



Redenhall with Harleston Town Council

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

Minutes

**of the meeting of the Recreation Committee held on
Wednesday 5th July 2017 at 7.30pm in the Council Offices at the Memorial
Leisure Centre, Harleston**

Present: Councillors; Frances Bickley (Chairman), Mark Betts, Ian Broughton and Greg Rose
Also present: Lynda Ling (Town Clerk) and Tina Page. No members of the public present.

1. **Welcome** – The chairman informed those present that recording equipment will be used this evening.
2. **To receive and accept apologies from members unable to attend** – None.
3. **To receive any declarations of pecuniary or any other interests in particular matters to be raised at this meeting** – Councillor Broughton declared his interest in Item 9.
4. **Approval of minutes of a meeting of the Recreation Committee held on Wednesday 7th June 2017** – It was noted that item 10 needed to be clearer on where the Football report finished and where the Skate Park started. Agreement proposed by Councillor Betts and seconded by Councillor Rose. **ALL AGREED**
5. **Matters arising** – The report by Barry about the prosecution of littering offences were discussed, the opinion was that this would be expensive to manage. Councillor Bickley commented that since the closure of the gates over the weekend the litter has decreased.
6. **Chairman's Report** –
 - The resurfacing work for the tennis courts will be starting this week. The kerb stones at the front of the courts will also need to be replaced which has been quoted at a cost £300, all agreed that this work should also be done.
 - The squash and tennis booking system is still being investigated by Cllr Woods.
 - A letter has been sent to the Football Club detailing what was agreed last meeting.
7. **To receive reports from regarding the gym, any club reports and agree any action** – Natasha discussed her report which comprised of:
 - The Overall numbers of 'active' members the gym currently have on Club Runner is 515. 19 cash payers, 50 pay as you go, 56 on standing order and 390 on direct debit.
 - There is a new gym set up in Beccles may be a problem with the reduction in memberships.
 - The gym's Strengths are: good sized gym, fairly equipped, good central location, good customer services and competitive prices.
 - The gym's Weaknesses are: after 10 years in business there are still issues with the cooling system with no air conditioning. The class studio is too small and have issues

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with the floor becoming slippery and wet in the winter months. The changing rooms and toilet facilities are in need of updating and are always breaking down. The Committee agreed in getting quotes for the refurbishment of the changing rooms and toilets. To offering more specialised classes by employing freelance instructors or putting existing staff on more classes.

- The average price of the memberships which is £19.50.
- Room hire of the social room and freelance instructors.
- The Recreation Committee liked the idea of some external toilets for the public.
- There was a discussion about putting a false ceiling in the main gym area, so that the heating and cooling system will be more efficient.
- Frosted glass partition at the entrance of the gym. This was considered a good idea, so quotes should be obtained.
- Purchase of an additional 6' x 4' mirror for the free weights area, was agreed at the cost of £250 and will go as 4126 202.
- Paypal account for the Council: This was discussed and agreed to open an account purely for the selling of the gym equipment.

8. To receive an update on the suggested new fencing for the maintenance compound (previously agreed April 2016 discussed at May 2017 Recreation Meeting) and agree any action – The compound fencing previously agreed will need to be extended for the security of the containers and the extra cost to fully enclose the area was discussed. The quote was obtained from the agreed supplier which was:-

- Gates: £505.00
- The additional fencing will cost £33.90 per metre. Total cost £1957.15 + VAT.
Proposed by Councillor Broughton and seconded by Councillor Rose.

ALL AGREED

9. To receive quotes for gym and free weights area lighting and associated costs and agree any action –

- The quote to remove the 2 bulbs from centre lights in the gym area has been put on hold, due to the previous discussion on the false ceiling.
- The second item to remove the 3 ceiling lights and replace with LED downlighters. To run track lighting along top of mirrors total 16' long with 6 lights with LED bulbs. £565.00 plus VAT, proposed by Councillor Betts and seconded by Councillor Rose.

ALL AGREED

10. To discuss the use of the recreation grounds as a rest stop for cyclists taking part in the EACH charity event – This was agreed and confirmed that they should use the football changing rooms. Proposed by Councillor Rose and seconded by Councillor Betts.

ALL AGREED

11. To consider items relating to the recreation grounds and agree any action – None.

12. To discuss the terms and conditions for the hire of the social room, emergency action plan for room hirer and anything else pertaining to the social room – This will need to be reported back to the Recreation Committee next month. The Council gate locking time and the padlock will need to be reviewed too.

13. To discuss quotes for a full Health and Safety Assessment on the building to identify any risks and agree any action – There were three quotes obtained:

Quote A - £350 – H & S risk assessment.

Quote B - £450 – for a fire risk assessment for the premises in addition to a general business risk assessment. All other documentation required except Legionella's and Asbestos RA's.

Quote C - £300 to carry out and document fire and general risk assessments for the Leisure Centre premises. Risk assessment of the cemetery, allotments, recreation ground, car parks, clock tower and street furniture at an additional cost of £300. Quote C, total amount

£600 was proposed by Councillor Broughton and seconded by Councillor Rose.

ALL AGREED

- 14. To consider quotes for the purchase of mobile air conditioning units for the social room and agree any action** – The Committee considered three mobile air conditioning units and agreed to purchase 2 x CLIM9000CE slimline portable, £279.97 each. Proposed by Councillor Rose and seconded by Councillor Broughton. **ALL AGREED**
- 15. To consider the type of bench and placement of same on grounds in memory of Billy Hines, Dominic O’Neil and Kyle Warren and agree any action** – This was discussed and this will put on the agenda for next month.
- 16. To discuss a request from maintenance to open an account with Atlantic Superstore at Earsham** - The account is needed due to the fact that Countryside Supplies has closed down. Proposed by Councillor Broughton and seconded by Councillor Rose. **ALL AGREED**
- 17. To discuss the purchase of two bins for the recreation grounds and agree any action** – Lidded bins on posts were discussed and it was agreed to purchase two @ £115.24 each plus VAT. Proposed by Councillor Broughton and seconded by Councillor Betts. **ALL AGREED**
- 18. To discuss concerns raised by a nearby resident regarding the funfair and agree any action** – Cllr. Woods replied to the resident’s concerns last year, however he has sent another correspondence. The clerk to remind Larry Gray about the music loudness and appropriateness **ACTION - CLERK**
- 19. To discuss any health and safety issues** – None
- 20. To receive reports from committee members (for information)** – None
- 21. To receive a clerks report (for information only)** – The following was discussed:
- **Exchange 2** – A request has been forthcoming from Exchange 2 to hold their sports day on the recreation ground again this year. Various sports will be played including pool, table tennis, table football, basketball and cricket. It is also intended to have a BBQ as usual at the portacabin. **ALL AGREED**
 - **Harleston and Waveney Festival 2017** – Robin Twigge has asked me if the recreation committee are happy for the festival to use the recreation ground on Bank Holiday Monday 28th August 2017. **ALL AGREED**
 - **Swift Boxes** – An email has been received from Ian Carstairs asking if council would agree to a line of swift boxes being added to the north side of the leisure centre. It is the perfect place to create a colony and to provide new places after the roof refurbishment. **ALL AGREED**
- 22. Approval of items of expenditure** – Payments already made since last meeting £9,895.51, Cheques £132.19 and BACS £6,979.99 and TC £3,886.01. Proposed by Councillor Betts and seconded by Councillor Rose **ALL AGREED**
- 23. To be informed of significant correspondence and agree any necessary action** – None
- 24. Date of the next meeting** – Wednesday 2nd August 2017 at 7.30pm in the Social Room, Harleston Leisure Centre.

Meeting ended at 9.23pm

Signed

Date