**Minutes of the Hoton Parish Council Playing Field Committee**

The inaugural meeting of Hoton Parish Council Playing Field Committee was held at Hoton Village Halland commenced at Wednesday 16th June 2021 at 7.30 p.m.

**In attendance:** Cllrs Eady, Doherty and Dargie were in attendance as members of the Playing Field Committee. Cllr Cassell attended up to but not including item 11.

1. **To elect a Chairman.** Cllr Dargie was elected as Chairman.
2. **To witness the signing of the acceptance of declaration of office of Chairman of Hoton Parish Council Playing Field Committee.** The acceptance of declaration of office for the Chairman was signed by the Chairman but could not be witnessed as the form said it was the Clerk who was to sign as a witness.
3. **To agree who will take the minutes of the meeting.** It was agreed that Cllr Doherty would take the minutes.
4. **To receive apologies for absence.** There were no apologies for absence.
5. **Disclosure of interests: disclosable pecuniary interests; personal interests; or personal interests that may lead to bias, to items on the agenda.** No-one disclosed any interests.
6. **To co-opt non-councillors as non-voting members to the Committee.** There were no non-councillors present at the meeting.
7. **Questions and comments from members of the public (10 minutes).** There were no questions or comments made.
8. **To review the purpose of the committee and agree any changes to the Terms of Reference of the Hoton Parish Council Playing Field Committee to be proposed for consideration by the full council.** There were no further points proposed as changes for the Terms of Reference.

**9. To analyse the playing field section of the Hoton Green Spaces survey results.** The Chairman presented the analysis of the survey. There were 67 replies with 44 female and 23 male respondents. 70% of respondents had been in the village for 10 years or over. 60% of respondents had no children in their household. Ideas for improvements included providing benches in the play area, providing a picnic area, improving paths and levelling the football pitch.

1. **To agree any action arising from the results of the survey.** The following actions were agreed:
2. Check the boundaries of the playing fields to explore extending the walking route.
3. Fix the kit that is broken as a priority.
4. Produce a list of key ideas for future development.
5. Coordinate future events at the playing fields with the Village Hall committee.
6. Produce a one page summary of the Playing Filed survey results and actions for distribution to village members and the Parish Council. The Chairman will produce the summary.
7. Request the Clerk obtains quotes for benches and for repairing the raised flower beds. Alex Seymour may be suitable to approach for a quote on repairing the brickwork.
8. Obtain advice from Burton on how they obtain money for the plantation. Cllr Doherty to approach.

1. **To agree the playing field action plan (subject to additions from item 9).** The action plan was agreed with no additions from item 9. It was also agreed to:
2. Add the dates when items are added to the action plan and when completed.
3. Write risk assessments for all required activities.
4. Request that the Clerk ensures that a member of the Playing Field Committee is present when the annual playing field inspection is carried out.

**12. To agree to hold a volunteer day on 26th June 2021 and allocate tasks from the action plan.** It was agreed to hold a volunteer day on 26th June 2021. It was decided to concentrate tasks at the entrance and in the childrens’ playground. It was not known who would attend the volunteer day there was no allocation of tasks.

**13. To approve expenditure on the following items required to carry out repairs.**

a. Fixed net supports for football nets up to £100.

b. Basketball repairs and nets up to £100.

c. Rust remover for goal posts and other equipment as required up to £35.

d. Paint for goal post and other equipment up to £60.

e. Preservative for wood structures up to £35.

f. Traverse wall fixtures and fixings up to £60.

g. Wood and fixings for trim trail up to £50.

h. Cleaning products and PPE for volunteer day up to £60.

The expenditure detailed above was agreed.

**14. To agree who will carry out the risk assessment for the volunteer day.** It was agreed that Cllr Doherty would write the risk assessments.

**15. To agree the date, time and place of the next three meetings.** The following details were agreed for future Playing Field Committee meetings; Wed 22 Sep, Wed 23 Feb and Wed 25 May.

**16. To agree items for the Hoton Parish Council Press Release. Write short paragraph with:**

1. Purpose of the Playing Field Committee and looking for members.
2. Headlines from the Survey (four points).
3. Volunteer days.
4. Encourage anyone who has the skills to assist with some of the larger maintenance tasks to contact the Clerk.

**17. To receive agenda items for the next meeting. Propose agenda points to discuss:**

1. **Existing Playing Field ‘Magic Pot’ of money.** Decide how to put good governance in place with the fund and determine where the funds should be held, who should be responsible, how funds can be accessed and for what.
2. **Grant money.** If the Committee obtained a grant, where would the funds be held and how would agreement be obtained to spend the money.