

DRAYTON PARISH COUNCIL

OPEN SPACES & PROPERTY COMMITTEE MEETING

MINUTES

Minutes for the Open Spaces and Property (OSP) Meeting held on **Thursday 28th September 2023** at 7:00pm at Drayton Parish Council, King George V Playing Field Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

In attendance: Cllrs A. Crotch (Chair), J. Anderson, C. Brown, G. Everett, K. Morgan. Assistant Clerk and RFO, A Gallant.

Two members of the public were present.

1. **Apologies and consideration of acceptance for absence.** Apologies were received and approved from Cllr N Quinsey.

2. **Members' declaration of interest and requests for dispensations.**

None.

3. **To approve minutes of Committee meeting held on:**

3.1. 24th May 2023 The committee received and approved the minutes.

3.2. 22nd June 2023 The committee received and approved the minutes.

4. **To allow public participation in accordance with Standing Orders.**

No comments.

5. **To consider matters for discussion and decision concerning finances.**

5.1. Review the Reserves Balance.

The Committee reviewed the reserves balance. A Gallant talked through the reserves balances as they currently stand. The key recommendations were to make the reserves more succinct, and the descriptions for each fund clearer to identify where funds can be apportioned. The committee discussed the specificity of the earmarked reserves as stated, and the associated budget.

5.2. Consider draft budget for 2023/24.

The Committee considered the proposed budget by individual cost codes.

The Assistant Clerk and RFO left the meeting at 8.04pm.

6. **To receive updates on Committee matters arising from previous meetings:**

6.1. To note update on Tree Works at Longdale. Due to be completed on 29.9.23 including removal of the branches overhanging the footpath on Longdale, and in the vicinity of two residences to the northern edge of the playing field.

6.2. To note update from Sutcliffe Play on matters arising with the King George V Play Area. The repair to the basket swing has been completed. Clerk is awaiting delivery of the age appropriate sign for the play area. Play area inspection guidance has been received and passed onto the Maintenance Operative to be included in ongoing safety checks.

6.3. To note remedial actions for play areas following the ROSPA Play Safety annual inspection. Several companies have been approached for the repair of the gates. Clerk is awaiting quotes and will proceed with the work once received.

6.4. To consider options for the purchase of wheeled goals. Meeting is scheduled with Norfolk FA week beginning 23rd October to discuss options for funding for new goals for both King George V Playing Field and Longdale.

6.5. To note the order of an additional bench for the play area. Defer to next OSP Committee meeting.

6.6. To note the move of the round picnic bench.

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7. To receive standardised Terms of Reference and consider recommendations for amendment. The committee received the Terms of Reference and agreed the following amendments:

- Inclusion of Florence Carter Memorial Park in the opening statement.
- Change Item 2 under responsibilities, to confirm that the authority to spend up to £5000 would come from the general fund and not a contingency.
- Under review, change for 'civic' year.
- Ensure that the responsibility for trees are specifically referenced in the Environment and Highways TORs, and that the Committees will be required to liaise with each other where there may be cross over with certain items.

8. To consider outcomes of Electrical Installation Condition Report and recommendations.

The Council considered the observations in the report and AGREED to carry out the C3 recommendations for Longdale Pavilion. The C3 recommendations identified for KGV are to be deferred for consideration as part of the building refurbishment.

9. To consider matters for discussion and decision concerning Longdale:

9.1. To review arrangements for Summer Fair at Longdale.

The committee discussed the following for this and future events:

The hire agreement must achieve the following with respect to hire for an event:

- Confirm who the hire agreement is with and permission to sub-let.
- Overall responsibility lies with the Council, including any agreement for external organisations to be involved in any aspect of the agreement.
- The charge for hiring the field and/or facilities.
- Responsibility for the rectification of damage and liability.
- The process for agreeing a date, set up and close down times.
- The location for set up of equipment, with consideration for the impact on the pitches.

Insurance requirements and responsibility.

