



**Kennington Parish Council
Oxfordshire**

**Notes of Playing Fields Committee meeting on
27 March 2019 at 7:30 pm in Playfield Road pavilion**

Present: Mr Baker Cllr. Mrs. Buckingham Cllr. Feather Cllr. Robinson Cllr. Smith

In Attendance: Graham Rowley (Cricket Club) and Rachel Brown (Clerk)

70.18 APOLOGIES - Cllr. Charlett, Cllr. Patterson, Mr Gardiner, Mr Bunt and Mr. Robins

71.18 DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS - None

72.18 MINUTES OF THE LAST MEETING

The Committee resolved to sign minutes of the meeting on 16 January 2019 as a true record.

73.18 EXPENDITURE REPORT

Budget for Playing Fields Committee 2018-19	£31,305.00
Income to 16 January 2019 (in income cost centres)	£ 4,384.00
Expenditure to 16 January 2019	£20,877.39
Remaining Budget for Playing Fields Committee for 2018-19	£10,427.61

Income since 16 January 2019

Playing Fields Budget	
Vale of White Horse District Council	£890.00
Grant towards Playfield Rd pavilion feasibility study (2 nd half)	
TOTAL INCOME TO 27 MARCH 2019	£890.00

Expenditure since 16 January 2019

Payment ref. 2018/...	Playing Fields Budget	
211	St John's College Forest Side rent March - June	£462.50
189	Proludic Ltd Swing set screws for The Links play area	£39.68
192	Earth Anchors Ltd Picnic benches for The Links play area and adult gym area	£1,041.00
200	S Moncur Installing picnic benches at Playfield Rd	£65.00
197	Thames Valley Roofing and Painting Roof repairs at Forest Side pavilion	£300.00
191	Holden & Parker Ltd Gas safety check at Playfield Rd pavilion	£65.00
194	Calber Facilities Management Weekly clean of PF Rd pavilion	£112.08
210	Calber Facilities Management Weekly clean of PF Rd pavilion	£112.08

212	Electronic Temperature Instruments Legionella testing kit for Playfield Rd pavilion	£137.50
196	Maylarch Recycling Ltd Wheelie bin exchanges for playing fields – Feb	£81.40
218	Maylarch Recycling Ltd Wheelie bin exchanges for playing fields - March	£81.40
DD	Castle Water Ltd Water supply Playfield Rd	£14.12
DD	SSE Gas Gas supply for Playfield Rd pavilion	£29.53
TOTAL SPEND TO 27 MARCH 2019		£2,541.29

Predicted spend to 31 March 2019

Playfield Road Electricity	£243.59
Forest Side Electricity	£ 72.38
Pavilion water supply	<u>£ 15.30</u>
TOTAL	£186.51

Remaining budget for 2018-19 **£8,589.81**

Explanation:

- Forest Side rent budget was inflated due to the uncertain new rate of rent
- Grass cutting budgets were underspent (around 60% of budget), due to the hot and dry summer, meaning that fewer cuts were needed
- £1,000 is in the budget for the BMX track maintenance, which is due for 2019-20 (in EMR)
- £10,000 is in the budget towards the pavilion project, and over half of this was spent (in EMR)
- The council was being significantly overcharged for gas at Playfield Rd pavilion – clerk had budgeted £700 for gas based on last year’s spend, but the council has received a significant refund for overpaying over the past few years.
- This was the first year that the Playing Fields Committee budget was separated into different ledger codes – the budget has been adjusted as necessary for 2019-20.

74.18 NEW ISSUES

- Clerk has purchased a legionella testing thermometer kit, and has started to undertake the monthly water checks at Playfield Rd pavilion. Prime Compliance has provided a quotation to attend the site twice per annum to carry out the six monthly and annual checks.

ACTION FOR CLERK – Obtain another two quotes

- The annual gas safety check has been completed at Playfield Rd pavilion. There were no issues, aside from the meter box being in very poor condition.
- Clerk has looked at the electricity usage for the two pavilions: At Forest Side, there is a constant baseline use of 4.8kWh per day – this adds up to £200 per year when no-one is using the building. At Playfield Rd, there is a constant usage of approximately 16kWh per day, which equates to £669 per year. The committee will think of ways in which this could be reduced.
- Tim has kindly tidied up the weeds from around the pavilion again this week – thank you.
- Clerk has completed the risk assessments for the pavilions. Issues arising were:

Playfield Road Pavilion		
Issue	Action	By Whom
Vacuum cleaners in main room left out with trailing cables – trip hazard	Vacuum cleaners should be left out of the way with cables wound up	Cleaners Users of the pavilion
Sports kit being kept in main room	Room needs to be kept clear of all football equipment	Football club
Occasional weeding and tidying around the pavilion	Risk assessment required	Clerk
Working at height – changing the clock twice a year	Check if risk assessment is required	Clerk / Norm
Cleaning products in the kitchen	COSHH notices to be displayed	Clerk
Tools and machinery kept in garage	Need an inventory, risk assessments, inspection and maintenance schedules	Norm
Fire door between hall and corridor is being propped open	This needs to be kept shut. Clerk to display a sign	Clerk
Lighter found on table in main hall. Clerk moved this to the top shelf in the kitchen	Flammable items should be kept out of children's reach	Users of the pavilion
Flood lights have not worked for several years	No action – it was agreed that it would not be of benefit to the Football Club	N/A
Emergency lighting needs servicing annually and testing monthly	Clerk to investigate and start testing schedule	Clerk
Fire assembly point sign broken	Clerk to order new sign	Clerk

Forest Side Pavilion		
Issue	Action	By Whom
Pavilion being used to store items which should be kept elsewhere. Referee change full of equipment and traffic cones	Gas BBQs to be removed from Away changing room. Referee changing room needs to be cleared	Football club
Electrical/cleaning cupboard key has snapped – clerk not informed	Replacement key needed	Clerk
Male toilet looks dirty – appears to be lime scale build up	Toilet needs descaling	Football club
Line marker kept in changing room, however football club have raised issue with the steps into the paint room.	Need inventory, risk assessments, inspection and maintenance schedules for all tools/equipment. Committee to consider installing a ramp.	Football club Playing Fields Committee
Gap in guttering at rear of pavilion	Fix guttering	Clerk
Electric shower constantly switched on in referee's room. No light bulb.	Put bulb in ceiling light.	Clerk
Alarm sounds when you enter the building	No action agreed by Playing Fields Committee	N/A
No external lighting for safety or security	No action agreed by Playing Fields Committee	N/A
Changing Room 2 is locked and clerk does not have a key	Playing Fields Committee chairman has a key – pass on to Clerk	Chairman of Playing Fields Committee

Emergency lighting needs servicing annually and testing monthly	Clerk to investigate and start testing schedule	Clerk
Changing Room 3 (Home Change) is in need of redecorating. Black mould has grown on the ceiling and walls. The lighting is very poor – could the windows be uncovered or better lighting installed?	Clerk to obtain quotes for re-decorating	Clerk
Wood on front of pavilion is looking tired and there are toys on the top of the roof	Clerk to obtain quotes for re-painting wooden fascia	Clerk
Arson risk due to litter bin on side of pavilion	Fire risk assessment recommends moving this at least 6 metres away. It was agreed that the bin would be removed from the wall.	Clerk

75.18 CONTINUING ISSUES

- The amended Terms of Reference for the committee have been agreed by the full council, so Mark Baker and Christian Bunt now have voting rights and contribute to the committee being quorate.
- Annual hire fee for the Cricket Club needs to be agreed by the Playing Fields Committee.

76.18 A proposal was made by Cllr. Smith to charge the Cricket Club £600 for the hire charge for 2019-20. This was seconded by Cllr Mrs Buckingham and agreed unanimously.

ACTION FOR CLERK – Inform Norm Robins
ACTION FOR CLERK – Draw up hire agreements for Football and Cricket Clubs for 2019-20

- It was queried who is responsible for the health and safety of the Cricket Club using their machinery. It is unclear if the Cricket Club has insurance for this.

ACTION FOR CLERK – Check with Norm whether the Cricket Club has insurance for the grounds maintenance
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- When Cricket Club comes in to Playfield Rd pavilion on a Saturday, the pavilion is sometimes filthy after the men’s football training on Thursdays.

ACTION FOR CLERK – Ask Calber if they could come in on Fridays

- Mr Baker has provided the clerk with a new list of the key holders for the football club. One set of keys from each pavilion has gone missing, and the football club has been unable to locate them.

ACTION FOR CLERK – Write to Football Club on behalf of the committee – Cllr. Feather will draft a letter

ACTION FOR CLERK – Update key log and send out new key receipts as necessary

- Clerk has put up some dog fouling signs on the bins at the playing fields. Hopefully the problem will get better now the lighter evenings are on the way.

77.18 PLAYFIELD ROAD PAVILION PROJECT

- Feasibility study is now completed, and pre-planning application advice was received. Clerk needs to get prices from companies to get to full planning permission, with a view to taking the project through to completion.
- Radley Parish Council has earmarked £40,000 towards the cost of the project, which will be funded by the CIL money from the South Kennington development. Radley PC has asked for an idea of timescales so they can include this in their CIL spending strategy.

ACTION FOR CLERK – Ask Freeland Parish Clerk for details of their architect for their new village hall / pavilion
ACTION FOR CLERK – Add Radley Parish Council’s request to the agenda for the full council meeting in April
ACTION FOR CLERK – Obtain two further quotes for the pavilion project, as above

78.18 ISSUES RAISED BY MEMBERS

Cllr. Mrs. Buckingham - the chain link fencing is a mess at the far side of the field. It has been pulled up at the bottom and needs sorting out. It was queried whether something could be done about the land in front of the round closed goal, as this is usually very muddy. Cllr. Mrs. Buckingham asked whether the back of the field will be mowed this year at Playfield Rd and Forest Side. Clerk will remind grass cutters that it needs doing once a month.

ACTION FOR CLERK – Look at chain link fence
ACTION FOR CLERK – Remind BGG that far side of fields needs cutting back every month

Mr. Baker queried when the grass is being cut. Clerk advised that this should have been done in March, so has chased this up with the grass cutting company, and is waiting to hear back. The Football Club have received a quotation for an aerator, which would cost £1000. This could be pulled along behind a tractor. Norm and the Football club could do this, and would need doing twice a year.

ACTION FOR CLERK – Forward on details of aerator to Chairman once received

Cllr. Smith thanked the football club for keeping Playfield Rd pavilion tidy – it looks much better.

79.18 ANY MATTERS FOR FUTURE DISCUSSION

- Aerator for Playfield Rd playing field
- Installing a ramp at Forest Side pavilion into the paint room

Next planned meeting Wednesday 22 May at 7:30pm at Playfield Road Pavilion

Meeting closed at 20:55 pm

Signed **Dated**