

**JOHN BELSTEAD PLAYING FIELD**  
**Draft MINUTES OF THE PROJECT TEAM MEETING**  
**7.30pm**  
**19<sup>th</sup> JUNE 2007**  
**AT BEALINGS VILLAGE HALL**

**PRESENT**

Eric Barnett (EB) (Chairman), Jenny Shaw (JS) (Project Leader), Margaret Wilson (MHW), Nigel Hall-Wright (NH-W), Roger Roseboom (RR), Malcolm Watson (MXW), Keith Beaumont (KB), Julian Haywood Smith (JH S), Charles Barrington (CB)

**1. APOLOGIES**

Ferial Evans (FE), Rick Kerry (RK), Sally Johnson (SJ), Jim Newbold (JN)

**2. MINUTES OF PREVIOUS MEETING (15<sup>th</sup> MAY)**

These were approved with minor typo correction.

**3. MAJOR GRANT FUNDING (RR)**

**3.1. BIG Lottery (Reaching Communities Fund)**

JS reported a further request for an update from the assessors at The BIG Lottery and this gave an opportunity to update them with current status of funds raised. They confirmed that outcome of application will be known at the end of July. JS has kept Ivan Jowers informed in his capacity as independent referee.

**3.2. SCDC Sports Fund**

Now that the project has approved go ahead for Stages 2 & 3A, JS has been able to submit the application to release the development funds set aside for The Bealings & Playford Sports Fund as the completion fund for Stage 3A.

**3.3. Biffaward**

JS reported that the project has successfully received its first cheque (£8,690.19) from Biffaward for expenses so far on Stage 2.

**3.4 SCDC Capital Grant**

JS reported that the project has successfully received its first cheque (£1,500) from SCDC Capital Grant based on the projects expenditure to-date.

**3.5 Gift Aid Letters to Residents**

RR plans to produce these in the summer.

**4. PROJECT STATUS**

**4.1. O/S Planning Conditions (Stage 3)**

Written sign-off now received from SCDC.

**4.2. Stage 2**

JS reported that RG had started work on remodelling the field this very day.

**4.3 Dates for Play Equipment Installation**

Roger Gladwell has advised that the earliest the play equipment should be installed is 21<sup>st</sup> July. Playquip Ltd. had set aside a week at the end of June and have therefore had to revise their timetable, the revised start date is 6<sup>th</sup> August.

#### **4.4. Delivery & Storage of Play Equipment**

JS reported that, having ordered the equipment for the earlier installation date, most suppliers won't hold on to the equipment beyond the planned delivery date. So JS has made arrangements with the Village Hall's insurers via Suffolk Acre to store the equipment and an additional premium (£39) has been paid.

#### **4.5. Payment Terms for Cambridge Courts (Multi-Sports Court Installer)**

Following discussion at the previous meeting and advice provided by CB, JS and Giles Hill have negotiated a revised contract wording and more acceptable payment terms.

#### **4.6. Order for Straight Benches**

JS reminded the meeting that the team had chosen recycled plastic seats instead of the planned wooden benches. JS has placed an order for 3 benches – 2 as per plan for Stage 2 and a 3<sup>rd</sup> to replace the broken "Mike Reeve" bench. The price is slightly greater than that budgeted but allows for the change in specification to seats with backs instead of benches.

#### **4.7. Visit to supplier of curved benches**

JS reported that she had made an impromptu visit to Bramhall Woodware, the project's chosen supplier of curved wooden benches, at their Sheffield based premises. The company had been out of contact due to problems with telecoms supplier and had been operating using mobile phones. They are expecting to be up and running very soon. JS had met with the Managing Director and his staff and was impressed with the quality of the wood products.

(This visit was at no cost to the project as it was combined with a visit to the area for personal reasons).

### **5. INSURANCE**

#### **5.1. Temporary Storage of Play equipment**

JS reported that Suffolk Acre has been paid £39 premium for covering the storage of the equipment until 6<sup>th</sup> August.

#### **5.2. Contractors Insurance**

JS has now received sight of Roger Gladwell's Public Liability insurance.

### **6. MAINTENANCE**

#### **6.1. Equipment Inspection**

Nigel Hall-Wright reminded the meeting that he is still carrying out the daily inspections himself pending installation of the full set of play equipment, when a rota will be set up. In response to a query from CB, Nigel hall-Wright confirmed that records of inspections are being kept inline with insurance requirements and as requested by JS.

#### **6.2 Perimeter Fencing**

- JHS advised that he is working on options and costs. **ACTION: JHS**
- RR advised that the BVHMC has a responsibility under the original transfer of the land to maintain the fence adjoining Lord Cranworth's estate. He therefore proposed that the cost of replacement should be shared with the BVHMC.

#### **6.3. Tidy Up At the Front of the Hall**

- Whilst the maintenance of the hall is not the responsibility of the playing field project team, several members of the team had worked to clear undergrowth at the front of the hall and around the car park. And George Ball had painted the WI bench.

#### **6.4. Aerial Cableway**

- KB had kindly arranged to tighten the runway cable using a ¾" socket set that contains a breaker bar and ratchet range. Other equipment used – piece of scaffolding for leverage and a ladder for access. JHS suggested that we should purchase our own equipment and KB suggested that we make the purchases when we know what our full requirements for all equipment.

#### **7. FINANCE**

JS reported on current playing field bank balances:

- HSBC holds £12,323.14
- COIF holds £39,981.06.

#### **8. LOCAL FUNDRAISING**

##### **8.1. Orwell Walk (June 17<sup>th</sup>)**

The day had been ideal and 4 families did the "shorter" walk of 11.5 miles) – sponsorship is expected to reach £220 for the project.

##### **8.2. Talent Show (July 7<sup>th</sup>)**

Plans are well in hand. Tickets sales need to be pressed.

##### **8.3. For Future Reference**

- Quiz and Curry Night (Sep 28<sup>th</sup>)
- Dog Show: (Sep 16<sup>th</sup>)

#### **9. PUBLICITY**

##### **9.1. Biffaward PR**

Biffaward expect us to publicise our project and the award. The PR team has offered to help us with our PR. They create the shell of press releases and we complete the detail. The first press release has been issued to all local papers and also our MP. This has been issued to the project team for info.

##### **9.2. Newsletter #4**

Ferial has nearly completed the formatting. This will be issued shortly. Disappointingly, CB reported that he has never received any project newsletters.

**Action: MW/SJ.**

##### **9.3. Benefice Magazine**

A notice was included the Benefice Magazine to advise people that the field is temporarily out of bounds.

#### **10. BOOKING PROCESS**

- JHS reported on the approach used by Earl Soham where they use a manual schedule held on site at the sports court.
- MW reported on discussions with Jan Osmanski, booking secretary at the Bawdsey multi- sports pitch. They charge a £5 deposit for key plus an annual fee of £30 family membership and £20 single membership - casual players can book courts @ £3 per hour. They were considering having a rota with a group mobile but this has not been necessary and has worked well with her having a box in her drive, with booking sheets in showing times already booked she does up to 3 weeks at time. They tried keypads but they were affected by weather and small boys or girls, so a key and padlock system was introduced and seems to work well. Membership is renewed each year.
- After consideration, it was agreed that the options should be documented and CB agreed to do this and report back at the next meeting.

**Action CB**

## **11. ANY OTHER BUSINESS**

Design Issue – JHS raised the matter of safety and asked whether we should consider altering the circular path so that it just skirts the circular seating area instead of going through. JS agreed to discuss with Giles Hill. **Action JS.**

Other Items to be carried forward pending design team review

- Additional Basket Ball (for Casual Use).
- Boules Pitch

## **12. DATE OF NEXT MEETING**

**Tuesday 31<sup>st</sup> July 7.30pm  
Bealings Village Hall**