

# Parish Council of Coleford

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## Minutes of the Parish Council Meeting held on Wednesday 8<sup>th</sup> March 2017

### Present

Cllr P Ham (Chairman)  
Cllr Townsend, Conn, Turner, Fisher, Neesam, Littlechild, Banks and Evans.

There were no members of the public present

### Public Forum

PF1 Cllr Conn said that he had been approached by a resident who said that they felt the allotments, which adjoined Coleford playing field, should be offered to residents without a garden as allotments rather than as extension to gardens. Cllr Ham said that this was set up many years ago and it was the Parish Council who wanted to offload the area that was at the time in very poor condition. The Council had also requested that the area be fenced off. It was agreed that this would be an agenda item for the next meeting when the allotments and tenancy agreements could be reviewed.

Ag

### 1 Apologies for Absence (acceptance of any reasons offered)

Cllr Talbot, Horler, Gurd and PCSO Mike Storey sent apologies which were accepted by the Chair.

### 2 Declaration of Interest and Dispensations granted since last meeting

There were none.

### 3 Approve minutes of the last Parish Council Meeting held 8<sup>th</sup> and 21<sup>st</sup> of February 2017 and matters arising.

The minutes had been circulated to all Councillors prior to the meeting. The minutes dated the 8<sup>th</sup> February were agreed as an accurate record and duly signed by the Chair.

Cllr Horler had emailed to say that on the minutes for the 21<sup>st</sup> February 2017, public forum item 1 was incorrect that it was the bridge that was damaged and not the stile as stated. Cllr Conn said that he had spoken to the lady who had had the accident and she had said that it was in fact a hole in the ground between the end of the bridge and the kissing gate. It was agreed that the minutes were correct in that they reflected the report as per the meeting on the 21<sup>st</sup> of February. However it was agreed that a note would be added by hand to the minutes stating that since the meeting it had been come to light that it was a hole in the ground and not damage to the bridge or stile that caused the accident. All agreed that the note should be added by hand. It was then agreed that the minutes for the 21<sup>st</sup> of February 2017 would then be accurate and therefore duly signed by the Chair.

VW

*Vote: 9 For, 0 Against, 0 Abstained.*

All matters arising have been completed or will be discussed within the agenda apart from:

- Allotment plot 8b has been offered to Mrs Button but she has replied to say that at this point she is not able to accept the offer however she would like to remain on the list for any future availability. Clerk to offer to the next person on the waiting list.
- Emergency planning will be an agenda item for a forthcoming meeting.
- Confirm dates with Community pay back team for 2018.

VW  
Ag  
VW

#### 4 **Councillor vacancy**

Cllr Ham confirmed that a volunteer had been forthcoming and he hoped to be able to attend the next meeting to be co-opted. Clerk to ensure application is completed.

VW

#### 5 **Reports**

5.1 PCSO report – PCSO Mike Storey had sent his apologies along with the report for the Rural North Beat which read as follows:

- Criminal Damage – 2
- Dwelling Burglary- 1
- Non Dwelling Burglary – 4
- Theft from a vehicle – 2
- Theft of a vehicle – 1
- Anti-social behavior – 6

PACT priorities remain the same.

Cllr Neesam reported 2 burglaries had taken place at the bottom of the village during the last week. One from a workshop and the other from a new van which had been damaged and contents removed. Cllr Ham said that it had been reported that burglaries across Mendip had increased by 35%.

Cllr Turner reported that the problem of youths riding push bikes about the village had resurfaced. There have been incidents of:

- Wheelies up the roads with no regard for other road users.
- Damaging the grass around the bus shelters at Highbury, around the green of Farley Dell and
- Chewing up gravel on driveways.

The Youths had also caused upset to a family in Farley Dell when they refused to move from a garden wall when politely asked to move on. They in fact then resulted in entering the garden and banged on the doors causing distress to the homeowners.

Cllr Turner has reported the youths to the police on 5 occasions during the month and no crime reference was offered although when he asked this was provided. It was stressed by Cllr Ham that whenever a crime is reported you must insist on having the reference.

#### 5.2 Somerset County Council report

County Cllr Ham reported that:

- Of the £311 million budget there has been an over spend of £7 million.
- The Council tax was increased with 2% allocated for adult social care, 1.99% for general and 1.25% for Somerset rivers association.
- SCC are spending £100K a day in interest on loans taken out by the Liberal Democrats that cannot be paid back early and were at relatively high interest rates. There was no business plans in place and some still have nearly 40 years to run.
- Devolution is progressing slowly. Terms are difficult but Devon and Somerset are still working together. The bid is on the table at Central Government.
- Local Enterprise Partnership – 25 million has been awarded by Government and is the third award bring the total to approx. £80 million that our LEP has received.

#### 5.3 Mendip District Council report

District Cllr Townsend reported that:

- From the £15 million budget there will be a slight underspend for the year.
- For 2017/18 there will be an increase of 1.99% to the Council tax.
- Mendip District Council handles £15 million a year but it also manages Housing Benefit on behalf of Central Government which equates to a further £28 million.
- At the Scrutiny meeting held on the 27<sup>th</sup> February the role of the committee was discussed along with its future roles. 87% of Key Performance Indicators have been achieved.
- The Chief Executive of Mendip District Council agreed to a Peer Review Challenge from

senior Council Officials and Local Government Association figures from outside our area. They came and questioned 150 members of staff examining roles and how members thought they were doing etc. Initial review was positive in particular the way they have reacted positively under new working arrangements to maintain services despite Government funding changes.

- Stoke St Michael Parish Council have commissioned a traffic consultant to investigate options for traffic calming. He has proposed that a raised platform be situated at the centre to slow traffic. A consultation with parishioners will now take place.

District Cllr Ham reported that:

- There is a website which can help with any queries regarding business rate calculations. Google rates valuation agency and if you enter the postcode it will be able to give the rates.
- Shape Mendip Lottery has now been launched. Coleford Hub has registered and will receive 50% of the ticket price. The tickets can be purchased online.
- The closure of certain roads around Frome has saved approximately £80K in clearing fly tipping although an additional £20K has been spent on clearing other sites. The closures therefor have saved £60K. If you have any information regarding fly tipping please report directly to Mendip with number plates, names etc
- The changes in rules surrounding horse fly grazing will be considered by Cabinet at the next meeting.
- Mendip District Council have no disabled adult changing facilities in the district whereas Wiltshire has 14. The scheme “changing places” will provide safe and well equipped facilities including hoists particularly geared towards adults. There have be a couple of offers of locations in the area. Somerset County Council has agreed to help fun as a pilot.
- The March Frome Independent market was cancelled due to adverse weather. The next will be held on the 2<sup>nd</sup> of April.

#### 5.4 Meetings attended

Cllr Philip Ham attended the following meetings:

For Mendip District Council:

09/02 – Care services management review

13/02 – Transformation

13/02 – Phoenix group

13/02 – Cabinet

20/02 – Peer review pre meeting

20/02 – L:ottery launch at Kilver Court

20/02 – Full Council

23/02 – Market review – Shepton Mallet

23/02 – Stoke St Michael PC

27/02 – Shape Mendip Housing Co

27/02 – CMT / Cabinet

27/02 – Scrutiny

28/02 – Peer review

02/03 - Peer review – verbal statement

04/03 – Litter pick

06/03 – Community Law Trust

07/03 – Holcombe PC

08/03 – Equalities

For Somerset County Council:

15/02 – Full Council

21/02 – Scrutiny People and Places

Coleford Parish Council:

10/02 – Meeting with Clarissa & Tim Lettaley, Editor of local papers

District Cllr Townsend attended the following meetings:

08/02 - Mendip Outside Bodies Review

09/02 - Stoke St Michael Parish Council

14/02 - KeyRing Letting Agency Directors Meeting

17/02 - Stoke St Michael site visit

20/02 - Mendip Lottery Launch

20/02 - Mendip Full Council

23/02 - Stoke St Michael Parish Council - Highways presentation

25/02 - Coleford Athletic FC Meeting

27/02 - Mendip Management Team Meeting

27/02 - Mendip Scrutiny Board

28/02 - Mendip Peer Review interview

28/02 - Mendip Portfolio Holder Meeting

01/03 - Coleford Hub Meeting

02/03 - Mendip Peer Review Washup

02/03 - Mendip, Wells Recreation Ground Project Manager Tender review

04/03 - Coleford Litter Pick

07/03 - Holcombe Parish Council

Cllr Turner, Townsend, Horler, Evans and Conn attended:

25/02 - Coleford Athletic FC Meeting

## **6 Planning applications**

### **6.1 Decisions on Previous Applications**

The following applications have been approved by MDC:

2016/3118/HSE – Mendip House, Coleford, BA3 5RR

Two storey oak framed extension

Approved with conditions

2016/1960/APP – Nathaniels Barton, The Barton, Coleford

Application of details reserved by condition 3.

Approved with conditions

### **6.2 Complaints received by the Planning Enforcement Team, Mendip District Council**

Enforcement process on Mr Browning's property continues to run the process and MDC are currently completing the welfare report. Cllrs Ham and Townsend are meeting with MDC senior solicitor, senior enforcement officer, the planning officer and the Deputy Chief executive in hope that this can come to a sensible conclusion.

Cllr Turner highlighted that it was in fact nearly 2 years ago that the Parish Council unanimously passed a Motion of No Confidence in Mendip District Council's Planning and Enforcement Performance (9<sup>th</sup> September 2015). The Chairman explained that he and Cllr Townsend would continue to push the enforcement team for answers and action.

Cllr Ham reported that the retrospective planning application for 2 Hillside, Church Street has been referred to the District Councillors to decide if it should be approved or referred to the planning board for a decision.

### **6.3 Present Applications**

There were none.

### **6.4 Response to email rec'd from MDC re progress on Local Plan Part II**

Cllr Townsend explained that he felt further sites should be submitted to Mendip District Council as Local Green Spaces, namely:

- Opposite Post Office

- Vobster Valley from 2 perspectives
- North from Highbury playing field
- Either side of Coffin Path
- South from Farley Dell
- West from Surgery
- North from Common Lane

The sites would need to be backed up with valid reasons as to why they should be included. It was agreed that Cllr Townsend would collate locations and reasons for circulation to full council prior to submission to Mendip District Council.

AT

## 7 **Playing Fields Committee Lead Councillor Report**

### 7.1 Update on the CAFC meeting held on the 25<sup>th</sup> of February and agree recommendations

The meeting between Coleford Parish Council (CPC) and Coleford Athletic Football Club took place on Saturday 25<sup>th</sup> February 2017 11.00 at the Highbury Playing Field. The representatives for CAFC were John Hansford (Secretary), Andy Turner (Chairman), Kieron (Ki) Rashleigh (Youth Team Manager and Groundsman) and Darren Willis (Manager First Team). On behalf of Coleford parish council there was Colin Turner, who chaired the meeting, Alan Townsend, Val Horler, Keith Evans and Andy Conn who took the minutes.

A copy of the minutes had been circulated to all Councillors prior to the meeting and it was agreed that they should also be sent to the representatives of CAFC. Cllr Townsend suggested an amendment to minute ref 4.1. Changing the opening sentence from “It was agreed that there was merit” to read “It was mooted that there might be merit”. All Councillor agreed that this better reflected the feeling on the day. A copy of the minutes are attached and titled Annex 1.

VW

VW

Cllr Turner confirmed that John Hansford had emailed a scanned certificate which showed he had completed the Football Association Safeguarding Children Workshop. Nick Parr had also completed the course along with an additional workshop as part of his training to become the Club’s appointed Child Welfare Officer.

It was queried whether volunteer coaches needed the enhanced DBS certificates to provide training for children. The clerk to make enquiries and if they are required to then request copies be provided

VW

It was agreed that a meeting of the working party would be held @ the Hub on the 17<sup>th</sup> March 2017 at 10am to consider the expenditure for the facilities used by the football club. All are welcome to attend.

CT/VH  
KE/AT  
AC

### 7.2 Consider & agree quotes for fencing in 3 locations at the Highbury Playing field

Cllr Ham confirmed that the proposed rubber conveyor belt can be supplied free of charge to be fitted to replace the rebound boards at the hard court. This can be actioned once the weather improves. Agenda item for May.

PH  
Ag

### 7.3 Consider quotes for fencing around the parking area at the Highbury Playing Field.

The three quotes received from Appleton Hardscape, Noel House and Fosseway Fencing were considered by Council and it was agreed that Noel House should be offered the work on the basis of the quote of £850. No VAT payable. Clerk to progress.

VW

*Vote: 9 For, 0 Against, 0 Abstained.*

At the last meeting it was agreed that the Clerk should ask Fosseway Fencing to complete the fencing around the play area as per there quote of £366 inc VAT. The Clerk explained that she had tried to contact them to check the price was still current but to no avail. Councillors agreed that the Clerk should pursue the contractor and be allowed to make the decision if there was a small increase as to whether to accept the increase.

VW

*Vote: 9 For, 0 Against, 0 Abstained.*

7.4 Progress report on BMX track

Cllr Ham confirmed that he had spoken with Gemma Witbourne as recommended by Ken Lloyd of Nunney Parish Council. It is hoped that she will come to the Playing field and meet with the Chairman and working party members (Cllr Turner, Conn, Gurd and the Clerk) to help consider an appropriate site and style of track, which will be appropriate for the potential users in Coleford. Date to be confirmed.

PH

8 **Highways and Footpath Issues to include:**

8.1 Lead Councillor Report

A detailed report had been circulated to all Councillors prior to the meeting. Cllr Townsend said that:

- The new signage around Coleford to prevent and advise HGV drivers was considered an improvement.
- The light at the pedestrian crossing near the Post office has again been repaired but Cllr Townsend suggested that it should be replaced with an illuminated post like the version at Anchor Close which is much more visible.

AT

8.2 Outstanding issues

As per the report circulated - Cllr Townsend to follow up.

AT

8.3 Items Reported by Councillors

- Charmborough Lane is in a poor state. Cllr Townsend will continue to press for repairs.
- Cllr Horler had emailed to say that the verge on Church Street was badly overgrown which was making it difficult for pedestrians when cars pass.
- Pot holes on Church Street, Mendip Vale and Springers Hill need inspecting.
- Cllr Turner said that although the kerb had been lowered at Goodeaves it was questionable as to whether it was still too high for wheel chair access?
- **The turning point in Mendip Vale is in a terrible state and needs sorting.**

Cllr Townsend to report all points to the Highways department.

AT

Cllr Townsend suggested that the renovation of the old Finger Posts may be a worthy project. This could be something that the Community Payback team gets involved with. There may be funding available for such task - Clerk to research.

VW

9 **Finance**

9.1 Agree Internal Auditor for review of 2016/17 accounts

The Clerk explained that Adrian Mason had confirmed that he would undertake the internal audit at £25 per hour. It was not expected to exceed 3 hours work. All Councillors agreed that this offered excellent value and voted unanimously in favour of Adrian Mason completing the work.

*Vote: 9 For, 0 Against, 0 Abstained.*

9.2 Accounts Approved for Payment

The following payments were read out.

Clerk expenses FOR January and February	£ 73.70
Youth Club provisions	£3900.00
Cartridge Save Limited (Printer ink)	£ 103.42
Devon Association of Local Councils (SW Regional Conference to be claimed back from Cranmore & Holcombe)	£ 72.00

Cheques were signed by Cllr Conn, Ham, Townsend and the Clerk

*Vote: 9 For, 0 Against, 0 Abstained.*

- 10 **Environment Committee Lead Councillor Report**
- 10.1 Agree quotes for grit bins, litter bins and benches  
 The Clerk had provided everyone with a spreadsheet showing quotes for grit bins, litter bins and benches from Glasdons, Broxap and Bin shop. After some discussion over requirements and locations it was agreed that the Clerk should ask the Bin shop to give their best price for 5 x 100 ltr grit bins, 5 x Cesar grit bins and 1 recycled plastic and steel bench. Councillors agreed that the Clerk should email the final quote for consideration and agreement. VW
- 10.2 Memorial inspection training  
 The Clerk attended the memorial inspections training which she found to be very useful. The last inspection and topple testing was completed in October 2012 – it is recommended that this be completed every 5 years. Prior to the completion of the inspections 2 risk assessments need to be completed, one for the public visiting the Cemetery and the other for Parish Council members and staff who will be undertaking the survey. The survey then needs to be completed with any unsafe memorials being made safe and marked with a notice. The next of kin then needs to be contacted and asked to make the memorial safe. Lying the memorials flat should be a very last resort. VW  
 VW  
 The Clerk suggest that the Cemetery fees and rules for Cemetery be reviewed at the next meeting. Ag
- 11 **Coleford Revival Group – Request to adopt the red phone box at Careys Mead**  
 The Clerk had received an email from Philip Horler asking if the red phone box could be adopted from BT and renovated. The Clerk explained that the Council had already asked BT to undertake the renovation which was originally scheduled for last summer but due to lack of funding it was pushed back to this summer. BT had offered to provide a painting kit so that the work could be completed within the parish providing the guidelines were met. This information had been passed to Philip Horler and the Clerk indicated that there was a hope that the phone would remain in situ rather than being removed. Philip had replied to say that he would speak to the CRG committee to see if the repaint could be dealt with as a Community Project working within the guidelines provided by BT.  
 The Parish Council all agreed that if the box was put up for adoption the CRG would be given first refusal on it. It was noted that the box was currently missing a panel. The Clerk will report to BT, VW
- 12 **Coleford Revival Group – Booking request for the Village Day**  
 Philip Horler had emailed the Council to ask if the CRG group could use Highbury Playing Field and changing rooms for this year’s Village Day, which will take place over the August bank holiday. Access will be required from Thursday 24<sup>th</sup> to the Monday 28<sup>th</sup> August 2017. They also asked how much deposit was required and when it was payable.  
 The Clerk to write to confirm that the facilities will be available for the dates sought and to ask for a deposit of £200 to be sent to the Clerk which will be returnable after the event if no damage has occurred to the Parish Council facilities. VW  
 The Clerk read out a letter received from Mrs S Hamblin asking if they could use the playing field for a family party on the 30<sup>th</sup> April. All Councillors agreed that she was entitled to use the field without permission. The Clerk to write to confirm that no permission is required. VW
- 13 **2018 Boundary Review – South West Region**  
 An invitation had been received to comment on the first draft of the review. It was agreed that at this point no comments would be submitted.
- 14 **Meetings to attend**  
 Clerk to attend the Regional Conference for South West Town and Parish Councils on the 16/03/17 at Taunton Rugby Club. VW
- 15 **Reports of any risks identified**  
 There were none.

**16 Correspondence**

Letter from Frome Town Council – invitation to view the proposed improvements to the market place in Frome on the 29/03/17 at 7pm at Selwood Academy, BA11 2EF

Email received from John Wesker asking if the Parish Council can approach local bus companies to provide a bus service on Saturdays. It was agreed that the Clerk would forward the request to Frome minibuses, MCT transport and Libra buses as well as responding directly to Mr Wesker.

VW

**17 Matters of Urgency at the Chairman’s discretion**

17.1 John Fisher requested a new supply of dog poo bags. Clerk to order.

VW

17.2 The Clerk reminded the Council that the Annual Meeting of the Parish was scheduled to take place on the 25<sup>th</sup> of April, Jacob Forgham had been invited to come along and speak regarding putting together an emergency plan. Clerk to progress and invite the various groups to come along and give a report on the night.

VW

**18 Date of Next Meetings:**

Tuesday 21 <sup>st</sup> March 2017	Planning Meeting
Wednesday 12 <sup>th</sup> April 2017	Parish Council Meeting



## ANNEXE 1

### **Minutes of Meeting between Coleford Parish Council (CPC) and Coleford Athletic Football Club Saturday 25<sup>th</sup> February 2017 11.00 at the Highbury Playing Field**

#### **Present**

John Hansford Secretary CAFC

Andy Turner Chairman CAFC

Kieron (Ki) Rashleigh Youth Team Manager and Groundsman CAFC

Darren Willis Manager First Team CAFC

Colin Turner CPC Colin chaired the meeting

Alan Townsend CPC

Val Horler CPC

Keith Evans CPC

Andy Conn CPC

#### **1. Discussion of Costs and Fees**

1. CT stated that a charge of £35 per match was reasonable, given the costs incurred by CAFC (with reference to the CPC 2015/16 Income and Expenditure and Balance Sheet circulated prior to the meeting) and fees charged elsewhere in the area, such as £55 and £85.  
JH replied that these higher fees would include payment for services such as putting up the goals and that fees had been increased from £27 to £35 in one year. CAFC could not afford this increase.
2. DW and KR referred to the amount of grass cutting done by CAFC. CAFC reps did not think that any of the CPC grass cutting contract costs should be paid for by CAFC.
3. JH proposed that CAFC should cover changing room costs, which he had calculated in an e mail (Winter 2016) as £800 plus. He accepted that electricity and water costs should be included.
4. CT raised the issue of maintenance and costs not being covered by this offer.  
H, KR and DW replied that these costs were for the Playing Field as a whole, and therefore for the benefit of everyone in the parish. CAFC could not take on costs previously offset by tennis fees, which had ceased.
5. JH expressed the view that repairs to the Changing Rooms (eg showers) should be paid for by CPC, but that CAFC should pay for improvements (see below).
6. AT and CT asked what CAFC would be prepared to pay for their use.  
JH repeated the figure of £800 plus (see above.)
7. There was general support for payment annually by CAFC (whatever the amount), rather than payment per week or per match. JH suggested that this could be done by direct debit.  
(See actions.)

#### **2. Dog Fouling**

1. This was agreed by all to be a serious problem, particularly with increasing use of the playing field by young footballers. KR reported that he had been verbally abused when trying to stop dogs from fouling the pitch.
2. CT pointed out measures already taken by CPC – notices and dog bins.  
JH saw this as an additional reason for railing the pitch, which might at least remind dog owners that they should not let dogs run onto the playing area.
3. CPC to consider larger and amended notices on dog fouling, referring to increasing use of the site by youth teams. (See actions).

#### **3. Litter**

1. All were very concerned about litter on the Playing Field and people from both CPC and CAFC reported that they were regularly picking up.
2. CT reported that CPC was still trying to find a volunteer to replace the late John Webb.
3. CT also reported that CPC had organised a litter pick to take place on Saturday 4<sup>th</sup> March (next Saturday!) commencing at 09.30 at the Highbury Playing Field. CPC was asking for volunteers, including any CAFC members who could attend. (See actions.)
4. CPC reps also referred to the community payback scheme, which would start in July.

#### **4. Changing Rooms - Management**

1. It was agreed that there was merit in the idea of CAFC running and funding the changing rooms, under an agreement. However CPC reps thought that this would not be acceptable to the Playing Field Trustees. (See actions)

#### **5. New Shower in the Away Changing Room**

1. JH explained that current standards required 3 showers for each team.
2. CT reported that CPC had sought costing for an additional shower in the Away Team Changing Room. However, Darren Wilkins had recently advised that the electrical supply to the showers was hardly sufficient for current use and would be likely to fail if a further shower was added.
3. CAFC reps asked that an estimate be obtained for works to upgrade the electricity supply, as well as the 3<sup>rd</sup> Away Team shower. (See Actions.)

#### **6. Alterations to the Changing Rooms**

1. JH outlined the proposals, which had previously been discussed with CT and reported to CPC. Improvements were needed, particularly to accommodate the child protection requirements of youth teams. These would consist of a new door into the Changing Room and internal sub-division to create a safe area for youngsters. CAFC were interested in raising funds And carrying out this work in stages, as their shed project was completed (see below). CAFC were hoping to see a new changing room at Butleigh, which was reported as a good model.
2. CT explained that CPC supported this in principle, subject to drawings being prepared by CAFC. AT explained that drawings would be needed to bid for any grant money that might be attracted to CAFC or CPC for this project. (See Actions.)

#### **7. Cleaning of Changing Rooms**

1. There was a robust discussion about the Changing Rooms. CT, VH and KE were concerned about cleanliness, whilst CAFC reps considered this to be quite good for a football club changing room.
2. JH suggested that prior notice (7 days) be given of any use of the Changing Room by a 3<sup>rd</sup> Party, so that CAFC could clean it more thoroughly if needed.

#### **8. Condition of the Football Pitch surface**

1. It was agreed that this was poor and had been worsened by water spread onto the pitch during a nearby fire, which had removed topsoil.
2. JH reported that an estimate for improvements had been obtained from Pennys by CAFC, of about £27000. However, this was subject to caveats about what earth moving on the site might reveal and CAFC needed a firm quote before proceeding.
3. JH also reported that changes to Football Association grant funding rules had made it less likely that this project would attract funding in the near future.

#### **9. Railing Off the Pitch**

1. JH favoured this as a way of protecting the pitch from dogs etc.

## **10. Junior Pitch and Child Protection**

1. CT asked whether a junior pitch could be accommodated across the main pitch, or whether a separate pitch was definitely need.
2. KR explained that CAFC could work with dual use for a year or two, but if youth teams were expanded as hoped (teams for each age group), a separate pitch would be required in 2 or 3 years' time.
3. JH explained that CAFC had commenced preparations for developing youth football. He had attended a training course including child protection and KR was due to soon. These preparations were likely to cost over £500, so fund raising was under way.
4. AC asked that CPC see copies of DBS clearances, given the concern about child protection and the involvement of CAFC as landlord for the pitch and changing rooms.
5. JH agreed to supply photocopies to CPC.
6. CT suggested that it would be a good idea to mark out the pitch area in some way. CAFC would need to consider how vehicle access to the Playing Field could be maintained via the lower gate.
7. KR reported that the minimum area would be 46 by 36 yards, based on a pitch area of 40 x 30 yards for an under 7s group, plus a surrounding safety area.
8. CT reported that CPC was considering development of a bike / pump / BMX track. Currently, the most likely location for this was considered by CPC to be between the edge of main football pitch and the rear boundary of the Playing Field. It would be helpful if the area needed for a junior football pitch was marked.
9. JH thought that it would be useful to check PFA guidance on use of playing fields for bike tracks. This was agreed

## **11. Covered Spectator Area**

1. This was discussed on the pitch. JH explained that CAFC would like to provide some cover for spectators, particularly parents of youth teams. This could consist of a frame and tarpaulin shelter, between the shed and the Changing Rooms. This would probably be pursued once the shed was finished, so probably for next season.
2. CAFC reps explained that work on the shed had been delayed due to problems with a carpenter. However, doors were now being made and a quote received for the rendering, which was due to go ahead when the weather improved.

## **12. Hard Court Rebound boards**

1. JH explained that CAFC had not replaced boards as they thought that CPC wanted to replace the wood with something longer lasting.
2. CT reported that the chairman of CPC was obtaining costings for use of rubber conveyor belt material, which should be very durable.
3. In discussion about vandalism, CT explained that CPC had stopped locking the hard court, due to damage to the fence and an injury to someone climbing it.
4. JH suggested that, as the hard court was unlocked it might be feasible to do away with the fence and kickboards completely. Food for thought!

## **13. Future Contact**

1. KE suggested that more regular meetings would help with communications and project planning.
2. It was agreed that a meeting on Saturday 27<sup>th</sup> May 2017 would be helpful.

## **14. Actions**

- 1. CPC to reconsider charges for the current season and respond to CAFC**
- 2. CFC to consider larger and amended notices on dog fouling, referring to increasing use of the site by youth teams.**
- 3. All Litter pick Saturday 4<sup>th</sup> March 09.30 at Highbury Playing Field Car Park.**
- 4. CPC to check whether the Trust rules for the Highbury Playing Field would allow transfer of the management of the Changing Rooms to CAFC**
- 5. CPC to request quotation for (a) improvement of the electrical supply to the Changing Room and (b) installation of 3<sup>rd</sup> Shower in the Away Changing Room and share this information with CAFC.**
- 6. CAFC to prepare drawings for Changing Room improvements and provide copies to CPC for approval, prior to work being commenced.**
- 7. CAFC to provide additional cleaning of changing rooms, if notified by CPC about use by a 3<sup>rd</sup> party.**
- 8. CAFC to supply copies of DBS certificates for youth football leaders to CPC (clerk) for information.**
- 9. CAFC to mark out an area (mark corners) for a possible youth pitch, including allowance for vehicle access through the lower gate to the Playing Field**
- 10. CPC to check PFA guidance on use of playing fields, with reference to the idea of a bike track.**
- 11. CPC to pursue replacement of rebound boards at the hard court.**
- 12. All – Meeting on Saturday 27<sup>th</sup> May 2017 at 11.00**