

Council October 2023

Item 5.2 Matters Outstanding & Updates

Actions outstanding from previous minutes

Minute no.	Who	Item	Update
Pg. 2067	Clerk	Enquire whether the Crime Audit Officer can assess Withyham and Blackham	
Pg. 2297	Cllr Fane	Investigate whether any of the Burrswood buildings, gardens or trees require listing	
Pg. 2319	Clerk	Arrange for signs requested by Blackham litterpickers	
Pg. 2574	Clerk	Close the 'HSBC Deposit account' once new account is set up	
002386	Council	Match fund a piece of play equipment up to the value of £2,500 at Teasley Mead Recreation Ground	
Pg. 2717	Clerk	Request a Traffic Management Plan for the next May Fair	Agenda item 11
Pg. 2718	Cllr Anderson	Speak with the owner of Premier Stores regarding managing the bin	
Pg. 2718	Clerk	Provide bullet points for the discussion with the shop owner	
Pg. 2724	Clerk	Consider building drainage works into the 2024/25 budget	
Pg. 2743	Clerk	Seek new Councillors from Withyham and Blackham	Cllrs Kelly and Parekh-Jones attending Blackham market
Pg. 2743	Clerk	Arrange a follow up meeting with the Playground Group in six months	

Pg. 2744	Clerk and agreed councillors	Review the existing Parish Plan to identify anything still to be done and help inform 2024/25 budgets	Done
Pg. 2765	Cllr Taylor	Feedback more information on the Flexibus initiative	See 2802 below
Pg. 2766	Cllr Hulbert	Find out if WDC is responsible for fixing the street name sign on Corseley Road	
Pg. 2766	Cllr Pardey	Flag up events in Withyham so more councillors might attend	
Pg. 2767	Clerk	Draft a letter from to the Conservators requesting improvements to the St John's Forest car park surface and access	Awaiting agreement by all parties
Pg. 2770	Air Traffic Councillors	Notify Clerk of any action required relating to Gatwick second runway	
Pg. 2770	Cllr Pardey	Look out for a councillor candidate from Marden's Hill	

Actions from these Minutes

Minute no.	Who	Item	Update
Pg. 2801	Cllrs James & Gordon-Jones	Coordinate moving the trailer from the container to the parish office to facilitate its sale	
Pg. 2802	Cllr Taylor	Follow up on discussions regarding Flexibus	
Pg. 2802	Cllr Kelly	Find out whether ESCC had made contact at the next Wealdlink meeting	
Pg. 2802	Cllr Anderson	Speak with Cllr Hulbert about Gatwick	
Pg. 2803	Councillors	Request that the vehicle gate is kept closed at the meeting with Groombridge Cricket Club	Request made at meeting

Pg. 2803	Cllr Tuke	Provide wording seeking three more Speedwatch volunteers in the next parish magazine	Done
Pg. 2804	Assistant Clerk	Provide Councillors with the link for reporting any highways issues	Done
Pg. 2804	Cllr Anderson/Assistant Clerk	Draft response to rural verge consultation with Climate and Ecology Advisory Group and Highways Coordinator input	In progress. November Council?
Pg. 2804	Council	Agree response to rural verge consultation at future meeting	In progress. November Council?
002557	Clerks	Submit the draft response to the DEFRA Consultation on Hedgerows	Done
002559	Clerk	Adopt the revised Child & Vulnerable Person Protection Policy	Done
Pg. 2808	Cllrs Winter and Parekh-Jones	Contact the Scout Leader to explore links with WPC	Done
Pg. 2808	Councillors and staff	Diarise the Business Planning (Visioning) session on Saturday 25 th November at 9.30am	Done
Pg. 2808	Council	Future agenda items listed	Done

**Withyham Parish Council
Report for consideration**

8.1

Report By	For Committee	Date	Agenda Item
N Brett	Council	3.10.23	8.1

Confidential	Not Confidential	Exempt	Not Exempt
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Background

Cllr Gaukroger attended a meeting with our Volunteer Highways Coordinator, County Cllr Taylor, a representative from East Sussex County Council Road Safety and concerned residents of Mardens Hill. The meeting related to residents' concerns on road safety from "Jubilee Cottages" to the corner of "Westways" and an area by Ivy Cottage.

At the meeting the East Sussex County Council representative advised that there were no current plans to make safety improvements. Improvements are approved based on the KSI's Data (Killed and Seriously Injured) and this would not currently qualify. The option of self-funding and community match was raised as an option.

Residents are expected at the October Council meeting.

Recommendations

Where similar requests have been previously made, Withyham Parish Council has taken the view that whilst they sympathises with the plight of the residents in this location there is no budget to support speed surveys, feasibility study or to take the project further.

It would be recommended that the residents continue a dialogue with County Councillor Taylor. They could also consider self-funding of the project.

A further recommendation from the Highways Coordinator would be for each resident to consider paying for Access Protection Marking across each of the driveways at a cost of £46, with an additional charge of £1 per metre over 10 metres. This can be applied for directly on the East Sussex Highways website.

Reasons for recommendations

Costs involved to assess the site would be:

Speed survey - £420 per site

Feasibility Study - £500

Following the above very approximate costs for a change to a speed limit, including legal costs/costs of the Traffic Regulation Order/resource time involved/physical works on site etc, are given as being in the region of £10,000.

The Parish Council does not have a budget for any of the above and have previously asserted that it would seem unwise to invest in the initial stages of investigation if it could not then fund the project.

Community Match would be open to the Parish Council however this would only fund up to 50% of the project.

We have received previous requests for speed surveys and Feasibility Studies in the past relating to other areas of the parish which we have been unable to fund for the same reasons stated above.

8.3

**Withyham Parish Council
Report for consideration**

Report By	For Committee	Date	Agenda Item
Natalie Brett	Council	2.10.23	8.3

Confidential	Not Confidential	Exempt	Not Exempt
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Heading to be completed

Background

Council requested that the use of solar powered SID (Speed Indicator Device) be considered to replace the current battery SID.

We currently have one movable SID which can be sited in three locations. The current battery requires replacing approximately every 10 days.

Due to there previously being no PMP (Parish Maintenance Person) and the volunteer Highways Coordinator Barry A already volunteering a significant amount of time to the Parish Council the SID was occasionally left on site but not running.

Recommendations

To continue using the batter operated SID for existing sites but should a site on the A264 be approved include costings on a solar powered unit for that site and/or a smaller SID.

Reasons for recommendations

The Parish Council now has a schedule for moving the SID and changing the battery. This will be done by the new PMP who has been fully trained by the Parish Council's volunteer Highways Coordinator.

The SID battery is charged at the Parish Office which now has the benefit of solar powered electricity. The battery charging process is as environmentally friendly as possible.

Solar panels are usually used to power a Vehicle Activated Sign (VAS) which is a non-movable device. Due to their weight, they would not be movable so one would be need on each SID pole rather than being moveable.

There is currently no budget line for updating the current SID and it is anticipated that 3 x Solar Panels with enough power to run the SID and any associated works to replace/improve the poles would be significantly costly.

The manufacturing process to make new solar panels must be considered when looking at the environmental impact.

The SID used by Speldhurst which lasts longer that the Parish Council's is significantly smaller than the one requested by the Road Safety Committee and will therefore not use as much battery power so can remain in operation longer.

Background information

What is the action proposed?

To continue with the scheduled move of the SID by the PMP.

Consider solar powered SID for the A264 site which was identified as the initial expansion by the Road Safety Committee.

Who is to take the action?

PMP to maintain existing SID

Assistant Clerk to take forward SID on A264

Financial considerations

What is the cost of the proposal?

No cost allocated to existing SID just PMP time.

Budget of £3,000 in earmarked reserves allocated to SID on A264 safety project.

Other Considerations

Assessment of risks	
Risk	Steps taken to manage risk

Staffing Implications

PMP as part of his role

Carbon/Environmental impact/mitigations
--

Battery charged using Solar Power from Parish Office
--

How does the proposed action reduce crime and disorder?
--

Reduces speeding and provided education to drivers
--

How does the proposed action seek to eliminate discrimination and advance equalities

N/A

Health & Safety Implications

PMP has been fully trained on maintenance of SID
--

Background papers

N/A

Persons consulted

N/A

8.4

Time Log Highways Coordinator

Date	Activity	Time (In Minutes)	Miles
01-Sep	Review Roadworks Alert	10	
	Correspondence with ESCC Karl Taylor	30	
02-Sep	Review Roadworks Alert	10	
03-Sep	Review Roadworks Alert	10	
04/09/2023	Review Roadworks Alert	10	
	Highway Meeting with Ass Clerk	60	
	Correspondence with ESCC re Road Condition	15	
	Report 1 defects	15	
05-Sep	Review Roadworks Alert	10	
06-Sep	Review Roadworks Alert	10	
07-Sep	Review Roadworks Alert	5	
	Correspondence with ESH drainage team	20	
	email correspondence ESH	20	
	Detour to Ham Bridge	15	4
08-Sep	Review Roadworks Alert	5	
	Report 1 defects	15	
09-Sep	Review Roadworks Alert	5	
10-Sep	Review Roadworks Alert	5	
11-Sep	Review Roadworks Alert	10	
12-Sep	Review Roadworks Alert	10	
	Highway Meeting with Ass Clerk	60	
13-Sep	Review Roadworks Alert	10	
14-Sep	Review Roadworks Alert	10	
	Detour Mardens Hill/ Balls Green	25	8
15-Sep	Review Roadworks Alert	10	
	Shelving desk WPC Office	60	
16-Sep	Review Roadworks Alert	10	
17-Sep	Review Roadworks Alert	10	
18-Sep	Review Roadworks Alert	10	
	Highway Meeting with Ass Clerk	60	
	Shelving for battery charging WPC Office	60	
19-Sep	Review Roadworks Alert	10	
	Update Highway Sheet & Logs	120	
	Training re SID for Maintenance Op & Grit bin checks	120	20
20-Sep	Review Roadworks Alert	10	
	Site visit Ham Bridge edge clearance	25	6
	Contact structures re overgrown Clapper	10	
	Report 2 dead animals Wealden	20	
21-Sep	Review Roadworks Alert	10	
	Detour 2 site visits B2110 ab Ham Bridge	30	8
	Telecon WDC Tess re sweeping B2110 + email pictures	25	
	Report via Members Line Tree in road B2110 ladies mile	10	
22-Sep	Review Roadworks Alert	10	
	Site visit Ham Bridge edge clearance	45	6
	Corresponding with ESH drainage team	30	
23-Sep	Review Roadworks Alert	10	
	Report 1 defects inc phone call	20	
	Email correspondence ESH drainage	15	
	Update Highway Sheet & Logs	15	
24-Sep	Review Roadworks Alert	10	
25-Sep	Review Roadworks Alert	10	
	Highway Meeting with Ass Clerk	60	
	Work in Parish office	60	
26-Sep	Review Roadworks Alert	10	
	Report dog bin Gromenfield WDC	15	
27-Sep	Review Roadworks Alert	10	
28-Sep	Review Roadworks Alert	10	
	Detour site visits B2110 and Mardens Hill	25	6
	WDC Tess re sweeping	15	
29-Sep	Review Roadworks Alert	10	
	Site visit edge clearance	15	1
	Draft correspondence to ESCC re lines on B2110& B2188	30	
30-Sep	Review Roadworks Alert	10	
	Update Log	10	
Total in Minutes		1,450	59
Total in Hours		24.17	

Time Log Highways Coordinator

Date	Activity	Time (In Minutes)	Miles
01-Aug	Review Roadworks Alert	10	
	Correspondence with ESCC Watercourse Consenting	20	
02-Aug	Review Roadworks Alert	10	
03-Aug	Review Roadworks Alert	10	
	Detour identifying Defects St Johns	15	3
04/08/2023	Review Roadworks Alert	10	
05-Aug	Review Roadworks Alert	10	
06-Aug	Review Roadworks Alert	10	
07-Aug	Review Roadworks Alert	5	
	Highway Meeting with Ass Clerk	60	
	email correspondence ESH	20	
08-Aug	Review Roadworks Alert	5	
	Report 2 defects	15	
09-Aug	Review Roadworks Alert	5	
	Correspondence with ESCC Watercourse Consenting	20	
10-Aug	Review Roadworks Alert	5	
	Report 1 defects	10	
11-Aug	Review Roadworks Alert	10	
	Correspondence with ESH	20	
12-Aug	Review Roadworks Alert	10	
	site visit drainage survey Withyham Rd	30	3
13-Aug	Review Roadworks Alert	10	
14-Aug	Review Roadworks Alert	10	
	Highway Meeting with Ass Clerk	60	
	Correspondence with ESH	10	
15-Aug	Review Roadworks Alert	10	
16-Aug	Review Roadworks Alert	10	
	Mardens Hill Meeting	120	10
17-Aug	Review Roadworks Alert	10	
18-Aug	Review Roadworks Alert	10	
19-Aug	Review Roadworks Alert	10	
	Update Highway Sheet	20	
20-Aug	Review Roadworks Alert	10	
	Detour to Mardens Hill & Ham Bridge	20	5
21-Aug	Review Roadworks Alert	10	
	Highway Meeting with Ass Clerk	60	
22-Aug	Review Roadworks Alert	10	
23-Aug	Review Roadworks Alert	10	
24-Aug	Review Roadworks Alert	10	
	Review defects Blackham/ Beechgreen Ln / Balls green	45	15
	Report 6 defects	30	
25-Aug	Review Roadworks Alert	10	
26-Aug	Review Roadworks Alert	10	
27-Aug	Review Roadworks Alert	10	
28-Aug	Review Roadworks Alert	10	
	Highway Meeting with Ass Clerk	60	
29-Aug	Review Roadworks Alert	10	
	Emails to ESH	25	
30-Aug	Review Roadworks Alert	10	
31-Aug	Highway Meeting with Ass Clerk	60	
	Detour to Ham Bridge	20	4
Total in Minutes		1,020	40
Total in Hours		17.00	

Time Log Highways Coordinator

Date	Activity	Time (In Minutes)	Miles
01-Jul	Review Roadworks Alert	10	
02-Jul	Review Roadworks Alert	10	
03-Jul	Review Roadworks Alert	10	
04/07/2023	Highway Meeting with Ass Clerk	60	
	Review Roadworks Alert	10	
05-Jul	Review Roadworks Alert	10	
06-Jul	Review Roadworks Alert	10	
	Detour Identifying Defects	20	5
	Report 7 Defects	30	
07-Jul	Review Roadworks Alert	5	
08-Jul	Review Roadworks Alert	5	
09-Jul	Review Roadworks Alert	5	
10-Jun	Review Roadworks Alert	5	
	Highway Meeting with Ass Clerk	60	
11-Jul	Review Roadworks Alert	10	
12-Jul	Review Roadworks Alert	10	
13-Jul	Review Roadworks Alert	10	
	Detour check defect progress B2110	20	5
14-Jul	Review Roadworks Alert	10	
15-Jul	Review Roadworks Alert	10	
16-Jul	Review Roadworks Alert	10	
17-Jul	Review Roadworks Alert	10	
	Highway Meeting with Ass Clerk	60	
18-Jul	Review Roadworks Alert	10	
19-Jul	Review Roadworks Alert	10	
	Update Highway Sheet	20	
20-Jul	Review Roadworks Alert	10	
	Detour to Mardens Hill & Ham Bridge	20	5
21-Jul	Review Roadworks Alert	10	
22-Jul	Review Roadworks Alert	10	
23-Jul	Review Roadworks Alert	10	
24-Jul	Review Roadworks Alert	10	
	Highway Meeting with Ass Clerk	60	
25-Jul	Review Roadworks Alert	10	
26-Jul	Review Roadworks Alert	10	
27-Jul	Review Roadworks Alert	10	
	Detour to broadwater Lane/Station Rd	15	3
28-Jul	Review Roadworks Alert	10	
29-Jul	Review Roadworks Alert	10	
30-Jul	Review Roadworks Alert	10	
31-Jul	Highway Meeting with Ass Clerk	60	
	Review Roadworks Alert	10	
	Telephone& email P Heasman ESH Drainage	30	
	Telephone ESCC Highway Searches re pond/land B2110 stonelands	15	
Total in Minutes		760	18
Total in Hours		12.67	

Time Log Highways Coordinator

Date	Activity	Time (In Minutes)	Miles
01-Jun	Review Roadworks Alert	10	
	Prepare data and drawings for Drainage meeting	120	
02-Jun	Review Roadworks Alert	10	
	Meeting @ Parish Office & tour of drainage problems	180	12
	Review information & report from Drainage re Ham Bridge	120	
03-Jun	Review Roadworks Alert	10	
04/06/2023	Review Roadworks Alert	10	
05-Jun	Review Roadworks Alert	10	
	Meeting with Ass Clerk	60	
06-Jun	Review Roadworks Alert	10	
07-Jun	Review Roadworks Alert	5	
08-Jun	Review Roadworks Alert	5	
	Recharge SID	90	2
09-Jun	Review Roadworks Alert	5	
	Detour to check on repairs inc Clapper	20	3
	Email Richard Hammond re Clapper	15	
10-Jun	Review Roadworks Alert	5	
11-Jun	Review Roadworks Alert	10	
12-Jun	Review Roadworks Alert	10	
	Prepare for meeting & attend Parish Office Ass Clerk not available	30	
	Update Logs	60	
13-Jun	Review Roadworks Alert	10	
14-Jun	Review Roadworks Alert	10	
15-Jun	Review Roadworks Alert	10	
	Detour to Withyham & Balls green	15	5
	Report 1Defect	10	
16-Jun	Review Roadworks Alert	10	
17-Jun	Review Roadworks Alert	10	
18-Jun	Review Roadworks Alert	10	
19-Jun	Review Roadworks Alert	10	
20-Jun	Review Roadworks Alert	10	
21-Jun	Review Roadworks Alert	10	
22-Jun	Detour to Mardens Hill & Black Hill	20	7
23-Jun	Review Roadworks Alert	10	
24-Jun	Review Roadworks Alert	10	
25-Jun	Review Roadworks Alert	10	
26-Jun	Review Roadworks Alert	10	
	Report 1Defect	10	
27-Jun	Review Roadworks Alert	10	
28-Jun	Review Roadworks Alert	10	
29-Jun	Review Roadworks Alert	10	
	Detour to Eridge Rd PC Lane Station Rd	15	3
30-Jun	Review Roadworks Alert	10	
	Update Log & Highway Sheet	45	
Total in Minutes		1,080	32
Total in Hours		18.00	

(10)

**Withyham Parish Council
Report for consideration**

Report By	For Committee	Date	Agenda Item
Debbie/Natalie	Council	2.10.23	10

Confidential	Not Confidential	Exempt	Not Exempt
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Dogs on Leads Consultation

Background
Following a recent incident of a child being bitten by a dog which was off the lead near the youth shelter at Groombridge Recreation Ground, Finance Committee (which has a remit for Health & Safety) requested a consultation be undertaken to gauge public reaction to the proposal that the Parish Council instigate a "Dogs on Leads" policy for the whole of Groombridge Recreation Ground. The consultation ran from 4 September to 29 September 2023. It was publicised by posters at Groombridge Recreation Ground, on Facebook, and the Church and Village Magazines carried information stating it would be happening. As well as the consultation being online it was available in hard copy via the parish office. (Consultation poster appendix 1) The results have been summarised on the attached document (appendix 2).
Recommendations
Approve a dog on lead policy for the recreation ground. Consider this being implemented between 8am and 8pm (or similar) to offer a form of mitigation to any dog walkers with concerns about lack of alternative locations.
Reasons for recommendations
56% of those who responded supported the proposal. 25% of those who use the Recreation Ground with Dogs and Children Supported the proposal. 28% of those who use the Recreation Ground with Dogs ONLY Supported the proposal. 94% of those who use the Recreation Ground with Children ONLY Supported the proposal. 75% of those who use the Recreation Ground WITHOUT Dogs or Children Supported the proposal. Comments from dog owners varied but some flexibility by offering a start and end time to the policy would go some way to helping with the impacts raised.

There were 80 suggestions for other ways to mitigate this safety issue across the whole of the Recreation Ground (e.g. fencing the play area). However, none of these would have mitigated the issue for the whole Recreation Ground.

Background information

What is the action proposed?

Following the results of a consultation to consider instigating a "Dogs on Leads" policy for Groombridge Recreation Ground.

Who is to take the action?

The Clerk to implement the policy if agreed.

Financial considerations

What is the cost of the proposal?

The costs would be limited to the signage required. Approx
£80 x 3 signs 600mm x 450mm

What is the budget?

Other Considerations

Assessment of risks	
Risk	Steps taken to manage risk

Staffing Implications

Parish Office: Time needed to design signs and send to press. PMP: Time to erect the signs.
--

Carbon/Environmental impact/mitigations
--

N/A

How does the proposed action reduce crime and disorder?
--

Reduction in dogs with irresponsible owners marauding on the Recreation Ground.

How does the proposed action seek to eliminate discrimination and advance equalities

N/A

Health & Safety Implications

Would reduce the impact of dog worrying/biting incidents and empower residents to call out irresponsible dog owners.
--

Background papers

Please see the minutes of Finance dated: Other information attached.

Persons consulted

The consultation was well publicised on social media, through posters in the vicinity of the recreation ground and word of mouth.

The consultation could be completed online, over the phone or on paper.

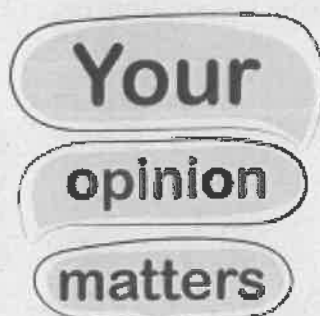
The Consultation received 149 responses.
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Important Consultation

Withyham Parish Council are consulting on implementing a "dogs on leads" policy for Groombridge Recreation Ground.

We would like to give everyone the opportunity to submit their views on this and would like to hear from you.

To complete the consultation electronically please scan the QR code below or visit <https://forms.gle/rYzt8Ffwc7Mi51BP8>



Alternatively you can pick up a paper version at the Parish Office, The Old Station, Station Road, Groombridge (under the notice board) or call 01892 864557 to complete the consultation over the phone with a member of the team.

At the Withyham Parish Council meeting on Monday 9th October Councillors will consider a 'dogs on leads' policy across Groombridge Recreation Ground and will take into account the results of this consultation.

Members of the public are welcome to attend the meeting and should contact the clerk for a copy of the agenda or visit the Parish Council's website: www.withyhamparishcouncil.org.uk.

Closing date for responses is Friday 29th September at noon.



Withyham
PARISH COUNCIL

The Old Station, Station Road, Groombridge, TN3 9RD
Email: clerk@withyhamparishcouncil.org.uk
Tel: 01892 864557

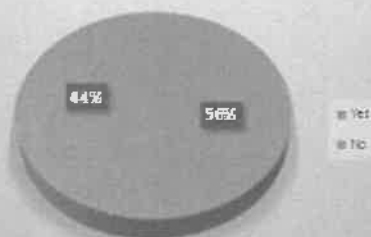
Appendix 2

All Responses

	Yes	No	Total Responses
Number	84	65	149
%	56%	44%	

Graph

Do you support the proposal that the Parish Council instigate a "Dogs on Leads" policy for the whole of Groombridge Recreation Ground?

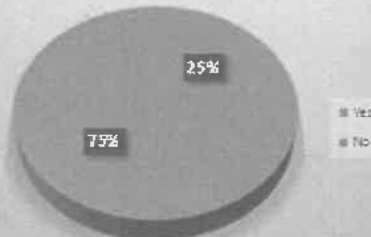


Dogs and Children Users

	Yes	No	Total Responses
Number	8	24	32
%	25%	75%	

Graph

Do you support the proposal that the Parish Council instigate a "Dogs on Leads" policy for the whole of Groombridge Recreation Ground?

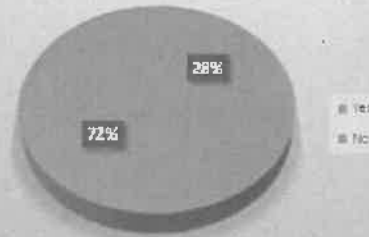


Dog Users ONLY

	Yes	No	Total Responses
Number	13	34	47
%	28%	72%	

Graph

Do you support the proposal that the Parish Council instigate a "Dogs on Leads" policy for the whole of Groombridge Recreation Ground?

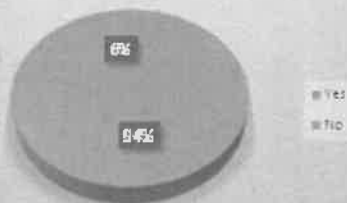


Users with Children ONLY

	Yes	No	Total Responses
Number	51	3	54
%	94%	6%	

Graph

Do you support the proposal that the Parish Council instigate a "Dogs on Leads" policy for the whole of Groombridge Recreation Ground?

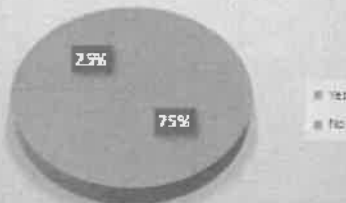


Other Users

	Yes	No	Total Responses
Number	12	4	16
%	75%	25%	

Graph

Do you support the proposal that the Parish Council instigate a "Dogs on Leads" policy for the whole of Groombridge Recreation Ground?



Question	If you are a dog owner please describe the impact a "dog on lead" policy would have on you/your dog(s)
Responses	No impact, I always keep my dogs on leads when using the recreation ground.
	None
	None, we can always let them off once out the gate
	It would benefit my rescue dog who often has out of control off lead dogs run up to him and upset him.
	None, I always walk dogs on lead in this area.
	There would be no problem; it would be no change to our current practice.
	Less freedom for well behaved dogs
	No impact, I walk my dog on a lead
	My dog needs proper exercise and is well behaved. We put him on the lead whilst next to the park but let him run free for the area surrounding it. You can't punish all dogs for the sake of one incident. Wouldn't a fence being put up round the park be a better idea? I believe someone has offered to do this for free
	It removes one more easily accessible location where dogs can be walked off lead especially since the footpaths at Groombridge place have been fenced in. It means that I will need to drive further afield on more occasions incurring time & expense penalties. Whilst it would be regrettable and inconvenient for me, for elderly/injured or just busy people and dogs, such a restriction would be far from trivial.
	One of the few places where you can quickly exercise your dogs. This was never an issue before but now that everyone can moan on social media for very little thing is has suddenly become an issue. The children's area should be fenced off. I believe there was an offer by a local fencer to do this free or charge. Many elderly in the village have dogs, they don't drive and have small gardens and this is the only place the dog can get exercised safely.
	Well trained dogs walk at heel or closely supervised on the periphery of the Rec. This policy would limit my ability to exercise my dog freely and we have exercised dogs there alongside other users for the last 50 years without problems as have generations of others. This is a problem with owners sadly who do not recognise that their dog has obedience issues. The Rec is a facility for the whole village and not just children.
	Not for the whole of the ground. My dog is very well trained and is always under my control. The play park is were the children should play so it's unfair to penalise all dogs for one or two bad owners. Also you wouldn't put a children on a leash policy for loud naughty children or penalise there parents for distribution to the peace and quite when they screen and shout, cry and throw tantrums. My dog is far better behaved than most children.
	It will have no impact as I keep my dogs on leads in the area
	Not applicable to me but dogs that require more exercise (le. Fetch/hunting dogs) would have very limited areas to do this in Groombridge centre.
	It's not fair on the dog, they should have the freedom to run around. This should be a space not just for children but for everyone to use. What happened could have happened anywhere, we shouldn't be punished for one irresponsible owner.

	This shouldn't matter.
	My dog walks off lead everywhere. He doesn't need to be kept on a lead anywhere else, including the road. It's cruel if I have to do so for the short area alongside the cricket pitch or for the walk along by the 'shelter'.
	I feel it's disproportionate, blown up on social media by individuals wanting to instil fear in people.
	It would ruin the freedom my well behaved/trained dog has, this would be totally ridiculous to punish all dogs for one act which could have easily been avoided, the owner of the 1 aggressive dog should realise they do not have control therefore yes keep your dog on a lead, it's generally common sense and we do not need these stupid enforced rules.
	It would restrict my dogs freedom wander through the wooded area along the fence where the shelter is .
	Not much. An extra 5 seconds at the gates.
	Since the new play area has been added and doesn't include a fence to keep the children safe, I've had two incidents where children have run up to my dogs who were on leads whilst walking past the play area and try to touch them without asking and unsupervised whilst their parents sat on their phones completely oblivious to their child running awol, thankfully my dogs are better behaved and under better control than the children using the park - my point is, dogs being on leads is not the problem, parents not having adequate control of their children is. The play area needs fencing to keep children and dog walkers safe. Keeping dogs on leads can't prevent children running up to them trying to grab them which as I've said had happened on two different occasions since the new play area was finished and by different kids. It wouldn't surprise me one bit if this was also the case for the child that got bitten. The dogs aren't the problem 90% of the time and neither are 'irresponsible' dog owners. The problem is the lack of a secure fence around the play area and dare I say 'irresponsible parents'.
	For 28 yrs I have walked in park and alot of people play ball with their dogs. Yes when they are playing football or lots of children around you so sometimes need to put lead on . Since there is no fence round the play area very small children running all over. Some under parental control and being watched others are not. When a child charges up to a dog screaming it is not the dogs fault . Lots of well behaved children as well. The play area unfenced is really difficult . I thought Tait fencing offered to fence why would we not say yes
	My dog is probably more well behaved off lead than some dogs are on the lead. He walks between my legs as he has been attacked several times (both on and off lead) and so this way of walking until he is safe to be released has been the perfect solution. He ignores children as has zero interest in them and is only focused on me (his owner) and his ball. If you need to know how well behaved my dog is off lead then please ask [REDACTED] as he knows my dog [REDACTED] very well.
	Restricted exercise and restricted social mobility opportunities. Dogs need to learn to socialise and being kept on lead negatively affects this learning.
	As a disabled person using the rec is a great space for my dogs, they love all the sniffs in the long grass that they wouldn't get to if they were kept on a lead as I'm in a wheelchair.

	I am a dog owner, but do not use the recreational ground for dog walking as there are plenty of alternative walking areas - however for those that do use the recreational ground for this purpose, why should they be penalised? The rec is for the whole village to use, not for a select few - while there is no place in society for violent or aggressive dogs this does not mean that all dog owners should be segregated for the sake of a few.
	Having lived here for over 27 years I would be seriously annoyed if this policy is adopted. The previous playground had a fence around it - maybe that should be done with the new one. 1 dog biting a child is not reason to ruin it for everyone - 99.9% of dog owners and dogs are not the problem but ruining it for 1 incident is OTT and I do not support it. Maybe you should also try and stop parents and children littering the park.
	None as my dog is always on lead
	My dog is well controlled at all times and does not require a lead, even when around cattle and sheep. Why should she suffer a lead due to one unfortunate event. This is an over reaction. We have played on the green for many years without any problem.
	We keep our dog on the lead when children playing or people sitting on picnic rugs but welcome the opportunity to let our dog run off lead when the park is quiet.
	No impact as I already keep my dog on a lead
	I have lived in groombridge for over 7 years and the recreation ground is where I take my dog every morning and evening. I don't have a garden and so if you take this away I won't have anywhere to walk my dog as I have mobility issues so cannot go far. Please consider putting a fence around the playground instead as that would make the most sense for everyone.
	No adverse effect
	It's the only place for the dog to run around and chase a ball off the lead
	Dog is trained it can heel without a lead
	Few places left where dogs can be let off lead locally now. Off lead policy allows play & training opportunities. Responsible dog owners would not let their dogs foul or disturb children in play area. Whether there is a leads only policy or not, irresponsible dog owners will let their dogs roam freely, not control them and not pick up dog mess. You will be punishing majority of dog owners and minority of irresponsible dog owners will not take any notice!
	It would spoil walks and take away freedom
	It would prevent me spending happy times there with both my dog and grandchildren.
	We always keep our dog on a lead. Dogs no matter how well-trained or well-behaved can be unpredictable. We ourselves have had other Dogs off of the lead in the Groombridge area as a whole that have approached our dog and shown aggression. We fully support Dogs being on a lead, especially in this area where more children and families will be.
	It's a recreation ground for all and my dog is a very well behaved dog. I don't see why dogs should have to lose out.
	None at all as I've never let my dogs off a lead in the recreation ground due to children being there. Dogs can become very excitable with

	screaming and running children. Hot weather does not help. Therefore to protect my dogs, I keep them on a lead.
	This is ridiculous and I will continue walking my dog off the lead as I am a responsible person, I clean up after my dog and he is a sweet and gentle dog. I've lived here for 27 years. ■■■
	It wouldn't be a problem for me to keep my dog on the lead until I get to the fields. If it helps children feel safe
	A dog cannot exercise properly on the lead and will never get used to recall if it is never off the lead.
	Significant impact on our enjoyment of the field, it's an area for everyone to use and that includes people exercising their dogs which is very limited on a lead.
	We have both a dog and a toddler. Our dog isn't the best off lead and so we would only let the dog off lead when in a smaller zone, like the recreation ground. When dogs are off the lead in a forest or wood, they often get lost from their owner. However it only takes one dog, and with dog attacks increasing, I would accept the "dog on lead" policy to maximise protection of anyone in the park, kids and adults. A point I would still like to see improved is the protection of the playground area and have it separated from the recreation ground. This is for two reasons. I'm sure discussions of installing a fence has been raised previously but I personally have never voiced concerns before. I would kindly welcome keeping an open mind on the below. With the current arrangement, it is unclear whether a dog on a lead is allowed around the playground. I believe there is a sign saying "a dog isn't allowed around the playarea", however this can't easily be implemented. I have seen numerous dogs on leads within the playground. It would be better to have a boundary fence to the playground in place to separate this space from dogs, including on the lead. Comparing Groombridge to other playgrounds in Tunbridge Wells, Langton Green, Rushall, Hartfield... they all have fencing. I am unsure of a playground that doesn't have fencing. The other issue, is to protect the child from themselves. In any childcare setting or home, there are safe boundaries. If they are playing or the parent is dealing with another child, it may not be possible to keep an eye on the child at all times. I saw an incident happen today which was a child running away from the playground towards the car park and road. Fortunately someone stopped the child but it was all the way by the road. There is no boundary between the playground and the car park or road. The other gate next to the Junction, my 2 year old can open the gate by himself. The playground is wonderful. A fence would fix the issue with dogs and ensure children are in a safe space with boundaries. A child running out of the playground, onto the road would be an avoidable tragedy.
	It gives them less opportunity to be off lead and therefore poor for their mental health. They have no interest in the play area nor the children who use it. I have food recall for my dogs. Older people in the village use the recreation ground in the village to exercise their dogs by throwing balls for them to retrieve. They lose this facility. Where do they do that with a dog on lead policy.
	No difference to my current behaviour. Always keep dog on lead
	Dogs require exercise and freedom for their physical and mental health.

	I don't see why dogs and their owners should be penalised with new restrictions because the new playground didn't plan to have a fence as part of the development. It is common place for most playgrounds to have fences to stop these sorts of issues and in fact the original playground had a fence and should be replaced rather than imposing restrictions on people who use the recreational area for other things. Dog owners shouldn't be penalised due to one irresponsible owner and poor planning.
	Reduced exercise levels especially in winter months.
	There are very few places in walking distance to my house where I can let my dog off the lead. Since my dogs were puppies we have trained/thrown balls for them at the recreation ground.
	It would have no impact on me or my dog. There are many other places nearby where dogs may safely be walked off the lead. It's only fair to make our village recreation ground a place of safety for all, young and old, but especially for children.
	I walk a dog on lead, and at times where there is no one else in the Rec (i.e. definitely are not children on the playground - first thing in the morning and late in the evening) I throw ball for my dog on the field. There are no other public areas of land which are safe for my kind of dog (a very ball focused and fast running collie) to do this in the area. We have lost area after area for dogs to be exercised (e.g. Broadwater) and a dogs on lead at all times policy will mean that I have to get in my vehicle and drive 20 minutes each way to the closest place I can exercise my dog safely. This is not good for the environment / climate. It also means I will be unable to walk my dog at all in the winter before work, which means either leaving a very distressed dog at home on her own as she has not been walked, or being forced to change my work - as the extra 20 minutes drive once it is light (40 minutes driving in total) makes it impossible to be back in time.
	Very little impact.
	My dog can be lead reactive, off lead dogs with no recall can be a trigger and can turn an otherwise pleasant walk into a stressful one
	None as I keep them on a lead anyway
	This is a space for all to enjoy. It has never been a problem before therefore the only thing that has changed is that the playground is now unfenced. Dog owners should be able to judge whether or not to use a lead. The tanyard is dogs on leads so this space should be ok to take dogs off.
	As this is the only open space for dogs it's would affect the quality of their play/ exercise . We love dogs it's always been an open space . Unruly dogs owners responsible
	This is an open space area that allows for my dog to chase a ball around before we head to the main public footpath. By implementing a dog on lead policy my dog will not be afforded the freedom to chase a ball in this area as my previous dogs have. My dog is not interested in the children, only the ball.
	They have always run around freely in the park and putting them on a leash takes away from their enjoyment.

	I have always taken a view on who is using the park at the time I am walking through the park and used my judgement to decide to put my dog on a lead or not. There is so little open space now within walking distance of the village where you can throw a ball for your dog for a few minutes of recreation at times of bad weather or busy schedules. To impose a dogs on leads policy removes another option for dog walkers and also once again takes responsibility away from owners and the behaviour of their dogs and parents/carers and the supervision of the children they are in charge of. The whole policy is just creating a bad atmosphere of "us and them" when many of us have happily and safely used the park for many years for both dog walking and children's recreation. Perhaps more focus should be put on traffic calming measures and safety of everyone going to and from the park.
	It has never been necessary to keep dogs on leads because there was always a fence around the playground. It seems like an unnecessary restraint when walking through to Groombridge Place and a fence would be safer for small children.
	Our dogs should be able to run freely, as they have done for years. If someone doesn't have a big garden this could be the only way they get their exercise. I have grown up with dogs and have one now and they happily play with my daughter and all my nephews and nieces. In how many years this park has been open there has been 1 incident (I'll admit unacceptable) but this shouldn't impact other dogs that behave well.
	I'd have to drive elsewhere to let him off the lead
	A well trained dog is easy to control and keep with you. To keep them on the lead will excite them & make them more vocal and difficult to control on the lead. Off the lead, they are free to sniff and ignore children etc
	It would have no impact
	I have 3 young children and sometimes I am unable to go for a long dog walk cross country so the park and a run around is very much needed on all behalf as my dog loves to run around find a favourite stick and chill in the bushes it is a shame this has come about and is causing issues I have brought my children and dog to this area for many years with no problems.
	How many times have people been bitten by a dog off the lead at the recreation ground? This is an isolated incident and should not dictate implementing a policy which will probably be in place forever. One dog bite which of course must have been very distressing surely cannot be the reasoning that all dogs should be kept on leads. This could happen anywhere. This policy has already been implemented at the Tanyard and the RSPB spoiling the enjoyment for many. All dogs enjoy being off the lead. Please consider the majority of dog owners are responsible and would not let a dog off the lead at the recreation ground which has a propensity to bite or be aggressive.
	My dog has the ability to run free and poses no danger to anything or anyone. I have a bad knee injury which means I am unable to walk him as much as he needs for his fitness. Rather than dogs on leads, perhaps a playground fence may be a more appropriate solution.

My garden is not big enough to give my small dog sufficient exercise. We aim to walk her 3 times a day but she still requires a good run at least once a day (be able to run) and there isn't suitable space near by. We would need to drive to a suitable space. The dog walking is shared between family members and we don't always have the use of a car. Some family members have breathing problems so the short walk to the park was one reason for moving to the village. My pet wouldn't have the exercise needed every day, she'd be depressed and unfit without adequate exercise. Everyone helps look after our very much loved family pet and it would effect her lifestyle and the family's if we didn't have this facility, especially as some members don't drive.

I have only started to hear an issue about dogs since residents raised an issue with the park not having a fence. I believe this has stemmed from people raising issues about dogs because they would like the park fenced. If honest I am aware of a lady who's child was bitten and the story was posted on fb. This individual never asked for a dog on lead policy, but just wanted to make contact with the owner to make them aware of what happened. The dog wasn't vicious, he was young and it was a mild scratch, not a severe dog attack. They simply wanted to make the owners aware. This is the exact area you have mentioned in the rec. Originally when the park was in good condition 15 years ago the park was often full in the summer and we had dogs using the park but never the same response to dogs until we had a new park with no fence. We pay for the facilities within Groombridge and we look after them and we contributed to the play ground being built, however we were never asked the question that having a new park would be detrimental to our family pets, and being asked for a new dog on lead policy. If there was space within the Groombridge place land, where we used to also let our dogs off as well , we would have more options, but unfortunately there is little space near by to let your pet off the lead. And many of the houses here have inadequate gardens.

It's not natural or fair to keep a dog on a lead all the time

Recently it seems that dog owners are getting a bad press because of one or two irresponsible owners. Dogs should be able to run free for exercise and their well being. It seems that areas in the village, footpaths etc are being fenced off, so that there is less and less space for them to exercise. This may not effect me directly because I am fit and able to walk to other areas, but please consider others less able bodied, or elderly people who need to walk their dogs locally and want to let their dogs have a run off the lead. My children have grown up now so I no longer use the playground, but I frequented the old play area when they were young. Because it was fenced in, I felt safe that my children were enclosed and away from harm.

it would mean a lack of exercise for my dog as she can't run on a lead around the recreational ground, i consider it a safe place for my dog and she regularly meets other dogs for a safe play and run around without any issues.

	That's not really the question that should be asked, The question itself presupposes that there is no impact on those who do not have a dog and they may well not want dogs to be on a lead. Dogs are part of everyday life, part of the enjoyment of life in its full sense for both adults and children. Many people enjoy seeing dogs enjoying themselves and interacting in the public environment. How are children to grow up with a respect and love for dogs if they don't see them being happy and running around enjoying themselves and therefore develop a love rather than fear of dogs and so one day have a more fulfilled life by having a dog. I have lived in Groombridge for 33 years and my children and now grandchildren have enjoyed the rec and dogs running around. We don't know the circumstances which led to the dog biting the child and probably never will. It could have been irresponsibility on either party or an accident of just something else. What is really important is that the Parish Council has the strength to withstand the temptation for a knee jerk reaction that suppresses the fulfilment of the many just because of an isolated incident which in all reality would not have been prevented anyway. We all know that responsible owners, who are not the problem will conform to the policy and irresponsible owners who are the problem will not be bothered by this policy. All over the country we are imposing more and more restrictions on everyday life and for what purpose? Mainly driven by lawyers and insurance companies and authorities who are scared to take a pragmatic and sensible stance. It is much easier to ban something and then say that you have done your duty to protect the public than to take the time to assess the issues properly and make a sensible decision. I would hope that in this case the council will do that. Incidentally dog ownership is now decking again and we will see improvements in the standard of owners ahead the proposed policy is unlikely to ever be reversed. To answer the original question the effect of a dog on lead policy will mean that I will have to go further out of the village, but for many particularly elderly or those with young children or limited time, that is not an option. It's also not possible to throw a ball for a dog when out on a footpath in the countryside so that enjoyment would be gone. Dogs generally will be less happy, have more pent up energy and so be more difficult to train and handle, gain weight and generally be less healthy and happy.
Question	If you have an alternative suggestion to a "dog on lead" policy that would avoid a similar safety issue across the whole of the Recreation Ground please let us know below.
Responses	Everyone has to act responsibly - dogs should be on leads and children kept under supervision.
	Fence around the playground too please.
	Fencing the playground won't stop irresponsible behaviour outside the playground so children remain at risk from irresponsible dog owners in that area so I don't think there's an alternative to dogs on leads
	Put a fence around the new playground to restrict exposure to children
	I believe there has been an offer to sponsor the fencing of the playground. This should be accepted. This would provide a 'safe zone' for families that need it. Dog incidents are very rare and I am more concerned about the proximity to woods and the road which both pose a danger. Every parent knows the sick feeling of losing sight of a child for a split second and a fence would give added security.

	Fence off the playground
	Fence
	Take up Richards Fencing on their kind offer of a FREE fence around the playground. It's very bizarre how neither the parish council or the playground committee have commented on the actual reason for no fence, I would say skirted around it. Do both groups just think it looks nicer without a fence, but then we have a multitude of health and safety risks, as well as added anxiety for parents trying to keep eyes on more than one child. I can only assume money, but it wasn't that difficult to raise the £10K for the roundabout. A while ago I saw on the information board attached to the guide hut, that there's fundraising for picnic benches, but still no mention of fundraising for a fence. I've seen a number of dogs (on leads) actually within the playground area, as the dog owners children have been using the playground. I've even seen one owner letting their dog use the toddler climbing frame like an agility course, also a ball being thrown for a dog sending them through the playground. My daughter has also had dog mess on her hands whilst playing in the playground. My friends daughter is also terrified of dogs, so as there is the high chance dogs can come into the area, unfortunately she can't use the wonderful playground. Just put up a fence, it's a real bone of contention within the village and will continue to be.
	A fence around the playground would address this issue and would also ensure the safety of younger children near the road.
	I feel a fence should be put up as it was before then we when not have this problem and everyone would be happy.
	Put a sign up advising that it is a shared space for all villagers with and without children and that dogs may be off lead so children may need to be controlled.
	In addition can we fence off the play park to ensure safety of the children playing
	Fence the children's area. Some people's dogs are as precious and important to their life and health and mental well being. Especially the elderly whose only family is their dog.
	There should be signs that dogs although off lead must be kept under control and have a good recall. But not allowing dogs to exercise and run around in the park is unfair to dog owners
	Fence the playground although I recognise that the biting event did not happen adjacent to the playground.
	Fence the play area. Put on countryside code of conduct classes for parents and dog walkers. If you do feel this needs implementing it would only be far to fences an area that dogs could run and play in safety too.
	I do think the play area should be fenced, several times I have seen small children running straight towards the car park. If a parent is at all distracted for any reason it could be dangerous for the child and a apparently driver
	Fence around the recreation ground. No idea why this was not understood at the planning stage of the playground and duly brought into the work required. Every other children's playground has a fence around it, probably for this reason.
	Fence off the play area.
	There's plenty of alternative spaces for dogs off leads.

	Put fencing up around the play area. No idea why that wasn't done to start with. It's not safe for young children, quite apart from the dogs, on cricket days when the big gate is open into the road, a child can easily wander off and end up in the busy road. It's crazy.
	A few signs reminding dog owners to keep dogs under control and parents to also keep an eye on their children. The park should be for everyone. Responsible dog owners have already been banished from Tanyard, which seems to be for the use of weekend foot ball clubs from other areas and not the village.
	Fence the park off. Then children can run around and dogs can run around without any danger, and without making it harder for dog owners to enjoy the park and exercise their dogs.
	1. Reinstate the fence around the playground. This allows additional protection for parents who may be concerned their children could wander off. 2. Erect signage that reminds dog owners and other users that they are responsible for their actions and should take the necessary precautions
	Ban dogs exercising from the recreation ground. Only when accompanying owner engaging in other activities (playground/may fair/picnics etc
	Perimeter fence around the children's playarea.
	A fence should be put up around the playground to protect smaller children. The fact that one unfortunate incident occurred should not be used to effect a major change such as this. However, it is clear from the framing of this questionnaire that this consultation is a sham and that WPC has already decided that it wishes to implement this policy.
	Fence the play area, there is only one gate to the recreation ground and nothing to stop children running out onto the road the other side of it, this keeps everyone happy and safe and I honesty do not know why on earth a fence was not included in the original plans for the new play area.
	Regardless of a dogs on leads policy, the playground still needs a fence around it. For parents or childcarers with 2 or more young children it is currently impossible to monitor their safety whilst in the park.
	Provide an off-lead dog play area
	A fence is the most logical solution. A fence stops dogs going near the children's play area and defecating or urinating on the new play equipment (people who walk their dogs early morning or late at night will probably not put their dogs on leads as there will be no children on the equipment, and given the rise in people not picking up after their dog and incident will happen where a child gets dog faeces on them bearing in mind animals faeces can kill a child), it stops small children from wandering off and possibly getting hurt, and it also stops dogs from going near the children's play area when children are playing on the equipment.
	Put fence back up around the play area so that young children are controlled and play in safe environment just like at any school or play group. Pcc have been offered a free fence but choose to isolate all village dog owners as the issue. Elderly residents and those with older dogs do not have option to go up to woods or fields so you are limiting the quality of life for those dogs.

	I understand why you would want to hesitate to put a fence up but maybe if you were to put up a fence with a designated picnic area? It's always going to be hard to please people, but I myself have been given dirty looks whilst walking my dog, some of the mums were having a lovely chat whilst kids were coming up to me trying to pet my dog! Now that's fine my dog is friendly but he's nervous at times.. no matter how many times I said no they still came up to pet him. Then you have the old issue of dog poo !
	Whilst using the recreation ground early this year, two unruly and filthy dirty labradors continually jumped up at me and spoiled my clothes. They were clearly completely out of control. The two owners just laughed and no apology. I would go a stage further and ban dogs altogether as there are many miles of footpaths and woodlands throughout the area without having to put up with dangerous, uncontrollable dogs and the waste their utterly arrogant owners leave behind.
	Fence off the play area like it used to be so dogs can't get in where children play - bad dogs and owners will still be in other situations with children.
	You can start by fencing in the new playground
	A fence seems like a sensible option for many reasons - I understand one has been kindly offered for free by Richards Fencing. If the compulsory lead option is deemed necessary, could we look at a compromise, eg. Dogs on leads between 8am-7pm?
	A fence (like every other playground)
	Putting fencing around the new play area as a sensible safeguarding measure.
	Have a designated time when dogs can be let off the lead in summer. Not necessary in winter.
	I would like the play park fenced to protect the children from dogs and keep the area secure for young children .
	If dogs are not trained they should be on a lead
	As previously, put up a fence around the play area so children are safe from dogs and dog mess, and parents can be reassured that their children are safe & can't wander.
	Put a fence around the playground - much safer all round
	A fence around the play area. It works extremely well at Goldsmiths Crowborough. Lots of dog walkers/ people picnicking /playing ball - am not aware of any incidents - everyone respecting each other. The play park is enclosed with dogs excluded. Cafe (Brew Box at the Park) busy with dog walkers and playground/ playing field users. Have spent many happy hours there with dog and grandchildren. Was VERY surprised that the new play area was not fenced at Groombridge.
	Fence the new playground area where the small children will be. A fence will also prevent fox/badger excrement issues in and around the area they play - this excrement problem cannot be overcome by any other action as wild animals do not take notice of signs, unlike the vast majority of responsible dog owners. People all over the county let their dogs off lead in open public areas and the dog owners of groombridge should not be made to do anything different
	Fence the children's area.

	It's a shame the new play area has not been fenced off as previously. In my opinion, this biting episode was an accident waiting to happen: albeit not close to the play area. Some parents seem unaware of their children's location and don't keep a watching eye on them - too busy gossiping - and some of those have dogs off leads also.
	Fence off the play area as it was before
	It is ludicrous that the new playground is not fenced off. The wider recreation ground is not just for children, it is for the whole community which includes dog owners. Dogs are not allowed at The Tanyard so there will be nowhere in the village for dogs to properly exercise. The "dog on lead" policy is a huge overreaction to one incident, most probably caused by a bad dog owner which will impact on those who are responsible dog owners.
	The question is a wrong one. It should be about fencing the play area to keep children safe from all threats. Be that unscrupulous people or children moving away and out of parents vision and wandering across the rec unnoticed. I saw a toddler who had nearly made the car park before the mother caught up with him. A fence stops this worrying event happening.
	There could be a window when dogs are required to be on leads, eg between 7am and 7pm
	The only alternative is to fence the playground which might need to happen anyhow as children cannot be seen on equipment either side of the castle from the other side.
	Fence around the new childrens play area
	As above I believe that the fence that has been removed should be replaced, it seems to be a very simple solution
	I would suggest investing in a fence surrounding the playground and put up notices encouraging dog-walkers to respect those in the park and put dogs on a lead if they feel it would benefit them.
	No dogs in children's area
	Any good dog owner will keep their dog on lead in an area where there are lots of children playing, picnics being enjoyed etc. If everyone banned dogs being off lead because an area is being shared by different users then there would be nowhere to exercise dogs safely (many dogs do need to run). There are plenty of examples where this is possible, with the natural play area at Dunorlan Park being a local example. If you instigate a dogs on lead policy it will be unlikely to have any positive impact - the owners who would have kept their dogs on when the playground is in use will still do so, and those who pay no attention to other users will be least likely to follow the signs (rather like signs about clearing up after dogs, most owners do and so don't need the signs, the ones that don't still don't even with a sign up). It will, however, have a negative impact: meaning that people who do exercise their dogs at the Rec in a responsible way will loose access to this valuable resource. My understanding is this is a public resource, for everyone in the area - but by making all dogs be on lead at all times this is no longer the case. It is a resource for families only. I live very close to the Rec (less than 1 minute away), and the change in use of the playground has had a lot of impact on me as a resident - my tax contribution has been used to pay for it though I will never use it, the parking has become much worse both on my road where there are not enough spaces for resident's vehicles let alone the extra ones for new visitors to the play area, and it

	is incredibly dangerous coming out of Springfield Road where people park opposite the junction to be directly outside the gate to the play area (even though there is parking available on Newton Willows less than 1 minute away) - and I have happily absorbed all of these inconveniences, as it was good for all. But to take away the Rec as a resource for dog walkers at all times, this is not good for all. I am aware that this is about an incident that occurred away from the play area, but it is important to talk about this within the context of the changes brought about by the play area - and as you gave the context of the additional users of the Rec in the introduction, I know you will understand this. Specific decisions were made about the play area (e.g. fence / extra equipment no fence) by the playground group - and this also has an impact, e.g. the results of this consultation would likely have been very different, with less strong feelings about this 1 incident away from the play area, had a fence been seen as a priority over extra equipment. I am not sure why extra equipment should be the reason that people who have used the Rec as a local resource for years are now being told they cannot use it all. At the very least, to have timings where dogs must be on lead (e.g. 8am - 7pm in summer, 8am - 4.30pm in winter) will allow residents to still be able to use this valuable community resource in the beneficial, cooperative and safe way for all that you mentioned above.
	Put a fence around the playground to keep children safe from the road and car park - and from wandering off into woodlands without parent supervision.
	Naughty dogs on leads , or a fenced off play area for children perhaps
	The play park area could be fenced off as it historically has been and this be the 'safe space' for children. Some children run up to dogs and try to stroke them without asking permission first . It is the parents responsibility to monitor their children and a dog owners responsibility to monitor their dog. If a dog is on a leash or not a child may still approach them unannounced if the child is not being supervised by their parents.
	Put a fence around the playground. This would eliminate the need for dogs on leashes or at the very least mean people using the playground wouldn't have to worry about dogs coming in when their children are playing. It's hard enough looking after the kids running around without having to worry about other people's dogs.
	Fencing the playground would mean my dogs aren't going to run and play with any children.
	The playground should have a fence around it as it always had before with little or no issue. Maybe a polite notice to dog walkers to put dogs on leads if they are not able to keep them fully under control off a lead. It is a space to be used by all.
	It would appear your consultation is loaded to reflect the WPC wishes and to try and re enforce previous decisions. ref : Bold text. The playground should be fenced in. This would solve some safety issues immediately, and improve on other safety issues and risk; presented by its location.
	Surround the playground with a fence as before.
	Put a fence around the play park like most other parks do, then smaller children can't get out. It's very dangerous even without the dogs due to no gate being at the bottom of the park (by the hall) a child could run out into the car park.
	Pop a fence around the playground.

	CCTV that will make the recreation ground a safer place to be, with signs informing dog owners that they will be prosecuted for dog attacks etc
	All dogs should be on leqds
	Dogs should be kept on leads in all public places
	Dogs should be on leads on the whole Recreation Ground and, in fact, everywhere when not on their own property.
	Re fence the play ground and a dog poo bag station + another bin would be nice as not many people pick up after there dog and do not see the poo bin down the bottom.
	Place a fence around the playground
	Dogs must be on a lead in the environs of the Playground only, not the whole Rec. Preferably the playground should be safely fenced; 3' high railings with three or four entrance gates. Dogs can also then be secured to the railings with their lead.
	Put up a smaller in height, wider panelled fence so parents can still see through the fence to see their children when sitting on the grass. This has already been offered on a public social media site for free. Have dogs off lead time brackets eg 6-9am, 12-2pm, 5-7pm these time are suitable for a morning, lunchtime or evening run. Use the field which was originally used for years within Groombridge place, before it was fenced off. Display signs to parents and dog owners this is a shared space. Be mindful that some dogs/puppies are attracted to picnics, balls and other sports equipment. Please do not let your dog off if these things influence your dog and you are still working on recall. Tips for being a responsible dog owner. Parents and children be mindful that some dogs and puppies are bouncy and still learning and these are top tips to remain calm if you meet a bouncy dog in the park. There are many other rules or guidelines to note so that everyone understands dogs and children in parks. I spend much of my time in the park, for a good number of years and I've never experienced any vicious attacks before. Fines will be issued for those not being responsible for pets or children
	Owners of dangerous dogs should not allow their dogs to come into contact with people, it's that simple. Applying rules to all dogs to be on leads equals all dogs (and their owners) having to suffer by having to play 'ball' on a lead due to one incompetent dog owner. Most dogs are not dangerous yet there seem to more and more people thinking that they are because they don't understand them (probably a result of people who have not had dogs before taking them on during covid). These people are freaking out if a dog simply comes up to say hello. For example, please see at least two recent posts on the Groombridge Facebook Page where people are complaining about dogs where it appears the dog has done nothing to them other than bounce up and say "hello". Perhaps we need to train these people or keep them away from dogs ! The incident you mention in the recreation ground where the child was bitten sounds very unfortunate (and I do hope they are fully recovered, and I think that particular dog should be kept on a lead when near other people), but it is most likely an incredibly rare occurrence which could have happened anywhere.

	The children's play area needs to be fenced off in any case as it used to be, so that parents can relax whilst their children play.
	Fence in the new playground area so it can be a dog free zone. As a child I was always taught not to approach a dog without permission from the owner and to stand still with my arms folded if one aproched me. Maybe there could be some 'dog safe' lessons taught at the local primary school or local after school groups? Alternatively if you are to continue with your 'dogs on leads' policy then seek to provide an alternative area for owners to walk their dogs so not to discriminate against them.
	As someone who is nervous of dogs and their often irresponsible owners I would welcome a dogs on leads rule.
	it seems that fencing off the playground as it was before would be the only solution.
	I don't think it's a safety issue, it was an incident but dogs have run around there for probably a 100 years and more. The aim should be to tackle irresponsible owners by being able to identify them and sanction them.

Council October 2023

Item 11 Groombridge May Fair

11.1 Request to use Groombridge Recreation Ground for May Fair 2024

St Thomas' School PTA have requested the use of Groombridge Recreation Ground for the May Fair on 6 May 2024. They confirmed that they will also get in touch with Wealden District Council regarding use of the car park.

Council is asked to consider this request.

11.2 Traffic management Plan

Following the 2023 May Fair, Council raised concerns about traffic in Groombridge during the May Fair. The Clerk was asked to ask the May Fair Committee to provide a Traffic Management Plan for consideration prior to granting permission to use the Recreation Ground in 2024.

The Clerk received the following response from the Chair of PTA:

I appreciate the fair causes traffic issues year-on-year and that this no doubt raises some complaints. It's an issue that has plagued the PTA for many years and options to improve the situation seem few.

The problem this year was not helped by the fact that Springfield Rd was closed to traffic due to road works which meant there was only one way in and out.

I have spoken with a lady at The Pig group. I didn't get the impression that they were overly keen on allowing access to Groombridge Place but I'll be getting in touch with her again early March to see if anything can be worked out.

The other options are for the school playground to be opened and made available for parking for parents/carers who are helping on the day. We could also try to get volunteers to be on hand along Station Road to make sure that passing places are kept free and that there is no parking on both sides of the bridge as there was this year. To that end we'd require quite a number of cones. Is that something the parish council can help to source?

Beyond the above, options are very limited as to how we can alleviate the traffic issues on the day but I'd welcome any ideas not yet considered.

Further to this the Chair of PTA asked whether WPC has any further ideas, and whether any Councillors might work with the PTA on developing the traffic management plan.

The Clerk is able to put the PTA in touch with someone at East Sussex Highways to request cones, signage etc on loan.

Council is asked to:

- ***Consider the PTAs response and make any suggestions***
- ***Identify whether any Councillors might work with the PTA on developing the traffic management plan***

Council October 2023

Item 12 Wealdlink

Below is a synopsis of the email that came out from ESCC to herald the Bus on Demand in May (appendix 1). Wealdlink was not involved in any consultation.

Also below is a report written by Wealdlink in August 2023 (appendix 2).

Appendix 3 is Wealdlink's 2022 request to parishes for funding showing contributions for 2023/24.

Concerns

- How will this affect Wealdlink Bus service and that of other community buses in East Sussex?
- Flexibus has received government sponsorship – why wasn't this used to support current community buses which rely heavily on parish support rather than for setting up another bus service?
- How will Flexibus avoid being in competition with other community bus services?
- The government sponsorship for Flexibus ends March 2025. In the meantime the community buses may have 'gone under' What bus service will be left?
- Will parishes such as those joined to support Wealdlink, continue to support this door to door community bus?
- How can Wealdlink increase its range of passengers so the shopping service is not seen as for elderly and infirm people only?

DK 051023

Appendix 1

TRAVEL LOG LEWES NEWSLETTER RE FLEXIBUS

- **An email available on Travel Log website.**

MAY 23 EXTRA

BUSES ON DEMAND ARE HERE

With no fanfare and little publicity, East Sussex County Council has launched its bus on demand service called Flexibus.

It is a service of mini buses which you can call up to destinations not served by conventional buses.

KEY FEATURES INCLUDE

1. *Bus passes are valid subject to the normal conditions*
2. *For paying passengers, fares are roughly in line with ordinary buses – currently capped at £2 per single journey but increasing at the end of June*
3. *No animals except assistance dogs*
4. *No unaccompanied under 15 year olds*
5. *1 wheelchair space and also improved facilities for people who do not need a wheelchair but who have mobility issues*
6. *Because these are minibuses there are limited spaces. You can book up to five places in one booking if there is space available. You may find there are no places available at the time you want to book.*
7. *The service operates between 7.00 and 19.00 Monday to Saturday except bank holidays*
8. *Book by mobile app or by phoning 01273 078 203 between 6.30 and 19.30 Monday to Saturday*
9. *Book between 1 week and 30 minutes before your trip if there are spaces. Cancel up to 30 minutes before.*

ZONES

South Downs

The minibuses will operate within set zones, The first zone to go live, is the South Downs zone which covers Glyndebourne, Hailsham, East Dean, Alfriston and Beddingham

*If you are booking a destination within this zone you need to book to start or finish your journey at one of these points, **not your home or anywhere else.***

The app or operator will always encourage you to use ordinary transport where available.

North of Lewes Zone

This goes live on 15 May 2023

Like the South Downs zone, it does not cover Lewes. It covers an area bound by Ringmer, West of Laughton, Little Horsed , Piltdown, North Chailey, Wivelsfield, Ditchling, Ditchling Beacon, Half Moon Plumpton and Hamsey.

Other Zones

Outside of the main towns and other areas well served by buses, the whole of the county will be covered by 15 May 2023

Appendix 2

WEALDLINK FRIENDLY ACCESSIBLE COMMUNITY TRANSPORT Operated by North Wealden Community Transport Partnership Ltd

Flexibus Report - August 2023

Flexibus is a smart minibus service set up as a result of central Government funding to improve bus services across the county. The funds were allocated in such a way that they could not be used for any existing bus services. Funding for Flexibus is a finite amount and will not be funded beyond April 2025 at the latest.

Existing bus and community transport operators have been assured that Flexibus is not going to compete with existing services. Flexibus has to be booked by app or by phone and can only operate within certain zones. Cross zone travel is possible but it involves being transported to a hub in a neighbouring zone whereby another Flexibus will have to be booked.

Flexibus will only accept trips in areas where there are no established routes as it is expected that passengers would make use of the existing bus services and time appointments etc to match the timetables.

Wealdlink operates as a community transport operator which runs some numbered bus routes but also the traditional community bus service of picking up people in rural areas and enabling them to go shopping and having access to other trips.

Because of the way Flexibus works people would not be able to use it in the same way as the community bus. To use Flexibus in a similar way to a community bus you have to book a trip (for example from Hartfield to Crowborough) but there is no booked trip for return. On a busy day you could be waiting for some time for Flexibus to pick you up and you would have to wait for one to be available to return as you can only book the return leg (Crowborough to Hartfield) when you are ready to return. There is the risk that there is no bus available to return and the return trip would have to be done by taxi.

Our shopping service has a timed pick up and return with help and support for passengers with shopping etc so really Flexibus is not in competition with us. Flexibus would be useful for travelling to medical appointments etc but it is not designed to be an alternative to our Community Transport Service.

As well as shopping trips to Crowborough, Wealdlink also runs trips into Tunbridge Wells, Eastbourne and other locations further afield. It would not be possible to do these trips using Flexibus. The funding for Flexibus was designed as an additional service rather than an alternative to services funded through traditional means.

There was no intention for the Flexibus funding to be used as an alternative to service buses and community buses which have been around for many years and will continue to do so beyond 2025.

David Homewood, Operations Manager

25/08/2023

Appendix 3

WEALDLINK PARISH CONTRIBUTIONS

Issues affecting the cost of providing our door-to-door shopping service:

- Cost of diesel currently £1.78 (October 2021 £1.43) +19.5%
- Office Manager paid minimum wage £9.50 per hour. (October 2021 £8.94 ph) +5.9%
- Office Electricity bills expected to rise considerably over the next few months +27%?

In the table below, the first line shows the current year's annual contributions from each council. These were calculated using the 2021-22 Tax Base as 22-23 was not yet available. There had been no increase the previous year due to Covid19, even though we had continued to support parishioners with a shopping delivery service.

The second line reflects changes in each council's tax base in 2022-23.

With costs rising as shown above, and inflation running currently at 10%, ideally we would like to see a 10% increase, but would reluctantly accept 5% if councils cannot meet this.

	Buxted	Crowbor- ough	Danehill	Forest Row	Hartfield	Maresfield	Withyham
2022-3 annual contribu- tions	£768	£3612	£396	£928	£464	£752	£548
Adjusted for current tax base	£803	£3798	£412	£969	£480	£789	£573
+5% (annual)	£843	£3988	£433	£1017	£504	£828	£602
+10% (annual)	£883	£4178	£453	£1066	£528	£868	£631
Amount of annual increase if 10%	£115	£566	£57	£138	£64	£116	£83
Quarterly increase	£29	£141	£14	£35	£16	£29	£21
Actual quarterly payments 2023-24	£221	£1045	£113	£266	£132	£217	£158

October 2022

Withyham Parish Council
Quote/Report for consideration

(13)

Report By	For Committee	Date	Agenda Item
Climate and Ecology Advisory Group	Full Council	October 2023	13

Confidential	Not Confidential	Exempt	Not Exempt
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Purchase of one handheld thermal imaging device

Background

As you are aware, the Climate and Ecology Advisory Group was set up in June 2023. Its objective is to find, discuss and evaluate actions that Withyham Parish Council (WPC) can take to reduce the carbon emissions produced both by the Council directly and by residents in the Parish. The work of the group is a balance of looking strategically and long term at how we can reduce our carbon emissions; and moving forward tangible actions that will make a difference in the short term (where an opportunity arises).

To inform our discussions at the start, the Community Engagement Coordinator commissioned a Carbon Footprint Report for Withyham Parish earlier this year. This tells us about the community's carbon footprint – both the scale of emissions and the main activities responsible for the emissions. An area where Withyham Parish was considerably above the district and national average was 'Housing'. One of the factors shaping the scale of a home's emissions is household energy used for heating, the type of heating system and how well the home retains heat. A thermal imaging device was considered as a potential resource for WPC to purchase to enable residents to investigate heat loss within their own homes. UK housing stock has a reputation for being poorly insulated and there is no doubt that there are many homes across the parish that would benefit from a simple survey of heat loss.

At the July 2023 meeting of the Climate and Ecology Advisory Group, a paper was circulated outlining the different types of thermal imaging cameras and the potential costs. The group discussed this and talked through the advantages/disadvantages of the different devices. These cameras have been in use for some time but have mainly been used by builders and other tradespeople. Devices are now being used more and more by members of the public. Interestingly, Forest Row Parish Council has also recently purchased a thermal imaging device.

