



Longmead Field

Longmead Management Group

Meeting Minutes

Wednesday 21st January 2026

Present:- Stephen Ward, Bob Hawkes, Andy Brooke, Karen Pinder, Daniel Lyus, Peta Dayus-Jones, Tracy Leaman

- 1) Apologies for Absence:- Ian McColloch, Trish Slater, Paul Doble, Sue McGeever
- 2) Minutes of the last meeting and matters arising:- The minutes of 19th November 2025 were proposed by AB, seconded by KP and agreed.

Youth Shelter Painting - Ongoing, when the weather improves.

Recycling bank - DL to review agreement and send to all.

- 3) Finance and Expenditure

Financial update:- The group expressed a preference to pass all finances to the PC, with a financial update sent before each Longmead meeting. It was noted the cleaner would have to be paid promptly.

- 4) Pavillion and Sports Facilities

MUGA Refurbishment Update

SW provided an update on the MUGA refurbishment. The contractor has experienced delays due to weather and seasonal constraints. Concerns were raised regarding inconsistent communication and work being undertaken in unsuitable weather conditions. It was confirmed that **payment will not be made until the works are fully completed and the Parish Council is satisfied with the outcome.**

It was agreed that clearer and more regular communication from the contractor is required, even where there is no progress to report, to reduce uncertainty for users.

Action: PC to continue to withhold payment until works are complete and acceptable; contractor to be asked for regular progress updates.

Terms of Reference (ToR) – Scope and Purpose

DL presented draft Terms of Reference for the Longmead Management Group,

developed following the previous meeting. The group discussed and agreed the following key principles:

- The Group acts as an **advisory body to the Parish Council**, with no delegated authority unless formally agreed.
- The Group's role is to support the safe, sustainable, and effective operation of Longmead by providing local knowledge, identifying issues, and communicating costs, risks, and priorities to the Parish Council.
- The ToR should emphasise **support, communication, and coordination**, rather than operational responsibility for contracts or budgets.

Scope Amendments Agreed

The scope of the site was clarified and amended to include:

- Pavilion and associated facilities
- Football pitches and pitch-related equipment
- Tennis courts, including surrounding shrubs
- MUGA
- Boules court
- Skate park (current and future)
- BMX / pump track
- LEAP area (defined as land outside the concrete path, including areas along the stream)
- Three car parking areas
- Hedges, ditches, and boundaries
- Stream
- Site entrance and fixture / notice boards
- Two shipping containers and site machinery

The term **“surrounding land”** will be removed for clarity.

Action: DL to update the Terms of Reference to reflect agreed scope changes.

Site Map

AB presented a site map to support clarification of boundaries and areas of responsibility. The map will be used as a working document to support allocation of areas for checking and oversight.

Action: Site map to be retained and referenced alongside the checklist system.

Checklist and Inspection System

The Group discussed the need for a **formalised inspection and checklist system** to ensure:

- Regular checks of defined areas
- Clear recording of inspections and dates

- Identification and escalation of safety, maintenance, and compliance issues to the Parish Council

It was agreed that:

- Individual members will be assigned **primary responsibility for specific site areas**
- Responsibilities will focus on **checking, recording, and reporting**, not resolving contractual matters
- Immediate safety issues should be escalated promptly to the Clerk
- A paper-based system will be trialled initially, with a view to moving to a digital/app-based system after approximately six months

Action: DL to update checklist documentation and propose a process for allocating areas to members.

Contracted Services and Compliance

It was agreed that responsibility for contracted services (e.g. cleaning, utilities, suppliers) remains with the Parish Council. The Group's role is to **identify and report issues**, not to manage contracts.

Fire, alarm, and safety testing across Parish Council premises should, where possible, be coordinated to reduce costs.

Action: DL to remove cleaners from the Group's responsibilities within the ToR and reflect reporting-only responsibilities.

Advertising and Income Opportunities

The Group discussed the potential for future advertising boards around the MUGA and other suitable areas once refurbishment is complete. Any income generation and revenue sharing arrangements will be considered at a future meeting.

It was confirmed that the previously requested clearance of advertising boards has been completed.

SW suggested the robot grass mower could be returned, contract depending, if it is not doing the job required. The mower tested previously could then be reconsidered

- 5) Longmead Environmental Action Project (LEAP) Report - None
- 6) Skate Park - None
- 7) Any other business - Items not requiring decisions

SW to check the green roof and consider solar panels.

The hire costs of the pavillion and MUGA could be increased by £5.00 per hour

BH made the group aware of some behaviour issues near the village hall.

Date of next meeting:- Wednesday 15th April 2026 at 7.30pm