

**Minutes of Stoke Holy Cross Playing Field Committee Meeting held on
18th July 2019 at the Pavilion at 7.30 pm**

Present: Cllr. S Hull (Chair), B Taylor, S Collins, M Davies, G Jinkerson, C Cann
A Rose ~ Parish Clerk

- 1. No Apologies for absence were received.**
- 2. Minutes of the Meeting held on 19th March 2019:** these had previously been circulated and were unanimously approved as a true record of the meeting.
- 3. Matters Arising**
 - Tarmac of the Pavilion Car Park – The car park was discussed at the last Parish Council meeting and it was decided to re-look at the tarmac nearer the time of the New Pavilion and to manage the car park with the filling of the pot holes as and when they appear.
 - Sealing gap from Car Park to Football Container – Following from the Parish Council meeting held on 21ST February and after in-depth discussions a decision had not been decided; it was agreed more thought for consideration was needed regarding this.
 - Leaning Tree – Following from the Parish Council meeting held on 16th May it was agreed to look into quotes for having the top of the tree cut down before making the decision to remove it completely. Subsequently M Davies recommends in his experience best practice would be to remove it completely and replace with a more friendly tree. He advises that cutting the top of the tree will only encourage the tree to grow further in all directions and presenting more of a risk. If the decision is made to keep the tree, he would advise that it is monitored regularly. B Taylor added that the tree is not worth preserving due to the risks.
- 4. Report from the Junior Football Club.**

No representative from the Football club was present however a report was received by R Ward and was read out by S Collins, the following points were raised;

 - The club are ceasing training for one month to allow the growth of the pitch. They will rotate the pitches for training to allow areas of the playing field to be rested.
 - The club has achieved FA Charter development status (one of 13 in the East of England).
 - They have their village fun day coming up on 22nd September.
 - The club will have over 180 plus kids playing next season ranging from 4-17 years.
- 5. Report on the Playing Field and maintenance work required:**
 - B Taylor had reported that the re-seeding had not worked, it was agreed that following the recommendations from the Grass contractors (CGM) April was not the best time of the year to carry out this work. S Collins offered to speak to the football club in regards to our view of the success of the re-seeding and how it has not worked and how they feel about the current condition of the field.
 - Under 12's play area replacement lock is not the correct size and the gate would benefit from having springs – M Davies had kindly offered to purchase a replacement and fit.
 - C Cann reported the spinner and part of the ship playing equipment to the under 12's play area no longer moves.
 - Zip wire in the over 12's play area has dropped and requires tightening – The clerk was tasked with contacting C Bussey and asking if he would kindly tighten this for us.
 - The Clerk reported that she is currently obtaining quotations to secure safe grass matting / fibre fall to the slide.

Signed _____

Date _____

- S Collins reported that the goal posts on the Playing Field require an overhaul. It was suggested to rub down the rust and re-paint them. S Collins, G Jinkerson and M Davies had kindly offered to carry out this work. S Collins will contact the Football club to ask if they use the goal posts.
- B Taylor reported that the metal double swing at Carol Close play area is quite rusted and also requires an overhaul with rubbing down and re-painting.
- S Collins would like to ask the football club to put up some warning signs to highlight the dangers of climbing on the football container.

6. To discuss ways to reduce dog fouling in the playing areas: After in-depth discussions it was agreed for a poster to be put up, highlighting that the area is a Children's play area. M Davies offered to create the poster and S Collins offered to put them up in the relevant areas.

7. To review the concrete bin at Carol Close: S Hull reported that the concrete bin at Carol Close is not pleasant to empty and all rubbish is removed by hand. It was agreed by all to look into adding an insert into the bin so that a bag can be used going forward. S Hull had offered to provide the clerk with dimensions of the bin for the Clerk to source some quotes.

8. To review the cost of the playing field equipment for consideration of insurance cover:

After an in-depth conversation it was suggested that the clerk looks into costings of the play equipment to obtain a quotation for insurance. The following were suggested;

- Contact David Bracey Annual inspector to ascertain cost of equipment.
- Email other clerks to find out the processes they use to insure their play equipment.
- Look at catalogues to try to find like for like to get an idea of cost to replace.

9. To discuss weekly and monthly inspection reports for the play equipment and undertake training:

The clerk advised the playing field committee of the recommendations from the Internal Auditor in regards to carrying out weekly and monthly inspections. After consideration it was agreed that the equipment should be inspected, G Jinkerson and S Hull had offered to carry out weekly and monthly inspections at Long Lane and Carol Close playing areas. The Clerk circulated to the committee a Play Area inspection course which is held at Dereham on Wednesday 2ND October run by CAN and the cost per person for members is £40.00. It was also mentioned that it would be good practice to have an additional volunteer / councillor trained on this course to cover holidays and absences. It was agreed to discuss this further at our next Parish Council meeting.

10. To review / propose New Play Equipment:

After further investigation S Collins proposes either three or four individual gym equipment (e.g. lap pull down, bench press, cross trainer) or a multigym (maximum of 4 persons) to be located near the cinder path. S Collins had kindly offered to put a proposal together with prices and photos and will email to all members of the committee. This was unanimously agreed by all.

11. Date of the next Meeting: It was agreed to set a new date 10th October 2019

There being no other business the Chairman closed the meeting at 21:05pm and thanked everyone for attending.

Signed _____

Date _____

ACTIONS	Assigned to
Leaning Tree	Parish Council
Speak to the Football club in regards to the re-seeding and current condition of the field.	SC
Fitting of the gate lock and springs to the under 12's play area	MD
Tightening of the Zip Wire	CB
Obtain quotations to secure safe grass matting / fibre fall to the slide	PC
Rub down and Re-paint goal posts on the playing field and metal double swing at Carol Close.	SC, JG, MD
S Collins to speak to the football Club to ask if they use the goal posts on the playing field.	SC
Ask the football club to display some warning signs of the dangers of climbing onto the football container	SC
Creating a dog fouling poster indicating a children's play area. SC has offered to put the posters up.	MD, SC
Quotation for a bin insert for the concrete bin at carol close	PC
Quotation of insurance for the play equipment	PC
Play Inspection Training	Parish Council
Proposal of new gym equipment to Cinder path	SC

Signed _____

Date_____