

Emneth Playing Field Committee (Charity no. 802015)

Minutes of meeting on 28 April 2011

Place: The Pavilion, Hungate Road

Time: 19.00

Present: Michael Clayton Chair/Trustee
Tanya Bunting Vice-Chair/Trustee
Stuart Kierman Treasurer/Trustee
Pam Melton Secretary/Trustee
Yvonne Howard Emneth Parish Council representative/Trustee
Bob Waterfield Chair, Emneth Parish Council (present for most of item 1)

Apologies: Ken Jones Trustee
Lorraine Hodgson Trustee

1 Emneth Community Play Area – tenders (Nigel Boldero, Audax Design, was present for this item)

- 1.1 We considered Nigel's further report which covered the retendering exercise and his discussions with Eibe Play Ltd., Giles Landscapes and CGM and made recommendations on the way forward.
- 1.2 The discussions with Eibe had been worthwhile, resulting in some useful clarifications and further price concessions. The discussions with Giles Landscapes had been unproductive. The discussions with CGM, while inconclusive to date, offer the possibility of further negotiations and a satisfactory outcome on ground shaping.
- 1.3 However, from six new invitations issued, only one further tender had been received, from A & K Fencing covering fencing only. This was not strictly submitted in accordance with requirements in that the envelope had not been marked as requested and therefore had been opened by Nigel. Nevertheless, the price appears competitive and we therefore agreed to consider it.
- 1.4 In view of a relatively disappointing overall tender response, we spent some time discussing whether we had seen a good competition. We feel on balance that a positive view is justified in view of the total number of invitations issued and Nigel's success in negotiating favourable variations to the tenders originally submitted by Eibe Play Ltd. and CMG.
- 1.5 After a thorough discussion on Nigel's recommendations it was clear that we still had a budget gap that must be resolved by a combination of reductions in the specification and further discussions with suppliers. We therefore agreed:
 - 1 Eibe Play Ltd. will be our preferred supplier for the supply and installation of play equipment, the final extent of which will be determined depending on the outcome of other discussions as indicated below. If a reduction in equipment is required to balance the budget we reluctantly decided that the first item to be eliminated will be the toddlers' sand and water feature, on grounds of cost and

vulnerability to vandalism. Other items may need to be reduced depending on other outstanding decisions (below).

- 2 CGM will be our preferred supplier for ground shaping subject to further negotiations on the final extent and pricing of this work, which will be used as a balancing item for the whole project once other outstanding matters have been finalised.
- 3 A & K Fencing will be our preferred supplier for fencing but subject to:
 - site fencing (as opposed to play area fencing) will be removed from the specification and progressed as a separate project, separately funded;
 - exploring cheaper alternatives to the play area fencing;
 - satisfactorily resolving apparent pricing anomalies for remaining items.

1.6 It is hoped that this will bridge the funding gap and Nigel agreed to action the above issues with the relevant suppliers. There is a limited timescale of about one week in order to resolve all these issues in order to complete the relevant sections of the BLF Community Spaces application form. In view of this, final decisions on all these outstanding matters (including any further reduction in the specification to balance the budget) are delegated to the Chair in consultation with the Vice-Chair and Treasurer.

2 Minutes of meeting held on 28 March 2011

In the table at 7.2, the payment to Eon should be described as 'electricity'. Minutes otherwise agreed.

3 Minutes of meeting held on 4 April 2011

Agreed.

4 Matters arising from meeting on 28 March 2011

Minute 4.1: commemorating Derrick Melton.

Plaque now installed (our thanks to Stuart).

Minute 4.2: risk management.

No further progress.

Minute 4.4: future of old pavilion.

Consultation letters were sent on 2 April inviting a response by 30 April. Responses received to date from Emneth Spartans FC and Hungate Rovers FC. Yvonne reported that the Parish Council concurred with our preference for options 3 and 4.

Minute 6.1: Business Rates

Mike circulated a note summarising his enquiries with the Valuation Office Agency and we noted a contingent financial risk arising from the Borough Council's review of discretionary rate relief.

5 Secretary's report

Pam had nothing to report.

6 Treasurer's report

Stuart reported as follows:

6.1 Balances at 28/04/2011

Account	£
Current account	1,436
Deposit account	2,483

6.2 Payments made since last meeting

Item	£
Burton Property Services – 4 weeks cleaning	60.00
Fenland Hygiene – cleaning materials	42.53
Eon – electricity (old pavilion)	40.96
Norfolk Rural Community Council (annual subscription 2011/12)	15.00
Anglia Locksmiths – replacement of security chain and lock, lost while in custody of Hungate Rovers FC.	35.88
Aon Ltd. – renewal of annual insurances	2,235.46

No bills were outstanding.

6.3 Access gate security chain and lock (see above)

We agreed that Hungate Rovers should be invoiced for the cost of this replacement.

6.4 Pitch income

Pitch fees have been billed to the end of March and all income (£384.50) has been received.

6.5 Other income

Amounts have been received from the Parish Council in respect of quarterly grant (£625.00 January/March) and the contribution to the recent work on the pavilion on boxing in drainage pipes (£576.50).

7 Parish Council liaison

Yvonne reported on an offer received to undertake free security checks.

8 Post of Caretaker

8.1 We noted that Brian Bailey had unexpectedly resigned from the post of Caretaker on 14 April. Stuart had kindly stepped in to undertake the most important duties until alternative arrangements could be made.

8.2 In the absence of due notice from Brian it was important to appoint a replacement as soon as possible and on 21 April, Mike and Stuart had met with Bob Waterfield to discuss the possibility of the Parish Council appointing Pam Melton to this post.

8.3 Bob has now reported that the Parish Council has agreed to appoint Pam until the end of October 2011. In the meantime, we will attempt to recruit a permanent replacement from the age group associated with anti-social behaviour.

9 Anti-social behaviour

- 9.1 Stuart reported on incidents that had occurred since the change to British Summer Time and the lighter evenings. These related to damage to the electricity meter at the old pavilion and theft of manhole covers.
- 9.2 Stuart had also had dialogue with PCSO 8329 Clare Law, who had promised increased patrols at the Playing Field.
- 9.3 Mike has e-mailed Nicola Lane, Hungate Road resident, inviting her and fellow residents to accompany him to the next SNAP meeting on 6 May in order to raise the profile of these problems. He is also proposing to arrange a public meeting to encourage closer co-operation with residents in noting and reporting incidents.

10 Insurances

Stuart reported on the renewal of insurances with AON in the sum of £2,235 (last year £1,998, an increase of 12%). He has renewed this after consultation with Mike but it is intended to undertake a market and risk review during the next year.

11 Norfolk Playing Fields Association – grant application

We authorised Mike to submit an application to the next meeting of NPFA for their maximum grant of £1,500 towards Emneth Community Play Area.

12 Facilities for youth - application to King's Lynn & West Norfolk Borough Council for capital grant (£15,000)

We authorised Mike to consult with local youth and take all other necessary steps to prepare this grant application.

13 Emneth Community Play Area

13.1 Summary of key events since the last meeting

2011	Activity
5/7 April	Further ITTs despatched and queries raised on tenders already received.
7 April	Meeting with BLF facilitator to assess progress on application.
19 April	Reminders sent to local suppliers who have received ITTs.
26 April	Deadline (17.00) for receipt of additional tenders. Only one received.

13.2 Future timetable

2011	Activity
29 April/9 May	Window for making final procurement decisions.
11 May	Final meeting with BLF Facilitator before he submits our Stage 2 bid.
13 May	Revised deadline for submission of BLF <i>Changing Spaces/Community Spaces</i> Stage 2 bid.
22 July	Approximate latest date for knowing outcome of Stage 2 bid.

The meeting ended at 21.35.

Next meeting

Thursday 19 May 2011, 19.00 at the Pavilion.

