

Upper Beeding Parish Council

Minutes of the Facilities Committee meeting held at The Gladys Bevan Hall on Tuesday 6th June 2023 at 7pm

Present: Councillors: C. Warren (Chair), S Birnstingl, J. Cannon, A. Chilver, C. Deadman, F. Heaver, Tom Kardos. Also, Cllr Harber

Also, present: Steve Keogh (Parish Clerk)
John Young (Maintenance Manager)

Members of the Public: There were 2 members (of Friends of Small Dole skatepark) present.

F: 0623:01 Election of a Chair –
It was **RESOLVED** to re-elect Cllr C. Warren as Chair for the Facilities Committee for the municipal year ending May 2024.
Proposed: Cllr B. Harber; Seconded: Cllr F Heaver.

F: 0623:02 Election of a Vice-Chair
It was **RESOLVED** to re-elect Cllr J Cannon as Vice-Chair for the Facilities Committee for the municipal year ending May 2024.
Proposed: Cllr C. Warren; Seconded: Cllr F. Heaver.

F: 0623: 03 Apologies for absence
Apologies were received from Stephe Shorey (Tree Warden).

F: 0623:04 Declaration of Councillors personal or prejudicial interest
The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011). No further declarations received on this occasion.

F: 0623:04 Minutes of the last meeting
The minutes of the Facilities Committee meeting held on 4th April 2023 were approved as a true record. Proposed: Cllr s Birnstingl; seconded: Cllr F Heaver & agreed.

F: 0623:05 Public Adjournment
There were no public questions.

F: 0623:06 Tree Warden Report
There was no report on this occasion.

F: 0623:07 Terms of Reference
[Terms of Reference](#) were reviewed. It was **RESOLVED** to recommend to full council that these be adopted for the municipal year ending May 2024. Proposed: Cllr. T Kardos seconded: Cllr. S Birnstingl.

F: 0623: 08 Skatepark
Standing Orders were suspended to allow the public to speak
The Clerk's report was **NOTED**.

Funding

The Friends of Small Dole Skatepark thanked the members for their continued support and thanked the Clerk for his help with their applications for funding.

Currently there are three grants which have been applied for.

The group also have a Just Giving page which has increased slowly.

The group are also setting up a 'Crowd funding' page which they will run through the summer and promote at their events.

Update

The group have collected the ramp promised by HDC and they plan to discuss the options for it use with Radium ramps and, if they feel that this is not suitable, they will dispose of it and try to raise more funds.

There are two events planned for the summer, these will be after the RoSPA inspection.

Also, they hope the ramp repairs will be completed before these events take place.

Cllr Warren asked that the group look to provide clear drawings.

The Members thanked the representatives for attending.

* Standing Orders were reinstated*

F: 0623: 09 Committee Priorities and Projects

The Clerk's [update](#) circulated with the agenda was **NOTED**.

Fence at Recreation Ground:

The Maintenance Manager commented that the large number of nettles may deter the youth from using the area.

The Clerk said that this would be monitored.

F: 0423:10 Facilities – to receive a report from John Young, Maintenance Manager

The Maintenance Manager's [report](#) circulated with the agenda was **NOTED**.

The RoSPA inspections would be taking place in June.

F: 0423:11 Play Area Surface at Small Dole – To consider a [quotation 1](#) and [quotation 2](#) for play surface repairs.

It was **AGREED** to **RECOMMEND** to Full Council that, the quotation 1, from Playsafe playgrounds for £2484.00 should be accepted.

The Clerk would also look to fund this using section 106 Monies for Small Dole.

Proposed: Cllr C Warren; seconded: Cllr F Heaver.

F: 0423:12 Allotments - To consider any changes to the current [Tenancy Agreement](#).

The Clerk's report was **NOTED**.

Bees

The issue of Bees on the allotments was already included on the Tenancy Agreement, with the permission of the Parish Council.

It was **AGREED** that those plot holders who wished to have bees, should ensure that they have a current membership with a local bee keeping association.

Cllr Birnstingl commented that membership of the WBKA would include the national association, which provided a level of insurance.

Revoke a Tenancy

The issue of revoking a tenancy was already in the tenancy agreement but there was no clear procedure.

It was **AGREED** that the procedure should be 'three strikes':
Letter one: instructing the plot holder that they had failed to fulfil the agreement.
If there is no improvement or explanation after two weeks
Letter two: would instruct the plot holder that they need to act, or the tenancy may be revoked.
If there is still no improvement or explanation after two weeks.
Letter three gives notice of the termination.
Two weeks later if no improvement or explanation the plot will be reallocated.

This means that the plot can be passed to a new owner within six weeks which will hopefully give any new plot holder time to either prepare for the next year, or if early in the year the plot holder could be able to cultivate the plot.

The use of hosepipes was also discussed as the tenancy agreement states that this is not allowed.

The tenancy agreement also included the need to grow fruit and vegetables, the Members felt that the plot holders should not be restricted to this and that other plants and flowers as in a normal garden should be encouraged.

The Clerk was asked to include this issue on the agenda for an allotment holders meeting.

It was **AGREED** to **RECOMMEND** to Full Council that, subject to the minor changes to the wording, the new tenancy agreement should be discussed at a meeting with the Allotment Holders in the autumn.

Cllr Harber also asked that the Clerk ensure that the plot holders were aware that the income is used to pay for the cost of management of the plots; this includes the admin and inspections.

F: 0423: 13 **Matters raised by Councillors** – to receive matters for information or discussion for future agendas.

Cllr Deadman

Was concerned that there may be a lot of issues in Priory Fields once the charging points are operational.

There being no further business the meeting closed at 8.15pm

Signed:

Date: