

Assets and Services Committee

Wednesday 19th April 2023 at 2.30pm
Chambers, London Rd, Halesworth

Minutes

Present: Councillors;

Peter Dutton, Keith Greenberg (Chair), Anne Fleming, Joyce Moseley, Rosemary Lewis, Maureen Took.

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

1. **Apologies:** Cllr Dave Wollweber
2. **Declarations of interest:** None
3. **Minutes:** The minutes of the meeting held on the 15th March, 2023 was accepted as a true record.
4. **Matters arising from the minutes:** None
5. **Work plan 2023:** The Committee reviewed the updated Monthly Work Plan. It was **RESOLVED** to recommend to the Council that Committees submit their Work Plans (or a similar document) for inclusion in the Monthly meeting packs. This was to enable other Councillors to easily see what projects each committee was currently working on. It was noted that the exception may be Planning & Highways due to the Ad-Hoc nature of their meetings to meet planning deadlines.
6. **Community Hub:** The chair reported that the consultants were progressing with their work gathering feedback from local groups and preparing a wider consultation through the use of social media, advertising etc. Currently the consultants had gone out to four companies to obtain prices for flyers, banners and posters. It was agreed that the Committee would prefer using a local company if possible.
7. **Asset Transfer:** Appointment of a solicitor was now required urgently to ensure the transfer was completed as soon as possible. Despite many attempts by the Clerk to gather alternative prices, Birketts remained the only viable option and they also offered a beneficial rate due to HTC's membership of the Suffolk Association of Local Councils. It was then **RESOLVED** to accept the quotation from Birketts and proceed with the transfer without further delay.
8. **London Rd Building:**
 - a) Internal improvements – The Clerk gave an update on the electrics, lightings and network which had all been completed upstairs. It was agreed to invite the Museum to visit the Chambers Room to identify any of the items in the Chambers Room that may be of interest. These would be gifted (if agreed by the Council) and not loaned but a formal record would be made of their location and the date of transfer. The Committee agreed that it would retain anything relating to the former Urban District Council.
 - b) External improvements – update. The Clerk reported that he was waiting for a quotation from a local decorating company to paint, fill and repair the existing

windows as a possible alternative to replacing them. This may be a cheaper option but the windows would remain single glazed. It was agreed that it was also worth looking into the cost of using secondary double-glazing units. It was also agreed to remove two of the bins on the outside of the building but to wait until the windows are painted or replaced before installing any planters around the front and side of the building.

It was noted that the Assets and Services Committee would be committed to investigating longer term plans for the London Rd site, which would include looking at various housing options, but the initial focus was on undertaking the work necessary for expanding the staff and creating meeting facilities downstairs.

9. **Public Toilets:** Review of external toilet pods. The committee received and noted the quotations for Toilet Pods which could have been a potential replacement for the timber accessible toilet in the Thoroughfare Car Park. However, the costs were far greater than expected and the Committee instead wished to investigate the option to improve the current building and update the internal facilities. The Chair would collect a Radar Key from the Clerk and conduct a survey of the current building.
10. **CCTV:** Update. The Clerk reported that following the recent attempted vandalism, the contractor had now installed a much heavier and taller pole and had mounted the camera higher up so it would now be much more difficult to damage.
11. **VAS:** Update. The Clerk reported that the VAS would be collected and installed by the contractor shortly.
12. **Market:** Suffolk Markets Health Check: The Chair explained that this was a proposal to involve an outside consultant and management company to evaluate the Town's market. The current Market was struggling, and it was difficult keeping any new stall holders interested in staying for the longer term. The cost was £800 but ESC's Jo McCallum had pledged to pay for the majority of the fee but hoped the Council would contribute towards it. It was then **RESOLVED** that the Committee agreed to contribute £300 towards the cost.
13. **Communications/News:** The Committee considered the correspondence from Spencer Wix who had been working on the repairs of the War Memorial and reported that the damage to the Memorial steps was most likely caused by skateboards. The company had provided a solution which involved adding posts and railings to the bottom step at a cost of £1,605, this had been used on other similar locations and would hopefully deter skateboarders, however it was not a guaranteed solution. The Committee felt that the addition of the railings would enhance the War Memorial and if it also managed to prevent further damage it was worth trying. It was **RESOLVED** to accept the quotation from Spencer Wix and the costs would be taken from the War Memorial Reserves.
14. **Next meeting.** 17th May at 2.30pm

The meeting was closed at 4.05pm