



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

**MINUTES OF THE MEETING OF THE RECREATION AND BURIAL COMMITTEE
TO BE HELD ON TUESDAY 11th APRIL 2017 AT 19:30
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

PRESENT

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

ABSENT

None.

ALSO ATTENDING

None.

1. TO RECEIVE THE FOLLOWING: -

- a) **Apologies for absence (LGA 1972 s85)**
The Clerk is on holiday and in his absence Cllr. Henrick took the minutes of the meeting
- b) **Declaration of personal, prejudicial and disclosable pecuniary interests on items on the agenda, and updates to members' register of interests.**
None. The Chair reminded those present that they should declare an interest if they became aware of one at any point during the meeting
- c) **To resolve that the Minutes of the meeting of this Committee held on 14th February 2017 be taken as read, confirmed as a correct record and signed by the Chair.**
Draft minutes have been circulated to the Councillors. It was **RESOLVED** that they represented a true record of the meeting and the Chair signed them.
- d) **Update regarding matters arising and action items from previous meetings.**

ACTIONS FROM 14th FEBRUARY 2017 MEETING

RECREATION GROUND, CAR PARK AND VILLAGE HALL MATTERS

- i. **Improvements to lighting of car parking area at rear of the Village Hall.**
Village Hall inform us this is complete.
- ii. **Request from Cricket Club for permission to extend and repair their practice nets.**
Item on this agenda to discuss request.
- iii. **Request from Bowls Club for provision of path to their gate.**
Item on this agenda to discuss further.
- iv. **Cllr Thomas asked if the new Scout Hall sign had been put up.**
This was thought to have been done.

OLD BURIAL GROUND AND CHURCHYARD

- i. **Update on progress with tidying of the Old Burial Ground and future plans.**
On agenda.

ROTHERFIELD PARISH CEMETERY

- i. **Report from Committee Chair and Vice Chair re: review of Cemetery fees, terms and conditions.**

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Fees for 2017 adopted at February Council Meeting. Complete.

e) Committee financial report and agree any actions required.

Budget report to year end was circulated to Councillors in advance of the meeting. The entry regarding the £6000 grant from the Rotherfield Trust would be checked at the Finance and General Purposes Meeting next week.

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) Plans from the Cricket Club to improve and extend their practice nets.

Plans have been provided by the Club and circulated to the Councillors prior to the meeting.

The Cricket Club were unable to attend this evening. The Club were seeking general approval to proceed with their plans. The nets may need to be moved slightly to accommodate the full length. A fixed distance for access for hedge cutting should be allowed behind the nets. It was not known whether the nets would be for summer only.

RESOLVED the Council supported the cricket club's proposals to improve their net facilities.

b) Suggestion to mark dedicated motor cycle spaces in the Recreation Ground car park

This was raised at a Village Hall meeting. They want white lines to denote a space for motorcycle parking. **RESOLVED** that we make this change. **ACTION for Cllr Martin** to consider how to provide the markings.

c) Update from Cllrs. Martin and Wickenden re: progress and matters arising from annual tree survey.

Cllr Wickenden has the paperwork for this and has looked at some areas and will report to the Monthly Parish meeting.

d) Consider options for access path to the Bowls Green.

Cllrs. Gilbert and Harris have measured the path, 45m. Cllr Gilbert had investigated surfaces and costs. Councillors discussed the need to provide a level base for the material and how rigid the material would be in respect of health and safety near children playing on the swings. Base will need to be scratched out and given a sand base. **ACTION for Cllr Martin** to investigate prices for path materials. We would then need to find someone to do the groundwork.

3. ROTHERFIELD PARISH CEMETERY

a) Report on site meeting with KPS Contractors regarding gravedigging issues, and information on future grave excavations and spacing.

For the safety of those excavating plots, and those present at interments, it has been discussed and agreed with the Contractors that all further plots will be spaced at 5' centres, KPS have been informed. KPS have also been asked to even out the spacing of the plots. **RESOLVED** to approve 5' spacing between grave centres.

b) Update regarding realignment of ashes memorial slabs.

Owners of the four plots identified as requiring attention have been contacted. Three of them have responded, the owners of plots AP099, AP103 and AP089 have indicated agreement to the work with the owner of AP089 wishing to present when the work is undertaken. Cllr Harris agreed to undertake the work. The owner of plot AP098 has not responded.

ACTION FOR CLERK to contact the owner of plot AP098 again of our intention to go ahead if they do not reply within 14 days of the letter. **ACTION FOR CLERK** to inform Cllr Harris when work can be carried out and to provide him with contact details of the Parishioner who wishes to be there when the work is undertaken. It would be helpful going forward to mark out the position for the placing of a memorial.

