Burwash Common Fair Saturday 7/9/2019

In attendance
Jason Caulkin, Bob Franklin, Julian Kenny, Nick Moore, Bryan Newman, Anne Newson, Ian Rees, Berry Wraight

Issues presented

- Overgrown Hedge on A265 opposite Old Orchard Nursery. Has now got so bad that the footpath is 50% narrower. Agreed to flag this up in BPC to establish responsibility and take appropriate action. This lady Janet [surname unknown] is likely to be at the meeting
- Hoardings around the Watercress Fields/Strand Meadow site. Was asked by Len Hicks if these could be removed. Query whether they should have sought planning permission. Anne Newson spoke to Eleanor Kirby-Greene who will talk to Sarah Shepherd at RDC (the Strand Meadow site case officer) Ian Rees will convey the response to Mr Hicks. Anne will confirm this request by email.
- Who is responsible for Footpaths. Mrs Pope wanted to flag up to them that there was no footpath sign in Shrub Lane by Rosemary gardens to indicate where the footpath was.
- Willingford Lane
  Several parishioners asked about this issue. As they would be attending the Rights of Way meeting on Tuesday, they wanted to know when it would be discussed at the council meeting afterwards. They hoped to be able to stay to on to listen to the Council's views, but would be unable to attend the whole meeting.

Parish Councillor vacancy
Had one person express some interest. Janet [surname unknown] (an Ex London councillor) was invited to come to the BPC meeting on 10/9

Administrator vacancy
Had two people show interest, Sheila who lived just outside the parish in Old Holbans on the way to Heathfield and Jules who lives in Hawkhurst. Job description issue to both.

Matters arising from discussion with Eleanor Kirby Green
She had not received any paperwork for the council meeting on Tuesday and we understand John Barnes had not either. Anne will be forwarding the updated agenda and relevant papers. They were not aware of the planning meeting on 5/9 either so Anne will also email Bob /Nick to ensure the guidelines/systems for future clerks makes it clear that both Councillors should receive dates/details of all Council meetings including Planning (and possibly Finance/HR? Anne will check if relevant)
Eleanor would also like to attend the Court Lodge meeting on Wednesday. John Barnes may also wish to come.
Eleanor was unaware of the new email address for the Parish Clerk. As there are emails known to be on the old email, these need to be cleared and action taken to set up a forwarding system and ensure emailers are advised of the new address.

For the future
This is a first stab at setting some guidelines. These are just basic and may need to be fleshed out more specifically for each fair.

Guidelines for setting up Burwash and Burwash Common Fairs

1. Ascertain who will be manning the stand
2. Agree setting up time and who will do what and when.
3. Book pitch Contacts: Burwash Halina Keep?
   Burwash Common Alison - matthewscottage@gmail.co
4. Agree items to be promoted and any literature required
5. Look at the possibility of having a laptop at the fair to promote the website
6. Consider items for sale - parish map, postcards, calendar, notelets.
7. Collect Gazebo and Banner from Parish Office
8. Check weather forecast to ensure correct clothes worn!!!
9. Bring Table and Chairs, and if appropriate a cash box and any leaflets etc.