

The Queen Elizabeth II Field, Exford

Record of Management Committee Meeting January 24th, 2017 at Exford Memorial Hall

Attendees:

Mr Paul Jones	Exford Cricket Club
Mr Will Lock	Exford Cricket Club
Mrs Cathy Nicholls	Exmoor Community Youth Club
Miss Maddy Harrison-Hall	Exmoor Community Youth Club
Mrs Ines Collett	Exmoor Croquet Club
Mr Dave Baldwin	Exmoor Croquet Club
Mrs Kathryn Tucker	Exford Parish Council
Dr Brian Martin (Chairman)	Exford Parish Council

1.1 In memorium:

John Edwards, who represented the Exmoor Croquet Club on this committee, sadly died on January 16th after an illness. As well as this committee, he was on the National Park Committee, a Parish Councillor, a County Councillor, the Henry Leigh Trust, the Robert Baker Charity and many farming committees. Late last year he self-published a book on this life entitled "A Lucky Hill Farmer". He was so involved in the community and Exmoor as a whole all his life and he will be missed greatly. We all send our condolences to his wife, Jackie, and his family.

1.2 Apologies for absence:

We welcome Dave Baldwin who is replacing John on the committee, and Maddy Harrison-Hall who is standing in for James Winzer.

2. Approval of record of last meeting:

The last meeting was on 12th April, 2016. The record was approved.

3. Actions arising:

From 2 meetings ago: **ACTION 9: Clerk to the Parish Council to negotiate the lowest electricity tariff before June.** Jane said that she cannot start to negotiate a new contract before May 31st, and that this is in her diary. **DONE.**

From Last Meeting:

ACTION 1: Brian to get a paper copy of each of the signed Agreements to each User Group. DONE.

ACTION 2: Each User Group to send Brian any changes/additions to Appendix 3. DONE

ACTION 3: Will, Paul and James to continue with the various maintenance issues above. DONE.

ACTION 4: James to investigate the condition of the chicken wire on the floor of the terrace which is meant to act as a non-slip surface and options for repair or replacement. NOT DONE YET. Progress on this had been prompted in the autumn via emails. We discussed it again, and whether it all needs stripping off, or whether it can be patched. Maddy said that this could be included in the ECYC repair/repaint session on the first weekend in

March. Will kindly offered to liaise with Maddy and agreed to see if he can source some 'ends' of chicken wire rolls. Brian also offered to see what he had, if required. **[This is ACTION 1 of the current meeting].**

ACTION 5: James to organize the cleaning of the patio slabs. Carried over from last meeting.

ACTION 6: Brian to arrange next annual fire safety check by A. F. S. Fire & Security Ltd. DONE

ACTION 7: Paul to oversee any necessary weatherproofing.

ACTION 8: Brian to talk with the Exford Memorial Hall committee about the possibility of occasionally bringing some waste and recycling from the QE II field. DONE. Not possible because they have significant waste and recycling after hall events, and strictly it would incur commercial waste status and would need to be paid for. It is done as a favour at the moment.

4. Proposed future for the shipping container:

Paul reminded us that the current planning permission for the shipping container expires on November 29th, 2019. We therefore have plenty of time, but it is prudent to plan now. It serves the purpose of providing the Cricket Club with a secure premises for some of their equipment. To build a stand alone secure shed to replace the container would be very high cost. So an option is to enclose the container in a simpler wooden structure. This would be a slightly larger footprint so that more equipment could be kept out of the weather – but the most valuable would still be in the container. The container would be lowered slightly so that the new roof would not be significantly higher than at present. The preferred material for the roof would be green plastic coated corrugated metal. There would be 6 posts concreted into the ground to support the structure. The cost is estimated at £5,000, and ideally this would be split equally between the Cricket Club and the Parish Council. It would become a parish council asset.

Brian asked if the current location of the container was still the preferred location. Paul and Will said that it is. There have been no adverse comments or complaints about the current location since the container was put in place in March 2015.

Brian asked if these ideas met with the general approval of the committee members. Cathy commented that they see no problem with the proposal or the location, but asked if there is a need to cover the container – could it not be left as it is, as it is painted green and seems to blend in well. Paul said that he would check whether this is an option that the ENPA would allow. He added that it might still be better to enclose it as it would add a little more storage space, although this would need to be offset against the savings made. Cathy also asked Paul and Will whether they could use the end of the small pavilion for storage. Paul said 'yes' but not for anything of significant value for insurance reasons as it is not very secure.

Brian asked whether the Cricket Club had talked with Tim Greenland about these plans as he owns the adjacent land. Paul said that they haven't yet

done this, but they hope he would approve as it will hopefully have no more impact than the existing container.

ACTION 2: Paul to ensure that someone from the Cricket Club discussed these early ideas with Tim Greenland and seeks his approval.

Paul also said that no approach has yet been made to the ENPA planners to see if there are any potential problems, prior to submitting a planning application at some time in the future.

ACTION 3: Paul to ensure that someone from the Cricket Club discusses these early ideas with the ENPA.

5. Care of field and pavilions:

5a: Maintenance of buildings

See Actions Arising for work on non-slip surface of the terrace on the main pavilion. This is now **ACTION 1**.

A replacement exterior door has been installed on the small pavilion and some timberwork replaced and damp proofing carried out. Brian thanked Will and Paul for doing this. Much of the external lighting was upgraded and extended thanks to Paul & Vince Jones. The cost was shared between the Cricket Club and the Youth Club.

Cathy reported that the door to the main pavilion slams shut rather than closing slowly, which could potentially cause injury. Paul will examine the closing mechanism to see whether it can be repaired or needs replacing.

ACTION 4: Paul to check the main door closing mechanism and make a recommendation a.s.a.p.

Paul said that he and Will will look at the poor drainage on the field immediately in front of the main pavilion. The area is becoming very soft. It will need a few test holes digging. It used to drain well. He also commented that they will need to be careful in case any cables pass through that area.

ACTION 5: Will and Paul to examine the area of poor drainage and make a recommendation.

5b: Annual buildings insurance

We have just received the renewal documentation from insurance brokers T. H. March. The renewal cost for 2017/18 is £527.96, using Ecclesiastical, including the Insurance Premium Tax (IPT) of £48.01. This is an increase of 5.7% on last year and is partly due to the government raising the IPT from 9.5% to 10%. The new period of insurance starts on 1st February and the Clerk to the PC has paid the invoice.

5c: Annual roof inspection for insurance purposes

Brian said that he has asked local builder Dave Skinner to carry out an annual inspection of the roof again for insurance purposes.

5d: Annual weatherproofing

Brian asked whether a full weatherproof paint job is required this year. Paul said he will check and make a recommendation.

ACTION 6: Paul to check how much weatherproof painting is required this year.

5e: Potholes

Cathy reported that there are large potholes at the entrance to the lane, before the main gate. This was discussed and it was not clear whose responsibility this area is – maybe not Highways, but maybe they can be convinced to drop off a small of aggregate so that we can do the filling. Brian said he would talk to Jeremy Hickman, the councilor who is in regular contact with Highways.

ACTION 7: Brian to talk to Jeremy Hickman about the potholes and whether Highways can help.

6. Council Rates

As Brian reported at the last meeting, the Parish Council had submitted an application to West Somerset Council seeking to continue the 100% rate relief status of the QE II grounds. The Clerk received a letter at the end of May from WSDC Revenues Officer advising that they have granted us the full 80% mandatory charity rate relief plus 80% discretionary charity top up rate relief (i.e. a total of 96% relief). This leaves us with a bill for the year of £39.76 out of a possible £994.00. This is a good result in view of the financial crisis that West Somerset Council is in.

7. Third Party Bookings & User Group Events:

The Youth Club is holding a maintenance weekend on March 4th and 5th. The Croquet Club is holding an open day to attract new members, but have yet to decide on the date. The Cricket Club will again hold a music funding raising event – possibly in July.

8. A.O.B.

8.1 WiFi:

Will had requested (via Mike Ellicott) whether we can get a free Airband wireless broadband service similar to the service being installed at the village hall as part of Airband's 'Great British Village Hall' scheme. Brian said that he has been in contact with Airband requesting whether they would include this free service for the QE II pavilions. They said that the first thing they need to do is to check whether the pavilions were covered by their new wireless broadband service. Brian said he had hoped to receive a reply before the meeting, but didn't.

ACTION 8: Brian to report back to the committee on the outcome of his request to Airband.

8.2 Funding a new pavilion:

Prior to the meeting, Mike Ellicott pointed out to Brian that there may be funds available for replacement sports pavilions through Fields in Trust. Brian

discussed this with the committee. This would probably be matched funding and therefore would mean that we would still have to find a large pot of funds from other sources. This is just a speculative idea at the moment, but Brian said that this is something we will investigate further. Paul commented that the main pavilion was second hand when it was put in place over 20 years ago!

ACTION 9: Brian to investigate what options there are for funding a new pavilion.

8.3 Safety incidents:

Paul reported that one of the heaters had been left on, presumably after a Youth Club session which is the only use the pavilion had had prior to that. He reported it to Nikki Hodgkiss. Also, Will said that he had found that a ring of the cooker had been left on. Both of these incidents occurred last month. Clearly, both of these are safety matters as well as using excess electricity. Cathy and Maddy acknowledged that the Youth Club needed to have some checks put on place for their sessions to ensure that such things do not happen again.

ACTION 10: Cathy & Maddy to ensure that every effort is made that appliances and heaters are not left on after sessions.

9. Date of next meeting:

To be confirmed – but it will be in April.

BAM 30.01.2017