

EAST HOATHLY with HALLAND PARISH COUNCIL

Members of East Hoathly with Halland Parish Council are summoned to attend an ordinary meeting of the **FULL COUNCIL** to be held at the Village Hall, East Hoathly on **29th January, 2024 at 7.00pm.**

Signed *Malcolm Ramsden* (24th January, 2024)

AGENDA

Please note that meetings are recorded. Recordings are destroyed following adoption of the meeting minutes.

1. PUBLIC PARTICIPATION

Members of the public are welcome and encouraged to attend. The first fifteen minutes of the meeting will be available for the public to express a view or ask a question on relevant matters on the agenda. The public and members of the press are also welcome to stay and observe the rest of the meeting (subject to any items considered as confidential within the terms of the Public Bodies (Admission to meetings) Act 1960).

2. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

3. DECLARATIONS OF INTEREST

Members are invited to make any declaration of personal or prejudicial interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is to be considered

4. APOLOGIES – to receive apologies for absence

5. MINUTES

5.1 To resolve that the minutes of the Council Meeting held on Monday 27th November, 2023 be taken as read, confirmed as a correct record and signed by the Chairman

5.1.1 Matters arising from minutes not otherwise covered by agenda items

5.1.1.1 High Street pavement cherry trees

5.1.1.2 Website improvements

6. FINANCE/ADMINISTRATION

6.1 To approve/note payments payable/paid November/December, 2023

6.2 To note income/expenditure-vs-budget and approve, if necessary, overspends/under-receipts not previously approved

6.3 To note Bank Account Reconciliation

6.4 New member co-option

6.5 To consider adoption of 2022/23 Local Government Services Pay Agreement for Clerk and RFO

6.6 Grant policy

6.7 To consider grant applications received

7. PLANNING

7.1 Neighbourhood Plan

7.1.1 Examiner selection

7.1.2 Drop-in sessions for parishioners

7.1.3 District Council Local Plan update

7.2 Response from Wealden District Council to Southern Water's response re. Paddock Green

7.3 Response from Southern Water regarding Paddock Green

7.4 To note District Council and Planning Inspector decisions to date

8. PROPOSALS/REPORTS FOR APPROVAL, DISCUSSION OR NOTING

- 8.1 Correspondence
- 8.2 To agree County grass cutting options
- 8.3 To consider adoption of South Street bus shelters
- 8.4 To consider applying for 'listed' status for parish mile markers
- 8.5 To consider 80th Dday anniversary event/s
- 8.6 To note Horam NP Reg.16 consultation
- 8.7 To note County Local Transport Plan consultation
- 8.8 Woodland footpath remedial action update
- 8.9 Clerk's progress report

9. DATE OF NEXT MEETING

To note that the next meeting of the Full Council will be held on Monday 26th February, 2024 at 7.00 pm at the Village Hall, East Hoathly

IF YOU WOULD LIKE TO RECEIVE E-MAILED COPIES OF THIS AND FUTURE AGENDAS
PLEASE CONTACT THE CLERK (07948 496760) and/or
clerk@easthoathlywithhalland.org.uk

*Background papers that are available can be found on the Parish Council website:
<https://easthoathlywithhalland.org.uk/>*

5.1

DRAFT ONLY – NOT YET APPROVED

EAST HOATHLY with HALLAND PARISH COUNCIL

Meeting of the Full Council on 27th November, 2023 at 7.00pm.
(Draft) MEETING MINUTES

In attendance: Cllrs. Butcher, Freezer (chair), Magness (from 7.05pm), Partridge(from 7.05pm), Pope and Thatcher.

Also participating: Malcolm Ramsden (clerk), Verne Heath (rfo) (via Zoom), County Cllr. Nick Bennett and five members of the public.

AGENDA

Please note that meetings are recorded. Recordings are destroyed following adoption of the meeting minutes.

1. PUBLIC PARTICIPATION

Members of the public are welcome and encouraged to attend. The first fifteen minutes of the meeting will be available for the public to express a view or ask a question on relevant matters on the agenda. The public and members of the press are also welcome to stay and observe the rest of the meeting (subject to any items considered as confidential within the terms of the Public Bodies (Admission to meetings) Act 1960).

In response to a question regarding receipt of solicitor's advice relating to the recent Parker Dann offer, chair notified the meeting that any advice would be considered when the planning application had been submitted.

7.05pm – Cllrs. Magness and Partridge arrive.

Chair approved discussion of agenda item 7 following agenda item 5.

2. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Members learnt from County Cllr. Bennett that there had been nothing new to report but that cabinet were due to meet within the next ten days. In response to a question from the chair regarding the County Matched Funding scheme being used to repair the Church Marks Lane pavement, County Cllr. Bennett informed members that the scheme had been re-opened but that the Highways Steward should be notified and matched funding might not be appropriate. Responding to a concern raised by Cllr. Butcher relating to the stretch of pavement between The Mews and Juziers, County Cllr. Bennett stated that, again, the issue should be brought to the attention of the Highways Steward.

3. DECLARATIONS OF INTEREST

Members are invited to make any declaration of personal or prejudicial interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is to be considered

Cllr. Pope declared his continuing interest in matters relating to his association with Church Marks Green Management Co. Ltd. and Cllr. Freezer regarding her membership of the Carnival Society.

4. APOLOGIES – to receive apologies for absence

Apologies and reasons for absence received, and accepted, from Cllrs. Cole and Vaughan.

5. MINUTES

5.1 To resolve that the minutes of the Council Meeting held on Monday 30th October, 2023 be taken as read, confirmed as a correct record and signed by the Chairman

Following a proposal by Cllr. Butcher and seconding by Cllr. Thatcher

0629 ***RESOLVED** to approve that the minutes of the Council Meeting held on Monday, 30th of October, 2023 be taken as read and be signed by the Chair.*

5.1.1 Matters arising from minutes not otherwise covered by agenda items

5.1.1.1 Risk register

Clerk reported that no further comments had been received since the last meeting that led to the need for any changes.

Following a proposal by Cllr. Pope and seconding by Cllr. Thatcher

0629 **RESOLVED** to approve that Risk Register circulated at the October meeting the Full Council be adopted.

5.1.1.2 High Street pavement cherry trees

Clerk reported that none of the companies approached that could supply the trees had the necessary Highways Licence to plant them in the pavement. Further approaches were being made.

Members agreed that a variety of prunus should be chosen with Cllr. Pope making the point that a non-grafted tree be preferred. Carried forward.

5.1.1.3 Website improvements

Carried forward.

Chair suspended Standing Orders to hear details of progress regarding the Neighbourhood Plan.

Mr. Walker explained the changes made to the Plan and detailed the next steps leading to a Regulation 16 Consultation by Wealden District Council (WDC) commencing 8th January, 2024.

Chair re-instated Standing Orders

7. PLANNING

7.1 Neighbourhood Plan

7.1.1 Update

Members approved the latest Plan versions and agreed approaches be made regarding deposit sites as Village store, Kings Head, Muffins, Blacksmith Arms and Stavertons. Chair asked that thanks be recorded to Mr. Walker for his work with the Plan and that WDC be asked to provide cvs of potential Plan examiners.

Following a proposal by Cllr. Pope and seconding by Cllr. Thatcher

0630 **RESOLVED** to approve the latest versions of Neighbourhood Plan documents and proceed to WDC Consultation.

7.2 Response from Wealden District Council to Southern Water's response re. Paddock Green
WDC to be chased as no response has been forthcoming. Chair's understanding is that Redrow are expecting occupation to commence in February, 2024.

7.3 Response from Southern Water regarding Paddock Green
Clerk to chase when response deadline reached.

7.4 To note District Council and Planning Inspector decisions to date
Noted.

6. FINANCE/ADMINISTRATION

6.1 To approve/note payments payable/paid October, 2023

Following a proposal by Cllr. Pope and seconding by Cllr. Butcher

0631 **RESOLVED** to approve/note payments payable/paid October, 2023 totalling £10,193.74 (See appendix A).

6.2 To note income/expenditure-vs-budget and approve, if necessary, overspends/under-receipts not previously approved

Clerk reminded members that overspends in the areas of village furniture, pavilion consumables and insurance had previously been reported with a new request that the budgeted amount for Staff Training be exceeded by £50 to accommodate online training of all three officers.

Following a proposal by Cllr. Pope and seconding by Cllr. Freezer

- 0632** **RESOLVED** to approve an increase of £50 in the budgeted amount for Staff Training.
- 6.3 Use of s106 funds to meet cost of continued maintenance at Parish Woodland
Members noted that the cost of pond and bramble clearance at the Parish Woodland last year was £317 and that work was again needed to conform with the land management plan.
Following a proposal by Cllr. Pope and seconding by Cllr. Butcher
- 0633** **RESOLVED** to approve use of s106 funds up to 20% more than last year's costs to complete the work.
- 6.4 To approve budget/precept for 2024/25 proposed by Finance & General Purpose committee
Members discussed the previously circulated suggested budget proposed by the Finance and General Purpose Committee noting the increase required to meet cost increases as a result of inflation and with specific itemised cost items. Bearing in mind the recent cost of living crisis, it was felt that the shortfall of some £19,630 could be met from General Reserves this year in the knowledge that the tax base would be sufficiently high next year to not result in this becoming a regular occurrence. The impact to a band D tax payer would be a little under 10p. per week and equate to an increase in the region of 3.5%.
Following a proposal by Cllr. Pope and seconding by Cllr. Butcher
- 0634** **RESOLVED** to approve a budget to cover expenditure of £104,880 with a precept requirement of £71,600.
- 6.5 To approve Earmarked Reserves as proposed by Finance & General Purpose committee
Members were referred to the previously circulated Reserves table with Cllr. Pope querying the need for a reserve to cover the emptying of waste/dog bins and insurance.
Following a proposal by Cllr. Pope and seconding by Cllr. Magness
- 0635** **RESOLVED** to approve the Reserves figure as circulated but with the deletion of the waste/dog bin clearance and insurance reserves.
- 6.6 To approve adoption of a Respect and Dignity policy proposed by Finance & General Purpose committee
Following a proposal by Cllr. Butcher and seconding by Cllr. Thatcher
- 0636** **RESOLVED** to approve the adoption of the previously circulated Respect and Dignity policy and sign up to the Civility and Respect Pledge.
- 6.7 To approve continued adoption of Standing Orders proposed by Finance & General Purpose committee
Following a proposal by Cllr. Butcher and seconding by Cllr. pope
- 0637** **RESOLVED** to approve the continued adoption of the previously circulated Standing Orders.
- 6.8 To approve continued adoption of Financial Regulations proposed by Finance & General Purpose committee
Following a proposal by Cllr. Thatcher and seconding by Cllr. Pope
- 0638** **RESOLVED** to approve the continued adoption of the previously circulated Financial Regulations.
- 6.9 To approve continued adoption Code of Conduct proposed by Finance & General Purpose committee
Following a proposal by Cllr. Butcher and seconding by Cllr. Thatcher
- 0639** **RESOLVED** to approve the continued adoption of the previously circulated Code of Conduct.

8. PROPOSALS/REPORTS FOR APPROVAL, DISCUSSION OR NOTING

- 8.1 Correspondence
Noted. (See Appendix B).
- 8.2 Christmas trees update
Members noted that both trees were up and that the Halland tree would be decorated on the 2nd of December. Chair thanked everyone involved with the tree works and the East Hoathly tree lighting evening. Comments regarding emailed notification of the tree lighting event highlighted the difficulties experienced, including payment authorizations, with the 'workaround' in place for Cllr. Magness's council email address.
- 8.3 Woodland footpath remedial action update

Cllr. Pope had drafted a specification for comment but had been superseded by a request to the County Council Rights of Way team for a specification, but members learnt that they don't have such a specification. Cllr. Thatcher stated a preferred need for the surface to be non-slip although stapling with chicken wire wasn't felt to be sufficient. Chair stated how important it was to have an agreed specification to use for tendering purposes in view of earlier works where a number of contractors had proposed revised specifications when asked to tender. Clerk to approach Crowborough Town Council who have a boardwalk and continue to try and obtain a relevant specification.

8.4 To note Garden Plots meeting minutes

Clerk to re-circulate.

8.5 Clerk's progress report

Clerk reported that County are still waiting for details of the groundworks for the High Street/Mews replacement bus shelters and will continue chasing.

9. DATE OF NEXT MEETING

To note that the next meeting of the Full Council will be held on Monday 29th January, 2024 at 7.00 pm at the Village Hall, East Hoathly

Noted.

Meeting closed at 8.06pm

**IF YOU WOULD LIKE TO RECEIVE E-MAILED COPIES OF THIS AND FUTURE
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Appendix A

Date	Payee Name		Transaction Detail
31/10/2023	AJGIBL (Came ins.)	£367.36	Insurance
31/10/2023	PKF Littlejohn	£378.00	External audit
31/10/2023	Mulberry and Co	£203.64	Interim internal audit
31/10/2023	Ashdown Solutions Ltd	£117.36	Computer support
31/10/2023	HMRC	£450.18	Tax and NI
31/10/2023	East Hoathly and Halland WM	£3,000.00	Grant to war memorial Pavilion only insurance.
31/10/2023	Affinity Sel Insurance serv	£1,470.11	
31/10/2023	Salaries and expenses	£2,990.28	
31/10/2023	Wealden District Council	£765.61	Election costs
31/10/2023	Hallmaster	£451.20	Halls booking system
	Total	£10,193.74	

Appendix B

Correspondence: 25th October, 2023 to 23rd November, 2023

1. Hallmaster Newsletter | October 2023
2. NALC newsletter 25th October, 2023
3. WDC: Agenda for Planning Committee South, Thursday, 2nd November, 2023
4. NALC: Chief executive's bulletin 26th October, 2023
5. VGW News #6, October 2023
6. CPRE: October newsletter (already forwarded to members)
7. WDC: media release: Wealden District Council announces membership of the Employers' Initiative on Domestic Abuse
8. WDC: Supplement: Presentation Slides for Applications Listed on the Agenda to the agenda for Planning Committee South, Thursday, 2nd November, 2023
9. WDC: Free Energy Champion Training available now!
10. Healthwatch East Sussex - October 2023 Newsletter
11. Wealden Weekly Commencing 30 October
12. WDC: media release: New homes handed over to Wealden District Council
13. East Sussex Wildlife Rescue: Newsletter
14. ESCC: FW: Calling all Tree Wardens - Find Out How You Can Support The Tree Council's Young Tree Champions (YTC) programme - Book now!
15. VWA members walk : Sunday 19 November
16. WDC: Grants to address mental health issues in C&YP, support energy customers and more
17. The Rural Bulletin - 31 October 2023
18. ESCC: Priorities and budget for 2024/25 – public engagement and Whole Council Forum
19. WDC: Newly published decision: OFF 13/2023 - CE - Household Support Fund
20. WDC: Minutes for Planning Committee North, Thursday, 12th October, 2023
21. WDC: Supplement: Statements from Interested Parties for Applications Listed on the Agenda to the agenda for Planning Committee South, Thursday, 2nd November, 2023
22. WDC: Re. Meeting cancelled - 02/11/2023, 10:00, Planning Committee South
23. UKPN: Preparations for Storm Ciarán
24. NALC newsletter 1st November, 2023
25. WDC: Funding available to prevent C&YP from becoming involved in violence
26. Healthwatch East Sussex - Read our latest insight on health and care issues
27. Edukit: Grants for health and welfare of animals, disabled & disadvantaged people and more
28. RSN Rural Funding Digest - November 2023 Edition
29. Wealden District Council Local Plan update
30. WDC: Agenda for Planning Committee South, Thursday, 9th November, 2023
31. WDC: Supplement: Presentation Slides for Applications Listed on the Agenda (carried from 2 November cancelled meeting) to the agenda for Planning Committee South, Thursday, 9th November, 2023
32. NALC: Chief executive's bulletin 2nd November, 2023
33. WDC: Wealden Funding Opportunities - November 2023
34. WDC: Agenda for Overview and Scrutiny Committee, Monday, 13th November, 2023
35. Wealden Weekly Commencing 6 November
36. Satswana Council update November 2023
37. The Rural Bulletin - 7 November 2023
38. Edukit: Grants to work with black and racially minoritised C&YP, alleviate poverty & disability and more
39. WDC: Supplement: Statements from Interested Parties on Applications Listed on the Agenda to the agenda for Planning Committee South, Thursday, 9th November, 2023
40. WDC: media release: Wealden Crematorium used as a filming location
41. WDC: media release: Wealden Community Lottery celebrates six month milestone
42. NALC newsletter 8th November, 2023
43. Edukit: NALC newsletter 25th October, 2023
44. WDC: Supplement: Officer Updates to the agenda for Planning Committee South, Thursday, 9th November, 2023
45. NALC: Chief executive's bulletin 9th November, 2023

46. WDC: Supplement: Appendix B - Deputy Leader, Housing & Benefits to the agenda for Overview and Scrutiny Committee, Monday, 13th November, 2023
47. WDC: Supplement: 3VA briefing paper re: cost of living impact in Wealden to the agenda for Overview and Scrutiny Committee, Monday, 13th November, 2023
48. WDC: media release: Wealden Landmark included on Heritage at Risk Register for 2023
49. WDC: Wealden Weekly Commencing 13 November
50. WDC: New issue: Pay Policy 2024/5
51. WDC: Christmas Collection Dates for Rubbish and Recycling
52. WDC: Newly published decision: Consultation Response to the Provision of information to tenants: Direction to the Social Housing Regulator on tenants' rights and complaints.
53. WDC: Change of date for meeting 30/11/2023, 10:00, Standards Committee
54. Edukit: Grants to improve quality of life for disadvantaged people, encourage participation in arts and more
55. The Rural Bulletin - 14 November 2023
56. WDC: Minutes for Audit, Finance and Governance Committee, Wednesday, 20th September, 2023
57. WDC: Agenda for Full Council, Wednesday, 22nd November, 2023
58. WDC: Media release: Book now for Energy Champions training sessions
59. Edukit: Funding of up to £15,000 is available to make a difference to young people's lives
60. WDC: Newly published decision: Joint Complaint Handling Code - Consultation Responses
61. NALC: Chief executive's bulletin 9th November, 2023
62. WDC: Agenda for Planning Committee North, Monday, 27th November, 2023
63. WDC: Wealden Weekly Commencing 20 November
64. The Rural Bulletin - 21 November 2023
65. Edukit: Grants for visually impaired people, youth sectors and more
66. Parish Online Newsletter #45
67. NALC newsletter 22nd November, 2023
68. Edukit: Funding of up to £10,000 is available for medical, mental health, offender support & families sector
69. WDC: Minutes for Licensing Sub-Committee, Monday, 20th November, 2023
70. WDC: Supplement: Presentation Slides for Applications Listed on the Agenda to the agenda for Planning Committee North, Monday, 27th November, 2023
71. WDC: Media release: Wealden councillor receives prestigious award

6.4

Procedure to be adopted regarding co-opting a member to the Council following a casual vacancy* that has arisen

If Wealden District Council have not received the required number of requests to hold an election to fill a casual vacancy and, in accordance with Council standing orders and legislation, the Council may co-opt a new member.

Existing members that are aware of any potential candidates ask that they apply, by letter or email (including a C.V. and a paragraph each about the experiences and qualities the potential candidate can bring to the Council), to the clerk before the [insert date]. [In addition, the clerk be instructed to contact the unsuccessful candidate(s) that stood in the last election with an invitation to apply to fill the casual vacancy should that still be their wish].

In addition to the written application it is proposed that candidates be given the opportunity to address the members at the full Council meeting.

At this meeting an agenda item be tabled to co-opt a new member to the Council using the following process:-

Only Councillors present at the meeting may vote upon a person to fill the vacancy. At this meeting, members should be informed of the names and addresses of anyone wishing to be considered as a Councillor. Candidates may speak for up to three minutes, should they wish.

Voting for the new Councillor is by show of hands as per standing orders but a signed ballot shall be held if at least one member requests such. The chairman should place the names of the candidates into alphabetical order and take a vote. Councillors have only one vote each. The first candidate to receive an absolute majority of those present and voting is declared elected. Should no single candidate receive a majority on the first vote, the person with the lowest number of votes is eliminated, voting takes place on the remainder, one vote per Councillor. If there is no single candidate with a lowest number of votes (i.e. 5-3-3-3) then a further vote between the candidates with the lowest number of votes shall be used to determine which candidate is eliminated. Ballot papers will be destroyed by the clerk after the candidate has been successfully elected.

This continues until one person receives an absolute majority.

The successful candidate is then declared co-opted to the Council and summoned to attend the next Council Meeting where he/she will sign the Declaration of Acceptance of Office to agree to be bound by the Code of Local Government Conduct.

***Casual Vacancies**

A casual vacancy occurs when a Parish Councillor either retires, resigns or is disqualified from office, before the expiry of his or her term of office. The Parish Clerk on behalf of the Council declares there is a vacancy by displaying notices within the parish.

If, within the 14 days the Notice of Vacancy is displayed, 10 electors of the parish request the Returning Officer to hold an election, an election is held. If electors do not make a request the Parish Council may then fill the vacancy by co-option (ie existing members appoint without an election). This must be done within 60 days. However, it should be noted that if the vacancy occurs 6 months before the next ordinary election of the Parish Council the Parish Council may co-opt but an election need not be held.

Once a request for an election is received by the Returning Officer an election has to be held within 60 days of the date of the Parish Clerk's original notice. The first notice to be given by the Returning Officer is the Notice of Election. This informs that there is a vacancy on the Parish Council and that nominations on the proper form should be sent to the Returning Officer by a certain date. It also gives a date for the Poll in the event that the election is contested.

If the Returning Officer receives more nominations than the number of vacancies a Poll is held. Otherwise the nominees are elected without a contest.

6 NOVEMBER 2023

E01-23 | 2022/23 LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2023

We have been informed by the Local Government Association that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024.

The new pay rates for local councils are attached and have been agreed with SLCC and ALCC.

Employers are encouraged to implement this pay award as swiftly as possible.

For all spinal points to 43 the agreed award was a flat rate payment of £1,925. For scale points above that the award was 3.88%.

The Joint Council notes on backpay for employees who have left employment: "If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2023 to the employee's last day of employment. When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the employer resources section of www.lgpsregs.org.

Historically the calculation of hourly pay for local councils has been reached by dividing the annual salary by 52 weeks and then by 37 hours. This is different from the recommendation of the Joint Council which calculates hourly rates by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week). This marginal difference causes some confusion, and it is intended that next year we shall move to the approach recommended by the National Joint Council.

NALC continues to be disappointed that the annual settlement has been delayed for reasons outside the Association's control.

SCP	1 April 2023		Scale Ranges
	£ per annum	* £ per hour	Based on SCP
2	£22,366	£11.62	Below LC Scale (for staff other than clerks)
3	£22,737	£11.82	
4	£23,114	£12.01	
5	£23,500	£12.21	
5	£23,500	£12.21	LC1 (5-6) (below substantive range)
6	£23,893	£12.42	LC1 (7-12) (substantive benchmark range)
7	£24,294	£12.63	
8	£24,702	£12.84	
9	£25,119	£13.06	
10	£25,545	£13.28	
11	£25,979	£13.50	
12	£26,421	£13.73	LC1 (13-17) (above substantive range)
13	£26,873	£13.97	
14	£27,334	£14.21	
15	£27,803	£14.45	
16	£28,282	£14.70	
17	£28,770	£14.95	LC2 (18-23) (below substantive range)
18	£29,269	£15.21	
19	£29,777	£15.48	
20	£30,296	£15.75	
21	£30,825	£16.02	
22	£31,364	£16.30	
23	£32,076	£16.67	LC2 (24-28) (substantive benchmark range)
24	£33,024	£17.16	
25	£33,945	£17.64	
26	£34,834	£18.10	
27	£35,745	£18.58	
28	£36,648	£19.05	

SCP	1 April 2023		Scale Ranges
	£ per annum	* £ per hour	Based on SCP
29	£37,336	£19.41	LC2 (29-32) (above substantive benchmark range)
30	£38,223	£19.87	
31	£39,186	£20.37	
32	£40,221	£20.90	
33	£41,418	£21.53	LC3 (33-36) (below substantive range)
34	£42,403	£22.04	
35	£43,421	£22.57	
36	£44,428	£23.09	
37	£45,441	£23.62	LC3 (37-41) (substantive benchmark range)
38	£46,464	£24.15	
39	£47,420	£24.65	
40	£48,474	£25.19	
41	£49,498	£25.73	
42	£50,512	£26.25	LC3 (42-45) (above substantive benchmark range)
43	£51,515	£26.77	
44	£52,752	£27.42	
45	£54,017	£28.08	
46	£55,325	£28.76	LC4 (46-49) (below substantive range)
47	£56,648	£29.44	
48	£57,854	£30.07	
49	£59,418	£30.88	
50	£60,856	£31.63	LC4 (50-54) (substantive benchmark range)
51	£62,323	£32.39	
52	£64,335	£33.44	
53	£66,341	£34.48	
54	£68,356	£35.53	

SCP	1 April 2023		Scale Ranges
	£ per annum	* £ per hour	Based on SCP
55	£70,385	£36.58	LC4 (55-62) (above substantive benchmark range)
56	£72,388	£37.62	
57	£74,417	£38.68	
58	£76,405	£39.71	
59	£78,290	£40.69	
60	£80,216	£41.69	
61	£82,188	£42.72	
62	£84,214	£43.77	

* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours. Please note that these hourly rates differ from those published by NJC for Principal Authorities as the calculation basis differs.

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7.1.1

Dear Steering Group,

Now that the Regulation 16 consultation has begun we need to agree on an Examiner. As you may be aware both the Parish Council and WDC will need to mutually agree on an Examiner. We can either approach an Examiner directly or apply via Npiers for a shortlist to choose from, please bear in mind that the latter option can take several weeks. Whilst preparing for another neighbourhood plan I did some research and there is an examiner, Andrew Ashcroft who has been used on a number of recent examinations on villages in Sussex. I also spoke to a number of local authorities who have used him and he is highly regarded. You can view some of the Examiner Reports he has written here:

[Horsted Keynes](#)

[Cophorne](#)

[Burwash](#)

[Steyning](#)

I attach his CV and Schedule of examinations.

Other possible examiners include John Slater, who carried out the Hailsham, Herstmonceux and Hellingly Neighbourhood Plan examination. The reports can be viewed on our neighbourhood planning page [here](#). I attach his CV. Liz Beth will be carrying out the Ninfield examination in February but I also attach her CV. Christopher Lockhart-Mummery is currently carrying out the Wadhurst examination and I attach his CV.

Please let me know if you would like me to approach one of the above examiners directly to see if they are available, we would be happy to use one of these, or if you would like me to fill out the form for Npiers for a shortlist of 3 examiners.

Kind regards, Katherine.

Katherine Matthews | Planning Officer (Policy)
Planning Policy, Wealden District Council

7.1-1a

Andrew Ashcroft

Profile

I have a very strong professional and personal commitment to neighbourhood planning. I also have excellent inter-personal skills and an ability to work positively with a wide range of people and organisations. I bring extensive experience in neighbourhood planning. This ranges from a former leadership role in a council with an extensive range of neighbourhood plan designations, carrying out a wide variety of examinations and health checks, being involved in preparing a neighbourhood plan as a steering group member and in assisting other groups as a consultant to prepare their plans.

Current Employment

Director – Andrew Ashcroft Planning Limited

Recent Employment History

Assistant Director- Economy, Environment and Culture
Herefordshire Council
2009-2015

Head of Planning Services
Herefordshire Council
2006-2009

Head of Planning and Environment Services
Isle of Wight Council
2002-2006

Qualifications

B.A. (Hons.) Geography
King's College London (1980)

M.A. Environmental Planning
University of Nottingham (1982)

Diploma of Management Studies
De Montfort University, Leicester (1999)

Member of Royal Town Planning Institute (since 1986)

Neighbourhood Planning Experience

Designations

I oversaw the designation of 97 neighbourhood areas in Herefordshire (up to December 2015). In this context I established a neighbourhood planning team to support this agenda. The team

continues to have a sharp focus in delivering practical and accessible advice to qualifying bodies.

Independent Examinations (NPIERS-registered examiner)

I have examined 259 neighbourhood plans (as at July 2023). They cover an extensive range of urban and rural neighbourhood areas. They are provided in a separate schedule. Fourteen of these examinations involved a hearing.

Several of the examinations were based in locations with significant environmental designations including Green Belts and National Parks/Areas of Outstanding Natural Beauty.

Health Checks/advice to neighbourhood groups

In addition to examination work, I have carried out fifteen neighbourhood plan health checks. In several cases the health check work resulted in the refinement of the Plan concerned and made the eventual examination process much simpler.

I have also provided fast track support to the relevant parish councils as part of the production of the Benson and Chinnor Neighbourhood Plans (in South Oxfordshire). I have also provided support to the neighbourhood planning groups in Rotherwick and Crondall (Hampshire). The four Plans are now successfully made. I am currently working with the Brighton Marina Forum as it develops its plan.

I was a member of the steering group for the preparation of the Sutton St Nicholas Neighbourhood Plan (my former home village) in Herefordshire. The Plan is also made.

Other neighbourhood plan involvement and continuous professional development

I was one of four experienced examiners who participated in the CLG/NPIERS working party to identify and capture best practice for qualifying bodies, local planning authorities and examiners on the neighbourhood plan examination process. This work was published in Advice Notes in April 2018.

I have delivered training on neighbourhood planning to town and parish councils at events organised by Mid Sussex District Council, Herefordshire Council, South Cambridgeshire District Council and Milton Keynes Council. I have also presented a training package to a wider group of town and parish councils on neighbourhood planning through the Local Government Association.

Andrew Ashcroft

July 2023

7.1.1d

Christopher Lockhart-Mummery KC was called to the Bar in 1971, and became a QC in 1986. He has been a Deputy High Court Judge (planning cases) and a Recorder.

Having had wide experience in planning, compulsory purchase and compensation, local government and related work both at inquiries and in the courts, he specialised for many years exclusively in a wide range of planning work, for the private and public sectors. Christopher has practised in planning and related fields throughout his career, exclusively so for more than 40 years. He retired from full-time practice at the Bar in July 2021.

He appeared in many of the leading planning cases in the Court of Appeal and Supreme Court/House of Lords, most recently in the Suffolk Coastal v Hopkins Homes, and Lambeth Borough Council, appeals.

He is a CEDR accredited Mediator, with experience of conducting successful planning mediations.

He has extensive experience in the formulation, interpretation and application of planning policy, through advisory, planning inquiry and local plan examination work. He has particular experience of the implications of housing development on communities and the environment, both through the development plan process and through planning applications and appeals.

He is a NPIERS trained Examiner of Neighbourhood Plans, having completed the examinations of significant Plans. These include:

The **Petersfield NP**, involving housing allocation and South Downs National Park issues.

The **London Waterloo NP**, a plan involving complex inner-urban issues.

The **Gilston Area NP** involving policies for the delivery of a major local plan strategic allocation.

The **Hunsdon NP**, adjoining Gilston.

The **Aldingbourne and Barnham and Eastergate NP's**, both review plans in West Sussex.

The **Southbourne NP**, also a review NP in West Sussex, involving a major housing allocation in advance of an adopted local plan.

The **Bishop's Stortford Review NP's**, covering the whole of the urban and rural areas of the town.

The **Worlingham NP** (East Suffolk).

The **Lyminster and Crossbush NP** (Arun DC)

The **Oulton NP** (East Suffolk)

The **Cliffe and Cliffe Woods NP** (Medway)

The **Kingsmead NP** (East Herts)

The **Watton-at-Stone NP** (East Herts)

Several **Health Checks** of emerging NP's.

Several further examinations of less significant plans.

This Neighbourhood Plan work has involved the widest range of planning issues, from urban issues, countryside, housing including mix and tenure, sustainability and climate change, biodiversity, transport, design, viability and other issues.

Unless there are unusual complexities, he aims to provide concise reports within a reasonably short timeframe.

He was Chair of the NPIERS Guidance Working Party which produced the Guidance for Examiners.

He was a General Editor of the Planning Encyclopedia for many years, until his retirement last year.

Christopher was listed as a leading QC in planning in the Legal 500 and Chambers & Partners.

"He is the voice of authority" (Legal 500).

8.2

Dear Council,

I am writing in relation to the rural grass cutting service for your Parish/Town.

Over the past 3 years a trial of reduced rural grass cutting has been undertaken in select Parish and Town Councils who have previously expressed an interest. This has been in response to an increased level of Member and resident contact regarding requests to reduce cutting rural verges or change the schedule in line with wild plant cycles . Further details can be [found online under item 49](#).

As agreed at [Lead Member for Transport and Environment on 11th December 2023](#), the Council has formally adopted this as Policy, so that the reduced rural cuts (excluding single track lanes for safety) is available to all Parish and Town Councils to opt in to.

Options

Please advise which option your Council would like to receive for Rural Grass Cutting:

Option 1 - Standard Rural Grass Cutting Service - No change

Two cuts per annum of a 1 metre wide swathe along the verge plus visibility areas cut for visibility at junctions and for safety on the inside of bends where sight lines between road users may be obscured by vegetation.

Option 2 - Environmental Enhancement Service (reduced rural service)

Excluding single track lanes, the first cut at start of season to be only visibility cuts for safety at junctions and on the inside of bends where sight lines between road users may be obscured by vegetation. The second cut later in the season will be visibility plus a 1 metre wide swathe along the verge.

Future Changes to Rural Grass Cutting

Please note, the option you decide on this year will become your default option going forward. We will not contact you each year to ask which rural grass cutting option you wish to take forward. Should you wish to change options, you can email us at the below email, and this can be implemented the following season. You would not be able to change options part way through the grass cutting season.

Please note, in both options safety remains a priority. You can report any visibility or safety issues to your SLO to investigate and rectify as necessary.

Response Deadline

If you would like to opt into the Environmental Enhancement Service (reduced rural cuts), please let us know by **Friday 23rd February 2024**. If we have not heard anything by this date, we will default to Option 1 - Standard Rural Grass Cutting.

Please send responses to contracts.managementgroup@eastsussex.gov.uk

Grass Cutting Maps

You can now access the [grass cutting maps online here](#).

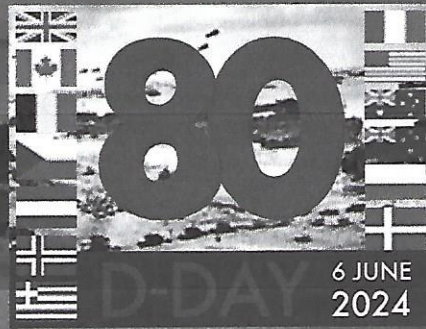
Kind Regards

Kirsty Jenner

Asset Support Officer

Contracts Management Group, Communities, Economy and Transport

Website: www.eastsussexhighways.com



TOWN, PARISH & COMMUNITY COUNCILS - D-DAY 80 - 6TH JUNE 2024

As you are aware, we are organising D-Day 80 - 6th June 2024, throughout the UK, Channel Islands, Isle of Man and UK Overseas Territories in Commemoration/Celebration of the 80th Anniversary of the D-Day landings on the five Beaches in Normandy, France, which took place on 6th June 1944, enabling your Council and local community to use this occasion to pay 'tribute' to the many, many thousands that sacrificed so much in helping to secure the freedom we all enjoy today. With this in mind, we have developed several ways in which your Council and community can take part in this special occasion.

(1) BEACON: Light a Beacon at 9.15pm on 6th June, as encouraged by Prime Minister Rishi Sunak (See page **3**) of the Guide To Taking Part which can be viewed and downloaded from the D-Day 80 website - www.d-day80beacons.co.uk

From the Guide (see pages **41** to **45**), you will see there are several styles of Beacons that can be used for this occasion, many of which you may have used for previous occasions, and those of you with the permanent Beacon Braziers and gas fuelled Beacons produced for our late Queen Elizabeth's Platinum Jubilee, are urged to re-use these to save money. With regard to the Bonfire Beacons (see pages **41** and **42**), these are ideal for country parks, village greens and our farms throughout the UK etc.

(2) LAMP LIGHT OF PEACE: We understand that there are areas of our local communities unable to light Beacons for various reasons, so we have developed the Lamp Light of Peace (see page **39**) providing a simple and cost effective way of becoming and being part of this event by lighting it at 9.15pm on 6th June next year, coinciding with the lighting of the Beacons that night, and once used for this occasion, they can be re-lit at 11am on 11th November in 'Remembrance' for many years to come. (The flame in the Lamp, along with the Beacons, will represent the 'light of peace' that emerged from the dreadful darkness of War). We believe these are suitable for Care Homes, Hospitals, and Pubs etc, and have already had several taking part. (See examples on the D-Day 80 website).

(3) RINGING OUT FOR PEACE: With the valuable assistance of the Central Council of Church Bell Ringers (see website), we are encouraging every Cathedral and Church throughout the UK, Channel Islands and the Isle of Man to ring their Bells at 6.30pm on 6th June, so we ask you to contact your local Churches etc, inviting them to take part.

(4) All those taking part in the above will be sent the Certificate of Grateful Recognition, enabling them to download, print and frame it as a permanent reminder of their involvement (see website). From the website and Guide To Taking Part, you will see there are other elements taking place, making up this Commemoration/Celebration event, with many taking part already as their personal tributes. Those taking part in this event are being asked to go to page **52** in the Guide, outlining their involvement as requested, to enable us to register their participation, and send them their Certificate.

We do hope that your Council will participate in one or more of the above, and look forward to hearing from you in due course.

My warmest regards to you all,

Bruno Peek

Bruno Peek CVO OBE OPR
Pageantmaster, D-Day 80, 6th June 2024
Telephone: + 44 (0) 7737 262 913
Email: brunopeek@mac.com
www.d-day80beacons.co.uk



8.6

Dear Consultee,

Horam Parish Council has prepared a draft neighbourhood plan covering the parish of Horam that sets out a vision for the future of the area, as well as planning policies that, if adopted, will be used to determine planning applications in the Parish and will form part of Wealden District Council's Development Plan.

In accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012 (as amended) Wealden District Council is inviting representations on the Submission Draft of the Neighbourhood Development Plan and supporting documents **from 9am on Monday 11 December 2023 to 5pm on Tuesday 6 February 2024**. All representations received will be forwarded to an independent examiner appointed to examine the Neighbourhood Plan.

The Neighbourhood Plan and supporting documents are available to view on the Council's consultation page: <https://consult.wealden.gov.uk/kse>

Printed copies of the Neighbourhood Plan and the supporting documents can be viewed at the following locations:

- Horam Parish Council, The Horam Centre, 3 Bank Buildings, High Street, Horam, TN21 0EH. Office open Tuesday 9.30am-12.30pm, Wednesday 9.30am-12.30pm, Thursday 9.30am-12.30pm, Friday 10am-1pm.
(office closed from 20 December up to and including 1 January 2024)
- Wealden District Council, Council Offices, Vicarage Lane, Hailsham, BN27 2AX. Open Monday, Tuesday, Thursday, Friday 8.30am-5pm, Wednesday 9am -5pm.

(office closed from 25 December up to and including 1 January 2024).

You can make comments on the Horam Neighbourhood Plan and supporting documents using the consultation response form, which you will find on our consultation page <https://consult.wealden.gov.uk/kse>. You can either send the form to us:

- By post: print and complete the response form and send it to Planning Policy, Wealden District Council, Vicarage Lane, Hailsham, BN27 2AX.
- By email: complete the response form and send it to Nplans@wealden.gov.uk

You can make comments on any of the information submitted for the consultation. Please make it clear which document you are commenting upon alongside the paragraph/page number. Your comments should address whether the Neighbourhood Plan meets the basic conditions. These are outlined in the Regulation 16 Guidance Notes, which can be found on our consultation page at <https://consult.wealden.gov.uk/kse>.

Representations cannot be treated in confidence and copies of all representations, along with your name or organisation, will be made publicly available on the Council's website and sent to the Independent Examiner thereafter. However, the Council will not publish your personal contact information such as telephone numbers, email or private addresses. By submitting your views, you confirm your consent to the above and that you accept full responsibility for your comments.

For any questions relating to the consultation or submitting your comments, please contact the Planning Policy Team on 01892 602008 or e-mail Nplans@wealden.gov.uk.

Kind regards.

The Planning Policy Team

Wealden District Council

01892 602008

nplans@wealden.gov.uk

Council Offices | Vicarage Lane | Hailsham | East Sussex | BN27 2AX

8.7

East Sussex County Council is looking to promote the East Sussex draft Local Transport Plan 4 Consultation to Parish and Town Councils. Please see below for further information and do share with your members:

East Sussex Local Transport Plan 4

Consultation 27 November 2023 - 25 February 2024

We want you to have your say on the future of transport in the County.

The draft East Sussex Local Transport Plan 2024 - 2050, sets out how we will plan and provide transport for residents, businesses and visitors in East Sussex now and for future generations, to help connect them with the places they need to go on a daily basis.

The strategy focuses on:

- enabling safer and more accessible journeys
- developing healthy places to enable people to live well
- decarbonising transport to help us to achieve net zero targets by 2050 at the latest
- maintaining and strengthen our transport networks so that they are resilient
- supporting a more equitable, inclusive, and sustainable economy within our coastal towns, market towns and villages in more rural areas

The LTP Strategy, Implementation Plan and supporting documents and the consultation questionnaire are available on the County Council's consultation hub - <http://eastsussex.gov.uk/DraftLTP4>

Contact details

If you want to contact ESCC to discuss this you can do so in the following ways:

- Email - LocalTransportPlan@EastSussex.gov.uk
- Telephone: 0345 608 0190 lines (open 8am to 5pm, Monday to Thursday, and 8am to 4.30pm on Friday) and ask to be put through to the Local Transport Plan Team.

8.9

Updates from previous meetings agenda items (if not already included as agenda items for current meeting)

Would members please email/telephone with any questions/queries/comments regarding the updates so that they may, hopefully, be dealt with before the meeting proper. Many thanks

Bus shelter replacements: South Street/High Street EH. ESCC chased (20Apr2022). Chased again (25Aug). Acknowledged – New officer appointed promised update (13Spt). Messages left for Dave Smith (08Nov). Meeting with Dave Smith and NFF scheduled for 23rd November. Groundwork contractor quote now with ESCC Highways; awaiting ESCC next steps. Chased again (21Mch2023). Chased Dave Smith who tell me they're still waiting for a response from NFF re. groundwork. I've chased NFF (07 and 14Nov2023). NFF looking into groundwork contractor's quote progress (23Jan2024). Limited groundwork details received from NFF sent to ESCC suggesting a further site visit and, effectively, start again (23Jan).

Hallmaster integrated within webpage: Netwise and Hallmaster offered solutions. Not yet completed.

Hits (visits) to website in last 7 days: 143.

Village Hall licence: No progress.

Emergency Plan: Still 'on hold'.

Pop Up screen and additional website headers: Netwise advise against pop ups. Asked for some sort of sign up system.

Fingerposts: JAKK appointed. Expected completion date requested (14Spt2023). Chased for anticipated start date (30Nov). JAKK respond with completion expected 'early 2024' (16Jan2024).

Structures at Garden Plots: Stalled since Cllr. Bradley resigned. Cllr. Magness now dealing.

Martyn's Law: Awaiting outcome of legislation.

Would members please email/telephone with any questions/queries/comments regarding the updates so that they may, hopefully, be dealt with before the meeting proper. Many thanks.