

BURES SPORTSGROUND COMMITTEE
Minutes Sportsground Committee Meeting

Thursday 11th January 2024 at 7.30pm in the Garrard Room, Bures Community Centre

Present: Cllr Jackson in the chair; Cllrs Welch, Norton, Fairbairn, Keeble-Fox, Taylor (arrived at 7.38pm), Shackell

Georgie Turner, Clerk

1.01.24 Apologies for absence Philip Gough (Tennis Club), Chris Crace (Cricket Club)

2.01.24 Register of Interests and Dispensation Requests No 'Pecuniary' and 'Non-pecuniary' interests and Dispensation requests.

3.01.24 Public Forum No items raised.

4.01.24 Minutes Minutes of the meeting of 9th November 2023 confirmed and signed as a correct record.

5.01.24 Matters arising which do not appear elsewhere on the agenda

New notices – The glazed door from the Sports Court noticeboard is damaged beyond repair and the bottom section of the frame has dropped off. Cllr Jackson has made this safe by removing the glazed door. The new adult gym notice which was removed from the tree before Christmas, has now been screwed onto the Sports Court board. How long the noticeboard lasts depends on the boarding at the back and the weather. It was agreed costs should be investigated in preparation including glass and acrylic frontages.

Research for 2024-5 project 'Increasing Access to the Skateboard Facility' - Report from Cllr Fairbairn and Keeble-Fox – Cllr Keeble-Fox reported that the layouts she has investigated would cost between £50-60,000. The Facebook post received a good response (approx. 12) with a variety of suggestions including a cycle pipe track, ramps etc. There are various options including concrete, wooden, modular but all require a concrete basis which could be done in-house to reduce the cost. Companies that were discussed were Evolutions and Bendcrete (who completed Great Notley's installation). Companies often charge for an initial plan/quote. To cater for all abilities the space required is approx. 25m x 6m, allowing an oval/circular circuit which is more interactive. Funding was discussed including Crowd Funding, Community Engagement, The Community Initiative Fund, National Lottery funding, Awards for All and Sport England. It was agreed that Playquip be contacted (as historically they have not charged for consultation) and to also look into smaller options or splitting the current ramp with additions. This would be discussed further at the next meeting.

6.01.24 Car park and Recycling area fence project

Cllr Fairbairn requested that a quote for resurfacing the car park was obtained in order to plan for the future. There is also a pothole to be addressed however it probably needs to dry out before any work is undertaken.

a. Recycling posts – The two posts have now being replaced by Nigel Norton as agreed at the last meeting and this has greatly improved the appearance.

b. Car park –Kevin Baxter has advised that the repainting of the yellow lines and “Keep Clear” next to the Community Centre will be completed in the Spring when drier.

c. Fencing project – In advance of the meeting details, Cllr Jackson circulated a chronologically detailed summary from previous minutes regarding what had been discussed in the past to facilitate a decision. This was narrowed down to two options: like for like (which had lasted 30 years) or Armco (with the possibility of hedging to soften this on the pavement side). Cost, budget, space, appearance, environmental factors and The Parish Survey 2017 were all considered.

Danny Griffiths had quoted for a like for like fence (the current wooden one has lasted 30yrs+) and also for Armco. A knee rail fencing replacement plus trench for hedge would be £2,416.67 + VAT. Armco plus trench for hedging would be £3356.67 + VAT. With the reclaim on the VAT, the hedging could also be included.

G&W Fencing have quoted to supply and fit new 4” posts and rails (like for like) that are broken/missing at a cost of £1,466.00, however since Christmas further timbers have been removed therefore this is likely to increase.

It was agreed like for like would be the best option (with the opportunity to add a hedge at a later date if required/agreed) and this would come in below the budget set aside of £3,000. It was proposed by Cllr Norton, seconded by Cllr Fairbairn and agreed by all. Danny Griffiths has already quoted for this (£2,416.67 + VAT) however the cost included a trench and hedge. A new quote from Danny Griffith will be sought without the trench/hedge and an additional comparison quotes prior to the next meeting.

The wish to plant more hedging in the village as favoured by 97% of the responders to The Parish Survey 2017 can be revisited at a later date.

7.01.24 Football Club Matters – The chair has written to Charles Revel thanking him for his valuable years service as representative for Bures Football Club. Having been in contact with Warren Skeggs regarding a new representative it was suggested that Cllr Glen Taylor take on the role. This would be with the understanding that he would not be able to vote on Football Club matters.

The clerk raised the possibility of a litter pick as this had been highlighted by Scott Newstead when clear nappies from the hedges behind the club house. It would appear there is also a rolled up carpet left from the BMF behind the coronation shelter. The clerk will contact the BMF asking them to remove this.

8.01.24 Cricket Club Matters – Nothing was reported.

9.01.24 Tennis Club Matters

a. LTA membership - Insurance cover – Philip spoke to Sally Gooch, Suffolk LTA, who confirmed to rejoin the LTA, they could participate in the LTA insurance scheme. (It is no longer a requirement to own the courts in order to participate in the scheme.) The cost would be £300 per annum (£150 per court) a substantial increase on the currently insurance (renewal in August) however it provides additional benefits and supports British tennis. Philip is awaiting further details of the safeguarding standards required and training and also the risk assessments that will need to be undertaken. Philip will update further once this information has been received.

b. Maintenance – PPS Spring Maintenance and Net Winders – Nothing to report. This will be looked at in the Spring.

10.01.24 Correspondence

a. Nappy refuse - Following BSMCP receiving an email from a resident regarding nappies in the hedges near the football club house, these have been cleared. This is not the first time nappies have been found here. Initially, this was thought to be badgers however, these are in a yellow waste bin that would be difficult for badgers to access. Noah's feel this is more likely to be people removing these and then badgers dragging them into the hedges. Scott Newstead, who assisted with the clearance, has offered to source and fit a lock for Noah's. Should this happen again, it will at least rule out this being the source. The clerk has emailed the resident to update them of the situation and that it was on the agenda to be discussed at the January meeting. Cllr Jackson confirmed that there is no CCTV coverage of the hedge.

b. Emptying of recycling – Following a complaint from a parent at school regarding the emptying of the recycling bins during school drop off and parking problems result, the clerk emailed BMSDC to request that drop off time be avoided.

c. Hand sanitizer and slippery zip line platforms – An email from a parent at the school regarding the lack of sanitizer in the portaloo and the slippery zipline platforms was passed on by BSMPC. The clerk contacted MTM, the portaloo provider, and was advised that this would be topped up the first week of January and it has. The clerk and Nigel Norton looked at the zip line platforms. They are slippery, probably due to moss and some wear and tear. There are also 3-4 boards that will need replacing in Spring as they are starting to rot. Nigel offered to jet wash the

platforms as this may help. The clerk suggested she investigate anti-slip strips.

The clerk contacted the parent to advise them of the situation and that it was on the agenda at to be discussed further at the January meeting. The clerk suggested waiting to see the result of the play equipment inspection scheduled for January 2024 before agreeing any expenditure on this.

d. Disabled Parking – An email was received from a resident regarding the disabled parking in the village and the community car park in particular. They raised concern regarding there only being one disabled parking space in the car park and this being utilised by a teacher at the school for the majority of the week. Although they appreciate that the teacher has a blue badge and is therefore fully entitled to park in the disabled space, they raised the possibility of a time restriction being placed on the parking space, the use of another parking or additional disabled parking spaces being made.

The clerk contacted the parent to advise them that this was on the agenda and would be discussed at the January meeting and will now contact them again to advise that no immediate action would be taken however this would be kept under review.

11.01.24 Events/Bookings

a. Bures Music Festival 10th – 14th July Fencing Saturday 6th July clear up 15th-16th July

b. Coracle Regatta – 3rd August 2024

c. S2C – 14th September 2024

12.01.24 Finance

a. Finance & Budget Monitoring Report – It was proposed by Cllr Norton, seconded by Cllr Keeble-Fox and agreed by all.

b. To note bank reconciliation report and verifying bank statements – were signed by Chairman and non-signatory member.

c. Draft Budget – To approve revised 3-year draft budget 2024/25-6 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 presented for approval. – It was proposed by Cllr Norton, seconded by Cllr Fairbairn and agreed by all.

13.01.24 Audit Matters

a. External audit 2023-4 The clerk has written to PKF Littlejohn to confirm that the SPG wishes to proceed and requested an engagement letter.

b. Internal auditor 2023-4 The clerk signed and returned BB's engagement letter on 16th November 2023.

14.01.24 Sports Ground Inspections and maintenance

a. Councillor's report – Cllr Welch Most issues are elsewhere on the minutes. Leaves on the new courts need clearing.

b. To report on items raised from previous inspections.

c. Paving – Play Area Green Gate Nigel Norton's quote came in under £500.00 at £495.00. This came in £30.00 cheaper than a quote from Danny Griffiths and was authorised immediately as was below £500.00 (see Financial Regulations). This work has been completed to a high standard and despite the large amount of rain recently, this has remain puddle free. The yellow gate does have a large puddle and will require work in the future.

Nigel Norton has repaired the closure of the gate to the younger children's area to a high standard.

d. Pikes Marsh – Nothing to report. There has always been issues with this gate, probably as this and the surrounding fencing is not of a high quality. It was agreed that the Committee would wait to see what was highlighted in the play equipment inspection expected in January 2024.

e. Repairs/Maintenance - Trees and hedges The laurel hedge has been trimmed by volunteers. The tree work is yet to be done as the Christmas lights were in place when the voluntary work took place.

f. Volunteer tasks Cllr Fairbairn will sweep up the leaves that are currently on the tennis court surface in order to maintain the new surface in a good condition. Cllrs Norton and Jackson will patch the pothole in the car park. The Millennium Oaks will be trimmed to allow clear use of the path by pedestrians.

15.01.24 To report on Contract works

a. To report on works completed – All works completed and carried out in a timely manner : grass cutting, grounds maintenance. Grass cutting will come in over budget as already over by £160.00 however having made comparisons with other sportsgrounds (including Nayland), we have secured good contracts and cost pe cut. It is anticipated that grass cutting will probably stop now until the Spring.

b. Operational Inspection reports – These were completed and did not identify any pressing issues.

16.01.24 Brief information & exchange for next agenda items

Cllr Shackell pointed out that the bank statements still have Jenny Wright's address rather than the new clerk which may be an issue with the audit. The clerk will contact Jenny to advise accordingly.

Date of next meeting: 14th March 2024 to be held at Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked: 9th May 2024, 11th July 2024, 12th September 2024, 14th November 2024, 9th January 2025, November 2024, 9th January 2025

The meeting closed at 9.00pm.

Signed:

Chairman:

Date: