



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

**MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL  
HELD ON THURSDAY 22<sup>ND</sup> DECEMBER 2016 AT 19:30  
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL**

**COUNCILLORS PRESENT**

Cllr. D. Thomas (Chair)	Cllr. A. Hardy	Cllr. J. Richardson
Cllr. R. Harris (Vice Chair)	Cllr. J. Kitchenham	Cllr. G. Watson Smith
Cllr. T. Gilbert	Cllr. A. Martin	Cllr. L. Watts
		Cllr. N. Wickenden

**COUNCILLORS ABSENT**

Cllr. D. Hiles.

**ALSO PRESENT**

The Parish Clerk, Trevor Thorpe. Cllr. Dixon (WDC), Cllr. Standley (ESSC) and Cllr. Whetstone (ESCC).

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

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

These were submitted by Cllrs. Henrick and Cahan

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

None.

The Chair reminded Councillors that they should declare an interest if at any point in the meeting they became aware of one in connection with an agenda item.

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

Cllr. Standley (ESCC) reported the following: -

- Local Government Settlement. Whilst the additional 1% included in this for Social Care was a welcome addition it is still insufficient to support this service.
- Enforceable long vehicle restriction through Rotherfield. Notices in respect of the Traffic Restriction Order for this should be appearing shortly. Acknowledges that enforcement of restrictions by the Police will not be a priority and that the Community will need to record and report via "Operation Crackdown" details of vehicles breaching the restrictions. He has raised concerns with Sussex Police regarding the lack of enforcement of parking and speeding issues in rural communities.
- Is pursuing a progress report regarding the proposed implementation of 40mph speed limits in the Argos Hill and High Cross area.
- Petition regarding speeding and other highway concerns in the Village. He has met with Rupert Clubb and the petition has been sent to him to bring before a forthcoming Transport and Environment lead member meeting.

Cllr. Whetstone (ESCC) echoed the concerns raised by Cllr. Standley regarding for Social Care.

Cllr. Dixon (WDC).

- Outline planning permission has been granted for 4 dwellings in Clackhams Lane on the edge of the Parish. He noted that the Parish Council had recommended approval and shared their desire that more "starter homes" be provided here.

- WDC are hosting an event in the Village Hall Monday 9<sup>th</sup> January 17:00 – 21:00 to raise awareness of “Smart Meters.
- A decision is due soon on the proposed development at Steel Cross.
- Extending the Village Conservation Area. Information and decision regarding this should be available when the Local Plan is published in March.

Cllr. Wickenden had attended the recent WDC “Parish Panel” meeting. He would like clarification of the following from the Planning Team.

- Definition of “settlements” as opposed to “Parishes”.
- Nitrogen Credits
- Air Quality Credits.

CLERK to research and contact Planning Team if necessary so that these may be clearly defined.

**d) Minutes of the Council Meeting held on 24th November 2016.**

Draft minutes have been circulated to the Councillors prior this meeting, it was RESOLVED that these be adopted as a true record and the Chairman signed them.

**e) Update regarding matters arising & action items from previous meetings.**

**ITEMS FROM THE 27<sup>TH</sup> OCTOBER 2016 COUNCIL MEETING  
NUMBERS REFER TO THE AGENDA OF THAT MEETING SECTION 3**

**vi. Realignment of ashes memorial slabs in Parish Cemetery.**

Cllr. Harris reported that several of these required realigning to preserve the tidy appearance of this area.

**RESOLVED ACTION** for Cllr. Harris to provide list of slabs requiring action so that CLERK my contact owners to advise them of the proposed work and reasons for undertaking it.

***Details have been provided, Clerk will contact the plot holders affected.***

Update from Clerk – item still outstanding.

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

***Annual Tree Survey. CLERK to forward papers for this to Cllrs. Wickenden and Martin so that they may undertake this survey.***

***UPDATE PLEASE FROM CLLRS. WICKENDEN AND MARTIN***

Item still outstanding.

**ITEMS FROM THE 24<sup>TH</sup> NOVEMBER 2016 COUNCIL MEETING  
NUMBERS REFER TO THE AGENDA OF THAT MEETING SECTION 3**

**i. Information regarding the May 2017 visit from St Chéron, and request from Twinning Association for financial support for this event.**

Information regarding the planned timetable for this visit, together with the itinerary of the day visit to London, was circulated to Councillors in advance of the meeting. It was RESOLVED to grant the sum of £200 to the Association toward the guided tours in London which will form part of the hospitality extended to our “twin” community and that the Association be asked to provide a report of the visit so that their profile may be raised within the Parish and new members encourage.

