

Assets and Services Committee

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

Minutes

Present: Councillors;

David Fosdike, Keith Greenberg (Chair), Joyce Moseley, Maureen Took.

In Attendance: Nick Rees (Town Clerk), 2 representatives from Suffolk Market Events, 0 members of the public.

1. **Apologies:** Cllrs; Alison Cackett and Peter Hedges
2. **Declarations of interest:** None
3. **Suffolk Markets:** Alex and Justine Paul attended the meeting and made a presentation on behalf of Suffolk Market Events following their Health Check report and their written recommendations for improving the Halesworth Wednesday market.

The Committee agreed that the current market required an overhaul and a fresh approach as it only had two regular stalls. There were two other stalls, but they often did not attend due to weather conditions or other factors.

The Chair, Cllr Greenberg made a proposal and it was **RESOLVED** that a bid for the maximum amount permitted would be made to the UK Shared Prosperity Fund based on Suffolk Markets proposal to manage the market for 12 months (8 months at £2,000 per month and then 4 months at no fee). It was hoped that at the end of the 12-month period the market would then be self-financing. A proposal would be taken to the Council once the outcome of the grant application was known.

4. **Minutes:** The minutes of the Assets and Services Committee minutes held on the 21st of June 2023 was accepted as a true record.
5. **Matters arising from the minutes:**
6. **Work plan 2023:** The Committee reviewed the monthly Work Plan. **War Memorial – Protecting against skateboard grinding.** It was noted that ‘Easitron’ and some other local companies may be able to provide the necessary bespoke chain and posts for the War Memorial if required. The purpose was to potentially prevent any further damage to the stone steps. The Committee was mindful that the Clerk was soon leaving, and this project could take time to research in order to get the right product. The Committee agreed to monitor the situation, to see if any further damages occurred and would then re-consider whether the chain and posts were necessary.
7. **Community Hub:** The Committee members had all attended the presentation earlier by Rachel Leggett and Emma Shepherd. The Community Hub Working Group would convene to review the data from the full report in early August. A meeting was scheduled with the Rifle Hall Trustees on the 31st July in order to understand their future plans and to gauge their interest in being involved with the project in some way.

8. **Asset Transfer:** The Clerk reported that he had been given some questions to return to the solicitors and this was currently in progress, the transfer was still expected to be in September.
9. **London Rd Building:**
 - a) **Internal improvements:**

Building works quotations: The Clerk had just received a fourth quotation and would now collate all the prices for comparison and circulate to the members. As all quotations were well under the budget and so the Clerk advised a decision could be made straight away to avoid delays during the holiday period. One contractor had offered a refurbishment cost for the external windows and doors which was of particular interest to the Committee as a short-term solution was needed. The Clerk would inquire as to whether they would undertake the work separately as their price for the internal was a little higher than others.
 - b) **External improvements** – Under this item, as requested by the Finance and Governance Committee, the Committee considered the costs relating to the Wish Group's outside gardening project. This had initially been a grant application but as the group did not have a bank account it made it difficult to award monies directly, so it was referred to the A&S Committee since the work was being undertaken at the London Rd site. The Committee wanted to support the project and it was **RESOLVED** that the Committee approved costs up to £500. The Clerk would liaise with the group as to how this would be managed.
10. **Allotment Management & Allotment Fencing:**
 - a) Saxons Way allotment fencing: A quotation had been received for fencing to both sides of the allotments. The side adjacent to the field needed access permission and a quite an extensive clearing of vegetation before the contractor could start work. The side adjacent to the footpath was the most concern to the allotment holders as there were several large gaps that people could use to get onto to the allotments. The contractor had easy access to this side and it would be much quicker to implement this additional security measure. It was **RESOLVED** that the Committee approved the cost of the fencing to the footpath side
 - b) Proposals to reduce waiting lists & easy maintenance options:
11. **Litter bins:**
 - a) Dog waste bin request (Norwich Road) No response from Hammonds or the original requester of the Dog Bin.
 - b) Litter bins complaints (opposite The Angel PH). The Committee considered the Assistant Clerk's report regarding the ongoing complaint about the bin outside of V1 Hairdressers. The suggested new location by the curved bench and information board would not work well with the proposed wayfinding signage and it was likely that other residents or business owners would complain about it in the new location. The cost to move and relocate it was over £200. As there were other bins in the Thoroughfare located close by it was then **RESOLVED** that the bin was removed completely.
12. **Communications/News:**
13. **Next meeting:** 20th September at 10.30am