

## Minutes

### Rackheath Parish Parks and Leisure Committee Meeting

Tuesday 12<sup>th</sup> October 2021 at 7.00pm

The Pavilion, Green Lane West, Rackheath, NR13 6LT

*Anne Tandy*

Anne Tandy, Parish Clerk

**Present: Paula Lowe (Chair), Brian Gardner, Pippa Nurse, Stephen Oakley, Sally Hoare, Broadland District Council Infrastructure Officer**

**Also in Attendance: Anne Tandy, Parish Clerk and RFO**

**Public Attendance: 0**

**30.** Apologies for absence were received from Tracy Buckley and Joel Whymark. The Committee **approved** the absences.

**31.** There were no declarations of interest or dispensations for items on the agenda.

**32.** The meeting was adjourned for public participation.  
There were no public in attendance.

**33.** The Minutes of the Parks and Leisure Committee meeting held on **Tuesday 14<sup>th</sup> September 2021** were **approved** as an accurate record and approved by the Committee.

**34. Newman Road Woods**

- a. BDC have now been allocated to a legal officer at nplaw but are awaiting contact from them. The outstanding fencing is due to be re-quoted and then consultation will take place with Pathfinders regarding exactly where to site it.

**35. The Pavilion and Stracey Sports Park**

- a. The Clerk has commenced preparation of a tender document and raised the very complex specifications which will need to be agreed for the surfacing. It was requested that a smaller working party is formed to work through the project details. Committee suggested that a consultant is considered to help with this and quotes for this service were requested.
- b. A report from the Booking Assistant was unavailable due to problems with the laptop. The Clerk reported that party bookings were going well but the daytime classes had levelled off and alternative ways of promoting the facilities needed to be considered.

- c. One quote has been received for the fire alarm system and a second is due at the end of the week to be presented at the next full Council meeting. Finance Working Group to consider the cost implication on the budget.

The Committee thanked MC Webb Construction Limited for the work they had carried out to the Pavilion car park in trying to resolve the flooding issues.

- d. **Approved** purchases:
- i. It was **agreed** to purchase a sandwich board and markers for use on the patio during private functions costing £34.91 +VAT
  - ii. It was **agreed** to appoint APC Pest Control Limited for another year. The quote remains unchanged from last year and the Council are satisfied with the work carried out. Cost £480.00 +VAT.
- e. It was **agreed** that for safety reasons the function room tables need to be replaced and the Committee asked for this to be factored into next year's budget.
- f. A meeting to be called with the key officers of Wroxham Football Club, to discuss the current situation.
- g. The Fire Risk Assessment is on hold whilst quotes for a new fire alarm system are obtained. A service has been carried out on the fire alarms and emergency lighting at a cost of £113.00 +VAT.
- h. Out of hours call out. To be discussed at full Council.
- i. Employees on the industrial estate had been using the Pavilion car park while flood works are carried out. Once completed any drivers who persist will be asked to vacate but offered the option of paying for long term parking at a cost of to be set in line with Rackheath Village Hall.

### **36. Fireworks**

- More volunteers required, particularly for managing the RVH car parking.
- An alcohol licence has been applied for.
- The Management Plan and a Risk Assessment are being completed.

Meeting concluded at: 20:11