

RUDGWICK PARISH COUNCIL  
Parish Office  
Rudgwick Hall  
Bucks Green  
Rudgwick  
West Sussex  
RH12 3JJ

Tel: 01403 822678  
E-mail: clerk@rudgwickpc.co.uk

**Date: 15<sup>th</sup> March 2019**

**Meeting of the Parish Council Recreation and Halls Committee to be held on Monday 25<sup>th</sup> March 2019 at Rudgwick Hall, Bucks Green, Rudgwick at 6.30 pm.**

Committee Members

Cllrs:     Richard Landeryou (Chairman)     Mark Ellis  
           Rob Bookham                             Alex Haynes  
           Ralph Brown                            Paul Thompson  
           David Buckley

**AGENDA**

1.     **To receive apologies for absence.**  
       **Recommendation: to receive apologies for absence.**
  
2.     **Declarations of Interest**  
       To receive any declarations of interest by councillors on any matters to be considered at the meeting and notifications of changes to members Registers of Interest.  
       ***Any clarification on whether a Member has an interest should be sought before attending the meeting.*** See Clerk's Report.  
       **Recommendation: To receive any Declarations of Interest from Members of the Council.**
  
3.     **Minutes**  
       (Minutes on Rudgwick Parish Council website <http://www.rudgwick-pc.org.uk/> )  
       **Recommendation: To approve and sign the Minutes of the Recreation and Halls Meeting held on 22nd October 2018.**
  
4.     **Matters arising**  
       From the previous meeting and actions to be reviewed.  
       **Recommendation: to note any matters arising.**
  
5.     *Public participation. 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.*

6. **King George V building – key fobs.**  
**Recommendation: to agree to put forward to the Full Council a recommendation for a workable distribution level of key fobs for the Changing Room to individuals, i.e. Tennis Club members.**
7. **King George V building – access to accessible toilet.**  
**Recommendation: to agree to put forward to the Full Council a recommendation for field users to access an accessible toilet during out of Little Street hours of operation.**
8. **King George V patio – Open Space Warden’s report.**  
**Recommendation: to agree to put forward to the Full Council a recommendation for repair of the patio with a spending limit of £750 plus VAT.**
9. **King George V Car parking**  
**Recommendation: to agree to put forward to the Full Council a recommendation for car park refurbishment and car park signage.**
10. **King George V Field users hire charges 2019/20.**  
**Recommendation: to agree to put forward to the Full Council the following recommendations:**
  - **To charge field hire for Sr football clubs/cricket team on a yearly basis (to include practice/ games events) rather than seasonal games played.**
  - **To extend junior football club charges to the junior cricket team**
  - **To increase current annual field-hire charges.**
  - **To consider for Pennthorpe School to use of the field for summer term cricket training.**
  - **To consider charges for weekly users such as Tots Football training.**
11. **King George V changing rooms.**  
**Recommendation: to agree to put forward to the Full Council the recommendation of a monetary charge for events where the changing room facilities (toilet, changing facilities and hot water) are used.**
12. **King George V Culvert update.**  
**Recommendation: to agree to put forward to the Full Council the recommendation for a 2020/1 budget of £4,500 plus VAT for the ditch to be cleared/dug out and pipes to be flushed in the summer of 2020 in accordance with Riparian rights responsibilities.**
13. **Football club update.**  
**Recommendation: to receive and note update.**
14. **Jubilee Hall/Rudgwick Annual Audit update.**  
**Recommendation: to receive and note update and to put forward to the Full Council actions to be taken as a result of the report.**

15. **Jubilee Hall Disability Access**  
**Recommendation: to consider and note actions.**
16. **Churchmans Meadow Playground update.**  
**Recommendation: to receive and note update.**
17. **Ellens Green and Rudgwick Garden Association request to build a shed on KGV land.**  
**Recommendation: to receive and consider the request to build a shed on KGV land and to put forward a recommendation to the Full Council.**

*Jonna Foote*

Mrs J Foote, Clerk

Filming of Parish Council Meetings and use of social media

During this meeting the public are allowed to film the Council or 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 and Recreation Meeting on Monday 25<sup>th</sup> March 2019  
at 6.30 pm Rudgwick Hall, Bucks Green, RH12 3JJ

### Clerk's Report

To be read in conjunction with the Agenda

1. **Apologies for Absence.**  
Apologies and reasons for absence to be given to the Clerk.
2. **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 ***a Member has an interest should be sought before attending the meeting.***
3. **Minutes of the Recreation and Halls Meeting held on 22nd October 2018.**  
(Minutes on Rudgwick Parish Council website <http://www.rudgwick-pc.org.uk/> )
4. **Matters arising**  
From the previous meeting and actions to be reviewed.
5. *Public participation. 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.*
6. **King George V building – key fobs.**  
Little Street does not operate the key fob system. The computer from which the key fob system is operated is now situated in a cupboard in the electricity meter room (changing room block) and will require to be operated by the Parish Council. To be clarified if a Councillor/Parish Office will take on the responsibility for this.  
There has been a request from a tennis club member to be issued with a fob to access the toilets in the KGV changing room. Currently Tennis Club holds two keys that access the changing room; the Football Club holds a number of keys (exact number to be confirmed with Mr P Tanner who has maintained the system in the past); Junior Football Club has declined a fob key as they have no one who wishes to be responsible for the cleaning of the toilets after use. Pennthorpe School has a key fob and has signed relevant paperwork (for sample, see below)

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**KEY FOB FOR KING GEORGE V BUILDING CHANGING ROOMS**

**KEY FOB NR:**

**Conditions:**

1. Key to be used for agreed purpose only:  
 Use of toilets during .....
  
2. Key to be used only by:  
 ..... (or nominated member of .....
  
3. Loss of key:  
 Parish Clerk to be informed immediately  
 £20.00 charge.
  
4. Return of key:  
 .....

Jonna Foote .....  
 Clerk to the Parish Council .....

Consideration: responsibility for maintaining computer system (registration of key fobs); is the current key fob form suitable for purpose. What framework to be adopted for agreeing to issue key fobs to members of clubs/organisations.

**7. King George V building – access to accessible toilet.**

Little Street accessible toilet is open for use by field hirers/tennis club members between opening hours. (9.30 – 17.00).

The Football Club has indicated that it is a requirement to access to an accessible toilet to enable the club to play in their current league.

Outside Little Street operating hours access to an accessible toilet could be provided by issuing a Rudgwick Hall key so that organisations that use KGV fields outside Little Street opening hours could use the Rudgwick Hall accessible toilet.

NB On occasions there maybe Rudgwick Hall hirers using the hall and these would require to be informed that field users could be accessing the accessible toilet.

8. **King George V patio – Open Space Warden’s report.**

The Open Space Warden has reported damage to the patio slabs (old ones) as a result of frost. Approximately ten slabs have been affected, resulting in approx. 1- 2.5 cm deep hollows. These are a Health and Safety issue and repair to take place when the weather is such that no further damage will appear is recommended. When previous repair took place, other slabs broke and as such up to £750.00 plus VAT expenditure is recommended (KGV Repair Budget 2019/20).

9. **King George V Car parking**

There are issues with the car park, it has been damaged – there is conflicting information (damage caused during Little Street refurbishment/car park not being properly installed). Grasstex have added extra soil where the ground had sunk due to the apple trees having been removed. The car park system works on the basis that grass holds the surface in place and grass seed has to have sufficient time to grow properly. Grasstex, as a goodwill gesture, is prepared to do this and currently discussions are taking place to arrange for the work to be done.

When this has taken place, parking signage may have to be put into place.

10. **King George V Field users hire charges 2019/20.**

- In order to adhere to current VAT legislation, field hire is to be charged on a seasonal basis.
- 2018/19 Field Charges:
  - Jr Football club £330 pa
  - Jr Football Club tournament – one day £88.00
  - Sr Football Club £27.50 per match (30) and £10.00 per match for use of KGV changing facilities with a discount of 20% on field hire charges if the two resulting invoices of £480 each are settled in August/January respectively
  - Jr Cricket Club currently no charge
  - Sr Cricket Club £27.50 per match plus £10.00 for the use of the changing rooms – £487.50 13 matches
  - Pennthorpe School for use of cricket field and access to KGV Building toilets for one afternoon during the Summer Term 2018 – no charge. Rudgwick cricketers (Jr/Sr) use Pennthorpe School indoor facilities (each group 6 x pa) – no charge.

Pennthorpe School has requested use of the KGV field for two afternoons per week for cricket training/matches during the Summer Term – it would involve approx. 50 pupils.

The Clerk has received a potential enquiry for an under 7s football training session on the field during the summer months. Toilet access would require to be provided. A junior football coach is in the process of setting up football training sessions for this age group and has had a one-hour indoor session at Rudgwick Hall last week – Clerk currently (at time of writing notes) uncertain of future plans but will be able to supply further information at time of meeting.

11. **King George V changing rooms.**

Council Budget 2019/20 for running the Rudgwick Parish Council part of the KGV Building is £11,350.

Currently cleaning of the changing room block is the responsibility of the users of the changing rooms.

The Council may wish to consider undertaking annual cleaning of the changing rooms which has an estimated cost of £200. This is not part of the original budget and cost could be recovered by considering charging for use of the toilet facilities to those groups that are currently accessing the facility free of charge.

12. **King George V Culvert update.**

Two of three estimates have been received; a third one has not yet been submitted. Both ditch and pipes are to be cleared and costs are expected to be in the region of £4,000 -£4,500 as work is considerable and access to drainage pipes is difficult. The expenditure should be planned for in 2020/21 budget. During recent heavy rains the Open Space Warden has reported that no flooding in the area took place. Future planning is recommended to ensure the Council operates in accordance with Riparian rights responsibilities.

NB – as access to the KGV field is required, it is recommended for the work to take place during summer months.

13. **Football club update.**

The Football club made first 2018/19 payment in September (as agreed with the Clerk); the second 2018/19 payment was not made by February. Clerk was informed at that time that payment was withheld as the Football Club had issues that required to be resolved before payment was to be made. Cllr Buckley offered to attend a recent Football Club meeting, this offer was declined. Cllr Buckley subsequently offered for the council to meet with the Football Club (13.3.2019) – this meeting was cancelled by the Football Club a few days before the meeting. At time of preparing notes, no further information is available.

Some of the issue the football club may have:

- Due to issues with the boiler/thermostat – there have been a number of weekends where there was no hot water available in the changing rooms,
- Access to an accessible toilet.

The Clerk has received no further information from the Football Club regarding field refurbishment: goal post replacement; fencing of the field and provision of moveable dug outs. This has been requested on two occasions.

14. **Jubilee Hall/Rudgwick Annual Audit update.**

The recent building survey undertaken by Councillors has resulted in the following Action List

**Building Maintenance Action List March 2019 (with Clerk's comments)**

**Rudgwick Hall**

i) External Areas (C3)

- Road way surface needs attention, planning for action.

ii) Doors & Windows (F)

- Boiler room door & stage door in need of redecoration
- Stage door obstructed by new handrail

iii) Internal Partitions, Ceilings, Walls & Doors (H)

- Slight dampness on stage & inside room

iv) Heating System & Other Gas Installations (J)

- Main Heating System in good working order?

**Clerk's comments:** recent boiler services have taken place and both boilers are functioning appropriately. Some minor work was recommended (but not yet necessary) to the Rudgwick boiler – depending on replacement of current boiler, this work will be undertaken before winter 2019)

- Have supplementary heaters been inspected and serviced by a qualified person in the last twelve months? (PAT Testing)

**Clerk's comments:** – all portable appliances have been inspected by a competent person, as required.

v) Electrical Installation & Appliances (K)

- Electrical system matters that require attention

**Clerk's comments:** Rudgwick Hall main hall lights being replaced with LED units 20.3.2019.

vi) Other Matters (O)

- Edging on flat roof in need of urgent repair.

**Clerk's comments:** quotes for work to be undertaken have been sought, no replies have been received and this has been an ongoing problem.

- Monitor cracks on inside of chair store

**Action Required**

- Decoration of stage door
- Access to stage door
- Decoration of boiler room door
- Plan decoration of kitchen
- Loose board / corking in kitchen
- Monitor ceiling above stage
- Monitor crack in chair store

**Jubilee Hall**

i) General Structure of the Building (B)

- Cracking, subsidence currently being monitored

**Clerk's Comments:** cracking is being monitored by insurers, currently no movement recorded, trees have now been felled/lopped and closing of the cracks may take place



ii) External Areas (C)

- Being monitored.

**Clerk's Comments:** recommended roof repair (survey) is being addressed. Issues are that quotes are being sought and only one has been received. Both /Clerk and Councillor have pursued this.

iii) Internal Partitions, Ceilings. Walls & Doors (H)

- Subject to ongoing survey, monitoring

iv) Sanitary & Kitchen Facilities

- Downstairs toilet leaking, needs attention

v) Other matters

- Rain water bin leaking

**Action Required**

- Downstairs toilet needs repairing
- Rain water catchment bin needs replacing

15. **Jubilee Hall Disability Access**

An e-mail has been received from a parishioner:

“Jubilee Hall. I know that the past year has been a difficult one for the P.C. and there hasn't been money to spare but could something be done about the front of the hall please? I and two other people would like to go to the Bk Ex lunches and weekly meetings.

I walk with a Rollalong which doesn't rollalong on grit and gravel. Someone else has a wheelchair, same problem.

A Book Exchange volunteer doesn't think that a path from the pavement and a slight ramp into the hall are necessary as there is always someone to hold arms and lift in anyone who can't manage the unstable approach.

To be part carried in to the hall as two people are I find undignified and hurtful. My neighbour doesn't mind but it is sad to see her being almost carried and her feet hardly touching the ground. Disabled people have their pride usually.”

**Clerk's Information:** When looking at this in 2017, Horsham District Council Accessibility Officer visited the site. A portable ramp could provide a solution, however storage and use (Health and Safety, Manual Handling) are an issue. A permanent ramp would considerably encroach on the current parking as it could not be a “straight ramp” (with or without sloping sides) to the door as this would cause Health and Safety issues for people with visual impairments. A possible solution would be the resurfacing of the car park as it currently slopes towards the building – however, this would require input from HDC/WSCC as the pavement would require adjusting too.

16. **Churchmans Meadow Playground update.**

Exact repairs to fence and gates have been confirmed and P Juniper, Fencing has been contacted. Residents may decide to have the section of the fence, discussed at January's Full Council meeting (minute reference 214/18), replaced at their own cost.

Kompan representative met with Clerk, Open Space Warden and Grasstex representative at the playground in February. It has been confirmed that groundwork will be undertaken, the issue of the gate (RoSPA report indicated that gate should be moved approx. 2m – Playground installation safety measures require 3.5 m distance, this has been adhered to by Kompan) has not been resolved. The Clerk is emphasising the requirement to adhere to RoSPA post installation report recommendations.

17. **Ellens Green and Rudgwick Garden Association request to build a shed on KGV land.** Discussed at the Hall and Recreation Meeting 22 October 2018 (Minute ref 23/18) and it had been noted that the traffic situation on Little Street opening had to be assessed before a decision could be made.

General update:

- There have been traffic issues with both parking and using the access road, especially when clubs/organisations have been using the field/Rudgwick Hall. With the Apple Tree café opening, traffic is expected to increase.
- Costs for the request to build a shed will be considerable, it has been ascertained that permission from Fields in Trust will be required. An Ellen's Green and Rudgwick Garden Association shed is not directly linked to the use of the KGV field and therefore may not fall within Fields in Trust terms of reference. Further investigation would be required to take place. Costs incurred by the Council would need to be covered by Ellens Green and Rudgwick Garden Association; the project will also involve the Parish Office (administration time).
- The Rudgwick Lawn Tennis Club is understood to be pursuing the building of a Pavilion.
- There is limited space.