



MINUTES OF THE MEETING of Hadlow Down Parish Council
held in Hadlow Down Village Hall, Hadlow Down
at 7pm on Tuesday 3rd July 2018.

Present: Councillors Sandra Richards (SR)(Chair), Rachel Lewis (RL), Julian Michaelson-Yeates (JMY), Damon Wellman (DW) and Iain Turner (IT). The Clerk Helen Johnson was in attendance.

Apologies had been received from Cllr Bob Standley (ESCC)

- 90. PUBLIC QUESTIONS** – the Chair of the Village Hall Committee, Janet Tourell raised about speeding in Hall and Hut Lanes.

Cllr Toby Illingworth (WDC) joined the meeting at 7:03pm

Mrs Tourell confirmed that she had written to the Clerk who had suggested that as it was a private road that residents install signage. It was agreed to discuss at the next Parish Council meeting, unless raised with residents prior to this.

- 91. APOLOGIES AND REASON FOR ABSENCE** – [Cllr Michael Lunn had sent apologies that he would be late for the meeting, these weren't seen by the Clerk till after the meeting].

- 92. DECLARATIONS OF INTEREST** – none received.

- 93. MINUTES OF THE MEETINGS** held on 5th & 19th June 2018 were agreed and signed as a true record (previously circulated).

- 94. MATTERS ARISING (from previous meetings):**

- i. The Chair updated the meeting on developments at the site off Heathfield Road. *The Chair will contact WDC.* **SR**
- ii. In his absence Cllr Standley advised that he had emailed ESCC Highways regarding the traffic lights at The Toll and was awaiting a response, the PC agreed not to continue to pursue.
- iii. Parking on pavements and in Wilderness Lane, to speak to residents – c/f. **ML & SR**
- iv. Overgrown verges in Five Chimneys Lane and reclassification of verges – Cllr Standley had sent a copy of the response he received from ESCC Highways, this had been copied to Cllrs prior to the meeting.
- v. Water leak in Five Chimneys Lane - the Chair had spoken to the landowner and South East Water had now mended the leak.
- vi. The Clerks Report was sent to Councillors with the agenda updating them on her action points, this included:
 - a. Highways have confirmed that they are unable to move the school and speed limit signage at the top of School Lane;
 - b. The Clerk has contacted Business Stream who have instructed Southern Water to contact the landowner of the land north of the Village Hall, before they go on his land. Southern Water are waiting for an odour logger to be available which they will install. There was a partial blockage in the line and they carried out heavy jetting of the sewer;
 - c. The Clerk contacted Environment & Pollution department and updated the meeting on their findings from 2nd June and advised that they have written to the landowners at Tinkers Park and have suggested a meeting with them. The Clerk has made them aware of other events that were happening that night that would have had an impact on the noise they were hearing;
 - d. The Clerk wrote to ESCC Highways regarding a speed reduction east of the village, they have advised that any scheme would need to go through the Community Match process and would need to meet the criteria for a speed limit reduction and to be agreed by Sussex Police. The approximate cost for a Traffic Regulation Order is around £10,000. The Clerk has received a copy of the speed policy, to qualify there would need to be 20 properties within 600m or a number of injury crashes;
 - e. The Clerk has responded to residents regarding traffic calming and strimming of public land;

- 95. PLANNING:**

I. APPROVED PLANNING APPLICATIONS:

- b. WD/2017/2597/F – Burnt House Farm Barns, Brick Kiln Lane – Demolition of existing buildings and erection of three detached dwellings with associated vehicle access, parking and soft landscaping - It was agreed for the Clerk to send a letter of complaint regarding the lack of response from the Planning Officer and the timescales for Cllr Illingworth to respond. **Clerk**

96. REPORT FROM CLLR. TOBY ILLINGWORTH WDC:

Cllr Illingworth advised that the new draft of the WDC Local Plan is now out. He confirmed that the windfall rules and Part Q have now changed. The Plan will go to Full Council at the end of the month and then out for consultation.

95. PLANNING:

i. APPROVED PLANNING APPLICATIONS:

- a. WD/2018/0956/F – St Mark's C of E Primary School, School Lane – A timber frame and glazed external structure to be used for outdoor educational activities.
- c. WD/2018/0915/F – 5 Dudsland Cottages, Heathfield Road, Five Ashes – Enlargement of rear dormer, new front dormer and new first floor window to rear.

ii. PLANNING MATTERS:

- a. Correspondence regarding Little Tinkers - the Clerk has been contacted about a caravan on the site which she has reported to Planning Enforcement.
- b. Correspondence regarding Marlowe House – the Clerk has been contacted about the removal of chimneys, Building Control have confirmed that the work is not considered to be unauthorised.

