

**Toilets, Greens & Recreation Ground Committee – Minutes
Unconfirmed**

Minutes of the Horsted Keynes Parish Council Toilets, Greens and Recreation Ground Committee held on 26 July 2016 at 7.30 p.m. in the Parish Council Office.

Present: Cllr. J Luckhurst (Chairman), Cllr. W Dye, Cllr. K O'Regan Cllr. S Webster and Cllr C Wheatley

Attending: Michaela Frost (Clerk)

Mr A Davies for Agenda item 6
Kay McNaughton for Agenda item 7
Kelly Howes for Agenda item 7

No members of the public present

1. To receive apologies for absence

None.

2. To receive declarations of interest from Councillors in respect of any matter on the Agenda.

None.

3. Minutes of the previous Toilets Greens & Recreation Ground Committee meeting held on 24 May 2016

Agreed and signed as a true record.

4. Matters arising from the Minutes of the last meeting not covered elsewhere.

None.

5. To receive brief verbal reports from Councillors on the following:

5.1. Memorial Pavilion, Play Area & Recreation Ground:

- The RFO was looking into the installation of a SMART meter at The Memorial Pavilion- NOTED; and
- The H&S monthly checklist was completed on the Play Area which is looking poor and some areas will need urgent attention The Committee was discussing the ROSPA Inspection Report later in the meeting.

5.2. Public Toilets & Bus shelter

- Inspections had been carried out and there was nothing further to report.

5.3. Lewes Road Allotments

- The Hedge needed cutting – The Clerk would arrange for Barcombe Landscaping to cut the hedge.
- All the allotments were reported as being well kept.

5.4 Greens and any other common land areas of the Parish.

- The posts on the Green needed resetting – The Clerk would arrange a TGR Works Order and request that Howard Edge liaise with Cllr Luckhurst and Cllr Dye to re-set the posts – AGREED.

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6. To consider a request for pop up floodlights at the Tennis Club.

The Tennis Club were seeking permission to erect pop up floodlights at the Tennis Club. Mr A Davies of the Tennis Club circulated a document at the meeting which detailed where the floodlights would go and confirmed that some residents had been approached about the proposal. It was NOTED that the Tennis Club would need to apply for planning permission and the Parish Council would be consulted formally at this point in time. The TGR Committee noted the comments made and thanked Mr Davies for his attendance and did not have any real comments to make. It was NOTED that the Parish Council would not be able to make any further comment about the proposal until the formal planning application had been submitted.

7. To consider a request for a coffee shop at the Memorial Pavilion

The Clerk informed Ms. McNaughton and Ms. Howes that as the Pavilion was a Memorial and the Parish Council would need to look into the rules and regulations governing what you could and couldn't do with a Memorial. The Clerk would also need to obtain some guidance on the type of leases charitable trusts could have. The recreation ground and the pavilion were governed by a charitable trust and so further investigations were required. It was AGREED that the Clerk would make some initial enquiries and would report back to Ms. McNaughton and Ms. Howes. In the meantime Ms. McNaughton and Ms. Howes would meet with local planning officers to see what the likelihood was of obtaining planning permission for change of use. It was hoped that there would be an update at the next Parish Council meeting in September. The Clerk and the applicants for the coffee shop would correspond about their findings in the meantime.

8. To confirm the arrangements for the Play Area Refurbishment Working Group

It was AGREED that a Play area Refurbishment Working Group would be established with Cllr Webster, Cllr Luckhurst, Cllr O' Regan, Cllr Humphreys-Davies, Cllr Wheatley and Cllr Kirk. Cllr Webster would lead the Group and would recruit some local residents and members of the public to be on the Group. Cllr Webster would organise a meeting in August and would report back formally to the Parish Council meeting in September. The Clerk advised the members of the Working Group that it was important that the Group kept a formal Minute of their meetings and reported back to the Parish Council.

The Clerk would also look into what grants might be available for the play area refurbishment.

The Committee also considered the ROSPA Inspection report for the play area. The report was NOTED, but the Committee requested that the Clerk seek some clarification on some of the areas which were deemed Medium risk.

9. To consider a policy for requests for notices and boards on the Village Green.

The Committee AGREED that all requests for notices and boards on the Green must be agreed by the TGR Committee and the applicant must provide:

- A written application; and
- Evidence that it has been reported to their Insurers; and

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- The sign would be displayed at their own risk.

10. Winter Management and Christmas Tree.

It was AGREED that Cllr S Webster would lead Winter Management. It was noted that more snow Shoveling volunteers would be needed for the winter season and the Clerk would arrange for the September article in the P&P to include this. Cllr Luckhurst and Cllr Dye would make enquiries about obtaining a suitable Christmas tree.

11. General Maintenance Issues

The Committee AGREED that there was not any need for any further posters concerning dog littering to be placed on the Village Green, The Clerk would advise the Neighbourhood Watch Group.

12. TGR Finance.

Noted.

13. Highways

The Committee noted the following Highways issues:-

- Birchgrove Road – a trench had opened up where services had been accessed – the Clerk would report it again to WSCC
- The Clerk would report abandoned vehicles in Hamsland.
- The Clerk would advise the HACKERS that the public footpaths were becoming overgrown and would also mention this in the September P&P
- The Clerk would also mention the school lollipop person vacancy in the September P&P.

10. Date of Next Meeting – 27 September 2016 at 7:30 pm

Chairman

Date