



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 31ST AUGUST 2023 AT 19:30 IN THE PARISH COUNCIL ROOM AT ROTHERFIELD VILLAGE HALL

PRESENT

Cllr R Harris (Chair)
Cllr B Johnstone (Vice-Chair)
Cllr C Southern
Cllr J Richardson

Cllr L Buck
Cllr P Turner
Cllr A Martin

Cllr P Kember
Cllr J Kitchenham
Cllr D Hiles

COUNCILLORS ABSENT

None

ALSO PRESENT

Adam Hardy (Parish Clerk & RFO), Trevor Thorpe (Deputy Clerk)
Cllr B Standley (East Sussex County Council), Cllr G Taylor (East Sussex County Council), Cllr M Lunn
(Wealden District Council), Cllr J Hulbert (Wealden District Council) & 4 members of the public.

1. TO RECEIVE PRESENTATION FROM SOUTHEAST WATER FOLLOWING THE JUNE WATER OUTAGE.

south east water

Rotherfield Parish Council

31 August 2023



Pure know h,ow

Clerk: Adam J Hardy, 3 Trinity Mews, Mill Crescent, Crowborough, East Sussex TN6 2QU
Tel: 07969512099. Email: Clerk@rotherfieldparishcouncil.co.uk
Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** @rotherfieldpc and on Facebook

About us

We supply fresh, clean drinking water to **2.3 million** customers

On average, we treat and pump **540 million litres** to customers each day

Each customer uses an average of **150 litres** a day

The average daily household bill is **60p**

We operate **88 treatment works**

Deliver water 24/7 through **9,000 miles** of pipe

Manage **33 sites** of Special Scientific Interest

Undertake **500,000** water quality tests each year

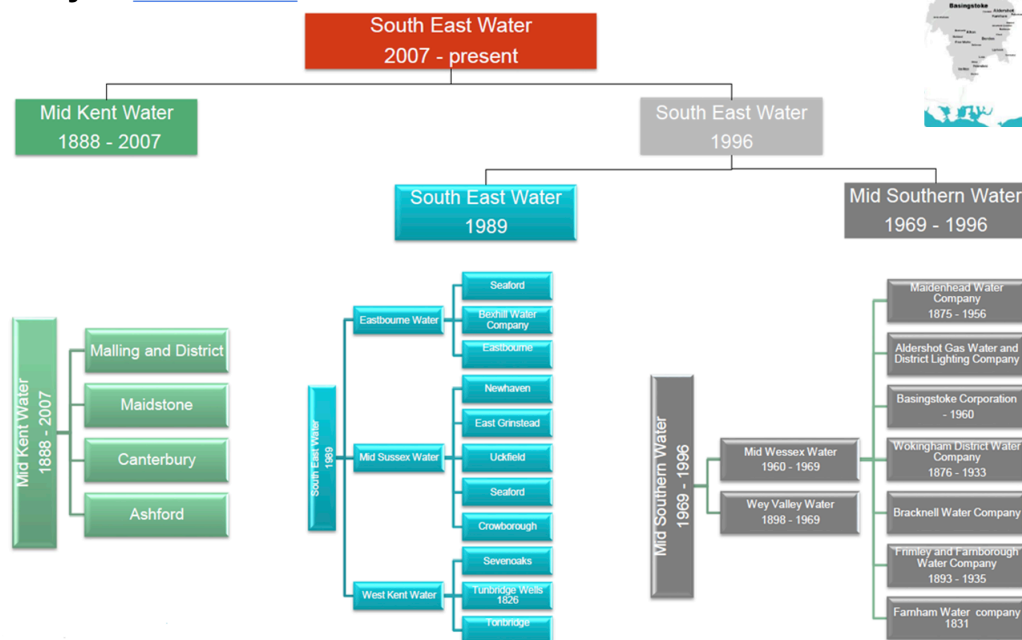
Our purpose

To provide today's public water service and create tomorrow's water supply solutions, fairly and responsibly, working with others to help society and the environment to thrive.



