



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

**MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL
HELD ON THURSDAY 23RD AUGUST 2018 AT 19:30
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

COUNCILLORS PRESENT

Cllr. R. Harris (Chair)
Cllr. J. Cahan
Cllr. T. Gilbert

Cllr. A. Hardy
Cllr. N. Glynn
Cllr. J. Kitchenham

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

COUNCILLORS ABSENT

None.

ALSO PRESENT

T. Thorpe, Parish Clerk, Cllr. R. Standley (ESCC), Cllr. P. Dixon (WDC), Charlie Rusteem and Greta Anderson of the "Rotherfield at Heart" project in connection with item 1d), and one member of the public.

1. TO RECEIVE THE FOLLOWING: -

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

Cllrs. G. Farmer, D. Hiles and J. Cahan. It was **RESOLVED** that their apologies be accepted.

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

- Cllr. Gilbert declared an interest in item 3iii as he undertakes work for the Surgery.
- Cllr. Wickenden declared an interest in item 3iii as a relative owns land adjacent to the Surgery.

c) Presentation from the "Rotherfield at Heart" project followed by a Q & A session.

Charlie and Greta introduced themselves and summarised the aims of the project which is being run by East Sussex Community Voice. This is a not for profit Community Interest company which works with Local Government, charitable bodies and the voluntary sector. Key points were as follows:-

- The Project's work began in July and will run until early October.
- Funding has come from the "Big Lottery Fund".
- Activities have so far included work with Rotherfield School, community book read project and walks. Other activities are planned and will be publicised locally and on the "Rotherfield at Heart" Facebook page.
- A community questionnaire is available for residents to complete, this is available from various locations in the Village and "on line. Results will be collated and reported early in the New Year so that issues identified may be addressed.

CLERK to raise profile of project and questionnaire via the Council's website and Social Media.

d) District and County Councillor reports.

These were dealt with before item c) above and key points were as follows:-
Cllr. Standley (ESCC).

- Assured the meeting that, despite the tone of some press reports, County were not in a "Northampton" situation.

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- Efforts continue to match future budget to essential services which the Council must provide. £40m of savings remains to be found.
- Encouraged by a modest improvement in GCSE results in the County with Beacon Academy performing particularly strongly.

Cllr. Dixon (WDC)

- Wealden have appointed a new Chief Executive, Trevor Scott, who is currently the Council's Monitoring Officer.
- Wealden Local Plan. This is out for consultation until October 8th. It is an important consultation, the previous one being three years ago. Its purpose is to assess the soundness of the Plan and comments are welcomed.
- Cllr. Dixon encourages inspection of the Plan, particularly where it affects local issues.
- Plan is to run until 2028 with a mid-point review.
- It is hoped that the new Plan will control "developer led" building.
- Walshes Manor development which is on the boundary of the Parish. A "Reserved Matters" application was passed by Wealden earlier today with a cap of 85 houses rather than the original 100 proposed.
- Bin issues continue with Kier; last week one of the rounds serving the Parish did not operate and he has received much correspondence and comment on the matter. Stresses the importance of always reporting bins not emptied to Wealden, either on line or by phone; this will ensure that financial penalties can be levied against the Contractor. It is not certain as to the level of penalty levied or calculation method, but it is believed to be in the order of £100 per road missed. **CLERK** to add link regarding bin reporting to the Council's website and Social Media.

e) Minutes of the Parish Council meetings held on 19th July 2018 for approval as a true record.

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

f) Update regarding matters arising & action items from previous meetings.

All items from previous meeting have been actioned and completed.

2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF JULY 2018, REVIEW EXPENDITURE AGAINST BUDGET TO DATE AND NOTE OR AUTHORISE PAYMENTS.

i. Budget, other financial reports and actions arising.

Clerk reported that due to issues with now having multiple bank accounts he needed to review reconciliation reports in conjunction with our accounting software provider to ensure that the ledger and outstanding items balances corresponded to funds at bank; approval of report is to be held in abeyance. Will report at next Council meeting on solution suggested of having one instead of four cashbooks. Budget report was reviewed; Clerk reported that expenditure on the recent improvements to the Old Burial Ground had been paid for by the Council but that grant funds are awaited to cover.

It was **RESOLVED** that the budget report be accepted and that cost centre 4203 be renamed as "Highways Projects" with the cost of the Village dropped kerb work taken from it. CLERK to action, also to check that expenditure associated with the War Memorial Project be taken from the appropriate budget and provide expenditure report for the Communication and Social Media Committee to its Chair.

ii. Approval of payments.

It was **RESOLVED** that the following payments be noted or authorised.

Payee	Reference	Amount	Transaction Detail
Newman Business Solutions	DIRECT CR	£ 592.22	Mailshot costs - Eridge
A. Martin	DIRECT CR	£ 350.40	Weedkilling and SID

A. Hardy	DIRECT CR	£	39.50	War Memorial dedication printing.
Cripps LLP	DIRECT CR	£	990.00	Legal costs re Pre School
Greenbarnes Ltd.	DIRECT CR	£	735.28	Noticeboard at Eridge Station
Uckfield Town Council	DIRECT CR	£	48.00	Chairing and meeting course
David Peacock	DIRECT CR	£	214.00	Silent Soldiers create & paint
Coppard Plant Hire Ltd	DIRECT CR	£	1,620.00	Crossover opp. King's Arms
Tollwood Garden Service	DIRECT CR	£	2,907.00	August grass cutting
Figtree Fencing & Landscaping	DIRECT CR	£	2,047.11	Old Burial Ground new compost bin
Figtree Fencing & Landscaping	DIRECT CR	£	1,496.70	Gates and steps to Old Burial Ground
Trevor Thorpe	DIRECT CR	£	1,532.39	August salary
Trevor Thorpe	DIRECT CR	£	96.59	Expenses/reimbursements
H M R C	DIRECT CR	£	478.93	August Tax and NI
Rotherfield Sports Club	S/O	£	325.00	August pitch maintenance
TOTAL			£ 13,473.12	

Credits for information

Payer	Amount	Transaction detail
Parishioner donation	£ 10.00	War Memorial project donation
H M Revenue & Customs	£ 2,365.35	Vat reclaimed 1/4 - 30/6
Tester and Jones Ltd	£ 455.00	Burial fees
Parishioner Donations	£ 190.00	Surgery project donations
Santander	£ 18.97	June bank interest
TOTAL		£ 3,039.32

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

i. Recommended Policy and Governance document amendments arising from recent review by Councillors and Clerk.

Councillors reported the progress made with the policies allocated to them for review. **CLERK** to update the list of documents involved these details and circulate, also add item to October agenda for progress update.

ii. Adoption of Policies required for the General Data Protection Regulations as recommended by Cllrs. Cahan, Hardy and Farmer.

CLERK to add item to October agenda for progress update as two of the Councillors involved are not present at this meeting.

iii. Update and further actions regarding Rotherfield Surgery Project. Cllr. Harris reported the following:-

- Cllrs. Harris and Henrick have met with the Practice Manager.
- Heads of Terms of Contract have been accepted.
- Price agreed of £470K for purchasing building.
- Initial lease to the Partners will be for two years to run from date of completion of purchase by the Parish Council.
- District Value has agreed the valuation of the Property and the CCG have agreed to pay £32K p.a. rent.
- One large and one small room will not be required by the Practice.

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- g) Council are to pay utility costs, fire alarm maintenance, boiler testing and maintenance, Legionella testing, 50% of cleaning costs and non-medical waste disposal.
- h) Partners will pay the rates, water and waste water costs, medical waste and telephone system costs.
- i) Costs to the Council are reduced.

