

King George's Field, Lower Heyford

Committee of Management Meeting

Date: 8 June 2021
Time: 19:30 hours
Where: Meeting to be held via Zoom/telephone in view of the Covid pandemic limit of 6 indoors from different households
Present: Ant Alder (AA) Heyford Athletic Football Club, Aimee Bronock (AB) Independent; Phil Chesser (PC) Independent ~ Chair; Bruce Eggeling (BE) Lower Heyford Parish Council; Lynn Humberstone (LH) Heyford WI; Donna Husband (DH) Independent; Atlanta Kyte (AK) Independent; Cheryl Pike (CP) Lower Heyford Sports and Social Club; Barry Varney (BV) Lower Heyford Events Committee

Minutes

1. The Chair, PC welcomed those present
2. It was noted that apologies for absence had been received from: Tom Corrie (Lower Heyford Parochial Church Council), Ric Fowles (Lower Heyford Village Hall Fund (via PC)) and Hugh Spencer (Independent)
3. The following declarations 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 held on 2 March 2021 and the Chair authorised to sign them **(Action: PC)**.
5. Matters arising from last meeting
 - a. Trees situation update: BE advised that the PC had received a quote for £350 for removal of deadwood and that he was in process of submitting a further notice of intended work with the required work to be undertaken in the autumn, including raising the crown of each to a minimum 3.5 metres to permit the tractor to pass beneath **(Action: BE)**
 - b. BE noted that the MoUs had been completed and signed with LHSSC and HAFC;
 - c. CP noted that there was some extra funding available both as to the car park and fencing and it required for her to liaise with the parish clerk to finalise amounts etc. **(Action: CP)**
 - d. BE advised that the new gates had now gone to the galvanizer and should then be powder coated and fitted within about 4 weeks;
 - e. Risk assessment actions progress:
 - i. BE : Rental agreement confirmed as checked
 - ii. AA : Repair to parking area done
 - iii. PATS testing : still outstanding **(Action: AA & BV)**,
 - iv. Trees: as above
 - v. BV confirmed that the register of staff and confirmation of training had yet to be done **(Action : AA & BV)**
 - vi. Any other risk matters: BE raised the question as to whether or not KGF was compliant with all regulations surrounding the use of the tractor and gang mower,

roller etc. It was agreed no one was certain what the regulations were. It was decided to investigate and report to the next meeting **(Action: AA, BV, CP)**

- vii. The issue of the drain with tape in the Mill Lane entrance was discussed and AA agreed to seek a price to replace **(Action: AA)**.
6. The meeting considered financial statements to the end of May 2021 and it was noted that the shortfall for the period to date was approximately £1,600 after taking account of the use of designated reserves for the car park works. Given the pandemic and the fact that overall reserves still stood in excess of £5,400 this was considered adequate as bookings and usage were now beginning to re-start. CP confirmed that she would commence the organisation of the replacement of the fencing between the playing field and the parking area **(Action: CP)**
7. The meeting noted that due to the pandemic there had been no operations committee meetings held.
8. BE advised that there had been prolonged discussions with SSE regarding the siting of the SSE sub-station and noted that following residents' objections to the siting of the substation behind # 83 and 95 he and RF had visited two sites to note the actual sounds emanating. BE noted that these were: at 15 feet a faint hum and at 25 feet silence. SSE had now agreed in principle all of the conditions set out by KGF and LHPC and also the siting some 35 metres from # 4 Valley View largely in the undergrowth. The work was likely to be following legals which would take some 3 months to complete and hence unlikely before end September at the earliest. BE noted that the original offer from SSE to LHPC was approximately £6,000 and that he was trying to improve the offer. BE noted that whilst no decision had been taken by the PC it was hoped to propose that any sums arising should be ring-fenced by the PC and made available for projects by KGF and/or broader community. **(Action: BE was authorised to continue negotiations and report in writing as matters progressed.)**
9. The meeting considered a paper regarding the requirement for an MoU with LH Events Committee. After discussion it was agreed that the draft document as amended should be sent by PC to BV along with a covering note as previously circulated to the CoM and emphasizing the need for the EC to book, for circulation to the Events Committee along with a draft document along similar lines to that with the HAFC and LHSSC. It was agreed that the principle of all users making a contribution to the maintenance and running costs of the KGF CSC was an important one that applied equally to all users irrespective of frequency of use. **(Action: PC and BE)**.
10. A draft paper covering the marketing plans for 2021/22 was considered. Arising from this it was agreed that:
 - a. DH would prepare a marketing document suitable for placing as appropriate **(Action: DH)**
 - b. **Armed with DH draft all members of the CoM would be asked to advertise availability on all social media, Facebook, Next Door and notice boards, Valley News etc.**
 - c. It was noted that the Events Committee wanted to hold a Fun Day but that the booking service had not been informed as to the date thus risking a double booking. **Action: BV to ensure EC contacts Aimee Bronock ASAP to book.**
 - d. Suggestions to hold a Hallowe'en party in 2021 and a larger function in the summer of 2022.
 - e. It was noted that possible use for car boots sales and other wider use of the field constrained to mid- May to mid-August (to avoid pitch damage) should to be considered.
11. The meeting noted with great regret that DH had indicated that she wished to stand down as organiser of the booking system from July 2021. The meeting gave a ringing endorsement for all of Donna's amazingly hard work and great success over the past three years and offered its thanks and those of the community. The meeting was grateful to AB who had offered to take over from DH and noted that they had already met to discuss. Again the meeting offered it's thanks to AB for her kind offer to help. **(Action: DH and AB to manage the handover process)**.

12. The meeting agreed that it was necessary to have a register of keys in issue. **(Action: BE to prepare and provide to the bookings organiser).**
13. The provision of key sets to regular hirers was discussed and agreed to be desirable provided we had contact details, a deposit and that a receipt had been signed acknowledging the rights and responsibilities. It was agreed that the bookings organiser (AB) should have discretion as to whom to supply sets. **(Action : AB)**
14. Following discussion it was agreed that the free standing waste bin on the field close to the gates should be removed so that users would use the dog poo bin and facilitate the mowing of the field. **(Action: AA and BV)**
15. **Dates of next meetings were noted as : Ops: 12 September 2021, CoM: 28 September 2021 (NB Please note change of date**
16. There being no further items the meeting closed at 21.05.

Authorised by meeting og KGF CoM on 28 September 2021

BA Eggeling

Bruce A Eggeling

Acting Chair