

**Minutes of the Parks & Leisure Committee Meeting
Held on Tuesday 11th December 2018 at 7.30pm
in The Cabin, Salhouse Road, Rackheath**

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

Also Present: Parish Councillor Stephen Oakley and Broadland DC Infrastructure Officer, Sally Hoare

In Attendance: Diana Dring (Parish Clerk)

1. Apologies for absence

Apologies received from Brian Gardner

2. Approval of the minutes of the meeting of 12th November 2018 and any matters arising

Previous minutes approved on the proposal of Paula, seconded by Rebekah

3. Stracey Sports Park Updates on

i) Pavilion Building Progress and Variations e.g. lighting, extra parking

Members considered the additional work suggested for the Pavilion and agreed that

- a) The provision of extra parking during building work by removing part of the block wall and fence to the MPSA was not necessary at this time.

It had been observed that cars were parking on the grass during football matches and the Clerk was asked to remind football team that this was not allowed and that extra parking was available behind the Bowls Green and if this continued fines would have to be introduced. The Clerk send out a parking message along with a payment reminder for those teams that needed one.

- b) Remove and reinstate solar panels- members felt this should have been included in the original quote for replacing the tiles at the rear of the building and that quote had been misleading. Agreed this should be discussed at the Contractor's Progress meeting later in the week and ask for clarification.

- c) External Lighting for car park. Members questioned whether it was a necessary expense to have lighting columns in the car park rather than the original planned bollard lighting.

- d) External building lighting. This plan provided PIR bulkhead lighting all around the Pavilion, which members felt was not necessary as the Bowls Green area at the rear would not be accessible.

The lighting plans provided by the Contractors electrician were too technical and a clearer drawing of the proposed layout and lights was needed. Request to be made at Contractors Progress meeting

ii) New Pavilion Marketing & Management Plan

Members reviewed the marketing plan produced by Sally for the funding bids and she offered to revise it for further consideration at the next meeting. Paula said she had been approached by a couple of people interested in hiring the Pavilion to hold activity sessions such as yoga. Agreed to compile a list and discuss how to develop this in the new year. It was also agreed to hold an open event for organisations and public at the new Pavilion when it was completed.

4. Grounds Maintenance Quotations 2019/20

No quotes received- defer to next meeting

5. Other Matters

i) Christmas Lights

It was agreed on the proposal of Tracy, seconded by Rebekah that the Committee should pay for a set of lights usable at Christmas and other PLC events during the year up to £150

ii) Dog bins

Paula said that the dog bin outside the Church had not been emptied the previous Friday. Tracy reported that the lid of the dog bin on the far side of the playing field was broken and needed replacing. Clerk to action

iii) Jubilee Park

The new pathway between Wilkinson Road and the Jubilee Park had been created and was being used and considered to be very successful. The tree belt and school hedge had also been very effectively trimmed back providing more space and light. Agreed to thank BDC for arranging both.

6. Next meeting Monday 14th January 2019

There being no further business the meeting closed at 8.40pm