



ARDINGLY PARISH COUNCIL

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Office: Tuesdays 10am – 12 noon in Hapstead Hall, Ardingly

Minutes of the meeting of the Recreation Ground Committee held on 18th October 2017 at 7.30 pm in the Reading Room, Hapstead Hall, Ardingly

Present: Mr. D. Stutchbury (Chair) Mr. B. Strutton (BS)
Mr. M. Brixey (MB) Mr. R. Lawson (RL)
Mr. K. Monk (KM) Mrs. R. Chalk (RC)

In Attendance: Mrs. S. Mamoany (Clerk)
Mrs. H. Schofield (RFO)

Mrs. F. Rocks

1.	<p>To accept apologies for absence Apologies were received from Nick May, David Port and Stuart Noel. It was noted that Steve Korontotis has left the football club and Sam Cohen is the replacement contact as Secretary/Treasurer.</p>	
2.	<p>To confirm and sign the minutes of the meeting held on the 30th March 2017. The minutes of the meeting held on the 30th March 2017 were circulated and AGREED and signed by the Chair as a true and correct record.</p>	
3.	<p>Matters arising from previous minutes</p> <p>It was noted the Youth equipment needs to be removed from the pavilion.</p> <p>It was noted a pallet and cones have been left at the pavilion. MB offered to remove these.</p> <p>The Clerk advised that the contractors who were asked to quote for the gates have not come back to her.</p> <p>The tennis courts were cleaned earlier in the year.</p> <p>Security of garage – the Clerk was unsure if this had been resolved and the matter will be discussed with the Cricket Club at the next meeting.</p>	<p>DS/FR MB</p>

4.

Income and Expenditure

4.1 Budget to date

The RFO had circulated the budget figures. It was noted that the tennis court income was double as 2016/17 payment was received and banked in 2017/18. In addition, both the water charges and maintenance for the public toilets was high due to the leak that was discovered and has since been repaired.

4.2 Discuss and review Recreation budget 2018/19 to put forward to Finance Committee

The current figures to date and previous year were circulated to all members by the RFO. The Clerk and RFO had met today to go through the budget. The following observations were noted:

Income

- It was agreed no increases would be made to the sports clubs this year.
- Mary Puckle interest was removed
- Income from Pavilion hire was not budgeted this year

Expenses

- Youth Projects decrease from £598 to £500
- Electric increased due to likely energy price increased
- Tree maintenance increased to £1,000 due to expected works following tree report
- Recreation Ground Maintenance increased to £4,600 due to new contract in January
- Pavilion Maintenance set at £1,000
- Playground inspections separated out from Playground Maintenance at £250
- Playground maintenance £600
- Dog bins increased to £690 due to additional bins and frequency of collections
- Toilet maintenance/cleaning increased to £2,750
- Road sweeping salary and materials increased by £200
- Border maintenance increased to £350 due to expected costs at the border adjacent to The Close as volunteer no longer looks after this area.
- Littler bins decreased to £200
- Winter maintenance budget requested of £1,000 due to concerns regarding condition of salt
- New cost centres for HHTCIC maintenance as agreed by Council and requested by Steve Trice at £500. Defibrillator maintenance £100 for new batteries/pads. Traffic Calming £250 for SID maintenance, ie replacement brackets/batteries
- Some of the cost centres that had been set up were not required and had become a bit unclear, so it was agreed that were no longer needed.
- The Recreation Ground Maintenance was put as one budget figure under this heading instead of splitting out into areas.

Following the above the budget for the Recreation Ground was agreed at £27,540 which would be an increase from 2017/18 of £2,790. This budget will be submitted to the Finance Committee at the November meeting. The RFO advised that she should be in a position to present a draft budget document at the December Parish Council meeting for review.

	<p>Other points that were discussed during the budget discussion were as noted below:</p> <ul style="list-style-type: none"> • Salt supply – concerns were raised that the salt stored at the Showground would not be in a suitable condition to be used by the farmer who was under contract to grit and clear snow this winter. The Clerk was asked to contact the farmer and speak with him about this issue. In addition, the Council need to look at some type of inside storage perhaps a container so that the salt does not deteriorate over the years when it is not used. • KM asked the Clerk to write to the gentleman who cares for the border at Lodgelands as it has been recently planted and he has not asked for any financial assistance. 	<p>Clerk</p> <p>Clerk</p>
<p>5.</p>	<p>Pavilion</p> <p>5.1 Update on progress of refurbishment project MB noted that a meeting had been held with the MSDC Tree Officer with MB/FR and advice had been taken and a tree report had been produced. This had been submitted to MSDC together with some revised plans drawn up by MB and MSDC had confirmed today that the planning application had been registered with a determination date of the 7th December 2017.</p> <p>5..2 Report from working party meeting held on the 6th October 2017.</p> <p>DS/MB/JA/FR/RC met with Steve Howe the surveyor to discuss the progress of the pavilion. It was noted that the view of some members of the working party was that the surveyor had been asked to proceed with the submission of the planning application. MB noted that following the meeting with the tree officer he was able to produce the required documentation and therefore had saved the fees quoted by the surveyor of £1,500.</p> <p>The Clerk was requested to write to the surveyor to confirm the planning application had now been submitted and that the Council now required the budget costings as per the original instruction letter and once these had been received the balance outstanding of £1,000, plus VAT would be paid to the surveyor. The Clerk was also asked to request a quotation for putting together a tender specification document for the building and car park. It was to be stressed that this work needed to be done as soon as possible. Once the budget costings and planning application was approved the next stage would be to look at grant funding for the build.</p> <p>It was noted the Design and Access statement had been amended to reflect the car park surface as water permeable instead of grass crete and the following the tree officers report the trees that were to be removed had been amended.</p> <p>The Mary Puckle reserve was discussed and it was noted that this could be a possible use for the reserve as KM noted that the money had been left for the purpose of recreation/sport. The Clerk was asked to put this on the Parish Council agenda for further discussion.</p>	<p>Clerk</p> <p>Clerk</p>

	<p>5.3 Hiring of pavilion.</p> <p>The Clerk had received an enquiry from an Ofsted registered childminder in relation to hiring the pavilion during the week. MB/DS had met with the gentleman to discuss the requirements and he was interested in hiring the pavilion in its current condition, prior to the refurbishment. The Clerk wished to note that she was concerned about maintenance jobs that needed doing in the building and the costs of these works if a hirer was using the facilities on such a regular basis, rather than low usage users. She advised that she did not have the experience to draw up a licence that had been suggested by DS. In the short term she did not see the benefit of leasing the building prior to it being refurbished and the expenditure in maintenance and additional costs could outweigh any profit. The Clerk also pointed out that her time was quite allocated currently, and the pavilion refurbishment would require a project manager. The Committee advised that help would need to be brought in if required.</p> <p>DS advised that a solicitor would have to be employed to draw up an agreement and suggested that a commercial agent was asked to value the building and that photographic evidence should be taken at the start of the lease as to the condition of the building.</p> <p>It was resolved that the Clerk would write to the interested party and offer him the social area of the pavilion for the sum of £50 a day. If this figure was of interest and he wished to proceed then the proposal would be put forward to the full Parish Council.</p> <p>It was noted that having a hiring such as this would assist with the grant funding process for the refurbishment as you can inform potential grant sources that you already have an income stream.</p>	
6.	<p>Recreation Ground</p> <p>6.1 Zipwire Update</p> <p>The Clerk confirmed that the snagging list work should be completed by the contractor w/c 30th October. The grant claim for £5,000 has been submitted to MSDC, although the contractor will not be paid until the Council are satisfied with the work.</p> <p>6.2 Playground Inspections</p> <p>BS was thanked by the Committee for carrying out the weekly inspections. The annual RoSPA report was carried out in August. Two areas came out with a medium score, being the swing pod with some minor issues and the cycling track where the surface is cracking. The Clerk will need to obtain prices for these and the work to the dolphin springer and roundabout. It was discussed if the cycle track is used or if it would be better to remove it. The Committee felt it would be a good idea if SN was asked if he could put something up on Facebook as to the views of residents on this area. The Clerk will speak to SN.</p> <p>It was also noted that some of the fencing needed attention around the playground area.</p> <p>6.3 Tree Report</p> <p>The Clerk confirmed that Scott from Cedarwood is carrying out an inspection report which we hope to have in the next few weeks. It is expected that several trees will need some work doing to them.</p>	<p>Clerk</p> <p>Clerk</p>

	<p>6.4 Signage The Clerk reported the Recreation Ground sign was ready for collection. FR offered to collect this once the cheque has been sent to them. FR also offered to speak to Mrs Meldrum in relation to seeing if she could put the correct telephone number on the playground sign. It was agreed if this was not possible the Council would pay the £75 to Sussex Signs for them to go out and amend it.</p> <p>6.5 Public Toilets The Clerk had put together a specification for works that are required to the public toilets. The Committee requested that painting of ceilings was added, and she was asked to check the cupboards in both toilets as DS advised he thought the doors were hanging off. Once the specification has been amended it will be sent out to contractors to quote. The Clerk will also ask the same contractors to quote for the gates.</p> <p>The Clerk confirmed the replacement cistern had been replaced this week.</p> <p>6.6 Maintenance of borders It was agreed that the Clerk would add the maintenance of the border adjacent to The Close to the grass contract specification with 4 visits a year to keep it tidy.</p>	<p>Clerk/FR</p> <p>Clerk</p> <p>Clerk</p>
<p>8.</p>	<p>Any other business for noting or inclusion on a future agenda</p> <p>The Clerk noted the grass cutting contract was up for renewal in January 2018 and would be putting the necessary paperwork together for quotations.</p> <p>DS noted that he had recently visited a Parish Council owned ground which was being maintained by MSDC – the Committee asked if he could find out further information on this.</p>	<p>Clerk</p> <p>DS</p>
<p>8.</p>	<p>Future meeting dates</p> <p>January 2018 - date to be confirmed</p>	

The meeting closed at 9.30 pm