

# MINUTES OF THE DRAYTON PARISH COUNCIL OPEN SPACES AND PROPERTY COMMITTEE MEETING

held on Thursday 28<sup>th</sup> May 2020 at 7pm.

Present; Cllrs J Anderson, C Brown, A Crotch (Chair), G Everett, K Morgan. Mr R Hickin attended by invitation. Locum Clerk: Mrs Sarah Hunt.

1. Apologies.  
None.  
No members of the public were present, there was no public speaking.
2. Members' declarations of interest and requests for dispensations.  
Cllr J Anderson – 4.10 – Cllr Anderson informed the meeting of his friendship with the proprietor of Secure3Systems and spoke but did not vote on the item.
3. Updates on matters arising from the meeting on 30<sup>th</sup> April 2020 and information received by the meeting. All **NOTED**.
  - 3.1 All organisations and clubs have been informed of the decisions regarding charges during the Covid-19 period.
  - 3.2 No Risk Assessments/safety checks have yet been necessary as no property is re-opened. To be actioned as needed. CLLR BROWN/CLERK
  - 3.3 Risk Assessments for buildings still to be reviewed. CLLR BROWN/CLERK
  - 3.4 No approaches have been made for emergency use of any property.
  - 3.5 There have been repeated instances of climbing on the pavilion at Longdale and use of the play area. Police have been informed.
4. The following were noted and agreed.
  - 4.1 The cleaning of pavilion at Longdale. Discussion regarding the provision of additional tables/chairs in pavilion kitchen/outdoor for eating. Next agenda. CLERK AGREED:  
That the Clerk obtain entrance mats to reduce the amount of mud on floor.  
That the boot brushes be upgraded. CLERK/RH  
That posters be erected reminding users to remove boots/use bins. CLERK/RH
  - 4.2 Goalpost safety checks. The Councillors were unaware these were not taking place. Clerk to report proud post holder (60mm) to Garden Guardian. CLERK  
AGREED:  
That the Clerk arrange an annual safety check then R. Hickin will undertake necessary checks moving forwards. KGV Immediately, Longdale when erected. CLERK/RH
  - 4.3 Noted that the King George Pavilion Water meter hasn't yet been located.
  - 4.4 The Clerk reported that responsibility was still being investigated on the Fencing at Longdale. Next meeting. CLERK
  - 4.5 Health and Safety Review of both buildings - there are concerns. Clerk to investigate if there are current Fire Risk Assessments, Legionnaires and Asbestos reports on both buildings and to get these in hand if they are not available. Councillors believed these to be existing. CLERK  
AGREED:

The clerk to rectify Emergency Lighting in both buildings.

- 4.6 Noted that the contractor has been instructed to reduce the hedging around the pavilion at Longdale.

The meeting suspended 7.58pm to 8.10pm.

- 4.7 AGREED to install an additional dog bin behind the 3G at Longdale if Broadland District Council will empty. CLERK  
To arrange removal of the cardboard bin in the car park. CLERK
- 4.8 Cllr Anderson to investigate bin provision at the Florence Carter. CLLR ANDERSON
- 4.9 The provision of a bin at Green Lane – Environment and Highways Committee. CLERK
- 4.10 CCTV, there are reported issues with picture quality. This records for one month on a rolling basis.  
AGREED:  
Clerk to obtain 3 quotes and recommendations for upgrade to the current system to improve visual record. CLERK
- 4.11 NOTED: that the bollards at the car park Longdale are checked and currently stable, however they will need replacing in due course.  
AGREED:  
That the temporary post erected by R Hickin be replaced professionally by a concrete post. CLERK
- 4.12 NOTED that additional PPE has now been provided for all staff.
- 4.13 Emergency lighting addressed under 4.5. Clerk to investigate previous discussions of motion detectors and bring to next meeting if necessary. CLERK
- 4.14 To arrange removal of fly tipped branches on Longdale field. CLERK
5. Councillors considered the survey of the pavilion at King George Fifth Playingfield.  
AGREED:  
That the Clerk initiate immediate repairs to the wooden floor as identified as a trip hazard.  
That quotations be obtained for all works necessary. CLERK  
Glazier to quote to replace front window and check if toughened safety glass. CLERK
6. To consider and discuss a Maintenance Schedule.  
Noted that the leaning tree at Longdale has a nesting bird – removal to be arranged once fledged. CLERK/RH  
Clerk to try to locate Play equipment manual including 3G provided by Cllr Brown.  
Clerk and RH to put together a working schedule of maintenance for Council properties.
7. Matters for next Agenda.  
The installation of hand air dryers.  
Cardboard bin – Longdale. To confirm removal.  
3G Roof netting  
Benches/Picnic benches KGV and Longdale  
Security – Longdale.  
Motion Detectors – Clerk to check previous minutes
8. Next meeting Thursday 9<sup>th</sup> July 2020 at 7pm.  
The meeting closed at 9.41pm.