

## **Minutes of a meeting of the Bures Joint Sports Ground Committee held virtually on Thursday 14<sup>th</sup> January 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: Mrs C Holbrook (Internal Auditor)

### **1/01/21 APOLOGIES FOR ABSENCE**

Apologies received from C Crace (Cricket Club).

### **2/01/21 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 10 (c) Finance. Cllr Jackson had declared an interest in Agenda item 9 (a) at the previous meeting but advised those present that the old boundary fencing had been found to be rotten and therefore no donation to be made.

### **3/01/21 PUBLIC FORUM – 15 minutes maximum public participation**

3 minutes for individual contributions unless agreed by the Chairman

The Chairman asked the Internal Auditor Carolyn Holbrook if she had anything to raise at this point. She advised no. There were no other members of the public present.

### **4/01/21 MINUTES**

Minutes of the Sportsground Committee meeting held on 12<sup>th</sup> November 2020 (previously circulated) were approved as a correct record. To be duly signed following the virtual meeting.

### **5/01/21 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)** Disinfecting of play equipment had been completed at both play areas during July and October. Members discussed the need for continuing to disinfect. Cllr Saer suggested installing a sanitiser station for residents to use and notices updated accordingly. She agreed to follow up.

**c)** The outdoor gym equipment taped off and the tennis courts padlocked in line with current Government guidelines.

### **6/01/21 MATTERS ARISING FROM THE PREVIOUS MINUTES**

**a) Skateboard ramp:** The Chairman noted to members that the refurbishment of the skateboard had been on the agenda for two years plus and considered that a decision was urgently needed to prevent the ramp from becoming beyond repair. The Clerk had managed to obtain 2 quotes, one for complete refurbishment and one for labour only with the sportsground committee purchasing the materials. Due to the difference between the two quotations being minimal the members considered it better to go with the quotation from Playquip. There was some reservation regarding the cost of the work. The Clerk advised that £2,000 was currently earmarked and available for future play equipment and the remaining costs could be met from the 2021/22 play equipment budget.

Members asked the Clerk to investigate possible joint venture with volunteers making good the structure and Playquip making good the ramp. She would follow up and members agreed

that a final decision should be made urgently between meetings to enable the refurbishment to be completed before the Easter holidays. All members agreed on the need for a rolling programme of upkeep after the pending refurbishment.

**b) Old roundabout project:** Options to up-cycle the old roundabout continuing to be followed up. Chairman and Cllr Pentney had looked at the roundabout and considered it in a poor state with grants needed to revamp into seating and planters. This was not a priority matter and quotations to be obtained during the year.

**c) Home Stable lease:** Lease had been drawn up by Bevills Estate Trust and signed by all parties. Clerk waiting on return of signed copy for holding on file.

**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. Clerk to continue to follow up.

**e) Toilet provision:** Cllr Aries had attended the SALC on-line event on ASB in Suffolk towns and village. She had raised the topic of public conveniences and ASB. Response being that toilets were useful in tourist areas but should be locked in evenings and overnight to prevent vandalism. On behalf of the Chairman, SALC had asked other parishes to respond to a short survey. Parishes similar in size to BSM did not provide public toilets or have BDC supplied buildings. The Clerk had obtained a quotation from MTM for hire of a portaloos for 6 months of the year. £25 per week for maintenance, clean and supply of toilet tissue plus delivery and collection charge. MTM considered it prudent for the portaloos to be positioned at the carpark rather than at the riverbank. Volunteers would be needed to lock and unlock the portaloos. Members agreed for the Clerk to investigate if MTM could supply on a month's trial.

**f) Clothing bank:** CCTV captures had shown parents picking up from school in the afternoon leaving bags of clothing on the ground when bank was full to capacity. This resulted in wastage and these bags were removed by ERC to landfill. School to ask parents to take their clothing bags home when the banks were full. Advisory signs to be installed at the recycling centre.

**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.

**i) CCTV signage:** I-HT had supplied 2 extra advisory signs and these had been installed at the recycling centre.

**j) Barbecue slabs:** Painted and ready to be installed. Parish contractor had this work in hand.

## **7/01/21 FENCING/TRAMPOLINE PROJECT**

**a) Fencing/trampoline project:** The trampoline had been installed early December. Some concerns regarding the matting edge but this would be monitored as it became bedded in. Installer supplying extra pegs. The fencing had been installed early January. Temporary no dog signs fixed in place. Waiting on delivery of permanent signs. The Clerk advised members on the Grants process and was currently waiting on receipt of all paid invoices to enable her to submit the reimbursement claim.

**b) Paved area:** Clerk waiting on a quotation from Nigel Norton to slab the area leading from the side gate entrance to the fenced play area side gate. The Fields in Trust oak post would need to be moved. It was agreed the post should be removed and stored until members could give full consideration as to where to relocate.

**c) Laurel hedge:** Ken Jackson had kindly trimmed and tidied the laurel hedge ready for the removal of the adjacent damaged wooden fencing.

## **08/01/21 PADDLE BOARDING**

Two requests had been received to run a paddle boarding business from the riverbank. The Clerk had circulated the information submitted by both companies to allow a thorough consideration to be undertaken by the members. The Chairman put forward positives and negatives for such a venture and raised two questions for the members to consider – following on from last year’s decision against a business operating on the sportsground on a permanent basis does the Committee want to see a business operating on the sportsground and do members consider Bures as a tourist area? Positives – generating income for the Sportsground Committee, an adult presence on the sportsground may deter ASB, the increase of adult visitors may also help change the teenage behaviour habits, sporting activity for locals.

Negatives – could create conflict with other users of the landing stage and picnic area, issues with fisherman and the environment, increase in Clerk’s working hours, there were more visitors than could easily be managed last year – this would attract more and more cars – again last year this was a serious issue, we do not have the infrastructure to cope with it.

Members points raised – probable increase in footfall, paddle boarding may deter youngsters from jumping from footbridge, may create an increase in complaints from the public, if agreed then may set a precedence and prove more difficult for the committee to deter future business requests, increased parking issues, a novice company may be more adaptable, question on river user rights, if we had identified this as a need we would have advertised for Expressions of Interests.

The Chairman asked members for a proposal as to how to proceed. Members considered more in depth consideration was required.

The Chairman asked members to hold an Extraordinary Meeting. This was agreed. Clerk suggested that a Working Party should be set up and bring their findings to the Extraordinary Meeting. This was agreed. Working Party to comprise of 4 members – Cllrs Shackell, Welch, Jackson and Saer.

## **09/01/21 CORRESPONDENCE**

a) Concerns raised by a resident regarding the brightness of the football floodlights had been responded to by the football club who had been extremely helpful in resolving the matter.

b) The Clerk had updated the Sport England Active Places Data Platform.

c) Nigel Norton had agreed to attend the Routine Inspector Course on the 24<sup>th</sup> February at Elmswell.

## **10/01/21 FINANCE**

Business Access A/C balance: £2,212.36

Community A/C balance: £7,066.92 (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 4<sup>th</sup> January 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) Generating income: The Sportsground Committee has a number of projects identified and members considered it prudent to look at options to maintain an annual guaranteed income from its events hire of the sportsground facilities. A proportionate tariff was discussed for smaller and larger events with an option for village events to be discounted. It was agreed to request a tariff of £150 per day for larger events such as Macmillan Mighty Hike and Bures Music Festival.

Other suggestions put forward to generate income – sales of ice cream and refreshments. Following last year's discussion regarding fairness of opportunity requesting Expressions of Interest from business interests was considered sensible. Several members raised concern that this was inviting further business activity at the sportsground. Vehicular access should be deterred and refreshments could be served from the carpark area.

Concerns raised as to how members viewed the setting up of one off Bootcamps. Ice cream vendors have a Street Trader Licence and able to trade from the highway. It was agreed that the Working Party set up to discuss paddle boarding should also include refreshments when presenting their findings at the Extraordinary Meeting. It was subsequently agreed that owing to a possible conflict of interests Cllr Pentney would replace Cllr Saer on the Working Party.

Items for next meeting for consideration: a) Charging for short term parking.

b) A Fees and Regulations notice. c) Terms of Reference should reflect generating income.

d) It was agreed to accept the quotation from Playquip Leisure for £330 to fully inspect the zip wire.

e) SCC Locality Award £500 contribution to the CCTV costs received and noted.

f) The recycling centre contributions sum of £332.52 from BDC received and noted.

### **11/01/21 AUDIT MATTERS**

a) Internal Audit Review meeting held on 23<sup>rd</sup> November 2020 – Cllr Shackell, Cllr Pentney, Clerk and Internal Auditor in attendance. Notes from the meeting circulated to all members and held on file. Carolyn Holbrook, Internal Auditor advised that she would attempt to attend regular meetings of the Sportsground Committee and to keep updated of legal briefings.

### **12/01/21 EVENTS**

2021 event dates circulated and noted.

Macmillan Mighty Hike 2021 – booked for Saturday 31<sup>st</sup> July with 2 set up days prior to the event. Charges agreed under Finance 10 (c).

### **13/01/21 SPORTS GROUND INSPECTIONS**

a) **Councillor's report** – Cllr Monk had circulated her report prior to the meeting.

Items to note – Sportsground in a good condition generally. No litter or dog fouling.

Cricket Club had used topsoil from cricket net excavations to infill the uneven rutted areas on the cricket outfield. A depression in the surface near the seesaw. Clerk to follow up with contractor.

**b) Items raised from previous inspections:**

Circular table bolts repaired. Seesaw bearings repaired. Tennis court signs still to be updated.

### **14/01/21 ANNUAL PLAY INSPECTION**

a) Items raised from the report: Seat shackles repaired, projecting bolts cut back, zip wire handle repaired, fencing at Pikes Marsh repaired, gate padlock at Pikes Marsh considered unnecessary. The A to B climber in the toddler area was not meeting the full standard of requirement. Cllr Saer was concerned where funds could be sought. Clerk to follow up on available grant options. Cllr Saer to bring her ideas for alternative play equipment to the next meeting.

b) The 2021 annual play inspection booked with The Play Inspection Company – noted.

**At this point the Chairman requested the meeting to continue after the 2 hours as per Parish Council Standing Orders. All members present agreed.**

### **15/01//21 CONTRACT WORKS**

- a) Works completed: grass cutting and grounds maintenance. It was noted that the parish contractor cuts to the front of the cricket pavilion monthly as per his written contract.
- b) Operational Inspection reports – circulated and matters raised followed up.
- c) Both parish councils had undertaken a review of action on Climate Change and in particular the use of glyphosate. The contractor had trialled ‘New Way’ as an alternative in other parishes and had investigated ‘Foamstream’ but the initial outlay was too costly. Members agreed not to investigate further for the time being. The contractor to strim and edge the zip wire runway and weed pull as necessary.

### **16/01/21 BRIEF INFORMATION & EXCHANGE FOR NEXT AGENDA ITEMS**

Working Party to meet to discuss options for paddle boarding and refreshments.

Feedback to be presented at an Extraordinary Meeting of the Sportsground Committee

Date to be agreed following receipt of Working Party feedback.

Next agenda item – to consider a Fees and Conditions policy for implementing 1<sup>st</sup> April 2021.

### **17/01/21 DATE OF NEXT MEETING**

Extraordinary Meeting – date to be arranged.

Next meeting scheduled for: Thursday 11<sup>th</sup> March 2021 to be held either virtually or in the Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked 2021: 13<sup>th</sup> May, 8<sup>th</sup> July, 9<sup>th</sup> September, 11<sup>th</sup> November

The meeting closed at 9.35pm

Signed:

Committee Chair

Date: