

Assets and Services Committee

Wednesday 15th March 2023 at 2.30pm
Chambers, London Rd, Halesworth

Minutes

Present: Councillors;
Keith Greenberg (Chair), Anne Fleming, Rosemary Lewis.

In Attendance: Nick Rees (Town Clerk), 0 members of public

1. **Apologies:** Cllr Joyce Moseley
2. **Declarations of interest:** None
3. **Minutes:** The minutes of the Assets and Services Committee meeting held on the 15th February, 2023 was accepted as a true record.
4. **Matters arising from the minutes.** None
5. **Work plan 2023:** The Committee received and noted the monthly review and recent updates. The Chair was pleased with the progress on the Work Plan since the last meeting.
6. **Community Hub:** Update of the Consultant's scoping meeting held on the 10th March: The consultant's put the Comm Hub group to work for most of the day in order to extract all the information they needed for this first phase. The members had been impressed by the consultant's approach so far. The Chair reported that a Royal Mail leaflet drop was being considered with the aim of reaching as many people as possible.
7. **Asset Transfer:** The Committee noted the Clerk's brief report on the meeting with ESC's legal team held on the 8th March. ESC's legal team had produced a licence arrangement to provide permission to proceed with the internal work and the Clerk had asked Birkett's to review this document and had circulated it to the committee members. It was **agreed** that the Clerk would sign the agreement on behalf of the Council once was approved. It was also **RESOLVED** that the Committee would proceed with Birketts Solicitors, subject to confirmation of their preferential rates for SALC members.
8. **London Rd Building:**
 - a) Internal improvements: It was **RESOLVED** to proceed with the network, electrics, heating and lighting for the upstairs options as soon as ESC's Licence had been signed off.
 - b) External improvements: The Committee noted the comments from the ESC Pre-application planning advice. The Committee was surprised at the advice given and that reference was made to the building as being a non-designated heritage asset and was disappointed that no contact or site visit had been made before advising that Upvc windows would not be acceptable, especially in the context of the current condition of the building. It was noted that the Clerk had responded and had

requested a site visit. The Committee decided that a further response should be sent to senior management, the Clerk would prepare a letter.

- c) Microsoft 365 options: It was **RESOLVED** that Committee approved the proposal that the clerks would have the business standard option and that councillors would have the basic 365 option all in accordance with the clerk's suggestion but that councillors would not be activated until the new council was in place to avoid unnecessary removing and adding users to the system.
- 9. **Public Toilets:** There had been no further progress.
- 10. **CCTV:** The Clerk reported that the Park camera on the toilet block (facing the bollards) had now been installed in accordance with the agreement with ESC.
- 11. **Vehicle Activated Sign (VAS):** The mounting of the solar panels and the heavier VAS would require assistance from a contractor with the necessary equipment to operate safely from the Highway. The Clerk had contacted Norse regarding the installation but had not received a response so far, the Clerk would try and use a local supplier instead.
- 12. **Communications/News:** The Clerk had received a complaint about the bins outside the London Rd Building. There were already ideas to improve the appearance of the site, particularly the front and side elevations facing the roadside, this may involve re-siting the bins and technically ESC was still the current Landlord until the transfer was complete. In the meantime, the Clerk would try to determine which tenants had been allocated bins but it was not a high priority at this stage.
- 13. **Next meeting.** 19th April at 2.30pm.