



Redenhall with Harleston Town Council

Clerk: Mrs. L. Ling

Minutes of a meeting of Redenhall with Harleston Town Council's Amenities Committee Held in the Social Room, Memorial Leisure Centre On Wednesday 7th November 2018 at 6.30pm

Present: Councillors – Mark Betts, Frances Bickley, Ian Broughton, Adrian Brownsea, John Marjoram and Tom Whatling

Also Present: Lynda Ling (Clerk), and Tracey Betts (Finance Administrator)

1. **Welcome** – Cllr Betts as chairman welcomed everyone to the meeting
2. **To receive and accept apologies from members unable to attend** - Apologies were received and accepted from Councillor Arbon.
3. **To receive any declarations of pecuniary or any other interests to matters to be raised at this meeting** – None
4. **Matters arising** – None
5. **Approval of minutes** – The minutes of the Amenities Committee of the 3rd October 2018 were agreed. Proposed by Cllr Brownsea seconded Cllr Bickley

ALL AGREED

Cllr Brownsea asked whether any decisions made over the last few months, do they still stand. Cllr Betts replied yes.

6. Reports

- **Chairman's report** – No report. The Chairman did inform those present that the Amenities Committee are not responsible for recreation grounds any longer – this is now back with the Leisure Centre Management Committee.
- **Councillor reports** – Cllr Brownsea reported that on his walk down London Road there was lots of illegal parking on double yellow lines etc and some cars parked for over 1 hour and a lorry parked half on the pavement near Whiskers.
- **Clerks report** – No report. The Clerk spoke about the poppies that were around town. Each poppy had the name of someone listed on the war memorial as a mark of respect.

7. Cemetery

- Updates – The council has used its own gravedigger twice, everything went according to plan and the grave finishes are better.

8. Market – Discussion and resolutions on the following:-

- **Update on the market and requests for stalls** – Market pitch update – **Matthew Harrowven** - the cheese and pie man started today. **Tap and Tipples** is interested in the market, they sell wines and beers out of a converted rice trailer. This was discussed as it was thought that this might open up other things. The Clerk said that she would speak to the licensing person about this, as he wants to do something for the Christmas market. It was suggested about checking if alcohol was sold to under age person who would be liable. Cllr Bickley pointed out that by law drinking in open places is not allowed, although at the food festival there were people walking around with cider. The clerk said that she would check what the licence covers. **Craig Trickett** – ice-creams using vintage style ice-cream van which has been adapted to hook up to electric to cut noise down.

There was a general consensus that pitches on the market are cheap and also some concern about some behaviour of stall holders and stalls not positioned correctly in the market this recently.

Cllr Bickley explained what had happened on the market that morning and the Clerk explained that the office had contacted McCarthys about the new stallholder joining the market and McCarthys were asked to put any grievances in writing, nothing of which had been received. Cllr Bickley would like with permission of the committee to have Rosie, office assistant, who has suggested the idea, to go down to the Market on Wednesday morning and tell the stallholders where they should be parking etc. Cllr Brownsea thought that someone already done this and the Clerk explained why it was no longer done. This was discussed and Cllr Marjoram suggested that the office can give one verbal and one written warning without the need to come back to council.

Cllr Betts proposed these suggestions Seconded Cllr Bickley **ALL AGREED**

- **Idea's for improving market use** – The Clerk spoke about how markets up and down the country are diminishing due to family businesses not continuing. The clerk put forward the suggestion that the council purchase a gazebo with the Town Council logo on it and then people can use them as one off / monthly pop up market stalls without having to commit to the market long term. Cllr Brownsea was concerned that people would come along on a one off event and then take trade off those that do the market 52 weeks a year. Cllr Whatling suggested offering the one-off pop up market stall to the shops in town as not to take their trade away. It was suggested make it known spaces are available and to offer space first then go for gazebo. The Clerk told the council how she has borrowed different gazebos to have a stand for the council at various events and that a branded gazebo would be ideal. It was discussed that if the council needed it then to look into cost. It was agreed for the Clerk to do a letter to businesses for the pop up market stall and permission was given for a gazebo to be purchased.
- **Approval of updated paperwork for application for a pitch** – Cllr Whatling pointed out the bottom of the form re alcohol. Cllr Brownsea asked why are the council applying for a licence on the Market Place. The Clerk explained if the licence is in the council's name, the applications and fees will come to the council. Further discussion ensued and it was decided that if everything is fine with the paperwork then it should go ahead. Proposed Cllr Betts Seconded Cllr Bickley **ALL AGREED**

9. Terms of Reference

- **Review of Terms of Reference** – Cllr Marjoram asked what are fixtures and fittings and Cllr Brownsea did not understand the wording of Item 9, the Clerk explained both. Terms and References proposed by Cllr Bickley and seconded Cllr Broughton

ALL AGREED

10. Tree works

- **Update on any outstanding agreed tree works** –

Recreation Grounds - The Yew tree's were removed three weeks ago, stumps ground down and chips taken away.

War Memorial - The tree surgeon that was asked to do the work at the memorial was limited to what they could do but would trim accordingly. Permission has been submitted to SNC to take out a couple of tree's but planning permission needs to be granted before this can be done. Cllr Brownsea – pointed out that the conservation person at SNC not been in touch anymore unless Jody and others have been in contact. Cllr Marjoram asked if anything would be in the grapevine to thank people, the clerk explained something was being put together. The Clerk re-assured members that the time capsule is still in place and a plaque would be going back in the ground and the purple crocus's that the rotary purchased as a sign of child immunisations in India, will be replanted.

11. War Memorial

- **Update on works and opening of memorial garden** – All agreed that the garden was looking good. Cllr Marjoram asked about funding for it. The clerk explained that funding applications had been applied for but no funding had been received from outside organisations and listed those that fundraising had been received from for benches and cement. Payment of works for Bespoke Outdoor Spaces will be taken from CIL monies with the balance of the works coming from the Project Budget, the work was on schedule and of good quality. Rev. Nigel Tuffnell wanted everyone to know that a booklet had been produced in commemoration of the centenary and was available at the back of the church. Cllr Bickley has written a letter to Jim Keywood asking him to officially open the memorial.

12. Car Park – Discussion and resolutions on the following:-

- **Opening Paddock Road entrance for Christmas event** – consideration to send letter to residents. Cllr Brownsea pointed out that a report after the last closure had not been received, the clerk suggested that this may have been because of the events at the Antique Market by a resident disrupting the car parking arrangements and that Harleston's Future will wait until after Christmas to give a full report of the findings. Members asked who receives the money from the events, the clerk explained that the council receives the money from the Santa's Grotto and the sale of the raffle tickets which bring in hundreds of pounds, Harleston Future receives the money from the stalls. Cllr Marjoram asked why had it been suggested that a meeting takes place with the council. It was explained that matters like the stewarding of the car park etc needs to be discussed. Cllr Marjoram further suggested that getting people from other organisations involved would encourage more residents/businesses to take part. Cllr Brownsea asked if the council could ask for appraisal of both events by the end of January and he would also like the figures for car park / lease.

- **Sending letters to residents advising of above** – Discussion was held as to whether letters should be sent to residents of Paddock Road/Weavers Croft. Cllr Broughton proposed that letters are sent. Seconded Cllr Bickley

**1 AGAINST
5 AGREED**

- **Quote from Danarbor for removal of debris, foilage etc. from Broad Street Car Park and to consider the removal of overgrown shrubbery** – The Clerk explained that when the car park was closed 19th August the maintenance team left cuttings on the car park as they were very thorny and had nowhere to dispose of them. The suggestion was to get a quote for removal of the debris and to take out the shrubbery altogether to prevent overgrowth again. Cllr Brownsea asked where would the money come from and could we wait until next financial year. Cllr Marjoram suggested get a 6 yard skip and get maintenance team to do it. It was suggested to get a price from Danarbor. Cllr Whatling suggested getting Danarbor to take the debris away from the Bullfinch Drive house as well which had been discussed at the last meeting. Cllr Marjoram suggested to wait until quote is received from Danarbor and bring to next meeting.

13. Public Toilets – Discussion and resolutions on the following:-

The latest information regarding the public toilets on Bullock Fair CP from SNC which includes the Heads of Terms, timed locks and whether the council wishes to fund a bottle filling point. The Clerk informed members that toilet rates would have £8.5 million released to offset the cost to councils.

Timed locks – Cllr Marjoram stated that the council informed SNC at the start of discussions that they wanted these locks. The quote was looked at and it was on there. It was discussed and to agree terms and to point out time locks were included as per quote for satisfactory completion and only consider satisfactory completion with time locks installed as per quote.

14. Clock Tower – Discussion and resolutions on the following:-

- **History plaque (plus anywhere else deemed appropriate in the town)** – Cllr Whatling suggested looking into this after Christmas plus try to incorporate them with the brown town signs. Cllr Brownsea suggested Town Guide audio.

15. Christmas Lights

- **Update on Christmas Lights arrangements throughout the town** – the clerk is waiting for confirmation for the delivery of the tree and quotes from electric contractor for a star for the top of the tree. The maintenance team have put boxes and cabling up throughout the town. Cozens came into the office to give some ideas about lights, as they do the lights for N & N Hospital and Gt. Yarmouth Town Council. Denny's are happy to supply electric and the Card and Party shop can if needed.

16. Streetlighting – Discussion and resolutions on the following:-

- **Discussion on the 2 sample LED lanterns currently operating on Bullock Fair Car park** – Cllr Betts reported that he had looked at the lights and the newer one is less harsh and much softer. After further discussion it was proposed to agree the softer lighting which was the second lantern installed. Proposed Cllr Betts Seconded Cllr Broughton

ALL AGREED

New lanterns – go with rolling light programme as discussed a while ago at the Environment Committee. Proposed Cllr Bickley Seconded Cllr Broughton

ALL AGREED

17. Finance

- **Discussion on budget considerations/requests for 2019/20** – Cllr Brownsea requested at the last meeting that no major expenditure be planned for next year. Cllr Whatling suggested that after looking at this years' cost of maintenance doing Christmas lights it might work out cheaper to get contractor in to do it. Cllr Marjoram pointed out that we have a maintenance team and to give them the work, if we have got the people to do jobs utilise them. The Clerk explained the workings of the budget. Cllr Brownsea commented that if the council want to buy something but haven't got the budget it is taken from another budget, and it shows a lack of control and discipline. The clerk stated that this is not the case at all, the budget headings are very prescriptive and in line with the finance system which produces the reports. The clerk went on to give examples of the costs associated with the servicing of dog bins and how the cost is put against whatever cost code is on the system. For this example, the centre codes on the system are set up for recreation ground, town council, environmental and open spaces, there are dog bins in all these area's of responsibility so is shared out accordingly dependant on the number of bins within that area (e.g. 5 dog bins on the recreation grounds) so the budget is worked out for that number at the going rate invoiced from SNC. It is the remit of committees to be responsible for their particular assets i.e. if the committee is responsible for roof, the committee should be checking the roof for future items of expenditure. The clerk asked if, as an example, the Amenities Committee is responsible for the cemetery, Christmas lights, market, allotments, streetlights, car parks etc. whose responsibility is it to check these.
- Approval of expenditure – None

18. Date of the next meeting – Wednesday 5th December 2018 at 6.30pm in the Social Room, Harleston Leisure centre

Meeting Closed at 21.03

Signed.....

Date