



# Maresfield Parish Council

REPRESENTING THE VILLAGES OF MARESFIELD, NUTLEY & FAIRWARP

## DRAFT Minutes of the Maresfield Recreation Ground Committee meeting held remotely via Zoom on Thursday 17<sup>th</sup> June 2021

**Present:** Cllr L Stevens Smith (Chair), Cllr Mrs S Cumming, Cllr J Lewis, Mrs T Allen, Mr A Russell, Mr D Barnard, Mr C Sherwood, Mr R Smith, Mr M Budgen and Mrs C Goossens (Clerk)

**1 Public session.** None.

**2 Apologies for Absence.** Mr N Beesley.

**3 Declarations of Interest.** None.

**4 Adoption of the minutes of the meeting held on 27<sup>th</sup> April 2021.** The minutes as previously circulated were **Agreed** unanimously.

*Mrs T Allen joined the meeting.*

**5 Matters arising from these minutes not elsewhere on the Agenda.**

**ACTION:** Clerk to invoice clubs for annual subs.

*Cllr J Lewis joined the meeting.*

**6 Financial reports update.**

The following points were noted in discussion:

- There is currently £1039.44 in the bank.
- Thanks to the MDJFC for their continued support and gratefully received donation/overpayment this year.
- MDJFC are currently barely breaking even on each match with players being charged only 50% of the usual fee. Re-registrations in September will be discounted by 20%.
- MRGC is relying on the clubs to keep the fees as they currently stand for the remainder of this financial year.
- It is key that the fees and subs remain affordable but that ongoing running costs are also considered.

**ACTION:** Clerk to add Fees/Subs review for 2022/23 season to agenda for next meeting.

**7 Pavilion matters:**

**7.1 To discuss and agree user policy and protocol for Pavilion “shut down” after each use.**

The following points were noted in discussion:

- The Emergency Meeting of the committee was convened due to the unacceptable condition the pavilion was left in by MCC on the weekend of 5<sup>th</sup> June.
- The shower in Changing Room 4 had been running all night – whether this was because of the hot water tanks being left switched on it is unknown.

**ACTION:** Clerk to arrange for all showers to be overhauled, heads cleaned/de-scaled, on/off mechanisms checked/de-scaled and temperature range checked. Each shower has a reservoir and filter which should also be checked. This maintenance regime should be carried out in March each year.

- The Pavilion Terms of Use letter as circulated prior to the last meeting of MRGC on 27<sup>th</sup> April and again circulated prior to this meeting was highlighted and all clubs were asked to ensure that this is forwarded to all members. **ACTION:** All.

- Both hot water tanks need to be switched on for hot water to the showers and basins.

**ACTION:** Clerk to ask Plumber to check when tanks are turned on that they provide hot water to all basins.

- MDJFC use hot water urn/water heater in kitchen for washing up water.

- Loft insulation and threat of burst pipes. Advice from A&R Services who have historically serviced the showers etc at the Pavilion is that a fan heater with a frost stat and trip switch was historically kept in the loft to protect the header tank and pipes from freezing thus preventing potential flood damage. It was noted that Peter Penfold who carried out the recent Pavilion refurbishment advised the current lagging of pipes and loft space is more than adequate to prevent such an eventuality or the need for a heater of this kind.

**ACTION:** Clerk to consult Peter Penfold in this regard.

**ACTION:** Clerk add to Agenda for September meeting.



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- The Clerk shared a copy of the “Checklist” to be signed off by a representative of each club after each use of and prior to departure from the Pavilion. This laminated “Checklist” will be displayed on the noticeboard in the main Pavilion area together with a form requiring a signature. This will ensure that there is always a named individual to be held accountable for ensuring all is in order when locking up. This will also provide useful information for insurance purposes.  
There will be sanctions for failure to comply with the “Checklist” including additional cleaning charges imposed on offending Clubs.
- The Chair proposed the “Checklist” and signature protocol be adopted by the Committee, this was seconded by Mr Budgen and **Agreed** unanimously.  
**ACTION:** Clerk to email copy of “Checklist” to all Clubs for information.  
**ACTION:** Clerk to display “Checklist” and signature form on noticeboard in Pavilion.
- **ACTION:** Clerk to ask cleaners to leave spare bin bags for toilets and changing rooms in the cleaning cupboard.
- General public wishing to use the toilet facilities at the Pavilion when clubs are using the facility should be guided by a representative of the relevant club and be asked to follow COVID guidelines.
- Mr Barnard confirmed that MCC will ensure that the Pavilion and changing rooms are all clean and tidy after use on Saturday 26<sup>th</sup> June prior to the Maresfield in Bloom event on Sunday 27<sup>th</sup> June.  
**ACTION:** MCC.
- Use of old furniture only outside the Pavilion. New furniture to be for internal use only. External use furniture to be stored in changing room 3.  
**ACTION:** Clerk to source/cost new patio style chairs for external use.
- It was noted that a final clear up would take place on Monday 21<sup>st</sup> June facilitated by Cllrs Stevens-Smith and Cumming. Anything to be claimed needs to be removed over the course of the weekend. Mr Barnard confirmed he would move MCC pictures mid-week and was unable to do this any sooner due to prior commitments. It was **Agreed** to dispose of the TV, BBQ and Karcher.

**7.2 Drainage of path and patio. ACTION:** Clerk to add to agenda for September meeting. It was noted that one of the Stoolball Club members recently stumbled on the uneven pathway adjacent to changing rooms 1 & 2, twisting her ankle, and necessitating medical attention. **ACTION:** Clerk to investigate condition of path.

**ACTION:** Incident to be logged in new Accident Book.

**ACTION:** Clerk to order new Accident Book and new First Aid kit (including blue plasters). Mr Budgen confirmed that MDJFC has an online reporting system for accidents.

**ACTION:** Clerk to print and display Emergency Access information etc on Pavilion noticeboard.

The defibrillator is maintained and check regularly by the Uckfield Lions.

It was **Agreed** unanimously that the boot scraper be installed at the front of the Pavilion attached to both the wall and concrete where the old serving hatch used to be located.

**ACTION:** Clerk to arrange installation with Forest Row Maintenance team.

*Cllr Lewis and Mr Barnard left the meeting.*

### **8 Club reports:**

**8.1 Football Seniors.** One team next year. Football storage shed to be sorted and tidied in the coming week and there may subsequently be some room for Stoolball equipment if required.

**8.2 Dynamos Juniors.** Tuesday, Thursday, and Saturday training sessions and will soon be coming to an end. The Charity match on 3<sup>rd</sup> July is still going ahead. There will be no access to the Pavilion. The event will be cancelled if there is adverse weather.

**ACTION:** Mr Budgen to take goals down after Charity match and chain to Bowls Club fence.

**8.3 Cricket.** None.



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**8.4 Stoolball.** Cllr Stevens-Smith confirmed that the doors to the Stoolball storage shed have been adjusted and that both internal bolts need fastening to ensure doors are secure. The Grass obstructing the doors has been removed.

There is currently no one fulfilling the role of Secretary, but Mrs Allen confirmed that she is happy to continue as MRG liaison. **ACTION:** Clerk to send diary login details to Mrs Allen.

**8.5 Bowls.** The Green is currently playable. Whilst there are no Horam League games at present the Club are playing "Friendlies".

Thanks to MCC for alerting the Bowls Club to the danger of errant cricket balls hitting cars parked along the School Hill fence boundary when matches are in progress.

**ACTION:** Mr A Russell to inform Bowls Club Members and visiting members of parking at own risk.

It is hoped that the new fence will be installed in the coming weeks and the repairs to the rear of the Cricket enclosure fence will be made at the same time.

**9 Ground matters.** The hedge bordering School Hill adjacent to the entrance of Park Farm Lane has been in desperate need of a cut back. Mr Budgen confirmed that he has recently done this. **ACTION:** Clerk to schedule Forest Row Maintenance Team to carry out a "hard" cut back at the end of the summer.

Harrowing of the ground as per MCC request – both the Seniors and MDJFC expressed concern that it is the wrong time of year for harrowing and that it would be a waste of money to carry out such works at the present time. Despite the recent rain, the pitch is well known to drain extremely well and is therefore in all likelihood too hard to benefit from such works. The field was last harrowed several weeks ago.

**ACTION:** Clerk to speak with Barcombe Landscapes to obtain their professional advice. It was noted that an annual schedule of works for pitch/ground maintenance needs to be implemented.

**10 Play area matters.** None.

**11 Date of next meeting – Tuesday 28<sup>th</sup> September.**

*There being no further business, the meeting closed at 21.16.*