



**Working for the Community in Rotherfield, 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 14<sup>TH</sup> FEBRUARY 2017  
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL.**

**PRESENT**

Cllr. R. Harris (Chairman)	Cllr. L. Henrick	Cllr. D. Thomas
Cllr. T. Gilbert (Vice Chairman)	Cllr. A. Martin	Cllr. G. Watson-Smith
Cllr. A. Hardy	Cllr. J. Richardson	Cllr. N. Wickenden

**ABSENT**

None

**ALSO ATTENDING**

Trevor Thorpe, Parish Clerk, and two members of the public.

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

None. The Council Chairman advised that he had just received notice of the resignation of Councillor Lucinda Watts, **CLERK** to advise Wealden District Council and obtain formal notice of vacancy from them for display.

**2. TO RECEIVE DECLARATIONS OF PERSONAL, PREJUDICIAL AND DISCLOSABLE PECUNIARY INTERESTS ON ITEMS ON THE AGENDA AND UPDATES TO MEMBERS' REGISTER OF INTERESTS.**

None. The Chairman reminded those present that they should declare an interest if they became aware of one at any point during the meeting.

**3. TO APPROVE MINUTES OF MEETING HELD ON 20<sup>TH</sup> DECEMBER 2016 AS A TRUE RECORD.**

Draft minutes of this meeting have been circulated to the Councillors. It was **RESOLVED** that they represented a true record of the meeting and the Chair signed them.

**4. UPDATE REGARDING MATTERS ARISING AND ACTION ITEMS FROM PREVIOUS MEETING.  
ITEMS STILL AWAITING COMPLETION FROM PREVIOUS MEETINGS**

**2<sup>nd</sup> AUGUST**

**AGENDA**

**REF.**

**7a**

**ACTION LOG**

Cllr. Thomas will approach Les Pike to see if he can do the more specialist work on the 11 graves with the Parish Council providing the materials.

**UPDATE**

*Cllr. Harris reported no progress with this item and he is seeking an alternative contractor to undertake the work.*

**REPLY RECEIVED,  
COMPLETE**

**ACTIONS FROM 20<sup>TH</sup> DECEMBER 2017 MEETING**

**5. GENERAL PARISH COUNCIL LAND ISSUES.**

**i. Request from the Surgery League of Friends for permission to hold their annual fund raising event on Court Meadow Green, and for a grant toward its costs.**

This event is held during the August Bank Holiday weekend and the Parish Council make a grant of £75 to cover the Public Liability insurance required for the event.

**RESOLVED** that this grant be paid to the Friends to support this annual event.

**ACTION for CLERK** to advise the Friends and enquire whether the sum requested will fully

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cover the cost of the event insurance.

***Clerk has advised League that grant will be paid for £75 and has diarised to issue cheque at July meeting. League have noted our concern that the sum involved may not be sufficient in future years. COMPLETED.***

**ii. Update from Council Chair regarding War Memorial project.**

Cllr. Thomas reported the following: -

- Has been seeking sources of grant funding, many of those available are for maintenance of existing memorials rather than installation of new ones. Enquiries continue to find a possible source.
- Planning Agents. Four have been approached but do not have experience of this type of application.
- A possible new member has been identified to join the project.
- He is to approach the I Royal British Legion National body to seek their support and assistance for the project.
- Will provide a further update at the January Council meeting, **ACTION** for **CLERK** to add to agenda.

***Matter to be discussed at this meeting, See item 7iii on this agenda. COMPLETED***

**6. RECREATION GROUND, CAR PARK AND VILLAGE HALL MATTERS**

**i. Improvements to lighting of car parking area at rear of the Village Hall.**

**RESOLVED** the following: -

- Parish Council wish to improve lighting to the Recreation Ground car park at the rear of the Village Hall for safety and security purposes.
- Lighting installed on the rear of the Village Hall is the preferred method of achieving this, controlled by a time switch and movement sensor.
- Council are willing to fund installation with Hall asked to cover electric costs.

**ACTION** for **CLERK** to write to Hall Chair regarding this matter and seek information and quotes for installation and running costs from local electrician(s); Councillors to advise Clerk if they know of suitable Parish contractor to employ.

***Letter drafted to send to Hall, not yet sent. Information awaited from Councillors regarding local electricians who may be able to undertake the work.***

***Cllr. Harris has suggested a local contractor, Council Chairman advised that he had attended the recent meeting of the Hall Committee who were pleased to learn of this proposal, CLERK to contact contractors to request quote for work.***

**ii. Request from Cricket Club for permission to extend and repair their practice nets.**

**RESOLVED** that Council are happy in principle to support this project to improve the facilities for this Parish sports club, but that more detail is required regarding the proposal before final permission can be given.

**ACTION** for **CLERK** to advise the Club and ask for further information regarding the proposal.

***Letter recently sent to Club seeking further information, see item 8 viii) below.***

**iii. Request from Bowls Club for provision of path to their gate.**

Club have made an approach regarding provision of a path running alongside the eastern boundary hedge of the Bowls Green.

**RESOLVED** that Chair and Vice Chair of this Committee investigate options for this as it was considered that a path would impinge on the Playground and possibly restrict installation of additional equipment. It was suggested that an access path and new entrance to the Green in the western boundary hedge could be a better alternative.

**ACTION** for **CLERK** to add item to the agenda of the 14<sup>th</sup> February meeting of this Committee to receive report and agree further action; also send details of previous proposals for a path and quotes to Committee Chair and Vice.

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*Matter to be discussed at this meeting, 8 vii) on this agenda below*

iv. **Report from Cllr. Gilbert regarding the “Raise the Roof” project for the Village Hall, and update/recommended further action re: investigations into ownership of Village Hall.**

Response from Solicitor’s regarding our ownership enquiry circulated prior to meeting. Cllr. Gilbert distributed draft plans of the proposal, estimated cost £140K with work proposed for 2018 subject to funding plus planning and other consents.

**RESOLVED** that Council’s solicitors be contacted and instructed to put their conclusions regarding ownership of the Village Hall Building into formal letter.

**ACTION for CLERK** to deal with the above and ensure that the interest of the Parish Council is noted in the Hall’s buildings insurance.

*Response from Cripps Solicitors has been circulated, insurers have been instructed to note the Parish Council’s interest on the Hall’s policy and their confirmation is awaited.*

**7. OLD BURIAL GROUND AND CHURCHYARD**

**i. Update on progress with tidying of the Old Burial Ground and future plans.**

Clerk and Committee Chair met with Council’s grass cutting contractor on site to share plans for future maintenance of this area.

- Contractor suggests spreading of “Yellowrattle” seeds in the Burial Ground – see [Yellowrattle information](#) – in the late summer.
- Compound for storing of grass cuttings/leaves is suggested at the bottom of the site as they will compost and may then be used for infilling subsidence and holes.

It is the intention to hire a “chipper” so that the arisings from the tidying work can be dealt with. With regard to other areas cut by our contractor the following suggestions were made:

- Rec. boundary hedge to Eridge Lane should be “laid”.
- **CLERK** is to investigate if the hedge bordering the footpath from Chant Lane to the Station Road is on the ESCC cut list – this effectively is a continuation of the pavement from Town Row to avoid the bend by “Salters”.

It was **RESOLVED** that: -

- Enquiry be made of contractor suggested regarding cost of “laying” this hedge, work to be undertaken in Autumn 2017.
- Cllrs. Harris and Martin to investigate cost of constructing the compost bin in the Burial Ground and seek quote from contractor to establish whether it be built “in house” at lower cost.

**ACTIONS** for Clerk and Cllrs. Thomas and Martin as above for update at the 14<sup>th</sup> February meeting of this Committee.

*Matter to be discussed at this meeting, see item 9 on this agenda.*

**8. ROTHERFIELD PARISH CEMETERY**

**i. Report from Committee Chair and Vice Chair re: review of Cemetery fees, terms and conditions.**

Details circulated prior to meeting and updates discussed and agreed. It was **RESOLVED** this the draft document be subject to final approval at the 14<sup>th</sup> February meeting of this Committee, **ACTION** for **CLERK** to add to agenda.

