

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 9th APRIL 2013 IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL.

COUNCILLORS PRESENT

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

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

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

ALSO ATTENDING.

Three Rotherfield allotment holders attended the meeting.

1. TO ELECT A NEW VICE CHAIRMAN

Cllr. Harris was elected as Vice Chair of this Committee.

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

The Parish Clerk, Trevor Thorpe, was on leave. No other apologies for absence were received.

3. TO RECEIVE DECLARATIONS OF PECUNIARY AND OTHER INTERESTS.

Cllrs. Harris and Wickenden declared interests in respect of items 8 v) and 8 vi).

The landowner is related to Cllr. Wickenden and owns land farmed by Cllr. Harris.

4. TO APPROVE MINUTES OF MEETING HELD ON 12TH FEBRUARY 2013 AS A TRUE RECORD.

It was RESOLVED that the minutes were a true record of the meeting and that there were no matters arising.

The Chairman signed the minutes.

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

Numbers relate to agenda of 12th February meeting.

6 ii) Coppards have been instructed to proceed with the work on the "twtitten", and have confirmed that this will start during half term week commencing 27th May. HMLR plan is unclear regarding ownership of the tree causing the obstruction issue.

7 iii) Charity Clothes bin has been ordered by World in Need and they have been asked to contact us so that the final installation may be supervised.

7 iv) and v) Tony Moaby has dealt with the tree overhanging the Hall and made secure the gaps in the boundary of the lower pitch. Signs regarding livestock in field are to be sourced and installed.

8 i) Cllr. Wickenden will shortly be dealing with the overgrowing shrubs by the public footpath in Ste Denys' Churchyard.

8 ii) Update awaited from local RBL Branch re war graves in St Denys'.

9 iv) Tony Moaby has cut back and layed hedge on north boundary and planted to fill gaps.

St Denys' sunken graves – inspection still outstanding awaiting time and finer weather.

Agreement form and cut list have been sent to Tollwood and their completion, and they have been reminded to complete and return it. Cllr. Pike, Cllr. Harris and the Committee Chairman commented that the initial cut had taken place and was to a good standard.

TO CONSIDER THE FOLLOWING MATTERS

6. ALLOTMENT ISSUES

- i. **Information and further action regarding management of the allotments, agreement document between Allotment Association and the Council, and progress with collection of rents. Water bill for allotment usage submitted by landlord.**

Council Chairman and Clerk recently attended a meeting of the new committee who are in the process of formalising the Association. It was reported that a further £200 has been collected for last year's rent (this due from the RHAAA), and £930 for this year. Latter sum represents rent payment due from the new committee – this cannot be banked until formalities have been completed regarding set up of the association and completion of bank arrangements.

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The Chairman allowed representatives of the allotment holders to address the meeting and the following points were raised:-

- There are several vacant plots.
- Rent is currently £50 per plot (pro rata for half plot) and this is to be increased to £60 to cover rent, and build a contingency reserve for water costs, insurance and fence repairs to make it vermin proof.
- Based on an estimated 80% take up rate of plots the emergent association would find it difficult to cover costs even with the increased plot rental; annual rent of the site is £1000.
- The group are keen to establish an independent and strong Association to work with the Council.

It was RESOLVED that £100 be given as a grant to the Association for fence work once it is fully constituted, this should be within the next month. Once formal agreement is completed between the Association and the Council the latter will subsidise rent by £20 per allotment let for a period of one year and then review, pro rata for half plots. CLERK to note and liaise with the Association regarding wording of the agreement to be signed.

Cllr. Wickenden expressed the opinion that the Council should actively seeking to purchase additional land in the Parish.

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

i. Risk assessment format for events run on Council land.

This is to be carried forward to the next meeting of this committee.

ii. Comments and recommendations arising from annual inspection of trees on Parish Council land.

- Clerk, Cllr. Thomas and Cllr. Wickenden undertook this on 4th March and a copy has been circulated so that adoption of recommendations may be considered. Tony Moaby has been asked to quote for work identified for the winter. Consideration should be given to precept next year for an Arboriculturist to undertake the five-yearly inspection. It was RESOLVED that the recommendation of the report be accepted with the Silver Birch adjacent to the Play Area receiving a height reduction rather than the canopy reduction suggested. CLERK to note that 3 quotes should be obtained in the autumn for this work to be undertaken during winter 2013/14; also note to consider Arboricultural inspection when precepts and budgets are being reviewed.

iii. Recommendation regarding location of street lighting, and road markings to heighten awareness of the extended 30mph for the new development at Town Row.

RESOLVED CLERK to contact developer confirming that "dragon's teeth" style road markings is used as proposed to improve awareness of 30mph limit. Cllr. Wickenden and Thomas are to visit site to view location suggested for street light.

iv. Information and decision regarding waste collection arrangements from Council waste bins in view of recent cost increases advised by Kier.

No updates received from WDC or Kier regarding pricing. Situation remains as follows:-

- Parish Council currently have 2 x 240L (usual domestic size) bins, one collected weekly, and one fortnightly.
- 2012/13 WDC charge - £249
- Proposed 2013/14 Kier charge - £655
- Kier charge as amended £383 - this reflects the cemetery bin reducing to monthly collection and their reclassification of Rotherfield as a "standard" location rather than "remote".
- SITA quote based on them providing 2 x 360L bins (the smallest they offer) at a nominal monthly charge and fortnightly collection frequency due to larger bin size - £397
- Waste 365 - 2 x 360L based on fortnightly collections - £325.

It is believed the Pre-school intend using Waste 365 for their collections and the Hall possibly SITA. The Hall bin (an 1100L one collected weekly) was initially quoted at £1243 by Kier, subsequently reduced to £782 - SITA have quoted £573. Kier have extended collections with this week being their last scheduled collection. Agenda item has been included for the forthcoming Finance Committee meeting to discuss this issue further as additional information may be available.

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v. Review litter picking schedule for parish street sweeper.

Details circulated prior to meeting. Concerns expressed during interview that some of the proposed area may be too ambitious. Proposed bin at Mark Cross bus shelter, also those at the new shelters proposed at Town Row, need to be added to list. Candidate has been interviewed and offered the post; Clerk is investigating how to obtain a CRB check also the candidates wish to be paid on a self-employed basis as he runs his own business.

RESOLVED Chair and Vice Chair of this Committee to rewrite the duties for the cleaner within the next fortnight, CLERK to update on progress with CRB check and payment arrangements.

8. RECREATION GROUND.

i. Issues and actions arising from monthly safety inspections and annual safety inspection of Play Area.

Wicksteed inspection has been undertaken recently and details circulated. In addition to the regular comment regarding the roundabout which is being attended to some other minor items were identified as requiring parts costing £31.04 replacing, plus £160 for fitting ; in practice the latter may be possible "in house". No other items noted for attention in play area as at last inspection on March 25th, or during inspection of Recreation Ground on March 25th. RESOLVED CLERK to order parts required from Wicksteed, Cllr. Pike will install them.

ii. Suggestions for additional play area equipment and decision regarding funds to allocate for project.

Scans of comments from School have been circulated. £3K is shown in reserves allocated for new equipment. Once sum from PC decided match funding or above to be discussed and agreed with Rotherfield Trust and equipment providers invited to suggest options to fit our budget. Suggestions from the school indicated that climbing equipment suitable for 8 – 10 age was the most popular suggestion. RESOLVED that CLERK approach selection of suppliers and request site visit to discuss options available.

iii. Request to hold a school leavers event for Year 6 pupils at the Primary School.

18 pupils and parents, BBQ and bouncy castle are indicated for this event to take place on 24th July 17:30 – 20:00 on the Recreation Ground. RESOLVED event may proceed subject to risk assessment being provided by organisers and detail of the Public Liability insurance provided for the bouncy castle.

iv. Decision regarding style, number and location of replacement litter bins in recreation ground, Mark Cross bus shelter and proposed shelter by Rotherfield Millennium Green stop.

RESOLVED to order seven Wybone WGP/3 polythene litter bins dark green with lids. Five to be situated in the Recreation Ground, one each by the Mark Cross and new Millennium Green bus shelters. CLERK to arrange.

v. Report from Cllr. Harris regarding information from Nfu concerning unauthorised access to land adjoining Recreation Ground and quote for fence repairs to make them stock proof.

Nfu advice is that no one should be given permission to go into the fields adjoining the Recreation Ground. Cllr. Harris has drawn up a suitable sign, RESOLVED that Council Chairman is to get quote for producing five plastic signs to be produced from this design for display along the boundary hedge between the recreation ground and the farm land.

vi. Decision concerning draft letters regarding access to land adjoining recreation ground (a) from Parish Council to Rotherfield Sports club and (b) from Land Owner of adjacent fields to Parish Council.

It was RESOLVED that the letters be sent.

vii. Report from site visit with representatives of Bowls Club to discuss specification of new entrance arrangement so that quotes may be sought for the work required.

Cllrs. Thomas and Pike have visited the site with the Bowls Club secretary. RESOLVED Council Chairman is to draw up plans for work required for Clerk to obtain quotes from Coppards for the length of path required and from Tony Moaby for hedge and gate required together with other work associated.

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viii. Arrangements for removal and transport of roundabout for repair work.

It was RESOLVED that a working group meet at the Play Area at 10:00 on Sunday 21st April to remove this item for delivery by Cllr. Wickenden to the company undertaking the work.

9. ST DENYS' BURIAL GROUND

i. Issues and actions arising from safety inspections.

No items noted as requiring attention in this area as at last inspection on February 28th

10. ROTHERFIELD PARISH CEMETERY

i. Issues and actions arising from safety inspections.

No items noted for attention in the Cemetery as at last inspection on March 25th.

ii. Decision regarding quote for hedge work in lower field and preparatory work for commissioning of extension area.

With regard to item 9 ii) on last agenda Clerk has spoken with gravedigger on site who considers that some of the water issue is created by run off from Eridge Lane. Since he dug a gap in the verge adjacent to the woodland during the winter the situation has improved although not eliminated. He also mentioned band of sandstone on opposite side of Cemetery which can cause problems. Clerk suggests extension only occupies centre of lower field unless a survey is done to identify where the rock outcrop is. Any drainage efforts would be costly as waste would need tanking and taking away. Report from Clerk undertaken in September 2010 was circulated prior to meeting. RESOLVED Cllrs. Wickenden, Pike and Thomas visit the Cemetery on the 21st April to view issues and report at next meeting of this committee.

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

- WDC Planning Officer advises that no progress has been made with Ashwood Farm, there is an LDP application being considered for a container to replace the structure on the site, they are fully aware of the enforcement issues with this.
- Concerns continue at the lack of progress with the filling of pot holes in the Parish in various locations, notably 8 on the B2101 High Cross, in Station Road and North Street. CLERK to raise issue with our District and County representatives.
- Cllr. Pike reported that he will be attending a meeting of the Scout Group on April 10th to discuss refurbishment of the Scout Hut.
- The bi-annual meeting between SALC and the Sussex Chief Constable is to take place at the beginning of May. CLERK to forward item regarding concerns that insufficient interest is being taken by the Police in recovering stolen power tools and equipment from tradesman; these thefts from locked garages and out-buildings are a major issue in rural areas.

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

- Tuesday 11th June at 19:30 in the Parish Council Room, Rotherfield Village Hall.

13. PUBLIC FORUM.

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