

# King George's Field, Lower Heyford

## Committee of Management

**Date:** 2 March 2021

**Time:** 19:30 hours

**Where:** The meeting was held via Zoom/telephone in view of the Coronavirus pandemic

**Present:** Anthony Alder (AA) - HAFC, Aimee Bronock (AB) - Independent, Ric Fowles (RF) – LHPC pp Village Hall Fund , Lynn Humberstone (LH) – WI, Cheryl Pike (CP) – LHSSC, Bruce Eggeling (BE) – LHPC, Hugh Spencer (HS) – Independent, Phil Chesser (PC) – Independent, Barry Varney (BV) – Events, Tom Corrie (TC) – LHPCC, Atlanta Kyte (AK) - Independent

## Minutes

1. Welcome
2. Apologies for absence had been received from: **Donna Husband (DH)** – Independent
3. The following declaration of potential conflicts of interest were noted and it was agreed that any others would be noted as any relevant matters arise:
  - Lower Heyford Parish Council - Councillor: BE, Chair and Councillor : RF
  - Heyford Athletic Football Club - Officers: AA and CP
  - King George's Field – Trustees: BV and BE
  - Lower Heyford Sports and Social Club - Officers: BV, CP, AA, Members – All
  - Lower Heyford Events Committee – Officer: BV
  - Heyford WI – Chair : LH
  - Lower Heyford Parochial Church Council – Member: TC
  - Valley News – Treasurer : BE
4. The meeting approved the minutes of the last meeting on 8 December 2020 and the Chair was authorised to sign them. **Action: PC**
5. Matters arising from last meeting
  - a. Situation regarding availability of the CSC to OCC for supervised family visits BE advised that according to DH all details had been passed to OCC but that no further contact had been made. No further action required.
6. The meeting considered the opening arrangements of the KGF CSC and Field as Covid lockdown eased. After discussion it was agreed that CP would chair a sub-committee comprising CP, DH, BV and any others whom CP felt to be required who would be responsible for making any required changes to protocols etc. in compliance with all relevant legislation and guidance. CP was asked to keep the CoM advised in writing as matters progressed. **Action : CP and others**
7. BE advised that CDC had been in contact to confirm that is was currently their intention to go ahead with elections on 6 May and that they would like to use the CSC. BE advised that he had met with CDC who had audited the CSC for health and safety and that it had easily passed. BE reported that he would make arrangements to open up and close down and also with David Gregory regarding cleaning before and after for which extra charge would be made. **Action : BE**

8. The meeting considered up to date financial statements that CP had circulated. The meeting noted that despite a drop in income due to Covid the loss for the period to date was modest and that the accounts still showed reasonable reserves. The meeting expressed its gratitude to CP for her invaluable work.
9. The meeting noted that due to Covid there had not been any meeting of the Operations committee held. It was agreed that CP would chair these meetings in future and that she would take responsibility for convening and reporting to the CoM as and when required. **Action : CP**
10. The meeting considered the risk assessment that had been carried out on 20 February 2021 and the noted actions. This was approved and adopted subject to:
  - a. Checking the items noted had been included in the rental agreement **(BE)**
  - b. Completion of the repair of the parking area at the entrance steps **(AA)**
  - c. Completion of the PATS tests **(AA & BV)**
  - d. Developing and implementing plans to replace the fence between the playing field and the car park **(All)**
  - e. Inspection and action of any advised work on the trees on the Field ASAP **(BE)**
  - f. Completion of register of bar staffs and training **(BV)**

It was agreed to leave the matter on the agenda in future until such time as all items have been attended to and then to be reviewed at all meetings.

11. The meeting considered a paper from the Chair of the PC relating to the proposed removal of the electrical support posts and cables crossing the KGF and the siting of a substation by SSE on the KGF. After discussion it was agreed that BE would meet with the SSE advisors and report back to the CoM and the PC with possible sites for the substation taking account of the views expressed and any technical constraints **(BE)**. BE also to insist that the car park is properly repaired after post removal and that the substation be suitably screened. Enquiries to be made of Fields in Trust **(CP)**  
The meeting noted that there may be arising some £1,000 of funding available for projects on the Field from funds provided by Ian Corkin's Priority Fund in 2019/20, and currently held by the PC, that would no longer be required for the original purpose. It was noted that this should provide funds to attend to the trees and the fencing and that Ian Corkin had indicated that as long as it was for community use that would be acceptable. He had asked to be kept informed.
12. The meeting considered the following aims and ambitions of the CoM:
  - a. New gates: BE reported that the PC had now received £2,000 towards the gates which cost £2,530. It was hoped that the PC would fund the difference but the meeting agreed that if it did not it would be happy to meet half of the shortfall, i.e. £265. The meeting noted the envisaged fitting date of May 2021. It was agreed to vote by e-mail on possible colours with the final decision being passed to the PC. **Action: BE**
  - b. Car park area: AA noted that this had now been largely completed and CP was asked to seek a balance payment against the £2,000 committed by the PC for this work. **Action: CP**
  - c. Marketing plans for 2020/21 PC and AK suggested that the main effort should focus on approaching past users of the CSC to rekindle demand as well as developing plans for some alternative offerings to broaden scope and appeal to find new markets in and

around the villages. RF offered possible help from his partner, Rachel, to collaborate on some alternative functions **Action: PC, AK, RF.**

13. The meeting considered final drafts of MoUs for LHSSC and HAFC and agreed that subject to minor amendments as to term and notice wording they were both approved for signature by Phil Chesser as Chair and Bruce Eggeling. **Action: BE to liaise with CP to gain signatures of all parties**
  
14. The meeting considered the need to have some sort of agreement with the Events Committee to set out the respective responsibilities of the parties relating to their use of the Field and facilities for the May Day fete, the fireworks night and the storage of the marquee.  
Following discussion it was agreed that it was necessary to have some form of agreement and the first course of action was to develop heads of terms and a draft agreement for discussion with the Chair or committee of the Events Committee. BV suggested that as the Events Committee would be meeting after the next CoM meeting to discuss the Fireworks evening that might be a suitable opportunity for one or two of the CoM to meet with the committee to discuss the matter further.  
**Action: BE to draft heads of terms and outline agreement for consideration, BV to discuss the matter with the Events Committee and arrange meeting.**
  
15. There was no other business.
  
16. The meeting noted the dates of the next meetings as : Ops: 30 May 2021, CoM: 8 June 2021

The meeting closed at 21:10.

Signed by : *Phil Chesser*

Phil Chesser, Chair  
8 June 2021