

OLDBURY ON SEVERN PLAYING FIELDS COMMITTEE

Minutes of Committee Meeting held on 9th July 2015 at 7.30pm in the Pavilion,
Westmarsh Lane, Oldbury-on-Severn

PRESENT

Committee Members: Chris Fairhead (Chairman), Mike Pheysey (Secretary), Jon Stephens (Treasurer), Rachael Burgess, Ian Knapp, Cllr Glen Poole, Gerald Porter, Cllr Keith Sullivan, Barry Turner and Denise Young (Manager of Busy Bees).

306/15 To accept Apologies for absence

Dawn Bramley, Cllr Dylan Griffiths and Allan Knapp.

307/15 To Receive Declarations of Interest in Items on the Agenda

None.

308/15 Public Forum

None.

309/15 To approve the last minutes

There were no matters arising from the minutes of the meeting dated the 16th April, 2015 which was duly approved and signed by the chairman.

310/15 The Hunt – use of the area around the pavilion

The chairman had contacted the hunt secretary providing a pro-forma risk assessment form. He requested that they prepare a risk assessment and nominate an individual to be responsible for their activities when parking at the pavilion.

311/15 The New Play Area

A rubbish bin has been purchased and installed – action closed.

The matting for the tump has been purchased and it was agreed by all that we should have a working party for its installation. **Action: Chris Fairhead to email out a working party invite for 9:30am Saturday 18th July.**

Post meeting note: the working party prepared the area, removing weeds and grass which had been treated with weed-killer and Ian Knapp has laid additional top soil to fill in the gap between the underside of the slide and the ground. A further working party is required to complete the installation of the matting.

312/15 Report on football field

It still remains possible for the PFC to either purchase or lease an adjacent field for use as a football pitch for substantially less cost than correcting the numerous problems with the existing pitch. However, it was clear that the pitch, should it be provided, would be used by a team outside the parish and the committee was concerned would have a considerable negative impact on people living in the vicinity. It was proposed that a sub-committee be formed to consider the options; Peter Everton, Dylan Griffiths and Barry Turner from the PFC, and Cllrs Glen Poole and Keith Sullivan of the parish council were proposed. **Action: Chris Fairhead to confirm the names with the parish council.**

313/15 The fixed assets list

Action: Cllr Keith Sullivan, on behalf of the parish council, to review the asset register with respect to the playing fields, particularly regarding the oil tank and its contents

Action: Secretary to carry this item over to the next agenda.

314/15 The PFC Risk Reduction Checklist

Rachel Burgess has the new risk assessment form and will use it on her next inspection. Barry Turner to assist with this first inspection to help interpret the intent of the risk assessment. The RoSPA report has just arrived and will be reviewed at the next committee meeting. **Action: Secretary to put review on next meeting's agenda.**

An area of concern remains the interaction between cars and pedestrians in the area around the pavilion. We also need to take into account the anti-social behavior that has been reported in and around the playing fields. Barry Turner obtained estimates for various options for fencing, gating and surface improvements. It was proposed that a new joint parish council and PFC sub-committee be formed to review the recommendations and agreed a proposal to be presented at the parish council meeting in September. Post meeting note: The joint sub-committee met after the working party (18th July) and agreed a proposal that was taken to the parish council. The parish council has now approved funding for the changes to the car park area – see Appendix B for details.

315/15 Grass Cutting Quotes

Nothing to note.

316/15 Busy Bees (Denise)

There are a number of small improvements that Denise Young would like to carry out on behalf of busy bees, which the committee unanimously agreed. She requested that the committee provide a new toilet seat, push-taps in the toilet, and fix the kitchen taps.

Post meeting note: Ian Knapp has kindly fitted a new toilet seat and push-taps.

317/15 Arrangements for Oldbury Fun Run

The chairman expressed his thanks to all those who helped during the Oldbury Fun Run.

318/15 Financial Summary (Jon)

Jon Stephens gave a financial summary, see Appendix A. The Chairman thanked the treasurer for preparing the accounts and Bill Pearce for carrying out the audit. The treasurer reiterated the importance that members get invoices made out to “Oldbury on Severn Parish Council, c/o PFC” to facilitate the recovery of the VAT. **Action: Mike Pheysey to contact Andrew Gazard regarding Deckers payments.**

319/15 A.O.B. and Close of the Committee Meeting

The secretary confirmed that the next meeting will be at 7:30pm on Thursday 1st October. The Chairman closed the meeting at 9:35pm.

Signed by Chairman: _____

Appendix A – Financial Statement – 9th July 2015

Oldbury on Severn Playing Fields Committee Summary of Accounts for OPFC April Meeting Meetings date 09/07/15 - Accounts as of 09/07/15

Financial Summary

Current Account £7402.11
Deposit Account £32.16

Payments – Current Account

Ford Fuel Oils (C237)
Rachael waste bin (C238) (requires further payment to cover VAT £19.00)
Complete Weed Control - 4 payments (C239, C241, C242 & C243)
Rubber safety matting (C240)

Cash

£212 – Fun Run Car parking monies – held

Outstanding

Complete Weed Control - contract for season agreed
Play equipment safety checks (report received – invoice awaited - July)

Receipts

None

Building Society Statement

Balance @ 31/03/15 - £3616.87

Transactions

Authorisations

Oil as required
Play equipment safety survey
Complete Weed Control

Signatures for cheques

As per above as required.

AOB

Cricket Club electricity & water assessment – Provide to Derek G.

Youth club - Paid up to date (May 13)

Proposed 2015/16 operating budget submitted to PC in October 2014.

Accounts presented to Parish Council for audit / 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



Oldbury on Severn Parish Council

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Revised Parking arrangements and Risk Reduction at the Playing Fields

Background

1. At the PC meeting on 7th July a number of issues relating to the playing fields were discussed. It was agreed that a working group be established with PC and PFC members to produce a plan for further improvements and security of the site. This plan can then be presented to both the PC and PFC for approval and implementation.
2. At the PFC meeting on 9th July the discussion continued and BT presented the plan as previously agreed by the PFC working group consisting of BT, AK, DG and Gerald Porter. Glynn Poole (GP) also presented his ideas for a different solution. Some of us were confused as there were no drawings available to define the proposals. The PFC meeting asked for these drawings to be provided. This has been done.
3. Please refer to the papers by BT and GP.

Issues

4. It appears to me that these issues, although separate, are very much interconnected and a solution is needed that addresses all the problems in a complete and unified manner. It may help to identify the various issues
 - (a) At present children can roam anywhere around the entire site as there are no restrictions that are complete.
 - (b) Parking for the Cricket Club has been reduced by the changes made over the years to the existing car park which is now inadequate
 - (c) Cars have been using the tarmac car park at the same time as children creating risk
 - (d) Changes made to car parking, the MUGA and the new playground may have introduced extra risk to the safety of children using either the tarmac area or the playground
 - (e) The safety of the children must be the major priority
 - (f) Other users of the car park (MUGA etc) must be considered
 - (g) Mischievous use of both the car park and the playing fields needs to be reduced or preferably stopped
 - (h) Spillage of stone onto the road, causing difficulties for road users must be stopped

Solution for (a) to (f)

5. GP's proposal for fence B will separate the children from the tarmac car park, however it will allow all children, of whatever age and regardless of supervision, access to the whole of the football area. In my view that will lead to children "escaping" from whatever supervision there is and is therefore not the best solution.
6. This proposal will also cut the tarmac area in half, making it less useful for other events, e.g. erecting a large marquis.
7. BT's proposal for fence A will contain children, (subject to fence D see below) whatever level of supervision there is, within the tarmac area and also exclude vehicles except as described below. This is therefore my preferred solution.
8. Fence D is necessary as there would otherwise be an escape route through to the remainder of the site.
9. Cricket Club parking would be as BT's paper.

Appendix B - continued

10. There are some “exceptional” occasions when it is necessary for the tarmac area to be used for extra parking, any event requiring the use of the tarmac area (generally out of bounds to vehicles) should be risk assessed and an appropriate mitigation process put into action for the duration of the event. On those occasions children may not be allowed in that area, but that restriction will have to be carefully supervised.
11. I have discussed these proposals with Denise Young and she is very content with the solution. When other vehicles are allowed in the tarmac area the Busy Bees are under close supervision and indeed take a controlled interest in hounds and horses.
12. There are 4 pedestrian exit/entrances from the tarmac area.
 - (a) New gate in fence A
 - (b) Existing walkway from stone car park
 - (c) Existing walkway adjacent to double gates
 - (d) Existing gate from the playground
13. All the above exit/entrances should be fitted with gates with childproof locks
14. Existing walkway from stone car park
15. Existing walkway adjacent to double gates
16. Existing gate from the playground
17. The existing post and rail fence between the stone car park and the tarmac car park should have “stock fencing” attached to prevent small children escaping.
18. The cost of this work should be borne by the PFC

Solution for (g) to (h)

19. This solution has already been approved by the PFC
20. Gates should be fitted to the stone car park (with fencing as necessary to cover the entrance).
21. These gates should be locked at sunset and unlocked at 8a.m..
22. The approach to the gate from the road will be tarmacked. (This will be approximately 1 metre). The remainder of this section will be regraded.
23. The cost of this work should be borne by the PC

Cricket Club Lease

24. Note this paper does not address the Cricket Club Lease, that must be dealt with separately.

Conclusion

25. A working group consisting of KS and GP (for OPC) and CF and BT (for PFC) met on 25th July. This working group being the group suggested by OPC at its meeting on 1st July. The group approved this paper.

Keith Sullivan
26.07.15

Appendix B – continued

