

**JOHN BELSTEAD PLAYING FIELD**  
**Draft MINUTES OF THE PROJECT TEAM MEETING**  
**31st JULY 2007**  
**7.30pm**  
**AT BEALINGS VILLAGE HALL**

**PRESENT**

Jenny Shaw (JS) (Project Leader), Margaret Wilson (MW), Nigel Hall-Wright (NH-W), Roger Roseboom (RR), Jim Newbold (JN),

**1. APOLOGIES**

Ferial Evans (FE), Rick Kerry (RK), Sally Johnson (SJ), Malcolm Watson (MXW), Keith Beaumont (KB), Julian Haywood Smith (JH S), Charles Barrington (CB)

**2. MINUTES OF PREVIOUS MEETING (19<sup>th</sup> June 2007)**

Due to problems with printing, these were carried forward to next meeting.

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

**3.1. SCDC Sports Fund**

JS reported that SCDC have confirmed the release of the Sports fund for our 3 villages for use in the Stage 3A delivery of the Multi-Sports Court. The project has received 50% up front and this was used to pay the deposit for the Multi-Sports Court. The other 50% will be released upon request upon completion of MSC.

**3.2. BIG Lottery Reaching Communities Fund**

JS reported that the project has been unsuccessful in its bid for a Lottery grant – the letter indicated that the value of all applications to the Reaching Communities was 7 times the value of funds available and only projects for the very needy were selected. This resulted in 20% of applications being successful. Alternate options would need to be investigated.

**3.3 Alternative Fund Options**

- RR is now deeply involved in plans for a Youth Action Theatre Group for Bealings Village Hall and has handing over grant applications to JN. **Action: JN.**
- JS mentioned that Suffolk Acre had suggested Suffolk Environmental Trust as a possible source for “completion funds” although the fund sets limits of £15-20,000. The meeting agreed that JS should investigate this further. **Action: JS**

**3.4. Appeal to Residents via Gift Aid**

RR plans to redraft these and issue in September. **Action RR.**

**4. PROJECT STATUS**

**4.1. Stage 2: Play Areas**

**4.1.1. Status of Installation**

JS reported that work started earlier than stated at the last meeting. All the play equipment has been installed with safety surfacing installed for the new areas and the old swings. We hope to open it to the public in the next week or so pending resolution of some issues with the installation.

Roger Gladwell is being asked to move the security fencing so that the play equipment may be open to the public and the main field remains out of bounds. Once this is done the equipment will be open for the rest of the summer holidays.

**4.1.2. Post Installation Inspection**

The equipment has been inspected by SCDC and two issues identified:

- Toddler swings seats need to be hung from safety links.
- Old swing seats are too low now that the safety surface is in place.

JS also reported that the Toddler swing seats are not the correct type of seats and she is contacting the manufacturer for replacements of these and the quick links. Arrangements will be made for installer to attend once the new parts are received.

**Action JS**

#### **4.1.3. Positioning of equipment**

Note that there has been a slight change in the positioning of the Toddler equipment to take account of the electric cables and to ensure that the way-thru from the Aerial Cableway is not obstructed by the twin toddler swing and the maze. Following a concern raised by JHS, we are considering, for health and safety reasons, altering the circular path design so that it skirts the circular seating area instead of through it. JS reported that she is meeting with Giles Hill and RG's Project Manager to work out the new positioning of the seating area.

**Action JS.**

#### **4.1.4. Bench Seats for Play Areas**

JS confirmed that we have been advised that our 3 bench seats are now ready for installation – they are held in storage at the suppliers pending a date from Roger Gladwell's office. One of the new seats is to replace the broken "Mike Reeves" bench.

#### **4.1.5 Issues raised by JHS**

JHS has mentioned a concern regarding a crack in one of the wood struts in the Wooden Towers.

**Action: NHW, JS**

### **4.2. Next Steps**

#### **4.2.1. Stage 2 – completion of work**

We await a date for building the toddler maze and completing the o/s Stage 2 work but we are expecting it to be early September.

#### **4.2.2. Stage 3 - Multi-Sports Court**

Work on the MSC is expected to start mid September weather permitting.

#### **4.2.3. Final Landscaping and Trim trail**

The final work to complete the field is dependent on further grant applications.

### **5. INSURANCE**

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

There remain some safety mats at Oak Mount – these are intended for use with Trim Trail equipment.

### **6. MAINTENANCE**

#### **6.1. Training for Volunteers on Inspection**

Arrangements are being made for a ROSPA inspector to run a half day course for our volunteer inspectors -date to be fixed early September.

#### **6.2 Update on Daily Inspections**

Nigel Hall-Wright confirmed that he is carrying these out pending the training session after which a rota would be set up.

#### **6.3 Perimeter Fencing**

- RR reiterated that the BVHMC has a responsibility under the original transfer of the land to maintain the fence adjoining Lord Cranworth's estate "to keep stock out" and proposed that any cost of replacement should be shared with the BVHMC.

## **7. FINANCE**

### **7.1. Biffaward**

JS reported that the project has successfully received its 2<sup>nd</sup> cheque (£11,996.21) from Rural Action East (for Biffaward) in respect of expenses so far on Stage 2. All invoices are paid after receipt of Biffaward cheque with these funds.

### **7.2. SCDC Capital Grant**

JS reported that she is due to apply for a 2<sup>nd</sup> release from the Capital grant in line with invoices paid to-date.

**Action JS**

JS reported on current playing field bank balances:

- HSBC holds £ 4,118.43
- COIF holds £36,494.69.

## **8. LOCAL FUNDRAISING**

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

The talent show was a resounding success and funds of nearly £800 had been raised. Malcolm and the fundraisers are to be congratulated on an excellent event. The meeting particularly congratulated RR for his rendition of Topol – “If I were a rich man”.

### **8.2. For Future Reference**

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

## **9. PUBLICITY**

Nothing to report.

## **10. BOOKING PROCESS**

Carried forward to next meeting in CB's absence.

**Action: JHS/CB/MHW**

## **11. ANY OTHER BUSINESS**

- RR was pleased to report that a Youth Committee has been set up to oversee the use of the play equipment. Christopher Keep has agreed to act as leader and he will be invited to the Village Hall meetings at some future date.
- RR mentioned that he had seen an excellent tennis ball machine – this for future reference.
- Items to be carried forward pending design team review
  - Additional Basket Ball (for Casual Use).
  - Boules Pitch

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## **12. DATE OF NEXT MEETING (fixed since the meeting)**

**Monday 3rd September 7.30pm  
Bealings Village Hall**