

KESGRAVE TOWN COUNCIL
Community and Recreation Committee Minutes
Minutes of the Meeting of the Community and Recreation Committee held on the
6 November 2017 at Kesgrave Town Council Offices

Councillors Present:

Councillor A Comber (*Chair of this Committee*)
Councillor D Fairbrother
Councillor G Lynch
Councillor R Patten
Councillor P Mills
Councillor S Lawson
Councillor G Hamilton

In Attendance:

- Mrs D Jimpson, (Service Development Manager)
- Mrs J Abbott (Service Development Administrator)
- Mrs J Catling-Green (Service Development Co-ordinator)
- Councillor S Ventriglia

Apologies

- Councillor N Beecroft-Smith
- Councillor S Fairbrother
- Councillor R Bridgeman
- Councillor G Derrick

1. **Welcome and Apologies for absence** - The Chair welcomed those present. Apologies for absence were received and noted as above.
2. **Declaration of interests** – Noted in the declaration of interests folder. Non-Pecuniary – Councillor Comber item 8, Non-Pecuniary – Councillor D Fairbrother item 10.
3. **Minutes of the last meeting** - The Minutes of the Community and Recreation Committee Meeting held on the 18th September 2017 were received, considered and approved. (Copy with Minutes).
4. **Officer's report/update/matters arising** – Mrs Jimpson reported that following agreement at the last meeting Vertas had been approached for a quote to replace the bollards at the Millennium Jubilee Hall, the quote had been received and agreed and the work is expected to be completed imminently. Councillor Patten asked for an update on the mobile food van consultation which was to be placed on the website, Mrs Abbott reported that once the website was fully working this would be added.
5. **Members of the public** – No members of the public wished to speak.
6. **Youth Club** –

- The Tuesday Youth Club leader did not attend. Sandie Thompson who had been commissioned to audit the Tuesday Youth Club reported her findings. She was impressed with the staff and how the Youth Club is run. She and the staff had reservations regarding the age range of young people now attending the club, recently most of the attendees were from year 9 and none were from year 7. It was suggested that the Youth Workers go in to the school to talk the younger age groups, and that some information could be sent out on parentmail. Also 'taster sessions' could be run for year 7's only.
- Reportable incidences: There were none reported.
- The committee received the 2nd quarter budget report and Mrs Jimpson confirmed that the SPARK grant for £3,000 had been received.

7. **Millennium Jubilee Hall (MJH) –**

- Mrs Jimpson reported that annual maintenance had taken place, two regular hirers had left the hall, and that successful football camps had been held during October half-term. The hall will be closed from 24th December and re-open on the 2nd January.
- The committee received the 2nd Quarter budget report. Mrs Jimpson advised that the hall hire income was under 50% because the first half of the year included the 6-week summer holiday period where many hirers do not run sessions.
- Mrs Jimpson advised the committee of the quote to repair the wooden knee-high rail alongside MJH entrance road which had been received for £7,330. Currently the fence is repaired when required due to cars reversing in to it. It was suggested that the fence could be raised at the part near the car parking spaces so as to be in the eye-line of reversing drivers. The committee agreed that this item should be kept under review.
- Mrs Jimpson reported that the quote to repair the drop-down areas with concrete semi-circles had been received and was for £6,900. She advised that we would be obtaining further quotes. It was suggested that other ways of resolving this issue were investigated, however Mrs Abbott reported that this had been discussed with Vertas who reported that the time of year would have an impact on the solution. The committee agreed that further quotes should be obtained.

8. **Kesgrave Market –**

- Mrs Jimpson advised that all finance information and monies have been received but this was after budget papers were prepared. The market is currently running with a small profit of £50, and £430 left of the SPARK grant monies. A meeting has been requested with the market manager to discuss finance arrangements and updated market rules.

9. **Kesgrave High School Engagement with Pupils –** Councillor Patten had emailed the school and had not received a response, it was agreed that the email would be forwarded to the office and would be pursued by Mrs Jimpson. It was suggested that the council should consider taking a work experience placement, Mrs Jimpson agreed to contact the school for further details.

10. **Play Areas, Open Spaces, Inc. Oak Meadow**

- The wooden trim trail at Oak meadow is in the process of being repaired/treated.

- The request for the Town council to adopt Holly Gardens and Dobbs Drift has been agreed at District Council and the SCC legal team have been approached with regard to representing the council with the land transfer. It is expected that this will follow a similar process to the Oak Meadow transfer.
 - The committee were advised that little progress had been made with regard to extending the closing time of Cedarwood Green to 8pm during the winter months, by switching the lights on. It is proving difficult to find the correct contact at SCC due to recent personnel changes, although it had been indicated that the columns could be updated to allow remote operation. The committee discussed the impact on local residents and it was confirmed that once information had been received from SCC letters would be sent to local residents.
 - The committee received the 2nd quarter budget report for recreation and amenities.
11. **Remembrance Service** – Everything is prepared for the service on Friday 10th November.
 12. **Christmas Tree Light Switch on Event/Remembrance Tree** – The Christmas light switch on will take place on 24th November, all participants have been booked for the event. Mrs Abbott has arranged for a Christmas tree to be put outside the Town Council offices for residents to hang their remembrance stars on, this tree will be kindly donated by Kiln Farm Nursery.
 13. **Ice Skating Rink** – Mrs Abbott reported that the poster will be sent out to schools for parentmail this week. Councillors were asked to support this event by offering their time on either the 25th or 26th November.
 14. **The Battles Over a Nation's Tribute** – Mrs Abbot reported that this item would be taken forward in the new year, including seeking planning permission and setting up a working party.
 15. **Fentons Wood** – The Committee discussed the information received and agreed this should be an ongoing item on the agenda.
 16. Suggestions for the **Press and Media** – There were none.
 17. **Matters of sufficient urgency and importance** – Mrs Jimpson reported that CIL monies had been received in respect of the Emerald Close development. The payments of £4,832 would be received in three stages, October 2017, October 2018 and April 2019.
 18. **Agenda items for next meeting** –
 - Councillor Hamilton requested that the Council research whether there is a plot of land available in Kesgrave that could be fenced off and used by dog walkers. The committee agreed that this should be added to the next meeting's agenda.
 19. **Date of Next Meeting** – It was noted that this is scheduled for Monday, 22 January 2018 at 7.15pm in the Council Chamber at the Town Council Offices.

The meeting closed at 8.20pm.

Signed: Chairman.....Date.....