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SWAFFHAM TOWN COUNCIL

Minutes of a Recreation Ground Committee Meeting held on Wednesday 27th July 2005 at 6.30p.m. in the Council Chamber, Town Hall, Swaffham.

Present:- Cllr A. Greaves (in the Chair)

Cllr C. Baker, Cllr P. Darby, Cllr S. Lister
Sam Mummery (6.50pm) Sally Palmer, Andy Panes, Dennis Tallon

Deputy Town Clerk: Mrs. M. Meyrick
Town Clerk: Mr. R. Bishop
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1. To receive apologise for absence.

1.1. Cllr B. Emmerson, Cllr J. Stockdale

1.2. In the absence of both the Chairman and Vice Chairman those present were asked by the Deputy Town Clerk to nominate a Chairman for the meeting. Cllr A. Greaves volunteered to chair the meeting.

It was agreed unanimously that Cllr A. Greaves act as Chairman of the meeting this evening.
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2. To receive declarations of interest for items on the agenda.

2.1. None.

2.a. To receive and agree the minutes of a meeting held on 21st June 2005:

2a.1. The minutes of the meeting held on 21st June 2005 were agreed and signed as a true record by the Chairman.

3. To receive a report regarding a meeting with Sport England.

3.1. A written report had been circulated by the Deputy Town Clerk (see Appendix 1). She stated that this was a very encouraging meeting but there is still a long way to go and the Committee may not be ready to put in an application to Sport England in October, this may have to be delayed until January. The Lottery have just launched a new grant fund with around £154 million to be given to sport associated projects but the criteria has not yet been published. Nick Boulter from Sport England will be monitoring this regularly and will inform the Deputy Clerk as soon as the details are released but he thinks this will not be until September. It was reported that some stepometer's were being delivered by Sport England that could be used for an event to promote the project.

3.2. There followed a short discussion where committee members expressed their appreciation of the report by the Deputy Town Clerk.

3.3. It was intimated that perhaps the work that Sally Palmer contributes to this project could be recorded as a contribution in kind from the Community Youth Service.

3.4. It was established that there was support for this project from the Football Club and from the Colts.

3.5. The Deputy Town Clerk concluded by stating that it was important to demonstrate partnership working with local groups or clubs.

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4. To receive further information sought regarding the project from committee members.

4.1. Dennis Tallon reported that his sub-group recommended Wicksteed as the contractor, as they have produced a plan and equipment much closer to the requirements of the brief the committee gave them. There are problems regarding the terms and conditions detailed in the small print, such as payment in full on delivery and absolving themselves of responsibility the minute the equipment is delivered, and not putting up safety fencing etc. It was suggested that these kind of details need to be re-written to suit both parties equally or in favour of the committee. This was not considered important at this stage but it would be best to create a tender document setting out the terms and conditions in advance of engaging a contractor when the time is right.

4.2. Sally Palmer reported of a visit to Thetford to look at Wicksteed's equipment (thought to have been installed in 2003). This was the only equipment that they could find and it did look as if it had not been maintained since the day it was installed. The equipment itself was holding up reasonably well, but the area needed to have a proper maintenance programme. There was a little graffiti in evidence which is normal for sites of this type. The Deputy Town Clerk suggested that Wicksteed Leisure Ltd are contacted to find out other locations where installations have taken place in the area, to gain a wider view of how the equipment performs over time.

4.3. Sheila Lister reported that she attended a meeting in the Town Clerk's office with Carol Baker and the Deputy Town Clerk, to meet with a representative of Danfo. They have supplied two options for toilets at a cost of approximately £150,000. There is a self cleaning option where automatic doors open after 20 minutes of someone entering the toilets. The other option involved three cubicles, a disabled toilet and urinals for the same price, but this would involve building some brickwork. There were more prices required for the brickwork.

4.4. Anne Greaves reported on the fencing areas. Two quotes have been obtained so far, others are on the way. In respect of the garden areas nothing has come back from the colleges so perhaps an alternatives way of funding this may be required. There had also been a discussion about who would take ownership of the garden areas after they were in place i.e. to look after them, care for them when the scheme is finished.

4.5. Sally Palmer reported that she had a meeting with the Deputy Town Clerk and Sam Mummery looking at the plans for the equipment. There were only a couple of items on the Monster scheme that were thought to be appropriate and these ideas could be incorporated in a specification that could be given to Wicksteed or whoever the successful contractor would be. Sport England also made the suggestion that the Multi-Sports area ought to be sited next to the skateboard park and possibly the garden area could then go into the current site of the hard court, which is where the Multi-Sports area currently sits on the plan. It was appreciated that the cost of preparing the base would be greater, but having the garden area adjacent to the houses might be more acceptable to the residents in that area, plus taking on board Sport England's ideas might be a good move. The additional cost could be another £25,000 to £30,000.

4.6. Carol Baker reported of a CCTV installation at Marham that could be linked up to Thetford, they are prepared to do a presentation and give a ball park figure. The Deputy Town Clerk also reported that PC Andy Partridge was also trying to set up a visit to a CCTV installation at Kings Lynn for herself and the Town Clerk.

5. To discuss information required for a 'Business Plan'.

5.1. The Deputy Town Clerk impressed upon the committee of the importance of a business

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plan. This document needs to encompass not only the wish list of equipment and facilities, but how they are to be maintained in the future. The sustainability is an important part of the business plan, if that doesn't stack up then it will be more difficult to obtain the level of grant funding required. It needs to show what links can be established with other groups in the Town. Ideas for organised events such as an annual sports day need to be formalised into a firm commitment. Other groups need to be encouraged such as football, cricket, golf, rugby, scouts, air cadets etc to use the recreation ground as a form of enlisting more members for their activities. To show how any revenue will be used from activities to help with the maintenance of the equipment and for organising events. It was aimed to have the business plan in draft by mid-September.

5.2. A further discussion centred on practical ways of sustaining an income stream i.e. from providing sites for waste recycling by permission of land or property owners, in order to receive land credits. Committee members had been doing research on this and progress on a number of sites was confirmed.

5.3. It was suggested that further consultation should take place with the residents of the travellers site at the Splashes.

5.4. The Deputy Town Clerk reiterated that the business plan was not a job she could do on her own, she needs a lot of the information from the sub-groups and any community groups that they represent and those that are not represented on the committee. All information should be supplied as soon as possible after 16th August when she returns from holiday.

6. To confirm the Town Council's minimum age requirements for committee members.

6.1. This was queried last month by a Councillor. It was reported by the Deputy Town Clerk that at a Town Council meeting it was established that the minimum age for a non Councillor committee member should be 16 with signed parental (or guardian) consent, or age 18 or over at the discretion of the appropriate committee.

7. To discuss the possibility of a display/consultation stand at the Community Centre's official opening event on Sunday 2nd October.

7.1. The Deputy Town Clerk reported that if this event is attended the committee would have to be a bit careful on what information was given out depending on when a grant bid is submitted, the committee do not want to give false hope to the public for a project that is not deliverable.

7.2. There followed a short discussion which centred on the possibility of getting one of the manufacturers to display some equipment. This was also an opportunity to do some further consultation if it was deemed necessary.

It was unanimously agreed to book a space at the Community Centre's official opening event on Sunday 2nd October. To determine the finer detail of what to display, and how to participate at the next meeting.

8. Any other related issues for discussion only

8.1. No further items to discuss.

9. To agree a date for the next meeting.

9.1. 31st August 2005 at 7pm

Meeting closed 7.25pm.

_____ Chairman

Appendix 1