

# ROTHERFIELD PARISH COUNCIL

Working for the Community

in Rotherfield, Town Row, Mark Cross, Eridge Green, Boarshead and surrounding areas

## MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON THURSDAY 25<sup>TH</sup> APRIL 2013 AT 19:30 IN MARK CROSS SCHOOL

### COUNCILLORS PRESENT

Cllr. L. Pike (Chairman)	Cllr. R. Harris	Cllr. D. Thomas
Cllr. Mrs P. Halse Adamson	Cllr. R. Jaques	Cllr. A. Watson
Cllr. C. Clibbens	Cllr. J. Kitchenham	Cllr. N. Wickenden

### ALSO PRESENT.

- The Parish Clerk, Trevor Thorpe.
- Cllr. R. Tidy (ESCC), Cllr. H. Merriman (WDC) and Cllr. W. Rutherford (WDC).
- Two members of the public.

#### 1. TO RECEIVE APOLOGIES FOR ABSENCE (LGA 1972 s 85).

Apologies were tendered and accepted for Cllr. N. Bolton (Vice Chairman) and Pcs0 Matt Boyle.

#### 2. TO RECEIVE DECLARATIONS OF PECUNIARY OR SIGNIFICANT OTHER INTERESTS.

Cllr. Halse Adamson declared an interest in respect of item 7 e) as she is involved with the management of the hall. The Chairman reminded those present that they should declare during the meeting if they became aware that they had an interest in an agenda item.

#### 3. TO RECEIVE DISTRICT AND COUNTY COUNCILLORS REPORTS.

Cllr. Merriman circulated a written summary of various items of interest, which was circulated to those present. He reported the following:-

- WDC are working with the South East Enterprise Partnership to highlight the impact of poor mobile phone reception on businesses. An online survey for this will be found at [www.southeastlep.com](http://www.southeastlep.com).
- The WDC Community Grants scheme has distributed capital grants to various community organisations in the area. The Weald and Rother Rural Partnership (WARR) have supported the return of a village store to Blackboys.
- The signed off Core Strategy is now facing a Judicial Review brought by local developers concerned at the impact that the Ashdown Forest 7km zone will have in the area. WDC, the Planning Inspectorate and the Government will be involved in the Review.
- He is to attend a site meeting with WDC Planning Officers to hear details of proposals for developments on a site at Dewlands Hill.
- He has discussed the issue of the "George" sign with the WDC Head of Planning. Concerns were raised that no consultation took place with the Parish Council and the local District Councillor prior to allowing removal.

A question was raised by the meeting regarding a recent press article encouraging visitors to the Ashdown Forest Centre as this appeared to be a mismatch with the intent to discourage visitors to reduce environmental impact.

Cllr. Rutherford (WDC) reported that WDC have produced a guide for businesses (this prior to the Judicial Review challenge) which gave ideals for mitigating impact on the environment of the Forest. Suggestions included car sharing and cycle use.

Cllr. Tidy (ESCC) reported the following:-

- There was nothing to report regarding decisions taken by the Council due to the "purdah" period imposed by the forthcoming elections.

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- He supported the withdrawal of the petition regarding the Catt's Hill speed limit because of the proposal to extend the 40mph at the expense of developers. He hopes that this has the desired effect and suggested that the residents review the situation and take further action if necessary.
- He had recently attended the "Children in Care Council" at which child representatives of those in care raise issues. He was very impressed by the Council and the work by ESCC to improve the educational attainments of those in care; also success in reducing the waiting times for adoption. ESCC are the first authority with such a scheme and it is being promoted for use elsewhere.

A question was raised by Cllr. Thomas regarding East Sussex Welfare Reform Project; this had been discussed at a recent WDALC meeting.

Cllr. Tidy acknowledged the challenges of the Reform, particularly to those faced with "bedroom tax" issues and the change in housing benefit payments that are now made to the occupier rather than their landlord. The current reforms are the biggest overhaul of the benefit system since the 1940's and the County project is designed to help individuals affected and organisations providing support such as the CAB.

#### 4. TO RECEIVE POLICE COMMUNITY SUPPORT OFFICERS REPORT

**Clerk reported on behalf of PcsO Boyle:-**

- There have been some thefts of heating oil in Mayfield and elsewhere in Wealden. Day of action held recently when homes were visited and offered crime prevention advice. He is happy to visit houses who would like similar advice.
- Van broken into in Rotherfield and tools stolen.
- The team have been checking local schools at the start and end of the day to deal with parking issues that may arise.
- Further reports of telephone "computer virus" scans in the area.

Chairman commented that he was aware of the van break in. He had been told that the owner of the van had seen a car thought to be involved driving away. However, he had been unable to get the full registration details of the vehicle and consequently the Police appeared disinterested in pursuing the incident further.

#### 5. TO RECEIVE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 28<sup>TH</sup> MARCH 2013 FOR APPROVAL AS A TRUE RECORD AND MATTERS ARISING FROM THESE MINUTES.

It was RESOLVED that the Minutes of the Meeting held on 28<sup>th</sup> March 2013, copies of which had been previously circulated to Members, be confirmed as a true record and they were signed by the Chairman.

#### 6. UPDATE FROM CLERK REGARDING MATTERS ARISING AND ACTION ITEMS FROM PREVIOUS MEETING.

Numbers relate to the relevant agenda item at the March meeting.

7 g) Posters for APM are due to be installed this week.

7 h) WDC Head of Planning confirms that is to discuss this with Cllr. Merriman and will report to us.

#### 7. TO CONSIDER THE FOLLOWING ITEMS & PLANNING APPLICATIONS

##### a) Proposal for change in Standing Orders to include election of Chair and vice chair to the Council's Committees at the Annual Meeting of the Council.

Draft with amendments circulated prior to the meeting. Clerk reported that a full update would take place when the SLCC/NALC model set is published in the Autumn, this will take into account changes arising from the 2011 Localism Act. RESOLVED that the changes be adopted, CLERK to revise, publish and circulate updated Orders.

##### b) Terms of references for Committees. Proposal that membership of Committees be decided at the Annual Meeting of the Council.

Amended Terms of reference were circulated. RESOLVED that the documents be adopted with the changes suggested at the meeting, CLERK to revise, publish and circulate.

##### c) Updated information regarding cost of providing portable defibrillator for the Parish.

Clerk has discussed this suggestion from a resident with the Crowborough First Responder Group, the leader of which is a Crowborough Town Councillor. Should it be wished to proceed further it may be possible to source a PAD free of charge through SECAMB with only the cost of the

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enclosure and wiring to a suitable site in the village centre. There may be a need for planning consent. RESOLVED CLERK to seek views of Surgery regarding deployment of such a device, also contact Village Hall and Memorial Institute to see if they would be willing for a device to be located outside their premises should the Council wish to progress the suggestion further. Matter to be carried forward to next agenda to report and consider further action.

**d) Donation to Mark Cross School for use of Hall for Council meetings.**

RESOLVED to donate £10 for this meeting and a like sum for future meetings at this venue. CLERK to arrange issue of cheque at next meeting.

**e) Update on the steps being taken to enable the Council to register Possessory Title to the Mark Cross Village Hall so that it may be of future benefit to the Parish.**

Information provided to Clerk that some residents of Mark Cross have come forward and may be willing to take over the running of the hall from the present group for the short to medium term. A meeting will be held next week to discuss this with those currently managing the Hall. There are plans to extend the Church Reading Room at Mark Cross to provide a community-meeting place, if this plan proceeds then the Hall would probably close and the site be disposed of with the resultant funds used for the benefit of the Village. Cllr. Thomas reported that concerns had been raised with him regarding the future of the hall, particularly if the site was sold. He suggested that the Council's letter of 12<sup>th</sup> March should be withdrawn. It stated that the Council did not wish to be involved in the future management of the Hall. In place, a letter should be sent by the Council Solicitor's making it clear that, whilst the Council did not wish to become actively involved in managing the Hall the title of the land should be vested in the Council once issues with it had been resolved. This would safeguard the funds arising from the eventual sale. It was RESOLVED that this line of action should be done, CLERK to liaise with Solicitor to arrange sending of letter.

