

Update to The Parish Council 19.3.18

Horton Playing Field Project

Project aim: An attractive playing field which facilitates enjoyment for all members of the community including children, adults, groups, families and those with limited mobility. A community resource for residents that is efficient to maintain and enhances the village.

Since the January Parish Meeting there has been significant progress with the Horton Playing Field Project:

1. Communicating the Project

A social media communication group has been setup on Facebook:

Why and what is its uses?

- It is a popular medium for the demographic we need to reach (users and parents)
- Enables us to rapidly reach group members with new information, get responses and monitor who sees the information
- Currently has over 80 active members, with updates regularly read by over 60 people.
- Called "Horton Playing Field Working Group"
- Supported by email address hortonplayingfield@gmail.com
- Plus Survey software to get and analyse results of specific questionnaires

However, we are aware not everyone has access or is keen to use Internet, so this has been supported by a number of information leaflet drops to all Horton addresses + neighbouring villages where appropriate. A newsletter is produced each month and displayed in predominant spots in the village including the bus shelter and in the Post Office, as well as emailed out to those residents requesting to be on the emailing list - this was done this month and last month by Skarryn Coombes

The Horton Gazette has taken an initial article in the first issue of 2018, the project group will keep adding further articles in successive issues (with agreed updated contact details)

Three public meetings have taken place since January to get direct response, discussion and agreement on the project.

The initial event of a Pre-Easter Egg Hunt has been created, organised and advertised to take place in the Village Hall on 24th March between 2-5 PM.

The Project group have also agreed to take over the "Community breakfasts" to be held at the Village Hall and have already set dates for 8th April, 24th June, 19th August, 14th October and 9th December with profits to go to the Project.

The project group have been in contact with many local businesses as well as Supermarkets and national branded businesses, resulting in a number of quality prizes to be used for raffles, auctions and other fundraising activities – A special thanks to Lyn Taylor who seems to have a magic process of getting support from any business she approaches.

2. Constitution and formal set up of the project

A number of things are in progress after researching the various ways that community projects have been organised. The group are currently finalising the methods that are to be used, in conjunction with the Parish Council nominated representative Vickie Hobbs. Items to be agreed soon include:

- Constitution (A draft is in production by Vickie Hobbs)
- Type – Charity, or community group etc
- Incorporation of agreed form of Project committee
- Bank account (Discussed with banks, currently Nat West is selected awaiting constitution)

3. Agreeing Processes for ongoing maintenance

Besides campaigning for new and improved facilities for the playing field there is a need to improve the existing field via regular maintenance and inspection. One result of the research into the new equipment installation approvals and responsibilities of the Parish for the field has highlighted the need for regular inspections. There must be a process for arranging and recording the basics such as the weekly check and grass cutting. Compliance to the public liability protection insurance requirements is essential to protect the residents AND the parish from the possible cost of litigation resulting from any incident in the field.

As set out in the replies from the Parish Clerk in January 2018 to the initial questions from the project group – A weekly inspection of the playing field is required, with any faults that may risk public safety being fixed or the item of equipment taken out of use.

Therefore, the Parish Council have obligations to fulfil the following:

- Have a method for reporting of defects as they occur or are seen on the weekly inspection
- The ability to respond by repairing and/or placing the item out of use ASAP
- Ensure they have evidence to prove this system works to supply to the Insurance company in the event of a claim

The Project group have considered this and from our research of other play sites suggest a solution. A simple process that will not only resolve the above, but also provide a method for recording the work done:

- Demonstrate compliance to the insurance policy terms to the insurers
- An easy to understand process that enables a rota or holiday/illness absence to be covered
- A method of keeping all the relevant contact details in a known place with easy access
- The ability to prove and validate any work that is requested and subsequently invoiced
- A record of when work was commissioned and ability to follow up any outstanding issues

To keep things simple the above system just requires a paper bound notebook as a logbook, supplier contact address details, plus a new pay as you go mobile phone for taking non-urgent messages. **The phone just provides a central point and new number for receiving calls that can be used on the replacement sign, without committing the number to any single person or using some-ones existing telephone number.** The sign can contain clear notification that the number is for NON-URGENT reporting of possible problems with equipment or the field, with an instruction to use 111 or the appropriate emergency service for all urgent matters needing attention. The calls can be set to go to answerphone and be picked up at a convenient time by the nominated parish councillor, parish clerk or their substitute. The sign can also contain web and email contact details.

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