



DRAFT MINUTES OF THE MEETING of Hadlow Down Parish Council
Held in Hadlow Down Village Hall, Hadlow Down
at 7pm on Tuesday 2nd April 2024

Present: Councillors: Michael Lunn (ML) Chair (+WDC), Peter Weston (PW) Vice Chair, Ben Floyd (BF), Stephen Lester (SL), Damon Wellman (DW), David Munday (DM) and Alan Hobbs (AH).

In attendance: Vicki Rutt (Clerk) and four members of the public.

The Chair read out the following statement. "As most of you will be aware, the Parish Council agenda needs to be published with 3 clear days' notice of the meeting. The agenda is usually published on a Wednesday, ahead of the Tuesday evening meeting. However, last week when the Clerk published the agenda, this was not 3 clear days due to the Easter bank holiday weekend. The Clerk is very apologetic for this mistake. Thank you to Cllr Floyd for bringing this to my attention on Sunday evening. I have spoken with the Clerk, and we came up with a plan so the meeting could continue as planned. The meeting tonight will be held as usual, but no decisions can be made as they will not be legal, however with agreement from all Cllrs, the Clerk will compile a list of recommendations for approval and this list will go to an Extraordinary Parish Council meeting that has been called for 7pm on Monday 8th April 2024. This ensures that the standing orders are adhered to, and decisions are legally binding. The agenda for the extraordinary meeting has been published today."

1. PUBLIC QUESTIONS

A resident mentioned the state of the roads again, they are getting worse. A junction was mentioned in an adjoining village which the ESCC Councillor is aware of. It is an ongoing issue.

2. APOLOGIES AND REASON FOR ABSENCE – None.

3. DECLARATIONS OF INTEREST – BF declared a personal interest in 6d.

4. MINUTES OF THE MEETING held on the 5th March 2024 were recommended for approval and signed as a true record (previously circulated). [Rec 1.](#)

5. OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS:

a. Action Log 2023 Clerk reported from the action log which is available on the village website.

b. Clerks report This was noted (previously circulated).

6. PLANNING APPLICATIONS

a. WD/2024/0427/LB for CLAYLANDS, STONEHURST LANE, HADLOW DOWN, TN22 4ED

Replacement of ground floor sun room windows and doors incorporating 2 no. Structural timber posts to the south elevation. The addition of a heritage conservation type roof window as part of the previously consented re-tiling of the roof above the ground floor kitchen.

The PC voted: 7 Councillors recommended approval of this application due to the sympathetic design. [Rec 2.](#)

ENFORCEMENT UPDATES:

The Clerk updated that WDC had provided updates on the following three enforcements and extracts below are copied from the emails received.

b. Four Grange Cottage – I can confirm that internal alterations have been made, and inspected, to provide an opening between the extension and the main dwellinghouse so that it is a single dwellinghouse. The cooking facilities have been removed from the kitchen within the extension and it is now being used as a utility room. With the information currently available, there is no longer a breach of planning control to warrant any further action.

c. Drakes Den - We are still waiting for the Planning Inspectorate's Inspector to carry out a site visit and make a decision on the appeal. Until then, we simply have to wait. The Planning Inspectorate has confirmed that they currently have a backlog of cases (not just in Wealden), and they are working to reduce that backlog. Until they get to this one, unfortunately our hands are tied.

d. Tinkers Park - I refer to your recent complaint regarding the above alleged unauthorised activities at the address shown and would confirm that, to date, we have had two site meetings with the parties involved to discuss the work and the justification for it. I am in a position to advise that planning permission will be required however, there are other authorities and legislation that need to be taken in to account before an application can be prepared for submission. Accordingly, I must advise that there is not going to be a quick or easy resolution to this matter. As and when the Trust are in a position to be able to submit an application for consideration, the submission of such an application would be a matter for the Planning Authority to determine and does not necessarily mean that permission will be granted. Should no such application be received in due course, or received but later refused, then the matter will be reviewed for the consideration of possible enforcement action.

7. REPORTS FROM CLLR.BOB STANDLEY, ESCC & CLLR MICHAEL LUNN, WDC - written reports had been submitted and are published on the village website.

Cllr Standley reported that the response from Nick Skelton at ESCC regarding the A272 speed signage issue was disappointing. He thanked DW for the pothole information which he has reported. He will continue chasing for a date for the bridleway works but is not hopeful. ML stated it is not a big section but it does need doing. ML also stated that a site visit is really needed with Nick Skelton. Cllr Lunn as WDC Councillor circulated a report. A recent planning application for Little Broadreed Farm is going to Committee, it would be good if a Parish Councillor could attend also to explain objections. Cllr Lunn updated on changes to the Enforcement dept within WDC. The Local Plan has formally opened for public consultation, and he would encourage everyone to review and make a comment. There are going to be changes to the rubbish and recycling collections from the 15th April, all households should have received a letter. From the 5th April the bin day search on the WDC website will show the new collection dates for your area.

8. HIGHWAYS:

a. Update from Cllr Wellman re the process reporting Highways to the Public Ombudsman – DW updated that he has looked into this and it does seem to be a waste of time as there is no real teeth to the process. It is likely he will continue with the misconduct in public office route. *Standing Orders dropped.*

Resident asked what have the Parish Council done to get all Parish Councils joined together, requested a joint top level meeting with ESH to discuss these issues as it is only getting worse. DW said it has been done previously at Burwash and it did not make a difference. *Standing Orders reinstated.*

ML suggested a recommendation to be agreed that he takes an action to liaise with ESALC regarding this issue. **Rec 3.**

b. Bridleway to Waste Wood – SL had previously circulated a report, said he went to inspect recently and the vehicle access is not that bad, and it is needed if they are moving wood out the site. He will continue to monitor.

9. COMMUNITY CENTRE ADVISORY COMMITTEE – UPDATE ON WHERE WE ARE:

ML updated that the discharge condition paperwork has been submitted to WDC so awaiting approval of these.

10. CORRESPONDENCE RECEIVED:

a. Mayfield Trust re term of office for Penelope Eliot – Correspondence received from Mayfield Trust that the term of office was expiring for Mrs Eliot and would the Parish Council wish for her to stand for another 4 years. It was recommended that this is approved and thank you to Mrs Eliot for being willing. **Rec 4.**

b. Replacement of bench in the burial ground – Correspondence received explaining the disappointment that the memorial bench has been removed from the burial ground. The Clerk explained that it was moved due to health and safety concerns, however permission has been given to a resident to install a new memorial bench so there will be a new one in place in due course.

c. Village hall requesting meeting with Parish Council – A letter was received from the Village Hall requesting a meeting with the Parish Council around several issues. The letter was discussed and it was recommended that a meeting be arranged in May with the Advisory Committee Councillors, but in the meantime a copy of the new roof survey be requested and a proposed agenda for the meeting. **Rec 5.**

d. ESH works commencing in School Lane, 2nd to 12th April 2024 – The Clerk has published the information on social media. Works are commencing in School Lane. From the 2nd – 9th April the road will have temporary traffic signals. From the 8th – 12th April the road will be closed to traffic from 9am to 4pm.

e. South East Water correspondence with Clerk regarding water bowser – Clerk explained that she had a positive meeting with South East water to discuss the plans they have put in place for Hadlow Down if there is a water shortage again. The Clerk managed to obtain a water bowser from them that the Parish Council would keep and use in the event of a water outage. The Clerk will discuss with the Chair outside of the meeting to arrange collection of the bowser.

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

DW updated that he had received an email from a resident about the litter on the verges which the Clerk is raising at the upcoming SLR meeting. DW also recently attended court as a witness to give evidence on the state of the A272 at the time of an accident that was being challenged. DM circulated his report and updated that workers had been out to Hastingford Lane that same day and ditches were being dug out and cleared. PW updated on his speed report and Councillors noted the increase in speeds. SL reported that there is water erosion from water running down in Waste Wood which he will monitor, he also reported that the footpath near Fishpond has been repaired. AH has completed the Q4 village risk assessment, the findings will be on the May 2024 meeting. DW attended the Wealden Parish Conference which was interesting.

12. LOCAL PLAN UPDATE: DM updated that the consultation has commenced with a deadline of 10th May 2024. It was recommended that the policies are divided up between Councillors to review and make comments as final comments need to be approved at the meeting on the 7th May for submission. If Councillors struggle with the workload, to let the Clerk know in the next 2 weeks so if an adhoc meeting is required to discuss the Local Plan, it can be arranged. **Rec 6.**

13. PARISH ASSEMBLY – FINAL DETAILS: Clerk confirmed that the signs have been ordered and will be put out in the village this week. Flyers will be published on social media regularly over the next 2 weeks. Clerk will liaise with ML regarding the refreshments.

14. RISK ASSESSMENTS: Nothing to report.

15. BURIAL GROUND:

a. Update on clearing the extension to the burial ground – This is ongoing.

16. CLERKS MATTERS:

a. Clerks hours March 2024 – The hours were recommended for approval. [Rec 7](#)

17. BANK RECONCILIATION – 25TH MARCH 2024 TO BE SIGNED. PW and ML approved and signed. [Rec 8](#)

18. OTHER FINANCE MATTERS:

a. Payments for ratification – DD to ICO for £35.00, Boswell Associates for drainage drawings - £490 [UT ref 561802521], Crowborough Town Council for fence hire - £48.00 + £9.60 VAT [UT ref 927793399], Hadlow Down Village Hall for reimbursement of heating costs - £85.68 [UT ref 2243344], Hadlow Down Village Hall for hall hire - £40 [UT ref 362456353], ES Pension Fund for March 2024 - £411.97 [UT ref 747794165], Vicki Rutt for March 2024 salary £479.60 [UT ref 47443206] and S4B for shredding service - £60.00 + £12.00 VAT [UT ref 783162922].

The above payments had to be made outside of the usual finance process to ensure it came out of the budget for year end 2023/24. All payments have invoices attached that have been seen and reviewed. All noted.

b. Quarter 4 reconciliation to end March 2024 – to approve – This was recommended for approval. [Rec 9](#)

c. Assets Register – quarterly approval – This was reviewed and recommended for approval. [Rec 10](#)

d. Note burial ground income received for Williams for £660 – This was noted.

19. ACCOUNTS FOR PAYMENT (UT ref = Unity Trust Bank reference number) - DM and ML will authorise. [Rec 11.](#)

a. Vicki Rutt salary end April - £920 paid by SO

b. Lucy McConachie Play area inspection March - £40 (UT ref: 81296038)

c. HMRC April 2024 - £269.14 (UT ref: 813346175)

20. APPROVE THE FOLLOWING GRANTS TO BE PAID AFTER RECEIPT OF THE PRECEPT

a. Citizens Advice Bureau - £200

b. Hadlow Down Village Hall - £210

c. TN22 Club - £100

d. Hadlow Down Playing Field Committee - £2,500

e. Parish Magazine - £700

These payments were noted and recommend for approval by all Councillors. [Rec 12.](#)

21. CRIME AND DISORDER ACT 1998 Section 17 – nothing raised.

22. DEFIBRILLATOR BATTERY – this had been checked on 2nd April 2024.

23. ITEMS TO GO ON NEXT AGENDA: List of recommendations and Q4 risk assessment findings.

The meeting closed at 20:11

List of recommendations for approval at the Extraordinary meeting on Monday 8th April:

[Rec 1](#) – To approve the minutes from the meeting held on the 5th March 2024.

[Rec 2](#) – Submit approval of planning application WD/2024/0427/LB.

[Rec 3](#) – To approve ML starting a conversation with ESALC about a possible joint Parish Council meeting regarding ESH issues and how things are going to be moved forward.

[Rec 4](#) – To approve another 4 year term for Mrs Penelope Eliot at the Mayfield Trust, representing HDPC.

[Rec 5](#) – To approve arranging a meeting with the Village Hall Committee in May 2024 and request a copy of the new surgery undertaken on the roof, and a proposed agenda for the meeting.

[Rec 6](#) – To approve the Local Plan policies to be divided between Councillors for review and draft comments.

[Rec 7](#) – To approve Clerks hours for March 2024.

[Rec 8](#) – To approve the bank rec for 25th March 2024.

[Rec 9](#) – To approve the quarter 4 reconciliation to end March 2024.

[Rec 10](#) – To approve the quarterly review of the Asset Register.

[Rec 11](#) - To approve the 3 payments under agenda item 19.

[Rec 12](#) - To approve the payments for the 5 grants when precept payment is received.