

ROTHERFIELD PARISH COUNCIL

Working for the Community
in Rotherfield, Town Row, 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 25TH NOVEMBER 2014 IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL.

PRESENT

Cllr. L. Pike (Chairman)	Cllr. P. Dixon	Cllr. D. Thomas
Cllr. R. Harris (Vice Chairman)	Cllr. T. Gilbert	Cllr. N. Wickenden

ABSENT

None.

ALSO ATTENDING. The Parish Clerk, Trevor Thorpe. No members of the public attended.

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

Apologies were received and accepted on behalf of Cllr. J. Kitchenham, Cllr. P. Halse-Adamson and Cllr. D. Hiles.

2. TO RECEIVE DECLARATIONS OF PECUNIARY AND OTHER INTERESTS.

None. The Chairman reminded those present that they should declare an interest if they became aware of one at any point in the meeting.

3. TO APPROVE MINUTES OF MEETING HELD ON 14TH OCTOBER 2014 AS A TRUE RECORD.

It was RESOLVED that the minutes of this meeting, copies of which have previously been circulated to the all the Council members, be confirmed as a true record. The Chairman signed the minutes.

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

Numbers refer to agenda of 14th October meeting of this Committee.

6i information still awaited from Contractors and Sports Club regarding grass cutting costs for 2015.

6iii Incident regarding roundabout reported to insurers, copy of latest Wicksteed Annual Inspection and weekly inspection sheets requested and passed to them; no further contact regarding this.

7iv Replacement cattle warning signs have been ordered from Kier signs; they are made of more robust material and cost only a little more than the plastic ones they replace. Vandalism of the signs has been reported to PcsO and Sports Club made aware. The Club confirm incident in the early summer of children on the roof, they were identified from the Club's CCTV footage and parents contacted.

7vi New larger refuse bin recently delivered and sited behind the Hall. CLERK to chase up the promised spare key for this.

10 Tony Moaby has now repaired the Mark Cross Inn bus shelter.

PREVIOUS MEETINGS

- Cover for bin at Cemetery. As ground is not level Clerk has asked Tony Moaby to quote for a concrete pad to provide a level base for bin and to provide a secure anchor for the cover to be installed upon. CLERK to arrange installation so that opening to cover faces toward bottom of Cemetery.
- Quote accepted from Noakes Driveways for work to paths in the Cemetery for spring 2015. Council to remove weeds and growth from path prior to this.

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TO CONSIDER INFORMATION & MAKE DECISIONS REGARDING THE FOLLOWING MATTERS

5. ROTHERFIELD SCOUT HUT. UPDATE AND FURTHER ACTION REGARDING REFURBISHMENT PROPOSALS AND NEW AGREEMENT BETWEEN SCOUTS AND COUNCIL. REQUEST FOR GRANT FUNDS TOWARD PROJECT.

Draft agreement submitted by Scouts, copy and letters relating to project forwarded to Councillors prior to meeting. Project costed at £120000, they hope for 10% of this from PC with bulk of balance from Rotherfield Trust. Confirmation regarding insurance of buildings as per agreement has been requested. CLERK to arrange meeting early in the New Year with the representatives of the Scouts and Council to discuss issues and concerns regarding proposed terms/duration of agreement to use the Hut and information regarding other sources of funds that they intend to investigate.

6. AGREE ANY BUDGET ADJUSTMENTS FOR CURRENT YEAR AND BUDGET AND PRECEPT REQUIREMENTS OF THIS COMMITTEE FOR 2015/16 TO BE CONSIDERED BY FULL COUNCIL.

Budget up to and including October transactions was forwarded to Councillors prior to the meeting. Some items for inclusion are listed below

- **Provision for relaying tiles by roundabout** - an issue identified during the recent annual inspection of Parish Land and Trees.
- **New play equipment.** See item 9 vi for more information.
- **Scout Hut.** See item 5 above. Correspondence mentions aspiration for a 10% contribution of the project cost from the Parish Council - £12K. Rotherfield Trust have offered £100K, Scouts are aiming to raise £3.5K by May 2015.
- Spraying of Bracken around lower field at Cemetery
- £4864.00 quote accepted for path improvements/extensions in Cemetery.
- Grass cutting. Info. awaited from Tollwood. Sports Club Chairman proposes £325 monthly mid-March to mid-November (8 payments, currently 7) but stresses this is subject to approval at the Club's 15th December meeting.

After discussion it was RESOLVED to put forward the budget below for consideration by the Finance and General Purpose Committee in production of the combined Council budget for 2015-2016 which will form the basis of the Council's precept.

	To Date	Annual Budget	Proposed 2015/16
Capital Projects			
Prep Work Cemetery Extension	917	5,000	5000
Removal Bank to Play Area	0	1,000	1000
Litter Bins	0	150	0
Entrance and Path Bowls Club	0	3,000	3000
Payments	917	9,150	9000
Net Payments over Receipts	917	9,150	9000

Recreation Ground and Other Open Spaces

Parish Council Website: www.rotherfieldparishcouncil.co.uk
Clerk: Trevor Thorpe, 82, Fermor Way, Crowborough, East Sussex, TN6 3BJ
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E-mail: rotherfieldpc@yahoo.co.uk

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			Proposed 2015/16
Ground Maintenance Con - Sports	2,205	2,500	3000
Ground Maintenance Rec	3,450	4,000	4000
Ground Maintenance Court Meadow Green	570	850	750
General Repairs & Maintenance	835	3,000	3000
Renovation - Court Meadow Green	180	2,000	1000
Allotments Rental	500	1,000	1000
Car Park Repairs	0	500	500
Play Area	817	500	1000
Dog Bins - Millennium Green	349	600	600
Litter Picking	584	1,000	1500
	Payments	9,490	15,950
		16350	
School Contribution for Rec Ground use	0	500	500
Allotment Rent Income	1,000	500	1000
Millennium Green Dog Bin Contribution	58	150	175
Sundry income	601	0	0
	Receipts	1,659	1,150
		1675	
	Net Payments over Receipts	7,831	14,800
		14675	

Burial Grounds

Gen Maintenance	210	1,000	1000
Ground Maintenance Contract	3,280	4,700	5000
Repairs & Renewals	268	500	500
Tree & Hedge Work	0	2,000	2000
Water Supply	0	100	0
Rates	0	150	150
Other Improve Works	0	1,500	1500
Bin Emptying Costs	302	180	300
	Payments	4,060	10,130
		10450	

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	Actual Year To Date	Current Annual Budget	Proposed 2015/16
Burial Fee Income	3,730	3,500	3500
Burial Grounds :- Receipts			
	3,730	3,500	3500
Net Payments over Receipts	330	6,630	6950
Total payments	14,467	35,230	35800
Receipts	5,389	4,650	5175
Net Payments over Receipts	9,077	30,580	30625

CLERK to add an item is to be added to the agenda of the December Council meeting to discuss formation of a sub committed or similar group to discuss the suggestion for a War Memorial in the Village.

The Committee Chairman withdrew from the meeting at this point, 20:10, as he had a prior engagement. It was RESOLVED that the Vice Chairman take over for the duration of the meeting.

7. ALLOTMENT ISSUES

- i. **Update regarding any allotment matters and actions required.**
No matters or issues to discuss.

8. GENERAL RECREATION AND BURIAL ISSUES

- i. **Review of Burial and other fees for 2015/16 and rules and conditions for use of the Cemetery and Burial Ground. Quote for works identified.**

Copy of current scale of fees, effective from 1st April this year, forwarded to Councillors prior to meeting, also copy of current Crowborough Council's terms and conditions for their Herne Road cemetery.

RESOLVED that a working group be formed to review fees and conditions for use of the Cemetery and Old Burial Ground. Matters suggested for inclusion in the group's deliberations were:-

- Withdrawing the facility to buy burial plots in advance.
- Further increasing the fees for non-parishioners.
- Introduction of a bond scheme for memorial masons working in the burial grounds to ensure that all spoil is removed after works have taken place.

9. RECREATION GROUND AND CAR PARK.

- i. **Issues and actions arising from safety inspections of Recreation Ground & Play Area and recent Annual Inspection of Parish Council owned land and trees.**

Most recent Play area report is dated 26th October. No issues or actions required were noted.

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Most recent Recreation Ground report is dated 28th October. No issues or actions required were noted.

- a) Report circulated prior to meeting identifying works required and tidiness issues in the area of the Clubhouse. Sports Club have been contacted regarding these, copy of letter and their email in response forwarded prior to meeting confirming that these are in hand. CLERK to get quote from Will Clark for emptying of the grass storage area when ground conditions permit.
- b) Scouts and Bowls Club have also been contacted regarding rubbish deposited behind the Scout Hut and Bowls Clubhouse respectively. Neither organisation has responded to our request; there are concerns that the latter debris may attract vermin. RESOLVED that Cllr. Wickenden speak with both organisations as he has kindly offered to assist in transporting away and properly disposing of their rubbish. He will report outcome of discussions at a future meeting.
- c) Quote from Tony Moaby for work in Rec., Car Park, cemetery and St Denys' old burial ground also circulated. RESOLVED to accept his quote of £640, CLERK to arrange for work to be undertaken before the spring nesting season.

ii. Diesel Spill on car park. Progress update regarding claim & further action.

Quotes received from Coppards but returned to them for correction/reissue. Email and copy of quotes circulated prior to meeting. CLERK to chase Coppards regarding corrected quote.

iii. Progress with removal of bank by Playground and remodelling of entrance to the Bowls Club.

It has been suggested that a path be laid to the existing entrance gate alongside the hedge rather than making a new access point next to the Rec. perimeter path. Suggested with 1.2m and to be separated from the play area by a 4' green coated chain link fence on metal posts. CLERK to meet with Committee Vice Chair on site to discuss this and investigate if there may be safety issues with the type of fence suggested.

iv. Quote for maintenance work on drains in the car park.

Quote from Coppard's for this circulated prior to meeting, £375 (plus Vat) for one operative for a day. RESOLVED CLERK to investigate cost of ½ day visit from Rota-Rod for this job, if under £250 to proceed with work.

v. Measures to improve lighting to the pathway from North Street to the Village Hall.

Solar lighting has been suggested. Clerk reported that, whilst larger solar lights are available in various styles that may be set into ground or path surface (generally costing around £30 level) the level of sunlight reaching the area in question to "charge" them up would be an issue. RESOLVED CLERK to write to Hall raising this matter and seeking their views on sharing the cost of installing some "bollard" style lights, including providing power off the Hall's supply.

vi. Update re: new play/exercise equipment options for installation in the former tennis court area.

Three site visits have taken place with supplier representatives with a 4th tomorrow. Once all quotes and designs are received Council to consider options and arrangements for seeking

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Parishioner's views regarding the various items available. CLERK to monitor and report progress at future meeting; also seek what external grant options are available.

10. ST DENYS' BURIAL GROUND

i. Issues and actions arising from monthly safety inspections Area and recent Annual Inspection of Parish Council owned land and trees. Quote for works identified.

Most recent Burial Ground report is dated 30th October. Other than grass cutting required prior to Remembrance Service no issues or actions required were noted. Quote for works identified in annual inspection were accepted under item 9i c) above. Comments have been made to a Councillor regarding the condition of the step at the Surgery end of the "Church Path" public right of way. CLERK to report this to ESCC Rights of Way team for inspection/action.

11. ROTHERFIELD PARISH CEMETERY

i. Issues and actions arising from monthly safety inspections Area and recent Annual Inspection of Parish Council owned land and trees. Quote for works identified.

Most recent Cemetery report is dated 30th October. Other than mole activity noted in the lower field no other issues or actions required were noted. Tony Moaby has quoted £180 for ditch and hedge work in the lower field, RESOLVED to accept this quote, CLERK to advise him.

ii. Action regarding plots identified with kerbing or other edging.

Photos circulated of plots identified that have acquired kerbing and/or have chippings on them. In view of sensitive nature of requesting action to removed it was RESOLVED that no retrospective action be taken

iii. Provision of dedicated area for spoil and rules regarding disposal of this by Funeral Directors and Contractors.

RESOLVED CLERK to discuss quote and best location with Tony Moaby for siting this in the lower field with regard to need for access for emptying.

12. TO CONSIDER URGENT ITEMS ON BEHALF OF OTHER COMMITTEES

Highways Lighting and Transport Committee

• Measures to protect rural road "triangles" at junctions.

Following locations identified in the Parish.

- Clackhams Lane
- Town Row
- Castle Hill
- Dewlands Hill/Castle Hill
- Danegate
- Cowford Bridge junction
- Redgate Mill Lane junction
- Argos Hill.

RESOLVED that CLERK investigate condition of each with Danegate being the priority site. Seek quotes for provision of round chestnut posts minimum 6" diameter with reflectors to discourage encroachment and damage from vehicles. Locations costing less than £250 to be progressed, reinstatement of triangle at Cowford Bridge Lane to be investigated. Comments from ESCC regarding practicalities of protecting Danegate Triangle were circulated prior to meeting.

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

- Tuesday February 10th 19:30 in the Parish Council Room, Rotherfield Village Hall.

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14. TO RECEIVE URGENT ISSUES FOR NOTING OR INCLUSION ON FUTURE AGENDA

- Pothole by Town Row Bridge repaired, concerns raised regarding quality and likely longevity of the repair.
- Tony Moaby has repaired the damaged meter cabinet in the Play Area and commenced work on the Mark Cross bus shelter opposite the Inn. Paving by the bus stop at the top of New Road is also on his list for this week.
- The areas around the bases of the lime trees in the Square have been weeded, tidied and made ready for planting. Council Chairman and Cllr. Wickenden are to investigate suitable bulbs for planting, possibly in consultation with Sussex Country Gardener, and purchase bulbs as necessary from £50 previously budgeted.
- ESCC confirm that "SLOW" at foot of Catt's Hill is to be repainted, also 30mph roundel in Cottage Hill approaching Mayfield turn. Unfortunately 30mph roundel by limit sign adjacent layby in Church Road is deemed "not at intervention level" yet.
- The enclosure for the Defibrillator has arrived; Clerk is to undertake a site meeting with Village Hall chairman to discuss location and installation arrangements.
- CLERK to enquire of WDC as to progress with the tree work to be undertaken in St Denys' Churchyard, particularly the Lime Trees on the Surgery side boundary.
- CLERK to write to owners of property in Mayfield Road and request action regarding encroachment of hedge onto pavement.

The Chairman declared the formal meeting of the business closed at 22:00

15. PUBLIC FORUM.

None.

Confirmed as a true record at the 10th February 2015 meeting of this Committee.

_____ Chairman _____ Date