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History of South East Water



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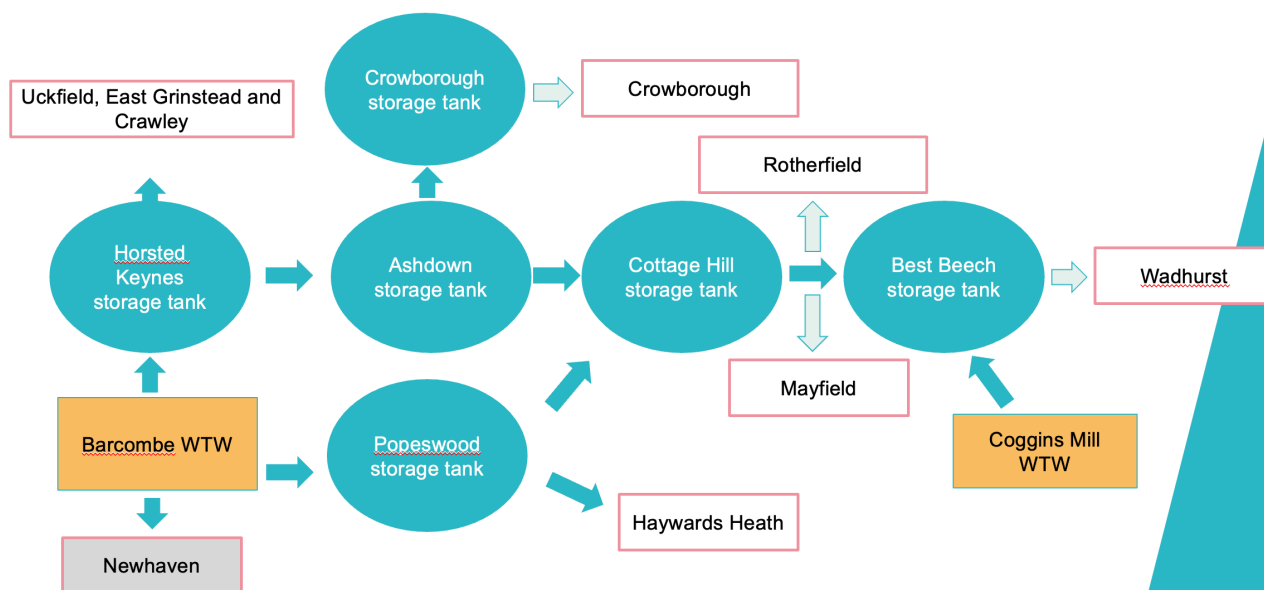
- ☐ Councillors were asked to understand the inherited infrastructure made the system vulnerable to weather events.
- ☐ It was emphasised that different challenges were presented by different weather events and therefore comparison to the winter outage was not helpful in understanding the June water outage.

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The Wadhurst, Rotherfield and Mayfield supply system



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- ☐ It is important that Councillors understand that the water is provided via a chain of storage tanks.
- ☐ There are future plans to connect Best Beach to Bewl Water but presently, despite being extremely close, the tanks are not directly connected to the Bewl Reservoir. The new connection has a completion date of 2025.

south east water

A breakdown of what happened



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June 2023, during the event

- Incident Management teams running from **8 June**.
- Focus on **prioritising supplies** to **critical infrastructure**: Hospitals; Princess Royal, Crowborough, East Grinstead.
- Water Treatment Works at Barcombe and Coggins Mill **managed 24/7** and ran throughout the incident
- Treated water storage **levels critical** across the north of Sussex and Kent
- Storage levels at Ashdown became **critically low** preventing the transfer to Cottage Hill on 11 June.
- Transfer from Popeswood maintained but **not enough water** to support Cottage Hill which went **empty on 12 June**.
- Cottage Hill supports Best Beech and so later on the 12 June, **Best Beech also went empty**.
- Our water network does not map neatly to post codes and parish boundaries, **customers in Wadhurst, Mayfield, Rotherfield and Crowborough impacted**.
- Water continued flowing into the **system** so some areas had **intermittent supplies**
- Storage in Cottage Hill would reach **7-10%** by **4am** but was **empty by 9am**.
- Water supplied into Cottage Hill and Best Beech was only **20% lower** than normal during the event

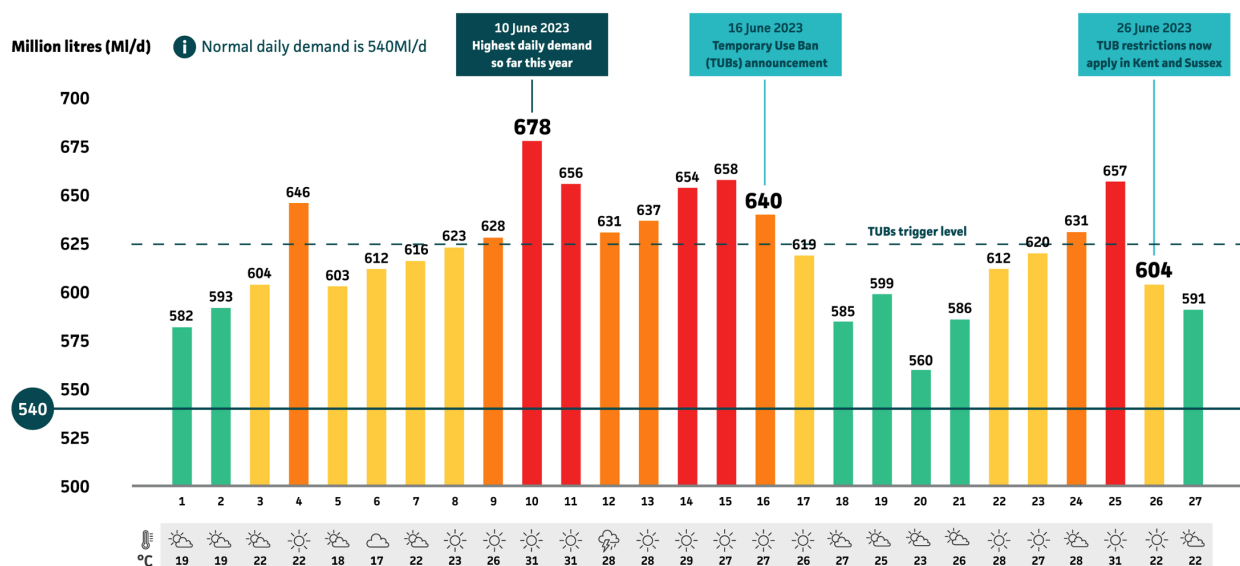
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- Currently, it is difficult to get water to the end of the system and this is why the Cottage Hill Storage Tank had to be filled by tankers. South East Water currently only own two tankers, they have ordered more but there is an 18-month waiting list.

Daily water demand 1 - 27 June 2023

south east water



*Normal daily demand is 540ML/d during the warmer months. Please note: Figures may change following audit reviews. Weather and °C temperature data is for the South East of England and was sourced from: timeanddate.com/weather

V1 SEW_Comms_23_060_Summer demand_June 2023

- South East Water is improving its ability to detect triggers in the system that could potentially lead to water outages. If South East Water can work directly with high water users it can help to protect the system and when to declare an emergency. However, it is

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important for Councillors to understand that there are thresholds for declaring an emergency.

Why a Temporary Use Ban (TUB) was implemented

- June 2023 was the hottest June on record – **hotter than June 1976**
- Average daily demand is usually **540 million litres** a day.
- Between 1 and 17 June, daily demand was **16 per cent higher** than the same period in 2022.
- On 10 June, demand rose to **678 million litres** - the equivalent of adding four towns the size of Eastbourne to the network instantly
- The rapid increase in demand happened **far faster** than our long-term planning predicted
- Every Water Treatment Works and water source was working at **maximum capacity**, 24/7.
- Storage levels at our drinking water storage tanks across Sussex began to **reduce rapidly**.
- **Power cuts** caused by electrical storms caused some sites to shut down for short periods

It was the combination of these factors that necessitated the implementation of the TUB.

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- South East Water thanked the Parish Council for its support in communicating this information to residents.

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Improving Alternative Water

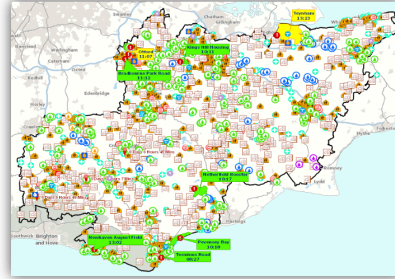


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Improving Alternative Water

Improved mapping: We have fully updated our mapping of alternative water, adding new bottled water stations, farms, livestock, schools, care homes and hospitals. We are also in the process of adding livestock filling points, tanker injection and filling points.



Contingency plans: 22 bespoke contingency plans, including one for Rotherfield have been written to date to ensure all activity is place-based and up to date.



Livestock / farms: We are arranging deliveries of tanks to farms and livestock owners, without storage, allowing them to have their own storage, reducing demand on the network and enabling us to respond quicker to those without water.

Still to come:

- Updated web pages where customers can make alternative water requests more easily
- Increasing the size of our tanker fleet
- Improved tracking of water deliveries to increase performance and efficiency
- Updated equipment for bottled water stations

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- Since the water outage, South East Water has been working with livestock and farms directly to prepare for the event of a water outage.
- Councillors emphasised that in a rural parish like ours, water for livestock is critical and its support was badly handled during the June outage.

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Improving resilience



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Improving resilience in Rotherfield / Wadhurst / Mayfield area

	Proposed solution	Improvement
Completed	<ol style="list-style-type: none"> 1. Re-commissioned three drinking water storage tanks which have been out of service for repair and maintenance 2. Beckley/Rye main into Staplecross to Iden network completed 3. Audit of highest non-household water users 4. Installation of temporary water storage for key water users 5. 'Aqualerter' customer text messaging system implemented 	<ol style="list-style-type: none"> 1. Providing an additional 22.5 million litres of water to the Sussex and Kent system with no further storage reductions planned 2. Reduced likelihood of the main failing in this area (which has been a recent issue) 3. Reduction in water use 4. Increased resilience for key water users 5. Better more timely customer communications
Short-term	<ol style="list-style-type: none"> 1. Additional tanker driver, bottled water and Arlington tank agreements being confirmed 2. Air vales being installed on Flimwell trunk main 	<ol style="list-style-type: none"> 1. Additional resource in alternative water providing a more resilient and agile service 2. Minimising risk of aerated water (discolouration) and improving recovery time of supply into the area
Medium-term	<ol style="list-style-type: none"> 1. Commission Forest Road WTW 2. Increase in transfers available to support Cottage Hill from Popeswood and to Ashdown from Horsted Keynes drinking water storage tanks 3. Improving resilience to power cuts and blips 4. Increasing number of tanker injection points 	<ol style="list-style-type: none"> 1. Addition 2.5 million litres of water to areas impacted by recent events 2. Improved reliability and continuity of supply 3. Improved continuity of water supply 4. Improved resilience and <u>flexibility</u>
Long-term	<ol style="list-style-type: none"> 1. New pipeline from Bewl WTW to Best Beech and Cottage Hill drinking water storage tanks 2. Increase water treatment capacity at Bewl WTW 3. Review of raw water at Coggins Mill WTW to determine if we can increase output 4. Increased number of meters to be installed in the network 5. A new Stocks to Iden trunk main to be installed 	<ol style="list-style-type: none"> 1. Increased supply flexibility in Rotherfield / Wadhurst / Mayfield 2. Increase in capacity to 23 million litres per day, increasing supply for <u>all of the Wadhurst</u> area 3. Potential increase in water output 4. This will help identify leaks, usage and hydraulic movement 5. Minimise customer impact during an incident by allowing greater flexibility in how we move water through the network

* Some of these solutions are subject to regulator approval when we submit our business plan

- ☐ A new incident team has been put in place to work with the District, Parish & Town Councils to improve resilience should a future water outage occur.
- ☐ Local communities are still encouraged to ensure all qualifying residents are signed up to the priority register for water delivery.
- ☐ South East Water accepted that just providing bottled water may not be sufficient in some cases and that further efforts were needed to tackle hygiene for those with medical issues.
- ☐ A possible outcome would be to install portaloos or washing stations at water stations.
- ☐ It would be difficult to move this timetable forward but South East Water keep it under review.

Improvements to resilience

Currently creating our 2025 to 2030 business plan (known as PR24) which has a large focus on resilience.

The plan will be submitted to our regulator Ofwat in October.

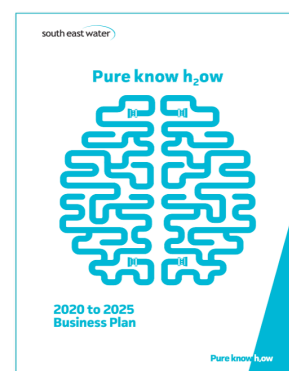
It's Ofwat who set the:

- **Price we can charge customers**
- **Amount we can invest**
- **Service package customers receive**

Ofwat also ensures we meet our social, legal and financial obligations.

Price reviews are undertaken every five years.

We plan to submit 20 large investment projects to Ofwat as part of PR24 to improve resilience across our supply network



We thank you for your understanding and support of our plan for increased investment in the supply network

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- It was asked if South East Water were concerned about the extra demand placed on the system by new development. Councillors asked if it would be possible for South East Water to object to planning applications even though they are not a statutory consultee. The South East Water team agreed to research this and send an answer to the Clerk.
- A new resilience plan is being worked on with Wealden District Council and they will liaise with parish councils at a later stage. Councillors insisted South East Water needed to have direct contact at a parish level during a water outage.
- South East Water confirmed that although it was a private company, no dividends had been taken by shareholders in the last year.
- South East Water agreed that general communication with households and the Council had been poor and that a new text alert system was being worked on.
- Councillors wished it to be recorded that they felt water stations should have been manned 24hours.
- The Chair thanked the representatives of South East Water for their presentation.

2. TO RECEIVE THE FOLLOWING: -

a) Public forum.

None

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

Apologies for absence were received from: Cllr J Fryatt and Cllr P Snelling.

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.

None

d) District and County Councillor reports.

- Cllr B Standley (East Sussex County Council)

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

- Cllr Standley was not yet aware of any schools in East Sussex that are affected by the RAAC issue breaking in the media. He will provide an update as soon as he becomes aware.

- Cllr G Taylor (East Sussex County Council)

- Cllr Taylor reported that she had met with Ian Johnson and Rotherfield Parish Councillors regarding the speed issues on the A26.
- Cllr Taylor reported that she was still working to get some action on speeding vehicles on the A267.

- Cllr M Lunn (Wealden District Council)

- Cllr Lunn had no update on the local plan but hopes the new administration will move quickly on this.
- Cllr Lunn informed the Council that he had been keeping the Clerk informed about the planning application for homes on Court Farm. Further evidence is being

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gathered and any kind of decision recommendation was unlikely to be presented until the end of September.

- ☐ Cllr J Hulbert (Wealden District Council)

- ☐ Cllr Hulbert, aware of the time of the meeting, will forward a written report to Councillors.

e) Minutes of the Parish Council meeting held on 20th July 2023 for approval as a true record.

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

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

- ☐ Clerk reported that a Strengthening Local Relationships (SLR) meeting had now been arranged for Thursday 9th November at 10:00am in the Upper Hall at Rotherfield Memorial Institute.
- ☐ Clerk reported that he had written to the GTR Consultation on the closure of ticket offices objecting to closures at both Eridge and Crowborough Stations.
- ☐ Clerk confirmed he had written to Mark Cross Community Centre in relation to the outcome of their two grant requests.
- ☐ Clerk reported that he had written to Wealden District Council in relation to the Southern Water Sewage motion agreed at the previous meeting.
- ☐ Clerk confirmed he had written to Dr Stephen Hall asking him to address the September meeting of the Parish Council. Dr Hall has agreed to address the Council with an update on his efforts.
- ☐ Clerk confirmed that the contractor had completed work on the grass bins at Rotherfield Recreation Ground and Hornshurst Cemetery.
- ☐ Clerk reported that the construction of the Parish Office is complete.
- ☐ Clerk confirmed he had informed Wealden District Council of our recommendations in relation to the planning applications considered at the previous meeting.
- ☐ Clerk confirmed that the new SID Batteries had been delivered.

3. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF JULY 2023, REVIEW EXPENDITURE AGAINST BUDGET TO DATE AND NOTE OR AUTHORISE PAYMENTS.

i Budget, other financial reports, and actions arising

The bank reconciliation up until the 31st July 2023 was presented for all of the Council's bank accounts.

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

It was **RESOLVED** to end the storage contract with Xtraspace and relocate the records saved there to the Rotherfield Memorial Institute. **Clerk** to notify Xtraspace of the decision to end the agreement.

ii Approval of payments.

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

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PAYMENTS & RECEIPTS FOR August 2023 to be added to Rialtas

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

Invoice/payer details	Regular Payments			Amount - VAT included where applicable
	Ledger code	Cost centre code	Ledger entry description - Max 30 characters	
Xtraspace (Go Cardless)	4110	101	Document storage	£91.00
Rotherfield Sports Club	4340	302	Grounds Maintenance	£368.75
BT Business Broadband	4409	302	CCTV Broadband	£47.10
Cloudy Group Ltd	4110	101	Rialtas Hosting	£76.56
Veolia	4391	303	Village Hall Bin	£58.56
Phil Ireland	4252	203	Street Sweeping	£480.92
Phil Ireland	4364	302	Litter Picking	£240.45
Rotherfield Memorial Institute	4125	101	RMI Hire	£20.00
Rotherfield Memorial Institute	4125	101	RMI Hire	£20.00
Rotherfield Memorial Institute	4125	101	RMI Hire	£20.00
Teambase	4110	101	Clerk Stationery	£109.83
Teambase	4110	101	Fan for New Council Office	£23.99
Tollwood	4381	303	Hornshurst Burial Ground (1)	£58.50
Tollwood	4380	303	St Denys' Burial Ground (1)	£329.00
Tollwood	4389	302	Court Meadow Green (1)	£35.00
Tollwood	4341	303	V Hall & Recreation Ground (1)	£317.00
Tollwood	4257	203	Highways (1)	£274.50
Tollwood	4255	203	Old Railway Bridge (1)	£46.50
Tollwood	4381	303	Hornshurst Burial Ground (2)	£58.50
Tollwood	4341	303	V Hall & Recreation Ground (2)	£35.00
Tollwood	4389	302	Court Meadow Green (2)	£35.00
Tollwood	4341	303	Children's Play Area (1)	£46.50
Tollwood	4257	203	Highways (2)	£224.00
Tollwood	4393	303	Ashes Interment	£103.00
Tollwood	4341	303	V Hall & Recreation Ground (3)	£199.50
Tollwood	4389	302	Court Meadow Green (3)	£35.00
Tollwood	4381	303	Hornshurst Burial Ground (3)	£58.50
Tollwood	4380	303	St Denys' Burial Ground (2)	£329.00
Tollwood	4341	303	Children's Play Area (2)	£46.50
Tollwood	4389	302	Court Meadow Green (4)	£35.00
Tollwood	4380	303	OBG Plot Tidy and Access	£30.00
Tollwood	4341	303	V Hall & Recreation Ground (4)	£317.00
Tollwood	4257	203	Highways (3)	£228.00
Tollwood	4257	203	Highways (4)	£93.00
Tollwood	4255	203	Old Railway Bridge (2)	£46.50
Tollwood	4389	302	Court Meadow Green (5)	£35.00
Tollwood	4258	203	Eridge Station Bollards	£110.00
Tollwood	4258	203	Eridge Station Tidy	£27.50
Tollwood	4381	303	Hornshurst Burial Ground (4)	£58.50
Tollwood	4381	303	Turf for Burial Ground	£123.75
Tollwood	4381	303	Turf Cost	£40.00
Tollwood	4381	303	Compost Cost	£22.45
			Total	£4,954.86

Other Payments				
SWARCO	4259	203	SID Batteries	£808.80
SEH LANDSCAPES LTD	4321	301	Installation of Coronation Benches	£1,800.00
TN6 Electrical	4409	302	Internet/Wi-Fi Repairs	£75.00
KPS Contractors Ltd	4393	303	Grave Digging Plot R16	£618.66
Parish Online	4110	101	Annual Renewal	£159.60
Warren Drives	4250	203	St Cheron Resurfacing	£3,072.00
Lawson Queay	4113	101	Drawings of RMI	£1,794.00
TN6 Electrical	4110	101	Large Screen TV and Stand	£795.00
Blinds of all Kinds	4410	302	Rotherfield Village Hall Refurb	£3,000.00

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Blinds of all Kinds	4410	302	Rotherfield Village Hall Refurb (2)	£974.42
Nutwood Flooring	4410	302	Rotherfield Village Hall Refurb (3)	£5,160.00
The Computer Studio	4110	101	New Office Printer and Cables	£468.00
TN6 Electrical	4222	202	Community Centre Steps Lights	£295.00
Rotherfield Village Hall	4125	101	Hall Hire Invoice No: 4100	£16.80
Highgate Florist	4160	102	Rotherfield in Bloom Flowers	£1,051.75
TN6 Electrical	4388	302	Lilin CCTV Camera License (4 Cameras)	£596.60
Hacker Home Improvements			Parish Office Build	£2,850.00
Mark Cross Community Centre	4150	101	Refrigerator Grant	£119.49
Beverley Johnstone			New Office Decorating Supplies	£71.49

Total **£23,726.61**

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

Amazon	4110	101	New Office Lamp	£32.95
Amazon	4110	101	New Office Lamp Bulbs	£5.99
Amazon	4110	101	New Office Meeting Table & Chairs	£229.99
Amazon	4110	101	New Office Desk Chair	£80.00
Amazon	4110	101	New Office Waste Bin	£9.99
Amazon	4110	101	New Office Paint	£50.00
Amazon	4110	101	New Office Trolley	£166.79
Amazon	4110	101	New Office Fridge	£99.99
Amazon	4110	101	New Office Apple Keyboard and Mouse	£116.10

£791.80

Surgery payments	Ledger code	Cost centre code	Ledger entry description - Max 30 characters	Amount
Sussex Primary Care	4399	305	Surgery Costs - July 2023	£629.08
Tollwood	4405	305	Leaf Clearance	£30.00
Phil Ireland	4405	305	Window Cleaning	£14.00

£673.08

Staff Costs - includes Tax, NI, pension and expenses

Total figure reported separately

£5,006.57

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

None

4. RECEIVE REPORTS, UPDATES & RECOMMENDATIONS REGARDING PERSONNEL

It was **RESOLVED** under Schedule 12 of the Local Gov Act 1972 to exclude the public and press whilst Councillors deliberated.

Councillors **RESOLVED** to approve the personnel motion.

The press and public returned to the meeting.

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

i. Receive update on transfer of control of the CCTV System and updates to CCTV Policy.

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Documents relating to this item had been circulated to Councillors ahead of the meeting.

The Chair thanked Cllr Martin for his supervision of the CCTV system but as the Clerk now had more hours it was agreed the management and use of the system should revert to the Clerk.

It was **RESOLVED** to accept the revised CCTV Policy reflecting this change. **Clerk** to update the website with the new policy.

ii. Consider a Grant Application for Weald Works – ‘Reviving Rotherfield Bricks’.

Documents and reports related to this item had been circulated to Councillors ahead of the meeting.

Cllr Buck declared an interest in this application as she is a neighbour of the applicant.

It was **RESOLVED** on a vote of **6/3** that this application be refused at this time. **Clerk** to notify applicants of the Council’s decision.

The applicants would be welcome to reapply with more information and specific costings if they wished.

iii. Discuss and consider options for the repair of the spoil bins at Hornshurst Cemetery.

It was agreed that work to repair the spoil bin was required. It was **RESOLVED** that Cllr Martin and Cllr Turner would meet to prepare a specification for the works. Quotes would then be obtained and presented to the Council.

Cllrs Martin & Turner to prepare specifications. **Clerk** to obtain quotes based on agreed specifications. **Clerk** to add an item to the September Parish Council meeting agenda.

iv. Receive a report on the 16th August meeting with Ian Johnson regarding the A26 and consider future actions

A report relating to this item had been circulated to Councillors ahead of the meeting.

It was agreed that there were two different projects being discussed: one that fell in an area of the A26 shared with Frant Parish Council and one that was solely in the Rotherfield Parish Council part of the A26.

It was **RESOLVED** that a meeting be set up with Frant Parish Council and the lead residents to discuss road safety options on the shared part of the A26. **Clerk** to set up meeting,

It was **RESOLVED** on a **vote of 12/1** to proceed with a Feasibility Study for speed reduction measures on the Rotherfield Parish Council part of the A26. **Clerk** to liaise with Cllrs Johnstone and Kitchenahm on the application for a Feasibility Study.

v. Receive a report on the 10th August meeting with Sussex Primary Care re Rotherfield Surgery.

A report relating to this item had been circulated to Councillors ahead of the meeting.

The Council **NOTED** the report.

Clerk reminded Councillors to show caution when commenting on how the practice is run. As the Council is the Landlord, we can only make official representation on matters relating to the lease. Councillors with views on how the practice is run should approach the practice directly or the Patient Participation Group.

The Council agreed to take action on the parking issues raised which has prevented a Saturday Flu Clinic being held at the surgery this year. **Clerk** to design flyer to be placed on vehicles parking in the surgery over the weekend and evenings.

It was **RESOLVED** to discuss the rent review at the January 2024 meeting of the Parish Council. **Clerk** to add item to the January 2024 Parish Council Meeting agenda.

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

- ☐ 8th August 2023 Planning & Building Committee
- ☐ 15th August 2023 Highways, Lighting & Transport Committee

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

a) Meetings attended on behalf of the Parish Council.

- ☐ Cllr Harris reported he had attended the Village Hall Committee meeting.

b) Clerk's updates and issues.

- ☐ Clerk asked permission of the Councillors to set up a WhatsApp group for last minute communications and for photos of Council achievements to be shared back to the Clerk. It was **AGREED** that a group could be set up. **Clerk** to set up WhatsApp Group.
- ☐ Clerk reported that the Village Warden has let us know he is to go away for the winter. He has arranged cover for the litter picking but not the road sweeping and wonders if James Valentine can cover this again.
- ☐ Clerk reminded Councillors to follow cemetery policy in relation to ornaments and decorations on graves in the parish cemeteries.

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- ☐ Clerk and Cllr Richardson wished to place on record the Council's thanks to Cllr Johnstone and Douglas Johnstone for their work in decorating and preparing the Parish Council Office.

c) Items for the next Parish Magazine column.

- ☐ The new Parish Office
- ☐ Surgery car parking
- ☐ Speedwatch update
- ☐ Co-Option poster
- ☐ Warning of vehicle ticketing for illegally or dangerously parked vehicles on Station Road.

8. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- ☐ Local Council Update August 2023
- ☐ Local Council Update September 2023
- ☐ Letter from Rotherfield Royal British Legion reminding the Council to purchase wreaths for Remembrance Sunday and Remembrance Day. Clerk reported he has purchased the wreaths and these are at Rotherfield Memorial Institute.
- ☐ An email had been received from the Churchwarden of St Denys' that the Faculty application for the clock repairs and restoration had been submitted and we await the outcome from the Diocesan Advisory Committee.
- ☐ An email has been received from Rotherfield St Martin requesting marshals for their annual Memory Walk.

It was AGREED that Councillors would contact Rotherfield St Martin directly if they were able to assist **Clerk** to notify Rotherfield St Martin.

- ☐ An email has been received from a resident regarding dogs on the Recreation Ground and in the children's play area.

It was **RESOLVED** to place an item on the 7th November 2023 Recreation & Burial Committee meeting agenda to review the Council's possible actions in relation to dogs on the Recreation Ground.

It was **RESOLVED** to place an item on the 7th November 2023 Recreation & Burial Committee meeting agenda to discuss the possibility of fencing the children's Play Area at the Recreation Ground.

- ☐ A letter has been received from UpConnect regarding works on the Recreation Ground relating to broadband upgrades.

The Council **NOTED** the letter.

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9. TO RECEIVE INSPECTION BOOK & REPORTS.

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

- ☐ 20th July 2023 Hornshurst Burial Ground Inspection Report
 Playground Inspection Report
 Recreation Ground Inspection Report
 Old Burial Ground Inspection Report
- ☐ 29th August 2023 Recreation Ground Inspection Report
 Playground Inspection Report
- ☐ 31st August 2023 Old Burial Ground Inspection Report

10. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- ☐ 19th September Planning & Building Committee
- ☐ 21st September Rotherfield Memorial Institute Management Committee
 – *Rotherfield Memorial Institute.*
- ☐ 28th September Parish Council Meeting

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

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

- ☐ Cllr Kitchenham asked that we write to Manor House to get an update on when the Twitten hedge will be cut as per their earlier correspondence. **Clerk** to write the Manor House.
- ☐ Cllr Harris asked that we write to all the residents in Court Meadow Close that back onto footpath ROT/22/2 asking them not to dump refuse of any kind over their fences onto the footpath. **Clerk** to write to relevant Court Meadow Close residents.
- ☐ Clerk suggested that due to the late hour the Council not sit as Sole Trustee of Rotherfield Memorial Institute this evening and a written update would be circulated to Councillors. Councillors **RESOLVED** to accept the Clerk's recommendation. **Cllr Johnstone** in conjunction with the **Clerk** to send an update to Councillors.

Chair declared the meeting closed at: **21:48**

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