



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

**MINUTES OF THE MEETING OF THE RECREATION AND BURIAL COMMITTEE OF THE
COUNCIL HELD AT 19:30 ON TUESDAY 18TH OCTOBER 2016
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL.**

PRESENT

Cllr. R. Harris (Chairman) Cllr. A. Martin Cllr. D. Thomas
Cllr. T. Gilbert (Vice Chairman) Cllr. L. Henrick Cllr. N. Wickenden
Cllr. J. Richardson

ABSENT

None.

ALSO ATTENDING

- 1. TO RECEIVE APOLOGIES FOR ABSENCE (LGA 1972 s 85).**
Councillors Hardy and Watson-Smith submitted apologies for absence.
- 2. 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 they became aware of one at any point during the meeting.
- 3. TO APPROVE MINUTES OF MEETING HELD ON 2ND AUGUST 2016 AS A TRUE RECORD.**
It was RESOLVED that the minutes be adopted as a true record and the Chairman signed them.
- 4. UPDATE REGARDING MATTERS ARISING AND ACTION ITEMS FROM PREVIOUS MEETING.**

2nd AUGUST AGENDA REF.	ACTION LOG	UPDATE
4 Cllr. Harris would continue to follow up.		Completed
5a Cllr. Cahan will publicise this decision on Facebook.		Completed
5a Cllr Henrick will change the signage.		Clerk to order signage
5b Cllr. Gilbert will pursue the telecom mast enquiry.		No further action unless "Shared Access" contact us again.
6a Cllr. Harris will find a contractor to install the base for the new bin position at the preschool.		Base installation to be dealt with "in house" contractor to be advised to Clerk for cover.
6a Clerk will write to preschool asking them to provide a cover for the bin in the same style as one at the new cemetery and a locking mechanism.		See above.
6b Cllr. Cahan will put details of the Chestnut Tree Hospice event on our Facebook page.		Completed

Clerk: Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ Tel:01892 664245.
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| 6c | Cllr. Harris and Cllr. Martin will progress the estimation of the entrance barrier to the Rec with the aim of installing this as a priority. | See item 8 iii) of this agenda |
| 6d | Cllr Harris will arrange for the picnic bench near the play area to be fixed to the site. | Done |
| 7a | Cllr. Harris will ask Tollwood to straighten and pack the 6 graves. | Completed. |
| 7a | Cllr. Thomas will approach Les Pike to see if he can do the more specialist work on the 11 graves with the Parish Council providing the materials. | To be dealt with this month. |
| 7b | Cllr. Thomas will ask Les Pike if he would be able to erect the notice board at the Hornshurst burial ground. | Completed |
| 7c | Cllr Henrick will prepare a letter to KPS for Cllr Harris re: grave digging issues and ask KPS to attend a site meeting with him. | Meeting held and action agreed |
| 8a | Cllr. Harris will ask Adrian Martin to re-spray the paths in the Old Burial Ground. | Completed |

5. APPOINTMENT OF COUNCILLORS. A. HARDY AND J. RICHARDSON TO THIS COMMITTEE.

The meeting RESOLVED to appoint Cllrs. Hardy and Richardson to this Committee.

TO CONSIDER INFORMATION & MAKE DECISIONS REGARDING ACTIONS AND EXPENDITURE FOR THE FOLLOWING MATTERS:-

6. AGREE BUDGET AND PRECEPT REQUIREMENTS FOR 2016/17 FOR THIS COMMITTEE

It was noted that the heading for this item is intended to read "2017/18". Report of current budget position for this Committee has been circulated to the Councillors and this report forms a supplement to these minutes: -
RESOLVED the following actions.

Budget Code	Description	Figure for 2017/18	Comment
4301	Preparation work Cemetery extensions	£1000	
4341	Grounds maintenance – Recreation Ground	£6200	Increase to cover work to hedges on Eridge Lane and northern boundary from Bowls green to lower pitch

Other budget headings for this Committee to be maintained at same level for 2017/18

7. GENERAL PARISH COUNCIL LAND ISSUES.

List of minor works outstanding on Parish land, and arrangements for completion.

Following list of outstanding minor works were agreed: -

- a) Repair bollards alongside recreation ground, possibly by redeploying short bollards by the hall which can then be replaced by taller bollards to match the others.
- b) Fit signs to replace the two vandalised signs by the car park entrance.
- c) Fit "no dogs" signs in the Parish Cemetery and Court Meadow green
- d) For HL&T install ownership signs in the bus shelters at Eridge Forstal
- e) New sign at Town Row bridge drawing attention to the path for horses.
- f) Concrete base and cover for Pre-school bin.
- g) Turfing of new graves in the Parish Cemetery as required.
- h) Refresh surface markings for disabled bays at front of Village Hall.

It was agreed RESOLVED that the labour for the above jobs could be provided by Councillors from the Committees involved; Cllr. Harris is to investigate and suggest a provider for the bin

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cover for item f).

ii War Memorial Committee. Indicative “start-up” costs for Planning Permission and design.

(This item was dealt with as second on the Agenda)

Information regarding the project from Cllr. Thomas was circulated to Councillors prior to the meeting and forms a supplement to these minutes. Currently £500 is in the budget to for “start-up” costs; review of this suggests that the figure will be in the order of £2350. Local planning agent has been approached to deal with application and heritage statement, they have quoted £800 for the work but in view of the nature of the project and their affinity to the Village they have offered to waive this. Cllr. Thomas hopes to have quotes for the cost of the actual memorial by end of week.

RESOLVED the following actions: -

- a) Cllr. Thomas to seek additional quotes for the Planning Agent work.
- b) CLERK to seek SLCC advice whether acceptance of the offer by local planning agent to undertake work free of charge may raise an issue as the agent frequently attends Council Planning meetings in support of local planning applications.
- c) Cllr Thomas/War Memorial Committee to investigate Recreation and Burial Committee budgets to identify unused funds to cover the gap of £1850 between funds allocated to this project.
- d) If a shortfall still exists other Council budgets should be investigated to identify unused funds for use in the project.

Cllr. Thomas left the meeting at this point - 20:35

8. RECREATION GROUND, CAR PARK AND VILLAGE HALL MATTERS

i Village Hall “Raise the Roof” project. Report and decision re: Council representation on this project and information re: site ownership.

Cllr. Harris has located a copy of the lease, and other documents, signed on 9th January 1981 as noted in Hall’s year end accounts on the Charity Commission website. This implies that the buildings are owned by the Parish Council but held by the Village Hall via licence and peppercorn fee.

RESOLVED the following actions: -

- a) Clerk to send lease and other related documents to Cripps Solicitors in Tunbridge Wells with request for legal opinion on the following points: -
- b) Who owns the buildings?
- c) Who owns the land on which they stand?
- d) If extensive work to the building funded by third party takes place what legal safeguards should be obtained and how best should the work be structured to allow VAT reclaim?
- e) Clarify who should be responsible for the legal fees for the investigation.

Legal fees to come from the £1K in the Administration budget.

ii Agree lasting solution for preventing vehicles blocking access route to side of Village Hall used for collection and emptying of waste bins.

RESOLVED the following action.

- a) Cllrs. Harris and Gilbert to investigate cost of installing a barrier in this location to enable the bin route to be kept clear, design similar to those deployed at pedestrian entrance to Station Road car park – if cost £500 or less work to proceed.
- b) Markings of disabled bay involved to be extended back into car park to allow additional space for parking.

iii Height restriction barrier for car park. Consider quotes and arrangements for installation.

Resolved the following actions: -

Obtain quote from Coppard’s for barrier basis that maximum cost ex Vat is £2500.00.
Installation cost to be quoted for as a separate item.

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iv Additional hedge cutting works by roadside and bowls club. Quote for Tree works by Pavillion and Beacon.

Quote for £1030 received and circulated prior to meeting.

RESOLVED the following actions: -

Cllr. Harris to obtain two further quotes for the work, Clerk to add item to October meeting agenda to consider these.

9. ST DENYS' BURIAL GROUND AND CHURCHYARD

i Recommendations for maintenance and tidying work; Arrangements for future cyclical groundworks and grass cutting.

Details of suggestions from Chair and Vice Chair of this Committee circulated prior to the meeting and are included as a supplement to these minutes.

RESOLVED the following actions: -

- a) Work described under items 1 to 8 of the supplement document to be undertaken as a two-year programme.
- b) The War Graves within the Burial Ground are to be conserved and maintained.
- c) Clerk to explore sources of grant funding for the work.
- d) Means of involving the wider community in the work are to be explored.

10. ROTHERFIELD PARISH CEMETERY

i. Information and action regarding water pipe running under lower field.

Cllrs. Gilbert/Harris to report please with suggested actions.

RESOLVED the following action: -

If the planning application for the properties served by the water pipe is approved Clerk to contact the builder concerned to bring to their attention the route of the pipe.

ii. Information regarding arrangements proposed for turfing graves after interments.

RESOLVED the following action: -

Parish Council are to fund and undertake turfing of new grave excavations, work to take place once grave has settled and with regard to season/weather conditions.

Clerk to advise local funeral directors of this arrangement so that they may advise families.

11. URGENT ITEMS TO BE CONSIDERED ON BEHALF OF OTHER COMMITTEES

None.

12. TO RECEIVE DATE OF NEXT MEETING OF THIS COMMITTEE.

Tuesday 20th December 2016 at 19:30 in the Parish Council Room, Rotherfield Village Hall. Cllr. Henrick submitted an apology for absence for this meeting.

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

- a) Clerk to research and circulate information regarding forthcoming major roadworks on the A267 at Frant with will impact on traffic and bus services serving the Parish.
- b) Clerk reported that Speed Indicating Device (SID) had generated comment via Facebook and suggestions regarding additional sites for consideration for licencing by ESCC. Information to be collated and passed to Cllr. Martin.

14. PUBLIC FORUM

None.

Confirmed as a true record at the 20th December 2016 meeting of this Committee

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

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