



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 25TH AUGUST 2016 AT 19:30
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL**

COUNCILLORS PRESENT

Cllr. D. Thomas (Chairman)	Cllr. A. Hardy	Cllr. G. Watson Smith
Cllr. R. Harris (Vice Chairman)	Cllr. L. Henrick	Cllr. N. Wickenden
Cllr. T. Gilbert	Cllr. A. Martin	Cllr. L. Watts

COUNCILLORS ABSENT

None.

ALSO PRESENT

The Parish Clerk, Trevor Thorpe, Cllr. P. Dixon (WDC) and two members of the public,

1. TO RECEIVE THE FOLLOWING:-

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

These were submitted by Cllr. R. Standley (ESCC) Cllr. D. Hiles, Cllr. J. Richardson and Cllr. J Cahan. Cllr. Kitchenham submitted an apology for absence, which was received after the meeting.

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.

No County Councillors present.

Cllr. Dixon (WDC) presented his report.

- District Council business is quiet during the summer months.
- WDC are sponsoring the "Sussex Food Shop of the Year" category in the forthcoming Sussex food awards. There are many other categories; details are "online" as is voting.
- WDC are also sponsoring "The Award for the Most Sustainable Business" category of the Sussex Business Awards. Once again, details may be viewed "online".
- Awards are important for small business as it helps them to raise their profile and grow, even if they only achieve a nomination. Councillors are encouraged to raise the profile of both award schemes with Parish businesses.

In response to Councillor's question, he confirmed that the Sussex Food Awards are open to nominations for Farm Shops, also Farmer's Markets.

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- d) **Minutes of the Council Meeting held on 26th July 2016 for confirmation as a correct record, and signature by the Chairman.**

It was resolved that they are a true record of the meeting and the Chairman signed them.

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

ACTIONS FROM JULY 2016 COUNCIL MEETING THAT REMAIN OUTSTANDING – UPDATE FOR AUGUST 2016 MEETING

MINUTE REF:	ACTION	RESPONSIBILITY/ UPDATE
2m) June 2016 PCM	Request for support toward cost of Twinning Association Tour of the Houses of Parliament. Contact Association for further detail and indication of sum sought	ACTION for CLERK to ask Association when more details of cost and numbers is known and make diary note accordingly.
2a) July 2016 PCM	Report from Cllr. Watts regarding “Village Gateways” for Mark Cross. ACTION for CLERK to add to agenda of August meeting for update	CLERK - Omitted from agenda of this meeting – added to agenda for 13 th September HL&T meeting
2c) July 2016 PCM	Arrangements for the installation and “lighting up” of the Village Christmas illuminations.	ACTION for CLERK to investigate whereabouts of additional authorisation forms from residents and report to Cllr. Thomas
2e) July 2016 PCM	Concerns raised at noise nuisance created at recent music event in Village.	Chair has followed up with Society involved who considers that late running of the event on the Sunday was not their responsibility. Chair is to speak to Kings Arms nearer to the time of next year’s event regarding concerns raised – Clerk to make reminder note.

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

- a) **WD/2016/1714/FR** Ashwood Farm, Eridge Road, Crowborough, TN6 2DZ

Proposed retention of forestry and landscaping yard and proposed construction of forestry barn. Agree Council’s response to consultation on the planning application.

The Applicants and agent were present and the Chairman allowed the agent to address the meeting for a maximum of two minutes.

Agent advised that they had been working closely with WDC to regularise the situation and acknowledged that they are a local business with local clients. WDC wished to see the site and yard tidied up with appropriately styled building to house plant and with suitable landscaping. National and Local policy is to support local rural businesses. All information has been viewed by WDC who are satisfied sufficient information has been provided to them.

It was RESOLVED to recommend to the Wealden District Council Planning Officer dealing with this application that it be APPROVED for the following reason:

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It will support a local rural business.

ACTION: CLERK to communicate the Committee's comments to Wealden District Council Planning Department.

b) Arrangements for the 30th August Planning and Building meeting, and the agenda for the 6th September Communications and Social Media Committee.

