

BURES SPORTSGROUND COMMITTEE**Sportsground Committee Meeting**

Thursday 4th July 2024 at 7.30pm in the Garrard Room, Bures Community Centre

Present: Cllr Jackson in the chair; Cllrs Welch, Shackell, Fairbairn, Keeble-Fox, Aries (BSMPC)

Georgie Turner, Clerk

01.07.24 Appointment of Chair Cllr Keeble-Fox proposed and Cllr Welch seconded that Cllr Jackson be Chair of the Sportsground Committee for 2024-5. There were no other nominations. Cllr Jackson accepted the position.

02.07.24 Appointment of Vice-Chair Cllr Jackson proposed and Cllr Keeble-Fox seconded that Cllr Welch be Vice-Chair of the Sportsground Committee for 2024-5. There were no other nominations. Cllr Welch accepted the position.

03.07.24 Apologies for absence Cllr Taylor (ongoing previously agreed personal/work commitments), Cllr Norton (work commitment), Chris Crace (family commitment), Philip Gough (work commitment) - Apologies were accepted.

04.07.24 Register of Interests and Dispensation Requests 'Pecuniary' and 'Non-pecuniary' interests and Dispensation requests – None.

05.07.24 Public Forum PC Randhamie attended and introduced PC Georgia Norman, now covering Lingfield, Boxford and Bures. PC Randhamie will be attending the BMF on the Saturday and Sunday. Further ASB posters were requested for the Sportsground and it was agreed that these could also be used on the Essex side of the village. Time has been spent in local primary and secondary schools engaging with young people and educating them regarding ASB. (This does not include TGS as not keen to engage.) A new initial/competition using artwork with eyes is being funded by the police following a study evidencing this reduces crime as a sense of being watched. All agreed it was a good idea to involve the primary school and discussed possible locations. To be followed up by the Clerk. Cllr Aries raised the issue of the Whistle Ridge bench theft and recent information that had come to light. Dog fouling on the Sportsground was highlighted as being on the increase. All agreed awareness be raised with additional posters and posts on BB and PC FB pages.

06.07.24 Minutes Minutes of the meeting of 9th May 2024 confirmed and signed as a correct record (previously circulated).

07.07.24 Matters arising which do not appear elsewhere on the agenda

a. ASB

- **Friday 14th June** – No large gathering of youngsters as expected, largely due to the use of social media by the police to advertise their awareness/presence. Concerns had been raised by the Pilates, Paddle and Pizza event however reassured and the Common was offered as a solutions if any problems arose. All quiet and the police left at approx. 7pm.

- **The Porch Project** – All agreed The PP would not be engaged as no requirement at present.

- **Next dates** – End of term for local schools on 19.07.24.

- **New Community Policing Team** – See 05.07.24.

- **Mobile CCTV Update** – Advised that there is a maintenance fee of £750.00. Peter Watson is looking at funding through the Locality Aware Scheme. The criteria doesn't allow for 'maintenance' payments however there is a move to change the criteria. A Cabinet Members meeting is scheduled for Monday 15th July to discuss. Hopefully they will endorse this can be included and an application can be pursued. If funding is acquired, the CCTV camera could be in place potentially for up to 6 months with monthly assessments to justify its location.

- **PSPO update** – Discussed at Peter Watson's Senior Management Team meeting on 25.06.24. Several points raised. A lengthy process and the Director has asked that the Community Safety Manager write a 'Briefing Paper' to determine next steps.

b. Insurance Update – Having spoken to PSS, other than a falling tree, most repairs such as a fire being lit on the sports court, can be patch repaired and our cover of £11,230 is adequate. The insurance has been renewed with Gallaghers (1 year LTA). This does not include the fences, gates or play equipment.

08.07.24 Car Park

a. Car park repair work – Colne Contracts will be commencing works w/c 22.07.24 for 2 days. The Clerk will inform surrounding residents, post on BB and Parish Council Facebook pages. Nigel Norton is also aware to ensure the fencing of the car park does not coincide.

b. Fencing – Nigel Norton has yet to confirm the date to commence works.

c. Plug-in Suffolk EV Charging – No update

09.07.24 Skateboard facility project – Children's questionnaire to be followed up by Cllr Fairbairn in September.

10.07.24 Football Club Matters Rent outstanding. A reminder has been sent.

11.07.24 Cricket Club Matters

a. Request to the rent waived – Requested by the Cricket Club to raise funds to re-thatch the clubhouse. Cllr Jackson has suggested applying for a grant and has offered advice on seeking this. Cllr Jackson and Clerk have assisted with providing evidence to support their application. All agreed that the rent could not be waived and suggested an additional application to the BMF for extra funds.

b. Britten's Bites power – Nathan from BB was directed to liaise with Chris Crace regarding use of the electricity from the green box and any charge. BB do have a generator if an agreement cannot be reached however they have advised a little noisy.

12.07.24 Tennis Club Matters - It was reported that Bures are currently 2nd place in Division 2 and the courts are playing well.

a. LTA membership – No response.

b. PSS maintenance visit – The maintenance rearranged for 02.07.24 was postponed again due to staff illness. A new date will be confirmed shortly.

c. Noticeboard by sports courts – No update. To be discussed at the end of the year.

13.07.24 Correspondence

a. Wharf Lane repairs – Mrs Pownall, Wharf House raised concern regarding the potholes on Wharf Lane, historically filled by Mr Pownall and Dennis Ambrose. Parts of the lane are unadopted therefore no clear responsibility. Nigel Norton estimated up to £200 to fill, depending on the quantity of aggregate required. Geoffrey Probert kindly agreed to cover the cost on this occasion. The works have been completed however the aggregate contains broken pottery and clear/green glass. This was raised with Nigel, who advised that the opti-mix was recommended by the supplier. He was not made aware that there would be glass in it but believes it has been crushed and tumbled so no sharp edges. He will endeavour to pick out the worst pieces to allay any fears and believes the rest will bed in.

b. Black Ford in Car Park – A car that was untaxed and had three flat tyres was drawn to our attention having been stationary in the car park for some time. The owner was identified and removal was arranged promptly.

c. Britten's Bites Food van – A request was received for an additional food van on Wednesdays after BH confirmed no more food vans at the Knowle. Having met with Nathan, he felt the space offered was too small especially with the use of the back drop. He hoped to leave their towing vehicle attached (12m). An offer of increased rent was discussed for a larger trading space. All agreed BB park along the back of the car park along the gate taking several spaces in front of this. With the towing vehicle still attached, this could be moved swiftly in the event of an emergency, allowing access to the field if needed. Being a Wednesday, it is a quiet night as only Carpet Bowls in the Community Centre and most of the attendees walk. The Clerk will following up offering 5.30-9pm at £20 per week (preferably paid 1 month in advance) for a 2 month trial period commencing on 24.07.24. The agreement will be updated and paperwork sought. This excludes the BMF week.

d. Defecating on the skateboard ramp – Having been contacted by two members of the public, this was followed up. As conflicting information/evidence little could be done. Nigel Norton confirmed the ramp was clear of debris. The police have since spoken to Year 5 and 6 about antisocial behaviour (already planned) following a previous incident reported by The Clerk.

e. Lifebelts – A report was made on 24.06.24 that the casing at the bridge was open. The lifebelt was left at the BBQ area and then a second tangled lifebelt was reported near the willow spinny. These had been taken out and used by youngsters. Cllr Norton checked and resolved two nights in a row.

14.07.24 Events / Bookings

a. BMF 2024 – It was agreed that the BMF could use the Christmas lights again and it was suggested that George Bruxner liaise with Tracy Saer directly. A request was made to ensure that the lights do not fall down low towards the path this year. George advised that White Gold will not trade at the BMF (due to lack of paperwork) and has been reassured that they are not allowed to trade from the car park on that Saturday. A reminder will be sent. The fencing will be arriving on Wednesday and will be secured to one side. Security will start with 2 guards on

09.07.24.

b. Feedback from Pilates, Paddleboard and Pizza evening – Jade thanked us for all of our help and said that the event was a great success. They had a “wonderful evening and it was actually super peaceful!” She hopes to book again.

c. White Gold Fish & Chip Van – The initial 2 month trial period had expired and the contract was discussed. This has proved extremely popular, offering a high quality product, however are currently £20.00 in rent arrears. After chasing repeatedly, contact has been made. Despite being advised funds would be transferred (as per the contract), nothing had been received. A request to tone down advertising, led to further posts, purporting to be an apology. As a result, The Real Thai has felt bullied out and will not be returning to Bures in foreseeable future.

d. Britdens Bites – See 13.c.

15.07.24 Finance

a. Audit

- **BB Business Associates** – Awaiting fresh engagement letters for 2024/25 at the same rate as 2023/24. Following a request for clarification, BB advised that their terms of engagement state audits are completed within 30 days of receipt of documents. It was acknowledged that this timeline was not met this year, however these were not collected despite being available for over two weeks. It will be tight but doable.

- **Internal Audit Meeting** – Date set for 07.10.24 at 6pm. Cllr Keeble-Fox and Cllr Welch will represent the Sportsground and Georgie Turner will represent as the Clerk.

b. Finance & Budget Monitoring Report – circulated

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

d. Review of Clerk's hours The hours of work recorded by the clerk greatly exceeding the contracted hours and the Chair proposed an increase in hours and an additional hours payment of £369.46 (2 hrs a week since 1st April on pt 14 at £14.21 ph). Cllr Shackell proposed, Cllr Welch seconded and all agreed to an additional 3 hrs pw from 01.07.24. This would be reviewed if a particular issues arose requiring extra hours. The pension would be updated accordingly.

e. Asset Register update – Cllr Jackson, Cllr Welch and the Clerk reviewed this for the members consideration. This was circulated in advance, reviewed and agreed.

16.07.24 Policies

a. Child Protection/Safeguarding Policy – All agreed the current Child Protection Policy was not adequate as policing clubs using the sportsground was impossible. Confirmation was required that they had their own policies in place and the expectation was that all safeguarding issues were managed within those clubs. The BSMPC Safeguarding Policy would be reviewed and updated to suit the Sportsground. Nayland and Pebmarsh's safeguarding policies would be circulated in advance of the next meeting to ensure adequately covered. To be finalise at the next meeting.

b. Risk Assessment update – This has been updated, reviewed and adopted.

17.07.24 Sports Ground Inspections and maintenance

a. Councillor's report – Cllr Fairbairn's inspection raised that the benches required cleaning and it was agreed that the Scouts would be approached. Pikes Marsh lower gate is still outstanding. There is a broken bench by the BBQ area (already aware). A small amount of pink graffiti on the skateboard park was noted. The groundsman's shed roof requires further felt. The bench next to the tennis court was very worn (previously highlighted). It was emphasised that the lifebelt cabinets must be opened to be inspected thoroughly.

b. To report on items raised from previous inspections.

c. Items requiring maintenance

- **Zip line platforms** – Quote received from Nigel Norton to replace damaged/rotten boards on ramps (£375.00). All agreed to proceed as had been highlighted previously.

- **Picnic benches + tightening of fixings** – Further investigations were made into the replacement of picnic benches, comparing Oak, soft wood and recycled plastic with regards to longevity and costings. The following were considered:

- Woodberry (Greene King supplier), multi-buy offer of 6 standard picnic benches @ £1,180 + VAT (£196.67 per bench – total saving of £500)

- Sustainable Furniture, Heavy Duty A-Frame Picnic Bench @ £295.00 (180cm) inc. VAT

- VCF – Benches at The Three Horseshoes @ £135.00 per bench (free assembly)

- Oak benches start at £800.00. Cuckoo Hill Oak benches starts from approx. £600.00

- Recycled plastic benches start at £500.00

All agreed to proceed with Sustainable Furniture due to the competitive cost, thickness of wood slat (longevity) and free delivery. A discount for purchasing 5 benches would be sought. Gary Vaughan has repaired the bench by the bridge, tightened fixings of 3 other benches and checked the rest are secure. The wooden backing of the key holders sign on the main gate has been replaced.

- **Nest swing hanging ropes** – The nest swing has been removed due to deteriorating in the hanging ropes. Having looked at the cost and a previously replacement, it was more cost effective to replace with chains. Playquip - cost of £488 + VAT (includes fitting), £338 + VAT (without fitting). All agreed to proceed (with Nigel Norton fitting as half the price £75.00).

d. Maintenance checks

e. Volunteer jobs Due to the availability of volunteers and fine weather not coinciding, the Coronation Shelter had not been painted and neither had the benches been treated. Cllrs Jackson and Shackell agreed to complete these tasks before the next meeting and it was suggested asking the Explorers to assist.

18.07.24 To report on Contract works

a. Grass cutting, grounds maintenance - all work completed in a timely way.

b. Operational Inspection reports - circulated – Nothing to report

c. Items from the Annual Play Equipment Inspection – Pikes Marsh play area gate still

outstanding. See 17.c for work carried tightening the fixings on the benches.

19.07.24 Brief information & exchange for next agenda items

The meeting finished at 9.30pm

Date of next meetings: 12th September 2024 to be held at Bures Community Centre, Nayland Road at 7.30pm

Future dates booked: 14th November 2024, 9th January 2025, 13th March 2025

Signed:

Date: