



**Kennington Parish Council
Oxfordshire**

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

Present: Mr Baker Mr. Bunt Cllr. Charlett Cllr. Feather Cllr. Patterson

In Attendance: Rachel Brown (Clerk)

26.19 APOLOGIES - Cllr. Mrs. Buckingham, Mr. Robins, Cllr. Russell, Cllr. Smith and Mr Gardiner

27.19 DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS – None

28.19 MINUTES OF THE LAST MEETING

The Committee resolved to sign minutes of the meeting on 17 July 2019 as a true record.

29.19 EXPENDITURE REPORT

Budget for Playing Fields Committee 2019-20	£30,975.00
Income to 17 July 2019	£2,244.00
Total spend to 17 July 2019	£4,093.07
Remaining budget for 2019-20	£29,125.93
(including £10,000 in EMR for pavilion project)	

Income since 18 July 2019

Invoice No.		
TOTAL INCOME TO 11 SEPTEMBER 2019		£0.00

Expenditure since 18 July 2019

Payment ref. 2019/...	Playing Fields Budget	
074	Kennington Cricket Club Return of key deposit monies	£50.00
083	BGG Garden & Tree Care Ltd Forest Side grass cutting July	£150.00
083	BGG Garden & Tree Care Ltd The Links grass cutting July	£60.00
073	Mrs R L Brown Keys for Forest Side pavilion	£13.00
073	Mrs R L Brown Thank you gifts for cleaning Forest Side pavilion	£37.96
077	Hydro-X Ltd Shower descaler/disinfectant for pavilion	£47.75
081	Bryans Locks Ltd Security keys for Forest Side	£36.50
084	Calber Facilities Management Weekly clean of PF Rd pavilion	£112.08
DD	Castle Water Ltd Water supply Playfield Rd	£41.20

Payment ref. 2019/...	Playing Fields Budget	
083	BGG Garden & Tree Care Ltd Playfield Rd playing field grass cutting July	£180.00
076	Amazon UK Bin bags for playing fields	£31.41
079	Maxwell Amenity Ltd Line marking paint 15x 10L	£375.00
TOTAL SPEND TO 11 SEPTEMBER 2019		£1,134.90

Remaining budget for 2019-20 **£27,991.03**
(including £10,000 in EMR for the pavilion project)

N.B. £1,312.57 is due to be paid from the Playing Fields Accounts on 13 September, giving a remaining budget of £26,678.46

30.19 NEW ISSUES

- Small World Nursery has enquired about hiring Playfield Rd in the summer for the nursery's 30th anniversary celebration. Clerk suggested a meeting to discuss this, and is waiting to hear back from the nursery with their availability.
- Iffley Village Cricket Club expressed an interest in hiring the pitch at Playfield Road, and the clerk requested a meeting with the Chairman, however the club has decided not to pursue this. The committee could investigate hiring it out for one-off bookings.

ACTION FOR CLERK – Speak to Norm to ask what needs to be done over the winter to the square to maintain it, as well as actions going ahead

- The manager of the men's football team has lost his set of keys. Clerk asked the cleaner if he had seen them, but they have not been found. The football club has requested an additional set of keys to Playfield Road pavilion. A set of keys for Playfield Rd now costs £36.50 + VAT. The current key deposit is £25, which needs to be reviewed.

31.19 It was agreed that the football club will offer a solution and bring it to the next meeting.

- Mark Baker has provided an updated key holder list and a signed form from the new tuck manager. Clerk is awaiting the signed form from the new Sunday manager.
- The sand pits at The Links have been broken over the summer. Clerk had priced up new recycled plastic sleepers, but these were very expensive compared to wood (over 3 times the price).

ACTION FOR CLLRS. CHARLETT AND FEATHER – Look at making the sand pits a lower level

- The litter bin near the adult gym at Playfield Rd has been broken, and is still being moved, even though the twin fly is now out of action. Cllr. Charlett suggested purchasing an open bin.

ACTION FOR CLERK – Look at prices for an open bin

- Clerk received an email from Red Box Fire Control regarding the fire risk assessments at the pavilion, and asking if they needed to be redone. Clerk updated these in February 2019.

ACTION FOR CLERK – Check the risk assessments to see whether the fire risk assessment needs to be done by a professional or a member of the council

32.19 CONTINUING ISSUES

- Clerk has requested a price from Prime Compliance for refitting the tank lid in the loft at Playfield Rd.
- Clerk has purchased the descaler / disinfectant for the shower heads.

ACTION FOR CLLR. CHARLETT AND FEATHER – Disinfect/descale the shower heads at Playfield Rd pavilion every quarter and record this in the log book (in the kitchen)

- Bottles of wine were purchased for Clive and Dom to thank them for cleaning Forest Side pavilion, and Mark passed on their thanks to the committee for these.
- Clerk has obtained two quotations for installing a ramp at Forest Side, repairing the guttering and repainting the changing room. An issue was raised with the idea of a ramp, as it may need to have handrails and be made clear that this was not for public access.

ACTION FOR CLERK – Look into the health and safety implications for a ramp, and obtain another quote before the next meeting

Cllr. Charlett left the meeting.

- Clerk has spoken with Rob Webb and Simon Higgs regarding aeration of the pitches, and neither thought it needed to be done for drainage reasons, as the soil is sandy. Simon Higgs has suggested a meeting to discuss what the football club are requesting.

ACTION FOR CLERK – Arrange a meeting with Simon Higgs and members of the football club

- VOWH DC and Oxford City Council have both been contacted for advice on pitch maintenance. VOWH advised that they contract out this work – clerk contacted their contractor, and the advice given was beyond what would be planned for the playing fields in Kennington. Clerk has received no information from Oxford City Council. Clerk provided copies of the Sport England suggested pitch maintenance schedule for football and cricket. Mr. Baker has looked into the Pitch Improvement Program with the FA – this will cost £100 per site.

ACTION FOR MR BAKER – Arrange for the Pitch Improvement Program reports to be carried out

33.19 PLAYFIELD ROAD PAVILION PROJECT

A topographical survey is required for the full planning application, and is an additional item on top of the agreed architect's fee. The architects requested a quotation for this, but as it was over £500, the clerk obtained a second quotation, which was significantly cheaper. The architect will be speaking to the survey company to check that the survey will be sufficient.

ACTION FOR CLERK – Remind architect that the council is hoping to submit the planning application by the end of the year

34.19 ISSUES RAISED BY MEMBERS

Cllr. Patterson will suggest at the full council meeting that someone younger should replace him on the playing fields committee, particularly in relation to the pavilion project.

Mr. Bunt advised that the football tournament will be 11th and 12th July 2020, and the Presentation Day will be 4th July 2020.

ACTION FOR CLERK – Produce hire agreements for the tournament and presentation day

ACTION FOR CLERK – Add dates to Facebook and Kennington Chronicle closer to the time

35.19 ANY MATTERS FOR FUTURE DISCUSSION

To discuss issue with keys and to agree new key deposit

To agree hire fees for 2020

To agree work on Forest Side, once three quotations have been received

Next planned meeting Wednesday 13 November at 7:30pm at Playfield Road Pavilion

Meeting closed at 8.22 pm

Signed **Dated**