

## Elsenham Parish Council - Playing Field Committee

### Minutes of The Meeting held via zoom on 15 September 2021

**Present:** L Johnson (LJ), A Buonocore (AB), F Lambert (FL), J Minor (JM), S Waite (SW), G Mott (GM) and P E Clear (PEC).

**Members of the public:** P Jarvis (PJ), V Farrell (VF) and A Hathaway (AH).

**1. Apologies:** I Curlewis.

**2. Minutes of Last Meeting:** The minutes of the meeting of 5 July 2021 were agreed as a true record.

**3. Review of Actions:**

SIA Licence. Ongoing with UDC. **LJ waiting for a reply from Angie Greneski.**

Tennis Club lease. Ongoing. **PEC, FL & LJ will review the lease on 22 September.**

Replacement of litter bag storage bin. **Still no reply from UDC. PEC to look for a bin to purchase without wheels, which can be fixed to the ground.**

Additional safety paving. **Quote received.**

Rocking horse refurbishment. **This should have been carried out on 2 September, LJ to chase.**

Proposed new play equipment. **See below.**

Purchase two litter bins. **Complete.**

Proposed new play equipment. **See below.**

Grass cutting Scope of Work amendments. **Complete.**

Active Essex funding. **See below.**

Charity proposal. **Still ongoing.**

Play Area gates. **Gates have been delivered, waiting for a quote to install the gates from D Honour and Son Landscaping.**

**4. Pop-up Christmas Market:**

The market has been arranged for the 27 November 2021 between 2.00pm - 9.00pm. The event will be spread between the Village Hall and The Memorial Hall. It is to support local businesses and fund raising for village projects. The market does not need access or any involvement with the playing field. However, the organisers would like to use the bottom car park in the playing field for three food trucks and the Scouts tent. For safety and Covid reasons the lower car park would be closed off between 9am until 11pm.

One idea is that stall holders could park down the right-hand side of the road on the matting and then the road could be fenced off at the top near the gate. However, there is a turning point near the lower car park, so if the road wasn't closed off drivers would not have to reverse back up the road.

Visitors to the village will need to park in the top car park.

The Elsenham Youth Football Club finish around 12pm so there should be no clashes.

VF has spoken to the Bowls Club and the Tennis Club. The Tennis Club are going to open the courts to use the event to promote themselves. The Bowls Club can open from

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2.00pm until 6.00pm. At 6.00pm in the Bowls Club there is a private event, the people attending this event may want to use the bottom car park.

PEC suggested moving the food vans closer together using about half the car park which would allow some parking in the lower car park.

VF suggested obtaining all the measurements of the food vans and the car park to see if this would be possible, while considering health and safety. The food trucks may also require power. VF would also like tables and chairs in the car park.

VF to send diagrams to LJ.

VF suggested asking the private party hiring the Blows Club if they would mind parking in the top car park. SW to find out.

FL asked that it is made clear that no dogs are allowed in the playing field.

Advertising for the pop-up market will need to be put on private land only. Public liability and license to sell alcohol, have been obtained, all the food trucks will have first aid equipment, VF will liaise with the Village Hall and Memorial Hall about providing first aid. All the litter will be picked up.

Any further correspondence to be sent to LJ.

### **5. General Maintenance:**

Inspection update: Two benches, one near the Bowls Club hedge, the other by the teen shelter are beginning to splinter at the ends.

The Leigh Way footpath leading from Station Road to the playing field, the concrete is beginning to break up.

Maintenance of entrance gate to field in Station Road: M Burke to fit rubber 'buffer' to reduce noise when the gate closes. The buffer has been delivered and needs installing.

LJ had reported the damage to the low fence in the top car park to the police, but due to the CCTV not being able to read the number plate, the police have closed the investigation. No footage from the CCTV cameras is allowed to be uploaded to Facebook.

PJ said that on two separate occasions the locks on the football goal had been cut off. In the future it was hoped to have more cameras in the playing field to cover this area.

### **6. Play Areas:**

New Play Equipment:

A comprehensive list of the play equipment being proposed is required.

It is now too late to complete the CIF form for this year. There are playing field reserves in the budget and section 106 monies from David Wilson Homes, EPC are still awaiting written confirmation from UDC that these funds can be used on other play areas not just the Isabel Drive area, verbally UDC had agreed.

The CIF could be used next year to fund the adult gym.

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### **Damage to Isabel Drive Play Area Gates:**

The gates have been delivered, waiting for quotes to install them.

The equipment is not very good in the play area and the safety matting needs replacing. EPC have received the section 106 monies which can be used for the Isabel Drive play area. An onsite meeting is to be arranged to assess the equipment.

### **7. Basketball Court:**

A resident has requested that the basketball goal, which used to stand near the top car park is reinstated. It was decided not to reinstate it due to lack of demand and that in the past it had been vandalised numerous times, mainly with people swinging on the hoop. LJ to reply to the resident.

### **8. CCTV:**

The CCTV cameras in the playing field are unable to identify vehicle number plates at night, and without this information the police could not investigate the two recent incidents that had taken place in the playing field. PEC is to contact Lee Rhodes and ask his advice.

Two further quotes are required for installing the safety surface in the children's play area around two benches and the rocking horse.

### **9. Next Meeting:**

The date of the next meeting to be the middle of October, exact date to be agreed.

The meeting closed at approximately 9.20pm. Thanks to everyone who attended.

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