

MINUTES OF DRAYTON PARISH COUNCIL OPEN SPACES & PROPERTY MEETING

held on Wednesday 26th January 2022 at 7pm at the King George V Playing Field Pavilion, Drayton, NR8 6AW.

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

Clerk: Sarah Hawken, Anne Barnes (Locum)

In Attendance: Cllr A Taylor

1. Apologies and consideration of acceptance for absence

- a. Cllr N Quinsey

2. Members' declarations of interest and requests for dispensations

If you have a Disclosable Pecuniary Interest in a matter to be discussed and it relates to something on your Register of Interests form, then you must declare an interest. You may not participate in discussion or vote on the matter.

You have a Personal Interest in a matter to be discussed if it affects:

- a. Your wellbeing or financial position
- b. That of your family or close friends
- c. That of a club or society in which you have a management role

In these instances, you must declare a personal interest and may speak on the matter only if members of the public are also allowed to speak at the meeting, however you may not vote in the matter.

None.

3. To receive and approve committee minutes from meeting held on Thursday 21st October 2021.

The Minutes were approved by the Committee.

4. To allow public participation in accordance with Standing Orders.

None.

5. To report on progress on items from previous meetings. No discussion, decisions or debate may take place during this item

- a. King George V car park repairs. Completed.
- b. Florence Carter Memorial Park safety surfacing. Completed.

6. To discuss the re-vamp/re-build of the pavilion (office/meeting space/play area) at King George V Playing Field (KGV) as per the strategy working group priorities list.

- a. It was agreed to discuss this item in conjunction with item 14; 'To consider replacement equipment for King George V Play-area'.
- b. Progress of forming a plan for the re-development of the KGV site was discussed and it was agreed to hold a committee meeting to discuss this item in isolation. Issues to be discussed include the repairs or replacement of the existing Pavilion, positioning of the play equipment, planting of memorial trees, and access.
- c. Cllr A Crotch proposed that this meeting of the Project KGV should be held on Thursday 10th February 2022. This was seconded by Cllr G Everett. All in favour.

ACTION: Clerk

7. Legionella Risk Assessment. Completed. **Awaiting water testing report.**
Completed.

a. The lab reports for the water samples taken at KGV and Longdale have been received and show no presence of Legionella at either site.

b. Responsibility for ensuring regular water testing falls to the Clerk. Clerk to determine how often would be appropriate for such tests to be carried out.

ACTION: Clerk

c. It was discussed that it is now safe and appropriate to re-open the changing facilities within the next two weeks. Cleaning required of both sites to ensure readiness for use.

ACTION: Clerk/Maintenance Operative

8. To consider quotes for picnic benches at Longdale.

a. Approved. Cllr G Everett proposes that CIL funds are to be used for the purchase of the benches. Seconded by Cllr A Crotch. All in favour.

ACTION: Clerk

b. Picnic benches should be positioned so that they are accessible for users and observers of the play area and the 3G pitch. Now that CCTV is installed, this provides additional security from vandalism.

c. Quote to be obtained for an alternative fixing to concrete for the picnic benches.

ACTION: Clerk

9. To consider quotes for the survey of KGV and Longdale pavilions for insurance purposes.

a. A new quote which also included the Bowls Club was discussed. It was commented that Drayton Parish Council (DPC) does not own the Bowls Club building itself, but the land on which it sits. The lease currently in place for the Bowls Club is for having the 'right to occupy the land'.

b. Historically DPC has insured the building and the Bowls Club have reimbursed the premium.

c. Further discussion as to whether it is appropriate to pay for an independent survey for valuation. Cllr J Anderson proposed that the survey should be carried out by 'Sedgewick'. This was seconded by Cllr G Everett. All in favour, one against.

ACTION: Clerk

d. Land ownership to be checked with HM Land Registry and discussed with Bowls Club thereafter. Review terms of lease as required.

ACTION: Clerk

10. To consider quote for net over goal storage area at Longdale.

a. The quote was discussed however it was commented that it was not exactly as required and too expensive. The type of netting over the 3G pitch would be adequate for the top of the goal storage area. Idea of having an angled top was discussed. Further quotes to be obtained.

ACTION: Clerk

11. To consider quotes for Tree Surveys of KGV, Long Dale, Florence Carter Memorial Park, Green Lanes.

Item to be passed to the Environment and Highways Committee for discussion.

ACTION: Clerk

12. To resolve the purchase of a beacon for the Queen's Platinum Jubilee.

- a. Approved. It was agreed to purchase the gas-fuelled beacon for £490 plus the gas as required for the Queen's Platinum Jubilee Celebration.

ACTION: Clerk

13. To resolve the repaint of the Longdale play area.

- a. Approved. The quote obtained was from the same company who installed the play equipment for continuity and understanding of the painting requirements. Check to ensure that the quote includes the two gates to the play area. CIL funds to be used for the purchase.

ACTION: Clerk

14. To consider replacement equipment for King George V Play-area.

- a. Discussed with item 6.

15. To consider the sub-letting of KGV Cricket Pitch.

- a. The Drayton Cricket Club has requested permission to sub-let the pitch. It was commented that any additional costs of doing this would fall to the Cricket Club's responsibility. Approved.
- b. Rewrite the hire agreement to allow sub-letting. Risk assessments will need to be produced by the Cricket Club and included in Drayton CC's own terms of lease.

ACTION: Clerk

16. To consider the Contract with Absolute Sport and Leisure 1st June 2019 – 31st May 2022.

- a. It was agreed to renew the current contract with Absolute Leisure and extend by another 12 months only subject to an inflation increase equivalent to CPI at December 2021 (5.4%).

ACTION: Clerk

17. To agree the Hire Charges for 2022/23.

- a. Approved. With the caveat that the charges should be increased in line with inflation (5.4%). This was proposed by Cllr J Anderson, seconded by Cllr C Brown, all in favour.

ACTION: Clerk

18. To discuss Football at Longdale.

- a. Current usage of the grass pitches at Longdale is not representative of the whole community.
- b. Review hire charges for ambiguity and remove any implications that pitches are for the sole use of one team.
- c. Clerk to review the usage of the pitches to ensure the grassed areas have time to recover.

ACTION: Clerk

19. To discuss costs and charges for advertising boards at Longdale.

- a. It was agreed not to seek out or obtain renewed contracts for the display of any advertising boards in the 3G area.
- b. IC Travel currently advertise in the Arena at Longdale. Review this contract.

ACTION: Clerk

20. To discuss replacement posts for Longdale, car park enlargement and subsequent placement of posts.

- a. It was discussed that a site visit would be appropriate to confirm the placement of posts and confirm those selected for renewal.
- b. Such a visit would also give opportunity to confirm the siting of the benches as discussed in item 8 and to enable the Cllrs sight of the CCTV system installed.
- c. R. Hickin would be asked to fill in the potholes in Longdale car park.

ACTION: Clerk

21. To note inspection of floodlights at King George V Playing Field.

- a. It was discussed that additional quotes must be sought to carry out a safety and electrical testing inspection of the floodlights at KGV. Frequency and necessity of inspection to be clarified.

ACTION: Clerk

22. To discuss siting of a bench in memory of Lionel Wilkinson.

- a. Relative of the late Lionel Wilkinson has approached DPC with a view to also commemorate his wife, Diane Wilkinson. The relative has also agreed to donate the bench in honour of this.
- b. Consideration to be given to the use of sustainable and/or recycled materials for the donated bench.
- c. Siting at KGV to be confirmed following the visit as discussed for item 20.

ACTION: Clerk

23. To site the free Oak Tree from the Tree Council to commemorate the Platinum Jubilee celebrations at KGV.

- a. Potential locations for the tree were discussed and the necessity for it to be planted in advance of the Platinum Jubilee Celebrations.
- b. It was agreed that confirmation of the tree's location would be decided following the site visit as discussed for item 20.

ACTION: Clerk

24. To consider quote for the cleaning of CCTV lenses at Longdale.

- a. To maintain a clear picture on the CCTV, periodic cleaning of the lenses was discussed. The quote provided for £65 for cleaning and maintenance as required was agreed. Proposed by Cllr J Anderson, seconded by Cllr A Crotch. All in favour, one against.

25. To consider other issues raised at Strategy Working Group and prioritise work (See list below).

- a. It was discussed that the first three items on the table had already been covered by previous items.
- b. Better Meeting Furniture. It was discussed that equipment such as a microphone system, hearing loop or equivalent may improve the accessibility of the meetings for some attendees. It was also discussed that the use of visual equipment, such as a TV or projector would also be useful. Clerk to investigate the purchase or hire of such equipment for future meetings.

ACTION: Clerk

26. Consider works to be carried out at the Longdale Pavilion.

- a. This will also be discussed at the site visit mentioned at item 20. Such works include the re-paint of some woodwork and facias.

ACTION: Clerk/Maintenance Operative

27. Discuss placement of Cricket memorial benches at KGV.

- a. It was agreed that the second commemorative bench would be appropriate. The Cricket Club to be spoken to regarding the style of the bench with consideration for the one already purchased.
- b. It was agreed to position the benches on the veranda outside of the Pavilion with appropriate fixings though consideration must be given to the ability for them to be moved if required.

ACTION: Clerk

28. To agree the date and time of next meeting – 21st April 2022.

PRIORITY	OBJECTIVE	DESCRIPTION	COMMENTS
1	2	KGV – Pavilion re vamp/re-build	Office/Meeting place/sports/play-area Invite stakeholders e.g. Drayton Youth, Football & Cricket Clubs, Scouts to contribute their ideas to the project.
	2	Absolute Leisure contract review due in Spring 2022	Clerk to report
	3	Car parking at Longdale	
	7	Better meeting furniture	Microphone/speakers

Meeting Closed at 21.08.