

OLDBURY ON SEVERN PLAYING FIELDS COMMITTEE

Minutes of Committee Meeting held on 15th January 2015 at 7.30pm in the Pavilion, Westmarsh Lane, Oldbury-on-Severn

PRESENT

Committee Members: , Chris Fairhead (Chairman), Rachael Burgess (Secretary), Jon Stephens (Treasurer), Ian Knapp, Cllr Alan Knapp, Andy Macdonald, Derek Garrett, Gerald Porter, Cllr Barry Turner and Peter Everton.

278/15 Apologies for Absence – Denise Young (Manager of Busy Bees)

279/15 Declarations of Interest in Items on the Agenda - none

280/15 Public Forum - none

281/15 Approval of Minutes - There were no matters arising from the minutes of the meeting dated the 9th October, 2015.

282/15 Hunt use of the Playingfields – This situation was reviewed by the PFC. The area is mainly used to park the vehicles used by the hunt. Safety is an issue. Is supervision required of the vehicles and the animals? It is the duty of the Hunt to make sure their activity is safe. Does the hunt have a risk assessment? A risk assessment does not cover the hunt's liability for its activities. The animals are apparently cleared up after. **Action: PFC clerk to advise on the insurance cover for the PFC on the hunt's activities. Action: A meeting to be arranged with Vicky Thatcher to arrange supervision for the hunt's activities at the playingfields.**

283/15 The New Play Area

Jon stated that there is £3000 available which could be used towards completing the development of the play area. The VAT return will be put in at the end of March. Barry expects that a sum of around £10,000 will be available then. A case could be made for other funding from the Parish Council. PFC is planning to place astro turf in the small spaces not covered by the wet-pour. A different material is required to go on the tump under the long slide. This could be rubber matting with drainage at the bottom of the little slope. Ropes to hold on to would help children to climb up tump. A covered litter bin was proposed by Rachael and seconded by Barry. **Action: Rachael to research bin.**

284/15 Football Field Survey Results

Peter stated that funds should soon become available from a grant to the treasurer (Jon).

Action: Barry to look into what stage the grant is up to.

The results of the survey is a very comprehensive report and says that a football pitch is possible for this site (down behind the tennis courts). No rubble was found but ground was found to be of poor quality. The survey company recommend soil to be removed and mixed with sand. The cost of this is £8000 plus £10,000 to supervise this and make a specification. The cost of then maintaining the ground would be £10,000 per year due to high cost of labour and machinery needed. Peter stated that at certain times of the year the pitch would still be unplayable even if the land is drained. Also environmental agreement will be needed for land drainage to go ahead.

Jon asked could the top surface of the ground be stabilised well enough to lay a 3G / all weather pitch? The ground would need to be levelled. Action: Peter to investigate 3G pitch costs etc.

Would Malcolm like to sell his field as this land may not have these drainage problems? **Action: Gerald to speak to Malcolm about this.**

Goal nets need to be replaced. **Action: Jon to find a price for 5-a-side goal nets.**

285/15 The Fixed Assests List

A table of the costs / value of PFC assets has been made (see below). Is the pavilion building overvalued? The old swing sets need to be added approx. £300 value. Oil tank should be included. Approx value £500. **Action: Barry to ask Parish Council about the costs / values of these assets.**

286/15 Risk Reduction Statement

A risk reduction statement has been set out.. The reason for making this statement is for everyones health and safety; to protect the public and the PFC from Liability claims for injury etc. Any claims would be made against the PFC insurance and not the volunteers. A check list will help keep inspiction to levels thatt are exceptable by the insurance company. It is recommended that the equipment is checked weekly using document below. *Action: a notice need to be made stating, ' if using the equipment and find it faulty please report to Chris Fairhead on 413990. (Rachael)*

Action: Barry, Gerald and Derek to meet with P.C. to discuss risk reduction issues at a separate meeting in February. Action: All member of PFC to go through checklist and look at the time period requirement.

PLAYING FIELDS EQUIPMENT INSPECTION CHECKLIST

PLAYING FIELDS YES NO ACTION REQUIRED BY?

Are fences secure, undamaged & without any protrusions?
Are all gates in working order, locked where necessary?
Are pathways undamaged & free from obstructions?
Is the site free from litter, glass & animal fouling etc...?
Do trees appear to be in good condition & safe?
Are all benches undamaged & in good condition?
Are the litter bins safe, undamaged & emptied regularly?
Is the planting safe & not overgrown?
Is flood lighting secure, working & undamaged?
Are the Oil & Calor Gas storage areas secure &/or locked?
Is the portable toilet secure & damage free e.g. no leaks?
Is the Green Shed secure & free from damage?

SKATEBOARD RAMP YES NO ACTION REQUIRED BY?

Are the ramp platforms & rails secure & undamaged?
Is the site clear of grass and weeds?
Are the concrete ramp sections smooth and undamaged?
Is the site free from litter, glass & animal fouling etc...?

SWINGS YES NO ACTION REQUIRED BY?

Are the chains/seats intact & in good condition?
Are the seats fixed securely inc. cradle seat centre bar?
Is the frame secured to the ground & has no damage?
Are safety surfaces secure, undamaged & not overgrown?

PLAYING FIELD GOAL POSTS YES NO ACTION REQUIRED BY?

Are the goal posts secure & undamaged?
Are all nuts & bolts secure without any projecting thread?

MULTI GAMES ARENA YES NO ACTION REQUIRED BY?

Is the enclosure & gate in good condition & undamaged?
Is the surface in good condition & free from rubbish etc...?
Is the equipment in good condition & undamaged?
Are all nuts & bolts secure without any projecting thread?
Is Silver Shed secure & not damaged?
Is equipment stored safely in & around the Silver Shed?

ENCLOSED PLAY AREA YES NO ACTION REQUIRED BY?

Is the fencing & gate secure & undamaged?
Is the area free from litter, glass & animal fouling etc...?
Are safety surfaces secure & undamaged?
Is the surface level, not overgrown & without trip hazards?

Are the benches undamaged & in good condition?

SLIDE (ON GRASS BANK)

Are steps up to the slide in good condition & not slippery?

Are the steps & hand rail safe & secure & undamaged?

Is the slide securely fixed, undamaged & clear of rubbish?

BIKE ROCKER

Are all supports & springs present, secure & damage free?

Are ground fixings secure with undue movement?

Does the item move smoothly & noiselessly?

Are all hand grips/footrests present & securely fixed?

ROTATOR TURNSTILE

Is it undamaged & is the platform level?

Does it revolve smoothly & noiselessly?

Are all safety features present?

CLIMBING FRAME – EDINBURGH

Is all the metal work secure, undamaged & corrosion free?

Are supports secure in the ground & are all fixings secure?

Are all safety barriers/rails secure & present?

Are all nuts & bolts secure without any projecting thread?

Is the bridge netting present, secure and evenly spaced?

Is the slide secure and undamaged?

In the cargo net secure and undamaged?

JUNIOR SWING (1 CRADLE/1 FLAT SEAT)

Are the chains intact & in good condition?

Are the swing seats unbroken with no exposed metal?

Are the seats fixed securely?

Is the frame secured to the ground & has no damage?

INCLUSIVE ORBIT (ROUNDAABOUT)

Is it undamaged & level?

Does it revolve smoothly & noiselessly?

Are all safety features secure and present?

QUAD RIDER (ROCKER)

Are all supports & springs present, secure & damage free?

Are ground fixings secure with undue movement?

Does the item move smoothly & noiselessly?

Are all hand grips/footrests present & securely fixed?

GRAVITY RIDER (ROCKER)

Are all supports & springs present, secure & damage free?

Are ground fixings secure with undue movement?

Does the item move smoothly & noiselessly?

Are all hand grips/footrests present & securely fixed?

SPINNER

Are ground fixings secure with undue movement?

Does the item move smoothly & noiselessly?

Are all hand grips/footrests present & securely fixed?

REVIEW OUTCOME

Additional Comments:

1. Reported to Play Fields Committee & Secretary for inclusion in the minutes? YES / NO

2. Has action been taken on previous faults? YES / NO

If NO, Why not

Inspection Carried Out by: Signed: Date:

287/15 Maintenance

The heating oil was paid for in December. Jon would like approval for another order of oil while the price of oil is low. This is seconded by Chris and agreed by all.

Jon stated that the fire safety check has been carried out and a payment request has been authorised. Chris stated that the policy on smoking needs clarification. Perhaps a notice could be put up but no easy way to control peoples behaviour at the playingfields.

288/15 Grass Cutting

Another quote is required from 'Complete Weed Control' for the cutting around the play areas and in front of the tennis courts. *Action: Ian to obtain a quote for cuts between April and October.*

289/15 Busy Bees Playgroup Feedback

Action: Patt Testing – Denise and Andrew to complete for their equipment.

Action: New toilet seat to be put in (Ian)

Denise has asked for a telephone line to be installed so that the internet can be used at Busy Bees. The PFC granted permission for a telephone line to be installed with the best site for a router to be placed in the electrical cupboard by the entrance doors. Denise needs to be informed of all liability and costs associated with the telephone line to be the responsibility of Busy Bees (even if used by a third party).

290/15 Financial Summary (See below)

Boiler maintenance – has VAT been paid on this?

The loan from Playdale has been paid back.

Jon has received invoice for the pitch survey that was authorised.

Hall hire invoices received.

The Fun Run Committee Grant is still to be used on upgrading the play equipment. (£700)

No Oldbury Deckers Club funds have been received for this year. Previously Andrew has paid an annual fee. It was suggested that Andrew pays a hire fee only for each week he uses the hall.

Action: Alan to chase up this payment with Andrew Gazard and agree a fair hire price.

A donation of £200 has been made from the horticultural society to help improvements at the playingfields. Thankyou. *Action: Rachael to write a letter of thanks to Sue Keedwell.*

**Oldbury on Severn Playing Fields Committee
Summary of Accounts for OPFC January Meeting
Meetings date 15/01/15 - Accounts as of 14/01/15**

Financial Summary

Current Account £7256.21
Deposit Account £32.06

Payments – Current Account

Complete Weed Control 10th cut (C229)
Ford Bros – Oil (C230)
Arnold Building Services (Boiler maintenance) (C232)
Playdale loan funds to Building society account (C233)

Cash

None – held

Outstanding

Fire safety extinguisher service payment

Receipts

Thornbury Football pitch hire (£100.00)
BIFFA Grant (£5,000.00)
Council Precip (1500.00)

Building Society Statement

Balance @ 14/01/15 - £3616.87

Transactions

Fire Safety extinguisher checks carried out 13/01/15

Authorisations

Oil as required

Signatures for cheques

Annual Fire Safety checks

AOB

Fun Run Committee grant for 2013 13 received £700.00 – **letter of thanks.**
Further grant paid for 2014 for £500.00 to assist with landscaping slide area of playground

Playdale, account now includes recovered funds provided to supplement final payment from account funds following receipt of retained monies from BIFFA Grant.

Proposed 2014/15 operating budget presented to Parish Council – received.

Boiler condition – Replacement

Accounts presented to Parish Council for reconciliation into Parish accounts / VAT reclaim – some able to claim total of refund not yet identified.

Note if anyone is instruction or receiving a bill on behalf of the PFC can they please advise the issuer to address it to Oldbury Parish Council

018/11 Circulation of Documents – Football field survey results report
-Fixed assets list and checklist

019/11 Minor Matters or Items for the Next Agenda

- The metal containers on the field. Gerald asks for approval for a roof and enclosure to be put up around these containers in order to store a tractor between them. This proposal was seconded by Ian and agreed by all. **Action: Barry to look at PC Lease for alterations and protocol and feedback to PFC.**
- Biomass Heating (as the current heating system has a limited life left) was recommended by Ian. He stated that his could be installed, including radiators and a thermostat for around £15,000. The boiler would be smaller than the existing one but would keep a constant temperature in the pavilion. **Action: Ian to investigate how this could be achieved and the costs involved.**
- The New Secretary will be Mike Phesey, who will begin after the next AGM.
- The strip of land at the bottom of the gardens at the playing field is now of no use to the PFC. Ian asked could this strip of land be sold? Is there a right of way along this land? Malcolm Lynden has asked the PFC not to use this land as a way through on Fun Run Day but it does help 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.

The next meeting was arranged for Thursday 16th April, 2015 at 7.30pm.

Signed by Chairman

April, 2015. ^{18th January 2011}