

Playing Field Management Committee

Minutes of a Meeting held in The Pearce Suite, Trull Memorial Hall,
on Wednesday 11th April 2018.

Present: Ms T Dean, Mrs J Wooldridge, Mrs D Johnson, Mr B Pretty, Mr A Kent, Mrs S Khattab, Mrs A Clark, Mr D Vesty. There were no members of the public present.

In attendance: Mrs B Howat - Clerk

21/18 **Election of a Chairman**

Mrs Khattab proposed Anthony Kent as Chairman for the year. She was seconded by Ms Dean.

Resolved: Mr Kent was voted unanimously as chairman.

Mr Pretty and Mr Kent gave a vote of thanks to the outgoing Chairman Ms Dean for her hard work and achievements.

22/18 **Apologies for Absence**

Mrs J Davenport had sent her apologies. Mr M Hughes and Mrs A Waylett were not present.

23/18 **Minutes of the Meeting held on 31st January 2018**

Minutes of the meeting held on 31st January 2018 were agreed and signed by the Chairman subject to the follow change:

Minute 15/18 should have recorded that Mr Pretty abstained from the vote.

24/18 **Update on continuing issues/initiatives**

Work to erect the shelter would start in the week and take approximately two days. There was no requirement for a safety surface.

Mrs Brierley had cancelled the delivery of a pack of tress from the Woodland Trust and suggested choosing three trees to fill the top corner of the playing field with shade.

Resolved: To delegate authority for the working group to source three trees with associated stakes and protection up to the value of £400.

Fencing at the bottom of the playing field would be discussed by the Parish Council but fencing behind the shelter is the responsibility of the PFMC.

Resolved: To give Mr Pretty and Mr Kent delegated authority to find quotes for the fencing and approve the best quote up to the value of £500.

Engineers from Otter South West Ltd had returned to investigate the problem with heating in the pavilion and found a small leak in the roof space which has now been fixed. They would not be able to service the system until the Scout Group had removed items blocking the double doors and inside the plant room. Mrs Khattab said the fire extinguishers also needed to be serviced.

Resolved: To check which company is responsible for providing the fire extinguishers and arrange for them to be serviced.

A request had been made for six bulkhead lights to be fixed to the wall inside the pavilion

Resolved: Mr Vesty would obtain quotes for the lights and the cost of fitting and report back to the next meeting.

25/18 **Play equipment repairs**

Mr Kent reported that the zip wire was in need of further repairs. Parsons Landscapes Ltd had attempted to fix the loose platform but the screws have since sunk into the wood which is rotting. It might be necessary to replace both platforms altogether. Proludic would be asked to come and inspect the equipment and advise.

It had been noticed that a group of students from Queens College had visited the playing field recently but did not appear to be properly supervised. It was suggested that a letter should be sent asking for groups of children visiting the playing field and using the equipment to be properly supervised at all times.

Resolved: To write a letter to Queens College regarding supervised group visits.

26/18 **Safety surfacing**

Mr Pretty was concerned that safety surfacing under most items of play equipment was now becoming worn and ineffective. Ms Dean had previously researched prices for matting with the necessary pegs and ties to be fitted by PFMC members but it was felt that any surfacing should be fitted professionally by a contractor. Mr Pretty suggested that the surface under the roundabout looked hard wearing.

Resolved: Mr Pretty would look into the types of safety surfacing available and obtain quotes for under the zip wire, swing pod, twinfly, and toddler dish.

27/18 **Surfacing quotations for the kick wall**

The PFMC had approved the rebound design of kick wall from GB Sport and Leisure Ltd at a cost of £8,578 plus VAT which was being funded through a Big Lottery grant. The working group had earmarked the kick wall for a site perpendicular to the path by the wildlife area. The initial quote from GB Ltd had included the cost of laying the necessary tarmac surface which was in the region of £14,500. As the Parish Council was paying it would be necessary to try and obtain three comparative quotes.

Resolved: Mr Vesty will seek alternative quotes for the tarmac surface to be reported to the Parish Council on Monday 16th April.

28/18 **Use of the KGV field for sports day**

Trull Primary School had requested use of the playing field for their sports day on Friday 22nd June 2018.

It was customary to agree subject to the necessary insurance being in place, and to offer use of the pavilion for toilets and refreshments, and the bottom of the field for car parking if necessary.

Resolved: To agree to use of the playing field for sports day on June 22nd subject to valid public liability insurance being in place.

29/18 **Pavilion users requests and issues.**

The Trull Scout Group has a license agreement which sets out its terms and conditions for using the pavilion. The license covers storage arrangements and the need to keep certain areas clear for access and safety reasons. It had been necessary to remind the Scout Group of this on occasion when contractors had tried to access equipment but couldn't due to heavy items in their way, and around electrical equipment. Following the most recent complaint Scout Group leaders had made a concerted effort to clear their storage and the PFMC was grateful for this. Mr Vesty said the Group was still in need of a secure area to store certain items which could be considered hazardous. The lockable office off the main hall had been set aside for Scout Group use and could be the best place for these items. Mrs Khattab said the changing room that is not used for chair storage still had items in it that would need to be cleared including a Christmas tree and old swing seats. It was agreed that a general spring clean was called for along with a stock take of storage arrangements.

- The chair store should be used for chair and table storage only.
- The other changing room must be kept clear at all times for use by hirers.
- The plant room is to remain clear at all times.

- Hazardous items belonging to the Scout Groups should be stored in a locked cupboard in the locked office.

Mr Vesty asked if the barrels that had been stored in the changing room could be put back but was asked to find an alternative storage space for them. He also asked if the pole storage bench for outside the pavilion had approval for the PFMC. The clerk confirmed that it did.

Mrs Khattab pointed out that hiring fees for the Trull Church Community Centre and Trull Memorial Hall appeared to have increased slightly. It was agreed to look at the charges at the next meeting.

Mr Pretty mentioned for future reference that the area earmarked for the boules pitch would be on top of a water pipe serving the Pavilion.

30/18 **PFMC accounts**

The clerk presented a summary of accounts for the year ended 31st March 2018.

Resolved: To approve the year end accounts for presentation to Trull Parish Council.

The Chairman closed the Meeting at 8.25 pm.

Signed..... Chairman of the Playing Field
Management Committee

Date.....