The Committee proposed and AGREED to have a meeting between the Friends of Longdale and the Clerk to determine the events for 2024.

9.2. To consider options for play equipment re-paint.

The Committee considered the quotes and APPROVED Godstone to carry out the re-paint of Longdale Play Area subject to confirming the paint to be used for £2590.

9.3. To consider proposal from Drayton Youth Football Club and receive updates.

Drayton Youth expressed the following thoughts with respect to the 3G pitch Longdale:

- Suggestion to consider expanding the facility to have a larger pitch/more than one which can be used all year round.
- Would like to propose a meeting with DPC and Norfolk FA to consider options for expansion and grants/funding.
- DYFC would like to be considered for the ongoing management and hiring of the facility.
- Keen to start a girls team and promote the club to attract more coaches.

The Committee AGREED to arrange a meeting with DPC to discuss options.

The Committee AGREED to put together a proposal for the facility to be managed by DPC.

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The Chairman proposed to extend the meeting by 30 minutes. The Committee AGREED.

9.4. To receive the pitch inspection report from the FA and consider next actions.

The Committee noted that the report had incorrectly referenced that the report is for Drayton Youth Football Club, when in fact it should be for Drayton Parish Council.

Confirm if the funding amount is just for the equipment or for the work to be carried out.

Recommendations to go to Council when received.

9.5. To consider options for improved security at Longdale and approve as necessary.

The Committee discussed the following:

- Consideration to close the gates earlier once football has finished.
- Confirm with TPI Security the quality of the imagery if the lights were turned off earlier.
- Continue with the chicane gates options for the other access points at Longdale.

9.6. To note the arrival of the kick wall and confirm location. The Committee noted the purchase, and AGREED the location.

9.7 To consider quotes for roofing repairs at Longdale Pavilion

The Committee AGREED to delegate authority to the Clerk to go ahead with the work based on the most cost effective quote.

9.8 To consider cleaning arrangements for play equipment and notice boards.

The Committee AGREED that this could be booked on an ADHOC basis. Confirmation of quote defer to next meeting.

10. To consider matters for discussion and decision concerning King George V Playing Field:

10.1. To consider quotes for an additional/replacement litter bins at King George V Playing Field and consider location.

The Committee AGREED to install 1 x 'Invitica bin' and a concrete plinth near to the gates of the park. Delegated auth to Clerk to proceed with the installation of the bin and associated cost.

10.2. To consider options for roofing repairs at King George V Pavilion.

The Committee APPROVED DC Richmond to carry out the repairs at a cost of £810+VAT.

10.3. To note ownership of the Bowls Club.

Confirmed to be owned by DPC.

10.4. To receive and approve quotes for Bowls Club building valuation and survey.

The Committee asked the Clerk to obtain further quotes for best cost. The Committee AGREED to give delegated authority to the Clerk to proceed with the work, with a spend of up to £1650 +VAT on the building survey and up to £395+VAT on the building valuation.

10.5. To consider options for the Bowls Club lease renewal for November 2024.

Defer to next Open Spaces and Property Meeting.

10.6. To consider next steps for King George V Pavilion refurbishment/re-build and note comments from LSI Architects.

Defer to next Open Spaces and Property Meeting.

11. To consider matters for discussion and decision concerning Florence Carter Memorial Park (FCMP):

11.1. To consider options for planting.

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The Clerk confirmed that Teen Challenge will be providing a planting plan for FCMP. Update for the next OSP meeting. Committee AGREED to remove the section on concrete to the south side of the park, surrounding one of the bedding areas. .

11.2. To consider options for Council signage. The Committee confirmed the requirement for signage similar to that of Longdale and King George V Playing Field. Defer to next meeting.

12. Matters to consider for next agenda.

12.1 Check the hedge height around Council land.

12.2 Schedule another meeting for November 2023.

12.3 Restoration of the Memorial at FCMP.

13. Date and time of next Committee meeting 18th January 2024.

Meeting closed at 9.33pm

Signed:

Chair of the Committee.