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c) Consider request for pre-purchase of adjacent plots in the Cemetery, one for immediate use and the other for future family use.

A local funeral director has been in communication with the Clerk to pre-purchase two adjacent plots. Cllr Gilbert noted that the pre-purchase of plots was not allowed under the rules adopted by the Council in April 2016. The family also requested plots on the side of the woods. It was unclear why the Clerk had led the family to believe this was an option under our rules and this placed the Council in a difficult position. There is no limit to the number of ashes that can be interred in a single burial plot. **RESOLVED** that we do not allow pre-purchase of burial plots but that we will try to accommodate the family's wishes in respect of positioning. The plot would be allocated when the interment is scheduled to take place. **ACTION FOR Cllr Gilbert** to contact the undertakers to explain the position. **ACTION FOR CLERK** to publish most recent Burial Rules and Fees on the website.

d) Information regarding graves that require turfing.

There are 5 graves that require this. **ACTION FOR Cllr Martin** to obtain some turf and apply to these graves.

e) Policy/definition of "permanent items" as mentioned in section vi, page 4 of the "Cemetery Burials and Charges...." Document.

Clerk had a conversation with owner of a recent plot regarding what is permitted by way of planting and other items on them. He has observed that some owners are using birdcages or the like to protect tributes being damaged by local wildlife. Councillors felt that if the appearance was acceptable and the structures were not out of hand then this should be allowed to continue.

4. OLD BURIAL GROUND AND COURT MEADOW GREEN

a) Consider quote for repairs to fence on boundary.

A Parishioner's builder had provided a quote of approximately £500 to mend the storm damaged fence. This was thought to be reasonable for the work involved. **RESOLVED** to accept the quote. **ACTION FOR Cllr Gilbert** to ask if the parishioner would instruct the work and we will reimburse in recognition that the Parish Council use the garden for removing cuttings etc. from the Churchyard. Parishioner to be invited to contribute toward the work.

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

a) Highways Lighting and Transport Committee – report on recent site meeting at Mark Cross to investigate provision of a safe crossing place and decision on further action and expenditure to progress this matter.

Draft report of recent site meeting with ESCC officers and Mark Cross resident circulated in advance of the meeting. **RESOLVED** we should instruct a feasibility study on the potential for a crossing. **ACTION FOR CLERK** to ask ESCC to conduct the feasibility study.

b) Raising the roof

Cllr Thomas gave an update on the project. Cllr Wickenden has been nominated as our representative going forward into the planning stage. Planning should come before full council. Current cost estimates of the project did not appear to be firm. Concerns were expressed about the implications of the work to the current structural integrity of the building and that a structural report should be conducted prior to planning. Cllr Martin said that this appeared to have been the intention at early meetings. March PC had featured an action on the Clerk to pursue the legal position. Cllr. Harris noted that the Scouts had been required to terminate their lease prior to works commencing. The ability of the Village Hall to continue functioning during the works would need careful consideration.

c) War memorial

The Conservation Officer has prescribed York stone. The planning proposal will be circulated to Councillors and come before the April Council meeting. Cllr Martin asked how the assessment of public opinion was progressing. The display materials will be available at

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the Council stall at the Easter Egg Hunt. The project will be published in the Parish magazine and the Courtyard. The intention is to fund the project entirely from external finance and to recover money already spent. Cllr Thomas had discussed costing with the contractors but this would be better clarified if design drawings were commissioned. They had suggested a cost of about £300 to produce these. This would take us to a cost of about £2000 incurred so far. Cllr Thomas thought that had sufficient detail to request a CAD specification and this would be checked with the working party.

RESOLVED to commission a CAD plan to enable accurate costing. **ACTION FOR Cllr Thomas** to instruct Burslem to produce a CAD plan if cost is less than £500.

6. RECEIVE DATE OF NEXT MEETING OF THIS COMMITTEE

Tuesday 20th June 2017 in the Parish Council Room at Rotherfield Village Hall.

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

- We have not received the insurance details and risk assessment from the Bonfire Society for Friday's event. **ACTION for Cllr Henrick** to contact the Chairman of the Bonfire Society for this information.
- Cllr Martin reported that he had met with ESCC and discussed designation of the bridleway between Five Ashes Road and High Cross. It would be next to impossible to change its designation.
- A contribution had been received towards the hedging costs on Station Road. Cllr Wickenden would ask others on the route for contributions.
- The Allotment Society had requested whether the compost bins could be emptied. **ACTION FOR Cllr Wickenden** to investigate.
- Cllr Gilbert reported that a new tap will be fitted at the cemetery to replace the existing dripping tap.

The Chair declared the formal business of the meeting closed at 21.35.

8. PUBLIC FORUM

None present.

Confirmed as a true record, adopted and signed at the 20th June 2017 meeting of this Committee

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

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