

# ROOTHERFIELD PARISH COUNCIL

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

## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON TUESDAY 10<sup>TH</sup> NOVEMBER 2015 IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL AT 19:30

### COUNCILLORS PRESENT

Cllr. C. Clibbens (Chairman)	Cllr. T. Gilbert	Cllr. D. Thomas
Cllr. J. Kitchenham (Vice Chair)	Cllr. R. Harris.	Cllr. G. Watson-Smith
Cllr. K. Curtis	Cllr. D. Hiles	Cllr. L. Watts
	Cllr. A. Martin	Cllr. N. Wickenden

The Council Chairman, Cllr. David Thomas, chaired the meeting up the end of item 5a). Cllr. Colin Clibbens, Chairman of the Highways Lighting and Transport Committee, chaired the remainder of the meeting as it related to Highways Committee business.

### ALSO PRESENT

Clerk to the Parish Council, Trevor Thorpe. Sarah Jones and Chris Wilkinson (representing Rotherfield Scout Group) and Les Pike who has been inspecting “work in progress” on the Scout Hut project

### ABSENT

None

#### 1. TO RECEIVE APOLOGIES FOR ABSENCE (LGA 1972 s 85).

None.

#### 2. TO APPOINT CLLR. L. WATTS TO THIS COMMITTEE.

It was RESOLVED to appoint Cllr. Watts to the Highways, Lighting and Transport Committee.

#### 3. TO RECEIVE DECLARATIONS OF PERSONAL, PREJUDICIAL AND DISCLOSABLE PECUNIARY INTERESTS ON ITEMS ON THE AGENDA AND UPDATES TO MEMBERS' REGISTER OF INTERESTS.

None. The Chairman reminded those present that they should declare an interest if at any point during the meeting they became aware of an interest relating to a matter being discussed.

#### 4. UPDATE FROM CLERK REGARDING MATTERS ARISING AND ACTION ITEMS FROM PREVIOUS MEETING.

Numbers reference the agenda of the 1<sup>st</sup> July 2015 meeting of this Committee.

**5b)** Fingerpost work. Several messages left with contractor seeking report on when work is likely to be undertaken. Contractor has subsequently contacted to advise that he hopes to start work on these within the next 14 days.

**5c)** Drainage gullies. In the absence of firm evidence that these are the responsibility of ESCC to keep clear no further progress has been made. Suggest raise at Strengthening Local Relationships meeting in the New Year.

**5f) i)** Solar powered VAS at Mark Cross. These are now in place.

**5g)** Barrier on BW53 Limekiln Forest. Concerns expressed by resident that 4 x 4 are able to bypass the barrier at the Sandhill Lane end by driving over the adjacent bank. Motorcycle use is still an issue.

#### 5. TO CONSIDER AND MAKE DECISIONS ON ANY FURTHER ACTION REQUIRED REGARDING THE FOLLOWING ITEMS

##### a) Information and action regarding final invoices for the Scout Hut project, and signature of the lease between the Scout Group and Parish Council.

1. The Financial Analyses undertaken by Mark Wakelin Project Coordinator and the Council Chairman had been previously circulated to Councillors. Council Chairman went through his

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Project Financials in detail and he identified only 2 two estimated invoices amounting to a sum of £6000 worse case in a Project Total estimated at £109,000 worse case.

2. Standing Orders were suspended to allow Les Pike, who had provided independent quality assurance, to report to the meeting regarding the Project. He stated Mark Wakelin made good choices in any changes in product specifications ensuring value for money. Councillor Clibbens thanked Les for his work on the Project and that the community now had a virtually "as new" building at a cost to the Parish Council of only around £9000. He hoped that lessons would be learned, particularly of a "project housekeeping" nature, which would prove invaluable for any further large projects undertaken by the Council.
3. The Council Chairman thanked Councillor Harris for his work as Project Chairman during the early stages of the Project until building refurbishment work commenced when he had taken on this role.
4. Thanks were also due to leaders of 1st Rotherfield Scouts Group who had undertaken a large amount of groundwork to build the case for the Project; this work had succeeded in gaining the £100,000 Rotherfield Trust Grant funding without which the Project could not have proceeded.
5. With regard to the lease between the Scout Group and the Parish Council the following was RESOLVED:-
  - i. The terms of the 13<sup>th</sup> October version of the lease were accepted.
  - ii. Agreed that, subject to final inspection of the document by the Council's Chair, Vice Chair and Cllr. Cahan, the lease be signed by the Chair and Vice Chair of the Council and witnessed by the Clerk to the Council.
  - iii. With reference to section 3.7 of the lease the Council consents to allow the installation of Solar Panels on the building. Planning permission is held for this, the Scouts have funds to cover installation costs and the panels will generate an estimated £750p.a. for them.

ACTION: Clerk to advise solicitor acting to produce Lease documents for signature and Registration.

**b) Request for one hour parking restrictions to be applied outside the Catt's Inn.**

There were differing views as to the effectiveness of the one hour restriction bays already in place in the Square. It was RESOLVED that the Committee would not support the installation of additional time restricted parking in the Village Centre.

ACTION Clerk to advise Parishioner who had requested that this is considered.

**c) Obstructive parking in the Village Centre. Agree action to contact residents responsible. Outside King's Arms**

Pcso has spoken with King's Arms and the owner of the vehicle regularly parked on frontage; this restricts pedestrian access and causes congestion when deliveries are made. Clerk has established that this area is part of the freehold of the King's Arms; RESOLVED ACTION Clerk to enquire of ESCC to establish if the area is considered part of the Public Highway. Enforcement action may be possible by Pcso if Public Highway; if land not deemed to be Public Highway the Council will write to owner of the pub freehold raising awareness of the issue and requesting action.

**The Square**

Vehicles have been parking on the area in front of the houses on the South side of the Square and restricting movement for pedestrians and planters installed by a business create further obstruction. RESOLVED ACTION for Clerk to establish whether this constitutes obstruction of the highway by reference to Land Registry and Highways plans, item to be added to agenda of next meeting of this Committee to consider findings and further action.

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## **d) Agree projects to consider for 2016/17.**

### **i. Provision of “Village Gateway” speed reminders on approaches to Mark Cross and Rotherfield.**

High level estimate of cost of such a provision indicates approximate figure of £6K to provide “gateways” in both locations, this to include installation and associated traffic control.

### **ii. Vehicle Activated School/”slow down” approaching Rotherfield School in Eridge Lane.**

Estimate cost, based on installation in a nearby Parish, is in the order of £7.5K for interactive sign and associated power supply, reduced if location deemed suitable for solar power unit. It was considered that at school run time congestion in this area was such that vehicle speeds were low.

### **iii. 40mph speed limit for B2101 between Argos Hill and Rotherfield.**

ACTION Clerk to establish status of this proposal from ESCC which it is believed may form part of other speed limit changes already in the planning stage for the A267. It is considered that this is a project that County should fund, not the Parish.

### **iv. Additional parking area(s) in the Village for residents use, possibly by permit.**

A possible site has been identified together with the name of the organisation believed to own it. ACTION Clerk to contact organisation to confirm ownership details and report to Council so that further action may be taken

### **v. Additional bus shelter at Mark Cross opposite the Garden Centre.**

Shelter recently installed at Eridge cost £3100 plus VAT, concrete base was already in place here.

### **vi. Improvement to access to St Denys’ Church by dropped kerb or other works in pavement.**

Quotes received from local contractors for this work. ACTION Clerk to contact Church to discuss options which include levelling path through Lych gate and provision of dropped kerb; also establish what permissions may be required from the Diocese for this work

### **vii. Jarvis Brook – Rotherfield footpath.**

Consultants engaged to undertake survey and report have been chased for progress and requested that we would like some movement before year end. The sum involved in providing a path is likely to be considerable, once more information is known from the survey consideration will then be given to budgeting for annual transfers to a designated reserve to eventually fund the project.

RESOLVED that the proposed schemes for the Village Gateways, additional parking, improvements to access to St Denys’ Church from pavement and further Bus Shelter at Mark Cross will be considered when drawing up this Committee’s budget and precept request for 2016/17. Clerk advised that the ESCC “match funding” scheme is to continue for 2016/17, final details awaited.

## **e) Agree budget and precept requirements of this Committee for 2016/17 for consideration by Full Council.**

This is to be compiled for this Committee and presented to the 1<sup>st</sup> December meeting of the Finance and General Purpose Committee at which Budget and Precept requirement for 2016/17 will be finalised prior to presentation to Full Council for approval. Consideration will be given to provide increased budget for weed killing alongside pavements, also separate budget for repair/maintenance of the various grass road junction triangles in the Parish.

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- f) **Wealden Roads Watch project. Permission sought to operate this scheme within the Parish.**  
This scheme is operated by volunteers from East Sussex Fire and Rescue to support Speedwatch Initiatives within Parishes, also to undertake Speedwatch activities. RESOLVED CLERK to confirm to the Project that it is agreed that they may operate within the Parish.
- g) **B2100 action on large vehicles. Update and agree further action.**  
A positive update has been provided by the ESCC officer dealing with this matter. Freight Transport Association and Road Haulage Association have agreed not to object to proposal restrict access for long vehicles. Officer involved with scheme is making enquiries if there would be objections to including the B2101 Bicycle Arms Road in the proposals. Once this is clarified arrangements will be made to finalise proposals for the restrictions; these will be subject to public consultation. ACTION Clerk to monitor progress and report to Council.
- h) **Closure of Mark Cross “one way” slip road by Church. Update.**  
ESCC advise that their contractor will be starting work on 8th, finishing 26th February 2016, and working week days only. It is assumed that, unless the weather is against them, the work should not take the whole period indicated.  
Total cost of the project is estimated at just below £20K and it is being delivered under the ESCC Match Funding scheme whereby 50% of the cost is met by them with the balance from the Community/local Council. For this project Sussex Country Gardener have generously agreed to fund up to £10K of the balance therefore the scheme will be delivered at little or no cost to the Parish Council.

## 6. TO CONSIDER URGENT ITEMS ON BEHALF OF OTHER COMMITTEES

None.

## 7. CORRESPONDENCE RECEIVED.

None.

## 8. DATE OF NEXT MEETING.

- 19<sup>th</sup> January 2016 – 19:30 Parish Council Room Rotherfield Village Hall.

## 9. URGENT ISSUES FOR NOTING OR INCLUSION ON FUTURE AGENDA.

a) Cllrs. Martin and Harris have recently installed the poster cases in the Parish bus shelters. They expressed the following concerns that the most recently installed one, at Eridge Forstal, appeared inferior in quality and construction from the others installed despite being from the same contractor. Key concerns were:-

- i. Window weathering bead incorrectly fitted, thus allowing water ingress
- ii. Weather board missing from top of rear panel.
- iii. Seat of inferior quality to those installed previously.

CLERK to investigate and contact contractor to arrange site visit to discuss.

b) Cllr. Thomas has obtained bulbs for planting from Sussex Country Gardener who kindly offered a discounted rate. CLERK is to arrange planting of these around the base of the Lime Trees in The Square. Councillors to please suggest additional sites for planting, grass areas in front of Village Hall have already been suggested.

c) Street lamp 84 at Court Meadow entrance, also lamp adjacent to Highgate Florist, both reported as out. CLERK to report to ESCC via “Fix My Street”.

d) Clerk reported the following:-

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- i. Councillors are encouraged to examine the WDC Local Plan with a view to having input to the Council's response which is to be agreed at the November Council Meeting. Cllr. Wickenden advised that a Parishioner had contacted him regarding the Plan and intended to be at this meeting.
- ii. Luncheon Club grant request – Clerk suggested that a visit to a Club meeting would be more beneficial than for them to attend a future Council as suggested at the September Council Meeting. Chairman has offered to attend, CLERK to arrange.
- iii. Tree stump in Car Park – as discussed at the September Council meeting Coppards quoted £855 plus VAT to remove, reinstate surface and apply “burn on” white lines. No response forthcoming for a second quote for this work from another contractor; as the sum is below the Financial Regulation benchmark for obtaining multiple quotes CLERK to instruct Coppard to proceed with work at price quoted.
- iv. Next Strengthening Local Relationships meeting with ESCC is Wednesday 20<sup>th</sup> January 2016 at 09:30 in the Parish Council Room. Suggestions for agenda items to Clerk please.
- v. Local Government Publishing has contacted Clerk re: the 2016/17 Edition of the Parish Guide with provisional publication in the spring, cost to again be covered by advertising revenue. Clerk will liaise with publishers, also circulate list of Parish businesses compiled for previous edition with a view to Councillors suggesting additions and amendments.

The Chairman declared the formal business of the meeting closed at 21:40.

## 10. PUBLIC FORUM.

None

**Confirmed as a true record at the 19<sup>th</sup> January 2016 meeting of the Highways Lighting and Transport Committee**

.....Chairman.....Date