

Assets and Services Committee

Wednesday 21st June 2023 at 2.30pm
Chambers, London Rd, Halesworth

Minutes

Present: Councillors;

Peter Hedges, Keith Greenberg (Chair), Joyce Moseley, Maureen Took.

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

1. **Election of Vice Chair:** Cllr David Fosdike who was unable to attend the meeting had indicated to the Chair his agreement to stand for Vice Chair. There were no other nominations, and it was then **RESOLVED** that David Fosdike was elected as Vice Chair.
2. **Apologies:** A Cackett, D Fosdike
3. **Declarations of interest:** Cllr Hedges for item 10 (Market Place business address)
4. **Minutes:** The minutes of the Assets and Services Committee meeting held on the 19th of April 2023 was accepted as a true record.
5. **Matters arising from the minutes:** None
6. **Work plan 2023:** The Committee reviewed the monthly report. **Town Pump:** The Clerk would contact a local metal worker to see if they would be interested in quoting to repair the metal parts of the Town Pump.
7. **Community Hub:** The Chair reported that there had been 273 residents and 18 businesses who had responded to the consultation so far. The Clerk, at the Chair's request, had sent a reminder to all councillors to complete the survey individually. The meeting on the 26th July would be open to all councillors to review the results of the survey. The Chair would try to arrange a preview meeting prior to this for the A&S committee and the Community Hub members.
8. **Asset Transfer:** The Clerk had circulated the full list of assets that were being transferred and explained why some of the open spaces in the town were not being transferred. This was due to existing 'Housing Agreements' in place on these areas which had prevented ESC from adding them to the Asset List.

It was agreed that the Clerk would ask Norse whether the shelters in the Arboretum could be power washed.

9. **London Rd Building:**

a) **Internal improvements:**

- I. – Clerk's update: All progress was as noted in the current Work Plan.
- II. – Update of quotations. The Committee received and noted the two quotations received so far for the internal alterations. The Clerk

would chase up the third quote so a decision could be made at the next meeting

- b) **External improvements:** The Clerk had contacted a local decorating firm to see what the costs would be for repairing, filling and painting the existing windows, despite chasing numerous times they still had not produced a price. The Committee agreed to go out to another three companies asap.
 - c) **Outside Space** – Proposal to utilise some outside space/courtyard for moveable pot-based gardening by a local group: It was **RESOLVED** that the Committee approved the request to utilise the Courtyard space for flowers and vegetables grown in pots by the Wish Group. The Clerk would write to the group to confirm the agreement, which would be subject to receiving a satisfactory risk assessment and to advise the group that this arrangement would be reviewed by the Assets and Services Committee on an annual basis.
10. **Market:** Suffolk Markets Health Check report: The Committee reviewed the report and whilst it was generally in agreement that the proposal would be worth undertaking for the longer term, the Committee wanted to understand more about the offer, the longer-term management etc. It was also noted that the project would probably fit well with the criteria for the Shared Prosperity Fund, so grants may be available. The Chair would approach ESC to check the eligibility. It was then **agreed** that the Clerk would invite a representative from Suffolk Market Events to the next meeting and invite Jo McCallum and Jo Chapman (ESC officers).
11. **Allotment Management & Allotment Fencing:** Request for Fencing to the Saxon Allotments: The Clerk explained that the Allotment Association for Saxon Allotments had requested fencing to the side adjacent to the footpath and to the side adjacent to the field owned by SFC Developments. Although a quotation was still awaited, the costs were likely to be around £6k for both sides. **RESOLVED:** That the Committee agreed that the side adjacent to the field owned by SFC Developments should be secured against muntjac, (pending costs). It was noted that the need for fencing on this side was because hedges along the field had been removed by the developer. It was **agreed** to ask our County Councillor advice on the legality of removing hedges in general terms but also in relation to this location. The Committee considered that the fencing along the footpath side was not a priority as there were already hedges in places.
12. **Public Toilets:** The Chair reported that he had inspected the accessible toilet in the Thoroughfare car park and everything was functional, but it could all do with upgrading and the exterior Noticeboard replaced with a new Noticeboard.
13. **Communications/News:**
- a) **Dog Bin request** – Norwich Road: It was agreed that the Dog Bin would be approved subject to receiving agreement from Hammonds to place it on the grass bank.
 - b) **White Bridge** A meeting had been arranged for the 27th of June, representatives from Suffolk County Council, Halesworth Town Council and the Millennium Green Trust would be attending.
 - c) **Station Building:** The Clerk reported that James Taylor of Greater Anglia, who had been in regular contact with the Chair and the Clerk, had recently left the company. This was a serious set back to negotiating the end of lease repairs, identified by the recent condition survey. The Clerk would contact David Rose (senior management for Greater Anglia) who had assisted in the past to try and get a response to HTC's initial proposal which had been sent in April.
14. **Next meeting.** 19th July at 10.30am