*Matter to be discussed at this meeting, see item 10 ii) on this agenda*

**6. TO CONSIDER INFORMATION & MAKE DECISIONS REGARDING ACTIONS AND EXPENDITURE FOR THE FOLLOWING MATTERS: -**

**7. GENERAL PARISH COUNCIL LAND ISSUES.**

**i. War memorial. Quotation and update from the Project Team.**

Letter from local planning consultant circulated containing details of what they can offer by way of composing and submitting the application, plus a note of their costs/disbursements

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for this work. Council Chair summarised progress with the project and his actions to seek a suitable Planning Consultant to deal with the Planning Application process.

**RESOLVED** to accept Ashdown Planning Consultants quote of £800 (plus disbursements) for this project and that this fee will be paid in full. Disbursements to be approved if £200 or under, larger amounts will require confirmation at a meeting of Full Council or a Committee.

**ACTION for CLERK** to advise Planning Consultants and add agenda item for March PCM for further update from Council Chairman.

## 8. RECREATION GROUND, CAR PARK AND VILLAGE HALL MATTERS

### i. Note contents of Wicksteed's annual safety inspection; agree actions to be taken in response to recommendations therein.

Report circulated prior to meeting. Chair and Vice Chair reported they had the items required to deal with the items identified as potentially medium/high risk in the report and the modest expenditure required could be dealt with under section 4.1 of Financial Regulations. They will undertake the work.

**ACTION for CLERK** to order new sign for Play Area to include details of Council's email address for raising of issues relating to the Area.

### ii. Request to allow access to car park for overnight parking of a caravan.

Email from Parishioner circulated. **RESOLVED** not to grant permission as it is not wished to set a precedent. Cllr. Henrick has offered that applicant may leave vehicle on her premises, **CLERK** to advise Parishioner to contact her regarding this.

### iii. Provision of access path to Bowls Green. Report from Chair and Vice from site visit.

**RESOLVE ACTION** for Chair and Vice to liaise with Clerk re: quotes for building an access path in the SW corner of the Green. This is preferred to the route initially suggested running by the hedge bordering the Play Area and requiring fencing. Past estimates for this option had been in the order of £5K.

Cllr. Hardy left the meeting at this point.

Chair suspended Standing Orders to allow member a Parishioner to raise his concerns that advance purchase of Burial Plots in the Cemetery was no longer permitted. The reasons for this were discussed, also options for him to make provision to deal with the issue.

Chair reinstated Standing Orders.

### iv. Information from Cricket Club regarding proposal to repair and extend their cricket nets.

Club have provided an outline of their proposal for one or two longer nets, to comply with ECCB guidelines, subject to approval by the Council.

**RESOLVED** ask Club to provide plans of their proposals for consideration of approval at the next meeting of this Committee.

### v. Installation of Wi-Fi and projection screen in the Scout and Youth Community Hall.

Costs and options for this were discussed. It was **RESOLVED** that the Council were willing to fund the £120 installation cost for this by BT, and the ongoing £20.90 monthly cost in consideration of the fact that the venue is used for occasional Council meetings at no cost.

**ACTION for CHAIR** to investigate with Pre School whether their Wi-Fi reaches to the Community Hall and if installation of a booster on their premises would be a more cost effective option.

### vi. Offer from Cllr. Watson Smith to install replacement bollards in the Recreation Ground.

**RESOLVED** that this offer be accepted to provide and install replacement bollards. The meeting thanked Cllr. Watson Smith for this.

### vii. Agree terms of contract with Sports Club for cutting of playing surfaces during 2017.

Copy of 2016 Contract circulated in advance of meeting. **RESOLVED** that 2017 contract is

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to be on the same terms with nine monthly payments April – December inclusive of £315. The Committee wished it noted that it was very grateful for the efforts made by the Club and its Chairman in maintaining the playing surfaces to a very high standard. **ACTION for CLERK** to send new agreement to Club for signature and return, and to pass on Committee's comments.

## 9. OLD BURIAL GROUND AND CHURCHYARD

### i. Issues identified in November and December inspection reports, and actions proposed to rectify.

See also item iii below. Cllr. Richardson had identified several safety concerns in her November and December inspections, key concerns were as follows: -

- Moss is making the paths slippery.
- Several grave edgings are overgrown and constitute a trip hazard.
- Railings surrounding a grave are loose and could be removed a become a hazard if played with by children.
- Several graves are sunken and require infilling.

It was **AGREED** that Cllr. Martin is to spray the paths to kill the moss with payment to be agreed under Financial Regulation 5.1. Chair and Vice are to deal with the other items raised regarding specific plots. Les Pike has confirmed that he is willing to undertake the work identified on various memorials, this will take place in the spring as the resins used required warmer weather to cure.

#### **ACTIONS for CLERK**

- Check Council's insurance and confirm that it will cover the memorial repair work.
- Circulate May 2016 report regarding memorials and plans of Old Burial Ground.

### ii. Consider quote for installation of a grass cutting compound.

Cllr. Martin has quoted £565 plus VAT for this with two bays, approx. 4.2m x 2.1m. **RESOLVED** that this quote be accepted.

### iii. Update regarding ongoing maintenance work and repair of memorials.

See i above.

## 10. ROTHERFIELD PARISH CEMETERY

### ii. Draft Burial Fees from 1<sup>st</sup> April 2017 – consider adoption of new fee scale.

Chair has request that this be carried forward to the February PCM, **CLERK** to note.

## 11. URGENT ITEMS TO BE CONSIDERED ON BEHALF OF OTHER COMMITTEES

### i. Quote for installation of pavement bollards in North Street to protect the Institute Porch.

Email quote circulated prior to meeting – supply and install cost is £1157.86 plus VAT, Institute Committee have offered to contribute £290, representing 25% of the cost. Licence now received from ESCC for installation.

**RESOLVED** that this quote be accepted, **CLERK** to advise contractors to proceed with work.

### ii. Provision of litter bin(s) at Mark Cross.

Chair of Highways Committee agreed expenditure for 2 x grit bins and 1 x litter bin from Glasdon, total cost falls within the Financial Regulations 4.1 limit. These items have now arrived and Cllr. Martin has agreed to install one grit bin on the grass at the front of the Church at Mark Cross, after reference to Churchwarden regarding best location, and the litter bin on the Mark Cross Millennium Green. Remaining bin is to be installed in Padfield Close. Clerk reported that that the following funds remain in earmarked reserve from the 2014 WDC Community Dividend Fund and suggested that these be utilised toward the cost of these items: -

- £241 allocated for Mark Cross
- £601 allocated for Rotherfield

#### **ACTIONS for CLERK**

- Advise Mark Cross School and Padfield Close that bins have been provided for their use and will be replenished by the Parish Council; they must take responsibility for

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- spreading the grit/salt within and advising Council when refill is required. Cllr. Martin requested that a contribution toward bin cost is to be sought from the School.
- Order 2 x grit bins of same design for deployment in the Recreation Ground car park.

**iii. Requests regarding provision of grit bins by Mark Cross School and in Padfield Close.**  
See ii above.

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

- Tuesday April 11<sup>th</sup> in the Parish Council Room, Rotherfield Village Hall.

**13. TO REPORT DETAILS OF ITEMS AND ISSUES NOTIFIED TO CLERK IN ADVANCE OF THE MEETING FOR INVESTIGATION, FURTHER ACTION OR FOR FUTURE AGENDA**

- Council Chair reported the following from his recent attendance at the Village Hall Committee meeting: -
  - Dedicated motor cycle spaces are suggested for marking in the Recreation Ground car park, CLERK to add to agenda of the next meeting of this Committee to consider.
  - As previously noted the Hall were keen to co-operate regarding improving lighting at the rear of the Hall; it was believed that various unwanted “nocturnal activities” may be taking place here and this could deter it.
- Cllr. Wickenden reported that he had received several favourable comments in respect of the hedgecutting recently undertaken by the Council’s contractor in Station Road and Town Row.
- Cllr. Watson Smith reported damage to bollards by the school and parking area at Mark Cross, he is to provide photos of the damage so that Clerk may report to ESCC as appropriate.
- Tarmac surface in Chant Lane is showing signs of surface damage. Cllrs. Martin, Harris and Watson-Smith to investigate and take remedial action as appropriate.
- Clerk enquired if Village Hall have reported to the Police the unwanted activity in the Recreation Ground car park as it is unclear that they have. **CLERK** will investigate and request that Sussex Police visit here, also Mark Cross Millennium Green, when patrols are passing.

The Chair declared the formal business of the meeting closed at 21:35

**14. PUBLIC FORUM**

None.

**Confirmed and signed as a true record at the 11<sup>th</sup> April 2017 meeting of this Committee**

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