

Minutes of a meeting of the Parks Committee
Held on 11 February 2013

- Present:-** Cllrs. I. Baty, G. Wilkinson, E. Wannop, S. Graham & W. Jefferson. Also Wendy Jameson (Town Clerk), Ken Wannop, Jason Dixey and Anna Malina.
- 318** **Apologies** Cllrs. M. Snaith, A.J. Markley & R.W. Allison.
- 319** **Declarations of Interest**
Cllr. Wannop.
- 320** **Exclusion of Press & Public**
None.
- 321** **Minutes**
Minutes of the meeting of the Parks Committee held on 26 November 2012 were approved and signed as a true record.
- 322** **Handyman's Report**
No report.
- 323** **Silloth Green Project**
Finance is complicated but is in hand. County Council has largely played its role now. Finance claim had to be in and has now been sorted. There is a small amount of the capital budget that has not been spent. £11k remaining after allowing for £20k for the BMX track and also signage. It will need HLF approval to spend it. Need to see where we are and for HLF to check where we are and rubber stamp it, before we move forward. If Lambert Gill are appointed for the **BMX track** it would save time on the tendering process. Costs for the BMX track have now gone up to £20k and needs HLF re-approval given the increase in spend. Jason will be trying to take more of a back step. At the time of submitting the project we lost £500k of NWDA funding and had to cut the project as a result. The town garden and BMX track need to be progressed. **Town Garden** - met a few times with Friends of the Green. It was suggested that Moota be asked to attend and come up with a design and how to deliver training to look after the garden. £20k already in the budget to cover the cost. Could have a sensory/natural garden which could involve the school. Need to provide a design, supply the plants and provide ongoing training. Anna and the Clerk to sort out and get quotes in. Clerk to explain the Council's usual tender process to Jane and get the go ahead from her as to whether the existing process is acceptable with HLF. **Signage** will involve procurement. Anna has got three quotes. Oak sign with map and interpretation. Incorporates a side that opens up to hold posters and also includes a place for literature. Leaflets could come under the signage budget of £35k. Need a map of the Green. Clerk to check bid documents. Need six signs and a big sign on the front with interpretation and literature. £35k in the budget for interpretation. Other contractors could do the work for the BMX track for much less but there would have to be a method statement i.e. which trees would have to come out etc. It was questioned whether there is any flexibility as to where funding can be moved within the budget. It would need

to be approved by the lottery. **Website** is being designed. The design is really good. It will hopefully be launched in March but there is a lot of information to be written and then uploaded. The website will publicise the event on 26 May which will also be advertised in newspapers and in the Buzz. The website is important for the marketing of the Green. A **snagging list** has been put together which needs to be taken up with the contractors. Need to identify any defects within the 12 month defect period and any maintenance items which will not be covered by the contract. Cllr. Jefferson was to check with Forestry commission regarding trees. Jason to walk around with Ken and go through the list. It was questioned whether a second path could be installed down from the Pagoda. **Rhododendrons** are doing well this year and it is only in certain parts where the holly could do with being pruned down to the same height as the rhododendrons. It had been agreed with the lottery that one bed would be cut right back but doubt there would be much objection as long as they are tidy.

324 **Silloth Green - Sustaining Development and use of Silloth Green (2012-2015)** Progress report, December 2012 by Anna Malina, Community Engagement Officer. Anna wrote the report to keep herself on track and to keep the Council and lottery updated. Anna wanted to look at what volunteers currently work on the project and look at how to get more volunteers. The volunteering and training plan is not really workable as far as the Green is concerned. Wanted to work the opposite way - find out what people want and the training they need which would be more realisable. People being trained could go on and train others. Communication - Green steering group originally met and this has now fallen by the wayside. Things should now come to the Parks committee. It is difficult to know how many people are actually on Friends of the Green. AGM will be in February and will be appointing a new committee. A lot of people are interested in the event on 26 May. Silloth Green Day will commemorate the opening of the Green and showcase Silloth. Businesses and groups who organise events will be invited. Volunteers will be recruited. Town Councillors to come and speak to people. Entertainment for kids. Applying for funding. Cumbria Tourism Day - Anna wrote to Tony Cunningham to ask for his support. FOG should link in with all the organisers of events on the Green i.e. STAG, Vintage Rally. There are three main members of FOG but there has been a lot of interest from others to join as the momentum picks up. FOG was a requirement of HLF initially. There is a guy with donkeys who is interested in coming to the event and has all the relevant insurance and paperwork. Ken will set up railings to create a paddock.

325 **Marketing and Publicity Group**
Community memories - building memories for the future, including photos taken by kids and videos given by Bill Allan. Get a group together responsible for publicity and doing audio recordings of stories in the past. Holme St Cuthbert history society did a book on Silloth and would like to set up a history type museum which would bring in funds to get the Space done up. Anna has been helping Clive with getting funding etc. The history group would be happy to set up a local group. Need to get kids and adults on board. The Silloth Green website will link to the history group. **Publicity group** - also need volunteers to help with publicity of the Green rather than the town which is STAG's responsibility.

326 Partnership with Space Ltd

(wet weather and meeting place for organising events on Green). Funding; FLAG; Silloth History Museum. Anna has been working with Clive and providing assistance with funding applications. Would like to do drop in evenings at the Space but once the building has been done up. The idea is to do the refurbishment in phases. Toilets, entrance and kitchen to be done and then the rooms. Funding in place from the Town Council and also Cumbria Waste Management (questionable).

327 Different roles and responsibilities

The Steering group were responsible for progressing the initial bid. Cumbria County Council were instrumental in managing the Capital works and things will now fall to the Parks committee/STC.

328 Communication

Anna needs some sort of introduction with Jane, so that she can start communicating with her at HLF.

329 Procurement policy

Advice to be obtained from HLF to ascertain whether the Town Council's policy can be used for the remainder of the project.

330 Future

There are various things planned for the future and will be discussed as they progress.

- Silloth Green Open Day, Friends Group, 26th May 2013
- Develop a Young Friends of the Green (perhaps to work closely with older Friends group to support/organise events during school summer break; and also to shadow/support organisers of already established events held regularly on the Green)
- Drop in evenings in Community Hall to find out about Friends of Green, volunteering, training etc
- Winter on the Green? (Children in Need event 22nd November 2013; Halloween/Christmas 2013 themed event??)

331 BMX Track

It was questioned how soon the BMX track could be implemented. It needs rubber stamped with HLF. Lambert Gill to be used as the method statement is already in situ. It could get done before the Silloth Green event. Jason to press ahead. The claim had held things up. Need to work with Ken as the BMX track is an integral part of the grounds maintenance depot.

Signed.....Date.....