

ROTHERFIELD PARISH COUNCIL

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

MINUTES OF A MEETING OF THE RECREATION AND BURIAL GROUNDS COMMITTEE HELD ON 25TH SEPTEMBER 2012 IN ROTHERFIELD VILLAGE HALL

COUNCILLORS ATTENDING

Cllr. D. Thomas (Chairman)
Cllr. Miss N. Bolton

Cllr. Mrs P. Halse Adamson
Cllr. R. Harris

Cllr. L. Pike
Cllr. A. Watson
Cllr. N. Wickenden

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

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

None.

2. TO RECEIVE DECLARATIONS OF INTEREST.

None. The Committee Chairman reminded the Councillors present that, should they become aware of an interest in any agenda item during the course of the meeting they should declare it.

3. TO APPROVE MINUTES OF MEETING HELD ON 26TH JUNE 2012 AS A TRUE RECORD AND TO CONSIDER MATTERS ARISING FROM THESE MINUTES.

It was RESOLVED that these minutes be adopted and the Chairman signed them. There were no matters arising.
TO CONSIDER THE FOLLOWING ITEMS.

4. ALLOTMENT ISSUES

i. Update regarding Horticultural Society and future management of the Allotments.

The Secretary of the Association has written to advise that they wish to relinquish the task of administering the Allotments. The Committee expressed disappointment as it was recalled that the Association had pressed hard for the Council to provide these in 1999 and it was assumed that they would undertake the administration. It is not known if this arrangement had been formalised, RESOLVED CLERK to investigate minutes from this time and write to Association requesting that they reconsider this decision.

5. GENERAL RECREATION AND BURIAL ISSUES

i. Grass cutting issues and further action required. Grass cutting arrangements for 2013.

It was RESOLVED that CLERK investigate notice period required to discontinue current arrangement and add item to Agenda of October PCM to agree cut list specification and requirements and companies to approach when re-tendering the contract.

ii. Review of responsibilities for completion of Health and Safety checklists.

Lists circulated to Councillors prior to meeting and suggested amendments and additions added to the current list. RESOLVED that CLERK amend and circulate updated checklists to Councillors responsible for the inspections; also amend future monthly meeting agenda to ensure that an item is included to minute any concerns or issues raised by the public regarding Parish Council owned land.

Cllr Pike advised that he has received information from a local company regarding work to the roundabout in the Play Area to ensure consistent ground clearance and he will obtain a quote for this work. Due to a prior commitment, Cllr. Pike left the meeting at this point 19:55.

iii. Information regarding requirements for Public Liability and Risk Assessments for events organised by 3rd parties on Council land and review/update of the Council policy for these events.

Clerk has not had the opportunity to review this, to be carried forward to the agenda of the November Committee meeting.

iv. Progress report – Tennis Courts.

A report has been requested but not received. Cllr Hall is to be requested to follow this up with the Parishioners who were investigating this.

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6. RECREATION GROUND.

i. Issues and actions arising from safety inspections and any other issues in the Recreation Ground noted as requiring action.

Most recent inspection sheet held for Play Area is for August 2012 and, other than the roundabout clearance issue already noted, raised no other issues.

Most recent inspection sheet held for the Recreation Ground is for August 2012 and no issues were noted.

ii. Update regarding work to roundabout in the play area to improve ground clearance. Suggestion for provision of additional item(s) of play equipment in the play area.

See information under item 4 ii) regarding the roundabout. It was RESOLVED that CLERK investigate various options for an additional item of play equipment and enlist the aid of the School and Pre School regarding what may be preferred. The Rotherfield Trust may be a possible source of funding for this.

iii. Progress report on offer from a Parish family to provide a bench for the Recreation Ground.

Details of bench options from wood and "recycled" material have been forwarded to the family concerned and a response is awaited. Clerk has contacted several councils but none has a formal policy regarding memorial benches.

iv. Adoption of proposed arrangements and guidelines for storage of items in the Community Storage Area beneath the Pre School.

Guidelines adopted at May 15th meeting circulated and various amendments suggested. CLERK to provide updated version to include section for organisations with items stored to provide contact details, item to be added to agenda of next meeting so that adoption may be considered. RESOLVED that Cllrs. Thomas and Pike arrange partitioning of the area so that space may be properly allocated.

v. Progress with removal of trailer and provision of a permanent storage area for grass cuttings.

Club advise that, whilst they the trailer has now been cut up, they have had no volunteers to remove it. Tony Moaby has indicated that he is willing to remove it and this has been arranged with him. RESOLVED Cllr. Harris, Thomas, Wickenden and Pike to arrange site meeting to discuss position and form of grass storage area near the Pavillion and ask Tony Moaby for a quote regarding creating this.

vi. Request from Bowls Club to use section of land to rear of their existing pavillion for storage purposes.

Club advise that "... storage plans are dependent on access but would probably include outdoor furniture and green maintenance tools and equipment". Planning permission for the new clubhouse expires March 2013, RESOLVED Clerk to investigate whether Club are proposing to erect a shed for this storage and also if there would be any planning implications for this and report back to the Committee.

7. ST DENYS' BURIAL GROUND

i. Issues and actions arising from safety inspections and any other issues in the Burial Ground noted as requiring action.

Most recent inspection sheet held is for August 2012. The only issues noted are that brambles required cutting back adjacent to the path from the Churchyard and that some graves require filling.

ii. Action regarding sunken graves.

CLERK to note those requiring filling and request a quote from Tony Moaby for the work.

8. ROTHERFIELD PARISH CEMETERY

i. Issues and actions arising from safety inspections and any other issues in the Cemetery noted as requiring action.

Most recent inspection sheet held for the Cemetery is for August 2012 and no issues were noted.

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ii. Options and quote for reinstalling Granite sign at entrance to Cemetery.

RESOLVED to accept quote from £230 from Tony Moaby to mount sign on a small brick structure so that it is level in relation to the slope of the car park CLERK to action.

iii. Information regarding design of bench proposed for donation to site in the Cemetery and further action.

Photo of proposed design circulated to Councillors, RESOLVED to accept this offer, Cllr. Thomas to meet donor to discuss proposed site and mounting method.

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

- Clerk is aiming to complete a review of Burial Ground fees and rules in time for the next committee meeting, item to be added to agenda.
- Village Street sweeper had written stating that he is to retire at end of year. CLERK to add item to agenda for October meeting to discuss advertising for replacement, employment status and job specification.
- A branch is overhanging the pavement near the Kings Arms car park, CLERK to investigate.
- Clerk reported that ESCC had visited fp37 near Dewlands Manor and identified the need for way markers that they have added to their work list.
- Cllr. Wickenden reported two drain covers in Spout Hill that require replacement and water laying in the gutter next to the new bus shelter at Town Row, CLERK to report to ESCC.
- Concerns have been raised regarding a container sited in land to the rear of St Peter's Churchyard; this is blocking an "unofficial" footpath across the land. CLERK reported that this path had been discussed last year with a resident who considered that it should be a right of way, they were advised that they should pursue this matter with ESCC who would consider the case. Copy of Parish Magazine article published last year was circulated giving further information regarding this path and Rochester Lane nearby.

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

- 20th November 2012 in the Parish Council Room at the Village Hall at 19:30. This meeting will consider the budget and precept requirements for this Committee for 2013/14.
- A subcommittee meeting will be held prior to this to review grass cutting list and specifications.

The Chairman declared the formal business of the meeting closed at 20:45.

11. PUBLIC FORUM.

None.

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