



MINUTES OF THE MEETING between representatives of
Hadlow Down Parish Council and the Playing Field Committee
held in the Committee Room of the Hadlow Down Village Hall, Hadlow Down
at 5:30pm on Wednesday 20th January 2016.

Present: Councillors Sandra Richards (SR) (Chair), Julian Michaelson-Yeates (JMY) and Graham Terry (GT). Playing Field Committee (PFC) Fiona Shafer (FS), John Thompson (JT) and Nathan James (NJ) The Clerk of the Parish Council (PC) Helen Simpson-Wells was in attendance.

1. Apologies – none received.
2. Lease – the Clerk confirmed that the length of the term of the lease can't be changed. A deed of variation can be drawn up to add the new land onto the lease.

Nigel Harrison (PFC) joined the meeting at 5:33pm

The Solicitor has advised that the lease can be varied to provide for the surrender, at a future date, of the land required for the community centre, however he would need a map of the area this would relate to. He thought that the maintenance obligations in the lease are wide enough to cover the play facilities and it would be unnecessary to particularise everything unless the PC and PFC wished to do so.

It was confirmed that the Sport England area wouldn't be affected however they would need to be informed by the tenant of any changes. The Clerk updated the meeting on the approximate costs for amending the lease and for the Diocesan Board of Finance's (DBF) costs. The tenant would need to deliver a deed of covenant to the DBF and obtain a certificate from them and also register the deed of variation.

A discussion was held on the location for the community centre and the car park. The Clerk requested that HDCC produce a plan of the site for the community centre and the car park, *SR will write to the Chair of the Committee requesting that a plan be produced at the next HDCC meeting.* **SR**

Each group will take recommendations from this meeting back to their groups for agreement. [These items appear in bold.]

It was proposed that the new land be incorporated into the current playing field lease and that accountabilities and responsibilities be agreed as a separate document which will then be reviewed every 3 years.

3. Responsibilities:
 - i. Risk Assessments & Inspections – JT confirmed that he checks the zip wire every month and records the results in a logbook. Lucy McConachie undertakes a monthly inspection of the play equipment and the PC undertake a quarterly risk assessment of the play area. The Clerk confirmed that she needed to see a copy of all risk assessments/inspections and that a record of them needs to be kept for 21 years. **It was proposed that Lucy McConachie continue to do the monthly inspection, that JT inspect the zip wire each month and that the PFC undertake a quarterly risk assessment of the playing field and play area, copies of which will be sent to the Clerk.** *GT agreed to expand the current risk assessment* **GT**

Paul Pressler (PFC) joined the meeting at 6pm

The PFC will continue to produce risk assessments for the bonfire night and the pavilion. **It was suggested that the PFC committee have a standard document for people booking events at the playing field.**

- ii. Rospa inspection and addressing of issues raised – **it was proposed that the PC continue to organize and pay for the annual play equipment inspection, that the report is passed to the PFC who will then action the items raised.**
- iii. Trees – inspections and maintenance – the Clerk confirmed that every 3-5 years they are required to have the trees inspected by an arboriculturist and that anyone undertaking major tree work needs to be qualified and have public liability insurance.

A discussion was held on the responsibilities for each group, who should be paying for work and inspections and how fundraising money should be spent by the PFC. The Clerk confirmed that the PC

have a duty of care to people using the land.

It was suggested that the PC need to decide whether they will pay for the Rospa and tree inspections.

Both groups need to look at how the cost of the work required following the inspections will be paid for.

FS will contact Guy for a copy of his public liability insurance in order that the PC have a copy prior to their February meeting.

FS

- iv. Maintenance of play equipment - JT confirmed that he could produce an approximate cost for the annual maintenance work.

- xii. Insurance - GT confirmed that the combined insurance for the Village Hall, Village Fayre and Playing Field Committees covered public liability, the pavilion and the Village Hall. *The Clerk requested a copy of the policy document.*

GT

The Clerk will contact the PC's insurance company regarding insurance responsibility should a deed of variation be signed.

Clerk

- xi. Bin collection - to stay as it currently is.

- iv, v, vi, vii, viii. Maintenance of play equipment and playing field, grounds maintenance contract for play area, ditch clearance and misc. expenditure - **it was proposed that the PFC be responsible and pay for work on gates and fences, clearing ditches, wasp nests and moles.** It was suggested that it would be more economical to have 1 contract covering the 3 maintenance areas. It was suggested that the PC give a grant for this. The Clerk confirmed that a grant request would have to detail what the money would be spent on and that the PC would need to check that the grant was spent on these items, the PFC couldn't apply for a grant and not spend the money or carry it over to the following year.

The Clerk proposed that the current seasonal play area grounds maintenance contract that expires on 3rd July 2016 be extended till the end of October 2016. It was suggested that the PFC continue with the current funding arrangements for 2016/17 and that they will then put in a grant application to the October PC precept meeting for the 2017/18 financial year.

It was confirmed that if the PFC are applying for a grant rather than the PC paying for work or equipment that they would have to pay the VAT charges. If the PC are paying for work or equipment at a cost of <£2000 then they will need to strive to get 3 quotes. **FS will find out whether the PFC want to continue with the current funding arrangement or apply for a grant**

It was felt that if there were any queries regarding boundaries that the neighbouring landowner should be approached.

- vii. Replacement of play equipment - the Clerk confirmed that at the March PC meeting the PC would make a decision on what would happen with any remaining budget, although some money would need to be added to general reserves. For the 2016/17 budget the PC have included an extra £535 for playing field and play area expenditure and £500 for a play equipment reserve. **She asked whether both groups required a 3/5 year plan for future work and expenditure.**

FS confirmed that they are looking at a Green Spaces grant.

- x. Pavilion - the pavilion remains the responsibility of the PFC.

4. Security - the locking of the gates was deliberated. To be discussed further at the PFC meeting.

It was confirmed that GT is now the PC representative on the PFC. FS requested if Cllr. Turner could walk round the playing field with her prior to the Bonfire Night, *the Clerk will send her his contact details.*

Clerk

5. Playing Field committees' plans for 2016 - JT gave details of their fundraising plans for 2016. The drainage project is due to be completed, they are planning on undertaking the work identified in the tree survey, work on the retaining wall at the play area, ongoing cricket pitch maintenance, ditch work and ongoing maintenance. They have applied for a grant for a ride-on roller. JT advised that he would like to install a path next to the pitch however this would probably be a project for 2017.

6. Funding and financial reporting - JT confirmed that the provisional accounts for 2015 have been completed, *he will send a copy to the PC.*

JT

JT confirmed that the £49 invoice from the solicitors had been paid, the Clerk advised that she had informed the solicitors that they needed to locate the payment and allocate it to the account.

Prior to the meeting NJ had emailed the attendees regarding his ideas for funding for the sleepers for the retaining wall at the play area. NJ will try and obtain sponsorship for the sleepers and will probably approach the PC for some funding. *The Clerk will diarise for funding to be discussed at the July PC meeting, NJ will forward a request to the Clerk prior to the meeting.*

Clerk/NJ

NJ advised that he planned that a volunteer working party would undertake the work. *He asked and it was agreed for GT to assist with organizing the sponsorship, SR will speak to the editor of the Parish Magazine regarding an advert and JMY will assist with the wording of the advert.* **NJ/SR/JMY/GT**

JMY advised that he was undertaking a litter picking exercise in the Spring, the PFC confirmed that the litter could be left at the entrance to the playing field, pending being picked up by WDC.

The meeting closed at 7:15pm