

**MINUTES OF THE AMENITIES AND OPERATIONS COMMITTEE MEETING HELD ON**

**THURSDAY 4<sup>th</sup> NOVEMBER 2021 AT 7.00pm**

**MAIN HALL, JUBILEE CENTRE, RECREATION WAY, MILDENHALL, IP28 7HG**

Present:

Cllr. Leaman (Chair)  
Cllr. Bristow (Vice-Chair)  
Cllr. Bloodworth  
Cllr. Bowman  
Cllr. Brotchie  
Cllr. Busuttil  
Cllr. Sulman

In attendance: Mr M Knight (Town Manager).

**1. APOLOGIES AND ACCEPTANCE FOR ABSENCE**

Apologies were received and accepted from Cllr. Alecock and Shipp

Cllr. Roman currently has a dispensation granted by the Full Council for reasons of ill-health.

**2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None.

**3. TO RECEIVE APPROVAL OF MINUTES OF THE MEETING HELD ON 6<sup>th</sup> SEPTEMBER 2021 FROM THOSE MEMBERS PRESENT AT THE MEETING**

Signed: .....

Date: .....

It was **RESOLVED** to adopt the minutes with some grammatical changes. Proposed by Cllr. Leaman and seconded by Cllr. Brotchie. All in favour.

**4. PUBLIC PARTICIPATION**

No members of the public were in attendance.

**5. GENERAL MATTERS**

**5.1 Update from the Town Manager regarding Action Sheet**

The Town Manager gave a brief report on updates and questions were asked about work ongoing at St. Mary's Church, further tree work and it was **AGREED** to ensure that the two items pertaining to the Jubilee Centre stage equipment and oven be placed on the next agenda for this committee, along with the item on replacement benches for the Recreation Way Play Area.

**5.2 To discuss a proactive streetlight replacement programme**

The report was discussed with the updated information from Suffolk County Council which did not represent any significant cost savings for this project. It was **AGREED** that the Town Manager should present a comparison of service providers, which should include any relevant updates to LED lighting and complete records, and present this to the next meeting of the Full Council. Proposed by Cllr. Leaman, seconded by Cllr. Busuttil, all in favour.

**5.3 To discuss bin provision in the town**

The report already circulated was discussed and Cllr. Brotchie was thanked for this time given to meet with the officer from West Suffolk Council.

It was reported that two pinch points had been established, one at the Recreation Way Play Area and one by the Jubilee Field where larger bins could provide better coverage for any potential litter. It was also reported that the eight bins currently in the Recreation Way Play Area were unnecessary, as was one at the rear of The Pavilion.

It was **AGREED** to gradually phase out the bins at the Recreation Way Play Area, and purchase two dual use bins to be placed at the locations above. Also for West Suffolk Council to be contacted to collect these two new bins once a week (preferably Monday) at a cost of £3.08 per bin, per collection , amounting to £320.32 per year. Proposed by Cllr.

**5.4 To discuss the grass cutting contract for 2022**

The Town Manager gave a verbal report on the effectiveness of the existing contract and it was **AGREED** that this should be continued at a cost of £400 per cut, this to be included in the 2022/3 budget, proposed by Cllr. Leaman, seconded by Cllr. Sulman. All in favour.

The Town Manager was also instructed to prepare a report on the use of the large tractor for the February meeting of this committee.

#### **5.5 To receive the cost comparison for local facilities**

The report was discussed and **NOTED**. It was also reported that accurate comparisons were difficult to produce at the moment due to so many similar facilities also offering price reductions with no plans to revert to previous prices yet established.

#### **5.6 To receive the Speed Awareness Monitor statistics and discuss effectiveness**

The figures were discussed and it was reported that both units had been the subject of vandalism over the past month which meant that they could not be used until they were repaired. Figures from Queensway in August and Field Road in September were available though and it was **AGREED** that the figures were useful and showed that a third of vehicles were speeding over both sites. It was further **AGREED** to stay with the current schedule of rotation when both units were operational again, but that one camera could be useful to monitor the West Row road as it came into Queensway bearing in mind the large development which was being consulted on over the next few months. It was also thought that the figures could also be published in upcoming issues of the Mildenhall Messenger.

#### **5.7 To receive the updated capacity report for Council buildings**

The figures were circulated, however due to the recent bookings of local services it was not thought that the pre and post Covid-19 comparison was useful at this stage. It was **AGREED** to continue to receive these figures on a month-by-month comparison basis with the previous year.

#### **5.8 To discuss the recent vandalism at the Recreation Way Play Area**

The Town Manager gave a verbal report on the vandalism which had put both the picnic benches and the under 5s kitchen play unit out of use. This has also been reported to the police. Councillors were very disappointed to learn of this, particularly in conjunction with the vandalism to the speed awareness monitors as well. It was also **AGREED** to instruct the Town Manager to obtain three quotes for discussion at the earliest opportunity at either this committee or the Full Council. All in favour.

6. **GENERAL MATTERS (CLEANER, GREENER, SAFER GROUP)**

**6.1 To discuss any matters concerning Mildenhall in Bloom**

It was stated that the recent planting was not up to the previous standards and that further flowers and plants should be purchased to improve this, with geraniums and pansies.

It was also **AGREED** that Cllr. Sulman should work with the office and grounds staff to produce a floral 'map' of all the planters detailing positioning, type of flower and planting times.

**6.2 To discuss any matters concerning the Closed Cemetery**

The report and the enhancements detailed in the survey were discussed and it was **AGREED** to keep this matter on the action sheet for further monitoring and guidance. But that the Town Manager should begin contacting local wildlife groups to possibly help implementing the enhancements in the future. For the present it was **AGREED** that the work needed on the DDA Compliance Survey should take precedence.

**6.3 To discuss any matters concerning the War Memorial**

There were no matters raised at this point.

7. **To discuss and recommend to the Establishment and Policy Committee the draft budget for 2022/3 for this committee**

The draft budget was discussed and it was **AGREED** to retain the staffing allocation for the Grounds Team to accommodate the wishes of the Personnel Committee to retain a permanent, part-time groundsman. It was further **AGREED** to retain a 3% increase due to probable salary scale increased.

It was also **AGREED** to authorise the Town Manager to negotiate a better rate of £400 per cut for the Jubilee Field and for this to be all year round.

It was also **AGREED** to reduce line 2030/1 pertaining to Agricultural Machinery Repairs and maintenance from £5,000 to £3,500.

The total budget for this committee then stood at £293,171.87 for expenditure and £67,618.60 for expenditure.

It was then **RESOLVED** to **RECOMMEND** to the Establishment and Policy Committee the draft budget for this committee with the alterations detailed above. Proposed by Cllr. Leaman, seconded by Cllr. Bloodworth, all in favour.

**8. EXCHANGE OF INFORMATION**

The Town Manager reported on the recent agreement reached with the West Suffolk Alliance regarding a drop in booster clinic and the Post Office who will be running a temporary service from the Jubilee Centre until Christmas.

**8. TO SET THE DATE AND TIME OF THE NEXT MEETING**

This next meeting was confirmed as being on Monday 7<sup>th</sup> February 2022 at 7pm in the Fenland Room of The Pavilion.

The meeting then closed at 8.48pm.

Signed: .....

Date: .....