

Minutes of the meeting of the Leisure and Environment Committee Rep 2/ 2018

DATE & TIME	Monday 11th June 2018 – 3pm
PLACE	TOWN HALL
CHAIR	See below
PRESENT	Cllrs Bradbury, Cardwell, Doy, Ladd and Rowan Robinson.

As this was the first meeting of the Committee since the death of Sue Allen, a minute's silence was held as a mark of respect for Sue as previous Chair of this Committee.

AGENDA

Item	Subject	Comments	Action
1	Election of Chairman for 2018/19	<p>On the proposal of Cllr Cardwell, seconded by Cllr Ladd it was proposed that Cllr Rowan Robinson be Chair for 2018/19. There were no other nominations. It was RESOLVED by all to appoint Cllr Rowan Robinson as Chairman for 2018/19.</p> <p>Cllr Rowan Robinson suggested that it would be appropriate for the cttee to complete the projects/ works started by Cllr S Allen as a legacy to her.</p> <p>On the proposal of Cllr Rowan Robinson seconded by Cllr Cardwell it was proposed that Cllr Doy be Vice-Chair for 2018/19. There were no other nominations. It was RESOLVED by all to appoint Cllr Doy as Vice-Chair for 2018/19.</p>	
2	Apologies and Declarations of Interest	There were no apologies for absence.	
3	Minutes of previous meeting	To note the minutes of the previous meeting. Noted	
4	Standing Orders- public section.	There were no members of the public present.	
5	Environmental matters – timelines and completion dates	<ul style="list-style-type: none"> • <i>Open Space strategic plan - Common/Marshes mgt plan.</i> Suffolk Wildlife Trust advised that if bird survey is required over both the winter and spring season, then in view of timescales, this would delay the final report until July 2019. The Committee confirmed that it would require a full report on this basis and therefore the timescale of July 2019 was noted. • <i>Marshes Drainage Works</i> – Cllr Rowan Robinson presented the list of drainage works and updated members on each. A quote is still awaited for the priority works and the Town Clerk has chased this. Update awaited. • <i>Marshes Information Boards/agreement on extra boards.</i> The original 2 boards, funded partly by the AONB, are ready and the map has been correctly 	

		<p>amended and is now ready to be placed inside the 2 lecterns. At the previous meeting discussion took place regarding a further 4 lecterns and maps for the locations as follows (1) Bailey Bridge area, (2) other end of footpath from Bailey Bridge, (3) and (4) each end of Ferry footpath. Total cost of 4 new footpath map boards will be £4,500 and on the recommendation of Cllr Rowan Robinson, seconded by Cllr Cardwell it was unanimously agreed to fund these assets from the L&E delegated budget of £15,000 for asset purchases.</p> <ul style="list-style-type: none"> • <i>Single use Plastics</i>– Council had previously agreed to work towards the reduction of single use plastics within the Council working environment. It was suggested that Council create a policy setting out what the it is trying to achieve, in order that this can then be promoted to other traders within the town, with a request that they also try to limit their use of single use plastics. Cllr Ladd advised that there are many policies available online and that both SCC and WDC have adopted such policies. It was agreed that Cllr Cardwell and the Town Clerk would draft a policy for consideration by full Council. • <i>Flower planters for High Street</i> – as per previous Committee Minutes, licence has been applied for for a precinct tiered planter on the wide pavement at the corner of Victoria Street/High Street. As the Market Place area of the High Street has nowhere suitable for a precinct tiered planter it was suggested that 2 or 3 smaller flower planters could be placed around the pump. On the proposal of Cllr Doy, seconded by Cllr Bradbury it was unanimously agreed by the Committee that 1 precinct tiered planter and up to 3 smaller planters (all self watering), be purchased for a maximum cost of £1200. These to be funded from the L&E delegated budget of £15,000 for asset purchases. 	
6	<p>Leisure amenities - Town Projects – Timelines and completion dates to be established for each project</p>	<ul style="list-style-type: none"> • <i>Fingerposts - New posts locations to arrange</i> – as per previous Committee Minutes, fingerposts are required in 4 locations to complete this project. Maximum cost £1400 per post including fingers. On the proposal of Cllr Rowan Robinson, seconded by Cllr Doy it was unanimously agreed to approve this funding from the Committee delegated budget for the purchase of fixed assets. • <i>Cycle racks/loops - / rear of Town Hall/</i> - indicative cost of £10,000 had been provided by Norse to complete the project of providing cycle facilities within 	

		<p>the storage area at the back of the Town Hall. This project to be funded by CIL monies and by Town Council part funding as previously agreed. Cllrs Bradbury and Ladd to meet with Norse and Nick Attfield (representing the Swan Hotel) to move this project forward.</p>	
7	Assets	<ul style="list-style-type: none"> • <i>2 new bins</i> from Little Fish and Chip shop – installed • <i>2 remaining cannons</i> on Gun Hill - - works are still required to 2 of the cannons. Quotes have been received for these works and financing as previously minuted. As these are heritage assets WDC Cllr Ladd will ask the WDC funding team to advise whether Heritage England would be a funding source for this project 	
8	Events	<ul style="list-style-type: none"> • <i>Women on Wheels – 22nd July 2018</i> Rotary organising • <i>Remembrance 2018</i> – order of events on the day to consider including marching band, peeling of church bells. Committee members felt that music would be required for the parade on Remembrance Day. Approach to be made to Steve Wright and Graham Hillier to see whether it would be possible to have any individual musicians from the previous Southwold & Reydon Corps of Drums. Cllr Doy offered to work with the Town Clerk to make the arrangements for Remembrance Day 2018, and to meet with Rev Simon Pitcher regarding the service and the peeling of church bells. • <i>Suffolk Day 2019</i> – Cllr Ladd advised that Suffolk Day is gaining higher prestige and suggested that the Town Council should consider becoming involved in the celebrations/events for Suffolk Day 2019. Suffolk Day is always to be on 21st June. This to be considered further at the next meeting. 	
9	Play areas and Open space	<ul style="list-style-type: none"> • <i>Opening of new play equipment for Tibbys Green area</i> – it was agreed that the new equipment at Tibbys Green had been very well received, especially by those attending Southwold Primary School. The Town Mayor formally opened the equipment on 7th June 2018. 	
10	Other matters to consider/To progress	<ul style="list-style-type: none"> • <i>New map from CCT</i> – Cllr Ladd presented the map and information leaflet that had been printed as part of a funding stream that had become available via WDC. • <i>Sport/leisure and entertainment leaflet and essential information leaflet/map</i>- discussions had previously 	

		<p>taken place as to separate leaflets/maps for (1) sport and leisure and (2) essential information, but in view of the varying leaflets/ maps that exist for the town, it was suggested that it may be more appropriate to be drawn up as one information leaflet/map. Cllr Rowan Robinson and Cllr Bradbury to provide a draft for the next meeting.</p> <ul style="list-style-type: none"> • <i>A Boards/ Street Furniture</i> - the Town Council acts as the originator of the A boards letters (with permission from SCC) and it was suggested that in view of the lack of enforcement by SCC that street furniture also be included within this policy. It was felt that SCC would be grateful for such local control of street furniture. The present policy will be redrafted accordingly with a copy being forwarded to SCC for their information. Copy of revised policy to then be delivered to all traders. 	
11	To receive L and E cttee Financial report	Financial report – the financial report was received and confirmed.	
12	Date of next meeting –	10 th September 2018 at 3pm.	

PLEASE NOTE THAT ALL L AND E MEETINGS ARE OPEN TO THE PUBLIC AND PRESS. THE TOWN COUNCIL ABIDES BY THE PARISH AND TOWN COUNCIL CODE OF CONDUCT 2012.