



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

**MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 30TH JANUARY 2020 AT 19:30
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

COUNCILLORS PRESENT

Cllr. R. Harris (Chair)	Cllr. D. Hiles	Cllr. J. Richardson
Cllr. L. Henrick (Vice Chair)	Cllr. J. Kitchenham	Cllr. K. Rignall
Cllr. L. Buck	Cllr. Martin	Cllr. G. Watson-Smith
Cllr. N. Glynn	Cllr. A. Moore	Cllr. N. Wickenden

COUNCILLORS ABSENT

None.

ALSO PRESENT

Trevor Thorpe, Parish Clerk, Cllr. R. Standley (ESCC),
Cllr. F. Whetstone (ESCC), Cllr. P. Dixon (WDC), Cllr. K. Obbard (WDC),
Adam Hardy (Clerical Support) and Kate Bishop (Head teacher, Rotherfield Primary School).

1. TO RECEIVE THE FOLLOWING: -

a) Public forum

No issues raised.

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

Cllr. Kember had submitted an apology and it was **RESOLVED** that this be accepted. Cllr. Richardson had given notice that she would be late attending.

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

None. Chair reminded the Councillors to declare an interest at any point in the meeting should they become aware of one in connection with a matter being discussed.

d) District and County Councillor reports.

Cllr. Standley (ESCC).

- The Council's cabinet has approved the budget for 2020/21. There will be an increase in Council Tax by 1.99% and an increase in the Adult Social Care precept by 2%; This will approximate to a £57 increase in Council Tax for a "Band D" property.
- The Central Government settlement is for one year – it had been hoped that it would be for a longer period and the Council had pushed for this.
- Once savings have been made there will be an additional £6.6m to invest in services.
- Rotherfield long vehicle issues. The report on this will be published within the next 7 days. The copy he has viewed is very comprehensive and covers all major points. Main solution proposed is for installation of "sacrificial bollards" on the approach side of the King's Arms, he anticipates that this could present issues with planning and the conservation area but considered it preferable to continued damage to the building.
- Extra lorry warning signs are being installed; these had been planned prior to the report.
- Cllr. Henrick raised a concern that the "Six simple steps for a greener East Sussex in 2020" put forward by the Council's Media & Marketing Manager on the Council's "Your East Sussex" web page appeared to conflict with the Council's own Environment Strategy.

Clerk: Trevor Thorpe, 82 Fernor Way, Crowborough, East Sussex TN6 3BJ

Tel: 01892 664245. Email: Clerk@rotherfieldparishcouncil.co.uk

Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

Cllr. Whetstone (ESCC)

- Raised concerns that although ESCC East Sussex County Council is the trustee of the Ashdown Forest Trust, it has reduced its financial contribution over the past few years from £150K pa. to nil. Consequently he cannot see how it can remain as a trustee.
- Acknowledges that the Forest requires money that ESCC does not have and ultimately Central Government are the culprits for this.
- The Forest must now seek to raise money in other ways as it is an area which is important to many.
- He hopes that ESCC will offer some help.

Cllr. Obbard (WDC)

He has recently visited the Viridor recycling Centre at Crayford which receives nearly 1000 tonnes of waste daily from 13 authorities, including Wealden, in the South. He reported the following from his visit: -

- Wealden's roadside waste collections are all delivered to the Maresfield Waste site for transferring in bulk to Viridor.
- Whilst there is large quantity of specialised equipment at the Crayford site there is still a need for some items to be identified and removed by hand and 250 staff are employed.
- Much effort is made to ensure the purity of the materials recycled by a sampling processes which aim to achieve a level of 98%.
- Most the recycled material is reused in the UK.
- In the UK 8m tonnes of paper is sent for recycling each year but, as there is currently only capacity to recycle 3m tonnes, the balance is sent to China for processing.
- Hard plastics are particularly difficult to deal with and are sent to Holland for processing.
- Correct use of recycling bins would greatly simplify the centre's work, with items such as food stuff, nappies and polythene bags having to be removed manually from the waste delivered to them.
- Cllr. Whetstone commented that if plastic items carried a triangular marking with a number within this indicated that the plastic could be recycled; items without such markings should be placed in the general waste.

Cllr. Dixon (WDC)

- Reported that Rotherfield St Martin had benefited in the recent round of Wealden Community Grants by way of £1800 to support training to assist those with Dementia.
- Bin collections. The number of missed bins each day has reduced to 100 which is considered good. Missed bins include those that have not been placed at the kerbside by their owners for collection.
- With regard to planning matters he confirmed that issues relating to these should be referred to him if they involved property in Rotherfield, or to Cllr. Obbard if in Mark Cross or Eridge.

e) Minutes of the Parish Council meetings held on 19th December 2020 for approval as a true record.

Draft minutes had been circulated to Councillors in advance of the meeting. Cllr. Martin commented that an area of the draft minutes differed from the recording made of the meeting that he had listened to which is available in "OneDrive", but provided no further details. Adoption of the minutes is to be "held over" to the 27th February meeting, **CLERK** to note.

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

- Items regarding the Child and Vulnerable Adult Safeguarding Policy, Website and 5 Year Council Plan all appear on this agenda.
- Telephone kiosk by the School. Progress report sought regarding the installing of the shelving to enable its commissioning as a book exchange. No news available on this.

Clerk: Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ

Tel: 01892 664245. Email: Clerk@rotherfieldparishcouncil.co.uk

Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

- Mark Cross defibrillator. The device, storage cabinet for installation on the Church porch and quantities of training material have all now arrived. Clerk is arranging installation of the cabinet and its associated power supply, also training of volunteers in its use.

2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF DECEMBER 2020 REVIEW EXPENDITURE AGAINST BUDGET TO DATE AND NOTE OR AUTHORISE PAYMENTS.

- Budget, other financial reports and actions arising.
- Approval of payments.

20:05 Cllr. Richardson joined the meeting at this point.

It was **RESOLVED** that the following payments be authorised or noted.

Payee Name	Amount	Transaction Detail
Unity Trust Bank	£30.90	Quarterly bank charges
Total Gas & Power Ltd.	£239.21	Surgery gas bill - December
Dual Energy Direct Ltd.	£234.71	Surgery electric bill - December
Lloyds Bank Card Services	£11.00	January statement
NEST Pension Contribution	£136.94	December pension contribution
Trevor Thorpe	£464.42	Expenses/reimbursements
Information Commissioner	£35.00	Annual GDPR fee
Trevor Thorpe	£1,593.67	January Salary
H M R C	£480.68	January Tax and NI
TN6 Electrical	£100.00	WordPress training
Rotherfield Village Hall	£59.00	Meeting room hire
St Denys' News	£10.00	Parish magazine sub
David Peacock	£60.00	Surgery sign
Mark Cross Community Centre	£27.00	Hall hire for meeting
Coppard Plant Hire Ltd	£55.44	Barrier hire - December
Teambase	£59.92	Ink carts. & paper
Medisol	£466.80	Mark X defibrillator cabinet
Wildbloods Ltd.	£1,324.80	Electrical testing work
Janice Richardson	£7.05	"Drop in" refreshments
James Valentine	£1,724.73	Grass cutting & groundwork
Phil Ireland	£561.12	Street sweeping/litter picking
Trevor Thorpe	£113.76	Office 365 annual fee reimbursed
Four Jays Group	£346.80	Toilet hire VE Day 75
Adam Hardy	£474.33	Admin. support and mileage
Rotherfield Surgery	£174.31	Cleaning and telephone calls reimbursed
	£8,791.59	

Receipts for information

Rotherfield Surgery rent	£2,673.33
Ashes memorial fee	£140.00
Fence on bank to bottom pitch - cost contribution	£60.00
ESCC Fingerpost repair contribution	£764.70
Bank interest for January	£22.99
	£3,661.02

Clerk: Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ

Tel: 01892 664245. **Email:** Clerk@rotherfieldparishcouncil.co.uk

Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

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

i. Suggestions submitted by Councillors to assist development of a Parish Council 5 year plan.

Clerk thanked those who had replied. He has collated responses as far as possible under appropriate headings to aid prioritising objectives and circulated this information to the Councillors. Alternative ways of grouping the suggestions were discussed and it was **RESOLVED** that Cllrs. Buck, Henrick, Richardson and Rignall will form a working group to review the suggestions and report their recommendations on the way forward with the Plan at the March Council meeting.

ii. Adoption of Child and Vulnerable Adult Safeguarding Policy.

