

Kesgrave Town Council

Recreation and Amenities Committee

Minutes of the meeting of the Recreation and Amenities Committee held on Monday 26th October 2015 at 7.15pm in the Council Chamber.

Present: Cllr A Comber (Chairman) Cllr J Ogden
Cllr N Goodchild Cllr G Thomas
Cllr G Lynch

Appointed representatives: Miss S Hall (Project Officer & PTLO)

In attendance: Mrs J Francis (Deputy Clerk to the Town Council)

1. Apologies

Cllr D Fairbrother – personal commitments

2. Declaration of interests

Members made verbal declarations, which they have recorded on the form attached at **Annex 1** to these minutes.

3. Minutes of the last meeting held 23rd February 2015

The minutes of the meeting held 23rd February 2015, having been circulated were taken as read, approved and signed by the Chairman. **4 For: 1 Abs**

4. Members of the public will be invited to speak, by the Chairman

As no members of the public were present the meeting continued.

5. Burials

a. Cemetery Contractor and Maintenance Contracts Members were informed the Lawn Cemetery and KTC Handyman contracts are due for renewal on the 1st April 2016. Tenders will be sought and will be brought to the next R&A Committee for selection.

Members were also informed that a review of the Burial Fees for Kesgrave Lawn Cemetery is also due and will be brought to the next R&A Committee meeting for consideration.

6. Community Events

a. Christmas Light Switch On The Deputy Clerk stated preparations for the Christmas Tree Light Switch On which will take place on 27th November 2015 at RFC, are being progressed. Local Schools and Nurseries have been contacted with an invitation to perform at this event with a small group of students from each School. The Christmas tree will be purchased in the next few weeks.

b. Evening of Reflection The Deputy Clerk stated preparations for the Evening of Reflection which will take place on 18th December 2015 on Legion Green Public Open Space are being progressed.

Previously Councillor Beecroft – Smith has kindly volunteered to design and produce posters advertising both the above events and has agreed to do the same again this year.

c. Senior Citizens Outing The Deputy Clerk stated the coaches required for the Senior Citizens Outing which will take place on 17th August 2016 have been booked.

7. Litter Picker schedule

The KTC Litter Pickers have a schedule of duties which is periodically revised. Members were invited to report any areas which in their opinion required attention to contact the Office in order that they may be included in the litter picking schedule.

It was brought to the attention of the Committee that one of the street lights in Lancaster Way is covered with overhanging branches therefore any illumination from the lamp on to the shared cycle/footway is very poor. The Deputy Clerk will investigate.

8. Play Equipment Improvements and Provision Reports

a. Oak Meadow

i. Provision for additional benches Members were informed that the new fencing surrounding the play equipment on Oak Meadow POS has now been installed and at the same time two benches, located outside this fencing were removed, as they were beyond repair. This has meant the only seating available is inside the enclosure. The Deputy Clerk suggested that investigations are made to locate other sites, outside the enclosure, where benches could be installed. In addition litter bins are also required within the enclosure. At present there is an information board on Oak Meadow POS which requires updating with additional signs required stating 'no dogs allowed within the enclosure' to be erected at all access gates. The Committee agreed the Deputy Clerk will investigate the provision of benches, litter bins, a new noticeboard and signs for Oak Meadow POS.

Members were informed that there are still problems with the wet pour surface beneath the swaying bridge and climbing ramp. Similar problems had been experienced underneath the space net which the contractor had rectified with no further problems. However the second surface, which again was not satisfactory but had been patched by the Contractor has now completely come apart with large section peeling away. A site visit has been arranged to take place this week or early next week with the Contractor and wet pour supplier to discuss the situation.

A debate also took place as to whether the play equipment should be fenced off, in the meantime, following conversations with ROSPA, who had recently carried out an inspection, and the Contractor. It was agreed to wait on the results of the forthcoming site visit to make a final decision on the way forward.

Since the exiting slide at Oak Meadow had been removed by SCDC due to its poor state of repair, residents had enquired whether the Town Council will be considering the installation of a new slide. The Committee agreed they needed to consider other areas which may be able to accommodate new play equipment. It was also agreed with the recent inspection of the wooden trim trail and remedial repairs this play equipment had several more years of use before it required replacing.

ii. Request for bench in memory of Keith Beecroft The family of Keith Beecroft, Ex-Chairman of KTC, would like to purchase a bench in his memory and have asked KTC if they would find a suitable location in Kesgrave for it to be placed. The Deputy Clerk will take this offer into consideration when investigating additional sites, for benches, at Oak Meadow POS.

b. Cedarwood Green The Deputy Clerk reminded Members the kick-wall which had been removed from Oak Meadow POS to be re-instated at Cedarwood Greed POS has still not be carried out. Members agreed this work should not be carried out at the present time.

The Deputy Clerk was asked if the replacement fencing for the MUGA Court at Cedarwood Green had been ordered. She stated she had no knowledge of the current situation and would investigate.

c. Millennium Sports Ground The Committee agreed some kind of play or sports equipment was needed at Millennium Sports Ground, exactly what type and for which age group whether the young, teenagers or adults was not yet known. It was agreed in order to give proper consideration to this matter investigations were required. A request would be submitted for inclusion in the 2016/2017 Budget to the value of £1500 - £2000.

9. Public Open Space Reports

- a. Cedarwood Green**
- b. Cedarwood Walk**
- c. Legion Green**
- d. Long Strops Pond** Nothing to report.
- e. Millennium Sports Ground and Car Park**

The Deputy Clerk suggested that with the impending transfer of Oak Meadow POS and the current ownership of other POS in the Town it may be beneficial and an appropriate time for Council to investigate alternative ground maintenance contracts. This would give the Council more control on the level and quality of work that they would like to see carried out. The schedule of works would include grass cutting, landscaping including hedge maintenance, tree work and care for wildflower areas. It is also understood a Management Plan would have to be drawn up before the schedule of works is raised. The Committee could see the benefits of being responsible for their own maintenance programme and agreed the Deputy Clerk will progress a Management Plan and schedule of works to be discussed at the next R&A Committee meeting.

10. Roads, footways and footpaths

a. Provision for additional street lighting In response to a request from a resident for improved street lighting in MacKenzie Drive, SCC, although responsible for service and maintenance, contacted KTC as owner. It was agreed that out of the 86 street lights owned by KTC the majority will in the future require upgrading. This may have an additional impact on the number of existing lighting columns currently sited at each location. Any street lighting improvements will have cost implications, therefore to address any future requests SCC have been asked to try and establish some order of priority. One possibility may be to measure the effect of current lighting at each location.

11. Rupert Fison Centre

a. Proposal to erect a canopy The Chairman informed the Committee preliminary investigations had started regarding the proposal to find a suitable canopy for Rupert Fison Square. Unfortunately the Structural Engineer who had been employed to carry out these investigations had been unable to progress this work for unexplained reasons.

The Chairman reminded the Committee of the reasons behind providing a canopy at this location and it was agreed the project should still be investigated. It was agreed as SCC Locality budget is still available to finance the initial investigations, an Architect will be sought to carry out the work. Having appointed an Architect, Miss Hall, as Project Officer, agreed to be the point of contact and continue the work originally started with the Structural Engineer. She was also asked to provide an invoice for the work she expected to carry out during the initial investigations.

b. Planters, ongoing maintenance The Committee were informed that the contents of the planters on Rupert Fison Centre had required some re-planting. Miss Hall had replaced 27 plants of various sizes and added 150 litres of compost to the planters at a cost of £144.90.

Miss Hall also reported that one of the lamp columns in the Square required some painting and that the lamp head had been twisted and needs correcting. It was suggested the block paving in the Square would benefit from the application of some weed kill. The Deputy Clerk will deal.

c. Requests for Hot Food Van provision SCDC will be contacted in order to discuss various options available in respect to submitting a planning application for additional trading on Rupert Fison Square.

12. Kesgrave Conservation Group Report

Nothing to report.

13. PTLO Report

Miss Hall, as PTLO, highlighted several bus service issues from her report which is attached at **Annex 2** to the permanent copy of these minutes.

14. P3 Report

In the absence of Mr Rayment the Chairman informed Members he had organised a walk on a Wednesday which had proved successful attracting 10 participants.

15. Suggestions for Kesgrave News Articles (December 2015 edition)

Article regarding the changes at Oak Meadow Public Open Space including the transfer of land. The article to include a request for suggestions on the type of play or sports equipment that residents would like KTC to consider.

16. Budget Suggestions from this Committee

a. Installation of Flag Pole The Chairman stated over the last few years a national move has seen the introduction of flying flags, on public buildings, to celebrate national and international events. He also reminded Members, KTC have already purchased specific flags which All Saints Church and The RBL volunteer to fly for the Council. However, with the purchase of a flag pole the Town Council could celebrate many more special events at their own discretion. It was agreed the Deputy Clerk would investigate locations to bring forward to the next R&A meeting to consider.

b. Others The following suggestions have been brought forward for inclusion in the 2016/2017 Budget:-

Play/ Sports Equipment investigations for Millennium Sports Ground £2,000

Play Equipment Reserve Fund £5,000

RFC Canopy £5,000

Street lighting improvements £5,000

Market - tbc

Public Open Space maintenance contracts – tbc

17. To receive such other communications or matters of sufficient urgency and importance that the Chairman will allow for discussion (to be notified to the Clerk by 12.00 noon on the day of the meeting.)

Miss Hall, as Project Officer, explained the two interpretation boards on Long Strops and in Dobbs Wood respectively were installed in 2010. They have lasted very well and withstood graffiti and weathering.

Five years on, they need some of the text updating and for the anti-graffiti film to be replaced. The approximate cost of doing this is £295 (excluding VAT as the supplier is not VAT registered). Work involved: Remove the existing information boards from the two lecterns. Strip the existing dibond panels of the text panels. Amend the text. Reprint the text and artwork on vinyl. Apply new text and graphics to the existing dibond boards. Apply new anti-graffiti film. Re-install. The Committee **agreed** Miss Hall should progress this work.

18. Date of Next Meetings:

Full Council Meeting will be held 9th November 2015
Recreation and Amenities –Monday, 22nd February 2016 at 7.15pm.

The Chairman closed the meeting at 9.37pm.

Chairman