

The minutes of  
**The Recreation Committee**

Meeting held on 27<sup>th</sup> May 2008

At a meeting of the Recreation Committee held in the Council Chamber, the Town Hall, on the 27th May 2008 at 7.30 pm the following persons were present:

Cllr. Mrs. E. Coles (Chairman)  
Cllr. G. Alcock  
Cllr. M. Dixon  
Cllr. Mrs. J.M. Graves  
Cllr. P.M.Jarratt  
Cllr. Ms. K. Withers

Officer: The Town Clerk

Visitors: Mr. G. Beacham

1 Apologies for absence

Apologies for absence had been received from Cllr. Mrs. G.M. Burrows, Cllr. Mrs. S.J. Wilkes and Cllr. Mrs. H.J. Williams.

2 Minutes of the last meeting held on 3<sup>rd</sup> April 2008

The minutes of the last meeting held on the 3<sup>rd</sup> April 2008 were approved by members present.

3 Matters arising

Walterbush Road and Cornish Road playing fields have been tidied up.

George Wimpey allocated £4,500 to purchase play equipment on the new housing development in London Road. The Town Clerk had been in communication with staff at George Wimpey and they indicated that there was no obligation to provide such facility but as we had proof of £4,500 in writing they would still provide this sum.

Jonathon Westerman from WODC was to be contacted to check the original planning consent details for providing a play area on the site.

Playground Inspector – Mr. R. Watson had handed in his notice and other options were being sought.

4 Sports Award Evening

It was decided to move item 8 up the agenda.

Mr. G. Beacham had drafted out ideas for a Sports Award Evening and circulated these to members present. The Committee decided to proceed with this idea commencing this year and to start with two awards as follows: **Young Sports Person**

**Sports Person**

The following year extra awards could be added.

The Sports Award Evening was to be publicised at the end of June inviting nominations for this award and to provide reasons for the nomination put forward. A letter to all sporting organisations in Chipping Norton was to be sent out notifying them of the event. A sub-committee would be formed and the nominations received would be judged.

The award evening was planned to be held in November 2008.

5 Update on Hailcorns

The lease agreement for Hailcorns was now complete.

Cllr. Mrs. E. Coles suggested holding an official opening of the Cornish Road playing field. Members of the Hailcorns Tenants Association were to be invited to a reception at the Town Hall after the official opening to thank them for all their hard work and commitment in fund raising over the last five years.

6 Update on MUGA and Teen Shelter

Contracts were being submitted to WODC to supply and install the MUGA and Teen Shelter, the closing date to receive contracts was 20<sup>th</sup> June 2008.

7 Update on repairs

Cllr. Mrs. E. Coles stated that Trevor Stewart was carrying out a very good job on installing safety surfaces in the toddlers enclosed area at New Street recreation ground. He was submitting quotes for further maintenance/repairs on the other three recreation grounds in the town.

The multi-use play area in the enclosed area at New Street needed to be rubbed down and stained with Cuprinol wood preserver.

Graffiti was to be removed off one of the slides at New Street playing field.

A bolt was to be fixed onto the lower side gate of the enclosed area at New Street.

Signs were to be put at the entrance of playing fields providing contact details if any problems occurred on the site.

Walterbush Road playing field requires a sign stating, "No Kite Flying" as there were overhead power cables.

8 Playground Inspections

Discussed earlier in the meeting.

9 Any Other Business

Summary of Expenditure - Cllr. G. Alcock requested a summary of expenditure to date on repairs already carried out on playground equipment for the next Recreation meeting.

Chippy In Bloom – Cllr. M. Dixon had been contacted by a business in the town asking if they could arrange a Chippy in Bloom competition for businesses in the town centre.

The Committee were in favour of the suggestion and asked Cllr. M. Dixon to notify the business concerned.

Beer Festival – A date had been fixed for the Beer Festival to be held in the Town Hall on 18.10.2008.

10 Date of Next Meeting

An inspection of all four playing fields was arranged for Thursday 5<sup>th</sup> June 2008 at 7.00 pm commencing at New Street.

The date of the next meeting was arranged for 24<sup>th</sup> June 2008 at 7.00 pm.

The minutes of  
**The Recreation Committee**  
Meeting held on 24<sup>th</sup> June 2008

At a meeting of the Recreation Committee held in the Council Chamber, the Town Hall, on the 24th June 2008 at 7.00 pm the following persons were present:

Cllr. Mrs. E. Coles (Chairman)  
Cllr. G. Alcock  
Cllr. M. Dixon  
Cllr. P.M.Jarratt  
Cllr. Ms. K. Withers

Officer: The Town Clerk

- 1 Apologies for absence  
Apologies for absence had been received from Cllr. Mrs. J.M. Graves and Cllr. Mrs. S.J. Wilkes.
- 2 Public Participation  
There were no requests for public participation.  
The Play Rangers, WODC were to be invited to the next Recreation meeting.
- 3 Minutes of the last meeting held on 27<sup>th</sup> May 2008  
The minutes of the last meeting held on the 27<sup>th</sup> May 2008 were approved by members present.
- 4 Matters arising  
George Wimpey  
A Residents Association was to be encouraged at the Wimpey development site in London Road to fund raise for new recreation facilities. The £4500 promised by George Wimpey could then be contributed towards these costs.
- 5 Update on MUGA and Teen Shelter  
A meeting had been fixed with Tara Neilson, WODC to discuss the contracts which had been received for the MUGA and Teen Shelter on 7<sup>th</sup> July 2008 in the Council Chamber, the Town Hall, Chipping Norton.
- 6 Update on Hailcorns  
An official opening of the Cornish Road play area was arranged for the following Friday at 5 pm at the playing field in Cornish Road.
- 7 Update on repairs  
A meeting had taken place with Bob Lightfoot, WODC, Cllr. Mrs. E. Coles, Cllr. P. Lake and the Town Clerk to discuss obtaining quotations for the following: -
  - a) weekly inspections of all four recreation grounds
  - b) a maintenance programme on recreation equipment
  - c) cost of Town Hall Keepers holiday/sickness cover
  - d) cost to repair big slide at New Street recreation ground
  - e) cost to repair the games wall at Cotswold CrescentCllr. Mrs. E. Coles was progressing with prices for essential repairs on the three recreation sites in Chipping Norton which were in need of repair.

Cllr. G. Alcock expressed that figures for the repairs were required so as the recreation committee members were aware of the balance remaining to provide possibly a new piece of equipment at the New Street recreation ground.

The Town Clerk provided the figures which the recreation committee had from the beginning of the financial year and how much had already been spent on repairs.

#### 8 Any Other Business

##### Lappsett – Peter and Alice wooden play structure

After the incident of the burnt Lappsett – Peter and Alice wooden play structure a few members of the public had offered to help clear the area. The Town Clerk was asked to arrange for a skip to be provided at New Street recreation ground for the coming week end so as the area could be cleared. Cllr. M. Jarratt offered to cut the wooden posts out of the ground after the area had been cleared.

The Town Clerk was to put in an insurance claim for the piece of equipment, safety flooring etc.

Thank you letters were to be sent to members of the community who helped with the clear up of the damaged area.

##### Grass Cutting, New Street

Cllr. M. Dixon reported that he had received a complaint about the length of the grass at New Street recreation ground and asked how often it was being cut.

The Town Clerk responded that the grass was being cut every two weeks at that particular time.

Committee members decided WODC was to be asked to cut the grass at New Street recreation ground every week for the next three weeks.

#### 9 Date of Next Meeting

The date of the next meeting was arranged for 17<sup>th</sup> July 2008 at 7.00 pm.

The Minutes of  
**The Recreation Committee**  
Meeting held on 14<sup>th</sup> August 2008

At a meeting of the Recreation Committee held on the 14<sup>th</sup> August 2008 in the Council Chamber, the Town Hall at 7.30 pm, the following persons were present:

Cllr Mr. P. M. Jarratt (Town Mayor)  
Cllr Mrs E Coles (Chairman)  
Cllr Mr G Alcock  
Cllr Mr M. Dixon  
Cllr Mrs J. M. Graves  
Cllr Mrs S J Wilkes  
Cllr Ms K Withers

Officer: The Town Clerk

Visitor: Mr. T. Palmer, Town Hall Keeper/Playground Inspector

1. Election of Chairman

Cllr. Mrs. E. Coles was elected as Chairman, all members present voted in favour.

2. Apologies for absence

Apologies for absence had been received from Cllr. Mrs. H. J. Williams.

3. Public Participation

There was no public participation at the meeting.

The Play Rangers were to be invited to the next Recreation meeting.

4. Minutes of the meeting held on 24<sup>th</sup> June 2008

The minutes of the meeting held on 24<sup>th</sup> June 2008 were approved by members present.

Cllr. Mrs. E. Coles thanked the Mayor for the official opening of the Cornish Road Playing Field with all of the new equipment installed. Cllr. Mrs. E. Coles also thanked Cllr. M. Jarratt for cutting out all of the wooden stumps left from the fire damaged piece of equipment at New Street recreation ground.

5. Matters Arising

There were no matters arising to discuss.

6. Update on MUGA and Teen Shelter

Cllr. Mrs. E. Coles explained that a decision was required for the position of the MUGA and Teen Shelter on the New Street recreation ground.

Cllr. Coles also explained that a questionnaire had been carried out earlier in the year and feedback had been received from the public and the local schools. A map of the recreation ground and a drawn-to-scale diagram of the MUGA had been provided for the meeting. The possible locations for the MUGA A-E were shown on the map and a vote was taken.

The most favourable location was identified as 'B'.

7. Update on Repairs

Quotations had been received for renovating and building up a grass mound under the slide so that the slide would meet the Health and Safety requirements.

To totally refurbish the slide the cost would be £3,551.00.

To build up the grass mound under the slide the cost would be £3,000.00.

The Town Clerk was asked to check with Zurich Insurance if the slide would still be insured after renovation work, considering its age.

A vote was taken of 5 in favour and 2 against of the renovation work to be carried out on the slide.

A quotation had been received from Trevor Stewart, for supplying and installing a wooden piece of equipment in the enclosed area at New Street recreation ground, of £6,500.00 (see plan attached to minutes).

Cllr. Mrs E. Coles, Ms. K. Withers and Cllr. Mrs J. M. Graves agreed to meet together so that a wish list for recreation equipment could be provided for the remainder of the money from the Lottery bid.

Cllr. Mrs. E. Coles was to ask for a definite answer on all of the outstanding jobs that are required on the recreation equipment.

The Finance and General Purpose Committee were going to discuss Town Hall cover and recreation inspections at the next meeting.

Mr. Terry Palmer, the Town Hall Keeper was carrying out the weekly playground inspections at all four playground sites in Chipping Norton until further notice.

Mr. Palmer did indicate that he would only carry on with the inspections on a temporary basis.

8. Any Other Business

There was no other business to report.

9. Date of Next Meeting

The date of the next meeting was arranged for Wednesday 10<sup>th</sup> September 2008 at 7.30pm.

The minutes of  
**The Recreation Committee**  
Meeting held on 10<sup>th</sup> September 2008

At a meeting of the Recreation Committee held in the Council Chamber, the Town Hall, on the 10th September 2008 at 7.30 pm the following persons were present:

Cllr. M. Jarratt, Town Mayor  
Cllr. Mrs. E.M. Coles (Chairman)  
Cllr. M. Dixon  
Cllr. Mrs. J.M. Graves  
Cllr. Mrs. S.J. Wilkes

Officer: The Town Clerk

Visitors: Helen Morrison – Play Ranger

- 1 Apologies for absence  
Apologies for absence had been received from Cllr. Mrs. H. Williams.
- 2 Public Participation  
Helen Morrison, WODC's Play Ranger explained to the Committee members what activities the Play Rangers carried out at the New Street recreation ground with the children every Thursday from 3.30 pm to 6.00 pm. The team of two Play Rangers had been funded for three years by the Big Lottery and the County Council starting from 15.4.08. They had been publicising their activities through the local schools so that children/parents are aware of their presence. They indicated that they intend to do a big feature when the MUGA is installed at the common to publicise the new equipment and the presence of the Play Rangers.
- 3 Minutes of the last meeting held on 14<sup>th</sup> August 2008  
The minutes of the 14<sup>th</sup> August 2008 were confirmed and signed by the Chairman with an insertion of thanks to Cllr. G. Alcock for creating the questionnaire for the new equipment on New Street recreation ground.
- 4 Matters arising  
There were no matters arising as all items were on the agenda.
- 5 Sports Award Evening  
Letters had been sent to all sporting organisations and schools in the area inviting them to nominate people for the sports award 2008. A dead line for accepting nominations had been set for 1<sup>st</sup> October 2008. A date was still to be fixed for the award evening. Mr. G. Beacham was to organise the cups/trophies.
- 6 Update on MUGA and Teen Shelter  
Cllr. Mrs. E. Coles stated that there had been lots of meetings recently regarding the MUGA and Teen Shelter. At the August 2008 Town Council meeting the location had been decided for the MUGA. With the remainder of the lottery money additional pieces of equipment were to be purchased and installed at New Street recreation ground. Another meeting was scheduled on 11<sup>th</sup> September 2008 to discuss the positioning of the additional equipment.

