



Working for the Community in Rotherfield, Mark Cross,  
Eridge Green, Boarshead and surrounding areas

**MINUTES OF THE MEETING OF THE PARISH COUNCIL  
HELD ON THURSDAY 28<sup>TH</sup> MARCH 2019 AT 19:30  
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

**COUNCILLORS PRESENT**

Cllr. R. Harris (Chair)  
Cllr. L. Henrick (Vice Chair)  
Cllr. G. Farmer  
Cllr. T. Gilbert

Cllr. D. Hiles  
Cllr. J. Kitchenham  
Cllr. A. Martin

Cllr. J. Richardson  
Cllr. G. Watson-Smith  
Cllr. N. Wickenden

**COUNCILLORS ABSENT**

Cllr. N. Glynn.

**ALSO PRESENT**

T. Thorpe, Parish Clerk, and five members of the Public.

**1. TO RECEIVE THE FOLLOWING: -**

**a) Apologies for absence (LGA 1972 s 85).**

Cllr. Cahan submitted an apology and Cllr. Hardy gave notice of his absence at the March 5<sup>th</sup> Council meeting. It was **RESOLVED** that these absences be accepted.

Cllrs. R. Standley (ESCC) and Cllr. P. Dixon (WDC) both tendered their apologies that they would be absent.

**b) Declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda, and updates to members' register of interests.**

None declared. Cllr. Wickenden declared a personal interest in respect of item 3) ii as a relative owns land adjacent to the Surgery. Councillors were reminded that they should declare an interest at any point during the meeting if they became aware of one relating to a matter being discussed.

**c) District and County Councillor reports.**

None. District and County Councillors not present.

**d) Minutes of the Parish Council meetings held on 5<sup>th</sup> March 2019 for approval as a true record.**

Draft minutes have been circulated to Councillors in advance of the meeting. It was **RESOLVED** that the minutes be adopted as a true record and they were signed by the Chair.

**e) Update regarding matters arising & action items from previous meetings.  
Pre School decking.**

Councillor Martin reported positive developments relating to this matter. Deck has been replaced and some changes made to improve the drainage. The decking timbers are to be replaced with new ones, rather than the old ones being reused as had been the original intention. The ESCC Surveyor is to check the work before sign off, this with representatives of the Parish Council and Pre School present. Cllr. Wickenden offered to be present if Cllr. Martin was unavailable, and the Chair thanked Cllr. Martin for his work on this matter.

**Mark Cross.** ESCC are dealing with issue of Licences and other paperwork. An advice letter is being compiled to hand to residents adjacent to the work and on the other side of the road from it. **CLERK** to liaise with Cllr. Kitchenham regarding this. The new lamp column by the

Clerk: Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ

Tel: 01892 664245. Email: [Clerk@rotherfieldparishcouncil.co.uk](mailto:Clerk@rotherfieldparishcouncil.co.uk)

Parish Council Website: [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk) Twitter [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

Millennium Green parking area has been installed, unfortunately during this work a water main was struck but now repaired.

**Additional bank account and payment card for Clerk's use.**

Paperwork is in the process of being completed for a new Co-op bank account for Surgery income and expenditure, also the issue of a Council debit card for the Clerk to use for small expenditure items.

**2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF MARCH 2019, REVIEW EXPENDITURE AGAINST BUDGET TO DATE AND NOTE OR AUTHORISE PAYMENTS.**

Reports had been made available for the Councillors to view prior to the meeting. It was **RESOLVED** that the bank reconciliation and budget reports be approved. Chair and Vice Chair have verified the payments listed below against invoices and other papers, and funds received are shown for information: -

