



# BUNGAY TOWN COUNCIL

## COMMUNITY ASSETS AND SERVICES COMMITTEE

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

### **Members in Attendance**

Cllr. Betts (Chair), Cllr. Blowers O'Neill (Dep. Chair), Cllr. Atterwill, Cllr. Dawes, Cllr Lincoln, Cllr Adams, Cllr Love. The Clerk Roz Barnett, and assistant Tony Wilde were also present at the meeting.  
Cllr Hindes and Cllr O'Neill attended via Zoom.

### **CAS-1 02/03/2023 Apologies for Absence**

None received.

### **CAS-2 02/03/2023 Declaration of Interest & Requests for Dispensations**

Cllr Adams declared non pecuniary interest in items 7/8.

### **CAS-3 02/03/2023 Public Forum**

**No members of the public were present**

### **CAS-4 02/03/2023 Minutes of the previous meeting**

Cllr. Blowers O'Neill requested that a surname miss-spelling is corrected for the minutes.

**RESOLVED: It was proposed by Cllr Betts, seconded by Cllr. Atterwill, and unanimously agreed to approve the minutes of the Community Assets and Services Committee Meeting held on Thursday 2 March 2023, with the above correction made.**

### **CAS-5 02/03/2023 Riverside Centre:**

- a. Riverside access issues were considered. Updated information will be made available to the Town Council in the coming days' East Suffolk District Council are leading on the matter.

Once the access arrangements are agreed by East Suffolk Council, Bungay Town Council will consider access requirements.

- b. A Riverside Stakeholder meeting was discussed. The Town Council has made initial contact with Riverside building users, The Canoe Club and The Scouts (both keen to meet). The aim is to consolidate requirements and form a shared vision aimed towards the best outcome for site usage, access, and parking.

Signed by Chair ..... Date .....



# BUNGAY TOWN COUNCIL

## COMMUNITY ASSESTS AND SERVICES COMMITTEE

CAS-6 02/03/2023 **Town Hall:**

**a. Town Hall Improvements:**

- Revised architect options were considered by the Council. Wheelchair and mobility vehicle access was discussed in and around the new lift, together with toilet provision. An observation was made by Cllr Blowers O'Neill that wheelchairs cannot turn in the lift car, and so space outside of the lift must be sufficient for manoeuvring. Consideration to be given to direction of access and egress of the lift at various floor levels.
- Proposals to retain more of the original ground floor fabric were also discussed, and this was well received by the Councillors as a potential cost reduction with the benefit of more wall space for the shop and museum.
- The Town Clerk will send a request to the architect for dimensioned plans in the lift area and wc areas. A fully labelled key / legend would also be useful for correct interpretation of the information.
- Councillors are pleased with the design concept and progress generally and seek to have any remaining accessibility matters resolved, requesting a further plan option if adjustments are needed on review of the dimensions.

**b. Chimney draughts and energy saving was considered for the Town Hall. A product called 'Chimney Sheep' was tabled as a solution, costing in the region of £50 - £60.**

**RESOLVED: It was proposed by Cllr Betts and seconded by Cllr Dawes and unanimously agreed that a 'Chimney Sheep' should be purchased for the Town Hall chimney.**

**c. HLF bid:**

- The Town Clerk relayed feedback has been very positive from the HLF bid process thus far.
- The Council may consider speaking to associated groups and other organisations, about the Town Council's plans for the Town Hall and Museum, to **a/** raise awareness **b/** create a 'buzz' around the proposals, and **c/** review wider aims for the project as part of a bigger bid.
- HLF bid to be completed and submitted Sep/ Oct 2023.

Signed by Chair ..... Date .....



# BUNGAY TOWN COUNCIL

## COMMUNITY ASSETS AND SERVICES COMMITTEE

- A discussion took place on additional funding streams.
- Bungay Town Council to consider governance structure for the Museum.

### CAS-7 02/03/2023 To consider any street furniture requests and issues: (standing Item).

- A complaint was received from a Resident regarding removal and deliberate scattering of dog waste from bins at Wherry Road Park.
  - Bungay Town Council will review waste collection at Wherry Park and consider siting of specific dog waste bins close to public access points.

### CAS-8 02/03/2023 Correspondence:

- To consider relevant correspondence received (standing Item).
  - Graham (known from Emmanuelle Hall works) has shown interest in providing advice on insulation at the Riverside Centre. A walk-around meeting with Councillors will be considered.

### CAS-9 02/03/2023 Date of next meeting: 6<sup>th</sup> April 2023

<i>There being no further business the meeting closed at 7.56pm.</i>		
Actions	Who	By When
Visit Wherry Park and review provision of waste collection facilities for refuge and dog waste. Visit to be organised.	Clerk	March
Town hall building plans to be considered by Full council	Cllrs	March
Meeting to be organised at Riverside with Councillors to discuss potential building upgrades	Clerk	April Agenda
A Riverside Stakeholder meeting involving Councillors, associated Building Users, The Canoe Club and The Scouts will be arranged.	Clerk	March/ April
Advertise for Town Contractors	Clerk	Spring 2023
Refer asset register to full Council	Clerk	Feb. Agenda
Request up to date valuations of property	Clerk	Autumn 2023

Signed by Chair ..... Date .....