



BUNGAY TOWN COUNCIL

COMMUNITY ASSETS AND SERVICES COMMITTEE

Minutes of the Community Assets and Services Committee held on
3rd August at 7.00 pm at the Riverside Centre, The Staithe, Bungay NR35 IBF.

Members in Attendance:

Cllr. Adams, Cllr. Atterwill, Cllr. Betts, Cllr. Blowers O'Neill, Cllr. Crickmore, Cllr. Dawes (deputy chair),
Cllr. Hindes (chair), Cllr. Love.

Cllr. Pearmain as a non-Committee member.

Also in attendance: 1 member of public, Town Clerk and Locum Clerk

CAS-1 03/08/2023 – Apologies for Absence:

~~Apologies were recorded for Cllr Betts.~~

Apologies were recorded for Cllr O'Neill

CAS-2 03/08/2023 – Declaration of Interest & Requests for Dispensations:

Cllr Hindes declared a pecuniary interest in agenda item 6.

Cllr Love declared a pecuniary interest in agenda item 6, as he is employed by Access Community Trust.

CAS-3 03/08/2023 – Public Forum:

No public to participate. Martha will be involved in discussion at item 6.

CAS-4 03/08/2023 – Minutes of the previous meeting:

Minutes from the Community Assets and Services Committee meeting held on the 6th of July 2023 were reviewed.

It was noted that Sam Kenwood, had not left but moving to a new job within East Suffolk Council.

RESOLVED: To approve the minutes. Proposed by Cllr Crickmore and seconded by Cllr Adams, and unanimously agreed.

There was an agreement at the meeting to continue to item 6, then back to item 5.

CAS-5 03/08/2023 – To consider issues relating to the play and recreation areas:

- a) To consider complied feedback from councillor site visits. The Community Payback scheme was mentioned, is there anything we could nominate to the scheme? Suggestions were weeding, painting, grass cutting, collecting rubbish on Kings Road. The Town Council a definitive map showing land under their ownership **Action Clerk to request Community payback scheme for Bungay maintenance.**
- b) To receive an update on the wherry road steps. This is still out for quotes.
- c) To agree consultation details on wherry road and meadow road. **Action Clerk to create surveys using King's Road survey template.**

Signed by Chair

Date 7/9/2023



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CAS-6 03/08/2023 – Youth Provision:

It was agreed that Cllr Hindes would leave the room and Cllr Dawes would take over the meeting in his absence. Broad overview, the steering group has £10,000 for the project,

a) To note record of youth steering working group and note record of access meeting with police and crime commissioner. **Noted.**

a) To consider and agree management arrangements for youth activities.

The proposal is for the Town Council to run activities for 10–14-year-olds between 14/8/23 to 25/8/23, Monday – Friday 2pm – 4pm, with staffing. 1:10 ratio, with 3 volunteers working. maximum of 30 children. The programme has been sent to the members of the steering group. There was an agreement to run all of this with Sam Kenwood, before the Council make decisions. There is a lot of work to be done, before the Town Council consents, with not much time available before 14th August 2023. After a general discussion. These points were noted.

- Should the council undertake direct delivery, or facilitate other organisations to deliver?
- Should we involve young people in the management and decisions on what is provided.
- Is there enough time to put all the training, policies and procedures in place,
- Ask other youth organisations to join the steering group.
- Grants could be applied for to make the youth provision more sustainable.
- The importance of the Youth Council was stressed at the Council has a duty to consult with young people.

b) To consider proposal for summer activities. Cllr Hindes left the room (7.23pm)

- To defer activities to run in the autumn and other school holidays after that. Allocate £2,000 of the £10,000 to set up the preliminary work.
- Involve the young people in consultations. Youth led as much as you can.
- The police crime commissioner welcomed an application for funding for the youth group.
- Important to have a sustainable annual project project.
- Set up a working party with town youth organisations, Martha, Town Clerk and the existing steering group.

The committee thanked Martha for all her work on the summer activity scheme and really welcomed her expertise in advising the Council. Martha acknowledged that she understood the Committee's concerns and indicated that she would be happy to remain a member of the steering group.

RESOLVED: It was proposed that the summer activity programme is deferred and that £2,000 out of the £10,000 be used to employ someone to set up the policies and processes for the Council to be involved in Youth Work, and to concentrate on the youth Council and involve young people in deciding what facilities/activities are provided. To expand the youth steering group, to include other youth organisations in the Town (Current membership Martha Coleman, Cllr Crickmore, ~~Cllr Betts~~, *Cllr Severn*, Cllr Martinez, and the Town Clerk). Was seconded by Cllr Betts and seconded by Cllr Love and unanimously agreed. Cllr Hines returned to the meeting after a vote was taken.

Signed by Chair

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CAS-7 03/08/2023 – CCTV – To consider proposals for extension of the scheme.

The Town Clerk and Cllr Dawes attended the CCTV meeting.

The Committee discussed the quote and agreed to for two additional cameras for phase two:

- 1 x new 6MP varifocal camera on Buttercross Garden Café to view the entrance to the public toilets on Cross Street
- Install 1 x new 6MP varifocal camera on the DMP building to view up St Mary's Street –

They decided not to proceed with the cameras in Wharton Street and Lower Olland Street.

RESOLVED: The proposal for the additional CCTV cameras, at St Marys, and Cross street were approved. The Clerk to seek revised price for the remaining two cameras and bring back to the next meeting. Proposed by Cllr. Adams, seconded by Cllr. Betts, 7 agreed and one abstention.

CAS-8 03/08/2023 – Town Hall:

- To receive and update on the listed building and planning consent. The Clerk reported a very supportive meeting with the planning officers. There are a few issues of concern, these are the staircase, entrance, and roofline.
- To note progress and actions from the working group. There is now a lot of work to be done before the bid can be submitted. The museum has agreed that the curator and chair of the trustees will work with the clerk prepare costs for museum aspects of the lottery bid. The new rural hub fund has opened. **Action Town Clerk** and working group to apply for a grant of £30,000 for the lift from the rural hub fund.

CAS-9 03/08/2023 – Toilets:

- To receive and update on anti-social behaviour. The Town Council have arranged for the homeless team and police to attend. The person in the toilets has refused all help and has been asked to move on. Due to numerous complaints from the residents in Cross street the toilets have been temporarily closed. The committee did not agree to pay for their extra cleaning of the nearby café's toilet, while the toilets were shut.

- To agree reduced hours for opening and temporary closure.

It was agreed for the short term to close Cross Street Toilets and for the Environment and Premises Co-ordinator to close priory toilets at 3.30pm. There will be an additional callout payment to lock toilets at weekends. The toilets will be open for special events. The Deputy Clerk has provided a photo of bars on toilet doors in Felixstowe. **Action Deputy Clerk** to obtain a quote for bars, perhaps Ellingham Crossways. **RESOLVED: Reduce the opening hours for Priory Lane and the closure for Cross Street. Continue to open for events and Thursday markets was proposed by Cllr. Hindes, seconded by Cllr Betts and unanimously approved.**

Signed by Chair

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CAS-10 03/08/2023 – To consider any street furniture requests and issues: (standing item):

None at the time of the meeting.

CAS-11 01/06/2023 – To discuss UKSPF town improvements:

The second grant application has gone in for lowering the kerbs at Earsham Street. The Committee considered the provided photos of seat planters and planters, taken in Harleston. The seating by the war memorial needs renovation.

Resolved: Action Clerk to have delegated responsibility for spending the Town improvement grant as per application in consultation with the mayor. The Deputy Clerk to act as project support.

CAS-12 03/08/2023 – Correspondence: To consider relevant correspondence received (standing item).

There was correspondence from resident in Staithe Road, where the cars had been damaged. The CCTV would need to be installed privately. **Action Town Clerk to respond.**

CAS-13 03/08/2023 – Date and time of next meeting 7th September 2023.

ADMISSION TO MEETINGS - 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-14 03/08/2023 – Riverside Centre:

a) To receive an update on Riverside access issues. The Deed has finally been signed by East Suffolk and the Bridge owner. The Clerk has sent the deed to the solicitors for review. There will be a lockable bollard going between the two car parks. The Scouts, Riverside centre users and the Canoe Club will have keys to this.

b) To agree formation of Riverside/Town Hall working group.

The makeup of the working group was discussed, and the membership was agreed as Cllr Adams, Cllr Betts, Cllr Dawes, Cllr Hindes, Cllr Blowers O'Neill, Cllr Martinez and the Town Clerk Cllr Love thanked Cllr Adams for all the work he has put into this.

Resolved: That a joint working group to be set up to discuss the future of the Town Hall and the Riverside Centre.

There was no more business to transact the Chair closed the meeting at 8.31pm.

Date of next meeting is 7th September 2023

Actions	Who	By When
Arrange for repair of steps at Meadow Road	Clerk	July
Arrange for repair of Skate Park.	Clerk	July
Form Working Group to solve youth group issues.	Cllrs Severn, Love, Crickmore, Martinez	July

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Proceed with quote for replacement CCTV camera and Riverside Centre CCTV server storage upgrade.	Clerk	July
Contact support groups regarding the potential co-staffing of Council Surgeries at Number 8.	Clerk	July onwards
Instruct contractor to carry out gardening services as outlined in their quote for White man's Roundabout	Mayor/Clerk	July
Look into replacement sign and clear, graffiti-resistant paint finish following recent vandalism.	Clerk/Deputy Mayor	July
Appoint Solicitor and form Working Group to consider Riverside Centre access issues	Cllrs. Clerk	July
Confirm the boundaries on Kings Road (CAS 5)	Cllr Adams	August
Apply for grant from ESC Communities fund (CAS 8 b)	T. Clerk	August
Obtain a quote for metal bars outside the toilet doors. (CAS 9b)	Deputy Clerk	August
War Memorial seating to be painted – ask Men's Shed (CAS 11)	Deputy Clerk	August
Reply to resident complaint Staithe Road car damage (CAS 12)	T Clerk	August
Organise Joint working group meeting for Town Hall and Riverside.	T Clerk	August

Signed by Chair

Date 7/9/2023