

**Minutes of a meeting of the Bures Sports Ground Committee held at  
Bures Community Centre, Nayland Road on Thursday 8<sup>th</sup> July 2021 at 7.30pm**

**PRESENT:** Cllr G Jackson (Chairman), Mrs J Wright (Clerk)

Bures St. Mary Parish Council: Cllr L Norton, Cllr T Saer

Bures Hamlet Parish Council: Cllr D Monk, Cllr B Raymond, Cllr R Shackell, Cllr M Welch

Also present: C Crace (Cricket Club), C Revell (Football Club)

**1/07/21 APPOINTMENT OF CHAIRMAN**

Members of the Committee were invited to stand or nominate a Chairman for the year.  
Cllr Jackson duly elected as Chairman.

**2/07/2021 APPOINTMENT OF VICE-CHAIRMAN**

Cllr Welch duly elected as Vice-chairman.

**3/07/21 APOLOGIES FOR ABSENCE**

Apologies received from Cllr Pentney (self isolating). Apologies accepted by those present.  
Apologies also received from P Gough (Tennis Club).

**4/07/21 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 8 (a –e) Refreshment sales.

**5/07/21 PUBLIC FORUM – 15 minutes maximum public participation**

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present.

Cricket Club representative Chris Crace raised the following on behalf of the club:

The club members were disappointed with the continuing ASB at the recreation ground which was continually encroaching on resident's enjoyment of cricket matches and the club facilities. He put forward 3 possible solutions for the Committee to consider:

**a)** Erect a barrier around the cricket area when matches are being played.

**b)** Move the youth's area of enjoyment by relocating the landing stage and planting vegetation to deter ASB.

**c)** Install a sign at Wharf Lane advising no entry when cricket matches being played.

The Chairman thanked Chris for his valued input and the matter would be discussed at Agenda Item 7.

No matters raised by the Football Club.

**6/07/21 MINUTES**

Minutes of the previous meeting of 6<sup>th</sup> May 2021 (previously circulated) were approved and duly signed as a correct record.

**7/07/21 VISITOR ISSUES**

**a) Police virtual meeting and follow up:** Notes of the police virtual catch up meeting had been circulated to all members (see attached). It was noted that an ASB team of up to 6 officers (Kestrel Team) can be bid for by Suffolk Police to deploy in areas on a need basis. It was suggested that a SNT patrol could be requested when cricket matches are being played. Clerk to forward a list of home matches to the Sudbury Link Officer. Some members were keen to request police presence on a daily basis for a full week as an ASB deterrent. However this was not considered feasible for the police force at the present time. Concerns raised regarding ASB drug related activity at the vacant garage site. Clerk to report to Police Link Officer and Essex Police.

- b) ASB and waste issues:** The proposals put forward at the Open Forum were discussed. Members agreed that the Cricket Club could erect a rope barrier from the corner of the pavilion to the tree at the riverbank when matches being played. Plus to erect advisory signs at Wharf Lane warning of potential dangers from cricket balls. Several suggestions were put forward to hopefully ease the waste issues. Members agreed that there were sufficient litter bins at the recreation ground and visitors should be encouraged to take their litter home. Advisory signs to be installed on some existing bins. Graffiti on the skateboard ramp to be removed. BBQ slabs not being used due to visibility. It was agreed to install an advisory sign on the main BBQ to encourage visitors to use the BBQ slabs and to note where they are laid. The Chairman has liaised with the HeadTeacher of Philip Morant School following a reference in the school's newsletter regarding risky out of school behaviour at Bures. She said the HeadTeacher is very supportive and actively discouraging pupils from visiting the recreation ground.
- c) CCTV cameras:** Suffolk Police has put forward an offer to install a CCTV camera which would be monitored 24/7 in a central hub. Funding is available however the CCTV Manager suggested that the camera would replace the existing IHT camera installed at the cricket pavilion. The Clerk had requested a site visit with members to follow up on the offer in greater detail.
- d) Joint Police and EA event:** The event is scheduled for Friday 23<sup>rd</sup> July, 10am to 12 noon at the recreation ground. Both Suffolk and Essex Police representatives to attend along with members of both parish councils. The event has been advertised and hopefully members of the public will be encouraged to attend and discuss their ASB concerns.

