



## 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 26<sup>TH</sup> MARCH 2026 AT 19:30 IN THE UPPER HALL AT ROTHERFIELD COMMUNITY HUB (RMI) AT 7:30PM

#### PRESENT

Cllr Robert Harris (Chair)  
Cllr Paul Snelling  
Cllr Benj Cheeseman

Cllr Paul Beach  
Cllr Janice Richardson  
Cllr Peter Kember

Cllr David Hiles  
Cllr Paul Turner  
Cllr Jerry Gosney

#### COUNCILLORS ABSENT

None

#### ALSO PRESENT

Cllr Michael Lunn (Wealden District Council),  
Adam J Hardy (Parish Clerk & Responsible Finance Officer) and **1** member of the public.

#### 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 Emanuelle Holmes-Cutting, Cllr B Johnstone, Cllr D Johnstone. (Vice-Chair) and Cllr Lucy Buck

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

*Apologies had also been received from Cllr Bob Standley (East Sussex County Council).*

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

Cllr Paul Turner declared a personal interest in item 2ii.

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

Cllr Michael Lunn (Wealden District Council)

*Last Updated: Wednesday, 29 April 2026 - 2:24 pm*

**Clerk:** Adam J Hardy, 3 Trinity Mews, Mill Crescent, Crowborough, East Sussex TN6 2QU  
**Tel:** 01892 358240. Email: [Clerk@rotherfieldparishcouncil.gov.uk](mailto:Clerk@rotherfieldparishcouncil.gov.uk)  
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- Cllr Michael Lunn reported that the Secretary of State had sent a letter to councils in Sussex explaining that there would be a delay in announcing a model for Local Government Reorganisation. The government are considering a model with four unitary authorities. There would, inevitably, be an impact on the timeline and implications of the reorganisation program. This might include the possibility of District Council elections taking place. Cllr Peter Kember asked how the four-unitary model had come about. Cllr Michael Lunn replied that the model had been proposed by the government.
- It was reported that the suggested terms of office for councillors elected at the forthcoming County Council elections were 24 months. However, this is not set in stone and could be reviewed further.
- Cllr Michael Lunn confirmed that he was aware of concerns raised by the Parish Clerk and other Clerks in Wealden about the lack of an asset transfer policy ahead of the Local Government Reorganisation. He will investigate and feed back to the Parish Council.
- It was confirmed that this year's Local Budget Ward Scheme had been shared amongst Rotherfield groups and organisations, including Rotherfield St Martin, St Denys' Church Lighting Replacement Scheme and the Powdermill Trust. Cllr Paul Beach asked what the process was for processing applications. Cllr Michael Lunn confirmed that the officers validate all applications against the criteria, which are available on the Wealden Council website. He added that he had received applications from outside of the parish where Rotherfield residents do attend groups and organisations, but he wanted the money to be used within the parish.
- Cllr Michael Lunn confirmed that there was an extension to the deadline for comments on the Local Plan Regulation 18 Focused survey, primarily due to IT and accessibility issues that prevented residents from submitting responses. These issues had now been resolved.

**f) Minutes of the Parish Council meeting held on Thursday, 26<sup>th</sup> February 2026, 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 he had updated the Committee membership structure on the council website.
- The Clerk confirmed he had uploaded the revised Grants Policy to the council website.
- The Clerk confirmed he had notified the planning agent and community group of the choice of company to undertake the measured survey for the pump track.
- The Clerk confirmed that he had submitted the council's response to the Focused Draft Wealden Local Plan Regulation 18 Consultation.
- The Clerk reported that he had invoiced Sussex Primary Care for the back rent and new monthly rent for Rotherfield Surgery.
- The Clerk confirmed that he had begun the work on the transition of the management of the allotments from the allotment association to the parish council.
- The Clerk reported that he had arranged for the fingerpost at the junction with the A267 and Danegate to be repaired. The council is to be invoiced separately for this.
- The Clerk confirmed that he had provided Cllrs Douglas Johnstone and Paul Snelling with the location of the fingerposts in the parish.
- The Clerk confirmed that he had added an item to the next Highways, Lighting & Transport Committee meeting agenda to discuss lighting in bus stops.

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**2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT THE END OF FEBRUARY 2026, 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 **28<sup>th</sup> February 2026** was presented for all of the Council's bank accounts.

The Council **NOTED** the budget report up until the 28<sup>th</sup> February 2026

**ii Approval of payments.**

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

<b>Regular Payments</b>				
<b>Invoice/payer details</b>	<b>Ledger code</b>	<b>Cost centre code</b>	<b>Ledger entry description - Max 30 characters</b>	<b>Amount</b>
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	£213.70
Phil Ireland	4364	302	Litter Picking	£346.14
Phil Ireland	4252	203	Street Sweeping	£173.06
Rotherfield Village Hall	4125	101	Village Hall Hire	£18.40
Rotherfield Memorial Institute	4125	101	RMI Hire	£36.00
F Wilson	4117	101	Clerk's Admin Assistant	£941.02
Tollwood Garden Services	4255	203	Station Road (1)	£100.00
Tollwood Garden Services	4381	303	Hornhurst Burial Ground (1)	£124.00
Tollwood Garden Services	4380	303	Old Burial Ground (1)	£370.50
Tollwood Garden Services	4341	302	Village Hall & Rec (1)	£173.50
Tollwood Garden Services	4341	302	Village Hall & Rec (2)	£300.00
Tollwood Garden Services	4380	303	Old Burial Ground (2)	£120.00
Tollwood Garden Services	4258	203	Eridge Station Plants (1)	£50.00
			<b>Total</b>	<b>£3,463.79</b>
<b>Other Payments</b>				
Balfour Beatty Living Places	4221	202	NEW ROAD- LC40 - ROTHERFIELD - P5 LANTERN	£766.04
betteridge & milsom ltd.	4113	101	RMI Fees	£3,000.00
TN6 Electrical	4110	101	New Clerk iMac Mini & Screen	£1,348.00
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
Action in Rural Sussex	4120	101	Village Hall Advisory Service	£155.00
Paul Turner	4368	302	Container Keys	£40.00
KPS Contractors Ltd	4393	303	Gravedigging	£727.14
Tangent Space Ltd	4341	302	Rotherfield Sports Club Project	£456.00
Wealden District Council	4380	303	Business Rates 2026	£187.85
Douglas Johnstone	4110	101	Poster Boards (1)	£39.67
Rotherfield St Martin	4110	101	SGN Donation	£100.00
Rotherfield Memorial Institute	4110	101	SGN Donation	£100.00
Douglas Johnstone	4110	101	Poster Boards (2)	£3.99
Step Up Sports Consultancy Limited	4321	101	Pump Track Survey	£385.00

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Robert Shreeve Associates Ltd	4410	302	Raise the Roof Fees	£345.00
			Total	<b>£8,373.69</b>
<b>Surgery payments</b>	<b>Ledger code</b>	<b>Cost centre code</b>	<b>Ledger entry description - Max 30 characters</b>	<b>Amount</b>
Sussex Primary Care	4399	305	Surgery Costs	£629.08
Phil Ireland	4405	305	Window Cleaning	£15.00
TN6 Electrical	4405	305	Surgery call out	£75.00
MPH - Metcalfe Plumbing and Heating Limited	4405	305	Heating Isolation following building strike	£101.04
MPH - Metcalfe Plumbing and Heating Limited	4405	305	Boiler Servicing & Repair	£592.85
Tollwood Garden Services	4405	305	Drain Clearance	£60.00
Next Doors Ltd	4405	305	Site Survey for Automatic Door	£216.00
				<b>£1,688.97</b>
Staff Costs - includes Tax, NI, pension and expenses			Total figure reported separately	<b>£6,483.94</b>

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

The Clerk reported that as an urgent Health & Safety item in conjunction with Cllrs Robert Harris and Beverley Johnstone the quotes for repairs to Rotherfield Surgery had been accepted.

The Clerk reported that it had been agreed to proceed with the automated door survey required to get a final cost for an automated door at Rotherfield Surgery.

### 3. RECEIVE REPORTS, UPDATES & RECOMMENDATIONS REGARDING PERSONNEL

None.

### 4. TO CONSIDER AND MAKE RECOMMENDATIONS ON THE FOLLOWING PLANNING APPLICATIONS.

#### i. WD/2026/0448/F - Lavender Cottage, Yew Tree Lane, Rotherfield, TN6 3QP

Two storey rear extension.

It was **RESOLVED** to recommend to Wealden District Council that this application be **APPROVED**. The Committee had no further comments on the application.

#### ii. WD/2026/0421/LBR - Ivy House, Mark Cross, Rotherfield, TN6 3PJ

Retrospective approval of UPVC framed windows, installed as an emergency measure due to storm damage to the rear of the house on the upper floor.