**ACTION** for **CLERK** to advise Association and note sum for inclusion in 2017/18 Grant budget.

**CLERK reported that the Association have been advised that the grant request has been agreed and that should please contact the Council when it is required. ITEM COMPLETED.**

**ii. Quote for purchase of the following items for the Council's use**

- a) New Personal Computer.
- b) Two "tablets" for use by the Chair and Vice Chair of the Planning and Building Committee.
- c) Office 365 Software for the two tablets, PC, Clerk's meeting laptop and laptop for use with the Speed Indicating Device.

Quote circulated totalling £884.00 (Plus VAT) from the Computer Studio

Quote circulated prior to meeting, items are available for immediate delivery. Clerk has also ordered an office standard combined Brother colour printer/scanner/copier £209.99 (Vat included) to replace the monochrome printer currently leased from Konica;  
RESOLVED to agree expenditure as detailed above, ACTION for CLERK to deal with above arrangements.

**CLERK reported that the PC and tablets had been purchased and were in use. Printer has been delivered, Konica have confirmed that they will collect the leased printer early in the New Year. ITEM COMPLETED.**

**iii. Quotes for installation of bollards in North Street outside the Memorial Institute, a dropped kerb by "Copper Kettle" and a post for SID outside Highgate Flats.**

Quotes circulated prior to meeting from Coppard and Newton and Frost

**a) Dropped kerb/crossover.**

£1350 quote from Coppard for this work, £1500 quote received from Drive-Tech, both including traffic management cost but are ex. VAT. Cllr. Martin is to speak with Coppard to ensure that quote is for work required which is to drop kerb setts and brick pavement, thus ensuring that appearance of the kerb matches the existing pavement in the Conservation Area.

**RESOLVED** that **Cllr. Martin** review both quotes to ensure they comply with our required specification and accept lowest quote if pre VAT cost is £1500 or lower.

**ACTION** for **CLLR. MARTIN** as above.

**b) Post for Speed Indicating Device on verge by Highgate Flats.**

Cllr. Martin suggested that as post cost was £58 plus VAT the Council purchased it themselves with Cllrs. Martin and Harris dealing with the installation and billing Council.

**RESOLVED** that **Cllrs. Martin** and **Harris** undertake the purchase and installation of the post and invoice Council for the work as this will cost considerably less than using local Contractor for this small project.

**c) Bollards in pavement by Memorial Institute to protect the reinstalled porch.**

ESCC will currently only licence "Vergemaster" posts rather than the preferred "Manchester" flexible bollards, both from Glasdon. It is considered that the Manchester bollard will offer better protection and offer a more appropriate appearance in the Conservation Area. Concern that insurers funding reinstallation of porch will not be satisfied with the protection offered by a less substantial bollard and this had been raised with an ESCC Officer on a recent site visit.

**RESOLVED** that **CLLR. MARTIN** discuss the matter further with ESCC to encourage the licencing of the Manchester bollards. **CLLR. MARTIN** to arrange with **CLERK** re: addition of item to agenda of future meeting to report progress and

agree further action.

**Discussions still ongoing, update as follows: -**

- a) Further quote awaited for this, Clerk has chased ESCC for update regarding licence for this work, also for that at the “triangle” at Redgate Mill crossroads.
- b) Post purchased, Cllrs. Harris and Martin will install.
- c) Discussions ongoing regarding style of bollard for this location

**iv. Council’s response to letters from pupils of Rotherfield Primary School re: traffic concerns in the community.**

Letters have been sent to the Council from Year 6 pupils at the school. Key issues expressed by the letters are as follows: -

- Vehicle speeds in the Village and suggestion of 20mph limit by School and in the Square.
- Provision of safe crossing point in the village centre near the church.
- Inconsiderate parking hindering pedestrians.

**RESOLVED** scans of letters are sent to Parish Councillors, Cllr. Standley also requested that copies be sent to him. **ACTION** for **CLLR. MARTIN** and **CHAIR** to draft response to the concerns for communicating to the School by the end of this term, also advise that actions have been agreed by ESCC regarding prohibiting large vehicles from passing through the Village.

**Cllrs. Martin and the Chairman are to provide response to school at the start of the new term**

**2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF NOVEMBER 2016, REVIEW EXPENDITURE AGAINST BUDGET TO DATE AND APPROVE PAYMENTS.**

Clerk reported that there were no items of concern relating to the budget and it was **RESOLVED** that the bank reconciliation be approved and that cheques be signed in respect of the following payments: -

<b>PAYMENTS</b>					
<b>Date Paid</b>	<b>Payee Name</b>	<b>Ref.</b>	<b>Amount</b>	<b>Authorised</b>	<b>Transaction Detail</b>
06/12/2016	Mark Cross Community Centre	802248	£200.00	Fin. Regs. 4.1	Grant for Xmas lights
20/12/2016	HM Land Registry fees DD	DD	£6.00		Search fees
22/12/2016	Rotherfield Village Hall	802249	£60.00		November Hall Hire
22/12/2016	Glasdon (U.K.) Ltd	802250	£201.84	R&B Oct 16 8ii	Rec. car park bollard
22/12/2016	Society of Local Council Councils	802251	£177.00	F&GP Dec 15 4b)	Annual Subscription
22/12/2016	Konica Minolta Ltd	802252	£41.08		Copier lease
22/12/2016	Phil Ireland	802253	£182.70		Street sweeping/litter
22/12/2016	Wealden District Council	802254	£318.00		Dog bins & Parish Conference
22/12/2016	Tollwood Garden Service	802255	£1,120.00		Hedge cutting various
22/12/2016	Newton and Frost Fencing Ltd	802256	£2,346.00	Dec 2016 F&GP 5a)	Mark X bus shelter deposit
22/12/2016	Louise Henrick	802257	£110.11	Fin. Regs. 4.1	Voice recorder purchase

22/12/2016	Trevor Thorpe	802258	£421.76		Items purchased for Council
22/12/2016	A. Martin	802259	£432.30	R&B Oct 16 item 7	Base for Pre School bin
22/12/2016	A. Martin	802260	£594.46		Items purchased for Council
22/12/2016	Trevor Thorpe	802261	£1,535.02		December salary
22/12/2016	H M R C	802262	£498.69	December tax & NI	H M R C
22/12/2016	Wicksteed Leisure Ltd	802264	£72.00		Annual safety inspection
22/12/2016	Trevor Thorpe	802263	£59.74		December expenses
22/12/2016	Rotherfield Sports Club	802265	£300.00		December pitch maintenance
<b>Total Payments</b>			<b>£8,676.70</b>		

### RECEIPTS

Receipt date	Name of Payer	Amount	
02/12/2016	Tester and Jones Ltd	£400.00	Burial & Plot fee for P26
19/12/2016	The Computer Studio	£100.80	Refund of overpayment
<b>Total Receipts</b>		<b>£500.80</b>	

### 3. TO CONSIDER INFORMATION AND MAKE DECISIONS ON ACTIONS AND EXPENDITURE AS REQUIRED REGARDING THE FOLLOWING ITEMS.

#### i. Planning and Building Committee matters

No planning applications have been received for consideration since the recent meeting of the Committee. The following decision notices have been received from Wealden District Council: -

- a) **WD/2016/2537/F** Construction of 40m x 20m riding school/manege and small farm outhouse. Derridge Shaw, Steep Road, Crowborough, TN6 3RX
- b) **WD/2016/2642/F** Demolition of existing porch, erection of two-storey side extension, enlargement of existing access and provision of new off road parking area 3 Grub Reed Cottages, High Cross, Rotherfield, TN6 3PX
- c) **WD/2016/2649/F** Detached garage Gable Cottage, Boars Head Road, Boars Head, TN6 3GR
- d) **WD/2016/2649/F** Detached garage. Gable Cottage, Boars Head Road, Boars Head, TN6 3GR
- e) **WD/2016/2747/F** Erection of new garage and associated hardstanding Leech Pit Cottage, Eridge Road, Eridge Green, TN3 9LL
- f) **WD/2016/2784/F** Converting the existing garage into playroom/study 30 Court Meadow Close, Rotherfield, TN6 3LW

All of the above applications had been recommended for approval by the Parish Council's Planning and Building Committee and approved by Wealden District Council's planning team

- g) Appeal Ref: **APP/C1435/W/16/3154568** Stone Mill, Dewlands Hill, Rotherfield, East Sussex TN6 3RU

This appeal was against Wealden District Council's refusal to grant planning permission under section 73 of the Town and Country Planning Act 1990 for the development of land without complying with conditions subject to which a previous planning permission was granted. The Planning Inspectorate dismissed the appeal.

#### 4. RECEIVE AND ADOPT COMMITTEE MEETINGS MINUTES & MATTERS ARISING.

6<sup>th</sup> December 2016 – Finance and General Purpose Committee

13<sup>th</sup> December 2016 – Planning and Building Committee

Draft minutes of these meetings have been circulated in advance to the Councillors. It was **RESOLVED** to note and approve the acts and proceedings of the Planning and Building Committee and confirm recommendations contained therein and, as far as requisite, the action taken by it. With regard to the minutes of the Finance and General Purpose Committee the budget and precept figures within will be subject to review at the January 2017 Council meeting prior to consideration of adoption by the Full Council,

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

##### a) Other committees and sub-committees.

None.

##### b) Meetings attended on behalf of the Parish Council.

- Cllr. Cahan attended the Mark Cross Community Centre Christmas Fair on the 21<sup>st</sup> December representing the Council and her report of the event has been circulated.
- Cllr. Harris and Hardy attended the Christmas Service at St Denys' Church on the 18th December; both Councillor's delivered readings.
- Cllr. Richardson attended the annual Wealden Parish Conference at Hailsham and reported that much of interest had been discussed on a variety of subjects. The presentations made at the Conference are available to view at [Wealden Parish Conference 2016](#)

##### c) Clerk's updates and issues.

Clerk is to compile list of holiday dates for 2017 and pass to Chair and Vice Chair.

##### d) Items for next Parish Magazine column.

- Article is to be prepared outlining the work undertaken so far in the Old Burial Ground, and the Council's future plans for its management. To enable this to appear in the February edition copy must be with the editor by the 20<sup>th</sup>.
- **ACTION** for Communication and Social Media Committee to produce a list of articles "in the pipeline" for the Parish Magazine.

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

- **CPRE** Fieldwork Magazine Winter 2016
- **CPRE** Countryside Voice Magazine Winter 2016
- **Lindsey Leisure and Contract** Furniture catalogue
- **Uckfield Railway Line Parishes Committee** – Minutes of their 9<sup>th</sup> November meeting and copy of letter to ESCC raising concerns regarding Eridge Station parking issues. An item added to the agenda of forthcoming SLR meeting with East Sussex Highways to discuss the parking issue.
- **Local Council Review** Winter 2016.
- **Samaritans Tunbridge Wells and District.** Letter seeking continuance of annual grant support. **ACTION** for **CLERK** to acknowledge.

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

Observations have been made on the Cemetery check – list regarding moss on the pathway;

some of the older grave slabs have moss growth which could create a slip hazard. There are also some sunken areas which could trip the unwary. Maintenance and a warning sign are suggested, **ACTION** for **CHAIR/VICE CHAIR** of Recreation and Burial Committee to review and liaise with **CLERK** regarding work required. No other hazards identified on the other checklists or reported to Council by residents.

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

- i. 10<sup>th</sup> January - Planning and Building Committee – **Parish Council Room.**
- ii. 11<sup>th</sup> January – Strengthening Local Relationships meeting with ESCC Highways **Rotherfield Scout and Community Youth Hall 09:30.**
- iii. 17<sup>th</sup> January - Highways Lighting and Transport Committee – **Parish Council Room.**
- iv. 24<sup>th</sup> January - Communications and Social Media Committee. **Rotherfield Scout and Community Youth Hall**
- v. 26<sup>th</sup> January – Monthly Council Meeting - **Rotherfield Scout and Community Youth Hall.**
- vi. 31<sup>st</sup> January - Planning and Building Committee – **Parish Council Room.**

Except where noted all meetings start at 19:30.

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

- a) **ACTION** for **CLERK** to send up to date litter picking/road sweeping list to Cllr. Martin for review and add item to agenda of the 17<sup>th</sup> January Highways Committee to discuss and agree any amendments and possible increase in litter pickers hours. Concerns also raised regarding cigarette end litter being deposited on the pavement in Rotherfield Village centre.
- b) **ACTION** for **CLERK** to report to ESCC Highways the subsiding road edge on the B2100 next to the Mark Cross Inn.
- c) The Chairman advised that at the recent Recreation and Burial Committee meeting the entries for the new logo for the Mark Cross Community Centre had been reviewed by those present. Suggestions regarding the preferred designs have been passed to the Centre Committee. It was reported that the work to stabilise the building had now been completed.
- d) Cllr. Martin reported that the fingerpost at Castle Hill triangle had been struck by a vehicle. Fortunately, no serious damage had resulted and he had restored the post to upright.

The Chairman declared the formal business of the meeting closed at 20:40

**10. PUBLIC FORUM.**

None.

**Confirmed as a true record at the 26<sup>th</sup> January 2017 meeting of the Parish Council.**

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