



Working for the Community in Rotherfield, Mark Cross, Eridge Green, Boarshead and surrounding areas

MINUTES OF THE ANNUAL & MONTHLY MEETING OF THE PARISH COUNCIL HELD ON THURSDAY 28th May 2026 AT 19:30 IN THE UPPER HALL AT ROTHERFIELD MEMORIAL INSTITUTE

PRESENT

Cllr Robert Harris
Cllr Beverley Johnstone
Cllr Lucy Buck
Cllr Paul Snelling

Cllr Janice Richardson
Cllr Benj Cheeseman
Cllr David Hiles

Cllr Peter Kember
Cllr Paul Turner
Cllr Paul Beach

COUNCILLORS ABSENT

Cllr Emmanuele Holmes-Cutting

ALSO PRESENT

Cllr Michael Lunn	Wealden District Council & East Sussex County Council
Adam J Hardy	Parish Clerk & Responsible Finance Officer
Members of the Public	One

1. TO ELECT CHAIR AND VICE CHAIR AND SIGNING OF THEIR DECLARATIONS OF OFFICE.

It was **RESOLVED** to elect Cllr Robert Harris as Chair of Rotherfield Parish Council for the forthcoming municipal year.

It was **RESOLVED** to elect Cllr Bev Johnstone as Vice-Chair of Rotherfield Parish Council for the forthcoming municipal year.

The elected councillors signed their declarations of office, which were witnessed by the Clerk.

2. INTRODUCTION OF COUNCILLORS & OFFICERS.

The Councillors and Officers introduced themselves to the public.

3. TO RECEIVE THE FOLLOWING: -

a) Public forum.

None.

b) Apologies for absence (LGA 1972 s 85).

Apologies for absence had been received from Cllr Douglas Johnstone.

Last Updated: Thursday, 25 June 2026 - 10:45 am

Clerk: Adam J Hardy, 3 Trinity Mews, Mill Crescent, Crowborough, East Sussex TN6 2QU
Tel: 01892 358240. Email: Clerk@rotherfieldparishcouncil.gov.uk
Parish Council Website: www.rotherfieldparishcouncil.gov.uk and on Facebook

It was **RESOLVED** to accept the reasons for apologies.

Apologies had also been received from Cllr Georgia Taylor (East Sussex County Council) and Cllr Jessika Hulbert (Wealden District Council)

The Clerk informed the Council of the resignation of Jerry Gosney as a councillor for the Parish of Rotherfield.

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

None.

d) District and County Councillor reports.

Cllr Michael Lunn (Wealden District Council & East Sussex County Council)

A report had been circulated to Councillors ahead of the meeting.

- Cllr Lunn reported that he was in the unusual position of being both District and County Councillor. Much of the County Council's work since the election earlier in the month has been induction to the County Council.
- Cllr Lunn reported that he had been appointed to the Transport Committee and would be challenging officers on the condition of the roads in his division. Cllr Beverley Johnstone asked if the repairs of potholes could be changed through influence from the County Council as other more cost effective measures are available. Cllr Lunn replied that Balfour Beatty's contract is up for review next year and they have currently not met many of the Key Performance Indicators (KPIs).
- Cllr Paul Turner asked if East Sussex would follow the example of neighbouring authorities to call in South East Water regarding water outages and areas of vulnerability.
- Cllr Lunn reported that the situation with children's and adult social care is severe at East Sussex County Council. Cllr Paul Snelling asked what happened to those children receiving children social care when they reach 18. Cllr Lunn replied that they transition to adult social care in many cases but a review is undertaken.
- Cllr Lunn updated councillors that the Highfields Application was deferred and not withdrawn. He is pressing for the application to return to the minors planning committee at Wealden as soon as possible.
- The Clerk asked if he was able to assist in getting attention to correspondence sent to senior officers at Wealden regarding the refurbishment of the Rotherfield Memorial Institute. Cllr Lunn reported that there were other applications ahead of ours on the list, but he will follow up to ensure we get a response and hopefully meeting.

e) Minutes of the Parish Council meeting held on the 30th April 2026 for approval as a true record.

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

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

- The Clerk reported that he had sent a copy of the Annual Governance & Accountability Return (AGAR) to Cllr Jerry Gosney as requested at the meeting.
- The Clerk confirmed that he had added an item regarding lighting improvements at Mark Cross to the 9th June Highways, Lighting & Transport Committee meeting agenda.
- The Clerk confirmed that he had begun the process of bidding that the Kings Arms and Catts Inn be listed as Assets of Community Value.
- The Clerk confirmed that he had notified applicants of their successful grant applications.

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- The Clerk reported that he had made arrangements for Wealdlink to attend the 25th June Parish Council meeting.
- The Clerk reported that he had published the updated Standing Orders on the council's website.
- The Clerk confirmed that he had written to Saint-Chéron requesting an online meeting.
- The Clerk confirmed that the tables have been cleaned at Mark Cross Community Centre.
- The Clerk confirmed that he had chased Sussex Primary Care regarding overdue back rent and rent-increase payments.
- The Clerk confirmed that he had arranged for the contractor to fix the bollard at the rear of the Village Hall.
- The Clerk confirmed that he had contacted SGN and East Sussex Highways regarding tidy up work following the gas main replacement on the A267.
- The Clerk confirmed that he had arranged for a contractor to fix the bollard outside Mark Cross Community Centre.

4. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END APRIL 2026, REVIEW EXPENDITURE AGAINST BUDGET TO DATE AND NOTE OR AUTHORISE PAYMENTS.

a Budget, other financial reports, and actions arising.

The bank reconciliation up until the 30th April 2026 was presented for all of the Council's bank accounts.

It was **RESOLVED** that the budget was correct and accepted by the Council as the correct position of the Council's accounts.

b Approval of payments.

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

Regular Payments				
Rotherfield Sports Club	4340	302	Grounds Maintenance	£388.75
Cloudy Group Ltd	4110	101	Rialtas Hosting	£76.56
Veolia	4391	303	Village Hall Bins	£246.02
Phil Ireland	4364	302	Litter Picking	£407.74
Phil Ireland	4252	203	Street Sweeping	£203.86
Rotherfield Village Hall	4125	101	Village Hall Hire	£18.40
Rotherfield Memorial Institute	4125	101	RMI Hire	£20.00
F Wilson	4117	101	Clerk's Admin Assistant	£758.17
Tollwood Garden Services	4255	203	Highways (1)	£40.00
Tollwood Garden Services	4258	203	Highways (2)	£40.00
Tollwood Garden Services	4255	203	Highways (3)	£237.00
Tollwood Garden Services	4389	302	Court Meadow (1)	£37.50
Tollwood Garden Services	4341	302	Village Hall & Rec (1)	£49.50
Tollwood Garden Services	4255	203	Highways (4)	£120.00
Tollwood Garden Services	4381	302	Hornshurst Burial Ground (1)	£70.50
Tollwood Garden Services	4389	302	Court Meadow (2)	£37.50
Tollwood Garden Services	4341	302	Village Hall & Rec (2)	£199.75
Tollwood Garden Services	4381	303	Hornshurst Burial Ground (2)	£35.00
Tollwood Garden Services	4389	302	Court Meadow (3)	£37.50
Tollwood Garden Services	4341	302	Village Hall & Rec (3)	£49.50
Tollwood Garden Services	4250	203	Footpath (1)	£50.00
Tollwood Garden Services	4341	302	Village Hall & Rec (4)	£348.75
Tollwood Garden Services	4255	203	Highways (5)	£304.25
Tollwood Garden Services	4255	203	Highways (6)	£49.50
Tollwood Garden Services	4255	203	Highways (7)	£5.00

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Tollwood Garden Services	4341	302	Village Hall & Rec (5)	£30.00
Tollwood Garden Services	4255	302	Highways (8)	£30.00
Tollwood Garden Services	4341	302	Village Hall & Rec (6)	£45.00
Tollwood Garden Services	4389	302	Court Meadow (4)	£37.50
Tollwood Garden Services	4380	303	Old Burial Ground	£470.50
Tollwood Garden Services	4381	303	Hornshurst Burial Ground (3)	£70.50
Total				£4,514.25

Other Payments

Rialtas Business Solutions Ltd	4110	101	Year End Services	£1,125.60
Crowborough Community First Responders	4110	101	Defib restock/reset	£84.10
KPS Contractors Ltd	4393	303	Burial Fees	£727.14
M J Zara Associates Ltd.	4321	301	Pump Track Survey	£2,028.00
Mulberry Local Authority Services Limited	4120	101	Final Interim Audit 2025/2026	£195.00
Direct365	4391	303	Excess Waste Charge	£11.40
X-Net	4110	101	Domain Renewal	£40.00
Total				£4,211.24

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
				£644.08
Staff Costs - includes Tax, NI, pension and expenses				
Total figure reported separately				£4,938.51

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

The Clerk reported the purchase of a basketball hoop for the Recreation Ground. Approved by Councillors Paul Turner and Robert Harris and agreed by the Clerk.

5. ELECTIONS AND APPOINTMENTS

a) To elect Chair & Vice Chairs of Committees, appoint Committee members, and arrange review of the terms of reference of the following Committees and working groups.

Committee	Chair/Co-Chairs	Vice-Chair	Committee
Planning & Environment Committee	Cllr David Hiles	Cllr Peter Kember	Cllr Paul Beach Cllr Paul Snelling Cllr Douglas Johnstone Cllr Benj Cheeseman Cllr Janice Richardson Cllr Robert Harris* Cllr Beverley Johnstone*

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Highways, Recreation & Cemeteries Committee	Highways Chair: Cllr Paul Beach Recreation & Cemeteries Chair Cllr Paul Turner		Cllr David Hiles Cllr Peter Kember Cllr Benj Cheeseman Cllr Douglas Johnstone Cllr Paul Snelling <i>Cllr Robert Harris*</i> <i>Cllr Beverley Johnstone*</i>
Community & Events Committee	Cllr Janice Richardson	Cllr Benj Cheeseman	Cllr Lucy Buck Cllr Douglas Johnstone Cllr Emmanuelle Holmes-Cutting Cllr Paul Snelling <i>Cllr Robert Harris*</i> <i>Cllr Beverley Johnstone*</i>
Finance & General Purposes Committee	Cllr David Hiles	Cllr Paul Turner	Cllr Paul Beach Cllr Lucy Buck Cllr Janice Richardson <i>Cllr Robert Harris*</i> <i>Cllr Beverley Johnstone*</i>
Rotherfield Memorial Management Committee	Cllr Beverley Johnstone		
Mark Cross Community Centre Management Committee	Cllr Beverley Johnstone		
Rotherfield Surgery Working Party	N/A	N/A	<i>Louise Henrick (Chair)</i> <i>James Kitchenham</i> Cllr Robert Harris Cllr Beverley Johnstone Cllr Paul Turner Adam Hardy (Parish Clerk)
Councillors with Responsibility for Personnel	Cllr Janice Richardson	N/A	Cllr Paul Snelling Cllr Robert Harris Cllr Beverley Johnstone

****The Chair and Vice-Chair of the Council sit as Ex-Officio Members of all Committees. All councillors were elected to all committees to ensure quoracy of meetings; however, Core Councillors would be expected to attend specified Committee meetings.***

Clerk to update Parish Council website with new Committee details.

It was **AGREED** that the Clerk would send WhatsApp polls ahead of meetings to ensure that members attending would be known in advance of meetings.

b) To appoint Council Representatives to the following organisations.

Rotherfield Village Hall	Adam J Hardy (Parish Clerk)
Wealden District Association of Local Councils	1) Cllr Janice Richardson 2) Cllr Beverley Johnstone
East Sussex Association of Local Councils	Cllr Robert Harris
Rotherfield Millennium Green	Cllr Paul Turner (Trustee)
Rotherfield Sports Club	Cllrs Paul Turner and Benj Cheeseman
Rotherfield Twinning Liaison	Cllr Emmanuelle Holmes-Cutting

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Uckfield Line Parishes Group	Cllr Douglas Johnstone
Rotherfield Scout Group	Cllr Robert Harris
Mark Cross Primary School	Cllr Jancie Richardson
Rotherfield Pre-School	Cllr Jance Richardson
Rotherfield Primary School	Cllr Janice Richardson
The Parish of Rotherfield with Mark Cross	Cllr Janice Richardson
Pennies Nursery	Cllr Beverley Johnstone
Wealdlink	Cllr Lucy Buck
REACT	Cllr Paul Turner Adam J Hardy (Parish Clerk)
Rotherfield Protection Group	Cllr Beverly Johnstone
Footpath Commissioner	Cllr Paul Turner
Gatwick Airport and aircraft issues	Cllr Peter Kember
Smith & Fermor Charity	Adam J Hardy (Parish Clerk)
Sussex Police Liaison	Cllr Paul Snelling
Tree Wardens	1) Cllr Robert Harris 2) Cllr Beverley Johnstone 3) Cllr Paul Beach (upon completion of training) 4) Cllr Paul Snelling (upon completion of training)

6. RECEIVE REPORTS, UPDATES & RECOMMENDATIONS REGARDING PERSONNEL

None.

7. CONSIDER AND MAKE RECOMMENDATIONS ON THE FOLLOWING PLANNING APPLICATIONS

a) WD/2026/0809/F - OLD TILES, CATTS HILL, MARK CROSS, TN6 3NH

Addition of bespoke orangery garden room to rear elevation.

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

b) WD/2026/0932/FR - The Kings Arms, High Street, Rotherfield, TN6 3LJ

Retrospective application for the construction of a feature well in the garden area of the public house with no underground excavations.

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

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

i. Resolution granting all Councillors serving on Rotherfield Parish Council dispensation to speak and vote on the Council's budget and setting of the precept for the remaining term of this Council.

It was **RESOLVED** to grant all Councillors serving on Rotherfield Parish Council dispensation to speak and vote on the Council's budget and setting of the precept for the remaining term of this Council.

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ii. Receive and adopt the new Rotherfield Parish Council Social Media Policy.

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

It was **RESOLVED** to adopt the Rotherfield Parish Council Social Media Policy. **Clerk** to update the Parish Council website.

iii. Receive and adopt the new Rotherfield Parish Council IT Policy.

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

It was **RESOLVED** to adopt the Rotherfield Parish Council IT Policy. **Clerk** to update the Parish Council website.

iv. Receive and adopt the new Rotherfield Parish Council Equality, Diversity & Inclusion Policy.

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

It was **RESOLVED** to adopt the Rotherfield Parish Equality, Diversity & Inclusion Policy subject to an amendment of section seven to state complaints should be tendered to the Parish Clerk or the senior councillor with responsibility for personnel. **Clerk** to amend policy and update the Parish Council website.

v. Review and adopt the updated Rotherfield Parish Council Website Accessibility Policy.

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

It was **RESOLVED** to adopt the Rotherfield Parish Council Website Accessibility Policy. **Clerk** to update the Parish Council website.

vi. Discuss and consider the Council's response on the Government proposals to move parts of East Sussex into Brighton & Hove.

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

It was **RESOLVED** that the council would make no response to the current consultation as it doesn't not directly affect the parish of Rotherfield.

vii. Consider a sponsorship request from Rotherfield PTCA for their Colour Run and Summer Fair.

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

It was **RESOLVED** to sponsor the coconut shy with a banner at the sum of £100.00. **Clerk** to notify the PTCA.

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viii. Consider quotation for the building of a planter to recognise the twinning of Rotherfield Parish with the town of Saint-Chéron.

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

It was **RESOLVED** that Councillors Janice Richardson, Peter Kember and Paul Turner would meet with the contractor onsite to agree a design. The design and costing would then be presented to a future council meeting. **Clerk** to add an item to the 25th June Parish Council meeting agenda.

The Clerk reminded councillors that the planter would need to be big enough for the twinning sign to be mounted on as agreed with the now disbanded twinning association.

ix. Discuss the possibility for purchasing a potential development site in Rotherfield Village Centre.

Cllr Peter Kember explained a conversation he had had regarding a site in close proximity to the Rotherfield Community Hub (RMI) that potentially would be on the market soon. It could be a potential development site for a variety of purposes. The item will be added to a future council meeting agenda when the site is placed on the market.

9. RECEIVE UPDATE ON THE ROTHERFIELD MEMORIAL INSTITUTE.

The Clerk reported that, as part of the tendering process, an asbestos survey of the building was required. It has revealed a notifiable type of asbestos in the basement. It is recommended that asbestos be removed before any redevelopment, as this would be the most cost-effective solution. The Management Committee will meet to discuss this, and a grant source to fund the cost has been identified and will be applied for.

10. RECEIVE UPDATE ON THE MARK CROSS COMMUNITY CENTRE.

The Clerk reported that all was running smoothly at the Community Centre and there were no further updates.

11. RECEIVE UPDATE ON THE ROTHERFIELD SURGERY BUILDING.

The Clerk reported that the installation of the CCTV system was complete. There were no further updates.

12. RECEIVE UPDATE ON THE ROTHERFIELD PRE-SCHOOL BUILDING.

The Clerk reported that there were no new updates. The undercroft ventilation was working well.

13. RECEIVE AND ADOPT COMMITTEE MEETING MINUTES & MATTERS ARISING.

None.

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14. 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 Village Hall Management Committee meeting and AGM. Sharon Turner has taken over as Chair of the Village Hall Committee from Jeff Thomas.
- Cllr Paul Turner asked if REACT could be a standing item in the monthly parish council meeting agenda. It was **AGREED** to create the new monthly item. **Clerk** to add to meeting agendas.
- Cllrs Robert Harris, Paul Snelling and Janice Richardson had visited Crowborough Army Camo. The following points were reported:
 - A lot of money has been spent on the site.
 - It seemed very well run.
 - There are currently approximately 370 asylum seekers in the camp.
 - Only a portion of the site has been refurbished to house the asylum seekers.
 - It is a well-provided site, but not luxurious.
- Cllr Janice Richardson reported that she had attended the Rotherfield St Martin Dementia Bus.

b) Clerk's updates and issues.

None.

15. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- The Clerk reported that he had received correspondence from the Sports Club about the possibility of the installation of a post-box collection unit in the Recreation Ground car park or on the wall of the Village Hall. The Clerk is currently corresponding with parties that would be affected, and a reply is being composed.

16. TO RECEIVE INSPECTION BOOK & REPORTS.

Date	Inspection Report	Comments
25 th May 2026	Hornhurst Burial Ground	Some evidence of mole activity and some decorations have been scattered probably by the deer.
25 th May 2026	Old Burial Ground	The bench still needs to be installed - we seem to have been waiting a long time for this to happen. The compost bins are looking very full.
25 th May 2026	Court Meadow Green	Nothing to report.
25 th May 2026	Playground	The bolt anchoring the rope on the climbing frame has come off again
25 th May 2026	Recreation Ground	Nothing to report.
25 th May 2026	REACT & Storage Container Box	Nothing to report.
25 th May 2026	Scout Hut and Pre-School Buildings	Nothing to Report
25 th May 2026	Village Hall and Car Park	Nothing to Report

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

1)	Rotherfield Parish Council expressed their thanks to Jerry Gosney for his service as a parish councillor.
2)	The Council is pleased to announce that Cllr Robert Harris has been elected as Chair of Rotherfield Parish Council for the municipal year. Cllr Beverley Johnstone has been elected Vice-Chair.
3)	Cllr David Hiles has been elected as Chair of the Planning & Environment Committee. Cllr Peter Kember has been elected as Vice-Chair.
4)	Cllrs Paul Beach and Paul Turner have been elected as Co-Chairs of the new Highways, Recreation & Cemeteries Committee.
5)	Cllr Janice Richardson has been elected as Chair of the Community & Events Committee. Cllr Benj Cheeseman was elected as Vice-Chair.

18. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

Date	Meeting	Venue
2 nd June 2026	Planning & Environment Committee	Mark Cross Community Centre @7:45pm
9 th June 2026	Highways, Recreation & Burial Committee	Rotherfield Community Hub (Memorial Institute)
23 rd June 2026	Planning & Environment Committee	Rotherfield Village Hall
25 th June 2026	Parish Council Meeting	Mark Cross Community Centre
14 th July 2026	Planning & Environment Committee	Rotherfield Memorial Institute
25 th July 2026	Parish Council Meeting	Rotherfield Community Hub (Memorial Institute)

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

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

- Cllr Paul Turner reported concerns regarding possible development at a site off Sheriffs Lane, Rotherfield. **Clerk** to notify Wealden enforcement.
- Cllr Paul Beach asked if any details had been received yet about works to the stream bridge at the bottom of Station Road, Rotherfield. The Clerk replied that the details had not yet been received from East Sussex Highways.
- Cllr Lucy Buck reported concerns about the condition of the hedge cutting at a property adjacent to Court Meadow Green. **Clerk** to investigate and report back to councillors.
- Cllr Robert Harris asked if a contractor could be engaged to put the fingerpost back up at Cowfold Bridge. **Clerk** to engage the contractor.
- Cllr Beverley Johnstone reported that the salt bin on Treblers Road, Rotherfield, had been crushed. The Clerk confirmed that this is an East Sussex Highways bin and he will report it again for replacement.
- Cllr Beverley Johnstone reported that old roadworks signage had been dumped on Treblers Road. **Clerk** to report to East Sussex Highways.

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- Cllr Beverley Johnstone asked if agenda item 19 could be reworded on future agendas and minutes to remove the words, 'NOTIFIED TO CLERK IN ADVANCE OF THE MEETING'. **Clerk** to update future agendas and minutes.

Chair declared the meeting closed at: **9:08pm**

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

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