

Toilets, Greens & Recreation Ground Committee – Minutes Unconfirmed

Minutes of the Horsted Keynes Parish Council Toilets, Greens and Recreation Ground Committee held on 31 January 2017 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**
Cllr Dye and Cllr Webster.
- 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 29 November 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

The Chairman reported that following a thorough inspection with Cllr Dye the following observations were made:-

- No burst pipes – and building was secure;
- Many broken tiles on roof – roof in bad state of repair – HIP is coming adrift – It was AGREED that the Clerk would obtain quotes for the repair of the roof – the budget would need to be assessed;
- The Ceiling and plaster board inside the building were also in a bad state of repair. The Chairman would re-visit the site and would complete a possible Works Order to allow the Clerk to obtain quotes for the repair and maintenance of the plasterboard and ceiling;
- The building needed decorating and painting through – the Chairman would also revisit and supply the Clerk with details so that she would be able to obtain quotes for the work
- Padlock was still missing – the Clerk would request a new padlock from Parks at MSDC.
- Still Christmas Trees and salt bin issues – The Clerk would contact MSDC and ask for the Christmas trees to be collected and for the salt bins to be placed back in the correct position.
- No hot water in the Pavilion – The Chairman would look into this further and would report back to the Clerk in case repairs were required.
- The Pavilion needs to be cleared – lots of rubbish and over storage – the TGR Committee AGREED to undertake a clearance of the Pavilion.
- The BBQ needs to be stored by the PTA if they have room.

Chairman

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Public Toilets & Bus shelter

All fine

Lewes Road Allotments

All fine

Greens and any other common land areas of the Parish.

The TGR committee discussed any past damage to the Green. There had been some reports of delivery drivers driving on the Green. It was AGREED to ask the Clerk to write a small friendly note which would be delivered by Cllr Wheatley to residents living around the Green. The note would remind residents to make sure delivery drivers do not drive on Green.

At the last Parish Council meeting the HACKERS hoped to put some wood chip down on the path near the tennis club. Greyhound Tree Surgery had kindly agreed to supply woodchip – the Clerk would liaise with the HACKERS for a convenient day for this to happen.

6. Play Area –ROSPA Report

The TGR & H Committee considered the ROSPA report and agreed what actions and requirements needed to take place as part of their due diligence and mitigation of any risks at the play area. Please see attached table (appendix 1 to these Minutes) for further information..

7. TGR Finance

The TGR & H Committee noted the contracts for 2017/19

8. Playground Refurbishment Working Group

In the absence of Cllr Webster, Cllr O Regan updated the TGR & H Committee. Kay Mcnaughton, a member of the Working Group had produced some Minutes and these would be circulated to the Clerk for inclusion with the next Parish Council Agenda. The Working Group had agreed to set up a Facebook Page for the support of the playground refurbishment. The Facebook Page needed an email address for the responses which the Clerk would monitor. Hard copies of the Facebook survey would be made available in village store and would be offered to local groups including the Church. All local groups would be approached for their feedback – It was hoped that the results of residential survey would be presented at the April Parish Council meeting. This would be a public meeting. But further public meetings may be required. Cllr Webster would update further at the Parish Council Meeting.

The Clerk reported that the Procurement Officer at Horsham District Council was offering advice on the tender process and would hopefully report back in the next few days.

9. Winter Management – Update

The TGR & H Cttee discussed the recent spell of cold weather. It was clear more volunteers were needed in the Community to help salt pavements. The Clerk had put something in the P&P requesting more volunteers and in a parent mail at the school. It was hoped more volunteers may come forward. The TGR

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Committee would assess the salt bins.

10. Asset Register – Clerk to print off list and TGR will undertake asset register.

11. Coffee Shop – Need to undertake some work at the Pavilion as the roof is in need of repair - Can we just hire out the Pavilion or does it need a lease? The Clerk to check the pros and cons of hiring/operating licence.

12. Freighter Dates - Agreed

13. Highways –

Fingerposts – HACKERS agreed to paint – TGR Committee to purchase paint – get it trade price – how many litres are needed there – Check fingerposts are on asset register – Clerk to let John know to order paint and supply HACKERS with paint and brushes.

14. Items to be put forward to Parish Council Meeting

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

- ROSPA monitoring
- Toilets – future
- Pavilion maintenance
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15. Date of Next Meeting - 28 March 2017

Chairman

Date