



Sway Parish Council

AMENITIES WORKING PARTY

Held At 7:30pm, THURSDAY 7th January 2016

At the Jubilee Field Pavilion, Sway

Draft Minutes

Those present: Cllr Pepper (Chair), Cllr. Seacombe, Cllr. Dance, Cllr. Fleat, Cllr. Gresham-Hale, Cllr. Rickman, Cllr Thomas, and 7 members of the public.

1) **Apologies**

None

2) **Minutes of the Meeting held on the 3rd December 2015 and Matters Arising**

4.i Update of disabled ramp, should include the words " it was agreed to wait until new plans have been submitted to avoid unnecessary work."

3) **Stanford Rise**

i) **Clerk's report**

Nothing to report

ii) **General Matters Arising (if any)**

No matters arising.

4) **Jubilee Field Pavilion and Grounds**

i) **Clerk's report**

The rear emergency door is still to be fixed – quotes are being obtained

The taps in the ladies toilet require mending, until they are, users need to check to ensure that they are turned off.- quotes are being obtained

ii) **Report from the Jubilee Field User's Group Representative (Ted Fleat)**

Nothing to report however next meeting is to be held 1st Feb. Two agenda items include update from AWP and S106

iii) **Play Park – including update on progress against action items**

It was confirmed that the company Maintain that normally carry out remedial work are not able to do so. They have however replaced bolts and missing fence panels that have been invoiced. Quotes are being obtained for outstanding remedial works. The Proper Officer to sign off work.

iv) **To consider the need for a one-off deep clean of areas of the pavilion, if agreed recommendation to be made to full council.**

Parts of the pavilion are looking tired and require a deep clean. In addition there are areas that require freshening up and maintenance items to be dealt with such as blown glass in windows.

It was agreed that if a deep clean was to take place we would need to ensure that the standards were maintained, this may involve some new procedures.

It was agreed to take forward a recommendation to Full Council to deep clean, freshen up and maintain all areas immediately, except the football areas which would be done at the end of the season i.e.end of April. Subject to quotes being obtained to, spend in the region of £3k in this /next financial year.

v) **Jubilee Pavilion letting**

(1) **To receive a report on the current lettings and letting potential**

Cllr. Gresham-Hale delivered a report on the letting potential, a lovely facility that is under used, particularly weekdays lunchtimes and afternoons.

(2) **To review suggested promotional material for the pavilion**

Cllr. Gresham-Hale gave a PowerPoint presentation which could also be put on the website or adapted into a leaflet to be given out to interested parties. Where an enquiry was not suitable such as reaching the maximum number of people allowed in the Pavilion Hall, the enquiry would be forwarded to other public venues in the village. Hire rates to be similar to those venues.

(3) To review T&Cs for the letting of the pavilion

Comprehensive T's & C's were presented along with a proposed turn-key booking solution.

(4) To consider an additional page on the website for hiring the Pavilion. This page would be relatively low-key and have the relevant documents / promotional material linked from it.

(5) To review the bookings procedure for JP including consideration of the use of a Google Calendar to manage pavilion bookings and increase visibility of use.

To streamline the process and allow multi-person visibility of the hall bookings, an online Google Calendar was proposed. This would be the master document, but the details can be replicated in the diary, at least a week before. Entries on the calendar could be made by multiple users with appointed administrator(s). The basic procedure for bookings would be a talk-through process. The calendar will continue to run alongside the diary system for the time being.

vi) **General Matters Arising (if any)**

The RFO agreed to check information regarding security deposits and VAT implications and the hire charges of other venues in the area. Checks will be sorted on the maximum numbers allowed when hiring the venue.

Cllr. Rickman wanted to ensure our insurers were informed of possible changes and any implications were noted.

Consideration should be given to the role of the caretaker who is currently responsible for taking bookings and would therefore be impacted by any change in this procedure.

5) Centenary Close

i) **Clerk's report**

Nothing to report

iii) **General Matters Arising (if any)**

Nothing to report

6) Pitmore Lane / Memorial Field

i) **Clerk's report**

The Forestry Commission have been contacted and they will be processing the lease but due to their internal processes and backlogs it is likely to be for some months. Cllr Gresham – Hale agreed to make periodic contact (until handed over to a clerk) and will update us accordingly.

ii) **General Matters Arising (if any)**

It was noted that the football banner was not always taken down after matches, Junior Football to be contacted and reminded of the need for this to be removed after matches.

7) Allotments

i) **Clerk's report**

The majority of payments bar-one have been received. There are a few more agreements missing, so it was agreed to liaise with the Allotment Association about the best way to follow these up. A few plots handed over and some people on the waiting list have been allocated a plot with Sway residents given priority.

ii) **General Matters Arising (if any)**

Nothing to report

8) To receive an update on the consultation plans for the S106 funding.

Cllr Seacombe informed that there will be a public consultation event to be held at the Village Hall on Saturday 6th February from 2:30 to 4:30 PM. In addition all AWP Cllrs. had been sent

supporting information concerning Advert for Lymington Times / Press Release, Poster and Consultation paper version.

It was confirmed that all residents living close to the POS in question will receive a letter and paper consultation.

There will be an article in Sway News February edition – and a mention on the front cover.

9) To review Amenities budget for 2016

It was proposed that we have a budget item on the agenda, perhaps once a quarter. This would be related to our spends on maintenance/cleaning and to enable us to monitor the spending and income against budget for Amenities going forward.

Income for 2015/16 has been down particularly in terms of letting income.

Expenditure has been allowed for some additional maintenance and decorating of the pavilion, to address the issues from the play park inspection – The play park Inspector has recommended good quality treatment of all the wooden supports and pailings. A concrete stand is required by one of the benches .

(It has been indicated by the groundsman that the pitches will need an increased level of maintenance as this has been pared down to the minimum requirement for the past 2 years. The full costs have been shown as it cannot be taken for granted that the Clubs will assist as they have for the current financial year).

Reserves – our 2016/17 budget includes a line for a small contribution to reserves. There is no budgeted amount for a replacement tractor and we therefore need to monitor the need for this and perhaps look at alternative funding or earmarking some of our reserves. Ron Loveless indicated that a good supporter of the football club (Colin Vaughan) might be willing to service the tractor at a reasonable rate.

10) To receive feedback on 'prettifying up the village'

Although it was agreed that there was general goodwill amongst shop owners, after discussion it was agreed not to take further action at present but to review it at a later date.

11) Correspondence and Any Other Business

Switches for the fans need to be moved out of the office and quotes obtained and added to Item 4 iv) above.

Cllr Pepper agreed to get gas quote due in March.

The barrier is not always shut in the evening, this is being monitored. The barrier lock also needs oiling.

12) To Confirm Date of Next Meeting – 4th February

Meeting finished 8.50pm

[All future meetings will be held on the 1st Thursday of the month, until further notice.]