

**SWAFFHAM TOWN COUNCIL - RECREATION GROUND COMMITTEE**

Minutes of a Recreation Ground Committee Meeting on Wednesday 27<sup>th</sup> February 2008 at 7.00p.m. in the Town Hall, Swaffham.

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

Committee Members: -

Mrs. A. Greaves, Cllr S. Lister, Miss V. Mason, , Cllr F. Sharpe, Cllr J. Skinner, Mr. D. Tallon, Cllr D. Wickerson

Mrs. M. Meyrick (Deputy Town Clerk)

Mr. R. Bishop (Town Clerk)

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

Cllr C. Baker – work commitments

Cllr T. Jennison - illness

Mrs. S. Palmer – on holiday

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

Cllr F. Sharpe declared a personal interest in item 5.

**3. To agree the minutes of 23<sup>rd</sup> January 2008.**

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

**4. To receive information relating to the Big Lottery grant criteria.**

The Deputy Town Clerk attended a workshop at Breckland last Thursday. She was informed along with the other 5 projects about contracts, the tendering process, monitoring etc. The Mayor and the Town Clerk have signed the contract between the Town Council and Breckland which will be sent off tomorrow.

The next step is to then place an advert on a supplier website inviting tenders to come forward, this is done through Breckland and they have allocated money to cover the cost of this. We then have to send out our tender document to everyone that requests it. It is suggested that a 28 day period is given for tenders to be returned. They will then have to be opened at the same time in front of nominated committee members. There has to be a strict scoring sheet completed for each tender. It is hoped that the play area will be installed by the summer depending on the winning tender's other commitments.

Breckland will be helping every step of the way to make sure every project fulfils the Big Lottery criteria, if one project fails to comply could put all the other projects in jeopardy. They have given us all copies of example documents such as the tendering document, adverts etc. The Deputy Town Clerk has to adjust them and made them suitable for our needs. She will send them to Breckland for them to have them verified before they are sent out to the companies. The Deputy Town Clerk and the Town Clerk have allocated some time next Thursday to go through all the tendering documents.

**5. To receive information relating to the toilet proposal.**

The Deputy Town Clerk has received a quote from a company called Scandinavian Log Cabins for a log cabin building on the Rec an has distributed all committee members with

a copy. She sent them a diagram of what she thinks the layout could look like but this can be changed to suit what the committee would like, this was just to get an idea of what the cost would be. The question is whether you want to go further with this or not? The Deputy Town Clerk confirmed that she has spoken to Laura Apps-Green Community Development Officer at Breckland who did have a number of concerns but hopefully these have been addressed. We do need to get a third party funder which is around £20,000 – £25,000 depending on the size of the project, Breckland's match funding budget is £20,000 per project.

There followed a lengthy discussion on various aspect of this potential project. It was generally agreed that the concept was good but the devil as always is in the detail. A business plan would be essential before the 31<sup>st</sup> May deadline, but it was clear that consultation would be necessary to get data to support any serious application for funding. It was proposed by Mrs. A. Greaves, seconded by Cllr D. Wickerson to proceed with the project proposal and obtain further information.

**It was agreed unanimously for the Deputy Town Clerk to proceed with the project proposal and obtain the necessary information required.**

**6. To discuss the next step forwards.**

With regards to the Wren Project – it was stated that we will need to go out to consultation specifically for this. The Deputy Town Clerk has already spoken with Sally Palmer about the Town Plan questionnaire and the Youth survey that has been going round town. She hopes that results of the Youth survey will be available at the end of the month and this could form the basis of our consultation. A project will then have to be worked up and presented to Full Council for the April meeting or May at the very latest.

**It was generally agreed for the Deputy Town Clerk to prepare the ground for a consultation event and a presentation to be considered by the full Council.**

**7. To receive information relating to 'Play Boulders' equipment.**

The Deputy Town Clerk has received a quote from Playworld Systems for the play boulder equipment for the Rec. This is really for information only at this stage, something to explore at a later stage.

**It was agreed to note the report and leave in abeyance.**

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

The Deputy Town Clerk has received information from a number of people relating to an Outdoor Fitness Range which is aimed at adults. A copy of a leaflet giving details of the equipment has been circulated to the committee for information at this stage.

**It was agreed to note the report and leave in abeyance.**

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

Wednesday 26<sup>th</sup> March.

Meeting closed at 8pm.

\_\_\_\_\_Chairman