

MINUTES OF THE AMENITIES COMMITTEE MEETING HELD ON
MONDAY 3rd JUNE 2024 AT THE POPPY CENTRE

Present: Cllrs: S Toone (Chair), M Willoughby and P Hanton.

Clerk: Ms D. Joy

Public: 0

MINUTES

01 APOLOGIES FOR ABSENCE

Cllr Green – away

Cllr Wilmshurst - away

The motion was proposed, the motion was seconded,
Members **ACCEPTED** Cllrs Greens and Wilmshurst apologies for absence.

02 DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION.

If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)

None

03 MINUTES FROM PREVIOUS MEETINGS.

3.1 To agree and sign the minutes of the Amenities Committee held on the 5th March 2024 and **ADOPTED** by Full Council on the 11th March 2024.

The motion was proposed, the motion was seconded,
Members **AGREED** the minutes of the Amenities Committee held on the 5th March 2024 and **ADOPTED** by Full Council on the 11th March 2024.

04 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 present.

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

05 MATTERS FROM PREVIOUS MEETINGS

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

- 5.1 Minutes filed.
- 5.2 Town Halls fire alarm upgraded.
- 5.3 Town Halls Office security upgraded.
- 5.4 Window boxes pending
- 5.5 Flag pole for Town Hall awaiting replacement.
- 5.6 Town Hall ceiling and lights completed.
- 5.7 RSJ fitted at Town Hall.
- 5.8 Shutter door kitchen
- 5.9 Community Payback team work started at the Town Hall.
- 5.10 Gravel boards pending.
- 5.11 Allotment plots numbered.
- 5.12 Town Hall drainage issue now complete
- 5.13 Emailed NCC re A149 option 4 . Reply received – No budget for this option.
- 5.14 Facilities companies pending
- 5.15 Community Resilience Plan in progress
- 5.16 Landscaper booked to clean High Street before Artisan Market.
- 5.17 Banner at Tescos now in place.
- 5.18 Councils response to County Councils light survey responded to.
- 5.19 Fire training in progress.
- 5.20 Awaiting seminar dates for Martyn s Law.
- 5.21 Fire Briefing updated and placed on website.
- 5.22 Sign removed at the Staithe.
- 5.23 Oil tank in progress.

06 TOWN HALL

- 6.1 To consider and agree if to have historical photos of Stalham on the walls.
The motion was proposed, the motion was seconded,
Members **AGREED** for the Clerk to investigate photos, costs and positions and report back to Council.
- 6.2 To consider and agree the Conditions of Hire for the Town Hall.
The motion was proposed, the motion was seconded,
Members **AGREED** the Conditions of Hire taking out the area for payment cards for the electric.
- 6.3 To consider and agree the options for the windows at the Town Hall.
The motion was proposed, the motion was seconded,
Members **AGREED** for the Clerk to investigate and report back to members.
- 6.4 To consider and agree the quotes for the Fire Doors.
The motion was proposed, the motion was seconded,
Members **AGREED** for the Clerk to arrange site visit with both companies and then report back.
- 6.5 To consider and agree if to hire a company to move the office furniture.
The motion was proposed, the motion was seconded,
Members **AGREED** to appoint TJ's Removals to move the office furniture into the office.

07 BURIAL GROUNDS

7.1 To consider and agree if to have a working group for the Burial Ground at Campingfield Road.

The motion was proposed, the motion was seconded,
Members **AGREED** to have a working group for the Burial Ground at Campingfield.

7.2 To consider and agree who to sit on the Working group for the Burial Ground at Campingfield Ground.

The motion was proposed, the motion was seconded,
Members **AGREED** for the Clerk to email out all members of Council to see which 5 members wish to be on this working group.

7.4 To agree the areas to be covered by the Burial Ground working group.

The motion was proposed, the motion was seconded,
Members **AGREED** for the reflection area, extension, and new road to be covered by this working group.

7.5 To consider and agree if to plant 2 trees at St Marys to replace the trees removed.

The Clerk informed the meeting this hasn't been budgeted for.

The motion was proposed, the motion was seconded,
Members **AGREED** for the Clerk to organise 2 trees with a budget of £200-£300.

7.6 To consider and agree a solution for identifying plots.

The motion was proposed, the motion was seconded,
Members **AGREED** for the working group to investigate this.

08 ALLOTMENTS

8.1 Update on the allotment group and to consider and agree any actions.

The motion was proposed, the motion was seconded,
Members **AGREED** that this has not taken off and to leave it as all allotments issues come through the Clerk.

09 HIGHWAYS

9.1 Update on the A149 report and to consider and agree any actions.

The motion was proposed, the motion was seconded,
Members **AGREED** to ask the A149 group to see if it's possible to request the speed limit to be lowered from 50mph to 40mph from the A149 at the B1151 for 2 miles.

9.2 To consider and agree if to have the SAM2 data on the website.

The motion was proposed, the motion was seconded,
Members **AGREED** for Cllr Toone to speak with Cllr Bayes and report back.

9.3 To consider and agree if to train 2 more Councillors on the SAM2.

The motion was proposed, the motion was seconded,
Members **AGREED** for Cllr Toone to investigate this and report back.

9.4 To consider and agree if to clear the pathways after grass cutting.

The motion was proposed, the motion was seconded,
Members **AGREED** to monitor this issue visually over the coming months.

10 STREET FURNITURE

10.2 To consider and agree if to have the Councils flagpole cleaned and cord replaced.

The motion was proposed, the motion was seconded,
Members **AGREED** to have the Councils flagpole cleaned and cord replaced.

11 STREET LIGHTS

12 PROCEDURAL

- 12.1 To consider and agree the Fire and Emergency Evacuation plan for the Town Hall.
The motion was proposed, the motion was seconded,
Members **AGREED** the Fire and Emergency Evacuation plan for the Town Hall.
- 12.2 To consider and agree the Guide to Reduce Arson for the Town Hall.
The motion was proposed, the motion was seconded,
Members **AGREED** the Guide to Reduce Arson for the Town Hall.

13 STAITHE

- 13.1 To consider and agree if Council should investigate the responsibilities and obligations for the Staithe for various organisations.
The motion was proposed, the motion was seconded,
Members **AGREED** for the Clerk to investigate this and report back to members.
- 13.2 To consider and agree if to register a parcel of land under Councils name .
The motion was proposed, the motion was seconded,
Members **AGREED** to register this parcel of land under Councils name.
- 13.3 Update on the Pontoon and to consider and agree any actions.
The motion was proposed, the motion was seconded,
Members **AGREED** this in principle, subject to costs and planning.

14 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 Hanton mentions overgrown footpaths. The Clerk informed the meeting all these can be reported on fix my street, and the Clerk will email out members the link.

Cllr Toone mentioned that buses are now parking on the bust stop on the A149 and they shouldn't be. The Clerk said she would investigate this.

15 CORRESPONDENCE

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

- 15.1 Email from resident regarding having a dog park in Stalham.
The motion was proposed, the motion was seconded,
Members **AGREED** that this was not an option for Council as they do not own any land this would be suitable.

16 DATE OF NEXT MEETING

- 16.1 To confirm the next meeting of this Committee is 2nd September 2024.

MEETING CLOSED: 8:05PM

CHAIR: _____

DATE: _____