

Rackheath Parish Council
Minutes of the Parks & Leisure Committee Meeting
At 7.00 pm on Monday 10th September 2018
in The Cabin, Salhouse Road, Rackheath

Present: Brian Gardner (Chair), Tracy Buckley, Rebekah Hughes, Paula Lowe

Also Present: Sally Hoare, Broadland Council Infrastructure Officer

In Attendance: Diana Dring, Parish Clerk

1. Apologies for absence

Lee Wilson from Wroxham FC apologised that he was unable to attend

2. Approval of the minutes of the meeting of 13th August 2018 and any matters arising

Minutes of the previous PLC meeting were approved on the proposal of Paula, seconded by Rebekah.

3. Stracey Sports Park Updates on

i) Pavilion Project Construction Progress Report

Following confirmation that UK Power Networks would need to move both the electricity pole and cable stay, the construction company had revised the Pavilion construction programme. UK PN had advised that they would not be able to carry out the work until 29 November. If the builders were to start in October, the UKPN works will mean that the contract period would be 33 weeks instead of 23 weeks (ending w/c 20 May 2019) and the extended time line would attract additional costs related to site setup and management in the region of £1000 per week. If the start date was later to coincide with the UKPN works, the contract start date would be the 22nd November 18 and would be for a period of 25 weeks (ending 14 May 2018) although there are two more weeks at £1000 per week the Contractors had offered to absorb this cost. Members felt that although it was regrettable that the building start had to be deferred, the Parish Council would not want to pay any additional costs and that the later start on 22 November would be acceptable providing there was no increase in the original construction quotation.

A Pre-start meeting had been arranged on 14th September with the Contractor and Project Manager to discuss the construction programme, details of the construction drawings and clarify building specifications.

ii) Football Foundation Conditions of Grant – Pitch Improvement Programme

Members reviewed the grant conditions for the grant from the Football Foundation. The required pre-start forms had been signed and returned and a revised Site Development Plan had been sent and accepted. Authorisation to proceed given by FF on 3 Sept.

Members discussed the condition that the recommendations in the FA Pitch Improvement Programme report should be met before the final 5% of the grant was paid and the pitches were improved from 'inadequate' to 'lower basic' grade. The PC grounds contractor had provided costs for the recommended work amounting to around £5,000, but he felt that some of the recommendations were not necessary and the pitches could be brought up to the required standard with other methods. The FA priority recommendation to use a vert-drainer to improve the compaction of the ground was supported by Members and they recommended that the lower quote to treat both pitches (currently £400) should be accepted. *PC to approve*

iii) Sport England Conditions of Grant

The Sport England pre-start forms and required information had been submitted and the remaining requirement for the building completion date was sent on 11 Sep 2018

iv) Staffing Requirements for New Pavilion

Agreed to defer consideration until early 2109

v) Youth Football – Agreement with Wroxham FC

Agreed to arrange a meeting with Lee Robson to discuss

vi) Hire charges for Caravan Rally request from 2 to 6 July 2020

Enquiry regarding cost for a small rally of 15 – 20 vans. Agreed a rate of £12 per pitch per night and Pavilion hire at £14.40 per hour, both including VAT

vii) Any other matters

Community Infrastructure Fund loan agreement with Broadland Council had been approved at the last Parish Council meeting but the Clerk pointed out that due to the date changes to the Pavilion Construction Programme the agreed terms would need to be altered as the availability period for the loan was to 27 December 2018 and it was unlikely the PC would not need to draw down the loan until after that. Sally said she would have the agreement amended so that the loan was available for up to one year of the agreement

4. Fireworks Event 2018

CAA notified of event on 2 November 2018. Food suppliers and bar arranged. Budget of £2,500 agreed for fireworks, which would enable the purchase of block fireworks which did not need individual ignition and would be more effective.

5. Jubilee Park

Rackheath Live 2019. It was agreed not to hold a Rackheath Live event in 2019 and instead hold a community event to launch the new Pavilion in June/July 2019

**6. Any Other Matters arising
Use of Cabin by Parish Council**

Since the Cabin was no longer used by the Community Trust and the Parish Council and the Racecourse Quilters would be using it FOC, it was recommended that the Parish Council should pay an electrician to repair the sensor light outside the front door and to have the water heater in the kitchen fixed. *PC to approve*

7. Next meeting 8th October 2018

There being no further business the meeting closed at 8.25pm