



**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 26<sup>TH</sup> JANUARY 2023 AT 19:30  
IN THE LIBRARY ROOM AT ROTHERFIELD MEMORIAL INSTITUTE**

**PRESENT**

Cllr R Harris (Chair)

Cllr B Johnstone (Vice-Chair)

Cllr L Buck

Cllr P Snelling

Cllr J Fryatt

Cllr A Martin

Cllr N Wickenden

Cllr P Turner

Cllr D Hiles

Cllr J Kitchenham

Cllr P Kember

**COUNCILLORS ABSENT**

None

**ALSO PRESENT**

Adam Hardy (Parish Clerk), Trevor Thorpe (Deputy Parish Clerk),  
Cllr B Standley (East Sussex County Council), Cllr G Taylor (East Sussex County Council), Cllr K Obbard  
(Wealden District Council), Cllr P Dixon (Wealden District Council) & four members of the public.

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

**a) Public forum.**

The Chair began the meeting by making a gift presentation to Mrs Louise Henrick for her many years as a Councillor. He particularly thanked her for her time spent as Vice-Chair of the Council and her work relating to securing a doctor's surgery within the parish for future generations.

The Council unanimously thanked her for her service.

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

Apologies for absence were received from: Cllr J Richardson and Cllr G Watson-Smith.

It was **RESOLVED** that their reasons be accepted.

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

Cllr Turner updated the Council that he had recently become a Trustee of Rotherfield Millennium Green.

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

Cllr B Standley (East Sussex County Council)

*A report from Cllr Standley had been circulated to Councillors ahead of the meeting.*

**Clerk:** Adam J Hardy, 3 Trinity Mews, Mill Crescent, Crowborough, East Sussex TN6 2QU

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- Cllr Standley reported that Highways had been working flat out across the County to fill potholes and attend to road surfaces damaged by recent weather.
- Cllr Standley reported that a precept meeting was coming up soon where the East Sussex County Council and Social Care contributions would be agreed.
- Cllr Kember asked that as Bunny Lane was designated a heavy goods road and had suffered serious damage in the recent cold weather if East Sussex had any plans to resurface the road to a standard for regular use by Heavy Goods Vehicles. Cllr Standley replied there were no plans to do this at present.
- Cllr Buck asked if anything could be done about the lack of lighting at the new zebra crossing in Jarvis Brook. Cllr Standley was unaware that the lighting had not been connected and would get this looked into.

#### Cllr G Taylor (East Sussex County Council)

- Cllr Taylor praised the work of Highways in trying to fill all the potholes but there was still a huge number that needed attention.
- Cllr Taylor had no further update since her report of the 10<sup>th</sup> January 2023.

#### Cllr P Dixon (Wealden District Council)

- Cllr Dixon asked that Councillors assist in reminding residents that Voter ID will be required for the first time at the May elections. Clerk reported that he was advertising it across social media and will approach Rotherfield St Martin to see if they can assist residents who might not have ID to obtain the free voter ID Card that is being offered.
- Cllr Dixon reported that the National Planning Policy Framework (NPPF) went out for consultation confirming the new government direction for building and development. Housing numbers will not be mandatory and there will be no requirement to meet other authorities' needs. The Planning Inspectorate will not be able to reject local plans so readily. The new Local Plan will not now go out for consultation until after the elections.
- Cllr Dixon reported that he was aware of an enforcement issue at Milk Lodge. Wealden are taking it very seriously and officers have already visited the site. They are currently attempting to contact the landowners and will pursue legal options if necessary. Cllr Kember suggested that a stop notice could be served on such a flagrant breach as this. He urged Cllr Dixon to pressure officers to enforce one on this site. Cllr Dixon replied that it had been suggested but Officers declined to proceed as proper process needed to be followed. Cllr Martin asked if enforcement were aware that the new high pressure water main runs through the Milk Lodge site particularly the area where a new gateway had been installed. Cllr Dixon will raise this with enforcement.
- Cllr Kember asked if "build-out" was part of the new Local Plan or NPPF which would penalise developers if they have land in the land bank. Cllr Dixon believed that provision relating to this appears in the Levelling Up Bill currently working its way through parliament. However, it may not come to fruition as it could change the very nature of the planning system and be very difficult to implement.
- Cllr Buck asked if Wealden could be asked to look at Council Tax reduction for couple carers. Cllr Dixon will feed this back to Wealden.

