

**SWAFFHAM TOWN COUNCIL - RECREATION GROUND COMMITTEE**

Minutes of a Recreation Ground Committee Meeting on Wednesday 26<sup>th</sup> March 2008 at 7.00p.m. in the Town Hall, Swaffham.

Present:- Mrs S Lister (in the Chair)

Committee Members: -

Mrs. A. Greaves, Miss V. Mason, Cllr F. Sharpe, Cllr D. Wickerson, Cllr. T Jennison

Mrs. M. Meyrick (Deputy Town Clerk)

Mrs R Noble (Assistant Town Clerk)

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

Cllr C. Baker – work commitments

Mr D Tallon – Family Commitments

Mrs. S. Palmer – Dissertation

Mr J Stockdale - Work Commitments

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

There were no declarations of interest.

**3. To agree the minutes of 27<sup>th</sup> February 2008.**

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

**4. To receive information relating to the WREN grant application**

4.1. The Deputy Town Clerk stated the WREN grant is between £75,000 and £250,000. The deadline is 5pm on the 30<sup>th</sup> May. When the committee apply it must include a business plan with the following details:-

- Project description with aims and objectives.
- Details of consultation undertaken, how the project has been identified and who has been consulted, including stakeholder support for your project.
- How the building will benefit the community.
- What value the project will provide including the use of volunteers and job creation etc.

The Deputy Town Clerk has booked the Assembly Rooms for Saturday 12<sup>th</sup> April to hold a consultation between 10am and 1pm. She has put together a display with some questions the committee would like the public to answer, a questionnaire with the questions on still needs to be produced. The public will be able to either fill in the questionnaire or write comments on a post it note and stick them on the display.

Following the consultation the committee will have to decide what they want in the building, where it is to be positioned, how big it will be etc. This will enable the Deputy Town Clerk to get firm quotes for the project, write the business plan and go to Breckland for 1/3 party funding.

Following the above the committee will then have to approach the Town Council in May with a recommendation from the committee for this project and to allow the committee to apply to WREN.

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4.2. A discussion took place relating to the Craft Fair and Car Boot sale arranged for Sunday 6<sup>th</sup> April by the Friends of the Rec. It was agreed for consultation forms to be passed to Anne Greaves to distribute at this event, also to Vicky Mason to place on Icenis website.

**It was agreed for the Deputy Town Clerk to provide Anne Greaves with the consultation forms to hand out at the Friends of the Rec. Craft Fair.**

**It was agreed for the Deputy Town Clerk to e-mail the consultation form to Vicky Mason to place on the Icenis Website**

The Deputy Town Clerk stated the committee needs to apply for a grant for the building as the committee will be unable to get a grant just for toilets alone.

4.3. Discussions took place relating to various ideas for the Community Building. A suggestion was put forward for a community café instead of the community shop. Cllr. D Wickerson offered to prepare costings for the café to go in the business plan. Further discussions took place relating to organisations using the building for meetings etc., toilets, birthday parties, café and a shop.

**It was unanimously agreed to take out the Community Shop and replace it with a Community Cafe.**

It was suggested for committee members to approach various groups to write letters of support for the grant and to attend the consultation day. The Deputy Town Clerk stated that all profit from the Community Building would pay for maintenance and running costs, the Community Building should be self sufficient.

4.4. The Deputy Town Clerk stated she was still waiting for a reply from the Tender Brief, the committee would need to decide who will be available to open the Tenders.

4.5. A discussion took place on using tree trunks for climbing apparatus, it was agreed for Cllr. D Wickerson to continue with a dialogue with David Machin relating to this.

**5. Date of Next Meeting.**

The next meeting will be on Wednesday 16<sup>th</sup> April 2008 at 7.00p.m. to discuss outcome of the consultation event.

Meeting closed at 8.20p.m.

Chairman.....