



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 26TH JUNE 2025 AT 19:30 IN MARK CROSS COMMUNITY CENTRE

PRESENT

Cllr B Johnstone (Vice-Chair)
Cllr J Richardson
Cllr D Hiles

Cllr P Turner
Cllr P Beach
Cllr L Buck

Cllr P Kember
Cllr J Gosney
Cllr B Cheeseman

COUNCILLORS ABSENT

None

ALSO PRESENT

Adam J Hardy (Parish Clerk & RFO) and one member of the REACT Working Group.

1. CO-OPTION OF COUNCILLOR TO FILL VACANCY IN ERIDGE & MARK CROSS WARD.

It was **RESOLVED** to co-opt Benjamin Cheeseman as a Parish Councillor for the Eridge & Mark Cross Ward.

The meeting was paused whilst the co-opted councillor signed their Declaration of Office. This was witnessed by the Clerk.

2. TO RECEIVE THE FOLLOWING: -

a) Introduction of Councillors & Officers.

The Councillors and Officers introduced themselves.

b) Public forum.

None.

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

Apologies for absence were received from Cllr R Harris (Chair), Cllr P Snelling, Cllr D Johnstone and Cllr E Holmes-Cutting.

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

Apologies had also been received from Cllr Georgia Taylor (East Sussex County Council), Cllr Bob Standley (East Sussex County Council), Cllr Michael Lunn (Wealden District Council) and Cllr Jessika Hulbert (Wealden District Council).

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

None.

Last Updated: Thursday, 24 July 2025 - 10:21 AM

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e) District and County Councillor reports.

Cllr Bob Standley (East Sussex County Council)

A written report had been circulated to Councillors as Cllr Standley had sent his apologies for the meeting.

f) Minutes of the Extraordinary Parish Council meeting held on Thursday, 29th May 2025, for approval as a true record.

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

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

- The Clerk reported that he had updated the website to reflect committee and councillor changes as agreed at the Annual Parish Council Meeting.
- The Clerk reported that he had been liaising with Cllr P Beach regarding dates for the tree warden course.
- The Clerk confirmed that he had notified Eridge & Tunbridge Wells Model Railway Club of their successful grant application. They have replied, saying they would be more than happy for Councillors to visit and agreed to attend the Parish Assembly in 2026 with a couple of layouts.
- The Clerk confirmed that he had written to Rotherfield School PTCA confirming our sponsorship of a marshals t-shirt for their Colour Run.
- The Clerk reported that he and his admin assistant were working on the new Parish Directory and should have a copy ready for adoption at the August Parish Council Meeting ready for publication in September.

3. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT THE END OF MAY 2025, 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 May 2025** was presented for all of the Council's bank accounts.

The Council **NOTED** the budget and other financial reports.

ii Approval of payments.

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

Regular Payments				Amount - VAT included where applicable
Invoice/payer details	Ledger code	Cost centre code	Ledger entry description - Max 30 characters	
Rotherfield Sports Club	4340	302	Grounds Maintenance	£368.75
BT Business Broadband	4409	302	CCTV Broadband	£52.16
Cloudy Group Ltd	4110	101	Rialtas Hosting	£76.56
Veolia	4391	303	Village Hall Bins	£175.30
Phil Ireland	4252	203	Street Sweeping	£277.20
Phil Ireland	4364	302	Litter Picking	£554.40
Rotherfield Village Hall	4125	101	RVH Hall Hire	£78.00
Rotherfield Village Hall	4125	101	RVH Hall Hire (2)	£18.40
Rotherfield Memorial Institute	4125	101	RMI Hall Hire	£30.00

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Mark Cross Community Centre	4125	101	MCCC Hall Hire	£24.00
F Wilson	4117	101	Clerk's Admin Assistant	£355.28
Teambase	4110	101	Stationery (1)	£51.44
Teambase	4114	101	New Desk Parish Office	£212.52
Teambase	4110	101	Stationery (2)	£80.76
Wealden District Council	4256	203	Dog Bin Emptying April - June 2025	£514.80
Wealden District Council	4363	302	Dog Bin Emptying April - June 2025	£171.60
Tollwood Garden Services	4341	302	Village Hall & Rec Ground (1)	£37.00
Tollwood Garden Services	4257	203	Highways (1)	£30.00
Tollwood Garden Services	4393	303	Ashes Interment (1)	£154.50
Tollwood Garden Services	4389	303	Court Meadow Green (1)	£37.00
Tollwood Garden Services	4341	302	Children's Playground (1)	£49.00
Tollwood Garden Services	4257	203	Highways (2)	£50.00
Tollwood Garden Services	4257	203	Highways (3)	£50.00
Tollwood Garden Services	4258	203	MX Mill Green	£60.00
Tollwood Garden Services	4255	203	Vegetation Removal	£40.00
Tollwood Garden Services	4389	303	Court Meadow Green (2)	£37.00
Tollwood Garden Services	4341	302	Village Hall & Rec Ground (2)	£208.50
Tollwood Garden Services	4393	303	Ashes Interment (2)	£103.00
Tollwood Garden Services	4381	303	Hornshurst Burial Ground (1)	£70.00
Tollwood Garden Services	4393	303	Ashes Interment (3)	£170.00
Tollwood Garden Services	4389	302	Court Meadow Green (3)	£37.00
Tollwood Garden Services	4341	302	Children's Playground (2)	£49.00
Tollwood Garden Services	4258	203	Eridge Station (1)	£65.00
Tollwood Garden Services	4250	203	St Chéron Twitten	£200.00
Tollwood Garden Services	4250	203	Court Meadow Footpath	£160.00
Tollwood Garden Services	4258	203	Eridge Station (2)	£80.00
Tollwood Garden Services	4257	203	Highways (4)	£288.00
Tollwood Garden Services	4341	302	Village Hall & Rec Ground (3)	£331.00
Tollwood Garden Services	4255	203	Station Road (1)	£5.00
Tollwood Garden Services	4257	203	Highways (5)	£50.00
Tollwood Garden Services	4255	203	Station Road (2)	£49.00
Tollwood Garden Services	4389	302	Court Meadow Green (4)	£37.00
Tollwood Garden Services	4380	303	St Denys' Burial Ground (1)	£466.00
Tollwood Garden Services	4381	303	Hornshurst Burial Ground (2)	£70.00

Total	£6,024.17
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Other Payments

Satswana Limited	4120	101	DPO Services Renewal	£180.00
Eridge & Tunbridge Wells Model Railway Society	4150	101	Grant	£300.00
Mulberry Local Authority Services Limited	4120	101	Internal End-of-Year Audit	£156.00
TN6 Electrical Ltd	4114	101	Additional Sockets for Parish Office	£185.00
TN6 Electrical Ltd	4387	302	Scout Hut Fire Alarm & Emergency Lights	£1,300.00

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S Martin	4258	203	Flowers for Mark Cross	£113.99
				Total
				£2,234.99
Surgery payments	Ledger code	Cost centre code	Ledger entry description - Max 30 characters	Amount
Sussex Primary Care	4399	305	Surgery Costs	£629.08
Tollwood Garden Services	4405	305	Surgery Weeding and Tidy	£100.00
Tollwood Garden Services	4405	305	Surgery Car Park	£75.00
Phil Ireland	4405	305	Surgery Windows	£15.00
				£819.08
Staff Costs - includes Tax, NI, pension and expenses			Total figure reported separately	£4,677.91

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

- Payment to X-Net (Services) Ltd for the renewal of the @rotherfieldparishcouncil.co.uk domain name.
- Cllr R Harris & Cllr P Beach had approved spending of £615.65 on repairs to Lighting Column 95 – North Street.
- Cllr R Harris & Cllr P Beach had approved spending of £617.08 on repairs to Lighting Column 80 – Court Meadow.

The Council **NOTED** the payments agreed under delegated powers.

4. RECEIVE REPORTS, UPDATES & RECOMMENDATIONS REGARDING PERSONNEL

Cllr J Richardson reported that the Councillors with responsibility for personnel had met and the Clerk would shortly undergo his appraisal.

A new job description for the Clerk had been agreed upon by the Chair of the Council and Councillors responsible for personnel.

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

i. Receive and note Internal End of Year Audit 2024/2025 report.

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

The Council **NOTED** the Internal End of Year Audit 2024/2025 report.

The Council thanked the Clerk & RFO for all his hard work for achieving another successful audit.

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ii. Receive, adopt and sign Section 1 of the Annual Governance Statement (AGAR) 2024/25.

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

It was **RESOLVED** to adopt Section 1 of the Annual Governance Statement (AGAR) 2024/2025.

The Vice-Chair and Clerk signed Section 1 of the AGAR.

iii. Receive, adopt and sign Section 2 of the Annual Governance Statement (AGAR) – Accounting Statements 2024/25.

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

It was **RESOLVED** to adopt Section 2 of the Annual Governance Statement (AGAR) 2024/2025.

The Vice-Chair signed Section 2 of the AGAR.

iv. Discuss and consider quotations for path and trackway works at Parish Cemetery.

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

It was **RESOLVED** to accept the quotation from Warren Drives of £5,480.00 + VAT for the works to the path and trackway at the cemetery. This is subject to the materials being hot laid. **Clerk** to notify the contractor and arrange a suitable date for the work.

v. Discuss and adopt revisions to the Rotherfield Parish Emergency Action Plan.

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

One member of the REACT Working Group addressed the Council, highlighting how REACT and the Parish Council will work together in a declared emergency to encourage households to be resilient. The Vice-Chair thanked the member of the REACT Working Group for addressing the Council and all the hard work put in by everyone in REACT.

It was **RESOLVED** to adopt the revised Parish Emergency Action Plan.

Cllr P Turner outlined the Rotherfield Parish Council Emergency Response Strategy document. This outlines specifically how the Parish Council will respond in various incidents and declared emergencies.

It was **RESOLVED** to adopt the Rotherfield Parish Council Emergency Response Strategy.

Clerk to publish both documents on the Parish Council website.

vi. Discuss and consider Temporary Road Safety Posters Agreement from East Sussex County Council Road Safety Team.

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

It was **RESOLVED** to sign the Temporary Road Safety Posters Agreement. **Clerk** to sign on behalf of the Council and return to the East Sussex County Council Road Safety Team.

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vii. Discuss and consider refurbishment, replacement and additional noticeboards across the Parish.

- **Cuckoo Line Stores** – It was **RESOLVED** that an approach would be made to the property owners to see if a larger or additional noticeboard could be installed. **Clerk** to ask the owners and photograph.
- **Eridge Station** – The Clerk reported that this was newly installed, and information would be shared between this notice board and the one on Eridge Village Hall.
- **Mark Cross** – The Clerk reported that the double door noticeboard outside of the Community Centre was regularly updated with notices. A request had been received from a resident of Mark Cross about the possibility of a new noticeboard in the lower part of Mark Cross. The Clerk reminded Councillors that this would be dependent on finding some land to place this on and having the owner's permission. **Clerk** to liaise with residents to see if an appropriate location can be found for the noticeboard.
- **Rotherfield Recreation Ground** – It was **AGREED** that this noticeboard was not in the best location and could be relocated to an agreed location in the lower part of Mark Cross.
- **Rotherfield Community Hub/Rotherfield Stores** – It was **RESOLVED** that an approach would be made to the owners for a replacement board to be installed. **Clerk** to contact owners.

Cllr L Buck suggested that Rotherfield Surgery could be approached to see if a noticeboard could be placed in the waiting room. **Clerk** to contact the surgery manager.

viii. Discuss and consider the Council's response to Government Reorganisation in East Sussex survey.

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

Cllr B Johnstone thanked those who had submitted their comments and presented the proposed response. It was **RESOLVED** to send the DRAFT response that was prepared by Cllr B Johnstone. **Clerk** to send response to the consultation.

ix. Discuss and resolve commissioning Action in Rural Sussex to undertake a Housing Needs Survey for the Parish of Rotherfield.

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

It was **RESOLVED** to proceed with the Housing Surveys by Action in Rural Sussex (AiRS). **Clerk** to notify AiRS and begin preparations.

6. RECEIVE UPDATE ON THE ROTHERFIELD MEMORIAL INSTITUTE.

Cllr B Johnstone updated the Council that meetings had taken place with the architects and quantity surveyors to start to look at value engineering to reduce the cost of the project. Further meetings are due to take place over the course of July, and a more detailed report will be presented to the July Parish Council meeting.

7. RECEIVE UPDATE ON THE MARK CROSS COMMUNITY CENTRE.

The Clerk reported that the external works identified in the quinquennial report had been completed. A new fence is due to be installed tomorrow. Bookings remain steady.

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8. RECEIVE UPDATE ON THE ROTHERFIELD SURGERY BUILDING.

The Clerk reported that no further updates regarding the lease renewal were forthcoming.

The Clerk updated the Councillors that two more doctors had announced their retirement, which will commence at the end of July. The Council will offer to contribute to the leavers' party for the doctors as they did for Dr Golton's retirement.

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

Date	Meeting
3 rd June 2025	Planning & Environment Committee

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

a) Meetings attended on behalf of the Parish Council.

- The Clerk reported that he had attended the Village Hall Management Committee meeting.
- Cllr Beach reported that he visited Eridge Station to review the parking situation.

b) Clerk's updates and issues.

- The Clerk informed Councillors that the Highways, Lighting, and Transport Committee meeting, originally scheduled for 12th August 2025, had been rescheduled for Tuesday, 19th August 2025.
- The Clerk informed Councillors that the meeting of the Full Parish Council, originally scheduled for Thursday, 25th September 2025, had been rescheduled for Thursday, 18th September 2025. **Clerk** to update the meeting schedule, publish and circulate to Councillors.
- The Clerk reported that he had received an update from South East Water on the status of the Cottage Hill storage tank and the progress of the new connection to Bewl Water.

c) Items for the next Parish Magazine column.

It was **AGREED** that as our Parish Magazine communication was taking a new format, this standing item would be removed from the Parish Council meeting agenda moving forward.

11. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- The Clerk reported that he had received correspondence from the children in Year Six at Rotherfield Primary School thanking the Parish Council for their grant for the cost of their residential trip.
- The Clerk reported that he had received multiple correspondences regarding parking at Eridge Station. A public meeting at the station has been arranged for Saturday, July 26th, and advertising for this will be published shortly.

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12. TO RECEIVE INSPECTION REPORTS AND RECREATION & BURIAL UPDATES.

Date	Inspection Report	Comments
23 rd June 2025	Parish Cemetery	Nothing to report. The Clerk has advised that a replacement bin should be with us in the next few days.
23 rd June 2025	Old Burial Ground	Nothing to report - the bees remain very active!
23 rd June 2025	Court Meadow Green	Nothing to report.
23 rd June 2025	Playground	Previously reported - one of the cross beams on the large climbing frame shows signs of rot and needs repairing/replacing. The Clerk has chased the contractor regarding this.
23 rd June 2025	Recreation Ground	The meeting I had with a local resident has resulted in them obtaining a quote for equipment for older children. This included a zip line which I have advised that it would be unlikely our insurers would cover. I plan to bring a proposal for discussion to the July PC meeting. Clerk to add an item to the 24 th July 2025 Parish Council Meeting agenda.
23 rd June 2025	REACT Container Box	Exterior inspection - nothing to report.
23 rd June 2025	Scout Hut and Pre-School Buildings	Nothing to Report
23 rd June 2025	Village Hall and Car Park	Nothing to Report
23 rd June 2025	Norman's Field	What is left of the road gate had been left open after the hay had been collected. I have closed it but it is not possible to lock it to secure the field. I have reported this to the Clerk who will contact the landowner.

13. TO AGREE ON FIVE POINTS FOR THE COUNCIL MEETING SUMMARY DOCUMENT.

1)	Co-Option of Cllr Benj Cheeseman.
2)	The Council support for the REACT team and the adoption of the revised Rotherfield Emergency Action Plan.
3)	The commission of a Housing Needs Survey for the Parish.
4)	The Council will continue to engage with residents and lobby authorities regarding the parking at Eridge Station and on the station the junction with the A26.
5)	The Council were pleased to hear that South East Water has completed 85% of a £12.1 million pipeline project connecting drinking water storage tanks near Wadhurst and Rotherfield to the Bewl Water treatment works, aiming to improve network resilience and prevent outages during high demand periods. Additional upgrades include new pumps, six water tankers, and a broader £80 million investment in East Sussex to enhance water quality and infrastructure.

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14. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

Date	Meeting	Venue
15 th July 2025	Planning & Environment Committee	Rotherfield Village Hall
24 th July 2025	Parish Council Meeting	Rotherfield Community Hub (Memorial Institute)
5 th August 2025	Planning & Environment Committee	Rotherfield Village Hall
5 th August 2025	Community & Events Committee- 8:15pm	Rotherfield Village Hall
19 th August 2025 PLEASE NOTE REVISED DATE	Highways, Lighting & Transport Committee	Rotherfield Community Hub (Memorial Institute)
26 th August 2025	Planning & Environment Committee	Rotherfield Village Hall
28 th August 2025	Eridge Village Hall	Eridge Village Hall

All meetings are at 7:30 pm unless otherwise stated.

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

- Cllr B Johnstone reported that she had arranged the purchase of the two sports shields being presented to each school in the parish as the 'The Emily Craig Shield for Outstanding Contribution to Sports.'
- Cllr J Gosney reported that a bus timetable display had been vandalised in Town Row. **Clerk** to investigate.
- Cllr J Gosney reported that the surface of the Station Road pavement is deteriorating further and is quite dangerous to walk on. The Clerk confirmed that he had reported this to East Sussex, but it did not meet their criteria for repair. It was **AGREED** that this be raised with Cllr Standley. **Clerk** to write to Cllr Standley.
- Cllr B Cheeseman asked if the tactile crossing point on Station Road was still being blocked by parked cars. The Clerk reported that it was currently clear but he is monitoring the situation.
- Cllr P Turner reported that New Road residents were concerned that the drains in Mayfield Road had still not been cleared as promised and that in any torrential downpour, the water would run straight down New Road. **Clerk** to chase the clearing of Mayfield Road drains.

Chair declared the meeting closed at: **21:31**

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

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