Minutes of the Open Spaces and Property Committee held on Thursday 23rd January 2025 at 7:00pm at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

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

In attendance: Rachel Catto; Deputy Clerk & Facilities Manager, Amy Pinkham; Parish Clerk & RFO.

Meeting Opened: 7pm

1. **To receive apologies and consider acceptance for absence.**

   Apologies received and accepted for Cllr. T. Lee.

2. **To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.**

   None.

3. **To receive minutes of the meeting of the Open Spaces and Property Committee held on 17th October 2024 for approval [OSP1].**

   The minutes were **AGREED** as an accurate record of the meeting and signed by the Chairman.

4. **To receive any questions or comments from members of the public on matters on the agenda.**

   None.

5. **To receive Clerk's Report on Committee matters arising from previous meetings [OSP2].**

   The Committee received the report and noted the verbal update provided by the Deputy Clerk and Facilities Manager on: proposed Igloo padlock reset, the installation of a letterbox to facilitate 3G pitch key return, recent roof repairs and up-coming work at Longdale Pavilion to address the advisories stipulated within the electrical inspection report.
   Following consideration of the status update for outstanding matters arising, going forward the Committee **AGREED** to set target dates in relation to all projects.

6. **To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure [OSP3].**

   The Committee received the report.
   It was noted that any surplus funds are held in the Council's General Reserve at year-end and that the Committee can make a recommendation to Council regarding their allocation.

7. **To note the 2025-26 hire charges as recommended to the annual budget meeting of the council [OSP4].**

   The Committee noted the 2025-26 hire charges as recommended to the annual budget meeting of the council and considered the comparative review, noting the variation in hire charges and facility standards.
   It was noted that it could be helpful to receive a report illustrating the running costs and income associated with the 3G pitch.

It was noted that a public notice on the pitch maintenance programme would be published in due course.

8. **To review Terms of Reference and consider recommendations for amendments for amendment for approval by Council [OSP5].**

It was confirmed that Terms of Reference must be approved by Council at the annual meeting and that the Terms of Reference Review had been scheduled to take place at the first committee meeting of the year in order to gather feedback from experienced Committee members.

The Chair noted their disagreement with the pre-meeting survey process due to perceived lack of open discussion and transparency, but acknowledged that the office had sought advice from NPTS who confirmed that the survey process was permitted as an administrative task to support the review exercise.

The Committee **AGREED** to recommend the following revisions to Council; Amendment of the Committee name to Playing Fields and Property Committee, removal of repeated reference to property owned, leased or managed by the Council and replacement with emphasis in the opening paragraph that all Committee responsibilities are in relation to KGV, FCMP and Longdale, revision of responsibilities two and three to include, rather than exclude, trees, and update to staffing in the Committee Clerk section.

It was envisaged, subject to agreement by Environment and Highways (E&H) Committee, that E&H would continue to manage all tree surveys and that OSP would manage tree works for KGV, FCMP and Longdale.

8.01pm Cllr N. Quinsey left the meeting

9. **To consider requirements for new signage for all play areas and playing fields [OSP6]**

The Committee reviewed the existing signage at Longdale, KGV and Florence Carter Memorial Park and noted the requirements for new signage for all play areas.

The Committee stipulated its preference for all new signage to follow the style and format of current Longdale signage (LGD4).

The Committee **AGREED** the requirements for new signage as outlined in Appendix 1 – New Signage Requirements.

10. **To consider response to correspondence received regarding gate security at Longdale and KGV playing fields and consider an appropriate response [OSP7].**

The Committee noted the correspondence regarding gate security at Longdale and KGV playing fields and **AGREED** to revise Norse Security opening times from 7am to 6am.

11. **To consider response to correspondence received regarding 3G pitch netting [OSP8]**

The Committee noted the request regarding 3G pitch netting and **AGREED** that the netting should be retained in order to manage site security and unauthorised access.

12. **To consider response to correspondence received regarding 3G pitch line marking [OSP9]**

The Committee noted the request regarding 3G line marking and **AGREED** that this would be considered when the pitch surface is replaced.

13. **To consider response to correspondence received regarding 2025 Larry Gray Fair [OSP10]**

The Committee noted the request regarding 2025 Larry Gray Fair and **AGREED** to reserve the use of Longdale Field as presented, subject to a full review of arrangements for the

fair, including hire agreement, to be presented for approval at the next meeting of the Committee. Cllr. Morgan abstained from the vote.

The Committee agreed to extend the meeting by 5 minutes.

14. To note the internal playground inspection report [OSP11]

The Committee noted the internal playground inspection report with no further questions or comments.

15. To consider response to correspondence received regarding proposed emergency contact for 3G pitch [OSP12]

The Committee noted its thanks for the proposal regarding emergency contact for 3G pitch and **AGREED** that an additional emergency contact was not required.
The Committee **AGREED** to explore whether a cut-out switch could be installed to automatically turn off 3G pitch floodlights at 10pm.

16. To note exchange of information.

Following reports of trip hazards due to exposed drain covers outside Longdale, repair works would be undertaken as soon as possible.
The Committee noted its thanks to the Deputy Clerk for the work undertaken on outstanding actions.

17. To note the date and time of the next meeting is scheduled to take place on 29th May 2025 7:00pm at KGV.

Noted.

Meeting closed: 9.05pm