



# BUNGAY TOWN COUNCIL

## COMMUNITY ASSETS AND SERVICES COMMITTEE

Minutes of the Community Assets and Services Committee held on  
1st of June 2023 at 7.00 pm at the Riverside Centre, The Staithe, Bungay NR35 IBF.

### Members in Attendance:

Cllr. Hindes, Cllr. Dawes, Cllr. Betts, Cllr. Atterwill, Cllr. Adams, Cllr. Love, Cllr. Crickmore, Cllr. Blowers O'Neill, Cllr. O'Neil. The Town Clerk Roz Barnett was also present at the meeting.  
Assistant Antony Wilde attended via Zoom.

### CAS-1 01/06/2023 To consider election of Chair:

The election of Chair for the Community, Assets & Services Committee was considered.

**RESOLVED: Cllr. Hindes was proposed as Chair by Cllr. Betts, seconded by Cllr. O'Neill and unanimously approved.**

### CAS-2 01/06/2023 To consider election of Deputy Chair:

The election of Deputy Chair for the Community, Assets & Services Committee was considered.

**RESOLVED: Cllr. Dawes was proposed as Deputy Chair by Cllr. Betts, seconded by Cllr. Hindes and unanimously approved.**

### CAS-3 01/06/2023 Apologies for Absence:

**None received.**

### CAS-4 01/06/2023 Declaration of Interest & Requests for Dispensations:

**None declared.**

### CAS-5 01/06/2023 Public Forum:

**No members of the public were present.**

### CAS-6 01/06/2023 Minutes of the previous meeting:

**RESOLVED: It was proposed by Cllr. Dawes, seconded by Cllr. Betts, and unanimously agreed to approve the minutes of the Community Assets and Services Committee Meeting held on Thursday 6th April 2023.**

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



# BUNGAY TOWN COUNCIL

## COMMUNITY ASSESTS AND SERVICES COMMITTEE

CAS-7 01/06/2023 To consider issues relating to the Play and Recreation areas:

a. To consider Norse quote for monthly and annual inspections:

**RESOLVED: Bungay Town Council will proceed with monthly inspections for a total annual cost of £968 + VAT relating to the Play and Recreation areas, proposed by Cllr. O'Neill, seconded by Cllr. Atterwill and unanimously agreed.**

b. To consider quotes for improvements to Basketball and Football facilities at King's Road:

- Cllr. Daniels has been active in obtaining quotes for resurfacing of the entire Basketball court at King's Road. Thus far, 2 quotes have been returned of £1,300 and £2,400.
- Work to the football goal is being considered, along with different types of net. The importance of a new net not being climbable was seen as important for Health & Safety reasons. The Committee discussed the installation of a metal mesh 'net' or backstop feature.
- The Chair asked for the issue of the Football goal and Basketball resurfacing to be reviewed again in the next Committee meeting when all quotes are available.

c. To note removal of post and rail fencing King's Road:

- The current fence is likely subject to theft, as metal parts of the fence go missing on a regular basis. This was noted by the Committee Members and is an issue to be resolved.
- The Councillors discussed issues with some of the back gardens expanding into the park area and noted that this is a problem to be monitored and if possible, prevented.
- Replacement fencing was discussed in brief. The Committee agreed to research what type of fencing other Town Councils specify. Cllr. Hindes suggested that any replacement should have a 40-year lifespan and should be suitable to secure the site. Cllr. Dawes mentioned that there is a fence at Ditchingham which may be of interest. Further investigation into appropriate solutions will be undertaken.

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



# BUNGAY TOWN COUNCIL

## COMMUNITY ASSETS AND SERVICES COMMITTEE

- d. To note progress on the painting of the equipment at all sites:

The painting at King's Road is virtually complete. Progress was halted by weather. Weather permitting, work will proceed to other recreation and play areas.

- e. To consider requesting designs and tenders for a refit of Wherry Road at a cost of £30,000:

- The proposed budget for new play equipment was discussed. The £30,000 figure was estimated by the Town Clerk to represent a good quality design. It was queried whether presenting the Designers with a budget of £20,000 to £30,000 and a brief to potentially include some of the existing equipment may be advantageous in keeping costs low.
- It was agreed to move the decision on purchasing new play equipment to the Community, Assets and Services Committee meeting in July.
- The Councillors discussed visiting Bungay's play areas to ascertain the quality and content, or otherwise of existing play equipment, and to provide their thoughts on what needs to be upgraded, added to or renewed.

**RESOLVED: independent site visits to Bungay's recreation play areas was proposed by Cllr. O'Neill, seconded by Cllr. Love and unanimously agreed.**

Councillors asked the Town Clerk to provide a paper form, listing the play areas alongside a table for comments and suggestions for each play area. These will be collated and inform the decision-making process going forwards.

### CAS-8 01/06/2023 Inventory and Assets:

- a. To receive an update on the Scribe inventory and asset register package and agree participation in the pilot scheme:
- The Town Clerk informed the Councillors that Scribe have acquired Government funding since the previous meeting. The Town Clerk confirmed Scribe has agreed to let Bungay Town Council take part in their development programme. The Town Clerk was congratulated by the Councillors.

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



# BUNGAY TOWN COUNCIL

## COMMUNITY ASSETS AND SERVICES COMMITTEE

- The Councillors then discussed ways members of the public contact the Town Council and the need for an answer service with instructions. Cllr. Hindes mentioned a company called BeOnline and agreed to provide information to the Town Clerk for consideration.
- The idea of having an asset damage reporting function was discussed: with a message to the effect of 'please report any damage quoting an item number'.

**b.** To order 300 ownership stickers for equipment Cost £204:

**RESOLVED: the order of 300 ownership stickers for a cost of £204 was proposed by Cllr. Adams, seconded by Cllr. O'Neill and unanimously agreed.**

**CAS-9 01/06/2023 CCTV – To consider quote for replacement camera and discuss proposals for extension of the scheme:**

The Town Clerk confirmed that the Clerk's Office is waiting to receive a quote for a CCTV camera which was stolen from outside of the new Ice Cream parlour.

**RESOLVED: A budget of up to £500 for the purchase of a replacement CCTV camera and associated installation, within the Clerk's delegated powers, was proposed by Cllr. Adams, seconded by Cllr. Betts and unanimously approved.**

On a related matter put forward by Cllr. Adams, the Town Clerk confirmed a budget of £2,373 is earmarked within the CIL fund for extension of the CCTV network. Councillors Adams, Dawes and O'Neill agreed to form a working group to consider and develop expansion of the CCTV network and will tour existing camera positions and where new ones may be most appropriate. Cllr. Dawes asked the Town Clerk to obtain specifications and quotes from suitable companies for how the current system can effectively be added to. This item will be discussed again in the August Community, Assets & Services Committee meeting when more information is available. The allocation of any CIL funds will be agreed in November.

**CAS-10 01/06/2023 To receive a verbal report on the Toilets and Rough Sleeper:**

There is a Rough Sleeper using Cross Street public toilets. The local Constabulary have spoken with the person as has the East Suffolk Housing Team, and he does not wish to fully engage with them. The Council agreed to monitor the issue, with the safety of Town Council staff that look after the facilities, one of the priorities. Cllr. Love offered to provide the Town Clerk with contact details for a local homeless team/ venture that may be able to help the Rough Sleeper.

**CAS-11 01/06/2023 To consider maintenance and Utilities for premises:**

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



# BUNGAY TOWN COUNCIL

## COMMUNITY ASSETS AND SERVICES COMMITTEE

- a. To consider utility quotes for premises and appointment of broker:

The issue of utilities has been difficult to resolve. The Town Clerk explained Bungay Town Council are currently with Veritas with a contract period running until 31<sup>st</sup> of March 2025. Gas is currently purchased from E-on. The Clerk proposes to transfer and purchase the Council’s gas supply to a different company called Lumina for 12 months. This was considered by the Councillors.

**RESOLVED: the Town Clerk’s proposal to purchase Bungay Town Council’s gas supply from Lumina as detailed below was motioned for approval by Cllr. Adams, seconded by Cllr. Hindes and unanimously agreed.**

Supplier	Contract Duration	Product Name	FIT Rate p/kWh	Unit Rate	-	-	Standing Charge	Annual Cost / Commission	Annual Diff
EDF	12 months	Fixed Online only DD	-	9.5000	-	-	25.0000 p/day	£713 £33	—

The Councillors discussed fossil fuels versus buying green energy. The cost premium of purchasing energy solely from renewables is quite high, and at a time when there is a cost-of-living crisis, the Councillors decided to proceed with a conventional supply. Cllr O’Neill suggested that the public’s mindset needs changing on the use of renewable energy production. The Committee Members agreed this issue can be raised again in the future.

- b. To consider quotes for window and gutter clearance:

The Town Council’s facilities are currently cleaned externally by SN Window Services on the basis of 9/10 cleans per annum, though he does not clean gutters. Another company approached by the Town Clerk, Oddbods, that is experienced with old and Listed buildings, can clean gutters.

**RESOLVED: the Town Council’s facilities will have gutters cleaned annually at a cost of £560 by OddBods and will thereafter continue to receive window cleaning services from the current cleaner, based on 5 annual cleans: was proposed for approval by Cllr. Hindes, seconded by Cllr. O’Neill and unanimously agreed.**

**CAS-12 01/06/2023 Riverside Centre:**

- a. To receive an update on Riverside access issues:

Cllr. Adams requested that item CAS-12 be closed to the public, 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.

