

**BURES SPORTSGROUND COMMITTEE**  
**Minutes Sportsground Committee Meeting**

Thursday 9<sup>th</sup> May 2024 at 7.30pm in the Garrard Room, Bures Community Centre

**Present:** Cllr Jackson in the chair; Cllrs Welch, Shackell, Norton, Fairbairn and Keeble-Fox

Georgie Turner, Clerk

**1.05.24 Apologies for absence** Cllr Taylor (personal/work commitments), Philip Gough (away in Scotland)

Having returned to the village and taken on a number of posts, Cllr Taylor is struggling to fulfil his personal and work commitments due to the need to travel to the US regularly. He sends his sincere apologies and has asked to be excused from the next 6 months of meetings. As a valued asset to the Committee, it was agreed that his apologies be accepted and that he will continue to receive the necessary information to remain informed of Sportsground Committee business.

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

**3.05.24 Public Forum** No items raised.

**4.05.24 Minutes** Minutes of the meeting of 14<sup>th</sup> March 2024 were confirmed and signed as a correct record (previously circulated).

**5.05.24 Matters arising** which do not appear elsewhere on the agenda:

**a. Future of the Hobby Horse update** – Following the last meeting, the members advised Tracy Saer that the proposed semi-permanent structure on the car park was undesirable and suggested exploring the use of the football clubhouse facilities was an option. The offer of assisting with further investigations was made through Cllr Taylor, as the football club representative, however this was not taken up and the Hobby Horse has since been sold with no plans for an alternative.

White Gold Fish and Chips would like to trade in Bures on Saturday evenings. Bures Hamlet have declined use of the Knowle (which is already being used by food vans on Monday, Friday and one Saturday a month) as other events requiring access to the common and in consideration of the surrounding residents. The meeting discussed the idea of the van parking on the pitch previously used by the Hobby Horse and agreed to a 2 month trial. The Committee discussed whether this would encourage more ASB and littering but concluded that having more adults around would likely act as a deterrent. Conditions of hire and fees will be sent to Renu at WG advising of the cost of £10.00 per week, in advance of trading. This would exclude the week the Thai food van attends Bures to safeguard other businesses in the village. It was specified that any further communication should be with Renu only and not through a 3<sup>rd</sup> party. An area would be coned off in advance. The Clerk agreed to make the necessary contact also requesting a copy of White Gold's insurance and hygiene certificate.

**b. ASB meeting with Suffolk and Essex Police** – This took place on 04.04.24 and was well attended with police from both sides of the village in addition to Cllr Jackson, Cllr Keeble-Fox and both Bures Clerks.

- Notes – Notes from the meeting were circulated to members for their information in advance.

- Police reporting cards – Incident reporting cards with clear instructions on how to report online were printed, laminated and distributed around the village, concentrating on those most affected by the ASB and likely to report. The police encourage everyone to report and not leave it to others, in order to raise awareness and the response received. Any intel on drugs and knives should be reported to raise police awareness and their response.
- Car park gate - It was agreed that the police would know how to open this in order to gain access to the sports field and the river where most of the large gatherings occur as not always visible at night.
- Dates list – A list of key dates which have been historically popular with young people has been circulated with the end of year exams, last day of term etc. A list of dates of events on the Sportsground was included with the view to the police considering “pop-up shops” to be visible and raise awareness.
- The Porch Project – It was suggested that that The Porch Project be approached again to see if they had more resources and would be able to assist Bures with a youth worker who could engage positively with the young people who visited. Having followed this up, Neil at The Porch Project advised they are happy to stretch to Bures having recently recruited more staff, who would be starting in the next few weeks. With this in mind, the Sportsground could apply for a grant again to cover this.
- Peter Watson sent an email updating the Committee that a Public Area Protection Order (PAPO) was being considered however the members were not keen as this put the responsibility on the Sportsground members to police and in the past, consisted of an alcohol ban across the board. Engaging a youth worker may also not be beneficial if a PAPO was in place. There had been shift in mood following the escalation of gatherings.
- Police patrols on the sportsground appear to be taking place regularly and a police car was present in the car park on the evening of the meeting which is encouraging. It was suggested that this be highlighted on BB Facebook to increase awareness to discourage young people.
- We have been advised that Darren Marshall will shortly be moving areas to Bury St Edmunds and therefore a new officer will be allocated shortly.
- Staunch Kit – Following discussion, it was agreed this would be investigated further by Cllr Shackell.

**d. Spring Litter Pick feedback** – This was a success with 16 attending. It was great to see families involved. The rubbish bags collected were picked up by Babergh from the car park after some prompting.

**e. Contribution to SALC membership** – Annual membership this year is £418.39 which is considerably higher than other county associations. It had been paid by Bures St Mary, however as this is also utilised by members of the Sportsground, members agreed to contribute £200.00 towards the cost this year.

#### **6.05.24 Car Park**

**a. Car park pothole repair** – A fund is being built up to ensure this is available when the car park needs resurfacing. Pothole repair was discussed in March’s meeting to prolong the life of the current car park surface. Previously ABC had suggested this work could extend the surfaces life up to 10 years therefore the Clerk investigated further at the members’ request. Three quotes were received and circulated in advance of the meeting relating to this from the following: ABC £5,495.03+ VAT, Colne Contracts £2,700 and Lakeside £1,700.00 + VAT. Colne Contracts was highly recommended however they were less optimistic about extending the car park’s life 10 years and thought 5yrs+ was more realistic. It was agreed to proceed with Colne

Contracts and to investigate fund raising for the future resurfacing of the car park, investigating any grants that could support this. If no funding was available, it was suggested more money be put aside per year (£5,000) as currently only £500 per year was being ring fenced and the current cost of resurfacing was approximately £55,000.

**b. Fencing** –Nigel Norton has notified the clerk that he is proposing to commence these works in the school holidays.

**c. Plug-in Suffolk EV Charging** – There was not update as the Committee is still waiting for a site visit.

#### 7.05.24 **Skateboard facility project**

**a.** Teams call regarding funding – Notes from this were circulated in advance of the meeting. Cllr Keeble-Fox has applied to the National Lottery for funding. Two design options were discussed as well as the skateboard park's usage. This would not only be for skateboards but also bikes, scooters etc. and would hopefully deter the use of the newly refurbished sports courts. Cllr Fairbairn suggested carrying out a survey of Key Stage 2 children at Bures Primary and would also look at the possibility of accessing the opinions of TGS children as well. Cllr Fairbairn planned to attend the Bures Market at the weekend and would seek the opinions of any suitable aged children. Members discussed whether a skateboard park would increase ASB, attracting more young people. Cllr Keeble-Fox agreed to contact Deon Randhamie to gauge police opinion.

#### 8.05.24 **Football Club Matters**

**a. Refreshment provision** - Bures Utd have been offering hot and cold beverages and snacks on Saturday mornings 9-11am on training days which has filled some of the gap left by the Hobby Horse.

#### 9.05.24 **Cricket Club Matters**

Following the last meeting, an advert to drum up more membership had been put on the School newsletter with little affect.

#### 10.05.24 **Tennis Club Matters**

**a. LTA membership** – In the absence of Philip Gough, there were no updates.

**b. PSS maintenance** – Having been booked in on 04.04.24, the standard maintenance visit was started on 09.04.24 and completed on 27.04.24 due to poor weather. One of the tennis winders was also repaired at our request (no charge). PSS plan to return in May to pressure wash the courts and will require these to be blocked out for the day.

**c. Taking down of nets** – There have been some issues with the tennis winders. PSS were able to assist with resolving this in the short term, advising that this was likely to have been caused by the net being tensioned too tightly, causing the teeth to jam up in the winding mechanism. It was suggested that extra caution should be taken when taking these down. The school has confirmed that they have not been using the courts however with the change in the weather this is more likely. The Clerk has asked if Scott Newstead, the caretaker, could do this if

required as he knows how to take the nets down properly.

**d. Noticeboard by sports courts** – It was agreed that the Clerk would investigate signage that could be attached to the tennis fencing and that the members would revisit the possibility of replacing the currently board at the end of the year when there would be a clearer picture of the funds available.

#### 11.05.24 Correspondence

**a. Hire of football pitches** - Charity football club, Colchester – A charity football team emailed the sportsground looking to hire the football pitches and changing facilities for their home matches with a view to adopting the village name and rebranding. They did not appear to know that Bures already had a football club/team that used the sportsground.

**b. Pilates, Paddle & Pizza** – 14<sup>th</sup> June 2024 – Payment of £20.00 has been received (£10.00 for each business) and the relevant paperwork is required.

**c. Steelbones S2C Event** - 7<sup>th</sup> September 2024 - Steelbones is a charity for amputees and their families, who are planning a charity event, Sudbury to the Sea (a week before the main event) as an adventure for amputees and for fundraising. They are looking for a refreshment stop and we are keen to assist as the Bures Common have a quoits match that day. Although there is a home Cricket game that day (starting at 12.00noon), we have asked if they can advise us of numbers and what vehicular access is required to see if they can be accommodated.

The Committee discussed the disabled toilet situation at the Sportsground and it was agreed the Clerk would speak to MTM regarding costings. It was also suggested that a radar key system may be able to be used at the front of the hall in order to access the disabled toilets already present in the Community Centre.

#### 12.05.24 Events / Bookings

**a. BMF 2023 Hire form** – This has been finalised. Paperwork to be submitted to the Sportsground Committee before the event.

#### 13.95.24 Finance

**a. Finance & Budget Monitoring Report** – It was proposed by Cllr Shackell, seconded by Cllr Fairbairn and agreed by all.

**b. To note bank reconciliation report and verifying bank statements** – These were signed by Chairman and non-signatory member.

**c. Insurance** – Having received the renewal from Hiscox through Gallagher's, this was £555.73, an increase of £91.99. Further investigations were made through Clear Council (the broker used by Bures Hamlet) and the quote totalled £703.13. It would appear there has been quite a jump in insurance this year and having compared this to those received by Bures Hamlet and the Cemetery, the initial quote and rise is competitive. There is the opportunity to set up a 3 years binding Long Term Agreement (LTA) at this rate with various exceptions. The members agreed to renew with Hiscox through Gallaghers with the renewal date of 22.05.24 however concluded the 3 years LTA deal was not beneficial.

**d. Rents for football and cricket clubs 2024/25** – The members agreed as set out in the budget that the rents for both clubs would rise from £650.00 to £750.00 and would be invoiced with immediate effect.

**e. To note VAT claim for 2023/24 submitted to HMRC** – A claim for £1,249.48 was submitted on 17.04.24.

**f. To note half year precept request to BHCP & BSMPC presented** – The members agreed £4,000 to be invoiced with immediate effect.

#### 14.05.24 Audit matters

**a.** To note the Internal Auditor's report 2023/24 – No matters were raised to follow up.

**b.** To approve by resolution and sign the Annual Governance Statement 2023/24 – This was proposed by Cllr Shackell, seconded by Cllr Fairbairn and agreed by all.

**c.** Annual Accounting Statement 2023/24 – This was considered, approved by resolution, signed and dated.

**d.** Audit items to approve:

- Appointment of Internal Auditor and Fees for 2024/25 – It was decided that making a decision was premature and this would be revisited at the next meeting, once the internal audits for BH and BSMPC had been completed.

- Date for Internal Audit Review Checklist 2024 – A date would be set for a meeting in agreement with BH and BSMPC and the Clerk and Cllr Keeble-Fox would attend.

- Terms of Reference – These were reviewed at the meeting in March 2024.

- Accounts would be available for sale to the public for £5.

- Asset Register – This was reviewed and agreed with no changes as no recent purchases.

- Risk Assessment – This will be reviewed by Cllr Jackson, Cllr Welch and the Clerk and presented at the next meeting.

- Child Protection Policy – It was noted that the members were not comfortable with aspects of this policy and it will be reviewed at the July 2024 meeting.

- It was noted that Bures St Mary Parish Council 2023 Financial Regulations & Standing Orders will reference Bures Sportsground Committee and will be reviewed at the BSMPC meeting in May 2024.

#### 15.05.24 Sports Ground Inspections and maintenance

**a. Councillor's report** – Cllr Keeble-Fox (with Cllr Jackson)

- New mount for key holders notice needed. Board to be supplied by Cllr Jackson.

- Picnic benches in need of repair/replacement x 2 by the river.

- Zipline ramps – Identified again as requiring work.

- Morphus Climbing Wall – Some holes in need of repair by Nigel Norton

- Landing stage – Requires a stiff brush to remove debris between the groves of decking.

- Coronation Shelter – In need of painting – Cllr Jackson to investigate if any leftover paint from last time.

- Disabled Swing – Straps missing - The family who looked after these has moved away. It was agreed that a replacement should be sought. The cost and lead time would be investigated.

- BBQ Slabs – Required clearing. Cllr Keeble-Fox has already actioned this.

**b. July Inspection** – Cllr Fairbairn

**c. To report on items raised from previous inspections.** These were covered in other agenda items.

**d. Items requiring maintenance**

- Zip line platforms – Nigel Norton is aware of the rotten planks of wood that require replacing and will provide a quote.

- Picnic benches – It was agreed that it would be more cost effect to replace some of the benches rather than repair the damage as rotten and it would involve taking the whole bench apart. An offer of six benches for the price of five from an online supplier was shared. It was suggested and agreed that the £1,000 identified by Cllr Fairbairn as being the difference between the projected spend and the funds budgeted be spent on benches. Various companies were investigated however reservations were expressed regarding ordering from companies online without previous experience or recommendation. It was agreed that Cllr Norton would investigate who supplied the new picnic benches at The Horseshoes and their cost.

**e. Maintenance checks** PSS is due to return to pressure wash the courts this month.

**f. Volunteer jobs** Cllrs Shackell and Jackson agreed to rub and treat the benches. Cllr Jackson will repaint the Coronation shelter. Volunteer needed to brush down the landing stage.

**16.05.24 To report on Contract works**

**a. To report on works completed:** Grass cutting, grounds maintenance completed in a timely manner.

**b. Operational Inspection reports** - circulated

**c. Items from the Annual Play Equipment Inspection**

- Zipline service – Playquip inspected and serviced this on 12.04.24 at a cost of £360 + VAT. The seat chain cover was replaced at a cost of £55.00 + VAT. It was noted that the ramps to the take-off and landing stations have slipped a little, they are not imminently going to fail, but should be repaired soon. (Nigel Norton is aware.) It was agreed going forward the zipline should be service every 3 years and would be budgeted accordingly.

- Pikes Marsh play area gate – Nigel Norton has this on his list of items to attend to.

**17.05.24 Brief information & exchange for next agenda items**

**a.** Nigel Norton had been in contact with Cllr Jackson about using New Way weed killer in order to combat the weeds. This has been agreed as it is environmentally friendly and does not include glyphosate.

The meeting finishes at 9.10pm.

Date of next meetings: 4<sup>th</sup> July 2024 to be held at Bures Community Centre, Nayland Road at 7.30pm (Please note this has changed from 11<sup>th</sup> July 2024 due to the Bures Music Festival.)

Future dates booked: 12<sup>th</sup> September 2024, 14<sup>th</sup> November 2024, 9<sup>th</sup> January 2025

Signed:

Dated:

