

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

Minutes of the Horsted Keynes Parish Council Toilets, Greens and Recreation Ground Committee held on 29 November 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)

1. To receive apologies for absence

None

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

Cllr O'Regan declared an interest concerning the update on the coffee shop in that it was his sister who was the applicant.

3. Minutes of the previous Toilets Greens & Recreation Ground Committee meeting held on 27 September 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:

Memorial Pavilion, Play Area & Recreation Ground

- John Luckhurst would ensure the Pavilion was all locked up and draw down any water in case of a harsh winter.
- The Clerk was liaising with the applicants for the coffee shop and was seeking advice concerning a lease for the coffee shop.
- The H&S monthly checklist was completed on the Play Area which was looking poor and some areas would need urgent attention – it was agreed to employ Howard Edge, a local tradesman to undertake some of the repairs. The Clerk still needed to source some bolts for the suspension bridge in the play area.

Public Toilets & Bus shelter

Cleaning was good and nothing further to report.

Lewes Road Allotments

Nothing to report.

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

- The wooden posts in Chapel Lane needed removing still. The Chairman would look into this further and report back to the next meeting.
- The Clerk would write to the Landlord of the Green Man regarding the tables on the Green and liability.

Chairman

Date

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6. Play Area

The Committee discussed further the repairs that were required at the play area to meet health and safety requirements. The Chairman inspects the play area regularly and submits a monthly report to the Clerk. It was agreed that some work was required to make safe the bridge in the play area. The Chairman would ask Kevin Pollard, a local tradesman if he would be willing to weld some of the rivets back on. The Chairman would keep the Clerk informed and report back to the next meeting. Howard Edge, a local Tradesman would also be asked to undertake some general repairs in the play area.

7. Christmas Tree Arrangements

The Clerk requested that daily visual checks of the Christmas Tree for health and safety reasons needed to be undertaken. Sarah Webster and Chris Wheatley agreed to undertake the inspections between them. The electrician had been instructed and would be able to sign off the lighting of the Christmas tree. The Christmas lights at the Horsted Club were going to be battery powered and therefore would not require the same stringent testing. The Chairman would liaise with the Manager of the Horsted Club to ensure he had the correct documentation in place.

8. TGR Finance

The Committee discussed how to fund any loan that was applied for to replace the play area. The budget would need to consider any loan repayments. The Clerk reminded the Committee that the precept may go up due to other constraints on the Parish Council's budget. The Committee discussed further raising the Parish Council's precept by 20% to cover the repayment of a loan to replace the play area. The Committee agreed that they would suggest that there should be a proposal in the budget to increase the precept to accommodate any loan repayments. The Committee also discussed whether reserves could be used to assist with the replacement of the play area. It was agreed that this would be discussed further at the Finance and Governance Committee on 5 December 2016.

The TGR Committee also discussed other areas of the budget and agreed that figures in the budget for TGR should remain the same for the forthcoming budget.

9. Playground Refurbishment Working Group

Sarah Webster updated the Committee about the Playground refurbishment working group. It was noted that Mid Sussex District Council were currently looking at a tender document drafted by the Working Group. Further clarification had also been sought concerning the ESPO framework. The Group also needed to consider whether to instruct an installer.

10. Coffee Shop at Pavilion

Planning permission had been granted for the coffee shop. The Clerk had informed the applicants that a lease would now needed to be drawn up and she would be looking into this further and would report back to the next meeting of the Committee.

SO RESOLVED

Chairman

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11. Winter Management

The Committee agreed the Winter Management Plan and requested that the Clerk place it on the website with one slight amendment concerning Beggars Pit Corner. Sarah Webster as Winter Management Co-ordinator needed a key to the office in order that she could access snow shovels etc. The Clerk would check with the Chairman about a spare key. The Clerk would also ask Mid Sussex if they could supply further snowshovels and equipment.

12. Highways

The Chairman would inspect all the fingerposts which had been completed and report back any maintenance issues to the Clerk.

13. Items to be put forward to Parish Council Meeting

The following items needed to be put forward to the next Parish Council meeting:

- Play area/budget
- Increasing TGR Spending limit as currently stands at £300 – play area repairs could be more than this

14. Date of Next Meeting – 31 January 2017

Chairman

Date