



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 Council Offices, Memorial Leisure Centre On Wednesday 7th August 2019 at 6.30pm

Present: Councillors – Adrian Brownsea, Ian Broughton, Carolyn Malinowski and Zoe Moyse

Also, Present: Lynda Ling (Clerk), Rosie Riches (Office Assistant)

1. **Welcome** – Cllr Brownsea welcomed everyone to the meeting. Cllrs Malinowski and Moyse were co-opted to the committee for this meeting. Proposed Cllr Broughton, seconded Cllr Brownsea **ALL AGREED**
2. **To receive and accept apologies from members unable to attend** – Cllrs Mark Betts, Trevor Graham and Tom Whatling.
3. **To receive any declarations of pecuniary or any other interests to matters to be raised at this meeting** – None
4. **Approval of minutes** – The minutes of a previous Amenities Committee meeting held on Wednesday 3rd June 2019 were not able to be agreed as only one Cllr was present at both meetings, this was deferred to the next Amenities Committee meeting. Minutes of the previous meeting held on Wednesday 3rd July were agreed. Proposed Cllr Broughton, seconded Cllr Brownsea **ALL AGREED**
5. **Matters arising** – None
6. **Reports**
 - **Chairman's report** – None
 - **Councillor reports** – None
7. **Allotments**
 - The tenants of Plot 24 have notified the office that they no longer wish to continue with their allotment, this has been left in a dreadful state, there will be no refund of their deposit or fees. The office were contacted by Mr Padarura who has plot 22 he asked to take over plot 24, this seemed to be the most logical decision bearing in mind most of the growing season has passed for this year and he had seen the state of the plot. This would be a saving to the council in man hours and equipment cutting and clearing the overgrown debris.
8. **Market**
 - The Pet Food stall owner will not be continuing due to personal and transport issues.

- Ice Cream vendor has now taken a pitch and should be on the market until October.
- McCarthy's Bread and Cake stall have been sent another email regarding the parking of their van; they are now paying rent for the van space as it is needed for temperature control so forms part of their pitch.

9. War Memorial

- Clerk reported that the plaques for the benches in the memorial gardens have arrived, maintenance team will be fixing them shortly.

10. Car Parks

- **Discussion on SNC's response to the Parish Partnership request for an emergency entrance/exit on Bullock Fair Car Park and discussion on the way forward**

Cllr Brownsea – This is not value for money, there is already an emergency route in situ.

Cllr Broughton – A decision needs to be made, not referred from committee to committee.

Cllr Malinowski – We should expect to pay to change the lease as it is our idea and wish.

Clerk – We should try to negotiate with SNC perhaps paying half of the fees as they have changed our amount of spaces with the electrical charging points, we also need clarity on who will maintain/re-paint these. Clerk will confirm with Martin Wilby exactly how much he is able to contribute towards the total cost and how much the additional legal figures will be.

Cllr Brownsea – Option 1 is the only option we should consider.

- **Bollards on car park outside Bullock Fair Charity Shop**

Cllr Brownsea – Poor quality timber has been used with no capping on the top. Clerk will write to SNC asking if we could replace bollards with an alternative which is harder wearing and more permanent, not like for like.

ACTION CLERK

11. Public Toilets

- **Update** – Cllr Brownsea asked when the old block will be removed, Clerk is waiting to be advised by SNC.
- Clerk reported more vandalism and a snagging issue where one of the toilet pans in the Ladies has not been fitted correctly. Clerk was asked to write a formal letter to the cabinet member responsible for this area. Issues are occurring with youngsters when toilets are open after 8.30pm, using rubber stoppers to prevent the automatic locking system taking effect and unlocking the disabled toilet with a coin from the outside. The locks have been removed from the insides of the cubicles in the ladies, maintenance team have now replaced these. Cllr Brownsea commented that the council are not obligated to keep open at designated times.

ACTION – CLERK

12. Streetlighting

- **Update on LED lantern replacements**
17 replacement columns and lanterns have been ordered and should be ready in approx 3 weeks for installation. Cllr Brownsea demanded to know why the PWL (Public Works Loan) had not been applied for as it had been agreed at

the last town council meeting to do so. The clerk responded that she was waiting for the lighting contractors to come back with a discounted price per lantern as agreement to buy in bulk would produce a discount, once that information is received a clearer picture will emerge on how much money needs to be borrowed. Cllr Malinowski commented that the Finance committee are looking at using the council's own money with the benefit of a loan to top up. Cllr Brownsea – This committee has agreed that all lights should be replaced with LED. The council have already been advised that there is a lead time of 8 weeks on obtaining replacements and every month we are paying more for electricity costs, the clerk reminded the members that changing over to LED lanterns was first suggested by her three years ago so another few months will not make too much difference. Cllr Malinowski said that this will be discussed at the next Finance meeting when figures are ready, and we have already made huge progress in getting to this stage. Cllr Brownsea did not accept the clerk's explanation on why the loan had not been applied for and said that if the council applied for monies then found it did not need the whole amount, they need only agree to take what they needed. Cllr Malinowski queried the validity of the comment, however, the Clerk will enquire whether we have to take the total amount of loan applied for on the first application, Cllr Brownsea did not think this was the case

ACTION – CLERK

13. Clocktower

- **Discussion on a Health and Safety check on the Clocktower**
Maintenance has carried out a visual H&S check, some of the painting need re-touching and birds are currently roosting in the very top. A thorough inspection will follow shortly.

14. Cemetery

- No issues

15. Finance

- Approval of expenditure
Payments already made since last meeting – R&T Stammers (grave digging) BACS - David Ogilvie Engineering (memorial plaques) £253.20, Force Fresh (descaler & cleaner) £38.35, Martin Hanner (reversible wc lock) £180.00.
Agreement was proposed by Cllr Moyse, seconded Cllr Brownsea

ALL AGREED

- Budget timetable
Cllr Malinowski – Needs looking at in September and finalising in October.

16. General

- To discuss a quote received from the tree surgeon to attend to annual works highlighted in the tree risk assessment which was completed in March 2019 – sum quoted for the year was £3400.00 (Cemetery, Recreation Grounds, War Memorial and Car Parks).
Cllr Brownsea commented that general bill is not suitable for us to agree, we in this committee can only agree on those areas falling under the remit of Amenities. The clerk commented that the LCMC had already accepted their responsibility for the recreation grounds and agreed it, then went on to explain the process which has been followed for years whereby the cost is for the

year and is only a quote. The required work is highlighted on a traffic light type system and will be done within the necessary timelines as highlighted by the Risk Assessment for the trees which are the council responsibility and when the invoices comes in (which will be in stages) it will split into the individual cost centres at that point. If there is not enough in the budget, it will be highlighted and discussed at Finance Committee for them to agree to take money from elsewhere.

Cllr Malinowski – This will have to come out of reserves as there is not enough in the budget to cover it, in future this should come from general admin as it is a legal commitment of the council. Agreement to accept the quote was proposed Cllr Broughton, seconded Cllr Moyse **ALL AGREED**

17. Date of the next meeting – Wednesday 4th September 2019 at 6.30pm in the Town Council Office, Harleston Leisure Centre

Meeting Closed at 20.29

Signed.....

Date.....