

**Minutes of the Parks & Leisure Committee Meeting
Of Monday 9th September 2019 held at 7pm
in The Cabin, Salhouse Road, Rackheath**

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

Also Present: Sally Hoare, Broadland District Council Infrastructure Officer

In Attendance: Anne Tandy, Parish Clerk & RFO

1. Apologies for absence Stephen Oakley

2. Public Participation 0

3. Approval of the Minutes of the PLC meeting of 12th August 2019

The minutes of the Parks and Leisure Committee meeting of 12th August were approved as a correct record on the proposal of Paula Lowe, seconded by Tracy Buckley.

4. Stracey Sports Park & Pavilion

To consider and make recommendations on:

i) Pavilion Completion Works Update

Items that need to be finished are as follows:

- a. Installation of Fire alarms being carried out by Norwich Electrical along with extractor fans to be checked and faults rectified. External clock to be connected. Decorator to return and finish of windowsill in entrance foyer. Post to support outside tap to be installed by Stuart Attwood Builders. Internal signage will be installed by CIM on 20/09/19. Final deep clean to be completed by the end of the week.
- b. Post and rail fence and gate around car park – to be installed by G&G Fencing by late September / early October.
- c. Planting and landscaping work to start on 23/09/19 JH Landscaping.
- d. CNC Building Control to do a final check and issue the Completion Certificate once all work has been completed including a drainage test to be arranged. The drainage test will be done by Stuart Attwood Builders (Norwich) Ltd., who has been carrying out the other building works.

ii) Fire Safety Plan

- a. Fire evacuation procedures drawn up by Clerk and agreed to be put forward to Parish Council for ratification.
- b. Fire door signs to be ordered by the Clerk. Committee agreed adhesive signs would be more effective.
- c. Clerk to purchase fire log book as a means of keeping an accurate record of all checks made in line with fire safety legislation at a cost of £10.00
- d. Clause to be added to Hire Agreement to the prevention of smoke machines being used in the Function Room as this will set off the fire alarm.
- e. Clerk to arrange PAT testing of all existing equipment, once the Pavilion is open.

iii) Pavilion equipment & fitments

- a. The Committee agreed to purchase benches for outside the Club Room so that the disabled access along the corridor is not compromised.
- b. It was agreed that as picnic tables can't be secured to the tarmac flooring 2 benches should be installed along the front wall of the building and fixed to the concrete path.

- c. Telephone line and Internet. Discussion with Talk Talk has revealed that an installation has yet to be requested but one was put through today. It may take 21 days for Openreach to action this. Committee are very unhappy with the poor service being received and would consider cancelling the contract. Alternatives were considered and the Clerk should contact BT and ascertain whether the installation can be done quicker if we use them directly.
- d. Door mats needed at front doors. Two heavy duty mats costing £30.25 each to be ordered through ESE Direct. Proposed by Brian Gardener and seconded by Paula Lowe.

iv) Opening Event

Invitations to be produced which will reflect the Parks and Leisure logo. CIM to be asked if they can provide something for us. Proposed by Brian Gardener and seconded by Tracy Buckley.

A list of Invitees was drawn up:

Mike Milligan – to perform the formal opening and cut the ribbon
 All Parish Councillors
 Diana Dring, Retired Parish Clerk
 Graham Sibley, Project Manager
 Football Association – Billy Fox and FA Chairman Michael Banham
 A Representative from the Football Foundation
 Sport England – Nick Boulter
 Active Norfolk – Director Ben Jones
 BDC – Dan Goodwin and Shaun Vincent Leader of Broadland DC
 Sally Hoare – BDC Infrastructure Officer
 Wroxham FC – Chairman Lee Robson
 All Football Teams – Homecare FC, Phoenix FC, Sole and Heel FC,
 Sporting Rackheath FC

The Pavilion will be decorated by a local supplier of Balloons with a green and blue colour scheme. Sally Hoare, BDC agreed order a suitable cake.

Jenny Mitchell, BDC, will prepare a Press Release and forward to the PC for approval and arrange for press to be present at the opening. Norfolk Football Association to be asked to provide a comment for this. Sally Hoare to organise this with Jenny Mitchell.

A budget of £200.00 was agreed to provide light refreshments and a buffet. Tracy to organise and order this from Tesco. Proposed by Tracy Buckley, Seconded by Paula Lowe.

v) Wroxham FC Youth Football – agree Partnership agreement 2019/20

- a. Added a condition for the ongoing maintenance of their container situated at Stracey Sports Park. Needs to be maintained to a high standard or a request will be made to have it removed. Restrictions on unauthorised use of the pitches outside the agreed sessions of Tuesday evening and Saturday morning and out of season between June and September. This is to ensure that the pitches are fully rested between playing seasons and to monitor and manage any the impact of any potential overuse on the pitch condition.
- b. A request from Wroxham FC to place an advertising banner on the MPSA fence for the new girls football team, Wildcats, was refused. All advertising to be directed through the Parish Council.
- c. Amendment to the number of sessions which can take place during the season to be limited to Tuesday evening and Saturday morning without prior agreement of the Parish Council and the season will start in September, not August for fixture matches. Also any additional sessions for extra teams or ancillary training to be agreed first with the Parish Council.

This is to minimise over use of the pitches and ensure they have a reasonable 'rest' period out of season to recover. This was proposed by Paula Lowe and seconded by Tracy Buckley.

vi) Correspondence from Hollie Cooper

Ms Cooper has requested permission to install a mobile unit on the grass between the bowls green and the Village Hall for the purpose of running specialist childcare. This had been agreed at a previous Council meeting so did not need to be voted on again, but Members made it clear that all costs including the building itself, set up and installation to be incurred by Ms Cooper.

vii) Booking Assistant

- a. Hannah Lawrence will start her contract on 16 September and take on all administration associated with Pavilion bookings and promoting the facilities to potential users. Committee Members would like an online calendar set up to show availability so that potential hirers can see at a glance if a particular date is free. Clerk to speak with Anglian Internet about setting this up for us.
- b. Laptop will be set up by Anglian Internet. There will be an additional fee for a 365 licence subscription for Hannah as follows:
Emails with One Drive is £3.80 ex VAT per month. The Committee agreed that this would be essential for undertaking the role and agreed to purchase. Proposed by Brian Gardener and seconded by Paula Lowe.

viii) Replacement Football Goalposts Update

An email has been received from Sporting Rackheath FC about the poor condition of the goal posts and nets. This is in progress and a grant application is due to be completed in the next two weeks.

5. Jubilee Park

There has been an ongoing issue with the Beech hedge at the bottom of Jubilee Park encroaching on the footpath and obscuring the overhead lighting. Garden Guardian have provided a quote for cutting the hedge back to its frame at £140.00 and then carry out 2 cuts a year for an additional £80. This was agreed and proposed by Brian Gardener and seconded by Tracy Buckley

6. Any other business

Sally Hoare presented an information board which is proposed for use in Newman Woods and was drawn up for BDC. It includes a map and historical information of the former USAAF Airbase.

There being no further business the meeting closed at 21.06

Next Meeting: Monday 14 October 2019 at 7.00pm