It was **RESOLVED** to recommend to Wealden District Council that this application be **APPROVED**. The Council felt that the windows were of similar character and appearance to those already in place and on neighbouring properties.

#### iii. WD/2025/1084/O - Hideaway, Tubwell Lane, Crowborough, TN6 3RJ

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Outline application for the demolition of garage wing, alterations to existing access and development of up to 5 dwellings (all matters reserved except access).

*One member of the public addressed the Council speaking against the application.*

It was **RESOLVED** to recommend to Wealden District Council that this application be **REFUSED**. The Committee felt that the proposal was overdevelopment not in keeping with the character of the area. Neighbouring properties would be overlooked and overshadowed by the development particularly on the borders of the application site. The Committee also have concerns about surface water drainage and further deterioration of the road surface conditions adjacent to the development site.

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

**i. Consider candidates for the Freedom of the Parish.**

The Chair asked that this be held over to the 30<sup>th</sup> April Parish Council Meeting. **Clerk** to prepare a paper on the Freedom of the Parish and costings for a board to mark those who it has been awarded to. **Clerk** to add an item to the 30<sup>th</sup> April Parish Council Meeting agenda.

**ii. Consider quotations for the installation of CCTV at Rotherfield Surgery and upgrade to the village CCTV cameras.**

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

It was **RESOLVED** to accept the quotation for the new higher quality cameras in all locations apart from the Pre-School exterior and lobby of the Community Hub.

It was **RESOLVED** to proceed with the installation of CCTV cameras on the outside of Rotherfield Surgery.

**Clerk** to notify CCTV contractor and arrange a date for installation.

**iii. Discuss and resolve Burial Fees for 2026/2027**

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

It was **RESOLVED** to accept the Burial Fees for the 2026/2027 with effect from 1<sup>st</sup> April 2026. **Clerk** to update local funeral directors and update the council website.

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**iv. Discuss and consider further actions in relation to the gift of land adjacent to Rotherfield Bowls Club.**

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

Cllr Paul Turner updated the councillors on discussions so far with regard to a proposed change in restrictive covenant on the gift of land. The Clerk updated councillors on his discussions with East Sussex Highways regarding the creation of an access point from Eridge Road onto the new gift of land. Councillors **AGREED** that this would be cost prohibitive and is unlikely to receive planning permission consent.

It was **AGREED** to allow time for the giftee to respond to the councils' discussions as agreed at a recent meeting.

It was **RESOLVED** that the council remains committed to providing a pump track and that an alternative location had been identified if required. However, the council's first preference is for the pump track to be on a part of the gifted land.

**v. Discuss and consider quotations for the installation of air bricks at Rotherfield Pre-School.**

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

It was **RESOLVED** to accept the quotation for the installation of air bricks and it is hoped the work can be carried out during the Easter Holidays. **Clerk** to notify contractor.

**vi. Receive an update on the Rotherfield Allotments.**

The Clerk reported that the Chair, Vice-Chair, Cllr Paul Turner and himself had met with the Allotment Association and agreed that the Parish Council would take administrative & financial control of the Allotments from the 1<sup>st</sup> April 2026. The Allotment Association has called its Annual General Meeting for the 31<sup>st</sup> March 2026 and intends to disband at this point.

The Clerk confirmed that he had drafted new tenancy agreements for the plots and a covering letter and was awaiting feedback from the Allotment Association.

**vii. Consider and accept a quotation for tree works on Rotherfield Recreation Ground.**

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

It was **RESOLVED** to accept the quotation from Burrige Fencing and Treework for the work on the Recreation Ground.

It was **RESOLVED** to ask Tom Woodgate to attend to undertake the necessary works on the chestnut trees outside of Rotherfield Scout Hut.

The Chair wished it noted that the Council has split the work to ensure support for both local businesses.

It was **AGREED** not to attend to the trees on the boundary of the Village Hall carpark and the neighbouring land at present and review in six months.

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

The Clerk reported that there were no further updates on the Memorial Institute.

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

The Clerk reported that there were no further updates on the Mark Cross Community Centre.

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

The Clerk reported that works on repairs following the vehicle strike were now planned to start the week commencing the 13<sup>th</sup> April 2026. All quotes for repairs had now been sent to the insurance surveyors, and we await the outcome of the cash settlement. The Clerk will keep councillors updated.

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

The Clerk reported that the new charity trustees met for the first time and everything is on track for the new charity under the direction of the school to take over from 1<sup>st</sup> September 2026.

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

Date	Meeting
10 <sup>th</sup> March 2026	Planning & Environment Committee

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

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

- The Clerk reported that he and the Council Administrator had attended the East Sussex Clerk's Forum at Uckfield Civic Centre.
- Cllr Paul Turner reported that he was aware of rabbit hunters with dogs on the Millennium Green. The police are aware and have advised that anyone who spots the activity should contact the police immediately.
- Cllr Paul Turner reported that he had attended the Rotherfield Sports Club meeting. Tangent Space had begun drawing up plans to improve the clubhouse. The Sports Club has asked us to get the new licence agreement drawn up as quickly as possible. **Clerk** to action the new licence agreement and obtain advice from the council's solicitors.

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

- The Clerk reported on the Local Government Reorganisation Asset Transfer presentation he had at the East Sussex Clerks Forum. Wealden is the only District Council not to have produced a policy on this or opened negotiations with Parish Councils. The Wealden Clerks present at the meeting have asked Trevor Leggo to make a representation to Wealden on this matter.

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## 12. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- The Clerk reported that he had received an invitation to the Wealden Design Guide Town & Parish Council Briefing on 16th April 2026. We are only allowed to send one representative. It was **AGREED** that Cllr Beverley Johnstone would attend.

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

Date	Inspection Report	Comments
22 <sup>nd</sup> March 2026	Parish Cemetery	It would be helpful if the grave digging contractor could sweep the path after any work. <b>Clerk</b> to raise with contractors.
22 <sup>nd</sup> March 2026	Old Burial Ground	The bench still needs to be installed. James has done a good job filling sunken graves with the earth from old ant hills. <b>Clerk</b> to arrange delivery of bench.
22 <sup>nd</sup> March 2026	Court Meadow Green	Nothing to report.
22 <sup>nd</sup> March 2026	Playground	Nothing to report.
22 <sup>nd</sup> March 2026	Recreation Ground	Nothing to report.
22 <sup>nd</sup> March 2026	REACT and Storage Container Box	Nothing to report.
22 <sup>nd</sup> March 2026	Scout Hut and Pre-School Buildings	Nothing to report.
22 <sup>nd</sup> March 2026	Village Hall and Car Park	Nothing to report.

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

1)	The Parish Council have agreed to upgrade its CCTV system in Rotherfield Village and to the installation of cameras on Rotherfield Surgery.
2)	As Landlords of the Rotherfield Surgery building, the council has arranged for urgent repairs to be undertaken following the recent vehicle strike.
3)	The Parish Council repeated its commitment to providing a pump track following the results of the residents' survey.
4)	Following discussions with the Allotment Association, who have managed the allotments on the Parish Council's behalf for many years, the Parish Council have agreed to take on direct administration of the allotments.
5)	The Parish Council continues to attend regular stakeholder meetings with SGN regarding the closure of the A267 and Bicycle Arms Road. We are pleased to share that the project as a whole is ahead of schedule.

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

<b>Date</b>	<b>Meeting</b>	<b>Venue</b>
7 <sup>th</sup> April 2026	Highways, Lighting & Transport Committee	Rotherfield Community Hub (Memorial Institute)
16 <sup>th</sup> April 2026	Finance & General Purposes Committee	Rotherfield Community Hub (Memorial Institute)
28 <sup>th</sup> April 2026	Planning & Environment Committee	Rotherfield Village Hall
30 <sup>th</sup> April 2026	Parish Council Meeting	Mark Cross Community Centre
9 <sup>th</sup> May 2026	Annual Parish Assembly/Meeting	Rotherfield Village Hall <b>10:00am – 12:00pm</b>
12 <sup>th</sup> May 2026	Planning & Environment Committee	Rotherfield Village Hall
12 <sup>th</sup> May 2026	Community & Events Committee	Rotherfield Village Hall
28 <sup>th</sup> May 2026	Parish Council Meeting including the Annual Meeting of the Council.	Rotherfield Community Hub (Memorial Institute)

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

**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 Paul Turner asked if we could raise the condition of Chant Lane with East Sussex Rights of Way. **Clerk** to contact East Sussex Rights of Way.
- Cllr Paul Beach asked if we could chase the raising of the granite setts at the bottom of Station Road that had been promised by East Sussex Highways. **Clerk** to chase.

Chair declared the meeting closed at: **9:19pm**

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

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