



Clerk to the Council – Laretta Fox
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Councillors are summoned to attend a meeting of Writtle Parish Council Playing Fields Committee which will be held in the Parish Office on Monday, 15 July 2019 at 8.15pm.

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The press and the public are cordially invited to attend

AGENDA

1. **Public Forum.** There will be 15 minutes available for public question time limited to 2 minutes maximum per person.
2. **Apologies for absence.** The Clerk to advise of apologies for absence
3. **Minutes of the last meeting.** The Chairman to ask for a proposer and seconder to approve the minutes of the meetings held on April 15, 2019 as a true and correct record.
4. **Declaration of Interests.** All members are reminded that they must disclose any interest that they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her of it.
5. **Progress check.** A brief update on actions from the last Parish Council meeting.
6. **Terms of Reference.** To agree the committee's terms of reference.
7. **Writtle Parish Council.**
 - 7.1 **Grass cutting contract.** To consider the contract with 1st Grass Sports Turf Contractors.
 - 7.2 **Essex Police.** To receive an update on the meeting held with Essex Police on 3 July.
 - 7.3 **Old Scout Hut.** To discuss expenses associated with the old scout hut, including the septic tank, an asbestos management plan and the recommendation to remove the tree leaning on the hut and the funding of these costs.
 - 7.4 **Legionella Risk Assessments.** To discuss the recent Legionella risk assessments carried out on all parish owned buildings and the funding of these costs.
 - 7.5 **Electrical Installation Condition Report.** To discuss the recent quote received of £3000 + VAT regarding the remedial works required to gain a satisfactory Electrical Installation Condition report on the pavilion and the funding of this work.



- 7.6 **Fire Risk Assessments.** To discuss the requirement of fire risk assessments for the pavilion, tennis club, minors changing room and old scout hut and to ensure copies of these assessments are given to the parish council.
- 7.7 **Key Holder.** To consider the request that Binders should be key holders for the maintenance of the klargesters/septic tanks at Paradise Road.
- 7.8 **Writtle Sports and Social Club (WSSC) Bookings.** To discuss the WSSC booking fees and the proportion payable to the parish council.
- 7.9 **Play in the Park.** To note the next Play in the Park event at Paradise Road on Friday, 9 August and discuss ways of publicising the event.
8. **Writtle Scouts.** No agenda items received.
9. **Writtle CARDS.** No agenda items received.
10. **Writtle Sports & Social Club.**
- 10.1 **Main Gate, Paradise Road.** To receive an update on the main gate, following recent problems with the opening/closing of the gate and the timer.
- 10.2 **Community Infrastructure Levy.** To discuss any additional projects for the list.
- 10.3 **Sports Bar Licence.** To discuss the licence for the opening hours of the sports bar.
- 10.4 **CCTV.** To discuss the coverage at Paradise Road, including proposed new signage.
11. **Any other reports.**
12. **Date of the next meeting.** The next meeting is on Monday, 16 December 2019 in the Parish Office commencing at 8.15 pm.

Signed *Lauretta Fox*

Date 10 July, 2019