Recommendations

WPC to support the purchase of a Hikmicro E1L handheld thermal imaging camera; or equivalent. This device to be loaned out to parishioners for them to carry out their own simple survey (or supported, where required) to indicate any areas of heat loss in their homes.

Reasons for recommendations

- It aligns closely with WPC's current parish plan. Specifically two of "The Golden Thread – The Fundamental 4", 'Supporting climate protection initiatives' and 'Building resilience in terms of promoting community self-help'.

- Using the thermal imaging camera can help residents (in a simple way) identify any problems with the transfer of heat in their homes. By pinpointing where energy is being lost, parishioners can identify which areas need attention, adjustment and repair. Research (2019) by the C.H.E.E.S.E (Cold Home Energy Efficiency Survey Experts) Project shows that 87% of households completed remedial action within one year after their thermal imaging survey and 85% of households said their home felt warmer after taking remedial action.
- It will help us work towards the recommended target set in the Carbon Footprint Report for Withyham Parish of reducing energy demand from buildings.
- It demonstrates to parishioners WPC's commitment to reducing carbon emissions.
- It is a way for WPC to support residents through the cost of living crisis, as targeted reduction of heat loss in homes based on the findings from using the thermal imaging camera means less energy use required, and so lower heating bills and warmer homes.

Staffing Implications

Staff time would be required to support the purchase of the camera; and to use communication channels such as the WPC website and Facebook page/newsletter to promote the camera to residents.

In addition, to refer enquiries from residents about using the camera to members of the Climate and Ecology Advisory Group.

Councillor Involvement

A few volunteers from the Climate and Ecology Advisory Group would be trained in using the camera and be responsible for liaising with parishioners who want to borrow the device; and support people using it, where required.

The first few months would be focused on the volunteers learning to use the device and then a trial supporting a small number of residents to complete a survey. The group would then look at making the device more widely available. In addition, the volunteers would help to develop brief written instructions on how to operate the camera and build up a list of a few websites to signpost people to such as the Energy Saving Trust website. They would also be responsible for monitoring uptake and sharing good practice.

All councillors would be encouraged to make parishioners aware of the opportunity to borrow the camera and the benefits of using it (as it is rolled out).

Budgetary Implications

Cost: approximately £300 -£350.

EMR 338 Environmental Improvements has £5,000. The required amount could be transferred to budget line 4061 parish Action Plan and Projects for use.

Carbon/Environmental impact/mitigations

By using the camera and taking positive action (as a result of the findings), residents could reduce energy demand in their homes across the Parish.

How does the proposed action reduce crime and disorder?

N/A

How does the proposed action seek to eliminate discrimination and advance equalities

The camera will be available for all parishioners to borrow free of charge and in some instances, the findings and any subsequent adjustments, may help to reduce energy bills.

Health & Safety Implications

If volunteers are going to go into people's homes to support parishioners using the camera, a risk assessment will need to be carried out.

Persons consulted

The Climate and Ecology Advisory Group. Made up of councillors and members of the public.

Council October 2023
Item 14 Street Poppies

A resident has made the following request by email:

With Remembrance Day coming up next month in November I wondered whether the Parish Council had ever considered having large poppies on display on our village signs and lamp posts similar to Hartfield and Forest Row? We could do it discreetly and it would create interest.

I understand that our British Legion representative from the village cannot order the large poppies but they can be ordered from another source. It would be a one off purchase as they could be used over several years. ~ The idea being that they would act as a reminder of Remembrance Day.

PS I would be quite willing to assist with the putting up and taking down of the poppies.

The Clerk has asked the resident whether they could provide an idea of costs, but this was not received in time for this paper. Should this be received before the meeting the Clerk will report verbally.

The Royal British Legion sells the following at £4.99 each:



Remembrance Tommy Lamp Post Sign
Royal British Legion Industries

From £4.99

Council is asked to consider this request.

If it chooses to support this request Council is asked to confirm how much to spend and a budget code.

Council October 2023

Item 15 representation at Groombridge Market

The organiser of this has asked Cllr Anderson if WPC would like to be represented at this market:

"I would like to encourage local groups to attend: choirs; dance groups etc. will have a slot onstage. I'd also love local organisations to take a table. If they are charities or good causes they can have their stall for free. Am thinking of the Men in Sheds; WI etc. did you have any contacts? Parish council can have an 'awareness' stall if they want?"

The next one is 28th October.

This would be an opportunity to communicate how the parish council tries to make a difference in the parish community, but Council may want to take the following into consideration as well...

- Which councillors would attend? Would there be a rota if it was a regular attendance?
- Would it be more appropriate for us to ensure there is a councillor presence at our Community Cafes, or can councillors cover both?
- Should we focus energies on attending events in other, less represented, areas of the parish? or can councillors cover both?
- What would be the focus of the table? For example - New Parish Plan, become a councillor, environmental, speed watch etc?
- What material will the Councillor(s) attending require (this could have an impact on the Parish Office work-load to provide it, particularly if it is a regular presence)
- What briefing would it be appropriate for the attending councillor to have, eg with the Clerk/Chair. Particularly if there are contentious issues, to help them answer any tricky questions and make sure the Council is all singing from the same hymn sheet.
- Is there a danger of this becoming similar to our APA where we promote many of the local clubs and groups such as the WI and Mens Sheds? Although if we attended this in the autumn only then they are at almost opposite ends of the year so this may not be a perceived issue

Council is asked to consider this request.

Council October 2023**Item 16 October Community Cafe**

The monthly Community Café held at Groombridge Village Hall is a WPC initiative.

Our Community Engagement Coordinator maintains the monthly rota of which local group are running it, makes the village hall bookings, gets the café bags (eg table cloths, tea and coffee supplies etc) ready, arranges for them to be collected by the group and returned by them.

In return for running a café the local groups keep any profits made, after the hall fees and a small contribution to restocking supplies is made to WPC. Groups find that the Community Café is a great way to raise funds for their group and is well attended by members of the community who enjoy this regular opportunity to meet with other people in the parish.

We have had a rare cancellation of the next Community Café for 21st October 2023 and have contacted local groups, clubs and societies to see if anyone would like to take this spot and host the cafe. At the time of writing we have had no takers.

Councillors are asked to consider whether they would like to run this café so that there is not a gap in the monthly café calendar.

Funds raised at the October café were going to go to Macmillan. Should councillors wish to do this then they may choose to donate their profits to Macmillan.

Council October 2023
Item 17 Next Newsletter Timetable

The timetable for the next WPC newsletter is as follows:

9th October to 16th October – content drafted (Assistant Clerk & Di Kelly)

17th to 22nd October - Final edits (Assistant Clerk & Di Kelly)

23rd - send to press

WC 30th – Newsletters received from printers (and posted by printers where we are unable to deliver)

WC 6th November - Newsletters out for delivery (Councillors and other delivery volunteers)

Councillors are asked to:

- ***Note the timetable and workload implications for the Assistant Clerk***
- ***Respond to requests for contributions to the Newsletter***
- ***Diarise delivery of the Newsletter w/c 6th November, or contact the office if they will be unavailable***

WITHYHAM PARISH COUNCIL
SOCIAL MEDIA, INTERNET AND ELECTRONIC COMMUNICATIONS POLICY

Responsibility: Finance & Administration/Full Council
Review Cycle: 3 yearly or earlier in the event of legislative changes
 or changes to the Withyham Parish Council channels of communication

Date of Adoption/Renewal	Date for review
September 2023	September 2026

1. Introduction

- 1.1 The council recognises that email, internet and social media are important information and communication systems which are used during the course of council business. This policy provides guidelines and procedures to protect users and the council.
- 1.2 This policy applies to all staff members and councillors who have access to the internet, social media and email facilities via council computers.
- 1.3 The email policy also applies to all staff members and councillors in all their email correspondence using WPC email addresses.
- 1.4 The policy also applies to the use of social media by councillors when communicating on behalf of the Council or as a Councillor.
- 1.5 The policy applies to the interactions between members of the public and Councillors or staff at Withyham Parish Council on social media, as well as posts relating to Withyham Parish Council or matters in the remit of Withyham Parish Council.
- 1.6 The Council has a website, Facebook page and uses email to communicate. The Council will always try to use the most effective channel for its communications.
- 1.7 The Council website and Facebook page are administered by staff only.
- 1.8 Data Protection principles as set out in the Data Protection Act 2018 (the Act) applies to all communication methods, and must be followed at all times. This applies to staff, Councillors and any persons when operating as a representative of, with, or on behalf of the Parish Council.
- 1.9 The Code of Conduct applies to any communication methods, and must be followed at all times.
- 1.10 The Council is continually looking at ways to improve its working, and the use of social media and electronic communications is a major factor in delivering improvement.

2. Internet usage

- 2.1 Staff members are encouraged to use the internet responsibly as part of their official and professional activities.
- 2.2 Information obtained via the internet and published in the name of the council must be relevant and professional. A disclaimer must be stated where personal views are expressed.
- 2.3 The use of the internet to access and/or distribute any kind of offensive material will not be tolerated and staff may be subject to disciplinary action.
- 2.4 The equipment, services and technology used to access the internet via the 'Withyham Parish Council' wifi connection are the property of the council.
- 2.5 Other devices are to access the internet via the 'WPC Guest' wifi connection.
- 2.6 The council reserves the right to monitor internet traffic and monitor and access data that is composed, sent or received through its online connections.

3. Unacceptable use of the internet

3.1 Unacceptable use of the internet by staff members includes, but is not limited to:

- sending or posting discriminatory, harassing or threatening messages or images
- using computers to perpetrate any form of fraud, and/or software, film or music piracy
- obtaining, using or disclosing another staff member's password without authorisation
- sharing confidential material or proprietary information outside of the council
- hacking into unauthorised websites
- sending or posting information that is defamatory to the council, its services, councillors and/or members of the public
- introducing malicious software onto council computers and/or jeopardising the security of the council's electronic communication systems
- sending or posting chain letters, solicitations or advertisements not related to council business or activities
- passing off personal views as those representing the council
- accessing inappropriate internet sites, web pages or chat rooms

3.2 If a staff member is unsure about what constitutes acceptable internet usage, then he/she should ask his/her line manager for further guidance and clarification

4. Email

4.1 Use of email is encouraged as it provides an efficient system of communication.

4.2 All emails sent relating to WPC business should be sent and received using the WPC email address.

4.3 Email should be regarded as written paper documents for the purposes of production, use, retention and disclosure and can be called upon under the Freedom of Information Act 2000. Personal information should be kept in accordance with the principles established in the Data Protection Act 2018.

4.4 The council reserves the right to open any email file stored on the council's computer or email system or servers.

4.5 The following guidelines for email use should be observed by all staff members and councillors:

- use appropriate language to avoid unintentional misunderstandings
- respect the confidentiality of information contained within emails, even if encountered inadvertently
- check with the sender if there is any doubt regarding the authenticity of a message
- do not open any attachment unless certain of the authenticity of the sender
- only copy emails to others where appropriate and necessary
- personal and identifying details must be removed from email communication when no explicit permission to share these details has been given
- emails which create obligations or give instructions on behalf of the council must be sent by officers only, not councillors
- emails must comply with common codes of courtesy, decency and privacy

4.6 If a councillor receives an email from a staff member which they believe is contrary to the guidance provided in this policy, it should be reported to the Clerk who will consider use of the council's formal disciplinary procedure, or refer the matter to the Staff Committee depending on the severity of the event.

4.7 If a staff member receives an email from another staff member which they believe is contrary to the guidance provided in this policy, it should be reported to the Clerk who will consider use of the council's formal disciplinary procedure, or refer the matter to the Chair depending on the severity of the event.

4.8 If a staff member receives an email from a councillor which they believe is contrary to the guidance provided in this policy, the staff member is entitled to consider use of the council's grievance policy and/or report the issue through the procedures outlined in the Member's Code of Conduct.

4.9 Council email addresses remain the property of the Parish Council at all times and can be accessed by the Proper Officer for the Council at any time to investigate adherence to this policy without notice.

4.10 Upon a Councillor leaving their post the contents of their Parish Council email inbox will be archived.

5. Website

5.1 The Council allows, at its discretion, local groups/individuals to advertise their upcoming events on the Withyham Parish Council's "What's On" webpage.

5.2 The local group/individual is responsible for submitting the content and ensuring both its accuracy, and that it meets the Council's communication standards as set out in this policy.

5.3 The Council reserves the right to refuse submissions that are not appropriate to the Withyham Parish Council website, whether due to the nature of the event or due to not meet the standards required for publication as set out in this policy.

5.4 Withyham Parish Council does not accept any responsibility for the events advertised.

6. Social Media

6.1 Staff members are to use social media to broaden the scope of communication with the people, businesses and agencies it works with and serves, to promote the activities of the Council, and to highlight activities of external and partner organisations relevant to the residents of and that falls within the scope of Withyham Parish Council.

6.2 Individual Councillors are not to use personal social media accounts to speak as a Councillor or on behalf of the Council.

6.3 Messages received directly via Messenger on Facebook will be replied to, but do not constitute a formal communication with Withyham Parish Council. We are therefore not obliged to consider at Council or action any messages received. Facebook is monitored as appropriate within staff workloads, therefore messages will be responded to as these obligations allow. Only communication received directly and through officially monitored channels (email, telephone, in person) will be acted upon as such.

6.4 Comments on the Withyham Parish Council Facebook page do not constitute a formal communication with Withyham Parish Council. We are therefore not obliged to consider at Council or action any comments received, or to monitor or respond to request for information on the page. Facebook is monitored as appropriate within staff workloads, therefore comments will be responded to as these obligations allow. Only communication received directly and through officially monitored channels (email, telephone, in person) will be acted upon as such.

