**KIRDFORD PARISH COUNCIL**

**c/o 8 Saville Gardens, Billingshurst, West Sussex, RH14 9RR.**

**Clerk: Mrs. I. Marshall, BA(Hons), FILCM.**

**Tel: 01403 783477 E-mail: kirdfordpc@gmail.com**

You are hereby summoned to attend the Parish Council Meeting which will be held at The Kirdford Village Hall, Kirdford on Monday, 22nd June commencing at **7.15** p.m., when the following business will be considered and transacted.



Mrs. I. Marshall

Date: 15th June, 2015. Clerk to the Council

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**A G E N D A**

1. Apologies for Absence – to receive both apologies and reasons for absence.

2. Crouchland – Commitment of funds for potential legal action. (Cllr. Mrs. Burrell, Chairman of Plaistow and Ifold Parish Council)

3. Public Participation – to receive and note questions, comments or representations made by members of the public.

4. Disclosures of Interest – to receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

5. Minutes of the Last Meetings – to resolve that the minutes of the meetings of the Council held on 18th May, 2015 be signed as a correct record.

6. To Adopt the Minutes of the following Committees :-

(a) Planning Committee Meeting held on the 8th June, 2015.

7. Chairman’s Announcements.

8. Reports from County and District Councillors.

9. Correspondence.

10. Documents for Councillors to Read :-

(a) Local Council Review Summer 2015.

(b) Arun & Chichester Voice (The newsletter of Voluntary Action Arun and Chichester) Spring 2015.

11. Projects/Priorities - to receive reports and updates on last month’s actions – all as per portfolio.

12. To resolve to re-confirm that the Council is eligible to use the General Power of Competence: Two thirds of Council were elected; has a qualified Clerk.

13. To consider the necessary maintenance works required to benches and noticeboards in the Parish, i.e., scrape down and put on wood preservative. (Cllr. Mrs. Gillett)

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14. To consider purchase of a new Bench and plaque on Butts Common. (Cllr. Mrs. Nutting) – Appendix I.

15. Playground Equipment issues (Cllr. Mrs. Nutting) :-

(a) Overall Strategy – Appendix II.

(b) Maintenance – Appendix III.

(c) School Court entrance improvements and maintenance of equipment – Appendix IV.

16. To consider in principle whether to put forward an offer for the Workshop when sale details are available and if agreed to authorize getting the building surveyed. (Cllr. Mr. Campbell) – Appendix V.

17. Hastoe/School Court (Cllr. Miss Pinder).

18. To consider request from a member of the public to have a Village Board similar to the Wisborough Green one and for this to be placed outside the Village Hall.

19. Councillors to report any possible Health and Safety Problems. (All)

20. Neighbourhood Plan – up-date. (Cllr. Mr. Ransley)

21. Report on progress relating to the sale of the Tractor and for Council to approve the disposal of the Gang Mower for the best scrap/spares price obtainable. (Cllr. Miss Pinder)

22. To consider the Internal Auditor’s Report for the Financial Year ended 31st March, 2015. (The Clerk)

23. Follow up on Action List.

24. To consider Bank Reconciliations for May, 2015.

25. Accounts to be Paid.

26. Public Participation – to receive and note any further questions, comments or representations made by members of the public.

27. Date of Next Parish Council Meeting – 20th July, 2015.

**APPENDIX I**

**Maintenance of benches**

There are five benches that the Parish Council own and maintain. These are situated:

* Outside the lych gate
* Opposite the Village Hall
* Butts Common near Little Smithy
* Butts Common near Sorrel House
* On the verge near 8 Townfield

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They are all wooden and need treating in situ.

They will be pressure cleaned, lightly sanded and wood preservative applied.

**Maintenance of noticeboards**

One board needs the glass door replacing due to it being broken. Toughened or plastic coated glass will be considered.

The other board will have the fibreboard replaced which will be coated to prevent it becoming wet.

Frank Illston will provide an estimate before work commences.

**APPENDIX II**

**Play Areas in Kirdford - Report of the Working party and an Overall Strategy**

A display of possible schemes and options for improvements to all the play areas in the village was exhibited on 6th June and 15 residents came to view these and filled out questionnaires which are being analysed by the working party. Some will be passed on to the Recreation Ground Committee. A number of very innovative and interesting ideas were discussed.

The overall Strategy is:

1. Immediate plan to improve the facilities at School Court
2. Medium term plan to modernise and improve Butts Common and the Recreation Ground facilities
3. Long term to consider new areas in relation to housing developments

An Action Plan has now been agreed for School Court

1. The working party will bring forward a scheme for the July PC meeting and recommend a provider from the three quotations received. The cost will be in the region of £10,000
2. Once approved funding can be applied for following advice from the Parish Clerk
3. Work on this modest scheme could be completed before the end of the year

With regard to Butts Common – there have been six quotations for varying schemes. The Working party will now decide the feasibility of these and recommend a plan by September 2015. The cost will be between £30,000 - £50,000 and funding will be needed from a wide range of sources. Once a scheme is decided upon an application to the National Trust for permission can be made. This may take up to three months to complete during which time grants can be applied for. Once all is in place erection of the new equipment could commence in the spring of 2016.

The Recreation Ground Committee will be asked to consider the proposals made by residents and suggest possible improvements or additions to their facilities.

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**APPENDIX III**

Play Areas in Kirdford – Proposal for Maintenance – (Health & Safety)

Justification

There has been no maintenance carried out to any of the play areas for several years. There are no records to refer to about this.

RoSPA inspected the play equipment on the three sites in August 2014 and made recommendations for maintenance which have not been acted upon. It is now imperative that this work is undertaken without delay so that our insurance policy requirements are met.

Recreation Ground

The safety surface needs to be replaced and the roundabout painted.

3 quotations have been requested, two site visits have taken place but only one quotation has been received to date.

The second quotation is expected this week and will be presented to the Parish Council on 22nd June.

In spite of the above, the quotation from Vita Play is being recommended as it is comprehensive, guaranteed work being undertaken by a well respected company.

**The cost is £1,925 + VAT**

School Court

As above 3 quotations have been requested, two site visits have taken place but only one quotation has been received to date. The second quotation is expected this week and will be presented to the Parish Council on 22nd June.

The preferred provider is again Vita Play who have quoted for:

1)Cut away turf and add ring of concrete around all timber posts to remove possibility of further strimming damage to the uprights of existing equipment - £550.00

2) Rub down and treat timbers of existing play units & shelter - £987.00

3) Rub down and re-paint seat base of 2 x Springers - £80

**Total £1,617.00 + VAT**

**APPENDIX IV**

**School Court Play Area**

proposal for improved entrance way from Cornwood

Residents have requested that the entrance to the School Court play area should be made accessible by buggies and wheelchairs.

All 7 respondents to the questionnaires about School Court at the coffee morning said that they wanted the entrance way improved

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Without this work the play area is not accessible particularly in the winter months when the ground is waterlogged and extremely muddy.

This involves excavation at the gateway, edging kerb and tarmac.

Four companies were approached to give quotations.

EP Clark Ltd and David Pegley did not respond

2 written quotations were received from JC Allfrey and Tidey & Webb

both with similar specifications for the job

1. JC Allfrey with special price of £910 + VAT
2. Tidey & Webb - £1750.00 + VAT

**Recommend - JC Allfrey - £910 + VAT**

**APPENDIX V**

**The Workshop**

The sale details in respect of The Workshop are not yet available. Therefore the possible cost is unknown at this time. The Parish Council could obtain permission to take out a Public Works Loan for this and their interest rates are low and repayment can be made over a period of up to 50 year.

Obviously there would also be a need to have a Survey carried out on the building prior to any firm decision being made. The cost of this is not known at the present time.