



Dear Councillor,

You are summonsed to attend the next meeting of the Parish Council to be held on

**Monday, 15<sup>th</sup> December 2025 at  
7.05pm at Crowhurst Village Hall, Forewood Lane, Crowhurst.**

Members of the press and public are welcome.

*The meeting will be recorded for minute-taking purposes, and any recording will be deleted after the minutes have been ratified. They are not for public circulation.*

9<sup>th</sup> December 2025

Maureen Collins  
Clerk and RFO to Crowhurst Parish Council

1.	<b>PUBLIC QUESTIONS</b> The Council sets aside 10 minutes at the start of each meeting for relevant questions from members of the public.
2.	<b>APOLOGIES FOR ABSENCE</b> To receive and accept any apologies for absence.
3.	<b>DECLARATION OF INTERESTS:</b> To receive any declaration by members of personal interests in matters on the agenda, the nature of the interest and whether the member regards the interest as personal, pecuniary, or prejudicial under the Code of Members Conduct.
4.	<b>MINUTES OF PREVIOUS MEETING:</b> To approve and sign the minutes of the ordinary meeting of Crowhurst Parish Council held on the 17 <sup>th</sup> November 2025.
5.	<b>MATTERS ARISING NOT COVERED IN THIS AGENDA:</b> To note the actions undertaken on the matters arising from previous meetings which are not covered in this agenda (Appendix 1).
6.	<b>REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS:</b> i. District Councillor Nicola McLaren ii. County Councillor Kathryn Field <b>Resolve:</b> To note the district & county councillor reports.
7.	<b>TOWN &amp; COUNTRY PLANNING</b> 1)To consider the following planning application and provide comments to Rother District Council: <b>RR/2025/1959/HOU CROWHURST</b> <b>Fordlands Farm, Crowhurst Road, Catsfield, TN33 9BT</b> <i>Proposal: Single storey rear extension and creation of a cellar, with improved patio and steps.</i> Comments by 23 <sup>rd</sup> December 2025.
8.	<b>FINANCIAL MATTERS:</b> i.The financial report to 30 <sup>th</sup> November 2025 is attached (App 2), together with a summary report of receipts & payments for the month of November.

	<p>ii. Payments report for December 2025 is attached (App 3) for consideration.</p> <p>iii. The bank reconciliation to the 30<sup>th</sup> November (App 4) is attached for approval together with a copy of the supporting bank statement for November.</p> <p>iv. To discuss the first draft of the budget.</p> <p>v. To discuss the overtime claim from the Clerk following additional hours worked whilst training over recent months.</p> <p>vi. To discuss the payment of £300 to Mr Tillmann Lenz, this being 75% of the concept stage of the proposed Pavilion renovation.</p> <p>vii. To discuss the payment of £105 to Ciaran Day, for website services.</p> <p><b>Resolve:</b></p> <p>i. To note the financial report for November 2025.</p> <p>ii. To approve the payments for December 2025.</p> <p>iii. To agree the Bank Reconciliations to 30<sup>th</sup> November 2025.</p> <p>iv. To make comments and suggestions on the first draft of the budget.</p> <p>v. To agree to make an overtime payment to clerk.</p> <p>vi. To agree the payment to Mr Lenz.</p> <p>vii. To agree the payment to Ciaran Day.</p>
<b>9.</b>	<p><b>RECREATION GROUND:</b></p> <p>i. To receive an update from councillors on their monthly playground/defibrillator inspection and other matters relating to the playground.</p> <p>ii. To discuss the purchase of new 'no dogs' signs.</p> <p>iii. To discuss quotes received from Colin Ford following his meeting with Cllr Goddard.</p> <p><b>Resolve:</b></p> <p>i. To note any comments from the Recreation Ground inspection.</p> <p>ii. To note the decision made.</p> <p>iii. To note any decisions made.</p>
<b>10.</b>	<p><b>HOUSING DEVELOPMENT MEETING</b></p> <p>To receive a report following the meeting held on Friday, 28<sup>th</sup> November.</p>
<b>11.</b>	<p><b>PARISH COUNCIL REVIEW TO SET PRIORITIES</b></p> <p>To confirm the date and venue of the review and to discuss topics for inclusion.</p>
<b>12.</b>	<p><b>EMERGENCY AND RESILIENCE PLAN</b></p> <p>To note recent updates to the emergency wardens list, and to discuss plans to share these details with residents.</p>
<b>13.</b>	<p><b>BIODIVERSITY AUDIT</b></p> <p>To note the receipt of the new Biodiversity Audit.</p>
<b>14.</b>	<p><b>PAVILION AND PLAYGROUND REFURBISHMENT PROJECTS</b></p> <p>To note the date for the next Pavilion Working Group meeting and to discuss plans to form a playground working group to move forward with the renovation of the playground.</p>
<b>15.</b>	<p><b>COUNCILLOR UPDATES ON EXTERNAL BODIES (IF ANY)</b></p> <p>To include an update on the Southeast Communities Rail Partnership project at Crowhurst Station.</p> <p><b>Resolve:</b></p> <p>To note the updates and agree any associated actions.</p>
<b>16.</b>	<p><b>CLERK'S REPORT &amp; INFORMATION FOR COUNCILLORS:</b></p> <p>To consider any updates from the clerk including correspondence, information for councillors and future agenda items.</p>
<b>17.</b>	<p><b>ANY OTHER BUSINESS</b></p> <p>To note any other items of business not discussed elsewhere.</p>
<b>18.</b>	<p><b>DATE OF NEXT MEETING:</b> To note that the next meeting of the Parish Council will take place on Monday, 19<sup>th</sup> January 2026, at 7.05pm in the Village Hall.</p>