

# SLAUGHAM PARISH COUNCIL

## RECREATION COMMITTEE MINUTES

Tuesday 30<sup>th</sup> November 2021

Email [clerk@slaughampc.co.uk](mailto:clerk@slaughampc.co.uk)

Website: <http://www.slaughampc.co.uk>



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**Present:** Lesley, Lorette, Martyn, Andy, Carol, Simeon,

**Others Present:** Sally (the Clerk)

- 1 **Apologies for absence:** Ken Boyle, Julia Elliott
- 2 **To approve the minutes of the meeting held on the 5<sup>th</sup> October 2021 APPROVED LR/ML**
- 3 **To receive declarations of interest from members in respect of any items on the agenda.**  
None
- 4 **Open Forum:** Council to consider adjournment of the meeting in accordance with Council's Standing Orders, to receive questions from members of the public in attendance in respect of items on the agenda.

*If you wish to attend, please email the [clerk@slaughampc.co.uk](mailto:clerk@slaughampc.co.uk). GDPR Notice - Please note that the Council is making audio and or video recordings of this meeting. The Council's recordings are used for administrative purposes only. By participating at the meeting, by requesting access you consent to this. If you do not agree please do not join the meeting. NONE PRESENT*

- 5 **Handcross Sports Pavilion – Management Committee Reports:** to receive and note committee and advisory group updates – Committee to consider the RECOMMENDATIONS:
  - 5.1 **Handcross Football License Agreement –** Update on license/fees WIP Sally, Lesley to meet with Hilary & Anthony same agreement as Petanque
    - 5.1.1 **Petanque –** Update on amended license issued WIP – To consider alterations suggested by Petanque
    - 5.1.2 1) The license, through clause 11, gives us only 6 months “security of tenure”. The fees have increased by 500% but, despite our long negotiations, the council may increase these in 12 months to an undetermined figure which will likely lead to more negotiations. It would be better for the parties to have a longer term more stable relationship. Previous agreements were for 3 and 5 years (but have lasted over 20!). Furthermore it is unreasonable to require us to spend thousands of pounds of club funds on the licensed area with only six months “security of tenure”.

**Clause Reference (CR) 11.3.5 Termination. The Licensee ceases to operate for a period of 6 months**

*CR Notice period 12 months AGREED*

- 5.1.3 2) It's not a major issue but we can't observe covenants on the building if we don't know what they are.

**Clause reference 5.1.14 Not do or omit to do anything which might cause the Licensor to be in breach of the covenant affecting the freehold of the Land.**

*CR Not to construct/install any permanent fixtures*

5.1.4 3) The fencing is for us a big issue. The last agreement expired in 2006/7 but we have continued to repair and maintain the fencing subsequently. The previous agreements required us to maintain the fencing i.e. keep it in good condition. The fencing however is damaged beyond repair and needs replacing. This is not maintenance. For us it would be a major capital expense.

Most if not all the damage to the fence arises from the kids climbing on it from the playground side. It seems unreasonable that we should be liable for the cost of repair for something beyond our control even though we have done so in the past

The council has replaced and added to all the fencing on the Rec with the exception of the fence between us and the playground. It seems a pity to us that the opportunity was not taken to include this, probably the smallest and most used bit of fencing on the Rec, in the replacement programme. It would have been an opportunity for the council to give some support to the Petanque club as a regular user which has provided a valuable sporting facility to the parish at no cost to the council for 23 years.

If the club did not exist, the council would still need a fence.

***Clause 5.1.3 Keep the Licensed Area and any surrounding hedges and fences in a good and substantial condition and keep the Licensed Area and the changing area and the toilets clean and tidy and not place on the Licensed Area, any accessway, the Building or the Land anything that might constitute an obstruction or a risk to the health and safety to anyone working at or visiting any of them***

*CR – This is unchanged from previous agreements - During this period the Club shall be liable for maintaining the surface dressing of the Piste and the perimeter fence and hedge surrounding the piste and situated within the recreation ground*

*and shall remain a condition of the of the lease AGREED*

5.1.5 4) The key arrangements will need to be amended in order to be practical. The keyholder cannot be present in the building every time someone wants to go to the toilet. In fact if it is a single keyholder, they won't even be present every time the club meets. I suggest that the condition "I will remain on the premises whilst in use if opening the building for others" is deleted.

