

# **Elsenham Parish Council**

## **Playing Field Committee Meeting held at 7.00pm in Old Franks, Elsenham on Wednesday 31 May 2023**

### **MINUTES**

**Present:** Mrs. S Waite (Chair SW), Mrs. B Donald (BD), Mr. P Jarvis (PJ),  
Mrs. F Lambert (FL), Dr. G Mott (GM) and Mrs. L Johnson (LJ).

#### **1. Election of Chair**

**Proposal:** SW is elected Chair for the coming year.

GM proposed, FL seconded, the vote was carried unanimously.

#### **2. Apologies for absence – Mr. J Minor (JM).**

#### **3. Declaration of Interests – PJ declared an interest, number 8 on the agenda ‘Football Club’.**

#### **4. Open to the public. None present.**

#### **5. Approval of the minutes held on 26 April 2023.**

The minutes of the meeting held on 26 April 2023 were agreed and signed by SW.

#### **6. Items brought forward from previous meeting.**

**6.1. RoSPA –** The new RoSPA report has now been received. Members are to study the report for it to be discussed at the next meeting.

**6.2. Teen Shelter –** Still ongoing.

**6.3. White lines – bottom car park of the playing field.**

See below item 9.2.

#### **7. Budget**

The cost of the light on Leigh Way path, £1,650, has been taken from budget 4220 ‘PF General Maintenance’. LJ to change this, so the amount comes from EMR Playground Equipment, as this had been agreed at the Parish Council meeting in December 2022. This will leave the budget 4220 PF General Maintenance with £3,925 and EMR Playground Equipment with £6,350.

#### **8. Football Club. EYFC**

##### **8.1. The draft pro-forma agreement for the Football Club.**

The pro-forma agreement was signed at the Parish Council meeting on 15 May 2023. PJ has now sent the grant application off and it is currently being processed. If the application is successful EYFC should receive a grant of £49,146 rolling over a 6-year period. Year 1 and 2 would be the largest payments reducing in the following years.

EYFC are committed to paying a third of the grant. The grant is to pay for improving the football pitches. Some of the work being carried out by the present annual football pitch maintenance may fall under the grant terms.

## **8.2. Legal agreement. Update Paul Jarvis.**

EYFC would like a legal agreement to allow them to play football on the Elsenham playing field for the next 30 years so that they can apply for grants for anything, including the new community hall which would be up to £100,000 over a 10-year period.

EPC auditor had raised a few concerns regarding this agreement.

The auditor stated that the agreement should be set up by EPC's solicitors and then given to the Football Club to sign, EPC must set the rules, with all legal fees being paid by the Football Club.

The auditor was also concerned about the ratio of children, that only 40% were from Elsenham, that number could reduce in the future and EPC could have given the rights away to a football club to play on the Elsenham playing field for 30 years that did not benefit any children from Elsenham, or if it did, a very small minority.

In the light of the auditors' comments PJ agreed to ask EYFC if they would be prepared to pay all the legal fees and ask Sports England what would be the minimum amount of years they would require on the agreement to satisfy giving EYFC grants.

## **9. Reinstating the basketball**

**9.1.** BD had carried out some research and identified a basketball stand with a steel back board with no moving parts that can be bolted into the ground. These are used in urban areas where there is no supervision. BD had also looked at UDC Community project grant scheme which will fund match projects such as this.

It was agreed this was an excellent idea. BD and SW are to put figures together, of how much the whole project would cost, including the installation and delivery. They will also complete the documents for the grant.

A proposal will be made to Full Council at the Parish Council meeting on 3 July 2023. The Community Grant Scheme runs until the middle of July.

## **9.2. White Lines**

**Proposal** EPC accept the quote from Acculine Markings Limited to carry out the line marking in the bottom car park at a cost of £695.

GM proposed, FL seconded, the vote was carried unanimously.

## **10. CCTV. ANPR**

A temporary night vision camera has been installed in the top car park. The camera produces a night-time image which is black, but the number plate is clearly visible and readable. The reason the night-time image is so dark is due to the camera's shutter speed must be adjusted to stop the plate whiting out, which makes the rest of the image dark. The position of pole isn't 100% ideal as ANPR works best when the camera faces directly towards the car, so the number plate reflects the infra-red light off the plate.

The camera will capture number plates that are UK legal with reflective material but will struggle with any non-UK or non-legal plates.

There may also be a problem if a vehicle approaches and goes straight into the top carpark as the camera isn't directly in front.

It was agreed that it would still be a good idea to purchase an ANPR camera, however, the CCTV budget is only £500. It was therefore agreed to see how much money was left after the annual maintenance has been carried out, as the camera pointing to the Leigh Way path is being temperamental and it may have to be replaced.

## **11. Isabel Drive Play area.**

EPC had agreed to spend up to £40,000 on upgrading the Isabel Drive play area.

After a re-think, it was agreed to first find out what could be achieved by spending up to £25,000. This would eliminate the requirement of publishing the documents on the Government Contract Finders Website.

GM had prepared a cost of Dania equipment:

Activity centre	£11,205
Wet pour	£6,790
<b>Total</b>	<b>£17,995</b>

Basket swing	£3,414
Wet pour	£2,927
<b>Total</b>	<b>£6,341</b>

Round about	£8,932
Wet pour	£3,403
<b>Total</b>	<b>£12,335</b>

Pirate ship	£24,480
Wet pour	£6,999
<b>Total</b>	<b>£31,479</b>

Three quotations will be required.

The documents used for the playing field children's play area need to be adapted to fit to Isabel Drive play area.

Terms and Conditions – 23 pages. just the date change.

Invitation to Tender-14 pages. 14.13 date change.

Risk Assessment-2 pages. Lots of changes are needed.

Design Brief – 11 pages. Sections 1 & 2 need changing completely, Section 3 needs slight changes, plus the appendix.

Once the results of the online consultation, asking residents what equipment they would like to see in the play area, are established, a meeting will be held to address the changes on the documents.

## **12. Any Other Business.**

There was no other business.

The meeting finished at 8.47pm.

The next meeting is to be held on 28 June 2023 at 7.00pm.