

# 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 TUESDAY 7<sup>TH</sup> JULY 2015 AT 19:30 IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL

### COUNCILLORS PRESENT

Cllr. D. Thomas (Chairman) from 20:40.	Cllr. D. Hiles	Cllr. G. Watson-Smith
Cllr. R. Harris (Vice Chairman)	Cllr. J. Kitchenham	Cllr. N. Wickenden
Cllr. K. Curtis	Cllr. A. Martin	Cllr. J. Whitehead
Cllr. T. Gilbert		

### COUNCILLORS ABSENT

None.

### ALSO PRESENT

- The Parish Clerk, Trevor Thorpe.
- Mr. Les Pike and Mrs. Sarah Andrews in connection with item 6. Two Station Road residents in respect of item 8c).

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

Apologies for absence were submitted by Cllr. C. Clibbens, Cllr. J. Cahan and Cllr. L. Watts. Cllr. Thomas gave advance notice that he would be late arriving and joined the meeting at 20:40. Cllr. Kitchenham chaired the meeting and, once items 2 – 5 had been dealt with, the business continued from item 8.

#### 2. TO CONSIDER APPOINTMENT OF COUNCILLORS L. WATTS AND A. MARTIN AS MEMBERS OF THE HIGHWAYS LIGHTING AND TRANSPORT COMMITTEE.

It was RESOLVED that Cllr. Martin be appointed as a member of the Highways Lighting and Transport Committee. CLERK to carry forward Cllr. Watts application to join this Committee to its next meeting, as she was not present.

#### 3. TO RECEIVE DECLARATIONS OF PERSONAL, PREJUDICIAL AND DISCLOSABLE PECUNIARY INTERESTS ON ITEMS ON THE AGENDA AND UPDATES TO MEMBERS' REGISTER OF INTERESTS.

None declared.

#### 4. TO RECEIVE MINUTES OF THE MEETING OF THE HIGHWAYS LIGHTING AND TRANSPORT COMMITTEE HELD ON 9<sup>TH</sup> JUNE 2015 FOR APPROVAL AS A TRUE RECORD AND MATTERS ARISING FROM THESE MINUTES.

It was RESOLVED that the minutes of this meeting, copies of which had been previously circulated to members, be confirmed as a true record and they were signed by Cllr. Kitchenham as Vice Chair of the Committee.

#### 5. UPDATE FROM CLERK REGARDING MATTERS ARISING AND ACTION ITEMS FROM PREVIOUS MEETING OF THE HIGHWAYS LIGHTING AND TRANSPORT COMMITTEE.

Numbers reference agenda of the 9<sup>th</sup> June meeting of this committee.

**5d)** Letter drafted for hand delivery to residents of the "Square" regarding pavement parking.

**5f)** i Message left seeking progress report from ESCC Officer concerned with the provision of the two solar powered Vehicle Activated Signs at Mark Cross.

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5g) ESCC Rights of Way team advise that the barrier has now been installed at the junction with Limekiln Forest Road and BW53. It is hoped to arrange a meeting with our PcsO to discuss ways of deterring motor cycle usage in the woods. Photo was shown of the new barrier and concrete sleeper intended to deter attempts to tamper with the barrier.

## Long-term outstanding issues

- Bus shelter at Eridge Forstal. Messages left requesting that contractor update us regarding installation progress as it is hoped that this would be in place by now. Cllr. Wickenden reported that work had commenced and that the old shelter had very recently been demolished.
- Cover for waste bin in the Cemetery. Letter of thanks sent to contractors who provided and installed picnic benches at various locations, they have also offered to provide this cover as the previously intended provider has been unable to deliver. They have been asked to contact us regarding this, also submit invoices for the benches provided.

## 6. TO CONSIDER INFORMATION AND MAKE DECISIONS ON ACTIONS REQUIRED REGARDING THE FOLLOWING ITEMS

### SCOUT HUT PROJECT

#### a) Approval of final wording of lease between Rotherfield Parish Council and Rotherfield Scout Group for signature once the work on the Hut is completed.

Cllr. Thomas reported that a long meeting had been held with the Scout's legal representative to agree wording, with the Rotherfield Trust also agreeing to terms. He is currently dealing with plans to attach to the lease for return to the Council's solicitor so that final document may be prepared for consideration by Full Council. Signature of lease will not take place until the work is finished on the Hut.

#### b) Approval and signature of contract between Rotherfield Parish Council and Inca Developments Ltd in respect of the work required.

Draft contract was circulated to all Councillors prior to meeting. Work is to start on site on Monday 13th and the Contract requires signature prior to that. Cllr. Hiles advised that the Contract is the standard Royal Institute of British Architects model. RESOLVED that all Councillors to inspect contract and raise any issues with either Cllrs. Thomas and Harris no later than 18:00 on Thursday 9<sup>th</sup>, and that Cllrs. Thomas and Harris be authorised to sign the Contract on behalf of the Council. Cllr. Hiles offered to clarify details of the contract as he has specialist knowledge of this area. Cllr. Wickenden wished it noted that he voted against the proposal and he still considered a new build hut could have been provided for the same cost.

#### c) Arrangements for inspection and "sign off" of work completed, and authorisation to issue cheques for payment of invoices during the period of work.

RESOLVED the following:-

- i. Finished work undertaken by Inca will be inspected by Mark Wakelin and Les Pike, both of whom have long experience of the construction industry. Invoices for the work will be signed off by Les Pike and presented by him to the Rotherfield Trust as the evidence of satisfactory completion.
- ii. The Trust will issue cheque payable to the Council to be paid in to their account; once this has cleared the Council will release their cheque to Inca.
- iii. Sarah Andrews is to provide a payment schedule, agreed by Inca, which will allow issue for payments in instalments of equal sums with a balancing final payment.
- iv. Les Pike is to make the ultimate decision regarding sign off for work.
- v. Les Pike is to be the Council's Validation Officer as described in the Contract with Inca. He will deal with Health and Safety, Risk Assessment and Method of Working issues.
- vi. There will be a 5% retention on all payments, released after six months provided there have been no issues arising from the work undertaken.
- vii. All invoices are to be made out to Rotherfield Parish Council.

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viii. Council employer liability cover is to be examined to ensure that it covers those working for the Council on a voluntary basis for this project.

CLERK to action the above. Cllr. Wickenden wished it noted that he had abstained from voting.

**d) Funding arrangements from the Rotherfield Trust for the project.**

Draft of offer document circulated to Councillors prior to meeting. RESOLVED that the terms of the Trust's final version of the offer letter, confirming grant support up to £100K, be accepted. CLERK to confirm to the Trust.

**e) Arrangements for warning signage whilst work is in progress**

Inca are to provide warning signage by the Hut and parking bays affected by the work, also at the entrance to the Car Park. Cllr. Harris is to visit the Pre School to advise them of the works.

## 7. FULL COUNCIL MATTERS

**a) Purchase and presentation of awards to long serving former members of the Council.**

Clerk displayed catalogue of engraved items provided by a business in Uckfield. RESOLVED the following:-

- CLERK to make enquiries regarding engraved whisky tumbler for male recipients, wine glass for female.
- Inscription to read "Presented to (name) by Rotherfield Parish Council in recognition of your many years of service".
- Feasibility of adding Parish logo to the item to be investigated.
- Proceed without further reference to Council if cost per item does not exceed £40.

**b) Removal of the BT kiosk at Town Row, New Road, due to vehicle damage.**

Damage to this by a vehicle, believed to be a bin lorry, has led to its removal. As it is more than 400m from alternative kiosks in the village, BT is required to formally consult on the removal, with responses sent via Wealden District Council. It was considered that owner of vehicle responsible should pay for reinstatement; Clerk advised that, unless a witness could be found willing to provide specific written evidence regarding the alleged incident, there was no benefit in contacting the vehicle owners. Clerk has spoken with a former Councillor who lives nearby who considers that there are handful of New Road residents without landlines, also that the area was a mobile signal "dead spot". RESOLVED the following for CLERK to action

- i. Respond to consultation that, as the area lacks reliable mobile phone signal, the kiosk be reinstated for emergency use,
- ii. Raise awareness of the consultation so that the views of those affected can be made know to BT.
- iii. Raise awareness of issue with our District Councillor, Phil Dixon.

Cllr. Thomas took over the Chair at this point and the meeting continued from item 6.

## 8. HIGHWAYS LIGHTING AND TRANSPORT MATTERS

**a) Mark Cross. Further action to obtain a speed limit reduction from 40mph to 30mph through the Village and installation of "Village Gateways" as suggested at the ESCC Lead Member meeting of April 2012.**

Copy of report from April 2012 meeting circulated prior to meeting. The amendments to signage agreed at the meeting have taken place, the new Vehicle Activated Signs agree are imminent and it is hoped that the closing of the "one way" slip road by the Church will take place in the autumn subject to consultation. Reduction in speed limit was not supported, RESOLVED CLERK to investigate cost of providing "Village Gateway" of the type present at Wallcrouch and Five Ashes, and report at July Meeting. Suggested locations are at approaches to Village on the A267,

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dependent on costs possibly also on Catt's Hill and the approach from Wadhurst. Also, draft letter advising residents of proposal to close the slip road.

**b) Arrangements and expenditure for purchase of additional Christmas Lights for the Parish and involvement of other Village organisations in "lighting up for" 2015.**

There is £2K budgeted for the 2015 illuminations, plus £500 earmarked in reserve resulting from the WDC "Streets Ahead" Grant. The Chairman allowed Les Pike to address the meeting. He advised that he had already made six brackets for the, subject to property owners consent he suggested that they be placed on the former "George" side of the Square to balance the lights opposite. He also kindly offered to assist with installation and removal of the lights, thus reducing the Council's costs, and advised that a new source of trees would be required as the previous source was now exhausted. The following was RESOLVED:-

- i. To purchase 18 further light strings (these will cover 6 more trees) and one extra 12v 50va transformer from Festive Illuminations, based on prices in their quote of 23<sup>rd</sup> March 2015 this will cost £347.50.
- ii. Bonfire Society to again take the leading role in the "Lighting Up" ceremony to acknowledge their help in providing and supporting the lights.
- iii. Duration of "lit up" period to be reviewed nearer time of installation to see if there is justification for delaying removal further into January, provider of the power for the lights to be consulted as at present this is free of charge.
- iv. New tree source to be investigated.

CLERK to action and contact ESCC re: licensing.

**c) Suggestions for improving availability of parking for residents and visitors to Rotherfield Village.**

A Station Road resident was permitted to address the meeting. Concerns raised with difficulties experienced in finding safe parking in Village for those without their own "off road" facilities. Vehicles parked in Station Road frequently experience damage to side mirrors and the introduction of the 23 hour limit in the WDC car park has led to fines levied on local residents parking there. Was it possible to approach the King's Arms to see if their car park could be used?

Cllr. Hiles reported that some residents had an "informal" arrangement to use the King's Arms car park to acknowledge their custom; also, that surgery car park could be used "out of hours". It was RESOLVED the following:-

- i. Approach to be made by Cllr. Curtis to landlord of the King's Arms to discuss possibility of a more formal arrangement for resident parking in their car park, this prior to approaching the landowner, believed to be Enterprise Inns, for their ultimate consent.
- ii. Land ownership of land adjacent to car park to be investigated.
- iii. Investigate resident permit arrangements in place between other Wealden Parishes and WDC; it is believed that Alfriston and Wadhurst may have these in place.

CLERK to action and add item to agenda of 1<sup>st</sup> September Highways Committee meeting to report and agree further action.

**d) Speedwatch update.**

Cllr. Kitchenham reported that usual issue of lack of volunteers is a constraint to their activities. Sessions had been held in May but none in June due to holidays. Sessions are planned for July.

The meeting continued from item 7 on the agenda.

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## 9. TO CONSIDER URGENT ITEMS ON BEHALF OF OTHER COMMITTEES

Concerns have been raised with the Sports Club regarding the hazard presented by the mobile floodlights stored on the grass near the Scout Hut. Club have been contacted by the Council asking that these items be moved as a matter of urgency to the tennis court area. Response has been received from the Club and circulated to Councillors, Club do not have a vehicle suitable to tow the lights, Cllr. Martin has kindly offered use of his vehicle to move these, CLERK to liaise with him and the Club regarding this as wheel locks will need to be removed, also add item to agenda of 14<sup>th</sup> July Council meeting to discuss and agree Club storage arrangements.

## 10. TO APPROVE PAYMENTS

It was resolved to agree the following payment:-

Date Paid	Payee Name	Chq. no.	Amount	Transaction Detail
07/07/2015	BBS Building Control Ltd	801969	£199.20	Building Control Services
		<b>Total</b>	<b>£199.20</b>	

## 11. CORRESPONDENCE RECEIVED.

None.

## 12. DATE OF NEXT MEETING.

- Next meeting of the Highways Lighting and Transport Committee is on Tuesday September 1<sup>st</sup> in Rotherfield Memorial Institute starting at 19:30.

## 13. URGENT ISSUES FOR NOTING OR INCLUSION ON FUTURE AGENDA.

- Hedge obscuring sign near the Catt's Hill/A267 junction is considered to be on Highways Land, Clerk to investigate and advise ESCC if this is the case.
- Bins by Village Hall. Confusion appears to be arising as one of the bins is marked as "recycling" but is in fact intended for mixed waste. Clerk reminded meeting that it had been suggested to Hall that the cost of two bins, both for mixed waste, from the same provider be investigated with the intention for common use with cost split equally; there is insufficient space to enable access for a single large bin. Nothing further has been heard regarding this proposal, Cllr. Gilbert to please raise at next Hall Committee meeting.
- Cllr. Wickenden has investigated concerns raised by a nearby resident regarding early morning excavating noise from a site in Hadlow Down Road. The source of the noise has not been determined.
- Cllr. Wickenden reported that water had been running from Chant Lane down Station Road during recent rainstorm, believed this to result from surfacing work undertaken on behalf of the Parish council. He has spoken to Contractors concerned who are to investigate.
- Land Acquisition Advisory Group meeting is to take place after next Tuesday's Council Meeting. Clerk recommends that this meeting, currently designated as a Planning and Building Committee meeting, be redesignated as a Full Council meeting. This will allow resolutions to be passed relating to contracts in connection with the Scout Hut project.

The Chairman declared the formal business of the meeting closed at 22:10

## 14. PUBLIC FORUM.

None

**Confirmed as a true record at the 23<sup>rd</sup> July 2015 meeting of the Council**

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

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