

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

PRESENT: C Topping (Chair)
E Brambley-Crawshaw
Mrs S A Bubb
Mrs M D Haynes
J Janney
R Stubbings

IN ATTENDANCE: Mrs C Boyne, Town Clerk
Alan Wheeler, Curator of Beccles Museum

MEMBERS OF PUBLIC: 0

Gordon Hogg (architect) attended prior to the start of the meeting to discuss the alterations to the Town Hall. Mr Hogg explained the issues around installing the new kitchen/toilet in the Archivists room and problems with underground drainage needing to be installed on the highway. It was suggested that a Saniflow system could be installed that would take the drainage above ground and avoid any highways issues. Mr Hogg said that this would work and so would produce some revised plans

1. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Catchpole, Downes and N Elliott.

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.

Alan Wheeler, the Curator at Beccles Museum, was attending the meeting to discuss the town archives, and so the chair asked for item 8 on the agenda to be moved forward.

3. TO CONSIDER, AND RESPOND IF APPROPRIATE, TO THE STATEMENT FROM THE ARCHIVES SERVICE THAT THE OPTION OF A STRONG ROOM FACILITY IN LOWESTOFT WILL NOT BE INCLUDED IN THE UPCOMING CONSULTATION DOCUMENT

The chair explained that at the pre-consultation meeting held in Beccles, the Chair of the Friends of Suffolk Records Office had indicated that there could be funding available for a new strong room in Lowestoft. However, Suffolk County Council have now said that the cost would be prohibitive and that this option would not be included in the upcoming consultation.

CF

Alan Wheeler, the Curator at Beccles Museum, explained that the next best option would be to have a smaller facility in Beccles but it was unlikely that there would be any funding to provide this. The museum would therefore like to borrow some of the archives from Lowestoft to put on display at the museum. This would need to be on a revolving loan at the museum because of space issues. The collection would need to be displayed properly and in the right environment so keeping it long term would not really be an option but the museum was accredited by the Arts Council so should be considered a fit and proper body to borrow items. Whilst the display was in Beccles, digital photographs could be taken and there was also the possibility of hiring a 3D scanner for £25 per day.

It was noted that in reality a very small percentage of archives would be digitalised by Suffolk County Council and so if the museum was able to digitalise some itself it would be very helpful.

There was discussion regarding who owned Beccles Archives, and it was clarified that they should still belong to Beccles Town Council and that permission should be sought from the council before the archives were moved to another site.

It was agreed that Suffolk Archives should be made aware that the council was disgusted by the decision to not consult on a strong room option for Lowestoft, that it does not want any archives moved to Ipswich without permission from Beccles Town Council and refuses all permission for the archives to be moved from Lowestoft to Ipswich at this time and that the museum should be allowed to display the archives next year as part of a revolving exhibition.

RESOLVED

1. To inform Suffolk Archives that the council was disgusted that the consultation regarding the future of the Lowestoft Records Office does not include the option for a 'strong room' facility in Lowestoft
 2. To refuse permission for any of the Beccles Town Council archives to be moved to Ipswich at this time.
 3. To allow the Beccles Archives to be displayed in the Museum from 2019 for the benefit of the local community
4. **TO RECEIVE FOR ACCURACY AND ADOPTION THE MINUTES OF THE ASSETS AND ENVIRONMENT COMMITTEE MEETING HELD ON MONDAY 9 JULY 2018**

RESOLVED To receive for accuracy and adoption the minutes of the Assets and Environment Committee meeting held on Monday 9 July 2018

5. TO RECEIVE THE DRAFT MINUTES OF THE PRIDE IN BECCLES SUB-COMMITTEE MEETING HELD ON TUESDAY 17 JULY 2018

This item was deferred as the notes were not yet available.

6. TO RECEIVE THE DRAFT NOTES OF THE BLYBURGATE HALL OPERATIONAL GROUP MEETING HELD ON TUESDAY 10 JULY 2018 AND CONSIDER THE FOLLOWING RECOMMENDATIONS:-

- (I) To consider the quotations for the replacement of the lights in the Blyburgate Hall with dimmable LED's**
- (II) To carry out redecoration to the downstairs toilet of Blyburgate Hall**
- (III) To progress with the fencing off of the Cottage Garden so that the hall has a garden area that can be used for events**

- (i) The quotations received for the replacement of the lights were reviewed and it was agreed that a like for like replacement of the existing lights would be more appropriate and would reduce the need for redecoration. Although this quotation was more expensive, it did provide for more lights and so the cost per unit was actually lower. It was also agreed that the lights on the stage would need to be on a separate dimmer switch to the rest of the lights in the hall.

RECOMMENDATION TO FINANCE & GENERAL PURPOSES COMMITTEE

To accept the quotation from JEM Electrical Contractors Ltd of £2,260 for the replacement of lighting at Blyburgate Hall

- (ii) It was agreed that Matt Carter should be approached for a quotation in respect of the decoration of the disabled toilet at Blyburgate Hall. The chair and clerk would be given delegated authority to agree the quote if it was reasonable.

RESOLVED To seek a quotation from Matt Carter in respect of the redecoration of the disabled toilet at Blyburgate Hall

- (iii) The committee generally agreed that it was important to keep some of the garden for the use of the hall. The two quotations were considered and the cheaper quotation would be accepted from Waveney Fencing provided the posts used came with a 25 year guarantee, which was what was being offered by Keith Hall Contracting, if Waveney Fencing did not give a 25 year guarantee then the Keith Hall quotation would be accepted.

RECOMMENDATION TO FINANCE & GENERAL PURPOSES COMMITTEE

To accept the quotation from Waveney Fencing of £1,595 in respect of fencing off of the Blyburgate Hall Cottage garden and, subject to receiving confirmation that posts with a 25 year guarantee would be used

7. TO CONSIDER THE REQUEST FROM THE BECCLES MEN'S SHED FOR ASSISTANCE WITH FINDING ACCOMMODATION FOR THE GROUP

The clerk explained that there was an unused marsh just before the Common Lane North entrance to the common and this could potentially be used by the Men's Shed for locating a shed or porta cabin. There was also a stand pipe on the land. It was also suggested that there was hardstanding behind the Allotment Store on Common Lane and potentially this land could take a shed. This would need to be checked with the Beccles Allotment Association.

Councillor Brambley-Crawshaw confirmed that a review of the contents of the Hungate Store was being carried out on 7 September. It was suggested that Waveney Norse and a representative from the Beccles Business and Tourism Association should be notified as some of the contents of the store may belong to those two organisations. Once the review had been carried out, the council would have a better idea as to whether the items currently stored in Hungate could be moved to Blyburgate Hall.

RESOLVED To put forward to the Men's Shed two possible options of land at Common Lane North and behind the Allotment Store on Common Lane North and to update them on the Hungate Store position

8. TO RECEIVE A QUOTATION FOR THE INSTALLATION OF A HOT WATER HEATER FOR THE WASH BASIN IN THE TOWN HALL NEXT TO THE MAYOR'S PARLOUR

The clerk reported that the hand basin next to the toilet at the rear of the Council was not compliant with Employer Regulations as it did not have a hot water tap. As the council was considering a number of alterations to the building, it was agreed to defer this matter until the rest of the works had been agreed, and incorporate this with other plumbing work that would potentially be taking place.

RESOLVED To defer the decision to install a hot water heater for the wash basin in the Town Hall next to the Mayor's Parlour until other potential works at the Town Hall take place

9. TO CONSIDER ADOPTING GUIDELINES FOR FILMING AND THE USE OF DRONES IN BECCLES

The clerk reported that other towns and parishes ask for donations from companies that wish to film in their towns and villages and it was agreed that this was a good idea. The Drone Code had been produced by the Aviation Authority and could be adopted as it was.

RESOLVED To adopt guidelines in respect of filming and the use of Drones in Beccles

10. TO REVIEW PROGRESS ON THE COMMITTEE'S PROJECT

Napier Terrace - The chair reported that one of the contractors quoting for the works suggested approaching builder's merchants to sponsor the new bridge.

Blyburgate Cottage - Decoration works had started. The council had agreed to install UPVC windows on the side and rear elevations.

Bus and Coach Parking – Suffolk County Council had informed the clerk that a Traffic Regulation Order would be required to change the use of the layby at Sheepgate from a loading bay/taxi rank to a bus stop. It was agreed that this should be left on the list and reconsidered once Waveney District Council had taken over parking enforcement in the district.

Waveney Meadow – It was reported that Nuttalls had installed new steps, a path and wheel chair access at the bottom of Waveney Meadow. The chair had already sent a letter thanking them for carrying out this work.

New Vehicle Activated Signs – The post for St Mary's Road had been installed on the wrong side of the road and so this was being rectified.

11. TO CONFIRM THE DATE OF THE NEXT MEETING AS MONDAY 10 SEPTEMBER 2018

The date of the next meeting was confirmed as Monday 10 September 2018 at 11:00am.

CA Topping
10/9/18