

Minutes of a Meeting of the Assets and Environment Committee held on Monday 12 February 2018 at 11:00am in the Council Chamber of Beccles Town Hall

PRESENT: Mrs C A Toppling (Chair)
Mrs S A Bubb
E Brambley-Crawshaw (Ex-Officio)
G Catchpole
M Haynes
J Janney
R Stubbings (Ex-Officio)

IN ATTENDANCE: Mrs C Boyne, Town Clerk

MEMBERS OF PUBLIC: 0

1. TO RECEIVE APOLOGIES FOR ABSENCE

There was an apology from Councillor N Elliott. Councillor Catchpole would arrive late to the meeting.

2. TO RECEIVE DECLARATIONS OF INTEREST OR ANY REQUESTS FOR THE GRANTING OF DISPENSATIONS IN RELATION TO ANY DISCLOSABLE PECUNIARY INTERESTS IN ITEMS ON THE AGENDA

There were none.

3. TO RECEIVE FOR ACCURACY AND ADOPTION THE MINUTES OF THE ASSETS AND ENVIRONMENT COMMITTEE MEETING HELD ON MONDAY 15 JANUARY 2018

RESOLVED To receive for accuracy and adoption the minutes of the Assets and Environment Committee meeting held on Monday 15 January 2018

4. TO RECEIVE THE MINUTES OF THE PRIDE IN BECCLES MEETING HELD ON WEDNESDAY 31 JANUARY 2018

It was reported that the sub-committee had considered the installation of swift boxes around the town and that Blyburgate Hall was an ideal location. The Beccles Men's Shed had been approached regarding making the boxes and also Waveney Enterprises, who had quoted £12 per box. It was noted that the Broads Authority had changed its mind regarding allowing the Men's Shed to use one of the garages at Boney's Island.

RESOLVED To receive the minutes of the Pride in Beccles Sub-Committee meeting held on Wednesday 31 January 2018

5. TO RECEIVE THE NOTES OF THE BLYBURGATE HALL OPERATIONAL GROUP MEETING HELD ON MONDAY 15 JANUARY 2018, THE DRAFT BOOKING AND HIRE CONDITIONS FORMS AND CONSIDER HOW THE

HALL WILL OPERATE FOLLOWING THE RESIGNATION OF THE CURRENT CARETAKERS

The chair reviewed the notes from the meeting of the Operational Group. The Legionella risk assessment and training had been completed. The purchase of a new piano was considered but it was agreed that given the number of groups using the hall, the smaller of the two pianos should suffice.

RESOLVED To continue to use the existing pianos in Blyburgate Hall

The operation of the hall was considered and the clerk explained that currently Mr Tidy was opening up in the morning and cleaning for an hour. There was no cleaning taking place over the weekend, although only two groups usually used the hall over the weekend. It was noted how proud the Operational Group were regarding the cleanliness of the hall, and so it was agreed that Mr Tidy should be asked to pop into the hall before he finished each day at lunch time to make sure all was still in order and replenish any supplies as required. It was agreed that the decision as to whether to employ a caretaker on a permanent basis should be deferred until the next meeting to see how well the hall functioned based on the current arrangements.

RESOLVED To defer the decision regarding the future operation of Blyburgate Hall to the next meeting

The chair reported that a meeting had been held at the Ambulance Station with a group of young people with regards to setting up a Youth Café. There was positive feedback from the group, who wanted to set the rules and run the Café themselves, under adult supervision. The Youth Champions were looking for support from the town council and for this to be a council initiative. It was therefore agreed that this should be included on the next town council agenda so that a small budget can be agreed that will cover such items as Disclosure Barring Service (DBS) checks for any councillors that would be prepared to help out with the café.

RECOMMENDATION TO COUNCIL

To agree to hold a Youth Café at the former Ambulance Station on Blyburgate, for a small budget to be agreed and for any councillors wishing to be involved to have Disclosure Barring Service (DBS) checks carried out on their behalf

The Conditions of Hire and Booking Forms were reviewed and it was agreed to remove the limit of £400 relating to any damage. If any hirers caused damage they would be expected to reimburse the council, whatever the value of the damage. It was agreed not to implement a returnable deposit system at this time but for this to be reviewed if problems arose with the hall being left in a poor state.

RESOLVED To agree the draft Booking and Hire Conditions forms for Blyburgate Hall

6. TO CONSIDER THE REPAIRS AND IMPROVEMENTS REQUIRED TO THE BLYBURGATE HALL COTTAGE THAT IS ATTACHED TO THE HALL

The clerk's report of the current condition of the cottage was received and it was agreed that a site meeting should be arranged at the cottage. It was agreed that advice from a builder experienced in renovating properties for let should be sought.

Councillor Janney explained that her husband would be happy to offer advice and so it was agreed to invite him to the site meeting.

RESOLVED To arrange a site meeting to the Blyburgate Hall Cottage

7. TO DISCUSS THE IDEA OF HOSTING A GIN FESTIVAL AT BLYBURGATE HALL IN JULY

The idea was agreed in principle subject to the deputy clerk carrying out further investigations. It was noted that the hall was currently let on a Saturday night and so that group may need to be approached regarding a change of location for one night in July to the Ambulance Station room.

RESOLVED That the deputy clerk investigates the viability of hosting a Gin Festival at Blyburgate Hall

8. TO INVESTIGATE THE SPENDING OF THE S106 CONTRIBUTION OF £956 AND CONSIDER USING IT TO FINANCE THE PAINTING OF THE GATES LEADING ONTO THE AVENUE

(Councillor Catchpole arrived)

The committee agreed that the first call on the funds should be the purchase of the first new piece of play equipment at Waveney Meadow. It was noted that the contribution must be used by July.

RECOMMENDATION TO COUNCIL

To allocate the S106 Contribution DC/12/0699FUL to the purchase of a piece of Play Equipment for Waveney Meadow

9. TO REVIEW AND AGREE THE ASSET REGISTER

There was discussion regarding Hornbeam Tree at Park Drive and a query as to why this was on the asset register and whether it was still in situ. The clerk explained that historically it had always been on the Asset Register. The number of benches was also considered and it was agreed that this should be checked.

RESOLVED To agree the Asset Register for 2017/18

10. TO REVIEW PROGRESS ON THE COUNCIL'S ACTION PLAN FOR 2018/19

Waveney Meadow Improvements – Councillor Catchpole had obtained costings from Waveney Norse in respect of their installation of play equipment at Carlton Colville. The cost of the bigger area was approximately £50k and the smaller area was approximately £17k. It was agreed that Norse's costs should be compared to those of Kompan. With regards to charging for parking on Waveney Meadow, the mayor and the clerk had met with a parking enforcement company who would be sending through some proposals.

11. TO REVIEW PROGRESS ON THE COMMITTEE'S PROJECT LIST

There were no further updates.

12. TO CONFIRM THE DATE OF THE NEXT MEETING AS MONDAY 12 MARCH 2018

To confirm the date of the next meeting as Monday 12 March 2018.

13. ADMISSION TO MEETINGS - PURSUANT TO SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 IT IS PROPOSED THAT, BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED, THE PUBLIC AND PRESS LEAVE THE MEETING DURING CONSIDERATION OF THE REMAINING MATTER

*CA Topping
12 March 2018*