

Emneth Playing Field Committee (Charity no. 802015)

Minutes of meeting on 17 February 2011 **Draft subject to approval at the next meeting of the Committee**

Place: The Pavilion, Hungate Road

Time: 19.00

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

Apologies: Tanya Bunting Vice-Chair/Trustee

1 Minutes of meeting held on 27 January 2011
Agreed.

2 Matters arising
Minute 2: Commemorating Derrick Melton
The plaque is awaiting installation.

Minute 8.1: risk management
Still outstanding.

3 Secretary's report
Pam reported as follows:

3.1 Discretionary rate relief
A letter has been received from the Borough Council notifying a policy review that may result in a change to our discretionary relief from April 2012.

3.2 Membership of Norfolk Playing Field Association
Our annual subscription renewal has been received and we agreed to renew membership for 2011/12 at a fee of £20 (increase from £15).

4 Treasurer's report
Stuart reported as follows:

4.1 Balances at 16/02/2011 (note: this information was provided after the meeting)

Account	£
Current account	3,666
Deposit account	2,682

4.2 Payments made since last meeting

Item	£
Burton Property Services - 4 weeks cleaning	60.00
B & Q – purchase of litter picker	£7.98

No bills were outstanding.

4.3 Pitch income

Pitch fees have been billed to the end of January and all income has been received.

5 Parish Council liaison

Regarding the date of the Annual Parish Meeting, Yvonne was requested to:

- find out the date;
- suggest that much wider publicity be given to the APM;
- ask if publicity can specifically refer to a presentation we will make on progress with the new play area.

6 SNAP funding – small capital projects

6.1 Further to minute 7 of the last meeting (27 January), it subsequently became apparent that:

- the cost of repairs is not covered by insurance;
- this Committee and not the Parish Council is the funding recipient and therefore responsible for commissioning the work;
- a Parish Council decision on financial assistance cannot be expected until 22 February – this conflicts with the requirement to complete and pay for the project by 31 March.

Mike's e-mail of 29 January therefore sought approval to ordering this work without further delay. Two replies, both positive, were received and the work has therefore been ordered.

6.2 Stuart now reported that work is in hand and we are on track to complete everything by 31 March.

7 Norfolk Playing Fields Association

Mike had represented the Committee at the NPFA Executive Committee meeting held on 15 February and had obtained details of their grant scheme. It appears that the play area project would fully meet the NPFA grant criteria and Mike was authorised to submit an application for the maximum amount of £1,500.

8 Future of the old pavilion

Further to minute 2 of the last meeting (27 January) Mike had circulated an options paper for discussion. We agreed to consult existing users on a possible combination of options 3 and 4.

9 Emneth Community Play Area

9.1 Summary of key events since the last meeting

2011	Activity
2 February	Committee members met with Nigel Boldero to finalise sketch design.
4 February	MC met with Nigel Boldero on site to resolve details of decisions on security fencing.
6 February	MC met with Bob Waterfield on site to resolve details of decisions on security fencing.
14 February	MC met with SK on site to resolve details of decisions on security fencing.
15 February	MC at Emneth Youth Club for teen facilities consultation.
16 February	MC met with BLF facilitator to review progress on funding application.

9.2 Formalisation of decisions on sketch design

9.2.1 Mike had circulated a summary of decisions made at the meeting with Nigel Boldero on 2 February. He updated the Committee on his subsequent discussions with Nigel, Stuart and Bob Waterfield which had resulted in the following further changes:

- toddlers' area – delete bow top fencing and substitute chain link fencing and hedge in order to maintain the concept of using natural features where possible [Note: Yvonne asked for her dissent to be recorded];
- access from car park area – 2.4m. high weld mesh fence across car park width to the drainage ditch with vehicle gate (existing gate relocated and height increased) and lockable, motor-cycle proof pedestrian gate;
- access from Hungate Road, south-east corner of play area - 2.4m. high weld mesh fence in front of existing gate with vehicle gate and 1m. wide flying splays;
- southern boundary of play area along drainage ditch – revert to NB's sketch design.

9.2.2 Subject to the above, we formally ratified the decisions on the sketch design.

9.3 Application to King's Lynn & West Norfolk Borough Council for capital grant (£15,000)

9.3.1 We have been advised informally that this application has failed because it was not based on a firm design and costs, a stage we will not reach until March. Otherwise, the application was sound and met all relevant criteria. The application will be resubmitted if a new programme of grants is announced for 2011/12, which we understand is likely to be the case.

9.3.2 As a consequence, we agreed to rephase work to be covered by this funding and Mike circulated a revised budget showing this.

9.4 Friends of Emneth Playing Field – requests for indications of community support
 Mike had e-mailed the *Friends* on 6 February seeking commitments for support under various headings and had received no replies. In the absence of such support the BLF facilitator has expressed doubts about the viability of the project post-installation; although he regards our application as likely to meet all relevant criteria for funding he is currently minded to submit a negative report on post-installation viability.

9.5 Meeting with BLF facilitator – 16 February 2011
 Mike had requested this meeting to assist with his completion of the funding application. The facilitator provided useful guidance where requested and regards progress as sound and success very likely, subject to two concerns:

- see minute 9.4 above – this is currently a serious constraint;
- the absence of a formal constitution – Mike is working on one for adoption at the March meeting.

9.6 Future timetable

2011	Activity
24 February	Meeting for Nigel Boldero to present final design.
15 March	Formal opening of tenders.
28 March	Meeting to select preferred supplier(s).
1 April	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.

The meeting ended at 08.50.

Next meetings

Thursday 24 February 2011, 19.00 at the Pavilion – special meeting to agree the play area final design.

Monday 28 March 2011, 19.00 at the Pavilion – normal meeting but the agenda will consider tenders and selection of a preferred supplier(s) for the play area.