



# BUNGAY TOWN COUNCIL

## COMMUNITY ASSETS AND SERVICES COMMITTEE

Minutes of the Community Assets and Services Committee held on  
7<sup>th</sup> December 2023 at 7.00 pm at the Riverside Centre, The Staithe, Bungay NR35 IBF.

### Members in Attendance:

Cllr. Adams, Cllr. Atterwill, Cllr. Crickmore, Cllr. Dawes (deputy chair), Cllr. Hindes (Chairman) Cllr. Love and Cllr. Pearmain.

Also in attendance: Cllr Betts attended via zoom.

Roz Barnett Town Clerk and Tina Newby Minute and Communications Clerk.

### CAS-1 07/12/23 – Apologies for Absence:

Apologies were recorded for Cllr Blowers O'Neill and Cllr O'Neill and accepted.

### CAS-2 07/12/23 – Declaration of Interest & Requests for Dispensations:

All declarations below are non-pecuniary:

Cllr Dawes and Cllr Love in item 9a.

Cllr Hindes declared a Pecuniary Interest in 5c.

**RESOLVED to move item 7a to below the line after the public has left. Proposed by Cllr Hindes and seconded by Cllr Adams.**

### CAS-3 07/12/23 – Public Forum:

No participation.

### CAS-4 07/12/23 – Minutes of the previous meeting:

Cllr Love noted a change in the minutes: item 11, to record that BCS was formed by the Town Council.

**RESOLVED the minutes of the 2<sup>nd</sup> of November be approved was proposed by Cllr Love and seconded by Cllr Hindes and unanimously agreed.**

### CAS-5 07/12/23 – To receive an update on projects progress:

- a. Play surveys: There were 60 surveys delivered through the resident's doors for both surveys. There was a large difference in the return. Wherry Road was the greater response. There is no urgency to spend the money in the budget. The painting will need to be done when it is warmer. Collate all 3 surveys into one excel spreadsheet, for the meeting in January 2024. Look at maintaining the environment in the playground too. The priority would be Wherry Road but wait until the school meeting this week. The RoSPA reports from East Suffolk Services are behind.
- b. Youth Council and Youth Specification: There are some interested groups, arrange a zoom meeting in January and invite all to talk for 30 minutes each. Invite members of the Youth Working Group to attend the zoom meeting. The Youth Council will be externally funded.
- c. To accept donation from Sew and So's: They have an annual book show. The proceeds will be divided over two groups, one being BTC. **Action Clerk to provide a formal acknowledgement.**

Signed by Chair .....

Date ..... 04/12/23



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- d. UKSPF Town Centre: the updated report is in the meeting pack.

**CAS-6 07/12/23 – Town Hall: To receive an update on the Town Hall Project and agree any action:**  
There is a meeting next Monday with East Suffolk Council to re-submit for the Hub Fund for £30,000 and additional funds. The planning application has gone in. Thank you to Roz for all her help.

**CAS-7 07/12/23 – Riverside: To receive an update on the Riverside Project:**

- a. To note and agree key points from Solicitors meeting: Will be discussed under the line.
- b. To note and agree the Riverside Centre Business Plan: Perhaps put the two businesses as a Business Trust and save money with Business Rates. We need to raise income and reduce costs. River Waveney Trust is still interested in having some office space. £3,800 rent per annum or reduce to £2,500 with their fundraising help. Legionella testing for the canoe club. This should be included in the rent review for May 2024. Electricity sub meter and separate water meter.

Suspended standing orders to discuss under the line, item 7a, due to there being no public present. Proposed by Cllr Hindes and seconded by Cllr Adams, unanimously agreed.

- c. To consider Riverside plans from Wilde and Wilde: The plans are impressive. There will be two office spaces, one will be in the eaves of the building. The Town Council had previously agreed to spend £3,000 for Wilde and Wilde to put through planning application. Send recommendation to Full Council. The building specification includes under floor heating, solar panels on the roof, acoustics and insulation. Speak to the outside users and residents when the planning application is submitted.

**RESOLVED to propose to send application to Broads Authority 'just modernisation', consult with ESC and ESC Solicitor. Proposed by Cllr Hindes and seconded by Cllr Love. Unanimously agreed.**

**CAS-8 07/12/23 – To review then report for the External Lighting Maintenance for the Riverside Centre:**

The repair and maintenance quotes were discussed. There was an agreement to install lights going towards the park over the speed bumps.

**RESOLVED to agree to quote for additional lighting over the speed bumps. Proposed by Cllr Hindes and seconded by Cllr Love, unanimously agreed.**

**CAS-9 07/12/23 – To review and agree the budget for Community Assets and Services for 2024-2025 including:**

The Clerk reported that she is very concerned by the budget and there is a need to reduce costs by £85,000. BT&H looked at the budget and took out everything that was not essential. If we have a project then we should try and go with external funding, thereby having a small amount in the budget. S137, must be reported separately, minimise to as low as we can go.

Signed by Chair 

Date 4/1/24



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- Change line 65 s137 to £6,000, later this was then reduced to £4,000 and cap the grants to £500 per applicant.
  - Line 100 Youth Programme, drop to £2,000.
  - Line 99 (BCS) drop to £5,000.
  - Playground inspection and maintenance – lines 48/77 to stay as is. Norse monthly inspections to be removed and keep weekly inspections done by BTC.
  - Town Hall reduce business rates.
  - Reduce project line 49 Toilet cleaning reduce to £4,000 BTC to do the cleaning.
  - Litter bins needs to be looked at next year.
  - There is money to be gained by losing the 'small parcels' of land and their associated maintenance costs.
  - Line 44 CCTV Maintenance and just cover the contract £500.
  - Public Works Loans Broad was discussed, extending the payment years to the maximum.
- a) Financial request for Bungay Community Support Service Level Agreement: BCS are keen for a 3-year commitment. Running costs are £6,000-£8,000. Annual review, change to donation.
- b) Reduction of contractors and increased responsibilities for staff: included in above.
- c) Storage and location of equipment: included in above.

### CAS-10 07/12/23 – To consider any street furniture requests and issues:

Nothing to discuss.

### CAS-11 07/12/23 – To review the HS Site visit and agree any action:

The Site visit uncovered the legionella testing issue, which is high priority. Ask the Canoe Club for a yearly contribution of £500.

**RESOLVED:** to sort out the legionella testing and ask Canoe Club for a contribution. Proposed by Cllr Hindes. Unanimously agreed.

### CAS-12 07/12/23 – Correspondence:

To review the Refuse Dog Waste Bin Policy from East Suffolk Council. No comment.

### CAS-13 07/12/23 – Date of next meeting 4<sup>th</sup> January 2024:

**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-7 07/12/23 – Riverside: To receive an update on the Riverside Project:

- a. To note and agree key points from Solicitors meeting: If we rent the building to River Waveney Trust, the lease needs to be worded to be agreed by the overall Deed for the building. There would need to be in a booking system. The green space, would this be passed over by ESC? If so, this would include the Scout Hut, and green maintenance costs. Get the Town Hall sorted first before thinking ownership of Riverside Centre.

Signed by Chair .....

Date 4/1/24



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## COMMUNITY ASSESTS AND SERVICES COMMITTEE

Meeting closed at 8.49pm

<b>Actions</b>	<b>Who</b>	<b>By When</b>
Send formal acknowledge to Sew and So's	Clerk	December
Collate 3 Surveys of play parks	Clerk	January mtg
Prepare report and sign designs for King's Road recreation Area	Clerk	December
Barrier expert to be employed to advice council	Deputy Clerk	December/ January
Draft Service Level agreement	Clerk & BCS	November
Survey and designs for Riverside commissioned by Wilde and Wilde	Deputy Clerk	November

Signed by Chair *Sir der Mees*

Date *4/1/2014*