



Highcliffe & Walkford Parish Council

Minutes of the meeting of the **Recreation Sub Committee** held on 25th March 2024 at 18:30pm at The Old School House, 254 Lymington Road, Highcliffe, BH23 5ET.

Present: Cllr J Webster (Chair), Cllr R Ede, Cllr S Skinner, Cllr T Butcher, Cllr W McNeill

In attendance: the clerk, Tom Brindley, the assistant clerk, Nicki France.

24R/1 (Agenda Item 1) Apologies for Absence: None

24R/2 (Agenda Item 2) Chair's remarks

- 2.1 The chair welcomed members, and officers.
- 2.2 Members were reminded to make any declarations of interest ahead of the item to be discussed.

24R/3 (Agenda Item 3) Review of Terms of Reference

- 3.1 Members noted the Terms of Reference approved by council.

24R/4 (Agenda Item 4) 2024/25 Recreation Budget

- 4.1 The clerk presented the budget for the for Wingfield and Highcliffe Recreation Grounds and the forecast for the following two years.
- 4.2 The clerk also reminded the members that this sub-committee oversees the spending of this budget, however any change to the budget must go to the Amenities Committee for approval.

24R/5 (Agenda Item 5) List of Responsibilities

Members noted the list of responsibilities.

24R/6 (Agenda Item 6) Transfer of Assets

- 6.1 The clerk advised the sub-committee that the transfer of the Highcliffe Recreation Ground and Bluebell Close play Area were currently with the council's solicitor and that he expects transfer to be completed by the end of the civic year.
- 6.2 The clerk advised the sub-committee that the play equipment will need to be repaired in time and therefore a sinking fund had been created which will be used in time to replace any of the equipment at both Bluebell Close and Highcliffe play areas.
- 6.3 The clerk also advised the sub-committee that the play equipment will need to be inspected on a weekly, monthly, quarterly, and annual basis.
- 6.4 A company which can conduct the quarterly and yearly inspections had been source, but interim inspection would need to be covered by council members and officers. Members agreed that officers would cover the monthly inspections and that a rota of councillors would be established for interim weekly inspections. A simple checklist would be provided.

24R/7 (Agenda Item 7) Review of Service Level Agreements

Members noted the Service Level Agreement currently in place with BCP council, and that a revised SLA would be signed to include the new sites.

24R/8 (Agenda Item 8) Wingfield Recreation Ground and Pavilion

- 8.1 Defibrillator
 - 8.1.1 The assistant clerk advised the sub-committee that Highcliffe Hawkes had requested to transfer the responsibility and ownership of the defibrillator at Wingfield Pavilion to the council. The defibrillator has

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been checked and is in full working order. The clerk recommended that HWPC take on the ownership and maintenance of the defibrillator.

8.1.2 Members **RESOLVED** for the council to take on the ownership and maintenance of the defibrillator.

8.2 Pavilion Broadband

8.2.1 The clerk advised the sub-committee that the cost of the pavilion broadband (used for the CCTV) could be reduced and advised that officers would consider two proposals:

- A cheaper provider OR
- A cellular option.

8.3 Pitch Drainage

8.3.1 The clerk advised the sub-committee that the Hampshire FA had conducted a survey of the pitches as it may be possible to obtain a grant towards improving the drainage at Wingfield Recreation Ground. The clerk advised the sub-committee that the council would need to match fund any grant.

8.4 Tree Stump Sculptures

8.4.1 The clerk shared with members a rough design from a company who design and make tree sculptures. The clerk advised that the cost was not in budget and so would need to be put to the Amenities Committee to approve any expenditure.

8.4.2 Members **RESOLVED** to investigate tree sculptures, to obtain further quotations and to refer the funding to the Amenities Committee.

24R/9 (Agenda Item 9) Items for future meetings

Members agreed to make site visits to Wingfield Recreation Ground and pavilion, Highcliffe Recreation Ground and play areas and Bluebell Close play area in the coming months.

24R/10 (Agenda Item 10) Date of next meeting

Monday 15th July 2024 at 18.30pm

The clerk advised the sub-committee that additional meetings can be arranged, as required.

There being no further business the meeting closed at 19.38pm.

Signed

Date.....