



**Kennington Parish Council
Oxfordshire**

**Notes of the Playing Fields Committee meeting on
20 September 2023 at 7:30 pm in Playfield Road pavilion**

Present: Cllr. Brown Cllr. Buckingham Cllr. Cobb Cllr. Gamble Cllr. Smith
Mr Baker

16.23 APOLOGIES – Cllr. Feather, Mr Crouch, Mr Babbs, Mr Gardiner and Clerk

17.23 DECLARATIONS OF DISPOSABLE PECUNIARY INTERESTS – None

18.23 MINUTES OF THE LAST MEETING

The Committee resolved to sign minutes of the meeting on 21 June 2023.

19.23 EXPENDITURE REPORT

Budget for Playing Fields Committee 2023-24	£38,690.00
Income to 31 August 2023	585.00
Expenditure to 31 August 2023	8,275.00
Remaining budget as at 31 August 2023	31,000.00
Including 20,000 in EMR for pavilion project	

Total of 93,277.76 in EMR for pavilion project

Income received in July		
Kennington Athletic Football Club		80.00
£40 deposit for set of keys for Forest Side	£40 deposit for set of Keys for Playfield Road	
Private Hirer (local resident)		5.00
Hire of Forest Side pavilion		
Wolvercote Cricket Club		500.00
Annual fee for use of Playfield Rd pavilion, garage and field as per 2023 Letting Agreement.		

Direct debits paid in July		
SSE Southern Electric – Account for June		73.75
Forest Side pavilion	27.78	
Playfield Road pavilion	42.47 (+VAT)	

Direct debits to be paid in August		
EDF Energy		14.00
Pavilion gas supply		

Direct debits to be paid in September		
Castle Water		6.30
Water for Playfield Road pavilion (1 August – 31 August 23)		

Reference No. 2023/	Accounts to be paid in July	£
064	Anne Feather Morphy Richards electric kettle for Forest Side	26.00

065	Martin Feather Cooker grill element – 2900W – (ES548646) from ESspares for Playfield Road pavilion cooker	100.77
067	Bryans Lock Services Ltd 2x EPS Keys cut for access to Forest Side pavilion and gate	50.04
068	Calber Facilities Management Ltd Covering Village Warden's 5 weekly cleaning of Playfield Rd pavilion in June 184.65 Emptying bins at both playing fields in June 492.50 (all +VAT)	812.58
072	BGG Garden & Tree Care Ltd. Forest Side playing field (1 & 16 June) 155.00 Playfield Rd playing field (1,8,16 & 22 June) 380.00 Links play area (16 June) 30.00 Plus VAT	678.00
073	Fleet Line Markers Ltd 16 x 10ltr pitchmarker for Kennington Athletic football club pitches at the playing fields	630.34
075	Bryans Lock Services Ltd 1x EPS Key cut for access to Playfield Road pavilion	30.24
077	Grundon Waste Management Ltd Wheelie bins in June – Forest Side – 53.46 Playfield Road – 73.58	127.04
078	D.E. Electrical Replacement of grill element for cooker at Playfield Rd pavilion and replacement light with new LED light at Forest Side pavilion	131.52
079	D.E. Electrical Annual PAT testing	96.00

Reference No. 2023/	Accounts to be paid in August	
088	Earth Anchors 2 x Surrey recycled traditional seat for Playfield Road outdoor gym and The Links Play Area @ £398 each + delivery and VAT	1,070.40
089	Calber Facilities Management Ltd Covering Village Warden's 4 weekly cleaning of Playfield Rd pavilion in July 147.72 Emptying bins at both playing fields 1 week in July 98.50 (all +VAT)	295.46
095	Grundon Waste Management Ltd Wheelie bins in July – Forest Side – 46.71 Playfield Road – 42.31 (+VAT on both)	106.82
096	BGG Garden & Tree Care Ltd. Forest Side playing field (1, 13 & 28 July) 232.50 Playfield Rd playing field (1,7,13,20 & 28 July) 475.00 Links play area (13 July) 30.00 Plus VAT	885.00
097	SG Moncur Removed 2 rotten and damaged wooden benches – 1 in The Links and the other in the outdoor gym at Playfield Road playing field – Urgent task after Cllr's inspection	75.00

098	SG Moncur Installed a new bench in The Links and a new bench in the outdoor gym at Playfield Road playing field	490.00
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Reference No. 2023/	Accounts to be paid in September	
103	Calber Facilities Management Ltd Covering Village Warden's 4 weekly cleaning of Playfield Rd pavilion in August 147.72 Emptying bins at both playing fields 4 weeks 394.00 (all +VAT)	650.01
105	Zoro UK Limited Supplies for Playfield Road Pavilion; Bleach; Toilet cleaner; black sacks; toilet paper and hand towels	240.72
107	Savills (on behalf of St John's College) Hire of Forest Side playing field 29.09.23 – 24.12.23	505.00
108	Playsafety Limited Annual RoSPA Inspections for Forest Side and The Links Play areas plus the BMX track at Forest Side	303.60
114	Grundon Waste Management Ltd Wheelie bins in August – Forest Side – 38.51 Playfield Road – 46.51 (+VAT on both)	102.02
115	BGG Garden & Tree Care Ltd. Forest Side playing field (11 & 25 August) 155.00 Playfield Rd playing field (4,11,19 & 25 August) 380.00 Links play area (11 August) 30.00 Plus VAT	678.00

20.23 NEW ISSUES

- A** Christian Bunt is stepping down from the Playing Fields Committee and being replaced by Rob Cattell.
- B** Message from resident *'could you let us know what's happening with the sand pits in Playfield Road park please? The one that's left is slowly losing all its sand to the grass but the smaller children that use the park still really enjoy using it. Is there any chance that we could have some more sand in it?'*
Council purchased a recycled plastic sandpit frame, which is at present in the garage at Playfield Road. It has been agreed that the council would go ahead ask Steve Moncur to put a concrete base down and erect the sandpit.
- C** Duty of Care Tree Survey has been carried out with various trees being recommended maintenance. Go through the Tree Survey Report. No comments.
- D** There are now re-cycling wheelie bins at both playing fields for the use of the Football Club. Both are locked, please keep them locked as the council does not want members of the public using these bins for general waste.

21.23 It was agreed that a notice needs to be prepared for both bins, one for General Waste and one for Re-cycle your cans and plastic. A further notice to be prepared for the Tuck Shops at both pavilions asking for cans and plastic to be put in the re-cycling bin and where key can be found.

ACTION FOR CLERK – Prepare notices for all wheelie bins and for both Tuck shops regarding recycling cans and plastic

- E** The two rotten benches at Playfield Road playing field have been replaced. (One in The Links Play Area with the other in the Outdoor Gym).
- F** A double litter bin (half for waste other half for mixed recycling) has been agreed to be purchased to replace the small litter bin in Forest Side play area. This bin will be located just outside the play area.
- G** Clerk received following email: *I am emailing from a production company called Vigilante and we are working on a self funded short film where we need access to a large field for one day for filming. We are aiming to shoot on September 15th, however we are pretty flexible with the date so could work around your schedule. The filming is very small scale and would be a small crew, however we would be looking to shoot from sunrise to sunset. The film is about an ice cream man who is selling ice cream in a large field set in the 80's. We really love the look of Kennington Park Cricket Pitch and believe that it would be the perfect location for our shoot. As this is a self funded project, our budget is really small. We would have risk assessments and insurance in place and could pay £700 to shoot for the day. Please let me know your thoughts, we would love to make this work if possible!*
Clerk sent email asking to know a little more about it so as to have more of an understanding as to what they will be doing. Heard nothing more.
- H** 11 August it was noticed that 4 young men had seemingly slept over night at the top of Forest Side playing field, beyond the leylandii hedge. They left used toilet paper amongst other things, which the Clerk cleared up.
- I** Norm Robins reported someone has kicked in paint shed door at Playfield Road pavilion with latch now partially broken. Council will repair or renew
- J** Kennington Strollers reported an issue with a toilet seat in the ladies. Clerk investigated the issue and found that there was a little movement on the seat from side to side. Also reported that there was water on the kitchen floor at Playfield Road playing field pavilion.
- K** Clerk has started to carry out COSHH assessments on cleaning substances at both pavilions. Nearly completed Playfield Road pavilion with assessments for bleach and Harpic posted on the inside of the cleaners cupboard – Forest Side still to do.
- L** ROSPA Play Area Inspections carried out 29 August 2023. High Risk was found to be the Playfield Road pavilion wall abutting against the side of The Links Play Area. Go through the reports.
- M** Received an from Mark Baker: *'I'm not sure if you're aware already, but the fence around the park at Forest Side is broken. One of the corner posts has rotten through and has given way, so the fence is collapsing. I propped it up as best I could, but it is going to need someone to come and reset the post's*
- N** Mark Baker reported a leak coming from the light in the ceiling at Forest Side Pavilion – Cllr. Feather inspected and it was found that although the ceiling was wet, it was felt that it was due to the storm that took place the day previous. The stain will be monitored to see if it worsens. Mark Baker with a few other Football Club members went up on the roof to remove all of the traffic cones, logs, stones etc. that had been lobbed up there. They found the cause of the leak, as one of the roof tiles is smashed from someone chucking a lump of concrete onto the roof. The council will arrange for the tile to be replaced.
- O** Received email from Mark Baker: *'I hope the fun day was a success on Saturday. There was a small gang of us up at Forest Side today marking out pitches and we also had a clear up in the pavilion from some of the mess that was left'.*
- P** Clerk received following email: *'My name is Lisandra Austin, I am writing from Circus Ginnett, one of the oldest circus families travelling the UK, dating back to the 1800's. This is our 3rd year officially supporting the NHS Charities Together, we donate all profits from our opening days on each venue throughout the season to them. We would like to arrange a visit to Forest side, recreation ground in Kennington from Monday 2nd until Sunday 8th of October please. Can you advise on the availability for these days and what*