Clerk has published the agenda for this meeting which is designated as a full Council meeting to enable discussion and decisions on possible future expenditure on the Mark Cross slip road. Agenda for the 6th September Communications and Social Media Committee meeting will be need to be published and posted no later than Thursday 1st September to comply with the "...three clear days..." requirement. Clerk will pass laptop and documents over at the end of this meeting, and update "out of office" email and answerphone responses to reflect holiday absence.

c) Letter to the Twinning Association in St Cheron offering thanks for recent gift and reiterating strength of the Twinning arrangement.

Draft letter circulated to Councillors prior to the meeting. RESOLVED letter to be sent, signed by Council Chair.

ACTION for Clerk to clarify address with the Twinning Association and them pass final version to the Chair for signature and dispatch.

d) Rotherfield Parish War Memorial Centenary Project.

Details from Chairman will be circulated to Councillors for information. Working Group set up earlier in the year; the Rotherfield Branch of the Royal British Legion, Councillors and Parishioners all consider that a war memorial would be an appropriate addition to the Parish. Several benefits and advantages were identified.

The following matters were individually considered in connection with the project.

1. RESOLVED that Parish Council is to initiate a project for a secular War Memorial, to be installed on Court Meadow Green, as a project to mark the Centenary of the end of the First World War, with unveiling to be on Armistice Day November 2018.
2. RESOLVED that Consultation to take place with Parishioners, PCC and the WDC Conservation Team and that the work is to be largely publicly funded. Cllr. Martin abstained from voting.
3. RESOLVED Council to set up sub-committee to run project and plan with review and approval points to ensure that funding is managed and available to successfully conclude the project.
4. RESOLVED Sub-committee to consist of Cllr. Thomas as Chair, Cllr. Hardy as Vice Chair plus Cllrs Wickenden Cllr Watson Smith, Parishioners Simon Blackwell and Mike Sterling of the Royal British Legion, and by invitation two expert advisors.
5. RESOLVED Funding to be largely external via donations, and grants. Sum Committee is to report to the Recreation and Burial Committee.

CLERK to record the actions above.

The following questions were posed.

- When will there be an indication of the cost of this project? It is anticipated that this will be available by year-end.
- How confident are we that funding will be obtained? –

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The project plan will have control points to abandon if funding not forthcoming – it is hoped that support may be forthcoming from local businesses.

e) Update and further action re: approach from “Shared Access” concerning funding opportunities arising from installation of telecoms equipment on Council owned land.

The Council Chair and Vice Chair met recently with a representative of Shared Access (SA) at the Recreation Ground. SA work in partnership with landowners and mobile phone service providers to arrange siting of masts in exchange for cash payments. Key points were-

- SA is aware of the recent application to install a mast in New Road and that this has met with opposition from neighbours and a recommendation of refusal from the Parish Council for the associated Planning Application.
- Any project to install a mast on the Recreation Ground would be dependent on the New Road application being unsuccessful, as same service providers would be involved (O2 and Vodafone).
- Possible site for a mast in the Recreation Ground could be behind pavilion or on the strip of Parish Council owned land behind the Bowls Club. This subject to inspection by SA technicians to judge suitability. Fibre feed would come from the road.
- Legal fees would be met by the company, as would any public consultation costs.
- SA wishes to know if there is “in principal” support from PC.
- It had been made clear to SA of concerns as to lack of evidence as to who would benefit from the New Road mast and this site would only be considered as an alternative if a benefit to the Parish could be demonstrated.

Comments were made as follows:-

- Cllr. Watts expressed concerns regarding proposal due to possible health implications to children and low-level noise pollution issues from the equipment.
- Cllr. Dixon (WDC) was invited to comment and considered that the primary interest is in improving 4G coverage, with mobile signal improvements as a secondary benefit
- Cllr. Wickenden expressed concerns at height of mast and area of “base station”.
- Clerk advised that SA had attempted to contact the Council over the past few months, his initial request for them to provide details of other local Council who have taken advantage of SA’s offers had not initially brought forth any local examples. However, Framfield Parish Council is in the process of such an arrangement on their land, which could bring £40K to them.
- Concern raised that mast could be an obstruction should Air Ambulance wish to use Rec. as a site for landing.

RESOLVED that Parish Council give permission to SA to undertake initial investigation of site. Cllr Watts and Watson Smith voted against the proposal.

ACTION for Chair and Vice Chair to draft letter to SA.

ACTION for Councillors to provide CLERK with list of questions to pose to Framfield PC regarding their experiences with this organisation, these he will submit on his return from holiday and a meeting may be arranged if considered to be of benefit.

f) Closed slip road at Mark Cross. Update and information regarding outstanding issues.

“Final demand” received from ESCC for the 50% contribution toward this project , Parish Council have responded that balance will be paid when work is completed to their satisfaction when small area of grass remaining is surfaced, and additional bollards provided. Cllr. Martin Has reviewed the papers relating to this “match funded” project and raised the following points

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- High level of the cost of welfare, traffic control and safety fencing which totalled £10K of the total project cost of £20K.
- Drawings appear accurately reflect the work actually undertaken.

Cllr. Martin is to meet Sarah Valentine ESCC who is dealing with issue and is keen to reach a solution.

RESOLVED that full breakdown of the project cost is to be obtained from ESCC and that Council are to arrange independent inspection of the work undertaken, and costings of the work. Cllr Harris is to pass on details of the surveyor used for the Burial Ground work who is to be asked to undertake this.

CLERK to inform ESCC finance of this in view of final demand from them and note above action points.

g) Agree maximum budget, specification and other details for height barrier for Rec. car park entrance.

Cllr. Harris has identified [New Forest Metalwork](#) as suppliers of a quality product to fulfil this proposal. Their ex Vat guide price is:-

- 7m single barrier • £200 for galvanising
£1650.
- £120 for painting • £160 delivery

Installation extra, estimated £1000. Cllr. Harris considered this a quality product compared to others available. Manufacturers recommend 1m depth of planting and high spec. "coded" padlock.

ACTION for Cllr. Harris to arrange site visit from this company to provide a quote, also obtain a quote from Coppard's for installation

h) Request for use of portable floodlights for evening football training in the Rec.

Football Club wish to store floodlights by scouts camping area on a temporary basis. Cllr. Harris has consulted with Scouts who are happy for them to use this area. Chair of Sports Club confirms that lights that lights should be folded so they do not cause a hazard.

RESOLVE that Club are permitted to store here subject to provision of a risk assessment and method statement re storage within 30 days.

ACTION for Cllr. Harris to contact Club regarding this arrangement.

3. RECEIVE AND ADOPT COMMITTEE MEETINGS MINUTES & MATTERS ARISING.

- 2nd August 2016 - Recreation and Burial Committee.
- 9th August 2016 – Planning and Building Committee.

The above draft minutes have been circulated in advance to the Councillors. It was RESOLVED to note and approve the acts and proceedings of these committee meetings and confirm recommendations contained therein and as far as requisite, the action taken by them .

4. TO RECEIVE OTHER REPORTS AND CONSIDER ACTIONS ARISING FROM THEM

a) Other committees and sub-committees.

None.

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b) Meetings attended on behalf of the Parish Council.

Village Hall Cllr. Gilbert – the following issues were raised

- i. Car parking. White lines need repainting in front of hall as vehicles are blocking access for bin collections.
- ii. School Staff park in front of School obstructing Rotherfield St Martin members from parking here for meals.

ACTION for Clerk write to School, Cllrs Harris and Martin and Gilbert to investigate lining.

- iii. Raise the Roof project – who is to be responsible for managing the project?
ACTION for CLERK to add to agenda of the next Recreation and Burial Committee meeting,

Cllr. Martin has met with a representative of Morrison Utilities re: damage caused to the grass triangle at the Castle Hill/Dewlands junction. Morrison's Utility is to rectify and add kerbing here.

c) Clerk's updates and issues.

Still fully engaged in dealing with workloads.

d) Items for next Parish Magazine column.

- Rotherfield Parish War Memorial Centenary Project item for Magazine – Cllrs Thomas and Hardy offered to write article for next edition.
- Thanks to Rotherfield Trust for substantial contribution toward drainage work on football pitches.

Articles by 15th September to Cllr. Henrick please.

Vacancy still exists for a permanent editor; Clerk has posted details on Social Media on behalf of the Magazine.

5. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF JULY 2016, REVIEW EXPENDITURE AGAINST BUDGET TO DATE AND APPROVE PAYMENTS.

RESOLVED that these be approved and that the following payments be made:-

Payments authorised at this meeting

Payee Name	Chq. no.	Amount	Authorisation	Transaction Detail
Trevor Thorpe	802181	£99.85		Aug. expenses/ reimbursements
Trevor Thorpe	802182	£1,535.22		August salary
Phil Ireland	802183	£437.85		August litter and sweeping
Smith and Fermor Charity	802184	£500.00	July PCM 2d)	Grant
Rotherfield Sports Club	802185	£325.00		Pitch grass cutting August
A. Martin	802186	£489.90	See R&B and PCM mins	Various items
Rotherfield Village Hall	802187	£48.00		July room hire costs
Swarco Traffic Ltd	802189	£1,000.76	HLT July 2016 5k)	Deposit for SID purchase

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T.C. Woodgate	802188	£120.00		Mole catching in Cemetery
Cripps LLP	802190	£406.00		Scout Hut legal costs
Coppard Plant Hire Ltd	802191	£540.00	May 2016 HL&T 5g)	Bollards by Highgate Flats
Agrifactors (Southern) Ltd	802192	£13,214.40	R&B April 2016 5a)	Pitch drainage work
e-Mango	802193	£40.00		Domain renewal costs 2yr
H M R C	802194	£498.69		August tax and NI
Tollwood Garden Service	802195	£2,080.00		August grass cutting
C.D. & J. Jeffries	802196	£288.00		Bench-Court Meadow Green
	Total Payments	£21623.67		
H M Revenue & Customs		£2,339.24		VAT reclaim 1st Apr - 31st July
The Rotherfield Trust		£6,000.00		Grant toward pitch drainage work
	Total Receipts	£8,339.24		

6. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- Letters from various Parishioners re: concerns and objections to planning application for erection of a telecommunications mast on property adjacent to New Road as discussed at the August 9th Planning and Building Committee meeting.
- Gatwick Airport – 2015 Performance Summary.
- Uckfield Railway Line Parishes Committee – minutes of 13th July meeting and agenda for 14th September meeting,
- CPRE – Summer 2016 “Countryside Voice” magazine.
- League of Friends of Rotherfield and Brook Surgeries – acknowledgment and thanks for contribution of costs toward forthcoming fund raising event.
- Action in Rural Sussex – Invitation to 12th October AGM and Conference.
- Email invitation from Gatwick Airport for regarding proposals to organise programme of visits for Council in their area to discuss related topics of interest. Meetings anticipated to be mornings during October/November, expressions of interest required by October 14th.
- Invitation to SSALC Planning update session in Battle, Thursday 10th November 2016 (registration 1745, 1800 start finishing at 2100). Please advise Clerk if interested in attending.
- Invitation to Argos Hill Windmill opening pm. 4th September. Cllr. Hardy to attend Clerk to respond to invitation.

7. TO RECEIVE INSPECTION BOOK & REPORTS

These were presented, no issues requiring action have been noted nor any raised with the Council by members of the Public.

8. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

30 th	August	–	Planning and Building Committee
6 th	September	–	Communications and Social Media Committee
13 th	September	–	Highways, Lighting and Transport Committee
20 th	September	–	Planning and Building Committee
29 th	September	–	Monthly Council Meeting.

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All of these meetings are to be held in the Parish Council Room at Rotherfield Village Hall and commence 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.

- Footpath issue Beech tree fallen over on footpath running past Mark Cross Garden Centre over bridge by stream 50m. ACTION for Clerk to investigate/report to ESCC.
- Quotes urgently required for removal of bamboo by Clubhouse. Cllr. Gilbert to request that quote be sent direct to Clerk for cutting and clearance of bamboo at this location.
- Complaint received by Councillor from Parishioner re: ESCC drain clearing late at night - meeting considered that this was to avoid obstruction caused by parked cars
- Parishioner has kindly offered 80 photos for use on website – “four seasons of the year”. For Council to use on Website/Social Media free of charge subject to acknowledgment. Clerk to send letter of thanks.
- Traffic enforcement has taken place in the Station Road car park. Concern raised by worker at local organisation that she had received a ticket even though she had not parked overnight and exceeded the 23 hour limit, but parked on consecutive days in different spaces. She is to appeal against ticket and inform Clerk of outcome. Other cars had also been ticketed.
- ACTION for CLERK to add Cllr. Cahan and Cllr. Henrick as Facebook Administrators.

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

10. PUBLIC FORUM.

None.

Confirmed as a true record, with agreed amendments to wording of item 2d) as per supplement, at the 29th September 2016 meeting of the Parish Council.

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

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