

❧ ROTHERFIELD PARISH COUNCIL ❧

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

MINUTES OF A MEETING OF THE RECREATION AND BURIAL GROUNDS COMMITTEE HELD ON 21ST FEBRUARY 2012 AT 19:30 IN ROTHERFIELD VILLAGE HALL

COUNCILLORS ATTENDING

Cllr C. Prince (Chair)
Cllr. Miss N. Bolton

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

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

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

Apologies were received and accepted on behalf of Cllr. L. Pike and Cllr. D. Thomas (Vice Chair of Committee).

2. TO RECEIVE DECLARATIONS OF INTEREST.

None.

3. TO APPROVE MINUTES OF MEETING HELD ON 6TH DECEMBER 2011 AS A TRUE RECORD AND TO CONSIDER MATTERS ARISING FROM THESE MINUTES.

It was RESOLVED that these minutes be adopted and the Chairman signed them. There were no matters arising.

TO CONSIDER THE FOLLOWING ITEMS.

4. ALLOTMENT ISSUES

- i. **Information and further action re: ownership of the site and drafting of new agreements between Parish Council and property owner, and Parish Council and Rotherfield Horticultural and Allotment Society.**

Clerk is still trying to arrange a three way meeting to receive details of the changes proposed by the new owners of the site.

5. GENERAL RECREATION AND BURIAL ISSUES

- i. **Policy on safety inspections of trees on Council property.**

“Common Sense Risk Management of Trees” publication has been obtained from the National Tree Safety Group and circulated. Clerk is obtaining examples of tree safety policy from other Councils so that a draft policy and inspection system may be considered and will follow the suggestion to enquire of the Millennium Green what policy they have in place. RESOLVED CLERK to add to agenda of next Committee meeting so that policy may be considered for adoption. Cllr. Wickenden advised that ESCC had taken advantage of the closure of Catts’ Hill for drainage survey to undertake some roadside tree clearance that would not have been possible with the road open. CLERK to arrange message of thanks to ESCC Officers responsible and contractor and add an item to agenda of forthcoming Highways Committee meeting to discuss issues with the closure.

6. RECREATION GROUND.

- i. **Issues and actions arising from safety inspections and report from Wicksteed from their annual safety inspection of the Play Area.**

Most recent inspection checklist held for the Recreation Ground is February 2011 when no issues were noted.

Wicksteed annual safety inspection report has been received, this identifies the following issues

- a. Minor damage to one swing seat.
- b. The handhold ball end fixings require tightening on the “double arch” swing.
- c. Once again, ground clearance issue identified on roundabout, this should be within 60mm to 110mm, current clearance is 100mm to 150mm and could create an entrapment hazard. Manufacturer believed to no longer exist.
- d. Molehill removal recommended.

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- e. Provision of a sign containing location, owner and contact details.
RESOLVED CLERK to enquire of Wicksteed whether rubber skirting is an option for the roundabout and report at next meeting, request mole catcher to deal with problems in the playground and also revisit the Cemetery as more mole activity has taken place there.
- ii. **Information regarding clearance of ice and snow from the Hall car park and possible liability implications.**
Briefing note from SLCC circulated. Car Park is Council property and it mainly benefits the Hall and Pre School who have suggested a grit bin be provided. It is considered that, any arrangements should involve input from these organisations and possibly contributions from them. Options are:-
a. Contract for snow/ice clearance if required.
b. Clearance by organised voluntary effort with pedestrian access the first priority.
c. Closure of car park to vehicles in view of lack of PC resource to provide clearance.
RESOLVED CLERK to contact local farmer who deals with snow issues in the car park of some local businesses to establish costs of clearing ice and snow from Hall car park and report at next meeting.
- iii. **Progress and further action regarding proposal for Tennis Courts in the recreation ground.**
CLERK to contact the group for an update.
- iv. **Progress and further action regarding proposal for replacement clubhouse for the Bowls Club.**
The pavillion committee have met with several sources of possible grants but in view of the present economic climate are not optimistic. The Club are holding a meeting of all the members on the 5th March at the Village Hall to see what they want to do to meet future pavillion needs. RESOLVED CLERK to write to Club advising that Council has earmarked £5K to support project subject to funding being in place for the remaining cost.
- v. **Response from Scout Group to issues raised regarding Scout Hut.**
No update received in response to request for update regarding condition of the Clubhouse and proposals for a replacement, also to provide a copy of the public liability cover for the group. CLERK to chase.
- vi. **Submission of combined tender invitation for resurfacing driveway by Pre-School, extension of footpath from the Pavillion to the Car Park and extending the parking area at Mark Cross opposite the Church.**
It was suggested that a tender invitation for all of the above projects be sent to contractors to see if this could lead to a reduction in costs. ESCC Rights of Way team is investigating surfacing work of the New Road – Kings Arms FP31a and their report is awaited. The Pre School are considering a contribution toward the driveway works. AGREED CLERK to invite tender for the following projects:-
a. Resurfacing driveway by Pre School.
b. Extending footpath in Recreation Ground from the Pavillion to the car park to complete the circuit.
c. Extend parking area at Mark Cross opposite Church.
d. Surfacing of FP31a with 100mm road planings rolled to width of path between New Road and gates by Millennium Green.
- vii. **Programme of works for 2012/13 financial year.**
RESOLVED CLERK to obtain quotes for consideration at next meeting for the following works:-
a. Wood treatment of the five free standing and three wall mounted footpath map boards, last treated in February 2009.
b. Wood treatment of the benches in recreation ground last treated in July 2010.
c. Tidying of top batter between upper and lower pitches.

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A quote is already held for reduction of the hedge northern border of Rec by Bowls Club.

Cllr. Wickenden is to arrange site visit to discuss height reduction and setting back with the owners of the hedge running on southern boundary from Pre School to Hall.

viii. Quote for replacement lids for the recreation ground litterbins.

Replacement lids are available at £152 each with three required. In view of cost RESOLVED CLERK to note to add to budget/precept for next year to consider replacement bins.

7. ST DENYS' BURIAL GROUND

i. Issues and actions arising from safety inspection.

Inspection checklist from January 2012 noted that saplings near entrance needed to be cut before they leaf and that there was an unexplained excavated area in the Burial Ground near seat. RESOLVED CLERK to get quote for trimming sycamore on entrance to Burial Ground and investigate the excavation.

ii. Programme of works for 2012/13 financial year.

It is understood that a Parish family are refurbishing a seat to replace the existing one. No other works were identified.

8. ROTHERFIELD PARISH CEMETERY

i. Issues and actions arising from safety inspections.

Most recent inspection checklist held is for February 2012 and notes that molehills are still an issue. Cllrs. Pike and Wickenden have offered to spray paths.

ii. Programme of works for 2012/13 financial year.

RESOLVED CLERK to ask new contractors to price for a tidy up of the Burial Ground, in particular leaf and other debris accumulated by the fences, also for wood treatment of seats.

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

- Pothole in Station Road by Orchard Cottages has been reported to ESCC.
- Preschool advise that they are close to resolving the lease issues between themselves and ESCC.

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

Tuesday May 15th at 19:30 in the Parish Council Room, Rotherfield Village Hall.

The Chairman declared the formal business of the meeting closed at 20:30.

11. PUBLIC FORUM

None.

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