

Elsenham Parish Council

Playing Field Committee Meeting

Held at 3.45pm at Memorial Hall, Elsenham

On Monday 21 November 2022

MINUTES

Present:

Mrs S Waite (Chair SW), Mrs F Lambert (FL),
Dr G Mott (GM)

In the absence of the Parish Clerk, the minutes were taken by GM.

1. **Apologies for absence.** Mrs B Donald, Mrs L Johnson (Parish Clerk LJ)
2. **Declaration of Interests.** None
3. **Approval of the minutes held on 31 October 2022.**
The minutes of the meeting held on 31 October 2022 were agreed and remain to be signed by SW. **Action LJ, SW**
4. **Items brought forward from previous meeting**
 - 4.1. **RoSPA.** There are some non-urgent items that need to be addressed on the RoSPA report. LJ will start to look at these once the new play area has been installed. Still ongoing.
 - 4.2. **Jet wash.**
No longer relevant, since springers are due for removal.
 - 4.3. **Tree Planting Initiative for the planting season 2022/23.** SW and Heather to walk around the village.
SW and Heather Salvidge agreed on the replacement of the horse chestnut at Gilbey Cottages, a hedge around the Oziers substation and a hedge between the children's play area and the car park. Reported at EROWOS meeting on 18 November, and action requested by EROWOS clerk from LJ.
5. **Football Club**
 - 5.1. **Maintenance on the field.**
LJ has sent the maintenance schedule to EYFC. **Still waiting for a reply**
LJ requested to chase.
 - 5.2. **Maintenance fee**
Question raised at the Parish Council meeting regarding the money
PJ asked Councillors if they thought it was correct to keep taking maintenance fees from the Elsenham Football Club of £2,400 per year, when maintenance has not been fully carried out in the last 6 years, resulting in EPC holding £7,500 of the Football

Club's money. An agreement had been made with EPC and the Football Club that they could play on the playing field for free but pay half towards the maintenance of the football pitches, which was agreed at £2,400 per year.

It was noted:

- a. Some maintenance has occurred in the form of grass-cutting;
- b. The Football Club has not expressed dissatisfaction with the maintenance;
- c. The Football Club might reasonably expect to pay something for use of the playing field;
- d. It is not customary to advise other parties of a debt if they have not requested payment;
- e. It is not customary to make payment in the absence of an invoice.

It was agreed that an informal meeting should be sought between the Playing Field Committee and Ricky Lambourne, the new Chairman of EYFC, together with such other representatives as he might nominate. Topics to be discussed include:

- a. Maintenance schedule (5.1 above). EYFC's input is needed before the Playing Field Committee is able to go out to tender;
- b. The future financial arrangements between EYFC and EPC;
- c. A legal agreement between EYFC and EPC. This had been requested by Paul Jarvis, former Chairman of EYFC, who had pointed out that if such an agreement was in place, funding for the Community Hall could be sought from the relevant football authority. It was noted that solicitors would necessarily be involved, and suggested that the cost could be split equally.

6. Playing Field

6.1. Clear the vegetation off the streetlight pole by the Leigh Way gate, to improve the lighting. **LJ has asked Mick Burke to do this.**

Ongoing

6.2. Request to have a notice on the swing gate by the Memorial Hall saying 'Emergency Access, No parking' **Sign has arrived, difficult to attach to gate as it is just a pole. A new five-bar gate, like the one at the top of the field would cost about £300. Otherwise, Mick will attach it somehow.**

Ongoing

6.3. The clothes bank

EPC has received £126.

Noted

6.4. Teen shelter

Update.

The shelter needs painting, preferably with paint which will be resistant to graffiti. It is hoped that the work could be done by volunteers from the PC. Appealing to teens themselves is not likely to yield a satisfactory result.

Action: SW and volunteers.

7. The new play equipment

Update report.

An emergency meeting was held with Dania on site on 18 November, when their proposed revised layout was agreed. Minutes of the meeting are needed, and they should include:

- a. The revised layout has been agreed by RoSPA;
- b. Dania's quotation included the supply of welfare facilities. Contractors will not use the facilities in the Memorial Hall;
- c. Dania will consider a path connecting items 13 (toddler swings) to 14 (new junior multiplay unit);
- d. The scramble net on the mound which was included in Dania's quotation is not now regarded as suitable. Dania will look into a metal substitute and report back;
- e. The visit by primary schoolchildren is scheduled for 5 December;
- f. Opening is provisionally scheduled for 20 December.

Action: LJ

The revised layout should be included in the documents for the next meeting of the PC.

Action: SW, LJ

It was noted that the new equipment shows up the retained equipment, which needs cleaning and/or repainting. Any action will be after the play area re-opens.

Action: SW, volunteers

The spreadsheet prepared by GM as an extension of the spreadsheet used by Finance Committee, intended to monitor the spend on the Isabel Drive play area, was noted.

8. CCTV

Night vision in the top car park that can read number plates.

LJ is still waiting for Lee Rhodes to come back.

Action: LJ to follow up if necessary

9. Isabel Drive Play area Mrs F Lambert

A large new sign has been erected saying 'No Dog Waste', being monitored.

It was agreed that the sign should act as a deterrent, but noted that apparently that has not been the case. The situation will continue to be monitored.

10. Leigh Way Light

As this is going to cost more than budgeted for, it may have to be a project for the next financial year. LJ has contacted EAC, Tennis Club and Bowls Club asking for a donation towards the path and light. EAC have said no.

It was agreed that the improvements to the Leigh Way footpath, including the installation of the light, need to be completed as soon as possible.

The quotation is needed from ENC Electrical. **Action: LJ to chase**

An agenda item should be included at the next meeting of the PC to seek approval for expenditure up to the amount of the quotation. Further quotations will be needed.

Action: LJ

Note following the meeting. Under the PC's Financial Regulations, for a value less than £500, at least one quotation is needed; for a value between £500 and £3,000 at least two quotations are needed; for a value over £3,000 at least three quotations are needed.

11. Any Other Business

It was noted that, in the event of a further emergency meeting with Dania, a time on a Saturday might help to ensure maximum attendance.

12. Next meeting

Monday 19 December, 4:00 pm, Community Hall.

The meeting finished at 4:50 pm.