

Kessingland Parish Council



Minutes of the Leisure & Amenities Meeting at 11am on Monday 18th July 2022 held in the Council Chamber, Marram Green

Members present: Councillor: D. Boyle, S. James (Chair), J McLean, B. Nicholls.
Other Cllrs in attendance: None
Others present: None
Clerk to the Meeting: S. Hogg (Assistant Clerk)

22. Welcome

Cllr James welcomed everyone to the meeting and explained the meeting protocols.

23. Apologies for Absence

Apologies for absence were received from Cllrs Cook & Dunne. Cllr Nicholls proposed acceptance of the apologies, this was seconded by Cllr Boyle with all in favour.

24. Declarations of Interest

24.1 There were no declarations of interest on items on the agenda and no written requests had been received. There were no existing grants of dispensations for Disclosable Pecuniary Interests.

25. Minutes of the Last Meeting

Cllr McLean proposed the minutes of the Leisure & Amenities Committee meeting that was held on 16th May 2022 be adopted as an accurate record of the meeting. This was seconded by Cllr Boyle with all in favour.

26. Public Forum

There had been no comments received from the public.

27. Allotments

General Matters

27.1 It was noted that all allotments are operating smoothly, and no issues have been raised. Just before the meeting Cllr Nicholls took the Deputy Clerk on a tour of the three council allotments sites as the office will now be overseeing the running of them. A new tenant was also shown a plot that had just become available at St Edmunds Road East and a new tenancy agreement will be sent to her.

28. Francis Road

Maintenance/Improvements

28.1 It was noted that there has unfortunately been damage to some of the play equipment, Kompan have been contacted to arrange repairs. A quote for the repair has been received and Cllr Boyle proposed that this is brought before the Finance and Governance Committee for their consideration and to see if this would possibly be covered by the council's insurance. This was seconded by Cllr Nicholls with all in favour.

Councillors would like the Clerk to investigate purchasing some signs to put up at the Francis Road Play area and also other council owned sites to inform members of the public that should damage be caused to council property they may face prosecution. Cllr Boyle proposed that a budget of £250 is set for the signs, this was seconded by Cllr Nicholls with all in favour.

28.2 It was noted that Anglian Electrical have been contacted with regards to providing the council with service agreements for the CCTV and the alarms and also costings for an upgrade to the current CCTV hard drive. The committee would like to investigate if it would be possible for this CCTV system to be accessed from the staff laptops in the office to enable immediate access to footage should it be required. The Deputy Clerk will contact Red Dune and enquire if this would be an option. All present members of the committee said that they would like to attend training along with members of staff on how to operate the CCTV.

28.3 It was noted that a meeting was held with the football club with regard to converting the hub back into changing rooms. This went before parish council on 13th July and was approved at that meeting.

28.4 Toilets

It was noted that the work has been completed on the toilets and since being open there have been no issues and things have been running smoothly.

29. Play Equipment

29.1 Inspections & Maintenance

The Clerk informed the committee that he had attended a meeting with Norse about the safety checks on the council play areas in light of the new play equipment. Norse will be carrying out safety checks on all council play equipment on a monthly basis and will provide a copy of their findings to the council when they have been completed. It was noted that there has been some rusting to the gym equipment and the Clerk will contact Norse for a quote for the repair work.

30. Noticeboards

30.1 Council Notice Boards /Information Boards

It was noted that Cllr McLean will be looking to move forward with the information board project so that they can be in place to the start of 2023 season, the committee would like to see several of them in various places around the village. The committee discussed the fact that there are several businesses in the village that are advertising their business without permission in places that are not permitted such as on lampposts and fences. It was suggested that the council could provide a notice board specifically for local businesses within the village to advertise their services which would be encased in glass. Another suggestion was that space would be allocated within

the monthly parish village newsletter for a small fee. Cllr James is going to come up with a design for this and circulate it to Cllr McLean and the rest of the committee.

31. Street Furniture

31.1 Bins

It was noted that the working group for 3CD and leisure and amenities did a tour of the promenade on Monday 4th July. The Clerk has been in email communication regarding provision of bins and benches along the promenade with East Suffolk and a meeting is due to take place on 8th August between them and the Seafront Working Group. They are interested in a partnership approach to provision of these items on the prom and have asked for a forward plan for where the council would like to have these. A briefing paper will be supplied this week for the committee's consideration and this joint working practice may then be able to be extended to the village as a whole.

