

## COES MEADOW MANAGEMENT COMMITTEE



### **Minutes of a Public Meeting of the Coes Meadow Management Committee, held at 4.30pm on Monday 23<sup>rd</sup> August, at Coes Meadow Picnic Area.**

**Present:** Ms Emma Banks, Cllr Antonia Crawshay, Cllr Laurence Nichols, Ms Jess Soper, Cllr Christine Street

**In the chair:** Claire Waters

**Secretary:** Claire Waters

**Also in attendance:** Cllr Cathey Ponty

#### **1. APOLOGIES FOR ABSENCE**

None

#### **2. MINUTES OF PREVIOUS PUBLIC MEETING:**

**RESOLVED:** The minutes of the public meeting of Coes Meadow Management Committee held on 20<sup>th</sup> May 2021 were approved as a correct record of events and signed by Cllr Nichols.

#### **3. PUBLIC FORUM**

None

#### **4. FINANCE**

**4.1.** Current financial position: Unity Trust Bank Balance **£2,964.80** as at 23<sup>rd</sup> August 2021

**4.2.** The accounts and monthly bank reconciliations since last meeting were approved and bank reconciliations signed by Cllr C Street.

#### **5. S106 FUNDING & GRANT APPLICATIONS**

**5.1.** To decide on project for claim of S106 funding – this applies to new projects, not repairs, as listed in the Open Spaces Action Plan. **£4,213.14** available

**RESOLVED:** To claim S106 funding for new goal posts and net

**Action:** L Nichols to forward 3 quotes to the secretary who will submit the S106 claim

**5.2.** To decide on scope and detail of ECC CIF funding grant for up to **£10,000** for French boules pitch and picnic area. *Deadline for grant application September 17<sup>th</sup> 2021*

**RESOLVED:** To submit CIF funding application for French boules pitch, recycled plastic picnic tables, new litter bins and investigate a possible “sail” for creating shade

**Action:** Secretary to forward picnic table link, all CMMC members to look for other options

**Action:** Secretary to obtain 3 quotes for construction of boules pitch

**5.3.** To consider BDC Conservation grant scheme application for tree planting and management

**Action:** Secretary to forward details from BDC Landscape Services when received

#### **6. BASKETBALL SURFACE & GOAL POSTS**

**6.1.** To decide on repair or replacement of the basketball surface

**RESOLVED:** To pay for repair from Coes Meadow funds. S106 funds are only available for full replacement and would not cover the total cost.

**Action:** Jess Soper to obtain up to date quote and availability from chosen contractor

**6.2.** To decide on replacement of goal posts – decision made at item 5.1

#### **7. PLAY EQUIPMENT**

To review condition and actions needed - next RoSPA inspection due September 2021

**Action:** Sand down and treat wooden play equipment – **working party**

**Action:** Meet with PlaySafety play inspector on site - L Nichols & J Soper, secretary to organise *Update following meeting:* at an additional cost of £42 this was agreed to be too expensive

**Action:** Emma Banks to source weekly checklist for volunteer equipment inspection

## 8. TREE WORK AND GROUNDWORK

To consider tree and groundwork needed and decide on liaison needed with the Stour Valley & Dedham Vale Volunteers. To decide on other projects to be carried out by Bulmer volunteers

**Action:** All new CMMC members to read May minutes explanation of Stour Valley Volunteers work

**Action:** Liaison with Stour Valley & Dedham Vale volunteers. Emma Banks to contact Peter Fulcher – **working party September?**

## 9. OTHER MAINTENANCE AND UPKEEP

**9.1. Grass cutting** – to note any problem areas and decide on actions needed. It was noted that due to weather conditions this has been an exceptionally difficult year for grass cutting everywhere. The current contractor to Bulmer Parish Council has completed a 3 year contract and was retained in November 2020 for another 3 years based on previous service and value for money.

**Action: Limes Avenue:** Secretary to contact grass cutting contractor about work needed

**Action: Limes Avenue:** Clearance of lime saplings and other overgrowth – **working party**

**Action: Maintenance equipment:** Secretary to provide details of equipment for volunteer use

**Action: Church Steps:** Investigate grit bin by churchyard wall for use on steps in icy weather

**Action: External Noticeboard:** L Nichols and J Soper to repair rear of Bulmer Street noticeboard

**Action: Internal Coes Meadow noticeboard:** Obtain keys from former CMMC chairman and clean – **working party** then update notices - secretary

**Action: Ground level wooden noticeboards:** Identify all missing or in need of repair, investigate replacement – **working party**

**Action: Litter clearance:** Investigate bin store for car park area for refuse bag storage. Identify PPE needed by litter clearance volunteer – forward details to [bulmerparishclerk@gmail.com](mailto:bulmerparishclerk@gmail.com)

**9.2. Annual Schedule of tasks** – to review and update for re-issue to Committee Members

**Action:** *Coe's Meadow Habitat Management Guidelines* document prepared by Suffolk AONB Countryside Projects officer distributed to all CMMC members - to form part of annual action plan

**Action:** Draft *Annual Action Plan* template in Excel to be forwarded to Jess Soper to be edited ready to share with CMMC members and other volunteers.

## 10. FUNDRAISING

To decide on any fundraising events to be held at Coes Meadow

**Action:** To continue recruiting volunteers for committee roles and set up regular working parties

**Action:** To consider fundraising event in partnership with other village organisations for 2022

**11. AGENDA ITEMS FOR NEXT MEETING** – to be confirmed

**12. DATE OF NEXT MEETING** - to be confirmed

The main meeting closed at 17.51pm, followed by a walking inspection of Coes Meadow till 6.25pm