96. REPORT FROM CLLR. BOB STANDLEY, ESCC:

In his absence Cllr Standley had sent a report updating the Parish Council (PC) on ESCC's cabinet meeting where £8m of reductions were agreed.

97. BANK RECONCILIATIONS: – dated 26th June 2018 were agreed and signed including by a non-signatory as part of the quarterly controls.

98. OTHER FINANCE MATTERS :

- i. The payment of £450.00 to Wealden District Council for dog and litter bin emptying, that was signed prior to this meeting was ratified.
- ii. Quarterly financial report had been sent to Councillors prior to the meeting. The Clerk highlighted the number of demands on the PC's money. The PC agreed to work to the telephone box and the Clerk will arrange to obtain a quote. **Clerk**
- iii. Quote for work to Hut Lane – the PC agreed the quote for the work and that the cost would come out of Highways/Road Safety Improvements reserve fund.
- iv. Assets Register was approved.

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

- i. Cllr. Rachel Lewis reiterated about speeding and potholes by the Village Hall which the Chair of the Committee had mentioned in Public Questions.
- ii. Cllr. Michaelson-Yeates updated the meeting on preparation of the site for the picnic tables. *The Clerk will order a bag of MOT type 1.* **Clerk**
He advised that he'd been contacted regarding verge protectors in Stonehurst Lane. The drain pipe at the playing field had been cleared and the Committee were going to see if it was still fit for purpose. The Chair has spoken to the adjoining landlord regarding the drainage and will also raise with him about clearing the ditches.
- iii. Cllr Iain Turner updated on the emergency plan and that a number of people hadn't responded.
- iv. Cllr Damon Wellman advised that Highways had repaired the water leak on the A272. He has shared a video he took of a plastic bag that had been tarmacked into a pothole and he has reported it to the Costain manager who is investigating. He has also requested an update on a list of the outstanding Highways items.
He advised that he had been in contact with the owners of Wilderness Wood regarding squirrel control and had advised them to engage with the PC. They have therefore informed the PC of their plans for controlling the squirrels and informing residents and have asked for the PC's acceptance of these plans. The Clerk informed the PC that as this item wasn't on the agenda a decision could not be made and as it involved pest control and noise it would be a District Council rather than a Parish Council matter.
- v. Cllr Sandra Richards had spoken to a local resident and advised that at a meeting regarding the Village Hall, Councillors would not be able to comment. The Clerk reiterated that she had advised against the meeting being held. The Chair confirmed that the Chair of the Community Centre committee and some of the other committee members had been invited to attend.

100. NEW COMMUNITY CENTRE – the Clerk advised that the application is being delayed due to the traffic Plan.

101. WEBSITE – the Clerk updated the PC on the meeting she had attended regarding the village website.

The PC agreed to the Clerks proposals regarding the location of documents, Councillors' profiles and the GDPR note and disclaimer that will appear on the main webpage.

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

- v. Cllr. Sandra Richards advised that she had written to the Church and to the Housing Association regarding the proposed bridleway and that a resident was hoping to next month start on the work regarding the circular walk.
- ii. Cllr. Michaelson-Yeates advised that he would be attending the WDALC AGM.

102. PLAYING FIELD:

- i. Deed of Variation – it was agreed that the PC instruct their solicitor to continue with the 2nd Deed of Variation, that he gets Sport England to agree to the Community Centre being built on the land and that they discharge their previous charge and go for a new charge from the same date as the previous one and for the same amount of time. A Councillor requested that the *Clerk ensure that the Playing Field Trustees have recorded their permission in their minutes.* Clerk
- ii. Signage – Cllr Michaelson-Yeates advised that the Playing Field committee had requested that the official sign at the entrance be on a wooden post. The A4 posters can be ordered by the committee from WDC. *Cllr Michaelson-Yeates agreed to design the sign.* JMY
- iii. Play Area – the Clerk confirmed that the RoSPA report had been due by the end of last week but hadn't yet been received. Cllr Michaelson-Yeates confirmed that he had removed the weeds from the picnic area and that Cllr Lunn was due to spread the wood chip around.

103. SOUTH EAST WATER MEETING AND LEAK – The Clerk confirmed that the public meeting is being held on 23rd July 7-830pm and is being attended by South East Water's Head of Central Operations. A Councillor questioned that of the 70% of leaks on private property what volume of water did this relate to compared to the volume of water of the leaks that South East Water were responsible for.

104. HIGHWAYS AND RIGHTS OF WAY:

- i. Fingerpost survey – Cllr Wellman went through the problems he had identified and will send a copy of the report to the *Clerk whom it was agreed would obtain quotes.* He highlighted that a number have blue paint on them. Clerk
- ii, Parking at the top of Hut Lane and correspondence regarding cars parked in Wilderness Lane – the Clerk confirmed that she and the Chair had been contacted by a couple of villagers regarding parking in Wilderness Lane. It has been suggested to the residents that they report the problems to Operation Crackdown, WDC Councillors and the local MP. The Chair confirmed that the Fire Brigade aren't Interested in the situation, *Cllr Turner will investigate.* IT
Cllr Wellman asked about Public Space Protection Orders, *he will investigate with WDC.* DW
A discussion was held on the parking at the top of Hut Lane.
- iii. Vehicle activated signs (VAS) – the Clerk advised that she had contacted the Buxted Clerk who is investigating sites for a mobile VAS and the requirements for having the equipment. The Clerk has sent her a copy of ESCC's Working Practice document. She is awaiting an update from the Buxted Clerk and asked whether the PC were interested in sharing a mobile VAS, it was decided to wait for the update from the Buxted Clerk, although concern was expressed over the transporting of the equipment between the villages. *The Clerk was asked to send 2 villagers a copy of the VAS Working Practice and ESCC's speed policy, she will check that this is allowed before sending.* Clerk
- iv. Correspondence regarding drainage onto School Lane – the Clerk had received a letter from a resident regarding water running onto School Lane from a landowner's field, *the Clerk will respond to the resident confirming that the drainage pipe at the playing field has been cleared and that the situation is being monitored.* Clerk
- v. Consultation on permanent seasonal closure of public byways – the PC agreed to the permanent seasonal closure of Green Lane 22.
- vi. Public Space Protection Orders – discussed at item 104ii.

105. CORRESPONDENCE RECEIVED:

- i. Correspondence regarding Hadlow Down Trust – the Chair advised that a member of the Trust had written complaining that an invitation for a representative of the Parish Council to be on the Trust had never been agreed by the Trustees. The Clerk has responded and copied in the Chair of the Trust. The PC agreed to remove Cllr Lewis as their representative on the Trust and the Clerk has advised that any request to appoint a Parish Council representative will need to be a formal written request.

Cllr. Lunn joined the meeting at 8:40pm

- ii. Correspondence from villager regarding Hut Lane documentation – the Clerk advised that she had been contacted by a resident regarding a letter and minutes from 1995-1996. She has confirmed that the minutes will be at The Keep archive office and that she doesn't have a copy of the letter.

106. PUBLIC PHONE BOX – the Clerk confirmed that the PC now own the telephone box, she updated the PC

on the insurance for the box which they felt was sufficient. She confirmed that any expenditure would need to be under Local Government Act 1972 s.137. Work on the box was discussed at 98ii.

107. GENERAL DATA PROTECTION REGULATIONS:

- i. Emails – the Clerk handed out everyone’s sign-on and passwords for their new email address. They agreed that the Clerk should also have a new email of clerk@hadlowdown.org.
- ii. Information & Data Protection Policy was approved.
- iii. Data Protection Officer – the Clerk advised that appointing a DPO is now discretionary and good practice that the PC have one. It was felt that it wasn’t necessary to appoint.

108 RISK ASSESSMENTS – the quarterly risk assessments were given to Cllr Turner. The Clerk confirmed that the telephone kiosk had been added to the risk assessments.

109. GRANTS POLICY – was approved.

110. GATWICK NIGHT FLIGHT TRIAL AND VOLUME OF AIRPLANES – Cllr Wellman provided information from the flight radar showing the number of flights circling over Hadlow Down. Concern was expressed that Gatwick Airport may continue to push for a second runway and night flights. The Chair asked that the next PC newsletter include the flight radar pictures.

111. CLERK’S MATTERS:

- i. Hours were agreed and signed.
- ii. Clerk’s time - it was highlighted that over the next few months the Clerk would be unable to work extra hours and Councillors were encouraged to assist where possible including responding to residents requests for areas that fell under their remit.

112. ACCOUNTS FOR PAYMENT: The following payments were agreed and cheques were signed:

- i. Helen Johnson. Salary £926.67 includes £18.00 mileage & £62.05 expenses, £750 already paid by standing order, therefore cheque raised for £176.67.
- ii. East Sussex Pension Fund £252.99 pension.
- iii. Mrs L. McConachie £40.00 play equipment inspection.
- iv. BT £180.32 telephone and broadband
- v. HM Revenue and Customs £328.36 tax and national insurance.

A further payment was made to Europlants for £140.30 for maintenance of the burial ground, this will be ratified at the next meeting.

113. TRAINING AND CONFERENCES:

- i. Councillor’s Commission – no-one attending.
- ii. Community Wardens presentation – the decision for the Clerk to attend was ratified at this meeting.

114. DEFIBRILLATOR BATTERY – the Clerk confirmed that the battery had been checked and that there were no issues.

115. ITEMS TO GO ON NEXT AGENDA

The meeting closed at 8:59pm