



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

**MINUTES OF THE MEETING OF THE RECREATION AND BURIAL COMMITTEE,  
INCORPORATION PLANNING COMMITTEE BUSINESS,  
HELD ON TUESDAY 6<sup>TH</sup> MARCH 2018 AT 19:30  
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

**PRESENT**

Cllr. T. Gilbert (Chair)	Cllr. R. Harris	Cllr. J. Richardson
Cllr. Watson – Smith (Vice Chair)	Cllr. L. Henrick	Cllr. N. Wickenden
	Cllr. A. Martin	

**ABSENT**

None.

**ALSO ATTENDING**

Cllr. D. Hiles as Chair of the Planning and Building Committee in respect of item 6a) and Trevor Thorpe, Parish Clerk.

**1. TO RECEIVE THE FOLLOWING: -**

**a) Apologies for absence (LGA 1972 s85)**

Apologies were submitted and accepted for Cllrs. A. Hardy and G. Farmer. An apology was accepted by Cllr. J. Cahan prior to the meeting but not noted by the Clerk until after.

**b) Declaration of personal, prejudicial and disclosable pecuniary interests on items on the agenda, and updates to members' register of interests.**

None. Chair reminded those present that they should declare an interest at any point in the meeting should they become aware of one.

**c) To resolve that the Minutes of the meeting of this Committee held on 17<sup>th</sup> October 2017 be taken as read, confirmed as a correct record and signed by the Chair.**

Draft minutes of this meeting had been circulated in advance to the Councillors. It was resolved that they be adopted as a true record and the Committee Chair signed them.

**d) Update regarding matters arising and action items from previous meetings. Realignment of Ashes memorial slabs in the Cemetery.**

Cllr. Harris reported that weather conditions had not been suitable to deal with this and it will be carried forward for an update at a future meeting.

**e) Committee financial report and agree any actions required.**

Copies of budget report circulated in advance of the meeting. Overall figures are within budget and no actions were deemed necessary.

**RECEIVE INFORMATION AND MAKE DECISIONS ON ACTIONS AND EXPENDITURE AS REQUIRED REGARDING THE FOLLOWING AREAS OF PARISH COUNCIL LAND.**

**2. RECREATION GROUND, CAR PARK, VILLAGE HALL AND MILLENNIUM GREEN**

**a) Millennium Green. Request from the Trust to consider an additional dog bin at the New Road end of the "permissive path".**

Email from Trust circulated prior to the meeting. **RESOLVED** that the Council approve this request.

**ACTION** for **CLERK** to advise Trust and liaise with them and Wealden DC regarding site for installation.

**b) Consider request from Rotherfield School pupils for additional equipment in the play area.**

**RESOLVED** that Cllrs. Hardy, Cahan and Watson-Smith to arrange meeting with pupils to discuss their suggestions and advise Clerk if an agenda item is required to decide on actions.

**c) Wicksteed annual inspection and report. Note comments and agree further actions.**

Report circulated to Councillors prior to the meeting.

**RESOLVED** that the contents of the report be noted and that the minor repair deemed as requiring urgent attention will be dealt with the Councillors.

**d) Agree level of monthly payments to the Football Club for maintaining the pitches.**

**RESOLVED** that these will remain at the same as level as for current financial year, nine monthly payments of £325 from April to December, total £2925.

**ACTION** for **CLERK** to arrange documentation relating to agreement with the Club and setting up of bank standing order for the payments. Cost of the arrangement falls below the £3K limit beyond which obtaining further tenders should be considered.

**e) Consider request for installation of a noticeboard by the Village Hall Committee alongside the path from North Street, and for the Council to contribute toward providing a Tarmac surface to the gravel path alongside the Hall.**

**RESOLVED** that request to install noticeboard at Hall Committee's expense be

**APPROVED** subject to submission of design chosen being submitted to the Council for approval.

**RESOLVED** that request for contribution toward cost of providing tarmac surface to the path be **APPROVED**. Hall committee check and ensure that the windows on that side of the hall do not pose a risk to users of the path and, if so, take measures to prevent these windows being opened.

**ACTION** for **CLERK** to advise Hall Committee of these arrangements. Council are to instruct the contractors for the path work, and receive and pay their invoice directly to enable reclaim of the VAT element of the project. Council contribution of £725 toward this to be funded from the car park repair/resurface earmarked reserve account.

**3. OLD BURIAL GROUND AND COURT MEADOW GREEN**

**a) Repairs to the remaining Old Burial Ground memorials requiring attention.**

Last year's inspection was circulated to the Councillors prior to the meeting, this identified seven memorials requiring attention in the "action within 3 years" category.

**RESOLVED** to accept the quote from Burslem of £1154.34 plus VAT for this work, **CLERK** to advise them. Cllr. Martin declared a personal interest in this item and did not vote as he is a friend of the managing director of the company.

**b) Consider programme of enhancements to the Old Burial Ground for 2018 and the possibility of grant funding to support the work required.**

Cllrs. have met with a landscape gardener and a quote is awaited in respect of the work proposed. Cllrs. have also met with a representative of the Sussex Lund Fund who has encouraged the Council to apply for funding for the groundwork required and for cost to repair/install benches and a soil bin.

**RESOLVED** that Cllrs. Gilbert, Harris and Henrick will deal with the grant application formalities and that Cllr. Gilbert will contact owners of benches identified as requiring repair/replacement. The official "Sussex Lund" website refers those who wish to apply

for a grant to the High Weald AONB website; this states that the deadline date for current round of applications is April 15<sup>th</sup>.

**4. PARISH CEMETERY**

- a) **Arrange review of burial fees, other charges, and information and conditions applicable to the Cemetery and Old Burial Ground.**

**RESOLVED** that the scale of fees is to remain unchanged for the 12 months from 1<sup>st</sup> April 2018 and that the wording in item vii of the "information and conditions for cemetery users and visitors" section be amended to include reference to artificial flowers.

**ACTION for CLERK.** Amend, publish and circulate this information to local funeral directors and update Cemetery noticeboard.

**5. GRASSCUTTING**

- a) **Review cut frequency and areas to be cut for the forthcoming "season", including footpaths and roadside land.**

**ACTION for CLERK** to liaise with our contractor and arrange a Saturday morning site meeting at the Old Burial Ground. This will to discuss arrangements and amendments for this season's mowing, hedge cutting and weedkilling for Parish Council land, also areas of highways land with which he deals. Clerk to also research and confirm charging arrangements which it is believed were "fixed" for three years, with this year being the final one to which it applied.

**6. TO CONSIDER AND MAKE RECOMMENDATIONS ON THE FOLLOWING APPLICATIONS AND OTHER PLANNING MATTERS.**

As Cllr. Hiles was present for this item it was agreed to deal with it as the first item of business.

- a) **WD/2018/0093/F** Ketches Farm, Burnt Oak Road, Crowborough, TN6 3SD  
Demolition of redundant equestrian buildings and erection of 3 no. dwellings.

**RESOLVED** that the Parish Council recommend to Wealden District Council that this application be **APPROVED**.

**REASON.** It will provide new small housing units for the area.

**CLERK** to advise Wealden of the decision.

- b) Receive decision notices and other planning correspondence.

- i. **WD/2017/2541/MAJ** Leagues, Burnt Oak Road, Burnt Oak, Crowborough, TN6 3SD

Retrospective application for American barn and manege for personal use together with a revised combined single site access.

- ii. **WD/2017/2865/F** Leech Pit Cottage, Eridge Road, Eridge Green, TN3 9LL  
Extension to existing house.

Both applications had been recommended for approval by the Council's Planning and Building Committee, and both were approved by Wealden District Council.

- iii. **APP/C1435/W/17/3189772** Appeal notice, Briar House Farm, Dewlands Hill, Rotherfield, TN6 3RU. For information only.

**7. RECEIVE DATE OF NEXT MEETING OF THIS COMMITTEE**

22<sup>nd</sup> May 2018 at 19:30 in the Parish Council Room, Rotherfield Village Hall.

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

- Water issues in the Parish. These were discussed, and key comments were as follows: -

- Central contact numbers for District and County Councils in respect of emergencies such as this should be researched and circulated for future reference.
  - The Community had responded admirably to ensure that its vulnerable members were taken care of during the incident. **CLERK** to write letter of thanks to Rotherfield St Martin for their work during both this incident and the snow disruption that preceded it; also to the Catts' Inn thanking them for acting as a local collection point for water supplies.
  - Portable toilets. It was considered that providing these in meaningful quantity at short notice would present issues. Clerk commented that this had not been raised as a major concern on social media during the incident.
  - Clerk commented that, with hindsight, it would have helped the situation if the Council had made early contact with the water company to discuss locations for water "drop off", and access arrangements. The first water delivery had been delayed as the lorry involved had attempted to access the village via Town Row and was too high to pass through the old railway bridge.
  - Clerk considered that the Council's Twitter and Facebook pages had been very useful in disseminating information to the Community.
- Cllrs. Martin and Watson Smith are to obtain suitable hedging plants for the Old Burial Ground. Expenditure to be authorised under Financial Regulation 4.1.
  - Concerns expressed at leaf, soil and other detritus on the pavement beneath the wall in Station Road from the School steps down to the Chant Lane path. **CLERK** to investigate and ask street sweeper to deal.
  - Concerns expressed at hedge and tree cuttings and other debris in St Denys' Churchyard dumped in large quantities adjacent to the Court Meadow Green boundary fence. **CLERK** to investigate and draft letter to the Church requesting action to remove and tidy the area, which provides a backdrop to the site for the proposed War Memorial.
  - Company engaged by the owner of the land adjacent to the Surgery appears to have exceeded their remit and "ticketed" cars in the Surgery car park as well. "Fine" notices have been issued together with letters containing conflicting information regarding if these have been withdrawn. Cllr. Wickenden advised the meeting that he was arranging for the boundary of the area which the parking company should be monitoring to be clarified, marked and advised to them.
  - Clerk reported total donations to the War Memorial appeal stood at £10774 from 143 donors. An item will feature on the March Council meeting agenda to agree the "next stage" for the project. The Council had covered initial costs for the project, these included the planning application, planning consultant costs and "artist's impression" illustration of the memorial. Total expenditure for the 2016-17 and 2017-18 financial years stood at £1097.50 and the understanding had been that these costs would be repaid to the Council by the Project. It was suggested that the Council may wish to agree that this expenditure be treated in whole or part as a grant to the Project; **CLERK** to add to the agenda of the March monthly meeting for the Council's consideration.
  - Cllr. Gilbert advised that, at the recent Sports Club meeting, it was requested that the Council consider providing financial support toward the annual spring pitch maintenance work, total cost £7K. **CLERK** to add item to agenda of the March Council meeting to consider this request.

Chair declared the formal business of the meeting closed at 21:00.

## 9. PUBLIC FORUM

None.

**Adopted and signed by the Committee Chair as a true record at the  
14<sup>th</sup> August 2018 meeting of this Committee**

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

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