



**Kennington Parish Council
Oxfordshire**

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

Present: Cllr. Mrs. Buckingham Mr. Bunt Cllr. Charlett Cllr. Feather Cllr. Russell

In Attendance: Rachel Brown (Clerk)

36.19 APOLOGIES - Mr Baker, Mr. Robins and Cllr. Patterson

37.19 DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS – Cllr. Charlett advised that he knows one of the people who quoted for the work to Forest Side pavilion.

38.19 MINUTES OF THE LAST MEETING

The Committee resolved to sign minutes of the meeting on 11 September 2019 as a true record.

39.19 EXPENDITURE REPORT

Budget for Playing Fields Committee 2019-20	£30,975.00
Income to 11 September 2019	£2,244.00
Total spend to 11 September 2019	£5,227.97
Remaining budget for 2019-20	£27,991.03
(including £10,000 in EMR for pavilion project)	

Income since 11 September 2019

Invoice No.		
	Oxford Preservation Trust Playfield Rd pavilion hire 26/10/19	£6.00
TOTAL INCOME 11 SEPTEMBER TO 13 NOVEMBER 2019		£6.00

Expenditure since 11 September 2019

Payment ref. 2019/...	Playing Fields Budget	
093	Savills (St John's College, Oxford) Forest Side rent Sept - Dec	£462.50
092	BGG Garden & Tree Care Ltd Forest Side grass cutting August	£75.00
114	BGG Garden & Tree Care Ltd Forest Side grass cutting September	£75.00
092	BGG Garden & Tree Care Ltd The Links grass cutting August	£60.00
114	BGG Garden & Tree Care Ltd The Links grass cutting September	£30.00
095	RoSPA Annual play area inspection	£219.50
096	Calber Facilities Management Weekly clean of PF Rd pavilion	£140.10
113	Calber Facilities Management Weekly clean of PF Rd pavilion	£112.08

Payment ref. 2019/...	Playing Fields Budget	
094	Maylarch Recycling Ltd Wheelie bins Aug & Sept	£162.80
115	Maylarch Recycling Ltd Wheelie bins October	£122.10
DD	SSE Gas Ltd Gas supply Playfield Rd Q2	£12.67
DD	Southern Electric Playfield Rd pavilion electricity Q2	£195.40
DD	Southern Electric Forest Side pavilion electricity Q2	£76.87
092	BGG Garden & Tree Care Ltd Playfield Rd playing field grass cutting August	£180.00
114	BGG Garden & Tree Care Ltd Playfield Rd playing field grass cutting September	£90.00
TOTAL SPEND 11 SEPTEMBER TO 13 NOVEMBER 2019		£2,014.02

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

£25,983.01

N.B. £3,263.04 is due to be paid from the Playing Fields Accounts on 15 November, giving a remaining budget of £22,719.97

40.19 NEW ISSUES

- Clerk received an email from Calber to say that the shower flush log was no longer in the pavilion, which is why it is not being completed. Clerk checked and advised that it has not moved – it is still on the shelf in the kitchen. The log is now being completed again. Clerk also queried which day of the week the pavilion is being cleaned, as it was very untidy when the clerk was there on a Saturday morning (e.g. there was dirt on the sinks and no soap in the male toilets, and there were empty shower gel bottles and used plasters on the floor of the shower). The pavilion is now being cleaned on a Thursday.
- Men's football team advised that there was a problem with the showers – they are cold as soon as they are switched on, and the pressure keeps fluctuating. It appeared that there is a problem with the thermostatic mixing valve – Cllr. Feather met with a plumber to investigate, and is waiting to hear back from the shower manufacturer.
- Clerk found a pile of equipment belonging to Cothill School on the field at Playfield Rd- Clerk contacted Cllr. Feather for advice, as these included wooden posts with a point, which were then used for a team building exercise. Cllr. Feather contacted Cothill School, who were very apologetic.
- The football club has asked if the bushes at the top end of Playfield Rd can be trimmed back by a couple of metres, where they run parallel to the pitch at that end. This is because the vegetation is very close to the edge of the pitch and an area is now required for the coaches/subs to stand in and there isn't really enough room for it. Also, the ball keeps getting lost in there!

41.19 It was agreed that the clerk will ask BGG to do this. This should be getting cut back regularly anyway.

ACTION FOR CLERK – Ask BGG to trim back the bushes at the top end of Playfield Rd playing field

- The high sand pit at The Links has been damaged (Cllr. Charlett has repaired it) and there was evidence that someone had set off a large firework in the sand pit.
- PAT tests are due again this month.

ACTION FOR CLERK – Ask Cllr. Smith to do the PAT tests

42.19 CONTINUING ISSUES

- Clerk has arranged for Simon Higgs to aerate the football pitches at Playfield Rd, however this keeps getting delayed as the ground is so wet.
- The FA Pitch Improvement Programme visit is booked for 12th December – clerk and Cllr. Feather would like to be present for this.
- The leak on the roof at Forest Side has been fixed. The roofer also replaced some broken tiles and fixed the gutter at the rear of the pavilion. The football club are going to have a clear out on 23rd November, including removing the broken fridge-freezers.
- Mr Baker is awaiting one signed key holder form, which will be passed on as soon as possible. The football club has discussed the proposal for a fine if any keys are lost. The football club has requested another 2 or 3 sets of keys. Mr Bunt advised that the football club has suggested a fine of £75 per set of keys, which the manager will be responsible for.

ACTION FOR MR BAKER – Mr Baker to let clerk know which sets of keys are needed

ACTION FOR CLERK – Order new sets of keys for football club

- Mr Robins advised that he has rolled the outfield, and will do so a few times over winter as time allows. Clerk and Oxenford Cricket Club have so far been unsuccessful in finding someone to maintain the cricket square, so it looks extremely unlikely that they will be able to hold matches in Kennington in 2020. Members of the committee will need to meet with Mr Robins to discuss ownership of the cricket club assets in due course. Cllr Feather has sent a few emails out to University groundsmen to ask about the minimum maintenance required, in case the committee is approached in the future.
- Clerk has obtained prices for a range of options for a replacement open-top bins for the adult gym area at Playfield Rd.

43.19 It was resolved that a Glasdon Admiral litter bin will be purchased in green with a yellow band

ACTION FOR CLERK – Purchase Admiral litter bin and arrange installation

- Clerk checked the fire risk assessments, which advise that a review should take place ‘in one year, and then every two years thereafter’, but it does not specify who this should be done by.

44.19 It was agreed that the clerk and Chairman will go through the risk assessment and update as necessary.

- Clerk has obtained a third quotation for the work at Forest Side pavilion, and has asked OALC for advice on any health and safety implications.

45.19 It was resolved that the clerk and Chairman will arrange to meet with Steve Moncur to see what he is proposing, as further details are needed for the concrete ramp – If the proposals are adequate, the work can be booked in.

ACTION FOR CLERK – Arrange for clerk and Chairman to meet with Steve Moncur to discuss the work at Forest Side pavilion

- Hire fees –will need to consider these for 2020.

ACTION FOR CLERK – Add to the agenda for January

46.19 KEY DEPOSIT CHARGE

47.19 It was agreed to increase the key deposit to £40.

48.19 PLAYFIELD ROAD PAVILION PROJECT

Clerk had a conversation with Steve Wolstenholme, and reminded him of the plans to submit the planning application by the end of the year. Clerk has not received the amended plans, as expected.

ACTION FOR CLERK – Arrange a meeting with Steve Wolstenholme over the next couple of weeks

49.19 ISSUES RAISED BY MEMBERS

Cllr. Mrs. Buckingham – There are some old white posts by the green shed. This is an old cricket sight screen, and it was queried whether they can be cleared away, as well as the nettles etc.

ACTION FOR CLLR FEATHER – Have a look at the old sight screen to see how this could be disposed of

50.19 ANY MATTERS FOR FUTURE DISCUSSION

Hire fees

Pavilion project

Next planned meeting Wednesday 15 January at 7:30pm at Playfield Road Pavilion

Meeting closed at 8:27 pm

Signed **Dated**