



**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 20<sup>TH</sup> DECEMBER 2016  
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL.**

**PRESENT**

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

**ABSENT**

None.

**ALSO ATTENDING**

Trevor Thorpe, Parish Clerk

- 1. TO RECEIVE APOLOGIES FOR ABSENCE (LGA 1972 s 85).**  
Councillor L. Henrick submitted an apology for absence.
- 2. TO RECEIVE DECLARATIONS OF PERSONAL, PREJUDICIAL AND DISCLOSABLE PECUNIARY INTERESTS ON ITEMS ON THE AGENDA AND UPDATES TO MEMBERS' REGISTER OF INTERESTS.**  
Cllr. Gilbert declared a personal interest in item 7ii as his son is a member of Rotherfield Cricket Club. 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 18<sup>TH</sup> OCTOBER 2016 AS A TRUE RECORD.**  
It was RESOLVED that the minutes be adopted as a true record and the Chairman 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.**

**ACTION LOG**

**UPDATE**

<b>6a</b>	Cllr. Harris will find a contractor to install the base for the new bin position at the preschool.	<i>Base installed by Cllr. Harris and Martin. <b>COMPLETED</b></i>
<b>6a</b>	Clerk will write to preschool asking them to provide a cover for the bin in the same style as one at the new cemetery and a locking mechanism.	<i>Pre-school advise that a parent has offered to build this for them. <b>COMPLETED</b></i>
<b>7a</b>	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.	<i>Cllr. Harris reported no progress with this item and he is seeking an alternative contractor to undertake the work. <b>CARRY FORWARD</b></i>

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## ACTIONS FROM 18<sup>TH</sup> OCTOBER MEETING

### 5. AGREE BUDGET AND PRECEPT REQUIREMENTS FOR 2016/17 FOR THIS COMMITTEE

It was noted that the heading for this item is intended to read "2017/18". Report of current budget position for this Committee has been circulated to the Councillors and this report forms a supplement to these minutes: -

**RESOLVED** the following actions.

Budget Code	Description	Figure for 2017/18	Comment
4301	Preparation work Cemetery extensions	£1000	
4341	Grounds maintenance – Recreation Ground	£6200	Increase to cover work to hedges on Eridge Lane and northern boundary from Bowls green to lower pitch

Other budget headings for this Committee to be maintained at same level for 2017/18

*Budget discussed at recent meeting and draft figures agreed for consideration and final approval at the January 2017 PCM*  
**COMPLETED**

### 6. GENERAL PARISH COUNCIL LAND ISSUES.

**List of minor works outstanding on Parish land, and arrangements for completion.**

Following list of outstanding minor works were agreed: -

- Repair bollards alongside recreation ground, possibly by redeploying short bollards by the hall which can then be replaced by taller bollards to match the others.
- Fit signs to replace the two vandalised signs by the car park entrance.
- Fit "no dogs" signs in the Parish Cemetery and Court Meadow green
- For HL&T install ownership signs in the bus shelters at Eridge Forstal.
- New sign at Town Row bridge drawing attention to the path for horses.
- Concrete base and cover for Pre-school bin.
- Turfing of new graves in the Parish Cemetery as required.
- Refresh surface markings for disabled bays at front of Village Hall.

- *Items f) and h) have been completed by Cllrs. Martin, Harris and Gilbert.*
- *Item g) is dealt with on an "as required" basis.*
- *Clerk has ordered signs for items b) - e) and has been advised that these will be with us early in the New Year.*
- *Item a) remains outstanding.*

**Items a) and b) – e), CARRY FORWARD**

#### ii War Memorial Committee. Indicative "start-up" costs for Planning Permission and design.

**RESOLVED** the following actions: -

- Cllr. Thomas** to seek additional quotes for the Planning Agent work.
- CLERK** to seek SLCC advice whether acceptance of the offer by local planning agent to undertake work free of charge may raise an issue as the agent frequently attends Council Planning meetings in support of local planning applications.
- Cllr Thomas/War Memorial Committee** to investigate Recreation and Burial Committee budgets to identify unused funds to cover the gap of £1850 between funds allocated to this project.
- If a shortfall still exists other Council budgets should be investigated to identify unused funds for use in the project. *See item 6ii on this agenda for latest position.*

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

### i Village Hall "Raise the Roof" project. Report and decision re: Council representation on this project and information re: site ownership.

Cllr. Harris has located a copy of the lease, and other documents, signed on 9<sup>th</sup> January 1981 as noted in Hall's year end accounts on the Charity Commission website. This implies that the buildings are owned by the Parish Council but held by the Village Hall via licence and peppercorn fee.

**RESOLVED** the following actions: -

**CLERK** to send lease and other related documents to Cripps Solicitors in Tunbridge Wells with request for legal opinion on the following points: -

- a) Who owns the buildings?
- b) Who owns the land on which they stand?
- c) If extensive work to the building funded by third party takes place what legal safeguards should be obtained and how best should the work be structured to allow VAT reclaim?
- d) Clarify who should be responsible for the legal fees for the investigation.

Legal fees to come from the £1K in the Administration budget.

*See item 7iv) on this agenda for update.*

### ii Agree lasting solution for preventing vehicles blocking access route to side of Village Hall used for collection and emptying of waste bins.

**RESOLVED** the following action.

- a) **Cllrs. Harris and Gilbert** to investigate cost of installing a barrier in this location to enable the bin route to be kept clear, design similar to those deployed at pedestrian entrance to Station Road car park – if cost £500 or less work to proceed.
- b) Markings of disabled bay involved to be extended back into car park to allow additional space for parking.

*A bollard has been obtained to install to indicate a disabled parking space and keep the route for bin removal clear, Cllr. Harris hopes to install during the Christmas period. Cllr. Gilbert has refreshed the car park surface markings for the space concerned.*  
**COMPLETED**

### iii Height restriction barrier for car park. Consider quotes and arrangements for installation.

**RESOLVED** the following actions: -

Obtain quote from Coppard's for barrier basis that maximum cost ex Vat is £2500.00. Installation cost to be quoted for as a separate item.

Quote from Newton and Frost has been accepted for supply and install during w/c 13/2/17 February half term.

***ACTION for CLERK** to advise all organisations in the Recreation Ground that the work is taking place, ensure that all have copies of the key and liaise with waste collection company re: access for their vehicles. Cllr. Martin advised that there is a specialist key used which allows universal access by the emergency services if needed*

***ACTION for CLLR. MARTIN** to liaise with **CLERK** regarding this matter to ensure that all Recreation Ground clubs and organisations are issued with a key.*

### iv Additional hedge cutting works by roadside and bowls club. Quote for Tree works by Pavillion and Beacon.

Quote for £1030 received and circulated prior to meeting.

**RESOLVED** the following actions: -

Cllr. Harris to obtain two further quotes for the work, Clerk to add item to October meeting agenda to consider these.

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*Quote for work has been accepted and it is scheduled to take place at the end of January.*  
**COMPLETED**

**8. ST DENYS' BURIAL GROUND AND CHURCHYARD**

- i Recommendations for maintenance and tidying work; Arrangements for future cyclical groundworks and grass cutting.  
Details of suggestions from Chair and Vice Chair of this Committee circulated prior to the meeting and are included as a supplement to these minutes.  
RESOLVED the following actions: -  
Work described under items 1 to 8 of the supplement document to be undertaken as a two-year programme.  
The War Graves within the Burial Ground are to be conserved and maintained.  
CLERK to explore sources of grant funding for the work.  
Means of involving the wider community in the work are to be explored.

*Clerk has made enquiries via the SLCC forum for information regarding possible grant support for this work but this has not brought forth any information. See also item 8i) on this agenda.*

**9. ROTHERFIELD PARISH CEMETERY**

**i. Information and action regarding water pipe running under lower field.**

Cllrs. Gilbert/Harris to report please with suggested actions.

**RESOLVED** the following action: -

If the planning application for the properties served by the water pipe is approved **CLERK** to contact the builder concerned to bring to their attention the route of the pipe.

*Planning Application mentioned has been withdrawn, no further action until such time as a further application is submitted. **COMPLETED***

**ii. Information regarding arrangements proposed for turving graves after interments.**

**RESOLVED** the following action: -

Parish Council are to fund and undertake turving of new grave excavations, work to take place once grave has settled and with regard to season/weather conditions.

**CLERK** to advise local funeral directors of this arrangement so that they may advise families.

*Clerk has advised local Funeral Directors, **COMPLETED***

The Council Chairman, Cllr. Thomas, wished it noted that thanks were due to Councillor's who had undertaken work for the Council at lower cost than by engaging outside contractor's.

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

**6. 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 cover the cost of the event insurance.

**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.

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- 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.

## 7. 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.

### 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.

### 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.

### 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.

## 8. 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

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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.

## 9. 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.

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

None advised.

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

- Tuesday February 14<sup>th</sup> in the Parish Council Room, Rotherfield Village Hall.

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

- Clerk has chased Konica for removal of the leased printer/copier
- Item on “Facebook” re: Mark Cross Christmas lights has been viewed by many.

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

## 13. PUBLIC FORUM

None

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

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