



Redenhall with Harleston Town Council

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

Minutes

of the meeting of the Recreation Committee held on
Wednesday 6th September 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 welcomed those present at the meeting.
2. **To receive and accept apologies from members unable to attend** – Apologies were received and accepted from Councillor Roberts
3. **To receive any declarations of pecuniary or any other interests in particular matters to be raised at this meeting** – None.
4. **Approval of minutes of a meeting of the Recreation Committee held on Wednesday 2nd August 2017** – Agreement proposed by Councillor Betts and seconded by Councillor Broughton. **ALL AGREED**
5. **Matters arising** – Councillor Bickley reported the following:
 - **Tree Memorials** – Councillor Rose is still looking into this.
 - **Bench on the Recreation Grounds in memory of Rik Newton** – This has been discussed previously. The chairman reported that communication had been received from Rik Newton's family highlighting a couple of locations they had looked at for the placement of a bench and informed members where they were. Queries were raised on the orientation of the bench and the appropriateness of the location and there were worries that the bench was not vandal proof. It was suggested that the chosen bench may be too lightweight for the purpose it is intended. Members thought that a double-sided bench may be better near the bike track and asked the clerk to relay this and the suitability of the design to the family.
 - **Partitions in the gym** – This was discussed at an earlier meeting and the committee asked for confirmation that the prices quoted last year have been held. This has now been confirmed and the price held at £1,118.09. GR raised the question that it may make the gym feel claustrophobic, however it was generally agreed that it would be a good addition. Agreement proposed by Cllr. Rose and seconded by Cllr. Betts **ALL AGREED**

6. **Chairman's Report – None**

7. **To receive reports regarding the gym, maintenance, any club reports and agree any action – The following maintenance report was read out:-**

- **Security Fencing** – This has been delivered and it is envisaged the work will start at the beginning of October.
- **Litter** – Problems persist in the main car park despite a lull during the summer. Cllr. Rose suggested that Chris Lown could push for youngsters to pick up litter, as Exchange 2 catches youngsters at an early impressionable age. The clerk spoke of the government's litter innovation fund and members agreed it may be an idea to look into this.
- **Drugs, dog fouling, litter and associated items** – Various pieces of drug related items have been found on the Recreation Grounds, especially around the football dug outs. It is suggested that the council discuss this further with a view to approaching the issue with either a zero tolerance policy or issuing fines for littering and dog fouling (government litter innovation fund).
- **Health & Safety** - As from September, Maintenance will be taking over the checking of Fire safety in the building as per Government legislation fire regulations 2005. Weekly checks will be done on the following items.
Fire alarm test (Wednesday's at 11am, one call point tested each week)
Fire extinguishers. (These must be kept at their stations)
Fire exits. (These must be kept clear)
Fire doors. (These must be kept shut at all times)
Emergency lights. (One area tested each week)
Smoke Alarms. (Wednesday's at 11am, squash area)

To change the fire evacuation point away from the main car park to either the play area, or inside the FISA – **Councillors agreed to change the evacuation point to the play area.**

To change the Gym membership system, so that members have to swipe in and out for a more accurate way of telling who is in the building and a printout made in the event of a fire. I am informed that this can be done on the system the Gym currently has. **Councillors spoke at length about the merits of this and different ways of having the information on a tablet. The discussion on the installation of outdoor toilets took place, one disabled toilet and one communal toilet and the clerk was asked to investigate the costs associated with this. It was felt that there is a need to have members swiping in and out to get into the gym to monitor people in the building and it was agreed to investigate turnstile prices.**

Fire marshal training should be given to all staff. This will enable safe searches of the building, individual responsibility's for calling emergency services, safe evacuation, an understanding of how to tackle small fires and an understanding the dangers of a fire situation. This can be done by either me (Steve Cox) or Councillor Marjoram, as experienced fire fighters.

Maintenance now has all risk assessments for the use of our machinery. We now have two secure lockable cabinets for hazardous materials and fuel and I am currently looking at completing COSHH paperwork for all hazardous materials stored in the maintenance area.

8. **Consideration of items relating to the recreation grounds and agree any action -** The chairman mentioned that a sign may be appropriate to put on the tennis and squash courts outlining the rules and regulations e.g. responsibilities of the user, footwear, no animals etc.

The clerk to get prices from Black Dog Signs for A4 sized signs in keeping with the current design used on the recreation grounds.

9. **To consider reviewing procedures relating to fire and health and safety policies in the leisure centre building and agree any action** – Discussed during Item 7 in the Maintenance Report
10. **Discussion on any health and safety items (including the H & S risk assessment recently completed and agree any action** – The gym kitchen is highlighted as being high priority, however this was discussed and agreed earlier in the year and a contractor has been commissioned to start on the ceiling. Suggestions to enforce cleanliness included inspections, a notice asking gym staff to clean up their cups and plates after themselves.
11. **To discuss the hiring out of the social room outside of gym opening hours and agree any action** – The clerk spoke to a church group member who is interested in hiring the room, and it was agreed to charge a higher rate for out of hours (£18 ph) to cover staff costs to remain on duty. This is a requirement as the gym itself would have to remain unalarmed for access to the stair lift.
12. **To consider systems to control access for the tennis courts and any agreed action** – Some idea's had been put forward by the gym manager for lockable systems, unfortunately only one quote has been received which was for over £2,000 which was based on a token locked entry system, however, this was considered too expensive by members. It was suggested that the old system of users leaving their keys or a deposit at the gym desk so it can be monitored how long they spend on the tennis courts, be reinstated. A suggestion was also made on tennis club members 'buying' a key on an annual basis so they can use the courts whenever they wish, the tennis club to be contacted to ask their thoughts on this idea.
13. **To receive reports from committee members (for information only)** – None
14. **To receive a Clerks report (for information only)** –
 - **Susan Whymark** – Are hoping to hold a charity event in Harleston in November which involves a sleep out for Centrepoint the homeless charity. Susan would like permission to come onto the recreation grounds if necessary. <https://centrepoint.org.uk/get-involved/sleep-out/>. This was agreed.
 - **Replacement banner** – The council has agreed to Reimburse 50%
 - **Tennis and Squash** – An update, the Council still haven't received the contribution from the tennis club for the resurfacing of the tennis courts. It was agreed to send a reminder
 - **Play Area Safety Inspection Report** – This was completed on the 30th August, Steve Cox will be assessing this report.
15. **Approval of items of expenditure** – Payments already made since last meeting £10,430.65 Cheques £119.52 and BACS £13517.86 (in addition to £3,166.53 for HMRC, Pension Fund and new office desk. Proposed by Councillor Rose and seconded by Councillor Betts.

ALL AGREED
16. **To be informed of significant correspondence and agree any necessary action** – None
17. **Date of the next meeting** – Wednesday 4th October 2017 at 7.30pm in the Social Room, Harleston Leisure Centre.

Meeting ended at 9.15pm

Signed

Date