

**Minutes of a Meeting of the Assets and Environment Committee held on Monday 10 December 2018 at 11:00am in the Council Chamber of Beccles Town Hall**

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

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

**MEMBERS OF PUBLIC: 0**

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

There was an apology for absence from Councillor 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**

**3. TO RECEIVE FOR ACCURACY AND ADOPTION THE MINUTES OF THE ASSETS AND ENVIRONMENT COMMITTEE MEETING HELD ON MONDAY 12 NOVEMBER 2018**

**RESOLVED** To receive for accuracy and adoption the minutes of the Assets & Environment Committee meeting held on Monday 12 November 2018

**4. TO RECEIVE THE MINUTES OF THE BLYBURGATE HALL OPERATIONAL GROUP MEETING HELD ON 14 NOVEMBER 2018 AND CONSIDER THE FUTURE OF THE OPERATIONAL GROUP**

The committee considered the future of the group. It initially had been set up in order to facilitate the transfer of the hall to the council. However, two of the original members had now resigned, leaving only three of the original St John Ambulance committee members on the group. It was agreed that if there were any issues with the hall, these could be communicated to the clerk, rather than waiting for the next Operational Group meeting. It was therefore agreed to terminate the group after its next meeting and thank all those involved.

**RESOLVED** To terminate the Blyburgate Hall Operational Group after the next meeting

(Councillor Janney arrived at this point)

11/2/19 *CAJ*

There was an issue raised regarding the cleanliness of the kitchen in the hall and also the floor of the main hall. It was agreed that a quotation should be sought from a professional cleaning company for cleaning the hall five days per week.

**RESOLVED** To obtain a quotation from a professional cleaning company for the cleaning of Blyburgate Hall and Ambulance Station for five days per week

**5. TO RECEIVE THE NOTES FROM THE BECCLES MARKET WORKING PARTY MEETING HELD ON 28 NOVEMBER 2018**

Councillor Janney reported that two market traders had attended the meeting. They had discussed encouraging stalls by offering the first two weeks free and setting up a Facebook page. There was a suggestion at the meeting that an A Board could be situated on Sheepgate or Manor House Lane advertising the stalls, but it was agreed that this went against the council's A Board policy.

Clinks Farm was discussed and it was suggested that because they sold organically grown produce, this was not in direct competition with the existing Fruit & Veg stall. There was the option for Clinks Farm to take orders for fruit and vegetable boxes on the market and this may be progressed after the six month review of the market has taken place.

There was general discussion as to whether the market attracted people into the town and whether it was big enough to have competing stalls.

There was also discussion regarding the traders' vans taking up space in the Hungate car park. It was suggested that they could be asked to park in the Blyburgate car park, but this may then be detrimental to the Blyburgate traders as there would be less spaces available in that car park.

**RESOLVED** To receive the notes from the Beccles Market Working Party meeting held on 28 November 2018

**6. TO CONSIDER INSTALLING A 'TERRACYCLE' COLLECTION POINT AT BLYBURGATE HALL**

The chair was hoping to collect items which were not recyclable, such as foil crisp packets, toothpaste tubes etc and was looking for a location to store three bins. It was agreed that the bins should not be publicly accessible as they could be abused. The chair said that she would arrange for the items to be collected, weighed and transported.

It was agreed that three wheelie bins could be placed at the rear of Blyburgate Hall behind the gate.

**RESOLVED** That three wheelie bins are placed at the rear of Blyburgate Hall behind the gate and used as 'Terracycle' storage point

11/2/19. *[Handwritten signature]*

**7. TO CONSIDER THE PRE-PLANNING ADVICE IN RESPECT OF ALTERATIONS TO THE TOWN HALL**

It was noted from the advice that there were no particular concerns regarding the installation of the new toilet and kitchen in the downstairs Archivist's Room. There was some concern from the Planning Officer regarding the blocking up of the Deputy Clerk's Office door, given that this was a Victorian feature. It was agreed that there was not necessarily any need for this door to be removed, it could just be permanently closed. The Planning Officer also had concerns regarding the installation of a fire escape window in the upstairs office and the impact this would have on the appearance of the building.

It was agreed that more could be done with regards to fire safety in the building, such as the installation of further fire extinguishers, ensuring that doors were fire proof and possibly having masks available for staff upstairs who may be trapped. It was also agreed that the advice from the Planning Officer should be shared with the architect so that he could make alterations to the design as appropriate.

**RESOLVED** To explore further fire safety options for the Town Hall and to share the pre-planning advice with the architect regarding alterations to the Town Hall with a view to an altered design being produced

**8. TO REVIEW THE RESPONSES RECEIVED FROM BUSINESSES IN THE TOWN TO THE PROPOSAL TO CONVERT THE LOADING BAY OPPOSITE TWYFORDS INTO A COACH DROP OFF POINT**


The committee noted that some of the responses received did not support the conversion of the loading bay opposite Twyfords into a coach drop off point. It was therefore agreed that this option would not be pursued.

However, there had been a suggestion that the bus stop outside Tesco would be a good drop off point for coaches. It was close to the town centre, and the coaches could then leave town straight down Station Road. **Councillor Brambley-Crawshaw agreed to investigate further as to what permissions would be required for this bus stop to be used as a coach drop off point also.**

**RESOLVED** Not to pursue the conversion of the loading bay opposite Twyfords into a coach drop off point and for Councillor Brambley-Crawshaw to investigate using the bus stop next to Tesco as a coach drop off point

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

**Blyburgate Hall Cottage** – It was confirmed that the replacement of the Cottage windows would be commencing on 10 December.

11/2/19  


**Southern Relief Road** – It was confirmed that a road traffic group was carrying out a monthly survey. During the most recent survey, no lorries were reported in the town centre, although that may have been due to the road closures. Suffolk County Council had stated that it will be carrying out a survey in six months' time and would not be making any changes prior to the survey despite there being a list of changes that could be made now, including amendments to road signage. It was agreed that a letter would be written to Suffolk County Council requesting changes to signage etc as soon as possible.

**RESOLVED** That the Assets & Environment Committee writes to Suffolk County Council requesting that changes are made to signage etc as soon as possible regarding the Southern Relief Road, rather than waiting for a survey to be carried out in six months' time

**10. TO CONFIRM THE DATE OF THE NEXT MEETING AS MONDAY 14 JANUARY 2019**

The date of the next meeting was confirmed as Monday 14 January 2019 at 11:00am.

11/2/19 CA Toppings