

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

**Councillors Present:**

Councillor A Comber (*Chair of this Committee*)  
Councillor D Fairbrother  
Councillor G Lynch  
Councillor R Bridgeman  
Councillor N Beecroft-Smith

**In Attendance:**

- Mrs J Abbott (Service Development Administrator)
- Mrs J Catling-Green (Service Development Co-ordinator)
- Andrew Galloway (Tuesday Youth Leader)

**Apologies**

- Councillor S Ventriglia
- Councillor G Hamilton
- Councillor S Fairbrother
- Councillor S Lawson
- Councillor P Mills
- Councillor R Patten

- **Welcome and Apologies for absence** - The Chair welcomed those present. Apologies for absence were received and noted as above.
- **Declaration of interests** – Noted in the declaration of interest's folder.
- **Minutes of the last meeting** - The Minutes of the Community and Recreation Committee Meeting held on the 22 January 2018 were received, considered and approved. (Copy with Minutes).
- **Officer's report/update/matters arising** – Mrs Abbott advised the drop-down area at the Millennium Jubilee Hall (MJH) is due to be done Wednesday 14 March, there was a delay due to the recent bad weather. Mrs Abbott informed the meeting that she had been contacted by the Manager of the Roundabout Nursery. The Manager has advised he is in agreement to pay 50% for the general waste bin, which is located in the RBL car park. Mrs Abbott has requested this in writing. Mrs Abbott confirmed Kesgrave High School have been advised we have a one-week work placement available for one pupil at the Town Council Office, should this be required.
- **Members of the public** – none present.
- **Youth Club** –
  - The Tuesday Youth Club leader advised numbers have been low due to the cold weather and believes this will improve with spring approaching.
  - Reportable incidences: There were none reported.

*(Andrew Galloway then left the meeting-7.35pm)*

- The committee noted that an email was received from the Thursday Youth Club leader advising they had around 18 young persons attend last Thursday (8 March). It was an informal session to explore the needs of the group.
- **Millennium Jubilee Hall (MJH) –**
  - Mrs Abbott reported 2 new hirers. Tree Frog Yoga, 2 one-hour sessions per week started on 25 February. Sunday Yoga, 2-hour sessions starting 8 April in the morning.
  - Cleaning quotes - The committee received the 3 quotes. After the vote it was agreed to proceed with quote 1 for a 6-month period and then to be reviewed.
  - Replacement entrance code lock– The committee received the quote. After the vote it was agreed to proceed as long as the new system could be operated remotely.
- **Kesgrave Market –**
  - Mrs Abbott reported the market is due to be discussed at the next Finance & Governance meeting (Monday 26 March).
  - Chairman of Community & Recreation, Cllr A Comber advised they were considering if the market should run as normal in May due to the Royal Wedding being on the same day. The committee felt as the market is only for the morning this shouldn't impact too greatly and the market should go ahead as normal.
- **KTC Street Lighting** - Mrs Abbott advised she has been in-contact with the Programme, Delivery and Systems Manager for Suffolk Highways regarding the street lights in Kesgrave, which are owned by the Town Council. Mrs Abbott confirmed she has requested information and costings on upgrading street lighting including the lights at Cedarwood Green Games Court. This will take some time to receive but is hoped we will have the requested information ahead of the 2019/20 budget.
- **Play Areas, Open Spaces –**
  - Mrs Catling-Green confirmed that a draft licence is being drawn up and is being discussed by both legal parties for KTC and KWMCC
  - Mrs Abbott confirmed the update on lighting at Cedarwood Green is as noted in item 9.
  - Mrs Catling-Green has met with a contractor at Oak Meadow to request a quote for carpeting on all gates to the play area.
- **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, and this year we're looking to have a 'Kesgrave Bake-Off' event!
- **Mobile Skate Park –** Mrs Catling Green advised we had hoped to be able to arrange a day for the Easter holidays, however Cedarwood School is unavailable due to work being carried out on the school's outside play areas. Our volunteer is also not available for Easter. However, the volunteer is keen to hold a session(s) in the summer holidays. Mrs Catling-Green will contact Area 25 (a local indoor skatepark) to see if a volunteer would be available to help out with a day for scooters.

- **Senior Citizens Outing** – Mrs Abbott advised the new date had been advertised in the March edition of In-Touch, on our website and in Town noticeboards.
- **Ice Skating Event 2018** – Mrs Abbott confirmed funding had been requested from local charities, companies, authorities etc. and are currently awaiting formal responses.
- **Fast Food Vans** – The committee considered and after the vote agreed for the 'Fast Food Vendor Policy' to be recommended for agreement at the next Full Town Council Meeting, Monday 19 March 2018.
- **The KTC Litter Pick Spring 2018** – Mrs Abbott suggested we have another organised Council litter pick this spring with certificates given to all children that partake. The Committee agreed for the office to agree a date, time and for this to be advertised via In Touch, posters Town Council website etc.
- **Battles Over a Nation's Tribute** – Mrs Abbott reported that the group met for the second time on Monday 19 February and this was again a productive meeting. The group will next meet on 26 March 2018 at 6.15pm. Councillor Lynch advised as a Trustee of KWMCC that they were keen to work with the Council to support this upcoming event. Mrs Catling-Green is due to meet with an Officer at KWMCC this week and will discuss.

Suggestions for the **Press and Media** – The Chairman of Community & Recreation, Cllr A Comber advised the recently advertised telephone number for BSEV in the In-Touch magazine and the Town Council website is incorrect. This needs to be re advertised correctly. Items for next press deadline: Litter Pick, Fun Day, Senior Citizens Outing.

- **Matters of sufficient urgency and importance** – none.
- **Agenda items for next meeting** – No requests.
- **Date of Next Meeting** – It was noted that this is provisionally scheduled for Monday, 4 June 2018 at 7.15pm in the Council Chamber at the Town Council Offices.

**The meeting closed at 8pm.**

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