

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 24TH SEPTEMBER 2013 IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL.

COUNCILLORS PRESENT

Cllr. D. Thomas (Chairman) Cllr. Mrs P. Halse Adamson Cllr. L. Pike
Cllr. R. Harris (Vice Chairman) Cllr. T. Gilbert

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

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

Apologies were received and accepted on behalf of Cllr. N. Bolton and Cllr. A. Watson.

2. TO CONSIDER APPOINTING CLLR. D. HILES TO THIS COMMITTEE.

It was RESOLVED to carry this item forward to the agenda of the next meeting of this Committee as Cllr. Hiles was not present.

3. TO RECEIVE DECLARATIONS OF PECUNIARY AND OTHER INTERESTS.

Cllr. Pike declared an interest in respect of items 7 iv, 8 iii and 10 ii as he occasionally assists this contractor.

4. TO APPROVE MINUTES OF MEETING HELD ON 13TH AUGUST 2013 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. These minutes were not available for the August 29th Council meeting and they will be considered for adoption at the September meeting.

5. UPDATE FROM CLERK REGARDING MATTERS ARISING AND ACTION ITEMS FROM PREVIOUS MEETING.

Numbers relate to agenda of 13th August meeting.

7iii quote requested and awaited from Coppards re: Chant Lane.

8i Letter sent to school reminding that they have a key for access to pitch and requesting that they do not remove wooden posts.

8vi "1200" plaque cleaned and repainted. Would benefit from a squirt of "Roundup".

8vii Tony Moaby hopes to install bins at end of week.

9ii Liaising with Contractors regarding cutting of War Graves and path early November.

10i Padlock and keys purchased.

10ii new bin installed, WDC asked to remove old one.

11. Quarry Oaks (Gates to property in Sheriff's Lane). Clerk has visited and is unclear regarding issue raised as gates do not encroach onto highway.

TO CONSIDER THE FOLLOWING MATTERS

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6. ALLOTMENT ISSUES

- i. Update and further action regarding signing of agreement between Allotment Association and Council.**

Meeting still to be arranged to discuss. Council Chairman is unavailable until after 5th October.

7. GENERAL RECREATION AND BURIAL ISSUES, AND OTHER COUNCIL MATTERS

- i. Diesel spill in car park. Update and decision on further action. Response to letter from organiser of event.**

Details of correspondence circulated prior to meeting. Clerk is obtaining copy of the loss adjuster report for passing on to the solicitors acting for DAS insurance in pursuit of the this claim.

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Response received from organiser expressing concerns at the letter recently sent by the Council in relation to the incident. CLERK to draft reply for consideration by Chair of Committee and Council. Letter is to state that the original was not intended to offend but to draw attention to the facts of the case as seen by the Council, the possible implication of the indemnity signed by the organiser and that the damage was caused when the vehicle was leaving the pitch.

ii. Update and further action regarding Restrictive Covenant to protect Amenity Land.

Enquiries made of SALC who consider that existing covenant offers protection; they have passed details to NALC legal team for their opinion. CLERK to carry forward to next meeting to review progress and consider further action.

iii. Review of grass and hedge cutting work undertaken by Contractors and decision regarding contract for next year.

Analysis of cuts, based on invoices submitted by Contractors, circulated prior to meeting. It is considered that the work this year has been satisfactory but with attention to detail required in some areas. The following was RESOLVED for the Clerk to action:

Arrange meeting with contractors to discuss areas of concern and possible arrangements for next year.

- a) Add spraying of Docks on batters at start of growing season to the cut list for 2014.
- b) Include regrade of soil dumped near Pre School by building contractors as an item for budget consideration at next meeting of this Committee.
- c) Sports Club have expressed an interest in cutting other areas of the Rec. in addition to the pitch surfaces. Copy of cut list to be sent to them for comment and quote, this will need to be taken into account when compiling cut schedule for 2014.

iv. Quotes for tree work in Old Burial Ground, Play Area and Cemetery.

Quote received from Tony Moaby in respect of work arising from annual tree survey and from neighbour of Old Burial Ground on to which trees are encroaching. Two other quotes were invited from other local tree surgeons with the request that they be submitted in time for consideration at this meeting, only one response was received. Quote from Tony Moaby quote was as follows

Work in Old Burial Ground -	£475
Recreation Ground -	£240
Cemetery -	£200
	<u>£915</u>

Other quote totalled £1055, RESOLVED to accept quote from Tony Moaby subject to clarification regarding the reduction to the Western Cedar above Moons Yard, CLERK to circulate original quote request to Cllrs. Pike, Wickenden and Thomas.

v. Adoption of final terms and conditions for use of Parish Property for outside events.

Details circulated prior to the meeting. RESOLVED to adopt updated guidelines with amendments agreed at the meeting. CLERK to action and circulate to Councillors and all Village groups/organisations who are users or potential users of the site for events. It was suggested that the notice board currently in store and formerly at Boar's Head should be installed in the Rec. to display notices regarding hire and emergency contact details for incidents. CLERK to add item to agenda of next meeting of this Committee.

8. RECREATION GROUND.

i. Issues and actions arising from monthly safety inspections of Recreation Ground and Play Area.

- **Recreation Ground** 28th August is latest inspection date. No safety issues were noted. Clerk has chased Culverden Engineering regarding work required on barriers in Recreation Ground.
- **Play Area.** 28th August is latest inspection date. No safety issues were noted other than missing fixing on bottom of climbing frame rope. Replacement part has now been fitted and skirt welded to the roundabout.

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- ii. **Review further information provided in connection with quotes obtained for new play equipment. Decision on which quote to accept and further action regarding funding of balance, and ground and tree work required on site.**

Details circulated prior to meeting. £3K allocated in reserve for equipment. RESOLVED to accept quote for Sutcliffe Play Orchard Canopy unit at a total ex Vat cost of £10K CLERK to submit request for full amount of £10K from Rotherfield Trust to enable the Parish Council to use its funds to cover the cost of associated work of moving the bowls club entrance and landscaping around playground area to create space for an additional piece of play equipment in the future; also contact Tony Moaby to quote for cutting back branch overhanging the area on to which the unit is to be installed when he is dealing with the Silver Birch in the play area. Target date for completion is by Easter 2014 (Good Friday is April 14th) and ground works associated with removal of the bank next to the Bowls Club will require scheduling accordingly.

- iii. **Quote for work on wooden bollards bordering car park.**

RESOLVED to accept quote from Tony Moaby for the following:-

- Replace 6 rotten bollards with Chestnut Bollards five to six inches.
- Supply re-bars to secure these 6 bollards and 30 others adjoining the car park.
- Install the above, £366.

- iv. **Progress and further action with proposed new access path and gate to Bowls Club.**

CLERK to carry forward to November meeting of this Committee to allow time for preparation of drawings.

- v. **Request from Sports Club to erect temporary fence along edge of cricket square, football pitch side, with possible advertising banners.**

RESOLVED not to permit any advertising to be displayed thereon but to allow the installation of four suitable sockets in the playing surface adjacent to cricket square to allow erection of temporary fencing on football pitch side of cricket square, this to provide protection in winter months from encroachment during matches. Advertising banners are not to be permitted.

- vi. **Information regarding leak on sports club water main on Water Company Side of the meter.**

Clerk has made a site visit and was able to photograph the leak, details sent to South East Water for action.

- vii. **Additional insurance to cover playing surfaces and drainage system of pitch, and adjacent car park.**

CLERK to seek quote for this and add item to report at next meeting.

- viii. **Action regarding mole activity on the recreation ground.**

Activity beside "1200" path and in Tennis Court area. RESOLVED CLERK to notify mole catcher and request a visit.

- ix. **Approach from "Folk Camps" not for profit organisation to organise a camping/acoustic music event in August 2014 involving possible use of the lower pitch for camping.**

Telephone enquiry received, have requested full written details of this – understood to be a "family friendly" event. Hall would also be used. RESOLVED not to allow event should a formal approach be made is not wished for camping to take place on the site for events organised outside the Parish.

9. ST DENYS' BURIAL GROUND

- i. **Issues and actions arising from safety inspections.**

27th June is latest inspection date, no issues noted.

10. ROTHERFIELD PARISH CEMETERY

- i. **Issues and actions arising from safety inspections.**

28th August is latest inspection date, action has been taken as follows on issues noted:-

- Clerk will again chase contractors regarding obscured warning sign.
- A new padlock and chain have been obtained for the gate to the track.
- Action will be taken to cut the overgrowing heather obscuring adjacent graves in row "E" once autumn die back has occurred – a letter to the address of the recorded owner of the burial right has

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been returned “not known at this address”. The owner of the adjacent grave affected has been advised that action will be taken.

ii. Quote for fencing of extension area and further action to prepare this for use.

Tony Moaby has quoted £588 for providing 87m 1.2 high rabbit netting for Cemetery extension. “Pro rata” it is estimated that a further 90m will be required to complete the job, this is to taken into consideration when preparing budget for next meeting of this Committee.

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

- Trees in the Square – Clerk enquired whether these required pollarding as Parish Council has taken over maintenance responsibility under licence from ESCC. At this point a member of the public who had recently entered the meeting room interjected to advise that he had submitted an application to WDC for permission to cut down all nine trees as it is claimed they are causing damage leading to water ingress to the cellar of his nearby house.
- Hornshurst Road – Station Road footpath. Resident called to raise concerns that the trees adjoining the path are overgrowing the houses and gardens, also dropping debris on to the path. ESCC confirm that this path falls under the responsibility of Highways rather than RoW and Highways Steward has been asked to inspect and report. Trees at the Hornshurst Road end appear to be on ESCC land.
- Concerns again raised regarding vehicle parked in North Street outside yellow zone opposite the Memorial Institute and creating a bottleneck. Clerk considered that as vehicle was parked legally there was no action possible, item to be added to agenda of forthcoming Highways Committee Meeting to discuss requesting ESCC to extend parking restriction at this point.
- CLERK is to locate and follow up request made by him from earlier in the year to Royal Mail for painting of pillar box outside Rotherfield Stores and post box in Mark Cross village centre.
- Granite setts have been replaced by the pavement edge at Town Row.

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

- 12th November 2013 to include Budget and Precept requirements. 19:30 Parish Council Room Rotherfield Village Hall.

The Chairman declared the formal business of the meeting closed at 21:00

13. PUBLIC FORUM.

None.

Confirmed as a true record at the 12th November 2013 meeting of this Committee.

_____ Chairman _____ Date