

Minutes of a meeting of the Bures Joint Sports Ground Committee held virtually on Thursday 11th March 2021 at 7.30pm

PRESENT: Cllr G Jackson (Chairman), Mrs J Wright (Clerk)
Bures St. Mary Parish Council: Cllr L Norton, Cllr S Pentney, Cllr T Saer
Bures Hamlet Parish Council: Cllr D Monk, Cllr B Raymond, Cllr R Shackell, Cllr M Welch
Also present: Chris Crace (Cricket Club) plus one member of the public

1/03/21 APOLOGIES FOR ABSENCE

Apologies received from P Gough (Tennis Club), C Holbrook (Internal Auditor).

2/03/21 REGISTER OF INTERESTS AND DISPENSATION REQUESTS

To declare any 'Pecuniary' or 'Non-Pecuniary' interests and dispensation requests.
Cllr Saer declared an interest in Agenda item 7 (a) Generating Income.

3/03/21 PUBLIC FORUM – 15 minutes maximum public participation

3 minutes for individual contributions unless agreed by the Chairman

The Chairman noted to members that she had received a number of positive comments regarding the new play equipment and fencing and along with the high standard of grounds maintenance, the area offers itself as a valuable asset to the community.

4/03/21 MINUTES

Minutes of the previous meeting of 14th January 2021 and the Extraordinary meeting of 18th February 2021 (previously circulated) were both approved as correct records.

To be duly signed following the virtual meeting.

5/03/21 COVID-19

- a) The Clerk ensures that all up to date Government Covid-19 Guidance on Management of Playgrounds continues to be circulated to members.
- b) As the football club sanitiser station had been damaged the Committee agreed that a sanitiser station for the play areas would not be followed up and users of the sportsground will be responsible for sanitising before and after using the equipment.
- c) The tennis courts and outdoor gym scheduled to be re-opened on 29th March under the current guidance timetable.

6/03/21 MATTERS ARISING FROM THE PREVIOUS MINUTES

- a) **Skateboard ramp:** The Clerk had discussed the suggestion of a joint venture with Playquip using volunteers to carry out some of the remedial work to the platforms and guard rails and Playquip making good the ramp. However this was not recommended owing to its Aftercare Guarantee and the difference in costs being minimal. The Clerk in agreement with the Chair and Vice-chair had accepted the original quotation £3,964.00 + VAT and the work was scheduled for week commencing 22nd March. Members agreed that the ramp should be on a 4 year rolling maintenance schedule.
- b) **Old roundabout project:** This was not considered a priority and item deferred until the next meeting.
- c) **Home Stable lease:** Signed copies of the 99 year lease dated 13th December 2019 received and held on file. A peppercorn annual £1 rent has been agreed with Bevills Estate Trust made payable to Bures PCC (St Mary's Church). A standing order has been set up.

d) Cricket club net: Removal of old net and concrete remained outstanding. Chris Crace, Club Chairman advised that Covid-19 restrictions and unsuitable weather conditions have resulted in the delay of the agreed work. However he confirmed that the poles will be cut off and damaged concrete removed. Chris suggested leaving the good section for a bench or barbecue to be installed on.

e) Toilet provision: An account had been set up with MTM Plant Hire for the hire of a portaloos at the carpark – delivery and collection charges £20, hire charge £25 per week from 1st April to 30th September 2021. Advisory adhesive signs to be placed on the portaloos door stating – ‘public convenience please leave clean and tidy for the next user’. Refreshment vehicle to stand alongside the portaloos and positioned to allow the main gate to be kept clear at all times.

f) A – B Climber: Cllr Saer to circulate design options of play equipment to replace the A – B Climber in the toddler play area. To be discussed at the next meeting. Following the success of the ground level trampoline in the main playarea it was considered that a second would be a welcomed asset for the toddler playarea.

g) Landing stage: EA assets team still to clarify ownership of the landing stage. No further progress to date.

h) Pikes Marsh playarea: No progress on the transfer of land ownership to the Committee. District. Cllr Melanie Barrett following up on behalf of BSMPC. Cllr Saer completing weekly visual checks of the play equipment. Nigel Norton undertaking monthly inspections as per his contract agreement.

i) Clothing bank: Two larger banks have been installed at the recycling centre to manage the continuing high volume of clothing materials deposited at the recycling centre. Cllr Norton offered to monitor and report to the Clerk when the banks were nearing full capacity.

Cllr Saer left the meeting at this point.

7/03/21 GENERATING INCOME

a) Refreshment sales: 3 Expressions of Interest shown but only 2 written interests received. It was unanimously agreed by all members present that the Expression of Interest from Tracy Saer fulfilled the needs of the trial initiative.

Cllr Saer re-joined the meeting at this point.

The Chairman informed Cllr Saer that her Expression of Interest had been successful. The Chairman also noted that members considered her request to include an element of community spirit through a donation jar for people to add funds enabling her to offer a selection of sweets and lollies on a donation basis was a very heartwarming gesture. The sale of refreshments to commence on 1st April through to the end of September.

b) Electricity supply: The Chairman had met with Lee Norton to discuss options for the supply of electricity to the refreshment wagon. A private power point to be installed with costs met by the Sportsground Committee. 2 quotations being sought. Electricity unit supply costs to be managed between Tracy Saer and Bures Cricket Club.

c) Pop-up businesses: Concerns raised regarding how to manage the pop-up fitness businesses and Boot Camps at the recreation ground.