31.2 Benches

It was noted that maintenance has been carried out on the benches on the High Street play area and the south prom and they have been given a coat of hammarite. The benches at Heritage Green are in excellent condition and have been cleaned but do not require any repair work.

32. Parish Online

32.1 It was noted that Parish Online is being brought online for the council. Initial training has been done with some staff and all of the assets of the council have been listed on there by the committee clerk. The committee would like to thank her for all her hard-working inputting the data and recording the information. This gives an opportunity for us to identify each asset and where they are located, record when it was last inspected, and any maintenance which has been done or is required. Once this information is fully entered and the staff have undergone more training councillors will be allocated access so they can verify things themselves regarding their condition and will also be able to see review dates and when any required work will be done.

33. Litter Picking

33.1 Updating on the litter picking

It was noted that the litter picking continues to operate on a Monday and Friday.

33.2 It was noted that the beach tidy-up sessions that commenced the week of 14th March have continued.

34. The Marsh

34.1 Update on the marsh

It was noted that work continues at the marshes under Cllr Boyles supervision and the general factotum has made a new welcome notice for the marsh.

35. Community Spaces

35.1 Roy Brown's Garden

The committee decided they would like a small working group formed because of the change of officers to progress this matter which would include Cllrs Boyle, James, McLean and Nicholls and a member of the public will be invited

by Cllr Nicholls to join them as she is instrumental in the upkeep of Roy Browns Garden and her contribution is recognised and appreciated by the council.

35.2 Remembrance Plaques

It was noted that an initial meeting took place on 27th June to discuss a plaque to be placed on the Kessingland Remembers wall later this year to commemorate the loss of life on the fishing boat 'Reclaim' in conjunction with Lowestoft Town Council at very short notice to agree how this could be progressed. It is proposed that a working group comprising of interested parties represent the council during these meetings. The clerk provided a report and showed the committee the wording that had been suggested for the plaque, but councillors felt that although the information provided was very informative and would be very well received by members of the community it was more suited to the newsletter. Further meetings will take place with Lowestoft Town Council to agree the wording for both plaques.

35.3 It was noted that the memorial stone has been ordered from Howshams with the required amendments provided and we are awaiting confirmation of the order.

35.4 Kessingland Kitchen & Wildlife Garden

It was noted that funding for the raised beds have been received and Cllr McLean is in contact with the Mens Shed with regard to where the raised beds will be positioned so that they can be made. CCTV has also been installed overlooking the garden as there has recently been vandalism take place there. Cllr Boyle proposed that the council purchase two wildlife cameras in order to study wildlife at the council's locations around the village including the Kessingland Kitchen and Wildlife Garden. A budget of £250 was proposed by Cllr McLean for these cameras to be purchased, this was seconded by Cllr Nicholls with all in favour.

36. Maintenance

36.1 It was noted that a regular routine for cleaning the bus shelters has been set up and some shelters have now been cleaned. The old fencing in front of the toilets has been removed and the General Factotum is measuring up and checking for new hand railing in the scaffolding type to go into the space of it. Maintenance will all be scheduled on parish online so that councillors have access to the maintenance schedules. Any maintenance over the delegated authority will be reported to the Leisure and Amenities Committee for their consideration and recommendation to the Finance and Governance Committee before any work is undertaken.

36.2 It was noted that the village beacon needs to be repainted after each firing as the heat from the flames removed the paint from the brazier. Scaffolding will be required for the general factotum to carry out this work.

37. Date of Next Meeting

37.1 It was noted that date of the next meeting is scheduled for 11am Monday 26th September 2022.

38. Items for the next agenda

38.1 Councillors noted that the last date for notifying the Clerk of items for the agenda is Wednesday 7th September 2022.

39. Exclusion of the Press & Public

None

40. Close of Meeting

The meeting closed at 12.01pm.

Leisure & Amenities

I certify that these are accurate minutes of the above meeting as approved at a meeting of the Leisure & Amenities Committee held on the _

_____.

Signed

Cllr M Dunne,

Chair, Leisure & Amenities Committee

Dated