

**Wanborough Parish Council  
Hooper's Field Management Committee  
Minutes of the meeting held on  
Monday 31<sup>st</sup> October 2016**

**Meeting commenced at 19.30**

**Present:** Mr Colin Offer (Chairperson), Mr Colin Hayes, Mr Roger Whitfield, Mr Mark Simpson, Mr Per-Axel Warensjo (Wanborough Parish Council), Mr Andy Thompson, Mr Andy Clinning, Mr Paul Penfold (Wanborough Cricket Club), Mrs Mary Pribyl, Mrs Jacki Stokes, Mr Steve Stokes (Wanborough Bowls Club), Mr Tony Law (Wanborough Football Club), Mrs Jane Howes (Wanborough Tennis Club), Mr Gary Sumner (Wanborough Junior Football Club)

1. **Apologies:** None
2. Minutes of the last meeting – Colin Offer asked if Mary Pribyl had received all the information she needed in relation to producing the leaflet. Mary Pribyl confirmed that she had. Colin Offer stated that there hadn't been a Parish Council newsletter recently therefore there has not been an opportunity to deliver her leaflet.
3. Hooper's Field Expansion Project:-

Colin Offer confirmed that Parish Council are now in a position to go out to tender for a Project Manager for Hooper's Field expansion. He stated that he would like to collect ideas from all the clubs first and then the plan is to go out to tender soon after the meeting. Colin Offer stated that at the moment it is very much an open specification but the idea is to develop a facility that will be right for the village for the next 20 years.

Jane Howes raised the question as to who made the decision to appoint a Project Manager. Colin Offer confirmed that Parish Council have made the decision to appoint a Project Manager.

Paul Penfold asked for clarification as to what is the role of the clubs on the Hooper's Management Committee, He felt that the views of the clubs do not necessarily get fed back to the Parish Council, for example moving the Cricket Club to Church Meadow.

Jane Howes confirmed that she has been attending this meeting for around three years; what's her role on this committee and what is being managed. She doesn't feel that she was consulted for the Project Manager decision and feels that she is in the dark.

Colin Offer confirmed that Parish Council is responsible for running the facility; the aim of the Hooper's Field meetings are to gain views from users of the facility, with attendees of the meeting representing their sports club. This information is minuted and these minutes are forwarded to all Parish Councillors.

Gary Sumner explained the impact of the proposed new development at Redlands for 370 homes, where there are no proposed sports facility. Swindon Borough Council have indicated that due to the lack of facilities there is a possibility that funding (£106 million) from the New Eastern Villages (NEV) might be available to Parish Council. This is an opportunity now, not a long term opportunity, so consideration for the expansion needs to happen now, which is why Parish Council have agreed to go out for tender for a Project Manager.

Jane Howes stated that as a volunteer who is the chairperson of Wanborough Tennis Club, she confirmed that Wanborough Tennis Club cannot afford to pay any more for the licence fee than they are currently paying. The Tennis Club have to ensure they have sufficient funds to cover the cost of repainting the tennis courts, resurfacing the tennis courts and any future maintenance of the flood lights. The last time the tennis courts needed resurfacing Parish Council did not help fund this and the Tennis Club had to pay for the whole amount out of their funds. This is a substantial amount of money for the club and they cannot afford any further financial burden as a result of an expansion.

Per-Axel Warensjo confirmed that the business plan will have to show how the expansion will be funded and also how the facility will be funded after the new facility is built. It is no good building a nice new enlarged facility that will cost the Parish twice as much to run and ends up being a facility that Parish Council and the clubs cannot afford. The facility needs to be sustainable.

Paul Penfold stated that it is important for the clubs to know how the expansion proposal will impact on the clubs themselves.

Colin Offer stated that when Hooper's Field was originally built there were a number of problems that Parish Council had to face, including the Cricket Club not wanting to move to Hooper's Field

Andy Clinning raised an objection to the statement made by Colin Offer, stating that the Cricket Club were very much in favour of moving to Hooper's Field.

A question was raised as to who will pay for the Project Manager and what the proposed budget is.

Colin Offer confirmed that the Project Manager will be paid for by Parish Council and S106 money, likely to be in excess of £10k, but until tenders come in there isn't an exact figure. Jane Howes asked if Parish Council have a limit, Colin Offer confirmed between £10k and £20k but there will be a better idea once tenders are received.

### 3.1 Feedback from Clubs as to what they would like included within Hooper's Field Expansion Project

#### a. Wanborough Tennis Club

Jane Howes confirmed that she has gained feedback from the Tennis Club committee and they would like:-

- Floodlights on the other two courts (courts 3 & 4).
- Toilets for the Tennis Club, which will mean that during coaching sessions the coach will not have to send children to the pavilion on their own when they need the toilet.
- Ladies' toilets; one toilet for ladies is not sufficient.
- A nice area/place for the Tennis Club members to socialise.
- If there is a large increase in the number of members then additional courts will be needed.
- Indoor tennis courts.

#### b. Wanborough Bowls Club

Mary Pribyl confirmed that the Bowls Club would like:-

- Bigger club house.

- Proper kitchen.
- Separate ladies' and mens' changing rooms; there should not be mixed changing facilities, they should be separate.
- More ladies' toilets; one toilet for the ladies is not sufficient.

Colin Offer asked if the club would be interested in short mat bowls. Mary Pribyl confirmed that it is not something that they would consider; she suggested skittles as this would be more popular and could also be used as a social event for other clubs.

Mary Pribyl also confirmed that more storage is always useful.

c. Wanborough Cricket Club

The Cricket Club had sent an e-mail to the Parish Clerk listing what they would like considered as part of the expansion proposal (copy of e-mail at the end of the minutes – Appendix 1).

Cricket Club have made considerable progress within the club, but to fund capital items has always been a struggle for them. Only two teams, therefore they are not going to have more than 36 members, however they do now have a junior section which has expanded very well.

Cricket Club felt that once the Project Manager is appointed it is hoped that he/she speaks to all the clubs and allows them to provide input and express their views.

d. Wanborough Football Club

Upgrade of the pitches as they get so wet

If Parish Council wish to hire the facility to a Saturday football team then a separate referee changing room will be needed.

e. Wanborough Junior Football Club

Gary Sumner confirmed that the junior football club would like:-

- Bigger hall for social events; the football club would like to have a facility big enough to hold their AGM at.
- 3G football pitch; the junior football club currently pay £4k a quarter for astro pitch hire for training and they are also struggling to gain venues where they can hire astro pitches for winter training.
- Improved drainage of football pitches; last season they had to play 6 games at PGL costing the club £100 each time. Grass cutting at Hooper's Field has generally been good however Wanborough JFC have had to pay for additional grass cutting at Lower Recreation Field and Church Meadow.
- Ability to meet and socialise at the facility.

Other points raised in relation to the expansion of Hooper's Field:-

Gary Sumner stated that there are clubs and keep fit classes that cannot use the hall at Hooper's Field as the hall is too small; making the hall more attractive will allow more clubs to use the facility. Swindon Town in the Community (junior football) are keen to find another venue which has a 3G pitch to hire as they also struggle to find enough facilities. Gary Sumner stated that there are a lot of potential users for a 3G pitch.

Andy Clinning asked how the 3G pitch would be managed. Gary Sumner confirmed that there would need to be an onsite reception.

Gary Sumner also suggested perhaps the expansion could include a village Post Office.

Andy Thompson asked if residents will have a say in this proposal. Colin Offer confirmed that residents will have a chance to comment when the application goes to planning. Clerk stated that as this will impact on a number of residents it would be better to inform them before the proposal is submitted for planning. It was agreed that residents would be informed of the proposal via newsletter and the Lyden magazine.

Andy Clinning asked how the proposed expansion will be funded. Colin Offer confirmed that the project will be funded via S106 money and grants, He confirmed that Parish Council do not have sufficient funds to fund a large project like this, therefore all money for this project needs to come via S106 and grants.

3.2 Chairperson to confirm update on the progress of gaining quotes for a Project Manager for the Hooper's Field Expansion Project.

Colin Offer confirmed that he will use the feedback from this meeting and put together a specification to go out to tender, as mentioned earlier in the meeting.

Paul Penfold asked for details of what Parish Council would like to see included in the design specification for the expansion of Hooper's Field.

Colin Offer confirmed that the aim is to provide an enlarged facility that will enable the maximum use of the facility; it will be up to the Project Manager to put forward a recommendation as to what they would recommend to improve all our facilities

Per-Axel Warensjö confirmed that Parish Council would like a larger hall, better kitchen facility and bar, so that the facility can be rented out for social events.

Colin Offer confirmed that the expansion will be at least large enough for one tennis court and he expects the hall to be big enough for sport and social events.

Paul Penfold raised a concern that Parish Council need a more detailed specification to avoid spending too much money on the project manager and also ending up with a plan that is nothing like what is wanted.

Clerk suggested that once Parish Council have prepared their detailed specification for the Project Manager that this information be circulated to all clubs so that they are aware of what's being included.

Andy Thompson stated that it will be important that all clubs are able to have access to the kitchen facility at the same time as the facility is hired out. There needs to be that flexibility, otherwise the current clubs will be affected by these proposals. Colin Offer confirmed that he was aware of this.

3.3 Chairperson to confirm update on the progress of producing a Business Plan for the Hooper's Field Expansion Project.

Colin Offer confirmed that it was too early to have a business plan prepared, until it is known exactly what is going to be included within the project this cannot be done.

#### 4. Grounds Maintenance Contract

Clerk confirmed that there has been no confirmation from SBC whether they can be used for the grounds maintenance contract for 2017/18.

Gary Sumner confirmed and explained the new parishing within the Borough; hopefully once this has all be agreed then SBC will have a better idea as to what services they can provide.

Per-Axel Warensjo stated that he knows of another bowls club who have decided not to use SBC. The Bowls Club confirmed that a company called Avon Sport (contact details available on the website) are used by other bowls clubs. It was agreed that the Clerk would gain additional quotes for the grounds maintenance for 2017/18.

#### 5. Hooper's Field Car Park

Concern was raised once again that the driveway has got large holes, which fill with water.

Discussion took place about the maintenance of the long driveway and sharp corner, stating that this should be included within the expansion project specification. Colin Offer confirmed that improved parking will have to be included within this project.

#### 6. CLUB REPORTS:

##### a. Wanborough Tennis Club

Tennis Club confirmed they have around 160 members which is slightly lower than last year; they entered 7 teams in the Swindon and District League, one of the teams won their division.

They have entered 3 teams in the winter league, which is less than the summer due to less interest, plus with only two courts with floodlights it is difficult to fit any more matches in.

##### b. Wanborough Bowls Club

Bowls Club confirmed that the men had a very good summer season, winning several cups. The ladies struggled due to less players being available but managed to stay mid-league by the end of the season. Club currently needs a new secretary, so at the moment Mary Pribyl is having to cover for this position. Current membership is 97 in total which includes 25 non playing members. Ideally they would like to get their playing membership up from 75 to 100.

The electric fence around the bowls green is due to go up very soon.

The Bowls Club have held and are due to hold a number of different social functions with the aim of raising funds for the club.

Colin Hayes raised the issue of the height of the hedge, but no solution has been found yet.

Bowls Club Business Plan – after a discussion it was agreed that the Clerk would circulate this document to all clubs.

##### c. Wanborough Cricket Club

Cricket Club have had a very successful season with two teams playing against some very strong teams.

Junior section has also been very successful with the U11's finished 2<sup>nd</sup> to Swindon. The U15's started the season very well and it was nice to see them playing and enjoying the game. Next season the club will be entering an U11's and U13's team. Cricket Club currently have 28 senior and 48 junior members.

d. Wanborough Football Club

Football club currently have 23 members, 16 are regular players, and the maximum they can have for one team (league rules) is 30 players.

Football pitch is fine at the moment as there hasn't been too much rain. The main problem they are having is dog fouling.

Football Club also reported that one of the showers is sticking in the changing room making it difficult to turn off.

e. Wanborough Junior Football Club

Junior football club currently have 150 playing members. They currently have teams from U7's up to U16's, including two U14's teams, and in order to keep the U13's going they have joined the futsal league as they don't have enough players for the North Wilts League.

The club decided to train a number of parent volunteers in Emergency Aid; 20 parents have been trained which will be very useful for matches.

One of the U14 teams are playing at Church Meadow the other at Hooper's Field. The larger pitch at Hooper's Field is currently very good, however the smaller pitch often has standing water.

Junior Football Club's finances are currently strong.

## 7. Other Recreational Areas in Wanborough

Colin Offer confirmed that as part of the review of the expansion of Hooper's Field and to maximise the use of the sports facilities within the Parish, the Project Manager will also look at other recreational areas around Wanborough. At Church Meadow there is an option to look at levelling off the ground and incorporate a larger car park.

Gary Sumner confirmed that he has been speaking to the Vicar and he is keen to install toilet facilities at the Church so there is an option to work together to put in some facilities at Church Meadow.

At Lower Recreation Field there is currently very limited parking, resulting in parking along the High Street, so to be able to do anything at the Lower Recreation Field is very limited.

Colin Offer confirmed that if the clubs have any ideas as to how to improve Church Meadow or Lower Recreation Field then please e-mail Parish Clerk or attend a Parish Council meeting.

## 8. Financial Report

A query was raised in relation to why the club license fees are showing on the financial statement a lot less than actually they pay. Clerk confirmed that the figures on the financial report are excluding VAT; the amount clubs pay includes VAT. Clerk confirmed that Parish Council "opted in" to VAT on the Hooper's Field site so that they could reclaim all the VAT on the building cost of the Hooper's Field. This means that all invoices raised must also have VAT added for a period of 20 years so at the moment there is 2 years left.

Gary Sumner asked who regularly hired the main hall. Clerk confirmed Zumba and Pilates use and hire the hall, plus a few adhoc hirings.

Colin Offer asked if the Clerk has calculated an end of year forecast. Clerk confirmed that this will be done for the Parish Council finance meeting.

## 9. Any other business

Andy Clinning asked if the MUGA is to be included within the expansion project. Colin Offer confirmed that it would be. A number of questions were raised as to why the MUGA had not been discussed at the Hooper's Field meeting, The MUGA will be a fundamental part of the expansion project but yet it has not been mentioned; where will it be located and is this in addition to the 3G pitch.

Colin Offer confirmed that the location of the MUGA has not yet been decided. The 3G pitch and MUGA are the same thing, and there isn't a plan to have two. He confirmed that the MUGA is something that has been discussed many times over a long period of time; plans were drawn up about 7-8 years ago costing £3k - £4k. The plan originally was to gain land off the Woodland Trust; this was refused at the time but Parish Council are still trying to negotiate with them.

Gary Sumner confirmed that there is no proposal to build the MUGA on the tennis courts, cricket square or bowls green so the clubs have nothing to worry about. It is purely another option that is being considered in the same way as petanque, which is also something that is being considered and has not been discussed at the meeting.

Colin Offer confirmed that the aim of the expansion project is to ensure that all clubs end up with a better facility; no club will be worse off.

A question was raised as to who will decide what will ultimately be in the best interest of the clubs.

Colin Offer confirmed that the Parish Council ultimately decide on the final proposal, but there will be plenty of opportunities for the clubs to put forward their ideas during the process.

Per-Axel Warensjo confirmed that once the Project Manager has put forward a proposal, the clubs will be consulted on this proposal.

Paul Penfold and Jane Howes both confirmed that they would hope to see better consultation in the future and more open and transparent meetings.

Mary Pribyl confirmed that the Bowls Club have raised £500 for Brighter Futures this year.

No further business and the meeting closed at 9.30pm.

### Appendix 1 – E-mail received from Wanborough Cricket Club

#### **Wanborough Cricket Club**

Draft Statement of Requirements for Hooper's Field following proposed expansion project

Note: this statement of requirements is prepared without any working knowledge of the expansion project

In outline terms our minimum requirement is to no worse than the current level of facility, ideally it would provide improvement in a number of key areas.

## **Requirements**

### **Outfield**

We would like an outfield than is level, free from undulations, and fissures and which is regularly mown to an acceptable standard for a cricket match i.e. the grass no longer than 6mm on match days and free of accumulated grass cuttings.

The current outfield and football pitches suffer from poor drainage and should be improved.

There needs to be adequate room on the outfield to place sightscreens.

We need to retain the use of our current storage facilities i.e. the container behind the pond and also the wooden shed which shelter our roller (adjacent to the bowling green)

Our existing cricket nets remain in place.

An area where players and spectators can watch the game in comfort

An improved verandah to accommodate players and spectators with greater facility i.e. under cover in shade with more space (like many grounds in the Wiltshire League)

Provision of roll on covers for the cricket square

Provision of one additional sightscreen

### **The Pavilion**

Two changing rooms with shower and toilet facilities

Access to kitchen and hall in order to take tea, with enough tables and chairs for 22 players plus umpires, scorers and guests

Kitchen to include all existing appliances

Access to the playing area from the hall via a verandah, or similar.

The existing storage area within the pavilion for groundsman which contains all playing and maintenance equipment is barely adequate and this would ideally be increased

Access to mains water via a tap in order to water the cricket square

### **Car Parking**

Adequate nearby (within 50 yds.) car parking for players and spectators, taking into account the amount of kit crickers need to carry.

### **Score hut**

If funds allow a traditional freestanding score hut would be excellent