

**WRITTLE PARISH COUNCIL
MINUTES OF PLAYING FIELD COMMITTEE MEETING
HELD ON TUESDAY 3 JUNE 2008
AT WRITTLE SPORTS & SOCIAL CLUB
AT 8.30PM**

PRESENT:	Mr J Drake	Mr R J Bray
	Mr C J Hibbitt	
IN ATTENDANCE	Mr. K Everett	Clerk
	Mr. R Gray	Clerk
	Mr. L Turner	WS&SC
	Mr. S Rawlins	Writtle Scouts
	Mr. E Gallacher	WS&SC
	Mr A King	Writtle Scouts
APOLOGIES:	Mr D Beckett	Writtle Minors
	Mr M Little	WS&SC
	Ms. M Barratt	Mr. R Sherwin
	Mrs B Laflin	Mr. A F Sach
	Ms L Bowser	

- 1 INSPECTION OF PLEASURE BIT PLAYING FIELDS – at Pleasure Bit at 19:30**
See separate report
- 2 INSPECTION OF PARADISE ROAD PLAYING FIELDS – at Paradise Road at 20:00**
See separate report
- 3 PUBLIC OPEN FORUM**
No comments
- 4 ELECTION OF CHAIR PERSON AND VICE CHAIRPERSON**
Mr J Drake proposed as chairperson by Mr. R J Bray and seconded by Mr. C J Hibbitt.
Ms M Barratt proposed as vice chairperson by Mr. J Drake and seconded by Mr. C J Hibbitt.
Mr J Drake asked Mr. C J Hibbitt to chair this meeting, Mr C J Hibbitt accepted.

Mr C J Hibbitt expressed his condolences on behalf of the Writtle Parish Council to the sudden and tragic death of Dave Frith.
- 5 MINUTES OF MEETING HELD JANUARY 2008.**
Minutes approved.
- 6 MATTERS ARISING**
 - 6.1 Fire Risk Assessment Sports Pavilion [Minute 3.5]**
Still outstanding
 - 6.2 Scouts HQ Lease [Minute 4.2].**
In progress, draft lease should be issued within 2 weeks.
 - 6.3 Youth Club [Minute 4.3]**
Due to the low numbers at the youth club, need to meet with Primary school to discuss merging of youth clubs. YMCA questionnaire is being completed by the school children concerning the youth club facilities. No further development until the questionnaires have been analysed.
 - 6.4 Car parking lines outside new Scout's HQ [Minute 4.5]**
Outstanding, also include need for disabled parking.
 - 6.5 Container [Minute 5.4]**
Outstanding

- 6.6 **CCTV [Minute 5.5]**
CCTV system being purchased for Paradise Road sports complex hopefully should be installed in the next 3 months. Invitation to visit the central control will be issued soon.

7 MATTERS RAISED BY AND WITH SCOUTS

- 7.1 Draft lease for Scouts HQ to be issued in next 2 weeks.
7.2 Due to limited car parking spaces, Scouts were asked to inform WS&SC about any of their functions which could impact on car parking spaces.

8 MATTERS RAISED BY AND WITH WS&SC

- 8.1 Additional container required by football club, sourcing of the container in progress.
8.2 Area subsidence where drains have been laid. Clerk to contact RCP (Richard Pension) to refill and level the area.
8.3 Draining problem causing problem around the new field, need to arrange meeting with a drainage company to resolve problem. Mr J Drake to identify Drainage Company.
8.4 Forward knowledge of Highlands events is required by WS&SC to make a decision concerning on closing the car park. WS&SC to contact CBC to arrange.
8.5 Memorial Bench for Dave Frith – approved.
8.6 WS&SC have limited contact with the PCSO's. Mr CJ Hibbitt suggested that WS&SC invite the PCSO's to attend their next meeting. Clerk to provide contact details of PCSO to Mr E Gallacher.
8.7 Rubbish around the New Changing Rooms to be removed – action WS&SC
8.8 Agreed payment of £6500 to be paid soon by WPC to WS&SC

9 NEW FIELD AND ASSOCIATED SCHEMES

- 9.1 Mr C J Hibbitt informed the meeting that the project is now complete and all obligations are completed by WPC. New changing rooms are now the responsibility of WS&SC.
9.2 Mr E Gallacher expressed his thank to WPC for the new field and facilities and the hard work involved in completing the project successfully.

10 SPORTS & SOCIAL FIVE YEAR PLAN

- 10.1 The meeting agreed that the WPC and WS&SC should work in partnership to develop and implement the 5 year plan.
10.2 Critical to the success of the plan is people and money. Need to develop a business plan to identify manageable projects which includes cash flows. Need to identify members of the WS&SC who will work and support the implementation of the 5 year plan.
10.3 Mr C J Hibbitt suggested the first project could be the refurbishment of the Hard Play Area.

11 Pleasure Bit Playground – Revamp

This was held at the Pleasure Bit Playground before the main meeting. Attendees were Mr. C J Hibbitt, Mr. R J Bray, Mr. J Drake and Ms. M Barratt.

- 11.1 Application for funds been completed in draft.
11.2 Two options on playground equipment are going to be reviewed by the children of the local infants and primary school. Decision on equipment to be purchased will be based on their recommendations
11.3 Application must be completed before the end of July 2008.
11.4 Supply and installation of new roundabout has been confirmed by CBC – to be completed in next 3 months.

12 LONG BRANDOCK PLAY AREA LEASE.

- 12.1 Due to financial constraints this year, this proposal will be reviewed next year. Clerk to inform CBC.

13 Other Reports

- 13.1 Request for sign at corner of Paradise Road to give directions to the Tennis Courts. The meeting considered that there are sufficient signs to the sports fields already installed. Request not supported by the committee.

Meeting Closed at 22:05