

Playing Field and Pavilion Action Planning (Yellow highlights are for PC action/decision)

Update: 6th March 2024 after Clerk updates and PFWG Meeting 4th March, attended by TM, SW, TN, plus KC

Topic	Area	Status	Next Steps	Who
Contracts	WPFC	Agreement signed and in place £300pm less contribution to works of max £100 pm	Payment by WPFC Payment of WPFC invoice to us Clarify start and finish dates for AirCon work Clarify who is installing internal door (and shutters?)	Clerk ongoing. TN
	Adidda Cricket Club	Verbal Heads of Terms £300pm agreed at meeting with ACC. Wicket remediation starts March 2024, play will now start 2025 New draft agreement done and sent to ACC	Answer ACC queries	TN
	Ad Hoc	Other hire charges -for other teams. Propose to increase ad hoc hire charge to £75 per match and ask for 2 weeks notice, with WG to vet requests	Agree at PC Meeting	TN
Car Park	Survey	Report and contractor response received. Meeting with A Hinch and Engineer has taken place (Jerry Watson managing) Letter sent to AH following meeting	Response expected from AH by 11th March	Clerk
Playing Field	Benches	Delivered	Install as agreed near Pavilion (Spring time)	Tony M and Shane F-S to install
	Grass	Leics Gardens continue (2 wkly in summer) plus Peter Nottingham top up cuts will continue- ref KC email Areas clarified with Cricket Club Confirmed that will come w/c 4/3/24 weather dependent. Container purchased for £400, invoice awaited	Leics Gardens delayed 1 week at our request	TN/Clerk

		Gang Mowers (belong to Bodie) need removing		Bodie will remove
	Margins	Nature Recovery Group/Trees and Greens plans for south side need clarifying and agreeing. Tree planting will be used to thicken out current planted area	Rearrange postponed meeting	Sophie from RFV
	(Woodland Area)	Notice boards still outstanding and £274.57 grant money unspent (was with PFMC) can be carried forward.	Revisit when Woodland Area done	
Pavilion	Buildings	Smoke detectors and emergency lighting checked and fixed	GMC to monitor ongoing	
		Shower in away changing room fixed by Kevin Pump fixed by Kevin's contact – no further attention required		
		Capital Projects including Security Improvements- see appendix below Grant awarded: Augean agreed to the 2 areas of work not 3	.	PFWG to get quotes agreed and Clerk upload to website by 22/4/24 at the very latest. ASAP preferred by Augean. March or April (8/4) PC meeting.
		Pavilion Roof does not need repainting- plan to strip/clean only	GMC to estimate additional hours	
		Remove Asbestos roof on garage and replace. Quote from Hand-i-Man approved at PC Meeting dependent on getting PLI insurance Hand-i-Man unable to get insurance Russ Pye (WPFC) understood to be qualified and insured	Enquiring with Russ about removal, with Hand-i-Man/PN managing disposal at Augean, and installation of new roof.	TN

		<p>Work proposed by WPFC</p> <ol style="list-style-type: none"> 1. Heating and cooling energy efficient air-conditioning to the bar social area including mains power supply and external security cage. £ 3200.00 + Vat Mitsubishi electric top of the range. (Info received and circulated, PFWG recommend go ahead) 2. Hand dryers to both M & F toilets including mains power supplies. £ 570.00 + Vat 3. Heating for both Changing rooms including electrics. £ 1110.00 + Vat 4. General repairs of any items not to safety standards or currently not working priced and agreed per item pro 5, All flooring replaced hard wearing and fit for purpose £1000- 6, Decoration of the building (repaint pastel colours) £1000 	<p>Agree go-ahead and inform WPFC – DONE Awaiting dates of start and finish from WPFC</p> <p>Check spec, risk assessments and PLI etc and green light.</p> <p>See below- to be discussed, corridor only</p>	PFWG/Clerk
	Compliance	<p>Fire Report – Risk assessment done-with Jenny. Side door is not fire exit- no light required Public evacuation plan needs to be on display Queries with fire risk assessment in progress.</p> <p>Basic fire safety training course recommended.</p>	<p>Fire safety actions in progress.</p> <p>TN doing Evac plan New signs in place, checks carried out. 2 Extinguishers to be bought GMC willing to do.</p>	Clerk/TN/GMC
		<p>Health and Safety risks identified, inputs done by Pete Nottingham and Katy Ford.</p>	<p>Monthly full checks with weekly quick visual</p>	Grounds Maintenance Contractor

		Checks are now done and signage in place Audit needed, then annually- expert resident will be asked Legionnaires test has been done by SW – negative Sanitary provision for female toilets	Checking requirements Buy small waste bin and liners	Clerk to arrange? Clerk
		Advice on Planning Permission for shower block (WPFC responsibility) Planning Officer has visited	With NNC to decide	NNC
	Utilities	Electricity and Water sorted -paid by PC WPFC paid up to date for electricity Waste Disposal contract changed to PC	Sorted and ongoing by Clerk Issues with contract being addressed.	Clerk
	Pest Control	Contract proposal accepted and Fen Tiger have visited and dealt with Rabbits	Monitor GMC to liaise ongoing	Clerk
	Cleaning	Clubs responsible but some “over and above” cleaning and caretaking required. Soap and toilet roll provision	Maintenance Contractor to deal with, but surcharge WPFC if necessary. GMC to monitor stanard on weekly checks To be checked- WPFC or PC?	Clerk liaising.
	Caretaker	Proposal to appoint a Grounds Maintenance Contractor (GMC) agreed. Tender received, based on 10 hours per month. Propose this is annualised budget with leeway for additional work. Insurance Cover for GMC now resolved- covered by PC Policy	Decision on award of contract at PC meeting 11/3/24.	Clerk/Cllrs

Appendix: Playing Fields and Pavilion Funding and Spending update, 4th March 2024.

Budget:

£20k including reserves c/f, grant, saving from power install, annual budget (23/4 uncommitted plus 24/25). (Agreed with Jenny 0403)
 NB excludes possible dipping into general reserves, which may be required for car park

Major expenditure: (all exc VAT)

Project	Budget	Quotes/Spec/Method
Changing Room Floors	£4,000 inc Grant £2,936	Strip, concrete, prime, resin, latex etc "Firdale": £3,200 Alternative supplier to be suggested by KC to TN for quote comparison
Flooring in Corridor	£4,000	TN to ask Russ Pye (WPFC) to do in similar finish- coating for concrete. (He has offered)
Exterior Cladding	£6,000 Inc Grant £3,814	Plastic composite cladding around all 3 sides, 2 courses of bricks at base Quote for front only: EnviroBuild £1,374 materials; HandiMan to install, £2,000 total. KC to measure and requote for installation labour on all 3 sides. Alt- Howlett Homes quote £9,896
Repaint Roof	£500	Decided to strip old paint on front side back to bare zinc. No need to paint after all. KC to quote for stripping
Replace Garage Roof	£2,000	Russ Pye may be able to manage removal. HandiMan to replace roof
Security improvements	£700	Rutland Security (Neil Walker) quote £390 plus £89 pa from year 2. 3 units plus base and fobs. Install 2 lockable posts in front of garage approx. £300 installed. (Emergency- done)
Car Park remediation	None	Awaiting response from Hinch, due over weekend, assume any contribution will come from general PC reserves.
Total	£17,200	