

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 19TH AUGUST 2014 IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL.

PRESENT

Cllr. L. Pike (Chairman)	Cllr. T. Gilbert	Cllr. J. Kitchenham
Cllr. R. Harris (Vice Chairman)	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 Cllr. P. Dixon.

2. TO RECEIVE DECLARATIONS OF PECUNIARY AND OTHER INTERESTS.

Cllr. Hiles declared a personal interest in respect of item 7v as he is a member of the Group.

3. TO APPROVE MINUTES OF MEETING HELD ON 17TH JUNE 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.

Numbers relate to the 17th June agenda.

9 ii and iii, Coppards have provided quotes for these. It is considered that the expansion of the Cemetery requires a review as there has been little burial activity since the start of the year; also that in view of the costs quoted for resurfacing/extending paths in the Cemetery that this work should be put out to tender as it will need to feature in Budget and Precept calculations for the next financial year should it be agreed that the work is to proceed. CLERK to add item to agenda of August Council meeting to discuss and agree way ahead.

9 iv Cover for bin at Cemetery is to be ordered.

Other items have been dealt with or are ongoing.

5. ALLOTMENT ISSUES

Cllr. Harris has liaised with the holders and reported that there were no issues or concerns from them.

6. GENERAL RECREATION AND BURIAL ISSUES

i. Mid-season review of grass cutting in Parish.

CLERK to add the following items to the review of the list to be undertaken at the 14th October meeting of this Committee.

- Recommend that the cut frequency is increased for the hedge fronting the Village Hall as it overgrows the entrance – current cut schedule is first week in June, last in July and end September, £30 per cut.
- Recommend that path between Station Road and Chant Lane is included in cut schedule, 3 times per season suggested. CLERK to arrange with contractors for another cut of this path which is again becoming overgrown.

Clerk reported that ESCC have responded to our enquiry regarding taking over responsibility for various areas of the Parish. They advise that they will only transfer grass cutting responsibility in its entirety to a Parish, not on a piecemeal basis.

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7. RECREATION GROUND AND CAR PARK.

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

- Rec. inspected 24th July – no issues arising of safety concern. Manhole cover recently went “missing” from the rear area of the car park, reported by Sports Club and replacement found.
- Play area inspected inspection July 24th – no issues arising of safety concern. Wicksteed will be replacing swing seats and net from climbing frame during WC 25th.

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

Clerk to chase and report – has not been able to speak directly with Solicitor handling the matter to see if any progress had been made with the actions requested by the Council arising from the last monthly meeting.

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

iv. Skateboarding facilities – suggestions received from potential users and information from Clerk regarding demographic of potential users.

These items were considered jointly. Clerk recommended that a “working group” be formed with representative(s) of Sports Club and other potential users of this area to investigate potential future facilities. ESCC have provided age demographic of Parish postcodes within reach of the Rec, the total within the 10 – 19 age band are 56m and 61f. RESOLVED to form a working group, Cllrs. Thomas, Pike and Harris have offered to be Council representatives. CLERK to contact School, Pre School, Scouts and Sports Club inviting their input and participation in the group, article to be put in next edition of the Magazine. It was considered that any facility should offer broad appeal to all groups. Clerk reminded meeting that there may be funds available from the reserve earmarked in respect of Vat reclaimed in respect of the drainage works to the pitches.

v. Scout Hut – update on proposals for refurbishment and possible request for funding.

Letter received from Scouts outlining proposals, funding and changes requested to terms of use, this was circulated prior to the meeting. RESOLVED CLERK to contact Group confirming support in principle for refurbishment work and requesting further meeting to discuss terms of proposed new agreement. It is considered new agreement must make it clear that the Hut is the property of the Council; this will be important to enable reclaim of Vat for any refurbishment work.

vi. Review of safety inspection processes in the Play Area

Recent Clerk Magazine article recommends that it is good practice for a quarterly “operational inspection” be carried out by an “appropriately trained member of staff”, this in addition to the regular weekly “visual inspection” and the externally conducted Annual Main inspection that the Council already undertake and document. Clerk has established that Crowborough TC have a trained member of staff who undertakes weekly inspections of their play areas. RESOLVED CLERK to contact Crowborough TC to establish if they would be willing for their trained staff to undertake a quarterly inspection of the Rotherfield play equipment to fulfil the suggested “operational inspection” and the cost for this work.

vii. Actions arising from recent site visit to discuss relocation of Bowls Club entrance.

To be carried forward, it has not been possible to arrange this meeting.

viii. Outcome of site meeting to discuss issues with new Play Canopy.

Contractors for Sutcliffe have smoothed off the various rough edges and treated the areas concerned. RESOLVED that cheque may be released to them and cheque for final balance be added to list for issue at the August meeting. Receipts to be requested so that grant funding may be claimed from Rotherfield Trust.

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ix. Update regarding gift of seat to be sited near the clubhouse.

Have now got agreement from family involved that they wish to install a seat of the same make and style of that near the play area in “man-made timber”. To be installed in corner near clubhouse. RESOLVED CLERK to progress order and installation as per family’s wishes, Cllr. Wickenden has kindly offered to be the nominated delivery address for the seat prior to installation.

x. Request for a hog roast to held as part of a wedding reception in July 2015.

Details forwarded to Councillors prior to meeting. RESOLVED that CLERK obtain following information so that request may be given full consideration at October meeting:-

- How many guests anticipated and will they collecting their food from the car park or will it be served to them?
- What equipment is to be used – “trailer” style that fully encloses the “roast” is preferred as this should eliminate risk to car park surface.
- Have Cricket Club been contacted to see if this will impact if there is a game planned for that day?

xi. Quotes for replacement signs in the Recreation Ground.

Various amendments to working were agreed CLERK to proceed with order as per quote and liaise with Tony Moaby regarding installation.

8. ST DENYS’ BURIAL GROUND

i. Issues and actions arising from monthly safety inspections.

Last inspection July 24th – no issues noted.

ii. Receive report from Wealden DC arising from recent site visit to St Denys’ Churchyard to investigate various tree issues.

Information circulated to the Councillors.

9. ROTHERFIELD PARISH CEMETERY

i. Issues and actions arising from monthly safety inspections.

Last inspection July 24th – no issues noted. Mole catcher visited at the beginning of August and Clerk is to establish the result of his visit and report.

10. TO CONSIDER URGENT ITEMS ON BEHALF OF OTHER COMMITTEES

None.

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

14th October 2014, 19:30 in Rotherfield Memorial Institute.

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

- Clerk reported that Parish Guide is nearly ready to publish, final contribution received from the local Royal British Legion branch for inclusion subject to space. Distribution will be via Royal Mail in the autumn.
- Cllr. Kitchenham has had a lengthy complaint from a Parishioner regarding aircraft noise and lack of action perceived from Parish Council.
- Cllr. Gilbert reported that the holly tree in the car park appeared to be dead; also that debris had washed on to the pavement from the “School Steps” in Station Road and constituted a potential trip hazard. CLERK to investigate and if necessary instruct Tony Moaby to deal with this and foliage obstructing path between Oast and Packhams, work is within Clerk’s “urgent work” limit.
- Cllr. Wickenden had received a complaint regarding a vehicle parked by the Hall being hit by a cricket ball. Clerk advises that any such claims should be directed to the Cricket/Sports Club.
- Cllr. Wickenden reported that bonfire debris including nails had been deposited on the unmade section of New Road.
- Vehicles have been parking on brick pavement near Church. Clerk to investigate/advise Pcs if they are constituting an obstruction.

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- Chant Lane – This has been recently surveyed by South East Water for installation of Water meters. Clerk has spoken to SEW about likely installation date and has been advised that it is likely to be “sometime this winter”. CLERK to add item to agenda of August meeting so that consideration may be given to deferring this work until after the meters have been installed.

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

13. PUBLIC FORUM.

None.

Confirmed as a true record at the 14th October 2014 meeting of this Committee.

_____ Chairman _____ Date