

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 17TH JUNE 2014 IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL.

PRESENT

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

ABSENT

None.

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

- 1. TO RECEIVE APOLOGIES FOR ABSENCE (LGA 1972 s 85).**
Apology received and accepted on behalf of Cllr. L. Pike (Chairman).
- 2. TO RECEIVE DECLARATIONS OF PECUNIARY AND OTHER INTERESTS.**
Cllr. Hiles declared an interest in respect of item 7vi as he is associated with the Scout Group.
- 3. TO APPROVE MINUTES OF MEETING HELD ON 8TH APRIL 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 FROM CLERK REGARDING MATTERS ARISING AND ACTION ITEMS FROM PREVIOUS MEETING.**
All items discussed at the 8th April meeting have either been dealt with or carried forward to this agenda for further action. Arrangements still need to be made for a site visit to agree design for new Bowls Club entrance and removal of bank in play area, Councillors concerned to contact Clerk with date preferences.

TO CONSIDER INFORMATION & MAKE DECISIONS REGARDING THE FOLLOWING MATTERS

- 5. ALLOTMENT ISSUES**
 - i. Update & further action regarding agreement between Allotment Association & Council.**
Now signed by the Society, RESOLVED that Clerk and Council Chair countersign this agreement on behalf of the Council.
- 6. GENERAL RECREATION AND BURIAL ISSUES**
 - i. Review and decide future arrangements for disposal of street sweeper/litter picker waste and provision of a separate Parish Council waste behind the Village Hall.**
Arrangement for provision of a "free" bin by WDC was not intended to be for Parish Councils and new arrangements need to be made.
Quotes received as follows (all ex Vat) prices are "per lift", minimum frequency fortnightly:-
Direct365 (providers of Cemetery bin)
 - 360L £6.65 (same size as current Cemetery bin)
 - 660L £10.42
 - 1100L £13.00 (same size as Village Hall bin)There is an annual "duty of care" charge of £37.50 per bin to be added. Our first year was free; we will start to pay this if we continue with them for a second year.
SITA (current provider for the Village Hall, Pre School, School and Kennedy Bros).
 - 360L £8.50
 - 660L £10.50
 - 1100L £12.00Duty of care charge is £9.89 monthly; this is per contract not per bin. Despite this Direct 365 seem to be the cheaper option. Street sweeper is of the view that fortnightly collections of a 360L size bin should suffice. RESOLVED that CLERK arrange for a 360L bin with

Parish Council Website: www.rotherfieldparishcouncil.co.uk
Clerk: Trevor Thorpe, 82, Fermor Way, Crowborough, East Sussex, TN6 3BJ
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E-mail: rotherfieldpc@yahoo.co.uk

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fortnightly collections is to be provided by Direct365 and enquire whether it is possible for bin to be lockable so that only the Street Sweeper has access.

ii. **Adoption of new Guidelines & Conditions for use of Parish Council land for organised events.**

RESOLVED that updated documentation relating to this be adopted. CLERK to publish and send copies to Rotherfield School and St Denys' Church requesting that they sign updated Terms and Conditions; this in respect of forthcoming events that they are organising in the Recreation Ground and Court Meadow Green respectively.

For future events CLERK will make the following arrangements regarding documentation, this in addition to ensuring that details of relevant insurance cover are provided by the organiser(s):-

- a) Using Facilities Owned by the Council - The Obligations of the Organiser of an Event – copy to be sent to organiser(s) for retention.
- b) Terms and Conditions for using Council Owned Facilities – 2 copies to be sent, one for retention and one for signature and return.
- c) Risk Assessment Matrix and Form – 2 copies to be sent, both for completion, one for retention and one for signature and return.
- d) Indemnity Form for Use of Parish Council Land - 2 copies to be sent, one for retention and one for signature and return.

All items to be completed and returned prior to event.

iii. **Consideration of outstanding requests for use of Parish Land.**

These are as follows:-

- **St Denys' Church – Puppet Picnic 29th June 2014 Court Meadow Green**
Papers have been returned with signed indemnity, not clear from insurance policy provided if cover extends to outside events and they have been asked to clarify.
- **School Sports Day** – Risk Assessment to be provided, have asked school for the signed indemnity and confirmation that insurance details cover events off the School's premises.
- **Private children's party for child of Sport's Club member with "Sumo Suits"**.
Risk assessment needs completing correctly, insurance details and indemnity required.
- **August Bank Holiday weekend fundraising "Coffee Morning" Court Meadow Green**
Organiser is seeking affordable liability insurance for this.

CLERK to deal with arrangements for these using the updated documentation adopted.

iv. **Sports Club proposal for replacement of Portakabin and provision of new store.**

Club have issued proposals for this; they consider these will not require planning permission. Drawings of what is proposed are awaited, CLERK to chase and add to future agenda for discussion when received.

7. **RECREATION GROUND AND CAR PARK.**

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

- Play Area 23rd April. No safety issues noted, issues damage to wood on new climbing canopy have been raised with the provider/installer and a site visit is planned with them to discuss. A loose bolt has been noticed on the unit and dealt with by a Councillor, CLERK has chased supplier re: site meeting arrangements.
- Rec. 23rd April. No safety issues noted. Bowls Club have been requested to remove debris from behind the Clubhouse.
- Recent inspection revealed a loose inspection cover in the corner of the site; CLERK to arrange for this to be fixed and enquire of Bowls and Sports Club as to its purpose.

ii. **Information and decision on request from Village Hall to surface the path alongside the Hall.**

Surplus gravel from pitch maintenance has been spread over much of this path to improve the surface. Pre School advise that, whilst a surface improvement to this path would be welcome,

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they did not consider there were any particular safety concerns in the car park at school run time to make it a priority. RESOLVED there is no compelling reason to undertake the expense of surfacing this path. CLERK to advise Village Hall.

iii. Diesel Spill on car park. Progress update regarding claim & further action.

RESOLVED that CLERK instruct solicitor as follows:-

- Obtain estimate of cost of core sampling from testing firm.
- Contact loss adjustor for other party to seek precise requirement for testing.
- Council's concern to be raised that core sampling will involve penetration of surface and could lead to more rapid deterioration.
- Loss adjustor had intimated a "fair and reasonable contribution toward the resurfacing costs" as a gesture of goodwill as they are aware damage has occurred. Solicitor to establish what level of payment they propose as an initial offer.
- Solicitor to acknowledge correspondence from complainant connected with this matter.

iv. Former tennis court area by Clubhouse. Consider possible future use(s) for this.

v. Skateboarding facilities – suggestions received from potential users and information from Clerk regarding facilities provided by other Councils.

This and the preceding item were dealt with together. Drawing showing some skate board related suggestions for the site have been provided by the Parishioner who raised the matter initially. RESOLVED CLERK to scan drawings and circulate to Councillor and acknowledge to him, also enquire how many potential users there may be within the Parish.

vi. Scout Hut – proposals for refurbishment and possible request for funding.

Rotherfield Trust have contacted us as they have been approached to support this project; a "three way" site meeting is suggested to discuss this with Scout Group. Clerk awaits further contact regarding suitable dates so that this can be arranged. Councillors have considered a request for an area to enable the Scouts to undertake fire lighting training, agreed that they may use the grass area behind the Sports Club for this.

vii. Update on vandalism issues reported by the Pre School and consideration of further action.

Incidents have been reported to the Police who have visited, offered advice and are seeking possible grant funding to provide some preventative measures. Contractors working in the village have kindly secured the inspection covers behind the building, no further incidents have occurred.

viii. Wicksteed Annual Playground Inspection – recommendations, findings and work required.

Report details circulated prior to meeting. Work totalling £399 to replace climbing net on small climbing frame is recommended, RESOLVED to proceed with this, CLERK to arrange with Wicksteed; also complete H&S Form provided by Wicksteed that details the Council's inspection process for the site.

8. ST DENYS' BURIAL GROUND

i. Issues and actions arising from monthly safety inspections.

19th May no safety issues noted.

ii. Request for permission to raise and reset kerbing to burial plot.

RESOLVED to grant permission, CLERK to inform enquirer.

9. ROTHERFIELD PARISH CEMETERY

i. Issues and actions arising from monthly safety inspections

28th April 2014 – No safety issues noted.

ii. Information regarding investigation into water main running beneath extension field.

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Cllr. Wickenden has investigated but been unable to trace. Clerk has contacted Southern Testing regarding methods of tracing the main; they have a member of staff in the village and Cllr. Wickenden is to contact him to discuss possible methods for tracking the main which is thought to be plastic. CLERK is to chase Coppards for the requested quote to relay the main.

iii. Information and quotes regarding relaying and extending paths.

To be carried forward to next meeting, CLERK to ask Coppards for a revised quote based on 1.8m width of path.

iv. Provision of cover for bin.

RESOLVED CLERK to order this at cost of £60 and liaise with maker regarding delivery.

10. TO CONSIDER URGENT ITEMS ON BEHALF OF OTHER COMMITTEES

▪ **Arrangements for Planning and Building Committee meeting scheduled for June 24th.**

The three applications received will be dealt with at the June Monthly Meeting therefore June 24th Planning meeting not required, CLERK to advise Village Hall.

▪ **Planning application WD/2014/0988/F 1 Railway Cottages, Station Road, Rotherfield TN6 3HS**
Erection of double garage.

It was RESOLVED that this application be recommended for approval by Wealden District Council's Planning Officer as it will improve the facilities of the property.

▪ **Report from site meeting held at Chant Lane to discuss surface improvements.**

Coppards have provided a verbal quote, CLERK carry forward item to agenda of the June Council meeting to discuss detailed written quote.

▪ **Fingerposts – response from ESCC to request for contribution toward maintenance.**

Quote and email from ESCC circulated prior to meeting. CLERK to carry forward to July 1st Highways Committee meeting.

▪ **Street lighting - quote to replace column 84 /Court Meadow Close and update re: Church Road column 7.**

RESOLVED to accept quote or £160.64 plus Vat to replace non-working lantern unit on Column 84 with recycled unit with part night cell, CLERK to advise ESCC Lighting team, Cllr. Harris to request owner of adjacent property to cut back shrub which is restricting access to the inspection cover at the base. Detailed quote awaited for Column 7, "conservation" style lantern is unsuitable for bracketing from a post and design based on nearby "heritage" pattern lantern is proposed, Cllr. Wickenden is to speak with owner of adjacent property and request cutting back of tree adjoining the lantern.

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

– Tuesday August 19th 19:30 Parish Council Room.

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

- Clerk has submitted editorial for Parish Guide, hope to have draft shortly.
- Formal application submitted to ESCC for financial support for closure of slip road at Mark Cross under the "Community Match" element of the new ESCC "Community Self-Serve" Scheme. Application will be considered in conjunction with submissions from other Parishes with a decision anticipated in the autumn.
- Dog bins. One at the Station Road end of Millennium Green is full up, may require extra collections. Clerk has asked for details of the regular collection day to enable monitoring of use.
- CLERK to add item to agenda of the 1st July Highways Committee meeting to discuss the disused formation of the former "Cuckoo Line" in the vicinity of Argos Hill.
- CLERK to request ESCC inspection of pavement in the Square near the Lime Trees to see if uneven surfaces are outside safe tolerance levels.
- CLERK to request that contractor cut back verge on Rotherfield Hill B2100.

– The Chairman declared the formal business of the meeting closed at 21:10.

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13. PUBLIC FORUM.

None.

Confirmed as a true record at the 19th August 2014 meeting of this Committee.

_____ Chairman _____ Date