



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 25TH JUNE 2026 AT 7:30PM IN THE UPPER HALL AT ROTHERFIELD MEMORIAL INSTITUTE

PRESENT

Cllr Robert Harris (Chair)
Cllr Bevereley Johnstone (Vice-Chair)
Cllr Paul Beach

Cllr Douglas Johnstone
Cllr Lucy Buck
Cllr Janice Richardson

Cllr Paul Snelling
Cllr Paul Turner

COUNCILLORS ABSENT

None.

ALSO PRESENT

Cllr Michael Lunn	Wealden District Council & East Sussex County Council
Cllr Georgia Taylor	East Sussex County Council
Cllr Jessika Hulbert	Wealden District Council
Adam J Hardy	Parish Clerk & Responsible Finance Officer

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 Peter Kember, Cllr Benj Cheeseman, Cllr David Hiles and Cllr Emmanuelle 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 Michael Lunn (East Sussex County Council)

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- Cllr Michael Lunn reported that he had been in touch with East Sussex Highways regarding the road closure of Church Road, Rotherfield. Temporary repairs have been completed
- Cllr Michael Lunn reported that the structural works on the bridge over the river at the bottom of Station Road are still in the design stage, and they are not expecting the application until late autumn. Stakeholder Liaison will keep us updated.
- Cllr Michael Lunn confirmed that some of the relining on Station Road and South Street had been completed, but more remains to be done. These have been raised at a recent site meeting with East Sussex Highways.
- Cllr Michael Lunn reported that a forthcoming road closure of the A267 was due to start on the 3rd August 2026, and that traffic management will be in place using two-way traffic lights.
- Cllr Michael Lunn reported that his induction training is now complete and he has been appointed to the Ashdown Conservators and the High Weald National Landscape Group.
- Cllr Paul Turner asked if it would be possible for East Sussex Highways to investigate the possibility of having a keep clear box painted on the road surface at the top of New Road. **Cllr Michael Lunn** to raise with East Sussex Highways and report back.

Cllr Georgia Taylor (East Sussex County Council)

- Cllr Georgia Taylor reported that she attended the A26 Consultation meeting along with Cllr Jessika Hulbert and the Clerk. A full report and further consultation will be presented to councillors in the future.
- Cllr Georgia Taylor reported that she had received a briefing on Local Government reorganisation and that we were still on track for a Mayoral Authority in 2028. However, with a change of government leadership coming up, plans may change; therefore, the timeline is still unclear.

Cllr Jessika Hulbert (Wealden District Council)

- Cllr Jessika Hulbert confirmed that she had nothing further to raise.

Cllr Michael Lunn (Wealden District Council)

- Cllr Michael Lunn reported that the partners who had agreed to match fund the 100-anniversary celebration of the Ashdown Forrest and Winnie the Pooh had pulled out. It is not clear, yet what future funding measures are in place to cover the loss of the match funding.
- Cllr Beverley Johnstone asked if there was any news on the Cycle Track to Lewes. Cllr Lunn replied that it is waiting on a decision but it is now up against the BML2 for which the government is conducting an ongoing feasibility study.
- Cllr Michel Lunn confirmed that official notification had now been given that the Crowborough Army Camp would be open to 2030 and most likely expanded to accommodate more asylum seekers. He reported that he had recently visited the site as part of a tour for District Councillors.
- Cllr Michael Lunn reported that there were no updates on the Highfields Farm planning application.

f) Minutes of the Parish Council meeting held on Thursday, 28th May 2026, for approval as a true record.

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

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

- The Clerk reported that the website had been updated to reflect the new council committee structure.
- The Clerk confirmed that the new WhatsApp polls for meeting attendance were now in use.
- The Clerk confirmed that payment for the sponsorship of the Coconut Shy at the Rotherfield PTCA Summer Fair was made.
- The Clerk confirmed that all policies adopted at the 28th May meeting had been uploaded to the website.
- The Clerk reported that REACT is now a standing item on the Full Parish Council meeting agendas.

2. TO RECEIVE A PRESENTATION FROM WEALDLINK COMMUNITY TRANSPORT.

The Clerk reported that, due to the extreme heat, at the request of the Wealdlink Community Transport, this item will be held over until the 23rd July Parish Council meeting.

3. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT THE END OF MAY 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 **31st May 2026** was presented for all of the Council's bank accounts.

The Council **NOTED** the budget report.

ii Approval of payments.

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

Invoice/payer details	Ledger code	Regular Payments		Amount - VAT included where applicable
		Cost centre code	Ledger entry description - Max 30 characters	
Rotherfield Sports Club	4340	302	Grounds Maintenance	£388.75
Trooli	4409	302	Broadband	£55.00
Cloudy Group Ltd	4110	101	Rialtas Hosting	£76.56
Veolia	4391	303	Village Hall Bins	£196.27
Phil Ireland	4364	302	Litter Picking	£613.07
Phil Ireland	4252	203	Street Sweeping	£306.53
Rotherfield Village Hall	4125	101	Village Hall Hire	£140.05
Rotherfield Memorial Institute	4125	101	RMI Hire	£20.00
Mark Cross Community Centre	4125	101	MCCC Hire	£48.00
F Wilson	4117	101	Clerk's Admin Assistant	£832.16
Tollwood Garden Services	4341	302	Village Hall & Rec (1)	£0.00
Tollwood Garden Services	4255	203	Highways (1)	£70.00
Tollwood Garden Services	4258	203	Mark Cross Mil Green (1)	£60.00
Tollwood Garden Services	4380	303	Old Burial Ground (1)	£40.00
Tollwood Garden Services	4258	203	Eridge Station (1)	£142.95
Tollwood Garden Services	4341	302	Village Hall & Rec (2)	£49.50
Tollwood Garden Services	4389	302	Court Meadow (1)	£37.50

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Tollwood Garden Services	4389	302	Court Meadow (2)	£15.00
Tollwood Garden Services	4389	302	Court Meadow (3)	£37.50
Tollwood Garden Services	4341	302	Village Hall & Rec (3)	£199.75
Tollwood Garden Services	4393	303	Ashes Plot (1)	£104.00
Tollwood Garden Services	4381	303	Hornshurst Burial Ground (1)	£70.50
Tollwood Garden Services	4255	203	Highways (2)	£200.00
Tollwood Garden Services	4255	203	Highways (3)	£60.00
Tollwood Garden Services	4255	203	Highways (4)	£30.00
Tollwood Garden Services	4389	302	Court Meadow (4)	£37.50
Tollwood Garden Services	4341	302	Village Hall & Rec (4)	£49.50
Tollwood Garden Services	4258	203	Eridge Station (2)	£45.00
Tollwood Garden Services	4258	203	Eridge Station (3)	£25.00
Tollwood Garden Services	4255	203	Highways (5)	£70.00
Tollwood Garden Services	4381	303	Hornshurst Burial Ground (2)	£70.50
Tollwood Garden Services	4389	302	Court Meadow (5)	£37.50
Tollwood Garden Services	4258	203	Eridge Station (4)	£30.00
Tollwood Garden Services	4341	302	Village Hall & Rec (5)	£311.25
Tollwood Garden Services	4255	203	Highways (6)	£304.25
Tollwood Garden Services	4255	203	Highways (7)	£49.50
Tollwood Garden Services	4255	203	Highways (8)	£49.50
Tollwood Garden Services	4255	203	Highways (9)	£5.00
Tollwood Garden Services	4380	303	Old Burial Ground (2)	£470.50

Total	£5,348.09
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Other Payments

Rotherfield & Mark Cross Bonfire Society	4150	101	Carnival Grant	£650.00
Rotherfield & Mark Cross Bonfire Society	4158	102	Senior Citizens Lunch	£600.00
Rotherfield St Martin	4150	101	Grant	£1,500.00
Wealden Citizens Advice	4150	101	Grant	£750.00
Family Support Work	4150	101	Grant	£1,000.00
Cripps LLP	4120	101	Land adjoining Bowls Club Fees	£1,853.40
Cripps LLP	4120	101	Sports Club Licence	£2,400.00
Satswana Limited	4120	101	Satswana DP Services	£180.00
Direct 365	4391	303	Cemetery Bin Fuel Surcharge	£2.40
MW Turfcare Partnership	4343	303	Pitch Fertiliser	£198.00
Robert Shreeve Associates Limited	4113	101	RMI Project Fees	£1,228.80
Maitec Drainage & Guttering	4411	302	Pre-School Toilet Repair	£120.00
ELANCITY-UK	4210	201	New Elan SID	£3,611.96

Total	£14,094.56
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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
Tollwood Garden Services	4405	305	Surgery Hedge & Grounds	£60.00
				£704.08

Staff Costs - includes Tax, NI, pension and expenses

Total figure reported separately

£4,944.21

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

None.

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4. RECEIVE REPORTS, UPDATES & RECOMMENDATIONS REGARDING PERSONNEL

None.

5. TO CONSIDER AND MAKE RECOMMENDATIONS ON THE FOLLOWING APPLICATIONS AND OTHER PLANNING MATTERS.

- a) **WD/2026/1147/LB - BROOK HOUSE, BURNT OAK ROAD, BURNT OAK, CROWBOROUGH, TN6 3SD**
Repairs to roundels at brook house.

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

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

- i. **Receive and note Internal End of Year Audit 2025/2026 report..**

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

It was **RESOLVED** to **NOTE** the Internal End of Year Audit 2025/2026.

Councillors thanked the Clerk for his work on ensuring good governance within the council and its processes.

- ii. **Receive, adopt and sign Section 1 of the Annual Governance Statement (AGAR) – 2025/2026.**

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

It was **RESOLVED** to adopt and sign Section 1 of the Annual Governance Statement (AGAR). The statement was signed by the Vice-Chair, Cllr Beverley Johnstone.

- iii. **Receive, adopt and sign Section 2 of the Annual Governance Statement (AGAR) – Accounting Statements 2025/26.**

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

It was **RESOLVED** to adopt and sign Section 2 of the Annual Governance Statement (AGAR). The statement was signed by the Vice-Chair, Cllr Beverley Johnstone.

- iv. **Discuss and agree next steps following the presentation of results of the Housing Needs Survey.**

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

It was **AGREED** that the Chair, Vice-Chair and Clerk would meet to discuss the presentation and explore options to bring back to the Council for debate and resolution.

- v. **Consider a quotation and specification for the construction of a planter to mark the**

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Twinning of Rotherfield Parish with Saint-Chéron.

Cllr Janice Richardson presented her designs and costings for the planter. It was **RESOLVED** to accept the design from Cllr Janice Richardson.

Cllr Robert Harris agreed to share the design with the proposed contractor for a quote for construction.

vi. Receive a report following a preliminary meeting with Rotherfield St Martin regarding a potential Service Level Agreement.

Cllrs Harris and Johnstone reported on a meeting with representatives from Rotherfield St Martin regarding the possibility of entering into a Service Level Agreement.

It was **AGREED** that board members from Rotherfield St Martin be invited to make a presentation and begin a discussion at the 23rd July 2026 Parish Council Meeting.

7. RECEIVE UPDATE ON THE ROTHERFIELD MEMORIAL INSTITUTE.

It was **AGREED** that the minutes of the last Management Committee meeting be circulated to councillors. **Clerk** to circulate minutes to Councillors.

8. RECEIVE UPDATE ON THE MARK CROSS COMMUNITY CENTRE.

The Clerk reported that there was nothing to update other than that the entrance path resurfacing had been completed.

9. RECEIVE UPDATE ON THE ROTHERFIELD SURGERY BUILDING.

The Clerk reported that the CCTV had now been installed and was up and running.

The Clerk reported that the new rate of rent was still not being paid, and the backdated rent had not been received.

10. RECEIVE AN UPDATE ON THE ROTHERFIELD PRE-SCHOOL BUILDING.

The Clerk reported that the new Rotherfield Pre-School Trustee Board will take over on 1st September 2026.

11. RECEIVE AN UPDATE ON EMERGENCY PLANNING.

Cllr Paul Turner asked whether it was possible to explore setting up a Cool Hub in the extreme heat. **CLERK** to investigate and report back to Councillors.

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

Date	Meeting
2 nd June 2026	Planning & Environment Committee
9 th June 2026	Highways, Recreation & Cemeteries Committee

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

a) Meetings attended on behalf of the Parish Council.

- The Clerk reported that he had attended the Rotherfield Village Hall Management Committee meeting.
- Cllr Beverley Johnstone confirmed she had attended the Wealden Design Guide meeting in relation to the new Wealden Local Plan. She will report back at a later meeting.
- The Clerk reported he had attended the A26 Major Road Network Corridor Improvement Scheme

b) Clerk's updates and issues.

WD/2025/1977/FR - The Old Apple Orchard Farm, Gillridge Lane, Crowborough TN6 1UR

Retrospective planning application for an agricultural bund constructed to facilitate a water collection area to support the planting of an additional orchard to link two existing orchards. **Amended proposal description, plans and supporting information**

It was **RESOLVED** to recommend to Wealden District Council that this application be **REFUSED**. The Council gave the following reasons:

- 1) The impact on the High Weald National Landscape is significant with a clear interruption in the landscape.
- 2) The Council felt that the applicant had failed to adequately demonstrate the agricultural need for the bund.
- 3) The Council felt that the visual and cumulative impacts are not accessible in planning terms.

One member of the Council abstained from voting on this application.

14. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

None.

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

Date	Inspection Report	Comments
22 nd June 2026	Parish Cemetery	Some evidence of Mole Activity.
22 nd June 2026	Old Burial Ground	The bench still needs to be installed.
22 nd June 2026	Court Meadow Green	Nothing to report.
22 nd June 2026	Playground	The bolt anchoring the rope on the climbing frame has come off again.

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22 nd June 2026	Recreation Ground	Nothing to report.
22 nd June 2026	REACT and Storage Container Box	Nothing to report.
22 nd June 2026	Scout Hut and Pre-School Buildings	Nothing to report.
22 nd June 2026	Village Hall and Car Park	Emerging pothole and the bollard still needs setting back in place.

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

1)	The Parish Council was pleased to get a clean Internal audit for the 2025/2026 financial year.
2)	The Council was pleased to have been invited to a meeting regarding the A26 Major Road Network Corridor Improvement Scheme.
3)	The Parish Council was pleased to attend a meeting to discuss the Wealden Design Guide which will be part of the new Local Plan.
4)	Keep a look out for our new Speed Indication Device (SID). We have purchased a more portable unit.
5)	The Parish Council have commissioned a planter to be built on the triangle outside the book exchange to commemorate and reconfirm the parish's twinning with Saint-Chéron.

17. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

Date	Meeting	Venue
14 th July 2026	Planning & Environment Committee	Rotherfield Village Hall
23 rd July 2026	Parish Council Meeting	Rotherfield Community Hub (Memorial Institute)
4 th August 2026	Planning & Environment Committee followed by Community & Events Committee	Rotherfield Village Hall
11 th August 2026	Highways, Recreation & Cemeteries Committee	Rotherfield Community Hub (Memorial Institute)
25 th August 2026	Planning & Environment Committee	Rotherfield Village Hall
27 th August	Parish Council Meeting	Eridge Village Hall

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

18. 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 the new pipe from Bewl Reservoir to the Cottage Hill Storage Tank was working. The Clerk reported that he understood the pipe was not working. It was **AGREED** that the Clerk would write to South East Water seeking an update on this matter, copying in Cllr Michael Lunn and Nus Ghani.
- Cllr Paul Snelling reported that East Sussex Highways had painted a solid double white line on the filter lane junction leading to the Bowls Centre from the A26 in Eridge. **Clerk** to raise with East Sussex Highways.

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Chair declared the meeting closed at: **9:00pm**

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

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