



Redenhall with Harleston Town Council

Clerk: Mrs. L. Ling
Chairman: Mr B. Woods

Minutes of a meeting of Redenhall with Harleston Town Council Held at Harleston Leisure Centre On Wednesday 21st June 2017

Present: Councillors – Barry Woods, Frances Bickley, Mark Betts, Adrian Brownsea, Ian Broughton, Joanne Robins, Richard Joselyn (arrived 7.10pm), John Marjoram and Greg Rose

Also Present: District Councillor Jeremy Savage, District Councillor Brian Riches, Lynda Ling (Clerk), Tina Page (Office Administrator) and 11 members of the public.

- 1. Welcome** – Councillor Woods welcomed those present at the meeting
- 2. To receive and accept apologies from members unable to attend** – Councillors Nicholson and Roberts
- 3. Declarations of pecuniary and other interests** – Councillor Joselyn declared an interest in item 14
- 4. Approval of the minutes** - of the meetings held on Wednesday 17th May 2017 and note the minutes from the Recreation Committee Wednesday 10th May 2017, draft minutes from the Environment Committee 6th June 2017, and the Finance Committee 13th June 2017. Agreement proposed by Councillor Brownsea and seconded by Councillor Bickley **ALL AGREED**
- 5. Matters rising from previous minutes** – Councillor Brownsea stated that Councillor Nicholson has been granted leave of absence. Therefore, in future meetings will not need to record her apologies.

It was agreed to suspend the standing orders for public participation when the required item is discussed on the agenda.

- 6. Police, District and County Councillor's reports** – Councillor Woods read out the police statistics:
 - Domestic – 2
 - Public fear, alarm or distress – 4
 - Beat Manager PC Field has been out with the speed gun for the first time and spent some time in Harleston and the Pulhams and she is pleased to say that there was no one dealt with for speeding.
- 7. Chairman's Report** – Councillor Woods read out his report which comprises of:
 - Several incidents lately where the Police have been called, however from the Council point of view the outcomes do not seem to be satisfactory. I am in the process of communicating with Inspector Selvarajah about these matters, and will report back when the final results are known.

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- On Monday 12th June, the clerk and chairman attended a training seminar held by the Local Council Public Advisory Service about the new General Data Protection Regulations which go live in May 2018. There will be a lot to do in the coming year to move from where the council currently is, to where it needs to be. There will be new policies to consider, formulate, and agree; and new procedures to set up.
- Eyre have identified some problems with one of the gas pipes supplying the leisure centre, as well the heating and cooling of the gym end of the building. Eyre has been spoken to about all these matters, and these will be brought to the Council for consideration as soon as the information has been received.
- Finally, as far as I am aware this Council has little in the way of emergency plans, including what to do if a serious incident disrupted the office or gym function.

8 To receive a presentation from Tenjy D’Arcy to deliver a brief overview of the AtoBetter programme –

- What is A toBetter?
An established programme that aims to create a community ethos whereby healthy travel choices become the norm and residents in new developments are enabled to walk, cycle, use public transport and car share for more of their journeys.
- Current position – 9 developers, 21 sites, 7635 dwellings and £3.2m funding.
- Aims: To reduce single-occupancy car journeys, Improve health and well-being outcomes, Deliver a legacy, Give the public a better understanding of the choices, improve the local area.
- Year 0-1, Identify transport, Information & networks, Review travel and demographic data, Baseline Survey, Stakeholder engagement.
- Year 1-3, Produce site based delivery strategy, Raise brand awareness, Community engagement, Conduct mid-survey.
- Year 3-5 Behaviour change campaigning, Community led engagement, Final survey.
- Held 10 local drop-in sessions, achieved average 20% response rate.
- Delivering – Across 3 active sites (over 2,500 households), 28 events engages over 1000 people, 120 bikes maintained, 41 cycle confidence sessions.
- Supporting – Sustainable Assistance Travel advisor’s panel, Development of comms plan, Community-engagement plans, preparation of travel info packs.
- What’s next? – Behaviour change campaigns, and exploring option of community grants.

9 To receive an update on monthly finances – This will be on every monthly agenda for the Finance Committee and Full Town Council and everyone has received the monthly finances.

10 To discuss Elysian report regarding VAT on memberships and agree any action -

Councillor Woods reported the possibility of making a 4 year claim for overpaid output tax on the councils leisure membership income which is currently accounted for with VAT. This relates to a tribunal that is going through the European courts, arguing that leisure, when provided by local authorities, should have always been exempt. If members agree to go ahead, and agree to identify the 4 years figures for Membership fees and pay and play, Elysian Associates would submit a claim to HMRC on the council’s behalf. If the claim is rejected then Elysian Associates would submit an Appeal to the Tribunal to stand behind the lead case. Elysian Associates fee for taking this action on the Councils behalf would be 10% of all monies received from HMRC including and interest. This has been discussed in the Finance Committee. Agreement proposed by Councillor Broughton and seconded by Councillor Betts

8 AGREED
1 ABSTAINED

11 To consider the town council and gym relationship and agree action – The Town Council is looking into setting up a separate entity for the gym, there would be tax advantages in doing this. With regards the managing and running of the gym, nothing in that respect will change. At the moment it sounds a plausible reasonable reason. Elysian Associates state that they will be able to

do this for us. Councillor Woods suggested that we request Elysian Associates to provide us with information and the costings. This would then go to the Development Working Group for consideration and report back to the Town Council. Proposed by Councillor Rose and seconded by Councillor Betts

8 AGREED
1 ABSTAINED

12 To receive the internal audit report – Councillor Brownsea would like to thank the diligence of the admin staff. Councillor Joselyn also expressed his thanks, and also asked if the auditor could be asked to put in a separate column on the report for action points. Acceptance of the report was proposed by Councillor Brownsea and seconded by Councillor Betts.

ALL AGREED

13 To consider the football association ground grading report which would currently apply to the football club and agree any action – After a lengthy discussion, it was proposed that the floodlights be agreed in principal subject to a satisfactory agreement and approved installation plan. Proposed by Councillor Joselyn and seconded by Councillor Betts. Secondly it was agreed that all other items on the ground grading inspection are not considered or agreed by this Council at this present time but maybe considered at a later date. Proposed by Councillor Joselyn and seconded by Councillor Betts.

ALL AGREED

8 AGREED
1 ABSTAIN

14 To discuss the car parks, SNC letter and agree any action – The Council have submitted a proposal into SNC which was cost neutral to them, however, SNC have responded and rejected the proposal and reiterated the charges for 1 hour free parking, free parking times and costs to residents for permits. A reduced cost of £50,000 per year has been suggested by SNC, however this is beyond the reach of the Council. It was suggested that Councillor Bickley write a letter to John Fuller to request more time to continue discussion.

Standing Orders were suspended at 8.19pm and reconvened 8.25pm

A member of the public commented that negotiation is needed between the district council and the town council, and another asked about the formation of the steering group to consider the car parks. The chairman responded that a steering group was formed and came up with the proposal and discussions are ongoing as a result of that. It was agreed that Councillor Bickley should write a letter to John Fuller to request more time to continue discussion which was proposed by Councillor Betts and seconded by Councillor Broughton.

1 ABSTAIN
8 AGREED

15 To discuss and agree a recommendation from the Finance Committee with regard to the resurfacing of the tennis courts and agree any action – It was decided that the Council should retain the tennis courts as single lined use, to re-surface the court to league standard. The figures were re-quoted as the existing ones were out of date. The quotes obtained were as follows:-

Quote A	£17,936.36 Plus VAT
Quote B	£19,238.00 Plus VAT
Quote C	£24,800.00 Plus VAT

Quote A was proposed for agreement with monies would come from the following: the tennis and squash club will contribute £5525, SNC – CAF monies £5000 the rest will come from S106 money. Proposed by Councillor Betts and seconded by Councillor Broughton

ALL AGREED

Councillor Brownsea would like to see reports to monitor the increase in court income.

As the time was 9.03pm the chairman asked members if they wished to continue with the meeting (Standing Orders limits the meeting to 2 hours) or if they wished to end the meeting and reconvene at a later date. It was agreed by the Council that the meeting would continue until the end.

16 To discuss new information with regard to the skate park concept as discussed at the Recreation Committee meeting and agree any action – Originally the Town Council refused the skate park on the basis of several reasons including the single quote received and the extended area requested by the skate park group. The Council has re-opened the request to look at the other quotes that were received but not considered and will still look into the complaints by the residents and the potential noise levels a skate park on the recreation grounds may bring. It was agreed that residents in the immediate vicinity should be consulted for their views and also that an Environmental Impact Study should be undertaken. The skate park group were asked for information on what figures and support they have collected during their efforts. Agreement to contacting residents for their comments was proposed by Councillor Bickley and seconded by Councillor Betts. **ALL AGREED**

17 To discuss the purchase of soft furnishings for the social room and agree any action – The clerk informed members that soft furnishings were required for the social room now it was nearing completion and that the Apollo Rooms manager had been contacted to find out the cost of their curtains. The council have been offered fully thermally lined curtains (2 pairs) at £175 per pair including tie-backs with curtain rails and hooks, which will not only soften the look of the room but will also help alleviate the echoing that is currently experienced. Going forward there may be a need to buy mobile air conditioning units as the room gets hot and stuffy on warm days. Councillor Brownsea asked to see a report on the overall plan for the whole social room expenditure. The proposal for the soft furnishings was agreed. Proposed by Councillor Broughton and seconded by Councillor Joselyn. **ALL AGREED**

18 To discuss committee membership and agree any action –

Standbys:

Development WG:

M. Betts
 F. Bickley
 A. Brownsea
 J. Marjoram
 J. Robins
 R. Joselyn

Environment Committee:

(inc. cemetery, car parks, allotments and lighting)

F. Bickley (Chairman)
 A. Brownsea (Vice-Chair)
 I. Broughton
 S. Nicholson
 M. Roberts

Finance Committee:

B. Woods (Chairman)
 M. Betts
 F. Bickley (Vice-Chair)
 I. Broughton
 A. Brownsea
 R. Joselyn

Personnel Committee:

M. Betts (Chairman)

F. Bickley (Vice-Chair)
I. Broughton
J. Marjoram
S. Nicholson
J. Robins

Planning Committee:

M. Betts (Chairman)
F. Bickley
I. Broughton
J. Marjoram
S. Nicholson
R. Joselyn

Recreation Committee:

F. Bickley (Chairman)
G. Rose
M. Betts (Vice-Chair)
I. Broughton
M. Roberts
J. Robins

Communications WG:

B. Woods
M. Betts (Chairman)
F. Bickley
S. Nicholson
J. Robins

Standing Order WG:

M. Betts
F. Bickley
S. Nicholson
J. Robins
G. Rose

19 To receive reports from working groups and agree any action – None

20 To receive reports from Committees and note their decisions and where appropriate agree any action –

Finance Committee – looking at reserves.

Recreation Committee – discussed the new fencing for the maintenance compound and the problem with vandalism.

Planning Committee – May need regular meetings.

Environment Committee – Discussed kerb stones at the cemetery.

21 To receive reports from town councillors (for information only) –

Councillor Brownsea reported that he attended the Town Team meeting. There is appointed body of people to look at future plans, however nothing clear came out of this meeting.

22 To receive the Clerk’s report (for information only) –

- Breast Screening service – The mobile unit will be delivered to the Recreation Ground car park again this year, from Saturday 15th July 2017 until Saturday 26th August. Electricity charges will be made to the Breast Screening Service as normal.
- Up and coming road works in Harleston -
The Thoroughfare – 14/6/17 – 21/6/17 – electrical works, delays possible.
Pilgrims Way – 20/6/17 – 22/6/17 – Anglian Water, maybe some carriageway incursion.
Needham roundabout vicinity – 22/6/17 – 26/6/17, Roadworks.
Oak Tree Way – 22/6/17 – 26/6/17, Anglian Water – some carriageway incursion
Redenhall Road – 25/6/17 – 27/6/17 BT Traffic Control
School Lane – 30/6/17 – 4/7/17 BT some carriageway incursion
- Antiques Market – Sunday 18th June – The Antiques Market went well although it is estimated that less people attended this year due to both the extremely hot weather and the fact it was Father’s Day. The evening event was well attended and enjoyed by hundreds of people.
- There has been thoughts in the past about having hanging baskets on the front of the building to add some interest and colour. Are you happy for this to proceed? The cost will be no more than £75 in total for everything including the plants. Proposed by Councillor Joselyn and seconded by Councillor Marjoram.

ALL AGREED

- Memorial Bench – The Council has had a request from a resident who has asked if there is a possibility of installing a memorial bench in Union Street at the Church Street end of the road. This is for Rik Newton, who unfortunately lost his life in January on the Pulham Road at Starston, who was a resident of Harleston. Fundraising will take place by his family to raise the money required. If the Council is not happy with the first choice of location, could another location be agreed. It was agreed that this should be discussed in the Environment Committee.

23 To approve items of expenditure invoiced since May 2017 meeting and note the balances -

Expenditure total – Payments for TC - £3,836.54 and Recreation Committee - £980.35. Agreement proposed by Councillor Marjoram and seconded by Councillor Rose

ALL AGREED

24 Significant correspondence – None

To resolve to exclude the press and public [Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2)] due to the confidential nature of the following items.

District County Councillor Savage stated that there will be a substantial increase in business rates, and asked if the council has commented on that. Councillor Bickley to add this to her letter to John Fuller.

25 To confirm the date of the next meeting – Wednesday 19th July at 7.00pm at the Harleston Leisure Centre

Meeting ended at 9.24pm

Signed:

Date: