



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

**MINUTES OF THE MEETING OF THE RECREATION AND BURIAL COMMITTEE  
HELD ON TUESDAY 22<sup>ND</sup> AUGUST 2017 AT 19:30  
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

**PRESENT**

Cllr. T. Gilbert (Chair)	Cllr. L. Henrick	Cllr. J. Richardson
Cllr. G. Watson-Smith (Vice Chair)	Cllr. A. Martin	Cllr. N. Wickenden
Cllr. A. Hardy		

**ABSENT**

None.

**ALSO ATTENDING**

Cllrs. Farmer and Kitchenham, representing the Mark Cross community in respect of item 4a) on the agenda.

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

**a) Apologies for absence (LGA 1972 s85).**

Apologies were submitted on behalf of Cllrs. J. Cahan and R. Harris

**b) Declaration of personal, prejudicial and disclosable pecuniary interests on items on the agenda, and updates to members' register of interests.**

Cllrs. Farmer and Kitchenham declared personal interests in respect of item 4a) as they are involved with this Community Project.

**c) To resolve that the Minutes of the meeting of this Committee held on 20th June 2017 be taken as read, confirmed as a correct record and signed by the Chair.**

Copies had been circulated prior to the meeting. It was **RESOLVED** that the minutes represented a true record of the meeting and that they be adopted. The Chair signed the minutes.

**d) Update regarding matters arising and action items from previous meetings.**

**11<sup>th</sup> April meeting of this Committee**

**2b) Marking motor cycle parking bays in the Rec. car park**

Cllr. Gilbert reported that this has yet to be dealt with.

**3b) Realignment of Ashes memorial slabs in the Cemetery.**

Cllr. Harris was not present at the meeting. Clerk reported that information regarding the slabs requiring attention were with Cllr. Harris and that he would liaise with him regarding arrangements for the work as one of the memorial owners wishes to be present when it is undertaken.

**20<sup>th</sup> June meeting of this Committee**

**2a) Path to the Bowls Club**

Work to install the grass matting for this alongside the eastern boundary hedge of the Bowls Green is to be undertaken by Cllrs. Martin and Gilbert. Cost is estimated to be in the order of £450 plus VAT, to include fixings and labour, Cllrs. are to liaise with Clerk regarding this as it is within the delegated spending limits contained in section 4.1 of the Financial Regulations.

Other items have been completed or appear on this agenda for decisions on further action.

**e) Committee financial report and agree any actions required.**

Details had been circulated in advance of meeting. Clerk highlighted items where expenditure was approaching budget limits or in excess of them. No action currently required to transfer funds within budgets.

**RECEIVE INFORMATION AND MAKE DECISIONS ON ACTIONS AND EXPENDITURE AS REQUIRED REGARDING THE FOLLOWING AREAS OF PARISH COUNCIL LAND.**

**2. RECREATION GROUND, CAR PARK AND VILLAGE HALL**

**a) Consider request from Bowls Club for a contribution toward cost of new fencing and path.**

Initial discussions regarding the path and fencing were at the April meeting of this Committee and progress with the path has been reported under item d) above. It is understood that the fencing work has already been undertaken and that the cost was in the order of £5K.

**RESOLVED** that as the Council are funding the cost to the path that no contribution is to be made toward the fencing, **CLERK** to advise the Club.

**b) Review terms and conditions for using Council owned land and facilities to ensure that organised "fitness class" activity is covered by them; consider charges for such activities.**

These appear to be provided by a Tonbridge based instructor in Court Meadow Green on a regular basis. Clerk considers that use of Council land in this way is covered by the Council's "Using Facilities Owned by The Council" Policy.

**RESOLVED** the following: -

**ACTIONS for CLERK**

Contact organiser and advise the following: -

- i. We require evidence of Public Liability Insurance covering the activity together with the other requirements of the Policy.
- ii. The picnic benches are not to be used in conjunction with the activity.
- iii. The activities should not interfere or inconvenience other users of Parish Council land
- iv. It would be preferred if these activities took place on the Rec. as there is more space.

Also to enquire of other Parish Council's if they have policies governing organised "for profit" activity on their land and if they charge such users.

**CLLR. GILBERT** to raise matter at the next meeting of the Sports Club to whom he is the Council's representative. It should be established as to the best area of the Rec. to use, particularly on Saturday mornings in the football season when many teams practice.

**c) "Raise the Roof" project for the Village Hall - Update from Rotherfield Players.**

Item on the agenda for the August Council meeting and information is to be provided by the "Players" in advance of this.

**d) Agree action for trees on Parish Land identified as requiring attention within the year.**

**RESOLVED** Cllr. Gilbert is to contact T.C. Woodgate to arrange site meeting with him and Cllr. Wickenden, Parish Tree Warden, to establish cost of work identified as required on three trees and a shrub in the Rec. If within the delegated spending limits contained in section 4.1 of the Financial Regulations to liaise with Clerk prior to authorising the work. Cllr. Wickenden also advised he will undertake cutting back of shrubbery in St. Denys' Churchyard, and has spoken to the owner of the Ash Tree on the outskirts of the village identified as being a potential hazard. The owner has promise to deal with this.

**e) Request from Rotherfield Bonfire Society that they be issued with a key for the height barrier.**

**RESOLVED** that **CLERK** to contact the Society to arrange issue of key and obtain receipt.

**f) Information regarding mould issue on Pre-School decking.**

Issue is affecting the underside of the decking which forms the ceiling of the storage area beneath the property.

**RESOLVED** following actions for **CLERK**: -

- i. Investigate terms of the Lease between ESCC and the Parish Council regarding the

- ii. property to establish repair responsibility, which is believed to be their responsibility.  
Report issue to ESCC for their attention/action.

**g) Agree central “booking” arrangement for “out of season” activities to avoid “double bookings”.**

Cllr. Gilbert declared a personal interest in this item as he has family members who belong to the Cricket and Football clubs. Cllr. Hardy declared a personal interest as he was one of the organisers of the Church event involved.

Due to adverse weather, a Church event on the Rec., advised to and agreed by the Council, did not take place. However, it transpired that a football “friendly” had been arranged for the same day which would have conflicted with this. Recommend that Sports/Cricket/Football clubs are contacted regarding this to ensure that “out of season” matches do not conflict with other events.

**RESOLVED** that **CLERK** contact the Sports Club to request that list of fixtures is provided to the Council to eliminate risk of booking conflicts with “one off” events.

**h) Legal opinion and advice on notice displayed by Parish Group disclaiming liability for damage caused by their activities.**

Details sent to SSALC seeking legal advice on this, and requested that information is available for this meeting. SSALC have considered this in conjunction with the agreement dated 27<sup>th</sup> April 1995. The “Conditions of Occupation” Licensees obligations 1.11 indemnifies the Council against costs, liabilities and claims arising from use of the Rec. It is considered that the sign displayed had no effect on this.

**i) Update regarding height barrier issues.**

Cllr. Martin reported that his contact within the Contractors was on holiday and he will speak with him regarding these on his return. It is understood that a replacement “arm” is to be provided.

**j) Request for inclusion of Scout Hut surrounds in Litter Picker duties.**

Believed that our litter picker has already undertaken this work but it is not clear if the Scouts had contacted him directly to request that he deals with it. Cllr. Martin is to request that he clears the drainage gullies in this area on his next “round”.

**3. OLD BURIAL GROUND AND COURT MEADOW GREEN**

**a) Review temporary trial suspension of dog ban on the Green.**

Cllr. Richardson reported no evidence of deposits. **RESOLVED** to review again at the October meeting of this Committee, **CLERK** to add to agenda and Cllr. Richardson is to replace the bags covering the “no dogs..” signage.

**b) Review grass cutting regime in the Old Burial Ground and agree article for Parish Magazine regarding this.**

Cllr. Harris not present at this meeting. **CLERK** is to investigate agreed cutting regime as it appears that there has been no change in frequency/cost of cuts which totals £2240 based on a 3-weekly cycle of cuts from April. Item to be carried forward to October meeting of this Committee, **CLERK** to note.

**c) Old Burial Ground. Agree arrangements and dates for boundary hedge cutting and debris clearance.**

**RESOLVED** the following: -

- i. Dependent on weather Cllr. Volunteers are to undertake tree and hedge debris clearance on Saturday 9<sup>th</sup> September, with a “Chipper” hired for use on Saturday 16<sup>th</sup>.
- ii. Work to start 0800 both days. Cllr. Hardy has kindly offered to make available the Church’s tea and coffee making facilities.
- iii. Court Meadow/Burial Ground hedge cutting is to take place in the winter when the growth has died back.

**CLLR. HENRICK** to please add feature for Parish Magazine inviting Parishioner volunteers to assist in this work.

**4.**

**a) Suggestion that a small “play area” be created adjacent to the Church/Community**

### **Centre with contribution from the Parish Council from earmarked reserves.**

Cllrs. Kitchenham and Farmer addressed the meeting regarding plans for this. Key points were as follows: -

- i. First step is to fence this area, indicative cost £620 - £680 based on a palisade / picket style fence 1m high like that at the back and side of the site. It includes the necessary fittings and "Postcrete", volunteer labour for installation would come from the Community.
- ii. Subject to funding further developments here could include picnic bench and items of play equipment.
- iii. Councillor Hardy recommended that a "faculty" be obtained prior to adding items to the site, this to formalise the situation with the Church authority.
- iv. Cllr. Martin suggested a local fencing contractor who may be able to assist the project.
- v. Clerk advised that £241.99 remains unspent in the "Community Dividend Fund" account which held money originally allocated by WDC to the Mark Cross Parish Ward; this sum remained after purchase of the replacement Church noticeboard in 2015.

**RESOLVED** that the sum of £500 be earmarked to support this project, sum to include the funds described in item v. above.

### **5. URGENT ITEMS TO BE CONSIDERED FOR OTHER COMMITTEES**

#### **a) Highways Lighting and Transport. Agreement of final arrangements for installation of Christmas Lights and Trees in Rotherfield Village centre, and possible road closure.**

Meeting recently held with the Bonfire Society regarding this, key points were as follows: -

- i. Society are to liaise with the Contractor chosen to define the scope of their work; this to include installation, new light requirements and trees.
- ii. This to be within the £3500 total agreed at the July Highways Committee meeting.
- iii. Contractor is to produce a formal detailed quote for the work to be undertaken.
- iv. A formal road closure will not be required for the "lighting up".

#### **b) Planning and Building. WD/2017/1100/F Castle Hill House, Castle Hill, Rotherfield, TN6 3RR Reconstruction of site entrance including new brickwork & masonry surround and new solid timber gates.**

**RESOLVED** that this Committee recommends that the application be REFUSED.

**REASON** that the proposed gate design is not in keeping with the character of the surround.

### **6. RECEIVE DATE OF NEXT MEETING OF THIS COMMITTEE**

17<sup>th</sup> October 2017 19:30 in SCOUT AND YOUTH COMMUNITY HALL.

Budget for 2017/18 to be agreed at this meeting.

### **7. REPORT DETAILS OF ITEMS AND ISSUES FOR INVESTIGATION, FURTHER ACTION OR FOR FUTURE AGENDA**

- Clerk advised that he had been contacted by a Parishioner highlighting access issues to St. Denys' Church via both the Lych Gate and "kissing gate" entrances which are difficult or impossible to use by those with mobility issues or using mobility scooters. Cllr. Hardy reported that the Church are taking steps to modify the Lych Gate so it has level access. Believes that the kissing gates are the responsibility of Wealden DC, the path from Court Meadow to Church Road running across the Churchyard is a designated public footpath. Clerk to investigate and report.
- Cllr. Kitchenham confirmed that the Mark Cross Church and Community centre would be available to use for the September Council meeting. It was decided to hold this meeting Rotherfield rather than Mark Cross as currently there is no Wi-Fi available at there, and the September meeting will involve election of a new Chair, also selection of a Co-option candidate to fill the current Councillor vacancy.
- Cllr. Henrick noted that the restraining straps for stacking the large tables in the Village Hall were worn and potentially a hazard if they broke. Cllr. Gilbert will raise this issue when he attends the next meeting of the Hall committee.
- Concerns expressed at the sudden closure of the Village post office counter, the inconvenience caused to those without their own transport and lack of information regarding the reason. It is understood that this important Village facility is re-opening tomorrow.

- Parking restrictions. Concerns expressed that the Police appear to have absolved themselves of their responsibility to enforce these and that consequently dangerous and obstructive parking was occurring, particularly in North Street. Council to seek meeting with Wealden Police Commander to highlight this issue and request action.
- Eridge Station. Cllr. Hardy reported that issues continue with “scrap” vehicles being parked in this area. Request also received from the Sussex Rail Community Partnership for bus shelter(s) on the A26 stops here, also for refilling of grit bin.
- Parishioner has raised issue that the gate at the Cemetery is not closing properly. Cllr. Watson-Smith has kindly offered to deal with this issue.
- War Memorial Working Group is to meet tomorrow, Cllr. Hardy is to report at the forthcoming Council meeting.

The Chair declared the formal business of the meeting closed at 21:20.

**8. PUBLIC FORUM**

None.

.....Chair..... Date

Draft minutes subject to confirmation as a true record