**f) Comments in response to ESCC supported bus service review.**

Comments due by 10<sup>th</sup> May. Proposals 2 and 4 would mean the loss of a mid-morning journey starting from Town Row that would start from St Peter's Mead instead. Clerk has asked ESCC to clarify how well used or otherwise these services are. RESOLVED CLERK to write on behalf of Council advising that we did not support any reduction of this service; the nearby development at Town Row was in part justified by availability of public transport, and the closure of the nearby sub post officer justified by the regular bus services to the Village.

**g) Information and response regarding consultation for enforceable parking restrictions by Rotherfield School.**

Councils request to consider extending the markings qualifies as an objection and would require the reconsulting if the objection remained. ESCC suggest that white lines are marked instead. Concerns expressed that the suggestion by the Council could inadvertently delay implementation of the enforceable markings. RESOLVED CLERK to write to ESCC confirming that there was no objection to the proposal but that it was wished that consideration be given in future to extending the markings. Clerk to forward information to Cllr. Tidy who will endeavour to resolve the matter. Objections are outstanding in respect of the proposals for Mark Cross School and Eridge Station but the Highway officer involved considered that these were not insurmountable.

**h) Request from developer to relocate a lamp column in Court Meadow.**

Details circulated prior to meeting. RESOLVED permission be given to relocate column to location LC1 on the plan provided as the alternative site would mean the lamp being overgrown by a nearby tree.

**i) WD/2013/0659/F The Ridings, Bicycle Arms Road, Argos Hill, Rotherfield, TN6 3QG**

Proposed single storey side extension and garage conversion.

The Council RESOLVED to recommend that Wealden District Council APPROVE this application as it will enhance the facilities of the property.

**j) WD/2013/0589/F 4 Brickyard Cottages, Mark Cross, TN6 3PS**

Rear extension to existing kitchen.

The Council RESOLVED to recommend that Wealden District Council APPROVE this application as it will enhance the facilities of the property.

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- k) **WD/2013/0426/F** Bellmead Cottage, Station Road, Rotherfield, TN6 3HR  
Construction of timber garage and car port on existing foundations.  
The Council RESOLVED to recommend that Wealden District Council APPROVE this application as it will enhance the facilities of the property.
- l) **WD/2013/0734/F** Mark House Barn, Catts' Hill, Mark Cross, TN6 3NH  
Two storey and single storey rear extensions and single storey garage  
The Council RESOLVED to recommend that this application be APPROVED by Wealden District Council as it will enhance the facilities of the property and improve the appearance.
- 8. TO RECEIVE MINUTES OF APRIL COMMITTEE MEETINGS & MATTERS ARISING.**  
The following Committee meetings were held in April.
- 2<sup>nd</sup> Planning and Building
  - 9<sup>th</sup> Recreation and Burial
  - 16<sup>th</sup> Finance and General Purpose.
- The draft minutes of these meetings have been circulated to the Councillors and it was RESOLVED that they be adopted by the Full Council.
- 9. TO RECEIVE REPORTS**
- **Other committees and sub-committees.**  
None
  - **Councillor "Have Your Say" session.**  
No parishioners had attended the session held on April 11<sup>th</sup> in the Memorial Institute.  
Cllr. Clibbens left the meeting at this point due to a prior engagement.
  - **Meetings attended on behalf of the Parish Council.**
    - Cllr. Thomas had attended a recent WDALC meeting. He learned from this that many local councils did not have the benefit of regular attendance at meetings by District Councillor's, unlike Rotherfield.
    - Chairman attended a recent meeting of the Scout Group to discuss options for the Scout Hut. Due to the cost of the extensive refurbishment work required, a new building may be desirable. Had also attended a meeting of the Sports Club at which the Council's work in the Rec. had been complimented. He had raised concerns at the proposal for an open drainage ditch at the foot of the bank between the two pitches as this could create a trip hazard. Recommended a closed style of drain, CLERK to write to Sports Club reiterating this view.
  - **Clerk's report and issues.**
    - Cemetery Legal Compliance Course recently attended. This reinforced that most of our administration methods are compliant. A possible H&S issue regarding use of shuttering by gravediggers was identified on the course; Clerk will investigate further and add item to agenda of next Recreation and Burial meeting to discuss.
    - Process for obtaining CRB check for new Street sweeper appears more complex than envisaged. CLERK is to liaise with applicant for role, as it may be feasible for him to act as contractor to us in view of his existing self-employed status. This would mean him taking responsibility for providing equipment and clothing and holding £10m Public Liability for working by the Highway. Invoices would be submitted by his company for work undertaken.
- 10. TO RECEIVE FINANCE INFORMATION**
- Bank Reconciliation at end of March 2013 and review of Expenditure against Budget to end of March 2013.  
It was RESOLVED that these items be approved and the Chairman signed them.
  - Approval of Payments.  
It was RESOLVED to make the following payments:-

