

**WADHURST PARISH COUNCIL**  
**THE MINUTES OF A MEETING OF WADHURST PARISH COUNCIL HELD AT**  
**THE PAVILION, SPARROWS GREEN RECREATION GROUND**  
**ON THURSDAY 12 JULY 2018 AT 7.30PM**

Present: Cllrs. Bishop, Buckle, Bullock, Dunnett (Vice Chair), Gadd, Giblin, Kent, Murphy, Wells (Chair), and Wynne

Also in attendance: Amanda Barlow (clerk) and Fiona Hensher (rfo) and 0 members of the public

1. To receive apologies and reasons for absence.  
*Apologies received, and reasons accepted, from Cllrs Moore, Meredeen, Harvest and Morris.*
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.  
*Cllr Standley declared a personal interest in Agenda item 7.8 and 8.3.*
3. Public Forum – time limit 15 minutes.  
*None.*
4. To approve the minutes of the meeting 10 May 2018 as a true record.  
**Members resolved to approve the minutes of the meeting June 14 2018 as being a true record.**
5. To determine matters arising from the previous minutes for updating and noting.
  - 7.1 *Disabled access at Pavilion on Agenda.*
  - 7.3 *Clerk has instructed ESH to undertake the feasibility survey.*
  - 7.4 *Wealdlink – The RFO advised that she had received an email today from Weadlink in response and this will be discussed further by the EHT Committee.*
  - 7.5 *Internet Banking – The RFO advised that there are some still issues with the internet banking but it should be resolved very soon.*
  - 7.7 *Public Conveniences – Cllr Wells had circulated correspondence with Wealden District Council and confirmed that as the Parish Council own the lease they are required to pay rates on the toilets.*
  - 7.6 *Netwise have made the website GDPR compliant.*
  - 9.4 *The Chair has sent a letter to Charles Lant, Chief Executive of Wealden District Council on his retirement.*
6. *Chairman's Announcements & Correspondence for noting.*  
*Cllr Wells circulated a letter from the High Weald Bee Keepers Association.*
7. Items for decision and allocation of resources, if necessary.
  - 7.1 To discuss and agree, if appropriate, the next actions regarding the disabled access at the Pavilion  
**Members resolved to appoint Birchfields to undertake the work to allow for a disabled parking space by the Pavilion. (Action: Clerk).**
  - 7.2 To discuss and agree, if appropriate, any actions resulting from the preceding Recreation Ground Management Committee  
*Cllr Standley advised that the Committee had reviewed the ROSPA report and have authorised the Caretaker to address the medium risk actions. The RGM Committee agreed that the sign on the gate should be amended to show the gate will lock at 9.30 pm.*
  - 7.3 To discuss and agree, if appropriate, the next actions regarding the Christmas Lights  
*Three further lampposts have been identified for adapters and the Clerk will check with East Sussex Highways that these lampposts will not be affected by the High Street Pedestrian Improvement Scheme. Members agreed that the Clerk should approach Wadhurst Warriors for a formal application towards the Christmas lights. (Action).*
  - 7.4 To discuss and agree, if appropriate, awarding a grant towards a show at the Commemoration Hall on 11th November 2018 to mark the 100th anniversary of the end of WW1  
*The Clerk advised that no grant application had been received.*
  - 7.5 To discuss and agree, if appropriate, the reprint of History Walk pamphlet  
**Members resolved that Cllr Wells should order a reprint of 750 pamphlets about the History Walk at cost of up to £160. (Action: Cllr Wells).**
  - 7.6 To discuss and agree, if appropriate, the next actions with regard to grass cutting  
**Members resolved to adopt the policy and procedures relating to the grass cutting as set out in Appendix C.**

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7.7 To discuss and agree, if appropriate, the next actions with regard to a seat at the bus shelter  
**Members resolved that the Caretaker should put a seat in the bus shelter at a cost of up to £200. (Action: Caretaker)**

7.8 To discuss and agree, if appropriate, the next actions with regard to the closure of the Wadhurst Recycling Site

**It was agreed that Cllr Standley would advise the Members on possible next steps once he had met with Rupert Clubb at East Sussex County Council. (Action: Cllr Standley).**

7.9 To discuss and agree, if appropriate, the next actions with regard to triangles

*The Clerk advised that she is still waiting for a breakdown of the costs for the triangles. It was agreed that the Clerk would pursue the quote and it would be discussed at the SLR. It was agreed that the Chair would write to East Sussex Highways regarding the length of time it has taken to receive a quote. (Action: Clerk and Chair).*

7.10 To discuss and agree, if appropriate, the next actions regarding the General Data Protection Regulation

**Members agreed that the GDPR Working Party should discuss further the issue of appointing a DPO following advice received from SSALC. Members resolved to adopt the Freedom of Information Policy, Data Retention Policy, Privacy Notice and Cookie Policy.**

7.11 To discuss and agree, if appropriate, a response to the AONB Draft Management Plan 2019 – 24

*Cllr Bullock advised that this the High Weald AONB Plan for the next 5 years and that Districts' Plans draw from this plan where it relates to areas included in the Plan. All the Parish of Wadhurst is included in the AONB. Members were concerned about responding by ticking a box and agreed not to undertake the survey and write a letter to the AONB. Members agreed that Cllr Bullock should prepare a response to the High Weald AONB Plan and would circulate it to the Members prior to the closing day. Members were invited to send any comments to Cllr Bullock by the 19 July 2018. (Action: Cllr Bullock).*

7.12 To discuss and agree, if appropriate, the Earmarked reserves

**Members agreed to the earmarked reserves as shown on the budget.**

7.13 To adopt minutes of the meetings of the Planning Committee held on 23 June and 7 July (not yet approved) 2018

**Members resolved to adopt the Planning minutes 23 June and 7 July (not yet approved) 2018.**

7.14 To approve/note items payable and paid.

**Members resolved to approve/note the items payable and paid totalling £11,331.91.**

### 8. Items for report.

8.1 Reports from committees/working parties/representatives etc.

8.1.1 County report – July 2018

*Noted. Members agreed that the High Street Pedestrian Scheme should go to public consultation and see what the response was from the public.*

8.1.2 District report – July 2018

*Noted.*

8.2 Report on Consultation regarding National Rail Fares

**Members agreed that Cllr Buckle should respond as presented.**

8.3 Update on Wealden Local Plan

*Cllr Wells advised that the Wealden Local Plan is now on line and it goes to the Full Council on 16 July 2018. Members asked Cllr Standley to confirm if the Plan is going to consultation or are they asking for representations. The deadline for response will be October 8 2018. Members agreed that the Planning Committee should deal with the review of the Local Plan and include all Members in the discussion. Members agreed to meet on 6 September 2018 to discuss the Plan and then also to meet on 4 October 2018. (Action: All Members).*

### 9. Items for noting

9.1 To note spend, to date, against budget for 2018/19.

*Noted.*

9.2 Community Committee

9.2.1 To note minutes (not yet approved) of the Community Committee meeting held on the 21 June 2018

*Noted.*

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9.2.2 To note report on Neighbourhood Plan Launch

*Noted.*

9.3 To note minutes (not yet approved) of the Finance and Resources Committee meeting held on 5 July 2018

*Noted. Cllr Wells advised that the planning application is only for the football pitch and then the first of any applications for planning will come to the Full Council and this will only be for the football pitch and this is to secure the Football England funding. Cllr Gadd noted that the Parish Council are part of the Steering Group only for the new Commemoration Hall. Cllr Gadd asked it to be noted that she was not in agreement with the Parish Council assisting with the planning applications.*

9.4 To note the Village Maintenance Contract

*Noted.*

10. Items for Focus and Communication

*It was agreed to include the Local Plan, Hornets, AOBN Plan.*

11. Urgent issues at the discretion of the Chair for noting or inclusion on future agenda.

*None.*

There being no further business the meeting closed at 21.55.

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## Appendix A

<b>June Cheques</b>			
<b>Cheque No.</b>	<b>To who</b>	<b>Description</b>	<b>Amount</b>
100025	Carillon Cottage	Newsletter Distribution	£25.00
100026	XL Displays	Folding boards for NWP	£674.40
100027	Corex Enterprises	Materials for litter collector	£27.87
100028	WIH&f	Hall Hire	£120.00
100029	Europlants	Inv 8127590 Hanging Baskets	£58.58
100030	Playdale	Playground repair parts	£59.11
100031	D R W weeks	Jardin meadow	£963.50
100032	Signs of style	APM	£84.00
100033	Iss Facility Services	Football Pitches	£173.52
100034	Europlants	Inv 8117537 Hanging Baskets	£432.05
100036	S.R Services	Toilets inv 1549	£589.00
100037	WIH&f	Hall Hire	£50.00
100038	BT	BT	£39.48
100039	9 to 5 office supplies	Tissues Toilets	£87.82
100040	Mr B Crouch	Grass Cutting	£440.00
100041	Mr S Brentnall	Internal Audit	£440.00
100042	J Rogers	Wine APM	£60.65
100043	Mrs v Spruce	Community Gardners	£85.80
100044	Mrs A Barlow	Clerks Salary	£1,270.16
100045	Mrs f Hensher	RFO Salary	£539.56
100046	Mr R Penny	Caretakers Salary	£791.14
100047	Tax and NI	Tax and NI	£2,135.59
100048	Mrs f Hensher	RFO Expenses	£120.02
100049	Mrs A Barlow	Clerks Expenses	£194.71
100050	Mr R Penny	Caretaker Expenses	£153.95
100051	Thorpe Building Supplies	NHP Noticeboard	£96.00
100052	Thorpe Building Supplies	pLayground repair Ramp	£1,392.00
100053	Mrs Nessie Ramm	Village Maintenance	£204.00
100054	Arron Services	IT Support	£24.00
		<b>Total</b>	<b>£11,331.91</b>

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## Appendix B

**June 15 to July 12 2018**

1. Have your say on the High Weald AONB Management Plan – sent to all Cllrs
2. SSALC - FW:  Chief executive's bulletin
3. South East Water - Ofwat supply issues report - our response
4. ESH - RE: Temporary Road Closure - U7540 Cockmount Lane, Wadhurst - 20/8/2018 – sent to all Cllrs
5. SSALC - Councillor's Commission
6. RSPB - Weald Reserves Update, June 2018
7. East Sussex Fire Service - Your Service - Our Performance
8. WDALC - Constitution/Standing Orders, last year's AGM minutes and the End of Year Accounts attached for the AGM.
9. South East Water - Update: Water resources in the heatwave
10. High Weald AONB - News from the High Weald AONB Partnership - June 2018
11. WDC - Decision sheet for Cabinet, Wednesday, 11th July, 2018, 10.00 a.m.
12. ESH - Upcoming Drainage Works on Tidebrook Road – sent to all Cllrs
13. High Weald Bee Keeping Association - Asian Hornets - Parish Noticeboard – sent to all Cllrs

## BRIEFING NOTE TO WPC ON URBAN AREAS GRASS-CUTTING

### PURPOSE OF NOTE:

- A. Update Members on proposals for grass-cutting.
- B. Request approval of draft policy and procedures set out below.
- C. Request approval to engage contractors on the basis that the costs can be within the amount of the funds to be provided by ESCC for the grass cutting

### BACKGROUND

1. Wadhurst Parish Council decision to take over the urban verges grass-cutting from ESCC with effect from May 2018. ESCC will provide £2399 to carry out grass-cutting activities for the 2018/2019 season
2. An initial Briefing Note to Council was tabled at the June 2018 meeting.
3. Support was given in principle to adopt an approach to managing our verges to increase wildflowers, wildlife and biodiversity.
4. Work has been conducted over the past few months to look at the feasibility and draw up a draft policy and procedures with regard to WPC's management of the urban verges.
5. Councillor Bishop has worked with Nessie Ramm (see previous paper) and spoken to:
  - a. our existing contractors Barty Meredith-Hardy and Bruce Crouch Property Services;
  - b. East Sussex Highways Contact Centre (Stephanie)
  - c. Countryman's Contractors (previous contractors to ESCC for the urban verge cutting);
  - d. Sussex Wildlife Trust and Kent Wildlife Trust

for advice in drawing up proposals for grass-cutting in Wadhurst.

### PROPOSED POLICY RECOMMENDATION

1. WPC will undertake the urban verge cutting on behalf of ESCC.
2. In keeping with many residents' wishes to maintain the "rural feel" of the village, WPC will manage the verges so as to encourage wildflowers and wildlife.
3. Road safety and health and safety generally will be paramount.
4. WPC will work with ESCC to ensure that their quality control requirements are met as required.
5. The views of local residents will be taken into account in the process.

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6. Residents will be kept informed of grass-cutting policy and schedules and given information as to how they can support the process going forward.
7. WPC will work with other community groups, such as Wadhurst Community Gardeners, to support the work the groups are doing to care for our public spaces and increase biodiversity.
8. WPC will work with its contractors to ensure that they comply with this policy.

## RECOMMENDED PROCEDURES

1. WPC has characterised its urban verges/grassy areas into the following verge types:
  - a. Wadhurst Community Gardeners Triangles (including some privately managed areas);
  - b. Designated Wildflower Verges;
  - c. "Standard" verges;
  - d. Known "safety requirement" verges;
  - e. Village grass areas;
  - f. Other ESCC urban verges.
2. Different verge cutting regimes will apply to the different verge types as follows:
  - a. **WCG triangles**
    - i. No cutting
  - b. **Designated wildflower verges**
    - i. 1 main cut and clear per year in September/October
    - ii. 1 x monthly mowing of strip around verges and/or to street furniture such as benches (where appropriate in order to maintain a "managed" look)
  - c. **Standard verges**
    - i. 2 standard cuts per year (Mid July/early August + mid Sept/end October)
  - d. **Safety requirement verges**
    - i. Monthly (or otherwise as required) mowing of verge sightlines
  - e. **Village grass areas**
    - i. Management of the Jardin separately contracted
    - ii. Other specific areas (per specification) such as Lime Walk, The Twitten, the station by Contractor B (appointment to be confirmed and quote dependent. Current proposal is to keep existing contractor)
  - f. **Other ESCC urban verges**
    - i. These are verges which ESCC has included on their urban verge map but which their contractor does not have on their verge cutting maps and has not been cutting. These are the areas which were identified in early research as either not needing cutting (e.g. under trees and no grass), cut by residents (e.g. Mayfield Lane, Balaclava Lane), or are not verges but very steep banks (e.g. Blacksmiths Lane).
    - ii. Propose no action to be taken on these
3. Detailed specification to be drawn up (to follow).
4. Appointment of contractors required as follows:

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## OUTSTANDING ACTIONS

1. Detailed spec to be drawn up (SB).
2. Quotes from contractors to be obtained (RFO).
3. Specifications reworked as required to meet budget constraints.
4. Contractors to produce QA (quality assurance) documentation.
5. Contract to be agreed and entered into with chosen contractors. (RFO)
6. Submission of all required documents to ESCC who will then make payment.

## APPROVALS/DECISIONS REQUIRED FROM COUNCIL

1. Agree the adoption (with amendments if required) of the draft policy set out in this paper;
2. Agree the adoption of the draft procedures (with amendments if required) set out in this paper;
3. Authorise the RFO, Clerk and any relevant members of Council to complete the actions set out under "Outstanding Actions" above and in particular to proceed with the engagement of contractors and execution of the works, if appropriate, on the strict basis that the costs can be within the amount of the funds already in the WPC budget together with funds to be provided by ESCC for the grass cutting.

Sue Bishop 6 July 2018