

JOHN BELSTEAD PLAYING FIELD
Draft MINUTES OF THE PROJECT TEAM MEETING
3rd SEPTEMBER 2007
7.30pm
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), Jim Newbold (JN), Sally Johnson, Malcolm Watson, Rick Kerry (RK), Keith Beaumont (KB), Julian Haywood Smith (JHS)

1. APOLOGIES

Ferial Evans (FE), Charles Barrington (CB)

2. MINUTES OF PREVIOUS MEETINGS (19th June & 31st July 2007)

Both sets of minutes were approved.

3. PROJECT STATUS

3.1.1. Status of Installation

The new toddler and main play equipment opened as agreed early August whilst the main field was cordoned off pending future work. Only the grassing is left to do in these areas and is held over pending excavation required for paths.

3.1.2. SCDC Post Installation Inspection

JS reported that the two issues identified by SCDC have been resolved:

- Toddler swing seats have been re-hung with safety links.
- The Old swing seats have been lifted to the right height.

JS also reported that eibe have now provided the correct toddler cradle seats and these are now installed.

One issue remains – one of the toddler springers is too loose. Arrangements are being made for Playquip installers to be on-site.

3.1.3. Minor Adjustment to Field Design

The adjustments necessitated by the underground electric cables and the request to move the circular path outside seating area have been incorporated in the field design. The toddler play area and circular seating area now have a reduced diameter.

3.1.4. Toddler Maze and Bench Seats

The Toddler Maze and benches are due to be built imminently.

3.1.5. Stage 3 - Multi-Sports Court

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

3.1.6. Final Landscaping, Street Furniture and Trim trail

JS presented attached paper which suggests prioritising the remaining work. Top of the list is the work to create the path system and seed with grass estimated at £20,000.

4. OPERATING COSTS

JS presented a page from the revised business plan outlining the costs that would need to be covered. It includes some assumptions on MSC booking charges. See also Item 10.

5. MAJOR GRANT FUNDING

5.1. Appeal to Residents via Gift Aid

Carried forward

Action RR.

5.2. Suffolk Environmental Trust

JS reported that SET offers a maximum £10,000 against a £20,000 discrete element of a project. SET has confirmed that JS' draft application meets the requirements. The meeting agreed that she should submit the formal application.

Action: JS

5.3. Other Grant Opportunities

JN had nothing to report.

5.4. Biffaward/Rural Action East to Visit

JS advised that Biffaward are attending site on 7th September midday to review progress.

6. INSPECTION & MAINTENANCE

6.1. ROSPA Training in Inspection

The first group of volunteer inspectors are due to be trained on 7th September.

6.2 Update on Daily Inspections

Nigel Hall-Wright continues to do the daily inspection pending training of the full list of rota members.

6.3 Perimeter Fencing

No details on cost options as yet.

Action JHS

7. FINANCE

7.1. Biffaward

JS reported that the project has successfully received two more cheques in line with our claims for reimbursements.

7.2. SCDC Capital Grant

JS reported that she is due to apply for a 3rd release from the Capital grant. **Action JS**

JS reported on current playing field bank balances:

- HSBC holds £ 18,869.30
- COIF holds £ 36,494.69

8. LOCAL FUNDRAISING (FRIENDS OF BEALINGS PLAYINGFIELD)

8.1. Dog Show: (Sep 16th)

Sally Johnson was instrumental in making the arrangements for this upcoming event and everyone was looking forward to what promised to be fun day.

8.2. Quiz and Curry Night (Sep 28th)

Malcolm Watson confirmed plans are also underway for this event.

8.3. Metal Detecting

RR advised that Ken Wilcox is planning 2 events to raise funds for the FOBPF.

8.4. Opportunities for Parish Councils to support the project

Given the need to raise more funds, JS reminded those present that the project needs regular support from the Bealings Parish Councils each year to cover operating costs going forward.

9. PUBLICITY

RR asked that the Newsletter #5 would be ready for inclusion in his letter to residents.
Action MXW

10. BOOKING PROCESS

No-one had received the paper promised by CB in July. The meeting felt this matter was now becoming urgent and it was agreed that we would devote the next meeting to this subject. A paper would be issued to everyone ahead of the meeting. **Action: JS**

11. ANY OTHER BUSINESS

Items to be carried forward pending design team review

- Additional Basket Ball (for Casual Use).
- Boules Pitch
- Tennis Ball Machine
- Dog Posts
- Dog Waste Bins

For information RR advised that he is also involved in a project known as BYAT (Bealings Youth Action Theatre) for which he has received a grant of £3,500 via the Local Network Fund. The grant has been awarded for new stage lighting system which will be installed at the Hall.

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

Tuesday 16th October 8.00pm
Bealings Village Hall

John Belstead Playing Field Project

Proposal for Financing Remaining Work - Date 3^d September 2007

Background

The project heard on 30th July that we have been unsuccessful in our bid for funds from the BIG Lottery Reaching Communities Fund.

We already have funds set aside for to completing the Toddler Maze areas and the Multi-Sports Court. However the Lottery funds were required to complete the landscaping with paths, grass, trees and trim trial equipment.

The application to the Big Lottery was for £45,000 Capital to complete the paths, trim trail and landscaping and also for help wit revenue costs – the subject of a separate paper.

The first grant body investigated is Suffolk Environmental Trust (SET) which has Landfill Taxes at its disposal. Grants are available for playgrounds at a max. £10,000. It doesn't seem to matter that we already have a landfill grant from another source (Biffaward) as long as the discrete element SET sponsors is separate. If we get the grant we need to show we can find the other 50% of the cost. They also require a 3rd party to cover 10% of grant. This can be an individual (e.g. a member of Friends) who raises funds for handing directly to the Landfill Operator (LO). Sally Johnson has agreed act as the 3rd Party. The Friends will ensure that she has enough funds to use for this purpose. The contribution must not however go through our account.

SET's next deadline for submitting applications is 15th September – and as Project Officer I have already discussed proposals for prioritising the outstanding work with Eric Barnett and Roger Roseboom. A revised Business Plan has been prepared and Roger and Charles Barrington have reviewed these. The application has been submitted to SET and we await their comments. They may need more supporting information and they want to visit the site.

Purpose

This paper explains the basis of our application to SET and makes suggestions as to how the rest of the project will pan out.

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Proposed Priorities and Approaches for Work Planned

Aspect	Detail	Priority	Cost	Proposed Approach
Gravel Path System	<ul style="list-style-type: none"> Providing improved access path to the field suitable for disabled access (from the RHS of the Village Hall) leading to 	High	£3,400	Apply via Suffolk Environmental Trust for Funds.
	<ul style="list-style-type: none"> a complete circular path system providing an exercise route for users and connecting at the bottom end of the field with the public footpath from Great Bealings as a replacement for old tarmac path. 	High	£8,000	Apply via Suffolk Environmental Trust for Funds.
	<ul style="list-style-type: none"> Creation of circular paved area for seating 	High	£3,400	Essential focal point overlooking field and for community events. Apply via Suffolk Environmental Trust.
	<ul style="list-style-type: none"> Removal of old tarmac path (we have already agreed to keep and let it go wild. 	Low	£1,700	This path sits behind the planned wildlife area is already becoming a habitat for insect wildlife
	<ul style="list-style-type: none"> Provision of informal path to back of Hall 	Low	£2,800	Include as Later Phase – when we build Hall Annexe
Grass Seeding	<ul style="list-style-type: none"> Grass the central plateau as an amenity space and play areas 	High	£5,100	Our financial plan shows we will have liquid funds sufficient to reinstate grass in the central green space and play areas once Stage 2 is complete and we plan to leave the wildlife areas to self set. Volunteers keep it trimmed.
	<ul style="list-style-type: none"> Grass wildlife areas 	Low	£ 1,400	
Trees	<ul style="list-style-type: none"> Planting and maintenance of new trees 	Low	£4,300	Apply for SCDC grants for Trees. Plant and maintain the trees ourselves. Saves £4,000 from quote.
Street Furniture	<ul style="list-style-type: none"> Reinstating original benches 5 new straight benches, 4 curved benches and 3 new waste bins 	High Med Med	£ 100 £2,800 £5,600	Reinstate old benches – giving a total of 4 benches on site. Leave rest to later phases’ Provide temporary waste bins at community events.
Trim Trail	<ul style="list-style-type: none"> Trim Trail (7 items) 	Med	£5,500	To be implemented once grass is laid – to take advantage of £1,000 grant received. Use Gift Aid funding to complete.
	Total	High	£20,000	For SET (includes VAT & Contingency)
		Med	£14,000	
		Low	£10,200	Removed from project costs through voluntary work; some items postponed to later phase and others no longer required.

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Stage 2 – Play Areas

We are nearing the end of Stage 2 with all the play equipment already in place.. The toddler maze and new benches will be in place soon. The play areas will however not have been grassed.

Stage 3 - Multi-Sports Court

Work starts soon on this stage and funds are in place for this work assuming that the contingency allowance is sufficient.

For the remaining work the above priority table shows that we can reduce the cost of the remaining work to £35,000 by using volunteer effort for the rest of the work. On this basis the SET application lays out the remaining work in 3 parts – Stage 4A, 4B, 4C.

Stage 4A – Construct Path system and seed the field - Autumn 2007

The application to SET requests funds to support the High Priority items which need to be done this Autumn so that we may have the opportunity of using the field for the 2008 season. When we complete this aspect of the work we will also need to ensure that we have sufficient funds to cover Giles Hill's final invoice £2,423. The total cost of Stage 4A is estimated at £23,600 funding assumptions are as follows:

- £3,700 in the bank (including £400 interest due in September).
- £2,000 through the local events planned in September
- £6,600 through Gift Aid Donations
- £10,000 from SET
- £1,300 from SCDC Capital Fund

Ken Wilcox is also planning to raise more funds for the project through metal detecting in September – these funds will help if we don't get the level of Gift Aid we need.

Stage 4B – Trees & some Trim Trail - Spring 2008

An application has recently been made to Lt Bealings Parish Council for their support in applying for 25 trees for the playing field – (via the SCDC Parish Tree Scheme) and on the basis that the Friends would take responsibility for collecting planting and maintaining the trees. We need the project team's agreement to arranging a working party to carry out this work in the Spring. The cost of this is assumed £200.

With the £1,000 from Suffolk Foundation we purchase some of the Trim Trail equipment and use spare cash to have them installed. We would need another £4,300 to buy/install rest of Trim Trail.

Stage 4C – More Trim trail and Street Furniture

This stage is dependent on more fundraising with costs estimated at £9,600.

If we don't receive a SET grant we will have to lay grass seed and reinstate the access path alongside the hall which of course means that there would be no circular path or gravel circle.

John Belstead Playing Field Project

Extract from SET Business Plan - TBC

5.3 Operating costs over 5 years

<u>Project Aspect</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>5 Years</u>
Insurance Cover	£1,970	£2,029	£2,090	£2,153	£2,218	£ 10,460
Annual Maintenance	£	£ 657	£ 677	£ 697	£ 718	£ 2,749
Inspection Checks	£ 150	£ 75	£ 77	£ 80	£ 82	£ 464
Spare Parts	£	£ 300	£ 400	£ 500	£ 600	£ 1,800
Tree Inspections	£	£ 300	£ 309	£ 318	£ 328	£ 1,255
Project and Grant Admin	£2,938	£	£	£	£	£ 2,938
<u>Total Other Costs</u>	<u>£5,058</u>	<u>£3,361</u>	<u>£3,553</u>	<u>£3,748</u>	<u>£3,946</u>	<u>£19,666</u>

5.4. Anticipated Additional Income Projections over 5 years

<u>Project Aspect</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>5 Years</u>
Sports Booking Income	£	£ 500	£1,500	£2,000	£2,500	£6,500
Community Events/Sports Events	£2,000	£2,000	£2,500	£2,500	£3,000	£10,000
Hall Bookings Increase by	£	£ 150	£ 400	£ 400	£ 300	£1,250
Anticipated Annual Income	£2,000	£2,650	£4,400	£4,900	£5,800	£17,750

Note for Project Team: We should also seek a commitment from both Parish Councils for a regular annual donation to help with operational costs