

# 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 10<sup>TH</sup> FEBRUARY 2015 IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL.

### PRESENT

Cllr. L. Pike (Chairman)	Cllr. P. Halse-Adamson	Cllr. J. Kitchenham
Cllr. R. Harris (Vice Chairman)	Cllr. D. Hiles	Cllr. D. Thomas
Cllr. P. Dixon		Cllr. N. Wickenden

### ABSENT

None.

### ALSO ATTENDING.

The Parish Clerk, Trevor Thorpe. A representative of the Bowls Club attended.

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

An apology was received and accepted on behalf of Cllr. Gilbert.

#### 2. TO RECEIVE DECLARATIONS OF PERSONAL, PREJUDICIAL AND DISCLOSABLE PECUNIARY INTERESTS ON ITEMS ON THE AGENDA AND UPDATES TO MEMBERS' REGISTER OF INTERESTS.

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

#### 3. TO APPROVE MINUTES OF MEETING HELD ON 25<sup>TH</sup> NOVEMBER 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 REGARDING MATTERS ARISING AND ACTION ITEMS FROM PREVIOUS MEETING.

Numbers relate to previous agenda:-

9iv) Coppard's have been instructed to proceed with the drain clearance in the car park as theirs was the lower quote.

### TO CONSIDER INFORMATION & MAKE DECISIONS REGARDING THE FOLLOWING MATTERS

#### 5. GENERAL RECREATION, ALLOTMENT AND BURIAL ISSUES

##### a) Decision regarding formation of working group to consider suggestion regarding a War Memorial for the Parish.

Clerk advised that there are memorial and "roll of honour" plaques in both St Denys' and St Mark's churches, upstairs in the Memorial Institute and in both Rotherfield and Mark Cross Village Halls. A Parishioner has suggested that an external war memorial also be provided for the Parish. RESOLVED

- i. Articles to appear in forthcoming edition of Parish Magazine and Annual Newsletter to raise profile of matter and request views from Parishioners regarding provision of such a memorial.
- ii. Memorial to be in honour of those who died on active service in WWI and WWII, and to recognise those who have given their lives in other conflicts since and possibly in the future.

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iii. Sub Committee to be formed to take matter forward should there be support from community for this.

**b) Information regarding liability for incidents caused by organised sporting activities.**

Councils insurers are of the view that injuries caused by organised sport on the Recreation Ground (for example ball striking a spectator) would be an issue for the Sports Club insurer's as users. If the injury was in respect of an injury due to the land itself (for example spectator breaking an ankle due to tripping in a rabbit hole) this would be a matter to be dealt under the Parish Council as landowners under their Property Owners liability cover. RESOLVED CLERK to contact the Club to advise this and that we require that their public liability cover be increased to £10m from current £5m as soon as possible.

**c) Final review of 2015/16 contractor's cut list.**

RESOLVED that changes to cut list be approved, CLERK to update and send to contractors with usual annual agreement letter.

**6. RECREATION GROUND AND CAR PARK.**

**a) Progress with removal of waste behind the Bowls Club and decision regarding future of land behind the Clubhouse which was purchased in anticipation of it being used for extension purposes.**

Representative of Bowls Club was permitted to the address the meeting and acknowledged that removal was their responsibility; also thanked Council for support for Planning Application for changing room. RESOLVED that Cllr. Harris liaise with Will Clark and Club to arrange access and removal of waste once ground conditions allow. Club wish to use area for an organised storage facility once debris is removed.

**b) Further action re: quote received for enhancement to play/exercise facilities in the Recreation Ground.**

Details circulated prior to meeting – five providers have submitted quotes falling into three categories:-

- i. "End wall" – a goal and basketball hoop with a small area of surfacing in front.
- ii. Fitness equipment – could either go in tennis court area or in front of the play area by the bank – latter option would allow parents to use it whilst children played.
- iii. Multi use games area – largest and most expensive option.

Clerk advised that £6836 currently held in reserves towards enhancements, £1487.40 recently received from redemption of the Council holding of Consols stock could also be considered for this purpose. RESOLVED that item be added to agenda of February Council meeting to consider allocation of the redemption monies toward this project; also that due to number of projects currently ongoing or about to begin that the this matter be deferred for action until the autumn, CLERK to note to revisit this at September Council meeting.

**c) Decision regarding quote from Sports Club cutting playing surfaces in the Recreation Ground.**

Club have quoted £325 for 9 monthly cuts, total £2925 - £3K is included in 2015/16 Budget for this. RESOLVED to accept quote, CLERK to send usual agreement letter to Sports Club and make diary notes for payments.

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- d) **Decision regarding quote for emptying of grass compound by Sports Clubhouse.**  
Will Clark has quoted £75 per empty, RESOLVED to accept quote, CLERK to advise Sports Club and request that they contact Will Clark directly to arrange once the ground conditions are suitable for access.
- e) **Decision regarding quote and possible Council contribution toward provision of bollard lights alongside the path from North Street to Hall.**  
£925 plus Vat has been quoted to install 3 bollard lights, this on the basis that the excavation work involved is carried out by the Hall. RESOLVED that a single street column light was preferred rather than bollards as this would light area of car park as well, CLERK to advise Hall of this and contact ESCC to arrange site visit to consider options and provide quote.
- f) **Update on progress with conclusion of claim re: 2013 Diesel spill in car park and decision on further action.**  
Solicitor dealing with this unwell and not in office when Clerk rang today for an update – from file it appears that quote information requested and provided by us has been passed on to third party's insurers. Concerns expressed regarding long timescale to get a resolution from the 3rd party and impact on indemnifier. RESOLVED CLERK to pursue progress with claim. It is strongly desired that this matter be concluded before end of term of present Council, solicitors to be advised that we wish to release indemnifier from their obligations, draft letter to be compiled by solicitor for approval by Chairman, and Chairman/Vice Chairman of this Committee before being sent to them.
- g) **Decision regarding arrangements for new fence and path to bowls club.**  
RESOLVED CLERK to contact Contractors who are to undertake Cemetery path work in the spring for a quote to install 1.2m wide path to same specification at same time. Path to run from gate to club to join pitch side path. Quote to also be obtained for robust cleft Chestnut post and two rail fence to separate path from play area.
- h) **Decision on final wording and design of signs for Defibrillator and Car Park.**  
RESOLVED CLERK to order sign with wording as agreed at meeting, black text on white background. Cost quoted for original wording was £10.24.
- i) **Rhododendron near car park entrance. Consider quote to cut back, or if removal is preferred.**  
Contractors have quoted £230 to reduce and remove arisings, RESOLVED that quotes be sought to coppice to height of 1', remove all brambles and other growth within and raise canopies of trees within. CLERK to proceed with lowest quote without further reference if below £300.

## 7. ROTHERFIELD PARISH CEMETERY

- a) **Recommendation regarding revised fees, conditions and guidelines for Burial Grounds to take effect from 1<sup>st</sup> April 2015.**  
Details circulated of proposed fees and comment regarding proposed "bond" arrangement, report to form supplement to these minutes. RESOLVED that items 1 to 8, and 10 be adopted effective from 1<sup>st</sup> April 2015; CLERK to action this and investigate item 9 as it has been recommended that free membership of British Register of Accredited Memorial Masons (BRAMM) would offer a line of recourse regarding issues arising from memorial work rather than the solution suggested

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in the report. The Cemetery and Burial Ground are important and the Parish Council are committed to maintaining them to a high standard in all seasons to show respect to the relatives of those interred there.

**b) Decision regarding arrangements and siting for temporary storage areas for waste arising from excavations in the Cemetery.**

CLERK to arrange site visit with Tony Moaby and Chair/Vice Chair of this Committee to discuss siting/design of this.

**c) Quote for installation of concrete base for waste bin to enable installation of a cover.**

£100 quoted for work RESOLVED that CLERK advise contractor to proceed and make arrangements to order cover as per item 9iv) of June 2014 meeting.

## 8. ST DENYS' BURIAL GROUND

**a) Decision regarding wording and location of additional "No Dogs..." sign.**

RESOLVED CLERK to arrange production of sign as per design circulated at cost of £30.10.

## 9. TO CONSIDER URGENT ITEMS ON BEHALF OF OTHER COMMITTEES HIGHWAYS LIGHTING AND TRANSPORT

**a) Decision regarding action on trees overhanging Fp31a New Road – King's Arms "twitten" and offer from Millennium Green Trust to undertake some of the work.**

RESOLVED that due to sensitive nature of site that contractor be engaged to undertake work. CLERK to obtain quotes for raising canopies of trees overhanging area by kissing gate and noticeboards in the Green, as these are Yew Trees arisings must be properly disposed of. Overhang of tree intruding onto path at New Road end to be removed, it is considered that this is on public rather than private land hence no prior advice is required to owner of adjacent property.

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

- 7<sup>th</sup> April 2015 at 19:30 in the Parish Council Room, Rotherfield Village Hall.

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

- AED cabinet to be installed tomorrow. Clerk will publicise, liaise with Crowborough CFR team re: training and set up inspection regime.
- Picnic benches for play area, Court Meadow Green and Mark Cross. Clerk will arrange for these to be ordered, grant received from WDC for cost. It is considered that they be bolted down and that concrete pads underneath whole bench are not required. Chair/Vice Chair of Committee to advise locations.
- Issues advised regarded with cars in Surgery car park blocking the public right of way from Court Meadow, CLERK to advise PCSO.
- Cllr. Wickenden requested that order for Black Poplars from Sussex Wildlife Trust be cancelled as they are now not required by the Millennium Green.
- Cllr. Kitchenham is to seek further information regarding reports that advertisement has appeared offering rooms to let in Jameah as this may raise planning issues.
- CLERK to investigate report regarding damage to fence in St Denys Old Burial Ground.
- Cllr. Wickenden has delivered memorial bench to Recreation Ground and Clerk has requested that our Contractor install it. Donation has been received from Parish family for cost of bench and installation.

The Chairman declared the formal business of the meeting closed at 21:50.

## 12. PUBLIC FORUM.

**Confirmed as a true record at the 7th April 2015 meeting of this Committee.**

None. \_\_\_\_\_ Chairman \_\_\_\_\_ Date

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