

**MINUTES OF THE ROTHERFIELD MEMORIAL INSTITUTE MANAGEMENT COMMITTEE MEETING
HELD ON THURSDAY, 15TH JANUARY 2026 AT 7:30PM
IN THE UPPER HALL AT ROTHERFIELD COMMUNITY HUB (MEMORIAL INSTITUTE)**

Present:

Cllr Beverley Johnstone (Chair)

Andy Miller
Robert Chesterton

Cllr David Hiles

Vicky Cheeseman
Cllr Peter Kember

Melanie den Brinker-
Darby
Ruth Helliwell
Sharon Turner

Committee Members Absent:

None.

Also Present:

Andi Jaffay (Communitas Development Worker) and
Adam J Hardy (Parish Clerk acting as Secretary & Treasurer)

1. Apologies for Absence

Apologies were received from Cllr Robert Harris, Cllr Janice Richardson and Cllr Paul Beach.

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

2. Declaration of personal, prejudicial, and disclosable pecuniary interests on items on the agenda.

None.

3. Resolve that the minutes of the Rotherfield Memorial Institute Management Committee meetings held on Thursday, 4th July 2025, be taken as read, confirmed as a correct record, and signed by the Chair.

It was **RESOLVED** that the minutes were an accurate record and signed by the Chair.

4. Resolve that the minutes of the Rotherfield Memorial Institute Management Committee meeting held on Thursday, 4th September 2025, be taken as read, confirmed as a correct record, and signed by the Chair.

It was **RESOLVED** that the minutes were an accurate record and signed by the Chair.

5. Presentation on Community Hubs from Community Action East Sussex.

Last Edit: Monday, 19 January 2026 2:35 pm

Andi Jaffay, a Community Development Worker from Community Action Sussex, addressed the Committee. A copy of her presentation is attached as an appendix to these minutes.

The Chair thanked Andi for her presentation, and said that the ideas presented would be most useful for understanding what the residents of the parish want for their village and even their Community Hub.

It was **RESOLVED** that the Clerk should contact Andi to arrange a meeting to discuss undertaking a community engagement event for the Rotherfield Community Hub (Memorial Institute).

6. Clerk's Update on previous actions.

- All actions from previous meetings have been carried out.
- Vicky reported that the Institute had received a Food Waste Bin as part of the current Wealden District Council rollout. However, as the building has a commercial waste contract, it is unclear if this will be collected. **Clerk** to make enquiries and report back.

7. Receive the finance report for December 2025.

The Clerk reported the Rotherfield Memorial Institute's financial position as at: 31st December 2025

Statement Balance on 31st December 2025	£9,479.67
2025/2026 Income as at 31 st December 2025	£27,980.18
2025/2026 Expenditure as at 31 st December 2025	£23,524.11
Profit/Deficit to date for 2025/2026	£4,456.07

The Committee **NOTED** the financial reports.

Sharon reported that she had asked SGN for a contribution for using the Parish Council room as their emergency incident room. Vicky suggested that we should do the same when they moved to the Community Hub. **Vicky** to speak with SGN incident manager.

8. Receive updates and make decisions on the Restoration & Refurbishment Project:

The Chair confirmed that we had had no further update on the legacy that was due to the charity. The Clerk is expecting an update later this week.

The Chair was pleased to announce and thank the Rotherfield Trust for the release of additional grant funding for professional fees to reach the tender stage for the project.

The Chair explained that she – along with Cllr David Hiles, Robert Chesterton, Cllr Robert Harris and the Clerk – had met with B&M and RSA to discuss the next steps in getting quotes from contractors for the total cost of the works. B&M and RSA are going to prepare a list of contractors from which we can select 4/5 to approach for quotations. It would be necessary

Last Edit: Monday, 19 January 2026 2:35 pm



for the quotation process to have an understanding of where materials and equipment can be kept. The Chair reported that Cllr Peter Kember was shortly to have a discussion with the new owner of Kennedy's and would report back to the Committee. **Cllr Peter Kember** to report back to the Committee.

The Chair reported that she plans to undertake further community outreach and engagement to raise the profile of the Community Hub. Many of the grant applications require evidence of consistent community engagement. The Chair would like to produce a publicity video of a walkthrough of the building. **Chair** to arrange for the filming of the video.

Ruth Helliwell suggested that we should advertise on the Nextdoor app as it has a very different userbase than Facebook and other social media channels.

9. Receive updates on bookings and usage of the hall.

In addition to the regular use of the Memorial Institute by Rotherfield St Martin and the Parish Council Office, bookings from 1st January 2025 to 31st December 2025 total:

Library Room	90 Bookings
Upper Hall	609 Bookings.

The Clerk suggested that the Rotherfield Players be offered a whole building rate of £15.00 an hour on a Monday evening to ensure they have access to the Library Room as well as the Upper Hall. The Committee **RESOLVED** to accept this new booking rate with implementation from Monday, 19th January 2026. **Clerk** to write to the Rotherfield Players and all users introducing this new hire option.

10. Consider a quotation for repairs to the fire alarm system.

It was **RESOLVED** to accept TN6 Electricals' quotation for repairs to the fire alarm system. **Clerk** to notify TN6 Electrical.

11. Note any Health and Safety issues and record any risks.

The Clerk reported on an email received from one of the hirers regarding improvements to the Upper Hall. The Clerk, Vicky Cheeseman, and the Chair confirmed that they had responded to the points raised. The Clerk felt that the situation might now improve as the Art Group is now elsewhere for the next few months.

Ruth asked whether the Hand dryers had timers to switch off. Vicky confirmed this was the case.

12. Receive dates of forthcoming Management Committee Meetings:

Thursday 5th February 2026, 7:00pm in the Library Room at Rotherfield Community Hub (Memorial Institute).

Last Edit: Monday, 19 January 2026 2:35 pm



13. Any Other Business

- It was suggested that curtains or blinds could be installed in the Library Room. The Chair commented that this was part of the redevelopment project, but it could be investigated if the works were delayed for a longer period.
- Cllr Peter Kember reported that he was shortly to meet with the new owner of Kennedys about how they might be able to support the redevelopment project. The new owner of Kennedys has been invited to address the Parish Council at its meeting on the 29th January 2026.
- Cllr Douglas Johnstone asked if the Clerk had made any progress in purchasing a large notice board for the Upper Hall.
- The Chair confirmed that she had looked at the Scheme of the charity to get a clear idea of who has decision-making responsibility in the upcoming stages of the project. The Management Committee has the delegated responsibility from the Parish Council (as a Sub-Committee) for the day-to-day running of the Charity. The Chair asked about the decision making process with regard to choosing a contractor. The Clerk confirmed that the process is for the Charity to agree on its desired contractor for the project and present it to the Full Council for approval.

Meeting Concluded: **20:13**

Signed:

Date:

Last Edit: Monday, 19 January 2026 2:35 pm

Clerk: Adam J Hardy, 3 Trinity Mews, Mill Crescent, Crowborough, East Sussex TN6 2QU
Tel: 07969512099. Email: Clerk@rotherfieldparishcouncil.co.uk
Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** @rotherfieldpc and on Facebook

Rotherfield Memorial Institute
North Street, Rotherfield, Crowborough TN6 3LX

Rotherfield Parish Council as Sole Trustee

ROTHERFIELD
MEMORIAL
INSTITUTE



Appendix 1

A 3d Model Village Community Engagement Event

Community Action Sussex

Last Edit: Monday, 19 January 2026 2:35 pm

Clerk: Adam J Hardy, 3 Trinity Mews, Mill Crescent, Crowborough, East Sussex TN6 2QU
Tel: 07969512099. Email: Clerk@rotherfieldparishcouncil.co.uk
Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** @rotherfieldpc and on Facebook

A 3D Model Village community engagement event

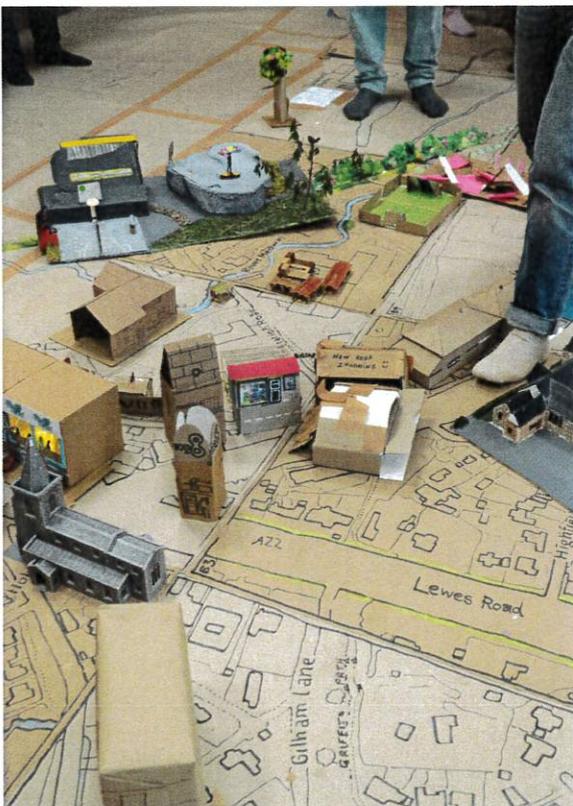
What? A community engagement event that pulls in lots and lots of people, over several days. A model of your village, created together by Council, community, schools, local businesses and organisations.

Why? To find out where problem areas are in the Parish. To hear what everyone wants and has ideas for, in the local area. To hear from large numbers of people. To get more people involved in community projects. To share with people the history of the area. To bring more people together.

How? We support community volunteers to create a giant map of the area and 'voting boards' to go alongside it. Community members, schools, organisations and businesses come in over a few days and create their house or building and add it to the map, to create the Model Village. People vote for ideas or what they want to say. Data gets collated afterwards and given to the Council, where the Committees use it to inform some of the work and projects for the following year.

Where? In your village, in a local community building.

Who? Everyone who is part of your community. Residents, schools, churches, community organisations, businesses.



A success story: What happened in Forest Row

In 2024, Forest Row Parish Council invited the community to co-create a 3D Model Village, in order to democratically hear from people what they wanted for their area. Families created their houses together. Businesses, schools, shops, churches and community organisations contributed. Stories were told about the history of the area at the opening launch.

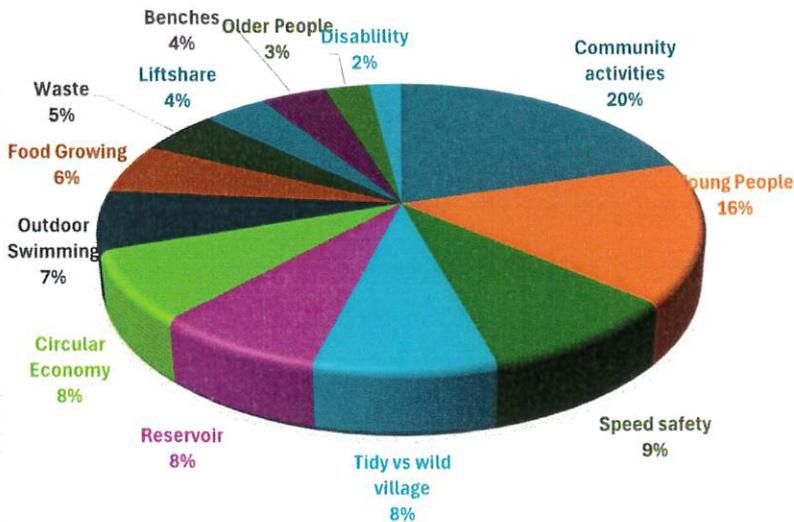
People met their neighbours and lots of connections were made. Chats about the past and hopes for the future happened over some lovely tea and cake (made by local people). Over the 4 days that the Model Village event ran, between 500-600 people took part (out of a population of 7000).

The Council received data afterwards, which helped them to hear where the problem areas were in the neighbourhood, the issues that people would like solutions to, and what ideas they had for the community for the future. Local people also signed up to volunteer, instigate or take part in local projects.

Outside of FRPC, one of the team creating the event began to roll out the same consultation method for Leeds University, with other Universities signing up to the consultation method as well. We are certain that it would be a positive asset to be used by Parish Councils across Wealden.



Examples of Data Analysis after the event



Big Model Village Event – Data collation and analysis

Andi Jaffay, June 2024

Intention of the event

What the community priorities are currently.

Whether there is community support for the proposed projects being currently put forward.

To gather people who have similar wants in the village and connecting them with each other, so that they can go forward with projects in collaboration with or independently of, the Council.

Beginning to create a database of organisations locally and what they do throughout the year, hopefully to be put on the Council website and potential live noticeboard in the village.

Sample size

The event brought in an estimated 500-600 people and the total number of comments was 810. This is an excellent sample. A community consultation for a population the size of our Parish would struggle to gain a 50-100 sample size.

In addition to this, the team hosting the event noted that there was a good cross-section of the community - all ages and many different groups attended. This gives a really good representation of what we would probably find if we asked every person in the community.

There has already been a door-to-door mini survey done (through the newsletter) and that only yielded 15-20 responses. Outreach has found that through this year of trialling and testing different methodologies for community consultation, the one that works for Forest Row in particular, is an immersive, creative and in-person style consultation.

Data collation and analysis strategy

We recorded each input from the wall and the floor map into an excel spreadsheet, under the colour codes that had been used for the event. We decided that for analysis of the data, we would need to categorise all 810 comments. We do not currently have any access to data analysis for qualitative surveys software (it has been suggested by a Data Analyst that we use this). As it's expensive, it needs to be debated and decided by Outreach & Comms and then by Finance & Policy, as to whether this is a good use of Council money.

What the Community Action team can offer

- Training or support for your Council staff or community volunteers to plan, promote and run a 3D Model Village community engagement event.
- Analysis of the data collated from the event, to be used as community engagement information by Council.
- Creating a resource that Council can use in future years, should they wish to use the 3D Model method of engagement again.

An Audit of your Parish

- Building up a picture of community activity and identifying any gaps and opportunities.
- Producing a resource such as a pamphlet or a directory, which maps out everything, for community members to be signposted to services and activities.
- The resource will be created in such a way that it can be edited - your team can easily change whatever needs changing in future, at regular intervals.
- This will have extra benefits in that every Parish knows what other Parishes in Wealden offer.
- Being in better contact with other Parishes and connecting more often, will be important as the new Unitary Council is formed and Wealden District Council ceases.



What the Community Action team can offer

- Consulting with you around what already exists in the community
- Creating a resource with all the relevant information
- Training your team to adjust the resource as time goes on

Andi Jaffay, Communities Development Worker, Wealden
andi.jaffay@communityactioneastsussex.org.uk

2) email - set something up.....