6.5 Social media pages, such as community group pages or the pages of local clubs and societies do not constitute direct communication with Withyham Parish Council, and we will not be obliged to monitor or respond to requests for information or action through these channels, or monitor posts and / or comments concerning the Council or community matters posted in this way. Only communication received directly and through officially monitored channels (email, telephone, in person) will be acted upon as such.

6.6 Withyham Parish Council may reply to comments posted onto the Withyham Parish Council Facebook page, but this is not guaranteed. We are not obliged to monitor or respond to requests for information or action posted as comments. Facebook is monitored as appropriate within staff workloads, therefore comments will be responded to as these obligations allow. Only communication received directly and through officially monitored channels (email, telephone, in person) will be acted upon as such.

6.7 Withyham Parish Council may share or like posts from other organisations / individuals which are in some way relevant to residents and / or in keeping with the Council's stated aims. These shared posts must also meet the criteria set out below (6.8).

6.8 Communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;

- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information.
- Social media will not be used for the dissemination of any political advertising.

6.9 In order to ensure that all discussions on the Council page productive, respectful and consistent with the Council's aims and objectives, we ask members of the public to follow these guidelines:

- Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated. Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.
- Share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due.
- Stay on topic.
- Content must be politically neutral.
- Refrain from using the Council's Facebook page for commercial purposes or to advertise market or sell products.

6.7 Withyham Parish Council will not tolerate content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements.
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Alleges a breach of a Council's policy or the law

6.8 The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given our limited resources available.

6.9 Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. The Council may post a statement that 'A post breaching the Council's Social Media Policy has been removed'. If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

7. Additional Channels of Communication

7.1 Withyham Parish Council Councillors, Staff, Committees, Groups and Representatives such as volunteer leads may use additional channels of communication such as Teams and Whatsapp when necessary.

7.2 These channels must have been agreed for use in each instance by Withyham Parish Council staff or the Council itself as appropriate before they are implemented.

7.3 These channels must be utilised for a specified purpose.

7.4 These channels do not constitute formal communication with the Council, and will not be monitored 24/7.

7.5 All users of these channels must have agreed to communication via these channels.

7.6 As always, GDPR applies and must be followed.

Date adopted 12 September 2022

8. Video Conferencing e.g. Zoom

8.1 The tenets of this policy also apply to the use of video conferencing.

9. Security

9.1 Only software purchased by the council or authorised by the Clerk shall be installed on the council's computer system. Software licences shall be retained.

WITHYHAM PARISH COUNCIL POLICY ON ENGAGING IN EARLY DISCUSSIONS ON DEVELOPMENT PROJECTS

18.2

Responsibility: Planning Committee and Full Council

Review Cycle: 3 Years, or earlier in the event of legislative changes

Date of Adoption/Renewal	Date for review
October 2023	October 2026

PURPOSE

Withyham Parish Council (the 'Council'), acknowledge that developers may wish to present proposals at different planning application stages to the Council to seek its views.

However, the Council is also aware of the importance of public perception in planning and the critical need to avoid any appearance that the Council is conducting secretive negotiations or, colluding with developers or their Agents. In order to avoid improper lobbying by a developer or creating a perception that the Council has a predetermined position about a proposed development, we will follow this protocol guidance.

This protocol has been prepared to ensure that in the planning process there are no grounds for suggesting that a decision taken by the Parish Council has been biased, partial or not well founded and that the Councillors are aware of their role within the planning process.

A Parish Council's role as a Statutory Consultee, is for Councillors collectively as a Body Corporate to agree, by majority, comments on planning applications openly, impartially, with sound judgement and for justifiable reasons during Parish Council Planning Meetings.

If a Councillor is in any doubts about the application of this Protocol to their own circumstances, they should seek advice early on from the Clerk.

SCOPE

This document applies to all Parish Councillors, its Committees, Employees and contractual third parties and agents of the Council who work and act on behalf of the Council.

This document is made available in order to clarify the Parish Council's position to developers, landowners, their employees and agents acting on their behalf.

Details of the legislation regarding engaging in early discussions on development projects is detailed in appendix 1.

WITHYHAM PARISH COUNCIL'S POSITION

Withyham Parish Council sits within an Area of Outstanding Natural Beauty and within the Ashdown Forest Zone of influence. Under the current planning policy of Wealden District Council there is no land that has been allocated for development within the Parish.

Due to Withyham Parish Council's unique position as noted above and with no Neighbourhood Plan, following guidance, the Parish Council does not engage in pre-application discussions with developers or residents. All discussions are held when the final application is on a Withyham Parish Council Planning Agenda, where members of the public/developers can attend and speak.

Should an area of land be identified for possible development within the Parish as part of Wealden District Council's Local Plan, Withyham Parish Council would consider early engagement under the following terms:

- Prior to any meeting, the developer must provide written information about the proposed development to the Parish Council.
- Any discussions at that meeting, and/ or subsequent communications will be recorded and/or minuted.
- Information held by the Parish Council is subject to disclosure under Freedom Of Information Act 2000 (FOI). Therefore, any information which the developer considers to be confidential should be identified as such prior to the meeting and the reasons explained in writing. If there is a reason for confidentiality, the Parish Council will keep a separate written record of the confidential and non-confidential issues.
- The meeting will be arranged and attended by the Clerk to the Council and at least two members of the Planning Committee one of which must be the Chair of Planning.
- Minutes of this meeting will be circulated to all Councillors and the developer. The minutes will be subject to disclosure under FOI.
- A report of the meeting, including a summary of the discussion, will be included as an agenda item at the next Withyham Parish Council Planning Committee Meeting. The agenda and minutes of the Parish Council Planning Meeting will be published on the Council's website along with a copy of the report.
- Any views expressed at the meeting by Councillors are not those of the Parish Council unless confirmed by a resolution.
- The Parish Council's view should not be taken to be or be reported to be in support of or in opposition to a formal application based on preliminary discussions with Councillors.
- The official responses by the Parish Council to a formal planning application can only be considered and agreed, by majority, by Councillors as a Body Corporate at a formally called Parish Council Planning meeting.
- All correspondence, including emails, will be via the Parish Office to the council, correspondence to individual Councillor email addresses must be forwarded to the Parish Office. All correspondence will be subject to disclosure under FOI.

- All telephone conversations between a developer and the Council will be documented and subject to disclosure under FOI.
- It is an offence under Section 1 of the Bribery Act 2010 for a developer or his agent to give a financial or other advantage to a local council with the expectation of an improper consideration of a planning application.

DISCUSSIONS/MEETINGS AS AN INDIVIDUAL (NOT ACTING AS A COUNCILLOR)

In the event that an individual Councillor is approached by developers or residents for informal discussions/meetings it is recommended they do not engage in discussions, even a private individual.

However, a Councillor does have the legal right to engage in such discussions as a private individual should they wish. It is left to the personal judgement of members whether to take part in such discussions/meetings.

In the event that a Councillor as a private individual wish to engage in such discussions, they must take note of the following:

- 1) Consider the Councils Code of Conduct and Protocol.
- 2) Not purport to be representing the Council at such discussions/ meetings.
- 3) Carefully consider the public perception of taking part in such discussions/meetings.
- 4) Avoid any appearance of collusion.
- 5) Hospitality in connection with such discussions/meetings must not be accepted.
- 6) Keep a record of the discussions/meetings held.
- 7) Advise the Clerk and declare such discussions/meetings at a Council Planning Meeting for recording.
- 8) Always maintain the integrity and transparency of the Parish Council.

PREDTERMINATION

Decisions made which are based on bias or predetermination have always been open to legal challenge by judicial review. If there is evidence of predetermination by a Councillor, the Clerk will recommend that the Councillor involved should not take part in the discussions or decision for that application and failure to do may result in proceedings under the Parish Council's code of conduct.

PARISH COUNCIL MEETINGS

Parish Council and Planning Meetings are open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. Members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 10 minutes unless directed by the chairman of the meeting.

Appendix 1

CURRENT NATIONAL PLANNING POLICY

In so far as the Council's protocol applies, it has been confirmed that a developer must, under S.42 of the Planning Act 2008 (the 2008 Act), consult with a local authority (which by virtue of S.43 does NOT include a parish council) if the land to be developed is in the local authority's area before the submission of a planning application. S.42 of the 2008 Act also provides that before the submission of a planning application, a developer must consult with the persons listed in S.44. These are persons whom the developer, after 'making diligent inquiry', knows to be the owner, lessee, tenant (whatever the tenancy period) or occupier of the land and a person who (a) is interested in the land, or (b) has power (i) to sell and convey the land, or (ii) to release the land. The persons encompassed by S.44 of the 2008 Act may include a Parish Council.

Current National Planning Policy encourages developers to liaise with the local planning authority (and others but with NO specific reference to Parish Councils) before the submission of a planning application. Below is an extract from the National Planning Policy Framework:

'Pre-application engagement and front loading':

188. Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality preapplication discussion enables better coordination between public and private resources and improved outcomes for the community.

189. Local planning authorities have a key role to play in encouraging other parties to take maximum advantage of the pre-application stage. They cannot require that a developer engages with them before submitting a planning application, but they should encourage take-up of any pre-application services they do offer. They should also, where they think this would be beneficial, encourage any applicants who are not already required to do so by law to engage with the local community before submitting their applications.

190. The more issues that can be resolved at pre-application stage, the greater the benefits. For their role in the planning system to be effective and positive, statutory planning consultees will need to take the same early, pro-active approach, and provide advice in a timely manner throughout the development process. This assists local planning authorities in issuing timely decisions, helping to ensure that applicants do not experience unnecessary delays and costs. 191. The participation of other consenting bodies in pre-application discussions should enable early consideration of all the fundamental issues relating to whether a particular development will be acceptable in principle, even where other consents relating to how a development is built or operated are needed at a later stage.

Wherever possible, parallel processing of other consents should be encouraged to help speed up the process and resolve any issues as early as possible.' As highlighted above, there are circumstances when a developer may consult with a Parish Council before the developer has submitted a planning application to the local planning authority and the Parish Council is asked by the planning authority to make representations about the application (Paragraph 8 of Schedule 1 to the Town and Country Planning Act 1990).

WITHYHAM PARISH COUNCIL

PLANNING COMMITTEE – POLICY ON APPLICATIONS OUTSIDE OF THE PARISH.

Responsibility: Planning Committee/Full Council

Review Cycle: 3 Years, or earlier in the event of legislative changes

Date of Adoption	Date for review for Adoption
October 2023	October 2026

The Planning Committee is a committee of Withyham Parish Council [“the Council”], this document seeks to clarify the circumstances in which the Planning Committee will comment on an application that is located outside of the Parish/District.

Should an application that sits outside of the Parish boundary be brought to Withyham Parish Council it must meet at least one of the following criteria for the Withyham Parish Council Planning Committee to consider it:

- Be of significant scale
- Have significant impact on local services (Drs, Schools etc..)
- Raise a traffic concern that would impact our Parish
- Cause a significant Environmental impact on our Parish
- Be requested by 3 or more residents
- Be formally requested by the Town or Parish where the application sits, subject to that being an adjoining authority.
- Impact on the Ashdown Forest 7km Zone of Influence which also includes the Ashdown Forest SAC - (Special Area of Conservation) and Ashdown Forest SPA - (Special Protection Area)

The Clerk for the Planning Committee will review any application of this nature against the above criteria. Where there is doubt consultation will take place with the Chairman of the Planning Committee.

Should an application meet one or more of the above criteria it will be added to an agenda by the Clerk for the Planning Committee in the usual way.

The Committee will still reserve the right not to comment on the application at the meeting.

WITHYHAM PARISH COUNCIL

PLANNING COMMITTEE

PLANNING APPLICATIONS BY OR ON PARISH COUNCIL LAND.

Responsibility: Planning Committee/Full Council
Review Cycle: 3 Years, or earlier in the event of legislative changes

Date of Adoption	Date for review for Adoption
October 2023	October 2026

The Planning Committee is a committee of Withyham Parish Council ["the Council"].

This document seeks to clarify the process for planning applications made either by Withyham Parish Council or on Withyham Parish Council land.

Withyham Parish Council Applications

A planning application to Wealden District Council can only be submitted by Withyham Parish Council once it has been agreed by resolution at a full council meeting of the Council. The Clerk will provide papers to inform councillors prior to the meeting.

Withyham Parish Council Planning Committee, when consulted as a statutory consultee on such an application will respond with "Withyham Parish Council for reasons of transparency will not be commenting on this application but would welcome residents to submit their comments to Wealden District Council"

Wealden District Council will be asked by Withyham Parish Council to seek comments from a neighbouring Parish Council to act as the statutory consultee.

Applications by a third party on Parish Council land

A planning application to Wealden District Council for development located on Parish Council land by a third party for the benefit of the community, can only be supported by The Council after agreement by resolution at a full council meeting of the Parish Council. The third party will be responsible for supplying sufficient information to the Clerk to provide to Councillors for the meeting. The third party will also be responsible for submitting the application at their own expense.

Wealden District Council to be advised that any discussions relating to the application with the applicant should include Withyham Parish Council as the landowner.

Withyham Parish Council Planning Committee, when consulted as a statutory consultee on an application supported by resolution, will respond with "Withyham Parish Council for reasons of transparency will not be commenting on this application but would welcome residents to submit their comments to Wealden District Council"

Council reserves the right to object to any application on its land that is not supported by a prior resolution at Full Council.

Detailed Receipts & Payments by Budget Heading 21/09/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Receipts							
1000 Misc Receipts	142	1,000	858			14.2%	
1010 Wealden Rail/SVR rent	2,375	4,500	2,125			52.8%	
1011 WRC/SVR rebate utilities	0	1,800	1,800			0.0%	
1020 Meeting room income	0	400	400			0.0%	
1030 CIL Receipts	1,895	0	(1,895)			0.0%	1,895
1040 Community Cafe receipts	228	450	222			50.7%	
1050 Groombridge Play area fundrais	7,248	0	(7,248)			0.0%	7,048
1062 Gbridge PO Rent	17,557	16,800	(757)			104.5%	
1063 Post office/Phoenix Hse Rebate	1,364	3,500	2,136			39.0%	
1076 Precept	85,417	170,834	85,417			50.0%	
1090 Bank Interest	0	100	100			0.0%	
101 Administration							
4000 Staff Salary	(24,495)	(50,400)	25,905		25,905	48.6%	
4001 Staff on-costs	(7,416)	(13,000)	5,584		5,584	57.0%	
4005 Clerical Support & overtime	(359)	(2,000)	1,641		1,641	18.0%	
4006 Neighbourhood Plan expenditure	0	(500)	500		500	0.0%	
4007 Training	(1,024)	(2,500)	1,476		1,476	41.0%	
4008 Annual Subs inc SALC/NALC	(1,097)	(1,500)	403		403	73.1%	
4009 Conferences & Networking	(75)	(500)	425		425	14.9%	
4010 Chairman's Allowance	(1,300)	(1,300)	0		0	100.0%	
4011 Councillors' Allowances	(84)	(2,000)	1,917		1,917	4.2%	
4012 Parish Office rent	(8,000)	(15,000)	7,000		7,000	53.3%	
4013 Telephone/Broadband	(582)	(1,200)	618		618	48.5%	
4015 Stationery & non-electric equi	(518)	(1,500)	982		982	34.5%	60
4016 Computer Software/Hardware	(365)	(1,000)	635		635	36.5%	
4017 Photocopier Lease/Maintenance	(33)	(1,200)	1,167		1,167	2.8%	
4018 Website	(290)	(290)	0		0	100.0%	
4019 Community Communication	(250)	(1,500)	1,250		1,250	16.7%	
4020 APA expenditure	(443)	(750)	307		307	59.1%	
4021 IT Support	(2,014)	(2,400)	386		386	83.9%	
4030 Hire of Halls	(30)	(200)	170		170	14.8%	
4038 Insurance	(1,334)	(1,400)	66		66	95.3%	
4040 Payroll, audit & legal Fees	(2,228)	(2,000)	(228)		(228)	111.4%	
4041 Staff Committee	0	(500)	500		500	0.0%	
4051 Community Resilience	0	(100)	100		100	0.0%	
4060 Election Expenses	0	(1,200)	1,200		1,200	0.0%	
4061 Parish Action Plan & Projects	0	(500)	500		500	0.0%	
4062 Withyham Parish Volunteers	(32)	(100)	68		68	31.8%	
4064 Community Cafe expenditure	(212)	(450)	238		238	47.1%	

11:44

Detailed Receipts & Payments by Budget Heading 21/09/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4500 Office associated repairs	(360)	(3,000)	2,640		2,640	12.0%	
4501 New Office equipment electroni	(210)	(200)	(10)		(10)	105.0%	
4502 Office utilities	(1,159)	(5,000)	3,841		3,841	23.2%	
4503 Office maintenance contracts &	(328)	(1,000)	672		672	32.8%	
4506 Office waste	(488)	(900)	412		412	54.2%	
4510 Meeting Room catering	(96)	(150)	54		54	64.3%	
4600 Bank charges	(62)	(100)	39		39	61.5%	
<u>102 Grants & Donations</u>							
4101 Grants	(5,381)	(10,000)	4,619		4,619	53.8%	
4102 Kings Coronation celebrations	(329)	(500)	171		171	65.7%	
<u>201 Groombridge</u>							
4200 Recreation Ground Rent	(302)	(320)	18		18	94.4%	
4201 Recreation Ground Purchases	0	(200)	200		200	0.0%	
4202 Recreation Ground Repairs	0	(200)	200		200	0.0%	
4205 Mowing Groombridge Rec & Newto	(426)	(5,350)	4,924		4,924	8.0%	
4206 Mowing Tanyard	(242)	(1,017)	775		775	23.8%	
4211 Waste Collection Service	(550)	(1,100)	550		550	50.0%	
4213 Dog Waste Collection	(963)	(1,900)	938		938	50.7%	
4219 Groombridge Playground PWLB rep	(2,831)	(5,500)	2,669		2,669	51.5%	
4220 Groombridge Play Area maintena	(750)	(200)	(550)		(550)	375.0%	750
4221 Playground purchases	(48,630)	0	(48,630)		(48,630)	0.0%	48,630
4222 Groombridge Playground - inspe	(75)	(100)	25		25	75.0%	
4225 Park Corner Pond	0	(100)	100		100	0.0%	
4230 Trees	(150)	(1,000)	850		850	15.0%	
4231 Station Rd Fenceline/hedge	0	(1,500)	1,500		1,500	0.0%	
<u>202 St Johns</u>							
4240 Maintenance of Reading Rm Land	0	(620)	620		620	0.0%	
4241 Maintenance of Manor Pound	0	(500)	500		500	0.0%	
<u>203 Withyham/Blackham</u>							
4260 Mowing & hedge Teasley Mead	(373)	(1,450)	1,077		1,077	25.7%	
4261 Mowing Balls Green	(116)	(410)	294		294	28.3%	
4265 Rental Teasley Mead	(59)	(60)	1		1	98.3%	
4266 Rental Balls Green	(59)	(60)	1		1	98.3%	
4267 Teasley Mead Rec Equipment rep	0	(700)	700		700	0.0%	
4268 BG Playground - Repairs	0	(100)	100		100	0.0%	
4270 Play Inspection BGrn & TMea	(160)	(150)	(10)		(10)	106.6%	
<u>401 Highways/Footways/Transport</u>							
4226 ESCC Devolution (grass)	(976)	(976)	0		0	100.0%	
4401 Wealdlink Bus Service	(302)	(631)	329		329	47.9%	

Detailed Receipts & Payments by Budget Heading 21/09/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4402 External Furniture Repairs	0	(200)	200		200	0.0%	
4403 Roadside Shelters	0	(200)	200		200	0.0%	
4405 Telephone boxes (adopted)	0	(150)	150		150	0.0%	
4406 Defibrillators	(93)	(200)	107		107	46.5%	
4407 Parish maintenance works/equip	(114)	(3,000)	2,886		2,886	3.8%	
4410 Notice Boards	0	(200)	200		200	0.0%	
4415 Rights of Way	0	(500)	500		500	0.0%	
4420 Finger Posts and signs	0	(1,500)	1,500		1,500	0.0%	
4421 Highways	(160)	(1,500)	1,340		1,340	10.7%	
4426 GB Village Sign Maintenance	0	(300)	300		300	0.0%	
4428 Grit Bins	0	(350)	350		350	0.0%	
4429 Salt Spreaders/Salt	0	(500)	500		500	0.0%	
<u>402 Lighting</u>							
4450 Energy & Maintenance 39 lights	(1,704)	(2,500)	796		796	68.2%	
4451 Repairs & Renewals	0	(2,000)	2,000		2,000	0.0%	
4452 New Columns	0	(4,000)	4,000		4,000	0.0%	
<u>500 Post office</u>							
5001 CIC Subsidy/Grant	(7,500)	(18,000)	10,500		10,500	41.7%	
5100 PO Building Annual PWLB repay	(8,389)	(16,800)	8,411		8,411	49.9%	
5101 PO building annual nonPWLB	(7,238)	(4,500)	(2,738)		(2,738)	160.8%	
<u>999 VAT Data</u>							
115 VAT reclaimed	10,032	15,000	4,968			66.9%	
515 VAT on Payments	(12,935)	(8,000)	(4,935)		(4,935)	161.7%	
Grand Totals:- Receipts	126,258	214,384	88,126			58.9%	
Payments	155,687	214,384	58,697	0	58,697	72.6%	
Net Receipts over Payments	(29,429)	0	29,429				
plus Transfer from ENR	49,440						
less Transfer to EMR	8,943						
Movement to/(from) Gen Reserve	11,068						

Date: 05/10/2023

Withyham Parish Council

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Time: 13:49

Cashbook 1

User: DS

Current Bank A/c (HSBC)

Payments made between 12/09/2023 and 09/10/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
12/09/2023	N Brett	BACS123	216.99		36.16	4501	101	180.83	Fridge for office (AO)
12/09/2023	N Brett	BACS124	43.97		7.33	4407	401	36.64	Tools for PMP (lidl)
14/09/2023	Octopus Energy	DDOCTO0923	91.91			4502	101	91.91	parish Office elec Sep
14/09/2023	HSBC	HSBCSEP23	10.00			4600	101	10.00	charges to Sep23
21/09/2023	D Siddle	BACS125	14.10			4015	101	6.00	key
						4407	401	8.10	Mileage (PMP induction)
21/09/2023	N Brett	BACS126	55.43		9.24	4407	401	46.19	Equipment PMP (Screwfix)
21/09/2023	S Chapman	BACS127	21.80			4064	101	21.80	Community cafe items
21/09/2023	Opus Energy	OPUS0923	37.26			4502	101	37.26	Gas parish office Sep
09/10/2023	N Brett	BACS128	43.94		7.32	4013	101	36.62	PMP phone (ARGOS)
09/10/2023	D Siddle	BACS129	49.99		8.33	4407	401	41.66	PMP footwear (Screwfix)
09/10/2023	SALARY	BACS130	222.45			4000	101	222.45	Additional Sep salary
09/10/2023	EJP Fire Protection Ltd	BACS131	214.80		35.80	4503	101	179.00	Fire alarms & extinguishers
09/10/2023	PWLB	BACS132	2,831.28			4219	201	2,831.28	loan repayment playground PAID
09/10/2023	Viking Direct	BACS133	94.49		15.75	4407	401	50.95	screwdrivers etc
						4015	101	27.79	stationery
09/10/2023	Everflow	BACS134	35.79			5101	500	35.79	PO/Ph Hse water charges
09/10/2023	CSS Ltd	BACS135	176.40		29.40	4503	101	147.00	Security alarm service
09/10/2023	WDALC	BACS136	31.00			4008	101	31.00	Subs 23/24
09/10/2023	British Gas Lite	BACS137	163.77			5101	500	163.77	PO/Ph Hse elec Aug-Sep
09/10/2023	N Wealden Community Transport	BACS138	151.00			4401	401	151.00	Wealdlink Oct-Dec
09/10/2023	Weld Done N Davies	BACS139	84.00			4410	401	84.00	Refurb & refit noticeboard TM
09/10/2023	Demonskinz	BACS140	62.40		10.40	4015	101	52.00	Grit bin stickers
09/10/2023	SME IT Solutions	BACS141	480.50		80.08	4013	101	94.48	Phone/BBand
						4021	101	305.94	IT support
09/10/2023	Biffa Waste Services Ltd	BACS142	65.63		10.94	4506	101	54.69	office bins Sep
09/10/2023	B Aggutter	BACS143	67.05			4421	401	67.05	Highway Coord mileage
09/10/2023	D Siddle	BACS144	9.80			4015	101	3.50	office items
						4407	401	6.30	Mileage & office items

Subtotal Carried Forward:

5,275.75

0.00

250.75

5,025.00

Date: 05/10/2023

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Cashbook 1

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Current Bank A/c (HSBC)

Payments made between 12/09/2023 and 09/10/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
09/10/2023	A Chenchyk	BACS145	9.45			4407	401	9.45	Mileage (PMP)
09/10/2023	Various	BACS146	4,412.71			4000	101	4,412.71	Salaries Oct23
09/10/2023	Various	BACS147	454.10			4011	101	454.10	Members Allowances
09/10/2023	HMRC	BACS148	2,473.90			4001	101	2,473.90	Tax & NI qtr2
09/10/2023	Prepaid card	Cb1PPC Oct	463.18			203		463.18	Cb1 to PPCard Oct23
09/10/2023	NEST Pensions	DDNEST1023	444.22			4001	101	444.22	Council Oct23
09/10/2023	HSBC	HSBC1023	8.00			4600	101	8.00	Bank charges to Sep
09/10/2023	The Premier Trust N A Houghton	SONH1023	666.66			4012	101	666.66	Office rent Oct23
09/10/2023	The Premier Trust T J Newman	SOTN1023	666.67			4012	101	666.67	Office rent Oct

Total Payments:	14,874.64	0.00	250.75	14,623.89
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Withyham Parish Council

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Prepaid card

Payments made between 12/09/2023 and 09/10/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
09/10/2023	Zoom Video Comms Ltd	PP32	15.59		2.60	4016	101	12.99	Subs Oct
09/10/2023	Milk & More	PP33	7.70			4510	101	7.70	office milk
09/10/2023	Ihasco	PP34	30.00			4007	101	30.00	PMP training
09/10/2023	Screwfix	PP35	391.40		65.23	4407	401	326.17	PMP equipment etc
09/10/2023	Vistaprint	PP36	18.49		3.08	4407	401	15.41	Business cards PMF
Total Payments:			463.18	0.00	70.91			392.27	

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Cashbook 1

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Current Bank A/c (HSBC)

Receipts received between 01/09/2023 and 09/10/2023

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
SVR0923	Banked: 01/09/2023	400.00						
SVR0923	TWERPS	400.00			1010	100	400.00	SVR rent Sep
	Banked: 05/09/2023	20,000.00						
CB4 to CB1	Nationwide Deposit Bank A/C	20,000.00			204		20,000.00	Nationwide to C Acc
Ph Hse Sep	Banked: 06/09/2023	477.62						
Ph Hse Sep	O Chenchyk	477.62			1063	100	477.62	Rebate utilities to Sep
CICrent	Banked: 15/09/2023	1.00						
CICrent	WPCIC	1.00			1062	100	1.00	Annual rent
CICwater	Banked: 15/09/2023	51.72						
CICwater	WPCIC	51.72			1063	100	51.72	water charges PO to Sep
PreceptOct	Banked: 09/10/2023	85,417.00						
PreceptOct	Wealden District Council	85,417.00			1076	100	85,417.00	Precept Oct23
Total Receipts:		106,347.34	0.00	0.00			106,347.34	