THE FRANK MONTGOMERY PLAYING FIELD TRUST MANAGEMENT COMMITTEE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 22 MAY 2018 AT 7.30PM IN WICKHAMBREAUX VILLAGE HALL, THE STREET, WICKHAMBREAUX

Present: Linda Lodge
Caroline Rees
Charlotte Stewart
Marina Dunlop

Miss Chenice Sparkes, Clerk

2 Members of the Public

1. **APOLOGIES FOR ABSENCE**
Apologies for absence were received and accepted from Fiona Dawson.

2. **ELECTION OF COMMITTEE MEMBERS**
L. Lodge confirmed that she, C. Rees, C. Stewart and M. Dunlop were re-elected onto the Committee at the Parish Council Annual Parish Meeting on 24 April 2018.

3. **NOMINATION AND ELECTION OF OFFICERS**
C. Rees nominated L. Lodge for the role of Chairman. C. Stewart seconded that L. Lodge be elected for the year 2018-2019 and this was unanimously passed.

L. Lodge nominated C. Rees to be Vice-Chairman and Treasurer. M. Dunlop seconded that C. Rees be elected for the year 2018-2019 and this was unanimously passed.

4. **CO-OPTON OF NEW MEMBERS**
L. Lodge proposed and C. Rees seconded that the following people be co-opted onto the committee and this was unanimously passed:
(i) Lisa Crosbie (Wickhambreaux School Representative)
(ii) Elizabeth Stewart
(iii) Fiona Dawson
(iv) Brian Wilkinson
(v) Michael Keeler-Walker
(vi) David Sayner
(vii) Kat Trotter

5. **MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 30 OCTOBER 2017**
The Minutes were accepted as a true record of the meeting.

6. **MATTERS ARISING FROM THE MINUTES**
Item 4 – Noise Nuisance and Ways to Reduce This
L. Lodge reported that since the last meeting Matt Lawrence from MRL Acoustics increased his fee to £600.00 to undertake an acoustic assessment of the playing field. L. Lodge then approached another company, Herman Acoustics in Rhodes Minnis, to obtain a comparative quotation before proceeding. Herman Acoustics also quoted £600.00 but undertook an initial assessment using information available on the internet for the site free of charge and advised that, in their experience, acoustic fencing would not be suitable for this location due to the close proximity of the houses to the playing field. To have the desired effect, the houses would need to be encased in acoustic fencing which would not be cost effective. It was therefore unanimously agreed to take the advice of the acoustic engineer and not proceed with the acoustic assessment.

Looking into other methods to help reduce the noise levels, signs have been installed on both entrance gates encouraging users of the field to leave by dusk and to be respectful of neighbours. The picnic table from the nature area has also been removed since the last meeting to deter groups from congregating in the playing field after dusk. The local PCSOs have been informed of the new signage and the Committee has requested that theyto attend the playing field and encourage any users to leave if on duty. Wickhambreaux School has also contacted parents and spoken with pupils to encourage them to play more quietly and a notice has been placed in Church and Village encouraging quieter play.

L. Lodge reported that she is looking into sourcing lockable, waterproof boxes for the playing field which would contain crayons, pencils, paper and second hand reading books to encourage quieter play. The risk of children taking the books out of the playing field was noted but it was decided the Committee would be happy to replace books if necessary. The possibility of starting a book-swap was also discussed.

The planting of additional trees was discussed but it was decided not to proceed with this idea as this was likely to be ineffective in helping to reduce noise levels and would be an ongoing expense.

One member of the public commented that he felt the Committee was moving in the right direction with regards to reducing noise levels and agreed that parents of children using the playing field need to be educated to be mindful of neighbours.

M. Dunlop reported that she has checked the playing field on a number of occasions over the summer holidays when reports were made of noise disturbances but found the playing field empty on her arrival. M. Dunlop did however note that a large amount of noise was filtering from neighbouring gardens on these occasions which may be contributing to the perceived playing field noise levels.

Item 5 – RoSPA

L. Lodge reported that the next RoSPA inspection is scheduled for July 2018 and the minor items highlighted in the last inspection have been resolved. C. Rees wished to thank the lunchtime supervisor at the School for highlighting that one of the legs on the bird nest swing was lifting recently and reported that the swing was removed by Steve Rees until an engineer from Peak Playgrounds can install the swing more securely. Although the swing would not have fallen over, it has been removed as a precautionary measure and will be reinstalled into concrete. E. Stewart reported that she has seen a number of adults using the swing which may have contributed to one of the legs becoming loose.

Item 7 – Booking Forms

C. Rees reported that the booking forms for the playing field have been amended. These forms are a working progress and will be reviewed on a regular basis and amended as necessary.

A member of the public asked if the Committee had a policy on the use of a tannoy or other loud speaker system for events. C. Rees confirmed that there is no policy and instead the Committee will review the use of a tannoy if requested on a case by case basis. This will include looking at the nature of the event, the time of day and how long the tannoy is requested for. L. Lodge commented that events are not the playing field's primary purpose; first and foremost it is a playing field for children and the Committee is not looking to encourage lots of events, especially those that use a tannoy and music systems.

Item 8 – Proposed Review of Trust Deed

L. Lodge reported that she has spoken with Furley Page Solicitors regarding the Trust Deed document for the playing field. No official case file has been opened yet as this would generate a £250.00 charge, however the solicitor consulted felt that updating of the deed could be carried

out at a meeting of the Playing Field Committee by resolution and that the rules of the committee could be examined there.

The main part of the deed that needs reviewing is the list of groups within the parish, a number of which no longer exist. However, within the trust deed the Committee has been given the authority to nominate a representative should those groups listed not be able to provide a representative themselves.

M. Keeler-Walker commented that it would be useful for all new Committee members to have a copy of the Terms of Reference so as to better understand the relationship between the Committee, Parish Council and residents. The Clerk agreed to circulate a copy and it was agreed to undertake a review of the Terms of Reference at the next meeting.

C. Rees confirmed that the playing field is owned by the Parish Council and that the Playing Field Committee is a sub-committee of the Parish Council set up to manage the day-to-day running of the playing field. Decisions other than those regarding the general maintenance of the playing field are therefore made by the Parish Council but the Committee can make recommendations to the Parish Council.

7. **ANTI-SOCIAL BEHAVIOUR / NOISE NUISANCE**

A member of the public present wished to thank the Committee and the School for their efforts in trying to reduce the reported anti-social behaviour and noise nuisance and appreciated both parties were doing the best they can. The member of the public commented that the situation seems to be improving slightly and felt that further education for parents on being mindful of neighbours should reduce the nuisance further, although it is important not to alienate children in the community.

L. Lodge reported that the playing field will be monitored as much as possible over the summer months and encouraged the member of the public to report any incidents to the Committee.

It was reported that what appeared to be a birthday party was held on the playing field recently. C. Rees confirmed that this type of gathering could be classified as an event depending on the number of people present. If a large number of people were present for an organised meeting, the Committee should have been informed.

8. **EQUIPMENT CHECK ROTA**

RoSPA recommend that regular visual checks are carried out on play equipment to ensure that any potential faults are picked up at any early stage. C. Rees produced a weekly checklist and an agreed rota for checking the equipment will be agreed with Committee members after the meeting. L. Crosbie mentioned that the School usually undertake a pre-check of the playing field before the children enter and volunteered to take some of the weekly checking forms for supervising staff to fill in during the term time summer months. C. Rees accepted and thanked L. Crosbie for her offer.

L. Lodge reported that she has attended a RoSPA inspection course in the past as part of a KALC (Kent Association of Local Councils) initiative which brought all parish councils together to keep costs to a minimum. The cost for the course was in the region of £30.00 previously but normally is over £100.00. L. Lodge reported that she will be raising this at the next Parish Council meeting to see whether a joint initiative can be arranged again by KALC so new members of the Committee can attend.

9. **EVENTS 2018-2019**

C. Rees reported that the only confirmed event currently booked for 2018-2019 is the School Sports Day and Rounders Match this Friday 25 May 2018. L. Crosbie requested that the School be allowed to change the date at short notice should bad weather mean the event has to be

cancelled. The Committee unanimously agreed that the date can be changed in the event of bad weather. L. Crosbie agreed to chase for a copy of the TENS (Temporary Events Notice) and a copy of the School's insurance policy certificate to be sent to the Clerk.

C. Rees reported that the concrete slab is due to be removed on 23 June 2018 by a local contractor with the assistance of a working party if possible. The Parish Council has reserved £500.00 for the Playing Field Committee and C. Rees proposed that the remaining funds left over after the removal of the concrete be put towards purchasing Type 1 hardcore to level the footpath from Seaton Road to The List. The raised drain cover (a trip hazard) is the responsibility of Kent County Council and will not be touched but the path will be levelled to fill in the large potholes, improving access for wheelchairs and buggies and preventing water pooling at the entrance gates. The Committee unanimously agreed with this decision and a working party will be organised at a future date.

C. Rees reported that St Andrew's Church has approached her to enquire whether a joint Church Fete and Classic Car Show can be arranged for Sunday 19 May 2019 following the success of last year's event which raised £5,372.63. This was split evenly between the Church and the Playing Field Committee and the Church are proposing the same arrangement.

C. Stewart enquired whether the Playing Field Committee require the money that an event of this size would generate. C. Rees responded that the bank balance is currently positive, but prices have not been determined for the nature area yet and additional funds allow the possibility of further items of play equipment or amenities such as benches to be installed at a later date, or indeed being saved ready for replacement equipment in years to come.

In addition, the Parish Council currently fund the maintenance of the playing field but there could be the possibility in the future, due to budget cuts from Canterbury City Council, that the Parish Council cannot afford to fund all the maintenance and the Committee may have to partially or fully fund this.

L. Lodge commented that the last Classic Car Show appeared to be fully organised by the Playing Field Committee and suggested that, should the Committee be in agreement to another event, that the Church be more involved in the organisation. M. Keeler-Walker reported that the Church were of the understanding that they would organise the fete side of the previous event whilst the Playing Field Committee would organise the Classic Car Show.

The Committee unanimously agreed to recommend to the Parish Council that a Classic Car Show be held on Sunday 19 May 2019. M. Keeler-Walker suggested that clear roles for both the Church and the Playing Field Committee are outlined at an early stage to minimise any misunderstanding and to ensure that both parties take a fair share of the organising. M. Dunlop reported that the Committee needs to ensure that it is made clear in advertisements of the event that the money is being raised for the nature area and general maintenance, not additional items of play equipment, so there can be no misconceptions.

C. Rees recommended that quotations be obtained for the nature area for a contractor to undertake the planning and planting, rather than organising a working party to undertake the work. C. Rees reported that once a scheme has been agreed and a quotation accepted, the Committee can apply to RAMP (Rural Area Members Panel) for match funding.

10. **FINANCE**

C. Rees confirmed that the current bank balance is £2,354.12.

M. Keeler-Walker asked what the Parish Council was paying towards the playing field so that in the event the Parish Council was not be able to fully fund maintenance in the future, the Committee has an indication of ongoing running costs. The Clerk agreed to circulate what the Parish Council paid in financial year 2017-2018.

11. **ANY OTHER BUSINESS**

(i) M. Dunlop enquired who is responsible for the nettles and hedges overhanging the footpath. C. Rees confirmed that it is the responsibility of the owners of the properties to keep maintaining their vegetation. The Clerk was asked to write to one property with overgrowing vegetation to remind them of their obligation to keep the footpath clear.

(ii) C. Rees reported that Canterbury City Council is offering to undertake a free CCTV survey following the recent vandalism of play equipment in Sturry. A member of the public reported that his understanding is that the cameras do not need to be connected to the mains and are battery operated, with motion sensors that only turn on when the playing field is in use. L. Lodge proposed and C. Rees seconded that a survey be undertaken and the Clerk agreed to arrange an appointment.

The meeting closed at 8.43pm

Signed……..... (Chairman)

Date…….....