

# MINUTES OF OPEN SPACES & PROPERTY MEETING

held on Thursday 28<sup>th</sup> January 2021 at 7pm.

This meeting was held virtually under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 and members of the public can join the meeting online via ZOOM

## **PRESENT**

Cllrs J Anderson, C Brown, A Crotch (Chairman), G Everett,  
J Hall – (Clerk)

## **In attendance**

Cllr A Taylor

R Hickin (Maintenance Operative)

### **1. Apologies and Acceptance for Absence**

Cllr Morgan was absence due to technical issues– apologies received and accepted.

### **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:
- Your wellbeing or financial position
- That of your family or close friends
- 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.

### **3. Public Participation. To allow members of the public to speak under standing order 3 e.**

None

### **4. To approve committee minutes from meeting held 12 November 2020.**

Minutes were **APPROVED** with one minor amendment of the date of next meeting being corrected to Thursday. Minutes to be signed accordingly by the Chairman.

### **5. To receive updates on committee decisions not covered elsewhere on the agenda. No decisions or debate may be undertaken during this item.**

- 5.1 KGV water meter – still to be located. Indigo Recycling have moved 2 bottle banks.
- 5.2 Schedule of maintenance – finished and operational.
- 5.3 Risk assessments – Covid requirements completed. The Clerk will continue to liaise with the play inspection company prior to annual inspection due June 2021. Covid 19 Foodbank group to be remind of need of all persons wearing face coverings and observing social distancing guidelines. Cllr Taylor will contact them to see if the left over stock of face shields can be of use.
- 5.4 See Saw Skirt at KGV has been installed.
- 5.5 The blown uPVC window unit at KGV pavilion has been replaced. – Painting – Both contractors have confirmed availability for Spring 2021.
- 5.6 Safety Surfacing at Florence Carter Memorial Park. Site survey outstanding by Wicksteed to be completed once lockdown restrictions are lifted to allow travel. Clerk to request that Longdale surfacing is looked at as well.

**6. To note administrative correction to the committee budget to increase net expenditure by £15.**

Noted

**7. To consider invoices due during period of Tier 4 from 26th December 2020 and Lockdown 3 from January 5th 2021.**

**RESOLVED** that invoices are to be reduced following the end of the lockdown period. Amount of reduction to be determined once the duration of the National Lockdown is known. Hirers to be advised accordingly.

**8. To consider quotes for Asbestos removal following survey to undertaken at KGV and Longdale pavilions.**

**RESOLVED** to accept the quote from Esoteric Environmental Ltd at a cost of £5225, subject to approval by full council for committee expenditure over £4999. Clerk to ascertain from contractors a start date and whether cost covers full works, testing and compliance certification issue.

**9. To receive reports from Norfolk FA Pitch Improvement Programme which included goal post testing.**

The reports were noted. The goal posts at KGV require attention. Clerk to liaise with grounds maintenance contractor to have the sockets reset. This work is normally carried out during the close season.

**10. To receive written update of storage area for goal posts at Longdale.**

Quotes are yet to be obtained. Clerk to action quotes to include a hard surface base.

**11. To consider quotes for replacement to netting at 3G surface at Longdale.**

**RESOLVED** to accept quote from Excel Fencing Ltd for a cost of £7,000 subject to full council approval for committee spending over £4999. Clerk to ascertain a start date.

**Standing order 3 (x) suspended to allow for the conclusion of the meeting**

**12. To consider the way forward following receipt of quotes for CCTV upgrade at Longdale.**

The quotes were considered and it was agreed that confirmation would be sought from the suppliers to provide a system that includes the following features:

- Cameras to have views of Carpark, entrance, front and back of pavilion, 3G surface and play area.
- Quotes to include storage of data for 14 days and 28 days.
- Maintenance package (optional)

**13. Matters for next agenda for consideration.**

- Schedule of projects outstanding including viability of KGV pavilion and funding consideration.
- Benches requiring site visit

**14. Date and time of next meeting was confirmed as 22nd April 2021.**

**Meeting ended 9.35pm**