

**Minutes of the Playing Field Improvements Committee (PFIC) meeting of  
Easton on the Hill Parish Council on Wednesday 19<sup>th</sup> August at 7.00pm**

**Present: Cllr Cutforth, Cllr Bates, Cllr Dow, Cllr Woodman, Cllr Sharpe  
K Cox, J Boulton, S Hunt, D Davenport, N Cox**

<b>PFC/1</b>	<b>APOLOGIES FOR ABSENCE</b>
	To receive and note apologies accepted by the Clerk. There were no apologies received.
<b>PFC/2</b>	<b>DECLARATIONS OF INTEREST</b>
	To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business). The clerk explained that non members still have the same responsibilities to declare interests as voting members of a committee although will need to fully check out the process required. <b>Action clerk</b> to clarify with MO
<b>PFC/3</b>	<b>PUBLIC TIME.</b> Arrangements will be made for the public to join the meeting remotely or join by telephone call if they wish using the Zoom link on the website. A maximum of 15 minutes will be permitted for members of the public to address the meeting remotely on any item on the agenda. If necessary, Chair to remind the public of the Public Speaking at Council and Committee Meetings Policy as it still applies in a remote/virtual meeting arrangement. The members of the public had nothing to add at this point.
<b>PFC/4</b>	<b>To receive, note and agree terms of reference for the PFIC as agreed by full council at their meeting on 12<sup>th</sup> August 2020, to follow.</b> The terms of reference were received and reviewed. They were agreed subject to a few small changes including inclusion of mention of the PFWP recommendations, the ongoing responsibility for future grants and a clause that included these recommendations but were not limited to further improving the playing field. A proposal for the chairman to be Keir Dow was put forwarded, seconded and agreed unanimously. <b>Action clerk</b> to alter and circulate
<b>PFC/5</b>	<b>To agree the 5 non-councillor committee members with voting rights.</b> People put their names forward as Deborah Davenport, Sue Hunt, Kevin Cox, David Wheatley (or another representative of the cricket club) and Jo Boulton. These were accepted and agreed.
<b>PFC/6</b>	<b>To review information needed for the Augean grant and agree a project plan and an action plan of who doing what and when.</b> The various elements were discussed and a project manager may be appointed if needed at the next meeting. <ol style="list-style-type: none"> <li>1. <b>Proof of ownership</b> – an update on this was given and it was agreed to chase the solicitor again asking for an order number and a likely timescale. <b>Action Clerk/AC</b></li> <li>2. <b>Third party contribution amount</b> – this will be looked at by Kevin Cox by ringing and writing to third parties initially and then getting the necessary forms completed. <b>Action K Cox</b></li> <li>3. <b>Demolition and car park tenders/quotes/contractors.</b> Car parking - Simon and Daphne agreed to pick this up after providing some information for the original application. A discussion was had around the size and type of car park and it was agreed (by vote of 8 for and 1 against) that for 15 cars for a potential increased usage future sports field in an unmarked area, built to last, a 22x25m area was needed and there was room and money for that. The raising of funds for a car park would be difficult however further grants and fundraising</li> </ol>

	<p>for play equipment was considered easier. 3 comparable quotes will be obtained and if over 25k a tender process must be followed. <b>Action SW/DS</b></p> <p>4. <b>Prior notice of demolition</b> - Demolition planning application/PND – Simon and Daphne had the information for this and will continue/finish. <b>Action SW/DS</b></p> <p>5. <b>Play equipment plan/quotes/contractor</b>. This will be the last thing to be decided after car park contractor chosen and building demolished to see what funds remain for play equipment. It was thought a multiuse piece would be purchased for 5-12 year olds. TBD.</p> <p>6. <b>Project plan order of events/drawing grant</b>. Deborah Davenport agreed to do this for submission as described by Grantscape for the agreement to be drawn up. <b>Action DD</b></p>
PFC/7	<p><b>To receive update on the Envirogrant application upto 1k for the woodland area project and agree exact details of application and resolve to obtain necessary information.</b></p> <p>Everyone received details of what the plan is for this area and the rough content of the grant application. All agreed that Jeff Davies and Anne Cutforth can continue and submit the application for clearing the woodland scrub area next to the playing fields, creating nature trails/path, a central glade area, a removable fire pit and investigation table for educational and family purposes. <b>Action JD/AC</b></p>
PFC/8	<p><b>To receive update on the purchase of gym equipment and resolve action to continue with the purchase up to £2650 and agree location, taking into account installation costs and boards to display instructions as required.</b></p> <p>An update was given following a meeting with a supplier. Proposed locations to be corner near the shelter and corner near the bench/Deeps and a cross trainer and a double air skier. All agreed to purchase 2 pieces after choice by KD/KC and clerk to summarise options from 3 companies for comparison. <b>Action KD/KC/Clerk</b></p>
PFC/9	<p><b>Date of the next meeting was agreed as Wednesday 9<sup>th</sup> September 2020 at 7pm</b></p>