7 Update on repairs

Cllr. Mrs. E. Coles indicated that she had e-mailed committee members with quotations which she had received for mending recreational equipment on all three sites requiring attention.

Cllr. Coles had circulated the wooden design for the new piece of equipment on the New Street recreation ground to people using the equipment at New Street, in the town and at the ACE Centre. A copy of the design had also been sent off to the National Child Trust. Everyone who Cllr. Coles had shown the diagram to had shown that they were very keen on the design.

A quotation was awaited from WODC to build a grass mound under the big slide at New Street.

Trevor Stewart had started repairing the equipment at Walterbush Road play area. So far he had mended the wooden wall and filled in the big mound with additional soil. At the Finance and General Purposes Meeting it was planned to discuss whether to employ a member of staff to cover safety inspections on the recreation equipment. Cllr. Mrs. E. Coles was to obtain a quote for a safety surface under the cantilever swing at New Street.

8 Monthly Disco in Town Hall

Cllrs. Ms. K. Withers, M. Dixon and K. Greenwell had been involved with the Enigma Discos previously. A suggestion of starting these events had been raised again possibly for the age range 12 – 16 year olds.

This subject was to be put onto the next Recreation Agenda to pursue further.

9 Any Other Business  
Beer Festival

Cllr. M. Dixon had ordered twelve barrels of beer for the Beer Festival which had been planned for Saturday 18<sup>th</sup> October 2008 from 12 noon to 10.00 pm.

It was agreed that an entrance fee of £5.00 was to be charged. This would entitle people to entry into the event, a beer glass and the first drink. A further £5.00 would then be charged which would then entitle people to another five drinks.

10 Date of Next Meeting

The date of the next meeting was arranged for 4<sup>th</sup> November 2008 at 7.30 pm.

The Minutes of  
**The Recreation Committee Meeting**  
held on 21<sup>st</sup> November 2008

At a meeting of the Recreation Committee held in the Council Chamber, the Town Hall, on 21<sup>st</sup> November 2008 at 7.30 pm the following persons were present:

Cllr. P.M. Jarratt, Town Mayor  
Cllr. Mrs. E. Coles, Chairman  
Cllr. Mrs. J.M. Graves  
Cllr. Mrs. S.J. Wilkes

Officer: The Town Clerk

1. Apologies for absence

Apologies for absence were received from Cllrs. Mrs. H. Williams, Ms. K. Withers and G. Alcock.

2. Minutes of the last meeting held on 10<sup>th</sup> September 2008

The minutes of the 10<sup>th</sup> September 2008 were confirmed and signed by the Chairman.

3. Matters Arising

Play Rangers

Cllr. Mrs. E. Coles had spoken to Helen, one of the Play Rangers and let her know that the recreation ground would not be in use for a few weeks while the MUGA was being installed. Helen was to meet with Cllr. Coles to look at the other recreation sites in the town for possible venues whilst the work was being carried out at New Street recreation ground.

4. Sports Award

It was reported that the Sports Award evening went very well. Mr. G. Beacham was very pleased with the first award ceremony and would like to hold another one next year. All three nominations were not able to be present on the evening but family members collected the prizes for them. It was decided that next year all nominees were to be invited to the ceremony. Committee members thanked Mr. G. Beacham, Kristel Withers and the Town Clerk for all the work they put into the awards evening.

Mr. Vince Murphy suggested that a Sports Forum was to be arranged. Committee members asked if he could put this request into writing and invite him to the next Recreation meeting to discuss this further.

5. Update on MUGA and Teen Shelter

A start date to commence with the installation of the MUGA and Teen Shelter had been fixed for 1<sup>st</sup> December 2008.

6. Update on repairs

The big slide had been renovated and was ready to be re-installed.

Trevor Stewart was to create the mound under the big slide and install grass matting. Cllr. Mrs. E. Coles was to ask Park Leisure for a quotation on maintenance work on all recreation equipment.

7. Monthly Disco in Town Hall

Committee members agreed that this subject was to be added to the next Recreation agenda.

8. Budget Making Proposals

Committee members decided to request the following: -

Repairs 2009/10	£ 5,500
Two new pieces of equipment	£12,000
Sports Award Evening	£ 500
<b>Total</b>	<b>£18,000</b>

9. Any Other Business

There was no other business to discuss.

10. Date of Next Meeting

The date of the next meeting was arranged for Tuesday 6<sup>th</sup> January 2009 at 7.30 pm.

The meeting closed at 8.50 pm.

The Minutes of  
**The Recreation Committee Meeting**  
held on 6<sup>th</sup> January 2009

At a meeting of the Recreation Committee held in the Council Chamber, the Town Hall, on 6<sup>th</sup> January 2009 at 7.30 pm the following persons were present:

Cllr. P.M. Jarratt, Town Mayor  
Cllr. Mrs. E. Coles, Chairman  
Cllr. M. Dixon  
Cllr. Ms. K. Withers

Officer: The Town Clerk

1. Apologies for absence

Apologies for absence were received from Cllrs. Mrs. J. Graves and Mrs. S.J. Wilkes.

2. Minutes of the last meeting held on 21<sup>st</sup> November 2008

The minutes of the 21<sup>st</sup> November 2008 were confirmed and signed by the Chairman.

3. Matters Arising

Play Rangers

The Play Rangers were using Cotswold Crescent play area whilst installation of new equipment was being carried out at New Street recreation ground.

Sports Award

£500 had been put into next year's budget 09/10 for the Sports Award event.

Mr. G. Beacham was to be invited to the next recreation meeting to discuss arrangements for the Sports Award event.

MUGA and Teen Shelter

Cllr. Mrs. E. Coles stated that the local PCSO's have been keeping watch on the New Street recreation site in the recent weeks and had indicated that they would like to attend the next recreation meeting.

4. Update on MUGA and Teen Shelter

A meeting on the recreation ground with WODC officers, Cllr. Mrs. E. Coles and the Town Clerk had been held this morning (6.1.09) to discuss the progress. All of the new equipment had been installed and it was now a matter of waiting for weather conditions to improve before the wet pour surfacing was installed.

An Open Day was to be arranged once all work had been completed inviting the local schools, the Swift's under 11's team, the Play Rangers and the Play Bus.

5. Update on repairs

Surfacing

Quotes had been received in December 2008 for wet pour surfacing to be installed under the cantilever tyre swing and the set of junior swings on the New Street recreation ground for the sum of £5,420.

Committee members agreed to the quotation received.

#### Goal Posts

The old goal posts were to be welded and re-installed while the contractors were on site, as the price for providing new goal posts were more than the budget would allow.

#### Rubber Tiles

The Committee members agreed that the rubber tiles removed from New Street recreation ground could be stored at the Greystones site for possible use at some of the other recreation grounds in the town in 2010/11.

#### Welding of recreation equipment

The Metal Games Wall at Cotswold Crescent was to be checked to see if WODC had carried out the repair work as previously quoted for.

#### 6. Monthly Disco in Town Hall

Cllr. Ms. K. Withers reported that she had a group of people interested in helping run a monthly disco in the Town Hall. A re-launch of Enigma was to be arranged with a whole different theme. Local bands were to be contacted to arrange for them to play at the event.

#### 7. Any Other Business

There was no other business to report.

#### 8. Date of Next Meeting

The date of the next meeting was arranged for Wednesday 11<sup>th</sup> March 2009 at 7.30 pm.

The meeting closed at 8.10 pm.

