



# Redenhall with Harleston Town Council

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Memorial Leisure Centre  
Wilderness Lane  
Harleston  
Norfolk IP20 9DD

## Minutes of the meeting of the Recreation Committee held on Wednesday 3<sup>rd</sup> August 2016 at 7.30pm in the Council Offices at the Memorial Leisure Centre, Harleston

**Present:** Councillors: Matthew Goodswen (Chair), Frances Bickley, Mark Betts, Barry Woods, Lynda Ling (Clerk), 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** - Apologies were received and accepted from Councillor J Marjoram. Councillor J Marjoram has stepped down from the committee.
- 3. To receive any declarations of pecuniary or any other interest in particular matters to be raised at this meeting** - Councillor Goodswen; item 9.
- 4. To approve the minutes of the Recreation Committee** - The minutes of the Recreation Committee meeting held on Wednesday 6<sup>th</sup> July 2016 were agreed.

Agreement proposed by Councillor Betts and seconded by Councillor Bickley - **ALL AGREED**

**The meeting was adjourned at 7.35 pm for public participation.**

A member of the public enquired as to progress on the relocation of the tennis pavilion, Councillor Goodswen replied that there was no further information on this matter which was dependent on the renovations to the tennis courts.

**The meeting was reconvened at 7.40 pm.**

- 5. To receive reports from clubs and agree on any agreed action** - None
- 6. To receive an update on the use of the Social Room on match days by the Football Club** - The Operations Manager reported that arrangements were well advanced for the use of the rooms and that it was envisaged that the club would be able to use the facilities by the end of August.
- 7. To discuss a proposal from the gym manager to extend the weights area and agree any action** - The gym manager has circulated a proposal for the development of the Council Offices into a weights room to facilitate larger numbers of customers wishing to use the gym. Following discussion it was decided that this matter be put on hold until more information was available on the potential redevelopment by SNC and any ensuing cost of redevelopment.

Proposed by Councillor Woods and seconded by Councillor Betts.

**ALL AGREED**

- 8. To discuss the closing/locking of the car park gates at weekends and agree any action** - The Clerk informed members that complaints had been received regarding the inappropriate use of the main car park late at night by inconsiderate drivers.

Following discussion it was agreed that as from 1 October 2016 the gates to both car parks will be locked closed at 21.30 hours on weekends, notice will be given to users and signage amended accordingly. Councillors Rose, Bickley and Betts agreed to act as gate keepers and will be issued with a set of keys.

Proposed by Councillor Woods and seconded by Councillor Rose.

**ALL AGREED  
ACTION: ABJ**

**9. To discuss quotations for the installation of floodlighting on the lower field and agree any action** – Three companies have conducted surveys and have submitted the following quotations (all minus vat);

Company A; £2,414.90, Company B; £2,450.00 and Company C; £ 2,354.49.

Following discussion the works were awarded to Company A: Wood Electrical, Bungay.

Proposed by Councillor Rose and seconded by Councillor Woods.

**ALL AGREED  
ACTION: ABJ**

**10. To discuss an update on CCTV for the recreation grounds-** Councillor Woods informed members that he had met with an independent technical specialist who having surveyed the grounds, and the capabilities of the current system, was confident that enhancements can be made to offer more comprehensive coverage of the grounds.

A full report and costings is to be received which is to be reviewed by Councillors Betts and S Marjoram before discussion at a full meeting of the Town Council. **ACTION: B Woods**

**11. To receive an update on the tennis court resurfacing project and maintenance of the member's only area and agree any action** – Coucillor Betts informed members that a joint meeting with the Tennis Club, Clerk and himself had been held to identify possible funding streams. It was agreed that The Clerk would progress with raising the necessary grant applications. **ACTION: Clerk**

Following discussion it was agreed that the Tennis and Squash Club would be now be responsible for maintaining the enclosed area adjacent to the pavilion.

Agreement was proposed by Coucillor Rose and Seconded by Coucillor Betts. **ALL AGREED  
ACTION: ABJ**

**12. To discuss the use of the rotunda and future use of the grounds generally and agree any action** - The Clerk informed members that a suggestion had been made to convert the rotunda into a refreshment pavilion serving basic refreshments such as hot/cold drinks, and ice creams.

It was agreed in principle to support the initiative however an in-depth logistic and business plan would be required. It was agreed that until such a time as this was forthcoming that repairs to the rotunda be carried out. **Action; Clerk/ABJ**

Other potential uses for the grounds such as car book sales, beer and music festivals were also discussed and are to be explored.

**13. To discuss health and safety items including quotes for the renewal of the Legionella programme** - The current contract for the Legionella monitoring programme is due for renewal.

Two companies have submitted quotations (all ex-vat) as below;

Company A;	1 year programme; £607.00
	3 year programme; £1,770.00 (saving of £51.00)
	5 year programme; £2,500.00 (saving of £535.00)

Company B: 1 year programme; £3,855.00  
3 year programme; £10,986.75 (saving of £578.25)  
5 year programme; £17,829.40 (saving of £1,445.60)

Following discussion it was agreed to offer a five year contract to Company A; Nemco Utilities.

Proposed by Councillor Betts and seconded by Councillor Bickley. Councillor Woods endorsed the 5 year term.

**ALL AGREED  
Action; Clerk**

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

**15. To resolve to approve items of expenditure: Expenditure total –** Payment already made £10,761.21, Cheques to be signed £885.24, BACS payments -£5,821.78.

Agreement proposed by Councillor Betts and seconded by Councillor Woods **ALL AGREED**

**16. To be informed of significant correspondence and agree on any necessary action –**

Two letters have been received; one thanking the workforce for maintaining the town in clean and tidy condition, a second enquiring as to the potential position with skate park on the grounds should it go ahead in the future.

**The meeting was adjourned for public participation at 8.25 pm.**

A member of the public enquired if CCTV could be installed using the lower field floodlighting stanchions. The Chairman replied that this will not apply as the lights will be fitted to the main building.

**The meeting was reconvened at 8.28 pm.**

**17. Date and time of next meeting –** Wednesday 7<sup>th</sup> September 2016 at 7.30pm in the Council Offices, Harleston Leisure Centre

Meeting ended at 8.30 pm

Signed .....

Date .....