Cllr. Henrick suggested that the document be amended to so that the final paragraph read "Rotherfield Parish Council requires that any organisation running or using any facility owned by Rotherfield Parish Council must have a policy in place covering child protection and the safeguarding of vulnerable adults and to make it available to the Council on request". It was **RESOLVED** that, with this amendment, the policy be adopted and published.

CLERK to investigate the availability of training courses for protection and safeguarding; it was suggested that either Wealden or ESCC may be able to offer these or share details of providers.

iii. Approval that the new website may "go live".

Councillors have all had the opportunity to view the format and content of the new site and it was **RESOLVED** that it is to be released in mid-February to allow time for final work. With the exceptions of uploading council documents or updating information already on the site, future changes will be subject to agreement by the Communication and Social Media Committee or Full Council. Cllr. Buck is to work on setting up a Community section for the site for approval at a future meeting. Adam Hardy and Cllr. Buck were thanked by the meeting for their work on the site. Cllr. Kitchenham enquired whether advertising would be permitted on the website, but it was considered that this would not be allowed for businesses.

iv. Suggestions as to how additional support may be given to the Parish Schools.

The Chair allowed this item to be dealt with first in this section of the Agenda as the Head Teacher of Rotherfield School was present to address the Council.

Key points were as follows: -

- Although the School still faces a funding deficit the finances are in a better position than first thought.
- In practical terms help is given by parents and parishioners in hearing readers.
- The School is over subscribed.
- With the financial help of a local trust they have been able to redesign internal spaces.
- Concern was raised at a "near miss" just before Christmas when a child released the handbrake of a vehicle which then rolled down Hornshurst Road. Fortunately no injuries resulted.
- The School funded the resurfacing of the "twitten" to Station Road to encourage "drop off" at that location but unfortunately this has created issues there as parents did not use the Station Road car park but parked by the roadside.
- School publications have tried to encourage a change of mindset to be aware of causing obstruction to other local residents at "school run" time but unfortunately local residents are still raising concerns.

Clerk: Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ

Tel: 01892 664245. Email: Clerk@rotherfieldparishcouncil.co.uk

Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

- It was considered that a school crossing patrol would not be of benefit or financially achievable.
- The school will at full capacity in September.

The Chair thanked Miss Bishop for coming to the meeting and added that the council would always support the school, if possible, as it was a vital part of the community.

v. Information and update regarding proposed Circus (non animal) to be held in the Rec.

Emails had been circulated to all Councillors regarding the amended arrangements and date for this event for which agreement in principle was given at the recent meeting of the Recreation and Burial Committee meeting. The PTA organisers have recently advised that the hoped for Sunday July 12th Sunday slot has now been taken. There is a possibility of being able to secure Sunday June 7th, but they are not optimistic that this will be the case. Earliest Sunday date for next year is 18th April. They will keep us informed of developments.

vi. Information from recent meeting proposing a separate “Eridge Parish Council”.

The Chair allowed this item to be dealt with as third in this section of the Agenda to enable Cllr. Obbard to be present.

- Cllrs. Buck and Kember had attended a meeting earlier in the month in Eridge Village Hall at which this proposal was discussed. Document and a map relating to the proposed area of the Parish were shared with the Councillors.
- Eridge residents cited perceived lack of interest from Rotherfield Parish as they are on its border. Other issues of concern were the parking problems in the Eridge Station area, lack of disabled access at the station and the dividing of the community by the A26.
- Cllr. Richardson reported that she had offered to attend their Village Hall Committee meetings to represent the Parish but had not had a response.
- When Councillor vacancies had occurred no candidates had come forward from Eridge and Parish Council meetings held in Eridge Village Hall had not attracted any attendance from Parishioners.
- Clerk and Adam Hardy advised that the Council was now a member of the Eridge Community Facebook group and was therefore able to post items of mutual interest for its members to view.

The following was **RESOLVED**: -

- That the Council reach out and maintain a relationship with this area of the Parish.
- **CLERK** is to seek a meeting with the WDC Officer dealing with this proposal to establish details of the consultation process and possible timescale.
- Frant Parish Council are to be contacted for their views on the proposal as it will involve transfer of part of their Parish.
- Cllr. Obbard suggested a meeting of all the parties involved to discuss their aims and concerns.

vii. Response to the recent rejection of the Wealden Local Plan.

The Chair allowed this item to be dealt with as second in this section of the Agenda Comments from Cllr. Kember on this item had been circulated to the Parish, District and County Councillors in advance of the meeting.

