

Minutes
Houghton Field Association Committee meeting
The Pavilion
7.30pm Monday Jan 23rd 2017

Present

Steve Goodman, Geoff Thomas, Simon Thody, Barbara Scase, Hazel McSweeney, Ian Hill, Ollie Franks, Adam Flanagan, Iain Munro, Ann Sleath (in place of Peter Ashby).

1. Chairman's welcome and apologies

- a) SG thanked everyone for coming.
- b) Apologies – Linda Pickard, Jim Funnell, Euan Johnson, Clive Spencer, Mike Welsh, Graham Walker, Peter Ashby.

2. Minutes

- a) There were no matters arising from the minutes of the previous meeting on 03.10.16 that were not covered in the agenda for this meeting.
- b) The minutes of the meeting on 03.10.16 were approved, subject to correcting one small typing error - proposed by EJ and seconded by ST.

3. Action Log

- a) Review of action log of agreed actions from meeting on 03.10.2016 and ongoing progress of actions:
 - i. Section 106 funding – response required from HFA to draft produced by IH, with evidence of need provided wherever possible. SG committed to doing some work on this.
 - ii. It had been decided not to proceed further with replacing paving slabs. This would be expensive and currently broken slabs did not protrude more than the legal requirement.
 - iii. Play equipment – inspection due, which will BS will arrange and will be present for.
 - iv. Talent auction postponed. Will revisit this for later in the year possibly in partnership with Menphys.
 - v. Some progress made with rubbish removal for the field. Now need to start clearing the garages. Suggestion for Spring Clean day with volunteers from the main users of the field. Date to be set for early April – SG, IM, AF and OF to get this set up, plus Andy Ford who knows what equipment needs keeping and what can be disposed of.
 - vi. Boiler and fire extinguishers have all been serviced

4. Finance

- a) £4,000 reserve has been accumulated and will be kept for any vital emergency expenditure.
- b) First half of 2016.17 season's football pitch hire fees received
- c) Tennis club rent review due as provided for in the lease. Rent will increase to £48 per month.

5. Pavilion project

- a) Estimated costs for a new pavilion, slightly bigger than current building and similar construction are £500,000.
- b) Planning permission costs are estimated to be up to £7,000. General opinion was this was a bit high. OF will check this with an architect he has used.
- c) IH said the NP working party had discussed this with Davidsons and they might be willing to assist – i.e. putting down a base whilst they are working on their housing development.

Minutes
Houghton Field Association Committee meeting
The Pavilion
7.30pm Monday Jan 23rd 2017

- d) We need to be mindful that public buildings are subject to stringent rules and regs which a new building must conform to. This reinforces the need for experienced project management to be involved.
- e) AS asked about the type of construction that could be used as a more pre-fabricated construction could lower costs. IM stated that the Football Foundation do have modular changing room system. OF will ask about this when he talks with his architect.
- f) Although all current regular users of the pavilion have been consulted, we will need to carry out a consultation with the wider village population. IM suggested this could be done through village organisations rather than tackling all the individual households

6. Revenue Generation

- a) A joint “Fun Run” event for children will be held on July 8th in partnership with Menphys. Houghton School also interested to be involved as this supports the “Run a Mile” initiative. Village organisations will be invited to have stalls at the event and we will run a bar and offer food. OF said he could get Santander match funding of up to £500 against what we raise from the event.
- b) No word yet as to whether there will be a Scarecrow Festival in 2017.
- c) Need to check if Junior Football are planning to go ahead with a football festival event in Spring 2017.

7. Pitch drainage project

- a) IM gave thanks to SG & GT for their input with the administration regarding Sport England.
- b) The spoil from the removal of top surface was used to create a bank and this saved money. A primary and secondary drainage system was put in which will reduce the need to cancel matches. The delay in completion was due to weather conditions preventing the slits to close over. Pitch is now very good. With the next year’s growth of grass it will be even better and hard wearing.
- c) There is a maintenance schedule that will need to be adhered to – weed killing, surface dressing etc.
- d) Slight overrun of costs – approx. £300 – including cost of notice to recognise Sport England funding will be shared between the football clubs and HFA.
- e) FC have been good at accessing rural grants and now need a suitable tractor for the roller and also a rotary mower to help remove grass from around posts.

8. Sub-committees - reports and proposals:

- a) Website has now been brought up to date. Thanks to Dave Wood for doing this. This will help with grant applications as it shows we are on top of things. AS asked if Thursday Group could be included in list of users. SG will look into this.
- b) PC have agreed a contract for general mowing of the field in 2017/18 which the PC will pay for. HFA have been given details of the contract so this will help with managing the contractor. AS said that it was not usual for PC’s to be involved in grass mowing in this way. SG said that because the field belongs to the village the PC’s involvement ensures that everyone contributes something to the basic maintenance of a village asset.
- c) The PC have agreed a grant in 2017/18 of £1,000 to cover the costs of hedge trimming and the removal of the old floodlights. Thanks to the PC for their continued support.

Minutes
Houghton Field Association Committee meeting
The Pavilion
7.30pm Monday Jan 23rd 2017

- d) The LRS Fund Raising workshop run in pavilion at the end of October was useful and Annette is a useful contact for help with grant applications. One key point is the need for us to carry out a consultation with the village for a project as large as a new pavilion.

9. Future of HFA committee

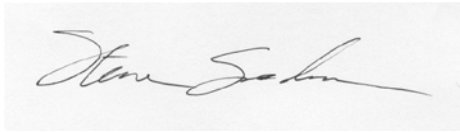
- a) SG asked that the question of whether the current committee structure, which has been the same for 50 years was fit for what is needed in the future, particularly with the resources that would be needed to make a success of the new pavilion project. This is to be discussed further as we move forward on this project.

AOB

- a) SG will speak about the Field at the Annual Parish meeting on April 25th
- b) The black top bin is not being emptied by HDC. SG will investigate
- c) Date of next committee meeting is 20th March 2017, 7.30pm in the pavilion.

Signed

Date 20.03.17



Steve Goodman (Chairman)