

Mawnan Recreation Ground N/A

# Carwinion Playing Field Trust

Carwinion Road, Mawnan Smith, TR11 5JA  
Registered Charity 1173925

# Mawnan Junior Playing Field Trust

Behind St Michael's Court, Carwinion Road,  
Mawnan Smith, TR11 5JD  
Registered Charity 1173926

## MINUTES OF THE JUNIOR PLAYING FIELD TRUST & CARWINION PLAYING FIELD TRUST MEETING HELD ON MONDAY 15<sup>TH</sup> JANUARY 2024 AT 7.00PM AT MAWNAN BOWLING CLUB

**Present:** Mr G Potter (chair), Mrs M Bate, Mrs G Morris, Mr R Reid, Mr G Slater, Mr R Sadler & Mrs J Whibley

**Apologies:** none given

**Also Present:** Administrator (parish clerk), Mr K Bate (MCA), Mr M Ley (cricket) + Shiona Biggins & Beth Knowles, 2 members of the JPF Volunteer Steering Group

227.24 **To receive apologies for absence**  
None received

228.24 **To received minutes from the last joint trust meeting on 27<sup>th</sup> September 2023 & the continuation meeting on 15<sup>th</sup> June 2023**

It was proposed by Mr Sadler, seconded by Mrs Whibley and

**RESOLVED** that the minutes of the meeting held on 27<sup>th</sup> September 2023 now be approved and signed by the Chair

Mr Sadler requested that, following a review of Arnold Baker references, a recorded vote (which include his name as being opposed) be included within the minutes. He also felt that the members had been misled about the position with Constantine and the management of the Recreation Ground there (he stated that Fields in Trusts were the sole trustee)

It was proposed by Mr Sadler, seconded by Mrs Whibley and

**RESOLVED** that the minutes of the meeting held on 15<sup>th</sup> June 2023 now be approved and signed by the Chair provided the amendments address were made.

on a vote being taken both these matters was approved unanimously

229.24 **Any matters specifically arising from previous minutes**

Mr Sadler said that he would be sorting out contacting R Simmons to flail the JPF boundary hedge as soon as the weather and field conditions apply.

230.24 **To agree date for the Trusts AGM 2024.**

It was proposed by Mr Sadler, seconded by Mr Potter and

**RESOLVED** to continue with the Trusts AGM being attached to the May/June meeting (the Administrator to notify members of a date asap)

on a vote being taken this matter was approved unanimously

**231.24 To discuss the drafting of the Annual Trustees report(s)**

The Administrator agreed to send round the 22/23 reports and highlight those sections that would need to be updated with the expectation that they would all respond with information to include in the 23/24 report. Statutory information would be updated by the Administrator.

**Carwinion Trust**

**232.24 To receive details of current financial position. To include any comment on changes needed to the combined Open Spaces contract, due for discussion at the 18<sup>th</sup> January PC meeting.**

Currently the CPFT had £13,776 in the bank, however the changes to the upcoming cutting contract, MUGA/Storage match funding, additional expenses for works done by the MCA (rent offsetting) and the possibility of secondary insurances for any management group needed to be factored into this amount.

Mr Ley & Mr Bate stated that the cricket and football teams were extremely satisfied with the level of cutting by the current contractor. The change to 10 day cutting was working well and their ground teams get on well with him. A message from the preschool asked that changes – or clarification – to cutting around the access path during pick up/drop off times be highlighted as there appeared to have been some issues with strimming along the path.

**233.24 Annual MCA rent offsetting discussion - based on the January 2024 invoice of £500 ( factoring in of maintenance works undertaken in lieu of rent)**

Mr Bate explained the level of works in addition to those relating to the pavilion & changing rooms. There were several invoices associated with lighting, which although appearing to be duplicate were actually both necessary due to different winter storm damages. In total £1328.88 of works had been paid for by the MCA.

It was proposed by Mr Potter, seconded by Mrs Morris and

**RESOLVED** that the MCA rent bill of £500 be set aside and the sum of £882.88 be refunded to the MCA to cover works done.

on a vote being taken this matter was approved unanimously

**234.24 To receive a report from the Self Management Group (?)**

Mr Bate reported that the group had not met or taken any actions.

Mr Reid once again made it clear that he felt the Trusts and, by association any management groups were working under an invalid constitution and its actions were borderline negligent and possibly criminal. He stated that specialist legal advice now had approved budget funding and the solicitor, as named at the July CALC training session with Sarah Mason, should be retained asap. The Administrator explained that she had reached out but this person was retiring and not doing further private works, with his firm unable to take on any further clients at this time. She then went on that she had sent details of a 2 part CALC session organised from Stephens Scown Solicitors (Truro offices) covering the fundamentals of PCs running a charity which she had already taken up the 2 allocated PC spaces. She felt that it was important that member know how a Trust should be being run to know what specific questions we needed answered; especially since this conversation had started in July and there were still no actual specifics of what we wanted ready.

Mr Reid felt that this kind of training was not right and that our Trusts were so inherently wrong that only individual specialist support would work. In his view we needed to find a local solicitor with experience in both parish council and charity law and ask them to provide us with advice

and oversight. Mr Potter agreed to go onto the CALC training session (along with the clerk if no other member would take up the place).

Mrs Whibley asked about the intention to install the cycle rack – Mr Bate said it was still going to be done but the most appropriate place appeared to be under the veranda where the concrete planter currently stands. It would provide not only cover but a level of security for what were increasingly expensive bikes.

Building Regs were involved in the change being proposed to allow disabled access. A new door, lintel and frame were needed and the modification to a disabled toilet. Initial quotes for the works of approx. ££505 were given.

It was proposed by Mr Potter, seconded by Mrs Whibley and

**RESOLVED** that the provisional expense of £3505 be agreed to for disabled adaptations to the MCA building (approval for actual amounts to be circulated for final agreement).

on a vote being taken this matter was approved unanimously

**235.24 To receive any updates from the MUGA Project Team (inc. status of the planning application & position of funding)**

Mr Bate explained that planning permission for the MUGA had now been received and the L Prynne had been working hard on trying to source grants funding to take works further, so far without success. He had made applications that had been rejected (CIL & National Lottery), a CLUP one pending but they were unlikely to have monies left in their pot and some had been refused as the link to encouraging children into sport was tenuous.

An extension to the CLUP application to allow the planning condition for a ball strike risk assessment had been granted and the assessment completed. Unfortunately its findings for a fence of over 40ft had come back which seemed unworkable and financially exorbitant. The Administrator had asked if a question on using mitigations instead, so taking the MUGA out of use during cricket matches so there would be no chance of conflict, could be made to planning via S Sheldrake. Mr Bate said this was in hand and that a management plan for the MUGA & field users was being discussed.

Mr Sadler asked Mr Ley of the cricket team if the sightline on the cricket wicket would be affected by the MUGA; he responded that it was dependent on the number of wickets being used but was highly unlikely that there would be no more than a couple of ball per season hit to reach the MUGA site and that he already had purchased a mobile sight screen which could be used.

Unfortunately it appears that there is no funding for the store available at present and if we wanted to take this ahead the Trust would need to financially support this. When questioned about how much the project would take Mr Bate responded that it was looking now to be in the region on £200K.

It was proposed by Mr Reid, seconded by Mr Potter and

**RESOLVED** that the invoice of £300 for Labosport for the Ball-strike risk assessment be accepted and paid for

on a vote being taken this matter was approved unanimously

**236.24 Status of the pavilion refurbishment works & and other ongoing/potential works.**

The pavilion works were now almost complete, with only some small snagging items left to complete with some new signs on the changing rooms to go up later this week.

### **Junior Playing Field**

#### **237.24 To receive details of current financial position.**

The current position of £4146.86 was noted. As previously stated there is very little funding held by the JPF, which would be unlikely to cover any level of major works. The only income remains the annual parish grant.

#### **238.24 To receive a report from the Volunteer Steering Group on the current status of refurbishment plans. Request to hand on the unused purchased planters & seeds to be considered.**

A report from the group is attached to the end of the minutes.

Mr Reid was anxious to know what age range the groups were looking to be catering for, as both equipment and needs varied. KB added that there had been requests from the children & teens of the parish for some kind of covered meeting area for them to use, with SB saying there needed to be 'space for girls' included in the project, through discussion with them, not just assumptions being made of what they would like. She then added that consultation with the wider parish community were just beginning and that despite a few visits from play equipment companies there isn't a project plan ready yet.

Everyone was impressed with the group's commitment and actions to date and were happy that, through regular meetings, the Trust would be kept up to date on any progress being made.

The planters and seeds purchased last year to replace the sensory garden area were unlikely to be viable in the future plans, so a request to gift these onto the School and Preschool gardening clubs had been made, which seemed acceptable to everyone.

It was proposed by Mrs Bate, seconded by Mrs Whibley and

**RESOLVED** that the planters, stakes, seeds and equipment be gifted to the School & Preschool to make use of through shared activity

on a vote being taken this matter was approved unanimously

#### **239.24 To discuss general maintenance of the site not within the remit of the VSG - inc. replacement of gates/ closures & equipment safety checks/repairs.**

Almost all of the gates had either broken spring closures (many having been replaced multiple times over the last couple of months) or severely rotten wood. The Administrator asked that we accept that replacing these springs is pointless and give this up as ultimately they failed almost immediately – there is no real need for gates except to deter dogs getting into the site. SB did mention that works to gates had been discussed (along with boundary fencing & hedging) at previous meetings and that there was a possibility that a new internal fence – allowing dog users to cross the field between paths without any need to be one the field proper – with a small entry gate, would form part of their future plans. It was agreed to not replace springs and to defer until the next Trust meeting replacing gates, when hopefully a VSG plan would be further along.

The Administrator explained that the boundary fence had had emergency but temporary repairs done to make it safe at least but the full replacement works were still needed. The Zipwire was still pending repair, simply because it needed appropriate weather conditions to allow works to take place. Hopefully we would get a suitable break in the wind/rain soon.

The Administrator once again explained that she was doing visual weekly safety checks and the monthly operation checks even with a lapsed qualification. She had done an online refresher course for the weekly checks but the hope the VSG (volunteer steering group) might be willing or able to take these on had not proved viable. She had checked within the county but no-one was doing or considering running the RoSPA operational training course so the nearest requalification site was a 2 day course in Exeter with cost of at least £900 (course+ exam £750, travel £90, hotel + food £10) which would still leave her having to find someone to do repairs noted.

She asked that in light of this the previous request that South West Play Inspections (run by our grounds contractor) to undertake the monthly operational checks and any repair works deemed necessary be re-considered.

It was proposed by Mr Reid, seconded by Mr Sadler and  
**RESOLVED** that SWPIC take over operation monthly site checks and any associated repairs.

on a vote being taken this matter was approved unanimously

Mrs Whibley felt that the site bins were not being emptied enough or were too small and they were regularly overflowing with poo bags. The contractor was to be asked to confirm when bins are being emptied and, if necessary, try to increase the frequency. Looking to incorporate a larger bin into future plans was proposed by the VSG members.

240.24 **Public comments - Questions can be asked to the chairman but may not be answered at this meeting**  
None noted

Meeting finished at 8.15pm

## **Mawnan Junior Playing Field Steering Group Report dated 15 January 2024**

### Meetings

The last group meeting was held on 3 November (attended by Tim Laws (acting chair), Beth Marks, Anam Parand, Seb Butler, Cllr Maureen Bate, Cllr Robert Reid, Shiona Biggin (acting secretary) and Cllr Guy Potter (joined later). Group name was confirmed as Mawnan Junior Playing Field Steering Group. Most actions have been completed and we await the Trust's decision if they agree with our proposal to rehome the redundant planters and seeds to the school and preschool gardening clubs. Meeting minutes can be found on Google docs [here](#). Next MJPF Steering Group meeting to be arranged for late January/early February following the joint field trusts meeting on 15 January.

### Concepts and ideas

To date we have completed site visits with three different play equipment companies as follows:

#### Rhino Play (SW) Limited

Stuart Hunt plus Tim Laws, Shiona Biggin and Beth Marks attended site visit on 07/11/23. Company based in Devon. On 08/12/23 we received initial design and quote. Not yet discussed with the wider group but there is a general feeling that it is quite basic (very much off-the-shelf equipment) for the quote of nearly £97,000 (excluding VAT). Quote includes new low fence with self-closing gate to segregate (new) footpath from field (to discourage dog owners bringing dogs into the play area), but note we'd need to commission a separate company to do the pathways.

