

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 6TH DECEMBER 2011 AT 19:30 IN ROTHERFIELD VILLAGE HALL

COUNCILLORS ATTENDING

Cllr C. Prince (Chair)	Cllr. M. Hall	Cllr. L. Pike
Cllr. D. Thomas (Vice Chair)	Cllr. Mrs P. Halse Adamson	Cllr. N. Wickenden
Cllr. Miss N. Bolton	Cllr. R. Harris	

ALSO ATTENDING. The Parish Clerk, Trevor Thorpe and 1 member of the public.

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

An apology was received and accepted on behalf of Cllr. Mrs. A. Watson.

2. TO RECEIVE DECLARATIONS OF INTEREST.

The Committee Chairman declared a personal interest in item 7 v) as he is an employee of the company who submitted the quote for this work.

3. REVIEW AND CONFIRMATION OF MEMBERS OF THIS COMMITTEE AND APPOINTMENT OF CLLR. A. WATSON AS A MEMBER.

It was RESOLVED that Cllr. Mrs A. Watson and Cllr. M. Hall be appointed as members of this Committee.

4. TO APPROVE MINUTES OF MEETING HELD ON 27TH SEPTEMBER 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.

5. ALLOTMENT ISSUES

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

A letter has been received and circulated to the Councillors from the new owners of the site outlining their support for the allotments and plans for improvements to the hedges and paths surrounding them. It was reported that the new owners had already done much work to the hedges and fences surrounding the allotment and the site in general. New owners propose an increase in rent in return for them keeping the area surrounding neat and tidy and providing storage for the mower. It was RESOLVED that a three way meeting be held with the new landlords, representatives of the Rotherfield Horticultural and Allotment Association (RHAA) and the Parish Council to discuss a new agreement and level of rents. Meeting also to confirm that the RHAA have assumed responsibility for the cost of the water supply and consider if, in future, the formal agreement may be directly between the Landlord and the RHAA. CLERK to contact and arrange.

6. GENERAL RECREATION AND BURIAL ISSUES

i. Acceptance of new tender for grass cutting.

Six invitations to tender were issued and four were received within the deadline advised.

After consideration of the tenders, it was RESOLVED to accept the one from Barcombe Landscapes, CLERK to contact them to make necessary arrangements and obtain insurance and risk assessment information and also advise the unsuccessful candidates.

ii. Approval of budget and precept requirements for 2012/13.

Draft figures were circulated and discussed and it was RESOLVED to defer the final decision on figures should any subsequent agenda items impact on them. At the end of

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the meeting, it was RESOLVED to accept the following budget for consideration by the Financial and General Purpose Committee when the Precept is set for 2012/13.

Recreation Ground	2012/13 Budget
Grounds Maintenance Contract for playing surfaces - Sports Club	2400
General Repairs & Maintenance	3000
Grounds Maintenance Contract - Recreation Ground	2250
Grounds Maintenance Contract – Amenity Land Court Meadow	850
Allotments	1000
Car Park Repairs	500
Play Area	500
Dog Bins - Millennium Green	500
TOTAL	11000
Less School Contribution for Recreation Ground	500
Less Allotment Rent Income	1000
Less Other credits (Millennium Green dog bin contribution)	120
NET EXPENDITURE	9380
Burial Grounds	
General Maintenance	1000
Grounds Maintenance Contract	4200
Repairs & Renewals	500
Tree and Hedge Work	1000
Water Supply	50
Rates	125
Other improvement works	250
TOTAL	7125
Less Burial Fee Income	2500
NET EXPENDITURE	4625
RECREATION AND BURIAL GRAND TOTAL	14005

7. RECREATION GROUND.

i. Issues and actions arising from safety inspections.

Checklists are outstanding for September, October and November. CLERK to contact Tony Moaby for progress report regarding bench repair work and replacement of damaged posts by the car park. Concerns expressed at speed of vehicles entering the car park, CLERK to contact Sports Club regarding this.

ii. Condition of Scout Hut and terms of License.

Copy of license from October 1997 for the Scout Hut was circulated. RESOLVED CLERK to contact the Scout Group regarding their obligations to maintain the hut under

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1.4 of the Licence Conditions, enquire as to plans for a replacement and remind them that a copy is required of their Public Liability insurance.

iii. Information regarding building costs of new Bowls Clubhouse and request for grant support.

Letter has been received from the Club giving breakdown of costs, copy circulated. Club have been requested for updates regarding progress with seeking other external funding. The Council wish to support the project and it was RESOLVED to consider the level of support affordable, with an indicative figure of £5K, at the meeting of the Finance and General Purposes Committee. CLERK to investigate other likely sources of grant funding and advise the Club.

iv. Adoption of policy and conditions for use of Recreation Ground.

Draft policy circulated for comment. It was RESOLVED that the Policy be adopted subject to the wording changes agreed and also that booking requests from commercial organisations would not be accepted. CLERK to publish final policy on the website and send copy to school in connection with proposed summer camp out.

v. Surface improvements for driveway to Pre School.

Coppards have quoted £3080 for this work. RESOLVED CLERK to contact Pre School regarding their original informal offer to contribute to this work on a 50/50 basis.

vi. Information and further action regarding Chestnut tree by driveway to Pre School.

Contractor has recommended inspection as it is believed that this tree is affected by honey fungus. RESOLVED Cllr. Wickenden to arrange a site visit with WDC Arboriculturalist to discuss the tree, CLERK to contact contractor regarding his recommendation for reduction.

vii. Progress report and further action regarding feasibility study into creating tennis courts in the Recreation Ground.

No update received, CLERK to ask Cllr. Dennison for an update.

Cllr. Harris left the meeting at this point due to a prior engagement.

viii. Information and further action regarding items stored in the "Community Storage Area" beneath the Pre School building.

Clerk is still dealing with the drawing up of a Policy and Guidelines for use of this area by village groups and will add to the agenda of the next meeting of this Committee.

8. ST DENYS' BURIAL GROUND

i. Issues and actions arising from safety inspections.

None identified. CLERK to review any memorials that appear to need attention and report.

9. ROTHERFIELD PARISH CEMETERY

i. Issues and actions arising from safety inspections.

Most recent held is for August. It was noted that the paths require moss killing in the Spring.

ii. Report on Mole activity and remedial action.

Mole catcher advises that he has caught 4 moles in the Cemetery and a further 2 in the field below. He recommends that the molehills are flattened and that, if possible, the cemetery gets a visit from a roller to deal with them thoroughly. Particularly in the lower field this should also deal with the runs below. There is now quite a network of runs in the Cemetery that will make it easy for the moles from the adjoining woods to visit. He recommends an annual visit, which over a couple of years should reduce the problem. Invoice is on the way and will be in the region of £90. CLERK will make a note to review activity in the Spring to see if a further visit is required.

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iii. Progress with excavating chamber for drain off point to tap.

This has now been dealt with and Clerk has left message with the plumber to advise that the work may now take place. Water supply has been turned off at the meter and a reading taken, Clerk has written to landowner inviting an invoice for the water used and thanking him for his help in providing the supply.

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

- Highways steward has been in regular contact with Clerk regarding the following Parish maintenance issues.
 - Leaves cleared from drains approaching Castle Hill Triangle, is to inspect again today as water is still running down the hill.
 - Has chased up issue of missing cover (an ESCC one) by the Pharmacy, hopes that replacement will be in place within a week.
 - Potholes near to Grub Reed are to be patched.
 - Rotated sign approaching Palesgate Lane is to be rectified
- CLERK is to investigate the "Jubilee Oak" scheme as possible source of a replacement for the oak removed from the corner of Hornshurst Road.

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

Tuesday February 21st 2012 at 19:30 in the Parish Council Room, Rotherfield Village Hall.

The Chairman declared the formal business of the meeting closed at 21:05.

12. PUBLIC FORUM

None.

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