

**WOLLASTON PARISH COUNCIL**  
**PLAYING FIELD & PARKS MANAGEMENT COMMITTEE**  
**MINUTES OF THE MEETING HELD ON TUESDAY 14 JULY 2020 7.00pm**  
**Virtually via Zoom**

**VOTING MEMBERS PRESENT**

Mrs Milroy, Messrs Bailey, Green, Mitchell, Perry, Savage, Silsby and Tew - Miss D. Styles, Clerk.

**MEMBERS/PUBLIC PRESENT**

Mr Biven.

**APOLOGIES**

Mr Jones.

**ELECTION OF CHAIR**

Proposed by Mr Mitchell, Seconded by Mr Bailey unanimously RESOLVED to appoint Mr Savage as Chair.

**ELECTION OF VICE CHAIR**

Proposed by Mr Bailey, Seconded by Mr Savage and unanimously RESOLVED to appoint Mrs Milroy.

**MINUTES**

The minutes of the meeting held on Tuesday 10 March 2020 were agreed and will be signed as a correct record. There have been no meetings since March and this meeting was convened virtually due to the Covid-19 coronavirus pandemic under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020. A query was raised as to why there are no 'Any other Matters' on the Agenda, clerk reported the Agenda items need to be specific.

**FINANCES**

End of year accounts to 31 March 2020, capital end of year accounts to 31 March 2020, new budget for 2020/2021 and quarterly accounts to 30 June 2020 were circulated and approved. It was noted there had been an overspend on the account but an underspend on the capital. The overspend was a result of 'high' risk maintenance on the trees and the upgrade of the floodlights. The Pocket Park overspend was due to substantial work on a large tree on the site. Payments for the period April to June were play equipment inspection £360, Insurance £467.22, car park and tennis court strim £300, Tractor/Equipment repair £12.65, Norse wheelie bin and litter bins £ 405.70 (no charge for non-empty of wheelie bin during Pandemic), tennis court floodlight energy £34.36 (estimated charges). The insurance reclaim for some of the tractor shed works has been received in the sum of £889.96.

**REVIEW OF PROCEDURES**

The terms of reference/standing orders for the management committee were approved and it was noted the Chair will also serve on the Sports Association committee for the day to day management of the field. The risk assessment had been updated with details of the Pyghtles play equipment, adoption to shortly be completed and also the adult gym equipment at the Playing Field. It was noted commercial users should be removed from the risk assessment as it has previously agreed there will be no commercial users at the PF. Wording needs to be agreed to enable the Sports Association to refuse commercial users, clerk to investigate. There are already notices stating no commercial users on site. The Sports Association has its own risk assessment regarding sports and it was agreed the Sports Association would look at preparing a risk assessment for the storage area.

**PLAY EQUIPMENT INSPECTION**

Mr Savage completed inspections on the play equipment at St. Marys, London Road and adult gym equipment on 02 July 2020, clerk has inspection sheets. Before the play areas and gym were reopened on 04 July 2020, the equipment was sanitised on 03 July 2020, risk assessments prepared and notices placed on site regarding use of the equipment in accordance with Government guidance. The annual inspection took place in June which flagged up some issues and these are being dealt with.

**POCKET PARK**

Scott Bader, Mr Savage and the clerk have been locking and unlocking the gates. No other issues.

**SPORTS ASSOCIATION REPORT**

The relocation of the meters at the tractor shed were delayed from April due to the Pandemic but were eventually carried out at the beginning of July. The trench to the clubhouse was filled in by Mr Savage and Mr Perry. The old tractor shed can now be demolished after the metal in the building is removed. Mr Biven will make some enquiries regarding this and Mr Elderton will be contacted to demolish the shed once remaining items have been removed and stored. Mr Elderton will provide the skip. It was also noted there is a loose tile on the roof of the clubhouse which has resulted in some damage to the ceiling of the disabled toilet area. The Sports Association will organise a contractor.

Cricket – Netting in 2 people in the cricket nets, one at a time. First inter club game took place last Saturday which went well. The clubhouse and bar were open on Saturday and details of those coming in were taken for track and trace purposes. Signs etc were in place in accordance with Government guidance relating to the Pandemic. The league starts this week, running for 7 weeks and Wollaston has 3 sides in. Youth begin practice on Saturday with games on Sunday, Monday and Tuesday. The Cricket Club committee meet on Wednesday to discuss training of younger cricketers.

Football – Training started following Government guidance. The changing rooms and equipment are not currently being used due to the Pandemic and further information is being sought from the FA and Government guidance. The Youth side are training Thursdays and Veterans on Wednesday evenings observing social distancing.

Thank you to Mr Able and Bivens for revitalising the changing rooms which had a deep clean, repaint and installation of more cupboards.

### **PURCHASES REQUIRED**

The toddler seats at the PF and St. Marys need replacing and these have been ordered. The repainting of the play equipment at St. Marys needs doing and Mr Savage is organising this. The next set of 'medium' risk trees from the inspection need maintenance and this will be organised shortly. No news from mole contractor, clerk to contact and renew contract. Mr Jones reported the hedges near the tennis courts need cutting back. Clerk has reserved a Cherry tree at 3m, 5-6 years old for the replacement tree at St. Marys play area. It was agreed to order the tree at £98 + VAT, delivery and planting kit. Mr Tew will engage with residents and assist with planting the tree. Residents will water the tree in. It was reported there are weeds on the football pitches and it was agreed to look at prices and get the pitches weeded and fed.

### **FIELD MAINTENANCE/MATTERS RELATING TO THE FIELD**

As regards the S106 monies, the planning application for the proposed development at Hookhams Path has been submitted to the Borough Council and will be subject to scrutiny. Current amount of S106 monies is not confirmed but areas need to be identified as to what the monies will be spent on. Options are to purchase extra land for training pitches, upgrade the tennis courts to MUGA with a 3G or 4G surface with an option to extend that site. Sports Association will obtain plans and quotes.

Mr Biven enquired about dugouts for football. Other fixed items are on the Playing Field but around the perimeter and it was agreed a fixed dugout would not be appropriate on the pitch. It may be subject to vandalism and anti-social behaviour. Portable dugouts would be investigated. It was agreed Mr Silsby would look into the issue of lighting up the pathway from the clubhouse to the car park.

Mr Perry enquired about a permanent storage area on the base of the old tractor shed for the goals to include a security fence. Mr Perry will look at funding with Sports Association committee.

The tractor tyres will be in place to either side of the exit of the car park and the clerk will plant these up to prevent cars parking on the exit of the car parking and blocking the view for cars to exit the site.

Benches – a new bench has been installed by the clubhouse with the hand made ornate bench to be installed. It was agreed Mr Perry, Mr Savage and another will walk round the site to review benches and locating more benches along the edge of the tennis courts.

Mr Jones also reported single use BBQs had been scorching the grass near the tennis courts.

### **DATE OF NEXT MEETING**

Tuesday 08 September 2020 7pm. Venue to be confirmed – Meet in person or virtual meeting.

There being no further business the meeting finished at 08.25pm.

Chairman .....