

Minutes of Bures Sports Ground Committee Meeting

Thursday 11th September 2014, 7.30 pm at the Committee Room, Bures Community Centre

Present: Cllrs G Jackson (Chairman), D Ambrose, T Saer,
A Ryman, D Matthews, R Butcher and Charles Revell (Football Club)

In attendance: Mrs Jenny Wright (Clerk)

1/09/14 APOLOGIES FOR ABSENCE

Cllr Jackson welcomed everyone to the meeting.

Apologies received from Cllr Jeanette Weavers (personal commitment),

Philip Gough (Tennis Club representative), Chris Chambers (Cricket Club representative)

2/09/14 REGISTER OF INTERESTS AND DISPENSATION REQUESTS

There were no interests or dispensation requests notified to the meeting.

3/09/14 MINUTES

The minutes of the meeting held on 10th July 2014 were agreed and signed as a true record of the meeting (previously circulated).

4/09/14 MATTERS ARISING FROM THE PREVIOUS MINUTES

a) Benches – Geoff Davies had informed the Clerk that he would be able to commence work on the benches in the spring when his supply of wood became available for use.

b) Dog issues – the Clerk had replied to all those who had made a written response on the matter. Only one further letter had since been received raising concern to the number of loose dogs on the sports ground. The Clerk had monitored dog fouling and control of dogs during the summer. Dog fouling had not appeared to improve but the majority of dogs were being controlled on lead with one or two exceptions. New measures being brought in under the ASB, Crime and Policing Act would enable frontline professionals to crack down on anti-social dog owners with micro-chipping being a legal requirement for all dogs from March 2015. It was agreed that monitoring should continue and the Clerk would maintain an update via the parish magazine.

c) Lime spreading – Cllr Ambrose reported he had been unable to spread the lime as previously agreed owing to the timing and wet weather. Therefore the Committee agreed to proceed with lime pellets, cost £220 for pellets, collection and application to all of the sports ground.

d) Display board – the display board surround had been renewed at a cost of £180 as previously agreed. The Chairman advised that the display board had only required cleaning and not upgrading and had been re-sited on the outer side of the footbridge railings.

e) Community Payback Scheme – Cllr Ambrose and the Clerk had met with Bryan Foster of the BSE Unpaid Work Unit to discuss the criteria and works required. Bryan to compile a file of the proposed project. Committee to supply all materials and Bryan to bring a team to complete the work. Works included painting of groundsman shed and coronation shelter plus yellow hatchings at main gate. 2 days labour at £75 per day. Cllr Ambrose to arrange supply of materials. Groundsman shed door and padlock to be repaired prior to the works. It was agreed to purchase a small sturdy waste bin for fixing inside the coronation shelter to attempt to control the litter problem.

f) Waste bin at riverbank – waste bin purchased, cost £69.87 + VAT and installed at barbecue area.

- g) Damage to path edge – Cllr Ambrose had kindly agreed to supply and deliver the topsoil and re-seed. Bures Music Festival members to lay the soil and make good the damage.
- h) Carrier bag tube and sign - the Clerk had posted a sign on the tube asking the sports ground users to take a carrier bag to help clear up dog faeces and litter. As the carrier bag initiative appeared to be working well it was agreed to purchase a second tube for the Wharf Lane entrance as all dog waste bag dispensers were now removed. The Clerk would also suggest Bures Hamlet Parish Council join in the initiative.
- i) Residents fishing only sign: the Chairman had kindly replaced the missing sign at the riverbank and re-sited closer to the Rookery.

5/09/14 GENERAL AND ANNUAL MAINTENANCE CONTRACT

Chris Mortimer Grounds Maintenance had given three months notice in writing to the Clerk to terminate his contract with the Sports Ground Committee. The pending contract renewal had been duly advertised and two quotations received for consideration from JPB Landscapes and N Norton. Members agreed to accept the quotation from JPB Landscapes. A 1 year contract to be drawn up commencing from a date agreeable by both Chris Mortimer and JPB Landscapes. Clerk to follow up.

6/09/14 CORRESPONDENCE

Following the return of the upgraded roundabout to its original position, the Clerk had received numerous concerns from parents after a child had trapped a limb within the section between the base and the ground. The Clerk had arranged for an independent inspection of the roundabout which showed it was within the low risk category. The Committee had agreed for a sign to be erected recommending close supervision by an adult for children aged under 7 years using the roundabout.

The Clerk had received a request for marking out the car park with bays to encourage better parking. The Committee had investigated this matter previously and noted regulations would need to be adhered to thus restricting rather than increasing the number of car spaces available. The temporary disabled sign had been removed and the Committee agreed to investigate possibilities for where a permanent disabled bay could be provided. Members to report back at the next meeting.

7/09/14 QUEEN ELIZABETH 11 FIELD NOMINATION

The Clerk was still progressing the nomination. She had drawn up the Statutory Declaration for two sections of the sports ground where no title could be traced. It was agreed that the second section shown as the Rookery should not be included in the Statutory Declaration. First Registration still to be applied for to the Land Registry by Bures St Mary Parish Council as landowner. Draft Deed of Dedication sections completed as required so far.

8/09/14 SECTION 106

All necessary paperwork approved. Independent inspection completed and S106 monies released from Babergh District Council, Public Realm. £6,137.75 for the Adult Outdoor Fitness Equipment and £6,137.75 for the Aerial Runway. The independent inspection completed by The Play Inspection Company had highlighted some minor risk items for consideration. It was agreed the Clerk should request a quotation from Playquip for the highlighted work. The annual ROSPA yearly inspection was now due. It was agreed to continue with ROSPA for this year and the Clerk to obtain quotations from Playquip and The Play Inspection Company for 2015/16.

9/09/14 PLAYQUIP WORKS

All works had been satisfactorily completed as per the original quotation. Completion certificate duly signed.

Insurance cover had been duly updated to include all new play equipment.

Playquip had forwarded literature on Outdoor Adult Fitness Equipment plus Maintenance Obligations. The maintenance checklist would be discussed with JPB Landscapes and included in their monthly play equipment inspections. Following advice from Playquip, the Committee had agreed to place a notice near the equipment stating it was not suitable for use as children's play.

The Tennis Club advised that owing to the close proximity of the outdoor adult fitness equipment to the tennis courts the club had been forced to invest in a sight screen to fit inside the fence during match play. The Tennis Club requested the Sports Ground Committee to consider reimbursing the £70 cost of this screen. Members agreed against this request.

The Football Club had raised concern that the aerial runway was positioned too close to the football pitch boundary and asked for their concerns to be noted.

Playquip had advised the Clerk that the runway was installed to the correct specifications.

10/09/14 SPORTS GROUND INSPECTION

Councillor's report: Cllr Ambrose reported the following: Several dog faeces found and considerable amount of litter in and around the Coronation Shelter. Bench under tree near the barbecue needed cleaning and staining. Bench near the Millennium Beacon needed repair. Post loose on southside of tennis court fencing.

Moles in the outfield of the cricket pitch. Cllr Ambrose agreed to obtain a quotation to clear the area of moles. Noah's Ark garden area needed strimming. It was noted that this was their committee's responsibility but Clerk to contact JPB to do the work. Voyager play equipment needed some minor repair.

The Clerk agreed to obtain a quotation from JPB Landscape to weedkill the rear patio of the community centre and to tidy up the shrubbery area at the front. Cllr Ryman agreed to check which areas came under the responsibility of the community centre. Cllr Ambrose reported that youngsters were congregating during the evenings in the rookery but as this was Beville Estate land he would follow up on the matter.

Items previously raised for action:

Groundsman shed: It was agreed to purchase a combination lock.

Coronation shelter: Shingles still to be repaired. This work was in hand.

Fence repairs: One missing fence panel replaced. Still waiting on a quotation from Nigel Norton for the repair of the under seven's play area fence. It was agreed to contact JPB Landscapes for a second quotation. Branches of the oak tree near the tennis courts needing cutting back. Clerk to follow up on all items.

Boundary clearance: The Clerk had spoken to Chris Mortimer regarding cutting back of the overgrowth only. As he was not able to do the work before his contract ended, the Clerk agreed to contact JPB Landscapes for a quotation.

Chris Mortimer works: Chris Mortimer's monthly inspection had shown no faults on the play equipment. He confirmed that he would charge an extra £10 + VAT for the inspection of the adult outdoor fitness equipment until his contract ceased. He would also charge for any necessary extra waste collections at his rate per hour until his contract ceased. This was accepted.

11/09/14 FINANCE

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

Bank reconciliation dated 11th September 2014 – circulated, noted and attached.

The Clerk had submitted a half year VAT claim to 30th August – noted.

The second half year precepts had been submitted to BHPC and BSMPC for £3,791.25 each – noted.

The Clerk had submitted a request to Bures Music Festival for a donation. £750 had been received and a letter of thanks to be sent.

The Clerk noted that in financial year end 31st March 2012 the committee had reported that the Football and Cricket Clubs rents would not be revised until 2016.

The rents from the Football and Cricket Clubs for 2014/15 had been received – noted.

12/09/14 AUDIT MATTERS

External Auditor's Report for financial year end accounts 2013/14 received with no matters arising but one request for additional information on assets – noted.

Assets figure and assets register had been updated – noted.

Sports Ground Inspection Form updated with the additional play equipment – noted.

Internal Audit Review Checklist arranged for 7th October at 6pm – Cllrs Holbrook, Mcrory, Clerk and Internal Auditor to attend.

The Internal Auditor had agreed to complete her mid-year financial check on the 7th October as well.

13/09/14 ANY OTHER BUSINESS

Cllr Ryman informed the Committee that the request from Reverend Morley for his daughter's wedding marquee to be sited on either Bures Common or the Sports Ground had been withdrawn. A letter had been received from James Cooper and Kerry Beer for the Committee to consider granting approval for their wedding marquee to be sited near the cricket pavilion or a suitable position on the sports ground. Date of wedding being 23rd May 2015. It was agreed for this to be an agenda item for the next meeting. Members to consider and bring their comments to that meeting. The Clerk noted to the Committee that Geoffrey and Nella Probert had informed her that they had agreed with Bures Cricket Club for a cricket match to be held on Friday 12th September for their son Jack's 21st.

Wharf Lane gate had remained unlocked following a previous weekend cricket match and cars had driven down to the riverbank barbecue area in the evening. Cricket Club members had been made aware of the problem and the Clerk would request that their members ensure that the gate is securely locked following each match.

14/09/14 DATES OF FUTURE MEETINGS

Date of next meeting – 13th November 2014 at 7.30pm. Cllr Ryman gave his apologies for that meeting.

Future dates booked – 2015: 15th January, 19th March, 14th May, 16th July – all to be held at the Committee Room, Bures Community Centre at 7.30pm.

The meeting closed at 9.00pm.

Signed:

Committee Chair

Date:

