

Playing fields and Playgrounds Committee Meeting held on 18th April 2007 at 7.30 pm at the Parish Council Offices.

Present at the meeting: Cllrs Mackinnon (Chair) P Hatton, I Hatton, M Beresford, P Richmond and Mr K Tomlinson (Bishops Cleeve Bowls Club).

1. Apologies:
Apologies for absence were received from Cllrs Ayres and P Lightfoot
2. Minutes of meeting held on 21st February 2007 were agreed
3. Matters arising from Minutes of last meeting
 - 3.1 9.1 Sign to be relocated at Sports Field. Cllr Beresford informed the committee that quotations had been requested from Hartells and Roots and Shoots. It was agreed that the Parish Clerk would follow up.
- 4.0 The minutes of the Sports field management users group of 21st March 2007 were noted:
 - 4.1 Matters arising from Minutes of above meeting
 - 4.2 Clarification of which pilot light had been discussed was given as the boiler
 - 4.3 Cllr I Hatton informed the committee that the Carnival Committee would not be pursuing their request for advertising banner.
 - 4.4 Cllr Richmond asked if the scaled drawings were yet in our possession. Clerk to follow up with Grimshaw's
 - 4.5 Cllr Richmond was given copy of the notes taken at the Sports field users meeting held on 3rd April 2007 to agree recommended pitch layout for 2007/08 season. Cllr Beresford is to undertake a practical feasibility study using the measuring wheel before recommendations are confirmed
- 5.0 Bowls Club update
 - 5.1 Meeting request was discussed and it was agreed that Cllr Beresford would contact Mr Tomlinson urgently to agree meeting date with original builders (Merlin Timber Frame-Duncan Attwell) and bowls club to discuss issues as set out in letter dated 4th March 2007.
 - 5.2 Permission was given to the bowls club to relocate drains and to make alterations to the viewing window. The Bowls club would pay any costs incurred and ensure that safety and structural soundness was maintained.
 - 5.3 Cllr Mackinnon informed the committee that tarmac from a local contractor had become available unexpectedly and after seeking approval from the Chair of the Parish Council it had been agreed to resurface part of the drive way to the bowls club. The bowls club expressed an interest in any further opportunities to complete the resurfacing of the drive and car park in the future.
 - 5.4 The bowls club reported that although they were happy to allow users of the football fields to park in the bowls club car park, on a recent weekend the car park had been used by too many people. It was agreed that future consideration to be given to the management of the car park.
 - 5.5 It was agreed that a speed sign was necessary for the drive way.
 - 5.6 The bowls club had informed the committee that the boundary fence had been moved. Cllr Beresford confirmed that the fence was in line with the boundary. During discussion it was noted that the fence installed by the landowner was an electrical fence which did not appear to have a warning signs attached. It was agreed that the Parish Clerk would write to the landowner with a view to safety.
At this point Mr Tomlinson left the meeting

- 6.0 Update on Groundsman contract
- 6.1 The Parish Clerk gave a verbal update on the process to date:
Local and specialist journal advertisements placed
8 responses had been received expressing an interest
1 was received well after the closing date
Letters enclosing a specification and requesting further information was sent
3 responses were received
References were contacted
A criteria sheet had been produced against the specification and the further information requested.
The Parish Clerk requested further instructions
- 6.2 Cllr Richmond declared an interest as he has had professional contact with one contractor.
- 6.3 Cllr Beresford suggested that a quotation was needed for the annual maintenance of the football and rugby pitches. He suggested that we send out the maintenance calendar and schedule of works that had previously been agreed by the committee in January 2007.
- 6.4 Cllr Richmond requested that the Gloucestershire Northern Senior League requirements for quality in respect of IOG, BS and PQS standards be researched by Clerk.
- 6.5 Cllr Beresford confirmed that the schedule of works and calendar produced in January 2007 did meet IOG document guidelines and together make a comprehensive tender document.
- 6.6 Cllr Richmond disagreed and asked for BS7370 to be met . Cllr Richmond requested the number of pitches required. The clerk gave him the notes from the previous users meeting and the number of pitches. It was agreed that the Cllr Richmond would research the number of hours recommended to bring pitches upto PQS basic standard. Cllr Richmond pointed out that the length of the contract was negotiable.
- 6.7 Cllr Beresford asked if we had a copy of BS7370 in the office. Cllr Richmond stated that it was available on the IOG website.
- 6.8 Cllr Beresford pointed out that the pitches were inspected and considered to meet match requirements when they were prepared using the previous schedule of works and it was only the grounds man inconsistency that had started the problems now being experienced.
- 6.9 Cllr Mackinnon asked Cllr Richmond to obtain the schedules of maintenance from the IOG website.
- 6.10 It was agreed that we urgently need present contractor to cut the grass for the rest of his contract. It was agreed that the Clerk would write to him requesting him to fulfil his contracts.
- 6.11 Cllr Mackinnon confirmed that the overall budget for the contract had been set
Cllr Mackinnon requested that Cllr Richmond calculate the value of the contract by the number of pitches and the number of hours recommended by the IOG.
- 6.12 **It was agreed that a further meeting would be arranged for Wednesday 25th April at 7.30 in the Parish Offices when the next steps would be decided**
- 7.0 Playground weekly inspections
- 7.1 The weekly inspection charts from K White were distributed and the following actions were agreed to be done as soon as possible
- James Vining would be contacted to request that he:
Weed sprays – Nottingham Road and Millham Road playground areas as per his contract
 - An agricultural engineer would be contacted by Cllr Beresford to obtain quotations for repairs to the:
Gate at Millham Road
Spring Toy at Pecked Lane

- Cllr Beresford would look at the chain links at Millham Road and report back to the Committee
- 7.2 The committee authorised payment of the invoice from K White regarding the emergency repair work to the Notice board and stone walling in the Parish Pump area
- 8.0 Quotations for ground work to be done at Pecked Lane, Millham Road and Nottingham Road.
It was agreed that Hartells would be instructed to carry out quotations regarding Pecked Lane and Nottingham Road ditch clearing work and that Grimshaws would be instructed regarding paths at Pecked Lane and Millham Road. Cllr Mackinnon would look at budget regarding expenditure on entrance at Nottingham Road. It was agreed that the Clerk would write to the relevant companies.
- 9.0 Entrance to sports field
- 9.1 Cllr Richmond informed the committee that Roots to Shoots had cleared the vegetation as directed but the ground was full of rocks and debris that made grass seeding not feasible. It was suggested that the entrance sign be moved and then the area to be sprayed to prevent regrowth. It was agreed that Cllr Richmond would instruct Roots to Shoots accordingly and the matter would be discussed again in September 2007
- 10.0 Finlay Way update
- 10.1 Correspondence from Baileys was noted and it was agreed that the contribution towards the advertising costs was in order
- 10.2 Cllr Richmond informed the committee that we were waiting receipt of design concepts following meetings held on site.
- 10.3 It was agreed that Cllr Richmond would lead a public consultation forum once a range of design concepts had been received
- 11.0 Nottingham Road Hedge
- 11.1 Fencing contractor had met with Cllr Richmond and had requested that the hedges be removed from the fence line. A quotation had been requested from Roots to Shoots and when it is received a decision would be made by Chair of Committee within budget and finance guidelines.
- 12.0 Any other Business
- 12.1 Clerk to approach K White to see if he would be able to take on the role of filling the parish pump when necessary. It was agreed to combine the time with general tidying and weeding of the parish garden area. A time limit of 2 hours per week was proposed.
- 12.2 It was requested that the Clerk confirm that football clubs were only using the pitches for matches and not tournaments unless previously agreed with Council.
- 12.3 It was agreed that the Committee would like to request a financial statement from RFO for Income and Expenditure against budget figures for each committee meeting.
- 12.4 It was agreed that with effect from May 2007, Playing fields and Playgrounds committee would meet monthly and that the Sports field Management Users Group would meet quarterly.

The Meeting closed at 9.50 pm

Dates of next Meeting: Playing fields and Playgrounds May 23rd 2007 at 7.30
Sports field Management Users Group May 16th at 7.30

Signedand dated this 23rd Day of May 2007