



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

**MINUTES OF THE MEETING OF THE PARISH COUNCIL  
HELD ON 5<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. T. Gilbert

Cllr. A. Hardy  
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, Cllr. R. Standley (ESCC), Cllr. F. Whetstone (ESCC),  
Cllr. P. Dixon (WDC), three members of the public in respect of item 3i  
and a representative of Rotherfield Pre-school in respect of item 3ii

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

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

Cllrs. Cahan, Farmer and Hiles all submitted apologies for absence and it was **RESOLVED** that these be accepted.

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

None declared. Chair reminded Councillors that, should they become aware of an interest relating to any agenda items during the meeting that they should declare it.

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

Cllr. Standley (ESCC) reported the following: -

- Of the 59 targets for 2018/19 only 5 have not been met.
- Regarding finances a small surplus is anticipated within 1% of target.
- Back office costs have been reduced.

Regarding the long vehicle issues in Rotherfield Village he reported that three options had been considered to discourage them passing through.

1. Physical restrictions/highway narrowing. This had been disregarded as it would also impact on large vehicles legitimately accessing the Village for deliveries/collections, also buses and coaches.
2. Extending the "no parking" area to the Catts' Inn to allow more manoeuvring space for large vehicles. Highways are investigating the feasibility of introducing this on a trial basis.
3. Flashing sign before the bridge at Town Row.

Bollards at the base of the wall would not help because of the slope.

Cllr. Whetstone (ESCC) considered that there needed to be a way of physically discouraging large vehicles accessing the Village and that the turn at Mark Cross from the A267 should be redesigned to make it more difficult for long vehicles to use.

Cllr. Dixon (WDC) reported the following: -

- The "Great British Spring Clean" for this year runs from the 22<sup>nd</sup> March to the 23<sup>rd</sup> of April and equipment to assist this may be obtained from Wealden – details may be found on their website.

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- Wealden Council tax will increase by 2.7% for 2019/20 – approximately £5 annually for a “Band D” property.
- Wealden will no longer be accepting cheques in payment for services commencing from the end of March.
- The Wealden Crematorium at Horam is due to open at the end of the month.
- Roadside skip in the Parish. Cllr. Dixon advised that, unless there was firm evidence that the source of the waste is not, as is claimed, from work on the adjoining house and that depositing is witnessed, there was little possibility of enforcement.

**d) Minutes of the Parish Council meetings held on 31<sup>st</sup> January 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.**

- **Review of Council’s Policies and other governance documents.**

Clerk’s actions ongoing regarding these.

- **Surgery Purchase.**

Papers relating to drawdown of loan and payment on completion are in place, further information and updates awaited from vendor’s solicitors to enable completion of the purchase.

- **Phone Kiosk by School.**

Now “adopted” by Parish Council. The Communications Committee are now dealing with refurbishment for alternative use.

- **224 Monday bus service**

Item on agenda of Highways Committee meeting to consider action regarding this.

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

Reports have been made available for Councillors to view. **RESOLVED** the following: -

- To approve bank reconciliations.
- To note the budget report.
- To approve payments listed below: -

**Payments**

| <b>Payee</b>                                  | <b>Amount</b> | <b>Details</b>                    |
|---|---------------|-----------------------------------|
| G. Watson Smith                               | £216.73       | Fruit trees for Old Burial Ground |
| Rotherfield WI                                | £57.08        | War Memorial refreshments         |
| Rotherfield and Mark Cross<br>Bonfire society | £500.00       | Grant to the Bonfire society      |
| Glasdon U.K. Ltd                              | £167.09       | Grit bins x 2                     |
| T.C. Woodgate                                 | £336.00       | Tree work in Cemetery             |
| David Carden                                  | £643.20       | Workload and Staff review         |
| Rotherfield Village Hall                      | £44.80        | January meeting room hire         |
| Forest Row Parish Council                     | £167.40       | Community Warden services         |
| KPS Contractors Ltd                           | £652.80       | January burials & maintenance     |
| Wicksteed Leisure Ltd                         | £54.00        | Annual play area inspection       |
| Cripps LLP                                    | £1,724.40     | Surgery purchase costs            |
| Cripps LLP                                    | £537.60       | Pre School damp issue costs       |
| Tollwood Garden Service                       | £92.00        | Ashes excavation cost             |
| Phil Ireland                                  | £359.10       | Litter picking/street sweeping    |
| The Computer Studio                           | £39.45        | Office 365 upgrade                |

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|                                      |                   |   |
|--------------------------------------|-------------------|---|
| KPS Contractors Ltd                  | £501.60           | Gravedigging A34                                    |
| Paul Owen Associates Ltd             | £1,824.00         | Structural design advice                            |
| Total employment costs for February. | £1,996.33         | Salary, NI, expenses and reimbursements and pension |
| Rotherfield Village Hall             | £44.80            | February hall hire                                  |
| Bricolby Consulting Ltd              | £600.00           | Safety audit - Mark X pavement                      |
| East Sussex Highways                 | £3,711.60         | Replacement lamp column 68                          |
| Sussex Country Gardener              | £245.00           | Sussex Country Gardener                             |
| <b>Total</b>                         | <b>£14,514.98</b> |   |

#### Receipts for information

| Payer                     | Amount           | Details                        |
|---------------------------|------------------|--------------------------------|
| Burslems and families     | £2,342.00        | AP187 fees                     |
| H M Revenue & Customs     | £3,532.31        | VAT reclaim 1st Oct - 30th Nov |
| Tester and Jones Ltd      | £718.00          | Burial costs A34               |
| Tester and Jones Ltd      | £170.00          | Memorial fee plot P16          |
| Various funeral directors | £270.00          | Fees re: 1166, 1523 and K6     |
| <b>Total</b>              | <b>£7,032.31</b> |                                |

Councillor Hardy declared a personal interest as he is an employee of The Computer Studio.

### 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 Demolition of driving range and associated infrastructure; erection of new building for use as events space (class D2 use) with managers flat (in lieu of that permitted as part of WD/2010/0306/FE); landscaping and access together with the retention of the golf course and retained clubhouse building on a private hire basis only by those hiring the proposed conference and events centre.

Clerk advised that he had been contacted by Cllr. J. Howell (WDC) who wished for the following to be noted: -

She would be speaking against the application when it is considered at the 7<sup>th</sup> March meeting of the Wealden North Planning Committee for the following reasons: -

- It is a sensitive site within the AONB.
- There is an "Ancient Pale" crossing the site.
- The proposed new access drive on to the A26 is hazardous.

Councillor Wickenden, Vice Chair of the Planning and Building Committee, took the Chair for this item. Two of the parishioner's present were allowed to address the meeting regarding the application and the following points were raised: -

- Vehicles turning to use the proposed new access on to the A26 would be a nuisance to the property's opposite by way of noise and headlights.
- It is a concern that the popular golf course will no longer be public and restricted for the use of those attending the conference centre. The public course is a valuable amenity and used by many local residents.
- The proposed new access on to the A26 would present a hazard.
- The new access drive would be in excess of 500m and cut through the AONB.
- There would be an impact on the properties on the Boar's Head side of the A26.

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It was **RESOLVED** that the following comments be passed to Wealden District Council.

“The Parish Council recommend that this application be refused for the following reason:

The changed nature of the application will result in the closure for public use of the golf course on the site and will be detrimental to the local area's amenities”

Cllr. Martin wished it noted that he abstained.

**ii. Rotherfield Pre School.**

**a) Update on work in progress and decision on future action by the Council regarding the building.**

The representative of the Pre School addressed the meeting and summarised the current position: -

- Site meeting had been held with the Surveyor appointed by ESCC and the Contractor.
- Work had commenced at the start of half term to remove the rotten decking from the affected area and undertake replacement.
- Surveyor was of the view that the original design and construction was faulty and that replacing the area on a “like for like” basis would only lead to future replacement work being required.
- Workers “on site” are not permitted to discuss the work being undertaken.

Cllr. Martin reported the following: -

- Issues with the building are being escalated. ESCC are of the view that the “undercroft” area was not designed to be used for dry storage although it was noted that utilities and heating for the building are housed there.
- Concerns have been expressed regarding the original design.

**RESOLVED** the following: -

- Cllr. Martin to contact Contractor to seek details from them regarding the specification of the work in progress.
- Cllr. Martin to visit site at the weekend.
- Email to be sent via Clerk informing contractor that detailed updates must be provided to both Pre School and Council regarding work being undertaken.

**b) 5 yearly review of rental paid to Council by ESCC in respect of the Pre School.**

It was **RESOLVED** that the annual rent will remain at £750, **CLERK** ensure reminder diarised for five years ahead.

**iii. Cllrs. Martin and Hiles - report and recommendations regarding the quotes for the new pavement at Mark Cross.**

Cllr. Martin reported that he and Cllr. Hiles had reviewed the quotes. Details of all three quotes were viewed and discussed; it was **RESOLVED** to accept Warren Drives' quote of £19710.00 plus VAT. Safety audit has been completed and copy provided to Highways. **CLERK** to liaise with Highways re: issue of licence for the work and inform the contractors. Work to be undertaken during school holidays.

**iv. Select bank to use for opening an additional account for Surgery finances.**

Clerk recommended that the existing Santander account is used for the Surgery and that an additional account opened with another Bank to spread our deposits in the light of the £85K FSCS deposit insurance limit. **RESOLVED** the following: -

**CLERK** to contact Santander to arrange set up of online payment facility for use on our account with them. Also investigate and obtain papers for opening an interest bearing account with Co-op bank to hold deposit funds.

v. **Application to Unity Trust Bank to issue a corporate debit card for small transactions.**

**RESOLVED** that **CLERK** proceed with arrangements for issuing a card with usage limits to be discussed and agreed with Chair and Vice Chair.

vi. **Confirm details of grass cutting arrangements and costs.**

Section 11.1b of the Council's Financial Regulations requires tenders to be invited for contracts over £3K unless these are specifically waived (11.1c). **RESOLVED** that this contract will not be retendered as we are fully satisfied with the quality of work of our current contractor and the cost and flexibility.

vii. **Receive quotes for lining work in the Recreation Ground car park.**

Three quotes have been received. **RESOLVED** to defer this until the container in the car park is removed after which tenders can be reissued to include lining work in the Surgery.

viii. **Review deployment of Parish Warden and extension of the current three month trial.**

Positive feedback has been received regarding the Warden's presence.

**RESOLVED** that the trial period be extended for a further three months and Forest Row be requested that he attends for three shifts per month if possible. **CLERK** to inform Forest Row PC and arrange for the Warden to attend the Annual Parish Meeting if available.

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

- 5<sup>th</sup> and 26<sup>th</sup> February – Planning and Building Committee.

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

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

**Cllr. Gilbert.**

- Attended Village Hall meeting which featured a presentation regarding the work and actions identified as necessary at the recent fire inspection.

**Cllr. Martin.**

- Has met with Rotherfield St Martin regarding the forthcoming Parish newsletter and the "flyer" for inclusion in relation to the long vehicles afflicting the Village.

**Cllr. Richardson.**

- Attended the recent meeting of the Twinning Association at which the Council were thanked for their support toward the costs of the forthcoming visit from St Chéron.

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

- Apologised for any inconvenience created by short notice rearrangement of this meeting.
- Is attending tomorrow's quarterly Wealden Clerk's meeting at ES Highways Ringmer Depot.

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- Non domestic rates bills have been received from Wealden DC in respect of the Old Burial Ground and Parish Cemetery. As with previous years 100% Small Business Rate Relief has been applied, thus saving the Council just over £400.
- Nomination Papers for the forthcoming Parish Council Elections have been received, Councillors to please let Clerk know if they wish to be given one to complete.

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

To include feature regarding the Spa Valley Railway search for more volunteers to operate their trains.

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

- CPRE Sussex - Winter/Spring 2019 Review
- Clerks and Councils Direct - March 2019 issue.
- South Coast Alliance for Transport and the Environment (SCATE) - "A New Direction" report
- BHIB - "Spruce up your Trees"

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

No items requiring urgent action were identified in these and they were signed by the Chair.

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

- 19th March 2019 - Planning and Building Committee meeting
- 28th March 2019 - March Council meeting

These meetings will be held in the Parish Council Room, Rotherfield Village Hall, starting at 19:30. Cllr. Hardy gave notice that he will be absent from the March Council meeting.

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

Clerk and Cllr. Hardy have been approached about a possible event at Eridge Station to promote Eridge Village and its businesses and attractions. Item will feature on the agenda of the April 2<sup>nd</sup> meeting of the Communication and Social Media Committee meeting to consider the Council's involvement with this.

Chair declared the formal business of the meeting closed at 20:55.

**10. PUBLIC FORUM.**

None.

**Confirmed and adopted as a true record at the 28<sup>th</sup> March 2019 meeting of the Parish Council**

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