Members felt that health and fitness classes should be supported however there were varying differences in those currently being offered to the public. If one off or 1 -1 then these should be considered on a different basis to the advertised businesses or group classes.

d) Tariffs for events: The charge of £150 per day for larger events had been agreed at the previous meeting. Macmillan Mighty Hike hire agreement signed accordingly. The BMF 2021 had been cancelled and the Clerk was currently liaising with them over the tariff charges for 2022. Smaller event charges were discussed. The Chairman noted that in the past some events such as car boots, canoe club and the caravan club had paid a small charge for use of the facilities. Sudbury to Sea to be considered as a larger event whereas the Coracle would be seen as a smaller event. Events to hire to be on an agreed 'Band' charge categorised by their land usage. Community events could be asked for a donation rather than a hire charge.

e) Fees and Conditions: Members agreed that a Fees and Conditions notice for Bures Sportsground hire was a good way forward. A draft to be prepared for the next meeting. Cllr Shackell offered to investigate suitable examples.

f) Terms of Reference: A draft Terms of Reference with an additional Point 16 – 'Bures Joint Sportground Committee is authorised to receive donations and fees for use of part of the ground' was put forward to members. This was agreed and will be presented to both parish councils at their respective meetings in March.

8/03/21 FINANCE

Business Access A/C balance: £7,067.04

Community A/C balance: £67.12 (when all cheques paid). It was noted that the figures reflected the outgoings for the fencing and trampoline project in advance of the receipt of pending grants.

a) Finance & Budget Monitoring Report – circulated, noted and attached.

b) Bank Reconciliation dated 5th March 2021 circulated, noted and attached.

Corresponding bank statements circulated, noted and attached. To be signed by the Chairman and a non-signatory member following the virtual meeting.

c) The 3 year insurance policy agreement currently held with Came & Company is due to expire on the 22nd May. Cllr Raymond to read through the policy and offer his thoughts to members on whether to proceed with the renewal.

d) Additional costs to the original quotation for the zip wire cable inspection and subsequent repairs was noted. Total cost £675.25 + VAT.

9/03/21 FENCING/TRAMPOLINE PROJECT

a) Fencing/trampoline project: The BDC funding process nearing completion. Permanent dog signage to replace the temporary signs – works in hand. Maintenance gate to be kept locked. Grass growing well through trampoline matting and edging appeared good.

b) Paved area: Works completed and all satisfactory.

c) Oak post: This had been removed to allow the paved area to be completed. The Fields in Trust and Millennium Oaks signs needed to be relocated. Cllrs Jackson, Norton, Saer and Pentney agreed to meet on site to discuss options

d) Beacon: It was agreed that the Millennium Beacon needed to be relocated from the fenced in playarea for health and safety reasons. Cllrs Jackson, Norton, Saer and Pentney to consider a new location when they meet on site as above.

10/03/21 CORRESPONDENCE

a) Suffolk Police had written offering its support again to the village for the coming summer months. A youth incident had been quickly followed up by the Clerk and Cllr Aries with the Suffolk Neighbourhood Policing Team responding well. On this particular occasion it was suggested that a follow up by the police may prevent a similar incident occurring by the same group of youngsters. Members considered there was a sufficient number of CCTV surveillance cameras and accepted that not all areas of the recreation could be covered.

Clerk to continue liaising with Suffolk Police as ASB issues arose. Plans had been set in place for the coming season through police support, barbecue slabs, toilet facilities, refreshment sales and the litter picking rota. The Government easing of restrictions would allow the litter picking group to recommence in May. Cllr Saer to follow up. Boat thefts last season had also been a concern and members should raise awareness of this. A notice to be placed in the parish magazine outlining the Committee's plans for the summer ahead.

b) A dog incident at the recreation ground had been reported and followed up by Suffolk Police.

11/03/21 EVENTS

2021 event dates circulated and noted.

Macmillan Mighty Hike 2021 – booking confirmed for Saturday 31st July with 2 set up days prior to the event. Charges agreed at £150 per day.

12/03/21 SPORTS GROUND INSPECTIONS

a) Councillor's report – Cllr Norton had circulated his report prior to the meeting.

Items to note – Sportsground in a good condition generally. Some dog fouling seen.

Timber needing repair on main door of tractor shed. Soil dropped away at corner of left hand side of landing stage. Clerk to follow up on items raised.

The Chairman reported that 2 tennis racquets had been donated for free use by those wanting to use the courts ad hoc. A supply of tennis balls will be sought. The racquets were currently located in the pickleball locker and perhaps a more suitable location would be the grey storage shed. To be followed up.

b) Items raised from previous inspections:

BBQ slabs installed, tennis court signs updated, side gate at main entrance repaired, 2 damaged posts at carpark still to be repaired. It was agreed the Clerk should request a quotation from Suffolk Tennis Courts to moss treat the tennis courts.

13/03/21 CONTRACT WORKS

a) Works completed: grass cutting and grounds maintenance. First grass cut scheduled for the coming week.

b) Operational Inspection reports – circulated and matters raised followed up.

c) Nigel Norton to attend the Routine Inspector course re-scheduled for 15th April 2021.

14/03/21 BRIEF INFORMATION & EXCHANGE FOR NEXT AGENDA ITEMS

Chairman to liaise with Cllr Saer regarding suitable safety barriers for the refreshment wagon.

15/03/21 DATE OF NEXT MEETING

Next meeting scheduled for: Thursday 13th May 2021 to be held either virtually or in the Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked 2021: 8th July, 9th September, 11th November

The meeting closed at 9.30pm

Signed:

Committee Chair

Date: