

# *Ashton Keynes Parish Council*

## *Playing Fields Committee*

Minutes of the meeting held at Bradstone Pavilion on  
Thursday 5<sup>th</sup> February 2026.

**Present:** Cllr Andy Ellis (Chairman), Cllr Sam Crawford, Cllr Lou Mason, Cllr Martin Young, Peter Battrick (Booking Sec.) Mark Thomas (Cricket Club), Alan Fuller (Cricket Club Chairman), Helen Shakespeare (Tennis Club) and Nick Bentley (Tennis Club Chairman). **Meeting opened** at 7.25pm.

### **1. Public Section**

There were no members of the Public in attendance.

### **2. Apologies for absence**

Apologies for absence were received from Cllr T Romback and Cllr M Jeffrey.

### **3. Declarations of Interest**

No declarations of interest were noted.

### **4. Actions from Previous Meetings**

Minutes from previous meeting on 05.11.2025 were agreed and signed by the Chairman.

- Intruder Alarm (Bradstone) – this has now been fixed and is in good working order, however it is STILL NOT BEING SET! Reminder stickers have been placed within the Pavilion to remind hirers to reset it, and the Parish Clerk has sent an email to the regular hirers (i.e. Cricket and Football clubs) to remind them that it is a condition of AKPC's insurance that it must be set when the building is vacated, without exception.

A reminder will be incorporated into a checklist for hirers and also into the General Health and Safety Risk Assessments reviews.

**Action: Cllrs Ellis and Mason**

- Waste collections - Collection at both sites has now started but is not consistent. Old domestic general waste and recycling bins at the High Road are still being used (02/02/2026) so will be removed to prevent confusion and further usage.

**Action: Cllr Ellis**

There are currently 3 x Hills waste bins at the High Road, are they being fully used or can we revise the number of bins required at that location? Cllr Young agreed to monitor and advise.

**Action: Cllr Young**

### **5. Chairmans Report**

Following the Fire Risk Assessment (see Item 7), the main electrical circuit board at the Bradstone is in need of inspection by a qualified electrician and the emergency exit lighting needs to be fixed. There also needs to be an outside socket fitted for charging batteries in the football shed and the outside PIR lights need fixing. As per AKPC rules, 3 x quotes are needed for comparison purposes. 1 x quote is in process of being produced (site visited) and another has been requested. Need to source 1 more.

**Action: Cllr Ellis**

Discussed possibility of repairing the delay switch mechanism for the outside lights on the field gate (so they stay on for 15 minutes after locking up to allow for people to exit the car park safely). Cllr Ellis to ask electrician to look into this issue.

**Action: Cllr Ellis**

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Once the electrical socket has been fitted inside the football storage shed, Cllr Ellis to refit the entry door so it is more secure and watertight.

**Action: Cllr Ellis**

The Lotts play area fencing and gates are in need of replacement. 2 x quotes have been received and passed to the Parish Clerk as they will need full PC approval because they are in excess of the PFC Chairman's approval limit.

**Action: Cllr Ellis**

Skate Ramp removal is ongoing (as it's not just metal so previous company couldn't take away), currently looking for someone with the ability to remove/recycle/dispose of the ramp. Cllr Young may have use of a front-end loader to enable removal of skate ramp and deposit it to the Holland Handling Recycling centre in Minety in next couple of weeks. To be advised.

**Action: Cllrs Ellis and Young**

Pigeon droppings at The Lotts have been cleaned from play equipment. Brushes have been purchased and have been fitted along the top of the swings to deter pigeons from sitting above the swing seats. It was also noted that vomit had to be cleaned from play equipment.

An additional dog poo bin has been installed at Bradstone pavilion.

### **6. Health and Safety Policy and Risk Assessments**

H&S Risk Assessments and H&S & Fire Policy reviews are ongoing.

**Action: Cllrs Ellis and Mason**

#### Actions already implemented at the Bradstone:

- A first aid and incident book has been placed in the Kitchen.
- Broken/ excessive furniture that was being stored in the entrance hall has been removed.
- The two stacks of plastic white chairs have been moved outside.

#### Actions to be taken asap:

- Loose items/ machinery stored outside the back of Bradstone need to be cleared due to fire safety reasons (fire escape route) and Health & Safety reasons (prevent climbing and access to electricity pole). All club equipment should be stored inside the club's own sheds. Parish Clerk has contacted relevant clubs via email .

**Action: Individual Clubs and M Young (OSM)**

### **7. Fire Risk Inspection Reports**

Fire Risk Assessments have been carried out on both the High Road and Bradstone Pavilions. Actions/recommendations are in process of being implemented. A Fire Policy for both locations is being drafted.

