



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

**MINUTES OF THE MEETING OF THE PARISH COUNCIL  
HELD ON THURSDAY 20<sup>TH</sup> DECEMBER 2018 AT 19:30  
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

**COUNCILLORS PRESENT**

Cllr. R. Harris (Chair)  
Cllr. J. Cahan  
Cllr. G. Farmer  
Cllr. T. Gilbert

Cllr. A. Hardy  
Cllr. N. Glynn  
Cllr. D. Hiles  
Cllr. J. Kitchenham

Cllr. A. Martin  
Cllr. J. Richardson  
Cllr. N. Wickenden

**COUNCILLORS ABSENT**

None.

**ALSO PRESENT**

T. Thorpe, Parish Clerk, Cllr. P. Dixon (WDC), Cllr. F. Whetstone (ESCC) and a representative of the Village Hall/"Raising the Roof" project in connection with item 3i.

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

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

Cllrs. Henrick and Watson-Smith submitted apologies and it was **RESOLVED** that the reasons for these be approved.

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

Item 3i). Cllr. Gilbert declared a personal interest as he undertakes work on the property for the practice and Cllr. Wickenden declared a personal interest as land adjoining the property is owned by a relative.

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

Cllr. Standley submitted the following report:--

**Finance:** It is disappointing that the Local Govt financial settlement due on the 6th December was delayed till after the Brexit vote which was itself postponed.

The uncertainty is not helpful but no doubt the figures will be announced in due course.

I have spoken about the challenges to County especially on Children's' Services and Adult Social Care (ASC) and they are still there. County will set a balanced budget but are also continuing to lobby Government at all levels for additional resources and some certainty for the years ahead.

The Comprehensive Spending Review (CSR) is due to be announced next Autumn and be implemented for 20/21 onwards together with the promised ASC funding review give that longer-term certainty.

**Performance:** The 2nd quarter monitoring shows the clear majority of KPI's on or above target which shows that despite the tight resources the County are still delivering good quality services to the community.

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**Takeover Day:** A couple of weeks ago I attended the Takeover Day when the Youth Cabinet and their colleagues come into County Hall to discuss issues pertinent to them. They also have the opportunity to “grill” officers and myself. The feature topic this year, decided by the Youth Cabinet was mental health. It was an interesting and thought provoking few hours.

Cllr. Whetstone’s report covered the following key points:-

- Council is concentrating on the budget plans for 2019/20.
- The “Core Offer” is available to view on the Council’s website. All are encouraged to respond to the consultation included.
- Financial outlook is not good, and it is difficult to foresee any improvements without intervention by central government.
- Concerned to learn that the “Kings Arms” has again been struck by a vehicle ignoring the length limit signs. Parishioner present at the meeting advised that Town Row bridge had struck earlier in the day by a “curtain sided” vehicle; this had been damaged such that it was not safe to drive and was awaiting a recovery vehicle.
- Details of incident and photo will be forwarded to Clerk to follow up and report. Cllr. Whetstone requested that details of this and other “long vehicle” incidents be forwarded to him. He is of the view that additional warning signs should be placed prior to the bridge to advise that Town Row is the “last chance” for vehicles to turn back if they are over length.

Cllr. Dixon’s report covered the following key points:-

- WDC element of the Council Tax will increase by 2.7% for 2019/20.
- There is still much uncertainty regarding information from central government regarding future income from them.
- Waste Contract has been approved by the Council’s Cabinet and will be announced in the New Year. This will be at a higher cost.
- Garden waste charge of £50 pa will be levied from July 1<sup>st</sup>.
- The Council’s corporate plan for the next 4 years is available to view and comment on the website.
- Within the Parish he is aware of two Planning Enforcement issues that are currently in the hands of Wealden Planning Officers. Councillors expressed concerns that enforcement was not pursued rigorously by Wealden in such case, some of which it is claimed have a common thread. Cllr. Dixon advised that cases were dealt with on an individual basis.

**d) Minutes of the Parish Council meetings held on 29<sup>th</sup> November 2018 for approval as a true record.**

These have been circulated to the Councillors prior to the meeting. It was **RESOLVED** that they be adopted as a true record and they were signed by the Chair.

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

From the November meeting:-

**Telephone Kiosk adoption.**

- BT are processing the application for the “live” kiosk in Church Road. Advised us that the kiosk by the School was “adopted” in 2006 by the Community Heartbeat Trust who promote use of redundant kiosks to host Public Access Defibrillators.



- Clerk has contacted the Trust to point out that there is already such a device in sight of the kiosk; they have agreed to transfer the kiosk to us and have offered help regarding alternative use such as a book exchange which was the original suggestion.
- Clerk will add item to January PCM agenda to decide way forward; kiosk will require a good clean up, repaint and replacement of three missing glass panels.

**Laminated signs re: advertising at Mark Cross.**

Still work in progress.

**Workload Review.**

Clerk will provide information required by SSALC in the New Year to enable this to progress.

**Surgery Project.**

The Public Works Loan Board have agreed the Council's Loan request, solicitors have been advised to progress with the purchase.

**Mark Cross Millennium Green lighting.**

Clerk has advised ESCC to proceed with the installation of the lamp column.

**Community Warden.**

Forest Row Parish Council have been contacted regarding setting up a three-month trial period for him to patrol the Parish and it is hoped that this will begin early in the New Year.

**Other items**

- Due to the forthcoming change in Wealden's waste contractors they are not taking on extra dog bin emptying until the new Contractor is agreed and in place in the Summer. This will delay the provision of an extra dog for the Millennium Green and a new bin to be installed in New Road by the "permissive path" to the Green.
- Long vehicles. Our DVSA contact has been informed regarding the recent incident involving a "Morrison" trailer hauled by a contractor vehicle striking the King's Arms. He has spoken to the transport manager of the haulier concerned who will make his drivers aware and will also request that Morrison add a "do not enter Rotherfield" note on their delivery instructions. A large lorry and trailer were spotted and photographed by the King's Arms on Monday by a Parishioner. Details have been passed to our DVSA contact and Operation Crackdown.

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

**i. Budget, other financial reports and actions arising.**

Details had been made available to Councillors prior to the meeting and it was **RESOLVED** that the reports be approved and that there were no actions arising.

**ii. Approval of payments.**

It was **RESOLVED** that the following payments be approved:-

<b>Payee Name</b>	<b>Amount</b>	<b>Details</b>
Rotherfield Village Hall	£51.20	November hall hire
Wealden District Council	£30.00	Parish Conference attendance
St Denys and St Mark's Magazine	£10.00	Subscription - Parish Magazine
Wealden District Council	£300.00	Dog bin emptying costs
Mark Cross Community Centre	£93.96	Mark Cross additional lights
December employment costs	£2,011.32	December employment costs
Cripps LLP	£750.00	Money on account - surgery costs
Ultralite Ltd	£3,144.00	Rotherfield Xmas lights
Teambase	£14.95	Stationery
Simon Ford	£285.00	Repair to junction box door

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Tollwood Garden Services	£540.80	Work in Rec, Mark Cross and ashes plot excavation
Phil Ireland	£252.00	Street sweeping & Litter picking
Rotherfield St Martin	£144.00	Grant for franking machine
Rotherfield Sports Club	£325.00	Pitch maintenance December
	<u>£7,952.23</u>	

**Receipts for information**

<b>Payer</b>	<b>Amount</b>	<b>Details</b>
Aviva Claims	£2,341.17	Insurance claim lamp column 16
Tester and Jones Ltd	£395.00	Right of burial and burial fee
Dignity Funerals Ltd	£170.00	Right to erect a memorial
	<u>£2,906.17</u>	

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

**i. Rotherfield Surgery Project. Progress update, review of on any outstanding matters and signature of documents related to the purchase.**

Loan has been agreed by the PWLB and Solicitor instructed to progress with the purchase. Council's Solicitor has contacted the practice in connection with purchase enquiries and the Heads of Terms also require completion. Quotes are being sought for various works required to the property and an approach to the Rotherfield Trust is to be made to seek grants support toward these.

**ii. "Raise the Roof" project for the Village Hall. Receive update and information regarding preliminary survey work and agree areas of responsibility for the project.**

A representative of the project was present, and Standing Orders were suspended to allow him to answer queries regarding the survey. It was **RESOLVED** that a method statement, risk assessment and evidence of £10m Public Liability Insurance be submitted by the Group to the Council prior to the survey; Cllr. Hiles has agreed to inspect and subject to the being satisfactory confirmation may be given for the survey to proceed. It was made clear that, if something unforeseen happened when excavations took place, that the Parish Council would not be responsible.

**iii. Request to run additional "Boot Camp" fitness classes in the Recreation Ground car park.**

The class organisers have requested that an 18:30 Thursday evening session be added on regular basis, also extra morning sessions. **RESOLVED** that no additional sessions to be approved and that the current sessions held on Monday and Wednesday at 18:30, and Saturday at 07:30 be allowed to continue subject to continuous review. Organisers are to be reminded that the height barrier must be locked during the classes and the it should be locked after the sessions are completed. **CLERK** to advise organisers.

**PLANNING APPLICATIONS FOR COMMENT, AND OTHER PLANNING MATTERS.**

**iv. WD/2018/2250/LB Yew Tree House, Yew Tree Lane, Rotherfield, TN6 3QP**

Repair of existing windows in the living room, family bathroom, kitchen, bedroom and ensuite. involves some replacement casements retaining existing frames. increase of casement thickness to accommodate 12mm double glazing and concealed weather seals.



The Committee **RESOLVED** to recommend to the Wealden District Council Planning Officer that this application be **APPROVED**.

**REASON.** It will improve the property without affecting its appearance.

- v. **WD/2018/2512/F** Linden Cottage, Burnt Oak Road, Crowborough, TN6 3SJ  
Porch to front/side elevation with flat roof and skylight/lantern.

The Committee **RESOLVED** to recommend to the Wealden District Council Planning Officer that this application be **APPROVED**.

**REASON.** It will improve the property.

- vi. **WD/2018/2333/F** Dewlands Manor Golf Course, Cottage Hill, Rotherfield, TN6 3JN  
Conversion of golf club buildings to 2 no. residential dwellings.

The Committee **RESOLVED** to recommend to the Wealden District Council Planning Officer that this application be **REFUSED**.

**REASON.** It will be an over development of the site.

vii. **Planning decision notices and other planning correspondence.**

- **WD/2018/1975/LB** 1 Hamsell Manor Cottages, Sham Farm Road, Eridge Green, Tunbridge Wells TN3 9JB  
Replacement of the top layer (water reed) with heather to the existing thatched roof of outbuilding (dairy house).
- **WD/2018/2035/F** Ashley Manor, Ashley Road, Town Row, Rotherfield TN6 3PW  
Proposed lean-to, replacement windows and other alterations.
- **WD/2018/2107/F** Kingsbury Lodge, Five Ashes Road, Rotherfield TN6 3RS  
Demolition of stables. erection of single storey annexe with attic space.
- **WD/2018/2287/AI** Brandywell, Tunbridge Wells Road, Mark Cross, TN6 3PJ  
Provision of one freestanding externally illuminated sign.
- **WD/2018/1424/F & 1425/LB** Medway Farm, Catts Hill, Mark Cross TN6 3NQ  
Proposed sun room extension to main house, alterations to home office building and conversion of workshop to habitable rooms

All the applications above were recommended for approval by the Parish Council and approved by Wealden District Council.

**4. TO NOTE THE MINUTES OF COMMITTEES WHICH HAVE BEEN PUBLISHED SINCE THE PREVIOUS MEETING.**

- 20<sup>th</sup> November - Highways, Lighting and Transport
- 4<sup>th</sup> December - Planning and Building
- 4<sup>th</sup> December - Finance and general purpose

Draft minutes of these meetings have been circulated to the Councillors.

**5. TO RECEIVE OTHER REPORTS AND CONSIDER ACTIONS ARISING FROM THEM.**  
**a) Meetings attended on behalf of the Parish Council.**

- Cllrs. Henrick, Martin and Glynn met recently with the Inspector from Sussex Police's Wealden Prevention Team. Concerns were by them raised regarding parking issues and lack of visible Police presence; unfortunately, as occurrences of crime are low in the village there appears little prospect of the situation changing.

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- Cllr. Martin attended a meeting at the Pre School with representatives of ESCC and the contractors who built the structure, this to discuss how the decking and damp issues are to be addressed. He will report in detail at the 22<sup>nd</sup> January Recreation and Burial Committee meeting.
- Cllrs. Martin and Kitchenham met on ESCC Highways Officer "on site" at Mark Cross to discuss the licencing of a pavement to be installed on Highway's Land opposite the Church. No issues are foreseen with this, licence to be issued in due course and tenders issued by the Council for the project.
- Cllr. Gilbert had attended the Hall Committee meeting. Reported that bookings and income are up, also that the Hall Chair wished to be included in the circulation list for barrier combination changes **CLERK** to note. Hall request that, when the lining is repainted in the car park, yellow hatching be painted by the hall side footpath to discourage obstructive parking; they are aware that this will lead to the loss of a parking space. Also expressed concerns regarding the exercise classes conducted on the car park.
- Cllr. Gilbert had attended the Sports Club Committee meeting. Concerns raised re: debris left by the beacon after its lighting to mark the Armistice Centenary and this was noted. Clerk advised that the Club's insurance renewal details had not been sent to him and that he had chased these.
- Cllr. Richardson had attended the Wealden Parish Conference. Parking is a "hot topic" throughout Wealden and means of enforcement not requiring the Police are being investigated. Wealden Crime Prevention Team hope to be visiting on a more regular basis. Had also attended a meeting with the Rotherfield At Heart project which she will circulate. Full details of the project's finding will be published in a report in March.
- Cllr. Hardy had met with Rotherfield St Martin connection with producing a Parish Newsletter, **CLERK** to add item to agenda of the next meeting of the Communication and Social Media Committee to consider. As part of this it was agreed that the Council fund the cost of a franking machine for use by Rotherfield St Martin and other Parish groups.

**b) Clerk's updates and issues.**

**Clerks quarterly meeting at Uckfield.**

- Attended the monthly "Toastie Club" run by Rotherfield St Martin at which a convivial time was spent – purchase of toasting equipment was supported by the "Smith and Fermor Charity" . RSM have recently been visited by Wealden's food hygiene officer; RSM were pleased to inform Clerk that they had been rated at the highest level of five stars.
- Clerks quarterly meeting. Held at Bell House in Uckfield. Interesting presentations from WDC Officers regarding the forthcoming District and Parish Elections, also the "Healthy Wealden" initiative. Copies of these presentations have been circulated to the Councillors.

**c) Items for next Parish Magazine column.**

Clerk will suggest the following to Cllr. Henrick for inclusion in the next edition.

- Update on long vehicle issue and encouraging reports/photos from residents.
- Encourage residents to record/report details of dangerous/obstructive parking.
- Community/Parish Warden information.

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

- Minutes from the 14<sup>th</sup> November meeting of the Uckfield Railway Line Parishes Committee.
- Spa Valley Railway Magazine Winter 2018/19.

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

These were signed by the Chair and no items requiring urgent attention were identified in them.

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

- 8th - Highways, Lighting & Transport Committee
- 15th - Planning & Building Committee – **Rotherfield Scout and Community Youth Hall**
- 22nd - Recreation & Burial Committee
- 31st - Monthly Council Meeting

Other than where stated these meetings are all to be held in the Parish Council Room at Rotherfield Village Hall and 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.**

- Clerk reported that a rail on the bench located at Town Row Green was broken. Chair is to investigate and arrange repair.
- Clerk reported that Sussex Police have been in contact to arrange a visit from their mobile police station. Clerk will liaise with them and the Hall as to the best days for visiting.
- Cllr. Wickenden reported that water was emerging again from the recently repaired inspection cover in Station Road.
- Cllr. Glynn reported a burnt-out vehicle and manure dumped on the byway in Limekiln Forest; she will forward photos and other details to the Clerk so this may be reported.
- Cllr. Hardy reported fly tipped gazebos by the layby opposite Eridge Forstal on the A26.

Chair declared the formal business of the meeting closed at 20:45.

**10. PUBLIC FORUM.**

None.

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