

SWAFFHAM TOWN COUNCIL - RECREATION GROUND COMMITTEE

Minutes of a Recreation Ground Committee Meeting on Wednesday 16th April 2008 at 7.00p.m. in the Town Hall, Swaffham.

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

Committee Members: - Cllr C. Baker, Mrs. A. Greaves, Cllr S. Lister, Miss V. Mason,
Cllr F. Sharpe, Cllr J. Skinner, Mr D. Tallon, Cllr D. Wickerson,
Cllr. T Jennison

Mrs. M. Meyrick (Deputy Town Clerk)

1. APOLOGIES FOR ABSENCE

1.1. Mrs. S. Palmer – Dissertation

2. DECLARATIONS OF INTEREST

2.1. There were no declarations of interest.

3. MINUTES

3.1. The minutes of the 26th March 2008 were agreed by the Committee and signed as a true record by the Chairman.

4. CONSULTATION EVENT.

4.1. The committee held a consultation event in the Assembly Rooms on the 12th April. There was a mixed response on the day with some of the public worried about the log cabin idea as it could attract vandalism. The public were also encouraged to fill in a survey form as well. The survey was available on line as well as in hard copy; the committee were given a copy of the survey results.

4.2. The internal design of the log cabin was discussed and what the committee would like to see inside it. The initial idea was to have: -

- Community Room
- Community Shop
- Public Toilets
- Youth Room
- Foyer area that could house vending machines, notice boards etc.

The committee looked at all the options together with the survey results and thought that a community shop would not be viable. They decided to take out the option of a community shop as it was felt that the community room could be used when this facility was needed. They included a community café as a result of the survey. David Wickerson volunteered to carry out some research into this idea for the business plan.

4.3. The Deputy Clerk will be working on the business plan in the coming weeks for the grant application to WREN, the deadline for the grant submission is the 30th June. More research would be carried out relating to log cabin companies with firmer quotes to be submitted also.

5. TENDER INFORMATION FOR THE TODDLER/JUNIOR PLAY AREA

5.1. The Deputy Clerk informed the committee that she had been working on the tender document with Laura Apps Green from Breckland. There had been a number of versions which had to be checked by Breckland before the final document was ready to be sent out to potential contractors.

Breckland then put an advertisement on a play supplier website asking for contractors to come forward. There had been a huge response. The Deputy Clerk met with 18 suppliers on site over a 2 day period detailing what the committee would like to achieve with the Early Years Play Project. Each supplier was given the same tender brief and information, following the on site meeting an e-mail was sent to everyone detailing the same information that was talked about at the site meeting.

Each supplier was informed of the deadlines including: -

- Tender deadline 6th May
- Contractors to be notified by the 12th May of decision.
- Contract to be completed by the 7th August 2008.

It was explained that following the 12th May decision date there had to be a 10 day cooling off period before the contract could commence which would allow any suppliers who were not successful to request the reasons why they did not win the tender.

6. COMMITTEE MEMBERS WHO WILL DECIDE THE WINNING TENDER

6.1. A discussion took place regarding which committee members would decide who the winning tender would be for the Early Years Play Project.

It was agreed that Sheila Lister, Vicky Mason, Jill Skinner, Jerome Stockdale and David Wickerson would be on the tendering committee.

7. Date of Next Meeting.

7.1. It was agreed that a meeting date would not be set at the moment until more information relating to the log cabin application is known.

7.2. It was agreed that the tendering committee set aside in their diaries Tuesday 6th May – Thursday 8th May to look at all the tenders.

Meeting closed at 8.30p.m.

Chairman.....