



**Kennington Parish Council
Oxfordshire**

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

Present: Mr Baker Mr. Bunt Cllr. Feather Mr. Robins Cllr. Russell Cllr. Smith

In Attendance: Rachel Brown (Clerk)

14.19 APOLOGIES - Cllr. Mrs. Buckingham, Cllr. Charlett, Cllr. Patterson and Mr Gardiner

15.19 DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS – None

16.19 MINUTES OF THE LAST MEETING

The Committee resolved to sign minutes of the meeting on 22 May 2019 as a true record.

17.19 EXPENDITURE REPORT

Budget for Playing Fields Committee 2019-20	£30,975.00
Income to 22 May 2019	£0.00
Total spend to 22 May 2019	£938.80
Remaining budget for 2019-20	£30,036.20
(including £10,000 in EMR for pavilion project)	

Income since 23 May 2019

Invoice No.		
022/2019	Kennington Athletic Football Club Annual hire fee & additional hire for tournament 13 th & 14 th July	£2,070.00
020/2019	Friends of St Swithun's School (FOSS) Forest Side hire 21/7/19	£48.00
024/2019	Kennington Youth Club Forest Side hire 22/5/19	£12.00
025/2019	Kennington Athletic Football Club Under 10s Forest Side hire 15/6/19	£24.00
022/2019	Kennington Athletic Football Club Forest Side hire for presentation day 6/7/19	£30.00
023/2019	Oxford Spires Cubs Forest Side hire 30/6/19	£60.00
TOTAL INCOME TO 17 JULY 2019		£2,244.00

Expenditure since 23 May 2019

Payment ref. 2019/...	Playing Fields Budget	
036	Kennington Youth Club Refund of hire fee for Forest Side 22/5/19	£12.00
037	St John's College Forest Side Rent	£462.50
035	BGG Garden & Tree Care Ltd Forest Side grass cutting April & May	£375.00

Payment ref. 2019/...	Playing Fields Budget	
067	BGG Garden & Tree Care Ltd Forest Side grass cutting June	£150.00
065	S Moncur Repairs to hole at Forest Side and fence at The Links play area	£175.00
035	BGG Garden & Tree Care Ltd The Links grass cutting April & May	£150.00
067	BGG Garden & Tree Care Ltd The Links grass cutting June	£60.00
043	Calber Facilities Management Weekly clean of PF Rd pavilion	£140.00
061	Prime Compliance Ltd Annual legionella checks & water monitoring	£310.00
063	Calber Facilities Management Weekly clean of PF Rd pavilion	£112.08
047	Maylarch Recycling Ltd Wheelie bin exchanges for playing fields – June	£81.40
062	Maylarch Recycling Ltd Wheelie bin exchanges for playing fields - July	£81.40
DD	Castle Water Ltd Water supply Playfield Rd	£13.98
DD	SSE Gas Ltd Playfield Rd pavilion gas supply Q1	£50.51
DD	Southern Electric Ltd Playfield Rd pavilion electricity Q1	£269.04
DD	Southern Electric Ltd Forest Side pavilion electricity Q1	£81.36
035	BGG Garden & Tree Care Ltd Playfield Rd playing field grass cutting April & May	£450.00
067	BGG Garden & Tree Care Ltd Playfield Rd playing field grass cutting June	£180.00
TOTAL SPEND TO 17 JULY 2019		£3,154.27

Remaining budget for 2019-20

£29,125.93

(including £10,000 in EMR for the pavilion project)

18.19 NEW ISSUES

- Annual legionella check was done by Prime Compliance at the end of June. The water samples tested negative for harmful bacteria, but one of the lids has come loose on one of the tanks in the loft, so this will need to be re-fixed. A scheme for descaling the shower heads every 3 months needs to be organised.