***Clause 5.1.12. Nominate a key holder who shall be responsible for the safekeeping of any keys made available to the Licensee***

***5.1.13. Not misuse or subject to clause 5.1.12 allow any person to use any keys made available to the Licensee***

*CR This is not clear the Clause referencing keys referring to a nominated individual to be responsible for them, it does not insist that they are present? AGREED*

- 5.2 **Barrier** – To agree tender and make recommendation to Council - TSM Finalising the quote.
- 5.3 **CCTV** – Update on works Handcross installed and completed – Awaiting installation date for Pease Pottage.

- 5.4 **Public Toilets** – The Committee to recommend/decide a way forward or retain what is there, to renovate or demolish
  - 5.4.1 **Costs to renovate** – To decide whether to progress with structural survey more
  - 5.4.2 **Ongoing costs to manage and maintain** – Examples provided - too expensive to maintain – use funds to improve plumbing at the Pavilion
  - 5.4.3 **Demolition or something else** – Cut drainage, Electricity demolition costs to be investigated.

## 6 MacNaughton Hall

- 6.1 **Additional Lighting** – Front and Rear – Sally to get quotes for streetlights to advise. The rear not required, perhaps consider solar later stage
- 6.2 **CCTV Camera upgrades** – Awaiting upgrade dates see item 5.3
- 6.3 **Internal Door Locking between Sports and Main Hall** – Item 5.3
- 6.4 **Rear Canopy** – Gary Marsh District Cllr - Sally to chase.
- 6.5 **Maintenance Gas** – On site 3<sup>rd</sup> December 2021
- 6.6 **Benches** – To order Handcross Pease Pottage – Lesley to coordinate delivery and advise
- 6.7 **Grass/Weed Clearance Agreement** – To arrange a meeting with Lucas to cover the BT box area as well the village green - Sim to meet on site and discuss requirements with Sally. Carol to provide contact details.

## 7 General

- 7.1 **HSE Risk Assessments – Committee to implement Risk Assessment Programme**

This is a tick-box inspection to be carried out quarterly to validate our insurances Sally to share template that can be altered to meet the needs of each site

  - 7.1.1 MacNaughton Hall – Inc car park lights, surface unsuitable for wheelchair access
  - 7.1.2 Handcross – Basic checks
  - 7.1.3 Playground/s – This requires a trained inspector but monthly checks are recommended. An agreement for the works in relation to the equipment is required see 9.1/2.
  - 7.1.4 **Building Maintenance Plan/s Projects**
    - 7.1.4.1 Decoration – Andy to consider maintenance plan for any works required and should be coordinated so there is a whole day's work - (*not part days to enable us to obtain a reasonable quote i.e. not many people want less than a day at a time*)
    - 7.1.4.2 Ad hoc works – general repairs, replacements and improvements should be managed through Committee alongside *Item 7.1.4.1* for consistency
    - 7.1.4.3 AV / Sound and Projection Project – Martyn has been coordinating with Avensys – details of structure for the area that the projector will be fitted to - Sally and Martyn investigating.
    - 7.1.4.4 AV / Sound and Projection Cupboard alterations – Sally to get quote for cupboards

7.1.4.5 Additional tables and chairs – Comm agree to move HX to PP and procure new tables for HX once access to the bank account is completed.

8 **Other Recreational/Advisories/WIP/**

8.1 Village Green, Pease Pottage Maintenance Project - see 6.7

9 **Playgrounds**

9.1 Review Inspection Report – Works recommended Lorette to consider report and works Sally chasing Sovereign who install PG at HX

9.2 Park Road – Sally to update on the lease extension/custodian. Full Council CLT Society

10 **Bus Stops – Update on Pease Pottage**

10.1 Licence & searches WSCC Highways – Sally has shared information with Lorette for review

10.2 UK Power Networks Overhead Cables – Lorette has emailed UKPN

10.3 Traffic Management – Under project- To advise Metro not to visit the site on the day works are scheduled

10.4 Timescales – TBA Sally to instructed to look at funding and placing the order

11 **St Dunstons Acquisition – Update**

11.1 Committee to consider future improvement plan / community led plan for the site – Works programme to be considered 2022 under FC

12 **Matters for future discussion-**

Sally to draft email that is issued with the Hire Agreement outlining rubbish, cleaning, additional hours if contractors are late early etc set up/close down inc in the booking hours

13 **Date of Next Meeting**