



Titchmarsh Parish Council Playing Field Committee

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Minutes from Committee Meeting

7th February 2006

Those present: Rob Jones, Ian Curtis, Kevin Shapland
Gina Gaskin Dave Walpole, Mel Chapman
Derek Ellis Stephen Brown

Apologies: Caroline Thompson Paul Milner, Richard Roe

Cc: Jane Teague Sylvia Prestwich Phil Garnham

ACTION

Previous Minutes accepted as a true and accurate reflection of the previous meeting Proposed RJ seconded GG

Previous minutes - actions arising

Replacement of Fence rails to include style for £120 was agreed as this fell within the current maintenance limit agreed previously by committee. J Gaskin to carry out as soon as

GG

Pitch Line Marker now purchased, DE to pass to invoice to RR for payment

DE

1 Finance

1.1 Must become a standing agenda item at each committee meeting to include an accurate forecast of current funds

RR

1.2 Finance needs to be confirmed to IC and to what funds we are able to commit to Match Funding. Amount suggested by committee but needs to be discussed between IC and RR

RR/ IC

1.3 KS brought to attention funding available for grants up to £5000 in conjunction with the Chronicle and Echo, passed to IC

IC

2 Health & Safety

2.1 New check sheets have now been finalised by Stephen and passed to MC for the month of February. New rota to be discussed at next meeting.

SB/ PM

2.2 Health and Safety report created by Stephen too be passed to Parish Council but also attached in Minutes.

RJ to forward

Playing Fields Risk Assessment Review 2005

2.3

1 Risk Assessment Checklist has been implemented throughout 2005 on a weekly basis.

This has addressed small maintenance issues and allowed making good of any minor problems.

The same process will be continued in 2006.

2 ROSPA Three yearly check

The report addressed one high risk area, on the swings and this was addressed immediately.

The medium - high risk on the slide was also addressed.

Low risk issues will be addressed as the committee have resources.

The access issue of two entrance gates will be addressed with the forthcoming erection of a stile on the SE corner, allowing better access to the play area.

Stephen Brown

February 2006

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|------------|--|----------------------|
| 2.4 | Archived Rospa Reports and Archived 2005 Playground reports to be passed to secretary for filing | RJ to forward |
| 2.5 | Housing Association surveyed broken link fencing – awaiting progress. Still outstanding | |
| 3 | <u>Pavilion Update</u> | |
| 3.1 | New Facility
Architect visited 21st Jan, very positive feedback with suggestion of adding Gable End. Sub committee have looked at common room space in new pavilion and have reported back on size being very approx 6 x 7 m. However have ensured that extension could be added at a later date if needed.
Hard standing is to be included in the design which will also allow for the reposition of the existing Basket Ball court. | |
| 3.2 | In addition the two football pitches were surveyed with a view to proper drainage being installed. Awaiting quote. | MC |
| 3.3 | Funding update, IC has identified additional sources of grants to be applied for and is now awaiting costs for the pavilion build before he can start applications to obtain these funds. IC to attend funding meeting at ENDC on 17 th March | IC |
| 4 | <u>Float File</u>
Circulate the Playing Field magazine to committee members before each meeting to help stimulate thought and opportunity. | PM |
| 5 | <u>Road Race</u>
Sponsorship was offered and accepted from Media Outcomes for £250 Many thanks for your support | RR |
| 5.1 | Electronic Race Results, SB reviewing and hoping to give further update at next meeting. | SB |
| 5.2 | Catering GG covering | GG |
| 5.3 | Entry Forms and Posters now available from MC | MC |
| 5.4 | Full report next meeting | SB/MC |
| 6 | <u>Meeting Dates</u>
Titchmarsh Parish Council Playing Field Committee will now meet on the first Thursday of every month at the club room at 8:00pm proposed GG seconded RJ | All |

- unanimous
 Note to Parish Clerk **CT**
 Confirm room booking to Phil Dexter **RJ**
- 7** **Agenda for 2006/2007**
- 7.1** Discussions around setting out an agenda for the new committee year was discussed, it was felt that we should have a maximum of 4 major events a year with the suggestion being: Road Race, Fete, with a possible Quiz Night, Wine and Jazz Evening. This would need to be voted on at the next committee meeting so this could be included into the New Committee plan for 2006/7. **All**
 It was also felt that we should have a mission statement for the New year and publicise this not only in the minutes but also in the Titchmarsh Times so the village can see what we want to achieve. Again to be voted on next meeting for April AGM
- 7.2** Election of new committee members and roles to make everyone aware that there will be two vacancies for Chair and Secretary and possibly a new committee member. To be looked at and discussed at next committee meeting. **All**
- 7** **AOB**
- 7.1** **Use of Playing Fields –** **DE**
 Ringstead Under15's hired and paid and now looking for a second date this weekend. DE has discussed and there is no issue
- 7.2** The Fox PH from Thrapston is looking to start a Sunday League Team and would like to Use Titchmarsh as its home location. This can be accommodated with the Titchmarsh Football Club if fixtures are correctly sorted with the FA. Suggested Hire Charge will be £20 DE to discuss with them. **DE**
- 7.3** BBQ – manufacturer to be chased or alternative supplier found. **MC**
- 7.4** Graffiti under Climbing equipment to be sandpapered **SB**
- 7.5** Acre is sending a youth community bus to Titchmarsh on Sat 4th March which is to be parked outside clubroom. Parish Council have asked for volunteers to help man for 2 hours. Question arose about CRB check RJ to address with Parish Clerk. **RJ**
 Potential helpers RJ / IC
- 7.6** Question that arose was if the youth club are putting out questionnaire to the 11-18 yrs olds who turn up do we as a playing field committee need to ask our own survey questions! Can be added at next meet **All**

**Next meeting: 8pm Thursday 2nd March 2006,
 Venue Clubroom**