

Emneth Playing Field Committee (Charity no. 802015)

Minutes of meeting on 2 December 2010

Place: The Pavilion, Hungate Road

Time: 19.00

Present: Michael Clayton Trustee/Chair
Tanya Bunting Trustee/Vice Chair
Pam Melton Trustee/Secretary
Stuart Kierman Trustee/Treasurer
Yvonne Howard Trustee/Emneth Parish Council representative
Ken Jones Trustee

Apologies: Pam Thorpe Trustee

1 **Minutes of meeting held on 28 October 2010**

Agreed.

2 **Matters arising**

Minute 3: Commemorating Derrick Melton

Stuart reported that the plaque has been ordered and is ready to be collected and installed.

3 **Secretary's report**

Pam had nothing to report.

4 **Treasurer's report**

Stuart reported as follows:

4.1 **Current balances**

Account	£
Current account	2,062
Deposit account	2,682

4.2 **Payments made since last meeting**

Item	£
Kings Lynn Internal Drainage Board (Cutting Dykes)	131.60
Burton Property Services (4 weeks cleaning)	60.00
Gamajo Tech (Website hosting fees)	39.90
Fenland Hygiene (Cleaning materials)	14.95
Collier Turf Care (Line chalk)	142.47
NTVLO (TV Licence- 1-quarter)	37.62

No bills were outstanding.

4.3 **Pitch income**

Pitch fees have been billed to 31 October and all income has been received.

5 **Parish Council liaison**

Yvonne reported that the new Clerk has been appointed.

6 Children's Christmas Party – 11 December 2010

- 6.1 Tanya gave an update on planning for this event and tabled a financial statement forecasting a net surplus of £751.
- 6.2 Tanya expressed concern over the certificate of public liability insurance produced by the DJ which appeared to be dated for the current day, did not show the amount of cover, was not an original document and gave no details of the insurers other than name. The Committee agreed that this was unsatisfactory and authorised Tanya to make alternative arrangements.

7 Website

- 7.1 Ken reported on progress with the website. A few additions had been made and early problems with file types are being resolved.
- 7.2 Regarding contact details for Trustees, Mike expressed his view that we are Trustees of a public service, accountable to the public and should be prepared to have our contact details (at least telephone numbers) published on the website.

8 Risk management

- 8.1 Mike tabled a summary of issues that had emerged from an informal risk assessment exercise carried out by Nic Davies. Stuart and Nic will be following these up and any issues requiring decisions will be brought back to the Committee.
- 8.2 We briefly discussed the future of the old pavilion. Mike asked colleagues to give thought to options and be ready for a more detailed discussion at the next meeting.

9 Anti-social behaviour

9.1 SNAP meeting held 4 November 2010

Mike reported on this meeting and explained the importance of regular attendance at future meetings in order to keep a high profile with the forum that allocates priority resources to trouble spots.

9.2 Future policy

- 9.2.1 Mike set out his ideas for a more focused approach to problems arising from anti-social behaviour. He suggested that a Committee member should take on the role of co-ordinator to ensure that all incidents and concerns are properly logged and progressed with the relevant authorities. He felt that only by this kind of organised, continuous approach would we be able to influence the allocation of resources to our problems.
- 9.2.2 No-one was prepared to take on this role.

9.3 SNAP funding – small capital projects

Mike reported on an opportunity to bid for up to £2,000 of funding for measures to combat anti-social behaviour. We agreed that we should submit a bid (deadline 17 December 2010) which Stuart kindly agreed to co-ordinate, based on the installation of anti-climb security measures to the pavilion.

10 Child Safeguarding Policy

Mike had pre-circulated a draft of this policy. He reported on some amendments he had made following consultation with Tanya. The Committee agreed to adopt this as our policy.

11 Equality Policy

Mike had pre-circulated a draft update of this policy to take account of the Equality Act 2010. The Committee agreed to adopt the amended policy.

12 Play area

12.1 Summary of key events at the last meeting

Mike had reported as follows:

Date 2010	Activity
9 November	Tanya and Mike addressed School assembly to tell children about our consultation exercise. Well received – good response.
10 November	First meeting with BLF facilitator: <ul style="list-style-type: none">evidence provided;relationship agreement signed;Facilitator time agreed at 6/7 days (4/5 meetings), unlimited e-mail contact. Facilitator's conclusion: we are in good shape for submission of the stage 2 application but there is still much work to do and the whole Committee should be involved.
10 November	Exploratory meeting with Nigel Boldero of Audax Design (see 12.4 below)
12 November	Tanya and Mike (plus Head with two other accompanying adults) visited the play area to complete their survey. Thanks to Nic Davies for risk assessment
15/19 November	Whole School have completed survey forms.
23 November	Mike in School to feed back survey results to children.
29 November	Public meeting to launch <i>Friends of Emneth Playing Field</i>
30 November	Tanya in School to make model with the children.

12.2 Project name

We agreed Mike's suggestion to formally name the project *Emneth Community Play Area*.

12.3 Appointment of Project Manager

Mike reported that para 4a of the BLF Stage 2 guidance notes requires the appointment of a Project Manager. We confirmed that Michael Clayton is Project Manager. Stuart has kindly agreed to be the alternative contact.

12.4 Appointment of Play Designer

12.4.1 Mike reported on the need to appoint:

- a play landscape professional who will design the project based on the results of our consultation;
- a 'lead professional' as required by the Big Lottery Fund (para 4b in the Stage 2 guidance notes).

12.4.2 He recommended that we appoint Nigel Boldero of Audax Design to cover both roles subject to confirmation from Emneth Parish Council that they will commit their promised funding to enable payment for his work pre-submission of the BLF bid.

12.4.3 An invitation for Nigel to submit a proposal together with his response had been pre-circulated. Two favourable references were circulated at the meeting.

12.4.4 We agreed:

- 1 To approve the brief dated 18 November 2010 (or to make any amendments, e.g. by addition of further overriding conditions).
- 2 To formally engage Nigel Boldero in accordance with the terms of his proposal.

12.5 Consultation results

Mike reported on the results of the consultation exercise carried out by Tanya and himself with the children of Emneth Primary School. In summary they were:

Class	Preferences	
Classes 1 & 2	Favourites	Climbing stuff Better swings Big slide Tunnel Zip wire
Classes 3 to 7	Favourite activities	Climbing Hanging out with friends Sliding Exploring
	Top wishes	Zip wire Big climbing wall or frame Sliding things Roundabout or spinning things

12.6 Application to King's Lynn & West Norfolk Borough Council for capital grant

Mike reported on his progress with this application which must be submitted by 17 December. He will e-mail a draft to colleagues within the next few days and requested a quick return of any comments or corrections.

12.7 Future timetable

Mike reported as follows:

2010	Activity
7 December	Meeting with Nigel Boldero to discuss design brief (subject to decision at 12.4 above).
7 December	Michael Clayton attending meeting of Emneth Parish Council to report progress to date and request formal confirmation of funding and landowner consent as required by para 20 of BLF Guidance Notes.
8 December	Confirm engagement of Nigel Boldero (subject to prior approval by Committee).
8 December	Second meeting with BLF Facilitator to discuss progress.
11 December	Kids' Xmas party – by now <i>Friends of Emneth Playing Field</i> should be established.
17 December	Deadline for submission of application for capital grant from KL&WN BC.
2011	
27 January	Next meeting of this Committee – consideration of sketch design.

Mid-February	Draft final design and specifications available.
Mid Feb/Mid March	Consultation on final design and approval.
Mid-March	Selection of preferred supplier.
28 March	Final meeting with BLF Facilitator before he submits our Stage 2 bid.
6 April	Deadline for submission of BLF <i>Changing Spaces/Community Spaces</i> Stage 2 bid.
15 June	Approximate latest date for knowing outcome of Stage 2 bid.

12.8 Next meeting

Thursday 27 January 2011, 19.00, items for the agenda to Mike by 19 January please.