



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 24TH JULY 2025 AT 19:30 IN UPPER HALL AT ROTHERFIELD COMMUNITY HUB (MEMORIAL INSTITUTE)

PRESENT

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

Cllr P Turner
Cllr P Beach
Cllr D Johnstone

Cllr P Kember
Cllr D Hiles
Cllr B Cheeseman

COUNCILLORS ABSENT

None

ALSO PRESENT

Cllr Bob Standley (East Sussex County Council, Cllr Michael Lunn (Wealden District Council), and
Adam J Hardy (Parish Clerk & Responsible Finance Officer).

The Clerk informed the Council of Paul Snelling's resignation from Rotherfield Parish Council.

1. 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 J Gosney, Cllr L Buck and Cllr E Holmes-Cutting.

It was **RESOLVED** that the reasons for the apologies be accepted.

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

None.

e) District and County Councillor reports.

Cllr Bob Standley (East Sussex County Council)

- Cllr Standley reported that the Grove Park School had been taken over by an Academy Trust and renamed Acre Wood Academy.
- Cllr Standley confirmed that events had occurred at East Sussex County Council to mark Armed Forces Day.

Last Updated: Thursday, 28 August 2025 - 11:09 AM

Clerk: Adam J Hardy, 3 Trinity Mews, Mill Crescent, Crowborough, East Sussex TN6 2QU
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- Cllr Standley confirmed that he had contacted East Sussex Highways about repainting the yellow zig-zag lines outside Rotherfield Primary School.
- Cllr Turner expressed his thanks to Cllr Standley for the drainage works carried out on the junction of Horsegrove Lane and New Road. Cllr Turner asked if East Sussex Highways could be chased about their plans to clean out the drains on Mayfield Road as no work has taken place yet.

Cllr Michael Lunn (Wealden District Council)

- Cllr Lunn reported that Wealden District Council had passed a motion for the protection of rivers.
- Cllr Lunn reported he is still trying to get an update on the Regulation 18 process for the new revised local plan. The housing numbers increase from central government need to be included but it is not clear yet where these fit in and how Wealden will reach these numbers. Cllr Hiles said that he felt that Wealden will need to agree to more smaller developments in order to meet the numbers. Cllr Richardson expressed concern how this would be communicated to the public who already felt very frustrated by planning in Wealden.

f) Minutes of the Parish Council meeting held on Thursday, 26th June 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 reported that the AGAR for 2024/2025 was submitted to and accepted by PKF Littlejohn as our external auditors.
- The Clerk reported that the owners of the Cuckoo Line Stores are happy to have a larger noticeboard installed.
- The Clerk reported that he had contacted the Surgery Manager to discuss the possibility of a notice board for the Council within the waiting room. She would discuss this with the team and get back to us, but no response had been received.
- The Clerk notified Warren Drives that the Council had accepted their quotation for works on the Parish Cemetery path and trackway. The work has already been carried out.
- The Clerk confirmed that the revised Rotherfield Parish Emergency Action Plan and Rotherfield Parish Council Emergency Response Strategy had been published on the website.
- The Clerk confirmed that he had signed and returned the Temporary Road Safety Posters Agreement.
- The Clerk confirmed that he had sent the council's consultation response to the Government Reorganisation in East Sussex survey.
- The Clerk confirmed he had instructed Action in rural Sussex to proceed with the Housing Needs Survey for Rotherfield Parish.
- The Clerk reported that the new Mark Cross Millennium Green bin had been installed.
- The Clerk reported that he had chased East Sussex Highways about the clearing of the Mayfield Road drains.

2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT THE END OF JUNE 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 **30th June 2025** was presented for all of the Council's bank accounts.

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

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ii Approval of payments.

It was **RESOLVED** to approve the following payments with the exception of CSUK OU/INV/181895 - TOWN/PARISH - COURT MEADOW - P5 as the Chair reports this lamppost is still day burning.

Regular Payments				
Invoice/payer details	Ledger code	Cost centre code	Ledger entry description - Max 30 characters	Amount - VAT included where applicable
Rotherfield Sports Club	4340	302	Grounds Maintenance	£368.75
BT Business Broadband	4409	302	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	£190.66
Phil Ireland	4364	302	Litter Picking	£381.34
Rotherfield Village Hall	4125	101	RVH Hall Hire	£36.80
Rotherfield Memorial Institute	4125	101	RMI Hall Hire	£66.00
F Wilson	4117	101	Clerk's Admin Assistant	£439.04
Total				£1,786.61
Other Payments				
Balfour Beatty Living Places	4221	202	TOWN/PARISH - NORTH - STREET-LC95	£738.78
Glasdon UK Limited	4407	303	Mark Cross Bin	£493.38
Balfour Beatty Living Places	4221	202	TOWN/PARISH - COURT MEADOW - P5	£740.50
The Computer Studio	4110	101	New IT Equipment Parish Office & Councillor	£821.00
Fine Art Services	4158	102	Additional Parish Maps	£378.00
Crowborough Community First Responders	4110	101	Replacement Pads for RMI Defib	£73.59
Newman Business Solutions Ltd	4110	101	RMI Printer - 7th April - 8th July	£1,222.72
Warren Drives	4323	301	Parish Cemetery Path and Trackway	£9,918.00
Balfour Beatty Living Places	4221	202	TOWN/PARISH - COURT MEADOW - LC 75 & 77	£977.27
Francotyp-Postalia Ltd	4110	101	Franking Machine Contract Change	£24.00
Total				£15,387.24
Surgery payments	Ledger code	Cost centre code	Ledger entry description - Max 30 characters	Amount
Sussex Primary Care	4399	305	Surgery Costs	£629.08
Phil Ireland	4405	305	Surgery Windows	£15.00
				£644.08
Staff Costs - includes Tax, NI, pension and expenses			Total figure reported separately	£4,683.99

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

The Clerk reported the following designated spending on street light repairs, authorised by Cllrs Harris and Beach:

CSUK OU/INV/181718 - TOWN/PARISH - NORTH - STREET- LC95	£738.78
CSUK OU/INV/181895 - TOWN/PARISH - COURT MEADOW - P5	£740.50
CSUK OU/INV/181837 - TOWN/PARISH - COURT MEADOW - LC 75 & 77	£977.27
TOTAL	£2,456.55

These invoices are on the pay run for this meeting but CSUK OU/INV/181895 will not be paid as per earlier discussions on this matter..

The Clerk reported that the following spending on Rotherfield Parish Cemetery had been authorised by Cllrs Harris & Turner under delegated powers as it was within spend and financially advantageous to the Council.

Roll and compact subbase to track, approximately 1652 metres. Lay 100mm of crushed hardcore and 75mm of Type 1 roadstone, all rolled and compacted on a Geotextile fibre membrane.	£2,600.0
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This invoice is on the pay run for this meeting.

3. RECEIVE REPORTS, UPDATES & RECOMMENDATIONS REGARDING PERSONNEL

Cllr J Richardson reported that there were no updates to raise with the Council and the Clerk will be having his annual appraisal next week.

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

i. Discuss and agree further actions relating to facilities on the Recreation Ground for Older Children.

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

Councillors discussed the report and correspondence received and agreed that there is a great need to involve the youth in the decision of the Council. The possibility of a Youth Council or Youth Ambassadors were discussed. **Clerk** to investigate each option and report back to the 18th September Parish Council Meeting.

Cllr B Johnstone suggested that a review of the whole Recreation Ground as a Council asset should take place. It was **AGREED** that this was something that could be done once the transfer of the gifted land behind the Bowls Club was complete.

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- ii. **Discuss and consider making representation to our local Royal Mail Sorting Office with concerns relating to the delivery of mail.**

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

It was **RESOLVED** that the Clerk would write to Royal Mail and get an update on the delivery situation regarding mail and parcels across the Parish. **Clerk** to write letter.

- iii. **Consider and agree the Parish Council's response to the Preschool provision at Rotherfield Primary School consultation.**

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

It was **RESOLVED** that the Clerk would reply to the consultation with strong support for the proposal for Rotherfield School to have Preschool provision. **Clerk** to make response.

- iv. **Consider and agree the Parish Council's Draft East Sussex Housing Partnership Strategy Survey**

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

It was **RESOLVED** to make a positive response to the East Sussex Housing Partnership Strategy Survey. **Clerk** to submit response.