would you need from us to complete the booking? Looking forward to hearing from you.'

Responded explaining that it would be discussed at council meeting on 14 September – have had no response.

22.23 COUNTINUING ISSUES

- Q** Village Warden is still not fit for work. He is currently off until end of October 2023. Calber has been employed to carry out cleaning of Playfield Road pavilion and emptying the bins at both playing fields.
- R** The lefthand side door AT Forest Side pavilion has been re-stained, covering up the outline of the graffiti that had previously been removed.
- S** Additional set of keys for Forest Side has been handed over to a new football manager – Under Sevens called Bridget.
- T** Gas bottles have been removed from Forest Side – Cllr. Feather thanks the Football Club for taking them away.
- U** Clerk contacted Oxford Preservation Trust asking if it is happy with direction posts being erected in the Memorial Field as part of the Peace Mile walk. Getting back to Clerk during September (due to holidays)
- V** Clerk has contacted St John's College via Savills with regard to the planned storage container being installed behind the pavilion at Forest Side – awaiting response. Storage container at Playfield Road playing field still to be installed.
- W** The monthly legionella tests at Playfield Road pavilion were carried out again this month, with the men's and ref's showers failing the temperature test. It has been explained that These units are cooling down to temperatures which could encourage bacterial growth and as per the findings the units ideally would be on constant to run at >60DegC or if not possible ensure that the units are switched on with enough time to heat both units to >60DegC and the showers flushed before being used. Cllr. Buckingham handed Football Club information sheet – Notice on cylinder door and on the Notice Board at the pavilion.
- 23.23 It was agreed that** the Football Club will switch on the hot water at least 2 hours before any showers are needed and then flush the showers through before use. This is for both the main team showers and the referee's shower at the end of the corridor.
- X** The following details the matches of the boys and men's, together with days and times of practice sessions.
Saturday am & pm & Sunday am (matches between September and May)
Training is Tuesday and Thursday 5:30 to 7pm (but finished now as from October to May they are in Radley).
- Y** Copy invoice handed to Football Club of £2080.00 for payment of Annual use of facilities at both playing fields.

24.23 PLAYFIELD ROAD PAVILION PROJECT

Radley Parish Council no longer has the £40,000 it was offering towards the new pavilion.

At the last council meeting on 14 September the architect for the proposed new pavilion was agreed, being SWA Architects at a cost of £9,000.

25.23 SPEND FOR 2023/24

1. Play equipment for Forest Side
2. Fence around the play area at Forest Side
3. Hedge between the Memorial Field and the Playing field to be hedge laid again.
4. Pavilion Project

26.23 ISSUES RAISED BY MEMBERS

Cllr. Brown reported that 1st Aid Signs at both pavilions needed updating as still show previous Clerk's name.

ACTION FOR CLERK – Update 1st Aid Signs with current Clerk’s name

Cllr. Gamble reported that Wild About Kennington had decided that the area at Forest Side needed to be scythed and raked and then left until next year. Cllr. Gamble’s question was could BGG carry out these tasks.

Mr Baker reported again that a concrete bollard is missing at Forest Side, it can be found in the hedge.

ACTION FOR CLERK – Arrange for new bollard to be installed at Forest Side.

27.23 ANY MATTERS FOR FUTURE DISCUSSION

2024 Hire Fees

Pavilion

Peace Mile

Shipping Container

Next planned meeting 15 November 2023

Meeting closed at 8:06 pm

Signed.....Dated.....