

The Queen Elizabeth II Field, Exford

Record of Management Committee Meeting January 21st, 2019 at the QE II Pavilion

Attendees:

Mr Paul Jones	Exford Cricket Club
Miss Maddy Harrison-Hall	Exmoor Community Youth Club
Mr James Winzer	Exmoor Community Youth Club
Mr Dave Baldwin	Exmoor Croquet Club
Mrs Kathryn Tucker	Exford Parish Council
Dr Brian Martin (Chairman)	Exford Parish Council

1. Apologies for absence:

Mr Will Lock	Exford Cricket Club
Mrs Ines Collett	Exmoor Croquet Club
Lady Jenny Acland	Exmoor Community Youth Club
Mrs Cathy Nicholls	Exmoor Community Youth Club

2. Change of representatives on the Management Committee:

James Winzer and Maddy Harrison-Hall stood down from the committee after the last meeting as they are no longer Trustees of the Youth Club. Brian gave his thanks for their good work and supportive contributions to the committee's business. They are replaced by Cathy Nicholls and Jenny Acland, who were founder members of the committee. However, neither Cathy nor Jenny can attend this evening, so Maddy and James are standing in for them!

3. Approval of record of last meeting:

The last meeting was on 24th April, 2018. The record was approved.

4. Actions arising:

ACTION 1: Brian to email committee members a copy of Appendices 3 & 4 so that they can respond with any changes. **DONE.**

ACTION 2: Brian to talk with Tim Greenland about the latest plans for the shipping container. **DONE. See Item 5.**

ACTION 3: Paul to purchase 4 wall-mounted heaters and install them. **Not yet done. Paul freed the fans where possible, but two heaters still have fans which are not working. He will organize the purchase of new heaters.**

ACTION 4: Brian to arrange next fire safety check. **DONE. This was carried out on May 14th, 2018 by AFS Fire & Security Limited.**

ACTION 5: Brian to arrange next Portable Appliance Testing inspection. **DONE. This was carried out on May 9th, 2018 by Hobbs Electrical.**

ACTION 6: Paul & Will to arrange for weatherproofing as necessary, and seek volunteers to help is required. **Not done. Paul & Will decided that it was not necessary. This has been aided following the laying of the adjacent hedge, so that more sunlight gets through to the pavilions.**

ACTION 7: Maddy and James to arrange for these items to be removed. **DONE.**

ACTION 8: Maddy and James to make a request to the Youth Club trustees for some funding towards the cost of a new mower. **DONE. James reported that he had raised the matter with Youth Club, and there was no opposition to the idea. When the time comes to buying the new mower then a formal approach should be made the ECYC.**

ACTION 9: Brian to request that the Parish Council make a contribution towards the purchase of a new mower. **DONE. It was decided that the Parish Council (PC meeting May 29th, 2018) would prefer to cover the whole cost of the enclosure of the shipping container rather than split a contribution between the container and the new mower.**

ACTION 10: Brian to contact Johnny Atkins to see if he has some aggregate to fill the potholes. **DONE – but in fact Will Lock had some left over from a job and used this in the holes. We still need to do more, so Brian will contact Johnny Atkins, otherwise Paul commented that we can order some aggregate when we order the materials for the enclosure of the shipping container.**

ACTION 11: Maddy to organize the cleaning of the kitchen walls. **DONE. Maddy said that she's also recently cleaned all the toilet areas.**

5. Planning Application to Enclose the Shipping Container:

Brian reported progress on the planning application to enclose the shipping container in a wood clad structure. On October 16th, he met on site with Paul Jones and Will Lock of the Cricket Club and Tim Greenland who owns the adjacent land to the north and now also owns the lane and hedge boundary which flanks the eastern side of the field. We agreed the exact position that the container should be move to and the size of the enclosing structure.

Following that meeting, the planning application for the wooden structure to enclose the shipping container was submitted by Brian and received by ENPA on November 7th. Some clarifications and additions were required by the ENPA, and these were done and re-submitted on November 19th and registered on November 23rd. As part of the revised application, as the playing field is dedicated as a Field in Trust, Brian contacted the organisation who provided a written statement of support for the proposal. The planning application firstly requested that the shipping container is allowed to stay in place, as it is due to be removed in November 2019. Secondly, we requested that the container is moved slightly, and finally that it is enclosed in a steel frame, wood-clad structure which is extended on the western side for storage of additional Cricket Club equipment. Brian had previously given committee members a web link to the planning application, but showed them a paper copy to explain the main points.

The good news is that Brian reported that this planning application was **approved** on January 14th. The key conditions are:

- The shipping container shall be housed within the building before December 31st, 2020.
- Prior to installation, samples of all external finishing materials shall be approved in writing by the ENPA.
- The external walls and doors shall be in natural timber and the roof shall only be in corrugated sheeting – not box profile sheeting.
- There shall be no external lighting.

Brian requested that Paul and Will progress the purchase of materials as soon as possible so that the Parish Council can be invoiced and make payments before the end of March, i.e. the current financial year. They will of course need to get the approval of external materials in line with the conditions outlined above.

ACTION 1: Paul & Will to proceed with purchase of building materials and get invoices to the Clerk of the Parish Council in time for them to be paid before the end of March. They must also ensure that they comply with the planning application in all respects.

6. Care of Field and Pavilions:

6.1 Maintenance of Buildings:

Paul said that he is still trying to source two cheap windows for the small pavilion. No-one had any other matters to report about the condition of the pavilions. In very cold weather, Paul and Maddy said they were happy to put on some heating to protect from freezing – although Paul added that, fortunately, the pavilions were reasonably immune to freezing.

6.2 Annual Buildings Insurance:

We have received the annual renewal of the buildings insurance from T.H. March. The invoice is for £659.48. This is a 14% increase over last year (£577.89), although part of that is due to a new Compliance Admin Charge of 2%. However, the PC Clerk, Jane Laycock, has negotiated this down to £613.68, which is only a 6.2% increase (including the Compliance Admin Charge).

6.3 Annual Roof Inspection for Insurance Purposes:

Our buildings insurance requires that a builder inspects and approves the condition of the roof each year. Brian has requested that this is again done by local builder Dave Skinner.

6.4 Weatherproofing:

Paul commented that he and Will will assess whether any weatherproofing is needed when they organize a general clean up of the pavilions in April.

7. Third Party Bookings & User Group Events:

- Over the past couple of months, a keep fit class has held two sessions in the QE II pavilion due to the unavailability of the village hall. Payment will go to the Clerk to be assigned to the QE II budget. It will be at the same rate that the village hall would have received.

- Paul said that there might be fewer youth cricket sessions in 2019.

- Dave commented that the Croquet Club might not be doing the evening sessions this year, but that is still to be decided.

8. A.O.B.

8.1 Maddy reported that the PCC had a tree survey carried out on the church grounds. A large beech tree near the boundary with the QE II

field has to come down, and the beech on the corner by the gate will need about a 30% reduction.

- 8.2** Paul said that the invoice he submitted for the cost of the wire mesh that he fixed to the floor of the terrace seems to have gone missing. Brian said that he would look for it, and Paul will see if he can get another copy. Brian assured Paul that he would be paid.

ACTION 2: Brian to try to find Paul's invoice for the wire mesh, or, alternatively, Paul to see if he can find a copy. Brian to ensure that Paul gets recompensed.

- 8.3** Paul commented that for some time the Cricket Club has not invoiced the Youth Club for their share of ground maintenance costs. The Cricket Club has a new Treasurer, Ian Whybrow, and he will be in contact with James who is the Youth Club's Treasurer.

ACTION 3: Paul to prompt the Cricket Club Treasurer to invoice the Youth Club for unbilled ground maintenance work, as per the QE II Management Agreement, Appendix 2.

9. Date of next meeting:

To be confirmed, but it will be the AGM in late April.

BAM 21.1.2019