



# Longmead Field

## LONGMEAD MANAGEMENT GROUP

### Meeting Minutes

**Wednesday 19th November 2025 at 7.30pm**

Present:- Andy Brooke, Sue McGeever - Parish Clerk, Bob Hawkes, Karen Pinder, Paul Doble, Stephen Ward, Danial Lyus, Tracy Leaman

- 1) Apologies for absence:- Ed Box, Trish Slater, Peta Dayus-Jones, Ian McColloch
  
- 2) Minutes of the last meeting and matters arising:- The minutes of the 17th September 2025 were proposed by BH, seconded by SW, agreed.  
Drainage of showers - Complete  
Youth Shelter painting - On going  
Storage container emptying - Complete  
Boiler timer adjustment - Complete
  
- 3) Finance and expenditure:-  
Treasurers report and income/expenditure reports were forwarded by PD-J prior to the meeting. SM also sent a report to all prior to the meeting. The club's invoices have been sent and payments are imminent.  
SM explained what the PC requires to assess the site's annual fixed and variable costs enabling the PC to be able to budget accurately for the pavillion, pitches, BMX area, play area, MUGA, LEAP, car park, tennis courts, hedges. The group agreed to begin developing a set of Terms of Reference. A map of the site detailing the different areas is required. Each area will need a simple safety/upkeep and safety/inspection list drawn up. Checks can then be completed at regular intervals, perhaps online, and any areas requiring attention can be relayed to the PC. Examples of check lists can be found online. We briefly discussed whether the expanded scope would require changes in membership or capacity. The group agreed that everyone was happy to continue.

**Action AB Map DL Draft template and Terms of Reference.** This item will be discussed in detail at the January meeting along with developing Terms of Reference.

- 4) Pavilion and sports facilities:-  
Senior Football Club Agreement - Agreed  
Recycling Bank - **Action SM**  
An accident book - complete.  
Pavillion improvements - update Improving the acoustics is not urgent, costs to be explored  
Top soiling the football pitch - To be completed at the end of the season, before Hemyock Day.  
The football pitches may be hired to outside clubs during the summer months but should be reserved for local teams only during the playing season to help preserve the pitches.

MUGA update:- Work is progressing well. An email will be sent to the contractors asking if additional line markings can be added at this stage. A booking system is currently being set up. When booking the lock code will be generated once the payment has been received. Until the booking system is running 2 combination padlocks will be purchased. Tennis court queries will be forwarded to the tennis club. Signage will be required confirming suitable footwear in the MUGA and contact details. Advertising boards on the fence, both inside and outside would generate income.

- 5) Longmead Environmental Action Project (LEAP) Report
- 6) Skate Park -No update
- 7) Any other business - BH asked some health and safety questions, enabling the tennis club to complete a risk assessment for the courts.

Date of next Meeting:-  
Wednesday 21st January 2026 at 7.30pm