#### Cllr K Obbard (Wealden District Council)

- Cllr Obbard reported that he was not as optimistic as his colleague with regard to the NPPF changes. He hopes it will be better as it takes note of food security and some further environmental concerns but the government remains committed to delivering 300,000 homes a year.
- Cllr Obbard shared concerns that the Voter ID requirement was overkill as it was introduced to prevent fraud but at the last election there were hardly any instances. He reminded Councillors that ID was not required for postal voting.

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**e) Minutes of the Parish Council meeting held on 15<sup>th</sup> December 2022 for approval as a true record.**

It was **RESOLVED** that these were a true record of the meeting and signed by the Chair.

**f) Minutes of the Parish Council meeting held on 10<sup>th</sup> January 2023 for approval as a true record.**

It was **RESOLVED** that these were a true record of the meeting and signed by the Chair.

**g) Clerk's update on action items from previous meetings.**

- Clerk reported that all documentation relating to the co-option of new Councillors had been sent to Wealden and acknowledged.
- Clerk has acknowledged the renewal of the Parish Magazine subscription and payment is on this month's run.
- Clerk reported that the Councillors' Expenses and Remuneration Policy has been updated with the 2023/2024 costs and will be ready for adoption in May 2023.
- Clerk confirmed that the Precept request for 2023/2024 had been sent to Wealden District Council and accepted.
- Clerk reported that an item regarding a suitable location for alms houses had been added to the 21<sup>st</sup> February 2023 Planning & Building Committee agenda.
- Clerk reported that he had delivered our best wishes to Rotherfield Primary School following their recent Ofsted inspection. They will send us a copy when it is released.

**2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF DECEMBER 2022, REVIEW EXPENDITURE AGAINST BUDGET TO DATE AND NOTE OR AUTHORISE PAYMENTS.**

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

The Clerk presented the bank reconciliations as at the 31<sup>st</sup> December 2022 for all of the Council's accounts.

It was **RESOLVED** that the budget was correct and accepted by the Council as the correct position of the Council's accounts.

## b Approval of payments.

It was **RESOLVED** to approve the following payments:

### PAYMENTS & RECEIPTS FOR JANUARY 2023 to be added to Rialtas

All payments from Unity Trust account by online payment unless otherwise stated

Regular Payments				Amount - VAT included where applicable
Invoice/payer details	Ledger code	Cost centre code	Ledger entry description - Max 30 characters	
Xtraspace (Go Cardless)	4110	101	Document storage - Jan 23	£91.00
Rotherfield Sports Club	4340	302	Grounds Maintenance - Jan 23	£368.75
BT Business Broadband	4409	302	CCTV Broadband - Jan 23	£39.95
Teambase	4100	101	Deputy Clerk Stationery (1)	£12.74
Cloudy Group Ltd	4100	101	Rialtas Hosting - January 23	£76.56
Veolia Waste	4391	303	Waste Bin Rotherfield Village Hall	£43.92
Rotherfield Village Hall	4125	101	Rotherfield Village Hall Invoice 3911	£32.00
Rotherfield Village Hall	4125	101	Rotherfield Village Hall Invoice 3912	£16.00
Rotherfield Memorial Institute	4125	101	RMI Hire Invoice 91	£7.50
Teambase	4100	101	Deputy Clerk Stationery (2)	£28.78
Rotherfield Memorial Institute	4125	101	RMI Hire Invoice 94	£15.00
Phil Ireland	4252	203	Street Sweeping - Jan 23	£188.50
Phil Ireland	4364	302	Litter Picking - Jan 23	£94.25
Tollwood Garden Services	4252	203	Street Sweeping - Dec 22	£220.00
Tollwood Garden Services	4364	302	Litter Picking - Dec 22	£990.00
Adrian Martin	4388	308	CCTV Labour - Dec 22 & Jan 23	£84.00
Adrian Martin	4259	203	SID Labour Dec 22 & Jan 23	£132.00
Tollwood Garden Services	4393	303	Ashes Interment A11	£100.00
Tollwood Garden Services	4381	303	HBG Leaf Clearance	£10.00
Tollwood Garden Services	4255	203	Grit Purchase, Refill and Spread (1)	£110.00
Tollwood Garden Services	4255	203	Grit Purchase, Refill and Spread (2)	£165.00
Tollwood Garden Services	4225	203	Grit Purchase, Refill and Spread (3)	£110.00
Tollwood Garden Services	4225	203	Grit Purchase, Refill and Spread (4)	£55.00
Tollwood Garden Services	4380	303	OBG Maintenance	£652.00
Tollwood Garden Services	4380	303	OBG Bee Hive Repairs	£192.50
Tollwood Garden Services	4380	303	OBG Bee Hive Materials	£151.50
Tollwood Garden Services	4381	303	HBG Maintenance (1)	£27.50
Tollwood Garden Services	4381	303	HBG Maintenance (2)	£42.90
Tollwood Garden Services	4387	302	Scout Hut Gutters	£99.00
Tollwood Garden Services	4341	302	Preschool Gutters	£40.00
Tollwood Garden Services	4255	203	Grit Purchase, Refill and Spread (5)	£20.00
<b>Total</b>				<b>£4,216.35</b>
<b>Other payments</b>				
Trevor Thorpe	4110	101	Christmas Celebrations	£621.00
Direct 365	4391	303	Excess Waste Charges	£8.45
Beverley Johnstone	4110	101	Hamper for Les Pike	£30.00
KPS Contractors	4393	303	Plot 33 Grave Digging	£580.50
Ultralite Limited	4225	202	Parish Christmas Lights	£4,445.64
St Denys' Parish News	4110	101	Parish Magazine Subscription	£24.00
Mary Harris	4110	101	Gift for resigning Councillor	£95.00
SLCC	4120	101	Deputy Clerk Membership Renewal	£177.00
T.C. Woodgate Tree Surgery LTD	4341	302	Urgent Tree works Rec Lower Pitch	£228.00
South East Landbased Training LLP	4105	101	Basic Tree Survey and Inspection Training	£555.40
Agrovista Amenity	4343	302	Pitch Maintenance - Fertiliser	£430.87

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Tangent Space	4205	201	Consultancy Nov 22 - Jan 23	£1,056.00
Pelham Transport Consulting Ltd	4205	201	Stage 1 Road Safety Audit Eridge Lane	£1,440.00
SLCC	4120	101	Clerk Membership Renewal	£236.00
Rotherfield St Martin	4155	102	Winter Newsletter 2022	£1,452.47
Rotherfield St Martin	4110	101	Franking Renewal	£273.60
Freedom Leisure	4112	101	Rotherfield Ukrainian Pals - Summer Holiday Club	£600.00
Trevor Thorpe (WordPress)	4110	101	Website and email Domain Renewal	£240.00
TN6 Electrical	4208	201	Mark Cross Community Centre Lights	£60.00
T.C. Woodgate Tree Surgery LTD	4380	303	Cedar Tree Cutting	£756.00

**Total    £13,309.93**

**Lloyds payment card - collected by DD on or around 9th of the month**

Zoom Video Communications	4125	101	Zoom Subs - Clerk - Jan 23	£14.39
Zoom Video Communications	4125	101	Zoom Subs - Deputy Clerk - Jan 23	£14.39
Adobe System Software Ltd	4110	101	Adobe Pro - Dec 22	£19.97
Adobe System Software Ltd	4110	101	Adobe Pro - Jan 23	£19.97

**£68.72**

**Unity Credits**

Rotherfield Allotment Association	1321	302	Allotment Rental 2022/2023	£1,000.00
Millennium Green	1322	302	Dog Bin Contribution Oct - Dec 22	£32.50
Rodgers PK	1323	302	Cedar Tree Cutting (1)	£78.75
Tester & Jones	1300	303	Burial Plot P33	£783.75
Mrs Tanimoto	1323	302	Cedar Tree Cutting (2)	£551.25
Rotherfield Football Club	1326	302	Pitch Maintenance - Fertiliser	£359.06
Rotherfield Village Hall	1323	101	Village Hall Bin - Jan 23	£43.92
Rotherfield Junior Football Club	1326	302	Lower Pitch Tree Works	£350.00

**£3,199.23**

<b>Surgery payments</b>	<b>Ledger code</b>	<b>Cost centre code</b>	<b>Ledger entry description - Max 30 characters</b>	<b>Amount</b>
Sussex Primary Care	4399	305	Surgery Costs - February 2023	£629.08
Tollwood	4405	305	Snow, Ice & Gutter Clearance Dec 22 & Jan 23	£256.25
Affordable Flooring Solutions	4405	305	Surgery Floor Remaining	£575.00

**£1,460.33**

**SURGERY RECEIPTS FOR JANUARY 2023**

SPC (Barclays)	4398	305	Surgery Rent - January 2023	£2,688.33
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**£2,688.33**

Staff Costs - includes Tax, NI, pension and expenses

Total figure reported separately

**£4,239.88**

**c Note spending and justification of any payments agreed under delegated powers.**

- Clerk reported a callout of our TN6 electrician to Mark Cross Community Centre to look at malfunctioning exterior lights. Approved by the Chair and Vice-Chair on Health & Safety Grounds.

**3. RECEIVE REPORTS, UPDATES & RECOMMENDATIONS FROM THE PERSONNEL COMMITTEE.**

None

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

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**i. Receive presentation and agree response to Rotherfield Parish Emergency Resilience Plan.**

*A copy of the presentation was circulated to Councillors ahead of the meeting.*

Cllr Turner addressed the committee as an author of the presentation.

Cllr Johnstone asked if support at this stage was financial or just endorsement. It was agreed that it was endorsement at this stage.

It was **RESOLVED** that Rotherfield Parish Council recognise the need for and endorse the development of the Rotherfield Emergency Action Community Team (REACT).

It was **RESOLVED** that Rotherfield Parish Council agrees to members of REACT being volunteers working on behalf of RPC across the parish.

It was **RESOLVED** to appoint Cllr Paul Turner as the Rotherfield Parish Council representative to the REACT team.

The Chair permitted a member of the public to speak in support of the REACT team development.

**ii. Receive an update and consider actions on the North Street/Eridge Lane parking project.**

*Documents and a revised specification had been circulated to Councillors ahead of the meeting.*

Councillors expressed concerns that the current plan of only 14 car parking bays was not tenable. It was **RESOLVED** that the planning application be withdrawn and the project put into abeyance. **Clerk** to contact the planning agent and inform them of the Council's decision.

Cllr Martin expressed concerned about the resources committed to this project only for it to now be withdrawn. Councillors discussed other surfacing options for the area. The Clerk advised Councillors not to pursue other surfacing options without proper consultation.



iii. **Discuss and resolve the replacement fencing between Old Cemetery and 18 Court Meadow as well as repairs to the Rotherfield Surgery post and rail fence.**

*A report and quotation had been circulated to Councillors ahead of the meeting.*

Councillors suggested that the proposed style of fencing for the burial ground was not appropriate. It was **RESOLVED** that a revised quote be obtained for post and rail fencing with hedging. **Clerk** to obtain revised quotation. It was **AGREED** that the Clerk could proceed with authorising the works on receipt of a suitable quotation.

It was **RESOLVED** to accept the quotation for post and rail fencing replacement at Rotherfield Surgery border with Court Meadow Green. **Clerk** to inform contractor.

iv. **Discuss and consider the provision of a recycling bin at Rotherfield Village Hall.**

The Clerk reported that this would be a Council bin at Rotherfield Village Hall and that as a Council we do not produce a large amount of recyclable waste. The Chair suggested that we should be highlighting the recycling facilities already available at the Wealden District Council Car Park on Station Road. The Clerk confirmed that the Village Hall already encourages users to take their recycling to this site.

The Deputy Clerk suggested it would be useful if Councillors could monitor the state of the recycling bins and report any non-collections or overspill to him for reporting to Wealden.

v. **Discuss and resolve on fencing and car park repairs at Hornshurst Burial Ground.**

*A report and quotation had been circulated to Councillors ahead of the meeting.*

The Chair reported that the surface at the car park was in a poor state now and a funeral director had already expressed concerns about positioning a hearse. It was **RESOLVED** to accept the quotation from FigTree fencing to proceed with the surface and boundary repairs. **Clerk** to notify contractor.

It was agreed that this would still only be a temporary measure and more work would be needed. It was **AGREED** that a site visit would be required from East Sussex Highways. **Deputy Clerk** to arrange a site visit.

Cllr Kitchenham reported that the culvert opposite the car park is blocked causing some of the water flow over the carpark. **Deputy Clerk** to report to East Sussex Highways for clearance.

vi. **Resolve appointment of Cllr Paul Snelling to the Planning & Building Committee.**

It was **RESOLVED** to appoint Cllr Snelling to the Planning & Building Committee. **Clerk** to update committee membership.

**vii. Discuss and agree on actions for the licencing renewal for Mark Cross Car Park and Millennium Green.**

*A draft letter had been circulated to Councillors ahead of the meeting.*

The Chair thanked Cllr Kember for drafting the letter. The Clerk suggested that the licencing costs should be updated to reflect the amounts quoted in a previous email - £925.00 . Councillors suggested that the letter should be sent from the Clerk.

It was **RESOLVED** to send the letter subject to the above changes being made. **Clerk** to edit letter and send to East Sussex.

**viii. Discuss and resolve actions for resurfacing of the St Cheron Twitten.**

*A report had been circulated to Councillors ahead of the meeting.*

It was **AGREED** that this item should be deferred until necessary works on the gate and fencing had been completed.

**ix. Receive quotes for the installation of a disability-friendly kissing gate on the St Cheron Twitten footpath.**

*A report and quotation had been circulated to Councillors ahead of the meeting.*

The Chair reported that he had met the fencing contractor on site and explained what we were looking for. Councillors agreed that the gate needed to be able to open both ways and that the option for oak posts should be selected.

It was **RESOLVED** to proceed with the installation of the disability gate that opens both ways. **Clerk** to contact contractor to confirm specification and accept quotation.

**5. TO NOTE MINUTES OF COMMITTEES PUBLISHED SINCE THE PREVIOUS COUNCIL MEETING.**

- 17<sup>th</sup> January 2023      Highways, Lighting & Transport Committee

**6. TO RECEIVE OTHER REPORTS AND CONSIDER ACTIONS ARISING FROM THEM.**

**a) Meetings attended on behalf of the Parish Council.**

- Cllrs Kitchenham, Martin, Wickenden and the Deputy Clerk attended a meeting with East Sussex Highways regarding the drainage and water runoff at the bottom of New Road. A report had been circulated to Councillors.
- Cllr Harris reported that he had attended the Senior Citizens Lunch organised by Rotherfield & Mark Cross Bonfire Society for which the Council had made a £600 donation.

