

**Playing Field Committee Meeting  
held at The Memorial Hall on Monday 20 June at 3.45pm**

**Minutes**

**Present:** Mrs. S Waite (Chair SW), Mrs. B Donald (BD), Dr. G Mott (GM),  
and Mrs. L Johnson (Parish Clerk LJ)

**Members of the public: 1**

**1. Election of Chair.**

Proposal, SW is elected Chair of the Playing Field Committee.  
GM proposed, BD seconded, the vote was carried unanimously.

**2. Apologies:** None

**3. Minutes of Last Meeting:**

The minutes of the meeting held on 27 October 2021 and 30 November 2021 were agreed and signed by SW.

**4. Review of Actions:**

**1.1.** SIA Licence. **Still ongoing.**

**1.2.** Tennis Club lease. **LJ to send a letter to the Tennis Club asking for a copy of their Public Liability and insurance and asking where things stand with regards to the Tennis Club signing the lease. EPC would also like to know about their fees and when, if at all, members of the public can play tennis free of charge.**

**5. General Maintenance:**

The RoSPA reports had been circulated for both children's play areas. There was nothing requiring immediate attention, however, there were a few minor matters. GM had constructed a list of all the issues raised and will circulate it to all members. LJ to set up a program of action to address the issues.

SW to jet wash the equipment, as some of the items are covered in algae.

**6. Play Areas of Leigh Drive**

Peter Johnson had done an excellent job on creating the various documents to be posted on the Government website.

a) The Design Brief

It was agreed to remove 'Project Manager' on page 1. The 'Preliminaries on page 2 to be re-named 'Project Conditions' and to be moved to the back of the document, making the 'Specification' page 2.

b) Instructions to Tenders

Number 4.13 the date to be inserted for tenders to submitted by, will be 6 weeks from the day LJ uploads the documents onto the website.

Number 7.1 The Evaluation of Tenders.

**Proposal** the following percentages are assigned to each criterion.

Presentation – 15%  
Play equipment play value – 40%  
Cost – 25%  
Warranties and guarantees – 10%  
Experience of similar work – 10%  
SW proposed, the vote was agreed unanimously.  
Number 8. ‘Timetable’ is to be removed.

c) Health & Safety Policy

It was agreed to remove this policy. GM to take out all references to this policy in the other documents.

d) Risk Assessment

It was agreed to remove the line from the Covid-19 box ‘All meetings with the council to be held outside with any social distancing rules respected’.

e) Terms and Conditions

It was agreed to accept this policy with no amendments.

## **7. Improvements to Leigh Way**

The pathway leading from the playing field to Station Road needs re-surfacing. It had been agreed that the whole surface would be re-surfaced, including the two borders either side of the path. Heather is arranging for the wildflowers growing in the borders to be re-homed. The gate leading onto Station Road is to be moved further up the path for safety reasons and the concrete posts that supported the original fence are to be removed. There is also a dip in the path, near the gate, where water collects, EPC is to ask the contractors for ideas for the best way to resolve this.

LJ to arrange three quotes. When the contract comes to view the path, members of the Playing Field Committee are to attend if possible, so the different options could be discussed. A good time for the work to be carried out would be when the children’s play area was closed for the installation of the new play equipment.

## **8. Isabel Drive play area**

Once the playing field children’s play area is completed, work to improve the Isabel Drive play area would commence.

## **9. Bloor Homes NEAP and LEAP**

GM had circulated the maps of the Bloor Homes development showing the NEAP and LEAP. In the Section 106 agreement it states that the NEAP and LEAP will be offered to EPC with a maintenance sum of money, it does not however, state the amount. It was noted that Bloor Homes had taken on EPC suggestions of including a zip wire, table tennis and an obstacle course in the play area.

## **10. CCTV**

LJ to arrange for the annual maintenance check, costing £250.

**11. Playing field maintenance**

As the maintenance of the playing field is a joint project with the Football Club, it was decided to ask the Chairman of the football club, Paul Jarvis, to attend the next playing field meeting to discuss this year's program.

**12. Open to the public**

**12.1.**The 'No Dogs' sign has been torn. LJ to arrange a replacement.

If the Tennis Club do not have a lease, they cannot stop members of the public playing on the courts for free.

The age group specified on the rules of the play area is for children up to the age of 10 years old.

Elsenham's PCSO had suggested that the window in the teen shelter should be removed to match the window that was removed after being vandalised.

The PCSO was surprised that the children's play area only had one gate. LJ said that RoSPA had agreed that this was acceptable, as the other gate would open onto the road leading to the bottom car park.

**13. Next Agenda**

Re-instatement of the basketball net.

The meeting closed at 5.45pm