

# 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 26<sup>TH</sup> JUNE 2014 AT 19:30 IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL

### COUNCILLORS PRESENT

Cllr. D. Thomas (Chairman)	Cllr. Mrs. P. Halse-Adamson	Cllr. J. Kitchenham
Cllr. R. Harris (Vice Chairman)	Cllr. D. Hiles	Cllr. N. Wickenden
Cllr. P. Dixon	Cllr. L. Pike	
Cllr. T. Gilbert		

### COUNCILLORS ABSENT

None.

### ALSO PRESENT.

- The Parish Clerk, Trevor Thorpe.
- Cllr. R. Standley (ESCC), Cllr. Whetstone (ESCC) and Cllr. H. Merriman (WDC). Three members of the public attended

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

Apologies have been received, and were accepted, on behalf of Cllrs. A. Sharpe and R. Jaques.

#### 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. R. Standley (ESCC). He welcomed Cllr. Thomas as the new Chairman and thanked Cllr. Pike for his good work whilst in the post. The full report was circulated to Cllrs. prior to the meeting. Summary points are as follows:-

##### – Health and Overview Scrutiny Committee

This met last week to discuss maternity, paediatric and obstetrics care across the County.

Committee voted for a single consultant led unit in either Eastbourne or Hastings. Both options recommended retained the mid wife led unit at Crowborough.

##### – Adult Social Care Community Meals Service

A consultation has been launched on provision of community meals. The number of users of the service has steadily reduced and currently 540 residents across the County take the service. The consultation is to get residents opinions before the current contract runs out and to gauge whether a new contract is required and at what if any subsidy. The withdrawal of the subsidy would show a cost saving of £535,700 a year.

##### – Waste and Mineral Plan

A consultation on this topic has also been launched and is similar to a Local Plan and details the saved and any new sites for dealing with waste and minerals. The report runs to many pages but is not referring to oil or gas exploration. The principle on waste is to continue the policy of no additional landfill or land raise.

##### – Ofsted report on Safeguarding Children

The overall assessment was good.

##### – Cuckoo Trail Extension

Is discussing with County and Mayfield Parish Council County are checking the legal situation with regard to the bridges, one carrying the A267 and another bridge which has a right of way. His personal view is that the £30k asked by County for the land is excessive. Clerk confirmed that this matter is to be discussed further at the Parish Council's Highways Committee meeting on 1<sup>st</sup> July.

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**Bridleway 53.** Firm evidence of issues regarding unauthorised motor vehicle use in Limekiln wood is required to support requests for improvements to barriers and other action. Clerk advised that he had spoken with a nearby resident who is in contact with leisure use owners of plots in this wood. Clerk has contacted manager of the wood to seek support in distributing information to the plot owners and request to ensure that all incidents are logged via the "Pathwatch" scheme operated jointly by East and West Sussex County Councils, South Downs National Park and Police. Clerk to update Cllr. Standley.

**Highways.** Extra central Government funding is being provided to assist with repairing these. County are seeing Parish support to raise overgrowing hedge issues at local level on their behalf.

## **Cllr. F. Whetstone (ESCC)**

Both East and West Sussex County Councils agree that a second runway is needed at Gatwick Airport. He had recently attended a meeting at Withyham Parish Council that discussed this, together with issues arising from increased air traffic over the area.

A point was raised at the meeting that planes should be directed away from overflying the Ashdown Forest, as this adds to Nitrogen levels.

## **Cllr. H. Merriman (WDC).**

Welcomed Cllr. Thomas as the new Chairman and thanked Cllr. Pike for his efforts in the past. He had little to report, as it had been a relatively quiet period for planning issues.

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

PCSO Julie Pearce-Martin, the new PCSO for the Parish, was welcomed by the Chairman on behalf of the Council. Key points from her report were as follows:-

- Has visited Rotherfield St Martin and is to visit Pre School to discuss possible grant availability to assist with anti-vandalism measures.
- Street meeting outside Stores had not attracted any attendees but two passers-by had raised concerns regarding parking and an abandoned vehicle in North Street; she had taken action in respect of the latter, vehicle now removed.
- Two warning notices have been fixed to cars overstaying the one-hour limit in the Square.
- Church has raised concerns over the double yellow lines by the Lych Gate. They have been advised that contractors working in the Churchyard should indicate this on their vehicles, together with a note of the anticipated waiting time.
- Will be on duty for the Friday of the Rotherfield Fiesta, hoped to have a PcsO presence on the Saturday and Sunday.
- St Peter's Mead was suggested by the Clerk as good location for a future Street Meeting who also suggested that with more notice the Council could give it publicity.

## **5. TO RECEIVE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 22<sup>ND</sup> MAY 2014 FOR APPROVAL AS A TRUE RECORD AND MATTERS ARISING FROM THESE MINUTES.**

It was RESOLVED that the Minutes of the Meeting held on 22nd May 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.**

Numbers relate to agenda of 22<sup>nd</sup> May meeting.

9 c) Liasing with Mark Cross Church concerning requirement/outside funding available for a replacement notice board. Once information to hand application for this, and the picnic benches and bin for elsewhere, will be submitted.

9 d) Posters to be circulated for "Have Your Say" sessions.

9 g) Details gleaned from Crowborough Chamber of Commerce website of Parish members has been passed to Cllrs. Dixon and Halse-Adamson. One response from a Parish Business to the invitation in the Parish Newsletter.

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Other. Application for Defibrillator has been re-submitted via SECAMB, as original application was not in accord with the British Heart Foundation's requirements.

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

- a) **Report and recommendations from the Land Acquisition Advisory Group for further action. During consideration of this item the public are to be excluded from the meeting under s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 due to the commercial sensitivity of the matter being discussed.**

It was RESOLVED that members of the public be excluded from this section of the meeting; Mr Andy Miller, as a member of the Group in his capacity of Chair and Trustee of Rotherfield St Martin, was permitted to remain in the meeting whilst this item was discussed.

- b) **Appointment of Cllr. Dixon to share responsibility for Conservation Area matters.**

It was RESOLVED that this appointment be made.

- c) **Rotherfield "Summer Siesta" 18th – 20th July organised jointly by Rotherfield St Martin, St Denys' Church and the King's Arms. Council Attendance at this event and possible financial support.**

RESOLVED to accept offer of a free stall at this event for Councillor's to staff. £30 donation agreed in lieu of stall fee being charged, CLERK to contact RSM note for July payments list. Cllr. Dixon has offered to attend; any other volunteers please pass names to Clerk.

- d) **Rotherfield Pre School. Request for grant support.**

RESOLVED that further grant support was not justified and that Pre School should review fee structure in comparison with other Charity run Pre Schools in the area. CLERK to advise them.

- e) **Signature of documents relating to provision of waste bin at Village Hall by Direct365.**

RESOLVED documents to be completed and returned to Direct365. Bin has been delivered, collections to be fortnightly starting Wednesday July 9<sup>th</sup>. Bin will be used to deposit street sweeper/litter picker waste.

- f) **Consultation re: Wealden District Council re-appraisal of existing Conservation Area**

RESOLVED that Cllrs. Hiles, Dixon, Wickenden and Halse – Adamson form a "working group" to consider this and formulate response for consideration by full council at the 24<sup>th</sup> July Council meeting. Deadline for response to WDC is August 18<sup>th</sup>.

- g) **Amended quote for surface improvement work to Chant Lane.**

Cllr. Harris declared an interest at this point as he farms land adjacent to the Lane.

RESOLVED that the following elements of Coppard's quote of October 2013 be accepted for the section from the junction with Station Road to the point where the footpath to the village diverges:- Scarify and regrade existing surface 370m<sup>2</sup> add a 100mm layer of road planings and compact £3050 To above area supply and spray hot bitumen with latex, polymer and asphalt additives at a rate of not less than 2 litres per m<sup>2</sup> and cover with grey granite chippings all rolled with a suitable powered roller at cost of £2230, total cost £5280 plus Vat. £2500 in budget for this work, balance to come from reserves.

CLERK to arrange with Coppard's and contact ESCC Rights of Way team re: financial contribution for revised arrangement. Concerns were raised as to whether the increased cost could be justified.

It was considered that this solution would prove more durable and better value for money in the long term. The issue of the Lane's surface is a long outstanding one and the surface improvement was intended to improve the condition for users of this important part of the pedestrian route from Tow Row to the Village, not just for those who lived in the Lane. Cllr. Clibbens wished it to be minuted that he had abstained from voting on this item.

- h) **To consider the Council's recommendations regarding the following planning applications:-**

- i. **WD/2014/1107/F** 1 Upper Court Farm Cottages, Church Road, Rotherfield TN6 3LB  
To construct hard standing/ drive for two vehicles (spaces).

The Council RESOLVED to recommend that Wealden District Council APPROVE this application subject to consultation with ESCC Highway's Officers.

- ii. **WD/2014/1146/F** The Priory, North Street, Rotherfield TN6 3LX

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Single storey rear extension. Two storey flank extension and alterations to first floor external finish to front and flank.

Cllr. Hiles declared a personal interest at this point as the applicant is known to him.

The Council RESOLVED to recommend that Wealden District Council APPROVE this application as it enhances the property.

**iii. WD/2014/0740/F** Gimbles, Argos Hill Road, Rotherfield TN6 3QR

Construction of double garage.

The Council RESOLVED to recommend that Wealden District Council REFUSE this application as it is in a prominent position in the AONB and could be seen for a considerable distance.

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

- 20<sup>th</sup> May - Highways Lighting and Transport Committee meeting.
- 3<sup>rd</sup> June - Planning and Building Committee meeting.
- 17<sup>th</sup> June - Recreation and Burial Committee meeting.

Draft minutes for all of these meetings have been circulated to the Councillors, and it was RESOLVED that they be adopted.

## 9. TO RECEIVE REPORTS

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

None

- **Councillor “Have Your Say” session and arrangements for the next session.**

Next session is July 12<sup>th</sup> 10:30 – 11:30 in the Institute. In view of the planned attendance of the Council at the “Fiesta” on the 19<sup>th</sup>, this session is to be rescheduled to this latter date, CLERK to arrange publicity.

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

- Cllr. Gilbert attended a recent meeting of the Village Hall Committee and reported that bookings and income were up.
- 16<sup>th</sup> June – Cllr. Clibbens and Clerk attended launch presentation for the ESCC Highways “Community Self - Serve” scheme. Item on Agenda of 1<sup>st</sup> July Highways Committee meeting to discuss details.
- SLR meeting held at Village Hall on the 18<sup>th</sup> June, CLERK is to circulate minutes and there is an agenda item to discuss at the Highways Committee meeting.
- Cllr. Pike had attended as Council Chairman the biennial visit of the Twinning Association to St Chéron and was present for the opening of the a path named in honour of Rotherfield. It is intended to reciprocate by naming the New Road – Station Road “Twitten” in their honour at the Spring 2015 visit. Clerk reported that ESCC and WDC had been contacted regarding renaming the path and neither had raised any issues.
- Cllrs. Wickenden and Harris had been warmly welcomed as guests at the Bowles Centre 50<sup>th</sup> Anniversary celebration and were impressed by their work and the facilities there. They had been offered the use of a meeting room at the Centre should the Council wish to hold meetings there.
- The Chairman had attended the Wealden District Council 40<sup>th</sup> Anniversary celebration.

- **Clerk’s report and issues.**

None.

## 10. TO RECEIVE FINANCE INFORMATION

- Bank Reconciliation as at end of May 2014 and review of expenditure against Budget to date. It was RESOLVED that these be accepted and signed by the Chairman.

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- Approval of Payments.  
It was RESOLVED to make the following payments:-

Cheque No.	Payee Name	Transaction Detail	Amount Paid
801777	Trevor Thorpe	June Salary	£1,478.40
801778	H M R C	June Tax and NI	£491.75
801779	Trevor Thorpe	Mileage and other expenses/reimbursements.	£105.67
801779	Trevor Thorpe	Spare keys for Rec barriers	£26.35
801780	Pureprint Group Ltd	Newsletter - printing	£402.00
801780	Pureprint Group Ltd	Newsletter postage costs	£652.20
801781	Malcolm Lane & Son Ltd	Memorial Bench for Miles	£832.80
801782	Wicksteed Leisure Ltd	Annual inspection of play area	£103.20
801783	Rotherfield Village Hall	May Hall Hire	£36.60
801784	East Sussex County Council	New lantern 92 Cottage Hill	£156.61
801785	W.D.A.L.C	2014/15 Subscription	£30.00
801786	Vision ICT Ltd	Website host & support 2014/15	£156.00
681787	Konica Minolta Ltd	Photocopier lease & use	£66.75
801788	Teambase	Stationery order	£23.34
801789	Rotherfield Sports Club	June pitch cutting	£315.00
801790	PJI Contract Packers Ltd	Street sweep & litter pick	£342.00
801791	Tollwood Garden Service	June Grass cutting/groundwork	£1,120.00
801792	A.C. Moaby	Installing memorial bench	£100.00
<b>Total Payments</b>			<b>£6,438.67</b>

CLERK will issue Financial Information to all councillors prior to future meetings and will identify any exceptional items for review at that meeting.

## 11. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

### PLANNING RELATED

#### APPROVALS

- i. **WD/2014/0667/FT** continued use of storage container.  
Owlsbury Allotments, Hadlow Down Road, Crowborough TN6 3RS
- ii. **WD/2014/0684/F** demolish existing single garage, erect new two bay & log store oak framed cart lodge type garage  
The White House, Cottage Hill, Rotherfield TN6 3JN
- iii. **WD/2014/0717/F** Replacement single-storey garage and new porch.  
Dewhurst Cottage, Church Road, Rotherfield TN6 3LG
- iv. **WD/2014/0746/F** Proposed two storey side extension and internal alterations  
Small Grove, Rotherfield Road, Crowborough TN6 3HH
- v. **WD/2014/0781/F** Revision of application WD/2014/0167/F (proposed extensions to ground and first floors at rear of the existing property)  
Blackdon Farm, Danegate, Eridge Green TN3 9HX
- vi. **WD/2014/0789/F** Proposed addition of wood shed and security wall to garage building

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- vii. Horseshoe Barn, Groombridge Lane, Eridge TN3 9LA  
**WD/2014/0810/F** and **WD/2014/0811/LB** Retention of existing barn as previously approved under WD/2009/0719/F & WD/2012/0160/FA with minor amendments.
- viii. Boars Head Barn, Adjoining Boars Head Inn, Crowborough, TN6 3HD  
**WD/2014/0847/F** Garage extension.
- ix. The Bungalow, New Road, Rotherfield TN6 3JT  
**WD/2014/0868/F** Proposed single-storey rear extension
- x. Shannon House, Boars Head, Crowborough TN6 3HD  
**WD/2014/0883/F** New double garage
- Strathyre, Tubwell Lane, Crowborough TN6 3RH

All of the above applications had previously been recommended for approval by the Parish Council, no notices of refused or withdrawn applications have been received.

## MAGAZINES AND CIRCULARS

- Wealden DC – Parish Bulletin Issue 33.
- Saint-Chéron en Bref – edition 308.
- Local Council Review – Summer 2014
- Sussex Area Ramblers – June 2014

## GENERAL CORRESPONDENCE

- Sutcliffe Play – Maintenance instructions for play frame.
- Parishioner – copy of objections sent to WDC in respect of WD/2014/1006/FA Court Farm application– sender notes that Parish Council have also objected to this application.
- CPRE Sussex Countryside Trust – 2013 Annual Report.
- Rotherfield Village Hall – response to concerns raised by Council to relocation of map.
- SLCC – Advice note re use of Social Media.
- Unknown sender – summary of arguments for re-opening of the former “Cuckoo Line”.
- WDC – “Streets Ahead” project information.

## 12. TO RECEIVE INSPECTION BOOK & REPORTS

### The following issues were noted for action:-

- Parish Cemetery – Visibility of warning sign in Eridge Lane is impeded by hedge growth; CLERK to remind contractors that the hedges here and elsewhere are due for a cut after July 1<sup>st</sup>.
- Play Area. Loose inspection cover noted in far corner next to Eridge Lane boundary. CLERK to obtain quote for securing this and replacing cover with a lockable one, keys to be provided to Bowls Club and Sports Club. Inspection sheet be updated to include new climbing canopy. No safety issues had been raised by the public regarding Parish owned land.

## 13. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 1<sup>st</sup> July – Highways Lighting and Transport Committee.
- 15<sup>th</sup> July – Planning and Building Committee.
- 24<sup>th</sup> July – Monthly Council meeting.

All of these meetings are in the Parish Council Room, Rotherfield Village Hall, starting at 19:30.

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

- Phone complaint received regarding condition of Cemetery, particularly grass cutting arising's. Council Chair and Vice Chair have inspected and are satisfied with tidiness. Clerk identified weeds growing on perimeter of parking area as an issue, Vice Chair has sprayed this area, CLERK to ensure added to cut list for Contractors for next year. Cutting has been arranged for lower field, CLERK to chase this also for cutting of Rotherfield Hill by same contractor.
- Rough area of bank near pre-school – CLERK to check arrangements for this and contact Contractors to arrange.
- It was suggested that items requiring public exclusion should appear at the end of the meeting rather than the beginning.
- Play canopy – CLERK to arrange for site meeting with supplier to discuss issues with this.

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## 15. PRIORITY ACTIONS FOR THE CLERK IN THE MONTH AHEAD.

- Review Standing Orders and Financial Regulations as new specimen versions have been produced by NALC/SLCC.
- Review Council's policies
- Compile list of suggested Clerk's Delegated Powers for consideration by Full Council.

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

## 16. PUBLIC FORUM.

The quantity of meetings held by the Council was commented upon and it was wondered if this could be reduced.

**Confirmed as a true record at the 24<sup>th</sup> July 2014 meeting of the Council**

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