| Payee Name                     | Amount Paid       | Transaction Detail             |
|--------------------------------|-------------------|--------------------------------|
| M J White Contractors          | £1,140.00         | Test holes for RTR project     |
| NEST Pension Contribution      | £83.27            | Pension contribution February  |
| NEST Pension Contribution      | £83.27            | Pension contribution for March |
| Wealden District Council       | £50.00            | Condolence sheets              |
| Teambase                       | £19.14            | Stationery                     |
| Wealden District Council       | £300.00           | Dog bin emptying Jan - Mar     |
| Forest Row Parish Council      | £148.80           | Community Warden costs         |
| Coppard Plant Hire Ltd         | £191.04           | Container hire                 |
| JAKK Country Furniture Designs | £672.00           | Fingerpost inspection          |
| Cripps LLP                     | £2,443.68         | Surgery purchase costs         |
| William J Clark                | £468.00           | Hedge and grass flailing       |
| Owners of allotment site       | £500.00           | March rental payment           |
| T.C. Woodgate                  | £348.00           | Pest control                   |
| East Sussex ALC Ltd            | £989.80           | NALC & ESALC subs 2019/20      |
| Rotherfield Village Hall       | £273.20           | Broadband upgrade & usage cost |
| East Sussex County Council     | £5,952.19         | Annual streetlighting costs    |
| Teambase                       | £34.18            | Ink cartridge                  |
| Trevor Thorpe                  | £62.55            | Expenses/reimbursements        |
| Trevor Thorpe                  | £1,532.39         | March salary                   |
| H M R C                        | £458.01           | March Tax & NI                 |
| Mark Cross Community Centre    | £500.00           | Grant from the Council         |
| Rotherfield St Martin          | £812.50           | Parish newsletter              |
| Phil Ireland                   | £368.55           | Street sweeping/litter picking |
| SSALC Ltd                      | £108.00           | Clerks networking day          |
| <b>Total Payments</b>          | <b>£17,538.57</b> |                                |

| Payer Name                  | Cash Received | Transaction Detail           |
|-----------------------------|---------------|------------------------------|
| Lee Bealing Stonemasons Ltd | £170.00       | Memorial fee Plot P23        |
| Public Works Loan Board     | £469,835.50   | Funding for Surgery purchase |

Clerk: Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ

Tel: 01892 664245. Email: [Clerk@rotherfieldparishcouncil.co.uk](mailto:Clerk@rotherfieldparishcouncil.co.uk)

Parish Council Website: [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk) Twitter [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

|                          |                    |                        |
|--------------------------|--------------------|------------------------|
| Raise the Roof project   | £1,520.00          | Reimbursement of costs |
| Raising the Roof project | <u>£950.00</u>     | Reimbursement of costs |
|                          | <u>£472,475.50</u> |                        |

### 3. TO CONSIDER INFORMATION AND MAKE DECISIONS ON ACTIONS AND EXPENDITURE AS REQUIRED REGARDING THE FOLLOWING ITEMS.

- i. **WD/2018/2320/MAJ** Boars Head Golf Club, Eridge Road, Boars Head TN6 3HD Description:  
 \*\* Amended Plans received to show the revised access arrangement to use existing site access to highway & amend external materials, plans dated 13 March 2019. \*\*  
 Please be aware that there has been an amendment to the proposed works description. The Highway Access Plans have been also been updated, plans dated 21 February 2019, but they show no change to the proposed works. Amended Plans received to show the revised access arrangement to use existing site access to highway & amended external materials, plans dated 13 March 2019.

Cllr. Hiles, Chair of the Council's Planning and Building Committee, took the Chair whilst this item was considered. Two of the members of the public present were permitted to address the meeting and the key points raised by them were as follows:

- They had attended the Wealden North Planning Committee meeting on March 7<sup>th</sup> and spoken against the application.
- This meeting had deferred a decision on the application, which now features on the agenda of its 4<sup>th</sup> April meeting, for further consideration.
- The revised proposal is unchanged in respect of the intention to close the golf club to public use yet retain it for the use of those attending the proposed conference centre.
- It was encouraging that the revised application did away with the site entrance coming off the A26, which was considered dangerous, and retained the current entrance at Steel Cross.

Councillors discussed the proposal and the key points raised were as follows: -

- Concern that if the proposal for the site was refused that permission could then be sought to use it for housing.
- The course currently operates on a "pay and play" basis and is popular with residents.
- Restricting use to those using the conference centre appeared illogical as the maintenance costs would remain; it would make sense to allow public use when the conference centre was unused so that income could be maximised.

Cllr. Martin declared a personal interest as he knows the owners of the site as they are fellow members of the local agricultural community.

**RESOLVED** that the Council recommend for the application for **REFUSAL**.

**REASON.** Loss of the Public Golf course does not appear to be necessary to allow use of the premises by the public for other purposes on an ad hoc basis.

Cllr. Martin wished it noted that he had voted for the resolution.

Clerk: Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ

Tel: 01892 664245. Email: [Clerk@rotherfieldparishcouncil.co.uk](mailto:Clerk@rotherfieldparishcouncil.co.uk)

Parish Council Website: [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk) Twitter [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

**ii. Update regarding Rotherfield Surgery progress, and signature of Contracts for purchase.**

Loan funds have been received from the Public Works Loan Board (PWLB), insurance has been arranged for the Surgery Building and the arrangements for the payment of the completion monies are in place for completion tomorrow, Friday 29<sup>th</sup> March with building insurance arranged to commence on the that day. Clerk reported that since the loan was originally discussed interest rates had moved in the Council's favour and that the fixed half yearly loan repayments to the PWLB had reduced. They will now be £9390.59 rather than the £9883.39 advised in September 2018.

**RESOLVED** that Chair and Vice Chair sign the documents relating to the purchase.

**iii. Note information regarding closure of St; Peter's Church and sale of site.**

No firm plans are known for the site, but it was noted that in March 2017 an outline planning application was submitted to build 9 houses to the rear of the Church. The Parish Council's response to that application was: -

"The Committee **RESOLVED** to recommend to Wealden District Councils Planning Team that this application be **REFUSED**.

REASON: Any development here should be entirely of affordable housing"

**iv. Information regarding the Beacon in the Recreation Ground.**

Due to safety concerns relating to the supporting pole the beacon has been cut down with around 4' of the pole left remaining. Intention is to re-instate the Beacon with a metal pole, possibly in a different location within the Recreation Ground. Coppard have been asked to provide a quote for this. **CLERK** to add agenda item of the 16<sup>th</sup> April meeting of the Recreation and Burial Committee to consider quotes and agree new location for the Beacon. It is understood that the commemorative plaque remains in place on the remaining stump.

**v. Options for replacement of lamp column in Rotherfield High Street.**

Quotes still awaited for this. **RESOLVED** that the Highways Committee to inspect quote when received and agree expenditure on the basis that the cost will be below the £5K limit applying to that Committee.

**vi. Note information regarding VAT in connection with the "Raise the Roof" project.**

Clerk, Chair and Vice Chair are still investigating this complex matter. Clerk reported that the Surrey and Sussex Association of Local Councils are intending to hold VAT courses for Clerks in the Autumn and that he will attend one of these. Chair reported that he had attended a recent meeting of the Project. Some changes may be made to the design, possibly involving further planning consent, and fund raising is yet to start in earnest.

**vii. Arrangements during Clerk's forthcoming holiday**

Unavailable from Monday 15<sup>th</sup> – Thursday 18<sup>th</sup> inclusive, leading up to the Easter weekend, returning to work Tuesday 23<sup>rd</sup>. During the period there is a Recreation and Burial Committee meeting on the 16<sup>th</sup> for which the agenda will issued on Thursday April 11<sup>th</sup>. The Agenda and Summons for the 25<sup>th</sup> April Parish Council meeting will need to be issued no later than Wednesday 17<sup>th</sup> due to the Bank Holidays.

**CLERK** to ensure that Agenda for the April Parish Council meeting is finalised and with the Chair/Vice Chair for publication of formal summons and circulating to the Councillors.

**Clerk:** Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ

**Tel:** 01892 664245. **Email:** [Clerk@rotherfieldparishcouncil.co.uk](mailto:Clerk@rotherfieldparishcouncil.co.uk)

**Parish Council Website:** [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk) **Twitter** [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

**4. TO NOTE THE MINUTES OF COMMITTEES WHICH HAVE BEEN PUBLISHED SINCE THE PREVIOUS MEETING.**

- 5<sup>th</sup> March – Highways, Lighting and Transport Committee.
- 19<sup>th</sup> March – Planning and Building Committee.

**5. TO RECEIVE OTHER REPORTS AND CONSIDER ACTIONS ARISING FROM THEM.**

**a) Meetings attended on behalf of the Parish Council.**

- Clerk attended the quarterly Wealden Clerk's Meeting at the East Sussex Highways depot at Ringmer. Much was learned of the methods used, and funding challenges faced, regarding highway matters and notes will be circulated when received.
- Cllr. Gilbert has attended the recent Village Hall Committee meeting at which the outcome of the recent fire inspection was again discussed.
- Cllr. Kitchenham reported that Mark Cross Community Centre is holding its formal opening on 27<sup>th</sup> April. Some paperwork remains to be completed in relation to policies prior to this.

**b) Clerk's updates and issues.**

No current issues.

**c) Items for next Parish Magazine column.**

- New pavement at Mark Cross.
- Purchase of Rotherfield Surgery premises.
- Mark Cross Community Centre – liaise with their Committee regarding details for this.
- Rotherfield in Bloom project.

**6. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.**

- Rotherfield Millennium - Site Management Plan 2019  
Green Trust
- Samaritans - Request for grant support
- St Chéron en Bref - Edition 344
- Clerk Magazine - March 2019
- Seafarers UK - Information regarding "Merchant Navy Day" 3<sup>rd</sup> September 2019

**7. TO RECEIVE INSPECTION BOOK & REPORTS.**

No items requiring urgent action were identified in these and they were signed by the Chair. There are some holes in the Cemetery which Councillors will deal with and infill.

**8. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.**

- 2<sup>nd</sup> - Communications and Social Media
- 9<sup>th</sup> - Planning and Building Committee followed by Finance and General Purpose Committee – Scout and Community Youth Hall.
- 16<sup>th</sup> - Recreation and Burial Committee.
- 25<sup>th</sup> - Monthly Council Meeting – Mark Cross Community Centre.
- 30<sup>th</sup> - Planning and Building Committee

Other than where indicated these meetings will be held in the Parish Council Room, Rotherfield Village Hall. All meetings start at 19:30.

**Clerk:** Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ

**Tel:** 01892 664245. Email: [Clerk@rotherfieldparishcouncil.co.uk](mailto:Clerk@rotherfieldparishcouncil.co.uk)

**Parish Council Website:** [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk) **Twitter** [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

**9. REPORT DETAILS OF ITEMS AND ISSUES NOTIFIED TO CLERK IN ADVANCE OF THE MEETING FOR INVESTIGATION, FURTHER ACTION OR FOR FUTURE AGENDA.**

- Item to be added to agenda of forthcoming R & B Committee meeting to discuss replacement for the flagpole at Mark Cross by the Community Centre.
- It was noted that a PcsO had conducted a patrol in the Village and had visited Rotherfield St Martin and School.
- Cllr. Wickenden reported that a finger had been broke off the fingerpost at Danegate on the A267 Mark Cross. Clerk to investigate.
- Cllr. Wickenden is hoping to revive the Rotherfield School Old Pupils Association. It was recommended that he provides details of this to the Clerk and Communications Committee so that details can be shared on the website and social media.
- Cllr. Martin enquired regarding progress with the path to the Bowls Club as material connected to this is stored in one of his outbuildings. Clerk to investigate.

Chair declared the formal business of the meeting closed at 20:50.

**10. PUBLIC FORUM.**

A candidate in the forthcoming election for the Frant/Withyham Ward of Wealden D.C. introduced themselves to the Councillors.

..... Chair.....Date

**Clerk:** Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ

**Tel:** 01892 664245. Email: [Clerk@rotherfieldparishcouncil.co.uk](mailto:Clerk@rotherfieldparishcouncil.co.uk)

**Parish Council Website:** [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk) **Twitter** [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook