

**KESGRAVE TOWN COUNCIL**  
**Community and Recreation Committee Minutes**  
**Minutes of the Meeting of the Community and Recreation Committee held on the**  
**22 January 2018 at Kesgrave Town Council Offices**

**Councillors Present:**

Councillor A Comber (*Chair of this Committee*)  
Councillor D Fairbrother  
Councillor S Fairbrother  
Councillor G Lynch  
Councillor S Ventriglia  
Councillor G Hamilton  
Councillor R Bridgeman (*Left the meeting at 8.20pm*)  
Councillor N Beecroft-Smith

**In Attendance:**

- Mrs D Jimpson, (Service Development Manager)
- Mrs J Abbott (Service Development Administrator)
- Mrs J Catling-Green (Service Development Co-ordinator)
- Councillor C Marsh
- Councillor K Archer
- C Rayworth (SPARK Chairman)

**Apologies**

- Councillor R Patten
- Councillor P Mills
- 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 interest's folder. Non-Pecuniary – Councillor Comber item 8. Non-Pecuniary – Councillors S and D Fairbrother item 9.
3. **Minutes of the last meeting** - The Minutes of the Community and Recreation Committee Meeting held on the 6<sup>th</sup> November 2017 were received, considered and approved. (Copy with Minutes).
4. **Officer's report/update/matters arising** –
5. **Members of the public** –
6. **Youth Club** –
  - The Tuesday Youth Club leader provided an update on the Autumn term activities.
  - Reportable incidences: There were none reported.
  - The committee noted that the Thursday evening Youth Club is due to restart on the 1<sup>st</sup> February 2018.

7. **Millennium Jubilee Hall (MJH) –**
- Mrs Jimpson reported
  - Cleaning quotes - The committee received the 3 quotes. Councillor Lynch reported that KWMCC are using a local company and suggested that they were contacted for a quote. After the vote it was agreed that KWMCC would be contacted to obtain cleaner details.
  - Drop down area – The committee received the 3 quotes to repair the drop-down areas, after the vote it was agreed to go ahead with quote 3 for £645.
  - Anglian Water – Mrs Abbott informed the committee Anglian Water carried out a water supply (water fittings) inspection at the hall on 13 Dec 2017. All was in order apart from they required a non-returnable valve to be fitted to the outside tap at the rear of the building. This has since been done by the Caretaker, with photographic evidence being sent to Anglian Water as requested.
8. **Kesgrave Market –**
- Mrs Jimpson advised that the budget sheet provided was completed using figures provided by the market manager, although the cash for markets November, December and January was yet to be received in the office. Mrs Jimpson advised that as RFO it is her responsibility to make sure all monies received by the council are banked as soon as possible, but this has not been possible due to the delay in market monies being brought to the office. A meeting with the market manager had been requested on several occasions, but as yet a date had not been agreed. Councillor Comber advised he would contact the market manager.
9. **Play Areas, Open Spaces -**
- Mrs Abbott advised all annual inspections of Oak Meadow, Grange Meadow Basketball Court and Cedarwood Green for 2017 have been completed and there are no concerns.
  - Play and Open Space WP notes – The Chairman informed the committee of the groups progress following their meeting, Monday 15 Jan 2018. (copy of notes attached).
  - Cedarwood Green - The committee were advised that there was no further update on opening times as Mrs Abbott still has to establish a contact at SCC to discuss how the lights could be managed moving forward.
  - The committee received the 2<sup>nd</sup> quarter budget report for recreation and amenities.
10. **Kesgrave Fun Day –** Mrs Catling-Green advised that plans were progressing with the Fun Day which is to be held on Saturday 9<sup>th</sup> June 2018.
11. **Senior Citizens Outing –** The committee were asked to note that the date for this year's event will be 21<sup>st</sup> August 2018. The coach booking has been changed to reflect this date. The change of date will also be noted in the March edition of In Touch and Town noticeboards.
12. **Cemetery –**
- Waste Collection - Mrs Jimpson reported that the council no longer have need for the general waste bin in the RBL car park, due to the fact that office waste is now taken to the bins at MJH. A bin would be required for cemetery waste only, it had come to light that the bin was being used in the main by a local business for their general waste. Since bins have been situated at MJH office waste has been taken to these and therefore the bin at RBL is only required for Cemetery waste. After the vote it was agreed that the Local business would be

contacted with regard to paying for 50% cost of the bin, whilst also finding out the cost of a bin for cemetery waste only.

- Anglian Water – Mrs Abbott informed the committee Anglian Water carried out a water supply (water fittings) inspection at the Cemetery on 13 Dec 2017. It was suggested a Tower Standpipe be fitted due to the post the tap is currently attached to is rotten. Minimum requirement is a non-returnable valve to be fitted.
- 13. **Kesgrave High School Engagement with pupils and work experience** – Mrs Jimpson reported that the High School were very keen for the Town Council to offer a work experience place. The committee agreed that the council could offer a one-week placement.
- 14. **The Battles Over a Nation's Tribute** – Mrs Abbott reported that the group met for the first time this evening. It was a very productive meeting with some great ideas and suggestions for the event. The group will next meet on 19 Feb 2018 at 6.15pm.
- 15. **Land for Dog Walking** – The Committee discussed the information received.
- 16. **Fast food vans** – The committee confirmed that a council policy should be created for fast food vans in Kesgrave.
- 17. **Community Transport** – Any promotion work for this service will be done by the office if required. It was reported that the campaign resulted in 3 volunteers.
- 18. Suggestions for the **Press and Media** – There were none.
- 19. **Matters of sufficient urgency and importance** –
- 20. **Agenda items for next meeting** – No requests.
- 21. **Date of Next Meeting** – It was noted that this is scheduled for Monday, 20 March 2018 at 7.15pm in the Council Chamber at the Town Council Offices.

**The meeting closed at 8.45pm.**

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