

# MINUTES OF DRAYTON PARISH COUNCIL OPEN SPACES COMMITTEE MEETING

held on Thursday 12<sup>th</sup> November 2020 at 7pm.

Present: Cllrs J Anderson, C Brown, A Crotch (Chairman), G Everett, K Morgan.

Clerk: Jonathan Hall

In attendance

Cllrs A Taylor and K Thompson

Ray Hickin (Maintenance Operative)

This meeting was held virtually online via ZOOM

1. Apologies and consideration of acceptance for absence.  
None.
2. Members' declarations of interest and requests for dispensations.  
None.
3. The minutes of the meeting on Thursday 23<sup>rd</sup> September 2020 and 9<sup>th</sup> July 2020 were agreed as a true and correct record and will be signed by the Chair in due course. Due to an admin error the minutes of 9<sup>th</sup> July 2020 will also be ratified at the next full council meeting for completeness.
4. To adjourn the meeting for public participation.  
None.
5. Updates were received and noted on the following:
  - 5.1 KGV water meter – still to be located. Clerk liaising with Indigo Recycling as thought that meter may be positioned under bottle banks.
  - 5.2 Schedule of maintenance – ongoing
  - 5.3 New hire charges information form redesign uploaded to website
  - 5.4 Purchase of pressure washer undertaken.
  - 5.5 Safety skirt for see saw at KGV on order.
  - 5.6 Asbestos Service Solutions have confirmed quote was for management survey which is required under Control of Asbestos Regulations 2012, Regulation 4. Committee happy to proceed on this basis.
  - 5.7 Norfolk FA scheme grounds and Natural Turf Improvement Programme. Awaiting confirmation of survey date.
  - 5.8 Annual Play Inspection queries. On going seeking further clarification.
  - 5.9 Vendors use of parish council land policy added to website.
  - 5.10 Damage to new fence at Longdale is to be repaired.
  - 5.11 The anti social behaviour at Longdale on a Monday evening has continued. Lockdown 2 has put a halt to such behaviour for the time being. The situation will be monitored.
6. To consider quotes / pricing for:
  - 6.1 Storage area for goalposts at Longdale. Quote still awaited from G&G Fencing. It was also thought beneficial to obtain other quotes from other installers of 3G pitches

- such as the one based at Open Academy. Clerk to check position regarding planning permission requirements. Clerk to update Drayton Youth Football Club on position and to establish their financial contribution to the project.
- 6.2 Over head netting at IC Travel Ltd 3G arena. One quote received. Quote still awaited from G&G Fencing. Again further quotes to be obtained from companies specialising in this type of facility.
  - 6.3 uPVC replacement frontage at KGV pavilion. Guide price received from BBH Windows Ltd. However, this issue was now thought to be part of a bigger project to assess the longer viability of the pavilion at KGV. Previous quotes obtained to repair/paint windows will be revisited by the Clerk to ascertain how quickly the work can be undertaken. Decision to appoint painting contractor delegated to Clerk. General maintenance identified within the building survey report should be considered with larger items such as replacing the roof to be priced within a viability report.
  - 6.4 Safety surfacing around multi play at Florence Carter Memorial Park. **RESOLVED** to accept Wicksteed as contractors to undertake work. A site visit is required to firm up pricing. This work should be aimed to be done once Highways project at the park has been completed, as the same surfacing will be required in the gate mouths of the park.
  - 6.5 Supply and installation of benches / picnic tables. **RESOLVED** to use Realise Futures as supplier. Clerk to forward image of octagonal tables to committee for approval. A site visit by councillors is required to agree final positions and consider requirement for hard standing surfaces which need installing before fitting of benches.
  - 6.6 CCTV upgrade at Longdale. One quote received from AM security Ltd. It was agreed to obtain a quote from the current supplier and further quotes, to be considered at the Full Council meeting on 3<sup>rd</sup> December 2020 meeting.

The Chairman, with the agreement of the committee switched agenda items 7 and 8.

7. Invoices due during Lockdown 2. **RESOLVED** to reduce 3G lessee's invoice for one month's rent. Drayton Youth Football Club to be credited one month's rent at the start of the 2021/22 season.
8. Budget 2021/22  
The draft budget documents have been circulated prior to the meeting. It was noted that COVID 19 would have an affect on the committee's income for this and the next financial year. Play area repairs (57) was adjusted up to £800. £10,000 was allocated to fencing projects at Longdale under code 507.

#### Earmarked Reserves

It was recommended to increase reserves by:

3G Surface Replacement	£4,000
KGV Access Posts	£1,000
LED Floodlights	£1,000
LD Refurbish Car Park	£5,000
Safety Surfacing Longdale	£15,000
Longdale Fence Replacement	£10,000 (current balance -£4487.80)

It was also agreed to merge funds for KGV Enhancements, KGV rebuild and Buildings Maintenance into one fund called Pavilion Improvements and add £4,000

Total additions to earmarked reserves £40,000

The budget proposals were recommended for consideration by the Governance committee at the meeting due to be held on 10<sup>th</sup> December 2020.

9. Matters for next Agenda / Exchange of Information

It was agreed that a longer plan for both Longdale and KGV would be required, which should include the use of the buildings on both sites.

10. Date and time of Next meeting.

Thursday 28<sup>th</sup> January 2021 at 7pm via ZOOM.

Meeting closed 9.45pm

**These minutes are due to be approved at the Open Spaces & Property committee meeting on 28<sup>th</sup> January 2021.**