

MINUTES OF THE AMENITIES AND OPERATIONS COMMITTEE MEETING HELD ON

MONDAY 7th FEBRUARY 2022 AT 7.00pm

FENLAND ROOM, THE PAVILION, RECREATION WAY, MILDENHALL, IP28 7HG

Present:

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

In attendance: Mr M Knight (Town Manager).

1. APOLOGIES AND ACCEPTANCE FOR ABSENCE

Apologies were received and accepted from Cllr. Busuttill.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Cllr. Shipp – West Suffolk District Council.

Cllr. Alecock has a dispensation not to attend Council meetings until the end of April 2022.

Cllr. Roman has a dispensation not to attend Council meetings until the end of March 2022.

Signed:

Date:

3. **TO RECEIVE APPROVAL OF MINUTES OF THE MEETING HELD ON 4th NOVEMBER 2021 FROM THOSE MEMBERS PRESENT AT THE MEETING**

It was **RESOLVED** to adopt the minutes with one alteration. 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 document was **NOTED**.

5.2 To discuss a way forward regarding the Speed Awareness monitors

The report was discussed and it was agreed that the recent vandalism was extremely frustrating. As a result no actionable data had been gathered for the past three months and costs for the repair of the two units has already gone over budget.

However, it was **RESOLVED** to replace the cameras using the same posts due to the importance they have contributing to safety in the town. The Town Manager to speak to the manufacturers to investigate options such as taller poles or a Perspex shield which would deflect any future vandalism attempts. Care should also be taken to ensure that any measures should not impact the cameras sensors or ability to collect data. Any options to be taken to the March meeting of the Full Council. Proposed by Cllr. Shipp, seconded by Cllr. Leaman, all in favour.

5.3 Verbal update on play equipment replacement

The Town Manager gave an update on the replacement pieces of equipment, that being the Balance Beam, Junior Multi-Play, Roundabout and Basket Swing. The date given by the manufacturers was still vague at 'early Spring' but it was hope this would be in place by the Easter school holidays.

It was also reported that it was very difficult in getting companies out now to quote for the replacement of the Kitchen Unit due to problems with staffing and supply.

5.4 Discussion regarding street lighting

The Chair introduced this item to give clarity over the direction of this concern. It was **AGREED** that the Town Manager should not pursue the replacement of the existing lights with LED lights.

It was further **AGREED** that expenditure over the past five years on the maintenance should be made available so a comparison on costs can be made.

It was also **AGREED** that the Town Manager should source three quotes for the ongoing service of the lighting stock, this to include clarification of the role of UK Power Networks, the potential costs of the LED replacements, clear Service Level Agreements, an annual clean and the issue surrounding the installation and removal of the Christmas Motifs to be clearly embedded in the contract.

This to be presented to the next meeting of this committee.

5.5 To discuss improvements to the facilities at the Jubilee Centre

The report took into account the use of the Jubilee Centre and it’s facilities now that Covid-19 restrictions were being lifted and the use of the building was returning to normal.

It was **AGREED** that the oven needed no further work due to the lack of use and should be kept as a functioning oven which was compliant with health and safety.

It was further **AGREED** that the Town Manager should source three quotes for backdrop curtains for the stage and present to this committee when available.

It was also **AGREED** that the Town Manager should speak with a regular hirer to see if grant funding could be accessed to improve the existing stage area, including electronic equipment, and for a report to be submitted to this committee when complete.

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

5.6 To receive the most recent capacity report for Council buildings

The report was received and it was **AGREED** that the report should continue to be received in this way. It was also asked if the new booking system module for the website could be used to gather the information in an easier way, the Town Manager would report back when the booking system was operational. This to be split between peak (6pm to 11pm during the week and all weekends) and off-peak (9am to 6pm weekdays).

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Date:

5.7 To approve the purchase of replacement benches for the Recreation Way Play Area

The quotes were considered and it was then **RESOLVED** to purchase four benches from Broxamp at a cost of £478.50 (exc. VAT) at a total cost of £1,914. The grounds team to install when received. Proposed by Cllr. Shipp, seconded by Cllr. Bowman, all in favour.

5.8 To receive a cost/benefit analysis of the solar panels

The report was considered and it was **AGREED** that this should be presented to this committee every year in February. The quarterly cleaning schedule to be maintained.

5.9 To discuss the proposals for the Riverbank from the Environment Agency

The Town Manager presented the report and drawing from the Environment Agency and it was **AGREED** that the designs for work on the Jubilee Field were impressive and would be of great amenity value to Mildenhall when completed.

It was then **AGREED** to **RECOMMEND** to the Full Council that Mildenhall High Town Council support **in principle** the designs for the Jubilee Field and the larger plans for the River Lark and for a potential contribution to the work on the Jubilee Field at the appropriate stage. Proposed by Cllr. Sulman, seconded by Cllr. Bristow, all in favour.

It was also requested that a representative from the Environment Agency be approached to present the ideas to the Full Council at the earliest opportunity and for the Queen’s Green Canopy to also be included if possible.

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

6.1 To discuss any matters concerning Mildenhall in Bloom

The Town Manager reported than the Allotment Association had been approached to help with the planting, maintenance and design of the planters twice a year as well as the floral display for the War Memorial.

Cllrs. Bowman and Sulman agreed to be involved so it was **AGREED** to delegate the authority to complete this project to Cllrs. Sulman and Bowman, all in favour.

A meeting would be set up between the Chair of the Allotment Association, the two Councillors and the Town Manager when initial administration and feasibility work was complete.

It was also thought that for a more immediate effect shrubs should be considered in time for the Platinum Jubilee.

Signed:

Date:

6.2 To discuss any matters concerning the Closed Cemetery

The Town Manager presented the update report which had been split into six sections for monitoring purposes. These sections being General Maintenance, Tree Work, Disability Access Responsibilities, Administration of Graves, Ecology and Biodiversity and Amenities.

The points detailed in the report were received with thanks and the direction of the project was approved with a further report being made available at the next meeting of this committee.

It was asked that a litter pick take place along the fence line where there was a build up of waste.

The Town Manager also reported that a quote for the tree work would be submitted to the Full Town Council in February when received.

6.3 To discuss any matters concerning the War Memorial

There were no matters to discuss for this item.

7. EXCHANGE OF INFORMATION

None.

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

This next meeting will be set at the Annual Meeting of the Full Council in May 2022.

The meeting then closed at 8.23pm.