

BURES SPORTSGROUND COMMITTEE
Minutes Sportsground Committee Meeting

Thursday 14th March 2024 at 7.30pm in the Garrard Room, Bures Community Centre

Present: Cllr Jackson in the chair; Cllrs Welch, Norton, Fairbairn, Keeble-Fox, Chris Crace (Cricket Club)

Georgie Turner, Clerk

1.03.24 Apologies for absence Cllrs Shackell (personal commitment), Taylor (football club meeting)

2.03.24 Register of Interests and Dispensation Requests 'Pecuniary' and 'Non-pecuniary' interests and Dispensation requests. Cllrs Norton recorded relating to Nigel Norton's tender for the car park fencing.

3.03.24.1 Public Forum Tracy Saer attended to propose the return of the Hobby Horse, albeit as a semi-permanent portacabin all year round - an agenda item listed for discussion. It was confirmed it would be in the same location and rent would be paid with no profit share.

4.03.24.1 Minutes Minutes of the meeting of 11th January 2024 were confirmed and signed as a correct record.

5.03.24 Matters arising which do not appear elsewhere on the agenda.

a. Increasing Access to the Skateboard Facility Cllr Jackson and the Clerk met with Playquip in February, who confirmed that the current skateboard ramps could be re-used/designed to create two 1/4 pipes and a new fun box with grind rail situated centrally between the ramps. The size of the area required would be 25m long x 6m wide and the ground running surface made either of float finish concrete or free draining tarmac. The cost of the base would be £16,700.00 - £18,900.00 depending on the surface chosen. Although tarmac would be more expensive, this would last up to a third longer than concrete, therefore more financially viable. To dispose of the soil would be an additional £1,400.00. (It was agreed that this could be done by sportsground contractors.) The work to the existing ramps, an additional central ramp and other alterations would be £17,800.00. The total works would be approximately £35,900 - £38,100 + VAT (with an additional cost to move the existing shelter to accommodate this). All agreed re-using the current ramps offers a substantial saving. The quote is to be circulated among members for their information. Playquip advised drilling holes at the bases of the metal ramp upright hollow poles would prevent future bulging and damage from water freezing within them. Cllr Norton volunteered to do this.

Cllr Keeble-Fox also investigated street courses with Evolutions Skate Parks, offering more variation for intermediate skateboarders at a cost of £60,000 plus base (£115.00 per sqm). It was questioned whether these surfaces would be suitable for BMX bikes and scooters. The company Bend Crete has been recommended and would be investigated. With regards to funding, Cllr Keeble-Fox has scheduled a Teams call with the Communities/Grants Officer and Local Area Officer BMSDC on 26.03.24. Active Essex's funding is currently closed however an application has been made. Enovert (Stanway's waste site) has indicated possible funding if the sportsground fell within the appropriate area (10 miles of Stanway). It was agreed further information was to be gathered on this project.

b. Spring Litter Pick The Bures Litter Pick will take place on Saturday 23rd March at 10am, beginning at the War Memorial and arrangements have been made for the litter to be picked up from the Community Car Park. Special bin bags had been ordered. Cllr Norton was thanked for litter picking after the flood water receded around the river. It was raised that there was a need to litter pick along the football field's hedge. It was suggested that Cllr Taylor encouraged the football club to get involved with the scheduled litter pick and that this was good for families as away from roads.

c. Terms of Reference 2021 – This was noted. No changes are currently required.

6.03.24 Car Park

a. Car Park quote The Clerk met with ABC Ltd regarding the car park surface and was advised that this was in relatively good repair, currently patching would be the best option and that this could increase the life of the current surface by an estimated 10 years. ABC identified 5 main areas to patch costing £5,495.03. To have the whole car park re-surfaced, the patching would still be required plus an additional £45,715.50 and £2,573.90 for re-marking the bays and hatching. Photos of the patches and quote are to be circulated to the committee. Cllr Norton was thanked for filling the worst pothole by the bottle banks as an interim measure. All agreed that it would be beneficial for the patching work to take place (in the Summer holidays) to prolong the car park's life. Two more quotes are required as comparisons. The previous cost of re-surfacing the car park, when it was completed, how it was paid for and grants would be investigated for discussion at the next meeting.

b. Fencing The Clerk circulated the three quotes received for like for like fencing across the front of the car park in advance of the meeting - G&W £3,250, Nigel Norton £2,500, ABC £2,379.16. All agreed to proceed with Nigel Norton as previous experience of the quality of his work, his locality and being well within budget (£3,000). It was noted that due to its height, the current fencing was not detected by sensors unless approaching a downward rail and this may be a reason for being hit so often by cars. It was suggested an additional rail be added at a lower level to avoid this problem and that Nigel Norton may include this at no extra cost.

c. Hobby Horse Tracy Saer proposed to re-open the Hobby Horse from April (requesting to change this to a portacabin/log cabin effect fabrication, keeping to 6x3m and remaining 100% portable) with expanded services to become “a hub for the Suffolk side of the village”. The hours suggested were Tuesday through to Friday 12-4pm, Saturdays 9-3pm, Sundays 12-4pm (or earlier if asked to be open for the Football matches). Tracy Saer would run it and holds the necessary certification required. Although the committee wished the Hobby Horse to return and understood the desire for something more weather proof, all were not keen on a more semi-permanent structure that would require planning. It was felt that in order to include space for any tables and chairs, the portacabin would take up more space than the previous Hobby Horse. It was suggested that static facilities were available at the football clubhouse and that it would be a better proposition for Tracy to approach the Football Club. It was agreed that Cllr Jackson would speak to Tracy regarding this with possible assistance of Cllr Taylor if interested in pursuing the football clubhouse further.

d. Plug-in Suffolk EV Charging Following the successful expression of interest submitted, a full application for EV charging points at the car park was submitted on 03.02.24. The next stage is a site visit.

7.03.24 Football Club Matters Litter in the hedge along the football pitches was discussed as above.

8.03.24 Cricket Club Matters The Clerk suggested the Cricket Club email information to the school to be included in their weekly newsletter for their drive for new/young players (adults). It was reiterated that commitment to playing weekly was not required.

9.03.24 Tennis Club Matters

a. LTA membership No update.

10.03.24 Correspondence

a. Ladder for wild swimmers A wild swimmer contacted the Committee to request the addition of a ladder at the landing stage to assist with entering and exiting the water, suggesting they could fundraising if required. They also raised concern regarding signage and the risks of deep water. The Clerk responded that a ladder would make a statement that the Committee encouraged wild swimming and swimmers were less likely to exercise caution or consider the risks before entering. Reassurance was also given that there was a notice warning of the danger of deep water and lifebelts were available on both banks in an emergency.

b. Wedding Parking A parking requests had been received for 8th June and 27th July. Having checked with the Cricket Club, the first was advised that this was not possible due to a home match, however the second was agreed.

c. Parking incidents/requests for CCTV The Clerk received two enquiries for access to CCTV following parking incidents in the Community Car Park. We were unable to assist with the first school parent enquiry. The second, a member of staff from the school, had only just had their car repaired from an incident two weeks previously. On this occasion, a school parent witnessed the incident and passed on the details directly.

d. Noah's Ark skip A request for a skip was received and agreed. This was in situ longer than planned due to Noah's staff illness however has now been removed.

e. Dog Training on the Sports Courts A request was received from Mount Bures dog training class to hire the sports courts in February and March as secure and due to problems they were incurring with the wet weather. This was declined due to the recent resurfacing of the courts.

11.03.24 Events / Bookings

a. BMF 2023 Hire form Last year's agreement was forwarded to George Bruxner prior to the meeting to confirm that the BMF required no changes before discussions by the Committee. All agreed that this appeared to cover the issue of the main gate being closed or manned if/when the Hobby Horse was open for business. All agreed that with rising costs, the hire charge should be increased to £900.00 as per the rents of other clubs using the sportsground.

12.03.24 Insurance This is due for renewal in May 2024 and Gallagher's questionnaire has been completed.

13.03.24 Finance

a. Finance & Budget Monitoring Report – It was proposed by Cllr Norton, seconded by Cllr Keeble-Fox and agreed by all.

b. Budget 2024/25 – This was agreed at the January Meeting.

c. Bank reconciliation report and verifying bank statements were signed by Chairman and non-signatory member.

d. Standing Orders & Financial Regulations These were last reviewed in May 2023 and will be reviewed again in May 2024.

e. Precept The Precept was agreed at the January meeting however was not recorded in the minutes. This was set by Bures St Marys and Bures Hamlet at £8,000 each (Total £16,000).

14.03.24 Sports Ground Inspections and maintenance

a. Councillor's report This was completed by Cllr Norton as Cllr Keeble-Fox had recently completed reports for Bures Hamlet and the Community Centre. It was agreed that Cllr Keeble-Fox completes May's report with Cllr Jackson, as this would be her first report.

Cllr Norton reported that some of the wooden panels at the back of the grounds man's shed needed work/replacing as rotting. It was also noted that the wooden steps to the zip wire required attention as they did not appear to be resting flat on the ground. Work to the platforms had been identified and discussed previously by the Clerk and Nigel Norton and it was agreed that this would be looked at once the play inspection had been received. This will now be followed up.

b. To report on items raised from previous inspections The inspection report has been updated, removing the cricket screens as these have been re-purposed by the Cricket Club.

c. Play inspection report This was carried out in January, identifying a number of recommended actions, all categorised as low or very low risk (no immediate actions required). It was recommended that the whole zip wire cable, traveller and seat should be dismantled and all worn or missing parts be replaced. As Playquip have undertaken this work previously, they were asked to quote - £360.00 + VAT for the service. Additional costs may be incurred if the cable or any other parts need replacing. (New cable £268.00, new trolley £252.00, brake mechanism £34.00, seat and suspension chain £165.00, finger protection covers £9.65) Playquip recommended that servicing should possibly take place yearly. This is to be investigated with the manufacturer. Once identified, servicing for the zip wire will need to be factored in when budgeting going forward. All agreed to proceed with Playquip due to their previous work and trusted by the Committee.

The Pikes Marsh gate closure although low risk was identified as possibly resulting in crushed fingers. This has previously been looked at by Nigel Norton having been raised by members. A rubber stopper or new closer/similar mechanism previously used on the sportsground was suggested. It was agreed that Nigel Norton would be asked to investigate further.

As the inspection suggested a number of items needed tightening, it was suggested that the

Committee be selective and prioritise the work carried out to ensure the site was well maintained and safe for users.

d. Bin A new metal bin liner was purchased (£62.50 + VAT) at the request of Gary Vaughan and this was fitted to the bin at the entrance of the car park opposite Noah's Ark.

e. Tractor shed roof felt A corner of the felt has lifted in the recent bad weather and Nigel Norton will repair this once he has the necessary materials.

f. Noticeboard Following site visits, the noticeboard next to the sports courts was deemed unrepairable due to the bowing nature of the back board. This has been repaired by volunteers in the past. Quotes were sought to replace this using the current posts which are in a good condition. It was agreed due to the proximity to the football pitch that Perspex should be used instead of glass. Jon Sears £425.00 (hardwood), Simon Wells, Good with Wood - £675.00 (treated softwood), £775.00 (hardwood). Cuckoo Hill Workshop £650.00 (hardwood). Cuckoo Hill advised that the current noticeboard posts were leaning and hardwood posts (an additional £80-£100) would be more aesthetically pleasing. (It was also mentioned that the bench near to the noticeboard was in need of attention.) It was agreed that the current notice would suffice as the zip wire servicing and car park pot holes would take priority. This would be revisited in the future as the noticeboard had stood up well to the recent persistent rain.

g. Maintenance checks PPS's Spring maintenance visit for the sports courts will take place on 02.04.24 and will fall into next financial year.

h. Volunteer jobs The Millennium Oaks were trimmed by Ken Jackson (Tree Warden) and George Bruxner. Cllr Norton filled the worst pothole in the car park as agreed. Cllr Fairbairn swept the leaves on the sports courts. Cllr Norton litter picked debris left from the recent flood of the river.

15.03.24 To report on Contract works

a. To report on works completed All works completed and carried out in a timely manner.

b. Operational Inspection reports These were completed and identified a loose metal bracket on the skateboard ramp sign and a loose tile on the trampoline surround (previously repaired).

15.03.24 Brief information & exchange for next agenda items

Date of APM: 25th March 2023 at 7pm

Date of next meetings: 9th May 2024 to be held at Bures Community Centre, Nayland Road at 7.30pm

Dates of next Councilor inspection reports: 9th May Cllr Keeble-Fox & Jackson, 11th July Cllr Taylor, 12th September Cllr Shackell

Future dates booked: 11th July 2024, 12th September 2024, 14th November 2024, 9th January 2025

Signed:

Dated: