



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

**MINUTES OF THE ANNUAL & MONTHLY MEETING OF THE PARISH COUNCIL
HELD ON THURSDAY 29TH MAY 2025 AT 19:30
IN THE UPPER HALL AT ROTHERFIELD MEMORIAL INSTITUTE**

PRESENT

Cllr R Harris
Cllr B Johnstone
Cllr L Buck
Cllr P Snelling

Cllr J Richardson
Cllr J Gosney
Cllr E Holmes-Cutting

Cllr P Kember
Cllr P Turner
Cllr P Beach

COUNCILLORS ABSENT

ALSO PRESENT

Adam Hardy (Parish Clerk & Responsible Finance Officer), Cllr M Lunn (Wealden District Council),
Cllr J Hulbert (Wealden District Council), Cllr B Standley (East Sussex County Council)
and one member of the public

1. TO ELECT CHAIR AND VICE CHAIR AND SIGNING OF THEIR DECLARATIONS OF OFFICE.

It was **RESOLVED** that **Cllr Robert Harris** be appointed Chair of Rotherfield Parish Council for the 2025/2026 term.

It was **RESOLVED** that **Cllr Beverley Johnstone** be appointed Vice-Chair of Rotherfield Parish Council for the 2025/2026 term.

The elected councillors signed their declarations of office, which were witnessed by the Clerk.

2. INTRODUCTION OF COUNCILLORS & OFFICERS.

The Councillors and Officers introduced themselves to the public.

3. TO RECEIVE THE FOLLOWING: -

a) Public forum.

None.

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

Apologies for absence had been received from Cllr Douglas Johnstone and Cllr David Hiles.

It was **RESOLVED** to accept the reasons for apologies.

Apologies had also been received from Cllr Georgia Taylor (East Sussex County Council)

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 M Lunn (Wealden District Council)

- Cllr Lunn thanked Cllr Jessika Hulbert for her excellent service to Wealden District Council during her tenure as Chair of the Council for the last year.
- Cllr Lunn reported that Wealden had voted through a new constitution, which now splits the planning committees into those handling major and minor applications. Each committee will consider applications from across the district. There have also been changes to the Licensing Committee and Scrutiny and Overview Committees. The Clerk asked if there was a scheme for determining which applications were assigned to which Committee. Cllr Lunn confirmed it is mainly a number of houses on the site, with ten or more going to Planning Major and the rest to Planning Minor. However, there will be some circumstances where smaller applications but with more significant impact may go to Planning Majors. District Councillors wishing to call in applications will need to have clear and precise policy reasons as to why.
- Cllr Turner asked if Cllr Lunn was aware of how much money, time and effort the landlord of the Kings Arms Pub had expended on preparing documents and commissioning reports relating to the upcoming planning applications. It would be a significant loss to the Village if the pub were to close due to the heavy demands of the planning process. Cllr Lunn replied that he was monitoring the planning applications.
- Cllr Lunn built on the point made by Cllr Hulbert regarding the £10,000 for each District Councillor. He will be dividing his between his two wards £5,000 for Rotherfield and £5,000 for Hadlow Down.
- Cllr Lunn updated the Council on the withdrawal of the Highfields Farm Planning application.

Cllr J Hulbert (Wealden District Council)

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

- Cllr Hulbert reported that her term as Chair of Wealden District Council had come to an end, but she has been appointed Vice-Chair for the next Council term. Additionally, she will sit on the newly formed Wealden Minors Planning Committee.
- Cllr Hulbert reported that each District Councillor has been allocated £10,000 to support groups, projects, and charities within their Wards. Applications will open soon. Cllr Buck asked if there was a deadline for applications for this money. Cllr Hulbert & Cllr Lunn replied that the details were being finalised.

Cllr B Standley (East Sussex County Council)

- Cllr Standley congratulated Cllr Harris on his reappointment as Chair for the next Council term.
- Cllr Standley reported that he was aware of the ongoing issues with the buses in Rotherfield and he is following this up with Officers at East Sussex County Council and Stagecoach. Cllr Gosney said that although he was grateful all buses should now run through Rotherfield, it was a shame the frequency of the service had been reduced.
- East Sussex County Council are awaiting changes in the definition of SEN as this might help the finances of the Council.

e) **Minutes of the Extraordinary Parish Council meeting held on the 22nd April 2025 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 the 24th April 2025 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.**

- The Clerk confirmed that he had notified the successful grant applicants and their payments are on the payment run for approval.
- The Clerk confirmed that he had signed and returned the quotation for repairs to streetlight columns 75 & 77 in Court Meadow.
- The Clerk confirmed that the revised and adopted Standing Orders are now published on the Parish Council website.

4. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END APRIL 2025, REVIEW EXPENDITURE AGAINST BUDGET TO DATE AND NOTE OR AUTHORISE PAYMENTS.

a Budget, other financial reports, and actions arising.

The bank reconciliation up until the 30th April 2025 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.

b Approval of payments.

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

Invoice/payer details	Regular Payments			Amount - VAT included where applicable
	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	£219.12
Phil Ireland	4252	203	Street Sweeping	£221.45
Phil Ireland	4364	302	Litter Picking	£442.95
Phil Ireland	4255	203	Road Sign Washing	£422.40
Rotherfield Village Hall	4125	101	RVH Hall Hire	£35.60
Rotherfield Memorial Institute	4125	101	RMI Hall Hire	£33.00
Mark Cross Community Centre	4125	101	MCCC Hall Hire	£24.00
F Wilson	4100	101	Clerk's Admin Assistant	£449.28
Tollwood Garden Services	4341	302	Village Hall & Rec Ground (1)	£331.00
Tollwood Garden Services	4257	203	Highways (1)	£288.00
Tollwood Garden Services	4255	203	Grass around Railway Bridge (1)	£49.00
Tollwood Garden Services	4255	203	Station Road (1)	£5.00
Tollwood Garden Services	4389	303	Court Meadow (1)	£37.00
Tollwood Garden Services	4380	303	Old Burial Ground (1)	£466.00
Tollwood Garden Services	4381	303	Hornshurst Burial Ground (1)	£70.00
Tollwood Garden Services	4255	203	Vegetation Removal (1)	£40.00

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Tollwood Garden Services	4257	203	Highways (2)	£235.00
Tollwood Garden Services	4341	302	Village Hall & Rec Ground (2)	£57.00
Tollwood Garden Services	4341	302	Children's Play Area (1)	£49.00
Tollwood Garden Services	4389	303	Court Meadow (2)	£37.00
Tollwood Garden Services	4255	203	Station Road (2)	£35.00
Tollwood Garden Services	4380	303	Old Burial Ground (2)	£30.00
Tollwood Garden Services	4389	303	Court Meadow (3)	£10.00
Tollwood Garden Services	4255	203	Station Road (3)	£50.00
Tollwood Garden Services	4389	303	Court Meadow (4)	£37.00
Tollwood Garden Services	4341	303	Village Hall & Rec Ground (3)	£208.50
Tollwood Garden Services	4381	303	Hornshurst Burial Ground (2)	£70.00
Tollwood Garden Services	4258	203	Eridge Station (1)	£70.00
Tollwood Garden Services	4255	203	Plants	£10.00
Tollwood Garden Services	4381	303	Hornshurst Burial Ground (3)	£120.00
Tollwood Garden Services	4389	303	Court Meadow (5)	£37.00
Tollwood Garden Services	4341	303	Children's Play Area (2)	£49.00
Tollwood Garden Services	4255	203	School Hedge	£200.00
Tollwood Garden Services	4380	303	Old Burial Ground (3)	£466.00
Tollwood Garden Services	4389	303	Court Meadow (6)	£37.00
Tollwood Garden Services	4341	302	Village Hall & Rec Ground (4)	£331.00
Tollwood Garden Services	4257	203	Highways (3)	£288.00
Tollwood Garden Services	4255	203	Grass around Railway Bridge (2)	£49.00
Tollwood Garden Services	4255	203	Station Road (4)	£5.00
Tollwood Garden Services	4381	303	Hornshurst Burial Ground (4)	£70.00

Total	£6,181.77
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Other Payments

TN6 Electrical	4113	101	Smoke/Heat Detector - Parish Office	£225.00
Fine Art Services	4158	102	Parish Map Boards	£360.00
Rotherfield Village Hall	4125	101	Dr Golton Retirement Party Hall Booking	£60.00
C Britten	4159	102	VE Day Fireworks	£2,000.00
Fine Art Services	4158	102	Parish Map Boards 2	£540.00
Peter Mannington	4340	302	Overseer Pitches	£696.00
Rialtas Business Solutions Ltd	4120	101	Year End Closedown 24/25	£1,062.00
Adam Hardy (Parish Clerk)	4368	302	REACT Food Stuffs	£54.34
Douglas Johnstone	4158	102	Parish Map Board Expenses	£24.97
C Yates	4156	102	Annual Parish Assembly Expenses	£40.89
The Parish of Rotherfield with Mark Cross	4156	102	Annual Parish Assembly Donation	£50.00
Rotherfield & Mark Cross Bonfire Society	4150	101	Carnival Grant	£600.00
Rotherfield & Mark Cross Bonfire Society	4158	102	Senior Citizens Annual Lunch Grant	£550.00
Rotherfield St Martin	4150	102	Support Grant	£1,500.00
Wealden Citizens Advice	4150	102	Support Grant	£700.00
Family Support Work	4150	102	Support Grant	£800.00
Rotherfield St Martin	4110	101	Franking Postage	£47.87
Rotherfield St Martin	4159	102	VE Day 80th Celebration Expenses	£225.45
L Holmwood	4159	102	VE Day 80th Celebration Expenses	£14.99
F Wilson	4159	102	VE Day 80th Celebration Expenses	£123.34

Total	£9,674.85
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Surgery payments	Ledger code	Cost centre code	Ledger entry description - Max 30 characters	Amount
Sussex Primary Care	4399	305	Surgery Costs	£629.08
				£629.08

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

None

5. ELECTIONS AND APPOINTMENTS

- a) To elect Chair & Vice Chairs of Committees, appoint Committee members, and arrange review of the terms of reference of the following Committees and working groups.**

Committee	Chair/Portfolio Holder	Vice-Chair	Committee
Planning & Environment Committee	Cllr Peter Kember	Cllr David Hiles	Cllr Paul Beach Cllr Jerry Gosney Cllr Emanuelle Holmes-Cutting Cllr Paul Snelling <i>Standby Councillors:</i> <i>Cllr Janice Richardson</i> <i>Cllr Paul Turner</i>
Highways, Lighting & Transport Committee	Cllr Paul Beach	Cllr Douglas Johnstone	Cllr Jerry Gosney Cllr Peter Kember Cllr David Hiles <i>Standby Councillors:</i> <i>Cllr Janice Richardson</i> <i>Cllr Paul Turner</i>
Community & Events Committee	Cllr Janice Richardson	Cllr Beverley Johnstone	Cllr David Hiles Cllr Lucy Buck Cllr Jerry Gosney <i>Standby Councillors:</i> <i>Cllr Emmanuel Holmes-Cutting.</i>
Recreation & Burial Portfolio Holder	Cllr Paul Turner	N/A	N/A
Finance & General Purposes Committee	Cllr David Hiles	Cllr Paul Snelling	Cllr Paul Turner Cllr Paul Beach Cllr Janice Richardson Cllr Jerry Gosney
Rotherfield Memorial Management Committee	Cllr Beverley Johnstone		

Mark Cross Community Centre Management Committee	Cllr Beverley Johnstone		
Rotherfield Surgery Working Party	N/A	N/A	Louise Henrick (Chair) James Kitchenham Cllr Robert Harris Cllr Beverley Johnstone Cllr Paul Turner Adam Hardy (Parish Clerk)
Councillors with Responsibility for Personnel	Cllr Janice Richardson	N/A	Cllr Paul Snelling Cllr David Hiles Cllr Robert Harris Cllr Beverley Johnstone

***The Chair and Vice-Chair of the Council sit as Ex-Officio Members of all Committees.**

Clerk to update Parish Council website with new Committee details.

b) To Appoint Council Representatives to the following organisations.

Rotherfield Village Hall	Adam J Hardy (Parish Clerk)
Wealden District Association of Local Councils	1)Cllr Robert Harris 2)Cllr Janice Richardson
East Sussex Association of Local Councils	Cllr Robert Harris
Rotherfield Millennium Green	Cllr Paul Turner
Rotherfield Sports Club	Cllr Paul Turner
Rotherfield Twinning Liaison	Cllr Emmanuel Holmes-Cutting
Uckfield Line Parishes Group	Cllr Douglas Johnstone
Rotherfield Scout Group	Cllr Jerry Gosney
Mark Cross Primary School	Cllr Beverley Johnstone
Rotherfield Pre-School	Cllr Paul Turner
Rotherfield Primary School	Cllr Janice Richardson
St Denys' & St Mark's Churches	Cllr Janice Richardson
Pennies Nursery	Cllr Beverley Johnstone

c) To make appointments to the following posts, review/create new responsibilities and posts.

REACT	1)Cllr Paul Turner 2)Adam J Hardy (Parish Clerk)
Rotherfield Protection Group	Cllr Peter Kember
Footpath Commissioner	Cllr Emmanuel Holmes-Cutting
Smith & Fermor Charity	Adam J Hardy (Parish Clerk)
Sussex Police Liaison	Cllr Paul Snelling
Wealdlink	Cllr Jerry Gosney
Tree Wardens	1) Cllr Robert Harris 2) Cllr Beverley Johnstone
Working Group Against Overdevelopment in Wealden	<i>To be discussed at a later meeting.</i>
Gatwick Airport & Aircraft Issues	Cllr Peter Kember

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Cllr Paul Beach expressed an interest in undertaking the Tree Warden training course. **Clerk** to arrange training.

6. RECEIVE REPORTS, UPDATES & RECOMMENDATIONS REGARDING PERSONNEL

None.

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

- i. **Resolution granting all Councillors serving on Rotherfield Parish Council dispensation to speak and vote on the Council's budget and setting of the precept for the remaining term of this Council.**

It was **RESOLVED** to grant all Councillors serving on Rotherfield Parish Council dispensation to speak and vote on the Council's budget and setting of the precept for the remaining term of this Council.

- ii. **Receive and discuss quotation for lamppost column 73 Boars Head - Lantern and column Replacement**

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

The Clerk presented the quotation from East Sussex Highways for repair at a cost of £5,062.01.

It was **RESOLVED** that this streetlight would be reviewed in twelve months' time due to the high cost of this repair.

- iii. **Receive and consider a grant request from the Eridge & Tunbridge Wells Model Railway Society.**

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

It was **RESOLVED** to make a grant of £300.00 to the Eridge & Tunbridge Wells Model Railway Society. **Clerk** to notify applicant.

The Councillors requested a visit to the group once the floor was repaired and a request that the society could bring a layout to the Parish Assembly in 2026. **Clerk** to write to the society.

8. RECEIVE UPDATE ON THE ROTHERFIELD MEMORIAL INSTITUTE.

- The Clerk confirmed that the Management Committee had now finalised the refurbishment plans and had voted to RIBA Stage 4, which will allow them to undertake further value engineering and reach the closest final cost for grant applications.
- Cllr B Johnstone reported that the Management Committee were now making progress on grant applications. A smaller grant has been applied for to help with the running costs of the charity. An expression of interest letter is being prepared for a new Wealden District Council grant for a three-figure sum.

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- The Clerk reported that due to increases in Utilities and running costs, the Management Committee had agreed to increase the hourly hire cost.

9. RECEIVE UPDATE ON THE MARK CROSS COMMUNITY CENTRE.

- The Clerk reported that the roofing work on the Community Centre was nearly complete.
- The Clerk confirmed that the Community Centre was running well and a meeting would be arranged for July 2025.

10. RECEIVE UPDATE ON THE ROTHERFIELD SURGERY BUILDING.

- The Clerk confirmed that the new Carpet tiles for the Surgery entrance were due to be installed over the next two weeks.
- The Clerk reported that there had been no updates on lease renewal from either the District Valuer or Sussex Primary Care.

11. RECEIVE AND ADOPT COMMITTEE MEETING MINUTES & MATTERS ARISING.

Date	Meeting
13 th May 2025	Planning & Environment Committee
13 th May 2025	Community & Events Committee

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

a) Meetings attended on behalf of the Parish Council.

- Cllr Turner reported that he had met with a parishioner regarding open spaces for older children at the Recreation Ground and has requested an item to be placed on the 26th June Parish Council Meeting.
- Cllrs Harris & Turner met to review trees on the Recreation Ground and will feed back to the Clerk.
- Cllr Turner reported he had met with contractors prior to quotation for path and trackway works at the Parish Cemetery.
- Cllr Turner reported that he had met with the Charity Manager of Rotherfield St Martin and the Parish Clerk regarding REACT. An item to discuss this will be placed on the 26th June Parish Council meeting.
- Cllr Turner met with contractors on New Road at the junction of Horsegrove Lane, who were working on the drainage system and kerb sets.
- The Clerk reported he had attended the monthly Village Hall Management Committee meeting.

b) Clerk's updates and issues.

- The Clerk informed the Council of the resignation of Jerney Fryatt from Rotherfield Parish Council. An election notice has been published.

c) Items for the next Parish Magazine column.

- The Clerk reported that the new style article of the top five points from Committee meetings would be trialled.

13. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- A letter had been received from Rotherfield Primary School PTCA asking if we would like to sponsor their Rotherfield Colour Run on Saturday, 28th June 2025. It was **AGREED** that the Council would sponsor £30.00 for a Marshal's T-Shirt. **Clerk** to confirm with the PTCA.

14. TO RECEIVE INSPECTION BOOK & REPORTS.

Date	Inspection Report	Comments
22 nd May 2025	Hornshurst Burial Ground	Nothing to report. I have now met two contractors about the extension of the path and we are awaiting quotes.
22 nd May 2025	Old Burial Ground	Nothing to report - the bees are very active!
22 nd May 2025	Court Meadow Green	Nothing to report.
22 nd May 2025	Playground	Previously reported - one of the cross beams on the large climbing frame shows signs of rot. A replacement beam is on order and will be installed as soon as it is delivered.
22 nd May 2025	Recreation Ground	Nothing to report. I had a meeting with a local resident who would like some seating/equipment for older children. We discussed the area immediately to the left of the Sports Club, underneath/behind the tree. She is going to consult other parents and young people and come back to me with some further thoughts and suggestions.
22 nd May 2025	REACT Container Box	Exterior inspection - nothing to report.
22 nd May 2025	Scout Hut and Pre-School Buildings	Nothing to Report
22 nd May 2025	Village Hall and Car Park	Nothing to Report

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

1)	The appointment of the Council Chair and Vice Chair for the 2025/2026 term of the Council.
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2)	A thank you to Jeremy Fryatt for his service as a Parish Councillor.
3)	A grant to Eridge & Tunbridge Wells Model Railway Society.
4)	Sponsorship of the Rotherfield Primary School PTCA Colour Run.
5)	Drainage works on the junction of New Road and Horsegrove Lane.

16. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

Date	Meeting	Venue
3 rd June 2025	Planning & Environment Committee	<i>Rotherfield Village Hall</i>
10 th June 2025	Highways, Lighting & Transport Committee	<i>Rotherfield Community Hub (Memorial Institute)</i>
24 th June 2025	Planning & Environment Committee	<i>Rotherfield Village Hall</i>
26 th June 2025	Parish Council Meeting	<i>Mark Cross Community Centre</i>
15 th July 2025	Planning & Environment Committee	<i>Rotherfield Memorial Institute</i>
24 th July 2025	Parish Council Meeting	<i>Rotherfield Community Hub (Memorial Institute)</i>

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

A presentation from Action in Rural Sussex on the possibility of the Council commissioning a Housing Needs Survey will be made on Thursday 19th June 2025 at 7:00pm in the Upper Hall at Rotherfield Memorial Institute. Please could as many Councillors as possible attend.

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

- Cllr Kember asked what the youngest age a Parish Councillor could be. The Clerk replied that the age was 18.
- Cllr Snelling asked if we could have a debate about how the postal service across the Parish is getting worse. The Clerk replied that he would consider adding an item to the June Parish Council meeting.
- Cllr Buck shared a copy of the Withyham and Groombridge Parish Council Parish Directory and suggested developing something similar for the Parish. **Clerk** to produce a draft Directory.

Chair declared the meeting closed at: **20:58**

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

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