

PAGE

SWAFFHAM TOWN COUNCIL- RECREATION GROUND COMMITTEE

Minutes of a Recreation Ground Committee Meeting on Tuesday 29th November 2005 at 6.30p.m. in the Council Chamber, Town Hall, Swaffham.

Cllr Jerome Stockdale (in the Chair)

Cllr Paul Darby, Cllr Ben Emmerson, Cllr Anne Greaves, Cllr Sheila Lister, Cllr Carol Baker, Mr. Dennis Tallon, Mr. Andy Panes,

Deputy Town Clerk:- Mrs. M. Meyrick

Town Clerk:- Mr. R. Bishop

Public:- 1

1. To receive apologise for absence.

Mrs. Sally Palmer, Miss Samantha Mummery. Mrs. Sue Polaine-Leonard

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

None.

3. To agree the minutes of 8th November 2005.

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

4. To confirm and record the support of Swaffham Town Council for the Recreation Ground Project as detailed in the Business Plan and that the Town Council will take on future maintenance.

The Deputy Town Clerk reported that the Town Council agreed at their meeting on 9th November 2005 to support the Recreation Ground Project, as detailed in the Business Plan and to take on future maintenance, beyond the three year funding period.

5. To receive and discuss a report from the Deputy Town Clerk regarding the timescale for grant applications.

It was reported that the Bid Lottery Fund would be launched in December. It was suggested that timing of the grant applications could be the key to a successful outcome. The criteria is eagerly awaited to enable the application to be sent off in the first quarter of 2006.

The WREN application will be for £20,000 and it will need 3rd party funding from another source of 12.5% (Breckland Council would be asked).

Sport England would need to know how much the other funders are putting in before committing themselves to the project. But it is essential that they commit some funds to Swaffham, they will also have sight of the business plan.

The situation with architects is that some are declining as they need more information on the brief. The fees would seem to be in the region of 6% of the project total. It was reported that outline planning permission would be applied for before Christmas, as the architects seem to over complicate matters at this stage of the project.

The other route to consider is to employ an architect just to complete the plans and then a project manager to see the job through from the start of the building work through to completion of the project. The overall cost might be similar, but management of the project might be better from the committee's point of view.

PAGE

There followed a short discussion on whether project management could be combined with the 'Events Co-ordinator' post. It concluded by agreeing that it was dependant on the individual skills of the person employed.

It was reported that the Deputy Town Clerk will be meeting with Nick Moys from the planning department of Breckland Council in December to discuss the planning requirements of the project as a whole. Full planning would cost approximately £1,500.

It was also reported that an officer from the Kings Lynn & West Norfolk Borough Council would be reading through the business plan with a view to making suggestions for improvement

6. Any other related issues for discussion only.

There was a brief discussion on the Recycling Scheme, but with no conclusions.

7. To agree a date for the next meeting.

It was agreed that the next meeting would be on 31st January 2006, starting time to be confirmed subject to there being one or two meetings on that evening.

Meeting closed at 7.05pm

_____Chairman