



RUDGWICK PARISH COUNCIL

Minutes of the Halls, Recreation and Open Spaces Committee Meeting of Rudgwick Parish Council held on Wednesday 25th September 2024 at 1.30pm.

The meeting started at 1.32pm.

Present: Councillors D Buckley, R Burse (Vice), P Kornysky, S Kornysky, A Ryan

Also in attendance: Parish Clerk Anna Clayton, Assistant Clerk Sarah Hall, Facilities Officer, Jane Strong and one member of the public.

HROS01-24/25	Apologies for Absence Apologies were received from Cllr A Haynes and noted. Cllr I Maclachlan was absent. Cllr R Burse to Chair the meeting.
HROS02-24/25	Declarations of Interest No Declarations of Interest as defined under the Localism Act 2011 and the Parish Council Code of Conduct were made and this was resolved to be noted.
HROS03-24/25	<u>Minutes of Council Meeting of 1st May 2024</u> It was resolved to approve Minutes as an accurate record of the council meeting held on 1 st May 2024 and for the chairman to sign these.
HROS04-24/25	Public Speaking Session (for noting only) A member of the public spoke in relation to HROS11-24/25 ChurchmanS Meadow, Drainage.
	It was unanimously agreed to move agenda item HROS11-24/25
HROS11-24/25	Churchmans Meadow It was resolved unanimously to recommend to the Full Council to resolve: • Drainage (letter from resident site plan) it was agreed that the drain requires attention and this is on Parish Council land. Clerk to await report from Pondfield resident and investigate quotes for the drain to be cleared. Resident advised cost may be approx. £1600. • Tree Update – no further updates. Tree works in CM to be completed in November. Cllr Ryan mentioned Rewilding, keen to work with the Wilding Network again, will liaise with Cllr Burse.
HROS05-24/25	Clerk's announcements/decisions (for noting only) • Defib Update – Resident will be taking over the defib checks at the end of September and reporting back to the FO. Request that the FO sends a defib procedure/input of information to the Cllr for reference. Clerk to circulate this. The Blue Ship defib required maintenance, TMS attended and reported <i>We attended and checked over the power supply, the RCD fused spur wouldn't reset initially, subsequently discovered the 3 amp</i>

	<i>fuse had blown.</i> <i>We replaced the fuse and checked all connections, no apparent faults.</i> • FIT correspondence update in relation to commercial food vans/traders and planting of trees on FIT land – documentation circulated to Cllrs • Emergency call out procedures – Clerk liaising with other PC's on processes in place • Playground Painting – Springtime initiative. Contacted neighbouring parishes for advice, 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. • Building Valuation/Insurance Update – SEPT FCM: Insurance policy for Rudgwick Parish Council due for renewal on 1st October 2024 It was unanimously resolved to approve expenditure of £6,471.63 including IPT and fees on the RPC insurance renewal. It was unanimously resolved to approve a 3-year binding Long Term Agreement (LTA) with Hiscox.
HROS06-24/25	Rudgwick Hall It was resolved unanimously to recommend to the Full Council to resolve: • Pickleball/Mini-Tennis court use update – started and been successful to date, publicised in Parish magazine. Tuesdays evenings: 7pm till 9pm. Friday mornings: 9:45am till 11:45am. The session cost will be £3 per participant, but only £2.50 if you bring your own bat. • Update on RH roof/grant application progress and task & finish group – No further update. • Office refurbishment – it was agreed to recommend to full council a resolution to spend up to £3000.00. (EMR £4,165.00) • Update KGV Road – new marking required (discussed at FCM Sept) – Contractor has confirmed a total cost of £650 plus VAT, Clerks arranging a convenient day/time for them to paint the nine speed humps, the pedestrian crossing and the road markings at the entrance to Rudgwick Hall carpark. Diarised for week commencing 30/9/24. • Open spaces Warden has cleared space by dustbins at RH, storage shed now required – Cllr P Kornicky to send through details to the clerk of a metal shed. Clerk to ask the OSW to check dimensions. • Television donation for RH – It was agreed the Television would be safer and easier to view at meetings, being situated on the hall wall. Cllr Ryan gave details of a contractor to undertake the work of collecting and fitting the television. • Oil tank security (quotation) The tank security was discussed, to be monitored. Cost of a cage has not been budgeted for; Cllrs suggested they could volunteer their time to view CCTV footage if required.
HROS07-24/25	Jubilee Hall It was resolved unanimously to recommend to the Full Council to resolve: • Toilet repair/new toilet to consider - no further issues reported. • Refurbishments/roof works – Cllr P Kornicky and Cllr Burse to arrange a meeting with a local project manager to work out a plan of action for the refurbishment works. • New window blind request – clerk to investigate roller blind options and have it fitted.
HROS08-24/25	King George V Building /Field/ Little Street premises It was resolved unanimously to recommend to the Full Council to resolve: • Task & Finish Group – no further updates. • KGV/Little Street Roof Further works required, approved by email consultation due to the urgency of the repair required at a cost of £1500.00. • TMS Emergency Lighting/Hot water system recommendations – Observation, no further

	action required. - Emergency lighting - FO updated that she was now testing the emergency lighting monthly and annually & logging. - KGV Patio Update – completed, few minor issues to be resolved. - Correspondence with KGV Field/Changing Room Users – Hire Terms/licence terms – To be updated. Awaiting Football Club boundary info for ground maintenance. – To be discussed HROS09-24/25 - Business Stream - KGV Water – Propose supplier is changed to Swiftswitch for KGV and JH. RH switch to be deferred until credit on account is returned or used. - Contractor list for out of hours call outs – Clerk is working on Cricket Net storage – Clerk has contacted Grasstex to establish costs for additional mowing/stripping around the nets – awaiting quote.
	Cllr Ryan left the meeting at 2.42pm and returned at 2.44pm
HROS09-24/25	Field user charge agreements and Licences It was resolved unanimously to recommend to the Full Council to resolve: - Field User Charges – Propose to increase the annual fees for Surrey Fitness Camp to £500.00 from £318.00. To be included on the October FCM for discussion. Licence agreement to be formalised to include use of equipment, council property, damages and terms of use. - Licence agreements and any amendments required (to include KGV Field Ground Maintenance) – Football Club has returned the boundary information for ground maintenance, to be included with licence. - Terms of use – Discussion on the use of equipment on the new patio. Battle ropes to be fixed and used to the rear of the building. The clerk to liaise with the fitness camp on costs and location.
	Cllr P Kornicky left the meeting at 3.09pm and returned at 3.11pm
HROS10-24/25	RoSPA Update It was resolved unanimously to recommend to the Full Council to resolve to note the update: FO gave an update on outstanding actions and will circulate the report to the Cllrs on the committee.
HROS11-24/25	Agenda item moved after public speaking HROS04-24/25
HROS12-24/25	Risk Assessment and Fire Update It was resolved unanimously to recommend to the Full Council to resolve: - Fire risk assessments/Indemnity query Fire/Fire insurance – Cllrs to work with the FO during the building surveys, using the fire risk template as guidance and checking compliant with insurer. Fire risk assessments still outstanding due to lack of assessors and liability concerns. - Fire Risk UK to quote like for like for bi annual service of RH fire panel. - Update on risk assessments outstanding – FO has completed general area risk assessments for all buildings. RH stage curtain requires re proofing. Cllr Ryan has offered her assistance with this task and will liaise with the FO.
HROS13-24/25	Young people of the District invited to shape future leisure and outdoor spaces Horsham District Council It was resolved unanimously to recommend to the Full Council to resolve to note:

	The Council committed in its 2024/25 Annual Plan to better understand the needs of the community to deliver services that support people in leading a healthy and active lifestyle, and as part of this, to create safe spaces for our children and young people to grow. The survey is running until Friday 1 November. Please complete the survey here: https://online1.snapsurveys.com/OutdoorLeisure. Cllr S Kornycky gave an update and advised RYC had been made aware of the survey.
HROS14-24/25	Water Compliance Renewals It was resolved unanimously to recommend to the Full Council to resolve: • Water Compliance Checks • TMVs – Update – RH No further TMV servicing required, KGV TMV service for showers only. • Bacteria/legionella sampling – FO has requested the sampling takes place at the end of the summer months, ideally August/Sept. The recommendation to cost sample twice a year, FO to obtain quotes for this. • KGV – To proceed with annual CWST Cleaning and Disinfection Works due in December. To clean and disinfect the CWS tanks and all associated hot and cold water services in accordance with PD855468 & HSE ACOP (L8), with full certification to be provided. At a cost of:- £650.00. • FO to liaise with Cllr P Kornycky on RH kitchen temperatures/spreadsheet circulated.
	Tree Works Update It was resolved unanimously to recommend to the Full Council to resolve: • Update on tree position in Pondfield Road. Clerk has contacted WSCC for an update: Thank you for your email. I can confirm that the jobs raised in Pondfield Road have been passed to our contractor Balfour Beatty to start. Unfortunately, we have a vast number of jobs in the system at the moment and I do not have any control over work programming of the contractor. My team co-ordinator, who is on leave this week would be the best contact for updates. (Clerk has requested an update on their return)
HROS16-24/25	Date of next meeting: It was resolved unanimously for the next Halls, Recreation and Open Spaces Committee Meeting date to be Wednesday 27th November 2024 at 1.30pm.

There being no other business, the Chairman closed the meeting at 3.45pm

Councillor Robert Burse
Vice Chairman

Date