

MINUTES OF THE AMENITIES AND OPERATIONS COMMITTEE MEETING HELD ON

MONDAY 27th JUNE 2022 AT 7.00pm

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

Present:

Cllr. Bristow (Chair)
Cllr. Busuttil (Vice-Chair – from item 6)
Cllr. Alecock
Cllr. Bloodworth
Cllr. Sulman

In attendance: Mr M Knight (Town Manager).

1. APOLOGIES AND ACCEPTANCE FOR ABSENCE

Apologies were received and accepted from Cllrs. Leaman, Roman and Shipp.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Cllr. Alecock – West Suffolk District Council.

3. TO RECEIVE APPROVAL OF MINUTES OF THE MEETING HELD ON 7th FEBRUARY 2022 FROM THOSE MEMBERS PRESENT AT THE MEETING

It was **RESOLVED** to adopt the minutes with one grammatical change. Proposed by Cllr. Bloodworth and seconded by Cllr. Sulman. All in favour.

Signed:

Date:

4. PUBLIC PARTICIPATION

No members of the public were in attendance.

5. TO CO-OPT MEMEBRS ONTO THIS COMMITTEE

There were no other Members in attendance.

6. TO ELECT A VICE-CHAIR FOR THIS COMMITTEE

Cllr. Bristow proposed Cllr. Busuttil, this was seconded by Cllr. Bloodworth. There being no other proposals Cllr. Busuttil was elected as Vice-Chair for this committee, all in favour.

7. TO CONFIRM THE TERMS OF REFERENCE FOR THIS COMMITTEE

The document was discussed and it was **AGREED** to **RECOMMEND** to the Full Town Council with the responsibility for Council run events being taken out as being the responsibility of the Communications and Events Committee. Proposed by Cllr. Sulman, seconded by Cllr. Bristow, all in favour.

8. GENERAL MATTERS

8.1 Update from the Town Manager regarding Action Sheet

The document was discussed and it was requested that the item pertaining to new equipment in the Jubilee Centre be added to the September meeting of this committee. It was also clarified that items 11-14 would be addressed in the Green Grid item on this agenda. The document was then **NOTED**.

8.2 To receive the Speed Awareness Monitor data and discuss effectiveness

The report already circulated was discussed and the figures were **NOTED**.

8.3 To receive the updates capacity report for Council buildings

The report was discussed and it was **AGREED** to continue receiving these figures as a standing item.

8.4 To resolve to investigate an historical proposal regarding a skate park

The Town Manager gave a verbal report on the historical nature of this agenda item, which was on the 2020/3 Strategic Plan as a low priority. It was **AGREED** not to pursue

Signed:

Date:

this due to a similar amenity being installed in a nearby park in the near future. Proposed by Cllr. Bristow, seconded by Cllr. Bloodworth, all in favour.

8.5 To consider purchasing a Community Defibrillator and install

It was **AGREED** that a further unit was needed in the town and should be placed at the Jubilee Centre when purchased. The Town Manager was also authorised to seek grant funding for this purpose if possible.

However, it was **AGREED** that the price, nature of purchase and running costs to the Council establishment should be confirmed before the unit was purchased. Proposed by Cllr. Sulman, seconded by Cllr. Bristow, all in favour.

8.6 To consider the draft Mildenhall Green Grid proposal

The Town Manager explained the item and what a Greed Grid was. It was also reported that this document would be possibly a chapter or policy of a Neighbourhood Plan, but that it was unfortunate that the Establishment and Policy Committee were not quorate at their recent meeting for this to be discussed there.

It was **AGREED** that the item was a good idea and fitted well with the Council’s Green strategic objectives, but that this should be postponed until the Establishment and Policy Committee had met to discuss the Neighbourhood Plan and returned to this committee to be discussed if necessary. Proposed by Cllr. Sulman, seconded by Cllr. Bristow, all in favour.

8.7 To consider setting a date for a Community Clean Up Day

It was **AGREED** that the town was in a good condition at the moment and there was no focal point for volunteers and Councillors to address. It was **AGREED** that the Town Manager and Cllr. Shipp as Mayor should approach the local USAF base to offer their help in the Love Where You Live scheme.

8.8 To consider a strategy for improvements to the Jubilee Field

The paper circulated was discussed and it was **AGREED** that it was an appropriate time to address a management plan.

It was **AGREED** that a full plan, including a diagram, should be presented to the next meeting of this committee so the ideas can be seen in relation to each other. The whole plan to also come with a costing proposal.

It was also **AGREED** that the following points should be included:

- Position of the works already proposed by the Environment Agency on the Riverbank.
- Position and additional works to the recently installed beacon, to include a brick plinth with seating.
- Area designated for sport.
- Area designated for planting of the Queen’s Green Canopy trees.
- A feasibility study for an additional or improved entrance with signage both at the gate and throughout the town.
- Possibility of trim trails or basic pathing with bins around the edge of and possibly across the field.

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

8.9 To recommend a planting scheme for the Queen’s Green Canopy

The planting schedule would take place in October 2022 when the trees were received from the Woodland Trust and would need to be placed on the Jubilee Field.

The exact positioning of the trees would be addressed in the plan detailed in item 8.8, but it was hoped that the 30 trees received would be enough to be planted in a 70 formation.

It was **AGREED** that this item would now be included in the Parks and Open Spaces Strategy, all in favour.

8.10 To consider a management plan for the Thetford Road Cemetery

At the Full Town Council in May 2022 it was resolved to disband the Cemetery Extension Working Group due to the practical completion of the project. As a result any remaining management and maintenance responsibilities were delegated to the Amenities and Operations Committee, so any items or issues not included in the project, as well as ongoing maintenance issues could be addressed.

The following was **AGREED** for the site:

New signage to be purchased for the entrance and at salient points around the area.

The funeral routes would be to enter at the old entrance and exit via the new gate, any issues surrounding less common processions (such as horse and cart) to be agreed with the Town Manager and relevant firm of undertakers.

The tree planting and soft landscaping planning consents to consist of the details in the report from the contractor, these to include 10 trees of specific species to be planted at the points in the associated diagram. All trees to be over 3m tall at the time of planting.

It was agreed that a grass cutting schedule of once every 10 days from March to October with ad hoc cutting in the colder months was acceptable.

It was **AGREED** to review the need for additional fencing to keep out local wildlife at the September meeting of this committee to more accurately assess the need. If any problems arise in the meantime then these to be taken to the Full Town Council.

A Village Gateway was in the hands of the design team at Suffolk Highways with an offer of part-funding by C Cllr. L. Stanbury. Appropriate designs had not yet been received, but already had the approval of the Full Town Council.

It was **AGREED** to place the need for the purchase of further land onto the next Strategic Plan for the next Council administration.

8.11 To discuss options for additional Christmas Motifs

The options were discussed and it was **AGREED** to purchase 15 of the motifs from the current supplier of the icicle lights at a cost of £310 per item. The Town Manager to then meet with a representative of the company to discuss logistics, installation and storage options.

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

9.1 To discuss and matters concerning Mildenhall in Bloom

It was reported that the new member of staff and maintenance schedule was working very well. Cllr. Sulman was thanked for his work in the purchase and planting of the shrubs and flowers which were in place before the Platinum Jubilee weekend.

Several members of the public and local businesses had positive comments and had also offered to help with the watering.

It was also **AGREED** to explore relocating the four planting tubs which had been taken away to the railings by the old Lloyds Bank building, the Museum, facing Heron Foods and possibly two sites by the Bus Station.

9.2 To discuss any matters concerning the Closed Cemetery

The Town Manager introduced the report which detailed ongoing work at the site. It was reported that the project had stalled as the contractor who attended to quote for the work was not contactable, but was being chased for a price and an indication of time when he work can be done. Until this work is scheduled it is not feasible to progress to the other objectives in the plan.

However, it was also reported that the general maintenance and tree work was complete.

An item of concern was raised about an issue with an over decorated grave at the Thetford Road Cemetery. It was **AGREED** that the matter was extremely sensitive, but that all users of the cemetery needed to be treated in an equal fashion. The Town Manager was authorised to meet with the family along with the undertakers who arranged the burial and a member of the church who conducted the ceremony to come to an amicable solution.

The idea of a Garden of Remembrance or Peaceful Area for people at the Closed Cemetery was also agreed to be a good idea, but that more work and an adequate budget position needed to be agreed before proceeding.

9.3 To discuss any matters concerning the War Memorial

There were no operational matters to discuss here, but it was **NOTED** that there had been an application from a member of the public to have the monument registered as a Grade 2 listed building.

9.4 To discuss the merging of the Cleaner, Greener, Safer agenda item

It was **RESOLVED** to merge the two separate parts of the agenda and action sheet and instead have a Standing Items and a General Matters section. Proposed by Cllr. Bloodworth, seconded by Cllr. Busuttil, all in favour.

10. EXCHANGE OF INFORMATION

None.

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

This next meeting was confirmed as being on Monday 5th September 2022 at 7pm in the Fenland Room of The Pavilion.

The meeting then closed at 8.34pm.