

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 22ND APRIL 2014 AT 19:30 IN MARK CROSS VILLAGE HALL

COUNCILLORS PRESENT

Cllr. L. Pike (Chairman)
Cllr. C. Clibbens
Cllr. P. Dixon
Cllr. T. Gilbert

Cllr. Mrs. P. Halse-Adamson
Cllr. R. Harris
Cllr. R. Jaques

Cllr. J. Kitchenham
Cllr. D. Thomas
Cllr. N. Wickenden

COUNCILLORS ABSENT

None

ALSO PRESENT.

- The Parish Clerk, Trevor Thorpe.
- Cllr. R. Standley (ESCC) and Cllr. H. Merriman (WDC). No members of the public attended.

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

Apologies received and accepted on behalf of Cllr. A. Sharpe, Cllr. Miss N. Bolton, PcsO Boyle and Cllr. F. Whetstone. Cllr. Hiles gave advance notice that he would be late for the meeting.

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

None declared. The Chairman reminded the councillors that they should declare an interest if they became aware of one at any point in the meeting.

3. TO RECEIVE DISTRICT AND COUNTY COUNCILLORS REPORTS.

Cllr. Standley (ESCC)

A written report was submitted to the Councillors in advance of the meeting. Key subjects reported were as follows:-

- County are working hard to deal with potholes, aim is for urgent ones to be addressed within 24hrs and others within a month.
- Mobile library services are being reviewed as one of the two vehicles is no longer fit for purpose. Some stops (mainly in the Rother coastal area) with nearby duplicate stops are being reduced; visits will generally be on a three weekly rather than a fortnightly basis.
- The Tour of Britain Cycle Race will be visiting East Sussex in the summer, closest point will be Horam.
- County have applied to the Government's Local Growth Fund for £149m to deliver new transport and infrastructure schemes, and boost skills and productivity.

Cllr. Merriman (WDC)

- Churchsettle, Church Road. The Wealden North Planning Committee has recently refused permission to extend this property. He paid tribute to those objecting to the application; their efforts were an example of community action bringing forth a result.
- Discussions are still ongoing regarding the sign at the former "George" and he hopes to meet with the owner to agree a way forward.

4. TO RECEIVE POLICE COMMUNITY SUPPORT OFFICERS REPORT

Clerk presented following report on behalf of PcsO Boyle.

Crimes

- Theft of tools from a container on Eridge Lane
- Shed broken into and lawnmower stolen

Parking

- One ticket issued on 8th of April to vehicle overstaying the one hour limit outside the General Store

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- CLERK to investigate/report a vehicle, which is understood to regularly park here for ½ day or more.
5. **TO RECEIVE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 27TH MARCH 2014 FOR APPROVAL AS A TRUE RECORD AND MATTERS ARISING FROM THESE MINUTES.**

It was RESOLVED that the Minutes of the Meeting held on 27th March 2014, copies of which had been previously circulated to Members, be confirmed as a true record and the Chairman signed them.

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

Number relate to the Agenda of this meeting.

7i) Cllr. Merriman (WDC) is reviewing the draft agreement with ESCC regarding fingerposts.

7k) Clerk is to provide report and details in respect of request to be advanced to the next salary scale point.

7. **TO CONSIDER INFORMATION AND MAKE DECISIONS IF REQUIRED REGARDING ACTION FOR THE FOLLOWING ITEMS:-**

- a) **Update and information regarding Mark Cross Highways matters.**

- VAS for northbound traffic travelling toward Tunbridge Wells. Due to safety issues relating to height of the power cables on the site originally planned, this will now be sited on the opposite side of the road. ESCC have written to the residents adjacent to advise, no responses received and a work order will be issued shortly to enable matters to progress – Clerk has requested updates on likely timescale for the work once known. Southbound VAS for vehicles heading toward the coast will be relocated to verge between Garden Centre and B2100 junction.
- Bollards are to be installed shortly to protect the grass area next to the parking bay opposite the church, this to discourage vehicles encroachment. Planting is also being considered. CLERK to provide Cllr Thomas with details of area involved and information provided by ESCC of suggested native varieties to use.
- Bay “T” markings are to be painted on the surface of the above parking area (which can hold 9 cars if parked neatly); also to be painted in the parking area on the Millennium Green.
- ESCC have launched a “Community Self Serve Scheme” for small highway projects and works. Fund matching may be considered for suitable schemes; that for the closure of the “one way” slip road by the church, and associated signage and junction realignment, have been put forward for consideration. Local contractor has quoted £23400 for this with caveats regarding additional costs if there is significant utility relocation work needed. If project were to proceed, PC will need to find funding for 50%. Application has been sent to ESCC for consideration of match funding for scheme, CLERK to send plans and quotes to Cllr. Thomas who is investigating a possible funding source for the balance.

Cllr Hiles arrived at this point in the meeting, 19:50.

- b) **Decision regarding beneficiaries of funds available as part of the Community Dividend Scheme.**

RESOLVED CLERK to seek quote from local craftsman for a picnic bench to be placed in the play area at the Rec; also seek quote for a cover to make the waste bin in the Cemetery less obtrusive, this item to be funded by Parish Council. Chairman is to investigate Memorial Institute plans for converting room adjoining upstairs hall to a kitchen, as this may be a suitable project for Community Dividend funds. CLERK to add item to agenda of May meeting for further discussion.

- c) **Framing and display of Parish maps held by the Council.**

Clerk holds the 6th to the mile OS map copies provided by ESCC in connection with footpath issues. Clerk to investigate suitability for framing of maps donated to the Council.

- d) **Proposals from Scout Group for renovation work to the Scout Hut and amendment to terms of Licence between the Group and the Parish Council regarding usage of building.**

Copy of letter and current licence forwarded to Councillors prior to the meeting. CLERK to arrange meeting between Council and Scout Group to establish plans and costs, together with information regarding their wish to modify the current agreement between Council and Group that limits use of premises solely for Scouting activities.

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e) Information regarding production of the Parish Guide by Local Authority Publishing and request from publisher for a letter of introduction from the Council.

Draft copy circulated to Councillors prior to the meeting. RESOLVED to publish draft letter for use by publishers of the Guide, CLERK to liaise with them regarding letter together with arrangements for editorial and photographic content.

f) Adoption of revised guidelines and conditions for use of Parish land for organised events.

Work is still in progress with this, CLERK to add item to agenda of 13th May Planning and Building Committee meeting to discuss.

g) Decision regarding replacement options for lantern unit on Column 7 Church Road.

Information of options and costs sent to Councillors prior to the meeting. RESOLVED CLERK to seek detailed quote from ESCC for a new LED type lantern with part night feature suitable for this site in the Village conservation area. Initial indications from ESCC are that this will be in the region of £1k.

h) Update and any further action required regarding Diesel Spill on car park.

Solicitors have written to third party's insurers seeking their precise requirements for the core sampling they require to substantiate the Council's claim; have also advised that claim is based on information from visit undertaken by loss assessor.

i) Council's recommendation in respect of the following planning application:-

- **WD/2014/0611/F** 6A High Street, Rotherfield TN6 3LL

Minor internal and external alterations.

RESOLVED to recommend that the application be APPROVED subject to consultation with the Conservation Officer.

8. TO RECEIVE MINUTES OF COMMITTEE MEETINGS & MATTERS ARISING.

- 18th March 2014 Highways Lighting and Transport Committee. Carried forward to May meeting as draft has only recently been circulated.
- 1st April 2014 – Planning and Building Committee. It was RESOLVED that these minutes be adopted by the Council.
- 8th April 2014 – It was RESOLVED that these minutes be adopted by the Council.
- 22nd April Finance and General Purpose Committee. Carried forward to May meeting as draft has yet to be circulated.

9. TO RECEIVE REPORTS

• **Other committees and sub-committees.**

Land Acquisition Advisory Group met on April 1st. Some sites have been identified and will be researched further.

• **Councillor "Have Your Say" session.**

Feedback from Parishioners at the Good Friday Easter Egg Hunt was as follows:-

- a. Roads needing repair; Hornshurst Road, North Street, Town Row under the bridge.
- b. Request for traffic calming on Mayfield Road.
- c. Request re progress on speed limit for High Cross.
- d. Possibility of yellow lines to restrict parking on Station Road near the Old Chapel.
- e. Request for possibility of a road crossing - explained technical / practical difficulties in siting a crossing.
- f. Request for a skate park, asked that they draw up what they would like and send it in- explained the high cost of these installations.
- g. Request about scope / plan /programme of the fibre optic rural broadband roll.
- h. Request for permission to do some para glider handling practice on the rec, referred the individual to the website to post a request to be forwarded for consideration.

CLERK is to research and report to ESCC, or add to the agenda of the forthcoming Highways Committee meeting, matters arising from items a – e. Clerk is researching information regarding item f, has contacted BT Openreach regarding item g and awaits a formal approach regarding item h.

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- **Meetings attended on behalf of the Parish Council.**

- Cllr. Clibbens has attended the recent meeting of the Uckfield Railway Line Parishes Committee. Lack of rolling stock, leading to short formed rush hour services remains an issue. It is hoped that the new franchisee will be known soon and that electrification of the route will be an early priority for them.
- Cllr. Kitchenham attended the AGM of Rotherfield Village Hall. Matters have been resolved regarding dishwasher issues by improving power supply to the unit. A separate response had been made regarding the relocation of the map from the Parish Council Room.

- **Clerk's report and issues.**

Has investigated possibilities surfacing and extending the footpath alongside the Village Hall and hedge. Whilst there appears to be just sufficient space there is a telegraph pole obstructing – this carries a line to the Pre School and is thus assumed to be active. Is to contact the Pre School to see how much of an issue the use of the car park at school run times is.

10. TO RECEIVE FINANCE INFORMATION

- Bank Reconciliation and review of expenditure against Budget to end of March 2014. It was RESOLVED that the Bank Reconciliation and Expenditure against Budget report be approved and signed by the Chairman.

- Approval of Payments.

It was RESOLVED to approve the following payments:-

PAYMENTS

CHEQUE NO	PAYEE	DETAILS	AMOUNT
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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 monthly meeting
held on 29th December 2012**

801747	Trevor Thorpe	Clerk's salary for April	£1,402.45
801748	H.M.R.C.	Tax and N.I. for April	£440.77
801749	Trevor Thorpe	Clerk's expenses for April	£50.41
801750	Rotherfield Village Hall	Hall hire for meetings - March	£33.00
801751	PJI Contract Packaging Ltd	Street sweeping and litter picking	£279.00
801752	Tollwood Garden Services	April Groundworks	£660.00
801753	Rotherfield Sports Club	Playing surface cutting April	£315.00
801754	Wealden District Council	Dog bin emptying	£267.30
801755	Rotherfield Football Club	Grant toward annual pitch maintenance	£2,000.00
801756	Teambase	Stationery	£21.54
801757	Rotherfield Pre School	Final support grant payment	£250.00
801758	Rotherfield St Martin	Support Grant	£1,200.00
Total			£6,919.47

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CREDITS

PAYMENT FROM	DETAILS	AMOUNT
Santander Bank	Interest on 4711394 for March	£51.02
Mr and Mrs. Risley	Fee for exclusive right of burial	£85.00
Dignity Funeral Services	Balance of memorial fee	£45.00
H.M. Skelton	Memorial fee	£80.00
H.M.R.C.	Vat reclaim Jan - Mar.	£1,241.37
Wealden District Council	Precept support grant	£801.00
Wealden District Council	2014/15 Precept instalment 1	£35,283.00
Total		£37,586.39

11. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

GENERAL

- **Prime Minister's Office** – Information regarding new NI Employment Allowance of £2K – unfortunately Parish Councils are not eligible for this.
- **Sports Club** – Letter of thanks for grant toward annual pitch repair work.
- **Rotherfield Football Club** – notice re: final of the Montgomery Challenge Cup with the club have reached, final to be held in Burgess Hill Saturday May 10th. The meeting congratulated the Club on this achievement.

MAGAZINES AND CIRCULARS

- **Sussex Area Ramblers** – Now Open for April 2014
- **CPRE** – Countryside Voice Spring 2014.
- **CPRE Sussex Countryside Trust** – Review Spring/Summer 2014.
- **St Chéron-en-Bref** - No. 306.

PLANNING DECISION NOTICES AND OTHER ITEMS

- Application No. **WD/2014/0523/OH**
Installation of 1 no. Support pole and 2 no. Support stays.
The Granary, Hadlow Down Road, Crowborough, TN6 3SA
- Application No. **WD/2014/0121/F**
Replace the existing industrial style barn with an English Heritage Style Sussex Garage and replace the existing garage/workshop with a new workshop building. Change of use of land from agricultural to residential curtilage for the new garage block.
Yew Tree House, Yew Tree Lane, Rotherfield TN6 3QP
- Planning Application No: **WD/2014/0167/F**
Extension and alteration at ground and first floor level of existing house.
Blackdon Farm, Danegate, Eridge Green, TN3 9HX
- Application No. **WD/2014/0237/F**
Provision of new vehicular access and a hard standing to accommodate one motor car
4 Catts Corner Cottages, Town Row, Rotherfield TN6 3NF
- Application No. **WD/2014/0258/F**
Proposed side and rear extension, part single storey, part three storey
2 Sparrow Cottages, Hadlow Down Road, Crowborough TN6 3SA
- Application No. **WD/2014/0287/LB**
Minor internal & external alterations to ground & first floor accommodation and general refurbishment works
6a High Street, Rotherfield, TN6 3LL
- Application No. **WD/2013/2555/F**

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Brickwork and oak rear extension to the existing bungalow and a 2 bay car port to the front replacing the existing single garage
Fieldings, Church Road, Rotherfield TN6 3LD

viii. Application No. **WD/2013/2436/F**

Removal of existing roof and construction of additional storey to
Create a four-bedroom house and construction of new open bay
Garage

Churchsettle, Church Road, Rotherfield TN6 3LE

ix. Application No. **WD/2014/0174/F**

Re-roofing and alterations to diy livery building and construction of new artists studio
Blackdon Farm, Danegate, Eridge Green TN3 9HX

The Parish Council had previously made these recommendations regarding the applications listed above.

- **Approve** – applications i to vi.
- **Refuse** – applications vii to ix.

The report accompanying the agenda for the recent Wealden North Planning Committee meeting gave the following updates:-

– **Land at Scaland Wood, Hadlow Down Road, Crowborough.**

Unauthorised elevated platform (treehouse).Refusal of WD/11/2550.

Site visit 6/3/14 – Part of platform & ladder still present, but most of tree house has been removed.
Mobile home still present. Letter sent to owner requesting removal & intentions.

– **Briar House Farm, Dewlands Hill, Rotherfield**

Notice A) Unauthorised change of use of land & building from agriculture to a mixed use for
agriculture and holding weddings, functions, events & parties.

Notice B) Erection of a building.

Enforcement appeal lodged 28/11/13. Appellant requested written representation. Decision awaited.

12. TO RECEIVE INSPECTION BOOK & REPORTS

- These were signed by the Chairman, no Health and Safety issues had been identified by the reports.
No Health and Safety issues or concerns regarding Parish Land have been raised by the Public.
Clerk is to arrange for repairs to take place to the boundary of the Rec. in the North West corner of the lower pitch together with a “be aware of cattle” sign.

13. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- **7th May** – Annual Parish Meeting Rotherfield Village Hall 20:00.
- **13th May** – Planning and Building Committee – 19:30 in Rotherfield Memorial Institute.
- **20th May** – Highways Lighting and Transport Committee – 19:30 in the Parish Council Room, Rotherfield Village Hall.
- **22nd May** – May Council Meeting and Annual Meeting of the Council. This will include election of Chair and Vice Chair and appointments to Committees; also review of policies, other governance documents and consideration of internal control processes and the Annual Return.

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

- Concerns raised with a Councillor regarding motorcycle activity near St Peter’s Mead. Advice given that detail of incidents should be logged and reported to the Police. PcsO contact details have been passed to Councillor.
- Temporary horse warning signs – Spout Hill/Town Row Green. ESCC are to locate signs in two locations, CLERK to suggest that signs also be sited in the section from the junction with Eridge Lane to Brickyard Lane, as there is no permanent warning sign located there.
- Suggestion that a “Village Diary” section be added to the Council website. CLERK to investigate.
- Chairman reported that he would not be present for the May meeting as he is representing the Village in St Chéron – it was agreed that he would take his Chain of Office. Our French twin town are to name a section of footpath in honour of Rotherfield. It is suggested that a reciprocal naming of a Village path could be considered when St Chéron next visit in 2015. The Station Road – New Road “twitten” was suggested as a candidate, CLERK to add to agenda of forthcoming Highways Committee meeting to consider this.

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- Chairman indicated that he will not be standing for re-election to the role in May and the meeting thanked him for his services to the Community over the past years.
- Cllr. Gilbert was thanked for painting the protective shrouds on the two barriers in the Rec., also the protective ring on the play area roundabout.

The Chairman declared the formal business of the meeting closed at 21:45

15. PUBLIC FORUM.

None.

Confirmed as a true record at the 22nd May 2014 meeting of the Council

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