#### Alastair Guy Playgrounds

Alastair, Sam and Charlotte Guy plus Anam Parand, Beth Marks, Shiona Biggin and Tim Laws attended site visit on 11/12/23. This small family-run company based in Cornwall, offers bespoke hand-crafted playgrounds and have created innovative projects throughout Cornwall and Devon including playspaces at Eden Project. It was a very positive and wide-ranging meeting. They have provided a quote to develop a concept design of £1,500 (to be deducted from the final cost if we proceed with them). We will be contacting them to discuss this further and to see if they can provide us with previous designs/costings from other projects (for free) to showcase their work and for us to use for consultation purposes. If we obtained CCF funding they might be happy to work with the Sensory Trust to provide designs for the play areas.

#### Earth Wrights Ltd

Tim Rolison and Katie Swan plus Tim Laws and Shiona Biggin attended site visit on 15/12/23. A company based in Devon that offers bespoke wooden play equipment/structures. This was also very positive and an especially professional meeting. They designed and installed play equipment/landscaping at Kimberley Park and are also responsible for the adventure playground at Mawnan School. They have experience of running community engagement sessions which they can offer as part of their services. They could do everything eg full project management (eg commissioning external surfacing contractors), and landscaping/planting – but are also happy to fit in with us if there were things we want to do. They provided a quote for the CCF bid (see below). We have asked them to send us some examples of other similar projects and costings to compare with others.

### Funding and fundraising

It has become evident that securing support from major funding bodies requires having a well-defined concept or master plan, along with prepared quotes, prior to application. Demonstrating tangible community engagement and support is also crucial for success. Every parent we have spoken to about the project has conveyed an interest in participating in community engagement activities, including some who represent people with mobility/access needs. Tim and Shiona have created the [Mawnan JPF Funding Tracker](#) to list potential funding sources and a timeline for applications. We are keen to submit an expression of interest for the next round of the Community Infrastructure Levy (CIL) fund when it

opens in April. We'd also like to find out more from the Parish Council about Solar Grants.

#### Community Capacity Fund (CCF)

This fund is quite unique and perfect for projects in the early stages as it can be used for pre-dev engagement events and working out concepts/master plan/costings (£2,000-£25,000 grants). Shiona attended a workshop on 15/11/23 and met Naomi Belert (Good Growth Deliver Facilitation Officer). The Towednack Parish Council 'Cledry Meadow' project was used as a CCF community space example and Naomi encouraged us to apply. We began investigating suitable companies and have obtained initial quotes (from Earth Wrights Ltd and the Sensory Trust who are working on Cledry Meadow) but have since been warned that the present funding budget has already be earmarked to projects of greater establishment at this time. The CCF team are hoping to get additional funding (if successful this will probably be in Spring) and still want us to submit an application, so we are in the queue and ready to go. Thus, proposals and the application to be refined and submitted early in the New Year.

#### National Lottery

Our initial application (£60,000) was submitted on 06/10/23 and we received the news it was unsuccessful on 21/12/23. The Group can request feedback to see what we can do better in any future applications.

#### Mawnan Run

Submitted application for funding 08/11/23 – we should hear the outcome soon.

#### Falmouth Fire Service Fireworks Display

We applied for funding by post, dated 08/01/24. Note we couldn't find out if there was a deadline so hope we're not too late this year.

#### Community Chest

Cllr John Bastin has said there is £200 left in the current budget that we can apply for (and we can apply for more from next year's budget in the near future). Shiona received the application form on 15/01/24 and we will need to submit it by 23 February.

#### Police Proceeds of Crime fund

Small community project grant up to a maximum of £1,000. Need to be specific on what we will use it for and include quotes with the application. Have obtained application form from a parent who works for Devon and Cornwall Police and are currently collating quotes for picnic benches.

#### Resources and advice from other projects

Members of the Group have been keen to seek advice from people with experience of similar projects, especially those that have had successful CIL bids. We have also reached out to people in the village to find people with skills/knowledge to share or the enthusiasm to learn about bid writing! We have collated lots of useful resources (stored in our Google drive folders, set up by Toby) including downloads from Make Space for Girls (useful resources for community engagement and research to support funding bids). Shiona is also maintaining a list of contacts.

We have contacted numerous people/organisations including: Perranarworthal Parish Council; Budock Water Playing Fields Association; Towednack Parish Council; Mylor Parish Council; and St Allen Parish Council.