESCC Councillors will have an app where they can see when work is being undertaken. The Clerk and JMY thought that this would also be available for members of the public. Instead of reporting items via FixmyStreet they can now be reported at the following website:

[www.eastsussexhighways.com](http://www.eastsussexhighways.com).

RG will put details in his update for the Parish Magazine. The Chair raised about the raised road surface on the A272 following the work by South East Water, the Clerk has reported it to ESCC. Councillors also highlighted the damage caused to the pavements in School Lane by the roadsweeper, the Clerk will write to WDC.

**Clerk**

A Councillor questioned whether the School Lane road surface could be done the same time as the repair of the pavement.

Cllr Michael Lunn (WDC) advised that the lack of a 5 year housing supply is causing concern, the portfolio holder is having meetings with the Secretary of State. On 1<sup>st</sup> April the Community Infrastructure Levy came into force, money from this will be held by WDC for infrastructure purposes. He is pursuing with Kier regarding the litter next to roads.

**42. BANK RECONCILIATIONS:** –for the 31<sup>st</sup> March and April 2016 were agreed and signed.

**43. OTHER FINANCE MATTERS –**

- i. Application for grant for Playing Field Associations Legal Costs – the Clerk updated the meeting on the quote she had received from the Solicitor for the PC's and Playing Field Committees' costs for the new lease at the Playing Field. The PC agreed to pay these and that £2100 of the cost would be taken from the road safety reserve, the remainder would come from the 2016/17 budget.
- ii. Insurance – the Clerk had given Councillors details of the quotes that had been received. It was agreed to take out Hiscox insurance with Came & Co for a 3 year period.
- iii. The annual return was agreed, as was the annual governance statement and the statement of accounts these were signed by the Chair and Clerk along with the Asset Register which was also approved. Councillors had also been sent a copy of the internal audit report and thanked the Clerk for her work on the accounts.
- iv. Statement of internal controls and review of effectiveness of internal control– these were approved by the PC.
- v. Grant funding for Village Hall – the Clerk had received a request from the Chair of the Village Hall Committee for the PC to pay one or both of two invoices received for the heater work. The Clerk had queried whether the committee had strived to obtain 3 quotes for the work. It was agreed to suspend financial regulations and to pay the lower quote of £160.90 and confirm that in future for items between £100 - £2000 the committee must strive to obtain 3 quotes if they wish to apply to the PC for grant funding.

The Clerk will organize another meeting between the PC and the Chairs of the Playing Field, Village Hall and Community Centre committees.

**Clerk**

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

- i. Cllr. Michael Lunn advised that there is a lot of activity with the Uckfield Parishes Line Committee and the proposals for changes to train services.

**45. DEED OF VARIATION AND DEED OF SURRENDER –** the Clerk advised that the insurance company have confirmed that both the Playing Field Committee (PFC) and the PC will need public liability insurance cover for the play equipment and that the lease should specify which party is responsible for loss and damage cover for the equipment. The PC felt that the Deed of Variation didn't need to be changed, their insurance automatically provides some loss and damage cover. Trustees of the PFC have already signed the Deed of Variation. The PC agreed to sign the Deed of Variation and the 2 plans. GT will arrange for the PFC trustees to sign the 2 plans.

**GT**

The solicitor has confirmed that once the signed documents are returned to him he will write to the St Mark's School House Trust's solicitor asking for the appropriate consents and he will also need to serve on the PFC trustees the statutory notice under the Landlord and Tenant Act.

**46. PARISH ASSEMBLY –** a discussion was held on the recent Parish Assembly. The Clerk thanked those who had helped with the setting up and putting away.

**47. RISK ASSESSMENTS –** GT had reviewed the risk assessment forms and had undertaken the quarterly risk

assessments. He had highlighted that the bench near the old bus stop in School Lane will need repairing/removing in the next 12 months. It was agreed for the bench to be checked again in 3 months time. The perspex on the noticeboard in Main Road is dis-colouring and will need replacing soon. The Clerk advised that she has had problems with one of the doors. *GT will check the noticeboard with the Clerk.*

**GT/Clerk**

GT confirmed that the updated play area risk assessment has been sent to the chair of the PFC for them to undertake the quarterly assessments.

**48. NEW COMMUNITY CENTRE** – overlaps with item 49.

**49. NEIGHBOURHOOD AREA** – the Chair and GT updated the meeting on recent correspondence from WDC who want to look at the Village Hall and Community Centre sites separately. The Hadlow Down Community Centre committee are sending a copy of the WDC report regarding screening to their consultant.

It was discussed whether the PC put in an outline planning application for starter homes on the Village Hall land. It was agreed not to apply for this at this stage.

*The Chair will contact WDC for the outcome of the Neighbourhood Area consultation.*

**SR**

**50. THREE SOUTHERN COUNTIES DEVOLUTION PLAN** – RG and ML updated the meeting on the plan.

**51. VILLAGE FAYRE** – It was agreed for the Parish Council to have a stall at the Village Fayre. It was agreed for *GT, SR and the Clerk to contact certain residents for photographs, GT and JMY to also provide. GT to provide table and the Clerk to speak to a resident regarding the use of their gazebo.* **Clerk/SR/GT/JMY**

Cllr Michael Lunn didn't take part in the meeting for the following item, apart from being asked by the Chair to give his advice on fencing for the area to which he didn't have a disclosable pecuniary interest:

**52. BOUNDARY MEETING AT THE PLAY AREA** – the Chair updated the PC on the meeting. Stakes had been put in marking the boundary and ownership of the trees had been clarified. The PC agreed to give Robert Thorpe a copy of the tree survey plan and the report relating to those trees on the north side. The Chair will also meet with 2 of the Trustees of the School House Trust. The PC will need to fence their side of the northern section. ML has given the PC the ditch bounding his land. It was suggested to have a low post & rail fence for the boundaries, to be discussed further once the meeting has been held with the Trustees.

**53. SUSSEX LUND GRANT APPLICATION** – the Clerk advised that she had spoken to Bob Lake (BL) regarding the footpath between Hut Lane and Waghorns Lane and updated the PC on the planned work. She had advised BL to contact ESCC Rights of Way team to ensure that they agreed with the work being undertaken. The Clerk had received a copy of the grant application and raised her concerns with the PC over the application. She has requested that in future that any application forms quoting the Parish Council are sent to her well before the submission date in order that she can check any reference to the Parish Council.

**54. PARKING IN THE VILLAGE** – the Chair had received correspondence from 2 residents regarding cars parked in Wilderness Lane. Residents are encouraged to report any dangerous parking to Operation Crackdown at <http://www.operationcrackdown.org/>. A discussion was held on how to resolve the problem and it was agreed to put *an article in the Parish Magazine quoting rule 243 of the Highways Code where people shouldn't park within 10 metres of a junction or anywhere which would prevent access for Emergency Services. She will also cover parking in School Lane opposite the junction with Waghorns Lane, at the exit from Hut Lane onto Main Road and on pavements.* **Clerk**

ML (WDC) will raise at WDC regarding parking decriminalization.

Adoption of Hut Lane carried forward to the next meeting.

**55. CLERK'S MATTERS:**

- i. The Clerks hours were agreed and signed for April.
- ii. WDC Parish Conference – no items raised to go on the agenda.

**56. ACCOUNTS FOR PAYMENT** - the following payments were agreed and cheques were signed:

- i. Helen Johnson Salary £858.33 includes £22.50 for mileage and £48.80 for expenses, £750 already paid by standing order, therefore cheque raised for £108.33.
- ii. E. Richards £31.20 pegs for marking out land.
- iii. Viking £67.51 stationery
- iv. Simon P. Goacher £112.16 payroll services.
- v. East Sussex Pension Fund £227.89 pension.
- vi. Hadlow Down Village Hall £100 hire of hall.
- vii. Wealden Citizens Advice Bureau £100 grant.
- viii. Kent, Surrey and Sussex Air Ambulance Trust £250 grant.
- ix. Sound Architect - ENGage £400 grant

The following cheques were also raised for Came & Company £273.75 insurance, Alison Stevens £99

Internal audit and Hadlow Down Village Hall £160.90 electrical work. The payment for Alison Stevens will be ratified at the next meeting.

**57. CORRESPONDENCE RECEIVED:**

- i. Consultation on the draft recommendations for new electoral arrangements for WDC & ESCC – no response made.
- ii. Community Noise Group representative for the Gatwick Airport Noise Management Board – no response made.
- iii. Grey Matters
- iv. Correspondence regarding waste on land south of the Village Hall – a resident had contacted the Clerk and WDC regarding the waste. The Clerk updated the meeting on the response the resident received from WDC and advised that she has contacted WDC and they will be writing to the landowner.
- v. Notification of submission of East Sussex, South Downs and Brighton and Hove Waste and Minerals Site Plan – no response made.
- vi. Meeting with the Sussex Chief Constable – the PC requested that dangerous parking be raised with the Chief Constable..

**58. DEFIBRILLATOR BATTERY** - the Clerk confirmed that she had checked the defibrillator prior to the meeting.

**59. ITEMS TO GO ON NEXT AGENDA**

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

- ii. A Councillor raised concerns about a business being undertaken in Hastingford Lane, the *Clerk will raise with WDC.*  
**Clerk**

The next meeting will be on 14<sup>th</sup> June and will be chaired by GT.

**The meeting closed at 9:15pm**