ACTION FOR CLERK – Ask Prime Compliance how much it would cost to have the lid replaced

ACTION FOR CLERK – Organise a system for descaling the shower heads every 3 months

- Clerk met with Leisure Development Officer from Vale of White Horse DC to discuss the playing fields, as it had been reported that the pitches were in poor condition. Clerk also discussed the pavilion project with her. This proved to be a very positive meeting. She will signpost useful contacts in the leisure team; Football Association and Sports England. It was

advised that the football club request pitch surveys from the Football Association – and recommended works at Playfield Road may be able to form part of the pavilion project, and therefore attract grant funding.

- Forest Side was in a state on 22nd May when it was hired out to the youth club. The parish council ended up refunding the hire fee. There was mud and grass everywhere, and the toilets were filthy. The ladies toilet did not seem to work. Clerk requested a quotation from Calber to do a one-off clean, which was over £500. Dom and Clive from Football Club did a deep clean of Forest Side pavilion recently.

19.19 It was agreed that two bottles of wine each will be purchased to say “thank you”.

ACTION FOR CLERK – Purchase bottles of wine for Dom and Clive

20.19 CONTINUING ISSUES

- Clerk and Cllr. Feather met with Mr. Robins to discuss the situation with the Cricket Club, as there is no enthusiasm to get this restarted. In the future, the council will need to decide what is to happen with the cricket square and the equipment in the garage.
- Clerk has received the updated key receipts list from Mr Baker – thank you.
- The security keys cost £15 each, so it may be worth reviewing the key deposit amount – add to the agenda for September’s meeting.

ACTION FOR CLERK – Add review of key deposit charge to September meeting

- The football club have requested a set of keys for each pavilion, to replace the ones which were lost.

21.19 It was agreed that the clerk will order another set of keys for Forest Side. One of the sets from the cricket club can be given to the football club.

ACTION FOR CLERK – Purchase set of keys for Forest Side pavilion

ACTION FOR CLERK – Prepare refund for key deposit money for Cricket Club

- Clerk has not yet obtained 3 quotations for installing a ramp into Forest Side paint room

ACTION FOR CLERK – Obtain 3 quotations for installing a ramp at Forest Side before Sept meeting

- Clerk requested a quotation for aeration of the playing fields in Kennington from Simon Higgs and Rob Webb (Paddock & Pitch), and is awaiting responses.

ACTION FOR CLERK – Chase up responses regarding aeration of the pitches, if no replies.

- Clerk spoke to OCVA, who confirmed that at least 2 quotations will be required for the pavilion project in order to apply for grant funding. Some funders ask for 3.

22.19 PLAYFIELD ROAD PAVILION PROJECT

Kennington Parish Council agreed at the meeting last week which architect will be used to take the project through to full planning application – this will be SWA Associates, who undertook the feasibility study. A topographic survey will need to be done of the site, and possibly an arboricultural survey. We will be aiming to have full planning permission by the end of the year.

23.19 ISSUES RAISED BY MEMBERS

- Mr Baker asked whether there is there an annual maintenance programme for the playing fields, in terms of seeding, fertilising, aerating etc.

24.19 It was agreed that the clerk will ask the VOWH DC and Oxford City Council for advice.

ACTION FOR CLERK – Ask VOWH DC and Oxford City Council for advice on a pitch maintenance programme.

- Mr Baker asked if the football club have some top soil and grass seed for Forest Side. Members of the football club have undertaken this in the past. The football club also need more line marker –150L for the year.

ACTION FOR CLERK – Purchase line marker for both playing fields (150L)

- Cllr. Feather – There is some old metal lying in the grass at the far side of Playfield Road playing field, and it was queried whether these old goal posts. Mr Baker and Mr Bunt investigated, but it is nothing to do with the football club.

25.19 ANY MATTERS FOR FUTURE DISCUSSION

Pitch maintenance

Next planned meeting Wednesday 11 September at 7:30pm at Playfield Road Pavilion

Meeting closed at 8.24 pm

Signed **Dated**