Oldbury on Severn
Parish Council

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Minutes of the Playing Fields Committee Meeting held on Tuesday 18th October 2022 at 7.30pm at The Pavilion, Westmarsh Lane, Oldbury on Severn, BS35 1QD

Present: Chairman Ian Knapp, Vice- Chairman Chris Fairhead, Cllr Sheila Bedford, Cllr Matthew Riddle, Cllr Laura Day, Gerald Porter, Charlie Keedwell, Lisa Riddle, Glynn Poole and Mike Pheysey

Clerk: Victoria Bailey

1. Apologies for absence received from Cllr Keith Sullivan who was on holiday

2. To receive declarations of interest on items in the agenda
None received

3. Approval of minutes of the previous meeting held on 21/06/2022
All in favour

4. To receive the PFC Working Party notes from 11/10/2022
Notes accepted by PFC

5. Public Forum
None present although VB asked whether Berkeley hunt intended to hire the car park again but no one has been informed of any plans to do so yet.

6. Chairman's Report
IK has spoken to a building inspector and is concerned over which building regulations the pavilion comes under; IK will confirm soon. The fee will be around £150 for the building notice. SRB suggested asking Full Council to pay the £150 (approximately) for this to go ahead. PFC supports this. LD advised that fire safety is a major concern for inspectors at present.

Action
VB to add PFC's request for OPC to pay the £150 building regulations fee to Novembers Full Council agenda

7. To receive an update from the Chairman on the following projects:
a) Tarmacking a path to the pavilion entrance

SRB suggested holding this off until after the potential works to the kitchen, toilet, windows and door are complete; this was agreed with by the PFC

b) Sky lights insulation and covering once the new window is installed
IK will do the skylights once the window is installed

c) Repairs to guttering
Will be completed around the same time as the window installation

d) The new entrance door into the pavilion
It was agreed by the PFC that it was best to do this once the kitchen and toilet area had been renovated to prevent potential damage by building works to the new door

e) Proposal of removing the fence between the carpark
It was agreed this would be a final part of the scheme of work and completed once the building is complete. SRB stated it would be better for parking. Discussion on child safety; it was decided that it would be unlikely to pose a risk to children by removing the fence. It was decided that security bollards/ poles would be affective; IK to get a price. VB reminded all of the risks and insurance needed for the poles i.e that they are brightly coloured and signposted so that drivers will not accidentally drive into them.

Action
VB to add 'to November's Full Council agenda
IK to get three quotes for the poles

f) Any other works
None discussed

g) Timeframes of completion for the listed projects
Covered in discussions above

8. To decide on whether to support Cllr Keith Sullivan's suggestion of Oldbury on Severn Parish Council offering £20,000 to renovate the kitchen and toilet area of the pavilion

There are no details at present and this has not gone through Full Council for discussion or approval. SRB suggested getting the work fully costed to submit to the Full Council in January to add to the final 23-24 budget. IK posed the question to the committee of what they felt the building would benefit from and suggested a working party meeting to discuss designs and ideas on **Tuesday 22nd November at 7.30 pm in the Pavilion.** So far IK, KS, LR, and SRB confirmed they will attend. IK will sketch ideas in preparation.

Action
IK to sketch ideas for a sub-committee to look at designs and discuss ideas on **Tuesday 22nd November at 7.30pm at the pavilion**

9. To discuss potential changes and ideas on how to improve and alter the kitchen and toilet area
This was discussed but it was agreed to save further ideas until the 22/11/22.

10. Children's play area and equipment update;
a) To review ROSPA report and decide on actions (paper 3a)
Reviewed by committee; various concerns highlighted in RoSPA were discussed so it was agreed to hold a working party to rectify a lot of these issues including:

- Rust on the slide causing corrosion
- Gate to MUGA not meeting required 18mm gap
- The skate ramp is always highlighted as 'red' in the risk category; can anything be suggested?
- Fix rails, rust, weeds tennis court net, sheet of ply in the MUGA, and the six bar gate needs widening
- Rust on goal post; decide on whether to completely remove them
- On the play equipment a bolt without thread needs fixing and the rope isn't fixed into the ground; IK offered to fix this

Action
Working party to meet on **Saturday 5th November from 9am until 12pm** to address these and other issues found

b) To decide on who will complete the ROSPA inspection list and how often
This was left undecided; needs to be resolved at the next PFC meeting

11. Financial summary
All were satisfied and in favour of the financial summary subject to VB changing the whist drives to say 'Whist Drive' rather than listed as 'MR' as the hirer as it is at present.
IK reported that the whist drives have had 28 attendees which is a great success. MR reported that players have been coming from quite a distance which pleased the committee.
IK would like VB to send receipts for all the times a hirer payers; this was agreed as good idea.
CK will speak to the Cricket Club to find out how often they cut the hedge.
VB asked to check previous minutes to see if OPC or PFC are paying for new guttering.
The electrical safety certification was discussed; CF said the regulations do not say every year.

LD recommended Rich Templar who completed work on the Memorial Hall as an electrician.

Action
VB to send receipts to all hirers going forward
CK to speak with Cricket Club re: hedge cutting
VB to find out who is paying for PFC guttering

12. To approve draft PFC budget 2023 – 2024
All in favour subject to increasing the LPG to £2100

13. Notes from the meeting held regarding the cricket club lease and Busy Bee's hire
IK informed MR and SRB that the original rental agreement was for £1200 per year minus 75% for mowing the whole of the bottom field the tennis courts but not the football pitch. Then another 25% was reduced as the football pitch was included in the grass cutting. IK confirmed the Cricket Club were supposed to mow at the back of the playing field but after SGC dumped soil there it became near impossible.
The three figures put forward in the Busy Bees lease were discussed; LR and IK agreed to attend Full Council in November when the amount will be decided upon.
IK thanked LR for Busy Bees being such good tenants.

14. To recommend an amount to charge hirers of the Playing Fields. IK proposes £500.00 per hire for events.
SRB had commenced research and recommended between £2000 and £3000 per hire; IK felt this was too much however Gerald Porter thought it was probably accurate and recommended asking a local wedding organiser for her opinion. IK felt it would be sensible to start hiring the field for £500 and see if it proves popular and that could inform how much it ought to cost.
IK proposed charging £500 for the next few events to test the market
Seconded CF
Motion passed; field rental will be £500 per hire for 2023-2024.

MP suggested the addition of a 'Fair Usage of Electricity' clause in the terms and conditions of hire; this was agreed as a good idea.

Action
VB to add 'Fair usage of Electricity' clause to PFC's T's & C's for approval at the PFC's December meeting

15. Football field update

SRB is hoping to move forward with plans for the playing field; MR will email a local landscaper for further details on prices, timescales etc.
MR advised that it would require maintenance; SRB said the plans would be very low maintanance and would include raised beds for Busy Bees, willow arches and hoped it would become a community project.

Action
MR to contact local landscaper

16. Grass cutting update
IK tanked MR for his sons help with grass cutting; all going well. Last cut of the year is planned for this Saturday.

17. Cricket Club update
Gerald Porter said that Bill Pearce resigns this year.
VB and CF are in the process of sorting out the Cricket Club utilities.
It was agreed the Cricket Club would receive a bill every January.

18. Fixed assets list
VB to check the new bench is on the Fixed Asset List.

Action
VB to check bench is on the Fixed Asset List

19. PFC risk reduction checklist; to receive report from Chris Fairhead and Mike Pheysey
CF has completed this; will be looked at by the Working Party on 5/11/2022

20. Busy Bees update
LR advised the matting around the swing has become a trip hazard; this will be looked at by the Working Party on 5/11/2022.

21. Update on noticeboard
IK will change the glass

22. Pavilion heating
No update

23. A.O.B.
Glynn Poole suggested growing Christmas trees on the playing field to raise money
Solar panels were debated and agreed to be revisited at a later date

24. Close of meeting 9.50pm

Next meeting date: 7.30pm on Tuesday 13th December 2022 at The Pavilion