

**Rackheath Parish Council**  
**Minutes of the Parks & Leisure Committee Meeting**  
**Held at 7.00 pm on Monday 8<sup>th</sup> April 2019**  
**in The Cabin, Salhouse Road, Rackheath**

**Present:** Brian Gardner (Chairman), Tracy Buckley, Rebekah Hughes and Paula Lowe

**Also Present:** Sally Hoare (BDC Infrastructure Officer)

**In Attendance:** Diana Dring (Parish Clerk)

**Public:** 2

**1. Apologies for absence**

**2. Public Participation**

**3. Approval of the minutes of the meeting of 11<sup>th</sup> March 2019 and any matters arising**

Minutes approved on the proposal of Paula, seconded by Rebekah

**4. Stracey Sports Park**

**To make recommendations on**

**i) Report from Contractors Meeting of 29 March 2019**

Noted that **Solar panels** had been stored in the container- Sally mentioned that these could be re-sold but Members had agreed to review Pavilion electricity usage after a year of operation and would then decide whether to reinstall them or dispose of them. Still waiting for revised cost on fitted kitchen. A query had been raised about the cost including VAT and whether this was charged twice. Agreed PLC to supply undercounter fridge and freezer but otherwise go with Howdens fitted kitchen using the suggested fitted double oven and hob. Clerk to advise Gills that Howdens latest kitchen plan for hand washing sink position was incorrect.

Update on completion date still awaited.

**ii) Update on Building Variations-**

- Agreed to GS suggestion to replace hand towel dispensers in ladies, gents and disabled toilets with electrical hand dryers. Adjustment made to remove a handbasin in each of the ladies and gents' toilets as insufficient room for 3. Overall cost £728.
- Still awaiting response re suggested ramp at patio doors and path around the building. Agreed to suggest to GS raising the ground surface from the Bowls Green path at rear of the function room around the side of the building using the soil from the mound on the other side of the MPSA etc
- Suggested paint colour for the plastered and vinyl painted blocks was Spindrift or Rosepetal, white for the architraves and door linings
- Suggested colours for the benching and coat pegs was blue
- Agreed to query potentially paying VAT twice on kitchen fittings

**iii) Review Management Proposals, Hire Agreement T & C's and Marketing**

- Recruitment of Booking Administrator was progressed by the Staff Advisory Group and will be presented to the Parish Council for approval. Tracy commented that she did not have so much time to help with marketing and it would be useful to take on the Booking Administrator asap. Agreed to set up the Pavilion office with phone line asap. Clerk to set up a business contract for 12/18 months on best business offer available.
- The Hire Terms and Conditions for the Stracey Sports Park and Pavilion were reviewed and with minor changes were approved for use.

- The updated Hire fees for the Pavilion and playing field were reviewed and approved.
- Discussed marketing of the Pavilion facilities. Sally said she had arranged to meet other BDC officers to discuss use of the Pavilion and holding community information sessions at the Pavilion Open Day. Sally to discuss further with Diana

**iv) Contractor Valuation No 4 and Invoice for payment Valuation approved by GS-** Invoice for £48,640.44 recommended for payment.

**v) Bowls Club Queries and 2019 Contract** An email had been received from the Rackheath Bowls Club Chairman and two Members attended the meeting. The Bowls Club main issues were that the new Pavilion lacked storage for their equipment and sufficient space in the small changing room for 24 players to shelter if the weather was poor. The contract for the use of the Bowling Green was with Rackheath Bowls Club who sublet to 2 other teams. The 3 clubs played 7 times a week over 5 days for an average 2 hours between May and early September. They had had a store room at the side of the Pavilion and use of one of the football changing rooms where they left some equipment. The Bowls Club no longer left mowers or maintenance equipment at the Pavilion as they used a grounds contractor so that storage was no longer required.

Discussed the option of using an additional room for changing but it was explained these rooms would be hired out and an additional charge would need to be made. It was felt that the small changing room should be sufficient for changing shoes by players taking turns if necessary. There would be space under the benches in the small changing room and on pegs for storage of bags etc.

After discussion it was agreed to offer the Rackheath Bowls Club space in the container for their equipment free of charge or they could put up one additional shed next to the Bowling Green at their own expense. The current shed belonged to Wellington Bowls Club. Unless the Clubs were prepared to pay more for the use of an additional room such as the office /committee room they would be able to make use of ample space in the corridors to keep dry.

It was agreed to increase the annual rent by £15 to £415 + VAT = £498 plus the water usage charge. The new contract would be signed by all three teams and contact details for each would be required. It should be made clear that the Contract was for the use of the Bowls Green not the Pavilion. The Bowls Room was provided to Rackheath Bowls Club and any other teams using it would do so by separate agreement. The socket in that room would be the only electric source to be used for a kettle which would need PAT approval and no cables were to be run outside from the building.

## **5. Jubilee Park**

### **New toddler equipment**

Equipment installation completed on 6<sup>th</sup> April, inspected by Garden Guardian. Invoice received for total £3539, which included moving the bench. Members reported it looked good.

## **7. Next meeting Monday 13<sup>th</sup> May 2019**