



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 19TH JANUARY 2021 AT 19:30**

**As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392
this meeting was conducted online via "Zoom".**

PRESENT

Cllr. L. Buck – Chair	Cllr. L. Henrick	Cllr. J. Richardson
Cllr. G. Watson-Smith – Vice Chair	Cllr. A. Martin	Cllr. K. Rignall.
Cllr. R. Harris	.	Cllr. N. Wickenden.

COUNCILLORS ABSENT

Cllr. J. Kitchenham

ALSO PRESENT

1. TO RECEIVE THE FOLLOWING: -

a) Public Forum.

No public present.

b) Apologies for absence (LGA 1972 s85).

Cllr. Hiles submitted an apology for absence and it was **RESOLVED** that this be accepted.

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

None. Councillors were reminded that they should declare an interest if they became aware of one at any point in the meeting.

d) To resolve that the Minutes of the meeting of this Committee held on 13th October 2020 be taken as read, confirmed as a correct record and signed by the Chair.

Copies were made available to the Councillors in advance of the meeting and it was **RESOLVED** that they be adopted as a true record; They will be signed when circumstances permit. Cllr. Henrick requested that, in future, the forward budget for precept calculation and the following financial year be included within the meeting minutes and not as a separate report. Clerk will note and arrange the budget document to add to the website.

**e) Update regarding matters arising and action items from previous meetings.
Components for minor repairs to the play equipment.**

Wicksteed have been chased and advise that these will be with us shortly.

Exercise equipment, roundabout replacement and additional play area equipment

Items on this agenda, Cllr. Buck will update.

Painting of play equipment.

This will be dealt with when weather conditions allow.

Damp under the Pre School.

Cllr. Martin reported that he had inspected the area and, although there was possibly a little damp present, there was no evidence of flooding on the floor or water running down the walls. The area will continue to be inspected to ensure that the remedial work undertaken has been successful in dealing with the issue.

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Forest School

Item on this agenda, Councillors involved will update.

Scout Hut

Cllr. Buck reported that the gutters had been cleaned, water heater repaired, and some minor electrical works undertaken. The fire safety certificate inspection will take place when the Covid situation allows. It was also reported that the Pre School were making use of the building although it is not currently heated, and it was asked if the Scouts could arrange for the heating to be switched on. Cllr. Martin stated that the Pre School were making a contribution toward the heating costs, also that the building was subject to a full repairing lease. The view of the meeting was that the cost of the minor expenditure incurred for the repairs mentioned would be borne by the Council, and that the Scouts be asked to turn the heating on when the building was used by the Pre School. **CLERK** to note and contact Pre School and Scout Group regarding the heating.

Street Sweeping

Updated list of responsibilities, including measures relating to Covid 19, have been signed by those who undertake this work.

Cemetery – screening and emptying of the spoil bins

Cllr. Wickenden reported that he will deal with the removal of the spoil from the bins when weather and ground conditions allow. **CLERK** to carry forward the screening proposal to the agenda of the next meeting of this Committee so that a decision on the screening proposal can be made.

Old Burial Ground

Item features on this agenda regarding volunteers to maintain the Old Burial Ground.

f) Review and comment on the Recreation and Burial Committee workplan.

Copy is in the file for this meeting. Committee chair explained the purpose of this document.

g) Receive committee financial report and agree any actions required.

Budget and nominal ledger information had been made available to the Councillors prior to the meeting. Clerk will arrange to correct the nominal ledger entries requiring reallocating.

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) Request for planting of a Memorial Tree in the Recreation Ground

Planting in the Forest School by the Pre School was suggested by Cllrs. Wickenden and Watson-Smith. There are currently no memorial trees in this location although there are memorial benches. There were concerns that a tree in this location could be subject to damage, also that there were a number of trees already in the Recreation Ground and adding to them may leave less space for enhancements being discussed. Alternatives suggested were a tree planting in the Cemetery or a memorial bench in the playground area.

CLERK to pass these comments on to the family and seek their views on the options.

b) Play area and exercise equipment

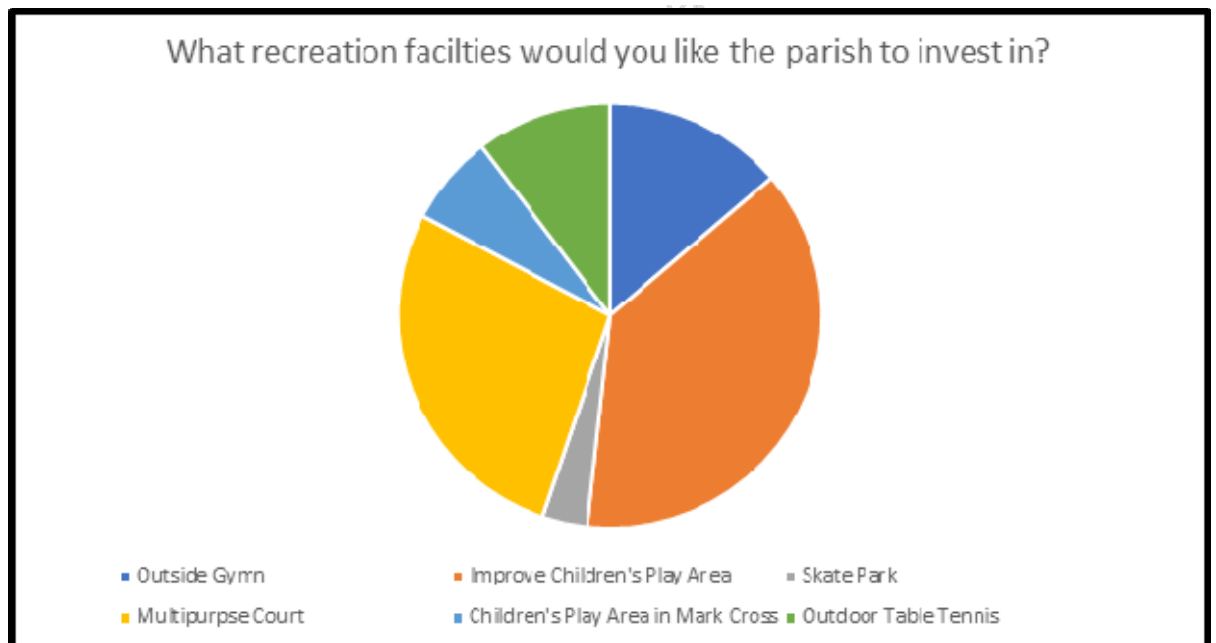
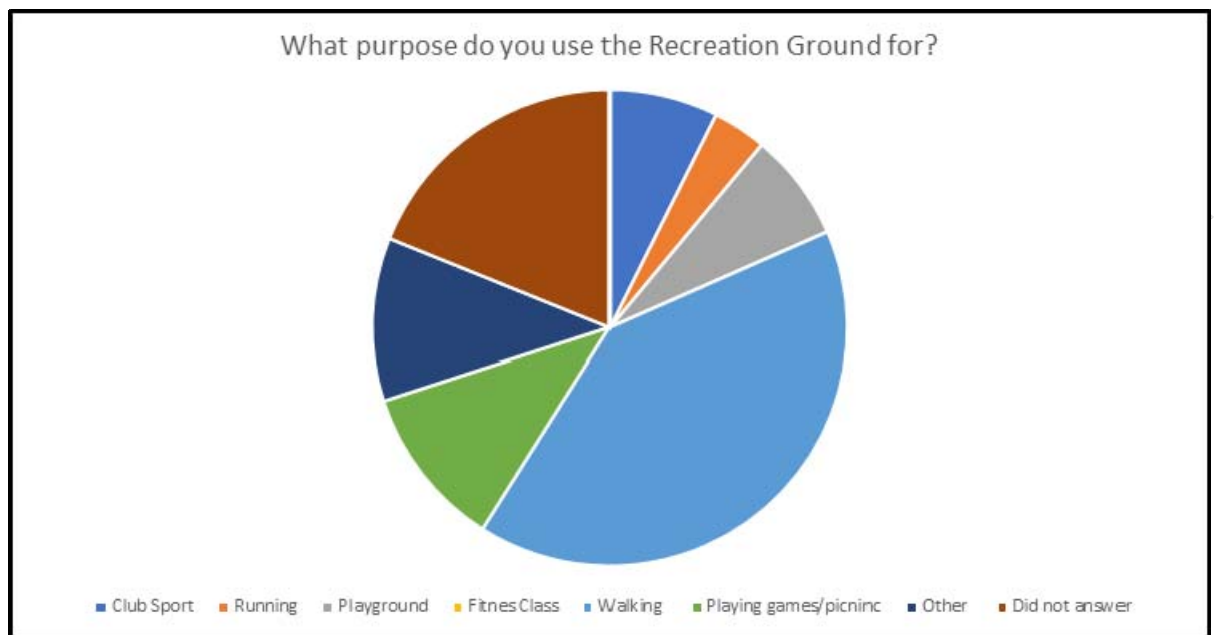
i. Update and decision regarding roundabout replacement and new equipment.

The results relating to the survey included in the Parish Newsletter relating to usage of Rotherfield Recreation Ground and provision of additional of play and exercise equipment are displayed below.

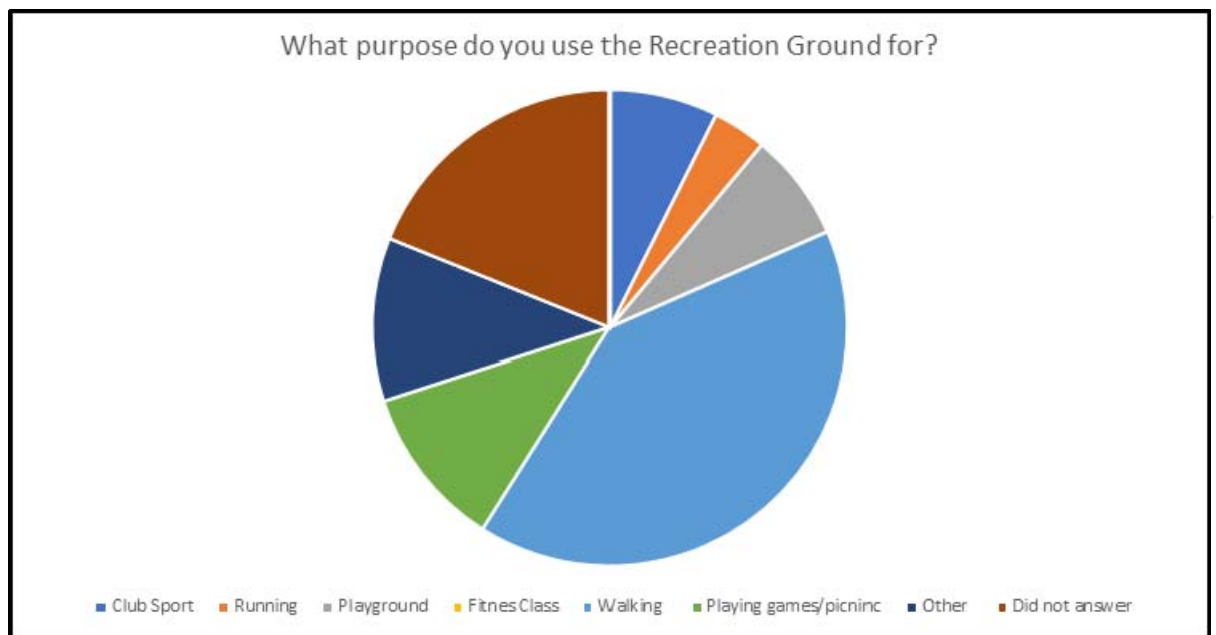
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It should be noted that quickly breaking down the surveys marked as living in Mark Cross 86% of them had 'Children's Play Area in Mark Cross' as their number one preference . I



Cllr. Buck has obtained indicative quotes for the “top 3” favourite options and these are as follows:-

1. Improvements to the playground. - £32K
2. Multipurpose games court - £80K – £100K
3. Outdoor gym equipment - “Rig” - £23K and 6 items.

It was noted that the most popular activity undertaken was walking and that 100% of the surveys indicated that respondents were happy with the upkeep of the Recreation Ground.

The roundabout has been identified as requiring repair or replacement to ensure safety for users as it is currently unavailable for use until this has been dealt with. It is a very popular item and the options considered were as follows

1. Removal of the old roundabout – Cost, including reinstating surface beneath and disposal of item, estimated to be in excess of £1K.
2. Replacement with a similar item – Estimated cost £5K.
3. Repair to eliminate the gap between base of the roundabout and the play area surface.

- One quote has been received from a play equipment provider – total cost £32K. This would provide four additional items of equipment suitable for a range of age groups, plus a replacement roundabout that could be used by children of varying abilities. Further quotes will be obtained from other providers for comparison.
- Cllr. Martin expressed the view that the issue with the roundabout could be remedied if the ground were levelled to reduce the gap.
- It was suggested that “musical instrument” type play equipment could be considered, also a fence and gate at the entrance to the area for additional security.

It was **RESOLVED** that further quotes and proposals for additional equipment would be obtained from other play equipment suppliers for “packages”, to include roundabout replacement, suitable for a range of age groups and within a £25K budget. Councillors Buck and Rignall to research and present proposals to a future Parish Council meeting

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for consideration. At this stage the Council's focus will be on play equipment. The Sports Club would be happy for gym equipment to be installed at a future date. Regarding funding it was agreed that corporate sponsorship could be an option for this. **CLERK** will investigate other sources of funding that may be available to fund exercise equipment and a multipurpose games area.

c) Report from the Sports Club regarding the fungal disease affecting an area of the Recreation Ground, and their plans to deal with the issue.

The Sports Club have investigated the remedies for this, which may cost in the order of £8K. It was **RESOLVED** to review the situation in the Spring, **CLERK** add to the agenda of the next meeting of this Committee on April 13th. Cllr. Harris will discuss the matter with the Club. Cllr. Martin declared a pecuniary interest in the matter as he may be employed by the Club to apply surface treatment.

d) Parish Council waste bin by the Village Hall. Consider issues with emptying and suggestion to have a joint bin with the Village Hall.

Our litter picker has reported on many occasions since the Autumn that this is being left beside the car park entrance along with the Hall bin, and occasionally on the pavement. Correspondence with Direct 365, who provide this facility via Biffa, have had no effect. The Litter picker has suggested that we could have one large bin and share it with the Hall. Clerk is to contact the Hall regarding this issue in case the hall is placing their bins at the front of the Hall and the contractors are returning them to the same location.

e) Update regarding Forest Garden.

Little progress to report. Pre School have not yet come back to us regarding requirements for this. A grant request is to be submitted to the Lund Fund to support this area and both the Village School and toddler group have expressed an interest in participating/using the area.

3. ROTHERFIELD PARISH CEMETERY AND OLD BURIAL GROUND

a) Review burial fees for 2021/22.

Adam has offered to review these based on his knowledge of the subject and will report his recommendations for consideration at a future meeting.

b) Quotes to install kerbing at Cemetery car park/Eridge Lane boundary to cure drainage issue.

RESOLVED that the quote from Warren Drives of £795 plus VAT and the ESCC Licence cost of £387.22 be accepted. **CLERK** to advise Warren Drives that their quote for this work has been accepted. As a matter of courtesy the lessors of the car park will be informed of this work.

c) Review and decide any changes required to the grass cutting list for the areas of Parish land managed by this Committee

Cllr. Buck summarised the changes and additions to the list. The Committee were reminded that there were bee issues near the Surgery in August; the nest was traced to Ivy on a tree in the hedge next to the Surgery and this to be added to the cut list for attention at the start of the cutting season.

RESOLVED that the proposed list be approved.

d) Report and decision on digitised inspection process for Councillors undertaking these duties.

Cllr. Buck and Adam summarised this new process which will send check lists and reminders from the Parish Council email address and allocate priorities to items requiring attention.

e) Update regarding Old Burial Ground volunteers.

- 16 Parishioners have been contacted as a result of expressing an interest on the recent Parish Survey form, seven have confirmed that they would like to participate on

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a "half a day per fortnight".

- One volunteer has offered to lead a "clean up Rotherfield" team which would fall under the auspices of the Highways Committee. Clerk commented that any such work should be undertaken with due regard to the work already undertaken by our paid litter picker/street sweeper.
- Cllr. Wickenden has received critical comments regarding the condition of many of the graves. It was agreed that the work must be prioritised, organised and undertaken with due regard to Health and Safety, and risk assessment requirements.
- It was reported that the bees in the Burial Ground appeared to be thriving.
- Cllr. Richardson reminded that she had requested that signage be installed advising visitors to be mindful of the uneven surfaces in the Old Burial Ground, but no further action had been taken. **CLERK** to investigate/organise
- Cllr. Buck will liaise with Adam regarding a Risk Assessment for those working in the Old Burial Ground.
- Cllr. Buck reminded the meeting that the work supported by the Lund Fund grant was based on "rewilding" this area.
- It was commented that a Tawny Owl had been spotted using the Owl box installed as part of the work.
- Councillor volunteers to assist with the work would be welcomed.

4. **RECEIVE DATE OF NEXT MEETING OF THIS COMMITTEE**

Tuesday 13th April 2021 at 19:30. Venue information will be advised near the date.

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

- Cllr. Harris that he had received a comment that there were an increasing number of dog walkers using the Recreation Ground despite "no dog" signs being in place. Polite reminders should be made to anyone spotted and the Millennium Green recommended as an alternative site. **ADAM** to please add note to Social Media.
- Cllr. Buck mentioned that the netting and scaffolding poles by the Bowls Club were looking more precarious.
- Cemetery. Clerk to note that grave spaces should start to be allocated on the right hand side (when looking down to the lower field) to even up the layout of the area.
- Cllr. Buck reported that the Villages had been very generous in donating toward the purchase of books for the School.
- Adam reported that the Church have arranged for three unstable memorials at the front of the Church to be laid down for health and safety reasons.
- Clerk reported a lot of debris, including wood with nails protruding, on the grass bank between the Village Hall and Pre School. **CLERK** to request James Valentine to tidy this.

Committee Chair declared the meeting closed at 21:10

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

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Draft minutes subject to confirmation as a true record and adoption

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