

**MALBOROUGH VILLAGE HALL & PLAYING FIELDS ASSOCIATION**

**Minutes of the Management Committee Meeting  
Held at 7.30pm on Wednesday 9<sup>th</sup> September 2020  
At The Annexe, Malborough Village Hall**

**1. Present:**

Gail Allen (GA); Tim Chandler (TC); John Jevans (JJ); Val Jevans (VJ);  
Tony Lyle (TL); Andy Morgan (AM); Jonathan Towne (JT);  
John Yeoman (JY) representing Malborough Parish Council  
Kevin Broom representing KM (KB);

**2. Apologies:**

John Mahood (JM);  
Jill Clarke representing MAD (JC);

**3. The Minutes of the last Meeting.**

The Minutes of the meetings of 8<sup>th</sup> July 2020 were approved by the Committee, and signed by the Chairman.

**Proposer:** GA; **Seconder:** VJ

**ACTION**

**4. Matters Arising:**

GA – corrections  
7.d WIFI Not a dedicated line, but a hub  
10.f AOB – this was not agreed but suggested

JY: under

5.c PSPO – he has advised SHDC that under the terms of the original conveyancing, the trustees may raise by-laws at their own volition, and this includes for the prohibition of dog walking in MVH & PFA grounds.

7.e Ropes for the children's play area have been ordered as the old ropes were out of guarantee.

AM under:

7.d WIFI He has obtained a range extender for the Wi-Fi and will try it out at the Hall to see if it solves the problem, in which case an extender will be fitted in the Annexe and in the Hall.

**AM**

**5. Reports**

**a. Chairman:**

- i. New lamps have been fitted to the stage lights, they protrude a little although new fittings have been installed, but are working well, spare bulbs in the kitchen
- ii. The annual electrical inspection will be carried out on all installations as soon as possible

**AM**

**b. Treasurer:** the current Lloyds bank balances are as follows:

**Current account:** £22,610.94p

**Deposit account:** £13,363.19p

**Wood account:** £2,858.08p

**NS & I:** £4,651.61p

GA had prepared accounts for the period to date and copies were distributed to all committee members attending.

Kingsbridge Accounting had been approached to review and amend several anomalies which had arisen historically in our accounting procedures with regard to the recording of regular payment arrangements, and for this work they made no charge.

They offered to review our accounts at any time in the future as we decide, for a charge of £20 for any work done. The committee agreed that this is a generous offer and should be pursued as and when considered necessary in the future.

**b. Secretary:**

There has been no response to the full page advertisement in the latest edition of the Marlborough messenger inviting villages to join the committee. Other means will have to be found to ensure that the committee is kept up to strength into the New Year.

**c. Sports Officer: JJ**

Pitches have been weeded and fed, safety nets have been erected in front of Clubhouse and Cumber Close, there is a slight problem with erecting new nets by the children's play area as it is not possible to get the tower close enough to remove the old nets and poles. One possibility is to site the poles at ground level, Kevin is looking into this but it would be necessary to cement the poles in. Other than that it is back to finding a cherry picker.

Football clubs will be having their first games this weekend, and we have agreed to allow Salcombe to use The Annexe toilet facilities as per the protocol drawn up which you would all have had a copy of.

I have agreed with Kevin that there is no need at the present time to mark out the overflow as all the cones chains would have to be sanitized prior to and after use. Whilst we still have dry weather and the ground is firm. Obviously we will have to look at the situation again as we go through the winter.

I will cover the verti draining situation here. Having spoken to Kevin Yeoman who told me that originally he wouldn't be able to do it as was furloughed. He obtained a quote from DGM which was £650 + delivery + VAT However he has emailed me today and he is hoping to source another machine by the end of the month and if successful would charge us £350. Update on tennis courts will be dealt with later by John Yeoman. Finally, I would like to thank KM and in particular Kevin and Tony Lyle for the work that has been done on the pitches etc. over the summer. Not forgetting Tony Lyle of course. The whole area is looking in splendid condition.

**c. Bookings Secretary:**

With the Hall being closed during the COVID 19 lockdown, bookings have been rather quiet. Following today's government announcement on the position of stricter rules with regard to social meeting, we need to continue to monitor carefully the use of the hall by our renters. A new dance class group are booked to be starting on Tuesday, 15 September 2020.

I have received an enquiry for a nonreligious wedding for 30 people. The committee agreed that approval should be given for this event as it falls within government guidelines.

I have had a call from the BBC who will be filming in Hope Cove shortly and may wish to use the hall, no further news as yet.

**6. COVID 19 Precautions**

GA advised that she had observed that some hirers are not following the rules. Well-being were allowing people into the building without supervision last week. It has been better tonight. However, it was noted that a car had been parked in the side access road which is always reserved for emergency vehicle access. In addition, following the session, it appeared that many participants were not observing appropriate social distancing.

A one-way system is now in place in the Annexe; people will enter through the Annexe hallway door, and exit through the fire exit onto the car park. At the end of any session, when everyone else has left, the key holder will close and lock the car park door and exit through the Annexe passageway.

## **7. Projects**

### **a. Gang Mowers**

TL had advised that the gang mowers are working well, and indeed the new gearbox unit is working better than the other three, and all tyres had been re-inflated. He suggested that we should proceed with the concreting of the pad behind the grandstand to provide hardstanding for the mowers and the towing vehicle. He had obtained a price for ready mix concrete £460 plus VAT, and there would be some additional expenses, but he did not anticipate that the total cost would exceed £1000. The committee agreed unanimously that he be asked to proceed with the necessary work to put in place a solid foundation pad for the vehicle and also the gang mowers.

TL will also install a batten on the back of the grandstand so a tarpaulin may be secured over the gang mowers when they are not in use. The committee expressed the hope that these measures will ensure that the gang mowers will remain in a better condition and involve less future expenditure on maintenance.

**TL**

### **b. The Old Pavilion**

TC expressed his thanks to all who had helped to remove some of the rubbish from the Pavilion. Several additional items from the Old Pavilion have now been stored in the Garage; it is planned all of those items will be stored back in the pavilion once it has been renovated. He has been in conversation this week with the contractor James Jordan who advises that he is planning to commence work on or before Monday, 28 September, the wood is all on order. TC will liaise with him and AM for a site meeting before construction commences.

**AM/TC**

### **c. Hall Windows and Fire Doors**

This project is on hold until hall income resumes a healthier level. However, it has been noted that there has already been water leakage through the windows, and also under the door into the Hall from the car park. Initial application for lottery funding has not been successful, GA is seeking further funding from other sources.

**GA**

### **d. Wi-Fi see above under Matters Arising**

### **e. Tennis Courts**

JY has had a reply from Mr Bright, advising a new start date for work on the tennis courts of 5th October 2020. Money has been requested in advance so that they may order the fencing, and an invoice for this is awaited.

The committee discussed whether and if so how the charge should be made for these courts once they have been refurbished. It was acknowledged that although the grant under section 106 provides for the capital expenditure, this makes no allowance for future maintenance costs, for

example replacement of the tennis net, and other necessary maintenance work. This will be kept under review in the future.

## **8.Matters outstanding**

It was agreed that as part of the project to lay a concrete pad for the gangs and towing vehicle, the pile of rubble behind the grandstand shall be removed and dispersed as previously agreed. Justin has been reminded and will carry out this work within one month.

TL

The floor of the cub garage is breaking up, and once the items from the Old Pavilion have been removed it should be repaired

GA

## **9.KM Report**

Kevin's report is reproduced below.

### **1. Rent & Lease**

- New 10-year lease signed. Thank you very much indeed
- Payment for Instalment 1 has been made

### **2. Pitch Maintenance (Grant funded)**

- £1,750 spent on pitch treatment (Tailored weed control & slow release fertilizer)
- Results are evident and the pitches are looking great
- Verti-drain price much higher than expected but some money left in the grant that needs to be spent by end September – maybe enough to do halves depending on the final quote

### **3. Pitch Marking**

- The pitches have all been marked out and are ready for action

### **4. Safety/Boundary Nets (Grant funded)**

- Cumber Close and Clubhouse nets have been replaced
- The platform wasn't suitable to replace the Play Park net, we couldn't reach across the bank
- Another plan required for the play park net (we have the materials & need labour plus a mechanism to get across to the poles to secure the net)
- The Poles need securing and straightening so may need more postcrete (which we have)
- The budget does not allow for a cherry picker which looks like the most logical solution. We will have to see if a parent has access to one or if a local farmer can help.

### **5. Floodlights**

- The platform would not reach the floodlight (we didn't realise how high they were!) so we couldn't get access for Andy to fix them
- If we can get a cherry picker or equivalent, then it can be done

## 6. Club House Maintenance

- Clubhouse exterior has been re-painted / treated
- Grant approved to replace the windows – work not yet scheduled.

## 7. Goal Maintenance

- The mini-goals have both been replaced and the area re-seeded

## 8. Registrations for Season 2020-2021

- 175 x Players
- 10 x Match teams
- No u16's sadly this year

## 9. 2020/2021 Season

- The Season started 6<sup>th</sup> September
- fixtures scheduled for the full season

## 10. COVID Measures

- The KM United full Risk Assessment & Protocols can be found at <https://www.kmunitiedfc.net/covid-19>
- The KM Clubhouse will be closed for all matches with no facilities provided to teams. As per FA guidance teams should arrive changed ready to play
- A plan is being worked to offer toilet access but we have not finished the Risk Assessment to do it yet. We do not want people congregating in or around the clubhouse and the toilets need a thorough clean.
- QR codes will be placed at the entrance from the car park to the fields and near the clubhouse to support the track and trace requirements. Hope this is ok? Every attendee to training or a match will be required to do their own track & trace entry before entering the playing fields.

## KM United Asks for MVHPFA

1. We are using the overflow without the cones at present and will continue to do so unless advised otherwise. This saves multiple people touching the set up. It has worked well so far as KM parents know where to park. Could be different when away teams visit but we will have to see. Do we need to do anything different?
2. Can we go halves on a cherry picker to fix the play park nets and the floodlights at the same time as it benefits us both?
3. KM are happy to pay £250 toward the verti-drain (remaining from the Pitch Grant) but need MVHPFA to pay the remainder and spend the money by the end of September please. We don't mind pre-paying for the work, best to use the money than loose it
4. Can KM keep the QR codes in place at the entrance from the car park to the fields and near the clubhouse to support the track and trace requirements

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## 10. Any other business

Vandalism; it was noted with regret that there have been several incidents of vandalism within the grounds since the meeting on 8 July 2020. This included damage to the Wood School box, which has been repaired, also damage to the picnic bench in the wood.

JY advised that the damaged bench in the outdoor gym area will be replaced at a cost of £350, the cost of repairing the bench being almost the same.

In the Children's Play Area, two poles on the Pic-a stick have become rotten and they will be replaced in 2 to 3 weeks under their 10 year guarantee.

Paint is peeling on some of the outdoor gym equipment which is still under a five-year warranty, and the makers have agreed to replace the faulty parts.

The chairman thanked Geoff Allen and JY for their work in keeping the equipment in good order.

As the grounds are open to the public and should remain so, there would appear to be no immediate solution to the vandalism problem.

TL advised that he had been looking into the question of solar panels, batteries and charging points for electric vehicles, and looking into the question of grants et cetera to cover the necessary work. This will be a long-term project and he will come back to the committee once he has made any progress on this matter.

TL advised that the cycle path and the dog path in the woods have both been cleared back. All brambles were cleared early in the summer and he is keeping on top of this.

There are plans to plant more trees, and the school is hoping for up to 200 "wild harvest" trees.

GA advised that Teign Housing will be helping to facilitate the funding for the Christmas tree this year. She is awaiting the forms to apply for the funding.

GA advised that we have ordered a wreath for Remembrance Day at a cost of £25.

GA had been advised by the public of branches overhanging the Salcombe Road side of our hedge; although this is probably a DCC responsibility they are unlikely to take any prompt action. Eric Stidson has a flail and he will be asked to cut back the overgrown branches, and also clear back the road side of the cycle track where it passes the wood.

The post with the Dog Warning sign on the Cumber Close entrance to the field needs to be re-erected.

Geoff Allen has carried out maintenance on several items in the play area, fitting replacement parts where necessary. . The chairman thanked Geoff Allen for all the work he is doing in maintaining equipment within our grounds.

Following the point raised under the KM report above with regard to installing nets, and also the refurbishment of the floodlights, KB asked if the committee knew anyone with a cherry picker, which is probably the only solution to this work. He was advised that John Sampson has a cherry picker which may be available for us to use.

#### **11. Date of next meeting:**

**Wednesday, 14<sup>th</sup> October 2020, in the Annexe, Malborough Village Hall**

#### **12. The meeting closed at 2040**