



**MINUTES OF THE MEETING OF THE RECREATION AND BURIAL COMMITTEE  
HELD ON TUESDAY 22<sup>ND</sup> JANUARY 2019 AT 19:30  
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

**PRESENT**

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

**COUNCILLORS ABSENT**

Cllr. J. Kitchenham

**ALSO PRESENT**

Trevor Thorpe, Parish Clerk

**1. TO RECEIVE THE FOLLOWING: -**

**a) Apologies for absence (LGA 1972 s85):**

None submitted.

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

None.

**c) To resolve that the Minutes of the meeting of this Committee held on 6<sup>th</sup> November 2018 be taken as read, confirmed as a correct record and signed by the Chair.**

It was RESOLVED that these be confirmed and adopted as a true record and they were signed by the Chair of the Committee.

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

- Bowls Club path. Depending on weather conditions the contractor hopes to deal with this in the next month.
- All other items are either dealt with or feature on this agenda.

**e) Committee financial report and agree any actions required.**

Report circulated to councillors prior to the meeting. It was RESOLVED that the report be approved and that no actions were required/

**RECEIVE INFORMATION AND MAKE DECISIONS ON ACTIONS AND EXPENDITURE AS REQUIRED REGARDING THE FOLLOWING AREAS OF PARISH COUNCIL LAND.**

**2. RECREATION GROUND, CAR PARK AND VILLAGE HALL**

**a) Update regarding remedial work on Pre School decking and damp issue.**

Cllr. Martin reported that it is agreed that remedial work is required to deal with the issue but that the parties responsible for the design and build have yet to agree who is to pay for it. It is still the intention that the work is dealt with in the Easter school holidays.

**b) Review and finalise "Cut list" for 2019/20 for Recreation Ground and other areas for which this Committee are responsible.**

The list was reviewed, and updates agreed, CLERK to update list and send to our grass cutting contractor so that he may price it.

**c) Review arrangements and contribution toward cost of playing surfaces maintenance.**

Currently £325 per month is paid to the Sports Club from April to December inclusive – 9 payments totalling £2925. **RESOLVED** that payments to continue the same basis and level for 2019, **CLERK** to set up standing order for this.

**3. ROTHERFIELD PARISH CEMETERY**

**a) Review and agree scale of Burials fees for 2019/20.**

**RESOLVED** that the fees would remain unchanged for 2019/20 **CLERK** to update relevant sections of the list, publish and circulate to local funeral directors.

**4. OLD BURIAL GROUND AND COURT MEADOW GREEN**

**a) Agree final improvement work in the Old Burial Ground to utilise remainder of Sussex Lund Grant.**

Grant funds totalling £4264 have yet to be drawn, £950 remains unspent. Fruit trees have been purchased for planting at cost of £96.00, a bench and signs have yet to be purchased. **CLERK** to contact the Fund to establish the deadline for drawing down and report to Councillors involved.

**b) Consider arrangements for fencing and path to the War Memorial in Court Meadow Green and arrangements regarding retention of donation records.**

**RESOLVED** the following: -

- i. **CLERK** to contact the WDC Conservation Officer to arrange a site visit with Cllr. Wickenden to discuss what would be permitted by way of fencing at each end of the Memorial. Cllr. Henrick and representative of the British Legion also to attend.
- ii. **CLERK** to discuss with Cllr. Hardy if any further thought has been given regarding a “book”, either in physical or digital form, of donors toward the project. A quantity of paper records is held relating to donations; these can be destroyed should this plan not be carried forward.
- iii. **CLLR. MARTIN** to contact Burslem to arrange the minor alteration to the wording on the Memorial that is required.

**5. OTHER AREAS OF PARISH LAND**

**a) Consider suggestion for a “play area” with equipment on the Mark Cross Millennium Green.**

Councillor who suggested this was not present, item to be carried forward to the agenda of the next meeting of this Committee.

**6. TO RECEIVE NOTICE OF DATE OF NEXT MEETING OF THIS COMMITTEE.**

Tuesday April 16th in the Parish Council Room, Rotherfield Hall, starting at 19:30.

**7. REPORT DETAILS OF ANY URGENT ISSUES FOR NOTING OR INCLUSION ON FUTURE AGENDA.**

Clerk reported that the following two items had been received too late to be included on this agenda but required decisions regarding further action and expenditure.

- **Annual safety inspection of the Recreation Ground play area by Wicksteed.**  
This has identified various items requiring attention, cost of supplying and fitting the items is £616.38 plus VAT. It was considered that the cost of labour was disproportionate to the cost of the parts identified as requiring replacement and that much of the work could be dealt with by Councillors; **CLERK** to add item to the agenda of this Committee's next meeting to discuss and agree how the work is to be dealt with.
- **Burslem inspection report for the low priority “category 3” memorials in the Old Burial Ground.**  
Work recommended for the six memorials involved totals £1450 plus VAT. **CLERK** to add to agenda of the January Council meeting so this may be discussed, and decision made regarding this.
- Councillors noted that there are number of holes in the Old Burial Ground which represent a trip hazard, Cllr. Harris is to organise a work party to utilise spoil

Clerk: Trevor Thorpe, 82 Ferman Way, Crowborough, East Sussex TN6 3BJ

Tel: 01892 664245. Email: [clerk@rotherfieldparishcouncil.co.uk](mailto:clerk@rotherfieldparishcouncil.co.uk)

Parish Council Website: [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk) Twitter @rotherfieldpcc and on Facebook

already on site to infill these. Hire of a powered barrow is suggested to help with the work.

- **CLERK** to contact local white lining contractors to arrange a site visit in respect of surface lining work required in the Rec. car park.
- Clerk reminded Councillors that the Sussex Mobile Police Station is to visit from 14:00 to 16:00 on Wednesday 30th. Cllr. Wickenden is to “cone off” the front part of the Car Park in advance of the visit and Cllr. Harris to arrange barrier access for them. Clerk is trying to arrange for the Community Warden to be present.
- Cllr. Martin reported that concerns had been raised with him regarding the defaced “Rotherfield” signs on Catts’ Hill, this had occurred over the Christmas period. Clerk advised that this has been reported and that Highways would deal with the matter although it would not be a priority. Councillors are to investigate if the may be able to rectify the matter.
- **CLERK** to investigate possible reinstatement of the “Town Row” signs on Catt’s Hill.
- Cllr. Wickenden has collected the Wreaths and Poppy Crosses from the War Memorial and has them for safe keeping.
- Various Councillors have been having issues with accessing files via “One Drive” and/or the team folder. **CLERK** to research solution with reference to Cllr. Hardy/Computer Studio.

Chair declared the formal business of the meeting closed at 20:30

## 8. PUBLIC FORUM.

None.

**Confirmed as a signed as a true record at the  
9<sup>th</sup> July 2019 meeting of this Committee**

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

**Clerk:** Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ

**Tel:** 01892 664245. **Email:** [clerk@rotherfieldparishcouncil.co.uk](mailto:clerk@rotherfieldparishcouncil.co.uk)

**Parish Council Website:** [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk) **Twitter:** [@rotherfieldpdc](https://twitter.com/rotherfieldpdc) and on **Facebook**