

JOHN BELSTEAD PLAYING FIELD PROJECT

DRAFT MINUTES OF MEETING 26TH NOVEMBER 2007

PRESENT

Eric Barnett (EB) Chairman, Jenny Shaw (JS) (Project Leader), Margaret Wilson (MHW), Nigel Hall-Wright (NH-W), Malcolm Watson (MXW), Keith Beaumont (KB), Julian Haywood Smith (JHS). Sally Johnson (SJ).

1. APOLOGIES

Roger Roseboom (RR), Ferial Evans (FE), Jim Newbold (JN), Charles Barrington (CB) has resigned due to increased work away from home.

2. MINUTES OF PREVIOUS MEETINGS (30th October 2007)

The minutes were agreed with some correction.

3. PROJECT STATUS

3.1. Update on Field Design (Paths)

Giles Hill has advised JS that the layout of the path system is going to be slightly more elongated than the original design. He has also advised that disabled users will only have one route from the main entrance to the sports court – the path passes across the top of the field, skirting the toddler maze and children's play equipment and round to the sport court. The gradient of the paths in the other direction will not meet the minimum gradient requirements.

3.2. Litter Bins and Dog Waste Bins

JS reported that SCDC's original quote for waste collection has proven to be incorrect. Apparently as the area is completely open to the public the weekly collections will be **free**. SCDC are able to supply and install the bins at a very reasonable cost. The bins they collect from must be within 50 yards of the highway. The team suggested that Litter and Dog Bins should be placed near the entrance to the Hall and also at the other end of the field opposite Grove Cottage. We also agreed that a litter bin would be positioned near the main play area next to the footpath. This latter bin will have to be emptied and contents put into the bins nearer the road once a week. The bins will be ordered once the paths are installed and would be installed by SCDC 3 or 4 weeks after that. This change will result in a reduction of estimates operating costs.

3.3. Circular Bench System

JS reminded the meeting that the planned stages of remaining work assumed creating all the gravel paths and base of circular seating area and toddler maze is in Stage 4A, Stage 4B provides the trees and Trim Trail and Stage 4C installs the circular bench and other remaining benches. Now that the circular seating area is half the originally planned diameter the bench required is much smaller than that quoted for. Roger Gladwell has offered an alternative – he will produce the circular bench in tanalised softwood which has a 15 year life for £650 – this compares very favourably with £4000 for a hardwood solution per our preferred supplier. KB asked if the suppliers of the recycled plastic benches might be able to produce the circular bench – JS had already considered this some time ago but Whitehouse Enterprises said they do not have the moulds necessary. The meeting agreed to go ahead with the RG quote.

3.4. Application to SCDC Parish Tree Scheme

JS advised that our application for 25 trees under the SCDC Parish Tree Scheme was successful. They are being collected this week and will be heeled in at Jenny's home until the spring when the field will be ready for planting.

4. MULTI SPORTS COURT

4.1. Booking Conditions and Tariff

The team reviewed the revised conditions document which was issued with the agenda.

Points agreed are as follows:

- Charges: Line 8 should say that the Individual user should be **one of the** users
- 5-side should read 5-a-side
- Booking: For use by Under-16s 'a' should read 'the'

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- Booking: 13 days in advance.
- Footwear: Proper tennis shoes **or similar**’ribbed’ should read ‘**ridged**’
- Security:In event of problems ~~a list of codes will be held by~~ **contact** the administrator
- User Responsibility: Anyone failing to comply with these conditions ~~will~~ could be banned. The person booking the court may be liable for any damage (replaces last sentence).
- Draft Tariff: Household Subscription preferred to Family subs. Hourly rates for 5-a-side should be £3 and £9 to fit with the ibooka system.
- Draft Tariff: clarify that Under-16 free sessions must be booked.
- Definitions: explain that the deposit for bookings is reflected on-line with 3 times the value.
- Definitions: define local resident to include Bealings, Culpho and Playford.

JS advised that RR has requested that we have a letter ready for final tweaking at a special BVHMC meeting inviting residents to take up subscriptions so that it might be issued promptly afterwards. JS will reissue the booking conditions and tariff for final approval to the team prior to the submission to the BVHMC. **Action JS**

4.2. Update on Bookings to-date

JHS reported that the court is being booked. There have been very few calls to the mobile phone. The court has been used for 5-a-side at the weekend but JHS was not aware of any booking. JS reiterated the need to keep the access code secure. JHS suggested it might be time to change the code.

4.3. Rota for Sports Court Admin

With CB’s resignation the Sports Court admin rota is reduced to MXW, KB, MHW, JHS and SJ. JHS will continue for the time being.

4.4. Update on Footpath from Gt. Bealings

- JS advised the meeting that the legalities are now complete and the path will be installed by SDCD. EB suggested that the Parishes should have an opening ceremony to thank Mr. Rolph.
- JS also advised that Lt. Bealings PC is applying for Locality Budget to fund the work to create a connecting path on the bank at the other side of the road.

5. INSPECTION & MAINTENANCE

- **Tools:** KB reported that he has acquired some tools for maintenance purposes.
- **Storage:** KB also suggested that we obtain a second hand “container” to be located at the back of the snooker room – as temporary storage space for tools, spares and nets etc.
- **Training:** NHW advised that there remain a few people who have not been able to meet NHW onsite for training in daily inspections. Pat Keep, JHS and EB.
- **Rota:** NHW also issued the proposed timetable for rota and made some changes for days preferred.
- **Action EB/JHS** to contact NHW with dates for training in inspection.
- **Daily Inspection Procedures** are available and Julian asked for copy of the maintenance checklist to post on the GB website. **Action JS.**
- **Perimeter Fencing**– (not budgeted) - it was confirmed that the team wishes to do the installation. A contribution is expected from the BVHMC for the purchase of the mesh that is needed. Action: MHW
- **Water Service to hose the Court** - JS had investigated temporary options such as purchasing length of hose to connect to kitchen taps or a stand pipe. Neither has proved very practical. JS has therefore asked Giles seek a quote from RG to install a water pipe when excavating for the paths.
- **Leaf Blower** - We need a leaf blower to keep clear of debris for health and safety reasons and also to avoid clogging the tarmac. JS had investigated the options and there are electric and petrol versions all around £150 and some have leaf collectors as well as leaf blowers. The meeting recommended purchasing a petrol version. Leaf blowing is more important than Leaf collection.

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6. GRANT FUNDING

- **Appeal Letters to Residents (Gift Aid)** – RR has started signing the letters (and enclosing the newsletters) and some have already been delivered in Great Bealings (with the help of Adam Thurkettle). Lt Bealings will be receiving them soon.
- **Suffolk Environmental Trust** – confirmation of registration with ENTRUST has been received and SJ was thanked for organising the fundraising for the 3rd Party contribution required by Viridor.
- **Other Opportunities** – to complete the project we need another £20,000 some of which is needed to complete the paths and grass (Stage 4A) - if the appeal does not meet our needs then we may have to look elsewhere for grants. EB advised that GB Parish Council has made a bid for £2,000 from SCC Locality Budget.

7. FINANCE

- **Financial Statement:** JS advised that the project's Financial Statement is included with the appeal letter to residents showing we still need £20,000. However, very recent quotes for the bins and the circular bench will mean we save some money. The meeting concurred with KB that we will still need funds to build up a maintenance fund for the playingfield.
- **Bank Balances:** JS had not had time to check the precise balances but her understanding is that HSBC has ~£5000 and COIF £10,000. These funds however are already committed to pay for work which we have issued for instructions to our contractor.

8. LOCAL FUNDRAISING

- **Talent Show DVD** – this was launched last week with all the acts attending. Sales have been good so far.
- **December 8th** – MXW reported that 30 tickets have been sold so far but we need to sell 60-70 tickets to break even. The advert for the event is in the newsletter.
- **Metal Detecting** – EB confirmed that Ken Wilcox is hoping to arrange one other event.
- **Other events being planned** – Spaghetti evening (8th Feb) ,

9. PUBLICITY

- **Newsletter** distribution in Gt. Bealings is urgent. JS to chase RR. **Action** JS/RR
- **Publicising the Sports Court** options is covered in section 4.
- **Angela Cobbold Table Top Sale** – MXW had agreed to have a table and planned to advertise sports court – JS agreed to provide copies of the current notice
- **Murder Mystery** – more to come
- **Village Photos** – Pat Keep – more to come
- **Fun Run** – Alastair McKewan – probably on the day of the opening of the field

10. ANY OTHER BUSINESS

- **Village Hall Notice Board** – JS and MHW both felt that the notice board is not in the best position – it's too high to read and JS wondered if we might suggest it is moved to the other side of the entrance as part of the work on the access path. Js also felt that it needed to be painted. It was agreed that this should be put to BVHMC.
- **Car Park:** JS has been looking at how we might make best use of the car park – but first there is a need to clear the growth at the edges. JS suggested that she convenes a design meeting to discuss the options. **Action** JS:
- **Confirmation of Items to be considered by the BVHMC-** Review of Sports Court Charges including payment options per Paypal account; Container for Storage; Move of Notice Board; Fencing and Car Park. **Action** MHW
- **Boules pitch** – when paths are in place we will firm up on best place on field. [Cost not part of Playingfield project] **Action:** JS/Giles.

NEXT MEETING – CONFIRMED FOR 19:30 HRS MONDAY 17th DECEMBER 2007 at BVH