

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

Minutes of the Horsted Keynes Parish Council Toilets, Greens and Recreation Ground Committee held on 28 March 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
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 31 January 2017
- Agreed and signed as a true record.

4. Matters arising from the Minutes of the last meeting not covered elsewhere.
There was hot water in the Pavilion.
It was reported that the wood chippings had been laid at the tennis club.

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

Memorial Pavilion, Play Area & Recreation Ground

Recreation Ground – The grass at the Recreation Ground looked as if it could do with its first cut – it was AGREED that the Clerk would give Barcombe Landscapes a call – the Clerk would also ask if Barcombe Landscapes could cut the Recreation Ground Grass before the Mayfair on 13 May.

The TGR & H Cttee discussed the repairs to the Memorial Pavilion – The Clerk had attempted to contact several roofing and building firms, but had only received one quote from Billy Dye. The Clerk reminded the Cttee that as Billy Dye was also a Cllr, it was important to show due diligence and that every effort was made to obtain other quotes. The Cttee also noted that the quote from Billy Dye was above the £300 spending limit as per the Financial Regulations. Some Members of the TGR &H Cttee believed that the Cttee had formally requested this limit to be raised last year and so the Clerk agreed to check the Minutes. If the Minutes were unclear the TGR & H Cttee would request to raise the limit again from £300 - £500 as part of the annual review of the Financial Regulations.

(The Clerk has since discovered that under Regulation 11.1.(c) of the Financial Regulations, a Committee can request by formal recommendation to the Parish Council to waive Financial Regulations regarding contracts as long as a good reason is given).

The Cttee noted that three more rails were broken on the fence surrounding the Play area – The Cttee agreed that this would need to be fixed. The Clerk would try and obtain some quotes as to the cost. The Cttee suggested approaching Newick Fencing and Mr Clough in the village and lastly, Chris Hughes fencing.

The Clerk had arranged for an electrical survey of the Memorial Pavilion to take place and Billy Dye had met the

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electrician at the Pavilion. The Cttee noted that in general terms the electric at the Pavilion was good. It was noted that if the coffee shop was to go ahead then they would also need to obtain a survey from a certified electrician, especially as they would be running more circuits and possibly installing a dishwasher.

(The Clerk has since been told that some work is required – new trunking and RCD's to enable the Electrician to supply a satisfactory completion certificate and costs would need to be agreed).

The Cttee also discussed the current Meter in use at the building. With the new £1 coins coming in the Meter would need to be changed. The Chairman would make some initial enquiries and report back to the Clerk.

The Cttee agreed that as part of their future budget discussions they would also need to consider replacing the outside toilet at the Pavilion.

The TGR&H Cttee AGREED that the Mayfair could take place on the Recreation Ground on 13 May 2017

The TGR & H Cttee AGREED that the annual Fun Run could take place on the Recreation Ground on 16 June 2017.

Public Toilets & Bus shelter

No issues other than some tiles on the bus shelter roof needed replacing. Cllr Billy Dye agreed to have a look and report back to the next meeting.

Lewes Road Allotments

No issues.

Greens and any other common land areas of the Parish.

The Clerk would try and contact the local farmer, David Butler. It was his herd of cows which had escaped onto the Green recently. Mr Butler had said he would roll the Green and try and repair some of the damage. The TGR & H Cttee AGREED that it was important to undertake the repairs as soon as possible.

The Cttee AGREED that as part of their discussions for future meetings they would consider providing bollards on some of the corners of the Green.

The Clerk reported that she had received good feedback about the letter to residents which Cllr Wheatley had delivered concerning deliveries in and around the Green.

The TGR & H Cttee Agreed that the Racing on the Green could take place on 10 June 2016

The TGR & H Cttee agreed that they would consider bulb planting at the next meeting.

The Clerk requested that the Chairman deliver a letter and agreement to the Landlord of the Green Man concerning tables on the Green. The Clerk also requested that the Chairman remind the Landlord of the Crown that they needed to ask permission for placing any boards on the Green.

Play Area –ROSPA Report

The TGR & H Cttee discussed the ROSPA report 2016 as this was a standing item and any maintenance work that was required. The Cttee also had before them the inspection report undertaken by the Chairman. The Cttee agreed that the rails and chain link fence needed repairing on play area. The Clerk would try and contact the original suppliers to see if they would be able to assist.

The Clerk still needed to order a sign of ownership for the play area.

The TGR & H Cttee suggested that the swings could be repaired and refurbished now as they were not part of the tender. The Clerk would check with the procurement officer at Horsham. The Clerk also suggested that we

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still may need quotes for this repair, but she would look into it with the original suppliers of the swing. The updated checklist against the ROSPA report is attached to these Minutes for ease of reference.

Tennis Club

The TGR & H Cttee noted that the patio area in front of the Tennis Club was very uneven and very damaged in places causing a possible slip hazard. The Tennis Club had requested that this should be repaired. The TGR & H Cttee requested that the Clerk should try and obtain three quotes for the repair of the patio area. Cllr O’ Regan would complete a works order for the patio area and submit to the Clerk. The Tennis Club also reported that they would like to create a chicane on the path leading out of the Tennis Club to stop children being able to run out into the road. The TGR & H Cttee suggested that the Tennis Club should provide proper plans and put in a formal submission to the Cttee for them to consider.

7. TGR Finance

Leaks

The TGR&H Cttee discussed the leak at the Recreation Ground last year and the problem with the overflow system at the toilets. Both problems had resulted in large water bills. The Clerk had requested South East Water to consider a leak allowance and this request was ongoing.

Memorial Pavilion Repairs

The TGR & H Cttee discussed the costs for the Memorial Pavilion repairs. It was noted that these repairs were essential.

8. Playground Refurbishment Working Group

The TGR & H Cttee discussed the Playground Refurbishment/Replacement. Cllr Webster was willing to assist the Clerk with completing Grants. The Clerk would send appropriate grant applications to Cllr Webster to complete and then the Clerk would check and sign off before submission.

Cllr Webster confirmed that she would be at the Made in HK Event on 8 April and would be providing a board and information about the play area. It was noted that 100 emails had been received via the Facebook Page in support of the play area. Cllr Webster also reported that she had placed an article in the P& P about the play area.

The Clerk reminded the Cttee that in order to meet the requirements of a public loans board, they must show evidence of public consultation including public meetings. The TGR & H Cttee noted that the play area refurbishment/replacement had been on all the Parish Council agendas which were public meetings and they intended to focus on this subject at the Annual Parish Council Meeting.

Cllr Webster also reminded the Cttee that the Village Day last year included an element of public consultation

The Clerk advised the TGR & H Cttee that she should be the main admin on the FB Page as it was a Parish Council FB Page. The TGR & H Cttee suggested that as the Clerks workload was heavy, it would be helpful if the Play Area Working Group remained as admin. Cllr O’ Regan would liaise with the Chairman of the Parish Council over this matter.

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9. Freighter Dates –

The Clerk suggested that a freighter date in May would be helpful if she could secure one on a Sunday. The Clerk would look into this further.

10. Asset Register –

The TGR & Cttee considered and AGREED the Asset register. The Chairman had produced a photographic asset register of the Parish Council's assets in and around the village which would now be stored in the office.

11. Coffee Shop –

The TGR & H Cttee discussed the potential coffee shop at the Memorial Pavilion. The Clerk had sought legal advice and had a draft basis of a license. The License needed some amendments concerning insurance and sole use. The Clerk would also need to check how much the parish Council's insurance may go up once the coffee shop was in place. The Parish Council now needed to approve the finalization and drafting of the license and the costs.

12. Highways –

Fingerposts – The TGR & H Cttee still needed to check how many fingerposts there were and confirm what maintenance was required.

Bluebell Railway – Flying Scotsman visit – There would not be a litter pick – the Bluebell Railway had a responsibility to ensure that mud was removed from roads.

14. Items to be put forward to Parish Council Meeting

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

- Expenditure –the TGR & H Cttee recommend that Financial Regulations are amended so that a Committee can have a limit of £500 expenditure
- The Coffee Shop License – next steps and costs
- Electrical work at Memorial Pavilion
- Seek approval for Billy Dyes quote to be approved for repair of Memorial Pavilion roof.
- Dates of events.
- Tennis Club repairs
- To note cost of water leaks.

15. Date of Next Meeting – 23 May 2017

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The ROSPA report dated June 2016 – Graded the Playground in Horsted Keynes as MEDIUM

Playground Item	ROSPA recommendation	ROSPA RISK	TGR ACTION
Litter Bin	Satisfactory – Low risk	Very Low	None
Seating – all Timber	Timber preservation in poor condition	Very Low	Monitor
Seating Timber and Steel	Timber preservation in poor condition	Very Low	Monitor
Seating – Timber and Steel with arm rests	Broken item	Medium	Fixed – October 2016
Barrier Swing	Fencing	Satisfactory – Very Low	No risk - Monitor
Fencing Chain Link	Item loose in ground – secure fixing devices – fencing damaged	Very Low	Fixed – October 2016 - March 2017 – needs further repair – ongoing...

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Gates	satisfactory	very Low	none
Pathways	Surface trip points - repair surface	Low risk	Will continue to monitor and possibly make temporary repair maintenance as this is due to be replaced with playground refurbishment....
Sign – age group sign and stranger danger	satisfactory	Low	Monitor
Signs – Ownership	Replace missing sign	Low	Clerk to order new sign – January 2017 March 2017 – still ongoing
Carousel	Surface underneath needs repair	Medium risk	TGR Cttee to undertake further assessment and possible maintenance and repair of this area – February 2017 – temporary repair as due for replacement...
Multiplay Unit	Slide Bar – not fitted	Low	No requirement as never fitted.
Multiplay Unit	Treads do not comply with depth requirements	Low	Continue to monitor closely – due for replacement in playground refurbishment
Multiplay Unit	Timber - splintered	Low	TGR Cttee to undertake further assessment February 2017 and possible repairs
Multiplay Unit	Entrapment Head on equipment	Medium	THR Cttee to further assess and monitor

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			closely...
Multiplay Unit	Clatter bridge – replace screws/rusting in places	Low	TGR Cttee to assess further and undertake possible maintenance repairs
Multiplay Unit	Surface – edges shrunk – repair edges/cracking	Medium	TGR Cttee to monitor closely and possibly undertake temporary maintenance and repairs as Playground due for replacement...
Rocker SeeSaw	Surface cracking	Low	Monitor...
Rotator	Bearings worn – replace item Surface needs repair	Low	TGR Cttee have monitored and the bearing is ok – will continue to monitor closely... TGR Cttee to assess surface wear and tear
Slide	Corrosion/ treads do not comply/ dents in slide/ support legs damaged	Low	TGR cttee continue to monitor – item will be replaced under playground refurbishment...
Swing Junior	Swing Seat damaged	Low	This will be repaired under playground refurbishment.
Swing – –surface	Edgings shrunk – trip hazard	Medium	TGR cttee to assess and undertake temporary repairs if necessary – Feb 2017
Swing – Toddler	Cap missing/ Check seat straps and seats	Low	This will be replaced – Monitor closely
Swing – Toddler – Surface	wearing	Low	None

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