

**WEST MERSEA TOWN COUNCIL**

**MINUTES OF THE SPORTS & RECREATION COMMITTEE MEETING**

**HELD ON MONDAY 5 FEBRUARY 2018 AT 7.00 PM**

**PRESENT**

Councillor Peter Clements (Chairman)  
Councillor David Bragg  
Councillor Robert Jenkins  
Councillor Bernard Hart  
Councillor Carl Powling  
Mr C Ainslie, MISA Chairman  
Mr G Marfleet  
Mr R Russell-Grant  
Mr C Simmons  
Mr D Taylor  
Mr J Vince  
Mrs N Ditchburn  
Mr P Sheane  
Mr M Baker  
Mr R Bond

**IN ATTENDANCE** Petra Palfreyman, Town Clerk

**18/001 APOLOGIES FOR ABSENCE**

Apologies for absence received from Councillors Banks, Moore and Wargent, and Mr N Reay and Mr C Morgan.

**18/002 DECLARATIONS OF INTEREST**

No declarations of interest were received.

**18/003 MINUTES OF THE MEETING HELD ON 12 DECEMBER 2017 AND MATTERS ARISING**

The Minutes of the meeting held on 12 December 2017 were agreed and signed by the Chairman as a true record.

**18/004 TO RECEIVE AN UPDATE FROM WEST MERSEA TENNIS CLUB**

The club now has 98 members. There is children's coaching on Mondays and Tuesdays. The club has replaced the roof of the clubhouse. The Tennis Club asked about a new path further over towards the courts. The Club would also like to put up bike racks next to the wooden shed and will let the Council have details once this has been discussed further. The Club will also be putting a light up on the end of their green portabin to light the way between the Tennis Club and the Rugby Club changing room. A request was made to remove the chain as it is dangerous when dark and replace it with a metal fold down security post. An update was given by Cllr Hart about the proposed lighting around the Glebe, he is in the process of obtaining quotes and hopes to get a grant to cover this work.

## 18/005 TO DISCUSS THE LEASE BETWEEN WEST MERSEA TOWN COUNCIL AND MISA AND PITCH LICENCES

Colin Ainslie provided the following summary of MISA's understanding and the proposed way forward.

MISA has made some progress towards a lease proposal intended to be implemented 1<sup>st</sup> April 2018. Given the extent of the consultation required within clubs, with funding organisations and the involvement of lawyers etc it is clear that full implementation by 1<sup>st</sup> April is unachievable.

MISA's understanding of WMTC's position in summary is:

- 1/ MISA to pay 100% of utilities consumed.
- 2/ MISA to organise and pay for cleaning of the 3 buildings.
- 3/ MISA to pay a rent of £1000 in total for the 3 buildings.
- 4/ MISA to sign a 25 year lease binding them to the above and defining obligations and responsibilities.
- 5/ Upon signing the lease West Mersea Town Council will grant individual clubs with a license to use a defined number of pitches in defined locations. Clubs not signing up for the lease will not be granted a license and will not have access to Glebe facilities, be it pitches or buildings.
- 6/ In the event of a club defaulting upon its financial liabilities it will be expelled from MISA, lose its right to use Glebe facilities. West Mersea Town Council will release MISA from the members share of any financial obligations, subject to the Council being fully informed and within deadlines until such time that MISA can be financially restructured. There will be a defined time limit for the West Mersea Town Council support.

MISA's current position

- (a) MISA will comply with items 1 & 2 above (Utilities & Cleaning).
- (b) Rent will be paid once the lease has been fully agreed and signed by all clubs.
- (c) The clubs will require a temporary individual license to use pitches until such time that the lease is fully in place. Probably giving cover up to the end of June 2018.
- (d) In the event of a club defaulting upon its financial commitments, item 6 above will apply.
- (e) MISA preferred option (Option 1) is a single lease covering all the buildings with West Mersea Town Council, and a separate lease between each club and West Mersea Town Council for pitches. The pitch lease will be of the same duration as the building lease.  
An annual renewable license rather than a lease would likely be prohibitive in terms of clubs gaining significant awards and grants from sport associations, charitable trusts etc.
- (f) MIRFC have written to the RFU to determine if this type of lease agreement will disqualify/hinder MIRFC in terms obtaining RFU/SE grants and awards. Given the amount of award could be as high as £250,000 MIRFC will not enter into a new agreement without the blessing of the RFU. Colin Ainslie will chase the RFU for clarification.
- (g) In the event of the RFU not approving Option 1 an alternative Option 2 will be considered.

Option 2 will comprise of 3 types of lease.

The current West Mersea Town Council-MIRFC lease for changing rooms and one pitch, a West Mersea Town Council-MISA building lease (excluding the rugby changing rooms) and four leases, one per club for pitches. The MIRFC lease will be for a second pitch and junior playing areas. Alternatively the current West Mersea Town Council-MIRFC could be slightly modified to accommodate the second pitch etc.

The rest of the agreement would be similar to Option 1.

Option 2 is messy as it would involve MIRFC paying rent both directly and indirectly to West Mersea Town Council. Contractually MIRFC would have to pay for costs relating to the rugby changing rooms, however in reality they could be combined with the costs for the other building to avoid extra administration/complexity etc.

Next Steps.

- (i) The above should be discussed at the Sports & Recreation committee meeting.
- (ii) MISA are taking action to ensure a breakeven performance for the year 2017/18 and be debt free on 1<sup>st</sup> April 2018.
- (iii) All clubs have committed verbally to the financing of rent, utility and cleaning costs.

- (iv) MISA member clubs are currently going through the West Mersea Town Council proposed lease documents in detail. Each club will propose amendments, additions and removals prior to a consolidated MISA response. The general principle followed will be that new lease should not significantly change the rights and obligations of the tenant compared with the West Mersea Town Council-MIRFC lease currently in place. Relevant specialist advice will be sought and acted upon before any final agreement.
- (v) MISA is preparing a list of all works needed to be carried out (or at least financially committed to) to ensure the buildings are in a good state of repair and decoration prior to the commencement of the lease.
- (vi) A detailed discussion is required on responsibilities and liabilities relating to the supply of utilities.
- (vii) A pitch lease template will need to be prepared.
- (viii) A temporary written agreement needs to be agreed and installed covering the period from 1<sup>st</sup> April 2018 until the formal 25 year lease is established.

Colin Ainslie confirmed that the rugby lease would continue in full until a new lease is agreed and signed i.e. West Mersea Town Council will continue to receive a rental of £1500 from MIRFC therefore no need to back date a charge of £1000 to MISA otherwise West Mersea Town Council are receiving 2 rentals, £2500 in total. This helps out MISA a little but it shouldn't be for long.

Following a discussion about repairs to the exterior of the Rugby Club Changing Room and the implications of the insurance and excess, the Council agree to review the lease further regarding the meaning of some of the clauses. A 50:50 split between the Rugby Club & West Mersea Town Council for the cost of repairs to the front of the building caused by footballs etc., was agreed.

#### 18/006 TO DISCUSS PLANNING PERMISSIONS FOR THE GLEBE

The Cricket and Rugby Club are still looking to jointly purchase a portacabin and will liaise with each other before submitting drawings and plans to the Council.

#### 18/007 TO DISCUSS ADVERTISING BOARDS ON THE GLEBE

Inside the Glebe – MISA already have a policy about advertising boards that can be displayed around each clubs pitch but not in the car park and not outside the Glebe. Cllr Powling will check planning permission requirements.

Information board at the Glebe entrance – This is being reviewed by Colin Morgan.

#### 18/008 TO DISCUSS CAR PARKING AND MARSHALLING AROUND THE GLEBE ENTRANCE

The Council requested that the Clubs marshal the parking for the duration of their games so that the homes and driveways in the immediate vicinity are not blocked.

#### 18/009 TO REVIEW THE TASK TRACKER

Refer to the task tracker.

#### 18/010 DATE AND TIME OF NEXT MEETING

5 March 2018 at 7pm

There being no further business the meeting closed at 9.15pm