

## **Minutes of Bures Sports Ground Committee Meeting**

Thursday 20<sup>th</sup> March 2014, 7.30 pm at the Committee Room, Bures Community Centre

**Present:** Cllrs G Jackson (Chairman), R Butcher, D Ambrose, T Saer,  
J Weavers, Charles Revell (Football Club)

**In attendance:** Mrs Jenny Wright (Clerk)

### **1/03/14 APOLOGIES FOR ABSENCE**

Cllr Jackson welcomed everyone to the meeting.

Apologies received from Cllr A Ryman (personal commitment), Cllr D Matthews (unwell), Philip Gough (Tennis Club representative)

### **2/03/14 REGISTER OF INTERESTS AND DISPENSATION REQUESTS**

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

### **3/03/14 MINUTES**

The minutes of the meeting held on 16<sup>th</sup> January 2014 were agreed and signed as a true record of the meeting (previously circulated).

### **4/03/14 MATTERS ARISING FROM THE PREVIOUS MINUTES**

- a) Benches – Dale Rout had ordered a bench in memory of his late mother. When ready the Clerk would arrange for fixing it in place at the far end of the cricket pitch. Bench already in place there to be moved into toddler play area.
- b) Dog fouling issues – only one reported dog fouling incidence received since the Committee had agreed not to supply dog waste bags from the dispensers on the sports ground. Majority of residents appeared to support the initiative that dog owners should take responsibility to maintain the area free of dog faeces. It was agreed to continue with the trial period and Clerk to continue monitoring.
- c) Gate sign – the wording had been agreed and Cllr Ambrose had kindly purchased the sign from Ernest Doe and erected it on the main entrance gate. Cllr Ambrose still to claim reimbursement for cost of the sign.
- d) Outside store cupboard – Cllr Ambrose had dismantled and all debris now cleared.
- e) School use of sports ground – the Clerk still to finalise the contract and signage. Tennis Club usage times received but still waiting on details from Head Teacher, Drew Quale of the usage times for the primary school. Cllr Jackson agreed to follow up with the Head Teacher.
- f) Millennium Beacon – Cllr Ambrose advised that he had obtained green oak timber for a replacement beacon post. The timber to be moulded and when in place would be 15' high from ground level. The metal basket had not been damaged and Cllr Ambrose advised that the only cost to the Committee would be the cementing in of the timber pole. Members still to agree a new site for the beacon, possibly nearer the toddler play area so as to not encroach on the Music Festival pitch. Members agreed that it was not feasible to alternate sites for the beacon owing to weight and costs. Cllr Jackson noted that at the next Trust meeting she would put forward a proposal for a second beacon to be sited on Bures Common. She also suggested that the Committee should consider erecting a notice on the Millennium Beacon showing an historic record of events held. Members agreed to pursue this.
- g) Car park repairs - Wiles Contractors had submitted a quotation £306 + VAT which had been accepted. Work now completed and all satisfactory.

h) Cricket Club netting – the Clerk had written to Chris Chambers, Bures Cricket Club on this matter. The debris of pallets and bags had now been cleared and the fencing tidied and made secure. The Club agreed to investigate a feasible alternative to the orange builders fencing for the 2014/15 season.

### **5/03/14 QUEEN ELIZABETH 11 FIELD NOMINATION**

The Clerk was still progressing the nomination. 2<sup>nd</sup> signatories for the Execution Panel had been requested by the Fields Trust. Signatories agreed: Football Club – Peter Heard and Kate Sarley; Cricket Club – Chris Chambers and Stephen Thornton; Community Centre – Mike Seymour and Jennie McCrory; Sports Ground Committee – Gill Jackson and Tracey Saer. The Committee agreed that a Statutory Declaration should be drawn up for one section 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 to the Land Registry by Bures St Mary Parish Council as landowner. The Clerk had followed up on all other documentation requests with the Fields Trust.

### **6/03/14 CORRESPONDENCE**

At the request of Sports Ground Contractor Chris Mortimer, the Clerk had arranged a meeting with members of the Football Club, Sports Ground Committee and Chris Mortimer to discuss various matters concerning maintenance and conditions of the football pitches. Notes from that meeting circulated to all members. It was agreed the Committee should maintain an Annual Maintenance Plan for the sports ground incorporating the maintenance plans from the Football and Cricket Clubs. Slitting of the sports ground was agreed necessary along with weed control, moss kill and fertilising. Both Football and Cricket Club to receive notification prior to any of these works. Clerk and Cllr Ambrose to draw up the Annual Maintenance Plan.

Mrs Butler of Water Lane had put in a request for the Committee to give consideration for a disabled bay at the Nayland Road car park. Members agreed not to proceed with marking out a bay but did agree that a space could be reserved near the side door of the Community Centre kitchen area on request. Clerk to follow up on signs or cones and relevant advertising.

Clerk had received a register of interest from Harry Carter, HJC Turfcare to join the Sports Ground Committee in the future – circulated and response sent.

Information on Sport England's Protecting Playing Fields Programme – circulated.

The Clerk informed the Committee that the campervan which had been parked long term in the Nayland Road car park over the winter months had now been removed following recent correspondence via the local community policing team.

### **7/03/14 APPROVAL FOR EVENTS**

Stour Valley Marathon 15<sup>th</sup> June – members had declined the request to use the sports ground for parking of cars for this event. Cllr Ambrose had been unable to confirm that the field along Nayland Road would be available on that date so parking of event cars would be restricted to the car park and Nayland Road/Claypits Avenue. The organiser has subsequently moved the event to Nayland.

Robert Pridige wedding 2<sup>nd</sup> August – members gave approval for the guest cars to park at the Wharf Lane gate entrance.

Bures Coracle Regatta 2<sup>nd</sup> August – members gave approval for this event. Clerk had made both Robert Pridige and Coracle Regatta aware that the two events were being held on the same day.

Sudbury to the Sea 13<sup>th</sup> September – members gave approval for this event.  
Bures W.I. 14<sup>th</sup> April – members gave approval for the guest cars to park on the sports ground but agreed if wet weather that evening then gates would remain closed with no access. The W.I. Secretary assured the members that there would be two stewards on duty to ensure no parking on the football pitch.  
It was agreed the Clerk should request copies of public liability insurance for all events held.

### **8/03/14 SPORTS GROUND INSPECTION**

#### **Councillor's report:**

Cllr Ryman reported the following: Some dog faeces near tennis courts. Bench on play area near side gate needed repair. Agreed Chris Mortimer to repair. New springers installed. Groundsman shed needed repainting. Cllr Ambrose to follow up. Coronation shelter had paint peeling and covered of mud. Chairman to follow up. Dog waste bins needed emptying. BBQ still waiting repair. Debris to be cleared from spinney. Clerk to follow up on these items.

#### **Items previously raised for action:**

Roundabout repairs – Cllr Ambrose advised that the roundabout should be fully refurbished and in place by mid April. Skirting to be fixed at bottom. Members agreed the roundabout should be painted blue and red as per the other play equipment.

Seesaw bushes: As Chris Mortimer had been unable to source the tool needed to repair the bushes, Cllr Ambrose agreed to investigate. It was noted that the seesaw was not dangerous but very noisy.

Cradle swing seat: As the Clerk was unable to obtain the chains via Wicksteed Playscapes under its company policy it was agreed that the seat should be returned. The Clerk to follow up and to source a different supplier for a cradle swing seat plus chains.

Toddler play area rockers: Two rockers received and Chris Mortimer had fixed in place. Fixing cost: £320 + VAT.

Flat swing seat: Clerk had ordered 2 flat swing seats as a second seat had started to split. Chris Mortimer had fixed both in place.

BBQ repairs: Ron Adams had agreed to do the repairs free of charge in the spring.

**Tennis Court items:** Chris Mortimer had cleared the courts of moss and pressure washed. Philip Gough informed the Clerk that the work was not as satisfactory as anticipated. Members agreed that the Clerk should request Chris Mortimer to re do the pressure wash. Clerk to also check with Came & Co. whether the Sports Ground Committee insurance covered the tennis club members when playing on club and match nights.

**Chris Mortimer works:** Chris now inspecting the play equipment monthly and all satisfactory. The Annual Waste Transfer Note had been duly signed and is held on file. Debris from the recent gales had been removed from the sports ground.

### **9/03/14 ADULT EXERCISE EQUIPMENT (SECTION 106 FUNDING)**

Cllr Saer and the Clerk had followed up on a second survey as requested by Babergh District Council. 487 questionnaires sent out with 55 responses received. The Clerk had circulated all members with a breakdown of the survey showing a majority choice for the Outdoor Exercise Equipment. This would be forwarded along with the 55 responses to Babergh District Council to enable the Section 106 allocation of funds to be released to the parish. Quotations for the equipment to be followed up on.

### **10/03/14 FINANCE**

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

Bank reconciliation dated 6<sup>th</sup> March 2014 – circulated, noted and attached.

It was noted that the accounts showed an unallocated figure of approximately £10,000 which could be made available for future play equipment. Improving the skateboard facility was also an option. To be discussed following completion of 2013/14 year end accounts when an accurate figure shown.

### **11/03/14 ANY OTHER BUSINESS**

Cllr Weavers noted that Noah's Ark Play Group were still hoping to proceed with the extension of the toddler play area but were still investigating funding for the project.

### **12/03/14 DATES OF FUTURE MEETINGS**

Date of next meeting – 15<sup>th</sup> May 2014 at 7.30pm

Future dates booked –10<sup>th</sup> July 2014, 11<sup>th</sup> September 2014, 13<sup>th</sup> November 2014, 15<sup>th</sup> January 2015, 19<sup>th</sup> March 2015, 14<sup>th</sup> May 2015, 16<sup>th</sup> July 2015 – all to be held at the Committee Room, Bures Community Centre at 7.30pm.

The meeting closed at 9.00pm.

Signed:

Committee Chair

Date: