

**Management Committee of the King George V Playing Field, Hunton**  
**Minutes of the meeting held on Wednesday 15<sup>th</sup> March 2023 at 8:15pm**  
**at Hunton Village Club, West Street, Hunton**  
Charity number 1084141

Present:	Mr Simon Taylor (Chairman)	Hunton Cricket Club
	Mr Steve Jones	Hunton Cricket Club
	Mr Scott Elliott	Hunton Football Club
	Mr David Heaton	Hunton Parish Council
	Mr Tony Stanbridge	Hunton Parish Council

Secretary: Mrs Sharon Goodwin

Apologies:	Mrs Angela Baptie	Hunton Bowls Club
	Mr Colin Slattery	Hunton Bowls Club
	Mr Danny Peacock	Hunton Football Club

**1. Welcome**

The Chairman welcomed everyone to the meeting.

**2. Minutes of the previous meeting**

The minutes were agreed as an accurate record of the meeting on 11<sup>th</sup> January 2023. Copies had been distributed to all Trustees and Parish Councillors and were as usual available on request.

**3. Matters arising**

- Minor works list attached at Appendix A.
- Following a site visit with ST, Tate Fencing supplied a quote of £950 including VAT to supply and fit a post and rail fence between the orchard fence and the mower shed. A quote of £890 including VAT was provided for the supply and fit of close-boarded fencing between the mower shed and cricket pavilion. The Committee agreed that the quotes should be accepted. There is a two to three week lead-in time.
- The rabbits have worn two tracks across the square and holes in the outfield, under the pavilion deck and the area where the old pavilion stood. Absolute Pest Control have provided a quote of £550 plus VAT for one night's shooting. Pest UK charge £170 plus VAT for one night. SJ will obtain alternative quotes and circulate by email.
- Q-Tec Solutions have fixed the problem with the kitchen light in the Football Club changing rooms at no charge.
- Racking needs to be fitted in the container but SJ has sorted the container out a bit more in the interim.
- The football pitch has not been rolled as it is too wet.
- DH has obtained a gate post to replace the rotten Community Orchard post but it needs to be fitted.
- CS will purchase the Little Owl box in the spring.
- Robert Cox has cut the beech hedge.

#### 4. Health & safety

- Two MBC monthly inspection reports (dated 1<sup>st</sup> February and 1<sup>st</sup> March) have been received for the children's play area since the last meeting (inspections conducted by the Play Inspection Company on behalf of MBC). All findings are very low risk or low risk and there are no new items.
- SG has not received a response from MBC about discrepancies in the reports but will not pursue it further as the MBC inspections cease on 31<sup>st</sup> March.
- SG will email CS to see if he can provide an inspection checklist for the Committee to use when carrying out the monthly inspections from 1<sup>st</sup> April.
- The annual play area inspection has been carried out by The Play Inspection Company Ltd. SJ has summarised the contents of the report - Appendix B.
- It was agreed that SG should send the repeat order form to The Play Inspection Company to automatically schedule the inspection in 2024. The cost will be £150.
- SJ will install the missing post on the trim trail using Postcrete when the tractor rocker is installed.

#### 5. Finance

- The Income & Expenditure report to 28<sup>th</sup> February 2023 was noted. There will be £2,660 in funds remaining after outstanding invoices have been paid at the meeting.
- Expenditure to date is £6,182, compared to £10,128 at the same time last year.
- The Parish Council has budgeted for a £7,000 contribution to the Committee for 2023/24 (a £1,000 increase on the previous year).
- The payment made since the last meeting is:  
DD - Castle Water x 2 (water charges - January) - £49.85
- The following payments were approved:

300146 - Maidstone Borough Council - Bin emptying (January/February)	£150.00
300147 - Robert Cox - Cutting the beech hedge	£215.00
300148 - BHIB Ltd - Trustees' professional and management liability insurance	£81.00
300149 - The Play Inspection Company Ltd - Annual play area inspection	£132.00
300150 - Sharon Goodwin - Reimbursement for annual garden waste bins renewal	£90.00

The cheques were signed by ST and DH.
- ST reported that nothing further can be done to reduce the electricity charge for the Cricket Club/Bowls Club.
- The Parish Council has received 84.6% of the requested amount from the South East Water Community Fund. It will be ratified at the Parish Council meeting on 20<sup>th</sup> March, but the parish councillors agreed by email that each sports club and the village hall should receive 84.6% of the amount requested. This means the sports clubs will receive the following:  
Cricket Club - £331.62  
Football Club - £676.80  
Bowls Club - £1,776.60  
The payments will be authorised on at the Parish Council meeting.
- Landscape Services have sent the grounds maintenance contract renewal for 2023/24. The cost is £1,350.83 for 21 cuts (2022: £1,250.77), an 8% increase. It was agreed that SG should accept the quote.

**6. Administration**

- The insurance renewal documentation has been received from BHIB Insurance Brokers at a cost of £81 (£71 last year). The professional liability (previously professional indemnity) and management liability (previously trustees' indemnity) limits are both £250,000. It was agreed that SG should renew the insurance with BHIB.

**7. Other parish news**

- DH advised that the Parish Council Coronation tea will be held at the village hall on 7<sup>th</sup> May from 3pm - all the sports clubs are invited. The Cricket Club may organise a cricket game.
- SE asked if there are any dates to avoid organising football matches as some charity events will be held in the summer - the first is likely to be 10<sup>th</sup> June. DH mentioned 'Musicals on the Green'.

**8. Any other matters**

- SJ reported that the tractor rocker has been delivered with installation instructions. Members of the Cricket Club will install the tractor.
- SE advised that the Football Club will be installing a new boiler in the changing rooms at some point.
- SE would like to obtain a price from CS for Landscape Services to mark the football pitch lines - to build into the grounds' maintenance contract.
- MBC would like to identify more sites in the borough which can be used as water aid distribution sites in the event of water disruption. It was agreed that the village hall car park could be used for this purpose, but a meeting on site between MBC and a Committee member would be necessary first. SG will contact MBC.
- SG advised of the Everyday Active Small Grant Scheme which the sports clubs may find useful and agreed to forward the details on.

**Date of next meeting: Wednesday 10<sup>th</sup> May 2023 at Hunton Village Club**

SE gave his apologies.

The meeting ended at 9:25pm.

## Appendix A: King George V Playing Field – Minor Works List

Item	Required Work	Work Completed	Complete
Picnic Tables	Clean and repair (remove moss/algae, re-tighten bolts/screws, sand rough/splintered edges and replace broken slats).	<ul style="list-style-type: none"> <li>Older table cleaned and screws all re-tightened. Ordered new slats from Sustainable Furniture but they were too short and need to be replaced with the correct size - fitted.</li> <li>Both tables ideally need to be moved to enable grass cutting and repair / re-growth (a 4-person lift).</li> </ul>	Yes  Yes
Multi Play	Clean/sand all paintwork including box frame and repair where necessary (epoxy fill/paint with red oxide paint). Re-paint all paintwork. Sand rough/unfinished edges of platform. Clean slide platform and consider fitting spare platform timber to top.	<ul style="list-style-type: none"> <li>Extra screws needed for platform where some have fallen out. Spare platform timber will not fit slide platform ... Simon to order pressure-treated timber for platforms to match existing.</li> <li>Painting still to do and sanding of platform edges.</li> </ul>	Yes  Yes
Swings	Clean/sand all paintwork and repair where necessary (epoxy fill/paint with red oxide paint). Re-paint all paintwork. Re-grease shackles/bushes.	<ul style="list-style-type: none"> <li>Shackles and bushes re-greased.</li> <li>Painting still to do.</li> </ul>	Yes Yes
Activity Trail	Clean and repair (remove moss/algae, re-fix posts as required and replace missing post/step).	<ul style="list-style-type: none"> <li>Not yet done.</li> </ul>	No
Basket Swing	Remove redundant staples.	<ul style="list-style-type: none"> <li>No redundant staples found on basket swing timber.</li> </ul>	Yes
General Play Area	Clear debris/weeds/etc and cut grass.	<ul style="list-style-type: none"> <li>Safety surface cleared and grass trimmed and cut.</li> </ul>	Yes
Safety Net	Drill and fix post. Replace bottom cable and re-fix net.	<ul style="list-style-type: none"> <li>Post drilled and fixed. Bottom cable repaired and net re-fixed.</li> <li>There is one point where the net needs re-fixing on the top cable but will need cherry picker / hoist for safe access.</li> </ul>	Yes  No
Car Park	Fill holes with scalpings and consolidate with roller.	<ul style="list-style-type: none"> <li>Scalpings spread and rolled.</li> </ul>	Yes

## Appendix B: Annual play area inspection report findings and recommendations

Item	Finding Number	Risk Rating	Finding	Recommended Action
Ancillary Items - Signage	1	5	Recommended signage not provided (site address, contact information for maintenance issues and emergency contact details)	Provide recommended signage
Ancillary Items - Gate	1	4	Item satisfactory	No work required
Ancillary Items - Fence	1	6	Number of fixings missing from fence	Replace missing fixings
Ancillary Items - Picnic Table	1	6	Some evidence of rot in timber	Monitor for any further deterioration and replace as required
Ancillary Items - Picnic Table	2	6	There is some strimmer / machinery damage apparent on the posts	Monitor for any deterioration (rot) and replace as required
Ancillary Items - Litter Bin	1	4	Item satisfactory	No work required
Multi Play	1	6	Opening in barrier >500mm	No remedial work recommended
Multi Play	2	5	Head & neck entrapment risk from railings & bars	No remedial work recommended
Multi Play	3	9	Tube(s) on item corroded from the inside and split the steel	Ensure all affected areas are treated and repaired
Multi Play	4	6	There is some evidence of rot in the timber	Monitor for any further deterioration and replace as required
Multi Play	5	5	Finger entrapments in the frame	No remedial work recommended
Multi Play	6	8	No slide bar fitted	No remedial work recommended
Multi Play	7	4	Dents in slide surface	Monitor and repair as required
Multi Play	8	9	Edges of timber platforms unfinished and relatively sharp	Remove all sharp edges
Swings	1	5	Chain openings in excess of 8.6mm	No remedial work recommended
Swings	2	6	Seat has minor damage or wear	Monitor and replace as required
Swings	3	6	Some wear to shackles	Monitor and replace when 40% worn
Swings	4	6	Notable evidence of chain wear	Monitor and replace when 40% worn
Activity Trail	1	6	Strimmer / machinery damage to post bottoms	Monitor and replace as required
Activity Trail	2	6	Some evidence of rot in timber	Monitor and replace as required

Activity Trail	3	6	Item slightly loose in foundations	Monitor and repair as required
Basket Swing	1	6	Notable evidence of chain wear	Monitor and replace when 40% worn
Basket Swing	2	6	Number of redundant staples in timber	Remove
Basket Swing	3	6	Weed / vegetation growth on surfacing	Remove weed / vegetation growth

<b>Risk Rating 1-5 = Very Low</b>
<b>Risk Rating 6-10 = Low</b>
<b>Risk Rating 12-15 = Medium</b>
<b>Risk Rating 16-20 = High</b>
<b>Risk Rating 25 = Very High</b>