

WADHURST PARISH COUNCIL

To all members of the Council. You are hereby summoned to attend the full council meeting of Wadhurst Parish Council at **The Pavilion, Sparrows Green Recreation Ground, Wadhurst at 7.30 p.m. on 11th September 2025** for the transaction of business as set out below.

Signed *Claudine Feltham*

Clerk - Wadhurst Parish Council

Date: 5th September 2025

Residents are welcome to submit any comments by email to the Clerk. These must be received by 4pm on 10th September 2025. E: clerk@wadhurst-pc.gov.uk

1. To receive apologies and reasons for absence.
2. To receive declarations of personal, prejudicial, and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.
3. Public Forum – time limit 15 minutes.
4. County Councillor and District Councillor reports.
5. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of the Public Bodies (admissions to meetings) Act 1960.
6. Approval of minutes
To approve the minutes of the parish council meeting held on 3rd July 2025 as a true record.
7. To determine matters arising from the full council meeting held on 3rd July 2025 for updating and noting.
8. Correspondence List
9. **Finance items for decision and allocation of resources.**
 - 9.1 To approve the updated payment list for July 2025
 - 9.2 To approve the payment list for August 2025
 - 9.3 To approve the initial payment list for September 2025
 - 9.4 To receive the bank reconciliations for July and August 2025
 - 9.5 To receive the RBS finance reports for July and August 2025
 - 9.6 To consider and decide upon the grant application from Kent, Surrey & Sussex Air Ambulance
 - 9.7 Conclusion of audit for financial year ending 31.3.25:
 - For full council to receive the completion of the limited assurance review of the Annual Governance and Accountability Return (AGAR) letter from PKF Littlejohn.
 - For members to receive the external auditor report and certificate (Section 3 of the AGAR Form 3)
 - For members to receive the Notice of Conclusion of Audit document
 - For members to note that the Notice of Conclusion of Audit along with the certified AGAR (Sections 1, 2 and 3) documents were placed on the parish council's website on 13th August 2025.

WADHURST PARISH COUNCIL

9.8 To formally approve the request to Wealden District Council for the amount of £32,655.88 from the Youth & Adult Play Space provision from the Waters Reach development, Section 106 funds.

9.9 For members to approve for the Clerk and two Councillors to sign the legal agreement (as per agenda item 9.8) once received from Wealden District Council, and for the Clerk to then submit the signed agreement to Wealden District Council.

9.10 WDC Sports Infrastructure Fund – for members to note that the grant application has been successful. For members to receive the WDC Grant Funding Agreement (legal document) and approve for two Councillors and the Clerk to sign both copies of the document (and for the Clerk to return this to WDC).

9.11 Internal audit: for members to note that we are the second year of a three year contract with Mulberry, and to receive their terms of engagement/schedule.

9.12 For members to receive the response from Wealden Citizen Advice Bureau following the unsuccessful (financial) grant application (but offer of use of the Pavilion without charge).

9.13 For members to consider the grant application from Baby Umbrella.

10. Planning Committee (Chair: Cllr Shairp)

10.1 To adopt the minutes of the Planning Committee meeting held 28th June and 23rd August 2025

10.2 To approve an additional Planning Committee budget of £3,000 for planning legal, professional and other fees.

10.3 To consider proposals from Keep Sailing for an assessment of need for water sports at Bewl Water, and approve a budget if necessary

11 Amenities Committee (Chair: Cllr Crawford)

11.1 Commemoration Hall toilets cleaning contract

11.1.1 To consider the quotes received for the cleaning of the Public Toilets at The Commemoration Hall and cleaning/checks of the play equipment in Washwell Lane (to start 1.12.25).

11.1.2 Members to decide upon which company to award the contract to.

11.1.3 Members to decide if this contract shall be for one year, or until the end of the toilets lease 31st March 2028 or another time period.

11.2 Tapsells Lane woodland

11.2.1 For members to receive the Aborweald visual tree assessment reinspection report.

11.2.2 For members to consider and approve what works are to be completed - as per the report.

11.2.3 Members to approve an 'up to' budget for item 11.2.2.

11.2.4 For members to consider the recommendations for gap planting at the Tapsells Lane boundary and western boundary.

11.3 St Georges Hall

11.3.1 To receive an update from the working party meeting 28th July 2025.

11.3.2 For full council to approve a list of what works are to be carried out so that the Clerk can then obtain quotes.

11.3.3 For members to consider and decide upon the quote for decoration (toilets, kitchen and entrance) and approve a budget.

11.3.4 For members to decide upon the paint colours or delegate this decision to St Georges Hall working party Cllrs.

11.3.5 For members to approve the costs of the Ecological assessment

WADHURST PARISH COUNCIL

11. 4 The Pavilion/Sparrows Green Recreation Ground

11.4.1 For members to receive the quote for installation of new electrical cabling for the outside lights

11.4.2 For members to note that further solar powered motion sensor down lights will be purchased until a more permanent solution is approved.

11.4.3 For members to receive the quote for installation of new electrical cabling from the end of the drive to the gate (*only relevant if item 11.4.1 is proceeded with*).

11.4.4 To receive an update on the drainage works around the tennis courts

11.5 Soakaway drainage on the recreation ground – to note the requirement to find another contractor to quote/complete these works.

11.6 CCTV: to note that the contractor has been requested to return to complete the installation and provide full instruction to the Caretaker.

11.7 Dead tree at the recreation ground: to note that the previously reported dead tree has been safely removed.

11.8 Annual play area inspections

11.8.1 To note that the zip wire was repaired under emergency expenditure.

11.8.2. Members to receive the full report from RoSPA Play Safety for Sparrows Green Recreation Ground play areas and exercise equipment and approve the recommended works.

11.8.3 To consider the quote from Playsafe Playgrounds for the remaining essential repairs to majority of play equipment and approve the works.

11.8.4 To consider the quote from Playsafe Playgrounds for the paintwork repairs to equipment.

11.8.5 Pergola: repairs are required with some timbers to be replaced. To consider the quotes received. (*Note: the Clerk has been chasing quotes so this may need to be deferred to October's full council meeting*).

11.8.6 Fitness equipment: request has been sent to the supplier (Fresh Air Fitness) for a quote for the required repairs.

11.8.7 Sports wall signage – to note that the required signage has been ordered by the Clerk

11.8.8 Swing/basket seat: suffered damage over August bank holiday weekend and needs a replacement cable. *The Caretaker has identified a replacement cable for £50.*

11.9 For members to approve a formal request to WDC for S106 Waters Reach Youth funds for the repairs required at Sparrows Green Recreation Ground – as per the above agenda items.

11.10 Purchase of second hand sit on mower; for members to agree for the purchase and a budget.

11.11 Members to receive the full report from RoSPA Play Safety for Washwell Lane and approve the recommended works and a budget for this.

11.11 Jardin memorials

11.11.1 Cllr Gadd to request assistance from Cllr Standley

11.11.2 To consider the correspondence received from East Sussex Fire & Rescue about future maintenance or removal of the benches due to safety concerns.

11.12 High Street planters: for members to consider and approve the confirmed quote for the winter planting 2025-2026 and the summer planting and watering in Wadhurst for 2026.

11.13 For members to approve the Tennis Club rent addendum

11.14 For members to consider the parishioners request for a pump track installation at Sparrows Green Recreation Ground

12. Highways Licence and Transport Committee (Chair: Cllr P Moore)

12.1 Street lights

12.1.1 To note that Streetlights Co have been requested to quote for immediate works and replacement streetlights for the Walk and Bassetts Forge.

WADHURST PARISH COUNCIL

- 12.1.2. To note that WPC are awaiting on the electrical test certificates from East Sussex Highways
- 12.1.3 To note that the response from ESH about the legal situation regarding streetlight maintenance is due in Autumn 2025.
- 12.2 Temporary road safety posters; correspondence from East Sussex Highways
- 12.3 Item for noting: Criminal damage to bus shelter; reported to police and school. Uplands staff cleaned the graffiti off, the Lengthsman cleared the smashed glass and has since repainted the bus shelter.
- 12.4 Village gateways; to receive an update from Cllr Standley
- 12.5 Traffic congestion and parking issues**
- 12.5.1. Station Road, Durgates; long term road works with barriers. To note that the works have now been completed.
- 12.6. Remembrance Sunday arrangements
- 12.6.1 To note that the Clerk has submitted the road closure application to WDC and advised the emergency services and bus company.
- 12.6.2. Insurance: the Clerk has written to Zurich to check that we are covered and we are providing we have sufficient Risk Assessment and training is given to Marshalls.
- 12.6.3 Marshalls: to consider if we need to request assistance from groups/parishioners to marshall the event.
- 12.7 Repairs to footpath opposite Wadhurst Primary School: to note that the repairs have been completed.
- 12.8 To approve the ordering of a replacement bench for opposite Wadhurst Primary School, and a budget for this.
- 12.9 To approve the ordering and budget for a bin to be installed by the above bench and a budget for this.

13. Communications and Community Liaison Committee (Chair: Cllr Smith)

Reminder: Committee Chairs to regularly submit article for FOCUS to Cllr Smith.

14. Finance and Resources Committee (Chair: Cllr C Moore)

- 14.1 To note that WPC are now employing the Data Protection Services by Satswana
- 14.2 For members to receive the Satswana advice documentation about changes for Assertion 10 (for the Annual Governance and Accountability Return) and note the need to undertake IT and Data Protection Training
- 14.3 As above; to note that the Clerk is researching training for members.

15. Other full council matters for consideration and decision:

- 15.1 Martyn's Law – for all members to receive the advice note from NALC and note that the Clerk has signed up to Protect UK as they will be sharing information/advice.
- 15.2 VE Day -VJ Day events and donations
- 15.3 To receive an update on employment matters.
- 15.4 Correspondence from Sussex Police Safe Spaces – to identify potential venues to become 'Safe Space'
- 15.5 Closure of 100-year-old business.
- 15.6 Intended closure of Ticehurst Doctor Surgery
- 15.7 Christmas lights
 - 15.7.1 To consider the costings from Wadhurst Warriors for the Christmas lights
 - 15.7.2 For members to consider and confirm that WPC would like for Wadhurst Warriors to continue to manage the Christmas lights project this year.

WADHURST PARISH COUNCIL

- 15.7.3 For members to consider and decide on whether timers and dark skies requirements remain valid for this year's Christmas lights.
- 15.8 Christmas 2025 event
- 15.9 Working parties
 - 15.9.1 For members to note the current membership of the working parties (St Georges Hall, Tapsells Lane and Bewl).
 - 15.9.2 For members to note that the St Georges Hall working party have received the Terms of Reference and Code of Conduct – and these documents will also be supplied to Tapsells Lane and Bewl working parties at their next scheduled meetings.
 - 15.9.3 For members to approve for Friends of Bewl Water meetings to continue at the Pavilion, Sparrows Green when available (free of charge).

16. Items for noting or inclusion on a future agenda.

Next Meeting Date: 2nd October 2025