

**Minutes of the Parks & Leisure Committee Meeting
Held at 7.00 pm on Monday 12th March 2018
in The Cabin, Salhouse Road, Rackheath**

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

In Attendance: Diana Dring (Parish Clerk)

1. Apologies for absence

Apologies received from Callum Lace, Bailey Tuddenham and Clare Gardner.

2. Approval of the minutes of the meeting of 12th February 2018

The minutes of the meeting of 12th February were approved as a correct record on the proposal of Tracy, seconded by Rebekah.

3. Stracey Sports Park

- i) **Review Public Consultation Survey Results.** There had been a good response from the survey with 122 responses with a range of ages and interests. The highest support was for football (adult and youth) to continue at the playing field. There was also high support for tennis (32%), netball (21%) and basketball (19%), indicating that we need to retain and improve the MPSA rather than remove it as previously suggested. Indoor activities were well supported such as yoga (34%), fun & fitness (30%), Pilates (26%), aerobics and boxercise (both 20%). An outdoor gym and circuit training (both 28%) and a bootcamp (27%) were also well supported.
- ii) **Review Cost and Income Projections for new Pavilion.** Members reviewed the financial projections for;
- Building costs, which included the Project Manager, VAT adviser, portaloo's for football clubs use, Building Control inspections and CIL payable totalling about £8000 less a 25% return of CIL of £1150 = **£6850**. The PC has set aside a budget of £5,500 for pavilion building costs.
 - Fixtures & Fittings required on completion of the building e.g kitchen equipment £550, Tables & chairs £3200, CCTV, fire alarm system & extinguishers £7200. Items like projector/screen/lighting and sound systems (est. £5,500) could be provided at a later date. An allowance of **£11,000** would be needed for immediate fixtures and fittings.
 - Hire Charges, the function room would be hired at £10.80 ph regular user rate, £12 ph occasional hire and £18 for corporate/public sector hire (all including vat). The MPSA would be £8.40ph and £14.40 inc lights. Pitch fees would be £600 adult and £210 junior teams. Field hire for other purposes would be reviewed.
Members discussed the option of licensing the Pavilion for on-sales of alcohol so that a chargeable bar could be provided at any time but it would cost £500 per year. It was agreed that a license could be provided by a temporary events license costing £22 per occasion.
 - A potential Pavilion hire timetable had been drawn up based on interest from users and hirers, which included possible use as a nursery for 3 mornings a week, fitness classes, a seniors and dementia café, health education healthy eating sessions etc. Including fees for use of the playing field and MPSA following improvements in 2020 estimates show estimated income of between £10,000 and £14,000.
 - Pavilion running costs include cleaning, maintenance, utilities, grass-cutting and the employment of a booking officer/caretaker of between 5 and 10 hours a week are estimated at between £11,250 and £14,724.
This does not include repayment of the CIF loan £1250pa and PWLB loan repayments for £50,000 of £2570 and payments to a Pavilion sink fund which should be budgeted at £8320 pa. This will change as S106/CIL funding allows payment of the principle loans.
- iii) **Grant Applications/Fund Raising Progress.** The BDC fund mentioned previously was not available. Funding for the Pavilion Project will come from CIF Loan of £250,000, Football Foundation Grant £99,000, Sport England Capital Asset Fund £50,000, BDC Community at Heart Fund £5,000, PC budget £5,500 **Total £409,500**.

Cost of building £441,584, additional building cost £6,850, extra fixtures & fittings £11,000- total required £459,434. Therefore it was calculated necessary to borrow £50,000 from the PWLB. Formal request for PC approval to follow Finance Group review.

- iv) **Report of Bowls Club Meeting of 7 March 2018.** Tracy had contacted four Bowls Clubs run by Parish Council's in the country and found that the majority were heavily subsidised by their Parish Councils. Although the meeting resolved matters relating to storage and access to the Bowls Green and Pavilion there were some matters that required further discussion such as the provision of tea making facilities and extra changing space. Although agreeable to the removable of part of the hedge on the right boundary, the Bowls Club members were not happy with the plan to reduce the size of the Bowls Green to provide open recreation space at the rear of the new function room. PLC felt this was necessary for community use and there would still be sufficient space for the Bowls clubs to play. It would provide much needed space for a possible play area and space for activities such as petanque and provide necessary access from the rear fire exit.
There would be costs involved in removing part of the existing bowls green hedge and moving the wood sleepers and putting in a new boundary fence and gate in the bowls green, which would be required following completion of the building work. PC to endorse this plan
- v) **Outstanding Debts.** An arrangement had been made with the debtor to pay off the outstanding debt and four payments totalling £200 had been received. Clerk to report any non-payments.
- vi) **Youth Football Scheme Progress.** The last of the three free tasters had been cancelled and the manager of Wroxham Football Club had held a meeting with parents and coaches to discuss the next stage of setting up a team (s).
- vii) **Any other matters.** Members agreed to charge £12 per hour including lights for the use of the MPSA for puppy training.

4. Jubilee Park

- i) **Toddler Play Equipment** Rebekah had submitted an application for a grant from Persimmon of £1000 towards new toddler play equipment. She would check on progress and resubmit if necessary. Clerk to follow up cleaning of toddler play equipment by Norse.
- ii) **Rackheath Live Update.** Discussed allocation of free tickets for adult accompanying a child singing in the Choir and agreed each child would be issued with one free adult wrist band. Mentioned need for volunteers to assist on the gate.
- iii) **Any other matters.** Sponsors coming forward so reminded Clerk to set up Paypal

- 5. **Review the Past and Future Use of the Open Space Fund.** Members discussed the set up and purpose of the Open Space Fund, which given to the Parish Council by Broadland DC as part of a planning agreement for the maintenance of the Jubilee Park and green spaces. £50,000 was invested in a five-year fund which matured in 2014. The Parish Council appeared to have paid for the grass cutting and maintenance of the open spaces costing around £2,500 per year in the ensuing period, which Members felt should have been paid from the fund. On that basis Members felt that at least £10,000 from the £35,000 remaining in the Open Space fund could be allocated to the Pavilion costs as required. PC to approve

6. Any other matters arising

7. Next meeting 9th April 2018

There being no other business the meeting closed at 8.56pm