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- Cllr Harris, Turner and the Clerk attended the Village Hall Management Committee meeting. Cllr Turner presented the REACT plan to the village hall as a key stakeholder. They were happy to be a gathering centre in the event of an emergency and open to the idea of having an emergency generator.
- Deputy Clerk reported that he attended the Crowborough and Surrounding Areas Action Group. Notes had been circulated to Councillors but the key topic was parking.
- Deputy Clerk reported that he had attended East Sussex Association of Local Councils meeting at Lewes. Notes will be circulated regarding the primary briefing which is related to the May 2023 elections.
- Deputy Clerk reported he had attended the Sussex Local County Clerks meeting at Uckfield where discussions were held regarding the forthcoming local elections particularly the need for voters to bring ID.

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

- Clerk reminded Councillors that representatives from South East Water are due to attend the 31<sup>st</sup> January 2023 Planning & Building Committee and it would be good if as many Councillors as possible could attend. Cllr Turner submitted apologies for this meeting. **Clerk** to note apologies.
- Clerk had received notification that the wildlife verge protection on the A26 had been agreed. East Sussex County Council have decided to class the verges from Renby Farm to the station as Wildlife Verge (annual cut and collect) and the section from Boars Head to Renby Farm as Meadow Verge (annual cut and drop).
- Clerk reported that unfortunately the wedding couple booked in for the day of the King's Coronation will not move and therefore a live screening at the Church will not be possible. The Village Hall has been provisionally booked subject to the approval of this Council.

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

- Pictures and Biogs for new Councillors.
- SID Stats.
- Surgery Floor – **Clerk** to share photos with Deputy Clerk.
- Elections – a requirement for ID.
- Thank you to Mrs Louise Henrick.
- Rotherfield Parish Council Yellow Cards – action on illegal and dangerous parking.

### **7. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.**

- Letter received regarding footpath ROT271

Councillors noted the contents of the letter and the response from East Sussex Highways. The Council will continue to report all instances of blocked Rights of Way across the parish. However, no further action will be taken at this time on ROT271 as East Sussex Highways are aware and negotiating the legality of the situation.

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- Christmas Card from Rotherfield St Martin
- Clerks & Councils Direct – January 2023
- Email received from Mark Cross Primary School re additional grit bin

Councillors noted the email communication from the School. It was **RESOLVED** to purchase an additional grit bin for the location near the Lazy Fox and arrange for it to be filled. **Deputy Clerk** to arrange purchase and contact our contractor to fill.

- Email received regarding an enforcement issue at Milk Lodge Rotherfield

The Clerk reported that these concerns had been raised with Wealden Planning by the Council and a number of residents. Officers have visited the site and are attempting to contact the owners. They will keep the Council advised.

## 8. TO RECEIVE INSPECTION BOOK & REPORTS.

The following inspection reports had been received and shared with the Chair:

- 29<sup>th</sup> December 2022 Old Burial Ground Inspection Report

## 9. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 31<sup>st</sup> January 2023 Planning & Building Committee meeting
- 7<sup>th</sup> February 2023 Recreation & Burial Committee meeting – *Rotherfield Memorial Institute*
- 21<sup>st</sup> February 2023 Planning & Building Committee meeting
- 23<sup>rd</sup> February 2023 Parish Council meeting
- 28<sup>th</sup> February 2023 Rotherfield Memorial Institute Management Committee

All meetings are at 7:30pm in the Parish Council Room at Rotherfield Village Hall unless otherwise stated.

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

- Planning application to be considered under delegated powers:

**WD/2022/2024/FR** - 2 Warren Farm Cottage, The Barn, Warren Farm Lane, Eridge, TN3 9JR  
Retrospective application for a detached annexe to be used as ancillary accommodation.  
*Please see Amended Plans and Description.*

It was **RESOLVED** to recommend to Wealden District Council that this application be **REFUSED**. The Councillors had no further comments on this application.

- Cllr Fryatt requested more yellow cards for the parking campaign.

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- Cllr Martin asked what further action was being taken on the Preschool undercroft. Clerk informed the Council that a meeting was taking place with the Preschool on Wednesday 1<sup>st</sup> February at 3:00pm. Cllrs Harris, Johnstone, Buck and the Clerk will attend.

Chair declared the meeting closed at:

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