



BUNGAY TOWN COUNCIL

COMMUNITY ASSETS AND SERVICES COMMITTEE

**Minutes of the Community Assets and Services Committee held on
2nd of February 2023 at 6.30 pm at the Riverside Centre, The Staithe, Bungay NR35 IBF.**

Members in Attendance

Cllr. Betts (Chair), Cllr. J O'Neill (Dep. Chair), Cllr. Atterwill, Cllr. Dawes, Cllr Lincoln, Cllr Adams
The Clerk Roz Barnett, and assistant Guy Bradley were also present at the meeting.
Cllr Adams attended by Zoom.

CAS-1- 02/02/2023 Apologies for Absence

Apologies for absence were received from Cllr Love

CAS-2- 02/02/2023 Declaration of Interest & Requests for Dispensations

Cllr Dawes declared non pecuniary interest in relation to war graves (item 10)

CAS-3- 02/02/2023 Public Forum

No members of the public were present

CAS-4- 02/02/2023 Minutes of the previous meeting

RESOLVED: It was proposed by Cllr Dawes, seconded by Cllr. Atterwill, and unanimously agreed to approve the minutes of the Meeting of 5 January 2023.

CAS-5- 02/02/2023 To consider amendments to the Asset register

- (i) It was noted that the museum collection had been added to the register. Gym equipment and the traffic SID (bridge street) have also been included.
- (ii) it was observed that the location of the Planters (outside charity shop – line79) was unclear and should be amended.
- (iii) It was suggested that the insurance valuation for the two public toilets was too high (the original valuation by ESC was £10k)- Councillors noted that an increase in the insurance valuation for the Cross street facilities was reasonable in view of the potential risk to Wightmans from fire damage.
- (iv) it was similarly noted that the Town hall insurance valuation had increased from £200k to £900k
- (v) Cllrs agreed that the current valuation of Town Centre signage appeared to be undervalued.
- (vi) Reference to the War memorial benches have been replicated on lines 38 and 87 and should be corrected.

It was agreed to recommend the current valuations to Full Council but to seek independent insurance valuations during 2023-2024.

Signed by Chair Date



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RESOLVED: It was proposed by Cllr J O'Neill and seconded by Cllr Lincoln and unanimously agreed, that the asset register (with corrections) be recommended to Full Council for approval.

CAS-6-02/02/2023 To consider replacement of three Grit Bins as recommended by Suffolk County Council

RESOLVED: It was proposed by Cllr Betts and seconded by Cllr Dawes and unanimously agreed that the Council should procure 3 replacement grit bins at a cost of up to £700

CAS-7- 02/02/2023 – To consider maintenance arrangements

- a. To consider Norse contract 2023

The Clerk reported that East Suffolk is taking over all activities currently undertaken by Norse in East Suffolk from 1st April 2023. Councillors sought clarification on several points including:

- I. Whether this includes all former Waveney contract areas including Norfolk.
- II. If the above is not the case whether BTC should request a quote from Norse Norfolk that currently works in Ditchingham.
- III. the specifications of the contract items were defined in 2022 and included pesticides defined by Norse as environmentally friendly – at this stage BTC have no environmental policy in relation to these matters.

The contract that will commence on 1st April is for £10,237 for ground maintenance and £10,237 for toilet cleaning. The Clerk explained in her experience of going out to the market recently that this is exceptionally good value. The clerk explained that it would be difficult to seek alternative quotes as the Town Council have not reviewed the specification since the land was transferred. The clerk is aware that the Council is keen to manage the land to the maximum benefit for nature whilst ensuring access for local people. Councillors noted that when first discussed, ESC provided annualised cost in the asset transfer document, and this was used as the basis of the specification for Norse.

The clerk was asked to seek clarification and a reduction on the FM managed budget.

RESOLVED: Proposed by Cllr Betts and seconded by Cllr Dawes and unanimously agreed to recommend to full council that the financial regulations be suspended for the approval of the Norse contract and that the Planning, Environment & Highways Committee be asked to review the land management aspects next summer with a view to going out to the market in Autumn 2023.

- b. To consider arrangements for approved contractors

Councillors suggested that the Council place advertisements for Contractors to go on an approved list. Indicative hourly rates will be required.

RESOLVED: Proposed by Cllr Betts and seconded by Cllr Blowers O'Neill and unanimously agreed that a list of approved contractors will be established

CAS-8- 02/02/2023 – Town Hall

Signed by Chair Date



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- a. To consider architect option for Town Hall improvements.

Councillors reviewed the current proposals for layout, office, and lift proposals for the building. The Clerk noted that building costs are currently escalating, and refurbishment costs are expected to be high. Councillors agreed that if access can be improved the present building represents the best available option for Council and Town activities.

RESOLVED: It was proposed by Cllr Betts, seconded by Cllr Dawes and unanimously agreed that the Council accept the current plans (with the museum incorporated) and take this to Full Council.

- b. To note expression of interest for the HLF

It was noted that the Council had received a positive response from the Heritage Lottery Fund and the HLF had suggested building in contingency costs and proposals to attract new users.

CAS-9- 02/02/2023 To consider any street furniture requests and issues

None received.

CAS-10- 02/02/2023 Correspondence

It was noted that East Suffolk Council have progressed the commonwealth graves signage and this will be installed in the Spring

CAS-11- 02/02/2023 Date of next meeting: March 2023

There being no further business the meeting closed at 7.56pm.

Actions	Who	By When
Order replacement grit bins	Clerk	March
Town hall building plans to be considered by Full council	Clerk	March Agenda
Norse contract to be considered by Full council	Clerk	February Agenda
Town hall building plans to be considered by Full council	Clerk	March Agenda
Land management specification to be developed	Planning Environment and Highways Committee	Summer 2023
Advertise for Town Contractors	Clerk	Spring 2023
Refer asset register to full Council	Clerk	February Agenda
Request up to date valuations of property	Clerk	Autumn 2023

Signed by Chair Date



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Signed by Chair Date