

**MINUTES OF PLAYING FIELD COMMITTEE MEETING 21<sup>st</sup> JUNE 2021  
IN RUNWELL VILLAGE HALL, AT 8.00PM**

**IN ATTENDANCE:** - Messrs: Clark, Rogers, Sloane & Tarplett; Mesdames: Evans, Hutson and Payne.

**Minute 48 Election of Chairman**

Mr P Clark was proposed; seconded and appointed.

**Minute 49 Apologies:** Mr G Redway

**Minute 50 Declarations of Interest**

None declared

**Minute 51 Public Toilet Provision**

- Structural report to be undertaken on the whole pavilion building. Appointment scheduled with Nick Cooke & Associates (Engineering & Building Consultants) for Wednesday 23<sup>rd</sup> June 2021 at 3pm. Agreed cost £450.00.
- Condition report needed on capacity and pipework integrity of existing cesspit.
- If it is not possible to adapt existing building explore possibilities of a toilet block closer to the park entrance that could be connected to the main drains, water and power supply (would need planning permission) The position of a new block needs to be carefully considered and to check where the flood alleviation drains connect Meadow Lane brook across the lower section of the park.
- Provisional layout/numbers of toilets to be agreed following structural report; specification of toilets to be drafted; initial plan/design of access (paths, ramps, fences etc)
- Budget. The committee recommend to the Full Council to set an approximate budget of £100k with the project planned for 2022/23. Clerk to research grant funding opportunities. A further budget will be needed for the day to day running of this provision – opening and closing, daily cleaning (or more) plus an allowance for supplies, maintenance and vandalism. Clerk recommended a budget of £6k per year depending on number of toilets. (*This will not be part of the groundsman's contract.*)

**Minute 52 Runwell Men in Sheds Project**

The Chairman reported that all the permissions from CCC were in place and the project needed to be moved along. Site meeting to be arranged with Tracy Hall or Matt Hume from Essex Shed Network, to set up the next phase of the project. DH agreed to help with the co-ordination of potential members and to ring those who had expressed an interest.

**Minute 53 Groundsman's Contract**

The Chairman agreed to discuss new terms with LV. Clerk to forward revised contract. Meeting planned for 28<sup>th</sup> June 2021. Review to follow.

**Minute 54 CCTV**

Minor works to complete project to be arranged. PC to discuss with Marshalls to do required groundwork. Extra camera ordered but no date yet for the installation. CCC now monitor the cameras 24/7, the police also have easier access to the images via this route.

**Minute 55 Community Tree Aftercare Volunteer Days 8<sup>th</sup> & 9<sup>th</sup> July 2021**

CCC have organized two Community Tree Aftercare Days. Due to Covid-19 regulations, attendance to be pre-booked. Advert to be shared on FB.

The committee considered the costs of purchasing a water bowser for use at the Park. The cost together with the need to purchase a further container to house the machine were high. It was agreed that if further watering facilities were needed then these would be hired on a "as needed basis".

**Minute 56 Maintenance:**

- (i) Replacement gates to play area – PC reported that the replacement gates had been ordered with Farthings Gates & Railings 5<sup>th</sup> May 2021. Clerk to chase for an early completion date.
- (ii) The committee recommend to the Full Council to purchase 3 black Elipsa Litter bins and 1 Black Futuro Litter Bin all with logos and fixings from Glasdon UK Ltd for the sum of £788.07 including carriage and excluding VAT.
- (iii) 1.8 Acre Wildlife area – PC reported that the groundsman had planted extra trees received from the Woodland Trust. The area was now well established. Extra strimming needed.
- (iv) Noticeboard for Byelaws – It was agreed to get quotations for 2 noticeboards, 1 by the entrance and 1 by the footpath near the Quart Pot.
- (v) Pavilion Path – Discuss best types of paths with Nick Cooke on Wednesday.

**Minute 57 Questions/Other**

- (i) PC reported that BF Ground Maintenance Ltd were missing large areas of grass including sections dissecting the new tree area. Contractor to be spoken to.
- (ii) PC to co-ordinate with Marshalls for the trench for the CCTV camera and a trench for the power supply for the new spotlight.

Meeting closed 10pm