**Action: Cllrs Ellis and Mason**

#### Actions to be taken asap;

- High Road Pavilion to be cleared out and deep cleaned– Parish Council has contacted the Football club via email regarding clearing of all equipment that does not belong to Parish Council. Please note that any items remaining in the building after 1<sup>st</sup> March 2026 will be removed and disposed of accordingly.

**Action: Football Club and Cllr Young**

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- Shed Storage – email clubs asking what storage individual clubs have at both High Road and Bradstone and what is being stored in each unit.

**Action: Parish Clerk has contacted clubs via email, awaiting reply.**

- Stored fuel to be removed for Fire Safety reasons.  
**Action: Parish Clerk has contacted clubs via email**
- Fire Policy - need a person of responsibility to check the fire blanket and fire extinguishers are in place and that there are no signs of tampering regularly (in between the independent annual inspections), and also to regularly test the smoke alarm (yet to be installed) is working.

**Action: Cllrs Ellis and Mason**

- The oven needs to be disconnected and removed from the High Road pavilion.  
**Action: M Young**

### Actions already implemented at the Bradstone Pavilion:

- Thumb-turn locks have been fitted to 2 x exit doors to convert them to fire doors.
- A Fire Evacuation Plan has been produced and will be placed into the new instruction Notice Board in the entrance hall.
- 2 x Smoke alarms have been fitted, one in the entrance hall and one in the Bar area.
- The out of date Fire Extinguisher has been replaced and previous one removed.

### Actions already implemented at the High Road Pavilion:

- An email has been sent to the Youth Football Club to confirm NO HOT FOOD is to be served from the High Road Pavilion. If a rental agreement is in place, YFC can sell crisps/chocolate and have tea/coffee making facilities providing all relevant documents (H&S, Food Hygiene, Risk Assessments etc) are in place.

## **8. Play Area Inspections**

### ROSPA Annual Inspection Report

The annual ROSPA inspections have been carried out on the High Road and The Lotts playgrounds. The inspection reports have been received, and Cllr Young has addressed the items marked in Orange and/or ordered spare parts as required. Two of the items (the climbing frame at High Road and the Forte at The Lotts) have already been marked 'out of use'. Quotes for replacement have been received from the manufacturers and passed to the Parish Clerk for full Parish Council consideration at their next meeting.

**Action: M Young**

### Weekly Play Area Inspections

It is a requirement of the PC insurance that the playgrounds are visually inspected weekly and records of the inspections are kept. A review of the inspections is also required to proactively monitor and resolve the issues is also required as part of the Risk assessment (being drafted).

Cllr Young confirmed he is carrying out the weekly inspections but, as there is no internet signal at the playgrounds, he is still completing the paper checklists and passing these to the Parish Clerk for storage. Cllr Young does not want to upload the information to the online system once he's back online because he feels this is a duplication of his

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(volunteered) time. Cllr Ellis offered to upload the information to the online system if Cllr Young passes the checklists to him (PFC agreed this can just be a photo of the completed checklist). Cllr Young also said there's a couple of changes required to the checklist which he will speak to the Parish Clerk about.

**Action: Cllrs Ellis and Young**

Any more volunteers so that we could have a rota for the weekly inspections because this is done on a volunteer basis (no payment) and currently falls only to Cllr Young (approx. 2-2.5 hrs weekly). Could then create a rota and add people to software to update. Nobody volunteered so possible future consideration of paying someone to complete the checks was discussed.

**Action: All**

### 9. Financial Situation

See separate Income and Expenditure information sent out with Agenda. Everyone confirmed they had seen the figures.

Proposed budget for 26/27 (details below).

Playing Fields	Projected 2025/26	Proposed 2026/27	
Cleaning	£1,600.00	£1,600.00	
Electricity	£3,200.00	£2,200.00	Awaiting a credit for overcharge.
Water	£50.00	£200.00	Charges have been higher in previous years.
Oil	£564.00	£0.00	
TV Licence	£175.00	£190.00	
Waste Collection	£1,275.00	£2,700.00	
PAT Testing	£100.00	£100.00	
Fire Safety Inspection	£80.00	£80.00	
Repairs/Maintenance	£1,500.00	£1,500.00	
Play Safety Inspection	£276.00	£290.00	
Supplies	£626.00	£700.00	
<b>TOTALS:</b>	<b>£9,446.00</b>	<b>£9,560.00</b>	
Income	£3,000.00		

NB These are for info only as the full Parish Council have already approved the finance report.

Peter Battrick confirmed there are no outstanding hirer invoices.

### 10. Actions from Parish Council Meetings

23-24/123 – Update on Play Equipment Risk assessments - ongoing.

