

HEATHFIELD AND WALDRON PARISH COUNCIL
LEISURE, AMENITIES AND BURIAL COMMITTEE
TUESDAY 20 NOVEMBER 2018
AT PARISH COUNCIL OFFICES

PRESENT: Cllrs Andrew, Fraser, Hough, Ridley, M Robinson (Chairman), N Robinson, South, Waterhouse and Wood.

133/18 **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllrs Hart and Woolley.

134/18 **DISCLOSURE OF INTERESTS**

All Members of the Parish Council had an interest in respect of the sole trusteeship of Waldron Recreation Ground Charity.

Cllr Andrew disclosed a personal interest in respect of Theobalds Green allotments as her daughter is an allotment holder

Cllr M Robinson disclosed a personal interest in respect of Theobalds Green allotments as his wife is an allotment holder.

Cllr Hart disclosed a personal interest in respect of Broad Oak Village Hall as Chairman of the Committee.

Cllr Waterhouse disclosed a direct pecuniary interest in respect of Heathfield Funeral Services as a Director of the Company.

Cllr Hough disclosed prejudicial interests in respect of St Bartholomew's Church as a member of the PCC and in respect of Lucas Hall and Cattam as a Trustee.

135/18 **MINUTES**

RESOLVED: that the Minutes of the Leisure, Amenities and Burial Committee meeting held on 18 September 2018 previously circulated, be confirmed and signed by the Chairman as a correct record.

136/18 **MATTERS ARISING**

There were none.

137/18 **BUDGETARY MONITORING REPORTS AS AT 31 OCTOBER 2018**

The Budget Monitoring reports were duly received and approved.

138/18 **PROPOSED 3-YEAR BUDGET AND PROPOSED CIL MONEY EXPENDITURE**

The Committee considered a proposed 3 year budget for LAB and it was **RESOLVED** to approve this.

CBD Committee had considered planned expenditure using CIL monies and proposed that this should include up to £42,000 for playground equipment and £30,000 for re-surfacing Punnetts Town car park.

It was **RESOLVED** to approve this proposed expenditure.

139/18 **EMERGENCY WORKS**

No emergency works had been carried out.

140/18 **ST BARTHOLOMEW'S BURIAL GROUND**

(i) St Barthlomews Car Park

The Committee considered quotations for the removal of the tree stump in the car park and resurfacing the area. It was **RESOLVED** to accept the quotation from Agrifactors for the removal of the stump in the sum of £1000 + VAT and from Nicholls Bros (Sussex) Ltd for re-surfacing at a cost of £960 + VAT.

(ii) Inscription for headstone in The Ghyll Garden of Remembrance

The Committee approved the addition of an engraved rose but no colouring or coloured piping.

(iii) Review of burial fees for 2019/20

Following consideration, it was agreed to make a small increase of £10 to parishioner fees and £20 for non-parishioners in respect of St Bartholomews and Theobalds Green Burial Grounds.

(iv) Repairs to headstone

It was **RESOLVED** to approve works to refix a headstone in the Lower Garden of Remembrance at a cost of £80 plus VAT

141/18 **BURIAL GROUNDS**

Old Heathfield

No matters to report.

Waldron

No matters to report.

Theobalds Green Burial Ground

(i) Inscription for headstone at Theobalds Green

The Committee approved the addition of an engraved Roman Cross on a memorial in the Burial Ground.

(ii) Repairs to headstone

It was **RESOLVED** to ratify expenditure of £60 to repair a headstone at Theobalds Green burial Ground.

142/18 **WAR MEMORIALS**

The Committee noted that the memorials at Waldron and Cade Street had been cleaned in time for Remembrance Day.

143/18 **ALLOTMENTS**

There were no matters to report.

144/18 **MILL ROAD CONVENIENCES**

The Clerk reported that negotiations were continuing with regard to increasing facilities under the Community Toilet scheme. Although it had been confirmed that the intention was to redevelop the whole site for emergency services, there was still no date for this.

The Committee recognised that the Mill Road toilets were in a poor condition and urgently needed to be upgraded. However, this work was not viable in view of the proposed closure. It was, therefore, **RESOLVED** that the Mill Road Public Conveniences should be closed permanently at the end of March 2019 and that the Council would post notices to this effect and publicise the availability of toilets under the Community Toilet scheme.

145/18 **PROGRAMME OF IMPROVEMENTS TO PLAY AREAS**

A site visit had taken place with Members of the Committee, staff and the Council's contractor of all the play areas in light of the RoSPA reports highlighting areas for improvement or repair.

A report had been circulated to the Committee setting out a Schedule of Works, from urgent action (already in progress) to replacement equipment over a 2 – 5 year period.

The Committee **RESOLVED:**

- a) to approve urgent repairs by the Council's contractor as required by RoSPA at a sum not exceeding £6330, to be met from individual budgets or Improvement, Repairs and Maintenance reserves as appropriate,
- b) to approve the rolling programme of improvements as outlined in the report, new equipment to be funded by CIL income and

- c) to approve the purchase of a bulk load of hardwood playchip at a cost of £4320 + VAT. The meeting agreed that this should be met from CIL monies. (However, since the meeting it has been confirmed that this is an item under the General Works Contract and therefore, should be met from this budget)

146/18 **REPORTS ON RECREATION GROUNDS**

146/18a **Lucas Hall and House, Waldron**

There were no matters to report.

146/18b **Punnetts Town Recreation Ground and Village Hall**

A request had been received on behalf of the Punnetts Town Village Hall Committee for improvements to the car park. Whilst repairs had recently been carried out, the Committee had given consideration to the provision of a hard surface, to be funded by CIL monies, and it was agreed that this should be carried out in the next financial year, as identified in the 3 year budget.

146/18c **Tower Recreation Ground**

Mobile Pizza Trailer in Tower Recreation Ground on Thursday evenings

The Committee noted that a request for a mobile pizza trailer to be sited in the car park on Thursday evenings had been received.

It was agreed that permission should be granted for a 6-month trial period providing the necessary insurance certificate was provided and evidence of a food hygiene certificate. All litter should be collected and adequately disposed of.

146/18d **Cade Street Memorial Ground**

There were no matters to report.

146/18e **Broad Oak Recreation Ground**

There were no matters to report.

146/18f **Cross in Hand Village Hall**

There was nothing to report.

146/18g **Hardy Roberts Playing Fields**

It was **RESOLVED** to approve works to the hedgerow trees by the Bowls Club entrance at a cost of £250 + VAT.

146/18h **Leeves Common Play Area**

There were no matters to report.

146/18i **Sheepsetting Lane Recreation Ground**

There were no matters to report.

146/18j **Heathfield Community Centre**

The Clerk reported that NHS Property Services had given permission in principle for the installation of the K6 telephone box with a defibrillator inside. It was noted that power would be required.

148/18k **Waldron Recreation Ground**

It was **RESOLVED** to ratify urgent works to the Cricket pitch outfield at a cost of £850 + VAT to eradicate leather jackets.

It was **RESOLVED** to approve continuation of rabbit control at Waldron Recreation ground.

148/18l **Jubilee Park**

It was agreed that a tree sapling should be planted at the park, provided by The Woodland Trust as part of the Queen's Commonwealth programme.

148/18m **Skatepark**

The Committee noted that the wrong area of the skatepark had been identified when approval was given to the works. The Contractor had confirmed that the correct area could be tidied up at the same cost - £500 plus VAT.

149/18 **LAND AT PUNNETTS TOWN**

The Committee noted that the Solicitor had recommended a 364 day (renewable) lease and this would be discussed with the interested party.

150/18 **HIGH STREET PLANTING**

It was **RESOLVED** to approve the quotation from Europlants Ltd for High Street and Station Road planters, plus the horse trough at the A265/B2096 junction at a cost of £855.40 for planting and approximately £2405.16 for maintenance visits.

151/18 **TREE SURVEY**

Following the tree survey which had been carried out, three quotations had been obtained for identified tree work at The Coppice and the Skatepark.

It was **RESOLVED** to approve the quotation from Oz Trees for the Skatepark in the total sum of £10,170. It was noted that this included the removal of approximately 90 Ash trees which were suffering from Ash Die Back. It was agreed that notices should be posted at the site explaining the need for the works. It would also be necessary for the footpath to be closed and access to Station Road West car park.

It was **RESOLVED** to approve the quotation from D Stevens Arboriculture for work at The Coppice at a cost of £2,200 plus VAT.

152/18 **GREEN LANE PUBLIC OPEN SPACES**

There was nothing to report.

153/18 **DARCH'S WOOD**

A report was considered by the Committee regarding a request from Cross-in-Hand Amenities for budget expenditure in this financial year.

The Committee agreed to work totalling £3832.80 as proposed, which would leave a balance at year end of £31.20.

For clarification, this work does not include routine maintenance included within the General Works Contract.

154/18 **SEATS, LITTER BINS AND BUS SHELTERS**

There was nothing to report.

155/18 **HIGH STREET FURNITURE**

There were no matters to report.

156/18 **MATTERS RAISED BY COUNCILLORS**

No matters had been raised.

157/18 **CRIME AND DISORDER ACT 1998 SECTION 17**

There were considered to be no implications under the above Act in relation to matters discussed at the meeting.

158/18 **RISK MANAGEMENT**

The Committee had agreed risk management work in relation to tree at the Coppice and the Skatepark and repairs to loose headstones.

The Risk List for the Committee was duly reviewed and was approved for the following year.

159/18 **DATE, TIME AND PLACE OF NEXT MEETING**

The next meeting will be held on Monday 28 January 2019 at 7.30 pm in the Parish Council Meeting Room, 73 High Street, Heathfield.

The meeting closed at 8.37 p.m.

Signed:

Chairman

Dated: