

**SWAFFHAM TOWN COUNCIL - RECREATION GROUND COMMITTEE**

Minutes of a Recreation Ground Committee Meeting on Wednesday 7<sup>th</sup> November 2007 at 7.30p.m. in the Town Hall, Swaffham.

Present:- Mr. J. Stockdale (in the Chair)

Mrs. C. Baker, Mrs. A. Greaves, Cllr T. Jennison, Cllr S. Lister, Miss V. Mason, Cllr F. Sharpe, Cllr Jill Skinner and Mr. D. Tallon; also Mrs. S. Palmer and Miss A. Head from 8.10pm)

Deputy Town Clerk: Mrs. M. Meyrick

Town Clerk: Mr. R. Bishop

Public: 0

**1. To receive apologies and reasons for absence.**

1.1. Cllr D. Wickerson (business commitments). Mrs. S. Palmer (will be late due to attending another meeting)

**2. To receive declarations of interest for items on the agenda.**

2.2. None received.

**3. To agree the minutes of 19<sup>th</sup> September 2007.**

3.1. The minutes were agreed by the Committee and signed by the Chairman as a true record.

**4. To record admission to the 'Peoples Millions' programme 27<sup>th</sup> November.**

4.1. The Deputy Town Clerk confirmed the details that had previously been circulated to the Committee that the Sensory Garden Project has been successful in being one of the eight projects to be included on the television programme. The filming will take place on the Rec on Wednesday 21<sup>st</sup> November at approximately 10.30am. There followed a brief complementary discussion.

**It was unanimously agreed to record a vote of thanks to the Deputy Town Clerk as the Committee wanted to place on record how grateful they were for all the hard work in getting this far.**

**5. To discuss and agree judging for the Poetry competition.**

5.1. The Deputy Town Clerk confirmed that she has sent details of the poetry competition to every school in Swaffham. The closing date for entries is Thursday 15<sup>th</sup> November. Collection of the entries from each school is being arranged for the Friday morning of the 16th. The entries will then be copied to give a copy to each member of the judging panel who will have the weekend to read them. The panel will then meet on Monday 19<sup>th</sup> November for final deliberations. It is hoped that the runner ups and the winner will be in attendance at the filming on the Wednesday. Cllr S. Lister, Miss V. Mason and Cllr J. Skinner put themselves forward to be judges of the competition.

**It was unanimously agreed that the judges for the poetry competition would be Cllr S. Lister, Miss V. Mason and Cllr. J. Skinner**

**6. To discuss and agree promotion of the Sensory Garden for the programme.**

6.1. The Deputy Town Clerk report progress as follows:-

A flyer has been distributed to 99% of everyone that is on the clubs and societies list. An A4 poster has been produced for distribution around the town, to every shop/business, to ask them to put the poster up and to have the flyers on their cash desks. The schools will be contacted to ask if they can give them out to the children to take home. Estimates are being prepared for getting some signs made up so we can put them on the entrances to the town.

The next step would be on the day of the voting to get flyers out with the telephone number. Requesting that the schools are able to put notices out on short notice or if they are happy for someone to stand in the playground at the end of the day and hand out flyers.

Mrs. Anne Greaves will be the face of the project on filing day as she attended the media training. The idea is to get as many people there as possible. This was a decision that had to be taken in between meetings, the Deputy Town Clerk and the Chairman did this with the knowledge that Anne was willing to do the work. The Committee approved of the choice.

6.2. Ideas for the day were discussed:-

- Requesting mini-buses to attend on day from Swaffham Transport and others.
- Promotion via KLFM
- Promotion via flier distributed on the day
- Promotion via e-mail and mobile phone on the day
- Loudspeakers on a vehicle similar to election day.
- Using the newsletter distribution list.
- Advertising on the Market day prior to the programme.
- WI to do refreshments.
- Distributing badges 'Friends of the Rec'.
- Organising Mums and prams.
- Organising the school children.
- Organising respected town folk – Toni Groom, Pam Buxton and the Mayor etc.
- Co-ordinating who was doing what.
- The use of gazebo's just in case of bad weather.
- Ordering and taking delivery of portable toilets.
- Contact with minority groups such as Portuguese etc
- Using Farmers Market barriers to advertise.

**It was agreed that a meeting to discuss who was doing what may need to be arranged at short notice.**

**7. To discuss information relating to the Innovative Play grant application.**

7.1. There followed a brief report by the Deputy Town Clerk.

**It was decided that the deadlines for this application were too tight and therefore it was agreed not to proceed with an application.**

**8. To receive and discuss information relating to the toilet block.**

8.1. The Deputy Town Clerk reported that she had received some plans from Breckland for the toilets. She had spoken to Ray Johnson yesterday about them transferring ownership of them to the Town Council; he was going to speak to the relevant officer to get this moving. The asbestos would be removed at a later date at the cost of Breckland Council.

**9. To receive report relating to the 'Friends of Swaffham Rec'.**

9.1. Not much to report with regards to planned events for next year. A horse racing night has been discussed, but the pudding club evening has been put off until the New Year. It is hoped to have at least four events every year.

**10. To discuss any other items for information only.**

10.1. There was a brief discussion on the use of volunteers to look after the Sensory Garden when it is built. It was suggested that the Garden Science Trust might also be approached to work on the garden.

**11. To agree date of next meeting.**

11.1. The date of the next meeting depends on whether we get the £80,000.

**It was agreed that the Deputy Town Clerk should have the discretion to call a meeting as required.**

Meeting closed 8.45pm

\_\_\_\_\_Chairman.