**Action: Cllrs Ellis and Mason**

24-25/124 – Update on Parish Council storage.

Keys for Filing cabinet and main door to Highroad Pavillion have now been given to Fiona (PC Clerk).

**Action: Closed**

25-26/058 – Roof tile guards' update.

Guards have been fitted now.

**Action: Closed**

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25-26/058b – Skate Ramp update.

The scrap removal company refused to take away the skate ramp due to it being filled with foam that is not easily removed. Costings are being sought for the removal of the ramp.

**Action: Cllrs Ellis and Martin**

Grass roller – Allan Fuller confirmed it can be fixed. It has been removed for fixing before being returned to the Pavillion grounds.

**Action: A Fuller**

### **11. New Outdoor Exercise Equipment**

Cannot make a decision about siting and erecting the equipment until the CIL committee have decided what they are doing with the Bradstone Pavillion and Grounds.

**Action: Deferred until further notice**

### **12. Oakwood Education Ltd**

Peter Battrick has received an enquiry from Oakwood Education Ltd asking if there's a possibility of using the Bradstone for the 1:1 education of SEND pupils that are unable to attend regular schooling. Max 4 pupils at any one time, during school hours, term time, for approx. 3 days per week. PFC agreed the pavilion could be used for this purpose in principal but would like further details to consider fees etc. Peter to liaise with Oakwood.

**Action P Battrick**

### **13. Booking Policy and Fees**

The Bradstone Pavilion booking fees have not been revised since 2023 and some inconsistencies between regular club users has been identified. It is important to treat all clubs fairly and keep fees in line with other village community spaces such as the Village Hall. Therefore, Peter Battrick put forward a proposal for the ongoing booking fees (see separate sheet) which would become effective on 1<sup>st</sup> March 2026. Revised fees were agreed by the PFC unanimously. Need to communicate the updated fees to the clubs.

**Action P Battrick**

### **14. AOB**

#### Pavilion Key Holders

Parish Council do not hold accurate information as to who has a key for its buildings. Tennis Club confirmed at least all of their Captains have keys for the High Road pavilion. PFC agreed to consider future lock changes to enable accurate records to be held. Use of code locks was suggested (instead of physical keys) so that codes can be changed periodically to enable greater security.

#### Tennis Club

The Tennis club confirmed that they have reviewed their clubs priorities and agreed a future improvement plan at their AGM. Their main highlights are; not re-locating to the Bradstone as part of the CIL project, not pursuing management of a Padel club if located on the MUGGA, having a multi-Phased plan to improve the facilities on the High Road. Phase 1 includes the resurfacing of the courts and replacement of the nets which they are hoping to start in August 2026. The estimated cost is £80K which they have almost reached (will fundraise asap for the shortfall). Phase 2 is updating the lighting on the courts and putting in a new hut where players can get drinks, watch the court action from etc. This is estimated to start in 2028/2029 and 100% of funds still need to be raised for this Phase, however, they are aware that some preparation work for Phase 2 could be implemented within Phase 1 such as putting in lighting cables under the courts before resurfacing. The

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Tennis Club are aware that there are further assessments such as Eco lighting impacts and costs to be considered before Phase 2 can be implemented however, they specifically wanted to raise the following now with the PFC.

- There are some trees overhanging the far courts which impacts the playing surfaces (falling leaves, the growth of moss due to excess shade and roots growing through) therefore Tennis Club sought clarification as to whether there were any known TPO's on the trees or would there be any specific objections to trimming/removing them altogether (subject to relevant planning permission from WCC) – PFC agreed unanimously there are no objections. TPO position for far trees is unknown.
- Want to improve access to the courts for pushchairs etc via a paved footpath from the High Road (during Phase 2) however, this would need to go through where the (currently condemned) play equipment is, therefore would the PFC consider relocating the play equipment from its current position when it is ready to be replaced? PFC agreed unanimously.

### Cricket and Football historical memorabilia boards

As part of the Bradstone clear out, two wooden memorabilia boards relating to Bradstone Cricket Club and Bradstone Football Club have been uncovered, one of which is broken. Discussed how best to keep the data on the boards for historical purposes but not to re-hang the boards on the walls because they don't relate to the current sports clubs within the village. Decided it was best to take a photo of the boards and display those photos together with the other historical photos relating to the opening of the Bradstone in the foyer.

### **15. Matters for the next meeting**

Pavilion lock changes.  
Oakwood Education Ltd  
Play Equipment re-siting to enable Tennis Club future plans.

### **16. Date for next meeting**

It was agreed that the next PFC meeting will take place on Thursday 7<sup>th</sup> May 2026 starting at 7.15pm at the Bradstone Pavillion.

Meeting concluded at 8.40pm.