Oldbury on Severn
Parish Council

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ORDINARY MEETING OF PLAYING FIELDS COMMITTEE

Minutes of the Ordinary Committee Meeting will be held on
Tuesday 4th April 2023 at 7.30pm at The Pavilion, Westmarsh Lane, Oldbury on Severn, BS35 1QD

Present: Chairman Ian Knapp, Chris Fairhead, Gerald Porter, Glynn Poole, Lisa Riddle, Cllr Laura Day, Cllr Sheila Bedford, Cllr Matthew Riddle and Cllr Keith Sullivan

Clerk: Vicky Bailey

1.To accept apologies for absence: None received

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

3. Approval of minutes of the previous meeting held on 21/02/2023
IK proposed; all in favour

4. Public Forum: No members of the public present

5. Chairman's Report
Covered in AGM

6. To receive an update from the Chairman on the building projects planned for the pavilion

- IK updated the PFC that the window will be installed within two weeks
- IK will order new doors; discussion on whether to have them fitted with an internal blind; LD and LR are in support. IK will get a quote for the doors with and without the blinds

7. Children's play area and equipment update

- IK has removed head of the swing; has been conducting park inspections
- LD raised a concern about the fireman's rope; IK will action a repair/ order a replacement
- CF needs to order plastic covers for the nuts on the play equipment
- IK and LD to liaise regarding ordering sheets of ply for the MUGA
- VB needs to send G. Poole the RoSPA inspection checklist as well as the one CF and MP produced so that he can begin carrying out monthly park inspections

DRAFT

Actions
Above to be actioned by: CF, LD, VB and IK

7.1 Items required for the park; verbal progress report from Cllr Laura Day and Ian Knapp
Covered in item 7

7.2 To receive information on the play park safety inspection
Covered in item 7

8. Financial summary
Covered in AGM

9. Fire Safety in the pavilion

- LD to instruct a fire safety report, free of charge, for the pavilion. LD will then produce a report which can be put on display in the building
- LD recommended smoke alarms throughout the building; PFC all in agreement
- KS said the fire brigade carry out free inspections and fit smoke alarms free of charge although this may be on domestic buildings only
- IK will fit alarms based on recommendations in LD's report
- LD concerned over water ingress near lightbulbs
- IK this issue of ingress relates to a missing cap; could be fixed by replacing the 100mm rock wool insulation. LD offered cellotex free of charge for IK to fit in the pavilion; LD's builder will also replace damaged board. IK was planning to replace it with ply and hopes this will dramatically cut bills
- LD and LR will liaise with each other regarding the best times for LD's builders to visit

Action
Actions listed above: LD, LR and IK

10. Agreement on rental rates for hire
PFC agreed a flat rate of £6 for each hour

Action
SRB to update hire sheets and email them to the webmaster to put on the OPC website

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11. Football field update
SRB is applying for the WECA pollinator grant in the hope of progressing the development of the field. SRB met with a landscaper; thinks a grant of around £60,000 would be needed. SRB to keep working on this and will update all at the next meeting.

12. Grass cutting update
IK will begin grass cutting in the next few weeks

13. Cricket Club update
No updates

14. Fixed assets list
SRB and IK have looked through the list and recommended updates which SRB has added to the Asset List. SRB is photographing assets to keep alongside the asset list where possible.
MR said the Memorial Hall are donating card table to the pavilion. However, these may need to be restored as not all are in good condition.

15. PFC risk reduction checklist
VB needs to send the checklists to G.Poole

16. Busy Bees update
LR pleased with Busy Bees in general and very pleased with the window although would like increased privacy

Action
LR and IK to liaise on most suitable and safe blind or window covering for the new windows

17. Update on noticeboard
SRB recommended it is cleaned on a regular basis

18. Pavilion heating
IK agreed to send to VB:

- Water metre reading
- Electricity reading
- Gas reading (thinks it's 45%)

19. A.O.B not requiring a decision
IK has turned down the temperature on the hot water to reduce the risk of scolds and has added a thermostat. LD concerned over risk of legionella so will provide IK with test strips and instructions

Action
IK and LD to liaise regarding legionella control procedures

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Solar panels discussed on the south side of roof; no action at present on this idea.

VB to ask Berkeley Hunt if they wish to use the facilities in the future.

Action
VB to contact Berkeley Hunt

VB to ask Avanti if they always conduct a safety check when they fill it.

Action
VB to ask Avanti if they conduct a safety check each time they fill the tank

IK reminded all of the charity auction for the PFC/ Busy Bee's/ Cricket Club on 21.04.23 and encouraged donations, publicity and attendance.

20. Close of meeting 8.55pm

Next meeting date: Tuesday 20th June 2023

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