- b. To consider a verbal report on potential bookings:

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



# BUNGAY TOWN COUNCIL

## COMMUNITY ASSESTS AND SERVICES COMMITTEE

Cllr. Hindes reinstated the meeting at agenda item 12b , with members of the public invited back into the Council meeting.

The Riverside Centre is receiving bookings from a Yoga Group, Choir, Prayer Group, The Reflex Theatre Group... The Sea Scouts have expressed an interest in block booking the facility later in the year and through the winter months. The Town Clerk will liaise with the above groups and find a suitable way to allocate time slots for everyone, so that the Sea Scouts can be included.

Cllr. Dawes enquired how the booking programme was performing. The Town Clerk mentioned some initial 'teething' problems due to booking notice periods, that have now been overcome.

### CAS-13 01/06/2023 **Town Hall:**

- a. To receive and update on the listed building and planning consent:

The Town Clerk confirmed that the Planning and Listed Building applications were yet to be submitted. The Architect is making final preparations.

- b. To consider progress on the heritage lottery bid and the need for quotes for specialist repairs:

The idea to obtain early quotes for elements of the works in parallel with the Planning and Listed Building submission was viewed positively. These may enable costing information to be fed into the funding bid. Cllrs. Betts, Dawes, Adams and Hindes agreed to form a working group with the clerk.

Cllr. O'Neill asked if the cash point remains at the Town Hall after the remodel works. The Town Clerk confirmed the cash point stays in the same position.

### CAS-14 01/06/2023 **Photocopying:**

Issues with current photocopying were described by the Town Clerk, along with the need for a new photocopier. Prices and contract periods are provided by the Town Clerk in the Councillor's information pack.

**RESOLVED: The Clerk's Office will obtain a new photocopier from Norfolk copiers at a approximately £417 per annum for a five-year period was proposed by Cllr. Betts, seconded by Cllr. Hindes and unanimously agreed.**

Cllr. O'Neill asked if the new photocopier might be made available to the public, as it is a public asset, for a small copying charge. This was noted as an option by the Town Clerk.

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



# BUNGAY TOWN COUNCIL

## COMMUNITY ASSETS AND SERVICES COMMITTEE

Cllr. Hinds suggested that keeping a log of copies made, by the side of the photocopier, will enable the Town Clerk's Office to keep track of paper and toner usage together with the total number of copies made per year (important for the selected photocopier contract).

**CAS-15 01/06/2023 To consider any street furniture requests and issues: (standing item):**

**None at present.**

**CAS-16 01/06/2023 Correspondence:** To consider relevant correspondence received (standing Item):

**a.** To note requests for grit bins:

New grit bins will be ordered over the summer as previously agreed. Town Council staff will remove the existing grit bins and arrange disposal with Norse. There are three old bins ready to go.

**b.** Request for cleaning War Memorial:

A Bungay resident has contacted the Town Council with a request to clean the war Memorial. With feedback from past cleaning operations, jointly, the Councillors have knowledge of the kinds of specialist cleaning operations involved, including the use of distilled water. There is the unusual fact that lichens can become part of a Listing. The last clean was completed in 2018. The Town Clerk quoted specialist advice previously received, that the War Memorial should only be cleaned if the names/ inscriptions cannot be read. The Councillors agreed that the Town Clerk will write to the member of the public and thank him for his correspondence, that the War Memorial is being monitored and that Bungay Town Council are following standard procedure, not to clean the stone, unless the names become covered or are illegible.

**CAS-17 01/06/2023 Date and time of next meeting 6th July 2023.**

<i>There being no further business the meeting closed at 8:10pm.</i>		
Actions	Who	By When
Research types of fencing suitable for King's Road recreation/ play area.	All	June onwards
Provide Councillors with an assessment form for existing play facilities	Clerk	June
Write to member of the public regarding a request for cleaning of the War Memorial	Clerk	June
Proceed with the order of 300 asset/ property stickers.	Clerk	June
Switch gas supplier from E-On to Luminar.	Clerk	June

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



# BUNGAY TOWN COUNCIL

## COMMUNITY ASSESTS AND SERVICES COMMITTEE

Select preferred Photocopier supplier/deal and obtain new photocopier machine.	Clerk	June
External building cleaning, with gutters to be organised with Oddbods and new arrangement confirmed with Stuart.	Clerk	June
CCTV camera replacement quotes to be obtained for Buttercross.	Clerk	June
Contact Norse to agree to monthly recreation/ play inspections.	Clerk	June

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