



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

**MINUTES OF THE MEETING OF THE HIGHWAYS, LIGHTING AND TRANSPORT COMMITTEE  
OF ROTHERFIELD PARISH COUNCIL HELD ON TUESDAY 8<sup>TH</sup> NOVEMBER 2016  
AT 19:30 IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL**

**COUNCILLORS PRESENT**

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

**ALSO PRESENT**

Clerk to the Parish Council, Trevor Thorpe, and four members of the public.

**ABSENT**

Cllr. D. Hiles

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

These were submitted by Cllr. L. Watts

**2. TO RECEIVE DECLARATIONS OF PERSONAL, PREJUDICIAL AND DISCLOSABLE PECUNIARY INTERESTS ON ITEMS ON THE AGENDA AND UPDATES TO MEMBERS' REGISTER OF INTERESTS.**

None. The Chairman reminded those present that they should declare an interest if at any point during the meeting they became aware of one relating to a matter being discussed.

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

**ACTIONS LOG FROM 13<sup>TH</sup> SEPTEMBER MEETING**

<b>RESPONSIBILITY</b>	<b>AGENDA REFERENCE</b>	<b>DETAILS</b>	<b>UPDATES</b>
<b>CLERK</b> (Cfwd from July meeting of this Committee)	<b>5c)</b>	Remind ESCC of their responsibilities regarding the hedges bordering this path	<b>Thanks to Cllr. Gilbert for recently inspecting this hedge (Station Road – Chant Lane) and reporting that it has been dealt with. Completed.</b>
<b>CLERK</b> (Cfwd from July meeting of this Committee)	<b>5d)</b>	Clarify frequency of dog bin emptying under the new charging structure proposed.	<b>Clerk reported that WDC Bins are emptied on an “on need” basis based on usage. Completed</b>
<b>CLERK</b>	<b>5a) Church Road</b>	Circulate papers on ESCC website re: consultation via Council website and Social Media	<b>Completed.</b>

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<b>CLERK</b>	<b>5b) Streetlights</b>	Add to agenda of September Council meeting to discuss report and agree actions arising.	<b>Completed.</b>
<b>CLERK</b>	<b>5c) Mark X Slip Road</b>	Advice ESCC of Council's proposed actions	<b>Cllr. Martin to report any developments please.</b>
<b>CLERK</b>	<b>5d) Village Gateways – Mark X</b>	Clerk to add to September PCM agenda, Cllr. Watts to update/circulate information	<b>Cllr. Watts will update when more information is available.</b>
<b>CLERK/CLLR GILBERT</b>	<b>5e) Dropped Kerbs</b>	CLLR. GILBERT to discuss options and suggestions with resident and report to September meeting. CLERK to contact Cllr. Whetstone re: his enquiries of Karl Taylor (ESCC) regarding availability of funding	<b>Ongoing – licence being processed and quote being obtained from Coppard for drop kerb by “Copper Kettle” to match the one by “King’s Arms”</b>
<b>CLERK/CLLRS MARTIN AND WATTS</b>	<b>5g) Path by Town Row Bridge</b>	CLLRS. WATTS AND MARTIN obtain quotes for provision of chippings and report to Clerk. CLERK to order additional sign for Stores end of the path as agreed at the July meeting	<b>Sign has been ordered and delivery is awaited. Cllr. Wickenden reported that chippings will be ordered and laid after the sign is in place.</b>
<b>CLERK</b>	<b>5g) Street Sweeper duties</b>	Draft revised duty list for agreement at September PCM – add agenda item.	<b>Duty list has been sent to substitute street sweeper and has been signed and returned. Completed</b>
<b>CLLR. HARRIS</b>	<b>6a) Memorial Tree for Rec.</b>	Contact donor to agree timing of planting.	<b>Cllr. Harris reported that contact was awaited from the donor so that this may be arranged. Council will organise the tree purchase and invoice.</b>
<b>CLERK</b>	<b>OTHER ITEMS... Bus shelter</b>	Add agenda item to September PCM agenda	<b>Resolved at September Council meeting to defer decision on use of funds until Mark Cross Slip Road closure project is concluded.</b>
<b>CLERK</b>	<b>OTHER ITEMS... Hall bins</b>	Add agenda item to September PCM agenda	<b>Dealt with at recent R &amp; B Committee meeting and solution agreed.</b>
<b>CLLR. WICKENDEN</b>	<b>OTHER ITEMS... Hedge in Church Road</b>	Cllr. Wickenden to visit owner, ask to cut and report outcome/timescale to Clerk	<b>Cllr. Martin advised that ESCC had inspected and considered that the hedge was within the boundary, not</b>

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			encroaching on the road hence no action would be taken by them. Owner has agreed to trim this hedge.
CLERK	OTHER ITEMS... A267 roadworks and lights	Clerk to investigate and report any issues identified to Cllr. Watts.	Investigated and Cllr. Watts was advised that no obvious issues were evident.
CLLR. MARTIN	OTHER ITEMS... Mark X Millennium Green	Cut grass and install new picnic bench	Cllr. Martin to update please re: picnic bench
CLERK	OTHER ITEMS... Interment.	Clerk to contact funeral directors and add item to agenda of forthcoming P&B meeting.	Completed.

A Mark Cross Parishioner was present who wished to address the Council regarding highways matters and the Chairman permitted him to address the meeting:-

Key concerns raised were as follows:-

Mark Cross was being "over run" with signs, between 50 and 60 counted in the main part of the Village.

Closed slip road, sign directing to the Inn and yellow "no parking" signs outside the school were also commented upon.

Proposal to make the slip road by the Church "one way" with traffic not able to enter from the A267 was criticised and the reason questioned.

Cllr. Martin advised the following:-

- Work remained outstanding from the closure with additional bollards required.
- Closure of the slip road adjacent to "Brandywell" had been undertaken as it was easy for vehicles to use it at speed; closure now meant that vehicles had to slow to undertake the turn.
- Safety Audit had been undertaken by ESCC in September and the report from them has been chased.
- Vehicles parking on the school "zig zags", and reluctance to use the Millennium Green car park at school times, also added to traffic issues.
- Any proposal to introduce the "one way" would be subject to a traffic order and subject to consultation.
- Only one formal objection had been received to the original Order which had introduced the slip road closure.
  - It was requested that the Vice Chair of this Committee surveyed the signs in Mark Cross and report if any appeared superfluous.

**4. TO RECEIVE MINUTES OF THE MEETING HELD ON 13<sup>TH</sup> SEPTEMBER 2016 FOR APPROVAL AS A TRUE RECORD AND MATTERS ARISING FROM THESE MINUTES.**

Draft minutes had been circulated to the Councillors prior to the meeting; it was RESOLVED that they were a true record and the Chairman signed them.

**5. CONSIDER AND AGREE BUDGET AND PRECEPT FIGURES 2017/18 FOR THIS COMMITTEE**

- Budget report showing expenditure to date circulated, together with nominal ledger report showing the detailed income/expenditure under each heading. Clerk reported budget adjustments had been undertaken as follows :-

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- **4204 New Bus Shelter account** – £1034 has been transferred from here to the “Bus shelter refurbishment account” from which this sum, representing the advance part payment for the new Eridge Forstal shelter, had been taken.
- **4221 - Lighting Repairs** - £975 transferred from here to 4220 - Lighting/Maintenance Contract to cover the lamp column and electrical testing undertaken by ESCC and Cable Test Ltd. Based on last year’s figure which was £4414 the £4500 budget for the latter should cover the invoice for the energy and maintenance which is normally received at financial year end from ESCC.
- **4255 Other Maintenance account** - £500 transferred into this account from the Earmarked Reserve which held the £500 legacy received “for the benefit of the centre of the Village”. Funds have been used from “other maintenance” for the clean and refurbishment of the drinking fountain in St Denys’ Wall. £60 also transferred from 4257 Ground Maintenance to cover Mark Cross verge cutting opposite Millennium Green.
- **Earmarked reserves.** £601 remains unspent here forming unused “Community Dividend” funds allocated by WDC for expenditure in Rotherfield Ward; £241.99 is similarly held for Mark Cross Ward. New picnic benches were supplied for Rotherfield Rec and Mark Cross Millennium Green in early 2015 – despite being chased the supplier has failed to invoice us.
- **Wealdlink.** The Community Company who run the Town Row – Crowborough bus service. They seek £1033 support grant for this year, inflation adjusted from £1016 this year.

## **ACTIONS**

- The 2017/18 Budget for this Committee was discussed and it was **RESOLVED** that the budget as per the supplement to these minutes, showing total expenditure of £44200, be submitted for consideration at the 6<sup>th</sup> December meeting of the Finance and General Purpose Committee where adjustments will be made to take into account any unspent budget by this Committee from the current financial year.
- Replacement for the bus shelter in Mark Cross opposite the Inn. This to be same size/style as current shelter to provide protection to the students who wait here for school bus. **Cllr. Martin/Clerk** to obtain quote for consideration at future meeting, funds remain in this year’s budget to cover the project.

## **6. TO CONSIDER AND MAKE DECISIONS ON ANY FURTHER ACTION AND EXPENDITURE REQUIRED REGARDING THE FOLLOWING ITEMS**

### **a) Petition gathered by residents in connection with surface conditions, speeding issues and traffic volumes in Church Road.**

**This item was dealt with after item 2 on the agenda as the organiser of the petition, and other residents in this area, were present.**

It was reported that the petition had been available to sign in various village locations for nearly 4 weeks, and over 250 signatures had been obtained. The wish was for more speed awareness measures such as “lollipop” style speed reminder signs and road markings. It was recommended that the petition, in addition to being presented to Rupert Clubb, Director of Communities, Economy and Transport at ESCC and to Cllrs. Bob Standley (ESCC) and Phil Dixon (WDC). Based on his experiences with the petition that he was involved concerning speeds in Catt’s Hill Cllr. Kitchenham has offered to assist with this petition and offer advice regarding its presentation to ESCC. Clerk has also offered to scan and copy the petition. The following matters were also raised and discussed:-

- Sites for the Council’s Speed Indication Device (SID). Why was it not sited nearer the start of the 30mph limit by the Milk Lodge layby rather than by Johnson’s Pond, and could it be used to monitor the speed of traffic leaving the village by rather than approaching?

Cllr. Martin stated that our SID is the first of its type to be self-funded and used by an East Sussex Parish and it was therefore a “learning curve” for both Council and East Sussex Highways who sanction the sites at which it may be deployed. The sites currently authorised for siting of SID are by Horsegrove Farm in Mayfield Road, by Johnson’s Pond in Church Road, in Station Road

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and by Highgate Flats, all to monitor vehicles entering the Village. The last mentioned site requires installation of a post to which the sign will be fixed; arrangements for this are in hand. Additional sites will be considered for approval by ESCC in due course, also the monitoring direction. The device also records volume and speed data for all vehicles passing it  
Cllr. Martin commented that.

- Cllr. Thomas also advised that the Sussex Chief Constable had advised that, if Councils installed speed camera warning signs on roads affected, they would commit to provide a speed monitoring and enforcement presence. Also recommended that local press be contacted to cover the presentation of the petition to ESCC
- Could the "Speedwatch" team be revived in the Parish. Cllr. Kitchenham outlined the challenges that had been faced in gaining permission for monitoring sites which are sanctioned by Sussex Police and take account of the safety of those using the sites for monitoring. Motorists recorded as exceeding the limit received a letter from Sussex Police.
- The Council Chairman thanked the organiser of the Petition for their efforts.

**b) Update from Committee Chair re: inspection of the Council's "roadside assets" including bollards, fingerposts and seats, and noting of actions recommended.**

Cllr. Martin reported that this is not yet complete but items inspected so far had not revealed any assets in need of urgent attention. ACTION for CLERK to carry forward to the agenda of the 17<sup>th</sup> January 2017 Highways, Lighting & Transport Committee meeting.

**c) Mark Cross. Parishioner suggestion that, due to increased housing development on the west side of the A267, consideration be given to provision of a pavement, safe crossing point or speed limit reduction to aid pedestrian safety.**

Clerk has sought information from WDC re: the Community Infrastructure Levy which would appear to be a possible source of funding for this, perhaps in conjunction with ESCC match funding, if it proved feasible. ACTION for CLERK to add to agenda of the 11<sup>th</sup> January 2017 Strengthening Local Relationships meeting with ESCC Highways Officers to raise issue with them, and possible solutions.

**d) Quotes in respect of the following works:-**

- Dropped kerb by the "Copper Kettle" in the High Street.**
- Bollards in North Street by Memorial Institute entrance.**
- Post by Highgate Flats for use by Council's portable SID.**

**ACTION** for **COMMITTEE CHAIR** to seek quotes from Newton and Frost for items ii and iii above on the basis that Council obtains the bollards for item ii direct from the manufacturer.

**ACTION** for **CLERK** to obtain corrected quote for item i as the quote supplied is incorrect.

**e) Recommendations and actions arising from the 1<sup>st</sup> November meeting of the Land Acquisition Advisory Group:-**

Investigate and agree further action regarding the following:-

- Land off Station Road to North West of Millennium Green entrance.
- Land below bank bordering Recreation Ground in Eridge Lane.
- Receive report from Cllr. Wickenden regarding approach to owner of land in Mark Cross, and agree further action if appropriate.

**RESOLVED** the following:-

- ACTION** for **CLERK** to engage Council's Solicitor to investigate how a claim to ownership may be registered by the Council in respect of this site.
- ACTION** for **CLLRS. MARTIN and HARRIS** to investigate if it is possible to

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increase the parking available here and report findings at next meeting of Committee.

- iii. No further action to be taken as owner does not wish site to be made available for the proposed use. Owner suggests that the Mark Cross Millennium Green car park be extended to allow more vehicles to use it.

**f) Formation of a “Neighbourhood Watch” scheme for the Parish**

RESOLVED ACTION for CLERK to add item to agenda of the forthcoming Communications and Media Committee to discuss raising the profile of the existing schemes within the Parish as advised to us by Sussex Police.

**7. TO CONSIDER URGENT ITEMS ON BEHALF OF OTHER COMMITTEES**

**i. Recreation and Burial Committee – consider quote for height barrier for Village Hall car park.**

Details of quote for £3162 plus VAT circulated prior to meeting. Chair and Vice of Rec. and Burial Committee held site meeting today with contractor who advises that a 5m barrier will be sufficient for the site and that a quote will be provided – cost of spoil removal of spoil is not included but it is considered that it could be removed to the Parish Cemetery. RESOLVED action for CLERK to add item to agenda of forthcoming Communications and Media Committee meeting to consider the revised quote.

**8. DATE OF NEXT MEETING.**

Tuesday 17<sup>th</sup> January 2017 at 19:30 in the Parish Council Room, Rotherfield Village Hall.

**9. URGENT ISSUES FOR NOTING OR INCLUSION ON FUTURE AGENDA.**

- **CLLR. HENRICK.** Is attending tomorrow’s meeting of the Millennium Green as the Council’s representative. Has noted that the land adjacent to the Station Road car park has been discussed by the Green and will raise issue of Council’s interest in this site at the meeting and report to Council.
- **CLLR. THOMAS.** Has received letters written by Year 6 pupils at Rotherfield School regarding traffic issues in the village, this as part of the recent project with which the Council were involved. **ACTION** for **CLERK** to add item to the agenda of the November Council meeting to discuss Council’s response letter to the school; **CLERK** to acknowledge receipt.
- **CLLR. KITCHENHAM.** Reported that an Editor had been found for the Parish Magazine to enable it to continue.
- **CLERK.** Has received various comments via email and social media regarding siting of VAS and issues with speeding traffic at the B2101 “Mayfield Turn”. Clerk has responded to these comments **ACTION** for **CLERK** to add to agenda of the January SLR meeting to discuss solutions with ESCC Highways.
- Strengthening Local Relationships (SLR) meeting with ESCC Highways. 11<sup>th</sup> January was date agreed at the June meeting and this has been confirmed by Highways. Parish Council Room has been booked provisionally, **ACTION** for **COUNCILLORS** to forward suggested agenda items to Clerk.
- **ACTION** for CLERK to provide Cllr. Watson Smith with key for Council Noticeboards.

The Chairman declared the formal business of the meeting closed at 22:20.

**10. PUBLIC FORUM.**

None.

**Confirmed as a true record at the 17<sup>th</sup> January 2017 meeting of this Committee**

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

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