# 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 29TH OCTOBER 2026 @ 7:30PM**
**AT ERIDGE VILLAGE HALL**

**PRESENT**

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

**COUNCILLORS ABSENT**

None.

**ALSO PRESENT**

| | |
|---|---|
| Adam J Hardy | *Parish Clerk & Responsible Finance Officer* |
| Cllr Michael Lunn | *Wealden District Council & East Sussex County Council* |
| Cllr Jessika Hulbert | *Wealden District Council* |
| Cllr Georgia Taylor | *East Sussex County Council* |
| **Members of the Public** | Two |

**1. TO RECEIVE THE FOLLOWING: -**

**a) Introduction of Councillors & Officers.**

The Councillors and Officers introduced themselves.

**b) Public forum.**

One member of the public addressed the Council regarding Greenhedges Farm. It has now been a while since the planning application was withdrawn, and no subsequent enforcement action has been taken. **Clerk** to contact Wealden Enforcement for an update.

**c) Apologies for absence (LGA 1972 s 85).**

None.

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

None.



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

*Cllr Georgia Taylor*

- Cllr Georgia Taylor reported that it was announced today that the Local Government Reorganisation (LGR) in East Sussex will proceed. Elections for the Unitary Authority will take place in 2028 with vesting in 2029. The Mayoral elections will also take place in 2028.
- Cllr Georgia Taylor was aware of the parking issues raised by the Parish and felt that Wealden should now begin the process of taking on civil parking enforcement. She felt the process could start now that LGR was going to happen.

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

*A report was circulated to Councillors ahead of the meeting.*

- Cllr Michael Lunn also highlighted the announcement of Local Government Reorganisation (LGR) and that serious questions needed to be asked to understand the cost involved. The Reform Administration may still bring forward a judicial review on the LGR process.
- Cllr Michael Lunn reported that he was soon to meet with Highways to review their winter protocol, as efficiencies planned for the gritting network may not serve rural communities well.
- Cllr Michael Lunn reported that Emergency Planning is becoming a more important issue for the Government and is now being discussed at County and District Council levels. He confirmed that he would attend the Emergency Team Open Evening on the 10th October. Cllr Paul Turner reported that he was disappointed to have received a letter stating that, due to budget constraints, it would not be possible for an Officer from the East Sussex County Council Emergency Planning Team to attend the event on the 10th October.
- Cllr Michael Lunn reported on ensuring the correct funding route for Wealden District Council grants, as recent Ward Budget Applications had not been successful.

Cllr Jessika Hulbert (Wealden District Council)

- Cllr Jessika Hulbert reported that she was looking for projects to support through her Councillor Ward Budget.
- Cllr Jessika Hulbert reminded Councillors that the new National Scheme of Delegation for planning comes into effect on the 31st October.
- Cllr Jessika Hulbert updated Councillors on the changes to social housing applications recently introduced at Wealden.

**f) Minutes of the Extraordinary Parish Council meeting held on Tuesday, 13th October 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 that the grit bin for the Forstal/Groombridge Lane junction in Eridge had been purchased and installed.
- The Clerk confirmed that he had sent the letter regarding parking enforcement to Wealden but received no reply.
- The Clerk is in the process of producing considerate parking posters to display in businesses and homes across the Parish.
- The Clerk reported that he had lobbied East Sussex Highways about the repainting of lines on Church Road, Rotherfield, but has been told twice that they do not meet the threshold for repainting.

- The Clerk reported that he had requested that the disabled boxes outside Eridge Station be repainted; no response has been received yet from East Sussex Highways.
- The Clerk confirmed that he had written to all the public bodies identified in the previous minutes regarding the parking situation at Eridge Station.
- The Clerk confirmed that he had commissioned the footpath clearing work from the Forstal to the Nevil Crest & Gun Public House in Eridge.
- The Clerk reported that he had notified the Sports Club of the decisions regarding pitch contributions for 2027/2028, and that the Sports Club was in agreement.
- The Clerk confirmed he had notified Wadhurst Parish Council that it did not wish to be part of the joint review of the New Wealden Local Plan.
- The Clerk confirmed that he had notified the Funeral Directors of the admin fee to be charged for their error regarding an Exclusive Right of Burial recently issued. However, we have not yet received the EROB to begin the refund process.

**2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT THE END OF SEPTEMBER 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 **30th September 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 | Cost centre code | Ledger entry description - Max 30 characters | Amount - VAT included where applicable |
|---|---|---|---|---|
| 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 | £297.86 |
| Phil Ireland | 4364 | 302 | Litter Picking | £90.93 |
| Phil Ireland | 4252 | 203 | Street Sweeping | £181.87 |
| Tollwood Garden Services | 4364 | 302 | Litter Picking | £1,064.00 |
| Rotherfield Memorial Institute | 4125 | 101 | RMI Hire | £20.00 |
| Eridge Village Hall | 4125 | 101 | Hall Hire | £42.50 |
| Eridge Village Hall | 4125 | 101 | Hall Hire | £42.50 |
| F Wilson | 4117 | 101 | Clerk's Admin Assistant | £1,127.84 |
| Tollwood Garden Services | 4258 | 203 | Mark Cross & Eridge | £350.00 |
| Tollwood Garden Services | 4255 | 203 | Highways | £565.00 |
| Tollwood Garden Services | 4380 | 303 | Old Burial Ground | £751.00 |
| Tollwood Garden Services | 4389 | 302 | Court Meadow | £165.00 |
| Tollwood Garden Services | 4341 | 302 | Village Hall & Rec | £640.50 |
| Tollwood Garden Services | 4381 | 303 | Hornshurst Burial Ground | £435.50 |
| Tollwood Garden Services | 4393 | 303 | Ashes Interment | £108.00 |
| Tollwood Garden Services | 4255 | 203 | Planters | £319.43 |
| Tollwood Garden Services | 4250 | 203 | Footpaths | £850.00 |
| Tollwood Garden Services | 4161 | 102 | Planter Hardcore | £15.00 |
| Tollwood Garden Services | 4411 | 302 | Pre-School | £10.00 |
| | | | **Total** | **£7,597.24** |

**Other Payments**

| | | | | |
|---|---|---|---|---|
| TN6 Electrical Ltd | 4387 | 302 | Scout Hut Wifi | £220.00 |
| G.TECH Building Services Ltd | 4113 | 101 | Heating/Air-Con RMI Fees | £3,108.00 |
| TN6 Electrical Ltd | 4410 | 302 | Outside Light Repair | £60.00 |
| PKF Littlejohn LLP | 4120 | 101 | 2025/2026 - External Audit | £1,008.00 |
| Newman Business Solutions Ltd | 4110 | 101 | Local Plan | £388.76 |
| ESALC Limited | 4105 | 101 | Planning Training | £48.00 |
| MW Turfcare Partnership | 4343 | 301 | Grass Seed | £1,197.00 |
| Glasdon UK Limited | 4255 | 203 | New Grit Bin (Treblers) | £239.29 |
| Glasdon UK Limited | 4203 | 201 | Road Bollards | £2,810.30 |
| Go-Green Waste Recycling Ltd | 4381 | 303 | Topsoil | £216.00 |
| WEALDEN DISTRICT ASSOCIATION OF LOCAL COUNCILS | 4120 | 101 | Subscription for 2026/2027 | £64.08 |
| Newman Business Solutions Ltd | 4110 | 101 | Printing 30th June - 12th Oct | £1,459.32 |
| Glasdon UK Limited | 4255 | 203 | New Grit Bin (Forstal) | £239.29 |
| Sussex Christmas Trees | 4225 | 202 | Christmas Trees 2026 | £2,235.00 |
| Warren Drives | 4203 | 201 | New Road Bollards | £2,055.60 |
| | | | **Total** | **£15,348.64** |

| **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 Grounds Maintenance | £60.00 |
| | | | | **£704.08** |
| Staff Costs - includes Tax, NI, pension and expenses | | | Total figure reported separately | **£5,143.35** |

It was **RESOLVED** to add Cllr Christian Mills and Cllr Georgina Frowde as signatories of the Unity Trust Bank Account. **Clerk** to arrange mandate paperwork.

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

The Clerk reported a spend of £1.00 for the purchase of the Phone Box at Eridge Station. This was authorised by Cllrs Janice Richardson and Georgina Frowde.

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

Cllr Janice Richardson reported that the Clerk has his appraisal on Monday 2nd November. There were no other updates.

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

**i. Discuss and resolve the Council's response to the New Wealden Local Plan Regulation 19 Consultation.**

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

It was **RESOLVED** to Support the New Wealden Local Plan at Regulation 19. **Clerk** to make representation to Wealden District Council.

**ii. Receive and note the External Auditor's Report 2025/2026.**

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

The Clerk presented the External Auditor's report to Council. It was **RESOLVED** to note the External Auditor's Report for 2025/2026.

**iii. Discuss and consider a grant application from Lymley Woods.**

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

This motion was not moved as the grant application had been withdrawn subsequent to the publication of the agenda.

**iv. Review and adopt Financial Regulations – October 2026.**

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

It was **RESOLVED** to adopt the Financial Regulations – October 2026 for a further year. **Clerk** to update the Council website.

**v. Review and adopt Risk Management & Risk Assessment Register – October 2026.**

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

It was **RESOLVED** to adopt the Risk Management & Risk Assessment Register – October 2026. **Clerk** to update the Council website.

It was **RESOLVED** that this policy document be reviewed by the Finance & General Purposes Committee before recommendation to Full Council. **Clerk** to make necessary arrangements.

**vi. Review and resolve to submit the planning application for the Rotherfield Pump Track.**

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

It was **RESOLVED** to ask the planning agent to submit the planning application. **Clerk** to notify planning agent.



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**vii. Discuss and consider marking Sussex 1550 Civic Event.**

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

It was **RESOLVED** that the Council would mark the event by lighting the Beacon in line with the rest of the County. **Clerk** to notify Bonfire Society and register the event with the organisers.

**viii. Discuss and agree next steps for the 2027 Playground Refurbishment.**

It was **AGREED** that the Clerk would start the process of approaching companies for the refurbishment process. **Clerk** to approach playground companies.

**ix. Discuss and consider an invitation to attend an inauguration event in Saint Chéron on Saturday 9th January 2027**

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

It was **AGREED** that the following Councillors would attend the event. Cllr Paul Beach, Cllr Beverley Johnstone, Cllr Chrisitan Mills and Cllr Robert Harris. **Clerk** to notify Saint Chéron.

**x. Discuss and resolve the formation of an Emergency Planning Sub-Committee to subsume the work of the REACT Group.**

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

Cllr Paul Turner explained the process of what was planned in terms of the formation of a Sub-Committee to subsume REACT. The Council agreed that this was a good way forward due to the government's highlighting of emergency planning and preparedness.

It was **AGREED** that the formal motion would be held over until the 26th November Parish Council Meeting. **Clerk** to add an item to the 26th November Parish Council meeting agenda.

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

**a) WD/2026/2029/OH - Crown House, Sham Farm Road, Eridge Green, TN3 9JD**
To upgrade the existing low voltage overhead electric line, requiring a new pole and stay wire to be installed on customer's land to enable their new connection.

It was **RESOLVED** to inform Wealden District Council that the Council make **NO COMMENT** on this application.

**b) WD/2026/1964/F - Hamsell Manor, The Walled Garden, Sham Farm Road, Eridge Green, TN3 9JB.**
Proposed detached oak framed double garage.

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

**c) TM/2026/0221/TCA - Summerhill House, New Road, Rotherfield, TN6 3JS**
Yew – fell.

It was **RESOLVED** to recommend to Wealden District Council that this application be **REFUSED** until more information on the reasons for the felling of the Tree had been received and considered.

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

Cllr Beverley Johnstone reported that the Institute was running well and negotiations were ongoing regarding funding for the refurbishment.

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

Nothing to report.

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

Cllr Robert Harris reported that he and the Clerk had met with Louise Henrick and Tangent Space to discuss the possibility of redesigning the layout of the Surgery Waiting Room area. This request had come from the Patient Participation Group and Sussex Primary Care. The terms of appointment have been signed, and plans will now be drawn up for consideration.

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

Nothing to report.

**10. RECEIVE AN UPDATE ON EMERGENCY PLANNING.**

Cllr Paul Turner had nothing further to add beyond what was reported earlier in the meeting.

The Clerk reminded Councillors of the invite to the REACT Trial Run and Emergency Planning Open Evening on the 10th November. Councillors are asked to let the Clerk know if they can attend or not.

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

None.

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

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

- Cllr Christian Mills reported that he had met with Cllr Jessika Hulbert (Wealden District Council) but had nothing to report at this time.
- Cllr Beverely Johnstone reported that she had met with a representative from SGN to review the fencing works on the gifted land adjacent to the Bowls Club, starting on Monday 2nd November, in relation to the high-pressure gas line running through the field adjacent. As part of this meeting, SGN noted serious concerns about development and planting in the field on the other side of Eridge Road. **Clerk** to raise with Wealden Enforcement.
- The Clerk reported that he had attended the Rotherfield Village Hall Committee meeting but had nothing to report to the Council.

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

- The Clerk reported that he had signed the Sale Contract for the Phone Box at Eridge Station and arranged payment of £1.00 as mentioned earlier in the meeting.
- The Clerk reported that the Casual Vacancy arrangements are coming into place as we enter the period when we are six months away from the Town & Parish Council elections in May 2027.
- The Clerk reported that he had made a VAT reclaim for the period 1st April 2026 – 30th September 2026; the claim is £15,686.82.
- The Clerk reported that he had attended the recent state of the Highways briefing from East Sussex Highways; the theme was preparing the network for winter.
- The Clerk reported that he had attended the recent Sussex Police Crime Commissioner update.
- The Clerk reported that he had received a training update on Assertion 10 training for the Annual Governance Return.

**13. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.**

- The Clerk reported that he had received correspondence from the landlords of the Allotment regarding waste at the Allotments. A plan has now been agreed to remove this, with new rules being drawn up for plot holders.

**14. TO RECEIVE INSPECTION REPORTS AND RECREATION & BURIAL UPDATES.**

| Date | Inspection Report | Comments |
|---|---|---|
| 27th October 2026 | **Parish Cemetery** | The bin contractors continue to fail to put the bin back in the bin store. The extended path could do with some strimming. |
| 27th October 2026 | **Old Burial Ground** | Some graves need topping up. |
| 27th October 2026 | **Court Meadow Green** | Nothing to report. |
| 27th October 2026 | **Playground** | Previously reported - the bolt holding the rope needs replacing. |
| 27th October 2026 | **Recreation Ground** | Nothing to report. |
| 27th October 2026 | **REACT and Storage Container Box** | External inspection - nothing to report. |
| 27th October 2026 | **Scout Hut and Pre-School Buildings** | Nothing to report. |
| 27th October 2026 | **Village Hall and Car Park** | The pothole has been repaired. |
| 27th October 2026 | **Pump Track Field** | Other than a new field gate on the Eridge Road - nothing to report |
| *N/A* | **Allotments** | *No report provided this month.* |

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

| | |
|---|---|
| **1)** | The Parish Council was pleased to sign off on the planning application for the new Pump Track. This will now go to Wealden District Council for determination. |
| **2)** | The Parish Council is excited to work with the Surgery and the Patient Participation Group in starting the process for redesigning the Rotherfield Surgery Waiting Room. |
| **3)** | Next year, the Parish Council is due to refurbish the playground at Rotherfield Recreation Ground. We have started the process, and we will keep you informed as the project develops. |
| **4)** | The Parish Council is thrilled that it has been able to purchase the redundant phone box at Eridge Station. We will be refurbishing it and will announce its future use soon. |
| **5)** | Over next month, Christmas trees will be appearing across the parish ready for the light switch on event on Sunday 29th November. |

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

| **Date** | **Meeting** | ***Venue*** |
|---|---|---|
| 19th November 2026 ***Please Note Change of Date*** | Planning & Environment Committee | *Rotherfield Community Hub (Memorial Institute0* |
| 26th November 2026 | Parish Council Meeting | *Rotherfield Community Hub (Memorial Institute)* |
| | | |
| 1st December 2026 | Planning & Environment Committee<br>Community & Events Committee (following the Planning & Environment Committee) | *Rotherfield Village Hall* |
| 3rd December 2026 | Finance & General Purposes Committee | *Rotherfield Community Hub (Memorial Institute)* |
| 10th December 2026 | Parish Council Meeting **@7:00pm** | *Rotherfield Community Hub (Memorial Institute)* |

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

**17. 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 reminded Councillors that the Christmas Party would follow the 10th December 2026 Parish Council Meeting at the Kings Arms.
- Cllr Paul Beach reminded Council that we needed to start a Tree register for trees on Parish land.
- Cllr Paul Beach informed Councillors that he would be putting out the silent soldiers this weekend.
- Cllr Georgina Frowde asked if Council could investigate the footpath between Bunny Lane and Eridge.

Chair declared the meeting closed at: **21:04**

…… Chair…… Date



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