

Cherry Burton Sports Field Management Committee

Annual Meeting 16 May 2016

Present: P Arandle, T Baker, T Jenkins, I Kelly, P J Wardale, M J Wells

Apologies: J Peirson

16.05.01 Proposed Family Day by Cherry Burton Pre-school Trust 3 July 2016

- Sally Granger attended the meeting and described the thoughts of her committee
- SG intended to build on the success of the previous year's event which was arranged at short notice
- An expanded programme would probably include:
 - Bar
 - Bar-b Que
 - "Toddler waddle" – sponsored walk
 - Bouncy castle
 - Wellie wanging
 - Picnic lunch
 - Cricket match
- Time would probably be 1200 to late afternoon but access to the pavilion lounge and kitchen would be required earlier
- Electricity could be taken from the pavilion or the MUGA supply point
- Members agreed that the day could go ahead subject to:
 - Use is made of the alcohol licence held by the Bay Horse
 - The submission of a risk assessment and appropriate insurance certificates
 - The Pre-school clearing up after the event
 - Submission of detailed programme in advance of the event
 - Prior booking of the MUGA, if required
- It was also agreed that a charge of £25 be made to cover SFMC expenses.
- TB undertook to publicise the event on the SFMC website using poster supplied by Pre-School

16.05.02 SFMC Representation

(1) Parish Council Representatives

P Arundel, T Baker, P J Wardale

(2) User Groups Representatives

Baden Powell Groups – J Peirson, I Kelly

Cherry Burton Cricket Club – M J Wells

Cherry Burton Football Club – T Jenkins

Cherry Burton Tennis Club – TB to discuss with club

(3) Other Representation

MJW to write to user groups for further nominations

16.05.03 Appointment of Officers

(1) Chair – to be rotated – IK to chair this meeting

(2) Treasurer – P J Wardale

(3) Secretary – M J Wells

16.05.04 Register of Interest

User group representatives to complete and return to Janet Wardale (CBPC) within twenty-eight days of this meeting

16.06.05 Minutes of the Previous Meeting held on 24 February 2016

These were agreed as a correct record

16.06.06 Matters arising from the minutes

(1) Charges for 2016 (Minute 16.02.04(1))

- TJ restated the football club's view that the charge should not be exceeded and that it should not have to pay for any additional cuts
- MJW reminded members that the number of cuts had been increased to sixteen of which three had been used (see also minute 16.05.08(3) below)
- As the field was unusable for several weeks he considered that the football club should receive a refund for 2015 – this was rejected

(2) Annual Report 2015/2016 (Minute 16.02.12)

- Tb confirmed that MJW's report had been placed on the SFMC website

16.06.07 Sports Field Development Plan

(1) Revised Schedule (previously circulated)

- No further action at present other than items raised in 16.05.08 (below)

(2) The Pavilion

- Not discussed

16.05.08 Sports Field and Pavilion Matters

(1) Lounge Toilets

- TB reported that the additional cost (minute 16.02.06) had been absorbed by SFMC
- IK stated that it had been necessary to tighten the screws for the outlet pipe from the traps in the male toilets
- TB will investigate and discuss with the contractor

(2) Repairs and Maintenance (as per schedule 16.02.06 previously circulated)

(2) Corridor Ceiling near main doors

- TB is in discussions with the contractor and will confirm a price and action taken (see subsequent email dated 18 May from TB)

(3) Guttering

- TB stated that work had not yet started but would commence shortly

(4) Heating in Pavilion

- PJW had not carried out the inspection yet but was planning to do it shortly

(5) Electrical Installation Inspection

- PJW had contacted a possible contractor who had not responded as promised
- TJ will supply PJW with details of a possible alternative contractor

(6) Boiler in Changing Room 2

- PJW had ordered the maintenance inspection but the engineer had not yet carried it out. He will chase him

(10) CCTV

- Agreed that no further action be taken at present

(3) Grass Cutting

- MJW expressed concern with the performance of the new contractor – it was proving difficult to contact him and cutting was behind schedule

- An opposing team had recently complained (rightly in his opinion) about the height of the outfield and it was likely that this would be in the opposing captain's report to the League
- Agreed that MJW monitor the situation to obtain an improvement in performance and consult members if problems persist

(4) Drainage Matters

- MJW stated that when the sports field cut had taken place it had been impossible to cut grass in the corner near the allotments – certain other areas including an area alongside the pavilion end of the square had been marginal but a cut had been carried out
- TJ reminded members that the football club had been unable to use their pitches for several weeks with a consequent loss of income#
- Agreed that TJ will contact JP to identify possible persons who could provide advice to about ground conditions and possible remedies together with what action, if any, could be undertaken together with an estimate of any costs involved
- TJ/JP will circulate any results to SFMC members

(5) Soap Dispensers in Changing Rooms 1 and 2

- Agreed that TB arrange to provide dispensers identical those in the lounge toilets
- CBCC responsible for them in summer, CBFC in winter

(6) Access Road Fence

- TB had been in contact with the prison establishment at Everthorpe regarding the possible renewal/replacement of the fencing on the field side of the access road between the gate and the car park entrance
- Agreed that TB discuss the matter with the owner of the adjoining field and obtain estimates of costs involved and report back to SFMC

(7) Proposed Outdoor Gym Equipment

- TB outlined his proposals and showed a possible layout for a site to be located alongside the Baden Powell Group end of the pavilion
- An immediate decision was required in order to meet a tight deadline
- PJW stated that the parish council had indicated that a survey to determine if there was a demand for such equipment
- Members considered that this would take too much time and an opportunity would be lost but did agree that MJW write to users groups to seek letters of support
- The probable cost would be £13,000 comprising £10,000 grant and £2000 from ERYC and he recommended that the parish council contribute £1000

- The supplier would submit the grant application in accordance with its usual procedure
- Agreed in principle that TB undertake further work subject to the following being resolved before submission:
 - PJW to check the rules regarding quotations and VAT payments
 - TB to contact ERYC as land owner to see if formal permission is required for the proposal
 - TB to ascertain what maintenance is required so that budgets can be amended as appropriate
 - TB to ascertain what guarantee is provided by the supplier
 - TB to circulate details to SFMC members
- TB to circulate results to members

(8) Soak Aways

- TB to discuss possible solutions with the contractor working on the Equipment Room door frame together with associated costs

(9) Equipment Room External Door

- TB reported that work currently in progress

16.05.09 Multi User Games Area

(1) User Update

- Formal use had fallen away but casual use seemed high
- Agreed that some changes be made to the charges but that discussion be deferred to the next meeting when an associated promotion programme should be drawn up in time for winter season

(2) Possible Change of Name

- MJW said that changes in the headship at Cherry Burton Primary School had delayed matters but he had discussed with the acting head and provided some background information and was awaiting a response

16.05.10 Cherry Burton Cricket Club Development Plan

(1) Non-Turf Pitch

- MJW stated that this was now in use
- He had asked ECB when the grant would be paid but had not yet received a response
- A guarantee and insurance certificate was awaited from the contractor

- He had sent a copy of the signed agreement to Janet Wardale for the parish council but had not yet received the original version from LMS
- An approach from ECB regarding an opening ceremony was awaited
- CBC had agreed with LMS that the tournament to be provided as part of the agreement will take place at the end of the season, possibly on a Sunday and an all day event involving six teams – when he had some firm details he will inform members

(2) Permanent Nets

- Sport England had written on 6 May to say that the grant application was deemed ineligible because SE had provide a grant in Round 3 towards the MUGA – MJW regretted that this had not been conveyed at an earlier date
- He had written to the firms which supplied quotes, two of whom had suggested possible solutions
- SE had £10 million to disburse but had received bids for £42 million!
- The scheme was now paused pending a review of conditions to bring them in line with SE's current policies
- It is a serious blow to the club's development plan and its intention to meet league standards

(3) Security of Tenure

- Had the grant application been made by the cricket club it might have been declared as eligible – whilst this did not mean that a grant would be forthcoming it showed that the lack of a fixed term of tenure was a serious problem for CBCC
- This would occur again should other grant avenues be pursued for the nets in 2016/2017 and if it is necessary to provide a score box in either 2017/2018
- The joint approach which was appreciated by CBCC had proved time consuming and unavoidably complex for all parties and he was anxious to avoid a similar situation again
- Therefore he asked if SFMC/CBPC could consider whether some form of fixed tenure could be provided – from looking at other schemes a minimum of ten years would seem to be the standard – he had examined the ERYC lease but the situation regarding a fixed term seemed unclear
- After discussion it was agreed to ask the parish council if some form of wording could be devised which might satisfy the requirements of grant providers
- MJW would then subsequently approach some providers to see if they would accept such a statement

(4) Equipment Storage

- SFMC had previously considered the possibility of providing a container for storage purposes
- However, with the imminent arrival of three sets of mobile covers and the need to store the sight screen bases in winter a container was unlikely to be large enough
- CBC had suggested a storage compound located between the rear of the pavilion and the fence – SFMC members suggested the area at the top corner adjoining the allotments – CBCC will consider this

(5) Sight Screens

- SFMC members expressed great concern regarding the stability of the sight screens and asked the cricket club to submit recommendations which would ensure their stability to the next SFMC or CBPC meeting

(6) Feedback Forms

- MJW informed members that CBCC had introduced a feedback form which opposing captains were asked to complete and comment
- There were eight sections, changing rooms, toilets, drinks and food, square, outfield and car park/access road
- This would provide information against which any comments by the league could be assessed
- Currently the car park access road and the outfield had the lowest scores

16.05.11 Proposed Events

- MJW stated that users should inform SFMC of planned events in addition to normal match days – important to avoid clashes wherever possible – also vital that SFMC members were aware of these in case of an accident or incident
- MJW had circulated CBCC fixture list but no other section had provided this
- Current Events were
 - Cherry Burton Tennis Club
 - Sunday 5 June to Sunday 17 July 2016
 - Cherry Burton Cricket Club
 - Open Day – tbc
 - LMS tournament – September (TBC)
 - Baden Powell Explorers Day
 - Sunday 26 June 2016
 - Pre-School family day
 - Sunday 3 July 2016

- Agreed that (other than Pre-school) a charge of £10 per day be made for the above events

16.05.12 Financial Matters

(1) Present Situation

- PJW stated that no payments had been made since the financial report had been submitted to the annual parish Meeting in April
- CBPC contribution of £10K outstanding

(2) Audit Arrangements

- PJW stated that this would take place on 19 May 2016 and he would circulate the results when received to SFMC members

(3) Baden Powell groups – Financial Arrangements

- PJW explained the arrangements regarding payments for electricity
- BPG had its own meter but the invoice went to CBPC and PJW recharged the amount consumed
- BP also used the electricity in the lounge area and the kitchen and it was agreed that BPG would pay an annual sum of £40 for this

(4) Fund Raising

- Deferred to the next meeting

16.05.13 Health and Safety Issues

(1) Policy and Action Plan

- MJW to re-issue both documents before the inspection is carried out

(2) User Groups

- MJW to write to CBFC, CBCC, BPG and Rounders Club for updated policies and risk assessments

(3) First Aid Provision

- The situation regarding SFMC/CBPC responsibilities was unclear even though the users had qualified first aiders and appropriate medical kits
- Agreed that PJW will check the legal position and inform members of SFMC responsibilities

(4) Next Inspection Visit

- Tuesday 7 June, 1900 at the pavilion

16.05.14 Child Protection Issues

- MJW asked what SFMC's responsibilities were for the sports field – he had visited several parish council websites which seemed to indicate that, at least, a policy statement was required
- TB stated that CBPC had a Child Protection Officer to cover the play area in Main Street
- TB/PJW will examine the situation with regard to the sports field and inform members accordingly

16.05.15 Any Other Business

(1) Waste Bin

- TB stated that people appeared to be dumping household items in the bin at the sports field – the bin had been emptied three days previously but was already half full
- Agreed that TB arrange an additional “one off” collection and that the bin be locked and the key be placed inside the main door on a nail

(2) Eyewash facility

- IK stated that he had installed this in the kitchen
- MJW will inform users

16.05.16 Date and Time of Next Meeting

- MJW to fix date and agreed that meetings be held at two-monthly intervals in place of the present three monthly cycle

MJW

20 May 2016

