



# Redenhall with Harleston Town Council

Clerk: Mrs. L. Ling

## Minutes

### of the meeting of the Harleston Environment Committee held on Monday 18<sup>th</sup> December 2017 at 3.00pm in the Council Offices at the Memorial Leisure Centre, Harleston

**Present:** Councillors; Ian Broughton, Adrian Brownsea. and Richard Joselyn

Also present: Lynda Ling (Clerk)

- 1. Welcome** – Cllr. Brownsea welcomed those present at the meeting
- 2. To receive and accept apologies from members unable to attend** – Apologies were received and accepted from Cllr Bickley
- 3. To receive any declarations of pecuniary or any other interests in particular matters to be raised at this meeting - None**
- 4. To approve the minutes of a meeting of the Environment Committee held on Tuesday 7<sup>th</sup> November 2017** – Agreement proposed by Councillor Brownsea and seconded by Councillor Broughton. **ALL AGREED**
- 5. Matters arising** – None
- 6. Chairman's report** - None
- 7. Discussion on the wording on the cemetery sign** – Following last month's town council meeting when it was suggested by Cllr. Joselyn to laminate the current draft wording and place on the cemetery gate, this had been done and was still in place. It was agreed by members that this should remain in place as a temporary measure until wording was agreed at a future meeting.
- 8. Discussion on the responsibility of signing the Green Form after a burial has taken place and agree any action** – At the present time, the Green Form, which is the official notification that a burial has taken place, is completed and sent to the Registrar of Births, Deaths and Marriages comes to the council office for the clerk to complete and send to the Registrar. Rev. Tuffnell proposed that he would be happy to take this over as he officiates at burials and can verify that a funeral has taken place. At the moment, the clerk either visits the cemetery herself to check, or asks the maintenance team leader for verification, so this element of the procedure would be negated and save staff time. All agreed that this would be a good idea.
- 9. Discussion on concerns raised by Rev. Nigel Tuffnell on security at the churchyard and cemetery** – A lengthy discussion was held on issues brought up informally by Rev. Tuffnell at last week's abandoned meeting which included concerns about vehicles having access through the cemetery to get to the church. It was agreed to arrange a site visit to identify exactly where the problems lay and potential resolutions to them. The clerk was asked to arrange the visit with Rev. Tuffnell or the churchwarden.

**10. Update on Bullock Fair and Broad Street Car Parks (including a suggestion of electric car charging points) and agree any action** – The clerk informed members that the lease for the car parks was currently with NP Law, SNC’s solicitors, and it was hoped to the draft lease out to councillors for their perusal before the town council meeting.

A member of the public has suggested that the council may wish to consider putting in electric car charging points in the car park which would be an added attraction for visitors and would mean that Harleston was the first town in South Norfolk to do this. The clerk informed members that at a meeting the previous week with SNC regarding taking over the old toilet block, this idea was mentioned and asked if the electrics could potentially be left in place when the new toilet block is removed should the town council wish to pursue this further. This would save time and money by using what was already there, SNC were open to the suggestion and said they would work with the town council in any way they could. Members agreed to look into the idea further, with Cllr. Betts already doing some research into costs etc.

**11. Discussion on the car parks and the draft letter to businesses, parishes and residents and agree any action** – The clerk informed members that Cllr. Bickley had received a response from Clive Attwood after she had contacted him to suggest that changes be made to his draft letter to which he agreed. The cost was also increased from £70 to £100 in the letter as proposed at the last meeting. Cllr. Brownsea had also made a contribution to the wording and members agreed that the letter read much better and agreed the contents. Cllr. Bickley was in the process of contacting the Co-op to ascertain their thoughts on the annual CPI increases and it was hoped to have a response in time for the town council meeting.

**12. Councillors reports** – None

**13. To be informed of significant correspondence and agree any action** – None

**14. Date and time of next meeting** – Tuesday 9<sup>th</sup> January 2018 at 6pm at the Council Office, Harleston Leisure Centre

Meeting ended at 4.00pm

Signed .....

Date .....