



**DRAFT MINUTES OF THE MEETING of Hadlow Down Parish Council**  
**Held in Hadlow Down Village Hall, Hadlow Down**  
**at 7pm on Tuesday 5<sup>th</sup> September 2023**

**Present:** Councillors: Michael Lunn (ML) Chair (+WDC), Ben Floyd (BF), David Munday (DM) and Damon Wellman (DW).

**In attendance:** Vicki Rutt (Clerk), Cllr. Bob Standley (ESCC) and 5 members of the public.

ML opened the meeting by expressing his sincere thanks to Samantha Weatherill for covering the Parish Council as Locum Clerk over the past few months whilst waiting for the new Clerk to start. ML welcomed Vicki Rutt to the meeting as the newly appointed Clerk and RFO as of Monday 4<sup>th</sup> September.

**130. PUBLIC QUESTIONS**

A resident reported a sunken manhole cover down Hut Lane. ML explained that this is an unadopted road. The resident will investigate further who the cover belongs to, to see who it can be reported to.

**131. APOLOGIES AND REASON FOR ABSENCE** – Apologies were received and accepted from Cllr Peter Weston.

**132. DECLARATIONS OF INTEREST** – ML declared a pecuniary interest, and BF declared a personal interest, in regard to agenda item 136a, application relating to Land at Tully's farm.

**133. MINUTES OF THE MEETINGS** held on 1<sup>st</sup> August were agreed and signed as a true record (previously circulated).

**134. HADLOW DOWN NEW COMMUNITY CENTRE**

*Standing Orders were suspended.*

ML welcomed representatives of the New Community Centre Committee. Sarah Prall (SP) attended to give an update on the recent survey undertaken around the proposed new Community Centre. Sarah confirmed that 137 responses were received, of this 6 were not valid so not included in the data.

Themes that came out: people were strongly interested in the events/social opportunities and the accessibility. The school responded they would use it for sports events and end of term ceremonies. Some stated they would use the existing hall, however it is not very accessible and poor parking. Negative comments stated the proposed centre is too large, expensive and unnecessary. SP confirmed they had liaised with other halls locally to get feedback on similar projects and to ensure the correct phrasing was used to assist on grant requests. ML thanked SP for sharing the data in advance as it was very helpful to absorb the content. It is clear there has been very comprehensive analysis and the summary report, thanks to all who has been involved. DW stated that there seems to be a theme of the building being too big. SP reported that they are looking at the height of the building to see if can be altered, she explained that if the footprint is changed, it would require new planning permission. Bob Lake [(BL) stated that when the planning permission was obtained in 2017, no objections were submitted to WDC. He also explained that looking at what the centre will provide, badminton for example, needs to be a specific height and width.

BL stated that he has been advised to adopt the two phase approach with the first phase being the main hall and then the sports pavilion. BL explained that the planning permission is expiring in June 2024 but that is not enough time to raise the funds required, therefore advice has been obtained to carry out modest surface drainage works in order to receive extant permission. The architect would be managing this process. The works needed are estimated at £5k and will take 3/5 days. ML stated that it was good to receive an update and thanked BL. No permission could be given today as it is not an agenda item for agreement, but ML has asked the Clerk to look into this and it will be an agenda item for the October meeting.

*Standing orders were reinstated.*

**135. OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS:**

- i. **Cllr. Standley** would continue to investigate whether the Waste Wood bridleway could be scheduled for urgent repair work as this was a major strategic bridleway as it was now on the shortlist for consideration in March. Cllr. Standley had updated that this was not going to be done this year. **No update, carry forward.**
- ii. **PW/ML** would draft a letter to send to the Chief Executive of SE Water to say that they had again forgotten about Hadlow Down when there were water issues and include all issues surrounding the location of the water stations and lack of delivery to vulnerable people etc. and would invite them to attend a public meeting. This had been done and a response received which asked for some dates for a potential meeting. Action: The new Clerk (once in post) would invite them to attend a meeting at the VH. **ML confirmed that now the Clerk is in post, a meeting will be arranged in due course with the Chief Executive and appropriate notice will be given. Action 1.**
- iii. **DM** would amend the Emergency Plan in light of updates made by Wealden DC to their plan. He had been talking to the officer in charge of this but proposed that the plan was kept unchanged. Action: The new Clerk (once in

post) would liaise with DM and check that the appendices were up to date. **Action 2 – Clerk will look at the appendices with DM to ensure they are up to date.**

- iv. **DW** would give ML details of the locations of the four mobile homes situated around the village for **ML** to seek updates from Wealden DC Enforcement. **ML updated that he has reported and is awaiting a response from WDC Enforcement team.**
- v. **ML** would invite the two people who had expressed an interest in becoming a Councillor to submit some information and attend a meeting. **ML reported they had been invited, will make contact again and an advert may need to be re-published..**
- vi. **Cllr. Standley** would report the reflective sign at the A272/A267 junction still being down. **Carry forward.**
- vii. **DW** would produce a list of ES Highways issues for discussion at the next SLR meeting. **Meeting being held on 26<sup>th</sup> September at 9am.**
- viii. **BF** would deal with the signage at the zip line raised by the Playing Field Committee. **Checked by BF.**
- ix. **BF** would fill in the collapsed hole at the playing field with hardcore as a temporary solution. **Done.**
- x. **ML** would carry out the annual oiling of the bus shelter. **Carry forward.**
- xi. **PW** would speak to ES Highways re the drains on the A272 opposite the Church. **Carry forward.**
- xii. **ML** would speak to the PCSO re signage to help reduce speeding in Wilderness Lane. **ML confirmed that nothing can be done, Cllr Standley suggested raising at SLR. Action 3.**
- xiii. **BF** would find out who carried out the fingerpost work for Buxted PC now that Phil Anderson had retired. **Done.**
- xiv. **Clerks report:** update passed to councillors prior to the meeting.  
ML reported that the agenda is getting long with the list of actions and it has been suggested by the new Clerk that an action log could be created so all updates and previous actions are in one place and they can be referred to at each meeting and clear some space on the agenda. All Cllrs agreed to this. **Action 4.**

#### **115. PLANNING:**

##### **136. PLANNING APPLICATIONS:**

a. **WD/2023/7011/ADP – LAND AT TULLYS FARM, FIVE CHIMNEYS LANE, HADLOW DOWN, TN22 4DX** – new agricultural hay barn.

ML did not take part in this discussion. BF could join the debate but was unable to vote.

The PC voted: 2 objected due to the development being potentially harmful to the visual amenities of the AONB contrary to Saved Policy EN6 of Wealden Local Plan 1998 and paragraph 176 of the National Planning Policy Framework 2021. The mass and scale are also not appropriate and the visual impact is excessive.

b. **WD/2023/2084/FR – NEW FARM HOUSE, STOCKLANDS LANE, HADLOW DOWN, TN22 4EA** – retrospective application for a proposed 'Juliet' balcony.

The PC voted: 3 objected due to it being intrusive to neighbouring properties and in an AONB and 1 abstained.

##### **ii. APPROVED APPLICATIONS:**

a. **WD/2022/2964/MAJ – KIT WILSON TRUST ANIMAL RESCUE CENTRE, CLAYLANDS, STONEHURST LANE, HADLOW DOWN, TN22 4ED** – demolition of 5 buildings on site (identified as buildings B, C, D, F and G on existing block plan) and erection of 4 replacement buildings and renovations.

##### **iii. REFUSED APPLICATIONS:**

a. **WD/2023/1431/F – LILAC COTTAGE, WILDERNESS LANE, HADLOW DOWN, TN22 4HU** – demolition of double garage and construction of replacement double garage with ancillary accommodation above.

b. **WD/2023/1394/F – HUGGETTS FARM, STONEHURST LANE, HADLOW DOWN, TN20 6LL** – a new two-storey extension to the side of the building and extensive internal alterations. A new enclosed entrance porch to the front of the building.

c. **WD/2023/1614/FR – NEW FARM HOUSE, STOCKLANDS LANE, HADLOW DOWN, TN22 4EA** – retrospective application for a proposed balcony.

d. **WD/2023/1871/PIP – THE PADDOCKS, SUMMER HILL, FIVE ASHES, MAYFIELD, TN20 6JL** – residential development of two dwellings.

##### **iv. ISSUE CERTIFICATE:**

a. **WD/2023/1193/LDB – DUDSLAND FARM HOUSE, HEATHFIELD ROAD, CROSS IN HAND, HEATHFIELD, TN21 0UJ** – installation of smart meter antenna (665mm long glass fibre polyester resin marine grade tube, coloured gloss white) on north-east elevation between alarm box and weatherboarding, cable to pass through existing access hole in north-east elevation provided by mains electrical cable already in situ; antenna to be fixed to property with four screws.

#### **137. REPORTS FROM CLLR.BOB STANDLEY, ESCC & CLLR MICHAEL LUNN, WDC - written reports had been submitted and would be published on the village website.**

Cllr Standley reported that it had been a quiet time. ML updated that it has also been a quiet time for WDC with no meetings and a lot of planning applications being refused. ML also reported that he would be attending Overview and Scrutiny Committee where South East Water will be attending.

