



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 27TH NOVEMBER 2025 AT 19:30 AT ROTHERFIELD COMMUNITY HUB (MEMORIAL INSTITUTE)

PRESENT

Cllr R Harris (Chair)
Cllr B Johnstone (Vice-Chair)
Cllr P Beach

Cllr L Buck
Cllr J Richardson
Cllr P Turner

Cllr P Kember
Cllr D Johnstone.

COUNCILLORS ABSENT

None

ALSO PRESENT

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

1. TO CONSIDER A CANDIDATE FOR CO-OPTION FOR THE ROTHERFIELD WARD

No applications for co-option had been received. It was **RESOLVED** to advertise again for the January 2026 Parish Council meeting.

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 J Gosney, Cllr B Cheeseman, Cllr E Holmes-Cutting, and Cllr D Hiles.

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.

Cllrs D and B Johnstone declared an interest as they are on the pay run for reimbursement.

Last Updated: Thursday, 11 December 2025 - 9:47 am

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e) District and County Councillor reports.

Cllr Bob Standley (East Sussex County Council):

- Cllr Standley reported that East Sussex was working on setting its 2026/2027 budget, and it is challenging, particularly in the area of adult and children's social care.
- Cllr Standley confirmed that East Sussex County Council was supporting the one Sussex model of Local Government Reorganisation with two unitary authorities. Cllr Johnstone asked why the Brighton & Hove model of five unitary authorities had been ruled out. Cllr Standley replied that there were a number of factors, including: population numbers, crossing existing district boundaries, five Chief Executives and five Social Services.

Cllr Michael Lunn (Wealden District Council)

- Cllr Lunn reported that he had been providing regular updates on the government's plans for housing asylum seekers at Crowborough Army Camp. He wished to clarify for the record that Wealden District Council is the lead authority on this matter. It is understood that the Home Office continues to have regular meetings with Wealden District Council Officers. He continued that his group in the District Council have particular concerns about the leadership of the Alliance.

The media has reported that the plans for the camp have been delayed, but Cllr Lunn reminded residents that the situation has not gone away and that the government still intends to use the camp. The current indication is that the go-live date will be somewhere between 1st and 5th December.

Cllr Lunn is supporting Crowborough Shield in their plan to raise a judicial review against the government's plans. Crowborough Shield has visited other camps. These visits have only raised more serious concerns for the residents of Crowborough and the surrounding towns and parishes. A particular concern is that Crowborough Town Centre lacks a CCTV system.

- Cllr Lunn reported that District Councillors had now had a briefing on the next Regulation 18 Consultation for the New Local Plan; however, no indication of housing numbers was given. It is still expected that this will arrive late December or early January and have a consultation period of six weeks.
- Cllr B Johnstone asked about a recent planning application which was refused on the basis that the site lies within 7km of the Ashdown Forest Special Protection Area. The Council were surprised to see this as a reason for refusal as we had been informed it should not apply any more. Cllr Lunn agreed to find out more. **Cllr Lunn** to enquire of Wealden Planning.

f) Report and update from the Neighbourhood Policing Team via the PCSO.

PCSO Amy Brashill addressed the Council to report on Neighbourhood policing. The following points were covered:

- There had recently been two serious accidents on the Boars Head/Eridge Road section of the A26, one of which was a fatality. She is aware that the Council recently tried to get a speed reduction or speed awareness measures put in on this stretch of road, but was not supported by East Sussex Highways. It was **AGREED** that the Council would make another attempt at this. **Clerk** to add item to the 13th January 2026 Highways, Lighting & Transport Committee agenda.

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- Amy reported that there had recently been several tool thefts and burglaries in the local area. Rural Crime is a constant, and any intelligence that can be shared from the Council or local residents will help.
- Car and quadbike theft is common this time of year and is often organised. Perpetrators know how to avoid cameras, particularly those with ANPR.
- Cllr P Beach asked about the increasing number of anti-socially parked vehicles in the Parish. Amy replied that she was aware of the situation, but powers are not in place for PCSOs to ticket vehicles; only in certain circumstances can a ticket be issued. However, Amy will visit Eridge Station to review the parking situation and see if anything can be done from a policing perspective.
- Amy reported that she had attended the RSM Monday Brew, and an issue that had been raised was the terrible parking around the top of New Road, Rotherfield. She will recommend that colleagues from traffic visit the site.
- Cllr D Johnstone asked if any support had been provided for the government's plans to house asylum seekers at the Crowborough Army Camp. Amy replied that there was no additional support for her team, but colleagues from the Uckfield Response Team would be conducting additional patrols.
- Cllr P Beach asked Amy if she was aware of the speeding data recently gathered by the Parish Council on vehicles heading out of Rotherfield Village towards High Cross. The number of speeding vehicles was significantly high. Amy agreed the numbers were high and that she would ask colleagues from traffic to come and visit the site, possibly with a speed camera, as the data gathered would support this. **Clerk** to share data with PCSO Amy.

g) Minutes of the Parish Council meeting held on Thursday, 30th October 2025, for approval as a true record.

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

h) Minutes of the Extraordinary Parish Council meeting held on Tuesday, 18th November 2025, for approval as a true record.

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

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

30th October 2025 Parish Council Meeting:

- The Clerk reported that he had sent the What3Words location of Johnson's Pond to Cllr B Standley.
- The Clerk reported that he had applied for the drainage asset register for the bottom of Station Road.
- The Clerk confirmed that he had arranged for the EYFS Leadership grant to be paid to Rotherfield Primary School via the PTCA.
- The Clerk has informed East Sussex Property Services regarding the assignee of the existing lease.
- The Clerk reported that he had informed Rotherfield Primary and Mark Cross Primary Schools of their successful grant applications.
- The Clerk confirmed that he had written to the resident who raised the issue of dogs on the Recreation Ground.
- The Clerk confirmed that the Parish Council website had been updated with the revised Financial Regulations and the new Financial Risk Assessment.

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- The Clerk confirmed that the agreed letter to the Executors of the Hoath Estate had been sent, but no reply had been received.
- The Clerk reported that he had written to the Churchwardens regarding the installation of a screen at Mark Cross Community Centre.
- The Clerk confirmed that he had purchased the agreed flags.

18th November 2025 Extraordinary Parish Council Meeting

- The Clerk confirmed that he had written to the Minister of State, Alex Norris (MP), as resolved, regarding the government's plans to house 540 asylum seekers at Crowborough Army Camp. No response had been received.
- The Clerk reported that the planning application recommendations had been sent to Wealden District Council.
- The Clerk reported that he had chased up East Sussex Highways regarding the repainting of the Keep Clara Box at the top of New Road, Rotherfield.

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

The Clerk reported that due to volume of work the finances to the 31st October were not yet completed and would be approved at the next 11th December 2025 Parish Council meeting.

ii Approval of payments.

It was **RESOLVED** to approve the following 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	£219.12
Tollwood Garden Services	4252	203	Street Sweeping	£220.00
Tollwood Garden Services	4364	302	Litter Picking	£660.00
Rotherfield Village Hall	4125	101	RVH Hire (1)	£36.80
Rotherfield Village Hall	4125	101	RVH Hire (2)	£36.80
Rotherfield Memorial Institute	4125	101	RMI Hire	£34.00
F Wilson	4117	101	Clerk's Admin Assistant	£792.30
Wealden District Council	4256	203	Dog Bin Emptying Oct - Dec 2025	£540.00
Wealden District Council	4363	302	Dog Bin Emptying Oct - Dec 2025	£180.00
Total				£3,216.49
Other Payments				
Coppard Plant Hire	4110	101	Container Rent Oct 2025	£193.20
KPS	4393	303	Burial Plot K11 Digging	£727.14
ESALC Limited	4105	101	Planning Training - Cllr B Cheeseman	£48.00
Robert Shreeve Associates Limited	4113	101	Architect/Project Manager Fees	£744.00

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D Johnstone	4110	101	Cable Ties Reimbursement	£4.39
Newman Business Solution Ltd	4110	101	Cartridge Recycling	£26.40
Wealden District Council	4105	101	Town & Parish Conference 2025	£60.00
MW Turfcare Partnership	4343	302	Fertiliser & Line Marking	£1,039.80
Tollwood Garden Services	4258	203	Eridge Station (1)	£30.00
Tollwood Garden Services	4389	302	Court Meadow (1)	£60.00
Tollwood Garden Services	4380	303	Old Burial Ground (1)	£45.00
Tollwood Garden Services	4389	302	Court Meadow (2)	£80.00
Tollwood Garden Services	4389	302	Court Meadow (3)	£74.00
Tollwood Garden Services	4341	302	Village Hall & Rec (1)	£125.00
Tollwood Garden Services	4387	302	Scout Hut (1)	£107.00
Tollwood Garden Services	4341	302	Village Hall & Rec (2)	£60.00
Tollwood Garden Services	4341	302	Village Hall & Rec (3)	£45.00
Total				£3,468.93

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	Gutters & Leaves	£130.00
				£759.08
Staff Costs - includes Tax, NI, pension and expenses			Total figure reported separately	£4,837.06

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

The Clerk reported that Sussex Christmas Trees had been paid for the Christmas light trees.

4. RECEIVE REPORTS, UPDATES & RECOMMENDATIONS REGARDING PERSONNEL

None.

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

i. Receive a presentation from a resident group regarding the development of a Pump Track in the land adjacent to Rotherfield Recreation Ground.

One member of the public addressed the Committee asking if the Council would be supportive of a residents group fundraising and applying for grants for a pump track facility on the newly gifted land at the Recreation Ground (Norman's Land).

It was **RESOLVED** that the Council would support this project and that the resident's group would report to the newly formed Recreation Ground Working Party. A representative of this group would be asked to be a non-voting member of the Working Party.

Subject to costing it was **AGREED** that the Parish Council could match fund 20% of a SILF grant from Wealden District Council from the CIL Money reserve.

The Chair thanked the resident for all her hard work and looks forward to the project moving forward.

ii. Discuss and resolved the Terms of Reference for the Recreation Ground Working Group.

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

It was **RESOLVED** to adopt the terms of reference. **Clerk** to arrange a meeting for January 2026.

6. RECEIVE UPDATE ON THE ROTHERFIELD MEMORIAL INSTITUTE.

Cllr B Johnstone reported that the Management Committee was continuing to finalise the project costings and would update the Council in January 2026. She noted that she had arranged a meeting with Wealden District Council to submit an application for £200,000.00 towards the project's cost.

The Clerk added that no response had been received to the Council's letter to the executors of the Hoath estate. A follow-up letter would be sent, repeating the original request with a deadline for a response. **Clerk** to draft letter.

7. RECEIVE UPDATE ON THE MARK CROSS COMMUNITY CENTRE.

The Clerk reported that the Community Centre was running well and there was nothing further to report.

8. RECEIVE UPDATE ON THE ROTHERFIELD SURGERY BUILDING.

The Clerk reported that no update had been received on the rent review. **Clerk** to chase in the new year.

A request had been received to install an automatic door on the surgery. The Council have agreed to this, and it will be funded by the League of Friends. Louise Henrick is arranging for quotations to be received.

Further correspondence had been received regarding the installation of another handrail in the surgery entrance, along with a new handrail in the toilet. It was **AGREED** that these could be funded from existing surgery funds. **Clerk** in conjunction with **Cllr Harris** to arrange for this work to be carried out.

It was **AGREED** to write to the League of Friends thanking them for their years of support for the surgery.

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

Date	Meeting
26 th August 2025	Planning & Environment Committee

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

a) Meetings attended on behalf of the Parish Council.

- The Chair and the Clerk attended a joint meeting of Crowborough Town Council and Wealden District Council with the Home Office on Thursday, 13th November, to discuss the government's plans for Crowborough Army Camp.
- Cllr D Johnstone and the Clerk attended the East Sussex Webinar – Highways Uncovered Network Management – on Thursday, 20th November. Cllr D Johnstone has produced a report, and a copy of the presentation has been uploaded to SharePoint.
- Cllr P Turner reported that he had attended an extraordinary meeting of the League of Friends of Rotherfield & Brook Surgeries. It was resolved at that meeting to disband the League of Friends.
- Cllr R Harris and Cllr P Beach had attended a series of meetings with Rotherfield Pre-School, and a report had been submitted to the Council. Repair works are required on the heating system. It was **AGREED** to proceed with the necessary works to repair the heating system. **Cllrs R Harris & P Beach** to liaise with the contractor for this work to be done as soon as possible.

It was **AGREED** to get quotes for the work on the undercroft for the installation of vents. **Clerk** to get quotations and add an item to the January 2026 Parish Council meeting for consideration.

It was **AGREED** that Councillors with the assistance of a couple of volunteers would reset the cladding panels and tape the joints around the panels with a water proof tape to see if this alleviates the problem.

It was **AGREED** that the Clerk would write to the school and update them on the situation and plans for the building.

b) Clerk's updates and issues.

- The Clerk informed the Council that a new standing item of Rotherfield Pre-School will be added to the Full Council meeting agenda.
- The Clerk reported that he had received and circulated replies to the Council's letter to the Home Office from Trevor Scott (Chief Executive of Wealden District Council) and Nus Ghani MP.

11. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- The Clerk reported that he had received correspondence from a resident regarding parking and traffic on Station Road. An item has been added to the 13th January 2026 Highways, Lighting & Transport Committee meeting to discuss this further.
- The Clerk reported that he had received a letter from the secretary of the Parish of Rotherfield with Mark Cross regarding St Denys' Church clock. The clock has been removed for repairs and will be reinstalled when repairs are complete. The Clerk reminded Councillors that the Parish Council hold the funds for the repair of the clock.

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

Date	Inspection Report	Comments
24 th November 2025	Parish Cemetery	Two short bars of split rail fence to the left of the gate accessing the track from the car park to the spoil bins have collapsed or been deliberately removed (see photo). I think this is likely to be the landowners responsibility but the trackway is no longer secure. Otherwise, nothing to report.
24 th November 2025	Old Burial Ground	ore of the structure surrounding the bee hives has collapsed (see photo).
24 th November 2025	Court Meadow Green	Nothing to report.
24 th November 2025	Playground	The damaged cross beams on the large climbing frame has hazard tape on it pending a repair. The bolt attaching the rope to the base of the other climbing frame has detached again and the rope is no longer held at the base.
24 th November 2025	Recreation Ground	There are some high level holes in the netting around the Bowls Club.
24 th November 2025	REACT Container Box	Nothing to report.
24 th November 2025	Scout Hut and Pre-School Buildings	Nothing to report
24 th November 2025	Village Hall and Car Park	The security light behind the village hall was on at 11:30am.
24 th November 2025	Norman's Field	Nothing to report.



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The Clerk reported that he had reported the burning light at the Village Hall again.

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

1)	The Parish Council is excited to work with the resident's group who would like to raise funds for a pump track at Rotherfield Recreation Ground.
2)	The Parish Council were pleased to receive an update from the PCSO and to also share some of our concerns.
3)	The Council has agreed to undertake repairs to parts of the Pre-School building ahead of the merger of the Pre-School with Rotherfield Primary School.
4)	The Parish Council are delighted that work is shortly to be undertaken on St Denys' Church Clock after a significant wait for the required permissions.
5)	The Council has formed a Working Group of Councillors and users to look at the future use of the Recreation Ground.

14. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

Date	Meeting	Venue
2 nd December 2025	Planning & Environment Committee	Rotherfield Community Hub (Memorial Institute)
4 th December 2025	Finance & General Purposes Committee	Rotherfield Community Hub (Memorial Institute)
11 th December 2025	Parish Council Meeting 7:00pm	Rotherfield Community Hub (Memorial Institute)
6 th January 2026	Planning & Environment Committee	Rotherfield Village Hall
13 th January 2026	Highways, Lighting & Transport Committee	Rotherfield Community Hub (Memorial Institute)
27 th January 2026	Planning & Environment Committee	Rotherfield Village Hall
29 th January 2026	Parish Council Meeting	Mark Cross Community Centre

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 J Richardson asked Councillors to consider ideas for raising the profile of the Council and making people aware of what we are responsible for. She also suggested that ways on how the Council can strengthen the community and make it more resilient could be discussed.
- Cllr P Turner asked the Council to consider the installation of the bund across the bottom of New Road to help with the drainage. It was **AGREED** that quotations for the work would be obtained and an item added to the January 2026 Parish Council meeting. **Cllr P Turner** in conjunction with the **Clerk**, to obtain quotes.
- Cllr R Harris reported that some of the external lighting on the surgery was not working. **Clerk** to arrange repair.
- Cllr R Harris asked if we could discuss the policy of plastic flowers in the parish burial grounds. **Clerk** to add an item to the January 2026 Parish Council meeting to discuss further.
- Cllr L Buck invited Councillors to the Christmas Party for Good Company People on Saturday, 6th December at Eridge Village Hall.

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Chair declared the meeting closed at: **21:17**

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

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