

**DRAYTON PARISH COUNCIL
OPEN SPACES & PROPERTY COMMITTEE MEETING MINUTES**

Held on Thursday 4th July 2024 at 7pm in The Pavilion, King George V Playing Field, Drayton, NR8 6AW.
Present: Cllrs A Crotch (Chair), J Anderson, N Quinsey, T Lee, C Brown, K Morgan, J King (Locum Clerk)

1. Members' declarations of interest and requests for dispensations. None.
2. Apologies and consideration of acceptance for absence. Apologies were received and approved from G Everett.
3. To receive and approve committee minutes from meeting held on Thursday 17th June 2024. The Committee received and approved the minutes. It was agreed to add the table to item 6b, the word 'present' with the members at the bottom of the page and remove the word 'ting' from item 6b.
4. To allow public participation in accordance with Standing Orders. No members of the public were present.
5. To receive updates on the following of items from previous meetings:
 - a. Re-painting of the Play Area at Longdale
This had been completed, the contractor had honoured the quote from September 2023.
 - b. Pitch Maintenance Programme
The programme and a grant to cover the work had been agreed with the Football Foundation. The current contractor had agreed how they could carry out the work within the budget and the work would commence on 1 September.
It was noted that the goals were still up at Longdale which was leading to damage to the area.
 - c. Reinstatement Value Requirements for the Pavilions at King George V Playing Field and Longdale
This would be dealt with by the Finance and General Purposes Committee and was scheduled to be carried out every three years.
6. Statement of Receipt and Payments to Date and Explanation of Material Variances
This was noted, Councillors discussed improvements that could be made to the report, this would be fed back.
7. Projects for the 2025/26 Budget Year
Priority scoring was given to the following previously identified projects:

King George V Playing Field		Longdale		FCMP		Green Lanes	
Priority 1-5 where: 1 = Low 5 = High E&H = Environment & Highways Committee							
5	Pavilion	1/2	Play equipment	3	Ongoing maintenance	Car park (E&H)	
3	Old tennis court e.g. Padel tennis court	5	3G surface	E&H	Car parking for the village centre	Signage (E&H)	
5	Relocation of garages	3	Car park			Jetty (E&H)	
3	Bowls Club	2	Pavilion enhancements/changes				
5	Car park Entrance/exit	1	Mesh fence for School Road end				
5	Location of Council officer	1	Improved entry/exit points				

Members: Cllrs A Crotch (Chair), J Anderson, G Everett, N Quinsey, T Lee, C Brown, K Morgan

		4	Additional recreational facilities e.g. outdoor gym, basketball	
		1	Increase size of 3G	

It was agreed that a further meeting was required before the next scheduled meeting in October to consider the renovation of the Pavilion project and further consideration of the budget.

8. Illegal and Unauthorised Encampment Policy

The policy was supported in principle, it was noted that Broadland District Council were to review the policy and make amendments before it was taken to Full Council at the August meeting.

9. Longdale – 3G Pitch Management and Current Charge

It was agreed that there would be no ‘block booking’ discount for the current year.

The following payment terms were agreed - contracts of 26 weeks or less – payment to be made in full within 30 days of the booking, contracts of over 26 weeks – 50% payable within 30 days of the booking with the remainder payable 30 days after the start of the contract. Terms to be reviewed at the end of the first year.

10. Longdale – Pitch Usage for 2024/25 Season

The plans, as submitted by Drayton Youth Football Club, were agreed.

11. Longdale – Larry Gray Fair

The terms were reviewed, and the following additional items were noted:

What access would be required for set up?

Hours of operation

That Larry Gray would be responsible for the locking of the gates and that Norse should be cancelled for that week

How the Parish Council would supervise them whilst on site and the provision of an emergency contact

Provision for public toilets

Larry Gray responsible for publicity

Contact to be made with neighbouring properties regarding arrangements two-weeks in advance

Police to be notified

It was agreed that the fee for the period would be £514 plus VAT (if applicable).

12. King George V (KGV) Playing Field – Bowls Club Lease

9pm – it was agreed that the meeting could run for a maximum of a further 30 minutes.

It was agreed to extend the lease, by side letter, for three years with an initial annual rent of £400 to be reviewed annually in line with RPI.

Action for Finance and General Purposes Committee to check that the correct proportion of Drayton Parish Council’s insurance is reclaimed annually.

13. King George V Playing Field – Pitch Usage for 2024/25 Season

The plans, as submitted by Drayton Youth Football Club, were agreed,

14. King George V Playing Field – Standard of Cricket Pitch

It was noted that the Cricket team had raised concerns regarding the state of the pitch. The contractor had confirmed that they had carried out the maintenance in line with previous years, but the unusually wet conditions had produced very lush growth.

15. King George V Playing Field – Cricket Club Advertisement Boards

Due to multi use of the area, it was agreed to decline the request.

16. Florence Carter Memorial Park – Location for Bench

It was agreed to move the bench back to its original location.

Members: Cllrs A Crotch (Chair), J Anderson, G Everett, N Quinsey, T Lee, C Brown, K Morgan

17. Items for future meetings.

‘Play’ goals for Longdale

Budget

Pavilion

Sign on the zip-wire

Dog signs on all facilities

18. To agree the date and time of next meeting.

17 October 2024, however a meeting would be required before this date for budget consideration and Pavilion project

Meeting closed: 9.28pm

Signed

Committee Chair

DRAFT