



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

**MINUTES OF THE RECREATION AND BURIAL COMMITTEE MEETING  
HELD ON TUESDAY FEBRUARY 7<sup>TH</sup> 2023 AT 19:30  
IN THE ROTHERFIELD MEMORIAL INSTITUTE, NORTH STREET, ROTHERFIELD, TN6 3LX**

**COUNCILLORS PRESENT**

Cllr. R. Harris  
Cllr. N. Wickenden

Cllr. B. Johnstone  
Cllr. J. Kitchenham

Cllr. A. Martin

**COUNCILLORS ABSENT**

None

**ALSO PRESENT**

Trevor Thorpe, Deputy Parish Clerk

**1. TO RECEIVE THE FOLLOWING:**

- a) **Appoint a Chair for this meeting as Cllr's. Watson Smith and Buck have given prior notice that they will unavailable.**

It was **RESOLVED** that in the absence of the Chair and Vice of the Committee that Cllr. Kitchenham would chair the meeting.

- b) **Public Forum.**

No public were present.

- c) **Apologies for absence (LGA 1972 s85).**

Councillors Watson-Smith and Buck had sent their apologies that they would not be attending this meeting.

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

None declared.

- e) **To resolve that the Minutes of the meeting of this Committee held on 11<sup>th</sup> October 2022 be taken as read, confirmed as a correct record, and signed by the Chair.**

It was **RESOLVED** that minutes were a true record and that they be signed by the Chair of the committee at its next meeting.

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

- **Emptying grass bins in the Rec**

This will be dealt with when weather conditions have improved.

- **Replacement/repair of benches.**

There is an item on this agenda to consider repair, replacement, and provision of further benches.

- **Trees – Recreation ground and elsewhere and elsewhere**

Cllr Kitchenham reported boughs overhanging by the play area. **DEPUTY CLERK** to ask contractor to inspect these and also check the Chestnut trees by the Scout Hut and report if any work is recommended.

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- **Tree by Station Road/New Road junction.**

ESCC Highways notices have been placed here to notify that work to remove this tree is scheduled to take place on 13<sup>th</sup> and 14<sup>th</sup> of February and will necessitate a road closure and diversions.

- **Red Cedar on boundary of Moons' Yard and the Old Burial Ground.**

The Parish Council arranged permission from WDC for removal of this tree by contractors. The cost to the Council has been reimbursed by the residents who thanked the Council and the contractor for their efforts and help with this matter.

- **Unofficial Gate into the Burial Ground.**

Contractor has been asked to erect a fence and plant a hedge to close off the gate.

- **Fencing repair and extension work in the Parish Cemetery**

- Work has been undertaken and the fencing extended. Unfortunately, the car park surface and adjoining fences have experienced weather damage and repairs have been arranged to be undertaken by our contractor. It is considered that water running from blocked drainage in Eridge Lane had caused the surface damage. A report has been raised with Highways requesting that the drains are cleared and that a site meeting with Councillors is arranged to seek a long term remedy.

**g) Receive committee financial reports and agree any actions required.**

These were shared in advance of the meeting and no actions were identified as being required.

**h) Consider and agree the budget and precept of this Committee for 2023-24**

Budget and precept for this Committee were confirmed and approved at the 15<sup>th</sup> December 2022 Full Council meeting and no further was required.

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

**a) Pre School building.**

**i. Suggestion to install air bricks to the undercroft area to address damp issues in this area.**

This was discussed and the following points were made: -

- It was agreed that installation of air bricks in the wall would alleviate the damp issue.
- It is considered that ESCC would be willing to grant permission for work to this area.
- ESCC have no funds to support the work but would provide advice regarding any planning or other permissions that may be required.
- The Pre School have plans to provide additional space, possibly by covering the decking area with a conservatory like structure.
- It was also considered that the onus is on the pre-school's trustees/board of trustees to research the work required together with any permissions that may be needed before it is undertaken.

It was **RESOLVED** that Cllr. Harris would contact East Sussex Property services to discuss the option of the council installing ventilation bricks in the undercroft to increase the air flow and hopefully reduce the damp problem.

It was **RESOLVED** that Cllr. Johnstone is to draft a letter to the Pre School telling them that they need to put forward details of their ideas and plans as to how they wished to extend and provide additional space in the preschool. Until this is forthcoming the parish council could not help them.

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- b) **Rotherfield Parish Cemetery**  
**Consider quotes for extending the north side fence to the bottom of the lower field, and for repair work to the car park surfacing and boundary fence.**  
Quotes were approved at the January Council Meeting and the contractor has been asked to proceed with the work.
- c) **Gravedigging**  
The contractor used for this work has provided information of the new prices for this effective from April 1<sup>st</sup>. The deputy clerk has noted this.
- d) **Review the Councils burial and other fees from April 2023**  
It was **RESOLVED** that the current scale of fees will remain unchanged for the forthcoming financial year. **Deputy Clerk** to update Cemetery notice board.
- e) **Organise publicity to invite sponsorship or replacement or provision of new benches.**
- Deputy Clerk provided a list of the benches in the recreation ground and it is known that a village organisation wishes to provide a bench for this location. Council Chair suggested that the four benches installed to mark the late Queen's coronation in 1953 should be replaced at the Parish Council's expense to mark the forthcoming Coronation, with the old plaques retained. Council will also invite Parishioners to sponsor new benches.
  - The provider, TDP, was considered to have a good range of benches made from recycled plastic and with options of metal commemorative plaques or wording embossed into the bench. It was suggested that the larger 1.8m size "Peak" bench offered the best value at £465 ex VAT with the option of engraving at a cost of £60 per bench.
  - It was noted that some of the current benches have sunken areas beneath them into which water collects and these are to be investigated and repaired. **DEPUTY CLERK** to arrange. One quote has been received from Cllr. Martin for removing the old concrete benches and he left the meeting whilst this was discussed.

The following actions were **RESOLVED**: -

- Deputy Clerk to arrange article for the St. Denys' News and social media inviting bench sponsorship from Parish organisations, families, or individuals.
- The Parish Council will fund the purchase and installation of one Coronation bench and a Parish organisation has offered to sponsor another.
- Site visit to be held to agree locations for additional benches.

### 3. Recreation Ground

- a) **Action requested to the path between existing path and to the gate that runs alongside the play area.**

It has been reported that, due to heavy rain, the path floods and the plastic grass-ground mats are lifting. **Cllr Kitchenham** to please investigate and report if work is required.

- b) **Inspect and adjust the height barrier to the village hall car park to ease its use.**

Cllr. Martin has agreed to investigate and deal with the adjustment required.

### 4. OLD BURIAL GROUND

- a) **Consider installation of signage to raise awareness advising location of the Commonwealth War Graves War Graves in the Burial Ground.**

It was **RESOLVED** that additional signs be provided and installed by the CWGC. Council Chair is to speak with a Church representative to seek permission for this, also suggestions for locations.

5. **RECEIVE DATE OF NEXT MEETING OF THIS COMMITTEE**  
9<sup>th</sup> May 2023 at 19:30 in Rotherfield Village Hall.

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

- **Deputy Clerk** reported that East Sussex Highways had provided plans and other information regarding the temporary work to discourage long vehicles using the A267/B2100 at Mark Cross. Provisional start date for the work is early March.
- **Deputy Clerk** to forward details of grit bins to Cllr. Kitchenham as one has been requested at Mark Cross near the "Lazy Fox". Cllr. Harris offered to have the bin delivered to his home address.
- Deputy Clerk reminded that there is a site meeting on February 8<sup>th</sup> to agree location for a solar light by the path in Station Road that joins it with Chant Lane.

The Chair declared the meeting closed at 20:46

Signed.....Committee Chair.....Date