

KESGRAVE TOWN COUNCIL

Community and Recreation Committee Meeting Minutes 11 February 2019

Councillors Present:

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

In Attendance:

- Mrs J Catling-Green (Service Development Co-ordinator)
 - Mrs J Abbott (Service Development Administrator)
1. **Welcome and Apologies for Absence** – There were two apologies of absence received, Cllr S Ventriglia, Cllr S Fairbrother.
 2. **Declaration of Interests** – Two declarations of interest noted, non-pecuniary, Cllr A Comber item 8 and Cllr D Fairbrother Item 12.1 (Signed list in the minute folder).
 3. **Minutes of the Last Meeting** - held on Monday 10 December 2018 – These Minutes were received, considered and approved by the Committee, following the vote. (Signed copy in the minute folder).
 4. **Officer Report/Update/Matters Arising** – None.
 5. **Members of the Public** – There were no members of the public present.
 6. **Youth Club** – Tuesday Youth Club, the Chairman informed the group that out of the 3 organisations that had been contacted regarding the running of the club, a group called 4YP were very interested in this opportunity. A copy of their proposal was distributed to the Committee. Following a discussion, it was agreed for this matter to be consider at the Full Town Council meeting on Monday 18th February 2019.
 7. **Millennium Jubilee Hall (MJH)** – Cllr D Fairbrother raised that Mr C Rayworth, the Council's Caretaker had told him that the Gas Certificates for the hall were not up to date. J Abbott brought the Risk Assessment file into the meeting which includes all service records, the current Log Book for Refrigeration & Air Conditioning Equipment at the hall was passed to Cllr Fairbrother for review. It was agreed that any concerns should be raised via the general office in the first instance to ascertain what records are held. Cllr Fairbrother notified the committee that the official opening of the Matthew Percy room at the Millennium Jubilee Hall would take place after the Annual Town Meeting on Monday 20 May 2019.
 8. **Kesgrave Market** – M Clark was continuing to promote the market and is also looking into new advertising signs.
 9. **Protected Spaces Protection Orders (PSPO's)** – Cllr A Comber confirmed that additional requirements could be added to the orders if required.

10. **Community and Recreation Plan/Aspirations** – No further update.

11. **KTC Street Lighting** – Report now received regarding works required to lights. The office will prepare a schedule of works; however, it should be noted that this was a large piece of work and may take some time to progress.

12. **Play Areas, Open Spaces** –

- **Cedarwood Green lighting** – no further update.
- **KWMCC Play Area** – Agreements signed by both parties, awaiting dated documents from Suffolk County Council legal department.
- **Sundial repair work and bench repair on Pilbroughs Walk** – Quotes received from two local contractors who have both carried out work before for KTC. It was agreed to go with the cheaper quote totalling £535.00. It was also agreed that as Suffolk Coastal District Council (SCDC) have advised they do not own the Sundial the Town Council will take ownership and add this to the Town Council's asset register.
- **Missing/vandalised signs** – J Catling-Green has clarified SCDC own these signs and have agreed to collect the Wilding Lane sign and re-install. The office will make enquiries if Norse will carry out any repairs to the other signs as they are now showing signs of deterioration.
- **Litter Bins/Notice Boards** – Cllr G Lynch had been approached by a member of the public requesting another litter bin close to the High School. Cllr Lynch will find out the required location. District Cllr Debbie McCallum had informed the office that she had some enabling budget available and would be happy for it to go towards another bin for Kesgrave. It was felt that the 2 notice boards which had been vandalised and removed from the MSG Car Park and Pilbroughs Walk will not be replaced. However, felt that noticeboards are still needed within the Town. Possible locations were discussed, Penzance Road Shops and the corner of Dobbs Lane with Main Road. The office will make enquires into costs of new noticeboards.

13. **Kesgrave Fun Day 2019** – No update.

14. **Mobile Skate Park** – Lewis Anderson is due to collect the skatepark on the 23/24 February 2019. It was agreed that Lewis will come back when requested to put on activities in Kesgrave one or two times a year.

15. **Senior Citizens Outing 2019** – The 2019 outing would take place on Monday 19 August, posters have been put up and an article for the March edition of In-Touch to advertise and confirm the date.

16. **Christmas Light Switch On event** – The Christmas Tree has been sourced from Kiln Farm Kesgrave for this year.

17. **Ice Skating 2019 event** – A saving of just over £400 will be made this year as the event will be staffed by KTC and with help from the Kesgrave Scouts.

18. **Kesgrave Fireworks** – Date confirmed for Sunday 3rd November and the Fireworks company have been booked.

19. **Evening of Reflection** – No update.

20. **KTC Community and Receptions Awards** – No update.

21. **Cemetery** –The cemetery contract was discussed, this was now due for renewal but due to office staff shortages a tender process has not been arranged. Cllr Lynch thought that when the contract was previous agreed there was an extension of 1 to 2 years which could be used if required. J Abbott agreed to investigate, however a vote was taken and agreed to confirm Green Keeper as the Cemetery Contractor for this year (2019).
22. **Public Phone Boxes in Kesgrave** – One box remains on the Main Road, removal deadline is the end of March 2019.
23. **Suggestions for Press and Media** – None.
24. **Matters of sufficient urgency and importance** – None.
25. **Agenda items for the next meeting** – Saturday Market sign posts.
26. **Date of next meeting** – Monday 25 March 2019 at 7.15pm in the Council Chamber at the Town Council office.

(meeting closed at 8.00pm)

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