



**Minutes of the Parks & Leisure Committee Meeting  
Held at 7.00 pm on Monday 11<sup>th</sup> December 2017  
in The Cabin, Salhouse Road, Rackheath**

**Present:** Brian Gardner (Chairman), Tracy Buckley, Rebekah Hughes, Paula Lowe, Clare Gardner and Bailey Tuddenham.

**Also Present:** Diana Dring (Parish Clerk)

**1. Apologies for absence**

Apologies received from Callum Lace and Dan Harris, Broadland DC Infrastructure Officer.

**2. Approval of the minutes of the meeting of 6<sup>th</sup> November 2017 and matters arising**

Minutes were approved as a correct record on the proposal of Tracy, seconded by Paula  
The following matters arising from the minutes were noted,

- Re-turfing the bare patches on the Stracey Playing Field had been completed.
- Rotating of the MPSA floodlights had been deferred
- One of the trees planted in the Jubilee Park had been uprooted but had since been replanted
- Grant application to Tesco's Bags for Life for Jubilee Park toddler play equipment was made
- Jubilee Park path from Wilkinson Rd was deferred to NP Group to make recommendation

**3. Stracey Sports Park Progress Reports on**

**i) Pavilion Building Tenders**

Four tenders for the Pavilion building work had been received from £429,521 to £499,881, to be reviewed by the Project Manager to ensure all requirements are included. With 10% contingency allowance potential buildings cost would be from £472,473 to £549,869.

Agreed the quotes were in acceptable margin if work on the car park and patio could be deferred until S106 funding was available (Clerk had checked with BDC that this was acceptable), which should reduce building cost by £40-50,000 to bring overall cost under £450,000. Agreed to **Recommend that the Parish Council approve progress with the Pavilion development in principle**

Reviewed the pavilion internal layout and recommended to the **Parish Council to approve** asking the Project Manager to provide his cost to revise the plan to;

- a) Include a corridor from the new function area to the toilets so that a separate small meeting room/office is provided
- b) Replace and wall up the opening/door from this room to the main function room.
- c) Increase the size of the store room so that it can accommodate 80 chairs and 15 rectangular tables, which may involve a review of the toilet layout
- d) Change kitchen door to open in new corridor not main function room
- e) Ensure sink is not under the servery window

**ii) Youth Football Proposal**

Brian outlined the two meetings with clubs interested in using the new pavilion and pitches. Dussindale Rovers Football Club were interested in making Rackheath their new permanent home/clubhouse for their two adult Saturday teams, a new ladies Sunday team and potential youth teams from Thorpe High School. Dussingdale play approx. 30 home games a season at £55

per game would bring in £1650 fees pa. They would prefer exclusive use of the pitches but the PC would need to review the income from pitch fees to ensure this was not reduced overall. A meeting was held with Wroxham FC to hear their youth scheme proposal – advised they would arrange football taster sessions in February 2018 for 7 to 10 year olds to see what interest there was and form teams from there. No detailed proposals of where this would lead or overall aims or indication of what income could be expected. Agreed that a more detailed and costed youth programme proposal was needed. Clerk to ask both teams to put their proposals in writing. **Parish Council to agree to delegate PLC authority to take this forward in January with flyer to schools if appropriate.**

### iii) Grant Applications/Fund Raising

Norfolk FA had submitted a Pavilion Project justification to Sport England for their approval. Clerk to meet with Norfolk Football Association next week to discuss requirements for taking forward the FA application. Advised that an application could not be submitted until the April 2018 panel for approval in June/July 2018, so building could not start until after that. Advised that an application for less than £100,000 is likely to be more successful. Agreed to follow Sport England's grant application advice to provide evidence of the activities people want in the new pavilion by

- Carrying out further public consultation using the attached questionnaire. Set up on Monkey survey thingy, website, facebook and carry out face to face interviews
- **Parish Council to approve the questionnaire and all members are asked to get neighbours, friends and family complete and return them by 15 January 2018.**
- PLC to meet with VHMC to discuss co-ordinating activity provision with them
- Using the new public consultation responses to identify courses/activities to offer
- Revise and update future hire rates in line with similar facilities.
- Draw up a potential timetable of activities
- Draw up detailed cost analysis
- Use the above information to update the project Business Plan
- Make application to Sport England

Agreed that if there was a shortfall in funding the Parish Council should arrange a back up of a Public Works Loan Board loan to be repaid from S106 funds- for up to £100,000 for 15 years, which on 2.26% fixed interest, would amount to £7,000 repayment per year. First step would be to ask Norfolk Association of Local Councils for approval- **Parish Council to approve**

### iv) Review the Business Plan and agree format for Public Consultation and other recommendations

Following discussion of the original Business Plan and the subsequent football development plans the current grassed areas, the following proposals were agreed to provide best use of the land and facilities at the Stracey Playing Field. **Parish Council to approve the following proposals;**

- **As the MPSA had not been hired or used for the last three years except by Camrider who were reluctant to pay for their use, it was too expensive to resurface and there were no grounds to believe it would be used more if it was resurfaced, the MPSA should be removed and replaced with a grassed picnic/play area, as requested in the previous public survey.**
- **The fire exit at the rear of the planned new function opened into the bowling green area and would require the removal of the hedging running alongside the car park (and the clothes bank) and the hedge along the track to the overflow car park beyond the bowling green. A new fence and sleepers would need to be provided through the bowling green which would be reduced in width.**

Business Plan to be updated

## 4. Jubilee Park

Simon Franklin had offered trees for the Jubilee Park- Tracy to respond

**There being no other business the meeting closed at 8.55pm. Next meeting 8<sup>th</sup> January 2018**