



Minutes of a Meeting of the Community & Leisure Services Committee
Held on Monday 5th October 2020 at 7:00 pm via Zoom

Attendance:

Councillor J Borda (Chairman)
Councillor A Appleby
Councillor M Anderson
Councillor A Drummond
Councillor Y Fitzgerald
Philippa Winter

Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys
Councillor C O'Neill
Councillor K Yarrow

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker - RFO, Christy Argyroudi – Events Manager, Julie Ashton – Minute Assistant, , 1 Member of the Press and 4 Members of the Public.

Minute	Action by
CL/20/10/1 <u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman opened the meeting and announced that proceedings are being recorded and to advise that all participants will be muted by the host of the meeting who will unmute the individual the Chairman has invited to speak.	
CL/20/10/2 <u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllr De'Ath. Cllr Bowen was absent.	
CL/20/10/3 <u>DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBERS DISPENSATION</u> Cllr Borda declared a nonpecuniary interest should any matters relating to the SOS Bus be considered under Item 16.	
CL/20/10/4 <u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE COMMUNITY AND LEISURE SERVICES COMMITTEE MEETING HELD ON MONDAY 7TH SEPTEMBER 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Community and Leisure Services Committee meeting held on 7th September 2020 and the following was agreed: <u>CL/20/10/4.01 Resolved</u> That the minutes of the Community and Leisure Services Committee meeting held on 7th September 2020 be adopted and signed as a true record by the Chairman of the Community and Leisure Services	

Committee.

There were no matters arising.

CL/20/10/5 PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT TO THEIR ATTENTION

None noted.

CL/20/10/6 TO RECEIVE THE ACCOUNTS FOR SEPTEMBER 2020

The accounts for September 2020 were received and noted.

CL/20/10/7 WEST SUFFOLK SLA

Philippa Winter gave a report of a site visit with West Suffolk looking at the town in general which had been satisfactory on the whole. Regular visits would be conducted going forward. Responsibilities for grass cutting and weeding were discussed, however West Suffolk had stopped spraying weeds last year and she had requested that it be resumed in the spring. She asked the District Cllrs to support the request however, there was little support for using harmful chemical sprays. Members were advised that the RHA could supply an environmental solution and further enquiries would be made.

CL/20/10/8 SAKURA CHERRY TREES

Philippa Winter advised that 100 cherry trees would be delivered in November, a proportion of which would be donated to the Town Council. The proposed locations on NTC land were identified as the Birdcage Walk, Cemetery, Memorial Gardens, St Marys Churchyard and the War Memorial. A request was made that Freshfield be included in the planting plans. Future maintenance was considered and the following was agreed:

CL/20/10/8.01 Recommendation

That the proposed locations on NTC land for the donated Sakura Cherry trees to be planted be accepted.

CL/20/10/9 DRAFT BUDGET PROPOSAL 2012/2022

It was noted that a detailed review of the budget was required and the following was agreed:

CL/20/10/9.01 Recommendation

That a Working Group be set up comprising of Cllrs De'Ath, Jefferys, Borda, Kerby and Philippa Winter with a remit to look at the draft budget for 2021/2022 in detail.

CL/20/10/10 CEMETERY

Flint work on the Cemetery wall 2020/2021 – the recommendations in the report to use earmarked reserves for additional work for repairs to the wall this year were considered and the following was agreed:

CL/20/10/10.01 Recommendation

That funds in EMR 330 to the value of £4050 be used to carry out 10 days further flint-wall works in the Cemetery.

Town Clerk advised that there had been some minor vandalism to a gate at the Cemetery and this would be repaired. Quotes for automatic gates were awaited and the use of green fabric was being looked at as a temporary measure for new graves to avoid astro-turf being used to cover the bare soil.

CL/20/10/11 MEMORIAL GARDENS

Monthly Play Area Inspection – was not carried out due to the site being closed for an upgrade to the play equipment, the reports would however be a regular agenda item at future meetings.

Update on Play Area Improvements – the Canopy for the sensory wall had been installed however, the wall is not in use due to Covid-19 restrictions and signs were requested to explain this.

A quote to install the anti-social measures on the castle was considered and the following was agreed:

CL/20/10/11.01 Recommendation

That the quote from Pro-Scape for £500 to install anti-social measures on the castle in the Memorial Gardens be accepted.

Options for the zip wire launch pad were being looked at.

CL/20/10/12 REMEMBRANCE SUNDAY

The Events Manager advised that there would be a small service to lay wreaths at the War Memorial by invited attendees only. There would be no parade or service at Tattersalls this year. Any public attending would need to be socially distanced and remain outside of the War Memorial garden. The short service will start at 2:00pm on Sunday 8th November and will be broadcast on social media.

CL/20/10/13 BILL TUTTE MEMORIAL

RFO presented a report on replacing the two damaged bollards and the following was agreed:

CL/20/1/13.01 Recommendation

That the quote from Meads Construction of £1,600 +VAT to replace and install the two damaged bollards. That an insurance claim be registered for bollard one and a full claim be made against Parcelforce for bollard two.

CL/20/10/14 COUNCIL SERVER ROOM

The Ellis Whittam risk assessment had highlighted that the server room is too hot in the summer and quotes for air-conditioning were considered. The

following was agreed:

CL/20/10/14.01 Recommendation

That the quote from Airway to install air conditioning in the server room for £1,786+VAT with a 7-year warranty be accepted.

CL/20/10/15 ADDITIONAL PEDESTRIAN CROSSING

A proposal was made to refer this item to the NNP Committee and the following was agreed:

CL/20/1/15.01 Recommendations

That the item for additional pedestrian crossings be referred to the NNP Committee to set up a Working Group to agree a remit for taking this work forward.

CL/20/10/16 SEVERALS PAVILION

The Working Group report was presented and discussed in detail. The following was agreed:

CL/20/10/16.01 Recommendation

That the recommendations in the report be accepted subject to consultation with the Jockey Club regarding proposals for a trim trail.

CL/20/10/17 CLOCK TOWER PROJECT

Philippa Winter advised that the design and installation contract had been put out to tender to 3 companies and quotes were awaited.

CL/20/10/18 CHRISTMAS LIGHTING AND INFRASTRUCTURE

Town Clerk advised that confirmation of dates for a crane to install the Christmas tree was awaited and that otherwise all was in hand. As the last year of the current contract, new quotes would be sought next year.

CL/20/10/19 HISTORY TRAIL

This item was deferred to receive a report.

CL/20/10/20 PARKING AT ST MARY'S SQUARE

The West Suffolk plan to install picket fencing at St Mary's Square was discussed and the costs were noted. Other options were suggested e.g. a hedge, tree planting, changing the dropped curb and parking enforcement. West Suffolk will put up no parking signs in the first instance and further advice would be sought. An item would be added to the NNP agenda to receive feedback from a meeting with West Suffolk.

CL/20/10/21 VIRTUAL TOWN CRYING COMPETITION

The virtual Town Crying competition was considered and the following was agreed:

CL/20/10/21.01 Recommendation

That NTC hosts a virtual Town Crying competition subject to it requiring

the minimal use of staff resources, with the Mayor and Deputy Mayor being part of the judging panel.

CL/20/10/22 CORRESPONDENCE

Town Clerk advised that the Oktober Festival had found an alternative venue for their event.

A request for a memorial tree to be planted in Birdcage Walk was considered and Town Clerk would ask them to consider the Cemetery, as was usual practice.

CL/20/10/23 DATE OF NEXT MEETING

Monday 2nd November 2020 via Zoom.

CL/20/10/24 ITEMS FOR NEXT AGENDA

- History Trail
- Clock Tower project
- Market update

Meeting closed at 8:40pm

Signed: By the Chairman

Date: 02 November 2020