

**Minutes**  
**Houghton Field Association Committee meeting**  
**The Pavilion**  
**7.30pm Monday Oct 26th 2015**

**Present**

Steve Goodman, Hazel McSweeney, Mike Welsh, Ollie Franks, Graham Walker, Ian Hill, Barbara Scase, Simon Thodey, Linda Pickard, Adam Flanagan, Iain Munro

**1. Chairman's welcome and apologies**

- a) SG thanked everyone for coming.
- b) Apologies – Sue Sutton, Dave Wood, Euan Johnson, Clive Spencer, Jim Funnell, Ollie Franks,

**2. Minutes**

- a) There were no matters arising from the minutes of the previous meeting on 29.06.15 that were not covered in the agenda for this meeting.
- b) The minutes of the meeting on 26.06.15 were approved and then signed by SG who will pass them to Dave Wood for upload to the website. Proposed by MW and seconded by ST.

**3. Action Log**

Review of action log of agreed actions from meeting on 29.10.2015 and ongoing progress of actions:

- i. Booking calendar constructed by MW ready to use.
- ii. Lots of rubbish and redundant equipment in garages, pavilion and on the field.
- iii. Football festival – see below.
- iv. Pavilion replacement – see below
- v. Hedges and borders – one cut carried out on worst areas by contractor
- vi. Pitch drainage – first stage complete
- vii. Padlock and chain for big gate to play area fitted.
- viii. Repairs to play equipment still need doing by Wicksteed.
- ix. New waste bin still needed in playground the current one is too small and has no top.
- x. Spring has been fitted to one gate and is satisfactory. Same spring and setting to be used on the other small gate.

**Actions**

- i. SG to send email to committee members to enable access to booking calendar. Agreed not worth purchasing software as used by VH.
- ii. AF will set up project to remove all rubbish and redundant equipment
- iii. SG will ask EJ and CW to report on plans for football festival by next meeting.
- iv. BS to arrange playground repairs with Wicksteed – they have already quoted for this work. She will also look into replacing current waste bin with one similar to the bin at the field gateway.
- v. Repairs needed to playground mound. Quote obtained and application made to HDC for grant to cover 50% of cost.
- vi. IH will fit spring to the other gate.
- vii. SG to talk to contractor about further cutting of field borders and hedges.

**4. Finance**

- a) Cashflow in line with previous forecast but income up by £1,100 compared to last year mainly due to talent auction proceeds.
- b) HFA current account £4,052 in credit. Parklife current account £3,500 in credit

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- c) Football costs will be lower than last year due to less games being played. Costs being monitored to ensure that fees charged will cover these costs.
- d) Quotes for insurance will be obtained from other brokers to check value for money from current broker.
- e) Bar – from this year’s experience it is clear we can only serve draught beer/lager at big events – i.e., Scarecrow festival. Waste is too high at smaller events. Also we will have to solve the problem of cooling the store to serve draught in the summer.
- f) Agreed worth exploring the possibility of running bar as joint venture with Rose & Crown or other local pub.
- g) PC grant drawdown - £160 on hedge trimming, £881 on external decorating spent so far. Balance remaining £1,127. PC are flexible on what we spend this money on provided it is repair/renewal/maintenance. We will lose any balance of the grant not used by 31.03.16.

**Actions**

- i. SG to obtain insurance quotes from other providers.
- ii. SG to approach Steve Bright re. bar joint venture

**5. Revenue generation**

- a) Review talent auction – in spite of low attendance (mainly due to other unexpected events on the same day) nearly £1,100 was raised. It is hoped that a further £700 will come from Santander as match funding. Some items went for very low sums compare to the work involved in delivering the promised service. Next time talent donors will be encouraged to put in sealed bids to ensure this does not happen. Will repeat talent auction in 2016.  
Special thanks to Linda Pickard who did a great job leading this project.
- b) Further proposals for fund raising activity
  - i. Football festival – EJ and CS progressing this. Small scale event this time round possibly in April
  - ii. ParkLife event – possibly in early June – potential to combine with Big Lunch?
  - iii. Scarecrow Festival – need to check with SF committee to see if this is on for 2016
  - iv. Farmer’s market – similar to Billesdon event but hold in the Spring.
  - v. Bicester shopping trip – OBH doing this but maybe organise an HFA sponsored trip in March
  - vi. Wine tasting with cheese and wine for February?
  - vii. Apple pressing?
  - viii. Diary draw – repeat in 2016, but later.

**Actions**

- i. OF to progress application for match funding from Santander.
- ii. SG to check on Football Festival progress with EJ and CS.
- iii. BS to progress Parklife event
- iv. SG to check with Scarecrow Festival committee regarding 2016 event
- v. GT to obtain information on holding Farmer’s Market with contacts in Billesdon
- vi. LP to organise Bicester trip
- vii. LP and AF to work on wine tasting event
- viii. ST to investigate apple pressing

**6. Pitch drainage project**

- a. Additional funding was obtained from Playing Field legacy Fund which enabled the project to go ahead. The new drainage has been completed and the pitch levelled and reseeded. Pitch

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will be ready to use in August 2016. Football club have obtained some equipment that will enable them to carry out much of the ongoing maintenance themselves.

**7. New pavilion**

- a) Agreed to seek advice from Prohelp for a structural survey on pavilion. This will help committee to determine what the options are, between refurbish and rebuild, for the future of this facility. It will also tell us if there any critical immediate problems with the building. Cost is £150 for admin fee.
- b)

**8. Sub-committees - reports and proposals:**

- a) Repair and maintenance on the pavilion
  - i. ST volunteered to paint ceiling where it has been repaired. However the current shiny finish might need more work than just painting over so he would check this out before proceeding
  - ii. Other suggestions made - outside, need lighting on front of the building, chairs need replacing, new tables, matting to absorb wet and mud between door and hatch, racking in end changing room for storage. These will be reviewed when we have the results of the structural survey.
- b) External environment
  - i. AF organising phased clearing up of all rubbish and redundant equipment. **Action** – SG to contact JF to see if cricket club want the old roller and another piece of ground care equipment.
  - ii. Offer to close gate in evening from local resident has been withdrawn.

**9. Village organisations**

- a) Parklife – playground inspection to be carried out in November. Programme of repairs where needed will be put in place and implemented after that.
- b) Football – some training sessions having to be run offsite with first team pitch not available. Have achieved Chartermark which will help with applications for grant funding. Seniors running only one team this season. Now in District League and have had strong start to season.
- c) Tennis Club – Have been granted longer opening hours for summer matches so as to be able serve post-match teas to visiting teams. Playing numbers down a bit, but junior coaching numbers holding up.

**AOB** – Date of next committee meeting is 18th January 2016 at 7.30pm in the pavilion

Signed

Date 18.01.16



Steve Goodman (Chairman)