- **Cllr. Dixon** expressed disappointment that the Inspector had deemed the Plan “unsound”.
- Staff changes have been made within the Planning Team as a result.
- The Council’s Local Plan approach is to be reviewed.

Clerk: Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ

Tel: 01892 664245. Email: Clerk@rotherfieldparishcouncil.co.uk

Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

- Where are we now? The Plan is to be withdrawn and Wealden have reverted to the 1998 plan and 2013 Core Strategy. The submitted plan had little weight in planning decisions and will leave us where we were in policy terms.
- We will have to consider the adverse impact on the AONB and balance that against the benefit.
- The most important policy reference is the NPPF which all decisions have to comply with. In particular with regard to sustainability.
- The centre of Rotherfield Village is still protected by it being designated as a Conservation Area.
- Any building developments will still need to be sustainable and not affect the AONB.
- In common with a lot of other Councils Wealden do not have a "5 year housing supply".
- **Cllr. Standley** will refer Cllr. Kember's list of comments to the officers concerned as he considered that some of that some of the queries raised were inaccurate.
- With regard to the expenditure on the withdrawn plan much of this would have related to data gathering and would still be valid for a new Plan. His estimate of the cost so far is £250k for the local plan examination, excluding the Inspector's fee. Clerk advised that the Parish Council had submitted a Freedom of Information request regarding the costs and the reply was anticipated shortly.
- Any planning applications received will be dealt with under existing rules.
- There is a "FAQ" section on the Wealden website relating to the Plan.
- He was disappointed that the "The Duty to Co-operate" was a factor that had featured in the decision. Other Councils in the area such as Sevenoaks and Mid Sussex had also experienced issues in complying with this duty.
- He was concerned at the comments at the end of Cllr. Kember's document.

viii. Approve creation of mural at Eridge Station and set budget for the project.

The estimate for this work is between £1 - £1.5K and will be on an 8' x 4' plywood sheet. Network rail will be required to install this. It was **RESOLVED** that the project would proceed on this basis.

ix. Recommendation from the Recreation and Burial committee regarding 2020/21 grass cutting.

At the recent meeting of the Recreation and Burial Committee the Clerk advised that, for contracts valued over £10K such as this, invitation to tender should be issued or the relevant Financial Regulation 11.1 waived. In view of the sum involved, a decision at a Council meeting was required. It was **RESOLVED** that, due to the quality of work, flexibility and ability of Tollwood Garden services to undertake other groundwork tasks in addition to grass cutting that they be retained as contractors for this work and that Financial Regulation 11.1 will be waived in this instance. Cllrs Wickenden and Watson-Smith to please advise of any changes in the "cut list" to the Clerk so he may pass details to Tollwood.

x. CCTV on Village Hall. Update on specification, costs and tendering process.

Cllr. Martin declared a personal interest in this item as he was formerly a director of the company providing the quote.

- Details of specification and cost had been shared with the Councillors in advance of the meeting.
- The proposed installation consists of cameras to monitor the front of the Hall, car park, Scout Hut and Pre School.
- The system would be WiFi enabled with cloud storage and could link in with the Village CCTV with the possibility, subject to research, of including that in the cloud storage which could eliminate storage space issues.

Clerk: Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ

Tel: 01892 664245. Email: Clerk@rotherfieldparishcouncil.co.uk

Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

- Cost of this installation would be £6980 plus VAT and there is a possibility of a contribution toward the project from other users of the area.
- A concern was raised regarding the cost and reasoning behind proceeding with the project and that more thought should be given as to what we hoped to achieve. The point was also raised that it would become increasingly time consuming to monitor this and the existing system in the centre of Rotherfield.

RESOLVED that Cllr. Martin is to provide an amended quote to include an additional camera; **CLERK** to arrange for formal tender as per Financial Regulation 11.1. Adam Hardy reminded the meeting that our GDPR policy will require updating with details of the additional camera locations if the scheme progresses.

xi. Installation of play equipment in a fenced area on Mark Cross Millennium Green.

Cllr. Richardson reported that the community considered this area to be unsuitable and are seeking a suitable larger area in the Village and away from the road or, subject to consent, in the School field. *(paper copy correction and initialled to reflect that Cllr. Kitchenham, not Cllr. Richardson, reported this item)*

xii. Addition of Cllr. Rignall as a signatory/authoriser to the Unity Trust bank account.

RESOLVED that Cllr. Rignall be appointed to this role, **CLERK** to deal with the formalities.

xiii. Increase limit for purchases using the Council's corporate debit card.

RESOLVED that limit be increased to £250, **CLERK** to deal with formalities.

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

- 7th January - Parish Council Meeting including Planning and Building business
- 14th January - Highways, Lighting and Transport Committee
- 21st January - Recreation and Burial Committee
- 28th January - Planning and Building Committee – not yet circulated.

RESOLVED to receive the minutes of these meetings, to approve and confirm recommendations therein and, as far as is requisite, the action taken by them.

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

a) Meetings attended on behalf of the Parish Council.

- Cllr. Martin – Attended a Sussex Police meeting to receive details of the local Sussex Country Watch. A group has been formed in each Parish and a dedicated Rural PcsO, additional to the existing team, will aim to address the issues arising from rural crime.
- Cllr. Buck had held various meetings with residents of Mark Cross and Eridge to hear of their issues.
- Chair and Vice Chair had met with the Rotherfield Trust to report progress with the refurbishment of the Surgery.
- Vice Chair reported that the Easter Egg hunt for this year will be held on the Millennium Green rather than in the Recreation Ground.
- Adam Hardy reported that he had spoken to Sharon Gray of the Sussex Community Rail Partnership. Work on the footbridge at Eridge Station is to commence in March and a temporary ramp arrangement will give access to the "main line" platform.

b) Clerk's updates and issues.

- He had met with our new PcsO Matt to discuss his area and role in the local parishes. The Rotherfield St Martin Monday session on February 17th at 1400 in the Village Hall will feature a Q & A session with him and he is keen for as many people as possible attend.

Clerk: Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ

Tel: 01892 664245. Email: Clerk@rotherfieldparishcouncil.co.uk

Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

- Is conscious that the meeting schedule has not yet been finalised; there are two dates that still require confirmation of venues.
- Is trying to find a date suitable for all the usual attendees for the Strengthening Local Relationships meeting with East Sussex Highways.
- Has reminded our contractor regarding the Danegate fingerpost and the three village nameboards. Contractor reported that the missing “finger” at Danegate should now be back in place and that the signs are planned to be reinstalled during W/C 3rd February.

c) Items for next Parish Magazine column.

Adam requested that these be with him by the 15th of February.

6. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- | | |
|------------------------------|--|
| • Pre School | - Request for rent reimbursement, CLERK to investigate. |
| • Sports Club | - Balance of donation toward fence above bank to lower pitch. |
| • SLCC | - Clerk Magazine – January 2020 edition. |
| • St Cheron | - New Year greeting card. |
| • Clerks and Councils Direct | - January 2020 edition |
| • Wicksteed | - Advertising “Flier” |

7. TO RECEIVE INSPECTION BOOK & REPORTS.

To be completed and submitted.

8. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- | | |
|-----------------------------|-----------------------------------|
| • 11 th February | - Communication and Social Media |
| • 18 th February | - Planning and Building Committee |
| • 27 th February | - Monthly Council meeting |

These meetings will be held in the Parish Council Room, Rotherfield Village Hall, starting 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.

- Cllr. Richardson stated that the Twinning Association have expressed concerns regarding the strength of the links between the Parish and St Cheron, particularly in the light of “Brexit”.
- Cllr. Glynn wishes to organise a further meeting for the planning of the VE Day 75th Anniversary event.
- Cllr. Rignall suggested that light refreshments be served at Council meetings, particularly those of long duration, and this suggestion was agreed.
- Wealden have been dealing with issues of dustbins blocking a public footpath in Rotherfield Village.
- Adam Hardy reported that there is a funeral at St Denys’ Church on Tuesday 4th and apologised in advance for any traffic congestion created.
- Clerk has published a photo on Facebook of the new Surgery sign and details of the fascia and guttering work, also that the labour for this work was provided by Councillors and a Parishioner volunteer. The meeting thanked those responsible.

Chair declared the formal business of the meeting closed at 22:25.

Adopted and signed as a true record at the 27th February 2020 meeting of the Council

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

Clerk: Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ

Tel: 01892 664245. Email: Clerk@rotherfieldparishcouncil.co.uk

Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook