



# BUNGAY TOWN COUNCIL

## COMMUNITY ASSETS AND SERVICES COMMITTEE

Minutes of the Community Assets and Services Committee held on  
6th of April 2023 at 7.000 pm at the Riverside Centre, The Staithe, Bungay NR35 IBF.

### Members in Attendance

Cllr. Betts (Chair), Cllr. Atterwill, Cllr. Dawes, Cllr Adams, Cllr Love. The Town Clerk Roz Barnett, and assistant Tony Wilde were also present at the meeting.

Cllr. Blowers O'Neill attended via Zoom.

### CAS-1 06/04/2023 Apologies for Absence

Apologies were received from Cllr. Daniels.

### CAS-2 06/04/2023 Declaration of Interest & Requests for Dispensations

None declared.

### CAS-3 06/04/2023 Public Forum

No members of the public were present

### CAS-4 06/04/2023 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 Community Assets and Services Committee Meeting held on Thursday 2nd March 2023.

#### 1. CAS-5 06/04/2023 Update on actions:

- a. Men's Shed bench repairs at Dinky's Garden have been completed. A £50 donation to the Men's Shed fund was suggested.

**RESOLVED:** It was proposed by Cllr. Dawes, seconded by Cllr. Adams, and unanimously agreed for a £50 donation to be given to the Men's Shed fund.

- b. The Council discussed the condition of Bungay's grit bins: several locations have bins which are in dis-repair or have been vandalised. Other locations require grit bins to be re-filled. The Clerk will complete an audit of grit bins and report back to the Committee.
- c. New benches, marking the Jubilee, have been installed on Outney Common and Councillors commented on their satisfactory quality and appearance.

Signed by Chair .....  


Date ..... 11/04/23



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### CAS-6 06/04/2023 To consider King's Road Recreation Area:

- a. Ideas were reviewed for improvement of football and basketball games areas:
  - Cllr Daniels has visited the Recreation Area and commented on the existing goal being sufficient. He will arrange to have the goal netting replaced. Replacement surfacing was discussed for the basketball area and three quotes are being obtained for new surfacing, for consideration by Bungay Town Council.
  - Cllr. Dawes enquired if the cost of resurfacing would potentially be covered by CIL funding. Cllr. Adams confirmed, making reference to the NDP, CIL funding can be used for this purpose.
- b. Revised Maintenance Plan:
  - Bungay Town Council recently acquired the garages. Councillors discussed aspects of the garage upkeep and the likely presence of Asbestos. Various ways to monetise the garages were reviewed in brief. Cllr. Love noted that rental for garages would likely be low. Cllrs. Betts and Adams mentioned that additional space is currently required by the Girl Guides and suggested the garages/ land could be useful to them. This was noted by the Committee and will be considered at a future Community Assets and Services meeting.

### 2. CAS-7 06/04/2023 To consider purchase of branded gazebos and weights for use on Council business and events:

- A make and model of un-branded Gazebo has been selected that is sturdy and light enough to manoeuvre into place. The Committee discussed the need for weights and the idea of obtaining water-filled units that would be easy to manage when emptied and not in use. The choice of an unbranded Gazebo product provides greater flexibility, with Council and event branding located on separate banners.

**RESOLVED: A budget of £1,600 for the Gazebo and weights was proposed by Cllr. Dawes, seconded by Cllr. Atterwill, and unanimously agreed.**

### CAS-8 06/04/2023 To consider options for asset register:

- The Town Clerk described the company `Parish Online` as the market leading GIS system, used by other Town Councils. On analysis of their platform, Cllr. Dawes explained that there did not appear to be a way to see a register of assets detailing their location value and condition.

Signed by Chair:  ..... Date 11/04/23



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- Following discussion, the Council agreed to investigate early Beta Testing of an alternative platform provided by Scribe.
- Cllr. Adams requested in general, that the Office of Town Clerk might in future establish which systems are fit for purpose and make a proposal to the Committee for approval. The decision process could be streamlined in this way and continue to adhere to Town Council rules.

**RESOLVED: An annual budget of £400 for use of the Scribe system was proposed by Cllr. Dawes, seconded by Cllr. Adams, and unanimously agreed.**

### CAS-9 06/04/2023 Riverside Centre:

Cllr. Adams requested that item CAS-9 be moved to the end of the Committee meeting, PURSUANT TO SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 IT IS PROPOSED THAT, BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED, THE PUBLIC AND PRESS LEAVE THE MEETING DURING CONSIDERATION OF THE REMAINING MATTERS.

### CAS-10 06/04/2023 Town Hall:

- Following on from the agreed actions at the March Community Assets and Services Committee meeting, Guy Bradley, Assistant to the Clerk, has measured the lift at the Riverside Centre, comparing it to the new lift proposed in the Town Hall remodel. The Town Hall lift will be two centimetres smaller.
- Following the Town Council's request, the Architect has revised the proposed floor plans to ease access to and from the new lift. Cllr. Blowers O'Neill agreed that the modest reduction in lift car size and access arrangement around the new lift will be acceptable.
  - It was noted that the new lift at the Town Hall will serve two levels, and not the 1<sup>st</sup> floor due to existing building constraints.

**RESOLVED: Planning and Listed Building Consent for the Town Hall Project will now be applied for by the Architect on behalf of Bungay Town Council: proposed by Cllr. Love, seconded by Cllr. Atterwill, and unanimously agreed.**

- The Town Clerk has asked the Architect to consider energy improvement measures for the Town Hall Building. The Architect's initial thoughts are that the roof could receive additional insulation and will report back to the Council after further consideration.
- Cllrs. Adams and Cllr. Dawes discussed secondary glazing for the Council Chamber windows, however, they confirmed that from previous enquiry, East Suffolk Council may be averse to the idea.

Signed by Chair 

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- c. The Town Clerk suggested that additional funding could be obtained for energy improvements, and this was noted by the Councillors.

### CAS-11 06/04/2023 To consider any street furniture requests and issues: (standing Item):

- a. Cllr. Dawes raised the matter of finger posts. Cllr. Betts highlighted the requirement for licences to be obtained from Suffolk County Council and that funding for the posts would be released after receipt of licenses. This was noted by the Committee.
- b. Local business owner requests for improved/ additional seating in front of the Earsham Street Post Office building was again discussed. The Councillors queried land ownership of the area under consideration and will continue to review.

### CAS-12 06/04/2023 Correspondence - To consider relevant correspondence received (standing Item):

- a. Having recently attended a Highways Training Course, Guy Bradley and Steve (Town Council employees) have noticed current road works signs on Upper Olland Street are pointing in the wrong direction, leading to possible issues with traffic. The Town Clerk's Office will contact Suffolk County Council Highways to resolve.
- b. A letter of correspondence has been received from a Resident, complaining of the condition of the children's play park at Wherry Road. The complaint mentions poor buggy storage, rusty equipment and general lack of play equipment.
- Cllr. Adams made reference to Clause 100 c of the NDP and the provision to make improvements of play facilities used by 5 to 12 year olds. This was noted by the Committee.
- The Town Clerk explained that an improvement programme is underway, beginning with King's Road first. Focus will then move onto Wherry Road play area, where painting and some equipment replacement is planned.
- As per item CAS 6 (a) Bungay Town Council are interested in obtaining further information on potential improvements suggested by Richard Daniels of the Football Club.
- The Council will consider undertaking a consultation to obtain user group opinion of current facilities and their aspirations going forwards.
- c. The ATM machine stationed at the Town Clerk's Office was discussed following a complaint received about its function. The Council were informed by the Town Clerk that this is the busiest Cash Point in the area. Intermittent issues experienced by Users were noted by the Committee.

Signed by Chair 

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- d. Correspondence has been received relating to Bungay Library and its services. Cllr. Adams referred to NDP Clause 100 i and the possibility of funds being made available from CIL to extend the Library's leisure, education, and information-services provision. This was noted by the Committee.
- e. The Town Clerk suggested the next Community, Assets and Services Committee meeting is moved forward to the 1<sup>st</sup> of June 2023.

**RESOLVED: the next Community, Assets and Services Committee meeting will be moved forward to the 1st of June 2023: proposed by Cllr. Adams, seconded by Cllr. Dawes, and unanimously agreed.**

CAS-13 06/04/2023 Date of next meeting: 1<sup>st</sup> June 2023

*There being no further business the meeting closed at 8:10pm.*

Actions	Who	By When
Instruct Architect to submit Planning and Listed Building applications to East Suffolk Council	Clerk	April
Arrange for £50 donation to be made to Men's Shed	Clerk	April
Conduct an audit of the Town's grit bins	Clerk	Summer 2023
Gazebo and weights to be ordered	Clerk	April
Approach Scribe and enquire about participating in Beta testing of asset register software	Clerk	Summer 2023
Request up to date valuations of property	Clerk	Autumn 2023
Contact Suffolk County Council re: road works signage on Upper Olland Street	Clerk	April

Signed by Chair .....

Date 1/05/23