

**JOHN BELSTEAD PLAYING FIELD  
MINUTES OF THE PROJECT TEAM MEETING  
16<sup>th</sup> April 2007  
AT BEALINGS VILLAGE HALL**

**PRESENT**

Jenny Shaw (JS) (Project Leader) Margaret Wilson (MW), Roger Roseboom (RR) Jim Newbold (JN) Keith Beaumont (KB) Malcolm Watson (MXW) Sally Johnson (SJ) Julian Haywood Smith (JH S) Ferial Evans (FE) (Minutes)

**1. APOLOGIES**

Eric Barnett, Charles Barrington, Rick Kerry

**2. MINUTES OF PREVIOUS MEETING WITH VHMC (26<sup>th</sup> March)**

Although these had been issued to the team there had been problems with printing. These were carried forward to the next meeting.

**3. MAJOR GRANT FUNDING**

**Biffaward**

JS reminded the team that she had responded to Biffaward's request for evidence of our ability to fund our share of the project and that we are now waiting for confirmation of the award and instructions on how to draw down funds. Until we hear from them we must not advertise the award. Stage 2 is dependent on this award.

**Big Lottery**

RR advised that the Big Lottery is now in receipt of all information and we now have to sit and wait. This could be up to three months. Stage 3 work indicated in the bid cannot be started until the Lottery award is confirmed.

JS had issued our project outcomes and milestones attached to the agenda for this meeting. These have been included as a reminder of our commitments. All present supported these aims.

JS advised that the Lottery require us to name an independent referee and after discussing this with the Lottery RR had asked Charles Barrington. *[Note: subsequent to this meeting the Lottery has asked us to find someone else such as a local councillor – and Ivan Jowers has agreed to be our referee].*

**SCDC**

RR explained that, since the last meeting, we have been advised that the SCDC Capital Grant has been awarded for the project as a whole as opposed to our Stage 2 component. This means that our £10,000 award must be apportioned across all 3 stages and for every £15,000 we spend we claim £1,000 of the grant.

## **4. PROJECT STATUS**

### **Aerial Cableway**

JS reported that construction of the Aerial Cableway started today and is expected to be finished tomorrow. The installers have advised that the concrete will be ready in 5 days. The meeting agreed that the Aerial Cableway would be open for use at 12 noon on Saturday 21<sup>st</sup> April, until then the seat would be missing. KB and JHS agreed to meet at 10am to fit the seat and test the Cableway.

### **O/S Planning Conditions (Phase 3 – details of paths and fencing)**

JS advised Giles Hill (Landscape Architect) has submitted the final plan to SCDC Planners for written approval of the o/s standing planning conditions most of which relate to Stage 3. This means that all planning conditions should have been met. JHS asked whether there is a need for an archaeology watching brief but JS advised that there is no mention of this in the conditions set by SCDC.

### **Final Tenders – Main Contractors (Phases 2 & 3)**

JS reported that Giles Hill has prepared and sent out final tenders to 3 main contractors. Responses were due today. Initial indications advised by Giles are that there is an increase in cost rather than the hoped for saving. JS will discuss outcome with Giles this week.

### **Equipment Installers – Stage 2**

JS has investigated alternative installers from a list of registered members of the Association of Play Industries. Initial responses indicate we may be able to reduce the costs of installation compared with the prices quoted by the manufacturers.

## **5. INSURANCE AND ASSESSMENT OF PLAY AREAS**

JS has been advised by Suffolk Acre that the standard Zurich policy for play equipment excludes Aerial Cableways. This means that there will be an additional premium to pay for Public Liability. Zurich has agreed to cover the Cableway but we await cost of premium. JS has advised Suffolk Acre of all phase 2 equipment to avoid any last minute issues. The response from Zurich has been held up due to Easter holidays.

JS had distributed a summary of the play ground reports, issued by SCDC and Zurich, with the agenda. These include:

- toddler swing to be removed – which has now been carried out by KB.
- levelling the ground beneath the old swings and installing safety surfacing.  
On this matter JS advised that plans are in hand to buy safety surfacing direct from the manufacturers (as opposed to via the equipment manufacturers) and some of the direct saving will be used to purchase safety surfacing for the old swings.
- Signage showing:
  - name and contact details of the owner (BVHT),
  - where the nearest phone box and
  - location of nearest first-aid kit
  - prohibition of dogs.
- Perimeter fencing to be repaired and barbed wire removed.  
The meeting noted that the perimeter fence is in poor condition and JHS suggested that village hall funds should be used to improve it. JHS volunteered to investigate costs of replacing the plastic coated fencing.

## **6. MAINTENANCE TEAM**

JS had previously issued the list of volunteers who are prepared to help with playground inspection and maintenance and advised of some changes: Nigel Hall-

Wright, SJ and CB have been added and one other has left the village. Regular checks of the equipment are required for safety reasons and a prerequisite of our insurance cover. There followed general discussion on how to establish a procedure for this. Most of the project team are happy to be on a rota and JS suggested that we need to appoint a leader to ensure that the inspections are carried out and appropriate maintenance triggered. JHS suggested that Nigel Hall-Wright is willing and has the organisational skills. It was resolved that Js would speak to Nigel and invite him to join the Friends.

## **7. FINANCE**

JS reported on current playing field bank balances:

HSBC holds £2,676.77 plus £10,000 as yet uncleared funds set aside for Stage 2. COIF Investment account holds £39,981.06. RR reiterated that £35,000 is ring-fenced for the multi sports area. And £1,000 for Trim Trail. JS confirmed that the £36,000 to be ring-fenced will remain untouched in the investment account until we have clearance to move to Stage 3. JS advised that the investment account has earned another £530 in interest over the last 3 months.

## **8. LOCAL FUNDRAISING**

MXW reported that the response for the Car Treasure Hunt (April 29<sup>th</sup> and the Orwell Walk (17<sup>th</sup> June) is not as high as he would like but he is still confident that more will join in. The response for the Variety Show (July 7<sup>th</sup>) is much better. He has fourteen acts but can take up to twenty. Rehearsals start tomorrow.

The highly popular Quiz and Curry Night is to be repeated on 28<sup>th</sup> September 2007.

SJ is organising a Dog Show and has already got judges. JS advised that the new layout playing field is unlikely to be ready for use until later this year.

## **9. PUBLICITY**

At an earlier meeting JS had asked if the Little Bealings website may include a link to the Gt. Bealings website. JS reported that the section on Bealings Village Hall now gives a summary of status and links to the GB website for details of minutes and history.

## **10. ANY OTHER BUSINESS**

- RR outlined the plans for the Bealings Village Hall 50<sup>th</sup> Anniversary celebrations – this is to be a Ceilidh, 50's style dress and good fare with a bar. Tickets from Roger Roseboom (735153). There will be a free tea in the afternoon to which residents who were here in the 50's will be invited. There are already 40+ identified.
- RR also stated the intention to set up a Bealings Quoits team – he has photos of Gt. Bealings winning team in 1920's which will be on display at the Hall on the 50<sup>th</sup> anniversary.
- JHS raised concern that we had not covered the matter of the sports court costs etc. JS suggested that she is obtaining further quotes for the multi-sports court and we should wait until we have a decision from the Lottery before seeking to change the specification.
- JHS suggested that we should seek to provide a basket ball hoop outside of the sports court which will not be open for casual access. It was resolved that we would seek to include this at a later stage.
- There was also some support for a Boules pitch. JS agreed to discuss earmarking a site on the plan for future use. An area 10m by 3m is required.
- JHS raised the matter of how the sports court bookings will be managed. It was agreed that this would be added to the next meeting's agenda.

## **11. DATE OF NEXT MEETING**

Tuesday 15<sup>th</sup> May, 8.00pm  
Bealings Village Hall