MINUTES OF AN EXTRAORDINARY MEETING OF THE PARISH COUNCIL HELD ON TUESDAY 4TH AUGUST 2026 AT 7:30PM IN THE PARISH COUNCIL ROOM AT ROTHERFIELD VILLAGE HALL

PRESENT

Cllr Robert Harris (Chair)	Cllr David Hiles	Cllr Paul Snelling
Cllr Bevereley Johnstone (Vice-Chair)	Cllr Lucy Buck	Cllr Paul Turner
Cllr Paul Beach	Cllr Janice Richardson	Cllr Peter Kember
Cllr Benj Cheeseman	Cllr Georgina Frowde	

COUNCILLORS ABSENT

None.

ALSO PRESENT

Adam J Hardy	*Parish Clerk & Responsible Finance Officer*
Cllr Jessika Hulbert	*Wealden District Council*
Cllr Georgia Taylor	*East Sussex County Council*
Christian Mills	*Associate Member*

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 Douglas Johnstone,

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) Minutes of the Parish Council meeting held on Thursday, 23rd July 2026, for approval as a true record.

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

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

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

- The Clerk reported that he had updated the Parish Council website and Councillor list to include Cllr Georgina Frowde and Christian Mills.
- The Clerk confirmed that he had sent a response to East Sussex Highways to confirm we have no objection to the Definitive Map Modification Order for Public Footpath 88.
- The Clerk reported that he had informed the Bonfire Society of their successful grant application for the renewal of their insurance.
- The Clerk reported that several of the actions from the 23rd July 2026 Parish Council meeting are in progress but not yet complete.

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

a) WD/2026/1369/F - 3 HORNSHURST ROAD, ROTHERFIELD, TN6 3ND
Single storey extension.

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

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

i. Discuss and Approve Tender for the Refurbishment of Rotherfield Memorial Institute.

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

The Chair of the Management Committee (Cllr Beverley Johnstone) briefed Councillors on the Rotherfield Memorial Institute Management Committees recommendation for chosen contractor.

Cllr Beverley Johnstone asked that the most gracious thanks for the support of the Rotherfield Trust in funding the professional fees for the refurbishment project be recorded in the minutes of this meeting. This was unanimously approved by all.

The following resolutions were **RESOLVED.**

1) That the Parish Council accepts the Rotherfield Memorial Institute Management Committee's unanimous vote to accept Fowler Building Contractors as preferred contractor at the normalised tender value of £550,819 (with a contingency sum of £100,000) excluding VAT, subject to satisfactory completion of due diligence, confirmation of funding, and agreement of the pre-contract matters listed in this summary; and requires the final contract sum and resolved pre-contract schedule to return to the Management Committee and Full Council for approval before contract execution.

2) That the Parish Council resolve to apply to Wealden District Council for grant funding in its capacity as Sole Custodian Trustee of Rotherfield Memorial Institute Charity for the construction cost of the refurbishment project via a Letter of Ask.

The Chair expressed his thanks to Cllr Beverly Johnstone and the Clerk for their hard work, professionalism and dedication in getting the refurbishment project to this point.

ii. Receive an update and consider further actions following a meeting with Saint-Chéron.

Cllr Janice Richardson fed back on a meeting held with Councillors from Saint-Chéron in July. A further meeting has been arranged for September to include representatives from the Primary Schools and Rotherfield St Martin.

It was **AGREED** that the Council would initially look to develop the following:

- Sharing of newsletters and other news via the Clerk and Officer of Saint-Chéron Council.
- Develop a pen pal link between the parish schools, other parish children and children from Saint-Chéron.
- Develop a pen pal link between Rotherfield St Martin and the older persons group in Saint-Chéron.
- A twinning visit for Council leadership. It is hoped that representatives of Saint-Chéron will visit Rotherfield in April 2027 for the dedication of the twinning planter. Representatives of Rotherfield Parish Council have been invited to attend their large celebrations in May.

Cllr Janice Richardson reported that further possibilities for closer liaison had been discussed and would be explored as the new relationship develops.

iii. Discuss and consider ways of engaging and communicating with residents from Mark Cross and Eridge.

Cllr Janice Richardson asked for an open discussion on how we could engage with more residents in the Eridge & Mark Cross Ward.

It was **AGREED** that as a start a DM -Sign Up Card would be designed and printed for distribution to properties in the Eridge & Mark Cross Ward. **Clerk** to design a 'DM' Sign Up Card.

Cllr Georgina Frowde asked about using the Eridge Residents WhatsApp Group that she was part of for spreading information about Council Activity. The Council agreed that this was a good idea if operated within the council's social media policy. The Clerk reminded Councillors that part of his role is Communications Officer for the Council and that it was ok to share existing posts in the public domain but anything outside of this would need checking by the Clerk before publishing.

iv. Discuss and consider a further Parish Assembly/Public Meeting for residents of Mark Cross & Eridge.

The Clerk suggested the date of Saturday 15th May 2027 as the date for the Parish Assembly. This was **AGREED** by all.

Cllr Janice Richardson raised the possibility of having satellite meetings in Eridge and Mark Cross to ensure residents there were fully engaged. No decision was reached on this but it was agreed to explore more ways of encouraging residents from Eridge and Mark Cross to attend the Parish Assembly. **Clerk** to explore possibilities and report back to the Community & Events Committee.

v. Discuss and agree arrangements for the August/September Parish Newsletter.

The following was **AGREED** in relation to the August/September Parish Newsletter:

- Cllr Lucy Buck would be guest editor for this edition.
- Cllr Georgina Frowde and Associate Member Chrisitan Mills to write articles introducing themselves to the community.
- Cllr Paul Turner to include a few bullet points on his mission walking the parish footpaths.

The Clerk set a deadline of the 31st August 2026 for the copy with publication aimed for week two of September 2026.

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

1)	Rotherfield Parish Council were pleased to formally resolve a funding bid request to Wealden District Council for the refurbishment of the Rotherfield Memorial Institute (Community Hub).
2)	Rotherfield Parish Council is continuing to explore ways to develop the twinning link with Saint-Chéron. A further meeting with community representatives is being arranged to explore new options for developing our link.
3)	The Council has agreed to develop its communication with residents in the Eridge & Mark Cross ward which also includes Boars Head. The Clerk will be working with our new Councillors to look at new ways of engaging residents in these parts of the parish.
4)	The new Parish Get Together officially known as the Parish Assembly will take place on Saturday 15th May 2027. Further details will be posted nearer the time.
5)	The next Parish Newsletter will be the August/September edition and will be guest edited by Cllr Lucy Buck.

5. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

Date	**Meeting**	***Venue***
18th August 2026	Highways, Recreation & Cemeteries Committee	*Rotherfield Community Hub (Memorial Institute)*
25th August 2026	Planning & Environment Committee	*Rotherfield Village Hall*
27th August 2026	Parish Council Meeting	*Eridge Village Hall*
15th September 2026	Planning & Environment Committee	*Rotherfield Village Hall*
17th September 2026	Parish Council Meeting	*Rotherfield Community Hub (Memorial Institute)*

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

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

- The Clerk asked that any communications regarding the Bonfire Society Summer Fair be passed to him for answering.
- Cllr Peter Kember asked if he could give a report on his meeting with the Alms House Charity at the August Parish Council meeting.

- Cllr Georgina Frowde asked if a copy of the letters sent to South East Water could be sent to her. **Clerk** to send a copy of the letter to Cllr Georgina Frowde and Associate Christian Mills.

Chair declared the meeting closed at: **20:34**

…… Chair…… Date

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