



MINUTES OF THE AMENITIES COMMITTEE MEETING HELD ON  
MONDAY 4th SEPTEMBER 2023 AT THE POPPY CENTRE.

**Present:** Cllrs: S Toone (Chair) R Hood, M Willoughby, K Bayes, M Green and P Hanton

**Members of Public:** – 0

**Clerk:** Ms D. Joy

**MINUTES**

**01 ELECTION OF CHAIR**

The motion was proposed, the motion was seconded,  
Members **VOTED** Cllr Toone as Chair.

**02 ELECTION OF VICE CHAIR**

The motion was proposed, the motion was seconded,  
Members **VOTED** Cllr Hanton as Vice Chair.

**03 APOLOGIES FOR ABSENCE**

None

**04 DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION.**

Cllr Bayes declare and interest in Item 14.2 and did not request a dispensation to speak or vote.

**05 MINUTES FROM PREVIOUS MEETINGS.**

5.1 To agree and sign the minutes of the Amenities Committee held on the 3rd July 2023 and **ADOPTED** by Full Council on the 10<sup>th</sup> July 2023.

The motion was proposed, the motion was seconded,  
Members **AGREED** the minutes of the Amenities Committee held on the 3rd July 2023 and **ADOPTED** by Full Council on the 10<sup>th</sup> July 2023.  
The Chair signed the minutes.

**06 PUBLIC PARTICIPATION TIME**

The meeting will be adjourned for a period specified in the Resolution (no longer than 15 minutes) to allow Members of the Public, and any Councillors with prejudicial interests to speak.

**Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.**

The motion was proposed, the motion was seconded,  
Members **AGREED** to adjourn the meeting to allow members of the public to speak.  
No members were present to speak.

The motion was proposed, the motion was seconded,  
Members **AGREED** to resume the meeting.

## **07 MATTERS FROM PREVIOUS MEETINGS**

### **To report on progress on items from previous meetings. No decisions may be taken.**

- 7.1 Minutes filed.
- 7.2 Tree work on Campingfield Burial Ground to take place on the 18th & 19th September.
- 7.3 Headstone checks remain outstanding.
- 7.4 Allotment meetings remain outstanding.
- 7.5 Memorial bench at Smallburgh House on order.
- 7.6 Burial ground extension cleared.
- 7.7 Coronation bench donation received.

## **08 TOWN HALL**

### **8.1 To consider and agree if to arrange a PAT test.**

The motion was proposed, the motion was seconded, Members **AGREED** for the Clerk to obtain quotes to have Council's equipment PAT tested, and for Cllr Toone to investigate PAT test training for members.

### **8.2 To consider and agree to have legionella testing.**

The motion was proposed, the motion was seconded, Members **AGREED** for the Clerk to organise the legionella testing for the Town Hall and the Allotments.

### **8.3 To consider and agree how to dispose of equipment no longer in use.**

The motion was proposed, the motion was seconded, Members **AGREED** for Cllr Toone to organise the disposal of equipment and to keep one of the projectors.

## **09 BURIAL GROUNDS**

### **9.1 To consider and agree if to have a dedicated children section at Campingfield Burial Ground.**

The motion was proposed, the motion was seconded, Members **AGREED** for the Clerk to investigate this further and report back to Council.

## **10 ALLOTMENTS**

## **11 HIGHWAYS**

### **11.1 To consider and agree if to roll out an LED light replacement scheme and if so, how many per year.**

The motion was proposed, the motion was seconded, Members **AGREED** to replace up to 30 lights should the budget allow it.

### **11.2 To consider and agree if to apply for a road closure on behalf of the Royal British Legion for a Remembrance Day Parade.**

The motion was proposed, the motion was seconded, Members **AGREED** to apply and pay for the Royal British Legion's Remembrance Day Parade. Council will not pass on any costs incurred on to the Legion.

## **12 STREET FURNITURE**

### **12.1 To consider and agree if to place a bin at the bus shelter on the A149.**

The motion was proposed, the motion was seconded, Members **AGREED** to place a bin at the bus shelter on the A149.

## **13 CONTRACTED WORKS**

## **14 PLANNING**

### **14.1 To consider and agree if to approach the Broads authority to take over ownership of the Staithe.**

The motion was proposed, the motion was seconded, Members **AGREED** not to approach the Broads Authority to take over the Staithe.

**15 TO REPORT ANY OTHER BUSINESS**

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

Cllr Hood requested looking into a facilities management company for Council, and for Council to obtain legal advice pertaining to Councils role as a Trustee of the Recreation Ground and Charity.

Cllr Bayes asked for a request to have a pontoon at the Staithe by the Broads Authority.  
Cllr

**16 CORRESPONDENCE**

To consider correspondence received by the Council and agree responses thereto.

**17 Exclusion of the Press and Public**

To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due items pertaining to legal and contractual issues,

No members of the public were present.

**17.1 To consider and agree the quotes for the Town Halls fire risk assessment.**

The motion was proposed, the motion was seconded,  
Members **AGREED** the quote from 1st Class Fire Protection.

**17.2 Update on the Town Hall drainage and to consider and agree any actions.**

The motion was proposed, the motion was seconded,  
Members **AGREED** for a solicitor to write to the person involved outlining Councils decision.

**17.3 To consider and agree the quotes for the asbestos report.**

The motion was proposed, the motion was seconded,  
Members **AGREED** the quote from ID Asbestos

**18.1 DATE OF NEXT MEETING**

To confirm the next meeting of this Committee is 6<sup>TH</sup> November 2023.

MEETING CLOSED: 8.15PM

CHAIR: \_\_\_\_\_

DATE: \_\_\_\_\_