

**Minutes of a Meeting of the Assets and Environment Committee held on Monday 8 October 2018 at 11:00am in the Council Chamber of Beccles Town Hall**

**PRESENT:** G Catchpole (Deputy Chair, in the chair)  
Mrs S A Bubb  
N Elliott  
R Stubbings

**IN ATTENDANCE:** Mrs C Boyne, Town Clerk

**MEMBERS OF PUBLIC: 0**

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

There were apologies for absence from Councillors Brambley-Crawshaw, Downes, Haynes, Janney and Topping.

**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 10 SEPTEMBER 2018**

**RESOLVED** To receive for accuracy and adoption the minutes of the Assets & Environment Committee meeting held on Monday 10 September 2018

**4. TO RECEIVE THE DRAFT MINUTES OF THE PRIDE IN BECCLES SUB-COMMITTEE MEETING HELD ON TUESDAY 18 SEPTEMBER 2018**

The recommendation to the committee regarding only elected councillors being able to vote on financial matters was agreed. It was noted that there always had to be three councillors present at the meeting for it to be quorate and that the sub-committee could only spend up to £500.

**RESOLVED** For only elected Beccles Town Councillors on the Pride in Beccles Sub-Committee to vote on financial matters

The recommendation to the committee regarding the poor state of the public toilets was discussed. Councillor Catchpole reported that the public toilets were being reassessed by Waveney District Council and that the report would be released in June 2019. The report would include recommendations for refurbishment and some closures.

**RESOLVED** To await the report from Waveney District Council regarding the future of public toilets

*GAJ*

Regarding the soldier and suffragette silhouettes for Remembrance Sunday, it was noted that the churches can apply for free silhouettes to be placed at the end of the pews. The recommended donation to the Royal British Legion for one silhouette was £250. Pride in Beccles had agreed to spend £200 on two silhouettes but this was before the chair had established the costs. An offer would be made of £200 in order to purchase one silhouette. As only one could be purchased, it was agreed that it should be a soldier.

**RESOLVED** That one soldier silhouette will be purchased from the Royal British Legion and a donation of £200 will be made

**5. TO RECEIVE THE DRAFT MINUTES OF THE BLYBURGATE HALL WORKING PARTY MEETING HELD ON WEDNESDAY 12 SEPTEMBER 2018**

The clerk reported that a new piano had been purchased for the hall at a cost of £300 as both the current pianos were not holding their tune. These pianos would need disposing of. It was suggested that they could be advertised as free to take away. Alternatively, councillors would be asked if they would assist with breaking them up to be placed in a skip.

The clerk confirmed that she had replaced the First Aid kits in the hall and the ambulance station. The app for the patrolling of the car park had still not been sent through.

**RESOLVED** To receive the draft minutes of the Blyburgate Hall Working Party meeting held on Wednesday 12 September 2018

**6. TO CONSIDER HOW THE LOCATIONS OF DEFIBRILLATORS CAN BE DISPLAYED AND ADVERTISED AROUND THE TOWN**

It was agreed that Councillor N Elliott would carry out an inspection of the car parks in town to see if defibrillator signs could be erected next to the town maps. It was suggested that Roys or the Library should be approached regarding the installation of a defibrillator on either of these buildings. The Lions or Hospital League of Friends could then be approached regarding funding.

**RESOLVED** That Councillor N Elliott will check the car parks in town for suitable locations for signs listing locations of defibrillators

**7. TO REVIEW THE SPECIFICATIONS FOR WORKS TO FENCE OFF PART OF THE GARDEN AT BLYBURGATE HALL**

It was agreed that the quotations should be updated to include concrete posts and 15mm thick vertical fence panels. A quotation would be needed for creating a path around the edge of the hall to the car park which was also suitably lit. The cost of maintaining the garden would also need to be ascertained.

*CA*

**RESOLVED** To receive amended quotations for fencing off part of the garden at Blyburgate Hall, to include:-  
 15mm thick fence panels  
 Concrete posts  
 Paving of Fire Exit path around the hall  
 Lighting of Fire Exit path  
 Maintenance of garden

There was also discussion regarding installing a gate at the front of the cottage driveway to stop people blocking the drive to the cottage. It was agreed that this work would not go ahead unless the tenants reported that they were experiencing problems. However, in the meantime a quotation should be sought.

**RESOLVED** To obtain a quotation for a gate at the front of the Blyburgate Cottage drive

#### **8. TO REVIEW PROGRESS ON THE COMMITTEE'S PROJECT LIST**

**Utility Vehicle** – This would be removed as council had agreed to remove this from the Action Plan for 2019/20

**Impact of Southern Relief Road** – Suffolk County Council had already started traffic surveys around the town and there had been a noticeable reduction in traffic on Coney Hill.

**CCTV** – Planning permission was needed for the camera on Twyfords.

**Vehicle Activated Signs** – The new signs had now been put up on the first posts. It was agreed that this item could now be removed.

**Internal Alterations to Town Hall** – The council had agreed the plans and quotations would now be sought, along with advice from the conservation officer.

**Refurbishment of Blyburgate Cottage** – This work was now complete and so the item could now be removed.

#### **9. TO REVIEW THE BUDGETS FOR 2019/20 TO 2021/22 RELATING TO COUNCIL ASSETS**

The committee reviewed the budget and agreed the following amendments:-

**Internal Alterations to Town Hall (35)** – Increase budget to £20k

**Public Seats (190)** – Reduce budget by £1,190 to allow for two Stanford seats to be purchased per year.

**Extraordinary Repair Reserve for Blyburgate Hall** – It was agreed a budget of £2,000 should be included to build up a reserve for future repairs at the Hall.

**10. TO CONFIRM THE DATE OF THE NEXT MEETING AS MONDAY 12 NOVEMBER 2018**

The date of the next meeting was confirmed as Monday 12 November 2018 at 11:00am.

GTO offic  
12/11/18