

**MINUTES OF PLAYING FIELD COMMITTEE MEETING 21st FEBRUARY 2022
IN RUNWELL VILLAGE HALL AT 7.00PM**

IN ATTENDANCE: - Chair Mr P Clark; Messrs: Rogers, Sloane & Tarplett; Mesdames Evans & Payne.

Minute 207 Apologies: Mrs D Hutson & Mr G Redway – Apologies accepted.

Minute 208 Declarations of Interest: None declared

Minute 209 Queens Jubilee Oak Trees

4 Jubilee Oak Trees 3m high to be purchased and planted around the car park and play area. Recommend to Full Council that trees can be purchased as memorials. Price for tree alone £150 inc VAT. Price for tree with memorial stake and plaque £200 inc VAT.

Minute 210 Public Toilets/Changing Rooms Floor Action Plan

The Committee make the following recommendation to Full Council:

- It is proposed to convert the former showers/ main changing room with the 2 existing toilets into **3 new unisex, ambient friendly, accessible public toilets all with baby changing units**. Only the floor in this area to be taken up and re-laid to an appropriate standard.
- It is proposed to use a project manager for this undertaking. Preliminary plans to be drafted to include new external ramp for access, modifications to the building and septic tank as well as the layouts for the toilets.
- It is proposed to use a local company/companies to complete this project where possible.

Work to the floor area within the remaining Football Changing rooms to be deferred until a new use has been identified. Potential alternative uses were discussed. Should catering facilities be required in the future the opportunity to be offered to a mobile unit.

Minute 211 Rospa Report & Play Area Inspections

The Committee reviewed the Annual Safety Inspection report. No serious matters to report. Maintenance issues noted. There is currently a programme of weekly visual checks. The Committee make the following recommendation to the Full Council:

- It is proposed to engage a Play Inspection Company to undertake and report on the condition of all play equipment, related fences and surfaces on a quarterly basis and to make recommendations if maintenance is required.

There is an issue by the kissing gate at the Quart Pot end of the park, this will be investigated.

Minute 212 Extension to Overflow Car Park

It is not proposed to increase the size of the overflow car park at present. Most of the spoil from the playground improvements has now been removed. The remainder will be levelled when conditions permit. The overflow car park will be opened during the summer periods or if good weather is forecast. The wooden barriers around the overflow park are rotting and will need to be replaced to match the main car park barrier fencing. Quotation to be obtained.

Minute 213 Runwell Shed Report

There is a group of 5 who are undertaking the changes to the layout within the former Cricket Pavilion. Funds are needed to move the project along to enable the group to expand. Meeting to be arranged with Matt Hume from Essex Sheds to determine the position regarding grant applications. Skip needed for the removal of rubble.

Minute 214 Entrance Sign

New entrance sign to include height restriction urgently needed. New design to be drafted. Further sign/noticeboard needed to display rules of the park and/or byelaws. General signage needed to cover CCTV, No Golfing, No horse riding also needed.

Minute 215 General Maintenance

- Grass Cutting Contract: Request renewal quotation from the current contractor to include grass cutting through the new plantation area. Also request a separate quotation for cutting the hedges.
- 1.8-acre wildlife area needs topping. The groundsman currently cuts a walking path through the site.
- Hard play area: Low priority now. Soft closure hinges needed for the entrance gates.
- Car Park: The surface is type 1 stone and not in need of repair at present.

Awaiting further quotations for the replacement of the soffits and guttering to the Pavilion Building.

Minute 216 Questions/Reports/Other

1. Update on Groundsman return to work.
2. Obtain a quotation for grass cutting in areas not covered by gang mowers.
3. Obtain quotation from Security company or similar for locking/unlocking park main gates.
4. Obtain quotation from Janitorial/cleaning company for daily cleaning/unlocking/locking of new public toilets.
5. Reported issue over unauthorised football training sessions. (Non Runwell Club) Awaiting formal request. Under FA rules, teams training in club kit can be subject to hire fees for training. Proposed charge £500 per season (September – May) to cover 2 teams to be charged pro rata. There is already a formal agreement with Runwell Sports and Social Club. Training needs to be regulated to prevent overuse/damage to sections of the park
6. Informal request on behalf of resident to hold Yoga classes when weather/ground conditions permit. The committee had no objection to this request.

Meeting closed 9.10pm