



## ARDINGLY PARISH COUNCIL

Parish Clerk: Sarah Mamoany  
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### Minutes of the meeting of the Recreation Ground Committee held on 16<sup>th</sup> October 2018 at 7.30 pm in the Pavilion, Ardingly Recreation Ground, Ardingly

**Present:** Mr. D. Stutchbury (Chair) Mr. B. Strutton (BS)  
 Mr. M. Brixey (MB) Mrs. R. Chalk (RC)  
 Mr. S. Noel (SN) Mr. J. Horsman (JH) part of meeting  
 Mr. D. Port (DP)

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

1.	<p><b>To accept apologies for absence</b>          Apologies were received from Rob Lawson and Nick May.</p>	
2.	<p><b>To confirm and sign the minutes of the meeting held on the 11th June 2018</b>          The minutes of the meeting held on the 11th June 2018 were circulated and AGREED and signed by the Chair as a true and correct record</p>	
3.	<p><b>Matters arising from previous minutes</b></p> <p>Tree work had been completed along the south boundary line car parking area in the Recreation Ground. A sycamore is due to be removed at the end of the month due to it being noted that it is rotten at the base.</p> <p>Clerk spoke to WSCC Highways Officer in relation to rats and they won't do anything about them unless it can be proved they are on their land – which in the case of the area noted at the last meeting is not Highways. No further reports had been received.</p> <p>Following some issues with a contractor a new contractor has been instructed to replace the post and rail fence/wire and the gate will be removed adjacent to play area. Contractor to also clip up areas of wire that are health and safety issue along</p>	

	<p>the boundary. Further work is required in the future to possibly replace some sections of the fencing.</p> <p>Tree Report – The Clerk has received two quotes for a tree survey, which was last completed in January 2015, together with the retagging of the trees for the sum of £400 and £695 plus VAT. This would need to be put forward to the PC for approval as no budget available. The last survey was carried out on the 7th January 2015, although visual inspections have been made since the survey, it would probably be a good timeframe as a duty of care to have a full survey carried out again and combine this with the tree tagging that needs doing due to tags falling off and trees being removed/replanted since the tagging was last done.</p> <p>Public Toilets should be open from approx. 7am – 9pm form 1st April to 30th September and from 7am – 6pm from 1st October to 31s March. If anyone finds them not open within these times, please report to the Clerk the date and time and this will be passed back to the contractor.</p>	
4.	<p><b>Income and Expenditure</b></p> <p><b>4.1 Budget to date</b></p> <p>The RFO had circulated the budget to date as at the 30th September 2018.</p> <p>It was noted a refund of £139 had been received from the water company in respect of the leak at the Public Toilets.</p> <p>Any items over budget had been agreed at Parish Council meetings, which related to replacement wet pour surface and tree work. Litter picking work has been added to the road sweeping salary item.</p> <p><b>4.2 To consider budget for 2019/20</b></p> <p>The RFO and Clerk had worked through the budget together and a draft document for discussion had been circulated prior to the meeting to all Committee members.</p> <p>Income – DS raised the issue of increases to the sports club fees and suggested that the Cricket and Football fees were raised to £1,500 per annum due to increased costs. MB felt that the Parish Council should support these clubs and if clubs have to increase membership fees to cover costs, then membership could decrease and the clubs will suffer. DP advised that the Football fees were slightly more due to the longer season and confirmed that numbers of people getting involved in grass root cricket and football are decreasing and it would not take much to tip either club over the edge. DP suggested that the Parish Council request a copy of the Cricket Club accounts, so that the Council can see their financial position. Following further discussion, it was <b>resolved</b> by the Committee to increase the fees in line with 2% inflation as follows: Cricket Club £1261 per annum Football Club £1313 and Tennis Club £826.</p> <p>DP noted that the Cricket Club wanted to support the pavilion refurbishment and</p>	

	<p>would be prepared to get involved with joint fundraising for the scheme.</p> <p>Expenditure – The Committee went through the figures and several amendments were made to include increases on playground maintenance and the addition of several new line items to cover PAT and fire equipment testing. The main addition to the budget was to look at employing a contractor for 2 days a month to carry out general work to the Council assets as required, £4,000 was added to this budget for this purpose with another £500 for associated materials. The road sweeping salary was removed as the position has not been replaced since the employee retired.</p> <p>It was suggested that £1,000 was taken from the Village Sign earmarked reserves and put in a General Signs earmarked reserve. In addition, the Playground earmarked reserves should be increased from £4,781 to £10,000.</p> <p>It was also agreed that the Winter Maintenance and Traffic Calming budgets should be removed from the Recreation Ground budget.</p> <p>The Clerk advised that the hand washer/dryer units in the public toilets would need to be replaced as they are over 20 years old and the supplier will only supply a 5 month repair/maintenance contract. The Clerk was asked to investigate leasing these units, the cost to replace would be £3,257 plus installation cost. The Clerk has a meeting with the company on the 1st November to discuss this further.</p> <p>The RFO will amend the figures as agreed and will submit these to the Finance Committee meeting in November.</p>	<p>Clerk</p> <p>RFO</p>
<p>5.</p>	<p><b>Pavilion</b>  <b>5.1 Update on progress of refurbishment project &amp; 5.2 Report from working party meetings and next steps/actions</b></p> <p>A working party meeting had been held on the 4th October and DS produced a revised plan in order to try and reduce the costs of the build. This included storage cupboards for the Cricket and Football Clubs, amendments to the toilets, doors and showers. It was noted that whilst the building work was being carried out facilities would have to be supplied to the sports clubs, which would have to be factored in the costs of the build.</p> <p>A specification is required, and DS is awaiting a quote from a surveyor to put this together. It was noted that the cost of the build needed to be established to see if the funding could be obtained, currently the Council have around £82,000 from various sources.</p> <p>MB suggested that once a price is available the Council should consider putting a timescale on finding the funding – if it cannot be found within that timescale due to the building not currently being in the best state of repair and deteriorating then the money available should be used to refurbish the current facilities and not add the extension.</p> <p>The Committee agreed that DP would join the Working Party to assist with the project.</p>	<p>DS</p>

	<p>DP queried the sizes of the changing rooms, as the measurements were provided to the Committee at the beginning of the design stage which were required should the clubs move up a league. Storage was also discussed as the Cricket Club have a BBQ which currently is stored at the back of the pavilion, it was noted that there may not be anywhere for this to be stored once the refurbishment was completed.</p> <p>DS advised that the specification and budget costings would be available for the December Parish Council meeting.</p>	DS
6.	<p><b>Recreation Ground</b></p> <p><b>6.1 Report on Playground Inspections</b></p> <p>The Clerk advised the annual report had been completed with no high-risk items noted, although some general maintenance required in some areas. Inspection charges had been reduced due to a new contractor being appointed.</p> <p><b>6.2 Update on progress with Public Toilet refurbishment works</b></p> <p>The Clerk advised she had received another quote after the contractor booked to do the works had not started on them within the required timeframe. This cost came in at over £4,000. The Clerk went back to another contractor who had originally quoted and they were prepared to do the work at the original price they quoted of £1,980. The Clerk will add to the Parish Council agenda for discussion in November, together with the costs and options for replacement hand washer/dryer units.</p> <p><b>6.3 Update on progress with roadway to tennis courts, including signage</b></p> <p>The Clerk was meeting with a contractor to obtain a price for the fencing this week, but unfortunately his vehicle broke down, so another meeting will need to be arranged.</p> <p><b>6.4 Cricket pitch 2019 maintenance and associated costs</b></p> <p>Barcombe Landscapes had noted to the Clerk that if the Parish Council wish to roll/harrow the pitch for the 2019 season, it should be booked in early rather than left to the last minute, which has happened over the past couple of years. They feel that this has caused some of the issues as the pitch was rolled too late. Costs for this last season were £200. The Committee resolved that this work should be booked in now ahead of the 2019 season so that it can be completed at the required time to assist with ground conditions.</p> <p>The Clerk was asked to contact the Football Club in relation to the repair of the goal mouths at the end of the football season, which should be done every year.</p> <p><b>6.5 To discuss The Close/College Road border maintenance and associated costs</b></p> <p>The Committee resolved that the border should have an edging to it to assist with the</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

