

SWAFFHAM TOWN COUNCIL
RECREATION GROUND COMMITTEE

Minutes of a meeting of the Recreation Ground Committee held on Tuesday 31st January 2006 at 6.30pm in the Council Chamber, Town Hall.

Present:- Cllr B. Emmerson (In the Chair)

Cllr C. Baker, Cllr P. Darby, Cllr A. Greaves, Cllr S. Lister, Mrs. S. Palmer,
Mr. A. Panes and Miss Z. Reeve

Deputy Town Clerk Mrs. M. Meyrick
Town Clerk Mr. R. Bishop

1. APOLOGIES FOR ABSENCE.

Mrs. S. Polaine-Leonard, Cllr J. Stockdale and Mr. D. Tallon

2. To receive DECLARATIONS OF INTEREST.

None.

3. To agree MINUTES of 29th November 2005.

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

4. To receive and discuss information relating to planning permission:

(a) Architectural Drawings

The Deputy Town Clerk reported that she had met with an architectural surveyor from Norfolk Property Services yesterday with regards to this project. He has been given a brief to prepare a plan with all the necessary details to include:

- A basic survey of the site
- Prepare proposed layout plan
- Prepare elevations/details for fencing, lighting cctv etc

There were some further details to supply regarding dimensions of the different areas. It was agreed with the surveyor that there would be a one off fee of £1,500 rather than calculating a percentage of the whole project, as this would be much more expensive.

(b) Submission of planning permission.

It was reported that the Deputy Town Clerk and the Town Clerk had met with Forward Planning Officer from Breckland Council Nick Moys who had advised to put in for full planning permission at an approximate cost of £1,500. He could foresee no obvious problems in obtaining planning consent, as all planned uses were in line with what you would expect on a Recreation Ground.

The architectural company will prepare and submit the planning application for the committee. They have been informed of the timescale of end of February/ beginning of March which they believe is viable.

(c) Canvassing of residents.

The Deputy Town Clerk recommended that once copies of the plans for the rec have been completed and at the point of submitting the application, that committee members visit every neighbouring property with details of the project. The idea was to alleviate any

questions the residents may have when the planning application becomes public. A list of facts would be compiled about the project along with copies of the plans.

It was agreed unanimously to canvass residents of every neighbouring property with details of the project at the point of submitting the planning application.

5. To receive and discuss information regarding grant applications

(a) Timescales funding bids

The Deputy Town Clerk reported that the Bid Lottery Fund launched its Parks & Gardens Programme on 16th January. The deadline for submission is 31st March. The grant applications have a two stage process with notification three months after submission where an invitation or not to submit an application in the 2nd stage. Notification will be within six months, this takes us to December to find out if we have been successful. If all goes according to plan it is estimated that work could commence around March 2007. The Deputy Town Clerk reported that she would be meeting with an officer from the Big Lottery in Cambridge in the near future.

(b) Research to be carried out

There is still a lot of work to be done in between the 1st and 2nd stage. The Deputy Town Clerk stated that it was important to use this time to gather together all the information required.

6. Any other related issues for discussion only.

There was a discussion regarding low key fundraising events. It was thought that this could be something that committee members could do whilst the officers are concentrating on the grant applications. The Deputy Town Clerk advised that this could be done as working groups away from committee meetings. Events such as coffee mornings were thought to be most appropriate at this stage.

Meeting closed at 7.15pm

_____Chairman