

**BURES SPORTSGROUND COMMITTEE**  
**Minutes of the Sportsground Committee Meeting**  
**held in the Garrad Room Bures Community Centre 12<sup>th</sup> January 2023**

**Present:** Cllr G Jackson (Chair), Cllr T Saer, Cllr L Norton, Cllr S Pentney, Cllr M Welch, Cllr R Shackell, Cllr D Monk, Cllr B Raymond. Charles Revell (Bures Football Club) Chris Crace ( Bures Cricket Club, Philip Gough Bures Tennis Club. One member of the public

Permission granted under chair's powers to add 14d System of payment of invoices via BACS to the agenda.

**1.1.23 Apologies for absence** None

**2.1.23 Register of Interests and Dispensation Requests** Cllr T Saer – ongoing interest in the Hobby Horse Refreshments kiosk.

**3.1.23 Public Forum** No issues raised

**4.1.23 Minutes** Minutes of the meeting of 10<sup>th</sup> November 2022 confirmed and signed as a correct record.

**5.1.23 Matters arising**

- a. **Recycling credits** – The sum of £658.15 has been refunded by Bures Scouts. Payment was made erroneously by Babergh DC to the Scouts rather than the Sportsground Committee. The next payment will be received in March.
- b. **Private security** – Kyle Porter of Titan Security has yet to send a form for completion in readiness should the Sportsground Committee require Titan's input over the Summer months.

**6.1.23 Football Club Matters** Mr Revell informed the meeting that Warren Skeggs had reminded the treasurer to pay the CCTV invoice. The gate code was shared with Cllr Jackson and will be shared with a new clerk when appointed. Permission was confirmed as given by Bures Cricket Club for the use of part of the cricket field for football training.

**7.1.23 Cricket Club Matters** No issues raised.

**8.1.23 Tennis Club Matters**

- a. **Sports Courts Project - Funds** – Sufficient funds have been raised or earmarked for payment for the project. Total is £35,001.44 which is just short of the total including VAT. of £37,642.80. The Binder coat to add life to the new

surface is also affordable at a cost of £1,644.00. However, the original quote did not include lines for sports other than tennis. The additional cost will be £1,150. It was agreed to ask BMF who had asked whether further funds were needed, if they are in a position to contribute to this. Babergh will release the Community Development Grant when they receive the invoice from the Sportsground Committee. Melanie Barratt, Babergh District Councillor's Locality budget sum of £250 and the second Recycling credit sum are due to be received in March. Premier Sports Surfaces require a deposit payment of £9,410.70 to be paid now. It was proposed by Cllr Saer and seconded by Cllr Norton and agreed by the meeting, that this sum be paid by BACS. A further quote of £22,348.00 + VAT to replace the fencing was dismissed as unaffordable. It was agreed that the top net fencing needs replacing and a quote for this be sought.

**Work** – The agreed date for commencement of the work is 6<sup>th</sup> February. The Tarmac will be laid the following week (half-term). This agreement was made with Louise Saunders and may be subject to change. Cllrs Jackson and Welch and Philip Gough from Bures Tennis Club met PSS Operations Manager Brian Licence on site on Monday 9<sup>th</sup> January. It was agreed that lorries could use the path and re-enforced grass to allow unloading closer to the courts. Cones are needed for the car parking spaces next to the gate. These are currently in the grey shed. A small compound for a skip will be set up alongside the path at the corner by the courts. Preparatory work including the removal of roots and surface moss will take a week. The finished surface will be marginally higher than at present with a slight camber to allow run off in wet weather. Lines for tennis, pickle ball, basket ball and netball will be added. The three latter to be such that league tennis is possible. The dark green colour coat, lines and binder coat will be applied in the Spring. It was also agreed that the new net posts be dark green.

Mr Gough suggested that a maintenance agreement be arranged with PSS as it is important to ensure the surface remains in good order. This will be costed before the next meeting.

Mr Gough thanked the Cllr Jackson for her work in applying for grants to enable this project to become a reality.

- b. **LTA membership** - Suffolk LTA are keen that Bures rejoins the association. Sally Gooch, Suffolk LTA Safeguarding officer is very willing to visit to advise. It was agreed that, subject to Bures Tennis Club being able to benefit from the LTA insurance scheme, the club or and the Sportsground Committee would join Suffolk LTA.

**9.1.23 Pikes Marsh play area**

- a. Maintenance checks had been carried out by Cllr Saer.

**10.1.23 Correspondence** Sue Pownall, Clerk to Bures Sportsground resigned on 25<sup>th</sup> November with effect from 31<sup>st</sup> December. Cllr Jackson presented her with a card and flowers on behalf of the committee. Other work commitments were making it difficult for Ms Pownall to fulfill the role.

The post has been advertised again with a closing date of 18<sup>th</sup> January.

**11.1.23 Events / Bookings**

- a. **BMF 2023 Hire form** - Cllr Jackson met Peter Harries and George Bruxner of Bures Music festival to discuss the agreement specific to BMF. There is now a commitment by BMF to have personnel on the gate during set up and taking down when the refreshment kiosk is open. This is for safety reasons. The refreshment kiosk will be open from 12 to 5 on the days in question. The gate is to be closed between vehicles. The fee of £800 was agreed but it was questioned as the impact on the sportsground for other users is a week which would be £1,050 if the £150 per day fee was applied. Cllr Welch proposed and Cllr Shackell seconded that the BMF Hire form be agreed. All councillors were in agreement.

**12.1.23 Draft Budget**

Following the decision made by Bures Hamlet and Bures St Mary Parish Councils to reduce the precept to the Sportsground Committee the amended 3 year draft budget 2023/24 - 26 was presented for approval. It was proposed by Cllr Shackell and seconded by Cllr Pentney and agreed by all present.

**13.1.23 Audit matters** All present agreed to the referral to SBA for external audit.

**14.1.23 Finance**

- a. Finance & Budget Monitoring Report – circulated
- b. The bank reconciliation report and verifying bank statements previously circulated were signed by Chairman and non signatory member.
- c. The meeting received a request from Robert Chambers, contract holder for grass cutting, to be paid by BACS and to increase his fee from £120 to £140 a cut. This was agreed by all present.
- d. Cllr Jackson asked that the meeting agree the system in operation by BSMPC for payment by BACS. This requires the invoice and the BACS payment from the

bank account be signed by two councillors. Cllr Saer proposed and Cllr Monk seconded and the meeting agreed that the new system be adopted.

### **15.1.23 Sports Ground Inspections and maintenance**

- a. **Councillor's report** – Cllr Pentney was thanked for her detailed report. Included in the report was the puddle on platform of toddlers climbing frame. Cllr Welch had contacted Wicksteed, manufacturer of the equipment who have requested photographs before responding. Some items will need attention in the dryer months.
- b. **Items raised from previous inspections.** Nigel Norton has been asked to lower corners of surfacing under bars previously reported as a trip hazard.
- c. **Play Inspection Company report** - previously circulated to members. Report has been shared with Nigel Norton, contractor for inspections. Surfacing under bars the only medium risk item. All others low or very low.
- d. **Car park fence** - A further section of the fence had been knocked and the posts shown to have rotted at the base. The bin will be fixed to a nearby pole. A new liner is needed. Members discussed the type of fencing and the possibility of laurel hedging as planted on the playground side of the car park. Further investigation will be made into whether a hedge is feasible. It was suggested that a fence may not be needed once the hedge is established.

### **16.1.23 To report on Contract works**

- a. To report on works completed: no grass cutting since the last meeting, grounds maintenance – bins emptied.
- b. Operational Inspection reports - circulated

### **17. Brief information & exchange for next agenda items**

Cllr Norton asked that the fencing for the Recycling area be included in the 2023-4 project.

Date of next meeting: to be held at Bures Community Centre, Nayland Road at 7.30pm 16th March.

Future dates booked: 11th May, 13th July, 14th September 2023.