#### **138. HIGHWAYS:**

- i. Speed Indicator Signs – PW circulated a report. ML proposed to ask Cllr Standley if he would formally table this report to the relevant officers at ESCC to ensure the issues are resolved around the inconsistent speed signage on the A272. This was seconded by DW and agreed by ALL. Cllr Standley to Action. **Action 5.**
- ii. PW draft report for SLR meeting – Clerk will look into this for the upcoming SLR meeting. **Action 6.**
- iii. ES Highways – ML asked DW if this was moving forward. Following discussions, it was agreed that DW would declare a personal interest in anything Highways related and would now have no interaction with them, anything that needs to be reported can be done via the Clerk. DW will not be attending the SLR meeting, and this item can now be removed from the agenda.
- 139. REVIEW OF POLLING STATIONS AND POLLING DISTRICTS – CONSULTATION**  
All agreed that the current Village Hall is appropriate and accessible as a polling station and there are no other suitable buildings in the area. Clerk will submit response. **Action 7.**
- 140. DLUHC CONSULTATION ON LOCAL PLANS**  
DM volunteered to respond to this survey and is aware of the deadline.
- 141. CORRESPONDENCE RECEIVED:**
  - i. WDC proposed extension of Public Spaces Protection Order [PSPO] – not impacted so therefore no issues.
- 142. REPORTS FROM COUNCILLORS (COUNCIL MATTERS AND OUTSIDE BODIES):**  
DM reported that the hanging electricity line in Hadlow Down Road has now been replaced after many months. DW reported that he attended Wilderness Woods recently with PW to discuss several issues, notes have been circulated. ML updated on a headstone removal request to add a new name to the stone, permission was given for the Clerk to proceed with this and it can be ratified at the next meeting. **Action 8.**
- 143. BURIAL GROUND** – BF reported that he has looked at how to get a digger in there and would need to remove some trees to do so. It was agreed that the Council would write to the Church to enquire. **Action 9.**
- 144. BOUNDARY AND DRAINAGE ISSUES AT BOTTOM OF PLAYING FIELD:**
  - i. Consider quotes for engineering works at playing field and approve contractor – Clerk reported that there had been 3 quotes received. The were anonymised and Cllrs considered. Contractor B was awarded the contract. Clerk will contact the contractor to arrange the works. **Action 10.**
- 145. RISK ASSESSMENTS**
  - i. Play area and Pavilion annual risk assessment: DM declared an interest. BF confirmed no issues, report approved.
  - ii. Quarterly Risk assessment – reviewing findings: Clerk to look into when this is next due. **Action 11.**
  - iii. Annual ROSPA play area inspection report – review findings: BF went through the report and repaired some minor issues. Further work is required on the multi frame, zip wire and tree swing which BF has in hand.
  - iv. Tree survey: This is required and Clerk to obtain 3 quotes for tree survey to be carried out. **Action 12.**
  - v. Hadlow Down Village Hall – asbestos survey and engineer survey: ML confirmed they have been received and noted.
- 146. CLERKS MATTERS:**
  - i. The consultancy and Locum hours for August 2023 were agreed.
- 147. BANK RECONCILIATIONS:** - 25<sup>th</sup> August reconciliations were agreed and signed.
- 148. OTHER FINANCE MATTERS**
  - i. Review and Acceptance of Notice of Conclusion of Audit 2023. This was confirmed as received and noted. It has been published on both noticeboards and the website.
  - ii. Confirm the appointment of Internal and External Auditors. Clerk confirmed that a 3-year contract has been signed with Mulberry & Co as the Internal Auditor and PKF Littlejohn remains as the External Auditor.
  - iii. Unity Trust Bank – mandate to transfer to new Clerk. ML and DM signed the necessary paperwork for this.
  - iv. Income received: £3.61 from UKPN for annual rent of playing field. This was noted.
  - v. The following payments and decisions were ratified: ROSPA play inspection report £89 + £17.80 VAT; PKF Littlejohn LLP for external audit £315 + £63 VAT; BT quarterly bill for phone and broadband paid by DD £445.31 + £89.06 VAT (this included an incorrect charge of £328 which, after querying was credited to the bank account); BT cost of termination at old address and connection at new address fee approx. £29 + VAT will be added to quarterly bill; new connection starts a new 2 year contract.
- 149. ACCOUNTS FOR PAYMENT (UT ref = Unity Trust Bank reference number) - ML and DM will authorise.**
  - i. Samantha Weatherill consultancy & locum fees - £1,009.35 (UT ref: 260789529)
  - ii. Vicki Rutt work during August - £221.97 (UT ref: 967562054)
  - iii. Vicki Rutt salary end September - £920 paid by SO
  - iv. Lucy McConachie Play area inspection August - £40 (UT ref: 916225110)
  - v. Village Hall for hall hire - £40 (UT ref: 340564975)
  - vi. DM Payroll Services for April – Sept - £120 (UT ref: 932312115)
  - vii. Unity Trust Bank quarterly charges - £18 to be paid by DD
- 150. CRIME AND DISORDER ACT 1998 Section 17** – nothing raised.
- 151. DEFIBRILLATOR BATTERY** – this had been checked on 5<sup>th</sup> September 2023.
- 152. ITEMS TO GO ON NEXT AGENDA:** Governance regarding the proposed new Community Centre.

**There being no other business, the meeting closed at 20:45.**