

MINUTES OF DRAYTON PARISH COUNCIL OPEN SPACES COMMITTEE MEETING

held on Thursday 9th July 2020 at 7pm.

Present; Cllrs J Anderson, C Brown, A Crotch (Chair), G Everett, K Morgan.
Clerk; Mrs Sarah Hunt

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.
Cllr Anderson declared an interest in item 5.12 as last meeting- his friendship with the proprietor of Secure3Systems, and did not speak or vote on the item.
3. The minutes of the meeting on Thursday 28th May were agreed as a true and correct record and will be signed by the Chair in due course.
4. To adjourn the meeting for public participation.
None present.
5. Updates were received and noted on the following:
 - 5.1 No Risk Assessments/safety checks have yet been necessary as no property is re-opened. To be actioned as needed. CLLR BROWN/CLERK
 - 5.2 Risk Assessments for buildings still to be reviewed. CLLR BROWN/CLERK
 - 5.3 Entrance mats at Longdale are in place.
 - 5.4 Boot brushes replaced/upgraded at both locations.
 - 5.5 Signage available to Maintenance Operative re: Boot removal and to encourage Binning of rubbish. To be erected when buildings back in use.
 - 5.6 Goal post safety check: Personnel furloughed, large goals now down at KGV. Both sites to be checked when goals re-erected.
 - 5.7 KGV Water meter still not located. Anglia Water team due. Meter reader who attended site couldn't locate it.
 - 5.8 Asbestos Report. Clerk updated that quotations are being sought.
 - 5.9 Legionnaires – being investigated. Next Agenda.
 - 5.10 Additional dog bin at Longdale. Emptying agreed with Broadland District Council, bin on order. R Hickin fitting and adding to collection schedule.
Council to note that posters have been erected due to an increase in dog fouling.
 - 5.11 Cardboard bin in car park – removed.
 - 5.12 CCTV upgrade/Longdale – outstanding.
 - 5.13 Fly tipped branches on Longdale – removed.
 - 5.14 Leaning Tree at Longdale – removal outstanding.
 - 5.15 Play Equipment manual provided by Cllr Brown – still not found.
 - 5.16 Working schedule of maintenance for Council properties – outstanding. Clerk/RH
 - 5.17 The lock code at Longdale has been changed to prevent unauthorised access.
 - 5.18 The codes on both gates have been changed.

6. The provision of outdoor picnic benches was discussed. There is no room inside the pavilion at the KGV. Clerk to locate sizes and prices – Councillors to meet to discuss positioning at Longdale/KGV/Florence Carter. Next meeting.
7. To consider the provision of an outdoor picnic bench at KGV near the pavilion. Cllr Everett to see if this would be a suitable project for the donated sum.
8. Fencing at Longdale.
Confirmed that the fencing is the responsibility of the Parish Council. It was **AGREED** to instruct G and G Fencing to complete the critical section at a cost of £7212.80.
To **RECOMMEND** to Council that the outstanding right-hand side areas be ordered to be completed at the same time at an additional cost of £9,652.00.
The complaints received by the Clerk were **NOTED**.
NOTED that two concrete posts are now needed to replace bollards.
Clerk to notify householders when installation dates are confirmed.

Cllr K Morgan left the meeting.

9. The meeting received and considered the Fire Risk Assessment and associated recommendations.
There is no alarm at either building, no detectors, and no procedures or risk assessment in place.
Hire agreements to contain fire advice. Signage to be put in place. Smoke detectors to be installed. Fire Safety Procedure needed. External advice to be sought by Clerk/Maintenance Operative as needed.
10. The quotation for emergency lighting quotation and occupancy switches was **AGREED** at a total price for both contracts of £1,100.00. Clerk to undertake any necessary works in office to make wiring safe as detailed on fire risk assessment.
11. The installation of an 1100 litre bin having received permission from the Bob Carter Centre was **AGREED**. Weekly bin emptying to be £16.00 plus VAT a week during the Summer, bi-weekly emptying in the winter. Bin to be locked. Cllr Anderson/Ray Hickin to liaise.
12. Installation of electric hand dryers in the pavilions. To be considered at budget setting.
13. 3G netting at Longdale. Quotes to be obtained for repairing and improving structure. Clerk/Ray Hickin.
14. Security at Longdale. CCTV upgrade quotations still awaited. Hedging now reduced around pavilion. Very little police presence at the moment.
15. Survey of Pavilion at KGV.
 - 15.1 The wooden flooring repair is completed a cost of 328.00.
 - 15.2 Glazing quotations for broken pane still awaited. It was **AGREED** to also replace the blown double-glazed unit in the changing rooms.
 - 15.3 A builder's specification needs to be obtained to enable quotations once other inspections are in hand. It was **AGREED** that the Clerk/Maintenance Operative undertake the general maintenance immediately.
16. To consider use of Longdale and KGV;

- 16.1 3G– Annual Rental Review due 1st June 2020. **AGREED** to freeze current prices for one year.
- 15.2 **RECEIVED** up to date schedule of users utilising outdoor recreation areas.
- 15.3 To consider football use and next seasons teams. Clerk to discuss use requirements with Drayton Use who have seasonal hire and ascertain availability for other groups across both recreational areas.
Any other seasonal use to include one training night per week as allocated.
Additional sessions to be paid.
- 15.4 To confirm Bowls club opened 29th June – every other rink – three sessions daily.
Invoice to be produced on a pro-rata basis from 1st July 2020.
- 15.5 To review hire charges.
All training sessions to be charged from 11th August at a cost of £15.00/session.
All hire charges to be increased by 2% for 20/21 as previously agreed November 2019.
Clerk to produce more user-friendly hire price guide and contact all possible users to seek to accommodate as much use as possible.
17. Annual Playground inspection not available to meeting however it has been undertaken and is due shortly.
18. To receive update on additional/replacement matting at Florence Carter. Clerk confirmed that she has not yet spoken with Highways.
19. Matters for next Agenda.
20. Date and time of Next meeting.
Wednesday 23rd September 2020 at 7pm via ZOOM.