

MINUTES OF THE AMENITIES AND OPERATIONS COMMITTEE MEETING HELD ON

MONDAY 5th SEPTEMBER 2022 AT 7.00pm

HEATHLAND ROOM, THE JUBILEE CENTRE, RECREATION WAY, MILDENHALL, IP28 7HG

Present:

Cllr. Bristow (Chair)
Cllr. Busuttil (Vice-Chair)
Cllr. Alecock
Cllr. Leaman
Cllr. Shipp
Cllr. Sulman

In attendance: Mr M Knight (Town Manager) and two (2) members of the public.

1. APOLOGIES AND ACCEPTANCE FOR ABSENCE

Apologies were received and accepted from Cllrs. Bloodworth and Roman.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Cllr. Alecock – West Suffolk District Council.
Cllr. Shipp – West Suffolk District Council and item 7.1.
Cllr. Busuttil – Item 7.2.

3. TO RECEIVE APPROVAL OF MINUTES OF THE MEETING HELD ON 27th JUNE 2022 FROM THOSE MEMBERS PRESENT AT THE MEETING

It was **RESOLVED** to adopt the minutes with two grammatical changes. Proposed by Cllr. Busuttil and seconded by Cllr. Sulman. All in favour.

Signed:

Date:

4. **PUBLIC PARTICIPATION**

None.

5. **TO CO-OPT MEMBERS ONTO THIS COMMITTEE**

There were no other Members in attendance.

6. **STANDING ITEMS**

6.1 Update from Town Manager regarding Action Sheet

The document was discussed and **NOTED**.

6.2 To receive the Speed Awareness Monitors statistics

The reports were discussed and it was **AGREED** to continue to receive them in the same format going forward.

It was also **NOTED** that one of the reports had the speed limit set at 35mph and not 30mph, this would be rectified in the future.

It was also thought that the post on Queensway was in the wrong position, and that it should be moved to a more appropriate place. The Town Manager to work with the Head Groundsman to rectify this.

It was also confirmed that the information was being shared with the Council's contractor regarding the West Mildenhall development and other local authorities.

It was also **AGREED** to place a simplified version of these statistics on the Council website.

6.3 To receive the capacity report for the Jubilee Centre

The report was discussed and the time periods concerned clarified. It was **AGREED** that the use of the Jubilee Centre would be discussed in more detail under item 7.6.

It was also **AGREED** that the already completed Marketing Plan for the facility also be implemented as soon as possible as an absolute priority. All in favour.

6.4 To discuss matters pertinent to the War Memorial

There were no matters to discuss.

6.5 To discuss matters pertinent to the Kingsway Closed Cemetery

The project was discussed and the Town Manager reported that has been incredibly difficult to find a contractor to commit to the work for DDA access.

It was **AGREED** that the project should progress without this work and it was further **AGREED** that the Council was certainly doing all it could to see if it is feasible to make the area DDA Accessible at the current time.

6.6 To discuss any matters pertinent to Mildenhall in Bloom

The newly appointed Grounds Assistant was thanked for all her hard work in maintaining the planters during a particularly hot and dry summer.

Clarification was asked about the positioning of the four remaining planters which the Town Manager will resolve with the Head Groundsman.

7. GENERAL MATTERS

7.1 To review the allotment hire charges and rules for 2022/3

The proposals were discussed and it was **AGREED** to **RECOMMEND** to the Full Town Council that all plots on both sites should be increased by £1 for each full plot and 50p per half plot.

The rules were also discussed and it was **AGREED** that pest control when it is pertinent to a single plot only would be the responsibility of the plot holder, but if the problem was a site-wide issue then this would be the responsibility of the Town Council.

There were also small clarifications given to points 7, 8 and 18 as well as the date of the licence itself, which would be the 1st October 2022.

Proposed by Cllr. Leaman, seconded by Cllr. Alecock, all in favour.

7.2 To review the hire charges for Council facilities for 2022/3

The report submitted was considered and it was then **RESOLVED** to make the following changes to the charging schedule for the 2022/3 financial year:

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Date:

Jubilee Centre

Jubilee Hall - £27 per hour. **Increase by £2 per hour to £29.**

Heathland Room - £14 per hour. **Increase by £1 to £15 per hour.**

Stage - £16 per hour. **Increase by £1 to £17 per hour.**

Bar and kitchen - £14 per hour. **Increase by £1 to £15 per hour.**

Wedding Rate - £400. **Increase by £25 to £425.**

Jubilee Hall for 4 hours £100. **Remain the same.**

The Pavilion

Breckland Room - £10 per hour. **Increase by £1 to £11 per hour.**

Fenland Room - £14 per hour. **Increase by £2 to £16 per hour.**

Fenland Room for 4 hours - £50. **Increase by £5 to £55 per hour.**

ALL ABOVE RATES INCREASED BY 50% FOR COMMERCIAL FUNCTIONS. NO CHANGE.

Jubilee Field

Sports pitch only - £15 per match +VAT. **No changes.**

Agreed section of field - £50 per day. **No changes.**

Exclusive use of field - £140 per day. **No changes.**

Commercial use of field - £200 per day. **No changes.**

USE OF ELECTRICITY IS UNIT CHARGE PLUS VAT.

Fair or Circus in same financial year £350 first visit, £250 subsequent visits. **No change.**

Proposed by Cllr. Shipp, seconded by Cllr. Sulman, all in favour.

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Date:

7.3 To discuss the effectiveness of Council assets

The detailing the current use of the large tractor was discussed in light of the fact that until recently it had mainly been used for the cutting of the Jubilee Field and this was now carried out by a contractor.

The thoughts of the Head Groundsman were considered carefully, but ultimately it was decided that the current use of the tractor did not reflect good value for money.

The Town Manager was asked to conduct a feasibility study on the replacement of the tractor, including viable options for a replacement, the resale value of the current tractor and gang mower, other budgetary considerations such as savings on servicing and fuel and the impact on the earmarked reserves.

This to be presented to the November meeting of this committee where the disposals process will be considered as a recommendation to the Full Council.

Proposed by Cllr. Busuttil, seconded by Cllr. Leaman, all in favour.

7.4 To discuss the purchase of a Community Defibrillator

The quotes were discussed and it was **RESOLVED** to accept quote 2 at a total cost of £1,824 and for the Senior Administrator to make the purchase. Proposed by Cllr. Shipp, seconded by Cllr. Alecock, all in favour.

It was also **AGREED** to speak to local businesses about the exact location of the unit.

7.5 To discuss the proposed development of the Jubilee Field

The proposals and associated diagrams and it was **AGREED** to proceed with the following works:

To hardcore the existing entrance to the Jubilee Field and cost an alternative entrance at the far end of the Jubilee Field Car Park. This to be covered by grant funding. Proposed by Cllr. Shipp, seconded by Cllr. Sulman.

To **AGREE** that the area immediately to the south of the Multi-Use Games Area and Jubilee Field Car Park be set aside for use for sports as well as the funfair and circus when visiting. Proposed by Cllr. Shipp, seconded by Cllr. Sulman, all in favour.

To cost the works for a brick plinth surrounding the Mildenhall Beacon, to be paid from the Riverbank Reserve, and if the costs are prohibitive to source funding for benches to be placed around the structure. Proposed by cllr. Sulman, seconded by Cllr Leaman, all in favour.

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Date:

To not proceed with the works proposed to mitigate anti-social behaviour in the Jubilee Field Car Park, all in favour.

To plant a Jubilee Copse, using the trees donated by the Woodland Trust in the area south of Raven Close at the far end of the field. This to have adequate signage, but no fence and the trees to be planted in a '70' formation. These trees to also be visible from the tower of St. Mary's Church. This to be covered by grant funding and the existing revenue budget. Proposed by Cllr. Alecock, seconded by Cllr. Busuttil, all in favour.

7.6 To discuss mitigating the energy costs in Council buildings

The paper was discussed and there was much debate about the potential for substantial energy price increased from October 2022.

It was **AGREED** that immediate action needed to be taken to reduce the Council's energy consumption. The Town Manager was authorised to:

- Close the Jubilee Centre between Thursdays and Saturdays from 1st October 2022, unless an all day booking of community value is booked to take place such as Blood Donors. All events to be rescheduled to take place between Monday to Wednesday.
- Contact Suffolk County Council to investigate replacement of existing street light lamps to LED energy saving alternatives and about access to the Customer Management System which would enable the streetlight stock to be turned off or dimmed in hours of reduced need, thought to be between 11pm and 5am.
- Put together a budget proposal for the coming year for presentation to the November meeting of this committee.

Proposed by Cllr. Alecock, seconded by Cllr. Busuttil, all in favour.

The concept of becoming a 'Warm Hub' for the community in the cold months was also considered, but it was thought that another community organisation such as the Kings Church or St. John's Community Centre might be better placed to deliver this with the support of the Council. The Town Manager was asked to get in touch with these organisations to see what would be feasible.

One member of the public left the meeting at 8.40pm.

7.7 To discuss a Crime Awareness Strategy

The paper was discussed and it was **AGREED** that this item should be passed to the Establishment and Policy Committee to discuss a policy in the first instance. Proposed by Cllr. Shipp, seconded by Cllr. Busuttil, all in favour.

7.8 Verbal update from Cllr. Shipp regarding the Love Where You Live Scheme

Cllr. Shipp reported that he had recently been in contact with RAF Mildenhall Base to offer the Council's support.

7.9 Verbal update from Town Manager regarding cemetery management

The Town Manager gave a brief report on difficulties being experienced with enforcing rules regarding burials and ornaments left on graves. All Members will be updated when progress is made.

8. EXCHANGE OF INFORMATION

The Town Manager reported that unfortunately the pharmacy which had booked into the Fenland Room of The Pavilion had cancelled at short notice.

Cllr. Busuttil also asked about the process of receiving electronic packs for all Members not currently serving on a committee. The Town Manager promised to implement this.

9. TO SET THE DATE AND TIME OF THE NEXT MEETING

This next meeting was confirmed as being on Monday 7th November 2022 at 7pm in the Fenland Room of The Pavilion.

The meeting then closed at 9.24pm.