

# SAPCOTE RECREATION GROUND MANAGEMENT COMMITTEE

## Minutes of the meeting held on 26 November 2020

### Due to Covid-19 Restrictions meeting held using Zoom

Present: Richard Austin-Clapham (**RAC**)(Chairman), Ann Newman (**AN**) (Secretary), Estelle Rogers (**ER**) (Treasurer), Andy Anderson (**AA**), Josie Blackburn (**JB**) Tony Brader (**TB**), Colin Boothroyd (**CB**), Tillie Graves (**TG**) Susan Jenkins (**SJ**)  
(Vic Howell (**VH**),

Apologies: Eric Ellis (**EE**), Pat Wright (**PW**),

Meeting opened at 19:03

Susan Jenkins was welcomed as our new Treasurer.

Approval of minutes of the Committee Meeting held on the 29 October 2020. Proposed: **CB**. Seconded **AA**. Unanimously approved by committee. Minutes will now be posted on PC website.

Matters Arising: Key Audit ongoing. **ACTION: AN/TG**

#### 1. Chairman's Report: **RAC**

My first month as Chairman has been spent predominantly in getting involved in as many areas of the committees' work as I can. To this end I have visited the play area site and met the landscape architect Chris Nicholls, the parish clerk Josie Blackburn and later Tillie Graves also; I have made individual contact with most but not all of the committee; I have spoken to the cleaner Mark Allsop; I have enjoyed being involved in the Pavilion refurbishment/extension sub-committee to date; helped in the appointment of Susan Jenkins as treasurer for the committee; and as you will have noted from my emails, attempted to move things on where I thought my input was needed. I now propose over the coming weeks, based on the recommendations of ACRE [Action with Communities in Rural England] for village halls and community buildings, to undertake a review of the documentation the committee have in place in relation to the Pavilion and adjoining buildings and to record the location of such documentation. On review of the committee's insurance, it was noticed that there is insufficient cover with regards to the hall hire. TG brought to RAC's attention that the hall hirer's agreement is the same for long term users as well as for one-off hall hire. ACRE have a hire agreement which is too long to use so looking at alternatives and will circulate in due course. VH to send RAC a copy of the Library Hire Booking Form.

**ACTION: RAC/VH**

#### 2. Treasurer's Report: **ER**

Bank statement unavailable until SJ has access to it. Until paperwork completed to transfer to SJ, ER still has access to the bank account. ER stated there is enough money in the current account to cover expenses until the transfer happens. This should take approx. 2 weeks. ER did inform the meeting that the remainder of the grant from BDC had been received. The sum of £1,334 has been deposited to our account. RAC asked if ER would be remaining on the committee but she said she will still have contact via Sapcote News but she was resigning from this committee.

### **3. Secretary's Report: AN**

Copy of current insurance cover has now been circulated to all committee members.

Music License: Have contacted PPL re Music License certificate as it appeared SRGMC were not displaying a valid certificate. PPL stated that a certificate should have been sent in the form of a sticker. TG confirmed that there is a sticker on the entrance door. AN needs our reference no. to change the point of contact. SJ to send to AN.

**ACTION: SJ**

Footballers: The new pathway actually runs along the goal line. Anticipate SRGMC may get complaints from the public but as stated last month we will look to moving the pitch further down the field next season. Invoices for two of the teams will need to be raised in January but as they were unable to play in November, we might have to consider giving them a reduced rate.

Croquet lawn is looking greener - time will tell next spring whether it will be good enough to play on. Pressure on Burnt Oak to make sure they finish the job is still needed.

CB is due to attend at webinar on Safeguarding.

**ACTION: CB**

Play area: It was decided last month that the new play area would be opened once installed. A notice of some kind needs to be displayed on the safe use of the equipment and advising the users' it will be at their own risk. It was decided that to keep this notice short and to the point. CB to draft a copy and circulate to the committee for approval.

**ACTION: CB**

### **4. Caretaker's Report: TG**

Pavillion closed due to lockdown. 5 Baby groups are due to start in January 2021. It was decided not to reopen the Pavilion until January 2021.

The hall bookings are good with most evenings now booked.

A lot of interest being shown in the Pavilion Facebook page. If anyone has any ideas on what they would like on this page please let TG know.

The air con system has been serviced. The service company pointed out that due to its age the system is getting to the end of its service life and any parts needed for repair would be difficult to replace. Due to the imminent refurbishment no action would be taken this year.

TG brought to the committee's attention that she is not happy with the quality of the work carried out by the cleaner. ER and AN were in agreement. After the alterations to the Pavilion are complete, the committee may have to consider putting this contract out to tender.

To brighten up the Pavilion interior TG made the suggestion that the committee could ask local children to draw their favourite part of Sapcote and then display them on the noticeboard which runs along the back of the hall. Committee felt this was a good idea. Could use the FB page to advertise this.

VH advised that it was usual to use the hall for the Christmas lights switch-on. Switch-on will still take place on 28 November without the use of the Pavilion due to Covid 19 restrictions.

## 5. Update on Pavilion Project: TB

TB circulated minutes of two meetings of the sub-committee prior to the meeting.

### Progress Update

The developer of The Limes contributed £46k for an Open Space project within Sapcote Parish. The project chosen was the 'conversion of the pavilion roof space into a games room'. An Open Space project is a project that improves a Parish space for the benefit of the residents. This could be anything from a building, to some fencing or play equipment.

If the SRGMC wishes to spend the £46k available for the conversion of the current loft space on a different project, then a Deed of Variance document would need to be drawn up and submitted to the Developer (of The Limes) for approval. BDC will require time to do that. The Developer is not compelled to agree to the change. SRGMC will need to outline a case for the change of requirements.

### Proposals

SRGMC should decide if they will use the S106 monies to convert the pavilion roof space, or not. If they choose not to, a preferred Open Space project should be identified, a case should be put to Anne Pauley in the next week, who will then put it before BDC's Planning Obligation Monitoring Group on 10/12/20. That will generate the Deed of Variance to go to the Developer (of The Limes) if required.

There are therefore two options;

1. Use the S106 monies to convert the pavilion roof space.
2. Apply for a Deed of Variance for a different Open Space project. If on the Playing Fields, this will be subject to Historic England approval.

The sub committee propose that the committee go ahead and use the S106 monies and develop into the roof space and extend the ground floor to the west. This will mean submitting planning permission in January. Architect to submit amended plans and costs.

It was proposed by RAC, and seconded by TB, that the sub-committee be given authority to proceed up to submission of planning on the basis of the new drawings. TB stated he would circulate these drawings to the committee.

**ACTION: TB**

## 6. Update on the Ground Project: JB

Progressing well. An artefact was discovered when the workmen were digging out the new playground area. After consultation with HE the on-site archaeologist decided it was not significant enough to halt the development. Pathways had to have a slight diversion, but HE was informed and OK with the change.

To meet the November deadline £114,000 of S106 funding money has been transferred to cover the cost of the play equipment and groundwork. All S106 applications have been submitted and

work is on track to be completed by 18 December 2020.

## **7. Sapcote News: ER**

ER wanted to clarify the SRGMC role in the Sapcote News. The PC do allocate to the committee an amount of money each year, some of this goes towards the publication. ER advised that the latest edition is much larger and with the additional houses in the village the cost would be around £800. Any advertising revenue would offset some this cost. JB to review the grant from the PC. AN requested a soft copy as she doesn't live in the village. ER agreed.

**ACTION: ER**

## **8. AOB**

RAC requested that the advertisement for the Treasurer and Caretaker be removed from the PC web. JB to organise.

**ACTION: JB**

December Meeting - short catch-up meeting on 17 December at 7:00 to discuss the Pavilion project and the ground project was proposed and agreed.

AGM: Normally held in January but with EE and PW not able to attend by Zoom it will have to be delayed. SJ stated that the Charities Commission will accept accounts without an AGM taking place.

Scout Hut - RAC queried if the SRGMC were responsible for the old Scout Hut (i.e., Insurance). VH confirmed this was now transferring back to the PC.

ER thanked the committee for her leaving gift and the committee thanked her for the work she had done over the past 8 years and wished her well with the Sapcote News.

## **9. Date of Next Meeting: 17 December at 19:00**

Meeting closed at 20:30