

FIRLE PARISH COUNCIL

To RECEIVE questions from the Public:

AGENDA INFORMATION

1. **APOLOGIES FOR ABSENCE:** To receive and accept apologies for absence.
2. **DECLARATIONS OF ANY INTERESTS AND TO CONSIDER ANY REQUESTS FOR A DISPENSATION WITH RESPECT TO ITEMS ON THE AGENDA,** as required by the Members Code of Conduct.
3. **MINUTES OF THE PREVIOUS MEETING:** To RESOLVE that the minutes of the ordinary meeting of Firle Parish Council held on 14th July 2026 are a correct record and signed by the Chair.
4. **FINANCE & ADMIN:**
 - 4.1 To RECEIVE and SIGN the SEPTEMBER finance report and bank reconciliation; to RATIFY the August finance report and AUTHORISE payments to be made.
 - 4.2 To RECEIVE an update on spend vs budget.
 - 4.3 To RECEIVE and AGREE the Pay Award 2026-7. [On website.](#)
5. **GRANT AWARDS:**
 - 5.1 Firle Primary School.
6. **REPORT(S):**
 - 6.1 To RECEIVE reports from Local and District Councillors and the MP for Lewes.
7. **CORRESPONDENCE RECEIVED:** To RECEIVE the following correspondence and AGREE any actions:
 - 7.1 Glynde Reach Community Testing event. [On website](#)
 - 7.2 Discussion document on Firle Playing Fields – FCA. [Document on website.](#)
 - 7.3 Housing Application.
 - 7.4 Emergency Planning – L Farley.

[Apologies for the unannounced email. I am the lead for emergency planning at Lewes District Council and, as you will be aware, it is our role under the Civil Contingencies Act to plan, exercise, and prepare for emergencies.](#)

[I have recently become aware that some of you have started to consider your own involvement in emergency planning. Parish councils play a very important role in supporting us during major emergencies, and I would like to ensure that we are well connected and aligned in our approach.](#)

[With this in mind, I would welcome the opportunity to meet with any of you to discuss this further. This email is intended as an introduction, and if you would like to meet and discuss how we can work together, please let me know.](#)

- 7.5 Drinking Water Supplies in Sussex – South East Water. [The email has been forwarded. South East Water are applying for a drought permit and their consultation ends 4th September.](#)

- 7.6 Use of Council Land for Community Events and Activities. [This email has been sent to @ 40 parish and town councils in the South East.](#)

[Freedom of Information Act 2000 Request – Events on Council-Owned or Managed Land](#)

[I am writing to request information under the Freedom of Information Act 2000 regarding the Council's arrangements for third-party organisations holding public events on land owned or managed by the Council. I would be grateful if you could provide the following information:](#)

1. [Policies and procedures](#)

[Please provide copies of any current policies, procedures, guidance, terms and conditions, licence agreements or other documents governing the use of Council-owned or managed land by third parties for public events.](#)

2. [Risk assessments and event safety documentation](#)

[Please confirm what safety documentation an event organiser is normally required to provide before permission is granted, for example:](#)

- [Event Management Plans;](#)
- [event risk assessments;](#)
- [fire risk assessments;](#)
- [emergency plans;](#)

- crowd management plans;
- traffic management plans; and
- evidence of public liability insurance.

3. Review of risk assessments

Please confirm whether risk assessments or Event Management Plans submitted by third-party organisers are reviewed by the Council before an event is permitted to take place.

If they are reviewed, please confirm:

- who carries out the review;
- whether that person has any specific health and safety or event-safety qualifications/training; and
- whether the Council records the outcome of that review.

4. Public liability insurance

Please confirm the minimum level of public liability insurance, if any, that third-party event organisers are required to maintain when using Council-owned or managed land.

5. Approval and responsibility

Please provide copies of any standard wording used by the Council to:

- grant permission for an event;
- define the respective responsibilities of the Council and event organiser;
- indemnify the Council against claims; or
- require the organiser to take responsibility for event safety.

6. Higher-risk events

Please confirm whether the Council applies any additional requirements to events involving higher-risk activities such as:

- fireworks or bonfires;
- large crowds;
- processions;
- road closures;
- temporary structures; or
- alcohol.

If there is a separate procedure or policy for these events, please provide a copy.

7. Insurance requirements of the Council

Please provide any recorded guidance, requirements or instructions provided by the Council's insurer concerning third-party events held on Council-owned or managed land.

I am seeking existing recorded information and documents held by the Council. I am not asking the Council to create new information or provide a legal opinion. Where a requested document is already publicly available, I would be happy to receive a link to the relevant document rather than a separate copy.

I would prefer the information electronically by email. If any part of this request is considered exempt from disclosure, please identify the exemption relied upon and provide the remaining information that can be disclosed.

Thank you for your assistance. I look forward to your response within the statutory timeframe provided by the Freedom of Information Act 2000.

7.7 Road Closure – Firlie Bonfire. The document is on the website and responses are due by 30th Sept.

7.8 James MacCleary visit 6th October, 6pm.

7.9 SDNPA Parish Meeting 30th September, 6.30pm.

8. MATTERS ARISING:

8.1 To RECEIVE an update on the litter bin order for the Cricket Ground; the switching of bins between the car park and the playground and changes to the bin emptying schedule. *I have an email confirming the changes and the new paperwork will need signing at the meeting.*

8.2 To RECEIVE an update on the letters sent to residents regarding overgrown foliage. *Liz is sending out.*

8.3 To DISCUSS and AGREE any actions regarding the listing of the War Memorial and Butter Cross. *I sent an email on 30th July to cllrs regarding the info needed to make a listing application.*

- Description — materials, form (cross, obelisk, statue, plaque), inscriptions, names
- Designer / maker — if known (e.g., Lutyens, Gill, Jagger)
- Date of construction — often 1919–1922 for WWI memorials
- Alterations — additions of WWII names, moved location, repairs
- Photographs — wide shots, close-ups of inscriptions, condition, surroundings

- Current condition — intact, weathered, damaged, altered

Document the memorial's significance

Historic England assesses memorials against special architectural or historic interest. Your open tab outlines the criteria clearly:

- Historic interest — connection to WWI/WWII, local casualties, community fundraising
- Architectural or artistic interest — craftsmanship, sculptural quality, unusual design
- Designer significance — works by notable sculptors/architects often qualify for higher grades
- Communal value — ongoing remembrance role
- Rarity or distinctiveness — unusual forms, inscriptions, symbolism

Here is what is on the Imperial War Museum about Firle War Memorial – there is nothing about the Butter Cross.

Type of Memorial – Cross

WMR ref 17085

CELTIC WHEEL CROSS ON THREE STEPPED BASE

Inscription

/ TO / THE MEN OF / FIRLE / who fell in the / GREAT WAR / 1914 1918 / (NAMES) / Their name Liveth / for Evermore / 1939 1945 / (NAMES) /

11 commemorated from the First World War and 3 from the Second.

8.4 To AGREE to follow up on actions needed to implement a 20mph speed limit – Cllr Hill.

The more complex improvements, such as traffic calming schemes, pedestrian crossings and cycle lanes undergo a scoring process which looks at:

- crash and casualty data
- benefits to the local community such as improving pedestrian links between housing and local shopping areas, traffic congestion and air quality
- location within a priority area such as Eastbourne/Hailsham/Polegate
- scale of impact

<https://www.eastsussex.gov.uk/roads-transport/roads/road-safety/improvements/how-we-decide>.

8.5 To AGREE to investigate a sewage leak at Cornes Cottage, the Dock – Cllr Hill.

9. HIGHWAYS:

9.1 To RECEIVE National Highway's response to the overgrown foliage on the eastern side of the turning from Wick Street.

10. PLANNING APPLICATIONS: To AGREE comments for any applications received:

10.1 SDNP/26/02827/HOUS Location: 53 Crossways, Wick Street, Firle, East Sussex, BN8 6LG **Proposal:** Creation of flat roof dormer to the rear of the property (comments by 22nd September).

11. TO AGREE ITEMS FOR THE PARISH MAGAZINE.

12. TO PROPOSE AGENDA ITEMS FOR THE NEXT ORDINARY MEETING OF FIRLE PARISH COUNCIL.

13. TO RECEIVE THE TIME AND DATE OF THE NEXT MEETING OF FIRLE PARISH COUNCIL. 13th October

14. TO CLOSE THE MEETING.