



# Redenhall with Harleston Town Council

Clerk: Mrs. L. Ling

## Minutes

### of the meeting of the Recreation Committee held on Wednesday 7<sup>th</sup> March 2018 at 7.00pm in the Council Offices at the Memorial Leisure Centre, Harleston

**Present:** Councillors; Mark Betts, Frances Bickley, Sue Kuzmic and Martin Roberts

Also present: Lynda Ling (Town Clerk)

1. **Welcome** – Members were welcomed to the meeting.
2. **To receive and accept apologies from members unable to attend** – Apologies were received and accepted from Cllrs. Broughton and Rose.
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** - To approve the minutes of a meeting of the Recreation Committee held on Wednesday 7<sup>th</sup> February 2018 and Wednesday 13<sup>th</sup> December 2017 – Councillor Kuzmic proposed approval of the February minutes which was seconded by Cllr. Betts. The approval of the December minutes were deferred until the next meeting due to no members present having been present at that meeting.  
**The meeting will be adjourned for public participation (up to a maximum of 15 minutes)**
5. **Matters arising** - None
6. **Chairman's report** – Cllr. Bickley gave an update on the issues surrounding the boiler and informed members that Andrew King and Marc Dawson are intending to attend the leisure centre to discuss the issues that have come to light. The clerk has spoken to Kevin from KGB today and asked him if he could be present during the visit as he has more expertise in these matters and he has agreed to do so.
7. **To receive reports from regarding the gym, maintenance, any club reports and agree any action** – The clerk informed members that the only item for discussion was information received from The Fresh Air Company regarding a recent service which was done on the air conditioning units. The engineer has turned the power supply off in the studio as the motor was humming and could have overheated. The quote for the supply and installation of a new replacement motor (same make and model) is £789.00. Agreement to replace the motor was proposed by Cllr. Betts and seconded by Cllr. Kuzmic. **ALL AGREED**

There is a meeting organised with the football club the following Monday to discuss various items and three members of the recreation committee will be present at the meeting.

8. **Discussion on the maintenance team having access to wi-fi in their lock-up** – Cllr. Betts has spoken with Chris Lown and discussed how this could be done securely. The result is the suggestion of using an IP bridge to link the building to the bridge and Chris would be happy to

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do the work. The cost would be in the region of £120. Agreement was proposed by Cllr. Betts and seconded by Cllr. Kuzmic

**ALL AGREED**

9. **Discussion on maintenance issues in the building (which includes the results of the survey carried out by a surveyor) and agree any action** – Due to the maintenance team leader being on annual leave, there has not been much advancement in getting quotes for the outstanding issues. Priority has been given to the advice and information given by KGB with regard to the gas boiler and the requirement to have vents installed in doors throughout the majority of the building. This has now been done and focus will be given to the building issues in due course.
10. **To agree the purchase of a new handle for the inner doors to the gym entrance and any agreed action** – The clerk informed members that the cost of a new handle was £256.36 including VAT. The handle sticks and sometimes you cannot open the door so it needs replacing. Agreement was proposed by Cllr. Betts and seconded by Cllr. Kuzmic.

**ALL AGREED**

11. **To discuss the report for the trees on the Recreation Grounds produced by Ravenscroft Arboricultural Services and any agreed action** – The clerk outlined the results of the assessment for the Recreation Grounds and five trees had been highlighted as needing some remedial works done. One oak tree was highlighted as needing work within 6 months, 2 x trees within 9 months and 2 x trees by the next survey. It was agreed that a quote be sought at the beginning of the financial year for the oak tree to have the deadwood removed.
12. **Discussion on the squash mezzanine area (trophy area) and any potential uses for it and any agreed action** – The clerk spoke to members of the following:-
- That consideration be given to the moving of the cleaners' cupboard to a more central location in the building which would then remove chemicals from under the stairs which leads to the squash viewing gallery. Health and Safety concerns have been raised regarding this. Members agreed with the concerns raised and the clerk was asked to action this.
  - The clerk spoke of the wasted space upstairs on the squash viewing area and suggested that another meeting room could be created in that space subject to agreements and costs. In turn another emergency exit could be created at the far end of the 'room' by creating a doorway through to the gym balcony, if this is possible. Members agreed it was worth looking into and asked the clerk to get some idea if it is possible and associated costs.
13. **Discussion costs for completing the staff kitchen (flooring and kitchen cupboards) and any agreed action** – The clerk informed members that the kitchen has now been decorated and flooring will be the next job to be done. In 2017 a quote was obtained (£260) for the floor to have vinyl laid and the clerk was given delegated authority to spend up to £250 for this purpose. Since then there is the opportunity that a better price may be obtained from a local source, members agreed this should be explored. The clerk also mentioned that she had approached Kitchen Sense to ask if they had any second-hand units that could be purchased. Kitchen Sense are considering changing their showroom and will keep the clerk informed of what they have to offer.
14. **Discussion on the cost for the fitting of fixed weights matting in the weights room and any agreed action** – Deferred - The clerk is still awaiting quotes for this which has been delayed due to the gym manager being on annual leave.
15. **Discussion on the contract for the grass cutting which ends in March 2018** – The chairman read out a quote which has been received (which was the only one despite contacting another company) and informed members of the prices and works included. After some discussion it was agreed to remain with Norse as the price is a lot better than the other company. Agreement was proposed by Cllr. Betts and seconded by Cllr. Kuzmic.

16. **Discussion on the leisure centre toilets, showers and changing rooms and any agreed action** – This item is purely to get an idea of what is required, how it can be achieved and how to move forward with suggestions. It was agreed that members would have a look at the changing rooms and showers and to try and find some companies who are experienced in this type of work for quotes.
17. **Reports from committee members (for information only)** - None
18. **Clerks report (for information only)** -
- Harleston & Waveney Festival – The clerk informed members that she had met with Sheila Ife who is the new chairman of the Harleston & Waveney Festival. There was a discussion on a proposed new layout for the festival and some different ideas to bring some changes to the annual event. Sheila asked if she could borrow tables and chairs belonging to the council for a picnic area. This was agreed.
  - Request from someone wishing to hold a child's birthday party on the recreation grounds and the putting of a gazebo for a couple of hours. Agreed
  - Race Night – It was suggested that to raise funds for Christmas Lights that a Race Night be organised in the social room upstairs. Everyone thought this was a good idea and agreed that it could go ahead.
19. **Approval of items of expenditure** – Payments made since the last meeting £10,159.91. Cheques to be signed £85.40. BACS payments £11,676.29. Agreement as per the payments list was proposed by Cllr. Kuzmic and seconded by Cllr. Roberts **ALL AGREED**
20. **Significant correspondence and agree any necessary action** –
- Energy costs** – The clerk had received information from EON that unmetered supply costs to the street lights was being increased from the 9<sup>th</sup> April 2018. Ocean Telecom have been contacted to review the current costs for street lighting, gas, electricity and phone lines/broadband and to see if there are cheaper deals the council could switch to – the results of which are pending.
- Fence** – A gym member has reversed into a fence bordering the recreation grounds and Malthouse Court. The lady contacted the gym staff and informed them of the potential damage. Discussions are currently taking place between Malthouse Court and the clerk on rectifying the situation.
- Circus** – The circus will be arriving on site on 1<sup>st</sup> April for one week which is their first show of the season which is commemorating 250 years of circuses.
21. **To confirm the date of the next meeting** – Wednesday 4<sup>th</sup> April 2018 at 7.00pm in the Social Room, Harleston Leisure Centre

Meeting ended at 8.26pm

Signed .....

Date .....