

Kesgrave Town Council

Recreation and Amenities Committee

Minutes of the meeting of the Recreation and Amenities Committee held on Monday 22nd February 2016 at 7.30pm in the Council Chamber. Late start due to previous meeting.

Present:

Cllr A Comber (Chairman)	Cllr G Lynch
Cllr D Fairbrother	Cllr J Ogden
Cllr S Lawson	Cllr G Thomas

Appointed representatives: None present

In attendance:

Mrs J Francis (Deputy Clerk to the Town Council)
Mrs S Clements (Clerk to the Town Council)
Cllr S Fairbrother

1. Apologies

Cllr N Goodchild – illness
Miss S Hall (Project Officer & PTLO) – illness
Mr M Rayment (P3 Representative) – alternative meeting

2. Declaration of interests

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

3. Minutes of the last meeting held 26th October 2015

The minutes of the meeting held 26th October 2015, having been circulated were taken as read, approved and signed by the Chairman.

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 closing date for Lawn Cemetery and KTC Handyperson tenders is 12noon on the 4th March 2016. All tenders received will be brought to Full Council at their March meeting for selection.

b. Review Burial Fees The Deputy Clerk reminded the Committee they had agreed to review the burial fees, last agreed in October 2010, every 5 years and any increase would be calculated from the cumulative yearly inflation rate. The Deputy Clerk presented a recommended schedule of increased fees based on the criteria above. The Committee **agreed** the fees as attached at **Annex 2** to the permanent copy of these minutes be adopted and brought into effect on 1st April 2016.

6. Community Events

a. Christmas Light Switch On The Deputy Clerk stated the Christmas Tree Light Switch On which had taken place on 27th November 2015, had been a success. A thank you had been sent to Spark for the grant towards the new Christmas tree lights and Councillor Ogden for standing in, at short notice, as Father Christmas. The Committee were also informed that Mrs Abbott, Administrative Assistant for the Town Council, would like permission to investigate the possibility of providing additional entertainment which may include an artificial ice skating rink at the 2016 event. The Committee **approved** Mrs Abbott's request.

Councillor Comber suggested and it was **agreed** that KTC, because of the growing occasions of usefulness, should purchase their own battery powered audio system which at present is borrowed from other members of the community. It was also suggested that a grant request is made to Spark for this equipment.

Councillor Comber also highlighted the fact that the new lights were not as robust as the previous set, 4 strings had already been returned due to exposed wiring, and so may not last as long as the previous lights.

b. Evening of Reflection The Evening of Reflection which had taken place on 18th December 2015 on Legion Green Public Open Space had, by the number of attendees, proved to be a worthwhile event. The Committee **agreed** this event should continue in 2016.

c. Senior Citizens Outing The Deputy Clerk informed the Committee that Mrs Abbott will be unable to provide support leading up to the Senior Citizens Outing and that she was willing, although at the time will no longer be employed by KTC, to assist the Office to collate and deliver letters and organise the event. The help was offered in the knowledge that no other current member of Staff has had prior experience of this event. Councillor Lynch was concerned about providing the proper level of cover on the day and Councillor Comber explained how the event is organised.

7. Play Equipment Improvements and Provision Reports

a. Oak Meadow Members were issued with a short report on the current situation regarding several matters at Oak Meadow Public Open Space (POS) which is attached at **Annex 3** to the permanent copy of these minutes. The Deputy Clerk also informed the Committee on the following:-

i. The transfer of Oak Meadow POS between SCDC and KTC was dated 22nd December 2015. A letter received from Land Registry has stated KTC Solicitors have applied for registration and in order to progress the application, Land Registry have requested an Ordnance Survey surveyor visit the site to obtain information to update their records.

ii. The wet pour surface has been reinstated and information has been received regarding a repair kit which can be purchased for £130 plus VAT to repair minor defects. The only disadvantage of this product is it has a shelf life of one month because once decanted, at source, the resin will go off. The DIY repair kit can be applied by the Town Council Caretakers when necessary. Councillor Lynch was concerned regarding the storage of this product therefore the Deputy Clerk will make an enquiry with the supplier.

iii. A request has been made to District Councillor Sue Mower asking for Enabling Budget to assist with the purchase of a replacement information sign, picnic table and litter bins for the new enclosed area at Oak Meadow POS. Councillor Mower supported the KTC request, had provided an application form which will be submitted for approval.

iv. In regard to the maintenance of the ground and equipment at Oak Meadow POS a management plan will have to be drawn up to address other issues. This is to be discussed at Item 8 on the agenda.

v. It had been suggested that a noticeboard could be installed at Oak Meadow. However, Members agreed a more preferable location would be the Millennium Sports Ground. Mrs Jimpson, Business and Facilities Manager, will be consulted on this suggestion.

8. Public Open Space Report

- a. Future maintenance for Town Council Public Open Spaces at:-
 - i. Cedarwood Green
 - ii. Cedarwood Walk
 - iii. Legion Green
 - iv. Long Straps Pond
 - v. Millennium Sports Ground and Car Park
 - vi. Oak Meadow (to be transferred from SCDC)
 - vii. Rupert Fison Centre and Car park

Further to the suggestion that it may be beneficial and an appropriate time for Council to investigate alternative ground maintenance contracts, Miss Hall, as Project Officer with expertise in Landscaping issues, and the Deputy Clerk had drawn up a list of KTC owned sites highlighting management and maintenance requirements. This list was issued to Members and is attached at **Annex 4** to the permanent copy of these minutes. The Committee **agreed**, although unable to commence any work until June/July, Miss Hall as Project Officer would be employed to complete a Management Plan and Schedule of Works in order for tenders to be sought.

9. Roads, footways and footpaths

a. **Provision for additional street lighting** Further to the request from a resident for improved street lighting in MacKenzie Drive, SCC, has stated an additional lighting column is feasible at this location. A quote is being prepared and will be sent to KTC, as the authority responsible for these lights. At this point KTC will have the option to upgrade all the street lighting in MacKenzie Road in order for SCC to adopt the remaining street lights, as previously done in similar circumstances.

Councillor Comber stated the works at the A1214 and Bell Lane junction are now complete. However, the Deputy Clerk informed Members that she had noticed, after wet weather, water was still lying in the road at both drop kerbs on either side of the Bell Lane junction. She was concerned due to the positioning of the drain covers not all the water was able to drain away leaving pedestrians having to step into a puddle.

Councillor Comber asked about the current situation regarding the footpath off the A1214 to the new cemetery. Councillor Lawson was able to say the land owner had placed hogging on the footpath which now allowed easier access for pedestrians and wheelchair users. No further action would be required.

Councillor Comber asked about the current situation regarding the proposed crossing on the A1214 near the junction of Cambridge Road which the Deputy Clerk stated was still being progressed by SCC Highways.

10. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960.

No Resolution was taken as no member of the public was present, therefore the following item was discussed.

11. Rupert Fison Centre

a. **Proposal to erect a canopy** The Chairman reminded 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. In response to a request from the Committee Miss Hall, as Project R&A mins

Officer, provided an estimate for the work she had expected to carry out during the initial investigations stating architect fees would be an additional cost. The SCC Locality Budget which has already been provided would currently finance the initial investigations on the figures provided to date. Unfortunately, Miss Hall informed the Committee that since putting together a tender she would be unable to carry out any work on this project due to other work commitments.

The Committee discussed at length the necessity of providing a canopy and how to proceed in order to consider the feasibility of the project. It was **agreed** a Project Manager is still required to carry out the preliminary investigations which had always been Council's intention. It was suggested and **agreed** that Mr Rayworth, having successfully carried out previous Project Management work for KTC with the expertise required, be asked if he would consider submitting a tender for this work.

b. Proposed planning application for future use SCDC had been contacted in order to discuss various options available in respect to KTC submitting a planning application for additional trading on Rupert Fison Square. It had been stated a full planning application will be required indicating the proposed maximum number of vehicles trading in the square and the maximum number of days they would be present during the week. The Committee **agreed** the planning application should indicate 5 vehicles on 3 days per week.

12. Kesgrave Conservation Group Report

Nothing to report.

13. PTLO Report

Nothing to report.

14. P3 Report

In the absence of Mr Rayment the Deputy Clerk informed Members he has organised a walk to be held on Wednesday 2nd March 2016 at 10.30am meeting at the footpath near Bracken Hall and Kesgrave Quarry.

15. Long Strops Interpretation Boards

The two interpretation boards on Long Strops at Fenton's Wood and in Dobbs Wood have been re-instated with new information sheets.

16. Provision of a Flag Pole

With the national introduction of flying flags, on public buildings, to celebrate national and international events the Deputy Clerk had investigated the purchase of a flag pole. Two options were presented, one a 6m single piece glassfibre flag pole and the other a 6m sectional aluminium flagpole. Both options had an internal Halyard mechanism and lockable door to protect against vandalism. KTC has several flags approximately 2m x 1m which could be safely hoisted on the flagpoles highlighted. The advice from suppliers is that a flag should be removed from the pole if winds of 30mph or more are expected. The Deputy Clerk suggested an appropriate location, which would give some protection against high winds, would be on the northside of the Office between it and Legion Green POS. Another suggested location was on the outer edge of the Council car park. The Committee **agreed** two companies will be contacted to request a survey, on the preferred option of the single piece glassfibre pole, as to which site would be preferable and to include installation costs within the quote.

17. Replacement seating at Penzance Road shops

Members were informed Kesgrave Town Council own two seats sited at Penzance Road shops which are in a poor state of repair. The seating is comprised of two free standing concrete blocks inlaid with wooden slats for seating. Enquiries had been made in to the possibility of replacing the wooden slats with recycled plastic although the quality and stability of the concrete block was unknown. Therefore investigations were made into the purchase of one recycled bench with arms to replace the present seating. The Committee **agreed** both current seats to be removed for disposal and to be replaced with one heavy duty recycled bench with arms at a cost of £375 plus VAT.

18. Tesco Land suggestions for possible use In response to a request, through an article in Kesgrave News, for suggestions for possible use on Tesco Land one Councillor and 5 residents had replied with comments which were issued to Members. Councillor Comber presented an overview of this project which Members discussed at length. The majority of the Committee agreed they were still undecided on how to proceed and would go back to Full Council for further discussion. It was also agreed the Deputy Clerk will respond to residents thanking them for their suggestions which will be considered in the future however, at the present time no decision has been made.

19. Suggestions for Kesgrave News Articles (April 2016 edition)

None were received.

20. To receive such other communications or matters of sufficient urgency and importance that the Chairman will allow for discussion

None.

21. Date of Next Meetings:

Full Council Meeting will be held 14th March 2016
Recreation and Amenities –Monday, 27th June 2016 at 7.15pm – **to be confirmed**

The Chairman closed the meeting at 9.42pm.

Chairman