

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE MANAGEMENT  
COMMITTEE MEETING HELD ON THURSDAY 18<sup>TH</sup> JANUARY 2024 AT 19:30  
IN THE UPPER HALL AT ROTHERFIELD MEMORIAL INSTITUTE**

**Present:**

Cllr Beverley Johnstone (Chair)  
Cllr Peter Kember (Vice- Chair)  
Ruth Helliwell

Andy Miller  
Sharon Turner  
Melanie den Brinker-Darby

Cllr David Hiles  
Cllr Robert Harris

**Committee Members Absent:**

None

**Also Present:**

Adam Hardy (Parish Clerk acting as Secretary & Treasurer)

**1. Apologies for Absence**

Apologies had been received from: Cllr Janice Richardson, Victoria Cheeseman

**2. Declaration of personal, prejudicial, and disclosable pecuniary interests on items on the agenda.**

None

**3. To resolve that the Minutes of the meeting of the Rotherfield Memorial Institute Management Committee meeting held on 28<sup>th</sup> November 2024 be taken as read, confirmed as a correct record, and signed by the Chair.**

It was **RESOLVED** that these minutes were an accurate record of the meeting and were signed by the Chair.

**4. Clerk's Update on previous actions**

None

**5. Chair's update on Restoration & Refurbishment Project:**

*The following report had been circulated to committee members ahead of the meeting.*

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

**Tel:** 07969512099. Email: [Clerk@rotherfieldparishcouncil.co.uk](mailto:Clerk@rotherfieldparishcouncil.co.uk)

**Parish Council Website:** [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk) Twitter @rotherfieldpcc and on Facebook

*Committee members will be aware that the Rotherfield Trust has generously made a grant of up to £50,000 towards the costs of professional work on the restoration and refurbishment project to bring our plans up to the point at which a planning application can be made and public consultation initiated, and the Parish Council can make an informed PWLB application.*

*I have set out below the professional fee costs submitted by the contractors agreed by this Committee. To date, £10,355 has been paid by the Parish Council and from RMI funds to the architects and project managers: RSA have claimed for their Stage 1 and 2 work, and for 50% of their Stage 3 work; BLB have claimed 15% of their total Stage 1-4 work. This leaves a total of £31,970 to be paid, leaving some margin for other expenditures such as the drawings needed for the public consultation. For information, please see the RIBA Code specifications, which set out what is comprised in each Stage.*

**1. KEMBER LOUDON WILLIAMS- planning consultants (fees ex VAT, 20% rate reduction)**

- Stage 1 design brief: £1,280
- Stage 2: develop Vision and strategy: £1,600
- Stage 3: Planning application: c£2,000-2750

**2. ROBERT SHREEVE ARCHITECTS (fees quoted ex-VAT)**

- Stages 1&2: client brief, meetings to develop options: £3,600
- Stage 3: develop and prepare drawings for submission to WDC Planning Dept: £3,600

*Invoice paid December 2023: £5,459.70 includes Stages 1&2, 50% Stage 3, copying, travel.*

**3. BLB SURVEYORS (ex-VAT as% of total project value in line with RIBA Plan of Work: project management & quantity surveying, contract admin, MEP engineering to project delivery)**

- Stages 1-4: £32,625
- Stages 5-6: £34,500
- Stage 7: £3,000

*Invoice paid December 2023 for 15% of work on Stages 1-4, including meetings and reviews of plans and surveys to date: £4,893.75.*

**Working timeline**

*Now that funding has been procured to allow us to work towards planning permission and public consultation, we are in a better position to establish a possible working timeline for the next stage of the project. The below has been discussed with the Parish Clerk but of course, the Parish Council will ultimately make its own decisions, based on the strength of the material we provide them with. Two key factors to note: the size and timing of any bequest are still unknown, and this may result in building work needing to be carefully phased; and there IS very little money in the RMI account for any other than strictly necessary expenditure. The 2024/25 Parish Council budget has no provision for any expenditure on the Institute.*

*January 2024: application to Rotherfield Trust for funding for initial professional work towards planning permission*

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

**Tel:** 07969512099. Email: [Clerk@rotherfieldparishcouncil.co.uk](mailto:Clerk@rotherfieldparishcouncil.co.uk)

**Parish Council Website:** [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk) Twitter @rotherfieldpcc and on Facebook

*April 2024: Parish Council engages NALC consultant to advise on RPC application for PWLB*

*Management Committee presents Business Case to RPC*

*Parish Council applies for planning advice on behalf of the RMI Charity*

*Parish Council makes formal resolution for PWLB application and for precept increase to cover loan payments*

*Public consultation initiated*

*July/August 2024: public consultation and full parish postal referendum RPC applies for planning permission on behalf of RMI*

*October 2024: results of public consultation received*

*Parish Council submits PWLB loan application with supporting Business Case and results of postal referendum*

*Early 2025: building work begins*

*Proposal to repaint the upstairs hall*

*If the build is not going to take place until early 2025, I would like to organise a working party in February, reaching out to parishioners, to repaint at least the skirting boards, windows and main wall up to the skeiling, to make the room more attractive to hirers. The Trust were impressed with the voluntary work that has already been undertaken, and such an activity might be a useful outreach to the community.*

The Committee wished to record a vote of thanks to the Rotherfield Trust for their grant towards Professional Fees associated with the refurbishment project.

It was **RESOLVED** to agree that a working party be arranged to decorate the Upper Hall. Andy Miller & Robert Chesterton offered the services of the Rotherfield Players scaffold tower and some volunteers to attend to high-level work.

The Committee members discussed the project partners and associated fees. It was **RESOLVED** that RSA Architecture be approached to see what their fees would be for a larger role in the refurbishment project. It was **RESOLVED** that a meeting will be set up with RSA Architecture – Cllr Kember, Cllr Johnstone, Cllr Hiles and Robert Chesterton to attend.

An invoice from BLB was presented to the Committee. The Committee were uncomfortable with the invoiced amount and **RESOLVED** not to make payment at this time until further information had been received. **Clerk** to write to BLB stating that according to their fee document, they appear to have charged a fee to win the

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

**Tel:** 07969512099. Email: [Clerk@rotherfieldparishcouncil.co.uk](mailto:Clerk@rotherfieldparishcouncil.co.uk)

**Parish Council Website:** [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk) Twitter @rotherfieldpcc and on Facebook

work. The Committee consider this to be outside of the charging process and would appreciate your comments before they can settle any invoices.

The Clerk advised the Committee that a report be made to the Parish Council as the Sole Trustee at the earliest opportunity. Two Parish Councillors requested the Clerk remind the Committee of their obligations under Clause 7.6 of the Charity Schedule adopted October 2022.

## 6. Receive finance report for DECEMBER 2023:

The Clerk reported the 2023 Rotherfield Memorial Institute financial position as at 31<sup>st</sup> December 2023:

Statement Balance on 31 <sup>st</sup> December 2023	£10,588.13
2023/2024 Income on 31 <sup>st</sup> December 2023	£7,013.97
2023/2024 Expenditure on 31 <sup>st</sup> December 2023	£7,604.09
Profit/Deficit	-£590.12

The Committee **NOTED** the financial reports.

## 7. Receive updates on bookings and usage of the hall.

In addition to the regular use of the Memorial Institute by Rotherfield St Martin bookings from 1<sup>st</sup> January 2023 to 31<sup>st</sup> December 2023 total:

Library Room: 134 hours  
Upper Hall: 205 hours

*These figures were reported retrospectively.*

## 8. To note any Health and safety issues and record any risks.

- The Clerk reported that there was still some water ingress in the Upper Hall when the rain and wind were in a certain direction.
- The Chair reported that the window had fallen out of the upstairs loo roof whilst work was being done. It is in the process of being repaired and the window hole has been temporarily boarded up.

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

**Tel:** 07969512099. Email: [Clerk@rotherfieldparishcouncil.co.uk](mailto:Clerk@rotherfieldparishcouncil.co.uk)

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

## 9. Any Other Business

- Clerk reported that the new bins had arrived. A key for the general waste can be found in the kitchen.
- Ruth Helliwell asked if we could get a quote from a decorator for the ceiling area of the Upper Hall.

Meeting concluded: **20:54**

**Signed:**

**Date:**

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

**Tel:** 07969512099. Email: [Clerk@rotherfieldparishcouncil.co.uk](mailto:Clerk@rotherfieldparishcouncil.co.uk)

**Parish Council Website:** [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk) Twitter @rotherfieldpcc and on Facebook