

Minutes of the **WITHYHAM PARISH COUNCIL ANNUAL STATUTORY MEETING** held on 20th May 2019 at 7.30pm
at The Old Station, Groombridge

PRESENT Cllrs Nick Anderson, Robin Ashby, Giny Best, Andrew Fane, Diana Kelly (Chair), Keith Obbard, Jill Pardey, Marcus Tarling, Richard Thirkell, Paul Watkins, Linsey Winter

In attendance: Natalie Brett – Assistant Parish Clerk
County Cllr Francis Whetstone – ESCC (to end of item 10)
District Cllr Chris Hardy – WDC (to end item 10)
District Cllr Keith Obbard – WDC (in his capacity as District Councillor for item 10)

Members of the public are encouraged to come to the meetings and there is a 10-minute opportunity at the start of the meeting for them to address the Council. There were no members of the public present.

1. ENQUIRE WHETHER ANYONE PRESENT INTENDS TO FILM, PHOTOGRAPH AND/OR RECORD THE MEETING: None.

2. ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE

001641 RESOLVED unanimously to elect Cllr Mrs Diana Kelly as Chairman of the Parish Council.

In accepting this position Cllr Diana Kelly outlined the following successes of the previous year:

- Established Community Area at Balls Green
- Activities of Road Safety Committee such as 40mph speed limit reduction on the A264 at Blackham and locations for Speed Indicator Devices
- Highways Coordinator appointed
- Role of Community Warden developed
- Neighbourhood Watch network supported
- Annual Parish Assembly (APA) refined to appeal to the wider community
- Further newsletters produced and other routes of communication expanded
- Amblers and Community Café supported
- Grants system refined to support local groups and activities
- Groombridge Preschool supported to set up a 'forest school' area
- Resident's welcome pack developed
- Role of custodians of the Old Station

Targets for 2019/20 were outlined:

- Support councillors to engage in areas of interest
- Support Groombridge play area refurbishment
- Rebranding and expansion of Withyham Parish Volunteers
- Continue to support Wealdlink Community Bus service

- Produce further newsletters
- Continue to support community initiatives through grants
- Support Assistant Clerk to achieve CiLCA
- Build on success of APA
- Co-opt two more councillors to achieve full complement
- Support development of Men in Sheds initiative
- Despite ward changes, ensure specific needs of Withyham/Blackham continue to be recognised
- Continue to monitor Balls Green Community Space

Parish Councillors, Clerks, District and County Councillors were thanked for their support and hard work. Councillors were asked to consider any targets they would like the parish council to achieve and to relay them to Cllr Kelly and the Clerks.

The Declaration of Acceptance of Office was signed by Cllr Kelly and this was counter-signed by the Proper Officer.

3. ELECTION OF VICE CHAIRMAN

001642 **RESOLVED** unanimously to elect Cllr Paul Watkins as Vice Chairman of the Parish Council.

4. CO-OPTION OF COUNCILLOR FOR GROOMBRIDGE WARD

Giny Best introduced herself to the Council. For the last ten years she was a councillor with Frant Parish Council and had particular involvement in Planning, the website and Strengthening Local Relationship meetings with East Sussex County Council. Giny lives on the boundary of the parish and recently has been very involved with establishing a village green at Eridge.

001643 **RESOLVED** unanimously to co-opt Giny Best to the Groombridge Ward of Withyham Parish Council. Cllr Best was welcomed to the Council.

5. DELIVERY BY ALL COUNCILLORS OF THEIR ACCEPTANCE OF OFFICE FORMS

The Acceptance of Office forms were completed by all councillors and counter-signed by the Proper Officer.

As a new councillor, Richard Thirkell introduced himself. He is closely involved in the community in Groombridge, including St Thomas' Church. He previously worked with Withyham Parish Council as chair of the working group responsible for developing the parish plan, Forward for 5.

6. APOLOGIES: None

7. DECLARATIONS OF INTEREST – None.

8. MINUTES

8.1. To resolve that the minutes of the Council Meeting held on Monday 8th April 2019 be taken as read, confirmed as a correct record and signed by the Chairman.

001644 **RESOLVED** that the minutes of the meeting held on 8th April 2019 were approved.

8.2. Matters outstanding from these minutes (not listed as separate agenda items)

Matters resolved from previous minutes

Minute no.	Who	Item
001625	Clerk	Adopted the Risk Management Policy
001626	Clerk	Adopted the Risk Assessment Policy
001627	Clerk	Meeting arranged for Groombridge Councillors regarding Men in Sheds for 10 June at 6pm
Pg. 1790	Administrative Assistant	Next steps for WPV projects to go to F&A
Pg. 1831	Clerk	Permissions given for use of Groombridge Recreation Ground to Groombridge Pre School and St Thomas' Church
Pg. 1832	Cllr Rutherford	Confirmed that whilst the district council boundary has altered on Gillridge Lane, the parish boundary has not. This also has no effect on parochial boundaries.
Pg. 1833	Clerk	Groombridge play area design re-sent to councillors
Pg. 1833	Clerk	Councillor information and training dates sent on 8 th May
Pg. 1833	Councillors	Completed Spending Return documents returned
Pg. 1836	Cllr Anderson	GSGA confirmed that people may park at the GSGA car park to use the Forest Way

Actions outstanding from previous minutes

Minute no.	Who	Item
Pg. 1662	Clerk	Glass at Balls Green telephone box purchased and needs replacing
Pg. 1698	Cllrs D Kelly & (TBC)	Guidance on councillor roles in projects to be produced
Pg. 1711	Cllr Howell	Speak with Street Cleaning about debris in channels at A264
Pg. 1712	Clerks	Next newsletter to explain that WPC is being asked to pay for more items that were previously done by ESCC
Pg. 1786	Councillors	A councillor is needed to assist with producing guidance on councillor roles in projects
Pg. 1792	F&A	Delegate authority to Finance and Administration Committee to agree quotes for tree works on email
Pg. 1807	Clerks	Update Emergency Planning boxes after elections
Pg. 1830	Maintenance Person	Re-fix backing to St John's noticeboard to prevent water ingress
Pg. 1833	Clerk	Make planning application for Groombridge play area

Pg. 1833	Councillors	Notify Clerk of any more potential Assets of Community Value to apply for
Pg. 1833	Administrator	Arrange for parish office to be a Terracycle crisp packet recycling point

Actions from these Minutes

Minute no.	Who	Item
Pg. 1849	Councillors	Relay any targets they would like the parish council to achieve to Cllr Kelly and the Clerks
Pg. 1853	Clerk	Return election and co-option forms to WDC
Pg. 1853	Clerks	Share ESCC children's centre consultation on Facebook
Pg. 1853	Clerk	Adopt the Terms of Reference for the Planning, Finance and Administration, Staff, Rights of Way Advisory, Road Safety and Air Traffic Committees
Pg. 1853	Clerk	Adopt the Standing Orders
Pg. 1853	Clerk	Adopt the Financial Regulations
Pg. 1854	Cllr Tarling	Speak with Cllr Obbard about WDALC
Pg. 1854	Clerk	Adopt the General Power of Competence for the next term
Pg. 1854	Clerk	Adopt the Complaints Procedure
Pg. 1855	Clerk	Adopt the procedure for requests made under the Freedom of Information Act and Publications policy
Pg. 1855	Clerk	Adopt the Data Protection Policy
Pg. 1855	Clerk	Adopt the Press/Media Policy
Pg. 1855	Clerk	Adopt the Disciplinary Policy
Pg. 1855	Clerk	Adopt the Grievance Policy
Pg. 1855	Clerk	Adopt the Employee Code of Conduct
Pg. 1855	Clerk	Adopt the Councillor/Employee relations Policy
Pg. 1855	Councillors	Notify Administrator of convenient SALC training date
Pg. 1855	Cllrs Pardey and Tarling	Provide text for a letter to go with next newsletters to Mardens Hill residents regarding vacancy
Pg. 1855	Clerk	Notify Groombridge Medical Practice that they can use the parish office in the case of an emergency
Pg. 1856	Cllr Kelly	Request expected maintenance costs from the Groombridge play area Refurbishment group
Pg. 1856	Clerk	Adopt the Business Continuity Policy
Pg. 1856	Assistant Clerk	Submit the response to the Aviation 2050 consultation
Pg. 1856	Assistant Clerk	Publicise Healthwatch High Weald listening tour via Facebook
Pg. 1858	Clerk	Appoint Mulberry and Co as internal auditor for 2019/20

Pg. 1858	Clerk	Submit an amended bank mandate
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9. COMMITTEE MINUTES

To receive the following minutes of committees and to approve and confirm recommendations contained therein and as far as requisite, the action taken by them.

9.1 Air Traffic Committee – 29th January 2019

001645 RESOLVED to adopt the minutes of the Air Traffic Committee – 29th January 2019

9.2 Rights of Way – 4th February 2019

001646 RESOLVED to adopt the minutes of the Rights of Way Committee – 4th February 2019

9.3 Planning – 8th April 2019

001647 RESOLVED to adopt the minutes of the Planning Committee – 8th April 2019

9.4 Planning – 23rd April 2019

001648 RESOLVED to adopt the minutes of the Planning Committee - 23rd April 2019

To receive the following draft minutes of committees and to note recommendations contained therein and as far as requisite, the action taken by them.

9.5 Air Traffic Committee – 23rd April 2019

Noted

9.6 Rights of Way – 7th May 2019

Deferred to next meeting

10. REPORTS FROM DISTRICT and COUNTY COUNCILLORS

District Cllr Chris Hardy was welcomed to the meeting. He explained that he is District Councillor for the district ward of Hartfield, which now includes the parish ward of Marden's Hill. Cllr Hardy has been a District Councillor for Hartfield for 8 years, he has been involved in Planning and was Chair of the District Council.

As well as being a parish councillor, Cllr Obbard is also now the District Councillor for the district ward of Withyham, which now includes the parish ward of Groombridge. At Council meetings Cllr Obbard will attend in his capacity of parish councillor for the majority of the meeting but speak as district councillor at the relevant part of the agenda.

District Cllr Obbard reminded people that they should register for garden waste collections by 1st June. This can be done online, and it is possible to share registration and cost with a neighbour.

District Cllr Hardy encouraged people to attend the Open Day at the new Crematorium at Horam on Saturday 15 June 11am to 3pm.

County Cllr Whetstone reported that the road surface near the Horder Centre had been inspected but is not yet at intervention level; the Highways Steward will monitor it.

A consultation has opened on the future of children's centres, including the one at Crowborough which is currently identified for closure. The closest children's centre would become Uckfield. The Clerks would share the consultation on Facebook.

Cllr Whetstone reported that a County Councillor solicitor had responded to concerns about the legality of ESCC's approach to the Ashdown Forest and Cllr Whetstone was composing a response. New charity registration should be operational in 5 months which will allow the Conservators to apply for funding from more places.

Cllrs Hardy and Whetstone left the meeting at 8.25pm.

11. TO REVIEW THE SCHEME OF DELEGATION

001649 RESOLVED to adopt the Scheme of Delegation.

12. TO REVIEW TERMS OF REFERENCE FOR STANDING COMMITTEES

The Terms of Reference for the Planning, Finance and Administration, Staff, Rights of Way Advisory, Road Safety and Air Traffic Committees had been reviewed by the relevant committees prior to the meeting.

001650 RESOLVED to adopt the Terms of Reference for the Planning, Finance and Administration, Staff, Rights of Way Advisory, Road Safety and Air Traffic Committees.

13. APPOINTMENT OF WARD CHAIRS & STANDING COMMITTEES:

The parish council now has two wards (Groombridge and Marden's Hill) rather than three (Groombridge, St John's and Withyham/Blackham) as Groombridge now encompasses Withyham/Blackham. It was agreed however, that in order to ensure representation across the parish there should remain 3 'ward' chairs. These were appointed as follows:

- Cllr Anderson – Groombridge (Groombridge Ward)
- Cllr Ashby – Withyham/Blackham (Groombridge Ward)
- Cllr Pardey – St John's (Marden's Hill Ward)

Please see list (appendix A) at end of minutes for appointments to Standing Committees (Finance and Administration, Planning, Staff Committee, Rights of Way Advisory Committee, Road Safety and Air Traffic Committee)

14. TO REVIEW AND ADOPT STANDING ORDERS AND FINANCIAL REGULATIONS

The existing Standing Orders and Financial Regulations had been circulated prior to the meeting.

001651 RESOLVED to adopt the Standing Orders.

001652 RESOLVED to adopt the Financial Regulations

15. TO REVIEW ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES – COMMUNITY WARDEN & ESCC ADDITIONAL VERGE CUTTING

Council was reminded that the continuing contract for the Community Warden had been agreed at the January 2019 Council meeting at 12 hours per month as part of the budget setting process for 2019/20. It was also the

case that it had been agreed that ESCC would provide four additional urban grass cuts at cost to WPC.

16. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES AND ARRANGEMENTS FOR REPORTING BACK

Please see list (Appendix B) at end of minutes for appointment of council representatives to outside bodies.

Cllr Tarling would speak with Cllr Obbard about WDALC and notify the Clerk if he is able to do this.

Cllr Obbard asked councillors to volunteer to help with Speedwatch.

Councillors were asked to ensure that they report back from meetings attended and communications received to be shared via Council meetings and/or the Clerks.

17. TO REVIEW AND CONFIRM THE GENERAL POWER OF COMPETENCE

It was confirmed that Withyham Parish Council is eligible for the General Power of Competence, having more than two thirds elected councilors and a CiLCA qualified Clerk.

001653 RESOLVED to adopt the General Power of Competence for the next term.

18. TO REVIEW THE ASSETS REGISTER AND CONFIRM ARRANGEMENTS FOR INSURANCE COVER

Councillors reviewed and AGREED the Asset Register. The Clerk confirmed that under delegated authority from Finance and Administration Committee, a new three year insurance agreement would be in place by the renewal date of 1 June.

19. TO REVIEW THE COUNCIL'S AND EMPLOYEES' MEMBERSHIPS OF/ SUBSCRIPTIONS TO OTHER BODIES

The Council's and employees' memberships of other bodies was reviewed and AGREED:

Council/Employee	Body	Amount paid 18/19
Council	SALC & NALC	£828.59
Council	Information Commissioner's Office	£40
Council	Action in Rural Sussex	£50
Council	Wealden Association of Local Councils (WDALC)	£31
Council	GACC	£10
Council	DPO service	£150
Assistant Clerk	Society of Local Council Clerks	£122

20. TO REVIEW THE COUNCIL'S COMPLAINTS PROCEDURE

The existing Complaints Procedure had been circulated prior to the meeting.

001654 RESOLVED to adopt the Complaints Procedure.

21. TO REVIEW THE COUNCIL'S PROCEDURES FOR REQUESTS MADE UNDER FREEDOM OF INFORMATION AND DATA PROTECTION ACT

The Council's procedures for requests made under Freedom of Information was reviewed and adopted. It was confirmed that no FoI requests had been received in 2018/19.

001655 RESOLVED to adopt the procedure for requests made under the Freedom of Information Act and Publications policy.

The existing Data Protection Act policy was reviewed and adopted.

001656 RESOLVED to adopt the existing Data Protection Act Policy.

22. TO REVIEW THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA

Councillors were reminded that the Clerk and Chair should manage the Press/Media on behalf of the council.

001657 RESOLVED to adopt the Press/Media Policy.

23. TO REVIEW THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES

The following policies were received and approved:

001658 RESOLVED to adopt the Disciplinary Policy.

001659 RESOLVED to adopt the Grievance Policy.

001660 RESOLVED to adopt the Employee Code of Conduct.

001661 RESOLVED to adopt the Councillor/Employee relations Policy.

24. TO CONFIRM COUNCIL MEETING DATES FOR THE YEAR AHEAD

The Council's meeting dates for 2019/20 were received and noted.

25. POST ELECTION WELCOME, INDUCTIONS AND TRAINING; AND CO-OPTIONS

All Councillors had received a briefing document on 8 May from the Clerk, welcoming them to the role and outlining important information and training dates. All Councillors were asked to attend the training run by SSALC.

There remains two vacancies to co-opt to, one in each ward. It was AGREED that when the next newsletter is delivered, all those in Marden's Hill will be accompanied by a letter from Cllrs Pardey and Tarling. They were asked to provide the wording.

26. WARD REPORTS

a) Groombridge (Groombridge Ward)

Groombridge Medical Practice had asked whether, in the case of an emergency, they could use the parish office. This was AGREED.

Cllr Thirkell explained that the Groombridge Men in Sheds initiative is gaining momentum. There is now a committee and constitution and forty subscribers. The intention is that the participants will provide a resource to the community. Groombridge councillors will be meeting in 10 June to consider the practicalities of siting it at Groombridge Recreation Ground before meeting with representatives of Men in Sheds.

Cllr Kelly updated Council on the Groombridge play area project. The Clerk had provided guidance on crowdfunding to the group, the architect involved has now drawn up the planning application, and work is about to begin on the Tender documents. Cllr Kelly was asked to request from the group the expected maintenance costs as WPC will be liable for these.

b) St John's (Marden's Hill Ward)

The broken Lye Green sign at Summersales Hill has been reported.

c) Withyham/Blackham (Groombridge Ward)

There was nothing to report.

27. POLICIES: BUSINESS CONTINUITY POLICY REVIEW

The existing Business Continuity Policy was reviewed and adopted.

001662 RESOLVED to adopt the Business Continuity Policy.

28. COMMUNITY WARDEN REPORT

Our Community Warden, Chris Harrison was thanked for his report. It was noted that pavement parking is referred to several times in the report and that rather than doing so on Corseley Road where it impedes pedestrians, residents should be encouraged to use the Wealden District Council car park which allows parking for up to 23 hours.

29. AVIATION 2050 CONSULTATION RESPONSE

The response had been written by the Air Traffic Committee and had been circulated prior to the meeting. Members of the Committee and the Assistant Clerk were thanked for their involvement.

001663 RESOLVED to submit the response to the Aviation 2050 Consultation.

30. HEALTHWATCH EAST SUSSEX

Healthwatch works with local people, statutory, public and voluntary sector organisations and community partners to enable local people to have safe and effective access to health and care services.

They are holding a High Weald listening tour from 10th to 21st June and would welcome feedback from residents. They hope that this will create evidence to help decision makers understand the High Weald better. A feedback questionnaire can be found on www.healthwatcheastsex.co.uk, this would be publicised by the Council on Facebook.

31. FINANCE

31.1 To note the report showing payments made to date against budgets

Noted.

32.2 To authorise the payment of invoices and note regular payments

CASHBOOK 1 (GENERAL ACCOUNT)

Chq/BACS no	Payee	Detail	Net amount	Budget code
BACS30	Mr J Cowen	Construction, fitting & painting of window hatch	120.00	4500
BACS31	Viking	Stationery	148.60	4015

WPC/20.5.2019 – 001857

BACS32	Wealden District Council	Use of land at Teasley Mead & Balls Green	100.00	4265 & 4266
BACS33	ESCC	Four additional grass cuts	705.44	4226
BACS34	SME	IT monthly services May 2019 Domain renewal	135.62 29.97	4021
BACS35	DMC Canotec	Early termination charge	624.00	4017
BACS36	R K Thomas	Mileage claim	39.60	4003
BACS37	EJP Fire Protection Ltd	Annual service visit	81.50	4503
BACS38	WIT0012	Salary	Total £2993.24	4000
BACS39	WIT0008	Salary		4000
BACS40	WIT0010	Salary		4005
BACS41	WIT0007	Salary		4000
BACS42	WIT0013	Salary		4003
BACS43	WIT0015	Salary		4000
BACS44	B Agutter	Mileage claim	18.00	4009
BACS45	SSALC Ltd	LCR magazine annual subscription 2019/20	17.00	4008
BACS46	Biffa	Office waste April	51.90	4506

Payments made Outside the Meeting

Chq/BACS no	Payee	Detail	Net amount	Budget code
BACS29	R Bailey	Window cleaning	75	4503

Cashbook 3 Prepaid Card

Payment no	Payee	Detail	Amount	Budget
PP3	Milk& More	Milk	10.53	4510
PP4	Amazon	Lampshades	31.96	4015
PP5	Wickes	Keychain & lock	47.93	4015
PP6	Value Products Ltd	Safety signs	6.66	4015
PP6	Value Products Ltd	Visitors book & GDPR sign	33.88	4015

Receipts

Date	Name	Detail	Amount
May-19	SVR	Rent	375.00
May-19	WDC	2019 Grant 1	103.00
May-19	WDC	2019 Precept 1	69653.00

Monthly payments by DD/Standing Order

Payment type	Payee	Detail	Amount	Budget
DDUW0519	Utility Warehouse	Phone & broadband	31.96	4013
DDBE0319	Bristol Energy	Gas	58.96	4502

WPC/20.5.2019 – 001858

DDBE0319	Bristol Energy	Electricity	172.96	4502
SOTN0519	T Newman	Rent	625	4012
SONH0519	N Houghton	Rent	625	4012
DDNEST0319	NEST	Pensions	225.76	4001
HSBC0519	HSBC	Bank charges	7.9	4600
DDBG0519	British Gas	Boiler contract	31.6	4503
DDBS0519	Business Stream	Waste water	5	4502

001664 **RESOLVED** to pay the invoices listed above, to pay by BACS/sign the cheques accordingly.

31.3 To agree Direct Debits

Council received the list of suppliers paid by direct debit as above and AGREED to continue paying them in this way.

31.4 To agree the appointment of the Internal Independent Auditor

The Clerk recommended that Council continues to appoint Mulberry and Co as its internal auditor. This was AGREED.

001665 **RESOLVED** to appoint Mulberry and Co as internal auditor for 2019/20.

31.5 To agree quotes

There were no quotes.

31.6 To agree that the Clerk submits an amended bank mandate with all Finance and Administration Committee members as signatories

001666 **RESOLVED** that the Clerk submits an amended bank mandate with all councillors who are members of the Finance and Administration Committee (as per Appendix A) listed as signatories.

32. REPORTS ON MEETINGS and CONFERENCES ATTENDED BY COUNCILLORS

None.

33. CLERK'S REPORT to include recruitment

The Clerk reported that recruitment had begun for the Administrative Assistant role and interviews scheduled for 3 June.

34. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA - None

35. CLOSED BUSINESS

35.1 *To consider whether to exclude the Press and Public from the meeting during consideration of the following item* 35.2 pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the confidential nature of the business

35.2 Lease extension - Agreed

35.3 *To invite the public to return to the meeting if they were excluded for the previous item*

36. DATE OF NEXT MEETING

To note that the date of the next Council meeting is Monday 10th June 2019 at 7.30 pm at The Old Station, Groombridge preceded by a Planning committee meeting at 7 pm

The meeting closed at 10 pm

Appendix A (ITEM 13) - STANDING COMMITTEES 2019

Although from May 2019 there are 2 wards rather than 3, W/B is still shown as Council has previously asserted that fair representation from W/B should be maintained.

Ward Chairmen	
Groombridge (Groombridge Ward)	Nick Anderson
St John's (Marden's Hill Ward)	Jill Pardey
Withyham/Blackham (Groombridge Ward)	Robin Ashby
Planning Committee	Finance and Administration
Robin Ashby [G-W/B]	Nick Anderson [G-G]
Giny Best [G-G]	Giny Best [G-G]
Andrew Fane [G-G]	Di Kelly [G-G]
Diana Kelly [G-G]	Marcus Tarling [MH]
Jill Pardey [MH]	Richard Thirkell [G-G]
Marcus Tarling [MH]	Linsey Winter [G-G]
Richard Thirkell [G-G]	Paul Watkins [G-G]
	<i>NB members of F&A are named on bank mandate, to be updated May 2019</i>
Staff Committee	Air Traffic (Advisory) Committee Minimum of three councillors, together with up to four appointed members of the public (without voting rights)
Nick Anderson [G-G]	Nick Anderson [G-G]
Robin Ashby [G-W/B]	Andrew Fane [G-G]
Andrew Fane [G-G]	Jill Pardey [MH]
Diana Kelly [G-G]	Marcus Tarling [MH]
Linsey Winter [G-G]	Richard Thirkell [G-G]
	Paul Watkins [G-G]
	<i>Vacancy (Cllr or member of public)</i>
Rights of Way Advisory Committee Diversion and Extension of Rights of Way sub-committee chosen from the RoW Advisory Committee when required	
3 Parish Council Representatives: Groombridge (Groombridge Ward) St John's (Marden's Hill Ward) Withyham/Blackham (Groombridge Ward)	Paul Watkins Marcus Tarling Robin Ashby [W/B]
9 Non-Councillor Members:	Richard Adams (resident) Barry Clark (resident) Gail Clarkson (resident) Shirley Harrison (resident) Malcolm McDonnell (resident) Margaret Harley (resident) Jo Sorenson (resident) <i>2x vacancies</i>
Road Safety Advisory Committee	
5 Parish Council Representatives:	Nick Anderson [G-G] Diana Kelly [G-G] Andrew Fane [G-G] Keith Obbard [G-W/B] <i>vacancy</i> [MH]
5 Non-Councillor Members:	Barry Agutter [G-G] (resident)

	Jan Bachelor [G-G] (resident) Duncan Sanders [G-G] (resident) Linda Weekes [G-W/B] (resident) <i>vacancy</i> [MH] (resident)
~~Withyham Parish Volunteers Working Group~~	
~~No longer operational~~	

NB Committee Chairs & Vice chairs are voted at the first Committee meeting after the ASM

Appendix B (Item 16) - REPRESENTATIVES TO OUTSIDE BODIES

Outside Bodies

Organisation	Representatives
Ashdown Forest Parishes Liaison Committee	Cllr Keith Obbard
Blackham Village Hall	Cllr Ashby
Crowborough Citizens Advice Bureau	Cllr Jill Pardey
Groombridge Sports Ground Association	Cllr Anderson
Groombridge Playground Rejuvenation Project	Chair/Vice Chair
Groombridge Village Hall	Cllr Winter
NALC Reps and County Association (SALC and AiRS) AGM	Chair/Vice Chair
North Wealden Community Transport Partnership (Wealdlink)	Cllr Diana Kelly
Parish Planning Panel (WDC)	Chair of Planning Cttee/Clerks
Speedwatch Co-ordinator	Cllr Keith Obbard
The Ridge Association	Cllr Diana Kelly
Traffic and Road Safety Representative	Mr Barry Agutter (resident)
Wealden District Association of Local Councils	Cllr Marcus Tarling (TBC)
Withyham Charity	Cllr Pardey + 1 vacancy
~~Ashdown Forest Villages Road Safety Partnership~~	~~No longer operational~~
~~Celebrating Withyham~~	~~No longer operational~~
~~Local Action Team (LAT)~~	~~No longer operational~~
~~Neighbourhood Panel (police invitation c/o PCSO Sarah Roberts)~~	~~No longer operational~~
~~Harrison Rocks Meetings~~	~~No longer operational~~
~~Wealden Local Strategic Partnership~~	~~No longer operational~~

For Withyham Parish Council

Role	Representative
Emergency Planning/Civil Protection Co-ordinator	Mr John Gramolt (resident)
Employment Co-ordinator for WPC	Chair of Staff Committee
Environment Representative for WPC	Cllr Keith Obbard/Cllr Nick Anderson

Arrangements for Reporting Back:

Councillors to ensure that they report back from meetings attended via Council meetings and/or the Clerks via email. Communications received also to be shared in this way.