A feasibility report is being compiled for the Council with the intention that it be discussed, the 11th September meeting. This is currently designated as a Planning and Building Committee meeting but will be redesignated as a Full Council meeting to enable full council powers to make decisions regarding loan and other financial matters. **CLERK** to note and amend timetable for meetings, all Councillors are encouraged to attend if possible.

iv. Decision regarding financial support for Village Hall WiFi upgrade.

Quote circulated prior to the meeting. It was **RESOLVED** that the Council are prepared to pay the “one off” cost of £58 plus VAT for installation of the improved WiFi and contribute £20 per month to the Village Hall for the ongoing cost of the facility. **CLERK** to advise the Hall and report their decision.

v. Parish Council comments and recommendations regarding planning applications received from Wealden District Council as per appendix to this agenda.

- a) **WD/2018/1410/MAJ** Land Adjacent to Hadlow Down Road, South of Idle Hours Campsite, Crowborough TN6 3SA .

Change of use of existing agricultural barn and paddock to equestrian foal livery. The meeting **RESOLVED** to recommend to Wealden District Council that this application be **REFUSED** for the following reason.
It will increase traffic in this area.

21:10 Cllr. Glynn left the meeting at this point.

- b) **WD/2017/0615/MAO** Land North of Walshes Road, Crowborough, TN6 3RE
Outline application for up to 100 residential dwellings including demolition of existing redundant agricultural buildings, provision of new internal access roads and footways, open space, sustainable urban drainage systems and associated landscaping.

Amended Technical Note 1 Rev B

The meeting **RESOLVED** to recommend to Wealden District Council that this application be **REFUSED** for the following reason.

It is an overdevelopment which will place pressure on local infrastructure, services and roads and will be detrimental to the local environment.

- c) **WD/2018/0419/F** Kingsbury Lodge, Five Ashes Road, Rotherfield, TN6 3RS
Demolition of stables. erection of single storey annexe with attic space.

The meeting **RESOLVED** to recommend to Wealden District Council that this application be **APPROVED** for the following reason.

It will enhance the facilities of the property.

Cllr. Martin declared a personal interest in this item and did not vote on it as he is a near neighbour of the property and knows the owner.

- d) **WD/2018/1424/F & 1425/LB** Medway Farm, Catts Hill, Mark Cross TN6 3NQ
Proposed sun room extension to main house, alterations to home office building and conversion of workshop to habitable rooms.

The meeting **RESOLVED** to recommend to Wealden District Council that this application be **APPROVED** for the following reason.

Subject to the approval of the Conservation Officer, it will enhance the facilities of the property.

- e) **WD/2018/1467/F** Yewtree Trout Farm, Yew Tree Lane, Rotherfield TN6 3QP
Redevelopment of commercial fishery for one new dwelling house of exceptional quality and design, garage, ancillary buildings, landscape enhancements and associated works.
The meeting **RESOLVED** to recommend to Wealden District Council that this application be **REFUSED** for the following reason.
The proposed building is out of character for the AONB.
- f) **WD/2018/1611/FA** Foot Tracks, Burnt Oak Road, Stone Cross, Crowborough TN6 3SJ
Variation of conditions and minor material amendment to WD/2017/1305/F (construction of 2 no. 4-bedroom family dwelling houses, associated access and parking together with hard and soft landscaping. relinquishment of lawful use (WD/2016/2806/LDE) for commercial storage area to be incorporated into residential curtilage for plot 2; and change of use of b1 office building (WD/2016/2807/LDE) back to ancillary residential use to Foot Tracks) to allow for phased development.
The meeting **RESOLVED** to recommend to Wealden District Council that this application be **APPROVED** for the following reason.
It will enhance the facilities of the property.

CLERK to advise Wealden DC planners of the Council's comments for the above applications.

vi. **Receive planning decision information and related correspondence.**

- a) **WD/2017/2608/MRM** Land at Walsh Manor Farm, Walshes Road, Crowborough TN6 3RB
Submission of reserved matters details (namely appearance, landscaping, layout and scale) pursuant to condition 2 of LPA ref **WD/2014/1565/MEA** (erection of 160 residential dwellings, together with associated access, parking provision and open space)
Approved by WDC, statement provided in respect of the development by the Parish Council at the 4th April 2017 Planning and Building Committee meeting.
- b) **WD/2017/2692/F** Blackdon Farm, Blackdon Hill, Eridge Green, TN3 9HX
Erection of an agricultural storage barn incorporating a mezzanine floor to provide space for a farm office and occasional use of this area as a wine sales and tasting area.
Recommended for approval by the Parish Council, approved by Wealden District Council.
- c) **WD/2017/2870/F** Rotherfield Village Hall, North Street, Rotherfield, TN6 3LX
Erection of vertical extension of stage roof.
Recommended for approval by the Parish Council, approved by Wealden District Council.
- d) **WD/2018/0093/F** Ketches Farm, Burnt Oak Road, Burnt Oak, Crowborough, TN6 3SD
Demolition of redundant equestrian buildings and erection of 3 no. dwellings
Recommended for approval by the Parish Council, refused by Wealden District Council.

- e) **WD/2018/0595/LB** Catts Cottage, Tunbridge Wells Road, Mark Cross, TN6 3PN
Strip and re-tile roof with sound existing tiles and matching tiles to include insulation.
Recommended for approval by the Parish Council, approved by Wealden District Council.
- f) **WD/2018/0658/F & 659/LB** Catts Cottage, Tunbridge Wells Road, Mark Cross, TN63PN
Proposed one and a half storey side extension and associated internal alterations.
Recommended for approval by the Parish Council, approved by Wealden District Council.
- g) **WD/2018/0883/F** 1 Crowborough View, North Street, Rotherfield, TN6 3LZ
Part of garage turned into ancillary accommodation.
Recommended for refusal by the Parish Council, approved by Wealden District Council.
- h) **WD/2018/1139/F** Redgate Mill Farm, Redgate Mill Lane, Eridge, TN3 9LT
Demolition of an existing barn and construction of a new dwelling - amended proposal following approval **WD/2018/0067/F**
Recommended for approval by the Parish Council, approved by Wealden District Council.
- i) **WD/2018/1195/PO** The Stables, Clackhams Lane, Crowborough, TN6 3RN
An application to fully discharge the planning obligations contained in the S106 agreement dated 28 July 2003.
Information noted, the Parish Council had no comment to make on this matter, approved by Wealden District Council.
- j) **WD/2018/1383/FA** Merrydown, Yew Tree Lane, Rotherfield TN6 3QP
Minor material amendment to **WD/2015/1372/F** double garage with attic storage and tool store.
Recommended for approval by the Parish Council, approved by Wealden District Council.

vii. **Publishing of Draft minutes of meetings. Consider deferring publication until they have been adopted by the Council or Committee.**

Clerk reported that SSALC advice is for publication of draft minutes as soon as available on “best practice” and transparency grounds. Our Draft minutes are clearly watermarked as “.....subject to adoption....” when published.

RESOLVED that current arrangements be retained with draft minutes published as soon as possible, preferably after “proof read” by Council or Committee Chair or Vice.

4. **NOTE ACTS AND PROCEEDINGS OF COUNCIL COMMITTEES AND SUB-COMMITTEES AT THEIR RECENT MEETINGS.**

- **7th August 2018** - Communications and Social Media Committee
- **14th August 2018** - Recreation and Burial Committee

Cllr. Hardy advised that, in view of information received, it may be necessary to revisit and review the details and adoption of the “Roadside Advertising” policy from the 7th August meeting of the C & S M Committee. **RESOLVED** that the acts and proceedings of the above meetings be noted.

TO RECEIVE OTHER REPORTS AND CONSIDER ACTIONS ARISING FROM THEM.

a) Meetings attended on behalf of the Parish Council.

Cllr. Gilbert, Village Hall Committee.

WiFi issues and a desire for defibrillator training were discussed at the meeting. Regarding the latter it was noted that the device installed will “talk through” actions required when activated.

Cllr. Watson-Smith, Wealdlink forum.

Wealdlink reported that they are closely watching the situation regarding future funding from ESCC, and that one of the Parishes they serve has indicated it will not be contributing toward their services in 2018/19.

Cllr. Hardy. Eridge Station.

- Reported that the introduction of new “number plate recognition” parking arrangements had led to delays and queues for paying, exacerbated by poor 3G signal which is one of the means for payment. This has also created further parking issues as rail travellers have given up trying to use the car park and have roadside parked instead.
- Station are pleased with the new noticeboard and have offered to update it for the Council.
- The station may be in receipt of funds from Network Rail’s “All Access” funding scheme. Cllr. Hardy is to meet with the Community Rail Development Officer for the line to discuss proposals as to how access to the platform and Eridge could be arranged.

CLERK to add items to forthcoming Highways Committee meeting re: parking and “Access for All”.

Cllr. Hardy – War Memorial project.

Good response from those invited to the dedication on 20th October, indications are that attendance may be in the order of 300 - 400. Recent meeting of the organisers had agreed relocation of refreshments to the Village Hall as Church will not have capacity to cope, full report from meeting is to be prepared. There has been media interest and Cllr. Hardy is to attend a meeting regarding this. **CLERK** to progress with mailing to Court Meadow advising residents of the event and impact of parking and traffic in that area.

Cllr. Harris – Work party clearing area behind War Memorial site.

Reported that good progress had been made, Cllrs. Watson-Smith and Wickenden, together with a Parishioner, had cleared a lot of growth and a further session will be held this Saturday morning.

Cllr. Martin – Pre School decking issue.

- Our Solicitors have served notice on ESCC regarding the repair work required.
- As the matter is now “sub judice” ESCC are not communicating with us on the matter.
- Work has taken place by contractor involved to remove the decking to view the underlying issues. It is considered that permanent repair work could not take place until autumn half term as work would not be possible whilst the Pre School is being used.
- Cllr. Standley is also involved in the matter to speed progress.
- Expenditure on further legal action to reviewed depending on progress being made by ESCC and Contractors in dealing with the issue.
- Legal advice is that the Parish Council’s Surveyor and Solicitor costs are recoverable.
- Our Solicitors are to be advised to send no further correspondence to ESCC on the matter unless instructed; all further correspondence is to be sent in the Clerk’s name.

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b) Clerk's updates and issues.

Clerk requested a further meeting of the Staff Committee to review workloads and resources.

c) Items for next Parish Magazine column.

Already submitted.

5. TO RECEIVE DETAILS OF INCOMING GENERAL AND PLANNING CORRESPONDENCE

- Uckfield Railway Line Parishes Committee – Minutes of the 18th July meeting and notice of their AGM on 12th September.
- Letter of thanks for grant to Rotherfield Friendship Club.
- Local Council Review Magazine Summer 2018.
- Countryside Voice Magazine Summer 2018.

6. TO RECEIVE INSPECTION BOOK & REPORTS

These were inspected and signed by the Chair. No items requiring urgent attention were identified in the reports. Cllr. Richardson commented on the clearance work in the Churchyard by Court Meadow Green and that it had greatly improved the appearance of that area.

7. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 11th September - Planning and Building Committee – now designated as a Full Council meeting.
- 18th September - Highways, Lighting and Transport Committee
- 26th September - September Council Meeting – In Eridge Village Hall on **WEDNESDAY** 26th September starting at the later time of 20:00

The meetings on 11th and 18th September will be held in the Parish Council Room, Rotherfield Village Hall, starting at 19:30.

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

- Cllr. Watson Smith reported issue of speeding cars by the Church at Mark Cross. **CLERK** to add item to forthcoming Highways Committee meeting agenda re: this matter.

Chair declared the formal business of the meeting closed at 22:20.

9. PUBLIC FORUM.

None.

Adopted and signed as a true record at the 11th September 2018 meeting of the Council

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