



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

**MINUTES OF THE MEETING OF THE RECREATION AND BURIAL COMMITTEE
HELD ON TUESDAY 6th NOVEMBER 2018 AT 19:30
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

Cllr. Gilbert – Chair

Cllr. Watson-Smith – Vice Chair

Cllr. R. Harris

Cllr. L. Henrick

Cllr. A. Martin

Cllr. J. Richardson

Cllr. N. Wickenden

COUNCILLORS ABSENT

Cllr. J. Kitchenham.

ALSO PRESENT

The Parish Clerk, Trevor Thorpe.

1. TO RECEIVE THE FOLLOWING: -

a) Apologies for absence (LGA 1972 s85)

None.

b) Declaration of personal, prejudicial and disclosable pecuniary interests on items on the agenda, and updates to members' register of interests.

None. Chair reminded the members that they should declare an interest if they became aware of one at any point during the meeting.

c) To resolve that the Minutes of the meeting of this Committee held on 14th August 2018 be taken as read, confirmed as a correct record and signed by the Chair.

Copies of the Draft minutes were circulated to the Councillors prior to the meeting. It was **RESOLVED** that they be adopted as a true record and the Chair signed them.

d) Update regarding matters arising and action items from previous meetings.

1. Parish Cemetery – spoil bins have been emptied and the hedge on bottom boundary cut.
2. Old Burial Ground. One bench remains to be installed. Chair is investigating provision of bat/bird boxes and signage to be funded by the Sussex Lund grant.
3. St Denys' Churchyard. The voluntary efforts of Councillors and a Parishioner over several weekends have transformed the appearance of the area bordering Court Meadow Green to enhance the view of the Church and provide a tidy backdrop for the new War Memorial.
4. Additional dog bins for the Millennium Green. Ongoing.

e) Committee financial report and agree any actions required.

See item 2 below.

RECEIVE INFORMATION AND MAKE DECISIONS ON ACTIONS AND EXPENDITURE AS REQUIRED REGARDING THE FOLLOWING ITEMS

2. Consider and agree this Committee's budget, and provisional list of projects for 2018/2019.

Expenditure and budget to date for this Committee was scrutinised, it was noted that overall figures are within their limit.

Regarding the 2018/19 budget no projects requiring major expenditure have been identified. Items to be considered for expenditure are as follows:-

a) Repainting of the car park lines and adding a "no parking" hatched area by the lower

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barrier. Estimated cost of project £2K which would be funded from the designated “car park repair/resurface” reserve.

- b) Replacement of the wooden post supporting the Beacon with a metal one, and possible relocation within the Recreation Ground. Cllr. Wickenden is to investigate costs and report. This to be funded from this year’s budget.
- c) Possible support toward purchase of a replacement mower for the Sports Club which will be more efficient and allow speedier cutting of the playing areas. Club have identified a suitable model and hope to obtain 50% funding toward the cost from the Football Trust.
- d) Cut list for Recreation and Burial Committee. A bi-annual cut is to be added for the hedge alongside the Surgery, final figure is waited for our Contractors costs for 2019/20; it is understood that, as with 2018/19, a 2% uplift will be made.
- e) Clerk reported that the £725 “sundry income” in report category 1323 represented the 50% contribution from Rotherfield Village Hall toward the resurfacing cost of the path alongside.
- f) Category 4320 – “Old Burial Ground improvements” is currently showing a balance of £5501 against its £1500 allocation. Spending on these improvements is to be funded from an agreed grant from Sussex Lund of £4260 which has yet to be drawn.
- g) It was **RESOLVED** that the following actions be taken:-

Cost centre	Title	Action
301	Capital projects, Rec. and Burial	New cost centre to be added designated “Other Capital Projects”.
4380 & 4381 to be merged	New title – “Burial Grounds General Maintenance and Mowing”	2018-19 budget for merged categories to be £10K.
4391	Bin emptying costs	Clerk to investigate this category and clarify if this should contain the costs for the bins in the Rec. as well as the Cemetery – adjust as necessary.
4380	General maintenance burial ground	Clerk to correctly allocate purchase cost of Defibrillator pads to the Rec. cost centre 4341
All	Clerk to update accounts software to reflect new limits and other changes agreed for 2019-20	Clerk to clarify position for tendering for this contract and add agenda item for actions required.

Details of the agreed budget for 2019/20 and other actions agreed form an appendix to these minutes.

3. Agree payments in respect of expenditure relating to the War Memorial dedication service.

It was **RESOLVED** that the following payments be approved and taken from the War Memorial funds :-

Payee Name	Amount	Details
Trevor Thorpe	£150.00	Re-enactment group hosting & meal – reimbursement.
Coppard Plant Hire Ltd	£48.00	Rope for Court Meadow Green
St John Ambulance	£88.32	First Aid Cover for Dedication
Mayfield Band	£100.00	Donation for attendance
Rotherfield Village Hall	£121.20	Hall hire for refreshments
Total	£507.52	

4. RECREATION GROUND, CAR PARK AND VILLAGE HALL

a) Progress report and further action in respect of the Pre School decking issue.

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Various options were discussed to move this matter forward. **RESOLVED** that the Council's solicitor be contacted and instructed to advise ESCC that the Council are prepared to suspend legal action provided ESCC communicate with the Council and Pre School. This to mutually agree the timing for repairs required, and the arrangements/actions required to minimise disruption to the working of the Pre School. **RESOLVED** that Cllr. Martin and Cllr. Watson Smith are to arrange a meeting with the Pre School to discuss their requirements during the period of the repair work with reference to those needed if the preferred option of it taking place in a school holiday was not possible. Cllr. Martin was thanked by the Chair of the Committee for his efforts in connection with this matter:-

ACTION for Cllr. Martin and Clerk to liaise regarding instructing Solicitor on the agreed action.

b) Review usage of car park for fitness classes.

Concerns have been expressed to the Parish Council of disruption caused to users of the car park by the weekday evening sessions held there. **RESOLVED** that Cllrs. Harris and Henrick to visit the car park during a weekday fitness session to review situation, and that a formal meeting be arranged with the organisers, if required, to discuss future arrangements.

c) Measures to address issue of height barrier at entrance being left open by users.

This issue persists, and concerns were expressed that this could lead to unauthorised occupation of the Car Park. **RESOLVED** that Cllr. Martin will change the combination of the barrier lock on the first working day of each month and advise Clerk who will circulate the details to those organisations with reason to hold them. **CLERK** to review list of code holders and advise them of this arrangement.

d) Acceptance of quote for installation of path to the Bowls Green.

Quote for £1862.95 received for this work and it was **RESOLVED** that this be accepted. **CLERK** to inform contractor and enquire as to timing of the work.

e) Arrangements for lighting of the Beacon to mark the Centenary of the Armistice.

RESOLVED the following arrangements:-

- Cllrs. Martin, Harris, Henrick and Wickenden to "rope off" the area around the Beacon.
- Cllrs. Harris and Watson – Smith to undertake any "cutting back" of tree branches around the Beacon that may be required. **CLERK** to advise Sports Club.
- Other arrangements regarding stewarding are being dealt with by the Bonfire Society.
- Clerk advised that there were no specific guidelines laid down by our insurers in respect of Beacon lighting as no fireworks will be involved.

f) Request for "no parking" markings in front of barrier to lower pitch area.

RESOLVED that this will be arranged as part of the line repainting work agreed in item 2. above.

g) Update re: pest control activity.

Cllr. Gilbert is to discuss arrangements for this with our contractor. Sports Club advise that the runs are quite shallow and could prove a hazard for junior players.

5. RECEIVE DATE OF NEXT MEETING OF THIS COMMITTEE

Tuesday January 22nd, 2019 at 19:30 in the Parish Council Room.

6. REPORT DETAILS OF ITEMS AND ISSUES FOR INVESTIGATION, FURTHER ACTION OR FOR FUTURE AGENDA

- Clerk reported that there is a steady flow of "on line" responses to the Rotherfield Surgery survey. He is to again empty the three boxes of paper responses and

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arrangements are being investigated for an independent scrutiny of the survey results once the Clerk has collated all the responses after the survey closes on 15th November.

- Clerk also reported that a bollard on the Mark Cross Millennium Green had been broken off and required replacing.
- Cllr. Wickenden reported that the roadworks, in connecting with a sewage monitor, at Town Road were now complete.
- Final arrangements for laying of wreaths on the War Memorial will be discussed and agreed at Thursday's meeting of the War Memorial Committee.

The Chair declared the formal business of the meeting closed at 22:00

7. PUBLIC FORUM

None.

Adopted and signed as a true record at the 22nd January 2019 meeting of this Committee

.....Chair.....Date

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