

OLDBURY ON SEVERN PLAYING FIELDS COMMITTEE

Minutes of Committee Meeting held on 16th April 2015 at 8.20pm in the Pavilion,
Westmarsh Lane, Oldbury-on-Severn

PRESENT

Committee Members: Cllr Barry Turner (acting Chairman), Mike Pheysey (Secretary), Jon Stephens (Treasurer), Rachael Burgess, Peter Everton, Derek Garrett, Cllr Allan Knapp, Ian Knapp, Gerald Porter, and Denise Young (Manager of Busy Bees).

291/15 To accept Apologies for absence

Chris Fairhead (Chairman) and Andy Macdonald.

292/15 To Receive Declarations of Interest in Items on the Agenda

None.

293/15 Public Forum

None.

294/15 To approve the last minutes

There were no matters arising from the minutes of the meeting dated the 15th January, 2015 which was duly signed.

295/15 The Hunt – use of the area around the pavilion

The advice provided by the Parish Clerk was that, as with other groups that hire the pavilion and associated facilities, the hunt need their own liability insurance (parking in particular). A risk assessment should be sufficient to indicate that the PFC have demonstrated a duty of care. **Action: The Chairman is to liaise with Vicky Thatcher of Berkeley Hunt to arrange a risk assessment for the hunt's activities at the playing fields. Action: Barry Turner offered to put something together covering the parking of horse and hound transports, hound fouling and horse control from a Playing Fields standpoint. Action: Secretary to carry this item over to the next agenda.**

296/15 The New Play Area

Jon Stephens stated that we have had all the money back apart from the VAT, which could take until July to reclaim. Peter Everton showed the quotes he obtained for a potential matting solution. Swing area (40m²) ~ £710, Tump (36m²) ~ £600, totaling £1,300 (+VAT) (inc. delivery). The matting met all the applicable EN and BS standards. After the committee discussed the quotes, Ian Knapp proposed that we should first try the smaller of the two areas (leaving space for steps up to the slide) with a cost ceiling of £800 + VAT, seconded by Jon Stephens, all agreed. **Action: Barry to order matting for the tump. Action: Ian Knapp to ask Kevin Ponting if he wouldn't mind spraying the area before hand. Action: Secretary to carry this item over to the next agenda.**

Rachael Burgess showed the committee a selection of covered rubbish bins. The committee agreed to let Rachel have the final choice and Barry Turner proposed a ceiling cost of £120, seconded by Denise Young, all agreed. **Action: Rachael Burgess to procure a covered rubbish bin.**

297/15 Report on football field

Gerald Porter reported that the "Lynden field" is for sale.

Gerald Porter also reported that the Cricket club trustees met on 4th February.

Peter Everton updated the committee with his report (see attached Appendix A) about the Football Pitch. As the costs were very high, along with the maintenance costs and limited life (10 years) it was agreed that this was a non runner for our needs. Additionally the lack of any guarantee of consistent playability was considered too risky. The best option seems to be the purchase (or possibly lease) of the adjacent field belonging to Mrs Burd. However further investigation of the

soil in that location would be necessary to ensure its suitability for our needs. *Action: Secretary to carry this item over to the next agenda.*

298/15 The fixed assets list

Held over until the next meeting. *Action: Barry Turner to ask Parish Clerk if the values need to be original, current or replacement value. Action: Secretary to carry this item over to the next agenda.*

299/15 The PFC Risk Reduction Checklist

The Risk Reduction Sub-committee submitted a report, see attached Appendix B. Nothing much can be done until the Vat money is returned to us, circa July.

There were a number of complaints about antisocial behaviour in the Car Park area and a minor incident involving somebody using the children's play area for a BBQ. The open nature of the facilities cannot be expected to control this sort of problem.

The revised Playing Field Checklist is more manageable. Rachael Burgess took it away to study and will contact Barry to finalise.

The reporting faulty equipment notice has been prepared, it was agreed to also have one in the play area. *Action: Ian Knapp to arrange to have this fixed. Action: Secretary to carry this item over to the next agenda.*

300/15 Grass Cutting Quotes

As the quotes for grass cutting was the same as last year, Barry Turner proposed that this should be accepted, seconded by Jon Stephens, agreed by all.

301/15 Busy Bees (Denise)

Denise Young reported the PAT testing had been completed, including Andrew Gazard's equipment. The telephone line installation and new toilet seat are still to be completed. *Action: New toilet seat to be put in (Ian). Action: Secretary to carry this item over to the next agenda.*

302/15 Arrangements for Oldbury Fun Run

Barry reported that there is no formal right of way from the playing fields, across the Lyndens land, onto Church Lane.

There was a discussion regarding volunteers for the Fun Run day (car parking). *Action: Jon Stephens to organise.*

303/15 Tractor storage

It was reported that, at present, the view was to site another portable shipping container between the two existing containers. The lease should not be a constraint for this as being portable, containers should not attract planning permission requirements.

304/15 Financial Summary (Jon)

Jon Stephens gave a financial summary. He also reported the accounts have been signed off by the Chairman and that he would get the finished pack off to the Parish Clerk as soon as possible so that she can merge them with the Parish Council pack ready for submission to the auditors.

305/11 A.O.B. and Close of the Committee Meeting

Barry Turner advised the meeting that he was having a site meeting with the Entrust Officer on Monday to be the subject of a Play Area compliance audit.

elp with safety on the day. *Action: Barry to find out if there is a 'right of way' here. This concluded the business of the meeting, 10.00pm.*

Signed by Chairman: _____

Appendix A – Football Pitch – 15th April 2015 – Report on activity since 15th January.

At the last meeting although the STRI report had said the project was feasible the feeling was that further subsidence might occur putting the long term viability of the project at risk.

Maintenance

The STRI report highlighted a maintenance issue. With a £10,000 annual maintenance cost the parish could not finance that although the estimates were based upon contracting out the work and also providing the standard of pitch that would be unnecessary for us (we are not trying to do Wembley Stadium).

The option is for us is to provide our own labour and machinery. I approached the Cricket Club to see if they might be interested to help – even if we paid towards some members doing the work. The trade-off being they could use the equipment we had. However this was not accepted by the club.

I then had a meeting with Jon Miller of REAL Thornbury. He felt that perhaps they could provide the labour – might even have a parent who could become a part-time groundsman.

Machinery

I asked Lister-Wilder for a quotation for the machinery as listed in the STRI report. Their price for all the equipment was £73,000. However for the type of pitch we are considering we probably need only a tractor and mower attachment which is priced at £24,000. Any other work if necessary could be done by borrowing or hiring in the equipment. The prices are plus VAT. There is also the question of storage of any machinery.

In this area we need to be in contact with South Glos council who have a sports field co-ordinator where sharing of equipment could be possible.

Football Association

I had a meeting with Matt Boucher of the Gloucester FA in Almondsbury. He was very helpful with information and contacts.

For grants the FA have money for sports field development though he feels our best approach is through Sport England which has Lottery money to disburse. Their next funding round application is from 15 Sept to 2 Nov for award in Spring 2016.

Adjacent Field

An alternative proposal would be to abandon the existing field and look at developing the field beyond. I understand this is owned by Vicky Lynden.

A preliminary approach to Malcolm Lynden has apparently shown they might be happy to sell (or rent) it.

If we are going to proceed in this direction we need:

1. A formal meeting with Lynden.
2. A further soil investigation by STRI. A grant from Sport England cannot be obtained without their report.

Peter Everton 15-4-2015

Appendix B – Risk Reduction Sub-committee Report.

Since the granting of the lease with the Cricket Club in May 2004 a number of changes have occurred which are not reflected in the lease arrangements . Of these the segregation of the car parking area has reduced the effective size of the car parking facilities available to the Cricket Club as authorised by the lease. The construction of the Multi Use Games Area post dates the original set up and the Pavilion utilisation has been increased and continues to be promoted . The siting of the new children’s play area to incorporate the long slide and tump puts more emphasis on the need to segregate children for day to day (unsupervised) vehicular movement. In effect the authorised car parking space has been considerably reduced.

A risk assessment stimulated by advice from the Parish Councils Insurance Brokers has identified a number of potential hazards in the current set up which need to be addressed to minimise wherever possible accidents and to protect the Parish Council from third party claims.

The current lease terms do not allow Cricket Club ‘any encroachment to be made or easement or right acquired under on or over’ the Playing Fields unless the landlord has expressly consented to the encroachment or easement or right in writing. The second schedule of the lease makes it clear that in rights granted to the Cricket Club the car park has to be used without exception except for short term concessions and that no vehicles can be parked on grassed areas. The lease expects the Cricket Club as tenants to share these parking arrangements with other users in accordance with the regulations prescribed by the landlord (The Parish Council) from time to time.

My interpretation of this is that if a change to current conditions is required the Landlord can determine/prescribe revised arrangements and the tenant must be advised in writing. Quite clearly the currently agreed lease conditions cannot be met for all proper purposes in connection with the use and enjoyment of the playing field facilities (the premises) as they stand, due to other changes introduced since the lease terms were agreed.

It may be appropriate to take legal advice on this matter but it seems quite clear to me.

A number of options were discussed regarding how to address the car parking restrictions of these the potential for increasing the existing fenced off car parking space by re-siting the fence was rejected as not being the most effective or practical way of increasing space. Regular, unsupervised access to the lower part of the Playing Field by way of access from the designated car park was also considered impractical and unsafe. The preferred option was to make use of the second Playing Field entrance and to segregate (fence off) the current hard standing making a proper access to join up with the existing track to the Cricket Pavilion access track. Cricket Club Parking could then be provided by parking herring bone style on the side of the track. This would not impinge of the playing area of the potential football pitch. It was agreed to determine the costs of doing this in terms of fencing similar to that around the play area and ground works necessary to provide a safe and sensible access. A quote for fencing from Steelway (current supplier to play area) amounts to £1,573.43 + recoverable VAT for the materials (erection extra). Ground works quotes are being sought from local contractors, the first of which is £800+Vat. It is believed that this cost is low and that a more appropriate ‘budget’ figure would be £1k+vat. We await at least one more quote for the ground works but believe it sensible to source the fencing from the same company (same design as for the Play area). It is felt that erection should be sourced locally so that consideration can be given to portability/flexibility for space utilisation etc.

Funding for this work would come from the VAT recovery of the Playground Scheme. It is anticipated that this will be paid back to us July 2015.

When the full information is available it will be put to the PFC for a decision.

Existing Car Park:-

There is the potential for third party liability claims due to the condition of the surface of the car park and the interface with the roadway, as a minimum some remedial work is required. Additionally, the need to address the antisocial use of the car park by non-parish residents should be addressed. As a minimum the inclusion of traffic calming by way of e.g. speed humps particularly at the entrance should be considered. More comprehensive measures can be considered.

Funding for this work should not necessarily be seen as a PFC responsibility. The Parish Council earmarked funds for Playing Fields items should be considered.

A contractor has been asked to quote to improve the parking area surface to including tarmac and speed hump, when full information is available this will also be put to the Parish Council for a decision.

The above are the main risk reduction/improvement measures there are some more low cost actions to take which can be dealt with when the finance (VAT Recovery) is back.

Further Play area improvements are the subject of a separate paper.