

# 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 27<sup>TH</sup> NOVEMBER 2012 IN ROTHERFIELD VILLAGE HALL

### COUNCILLORS ATTENDING

Cllr. D. Thomas (Chairman)      Cllr. Mrs P. Halse Adamson      Cllr. L. Pike  
Cllr. C. Prince (Vice Chairman)      Cllr. R. Harris      Cllr. A. Watson  
Cllr. M. Hall      Cllr. N. Wickenden

**ALSO ATTENDING.** The Parish Clerk, Trevor Thorpe. Two members of the public were present.

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

An apology was received and accepted on behalf of Cllr. Miss N. Bolton.

**2. TO APPOINT CLLR. HALL TO THE COMMITTEE.**

It was RESOLVED that Cllr. Hall be appointed to this Committee.

**3. TO RECEIVE DECLARATIONS OF PECUNIARY OR SIGNIFICANT OTHER INTERESTS.**

Cllr. Pike declared an interest in respect of items 7 v and vi as he occasionally assists the contractor concerned. The Committee Chairman reminded the Councillors present that, if they became aware of an interest in an item being discussed during the meeting, they should declare it.

**4. TO APPROVE MINUTES OF MEETING HELD ON 25<sup>TH</sup> SEPTEMBER 2012 AS A TRUE RECORD AND TO CONSIDER MATTERS ARISING FROM THESE MINUTES.**

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

**5. ALLOTMENT ISSUES**

**i. Update regarding future management of the Allotments. Decision required regarding further action.**

RHAA have been contacted for a response to the Council's letter of October 8<sup>th</sup> requesting that their wish to hand over administrative responsibility for the allotment is reconsidered. No response has so far been received. The meeting considered that, as per their name, the Association should take responsibility for the day to day management of the Allotments and that the Parish Council had discharged their obligations by finding the land for the facility and paying the rent to the landlord pending collection from the plot holders. CLERK is to investigate records relating to the set-up of the allotments to establish arrangements agreed then and then contact the Association again.

**6. GENERAL RECREATION AND BURIAL ISSUES**

**i. Consider tenders for grass cutting contract for 2013 season and information regarding pricing proposed by existing contractor. Decision on grass and hedge cutting arrangements for 2013.**

Four invitations to tender requests issued, three received. After considering the quotes received it was RESOLVED to accept the tender from Tollwood Garden Services. CLERK to advise them and arrange agreement paperwork, also advise unsuccessful applicants. Progress with final outstanding work from current contractors is to be monitored and notice given to them once complete and their invoice received.

**ii. Information regarding requirements for Public Liability and Risk Assessments for events organised by 3rd parties on Council land and adoption of updated Council policy for these events.**

Draft policy and associated documents circulated prior to meeting. Council Chairman is to provide a specimen of suggested format for a risk assessment form, CLERK carry forward to agenda of next meeting of this Committee.

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### iii. **Progress report – Tennis Courts.**

Cllr. Hall reported that the group promoting this hope to make progress with providing a business case for the project and will hold a meeting in the New Year.

### iv. **Issues raised by Village Hall: Tree overhanging Hall from adjacent property, clearance of leaves in the car park and also litter.**

RESOLVED CLERK to obtain quote from Tony Moaby to cut back overhanging tree, it is understood that the owner of the tree is not prepared to deal with the matter. Once received Hall to be approached for contribution toward the work. Cllr. Prince has indicated that he will tidy the leaves, CLERK to advise Hall that it is hoped that they could also share responsibility for the clearing involved so that cost of work would not fall on the Parish. CLERK is to request Hall to send agenda of their meetings to Cllr. Kitchenham who is now the Council's representative on the committee.

## 7. RECREATION GROUND.

### i. **Issues and actions arising from safety inspections and any other issues in the Recreation Ground noted as requiring action.**

Latest H&S inspection identifies that ground clearance of the roundabout exceeds recommended figure of 110mm. Issue raised raised by a parishioner regarding the slide and height of sides possible constituting a hazard. The item is inspected annually by the manufacturers who have noted no issues with it and it was considered that no action is required. Moles are once again active here and in the Cemetery, RESOLVED CLERK to contact mole catcher and request a visit to both sites.

### ii. **Decision regarding request from World In Need charity based in Crowborough to place a textile collection bin in the Village Hall car park.**

A representative of the Charity was present and this item was dealt with as the first item on the agenda. Standing orders were temporarily suspended to allow them to address the meeting; details of the charity and how the bin could raise funds for them were given. It was considered that the best site for a bin would be at the recycling site in the Station Road car park, RESOLVED CLERK to contact WDC requesting that permission be granted for a bin to be placed there and report at next meeting.

### iii. **Progress with repairs to the roundabout.**

RESOLVED Council Chairman to pass contact details to CLERK of company who can provide suitable addition to this item so that quote and full details can be obtained.

### iv. **Information and decision regarding further action regarding provision of an additional item of play equipment in the play area.**

Pre School and the two Parish primary schools have been contacted with the request that they seek input for suggestions for this. £3K already earmarked in reserves, Rotherfield Trust are next meeting on January 7<sup>th</sup> to consider grant requests should we wish to approach them. Sandpit has been suggested, Clerk has sought advice from Crowborough Town Council who inform that good drainage is essential, also regular inspections and replenishment of sand.

RESOLVED CLERK to approach Rotherfield Trust seeking indication of level of support available from them for new play equipment and possibly a picnic bench; Also approach Bowls Club indicating that the Council wish to progress with relocation entrance to Green to the corner nearest the path as this will allow for more space in the play area. Council are willing to contribute toward cost of path extension to new entrance.

### v. **Consider repair to gate to from upper pitch and addition of steps to bank adjacent, or stopping up of gateway.**

Quote awaited for this. Tony Moaby has mended the fence bordering the bank at the end of the top pitch and also attending to the gates, has also replaced some broken/rotten posts bordering the car park; these minor works have been done under Clerk's expenditure limit. Clerk suggest that the posts bordering the car park are numbered (every 10) in the spring to ease identifying problems. With regard to the gates in the fence it was RESOLVED that cost of constructing

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steps and possible handrail was unnecessary and that the gates should be locked unless cricket or football matches are in progress, this to enable access to retrieve balls, CLERK to contact Sports Club requesting that they provide locks for these gates and that they are only unlocked when matches are in progress. Cllr. Harris reported damage to fence in bottom corner of lower pitch by the wooded area, concerned that livestock could escape on to the Recreation ground as a consequence, CLERK to obtain quote from Tony Moaby for rectifying this.

**vi. Decision regarding quote for provision of a grass storage compound to rear of Pavillion, clearance of grass cutting beneath north boundary hedge and height reduction to 3m.**

RESOLVED that the following quotes be accepted from Tony Moaby:-

- £1200 to reduce height of hedge on north boundary of the Recreation ground from Bowls Club to bottom corner of lower pitch to a height of 1.5m.
- £350 to remove grass cuttings and debris built up alongside this hedge.
- £907 to construct grass storage area by Pavillion.

**vii. Consider offering assistance to the Sports Club for the maintenance of their floodlights.**

It was RESOLVED that a proactive approach from the Council offering this support was not required.

## 8. ST DENYS' BURIAL GROUND

**i. Issues and actions arising from safety inspections and any other issues in the Burial Ground noted as requiring action.**

Graves noted as requiring filling - CLERK to note details and request quote for this work and also for any uprighting of memorials required.

**ii. Adoption of updated scale of fees, charges and guidelines for Burial Ground and Cemetery.**

RESOLVED to accept suggested increases, CLERK to circulate to funeral directors and other interested parties, increase to be effective from January 1<sup>st</sup>.

**iii. Construction of a grass storage area in the Burial Ground.**

RESOLVED that this is not required as grass is to be removed from site by contractors.

**iv. Grave requiring filling.**

See item 8i above.

## 9. ROTHERFIELD PARISH CEMETERY

**i. Issues and actions arising from safety inspections and any other issues in the Cemetery noted as requiring action.**

Mole activity noted, sign noted as requiring replacement. Work has started on the latter but has been hindered by the weather. RESOLVED CLERK to accept quote of £40 from David Peacock for cleaning sign and repainting the lettering.

**ii. Decision regarding repair or replacement of fence on Northern boundary.**

CLERK is to obtain quote from Tony Moaby for cutting hedge to height of 1.5m, removing overhanging branches and lifting crown of trees to 4.5m. RESOLVED that fence be left for the present and dealt with when the need arises to extend into the bottom field.

## 10. TO REVIEW BUDGETS FOR 2013/14 AND AGREE PRECEPT REQUIREMENTS FOR THIS COMMITTEE

It was RESOLVED that the budget below be passed for consideration by Full Council.

### Proposed Budget for 2013/13

#### Recreation Grounds

Grounds Maintenance Contract playing surfaces Sports Club	2400
General Repairs & Maintenance	3000
Grounds Maintenance Contract - Recreation Ground	4000

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Grounds Maintenance Contract – Amenity Land Court Meadow	850
Allotments rental	1000
Car Park Repairs	500
Play Area	2000
Dog Bins - Millennium Green	600
Street sweeping and litter picking	800
<b>TOTAL</b>	<b>15150</b>
Less School Contribution for Recreation Ground	500
Less Allotment Rent Income	500
Less Millennium Green Dog Bin contributions	150
<b>RECREATION GROUNDS NET EXPENDITURE</b>	<b>14000</b>
<b>Burial Grounds</b>	
Gen Maintenance	1000
Grounds Maintenance Contract	4700
Repairs & Renewals	500
Tree and Hedge Work	1000
Water Supply	50
Rates	100
Other improvement works	0
<b>TOTAL</b>	<b>7350</b>
Less Burial Fee Income	2500
<b>BURIAL GROUNDS NET EXPENDITURE</b>	<b>4850</b>
 <b>RECREATION AND BURIAL GRAND TOTAL</b>	 <b>18850</b>
 <b>Capital Works:</b>	
New bins for Recreation Ground	2000
Play equipment	3000
Support for proposed Tennis Courts	5000
New entrance and path to bowls club	2500
<b>CAPITAL WORKS TOTAL</b>	<b>12500</b>

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

- Response received from Rees Jeffreys Road Fund advising that the Councils application from grant funding of a survey for a Rotherfield – Jarvis Brook cycleway has been declined. Clerk is to contact Sustrans seeking advice on other sources of such funding.
- Grit spreader ordered, should be room to store under the pre-school.
- Agree that Christmas Cards be sent to Jim Gander, Danny Palmer and John Dolwin.
- The bench at the top of New Road is looking “tired” and the slabs underneath require work – Clerk to investigate and seek quotes.

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- Cllr. Wickenden is to investigate a bench seat that has been offered to the Council at nominal cost.
- Large lorries have been noted using North Street; it is believed they are originating from the Redgate Mill treatment site. CLERK to contact contractors to request that large vehicles observe the sign directing vehicles to the A26.
- Cllr. Watson reported that a tarpaulin is being obtained to cover the rock salt purchased and stored at Kennedy's.
- CLERK to enquire of Scout Group regarding proposals to refurbish/rebuild Scout Hut and report at next meeting.
- Complaints received regarding parking on yellow "zig zags" by school, CLERK will check with PcsO regarding enforcement powers and request monitoring.
- Speedwatch Team have recently held a joint session with PcsO and PC colleague, two drivers ticketed for exceeding limit.
- Complaints received regarding "run off" from Town Row site during recent heavy rain. Cllrs. Wickenden and Thomas visited and issue has been addressed by the Site Manager. It was commented that considering the wet weather the site was in a very tidy condition.
- Cllr. Wickenden suggested that the Council should consider budgeting for purchase of land in the Parish for possible additional allotment provision.

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

- February 12<sup>th</sup> 2013, Parish Council Room 19:30.
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The formal business of the meeting finished at 22:10.

## 13. PUBLIC FORUM.

- None.

.....Chainman.....Date

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