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Payments are made using the General Power of Competence  
as contained in the Localism Act 2011. The Power was adopted by Rotherfield Parish Council  
at their meeting held on 29th November 2012

CHEQUE NO	PAYEE	DETAILS	AMOUNT
801568	Trevor Thorpe	Clerk's salary for April	£1,277.89
801569	H.M.R.C.	Tax and N.I. for April	£378.63
801570	Trevor Thorpe	Clerk's expenses for April	£66.30
801571	Rotherfield Village Hall	Hall hire - March	£20.40
801572	Rotherfield Sports Club	April pitch grass cutting	£315.00
801573	Rotherfield Memorial Institute	Hire of Institute	£27.50
801574	SLCC Enterprises Ltd	Cemetery training course	£150.00
801575	Wicksteed Leisure Ltd	Annual play area inspection	£54.00
801576	Rotherfield Sports Club	Grant toward annual pitch maintenance	£1,500.00
801577	Graham Long	Mole catching in Rec. and Cemetery	£69.60
801578	ESCC	DCIF fee for extension to parking area at Mark Cross	£1,000.00
801579	Rotherfield St Martin	Grant for 2013/14	£1,500.00
801580	Tollwood Garden Services	April grass cutting	£1,240.00
<b>Total</b>			£7,599.32

## CREDITS

PAYMENT FROM	DETAILS	AMOUNT
Santander	Bank interest - March	£54.37
Rotherfield Village Hall	Contribution toward tree work by hall	£180.00
Ansvar Insurance	Claim for damage to lamp column 83	£302.00
HMRC	Vat reclaimed January - March	£1,419.07
Tester and Jones	Memorial fee	£80.00
<b>Total</b>		£2,035.44

## 11. TO RECEIVE DETAILS OF INCOMING GENERAL AND PLANNING CORRESPONDENCE GENERAL CORRESPONDENCE

- Millennium Green – thanks for donation arising from gift of maps to the Council.
- St Denys' – Notice of Annual Vestry meeting on 28<sup>th</sup> April.
- WDC – Invitation to briefing event regarding new waste and recycling services.

## CIRCULARS AND MAGAZINES

- CPRE – Spring 2013 Fieldwork and Countryside Voice magazines.
- Saint-Chéron en Bref – No 295.
- Sussex Area Ramblers – April 2013 Now Open.

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## PLANNING DECISIONS

### APPROVED

- i. **WD/2013/0253/FA** Chestnut Cottage, Bicycle Arms Road, Rotherfield TN6 3QE  
Variation of condition 8 of WD/2012/0768/F Construction of replacement dwelling and garage.
- ii. **WD/2013/0305/F 5** The Forstal, Eridge, TN3 9JX  
Side and rear extension and new porch with shower accommodation above.
- iii. **WD/2013/0363/F** Hamsell Manor Lodge, Groombridge Lane, Eridge, TN3 9LE  
Alteration to front elevation of detached garage to be used as a summerhouse for incidental use of Hamsell Manor Lodge
- iv. **WD/2013/0366/F** The Spinney, Hosmers Field, Rotherfield TN6 3JD  
Side and rear extension, formation of rooms in the roof
- v. **WD/2013/0417/F** Spindrift (Plot 2) New Road, Rotherfield, TN6 3JP  
Erection of front entrance porch.
- vi. **WD/2013/0574/F** 1 Owlsbury Cottage, Hadlow Down Road, Crowborough, TN6 3RG  
Conservatory/extension to rear of house.
- vii. **WD/2013/0245/F** Stonehouse Farm Barn, Pilmer Road, Crowborough TN6 2UQ  
Conversion of outbuilding to form a one-bedroom annexe

Applications i and iii had been recommended for refusal by the Parish Council, the other applications for approval.

### REFUSED

- i. **WD/2013/0433/F** Field Cottage, New Road, Rotherfield, TN6 3JR  
Rear three storey extension with attic rooms over.  
The Parish Council had previously recommended this application for refusal.
- ii. **WD/2013/0336/LDP** Ashwood Farm, Eridge Road, Crowborough, TN6 2DZ  
Stationing of mobile container for tool and machinery storage for forestry business.  
Wealden District Council has refused to issue a Certificate for Proposed Development for this, which will require a full planning application. WDC confirm that an enforcement notice is being prepared in respect of the building already on this site.

### WITHDRAWN

- i. **WD/2013/0078/F** Hadley Cottage, Bicycle Arms Road, Rotherfield, TN6 3QB  
Change of use from 1 no. detached house into a semi-detached house.
- ii. **WD/2013/0216/FE** Boar's Head Golf Centre, Boars Head Farm, Boars Head, Crowborough, TN6 3HD  
Both of these applications had been recommended for approval by the Parish Council. The Chairman reported that work had commenced on the building concerned, hence no further renewals will be required.

## PLANNING CORRESPONDENCE

- **WD/2012/0059/F** Gill Wing Farm Shop, Groombridge Lane, Eridge Green  
Appeal decision that shutters are permitted.
- E-mail from resident updating developments at Briar House Farm, Cllr, Merriman has previously reported that he is attending a site meeting with WDC Officers to discuss the developments on the site with the owner.
- Wealden DC. Confirmation that diversion order for fp70b Stonehouse Farm, Pilmer Road, will not be progressing.

## 12. TO RECEIVE INSPECTION BOOK & REPORTS

These were signed by the Chairman. The inspections noted that the various gaps identified in the North and West boundaries have now been filled by the Council's contractor and strengthened with new planting where needed. No comments have been received from the public regarding any safety concerns noticed on the Council's land

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## 13. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 8<sup>th</sup> May Annual Parish Meeting – 20:00 Rotherfield Village Hall
- 14<sup>th</sup> Planning and Building Committee – 19:30 Rotherfield Memorial Institute
- 21<sup>st</sup> Highways Lighting and Transport Committee - 19:30 in the Parish Council Room, Rotherfield Village Hall.
- 23<sup>rd</sup> Monthly Parish Council meeting to include the Annual Meeting – 19:30 Rotherfield Memorial Institute

## 14. TO RECEIVE URGENT ISSUES FOR NOTING OR INCLUSION ON FUTURE AGENDA

- Enquiry received by Cllr. Thomas regarding street lighting within the new development at Town Row. He has visited the development and the site agent has verified that there are no lights planned or any electrical provision for future installation.
- Clerk advised that he would be turning on the water supply to the cemetery next week.
- Cllr. Watson advised of many potholes remaining unfilled on the B2101 High Cross, CLERK to investigate/report.
- Concerns raised regarding a smallholding with animals that is developing within the Village. Clerk to raise with WDC to see if there may be any planning issues.
- Despite efforts of several Councillors, it was not possible to remove the roundabout from the play area. Company who quoted for work on this are not able to undertake it “on site”. Cllr. Harris may have a contact capable of the welding required “on site”; he will check to ensure that adequate Public Liability cover is held and report back.
- Chairman has been offered further Christmas lights sufficient for four further trees in the Village, cost £198. Purchase agreed within Clerks urgent expenditure limit and will be added to agenda of next Highways Committee meeting. There is apparently an invoice outstanding for installation of the lights; Clerk confirmed that none had been received for payment for this.
- CLERK to advise SALC that Cllrs. Wickenden and Thomas will attend the forthcoming Planning briefing at East Grinstead, the Council Chairman will also attend if a space becomes available.
- Cllr. Jaques advised he will be unavailable for meetings between 6<sup>th</sup> – 25<sup>th</sup> May and indicated that he wished to remain a member of both the Highways and Planning Committees when this is reviewed at the Annual Council Meeting.

The Chairman declared the formal business of the meeting closed at 21:30.

## 15. PUBLIC FORUM.

- Parishioner reported that the Hall had purchased a new dishwasher to conform to current standards. Unfortunately, this was not proving to be a success and took far longer to than the predecessor.

.....Chairman.....Date