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**MINUTES OF THE MEETING OF MAYFIELD  
AND FIVE ASHES PARISH COUNCIL  
ORDINARY MEETING**

**HELD AT FIVE ASHES VILLAGE HALL  
ON MONDAY 14 JUNE 2010 AT 1930 HOURS**

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**Chairman of Mayfield and Five Ashes Parish Council  
Councillor D Redman**

**10C03  
APPROVED**

**D REDMAN  
CHAIRMAN**

**SUMMARY OF MEETING**

- Mayfield Fire Station discussed
- Presentation on Aylwins housing project by Shape Homes
- Financial Report April 2010 (10FA01) approved
- Internal Audit report approved
- Argos Hill Windmill Trust – Representative elected (Resolution 10C02)
- Annual Report approved

**ATTENDANCE**

Robert Fitzsimmons	(RF)	Present and Voting
Monica Aitkin	(MA)	Present and Voting
Paul Amans	(PA)	Present and Voting
Patricia Balfour	(PB)	Present and Voting
Jayne Bramwell	(JB)	Present and Voting
Andrew Burnett	(AB)	Apologies for Absence (B)
Warwick Child	(WH)	Present and Voting
Jane Driscoll	(JD)	Present and Voting
Hubert Hills	(HH)	Present and Voting
Chris Lilly	(CL)	Present and Voting
Lloyd McLean	(LM)	Present and Voting
Graham Playfoot	(GP)	Present and Voting
Deveda Redman	(DR)	Present and Voting
Jerry Watkiss	(JW)	Present and Voting
Elaine Wheeler	(EW)	Apologies for Absence (B)

Present and voting 13      Present and not voting 0  
Apologies for Absence 2      Not present 0      Other Council Business 0

**Also in attendance:** Wealden District Councillors Brian Redman (BR)  
David Thompson Parish Clerk (DT) Police: Steve Etherington (SE) and Matthew Boyle (MB)

**Apologies for Absence:** WDC Councillor Robert Standley (RS), Jonica Fox (JF), Graham Wells (GW) and ESCC Councillors Chris Dowling (CD), Robert Tidy (RT)

There were two members of the public present.

## MINUTES

### 1. REV KINDERMAN

- 1.1. The Parish Council remembered the late Rev Kinderman and expressed their condolences to his family.

### 2. DECLARATION OF INTEREST BY MEMBERS ON THE AGENDA ITEMS

- 2.1. There were no declarations of interest by members on Agenda items.

### 3. CHAIRMAN'S ANNOUNCEMENTS

- 3.1. The Chairman reported that the Annual Assembly had been successful and well attended. Arising from the meeting the Mayfield Fire Station problems would be discussed at this meeting.

### 4. POLICE REPORT

- 4.1. MB reported that from a crime point of view Mayfield had no significant issues, and that regular patrols on High Street parking were being carried out.
- 4.2. It was reported that there was nothing significant to report so far as Five Ashes was concerned.
- 4.3. The Chairman reported that a letter had been received from the Rev Nigel Prior, with regard to the car parking situation in Mayfield High Street.

### 5. HOUSING AYLWINS AND THE MAINTENANCE SITE

- 5.1. Andrew Jenner from Jenner Jones associates gave a presentation on the proposed development of the Aylwins and Maintenance Yard Housing sites. They had purchased the sites with planning permission in conjunction with Shape Homes (SouthEast).
- 5.2. Negotiations had been taking place with Wealden District Council to change the original specification to:
  - Aylwins Main House 4
  - Aylwins Court Yard 9
  - Maintenance Yard 2
  - 15
  - Maintenance Yard (affordable) 8
  - Total 23
- 5.3. Other works were that the Alywins main house was being repaired to listed building standards, and the mid 20 Century extension at the rear of the building was being demolished, and an archaeological survey carried out. It was anticipated that the Alywins site would complete one month in advance of the Maintenance Yard site. There would be no change to the façade of Alywins, and it may be that there will now be no entrance on to the High Street.
- 5.4. The project timescale was:

Alywins	end February 2011
Maintenance Yard	end March 2011
Court Yard	end February 2011

A scheme of traffic management for construction traffic had been devised.

- 5.5. With regards to car parking arrangements 19 spaces had been provided at 1.5 spaces per dwelling but it was noted that the Mayfield and Five Ashes Parish Plan called for two spaces per dwelling.
- 5.6. In answer to a question on the section 106 agreement which required the Maintenance Yard to be constructed first, it was noted that the Housing Association had submitted plans for funds but there might be difficulties following the Central Government budget.
- 5.7. With regard to the project in general BR noted that he had, as a Wealden District Councillor, not received any advice or information from the Wealden District Council Planning Team. Shape Homes noted that they had been in negotiation with WDC since July 2009.
- 5.8. LM noted that the Maintenance Yard was situated on a difficult corner in Mayfield and asked if traffic lights would be provided. In answer it was noted that full security would be provided.
- 5.9. The Chairman drew the debate to a close and thanked the developers for their presentation, and for leaving the plans for public inspection.
- 5.10. MA thanked the group for their donation to the Parish Council Hanging Basket Project.

## **6. MAYFIELD FIRE STATION**

- 6.1 Neil Robintson (Borough Commander, Uckfield HQ) and Neil Walters (Mayfield) gave a presentation on the issues leading to the proposal to withdraw the day time cover from Mayfield Fire Station.
- 6.2 There was a proposal to further enhance and optimise attendance times by refining the method of setting pre-determined attendances, basing them on the average turnout time associated with each specific pumping appliance and ensuring that the most timely response is made to all life threatening incidents.

ESFRS Staff – Amend the current Day Crewed System to a Day Staffed 42-hour Duty System, removing the need for whole time fire fighters to provide the current 96 hours of duty. There is an opportunity to change the current system whilst maintaining operational performance, with no impact upon overall service delivery and attendance standards, allowing more efficient use of resources.

Also to amend the existing Retained Duty System at Burwash, Mayfield and Herstmonceux fire stations in order to offer improvements in appliance availability, maximise service resilience and release staff from the requirement to make themselves available at times when there are insufficient numbers to fully crew the appliance. It is recommended that the appliances at these three fire stations be available during the evening/night time hours with no immediate cover provided from these fire stations during the day. Further consideration should be given to each of these stations to determine the precise hours when the station and appliance would be declared as available. This is appropriate when considering that, during the day, the current appliance availability for these fire stations is already low, the number of incidents occurring in these areas is also low and sufficient cover can be provided by the surrounding fire station appliances.

- 6.3 Station Resources – the Mayfield fire station has one retained pumping appliance, known as E14.

Availability of Resources – E14 was available 75.4% of the time over the past five years.

Travel Time Boundaries – the vast majority of significant primary fires and life risk traffic collisions in the station area can be attended with the Authority’s attendance standards. It would appear that Mayfield fire station is an optimal location.

Activity in Station Admin Area – the following table relates to incidents that occurred with Mayfield station admin area and gives an indication of the level of activity in that area irrespective of which appliances attended that incidents e.g. these incidents were not necessarily attended by E14; some were attended by appliances from neighbouring stations.

Primary fires	11
Secondary Fire	11
RTCs	16
Other Special Service	8
False Alarms	16
Total	62

There was 1 level 3 and 1 level 4 incident during the 5 years analysed, both were dwelling fires.

During the review period there were 0 fire fatalities within Mayfield’s station admin area.

Appliance Activity – E14 is not a very busy pumping appliance, being the 3<sup>rd</sup> least busy retained echo appliance. Only 32% of all incidents attended by E14 are within their own station admin area. 68% of incidents attended are within other ESFRS station admin areas. The three most frequently attended station admin areas (outside their own) are Crowborough (24%) and Wadhurst (10%). E14 attends, on average, 105 calls per year. 41% of these turn out to be false alarms.

Standby Cover – on average E14 provides more cover moves than it does attend incidents per year. It provides on average 119 standby moves each year but has only attended 4 over the border calls in the 5 year period.

Special Risks:

Flooding – no significant risk.

Wildfire – no significant risk.

Animal Rescue – average number of animal rescues compared to the other rural station admin areas.

Conclusions

Mayfield Fire Station would appear to be in the right place and covering most of its life risk incidents.

Mayfield fire station has been identified as having extremely low response activity on the basis of:

- Their contribution to overall Service resilience.
- The availability of the appliance.
- The risk profile of the communities within the fire station admin area.
- Incident history.

- Neighbouring fire station and appliance capability.

If the Mayfield station was to be closed, current Service attendance standards would continue to be met. However, keeping this station and appliance operational at certain times during the 24 hour period would be beneficial to the overall resilience of the Service. Recruiting sufficient personnel to crew the appliance at this station challenge and, therefore, the available resources should be used more effectively. This can be achieved by setting a more appropriate period during which crew members are required to provide cover, therefore increasing the likelihood of enough crew being available. This will benefit those RDS personnel who make themselves available but are unable to respond to incidents due to there being insufficient staff available to fully crew the appliance. Analysis suggests that this period is likely to be during the evening/night time.

- 6.4 Neil Walters asked the Parish Council to support its attempts to have the report reconsidered, and that the day time cover for the Mayfield appliance be retained.
- 6.5 In the ensuing debate it was noted that the main issue centred around recruitment and the inability to get suitable retained staff, and it was noted that all recruitment was now carried out by the HQ function. Financial issues were minor importance
- 6.6 From the presentation it was concluded by the Parish Council that the problems centred on the need to improve recruitment. Members were asked to consider the issues and a decision would be made at the July meeting.

**ACTION DT**

## **7. PUBLIC QUESTION TIME**

- 7.1. Mrs Kemp a resident from Five Ashes asked for support in creating a Nature Garden in Five Ashes. It was noted that a plot might be available on the Five Ashes Village Hall and Memorial Playing Field Trust site.

**ACTION DT**

- 7.2. It was noted that two small rocking horses had been destroyed by acts of vandalism at the Five Ashes play area.

## **8. REPORTS FROM EAST SUSSEX COUNTY COUNCIL REPRESENTATIVES**

- 8.1. There was no report from ESCC.

## **9. REPORTS FROM WEALDEN DISTRICT COUNCIL REPRESENTATIVES**

- 9.1. BR noted that there was nothing to report from WDC.

## **10. MINUTES OF THE FULL COUNCIL HELD ON 18 MAY 2010 (10C02)**

- 10.1. Three minor errors were accepted by the Clerk in addition to a number of known adjustments not included because of computer problems. With the adjustments the minutes were accepted.

**ACTION DT**

- 10.2. There were no questions or issues arising from the minutes.

## **11. FINANCE REPORT APRIL 2010 (10FA01)**

- 11.1. CL reported that being the first period of the year there were no issues to report except that the Parish Council had been awarded a grant of £766 in recognition of their Quality Council Status.

11.2. There were no questions to the RFO.

## **12. INTERNAL AUDIT REPORT**

12.1. It was reported that the Internal Audit Report had been carried out on 26 May 2010.

12.2. The Clerk reported that with regard to paragraph 5.8 of the report the remarks “but there were unidentified balances each month” were erroneous. The Auditor to be notified.

**ACTION DT**

12.3. The audit report recommendations were:

- A check is made to ensure that the contractor who carries out playground inspections has the correct knowledge and training to do so and that he has adequate public liability insurance.
- A contracts and lease register is set up detailing agreements and expiry dates.
- In future VAT is added to all relevant debtor invoices e.g. training at the standard rate and paid over to HMRC. The amounts for 2009-10 not identified were not too significant however the Council would be liable for any VAT not recoverable from a client.
- The Council agree and minute the Clerk’s grade and SCP and that this is reflected in the contract of employment.
- That a schedule of assets including asset reference number and location be produced. Further that land leased to third parties is recorded on the assets register e.g. Lease agreement ddmmyyyy – Land at ..... is leased to Mayfield Silver Band at a rent of £xx per annum in respect of the band hall for x years and expires in the year xxx.

12.4. An issue was raised over recommendation 1 of the Internal Audit report where members considered that it was unnecessary to have a qualified individual for the two weekly inspection on the grounds that the ROSPA report was comprehensive and was enough to ensure the site supervision of the play areas.

**ACTION DT**

12.5. It was agreed that a review of the findings would be carried out by meeting 10F03 on 28 June 2010.

**ACTION DT**

12.6. The report was approved.

## **13. ANNUAL RETURN 2010**

13.1 It was reported that the Annual Return had been completed and circulated.

13.2 In the debate on the content of the Annual Return it was explained that as we were on an Income and Expenditure basis the reason for the difference between Section 1 Box 7 balances carried forward £21,037 and total cash and short term investments Box 8 £20950 was due to debtors £2049 and creditors £1963 as shown on attachment 1 and 2 (ii).

13.3 The Full Council approved the Annual Return as submitted, which was duly signed by the Chairman of the Council and the RFO.

## 14. RIGHTS OF WAY

- 14.1. JB reported that with regard to progress on the FP13 appeal that there had been an objection made over the standard of the footpath surface, and that the ESCC would be taking the necessary action.
- 14.2. In a question LM wished to know where the appropriate standards were recorded.

**ACTION DT**

## 15. MINUTES FOR ADOPTION

15.1. The minutes were approved as follows:

- 10P02 Planning after acceptance of one change
- 10P03 Planning
- 10F01 Finance and General Purposes after acceptance of one change
- 9R06 Rights of Way
- 9S06 Community Safety and Traffic

15.2. Comments on the minutes 9R06 and in answer to a question it was noted that there was a need for clearance works of BW57 near the chicken farm where the ditch was filled with rubbish. ESCC were assisting.

15.3. With regard to minute 9S06/8.2, and in answer to a question it was noted that the Parish Council was awaiting estimates from ESCC.

15.4. It was noted by several members that car parking sites were urgently needed.

## 16. ARGOS HILL WINDMILL

16.1. A letter from Wealden District Council had been circulated to members which explained the WDC commitment to the project.

16.2. JD presented the case for the Resolution outlining the statement made by Wealden District Council which showed precisely their commitment to the project.

16.3. After debate the following Resolution was put to the Full Council:

### **RESOLUTION 10 C 02**

Mayfield and Five Ashes Parish Council RESOLVE to elect a representative to serve on the Argos Hill Windmill Trust.

PROPOSED BY Councillor R Fitzsimmons SECONDED by Councillor D Redman

The results of the subsequent vote was:

For the Resolution            11

Against the Resolution      0

Abstentions                    2

JD will be the Parish Council representative on the Argos Hill Windmill Trust

## **17 CLERKS REPORT (10X03)**

17.1 The report was noted by the Full Council.

17.2 With regard to action 10 C 02/28.3 on car parking issues it was suggested that a blue badge be issued to the vicar to enable him to use the area.

**ACTION DT**

17.3 There were no questions to the Clerk.

## **18 ITEMS OF INFORMATION AND NEXT AGENDA ITEMS**

18.1 It was noted that the minute sequence would be:

- Minute prepared
- Draft
- Approved Chairman
- Committee
- Next Council

18.2 WH reported that the care of Mayfield Churchyard was to be placed into the hands of a charitable trust, and a fund raising campaign would be launched by 10 July 2010. There would also be a Friends of Mayfield Churchyard to aid fund raising.

18.3 With regard to Mayfield Village Centre it was reported that work was still going on with the architect but a viable scheme was expected soon. WH noted that the project would need village support and a major fund raising effort.

18.4 MA noted that wild garlic had been cut back before time by ESCC workmen.

18.5 RF reported that Neighbourhood Watch had reported a new scam by operatives posing as Microsoft employees.

18.6 An incident had been reported of two people waving down traffic pretending that their car had broken down.

18.7 PA reported that the High Street in Mayfield was becoming littered with rubbish bins, because certain premises were not taking them back onto their property.

**ACTION DT**

18.8 With regard to the new development at Alywins it was decided to make representations for two car parking spaces for each dwelling in line the with Parish Plan.

18.9 With regard to the presentation on the Fire Station members were asked to make a decision on an individual basis over the next weeks taking into account:

- Safety of residents
- Speed of response
- Full support
- Is what is suggested by the Fire Service right and proper

Decisions to be passed to the Clerk for collation.

**ACTION MEMBERS**

18.10 HH reported that ESCC would need to make changes to traffic access for Alywins.

**THE MEETING CLOSED AT 2215 HOURS.**

**THE NEXT MEETING OF THE MAYFIELD AND FIVE ASHES PARISH COUNCIL IS THE STATUTORY MEETING 10C04 AND, WILL BE HELD AT:**

**VENUE: MAYFIELD PRIMARY SCHOOL HALL**

**DATE: MONDAY 12 JULY 2010**

**TIME: 1930 HOURS**

## Annex 1

<b>MINUTE</b>	<b>DESCRIPTION</b>	<b>STATUS</b>
10C02/7.1	Clerk to report light 83 not working – Done.	<b>CLOSED</b>
10C02/13.4	Clerk to obtain data for Resolution 10C02 – Done.	<b>CLOSED</b>
10C02/23.2	WH to progress Option 4 for the War Memorial at Mayfield. Done.	<b>CLOSED</b>
10C02/25.2	Members to advise Clerk on ideas to obtain funeral information.	<b>OPEN</b>
10C02/28.2	Effectiveness of yellow lines. To be concluded – in hand.	<b>OPEN</b>
10C02/28.3	U7550 Closure – Keys required for BW92.	<b>OPEN</b>
10C02/29.1	Councillors Allowances –Members to be advised To be discussed at F&GP	<b>OPEN</b>