

Elsenham Parish Council

Playing Field Committee Meeting held at 7.00pm in Old Franks, Elsenham on Wednesday 27 September 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 (Parish Clerk LJ).

Members of the public:

Mr. R Lambourn (RL) and Ms. Carrie Barfoot of Essex Football Association via FaceTime (CA).

The order of the agenda was changed to accommodate CA and RL

1. Grass Pitch Maintenance Fund grant application.

Elsenham Youth Football Club (EYFC) has submitted a grant form under EYFC.

CA explained that it would be better if the grant application was made jointly between EPC and the EYFC, or solely by EPC, for two reasons;

- The Football Federation requires invoices from the contractor who is carrying out the work including proof of payment, EPC would be able to supply these directly.
- EPC would be able to claim back the VAT.

CA said the Football Foundation objective is to transform the quality of grass pitches across the country with a tapered six-year grant. The grant is not to fund routine maintenance works, such as grass cutting, hedge cutting, line-marking or the purchase of capital items.

If the grant is taken out in EPC's name, EPC must be named on the invoices and will need to draw down the money. The funds would be paid directly to EPC over the six-year period of the grant. It is a simple application form, which should only take 25 minutes to complete.

Successful applicants will need to provide ongoing, twice-yearly PitchPower inspections over the following ten-year period. The Foundation also requires a minimum of two members of the organisation to complete the Grounds Management Association (GMA)'s online Level 1 Football Grounds Maintenance course. PJ and RL will take this course at a cost of £46, EYFC will pay the fees.

The funding will amount to £33,792 over 6 years. The present annual maintenance contract is £11,275.

Year 1 and 2, funding £8,448.

Year 3 and 4, funding £8,192 with EPC and EYFC having to pay £2,560.

Year 5 and 6, funding £7,936 with EPC and EYFC having to pay £5,120.

Therefore, there would be a shortfall for years 1 and 2 of £3,277. This would need to be paid jointly by EPC and EYFC. The following years would produce greater shortfalls, but it was hoped that by these years the pitches would not require as much maintenance.

LJ questioned if EPC would be able to reclaim the VAT. The football club has no affiliation with EPC except it plays matches on land belonging to EPC. There is no contract between them. LJ to research if this would be legal.

FL questioned in the Terms and Conditions number 4.4.

Monitoring information must be submitted for a minimum of ten years following the date of the grant offer letter.

CA replied this was something the Football Association required.

Number 5.6

The Organization shall not charge fees or subscriptions for the Facilities or participation in the Project that as a result of the level of such fees prevent or unduly restrict the participation of the general public.

PJ said this would not stop EPC from charging when hiring out the playing field.

The amount of the grant is worked out on the number and size of the pitches.

There was some confusion with the figures that had been circulated.

PJ will clarify.

EPC will need to assess if EYFC will need to pay a fee for playing matches on the playing field.

Proposal: The Playing Field Committee recommend to Full Council that the Grass Pitch Maintenance Fund grant application is made jointly by EPC and the EYFC.

SW proposed, BD seconded, the vote was carried unanimously.

2. Football Club.

Legal agreement.

- Is the Football Club agreeable to paying all the solicitor's costs?
- What is the least number of years the Football Association will accept for the legal agreement.

RL had not found out the answer to the above questions.

PJ said the only reason that EYFC was looking at a legal agreement with EPC was for the possibility of securing a grant with the Football Association for the new Community Centre. It was agreed to put the legal agreement on hold. EPC could apply for a grant in their own right from The Football Association and Sport England without having to go through the expense of a legal agreement with EYFC.

RL agreed that it would be helpful if EYFC could use the new Community Centre land on South View as an overspill car park at the weekends. However, at present it is being used temporarily by the contract workers on the Dandara site.

RL said the rollout goals was still on going, he was waiting for a quote from a builder. The fencing would not exceed 2 metres.

3. Apologies for absence – Mr. J Minor (JM).

4. Declaration of Interests – PJ declared an interest in the EYFC.

5. Approval of the minutes held on 30 August 2023.

The minutes of the meeting held on 30 August 2023 were agreed and signed by SW.

6. Items brought forward from previous meeting.

Teen Shelter - still ongoing.

GM said that as the playing field committee was looking at how to help the teenagers in the village, he would like to see the 2 panels replaced in the Teen Shelter.

LJ to obtain some quotes.

7. Budget.

It was agreed to look at the budgets for 2023/2024 at the next meeting on 25 October.

8. Playing Field.

8.1. Reinstating the basketball stand.

The basketball stand is due to be installed at the end of September. LJ to chase.

After it is installed LJ to contact the company to paint the 'No Parking' and the semi-circle.

8.2. Children's play area, including extending the areas of surfacing.

GM said the children's play area still required extra paths to join up the various play equipment.

In the winter it can still become very muddy. The total surface required would be about 50 metres costing approximately £5,500.

It was agreed to ask Dania at the meeting on 2 October if they would prepare a quote for EPC.

It was agreed to propose at November's meeting that the funds are taken from the Isabel Drive Section 106 money. LJ said the Isabel Drive Section 106 money is earmarked for the Isabel Drive play area only and £85,000 had already been used for the main children's play area.

8.3 The playing field boundary.

Some of the playing field hedges are intruding into adjacent properties gardens in Station Road. EPC have a hedge schedule which is carried out in October each year.

8.4 Tree Planting Initiative 2023-24.

LJ to chase Ben Smeeden regarding the tree planting initiative 2022/2023.

It was agreed that there was limited space for any further tree planting in the 2023-2024 initiative.

9. Ideas for our long-term plans.

- Outdoor gym like the one on Saffron Walden common for the teenagers and adults as we have nothing constructive for these people.
- Wildflowers under the trees beyond the top car park and anywhere else suitable.
- Seats to replace the benches to make it more comfortable.
- Plant a low hedge to soften the look of the railings around the play area. To be kept below the height of the railings.
- Daffodils around the edge of the field by the hedging to add colour in the spring. Smaller bulbs, crocuses, or snowdrops on the grass by the tennis courts to the bowls club. Adding more spring colour.
- Table tennis.
- Picnic tables.
- Canopy.

- Gate installed leading onto Barley Way.
- CCTV number plate recognition.

10. Isabel Drive Play area.

A meeting is being held with Dania on Monday 2 October at 10.30am.

11. Any Other Business.

The UDC playing pitch and outdoor sports strategy survey was completed.

The meeting finished at 9.35pm.

The next meeting is to be held on 25 October 2023.