



RUDGWICK PARISH COUNCIL

Minutes of the Halls, Recreation and Open Spaces Committee Meeting of Rudgwick Parish Council held on Wednesday 26th February 2025 at 1pm.

The meeting started at 1.05pm.

Present: Councillors D Buckley, R Burse (Vice), P Kornycky, S Kornycky,

Also in attendance: Parish Clerk Anna Clayton, Assistant Clerk Sarah Hall and Facilities Officer, Jane Strong.

A Haynes (Chairman)

D Buckley

R Burse (Vice)

I Maclachlan

S Kornycky

P Kornycky

A Ryan

HROS17-24/25	Apologies for Absence Apologies were received from Cllr A Ryan and noted. Cllr A Haynes and I Maclachlan were absent. Cllr R Burse to Chair the meeting.
HROS18-24/25	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.
HROS19-24/25	<u>Minutes of Council Meeting 25th September 2024</u> It was resolved to approve Minutes as an accurate record of the council meeting held on 25th September 2024 and for the chairman to sign these. <u>An amendment was made to HROS14 -24/25, noted in bold</u> 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.
HROS20-24/25	Public Speaking Session (for noting only) There were no public speakers.
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. FO updated that she has access to the defib database and can see if checks are up to date. New pads will be required in June, there is an EMR for this. • 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 It was resolved unanimously to recommend to the Full Council to resolve: • Office refurbishment update, Cupboards have started to be built, ongoing progress (resolution to spend up to £3000.00. (EMR £4,165.00) • Fire proofing/stage curtains – Recommendation to spend up to £1500.00 on the front stage curtains but progress would wait until the stage storage works have been completed. The option to look at new blinds and curtains in the hall to be explored further for costs. See report Fabric options • Flooring - Recommendation to spend £400.70 ex vat on the repair of the RH flooring. It was decided that a re-lacquer was not required at this time. Cut out the 8 damaged boards. Install C16 treated kiln-dried timber joists for support. Refit the boards. £400.70 ex VAT. • Solar Panel servicing – no further action required. Discussion on utilising a wind turbine could be a future option, Cllr P Kornycky happy to investigate further.
	The Clerk and Assistant Clerk left the meeting at 1.23pm and returned at 1.27pm
HROS23-24/25	Jubilee Hall It was resolved unanimously to recommend to the Full Council to resolve: • Refurbishments/roof works update: JH original blue plans to be professionally copied so additional copies available. • Look into possible grants available. • The Clerk confirmed a letter had been emailed to the landowner adjacent to JH, to meet to discuss future plans. No response received to date, the Clerk to also send a letter by post. • S106 funds incorrectly allocated have enabled a further £14,980 to be used on the future renovations.
HROS24-24/25	King George V Building /Field/ Little Street premises It was resolved unanimously to recommend to the Full Council to resolve: <u>Little Street – to note the update from the last liaison meeting</u> • Solar Battery: Arrange for TMS to include LS lights, coffee machine and Wifi in the Phase 1 supplies. TMS can carry out works when Little Street closed, difficult to estimate cost, day rate £320 plus Vat quoted. • 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) Total cost to include solar work to approve expenditure of £870.26 • RPC to order a new salt bin for the 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 – It was decided that RPC need to determine the length of time the system needs to be on to bring the temperature to 60 degrees. Cllr P Kornicky to work with the FO to test this. - Task & Finish Group – renamed the liaison group, update noted above. KGV - KGV Water Supplier update – Business water rates increasing by 50%, office researching wholesale water rates/fixed options. Options are limited. Little Street have requested to be included in any decision making. Suggestion made on looking at options to reduce consumption, replacement showerheads. - Pennthorpe Room – Shower to fix or cap off supply (FO awaiting quotation, once received a decision can be made). - Solar panel servicing – KGV has been serviced, required every 5 years.
	J Strong left the meeting at 2.35pm and returned at 2.37pm
HROS25-24/25	Field user charge agreements and Licences It was resolved unanimously to recommend to the Full Council to resolve: Licence agreements and Hirer Agreement update. The Clerk updated the Committee with ongoing concerns with the Football Club refusing to sign the hirer agreement. Clerk to circulate recent communications. Suggestions on surcharges being introduced for unsigned documents on renewal of facility hire were mentioned.
HROS26-24/25	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 circulated the report to the Cllrs on the committee.
HROS27-24/25	Risk Assessment and Fire Update It was resolved unanimously to recommend to the Full Council to resolve: - The FO gave an 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) – FO & Clerk to contact RYC to advise that RPC are responsible as the landlord, to ensure Fire regs are being carried out by the tenant. - Little Street confirmed all required checks, Tennis Club and RYC. FO will be carrying out the Jubilee Hall checks. FO – assessment to be written up and circulated for RH. A note of thanks, mentioned for Cllr Buckley, Cllr Burse, Cllr P Kornicky & Facilities Officer for carrying out recent risk assessments.
	2.15pm Cllr R Burse proposed the meeting be extended by 30 minutes; this motion was seconded by Cllr D Buckley.

HROS28-24/25	Water Compliance Renewals It was resolved unanimously to recommend to the Full Council to resolve: • Contract renewal due 1st March. Full Council approved expenditure up to £1600.00 per annum, decision required on contractor. Approval to instruct Albion Water Treatment as the chosen contractor for RPC water compliance at a cost of 1,240 plus VAT per for the year. See report Quotation • TMV – Failsafe check for RH. • KGV - TMV service to include failsafe check 1 x p.a TMV is a main control TMV supplying 2 shower blocks • KGV – Water tank, FO confirmed recommendation for disinfection is as required or every 5 years. Last carried out September 2024. • JH – FO confirmed that POU servicing recommendations is every 18 months.
	Assistant Clerk left the meeting at 3.17pm and returned at 3.19pm
HROS29-24/25	Date of next meeting: It was resolved unanimously for the next Halls, Recreation and Open Spaces Committee Meeting date to be advised.

There being no other business, the Chairman closed the meeting at 3.38pm

Councillor Alex Haynes
Chairman

Date