

## **Assets and Services Committee**

**Wednesday 20<sup>th</sup> September 2023 at 10.30am**  
**Chambers, London Rd, Halesworth**

### **Minutes**

**Present:** Councillors; David Fosdike, Keith Greenberg (Chair), Joyce Moseley.

**In Attendance:** Phillippa Welby (Assistant Town Clerk), David Lines (Locum Clerk) 0 members of the public.

1. **Apologies:** Accepted from Cllr Took.
2. **Declarations of interest:** None.
3. **Minutes:** The minutes of the meeting held on the 19th July 2023 were accepted as true record.
4. **Matters arising from the minutes:** None
5. **Work plan 2023: Monthly review & alignment with 4-year plan (attached)** – The tasks that have been completed will be removed from the work plan.  
CCTV – work to be done to minimize future vandalism.  
Public Toilets – if the long term car park site remains undeveloped, this will mean other options to improve the disabled toilet will be explored.  
Town Pump – it was agreed to fund a plaque dating the restoration by the Town Council attached near the previous restoration date. Clerk to contact Parker Day Designs re: pump handle repairs.  
Station Building – Cllr Greenberg to brief Locum Clerk on situation.  
  
A proposal to full Council in October will suggest using a monitoring form that follows the outline of the four year plan adopted by the Council. This will be looked at and updated by each committee every three months. Every six months a report to the public will be made linking in budgetary implications.
6. **Budget** – a working group will meet to discuss budgetary requirements for this committee. Cllr Greenberg to organise.
7. **Community Hub** - The Rifle Hall have agreed to be part of the Community Hub Working Group. In addition, having a direct interest in the site, Suffolk County Council has agreed to participate, too.  
HTC has also been offered the opportunity to work with an academic team from UCL London which explores how science and technology can support Community Projects. They will be represented on the working group by a local resident who is part of the UCL team. The Committee agreed to work with the UCL team.

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Signature of Chair \_\_\_\_\_ date \_\_\_\_\_

Cllr Greenberg will write a brief for a consultant to assess planning options for land use, and the governance possibilities for the Hub. The brief will be used to tender for the services.

8. **Suffolk Markets:** - The Clerks' Office has recruited 4 new stalls for the market and publicised these. They start on the 4<sup>th</sup> October. Suffolk Markets will begin their work with the Market in the spring of 2024.
9. **London Rd Building**
  - a) **Internal improvements:** Currently expected to start at the end of November.
  - b) **External improvements:** Currently expected to start in the Spring.
10. **Asset Transfer: Clerk's update** – Cllr Greenberg to meet with David Lines (Locum Clerk) regarding Asset Transfer.
11. **Allotment Management & Allotment Fencing:** - Cllr Greenberg to meet with Clerk to discuss management of allotments going forward. Clerk to check on fencing.
12. **Memorial Gardens** – Spencer Wix has repaired the broken step on the War Memorial. The Committee will consider placing a fence or posts round the step to discourage the use of the steps by skateboarders and scooter riders. Clerk to contact War Memorial Trust to check on grant availability.  
A formal thanks was given to the Halesworth in Bloom volunteers who cleaned and tidied the Memorial Garden/Arboretum before the Halesworth 800 event.
13. **Litter bins - Dog waste bin request (Norwich Road)** – No further correspondence has been received.
14. **Communications/News** - None
15. **Next meeting:** 18th October 2023

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