



RUDGWICK PARISH COUNCIL

Parish Office
Rudgwick Hall
Bucks Green
Rudgwick
West Sussex
RH12 3JJ

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Date: 19th February 2025

Halls, Recreation and Open Spaces Committee Meeting

Members of the Committee you are duly summoned to a meeting of the Parish Council that will take place on Wednesday 26th February 2025 at the Rudgwick Hall, Bucks Green at 1 p.m.

Members of the public have a right and are welcome to attend the meeting as observers.

Councillors:	A Haynes (Chairman)	I Maclachlan	A Ryan
	D Buckley	S Kornicky	
	R Burse (Vice)	P Kornicky	

Anna Clayton

Mrs A Clayton
Clerk to Rudgwick Parish Council

Members of the public have a right and are welcome to attend the meeting as observers.

AGENDA

To be read in conjunction with Clerk's Report for further background information.

HROS17-24/25	Apologies for Absence To receive for approval.
HROS18-24/25	Declarations of Interest To receive any declarations of interest by councillors on any matters to be considered at meeting and notifications of changes to members' Register of Interests. Any clarification on whether a Member has an interest should be sought before attending the meeting.

HROS19-24/25	Minutes of Council Meeting of 25 September 2024 To receive for approval.
HROS20-24/25	Public Speaking Session (for noting only)
HROS21-24/25	Clerk's announcements/decisions (for noting only) • Defib Update • Playground Painting – Springtime initiative • Churchmans Meadow
HROS22-24/25	Jubilee Hall To receive, consider to recommend further actions.
HROS23-24/25	Rudgwick Hall To receive, consider to recommend further actions
HROS24-24/25	King George V Building / Little Street premises To receive, consider to recommend further actions.
HROS25-24/25	Field user hire agreements and Licences To receive, consider to recommend further actions.
HROS26-24/25	RoSPA Update To receive, consider to recommend further actions.
HROS27-24/25	Risk assessment and Fire Update To receive, consider to recommend further actions.
HROS28-24/25	Water Compliance Update To receive, consider to recommend further actions.
HROS29-24/25	Date of next meeting: date to be advised

Filming of Parish Council Meetings and use of social media

During this meeting the public are allowed to film the Council or to use social media, providing it does not disrupt the meeting. You are encouraged to let the Clerk know in advance if you wish to film. Mobile devices should be switched to silent for the duration of the meeting.

RUDGWICK PARISH COUNCIL

Halls, Recreation and Open Spaces Meeting on Wednesday 26TH February 2025
at 1 pm Rudgwick Hall, Bucks Green, RH12 3JJ

Clerk's Report

To be read in conjunction with the Agenda

HROS17-24/25	Apologies for Absence Recommendation: To receive apologies for approval.
HROS18-24/25	Declarations of Interest Members are advised to consider the agenda for the meeting and determine in advance if they have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. (Please refer to flow chart provided prior to the meeting). If a Member has a declarable interest, they are reminded that this must be declared at the start of the meeting. Details of the interest will be minuted. Where a Member has a Prejudicial Interest (which is not a Disclosable Pecuniary Interest), they are reminded that they must withdraw from the meeting room after making representations/ asking questions. If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must not take part in the discussions of the item at all, participate in any voting and unless the Chairman has given a dispensation, withdraw from the meeting room. Any clarification on whether <i>a Member has an interest should be sought before attending the meeting.</i> Recommendation: To receive any Declarations of Interest from Members of the Council and for these to be noted.
HROS19-24/25	<u>Minutes of Council Meeting 25th September 2024</u> Recommendation: To approve Minutes as an accurate record of the council meeting held on 25th September 2024 and for the chairman to sign these.
HROS20-24/25	Public Speaking Session (for noting only) The meeting will be adjourned for up to 10 minutes to allow members of the public to make a statement or give a view on any item on the agenda. Each speaker is limited to two minutes.
HROS21-24/25	Clerk's announcements/decisions (for noting only) • Defib Update – Resident took over the defib checks at the end of September 2024 and reports back to the FO. Update • Playground Painting – Springtime initiative would require: Risk Assessment, Volunteer Forms (aware of risk form), 18+ stipulation (as the paint used is likely to be toxic) and to Inform insurance beforehand. • Churchmans Meadow - <u>Churchman's Meadow Drain inspection report</u> At the Jan FCM, it was unanimously resolved to note the report, RPC will consider any further information relating to future actions.
HROS22-24/25	Rudgwick Hall Recommendation: To receive, consider and resolve to recommend actions relating to Rudgwick Hall to the Full Council for agreement • Office refurbishment update • Fire proofing/stage curtains – <u>See report Fabric options</u> • Flooring - <u>Prepare the floor using a scrad pad on a buffing machine, then vacuum. Apply one coat of commercial anti-slip lacquer £281.52 ex VAT (optional)</u> <u>Cut out the 8 damaged boards. Install C16 treated kiln-dried timber joists for support.</u>

	Refit the boards. £400.70 ex VAT. • Solar Panel servicing
HROS23-24/25	Jubilee Hall Recommendation: To receive, consider and resolve to recommend actions relating to maintenance works required at Jubilee Hall to the Full Council for agreement • Refurbishments/roof works
HROS24-24/25	King George V Building /Field/ Little Street premises Recommendation: To receive, consider and resolve to discuss the following to recommend to Full Council for agreement: <u>Little Street</u> • Solar Battery: Arrange for TMS to include LS lights, coffee machine and Wifi in the Phase 1 supplies. • Beer Cellar requires ventilation (tube heating installed as a temporary measure). External vent currently filled with the chiller unit, this would need to be removed prior to any works commencing. • Rebecca to obtain quotations for decorating area affected by water leak (works will not be carried out until spring) • Quotes from TMS for PIR lights Install PIR – LS Foyer – All for the sum of £164.87 plus VAT Install PIR – next to middle door – All for the sum of £128.97 plus VAT Install external light/with external booster switch – All for the sum of £256.42 plus VAT (LS Lobby, outside changing rooms, outside boiler room) • Move salt bin to LS car park (LS found it was needed for the car park and terrace during the freezing conditions). Issue with road flooding not resolved. <u>Actions Changing Room Heating/Hot Water Controls</u> • Review frequency of hot water being switched on - maybe just Wednesday, Saturday & Sunday - 50% saving • Task & Finish Group – update KGV • KGV Water Supplier update • Pennthorpe Room – Shower to fix or cap off supply (FO awaiting quotation) • Solar panel servicing
HROS25-24/25	Field user hire agreements and Licences Recommendation: To receive, consider and resolve to discuss the following to recommend to Full Council for agreement: • Licence agreements and Hirer Agreement update Documentation circulated separately to Cllrs
HROS26-24/25	RoSPA Update Recommendation: To receive, consider and resolve to discuss and recommend update and actions to the Full Council for agreement. Report to be circulated separately to Cllrs
HROS27-24/25	Risk Assessment and Fire Update Recommendation: To receive, consider and resolve to discuss and recommend actions to the Full Council for agreement. • Update on Fire risk assessments and any risk assessments outstanding • Further to the request from HROS meeting in September, FO has drawn up the following proforma which is used by the Health & Safety Executive (HSE), was used by

	Fire Risk UK for our previous Assessment and is also adopted by many companies viewed online. HROS agreed that those who undertook the building surveys should accompany the FO to carry out the FRA in each building respectively. • RYC – Fire regs. RYC have advised they have consulted ‘A guide for persons with duties under fire safety legislation’ on the government website and confirm they are compliant. However, they have advised that the lease is not clear on who the ‘Responsible Person’ is - the site says it is “usually the owner or landlord” but not always when you read it through. The last fire practice was back in October / November. (Clerk to circulate RYC Lease for reference) • Any further updates from the Facilities Officer.
HROS28-24/25	Water Compliance Recommendation: To receive, consider and resolve to discuss and recommend actions to the Full Council for agreement. • Contract renewal due 1st March. Full Council approved expenditure up to £1600.00 per annum, decision required on contractor. • TMV servicing • Any further updates from the Facilities Officer. Report to be circulated separately to Cllrs
HROS29-24/25	Date of next meeting: date to be advised Recommendation: To agree to note a date for the next meeting