



## 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 11<sup>TH</sup> DECEMBER 2025 AT 19:00 AT ROTHERFIELD COMMUNITY HUB (MEMORIAL INSTITUTE)

#### PRESENT

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

Cllr L Buck  
Cllr J Richardson  
Cllr P Turner  
Cllr E Holmes-Cutting

Cllr D Hiles  
Cllr D Johnstone.  
Cllr J Gosney

#### COUNCILLORS ABSENT

None

#### ALSO PRESENT

Cllr Michael Lunn (Wealden District Council) and Adam J Hardy (Parish Clerk & Responsible Finance Officer).

#### 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 P Kember.

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

*Cllrs Bob Standley (East Sussex County Council), Georgia Taylor (East Sussex County Council) and Cllr Jessika Hulbert (Wealden District Council) had sent their apologies for this meeting.*

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

*Last Updated: Wednesday, 28 January 2026 - 10:39 am*

**Clerk:** Adam J Hardy, 3 Trinity Mews, Mill Crescent, Crowborough, East Sussex TN6 2QU  
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It was **RESOLVED** and understood by Councillors that Section 10 (2) c (vi) of the Parish Council's Code of Conduct provides dispensation regarding Councillors setting council tax or a precept under the Local Government Finance Act 1992.

**e) District and County Councillor reports.**

Cllr Michael Lunn (Wealden District Council)

- Cllr Lunn began by thanking Councillors for working collaboratively this year and reiterated his commitment to serving Rotherfield Parish as District Councillor.
- Cllr Lunn updated the Council on the government's plans to house asylum seekers at Crowborough Army camp. Crowborough Shield has lodged a judicial review against the government's plans under Article 6 of the European Convention of Human Rights. Cllr Lunn added that as of today, Wealden District Council's solicitors had engaged with Crowborough Shield for the first time.

Protests are ongoing, and there was recently an incident between protestors and contractors/workers on the site. A protester was injured and arrested. However, the police took 35mins to respond to the situation. Peaceful protests will continue.

- Cllr Lunn provided an update on environmental health complaints against the Kings Arms, Rotherfield. He reminded the Council that planning permission had been granted, subject to conditions, and that he hoped works would be carried out soon.
- Cllr Lunn reported that Wealden still plan to begin the second Regulation 18 Consultation on the New Local Plan in January 2026.
- The Clerk asked if any clarification had been received on the timeline of the Local Government Reorganisation following the government's announcement to delay the Mayoral Elections until 2028. Cllr Lunn replied that this will be the subject of a Wealden meeting in January 2026 and he should be able to provide an update after that.

Cllr P Turner asked that if there was a likelihood of Wealden existing for longer would it be curtailing current grant opportunities being offered. Cllr Lunn replied that he would ask this at the Wealden District Council meeting in January 2026

The Chair thanked all the District and County Councillors for their support throughout 2025.

**f) Minutes of the Parish Council meeting held on Thursday, 27<sup>th</sup> 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.

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

- The Clerk confirmed that he had added an item to the 13<sup>th</sup> January 2026 Highways, Lighting & Transport Committee to review and consider further lobbying and actions for speed reduction measures on the Parish section of the A26.
- Clerk confirmed that he had shared the recent SID data with the PCSO.
- The Clerk has suggested an initial meeting of the Recreation Ground working party on Tuesday, 20<sup>th</sup> January at 7:30pm in the Library Room at Rotherfield Community Hub (Memorial Institute).
- The Clerk reported that he did not write a follow-up letter to the executors of the Hoath estate as he received a phone call from one of the executors.
- The Clerk confirmed he had written to Rotherfield Primary School to update them on the building repairs and maintenance at Rotherfield Pre-School.

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- The Clerk confirmed he had added an item to the 29<sup>th</sup> January 2026 Parish Council meeting agenda to review the Burial and Cemetery regulations, particularly with regard to the use of plastic flowers.

### 3. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT THE END OF NOVEMBER 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 **30<sup>th</sup> November 2025** was presented for all of the Council's bank accounts.

The Clerk reported that because some of the November bank statements have not yet been received, he was only able to present the bank reconciliations up to the 31<sup>st</sup> October 2025.

The Council **NOTED** the budget report up until the 31<sup>st</sup> October 2025.

#### ii Approval of payments.

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

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
Tollwood Garden Services	4364	302	Litter Picking	£330.00
Rotherfield Village Hall	4125	101	RVH Hire (1)	£18.40
Rotherfield Memorial Institute	4125	101	RMI Hire	£51.00
F Wilson	4117	101	Clerk's Admin Assistant	£394.76
Tollwood Garden Services	4380	303	Old Burial Ground (1)	£60.00
Tollwood Garden Services	4257	203	Highways (1)	£300.00
Tollwood Garden Services	4258	203	Eridge Station (1)	£40.00
Tollwood Garden Services	4380	303	Old Burial Ground (2)	£521.00
Tollwood Garden Services	4250	203	Footpaths (1)	£60.00
Tollwood Garden Services	4380	303	Old Burial Ground (3)	£704.50
<b>Total</b>				<b>£3,152.43</b>
Other Payments				
betteridge & milsom ltd.	4113	101	Riba Stage 3 Designs & Costings	£3,600.00
Newman Business Solutions Ltd	4110	101	Paper Order	£210.00
Rotherfield & Mark Cross Parish Magazine	4110	101	Magazine Subscription 2026	£14.00
Coppard Plant Hire	4110	101	Container Rent Nov 2025	£168.00
S Hall	4368	302	REACT Printing	£43.97
Mrs de Lannoy and Haven Homes Almshouse Charity	4100	101	Smith & Fermor Grant	£500.00
Bexhill Electrical	4113	101	MEP Work - RMI	£8,443.57
Crowborough Community First Responders	4110	101	RVH Defib Maintenance	£69.60
C F & J Brailey Ltd			St Denys' Church Clock Repairs & Refit	£12,540.00
The Computer Studio	4110	101	Admin Laptop Repair	£40.00

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				Total	£25,629.14
Surgery payments	Ledger code	Cost centre code	Ledger entry description - Max 30 characters		Amount
Sussex Primary Care	4399	305	Surgery Costs		£629.08
					<b>£629.08</b>
Staff Costs - includes Tax, NI, pension and expenses				Total figure reported separately	<b>£4,805.74</b>

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

- Spending had been authorised for new carpet in the entrance lobby of Rotherfield Surgery. A quote from Brook House Carpets had been accepted for £277.94+VAT.
- A payment of £293.75 had been made for the installation of additional handrails in the Rotherfield Surgery entrance and toilet.

**4. RECEIVE REPORTS, UPDATES & RECOMMENDATIONS REGARDING PERSONNEL**

Cllr J Richardson reminded the Council that the Clerk was due to move up a pay band from January 2026.

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

**i. Discuss and approve the Council's Budget for the 2026/2027 financial year.**

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

It was proposed to adopt the following budget for the 2026/2027 financial year.

BUDGET HEADING	AGREED 2026/2027 TOTAL BUDGET £	Less ESTIMATED UNDERSPEND 2025/2026 £	ADJUSTED TOTAL FOR FUNDING £
<b>Council Administration</b>	£101,660.00	£0.00	£101,660.00
<b>Community &amp; Events</b>	£3,825.00	£3,500.00	£325.00
<b>Capital Projects – Highways</b>	£20,501.00	£18,000.00	£2,501.00
<b>Lighting</b>	£22,000.00	£3,000.00	£19,000.00
<b>Highways</b>	£20,350.00	£1,000.00	£19,350.00
<b>Capital Projects - Recreation and Burial</b>	£19,501.00	£0.00	£19,501.00
<b>Recreation Ground and other open spaces</b>	£33,415.00	£0.00	£33,415.00
<b>Burial Grounds</b>	£13,500.00	£3,000.00	£10,500.00
<b>Surgery</b>	£0.00	£0.00	£0.00
<b>Rotherfield Memorial Institute Building</b>	£20,000.00	£0.00	£20,000.00
<b>Local Government Reorganisation (Reserve)</b>	£0.00	£0.00	£0.00
<b>Rotherfield Pre-School Building</b>	£15,000.00	£0.00	£15,000.00
<b>TOTALS</b>	<b>£269,752.00</b>	<b>£28,500.00</b>	<b>£241,252.00</b>

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It was **RESOLVED** to approve the Council Budget of **£269,752.00** for the **2026/2027** financial year. **Clerk** to update the accounting software with next year's agreed budget.

**ii. Discuss and approve the Council's precept requirement for the 2026/2027 financial year and signature of associated documents.**

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

It was **RESOLVED** to inform Wealden District Council that the precept for **2026/2027** be set at **£241,252.00**. The **Chair** and **Clerk** signed the 'Local Government Finance Act 1992 Precept on the Billing Authority for the Year 2026/27' and 'Council Tax Demand Notices 2026/27 Expenditure Details of Larger Parishes' forms. **Clerk** to send to Wealden District Council.

**iii. Discuss and agree the Council's response to the Local Government Reorganisation plans.**

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

The Clerk advised that this item would be held over for discussion at the 29<sup>th</sup> January 2026 Parish Council meeting. **Clerk** to add item to the January Parish Council meeting agenda.

**iv. Discuss and consider a financial contribution to the work of East Sussex Vision Support.**

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

It was **RESOLVED** to make a contribution of £500.00 towards the work of East Sussex Vision Support. **Clerk** to notify East Sussex Vision Support.

Cllr L Buck suggested we could also promote the work of East Sussex Vision Support. It was **AGREED** to do this.

**v. Resolve to engage Tangent Space, on behalf of Rotherfield Sports Club to prepare necessary plans and associated documents for alterations/refurbishment to the club house.**

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

Cllr P Turner briefed the Council on a meeting that he along with Cllr Johnstone and the Clerk had attended with Pete Ford from Rotherfield Sports Club.

It was **RESOLVED** to engage Tangent Space on the Sports Club behalf. **Clerk** to notify Rotherfield Sports Club and complete the necessary paperwork.

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- vi. **Discuss and agree Rotherfield Sports Club request for the alterations and refurbishment of the club house to be entered as one of Wealden's Strategic Sport & Leisure Goals for inclusion in their strategic plan.**

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

It was **RESOLVED** to agree to the Sports Club request for the refurbishment of the Sports Clubhouse to be entered as one of Wealden's Strategic Sports & Leisure goals. **Clerk** to notify Rotherfield Sports Club.

## **6. RECEIVE UPDATE ON THE ROTHERFIELD MEMORIAL INSTITUTE.**

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

Cllr B Johnstone presented her report to Council and reminded Councillors that all documents were available in the SharePoint.

Cllr J Gosney thanked Cllr B Johnstone for the extremely helpful report and figures, as well as all her work as Chair of the Rotherfield Memorial Institute Management Committee.

## **7. RECEIVE UPDATE ON THE MARK CROSS COMMUNITY CENTRE.**

The Clerk reported that all was running well at the Community Centre.

## **8. RECEIVE UPDATE ON THE ROTHERFIELD SURGERY BUILDING.**

The Clerk reported that the additional handrails had now been installed in the surgery.

The Clerk reported that he had received an email from the Practice Manager highlighting areas requiring the landlord's attention:

- The entrance carpet had been identified as an urgent health and safety risk. The Clerk confirmed that he, Cllr Harris and the Chair of the Surgery Working Group – Louise Henrick – had accepted a quotation from Brook Carpets to undertake the work.
- An area of damp in one of the consulting rooms has been identified, and our contractor will investigate the cause and carry out any remedial work.
- Some of the radiators have been identified as not working or unusable; a local heating engineer has been engaged to attend to this.

The Clerk reported that the lights on the surgery building are now functioning normally again.

## **9. RECEIVE AN UPDATE ON THE ROTHERFIELD PRE-SCHOOL BUILDING.**

- The Chair reported that it had been arranged for a heating engineer to visit the Pre-School during the Christmas break to repair the heating system and solar panels.
- Cllr P Beach reported that we were in the process of getting quotes for the installation of vent grilles in the undercroft. **Clerk** to obtain quotes.

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

Date	Meeting
2 <sup>nd</sup> December 2025	Planning & Environment Committee
4 <sup>th</sup> December 2025	Finance & General Purposes Committee

**11. TO RECEIVE OTHER REPORTS AND CONSIDER ACTIONS ARISING FROM THEM.**

**a) Meetings attended on behalf of the Parish Council.**

- Cllr P Beach reported that he, Cllr B Johnstone and the Clerk had attended a meeting at Rotherfield Sports Club as mentioned earlier in the meeting.
- Cllr P Beach and the Clerk attended a REACT meeting.
- Cllrs P Beach, R Harris and B Johnstone, supported by the Clerk, had attended a meeting with a local resident who is hoping to be able to set up a youth group in Rotherfield Memorial Institute. The youth club would run alternate Saturday afternoons. The resident has gone away to recruit some volunteers and complete the necessary paperwork and will then report back to Council. Cllr B Johnstone reminded Councillors that having a Youth Club at the RMI would support further grant applications.

**b) Clerk's updates and issues.**

None.

**12. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.**

- The Clerk reported he had received correspondence from the Rotherfield Protection Group regarding the Housing Needs Survey and had replied after discussion with the Chair. **Clerk** and selected Councillors to review the DRAFT Housing Needs Survey report.
- The Clerk reported that he has received correspondence regarding trees on the junction between Catts Hill and Bletchinglye Lane, and he is investigating this matter.
- The Clerk and Cllr P Turner had received correspondence from the sports club about the condition of the grass on the Recreation Ground. Remedial works organised by the Sports Club have been agreed.

**13. TO RECEIVE INSPECTION REPORTS AND RECREATION & BURIAL UPDATES.**

Date	Inspection Report	Comments
10 <sup>th</sup> December 2025	Parish Cemetery	The new bin cupboard looks good but I think the bin collectors will have difficulty putting it back in due to a lip on the righthand side. It was out when I arrived and I lifted it back in. I think we need something like a small concrete ramp or to build up the Type 1.
10 <sup>th</sup> December 2025	Old Burial Ground	The bees are very happy with their new enclosure. There was quite the buzz around the place!
10 <sup>th</sup> December 2025	Court Meadow Green	Nothing to report.

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10 <sup>th</sup> December 2025	Playground	The damaged cross beam 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 remains detached with the rope not secure at the base.
10 <sup>th</sup> December 2025	Recreation Ground	There are some high level holes in the netting around the Bowls Club. The Chairman of the Sports Club is aware.
10 <sup>th</sup> December 2025	REACT Container Box	Nothing to report.
10 <sup>th</sup> December 2025	Scout Hut and Pre-School Buildings	Nothing to report.
10 <sup>th</sup> December 2025	Village Hall and Car Park	Nothing to report.
10 <sup>th</sup> December 2025	Norman's Field	Nothing to report.



The Clerk will ask the contractor to rectify the base of the bin store for access. **Clerk** to arrange for remedial works.

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

1)	The Parish Council resolved that the precept for 2026/2027 be set at £241,252.00 for the 2026/2027 financial year. This equates to an increase of 32p per week for a Band D property.
2)	The Council was pleased to support the work of East Sussex Vision, which supports individuals in Rotherfield Parish, with a £500.00 grant.
3)	The Parish Council has met with residents to discuss holding a Youth Club at the Rotherfield Memorial Institute. Planning is in the early stages, but we are pleased to be able to support this.

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<b>4)</b>	The Council has agreed to work with Rotherfield Sports Club in exploring possibilities and plans for refurbishing the clubhouse.
<b>5)</b>	We would like to take this opportunity to wish you all a Merry Christmas and a Happy New Year.

#### 15. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

<b>Date</b>	<b>Meeting</b>	<b>Venue</b>
6 <sup>th</sup> January 2026	Planning & Environment Committee	Rotherfield Village Hall
13 <sup>th</sup> January 2026	Highways, Lighting & Transport Committee	Rotherfield Community Hub (Memorial Institute)
15 <sup>th</sup> January 2026	Recreation Ground Working Party	Rotherfield Community Hub (Memorial Institute)
27 <sup>th</sup> January 2026	Planning & Environment Committee	Rotherfield Village Hall
29 <sup>th</sup> January 2026	Parish Council Meeting	Mark Cross Community Centre
17 <sup>th</sup> February 2026	Planning & Environment Committee	Rotherfield Village Hall
	Communications & Events Committee – <b>Following the P&amp;E Committee Meeting.</b>	
26 <sup>th</sup> February 2026	Parish Council Meeting	Rotherfield Community Hub (Memorial Institute)

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

The Clerk reminded Councillors that, at the request of sufficient Councillors, an extraordinary Full Council meeting is to be called in January 2026 to discuss the Rotherfield Memorial Institute. The Current proposed date for this is Thursday, 15<sup>th</sup> January 2026, but the Clerk will confirm by email.

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

- Cllr D Johnstone asked for clarification that we would inform Wealden District Council and East Sussex Highways regarding any work we undertake to address the drainage issues at the bottom of New Road. The Clerk confirmed that this would be the case.
- Cllr P Turner reported that the resurfacing works recently done by East Sussex Highways on Chant Lane, Rotherfield, had been washed away by recent rainfall. **Clerk** to raise a report with East Sussex Highways.

Chair declared the meeting closed at: **8:16pm**

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

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