The Minutes of  
**The Recreation Committee**  
Meeting held on 11<sup>th</sup> March 2009

At a meeting of the Recreation Committee held in the Council Chamber, the Town Hall, on the 11<sup>th</sup> March 2009 at 7.30 pm the following persons were present:

Cllr. M. Jarratt, Town Mayor  
Cllr. Mrs. E.M. Coles (Chairman)  
Cllr. M. Dixon  
Cllr. Mrs. S.J. Wilkes  
Cllr. Ms. K. Withers

Visitor: Mr. G. Beacham  
Officer: The Town Clerk

1 Apologies for absence

Apologies for absence had been received from Cllr. Mrs. J. Graves.

2 Minutes of the last meeting held on 6<sup>th</sup> January 2009

The minutes of the meeting held on 6<sup>th</sup> January 2009 were approved and signed by the Chairman.

3 Matters arising

Play Rangers

The Play Rangers had contacted the Town Clerk and asked if they could have camp fires at Cotswold Crescent play area on a Thursday when they were in Chipping Norton. The committee agreed that the answer to the request should be 'No' due to safety measures.

PCSO

Mrs. Cheryl Harrison – PCSO was invited to the meeting but she was unable to attend due to another commitment.

4 MUGA and Teen Shelter

The MUGA, Teen Shelter and additional equipment had now been installed. The contractor was awaiting better weather so that they could finalise the job by bringing in extra top soil, levelling off areas and grass seeding the area which had been worked on. The big metal gate at the New Street entrance had deteriorated and broken. A new gate was required – grants were being sought so as to provide a new one. A temporary repair had been carried out by the Town Council's General Assistant, Mr. Stuart Silman. The Chairman reported that Mr. Stuart Silman was proving to be a very practical, handy person to be working for the Town Council. Stuart was to be provided with a sleeveless yellow over-jacket, a name badge to show that he is an employee of the Town Council and a mobile phone. The mobile phone number was to be displayed on the Recreation notice boards, so if there were any problems the public could contact Stuart. The Chairman thought it would be a good idea to invite Stuart to the next Recreation meeting.

An Open Day was to be arranged when all of the work had been completed at New Street recreation ground, possibly June/July.

It had been noted that the contractors had put wet pour surfacing under the infant swings instead of under the junior swings, at New Street recreation ground. The rubber tiles, which had been taken up whilst work was being carried out, were to be sorted out, the best ones were to be stored at Greystones and the other ones were to be dispensed of. The Town Clerk reported that somebody had asked if they could purchase some of the rubber tiles. The committee agreed that once the tiles had been sorted, the person interested could buy the remaining ones.

5 Update on repairs

The big slide had been re-installed at New Street and was now awaiting for the grass mound underneath. The welding jobs had been carried out at New Street recreation ground and Cotswold Crescent by WODC.

6 Disco at the Town Hall

Cllr. Ms. K. Withers was trying to get a group of youngsters interested in helping to organise a disco at the Town Hall. She was also trying to get a band that the youths would like. Cllr. Withers was hoping to have more information before the next Recreation meeting.

7 Any Other Business

Disabled Access at New Street Recreation Ground

A request from Penhurst School for a disabled access onto the recreation ground had been received. Cllr. Mrs. E. Coles reported that she was looking into getting a grant to provide a disabled access and possibly a piece of play equipment for the disabled.

Sports Award

Mr. Graham Beacham reported that the previous Sports Award evening had gone well. Certificates had been sent out to all nominees for the award.

A date for this year's Sports Award evening was set for Wednesday 4<sup>th</sup> November 2009.

Graham Beacham suggested that we should extend the judging panel this year.

A sub-committee was required to get the Sports Award evening planned – the members were to consist of Mr. G. Beacham, Cllr. Ms. K. Withers, Cllr. Mrs. J. M. Graves and the Town Clerk.

A form was to be sent to all sporting groups, organisations and schools, early June, inviting them to put forward nominees for this year's award.

Nominations were to be sent to the Town Clerk's office, the Guildhall by mid-September 2009.

A form was to be inserted in the Chipping Norton News, June edition, with possibly a tear off slip. Advertise the evening locally on notice boards, Chipping Norton News, Town Council web site and the Chipping Norton net.

The date for the Sports Award sub-committee meeting was arranged for 29<sup>th</sup> April 2009.

8 Date of Next Meeting

The date of the next meeting was arranged for 6<sup>th</sup> May 2009 at 7.30pm.