- v. **Receive and approve the Rotherfield Parish Directory 2025.**

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

The Clerk presented the DRAFT Parish Directory for 2025. It was **RESOLVED** to proceed with publishing the Parish Directory with the possible addition of REACT if space allows. It was also **RESOLVED** to accept the quotation from Newman Business Solutions for the printing. **Clerk** to arrange edits and printing.

- vi. **Discuss and consider options relating to parking on Station Road.**

Correspondence relating to this motion had been circulated ahead of the meeting.

Councillors agreed that parking on Station Road was becoming an increasing problem with regular complaints being received. It was **AGREED** that a campaign of considerate parking and to make people more aware of the crossings on Station Road (particularly the tactile crossing) would begin on social media. **Clerk** to begin campaign as soon as possible.

A letter would be prepared for delivery to all houses on Station Road encouraging residents to use the Millenium Green Car Park as an alternative to parking on the pavements and the road. **Cllr Beach** in conjunction with the **Clerk** to prepare the letter.

Cllr Lunn reported that he had raised the disposal of assets with the leader of Wealden District Council and, if as part of the Local Government Reorganisation, the Council could take control of the car park on Station Road.

The Council wondered if white lines could be painted across the tactile crossing point on Station Road. Cllr Standley agreed to raise this with East Sussex Highways and liaise with the Clerk about how this could be accomplished. **Cllr Standley** to report back at the next meeting.

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vii. Discuss and consider options relating to parking at Eridge Station.

It was **AGREED** that a public meeting would be held outside of Eridge Station. Dates had been received from Cllr Taylor and Cllr Hulbert, these would be circulated to Councillors to see which the majority of Councillors could attend. Posters and social media would be utilised to invite the public to the meeting. **Clerk** to circulate dates to Councillors.

It was **RESOLVED** that the Parish Council would try and set up a meeting with operators of the car park. On one instance in the last week, there were 90 vehicles parked on the road and only 12 in the car park.

5. RECEIVE UPDATE ON THE ROTHERFIELD MEMORIAL INSTITUTE.

Documents relating to this item were circulated to the councillors ahead of the meeting.

Cllr B Johnstone talked through her update, which had been sent to Councillors ahead of the meeting. She confirmed that the Management Committee is moving into the grant application phase.

6. RECEIVE UPDATE ON THE MARK CROSS COMMUNITY CENTRE.

Cllr B Johnstone and the Clerk reported that all was running well at the Community Centre. A new fence had been installed, and the PCC of Rotherfield with Mark Cross, had written a thank you to the Management Committee Chair. A Management Committee meeting will be called in early September.

7. RECEIVE UPDATE ON THE ROTHERFIELD SURGERY BUILDING.

The Clerk reported that there had been no further update on the lease renewal and that Louise Henrick, of the Rotherfield Surgery Working Group, has agreed to follow this up on behalf of the Council.

The Clerk confirmed that a date had been set for the laying of new carpet tiles in the surgery's entrance corridor.

The Clerk confirmed he had received an email from a parishioner about the use of the surgery for office functions. The Clerk reminded Councillors that the Council rented the building to Sussex Primary Care and had no say in its management. Cllr Harris reported that he understood a new doctor had started at the practice.

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

Date	Meeting
24 th June 2025	Planning & Environment Committee
15 th July 2025	Planning & Environment Committee

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

a) Meetings attended on behalf of the Parish Council.

- Cllr Turner reported that he and the Clerk had attended a REACT meeting.
- Cllr Harris reported that he had met with Cllr Turner and representatives of the Scouts regarding the possible installation of a sail cover on the Scout Hurt building.

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- Cllrs Harris and Turner reported that they had met to look at the condition of the Pre-School Undercroft. Cllr Harris requested an item on the August Parish Council meeting to discuss this area further. **Clerk** to add item to the 28th August 2025 Parish Council Meeting agenda.
- The Clerk reported that he attended the Rotherfield Village Hall Management Committee meeting.

b) Clerk's updates and issues.

- The Clerk asked that the minutes record the Council's thanks to Cllr D Johnstone for refurbishing the Parish Map Boards.
- The Clerk informed Councillors that Paul Snelling's resignation meant that the Planning & Environment Committee and Finance & General Purposes Committee were very near non-quorate. It was **RESOLVED** to rotate through the Standby Councillors for the Committees until further notice. This would begin with Cllr J Richardson for the 5th August Planning & Environment Committee meeting.
- The Clerk reported that he had attended a Wealden Clerks briefing on the Devolution and Local Government Reorganisation. On the 17th July 2025 the Government confirmed that Sussex and Brighton had received confirmation from the Government that they are a Devolution Priority Program. Subject to local councils' agreement, they will now move forward with the creation of a Mayoral Combined County Authority with elections of a Sussex Mayor in May 2026.
- The Clerk suggested to the Councillors that, given the use of several defibrillators across the Parish, which are maintained by the Crowborough Community First Responders, the Council might like to consider making a grant towards the cost of their work. It was **RESOLVED** to grant £750.00 to the Crowborough Community First Responders. **Clerk** to arrange payment.
- The Clerk updated the Council about the new audit requirement for email addresses that bear the .gov.uk suffix. He is investigating the best way to deploy this.
- The Clerk reported that the election notice following the resignation of Paul Snelling had now been displayed. Assuming no election is called, a co-option advertisement will be created for display across the parish.

*The Clerk requested that the Chair bring a motion that the public is excluded under the authority of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as extended by Schedule 12A of the Local Government Act 1972. The following update includes information that is commercially sensitive to the Parish Council. It was **RESOLVED** to pass the above motion.*

- The Clerk confirmed for the minutes that he had updated the Council on a historic HMRC PAYE matter.

The press and public were readmitted to the meeting.

10. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

None.

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

Date	Inspection Report	Comments
16 th July 2025	Parish Cemetery	Works to extend the path and upgrade the trackway have been completed. The spoil bins have also been emptied. The contractor has done a good job. Some making good is needed either side of the new path near the recent graves. A contractor has been appointed to repair the gate where one of the posts has rotted.
16 th July 2025	Old Burial Ground	The roof of the bee shelter is collapsing. This has been reported, and Simon Kipping has undertaken to repair. The bees remain very active! I understand that a new bench has been ordered but needs delivering and moving to site.
16 th July 2025	Court Meadow Green	Nothing to report.
16 th July 2025	Playground	Previously reported - one of the cross beams on the large climbing frame shows signs of rot and needs repairing/replacing. This has been reported for the last few inspections, and the repair is becoming urgent with the school holidays imminent.
16 th July 2025	Recreation Ground	One of the Pre-School teachers advised me that they often find old pallets and occasionally metal poles on the bank to the lower pitch. They believed that children/youth are using them to play on the bank. They clear them where possible and risk assess the impact on the pre-school children.
16 th July 2025	REACT Container Box	Interior and exterior inspection this month - nothing to report.
16 th July 2025	Scout Hut and Pre-School Buildings	Nothing to report
16 th July 2025	Village Hall and Car Park	Nothing to report
16 th July 2025	Norman's Field	Nothing to report.

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

1)	The Parish Council is committed to raise awareness of inconsiderate parking across the Parish particularly in relation to Station Road Rotherfield and Eridge Station.
2)	The Parish Council may shortly be advertising a Council seat for Co-Option. If you are interested in serving your community as a Parish Councillor, please contact the Parish Clerk or Chair of the Council.
3)	The Parish Council are pleased to publish the Parish Directory for 2025.
4)	The Parish Council has resolved to give a grant of £750.00 toward the work of Crowborough Community First Responders, particularly for all the work they do maintaining the defibrillators across the Parish.

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5)	The Parish Council are delighted with the recently completed work to improve the paths and trackway at the Parish Cemetery.
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13. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

Date	Meeting	Venue
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	Parish Council Meeting	Eridge Village Hall
16 th September 2025	Planning & Environment Committee	Rotherfield Village Hall
18 th September 2025 PLEASE NOTE REVISED DATE	Parish Council meeting	Rotherfield Memorial Institute

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

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

- Cllr Kember asked if there was anything the Parish Council could do regarding the increasing number of overgrown hedgerows that force people off the pavements. The Clerk replied that if Councillors can let me know the location of the hedgerows, he can write to the properties concerned requesting the hedge be cut back and then report to East Sussex Highways if no action is taken.

Chair declared the meeting closed at: **21:28**

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

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