

MPC Recreation Field Meeting – September 2022

**MILLAND PARISH COUNCIL**

**Chairman:** Mrs Louise Myles  
**Clerk:** Miss Viki Williams  
 21 Pease Croft, South Harting, West Sussex, GU31 5LB  
**Telephone:** 07792 498 087  
**Email:** [postmaster@milland-wsx-pc.gov.uk](mailto:postmaster@milland-wsx-pc.gov.uk)  
**Website:** [www-milland-wsx-pc.org.uk](http://www-milland-wsx-pc.org.uk)

**MINUTES** of the Meeting of **Milland Recreation Ground**, Charity no. 1073462,  
 held on **14<sup>th</sup> September 2022**

*THE PARISH COUNCIL IS THE SOLE TRUSTEE FOR THE RECREATION GROUND*

**Present:** Mrs. L Myles (LM) (in the Chair), Mr. J Parker (JVP), Mr. C Stopher (CS), Mrs. M Truss (MT), Mr. A Farley (AF), Sir J Wigram (JW)

1. **Apologies:** Mrs J Pilkington, Mrs. S Hoar
2. **Minutes of the Meeting – 13 July 2022** – Approval **proposed** Mrs. S Hoar and **seconded** Mr. J Parker
3. **Finance Report – V Williams**

a. **Payments for Approval**

Milland Recreation Field - Statement of A/cs September 2022							
Registered Charity number 1063462							
Balance brought forward 31.08.22						£18,908.36	
<b>Payments Previously Made</b>							
Date	Payments Made	Description		Net	VAT	Gross	
				<b>Total</b>	£0.00	£0.00	£0.00
<b>Payments Received</b>							
Date	Payments Received	Description					
12.07.22	HMRC	VAT Reclaim		£368.05			
14.07.22	Milland Parish Council	Maintenance Grant 1/2		£2,625.00			
14.07.22	Milland Parish Council	Repairs Grant 1/2		£250.00			
14.07.22	Milland Parish Council	Admin Grant 1/2		£275.00			
19.08.22	National Lottery	Grant - Trim Trail		£9,847.00			
				<b>Total</b>	£13,365.05		
<b>Payments for Approval</b>							
Date	Payments For Approval	Description		Net	VAT	Gross	
14.09.22	Rob Findlay	Maintenance July-August	OL88	£378.00	£0.00	£378.00	
14.09.22	Wicksteed	Basket Ball Back	OL89	£648.53	£129.71	£778.24	
				<b>Totals</b>	£1,026.53	£129.71	£1,156.24
<b>Total payments due</b>				£1,156.24			
<b>Estimated Balance after Payments</b>				£17,752.12			
<i>Ringfenced Funds</i>							
Trim Trail Funding				£10,847.00			

These Payments were Approved.

**Action: Clerk**

**4. Memorial Bench – Allan Jones**

- The Clerk reported that the bench is now in place adjacent to the flagpole on the recreation field. She noted that although the bench was paid for by the family and the materials for installation by the PC Rob Findlay gave his time to install it.

MPC Recreation Field Meeting – September 2022

- On Wednesday 10th August a dedication ceremony took place with Vicar Trish Bancroft dedicating the bench in Allan's name, friends and family attended.

**4. Wasps**

- The Clerk reported that during the installation of the bench a significant wasp nest was discovered. This was removed and the situation around that area would be monitored.

**Action: Clerk**

**5. Playground Equipment**

a. Replacement of Trim Trail – Update

- The Clerk confirmed that the Council had been awarded that £9,847 Lottery Funding.
- She presented a summary of the current financial situation:
  - Current revised Sovereign quote August 2022 - **£12,486**
  - Current Fundraising Raised:
    - Bonfire Committee - £1,000
    - Lottery Grant - £9,847
    - **Total - £10,847**
  - Outstanding Funds needed:
    - **£1,639**
  - She confirmed that she had applied for a £1,000 Chichester District Fast Track Loan but was yet to receive the outcome.
- The Clerk asked the Council to decide whether the project could proceed without a decision on the Fast Track Grant. She stated that if the Grant is not awarded the remaining cost could be covered by the Recreation Fields existing funds.
- The Council **AGREED** to proceed with the project.

**Action: Clerk**

b. Replacement Basketball Backboard

- The Clerk reported that the backboard had now been delivered and would be installed shortly.

**Action: Clerk**

**8. Date of next meeting – 09 November 2022**

Chairman: ..... Date: .....

*These minutes are unconfirmed until signed by the Chairman.*

ROSPA INSPECTION - KEY POINTS 2022			
ITEM	FINDINGS	SCORE	COMMENTS
<b>Toddler Play Area</b>			
Fence	Risk as low as possible	3	No remedial tasks
Gate	Entrapment on side(s) of the gate.	6	Adjust gate / posts / fit new rubber buffer to ensure a spacing of at least 12 mm throughout the range of the gate to remove the entrapment. The 12 mm gap also should apply on the hinge side of the gate.
	Mechanism needs adjusting	3	Adjust
Ground at entrance	Trip points on the surface.	6	Make level.
Seating	Risk as low as possible	3	No remedial tasks
Balance Beam	Risk as low as possible	3	No remedial tasks
Rocker - Bird (Toddler Area)	Surface is wearing.	3	Repair
Rocker - Bird (Toddler Area)	Protruding handles / foot rests.	3	The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes
Rotator - Small	Surface is wearing.	4	Repair
Multiplay - Toddler	Timber is decayed.	3	Check on a routine basis
<b>Open Field</b>			
Climber - Frame - Igloo	Surface is wearing.	4	Repair
Combination Basketball Post & Hotshot Wall	Fixtures loose or missing.	4	Replace
	Item is damaged.	3	Repair
	The surface is cracking.	3	Monitor
Suspended Balance Beam - Junior	There is considerable wear to the chains.	5	Replace the worn chains or links.
	Ground erosion present.	4	Consider adding grass matting to prevent wear
	Bars loose.	4	Tighten
	There are natural splits / shakes in the timbers.	4	Shakes vary. Monitor and consult manufacturer if dimensions exceed 8 mm at sections used to grip / grasp
	The free space and / or falling space contains obstacles or equipment parts that are not permitted.	4	Monitor

<b>ROSPA INSPECTION - KEY POINTS 2022</b>			
<b>ITEM</b>	<b>FINDINGS</b>	<b>SCORE</b>	<b>COMMENTS</b>
Swing - Mixed - 2 Bay 2 Junior 2 Toddler Seat	Some chain wear.	3	Monitor for further deterioration and replace before 40% wear
	Worn ground areas	10	Make good. Well maintained grass is suitable up to a free height of fall of 1.5m. Consider installing grass mats.
<b>Older Children Area</b>			
Trim Trail	Some chain wear.	3	Monitor for further deterioration and replace before 40% wear.
	Bolts Loose - this equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary decommissioning the item before the end of its operating life.	6	Consult with the manufacturer's guidance to determine suitable maintenance.
	There are natural splits / shakes in the timbers.	4	Shakes vary. Monitor and consult manufacturer if dimensions exceed 8 mm at sections used to grip / grasp.
	Timber is smashed.	5	Repair.
Goal Post - Football - Full Size	Item is damaged.	3	Monitor.
	Worn ground areas.	4	Make good.
Multiplay	Insufficient protective surfacing extent has been provided.	6	This is a newly installed unit. The free height of fall for the overhead bars requires a greater extent of impact attenuating surface - refer to installer.
	Fixtures loose or missing.	5	Tighten
	Timber is decayed.	4	Replace affected parts