

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

Minutes of the Horsted Keynes Parish Council Toilets, Greens and Recreation Ground Committee held on 25 July 2017 at 7.30 p.m. in the Parish Council Office.

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

Attending: Michaela Frost (Clerk)

Mr Ray Sellars a member of the public was also in attendance and requested further information about the fees for the boules pitch (see Minutes below)

1. **Apologies for Absence** – Cllr S Webster
2. **Declarations of Interest** – Cllr O'Regan regarding the potential coffee shop.
3. **Minutes of the previous Toilets Greens & Recreation Ground Committee meeting held on 23 May 2017 - RESOLVED** – The Minutes of the meeting held on 23 May 2017 were agreed and signed.
4. **Matters arising from the Minutes of the last meeting not covered elsewhere.**
The Committee AGREED that with regard to the cleaning of the toilets, a review was needed of the contract with the company who undertakes the cleaning – MONITOR. The Clerk would undertake some initial research with regard to the detail of the contract and report back to a future meeting.
The Committee AGREED that the Clerk should write to the landlord of the Green Man pub and request a copy of his liability insurance. The Clerk would give a deadline for the production of this certificate.
5. **To receive brief verbal reports from Councillors on the following:**

Memorial Pavilion, Play Area & Recreation Ground

The Chairman reported that the pavilion is all clean and empty and ready for use. The Chairman confirmed that he would liaise with Kay MacNaughton over issuing a set of keys so that initial work could be undertaken in preparation for the Coffee Shop. Appropriate liability insurance would still need to be provided. The Clerk also requested that the Chairman supply her with a spare set of keys for the Pavilion. The Committee AGREED that the Chairman would investigate further the options for changing the meter at the Pavilion, but work would not commence on the Meter until the coffee shop preparations had been finalised.

Public Toilets & Bus shelter

RESOLVED – that the Clerk would check agreement with Monitor cleaning and check what the Parish Council was paying for. The contract with Monitor Cleaning needed to be reviewed.

Lewes Road Allotments

The Clerk confirmed that she had requested Barcombe Landscapes to cut the hedge. The Chairman would check that this had been completed.

The Clerk would request payment for the allotments on her return from annual leave.

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Greens and any other common land areas of the Parish.

The Committee confirmed that a local resident had asked whether the posts in Chapel Lane would be replaced as more cars were beginning to park in the lane. The Committee agreed that there was not any money in the budget this year for replacement of the posts. The Committee discussed whether it was necessary to replace the posts and it was AGREED that at this time the posts did not need replacing.

6. Play Area –ROSPA Report

The Committee had before them the latest ROSPA inspection report. The ROSPA report had assessed the playground at being Medium risk. The Chairman agreed that he would undertake a follow up inspection of the play area and would report back to the next meeting with any actions that needed undertaking.

7. Play AREA Refurbishment/Replacement

Cllr S Webster was not in attendance so the Clerk updated the Committee. Cllr Webster and Emma Ball were currently completing grant applications and these would need to be confirmed by the Clerk before being sent off to the respective people. Cllr Webster was also updating the public consultation report with all the evidence as appendices as this would form part of the evidence to the secretary of state loan application. The Clerk also suggested that she would circulate the loan application guidance to Cllr Webster so she was aware of all the documentation that was required. Cllr Webster and The Clerk would liaise once they had returned from their Summer leave to complete the loan application. In the meantime the Clerk had informed the successful and unsuccessful bidders for the tender for the play area and was awaiting a response as there was a ten day standstill period.

NOTED.

8. Coffee Shop

The Clerk confirmed that she had circulated the License to Kay MacNaughton. The License was for a term of one year – rent free with the coffee shop paying for utilities. The Chairman of the TGR & H Committee was liaising with Kay MacNaughton over a set of keys. The Coffee shop applicant needed to sign the agreement and provide the appropriate insurances and food safety certification before the coffee shop could open.

NOTED

9. Village Green

The Chairman informed the Committee that he had been informed that the Horsted Club may use the village green for Andy Jones funeral. Large numbers were expected to attend. The TGR & H Committee agreed that the Horsted Club could use the Village Green in front of the Club on 4 August 2017 for Andy Jones Funeral.

10. Boules Pitch

The TGR & H Cttee discussed the application for a Boules Pitch on the Village Green. At the last Parish Council Meeting on 11 July the location of the pitch had been agreed by the Parish Council by a vote of 9 -1. The draft

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agreement supplied by the Boules Club had been forwarded to the Parish Council's solicitor and the Clerk advised that the agreement needed far more detail about liability, location and her advice was that the agreement should be drafted and overseen by the Parish Council's solicitor. The cost of drafting the agreement should be met by the Boules Club. The TGR & H Committee agreed that the Boules Club should be responsible for any costs. The TGR & H Committee suggested that Peter Vince of the Boules Club liaise directly with the Parish Council Solicitor in an attempt to reduce costs. The Clerk advised that the Parish Council solicitor would still need to confirm to the Parish Council that the Agreement was satisfactory and fit for purpose.

RESOLVED – (1) that Peter Vince of the Boules Club could liaise directly with the Parish Council Solicitor to agree the terms of the Agreement and produce an acceptable agreement to all parties. The Parish Council solicitor will agree the document and have sight of the final document; and

- (2) all costs to be paid by the Boules Club; and
- (3) a risk assessment must be supplied by the Boules Club which satisfies the insurers; and
- (4) liability insurance must be provided.

11. Tree Maintenance

The TGR & H Committee discussed the need to some tree maintenance work in the recreation ground. The Tree Warden, Cllr Clarke had reported that although children were climbing the trees, the trees did not require a great deal of maintenance at the moment. It was AGREED that the TGR & H Committee would consider tree maintenance further as part of next year's budget.

12. TGR Finance

The Clerk updated the Committee about the water leaks. She was still awaiting confirmation about the water leak allowance for leak at the Pavilion. The Clerk had looked into claiming on insurance for the leak at the toilets, but it was unlikely now to be successful due to the passage of time.

The Clerk also requested that the TGR & H Committee consider the budget for the Committee over the Summer months in preparation for their meeting in September.

13. Highways –

Finger posts – HACKERS – it was noted that the HACKERS were doing a wonderful job in maintaining the fingerposts.

The Clerk requested that the TGR & H Cttee provide her will requirements for what was needed for the potholes outside the Crown pub.

14. Items to be put forward to Parish Council Meeting:

- Play Area Refurbishment/replacement
- Boule Pitch update
- Reviewing budget – review of assets and needs around the village

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15. Date of Next Meeting – 26 September 2017

Chairman

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