## **8/07/21 REFRESHMENT SALES**

- a) Changes to sales:** Tracy Saer will be introducing 'wrapped' healthier snacks but not fruit which has a short shelf life to the refreshment wagon stock as requested by her customers. She asked members if they were happy for her to extend her term of contract to allow her to trade during the autumn half term and football season. Members agreed for her trading times to be flexible. The current refreshment sales 1 year contract ends 31<sup>st</sup> March 2022. Invitations to tender for the next season will be addressed at the March 2022 meeting.
- b) Portaloo and trade waste:** MTM cleaning schedule days were erratic. Members to review contract for next season. Trade waste bins have been pressure washed.
- c) Icecream sales:** Following concerns raised at the previous meeting a letter had been sent to Vitalina Ice Cream Ltd asking them to cease trading at the Nayland Road carpark owing to the new trading arrangement for the sale of refreshments. Vitalina Ice Cream Ltd has since ceased trading in the carpark. Current contract fees for refreshment sales remained acceptable for this season.
- d) Removal of paper banks:** Bolton Brothers had informed Babergh DC that it ceased trading from the 1<sup>st</sup> May and will be removing the paper banks from the recycling centre at Nayland Road carpark. Residents will be able to recycle via the current fortnightly kerbside collections. It was agreed to relocate the trade waste bins to the vacant area when the banks have been removed.
- e) Improvements:** Tracy Saer advised that she monitored the area and had introduced some improvements to enable customers to enjoy the facilities with 4 picnic style chairs in place near the wagon. She had purchased a waste bin, hand sanitisers and chemical liquid for the portaloo. Members agreed to meet the costs of the extras for the portaloo.

## **9/07/21 FENCED PLAYAREA**

- a) Extra gate:** The extra gate received and awaiting installation. Cllrs Saer and Norton to inspect the area and agree the best position for the gate. Nigel Norton to install when agreed.
- b) Seating for outside of area:** The Clerk had been approached by a gentleman looking for a suitable location for a bench to be placed in memory of his late mother. She had followed up the request with all parties and a bench agreed to be placed along the path leading from the main gate. Costs of the concrete base to be met by the Sportsground Committee.
- c) Waste bin/signage:** Reported at Item 07/07/21 (b).
- d) Relocation of oak post:** 2 positions suggested for the relocation of the oak post plus the QE II Field in Trust and Millennium Oaks plaques. It was agreed to relocate in the niche in the fencing along the boundary of the main path.
- e) Relocation of beacon:** The beacon has been removed from its current position within the fenced play area for health and safety reasons. Cllr Shackell suggested relocating it at the end of the new fencing nearest the zip wire. Cllrs Saer and Norton to check the suggested position and report back to members with their comments.

## **10/07/21 MATTERS ARISING FROM THE PREVIOUS MINUTES**

- a) Cricket club net:** Following the recent ASB issues at the cricket ground Chris Crace noted to members that he did not consider it prudent to install a bench on the good concrete section or use the damaged section as a BBQ area. However he did confirm that the damaged concrete section will to be dug up and the area made good.
- b) Tennis courts:** Priority Use of Courts notices have been circulated to all groups following discussions with users on the availability of the courts during the week and at weekends. A notice indicating priorities has been put in the court noticeboard. Philip Gough has checked the tennis nets and all in order. He is still considering upgrade of the noticeboard.

**Chris Crace left the meeting at this point.**

- c) A – B Climber:** Cllr Saer circulated design options of play equipment to replace the A – B Climber in the toddler play area. 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. It was agreed to apply to the ECC Community Initiative Fund and National Lottery Fund for the 2 pieces of equipment. Cllr Welch to follow up with the Clerk.
- d) Noah's Ark advertising banner:** The group had resubmitted a further option for the position of its advertising banner. Both Chairman and Vice-chairman gave approval between meetings with the following provisos: a) The new position is acceptable to Noah's Ark Nursery Group risk assessment for the garden. b) The sign must be removed if the Sportsground Committee considers it has become weatherworn and shabby. This was accepted by members.
- e) Social distancing signs:** Another social distancing sign had been destroyed by persons unknown. Members agreed not to replace as restrictions were continuing to be eased.
- f) Paddleboarding and wild swimming:** It was noted that paddleboarding advertsing remained in place at the gate entrance to the Millennium footbridge. No action to be taken on this. Regarding wild swimming, this has been followed up with all parties and as no consent is forthcoming from the landowner for the private field to be used as an access in emergency, members agreed to leave the matter on the table.
- g) Old roundabout refurbishment:** It was agreed that a quotation be obtained and an application submitted for a £500 ECC Micro-grant.
- h) Landing stage:** EA assets team still to clarify ownership of the landing stage. No further progress to date.

### **11/07/21 FINANCE**

Business Access A/C balance: £10,638.82 Community A/C balance: £5,040.30 (when all cheques paid). Finance & Budget Monitoring Report – circulated, noted and attached.

- a) Bank Reconciliation dated 27<sup>th</sup> June 2021 circulated, noted and attached.
- b) Corresponding bank statements circulated, noted and attached. Both duly signed by the Chairman and non-signatory member.
- c) Advertising for the role of Clerk/RFO with a closing date of 1<sup>st</sup> August has been followed up with notices in the parish noticeboard, corner shop, parish magazine and facebook pages.

### **12/07/21 AUDIT MATTERS**

- a) Waiting on External Auditor's approval of 2020/21 Accounting Statements - noted.
- b) Internal Audit Review to be held 4th October – Cllr Pentney, Cllr Monk, Clerk and Internal Auditor to attend. Cllr Monk to attend as Cllr Shackell now a Bank Signatory for BHPC.

### **13/07/21 CORRESPONDENCE**

Bures Baptist Church Pastor had written to the Clerk requesting if her ministry team could sit in the main playarea to promote the Baptist Toddler Group and hand out certificates. Following receipt of a full risk assessment from Pastor Brown, the Clerk agreed to the request on behalf of the Committee.

### **14/07/21 EVENTS**

- a) 2021-22 event dates circulated and noted.
- b) Noah's Ark Nursery Group – 50 year celebration event – 10<sup>th</sup> July - cancelled
- c) Macmillan Mighty Hike 2021 – booking confirmed for Saturday 31<sup>st</sup> July with 2 set up days prior to the event. Charges agreed at £150 per day. As the event clashed with another event at the Community Centre, parking at the Nayland Road to be restricted for attendees of the Macmillan Mighty Hike event only. Appropriate signage to be put in place on the day. Macmillan Mighty Hike 2022 – scheduled for 29<sup>th</sup>/30<sup>th</sup> July.
- d) Bures Coracle event – scheduled for Saturday 7<sup>th</sup> August 2021.

### **15/07/21 SPORTS GROUND INSPECTIONS**

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

Items to note – goalposts to be moved to allow a good grasscut, kicking board needs pressure washing, coronation shelter to be cleared of debris, lifebelt casing damaged, tennis court noticeboard needs replacing, grass around new nets needs a strim.

b) **Items raised from previous inspections:** Carpark posts repaired, unstable bench repaired, playhouse weeds cleared, bolts replaced, loose fence posts made good, morphus climbing wall damages made good, emergency location notice installed, new adult gym equipment sign fixed to tree, rust on slide treated, coronation shelter wood repaired, waste bin repaired.

### **16/07/21 CONTRACT WORKS**

- a) Works completed: grass cutting and grounds maintenance. All satisfactory.
- b) Operational Inspection reports – circulated and matters raised followed up.

### **17/07/21 BRIEF INFORMATION & EXCHANGE FOR NEXT AGENDA ITEMS**

Cllr Shackell suggested the Clerk should write to SCC to ask if the Committee could follow up on its own safety measures for the footbridge e.g. anti-climb paint for the sections accessed by the youngsters jumping into the river. Cllr Shackell to bring a visual sketch of his ideas to the next meeting.

### **18/07/21 DATE OF NEXT MEETING**

Next meeting scheduled for: Thursday 9<sup>th</sup> September 2021 to be held at The Garrad Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked 2021: 11<sup>th</sup> November

Future dates booked 2022: 13<sup>th</sup> January, 10<sup>th</sup> March, 12<sup>th</sup> May, 14<sup>th</sup> July, 15<sup>th</sup> September

The meeting closed at 9.25pm

Signed:

Committee Chair

Date: