



**DRAFT MINUTES OF THE MEETING of Hadlow Down Parish Council**  
**Held in Hadlow Down Village Hall, Hadlow Down**  
at 7pm on Tuesday 7<sup>th</sup> May 2024

**Present:** Councillors: Michael Lunn (ML) Chair (+WDC), Stephen Lester (SL), Damon Wellman (DW), David Munday (DM) and Alan Hobbs (AH).

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

24. **ELECTION OF CHAIRMAN** – it was proposed and seconded that Cllr. Michael Lunn be elected as Chairman, this was supported unanimously. The Chair signed the Declaration of Office.
25. **ELECTION OF VICE-CHAIRMAN** – it was proposed and seconded that Cllr. Peter Weston be elected as Vice-Chairman, this was supported unanimously.
26. **ACCEPTANCE OF OFFICE FORMS** – all Cllrs signed their Acceptance of Office forms which were also signed by the Clerk.
27. **CODE OF CONDUCT AND CIVILITY & RESPECT PLEDGE** – Cllrs. were reminded of the Code of Conduct and the Civility & Respect Pledge which they were signing agreement to as part of their acceptance of office. The Chair requested a vote to confirm acceptance of the Civility and Respect pledge and all Councillors present agreed to the pledge.
28. **REGISTER OF MEMBERS' INTERESTS** – Cllrs. completed and signed their Register of Interests forms. The Clerk will follow up with those Cllrs not present.
29. **PUBLIC QUESTIONS** – A resident explained that there was nearly a head on collision outside Wilderness Wood due to the pothole, he reported this to Sussex Police as it is becoming dangerous and a crime ref number was recorded as 1012 07/05/24. The recent repairs at the top of School Lane are breaking up already. A resident read out a statement about Ford Farm Vineyard ([WD/2023/7033/AD](#)) – The Clerk encouraged that the statement is submitted to planning as this matter was not on the agenda. The lorry park at Lynx House was asked about as no retrospective application has been received as yet, Clerk will enquire. **Action 1.**
30. **APOLOGIES AND REASON FOR ABSENCE** – Apologies were received and accepted from Cllr Weston and Cllr Floyd.
31. **DECLARATIONS OF INTEREST** – DM declared a personal interest in agenda item 62. SL declared a personal interest in agenda item 42 for application titled Jason's Keep. ML declared interest in item 58m as a payment incurred for Parish Assembly.
32. **COUNCILLOR'S ALLOWANCES AND EXPENSES** – the Chair updated that expenses could be claimed by Cllrs. and all Cllrs. agreed not to claim.
33. **REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES INCLUDING THE MAYFIELD CHARITIES** Penny Eliot was the appointed Hadlow Down representative on the Mayfield Trust until May 2025. SL is going to be the PC representative on the Village Hall and the new Community Centre committees. BF would remain the PC representative on the Playing Field Committee. It was agreed that DM would represent the Parish Council on the Wealden Railway Parish Group.
34. **COUNCILLOR'S RESPONSIBILITIES** – the following responsibilities were allocated:  
ML – Community Plan, Public Transport, Wealden District Association of Local Councils, Police & Neighbourhood Watch, Community Projects;  
PW –Strengthening Local Relationships Meetings/Support, Speed Indicator Device;  
BF – Playing Field, Planning Applications, Parish Panel Meetings;  
DM – Planning Applications, Parish Panel Meetings, Emergency Co-ordination Plan;  
DW – Highways and Gatwick Area Conservation Campaign;  
SL – Rights of Way;  
AH - Burial Ground & Tree Warden.
35. **COUNCIL'S BANKING ARRANGEMENTS AND SIGNATORIES OF BANK ACCOUNT** – it was agreed to continue with the current banking arrangements with Unity Trust.
36. **SUMMONS** – The Cllrs. agreed for the Summons to meetings to continue to be sent electronically and signed the Declaration form.
37. **ASSETS** – the Assets Register was reviewed, agreed and signed.
38. **GENERAL POWER OF COMPETENCE** – it was resolved that, the PC continuing to meet the eligibility criteria as defined in the Localism Act 2011 and S1 965 The Parish Councils (General Power of Competence) (Prescribed

Conditions) Order 2012 of having a CiLCA qualified Clerk and the requisite proportion of Councillors elected, the PC would continue to adopt the General Power of Competence until the next relevant Annual meeting.

39. **POLICY FOR DEALING WITH THE PRESS/MEDIA** – it was agreed to keep s.21 of the Standing Orders the same.
40. **MINUTES OF THE MEETING** held on the 8<sup>th</sup> April 2024 were recommended for approval and signed as a true record.
41. **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).
42. **PLANNING APPLICATIONS**  
a. PLANNING APPLICATIONS:  
WD/2024/0703/LB and WD/2024/0702/F for BRICK KILN FARM, BRICK KILN LANE, HADLOW DOWN, TN22 4EJ.  
Construction of private swimming pool. Repair and conversion of privy into pump house.  
*The PC voted: 2 in favour, 2 against and 1 abstained. The Chair had casting vote and it was decided refusal due to the concerns of the overall size, disturbance to the historical layout and the impact on listed building status.*  
**RECOMMENDED REFUSAL.**  
WD/2024/0725/F for JASONS KEEP, FIVE ASHES, MAYFIELD, TN20 6JL  
3 bay garage  
*The PC voted: 4 against due to insufficient evidence and EN27 mass and scale. Over development of the site and breaching the dark skies policy. RECOMMENDED REFUSAL.*  
WD/2024/0588/F for HUGGETTS FARM, STONEHURST LANE, HADLOW DOWN, TN20 6LL  
Two storey side extension  
*The PC voted: 4 against and 1 abstained due to the size, the impact on High Weald National Landscape and as previously mentioned it breaches policies EN6, EN27 and DC19 of the Local Plan. RECOMMENDED REFUSAL*  
WD/2024/0969/OH for LAND NORTH OF STONEHURST LANE, FIVE ASHES, MAYFIELD, TN20 6LL  
As per the attached plan (8500289072) - to upgrade the high voltage line by installing an additional third wire to the high voltage overhead electricity network. All poles and stay wires will be replaced and will remain at the same height.  
*The PC voted: 5 in favour as it will improve reliability of the network. RECOMMENDED APPROVAL.*  
WD/2023/2995/F for HASTINGFORD OAST FARM, HASTINGFORD LANE, HADLOW DOWN, TN22 4DY  
Extension to the dwelling, fenestration changes to existing dwelling and erection of incidental outbuilding  
*The PC voted: 3 in favour, 2 abstained. The building size and height has been reduced, more evidence has been given and it is proportional to the existing building. RECOMMENDED APPROVAL.*  
b. DISMISSED APPLICATIONS:  
APP/C1435/D/23/3329339 New Farm House, Stocklands Lane, Hadlow Down, Uckfield, East Sussex TN22 4EA  
APP/C1435/W/23/3329513 Tinkers Wood, Tinkers Lane, Hadlow Down, East Sussex TN22 4ET  
c. APPROVED APPLICATIONS  
WD/2023/2127/F for LITTLE BROADREED FARM, DOG KENNEL LANE, HADLOW DOWN, TN22 4EL
43. **REPORTS FROM CLLR.BOB STANDLEY, ESCC & CLLR MICHAEL LUNN, WDC** - written reports had been submitted and are published on the village website.  
Cllr Standley gave a verbal report this month, he reported that the 20mph outside the school has been requested. It will take some time to enforce and put in place. The ESCC Annual General Meeting was held today, a new Chair was appointed, Roy Galley. Cllr Lunn also gave a verbal report this month stating that lot of work on the Local Plan, feedback has been received criticising the number of policies and the lack of time in the consultation to review everything. Cllr Lunn stated it is likely that a number of the policies will be removed and he predicts that housing numbers are likely to increase, to around 1200 homes per year.
44. **HIGHWAYS:**  
a. SLR meeting held on the 8<sup>th</sup> April 2024 – the minutes and actions were circulated. The Clerk explained that she has completed her actions but no responses from ESH. Clerk will chase and copy Cllr Standley into the email. It was also confirmed that Nick Skelton, Cllr Standley and Cllr Lunn would be meeting on Monday morning to look at speed signage on the west side of the village and also look at the Bridleway running through waste wood. **Action 2.**
45. **COMMUNITY CENTRE ADVISORY COMMITTEE** – there is nothing to update this month.
46. **TENDERS FOR DRAINAGE HOLE** – The Clerk explained that she went out to tender to 7 companies, she followed the tender process and publishing the information on the website. Two contractors returned a tender, the tenders were anonymised and shared with Cllrs. DW proposed to go with contractor B, this was seconded by DM. All agreed. Clerk will liaise with both contractors. **Action 3.**
47. **CORRESPONDENCE RECEIVED:**  
a. Red barriers outside the village hall in Hut Lane – A resident complained about the red barriers in Hut Lane as they are taking up parking spaces. It was explained to the resident that the land is private and they should liaise with the Village Hall Committee and the landowner.

b. Temporary Road Closure on Wilderness Lane, 25<sup>th</sup> to 26<sup>th</sup> June 2024 – The Parish Council have been notified of a temporary road closure on the 25<sup>th</sup> – 26<sup>th</sup> June 2024 from the junction of Chapel Lane to the junction on main road A272 to allow BT to undertake apparatus repair works.

c. Updates to day/family ticket bus fares from 29th April – ESCC reported that they are having to increase the cost of bus tickets from Monday 29<sup>th</sup> April. The £2 single fare cap remains in place. All information can be found here: [www.eastsussex.gov.uk/roads-transport/public/bus-service-improvement-plan/fare-reductions](http://www.eastsussex.gov.uk/roads-transport/public/bus-service-improvement-plan/fare-reductions)

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

DW has been asked about the events happening at Wilderness Wood. It was agreed it would be an agenda item for the next meeting. **Action 4.** SL reported that resurfacing down Spring Lane was sprayed and is coming away already. DM reported that the repairs down Hastingford Lane have not happened so the edges continue to fall into a ditch. *SOs dropped.* A resident asked about Vineyard AD application. ML spoke with the resident who spoke earlier regarding the AD planning application and said as it was not on the agenda the PC could not formally discuss but ML will raise the concerns as District Councillor due to the time constraints. **Action 5.** *SO's reinstated.* ML has been informed that the licence for the New Inn has been passed to Guy Osborne as the premise licence holder and designated premises supervisor. The Parish Council wish the New Inn well as they are a valuable community asset.

**49. LOCAL PLAN UPDATE – APPROVAL OF COMMENTS FOR SUBMISSION** – ML repeated that there has been a lot of negativity around the Local Plan and a lot of Councils are not submitting a response. Councillors discussed and it was agreed that no response will be submitted as it will not be read, and the plan is very developer led.

**50. ANNUAL REVIEW OF THE VILLAGE EMERGENCY PLAN** – this was reviewed and approved.

**51. EQUAL OPPORTUNITIES POLICY** – this was reviewed and approved.

**52. SAFEGUARDING POLICY** – this was reviewed and approved.

**53. RISK ASSESSMENTS:**

a. Approve risk assessment of Clerks office – This has been checked and approved.

b. Q4 Village risk assessment findings for review – AH undertook this assessment and the report was circulated to all Cllrs. The village signpost is starting to rot so Clerk to look at quotes for this to be repaired. **Action 6.** A bench in poor condition has been placed near the play area which is not a Parish Council asset, Clerk to liaise with the Playing Field Committee. **Action 7.**

**54. BURIAL GROUND:**

a. Update on clearing the extension to the burial ground – This is ongoing. Once contractor dates approved for the works to proceed on the drainage hole, a digger will be hired for a week so can be used to clear the burial ground also.

**55. CLERKS MATTERS:**

a. Clerks hours April 2024 – The hours were recommended for approval.

**56. BANK RECONCILIATION – 31<sup>st</sup> MARCH 2024 & 25<sup>th</sup> APRIL 2024 TO BE SIGNED.** PW and DM approved and signed.

**57. OTHER FINANCE MATTERS:**

a. Review the effectiveness of the system of Internal Control – This was reviewed and agreed.

b. Internal Auditor Report - to review and approve – This was reviewed and approved. Cllrs expressed praise for the Clerk for all the hard work in having a positive Audit which was passed with no recommendations.

c. Section 1 of the AGAR – to review and approve – was considered, approved and signed.

d. Section 2 of the AGAR – to review and approve - was considered, approved and signed.

e. The Commencement of the date for the exercise of public rights – to confirm dates – the dates were noted.

f. Income Received: Interest from Unity Trust for £386.15 and 25p from Playing Field Income for annual rent – the income was noted.

g. Payments for ratification – DD to Unity Trust for service charge £18.00 and Wealden District Council DD, total £525 which was £495 Q4 litter bins and £30 Parish Conference fee – the payments were agreed..

**58. ACCOUNTS FOR PAYMENT (UT ref = Unity Trust Bank reference number) - DM and PW will authorise.**

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

b. Vicki Rutt salary and expenses - £524.39 (UT ref: 665978433)

c. Lucy McConachie Play area inspection April - £40 (UT ref: 801042386)

d. R A Waters Paddock and Field Maintenance – April 2024 cut £120 (UT ref: 451982093)

e. Signs of Style – Parish Assembly signs - £100 (UT ref: 766458008)

f. Crowborough Town Council – Hire of fencing panels - £60 + VAT £12 (UT ref: 356004073)

g. HMRC PAYE April 2024 - £257.84 - (UT ref: 730945179)

h. East Sussex Pension Fund for April 2024 - £411.97 (UT ref: 567840178)

i. Rialtas software for 2024/25 - £192 + VAT £38.40 (UT ref: 984505705)

j. Surrey Hills Solicitors for Playing Field licence - £1818 + £360 VAT (UT ref: 704953419)

k. ESALC and NALC fee for 2024/25 - £235.10 (UT ref: 835180871)

l. Hadlow Down Village Hall – hire for April 2024 - £43.20 (UT ref: 546393420)

m. Michael Lunn reimbursement for Parish Assembly - £67.65 (UT ref: 964904982)

- 59. **CRIME AND DISORDER ACT 1998 Section 17** – nothing raised.
- 60. **DEFIBRILLATOR BATTERY** – this had been checked on 7<sup>th</sup> May 2024.
- 61. **ITEMS TO GO ON NEXT AGENDA:**

There will be no Clerk at the June 2024 meeting due to leave being agreed prior to starting at HDPC. It was agreed that the meeting will still take place but will be public questions, updates, planning applications and finances only. The meeting will be recorded and sent to the Clerk to type the minutes upon her return. It was agreed that Wilderness Woods will be placed on the July agenda.

**The meeting closed at 20:10**

**\*\* CONFIDENTIAL SESSION \*\***

DW proposed to move the meeting into a confidential session. This seconded by DM and all agreed.

- 62. **RECEIVE AN UPDATE FOLLOWING A MEETING WITH THE HADLOW DOWN PLAYING FIELD ON THE DRAFT LICENCE TO CONDUCT WORKS RELATED TO HADLOW DOWN COMMUNITY CENTRE.**

A discussion was held by the PC regarding ongoing discussions regarding the licence to be issued to the Hadlow Down Playing Field Committee to extend permission to Hadlow Down Community Centre Committee to conduct Extant works once discharge of conditions and building control application has been approved by Wealden District Council. Amendments discussed and authority was given to ML to sign on behalf of the Parish Council.

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**Meeting ended 20:17**