

CARLTON COLVILLE TOWN COUNCIL

MINUTES OF MEETING

Minutes of the Carlton Colville Town Council Amenities Committee Meeting held on **17 September 2014** at the Methodist Church Hall, Shaw Avenue, Carlton Colville. The Meeting started at 8.00pm. Minutes draft until signed.

Members of the Amenities Committee are Town Councillors Tony Tibbitt (Chairman), Jill Tyler, David Kindred and Jack Green

1a To note Members present and to receive apologies for absence and note them and agree them.

Present were Cllrs Jill Tyler, David Kindred, Jack Green and Tony Tibbitt.

1b To receive any declarations of interest regarding the agenda

None received

1c To consider applications for dispensation

None received

2a To approve and sign the Minutes of the Amenities meeting held on 20 May 2014

Approved by all as no adverse comments had been received and signed by the Chairman.

2b To approve and sign the Minutes of the Amenities meeting held on 15 July 2014

Approved by all and signed by the Chairman.

3 To receive updates on actions from the previous meeting (information only)

Summer season newsletters were printed and delivered

Pavement to be cleared at Hall Road by Lowestoft Highways

Noticeboards ordered for Airedale and Allotments area

Allotments – Quote had been accepted for border to be strimmed but initial cut has proved a greater job than expected as much of the area was impenetrable. Contractor suggested path to be cleared during the growing season and gave quotes. This suggestion was taken to September's Full Town Council Meeting and the clerk was asked to obtain further quotes.

The broken pavement outside the allotment site has been tarmacked over.

Allotment holders who have shown an interest in starting an allotment committee have been notified and asked to meet together and advised that once this committee is in place a town councillor will attend meetings and report back to the Town Council.

Quotes have been obtained for architectural services for Town Council office and quote accepted and the company instructed to start work on plans.

Youth Worker Ian Castro has contacted the goals manufacturer about goal posts for the Carlton Colville Community Centre.

Waveney Norse have advised they will install the replacement rubbish bin at Carlton Colville Community Centre ordered by the Town Council.

Broken bollard on the Street has been reported and has been replaced.

4 To allow Meeting to be adjourned for public participation

There were no members of the public in attendance.

5 To receive details of correspondence received since 15 July 2014 about amenities matters not dealt with under other items and to note any action taken already.

Complaint about the vehicles at the bridleway at Marsh Lane, this has been forwarded to SCC and a reply received that they will contact the complainant.

Request for the dog walk at Carlton Colville Community Centre to be cut, this forwarded to Waveney Norse

It was also noted that Cllr Jack Green had attended the recent WDC Play Partnership meeting and would be having a further meeting with the W Norse officer about play equipment at the Community Centre.

6 Signing of cheques under delegated authority:

Employee remuneration

Above payment was agreed by all.

7 To receive quotes for bench at Open space between Elmdale Drive and Robertsbridge

Quotes ranged from between £400 and £800 but benches were fixed to concrete. Further advice was being sought about fixings in grass area.

8 To receive requests for litter bins

Request for bin at Airedale Open Space area

It was noted that the purchase had been agreed already for a litter bin at Aveling Way and at the Deepdale open space behind Ashtree Gardens and for these to be large multi-purpose bins of the type purchased during 2013 with the Town Council logo.

Complaints had been received about the Airedale Open Space adjoining Ranville. The area was overgrown and becoming derelict. It was agreed that members would visit the site and also visit the other open space sites in Carlton Colville and to use the youth questionnaire currently being prepared for input into requirements for the open spaces. A list of sites would be drawn up for the next Amenities Meeting.

Cllr Kindred suggested that the bin at Deepdale open space should be placed at the centre of the path between the two exits.

It was noted that the missing rubbish bin at Matlock Dale had still not been reinstated by WDC and this would be followed up with them.

9 To receive request for bus shelter at Beccles Road bus stop opposite Marsh Lane

It was noted that this request was for a bus shelter on each side of the road. Cllr David Kindred proposed that the Council provide a bus shelter on the side of the road opposite Marsh Lane and to revisit the proposals that had previously been made for a bus shelter at this site. This was seconded by Cllr Jill Tyler and agreed by all. It was proposed by Cllr Kindred and agreed by all to have an ongoing programme to install bus shelters where needed and to consider the installation of a bus shelter on the Marsh Lane side of the road and to budget for this the following year.

10 To receive complaints about the Open Space at Airedale – that it is overgrown and becoming a rubbish dump

This was discussed at item 8

11 To receive suggestion of a litter pick at Carlton Colville Community Centre

Cllr Jack Green advised that there was a lot of litter at the Community Centre, much of it very old and that litter picks had taken place sporadically during the past years but needed to take place regularly in order to be effective. It was agreed that Cllr Jack Green would take the suggestion to the next Community Centre Committee Meeting on 30 September of regular litter picks in the form of a regular community event attractive to volunteers.

12 To receive suggestions of keeping the grass cut at the Carlton Colville Community Centre.

It was noted that there was now no person available to cut the grass at the play area.

The following suggestion was made: Cllr Peter Tyler would cut the grass at the Community Centre play area and at the allotment border. The equipment would be stored at the Community Centre. The Town Council would provide and have regularly serviced a petrol lawnmower and petrol strimmer and provide safety wear of goggles and gloves. Cllr Jack Green would look into what funds the Community Centre could provide towards this from money they would be saving on not having the play area cut by their previous contractor. Quotes would be obtained by Cllr Peter Tyler. An agreement would be drawn up for this to be a continuous procedure between both parties. Cllr Green would take the suggestion to the next Community Centre Committee. Cllr Kindred suggested that the Town Council have minutes of the Community Centre meetings for an audit trail and also for the Town Council website.

13 To agree date for next Town Council Surgery and agree any actions

It was agreed to hold the surgery for October at the Carlton Colville Community Centre’s indoor car boot sale. Morrison’s supermarket had advised they were booked up into the next year. It was agreed to draw up a yearly diary of dates and venues for surgeries to be held four times a year..

14 To receive update on proposed building of Town Council office accommodation

Cllr Jack Green gave an update on communication with Member of Carlton Colville Community Centre about the process followed by the Town Council. It was noted that the processes being followed was what had seemed best with experience available. Cllr Jack Green would continue to liaise with the Community Centre Committee.

15 To receive Allotment Update

Four allotment holders were prepared to be on the Allotments committee and were arranging a meeting. A Council member would join future meetings. Cllr Green would perhaps attend the imminent meeting. It was confirmed that the contractor would be paid when he had finished cutting the border.

16 To receive Newsletter Update

Cllr Jack Green had put together the autumn newsletter and Members read it through and it was expected to be distributed half way through October. Spring and Summer copies had been sent to Salc for entry into the Newsletter of the Year competition.

17 To receive Website Update

Cllr David Kindred had continued to update the site with information received. It was agreed to enter the website into the Website of the Year competition. It was agreed to check the Council of the Year competition criteria.

18 Matters in abeyance and items for next month’s meeting

Litter pick, Town Council office accommodation; Council surgery; benches; bins, Christmas tree remembrance day wreath Allotments working party and committee.

19 Close Meeting

There being no further business the meeting closed at 9.15 pm

Chairman.....Date.....