



Redenhall with Harleston Town Council

Clerk: Lynda Ling
Chairman; Barry Woods

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Memorial Leisure Centre
Wilderness Lane
Harleston
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Minutes

of the meeting of the Recreation Committee held on Wednesday 5th October 2016 at 7.30pm in the Social Room at the Memorial Leisure Centre, Harleston

Present: Councillors: Matthew Goodswen (Chair), Barry Woods, Frances Bickley, Mark Betts, Martin Roberts, Gregg Rose, Tina Page (minute taker), Andy Jackson (Operations Manager) and 4 members of the public.

- 1. Welcome** – The Chairman welcomed those attending the meeting.
- 2. To receive and accept apologies from members unable to attend** – None.
- 3. To receive any declarations of pecuniary or any other interest in particular matters to be raised at this meeting** – Councillor Goodswen noted his interest in item 13.
- 4. To approve the minutes of the Recreation Committee** - The minutes of the Recreation Committee meeting held on Wednesday 7th September were agreed.

Agreement proposed by Councillor Rose and seconded by Councillor Bickley –

ALL AGREED

The meeting was adjourned at 7.32 pm for public participation.

Peter and Heather Metcalfe, members of the gardening club spoke about the portion of land by the back car park that has been noted that they can use. They would like to plant permanent shrubs and perennials. The first thing they need is a grant to kick start the project off. They will be downloading a grant form up from the website.

The meeting was reconvened at 7.45 pm.

- 5. To receive reports from clubs and agree on any agreed action** - None
- 6. To discuss the maintenance of the tennis club grass area and agree any necessary action** – Granville Brown a member of the tennis and squash club attended to make comments about the council's decision not to cut the grassed area adjacent to the club house. Mr Brown commented that the tennis club did not have exclusive use of the area and that the council should continue to conduct maintenance. Following discussion it was agreed that as the adjacent dog run area is maintained by the council that the tennis area should also be managed by the council.

Proposed by Councillor and seconded by Councillor Rose -

**3 AGREED
2 ABSTAINED**

7. To discuss the repair of window catches in the gym and agree any necessary action – There is currently an issue with security as the windows in the stretching area cannot close. There is a verbal quotation of £90, it was agreed that the Clerk can authorise repairs as required.

8. To consider quotations to conduct repairs to the Social Room ceiling and agree any necessary action -

Four companies were asked to provide quotations however only two have been received;

Quote A £5980 + VAT

Quote B £14100 + VAT

Following discussion it was agreed that the funding would be met from the building improvement budget and that company A; C K Broughton would be offered the works

Proposed by Councillor Betts and seconded by Councillor Bickley **ALL AGREED**

9. To discuss the purchase of a replacement mower and agree any necessary action

– The current mower is broken beyond economical repair. Three quotes were obtained:

Quote A £425 - £683 range of mowers

Quote B £453 local company

Quote C £458 based in Norwich

A proportion of the costs will be met by the Town Council as the mower is used at all of the council's sites not just the recreation Ground. The proportion is to be decided at the Finance Committee.

Following discussion it was agreed to recommend purchase to the full council from company B; Linstead Farm Co.

Proposed by Councillor Betts and seconded by Councillor Rose. **ALL AGREED**

10. To discuss the proposed Leisure Centre, Christmas opening hours and agree any necessary action – the dates and times submitted by the gym manager were agreed. Councillor Betts would like to know when the gates would be opened and shut during this period.

Proposed by Councillor Rose and seconded by Councillor Roberts – **ALL AGREED ACTION - ABJ**

11. To discuss quotations for the upgrading of the hot water supply to the football club changing room and agree any necessary action – Four companies were asked to provide quotes for the works, despite repeated requests to arrange site visits and to submit quotations only one company has provided a quotation. Councillor Rose suggested that the Football Club be asked to contribute to the cost. Following discussion it was agreed that this matter be deferred for full council consideration.

Proposed by Councillor Rose and seconded by Councillor Betts - **4 AGREED 1 AGAINST**

12. To discuss quotations for the replacement of the leisure centres heating boiler and agree any necessary action –

Four companies were asked to provide quotes for the works, despite repeated requests to arrange site visits and to submit quotations only one company has provided a quotation.

The quotation includes various options for consideration depending on the configuration of the works; option A, D and E includes the complete replacement of the boiler and enhancements to ductwork and ventilation grills to improved long term efficiency and longevity of the boiler;

Total cost; £12,587.00 + vat

Options B, C, D and E; includes upgrade of the existing boiler and enhancements to the ductwork and grills;

Total cost; £9,827.00 + vat

Following discussion it was agreed that options A,D and E be undertaken by Eyre.

Proposed by Councillor Betts and seconded by Councillor Woods. **ALL AGREED**

13. To discuss the operation of the lower field floodlighting and agree any necessary action – The new lighting is up and ready to use. The curfew is at 9pm in consideration to local residents. The agreement was to have block bookings of 3 or 6 months at a reduced rate. Following discussion it was agreed that £7.50 per hour would be charged as a pay as you go or £5 per hour if booked at least three months in advance.

Proposed by Councillor Roberts and seconded by Councillor Betts - **ALL AGREED**

14. To discuss quotations for hedge cutting on Swan Lane and agree any necessary action – The Town Clerk will be able to agree the cost of this.

Proposed by Councillor Betts and seconded by Councillor Bickley - **ALL AGREED**

15. To discuss proposals for the development of a community garden and agree any necessary action – This was discussed in the public section.

16. To discuss any health and safety items – Andy Jackson reported that the Legionella Risk Assessment has been completed, there are some actions but nothing urgent.

17. To receive reports from committee members (for information only) – None.

18. To resolve to approve items of expenditure: - Payments already made £9,746.33, Cheques to be signed £6223.10, there were no BACS payments this month.

Proposed by Councillor Bickley and seconded by Councillor Betts **ALL AGREED**

19. To be informed of significant correspondence and agree any necessary action. - None

20. The meeting was adorned for public participation.

21. To receive an update on the South Norfolk Councils sports hub proposals and agree any necessary action.

22. Date and time of next meeting – Wednesday 2nd November 2016 at 7.30pm in the Council Offices, Harleston Leisure Centre

Meeting ended at 9.10 pm

Signed

Date