

Notes from the Meeting of the Working Group held on
Wednesday 9th March 2016 at 5pm in the Committee Room.

AGENDA

Present: Cllr Allen, Cllr Doy, Cllr Rowan Robinson, Cllr Windell and the Town Clerk.

Apologies for absence: – Apologies were received from Cllr Betts and Mr R Temple. Also in attendance for the item about the Blue Plaque Scheme was Graham Denny, Ian Bradbury and Jenny Hursell.

Declarations of Interest: – there were no declarations of interest.

Updates

- *Blue Plaque Scheme* – Mr Denny updated the Working Group with the original information about the Blue Plaque Scheme which had been inspired by Buckenham Galleries exhibition on the work of Reg Carter. Mr Bradbury confirmed that the Museum would be interested in assisting with the Scheme especially with regards to obtaining grant funding. Discussion took place regarding the type of plaque that would be appropriate, the possible need for listed building consent and planning permission. Discussion took place regarding potential names of people who could be celebrated by a plaque on the building to which they are associated. It was agreed that an article would be placed in the Journal, Organ and Gazette asking for names. It was agreed that the criteria would be the determining factor and Cllr Rowan Robinson will draft some wording for the Working Group to approve. It was agreed that the plaque should relate to a person who is deceased who was of local or national distinction and who had lived in Southwold and had given a contribution to the town. Initial names of those suggested include; Reg Carter, P D James, Fanny Foster, George Orwell, Tony Fox, William Godell, Agnes Strickland, Branwell Booth, Margaret Mellis.

Action

MRR

Environmental Matters

- *Mights Bridge/Marshes - Walk round with Stephen Flaxman booked for 10th March at 2.15pm*
- *Memorial Garden – update from Sue Allen. Design required – work for volunteers to do – need to delegate at meeting on 21st March.*
 Cllr Allen recommended that North Green be the chosen area as this was a sheltered and enclosed area. Cllr Allen advised that Norse would replace plants in the bedding and could help with the design for a memorial garden. Richard Hackney had suggested that a memorial stone or something similar

be placed in the middle of the memorial garden to add some height. Community groups to be advised to have a look at the North Green area before attending the meeting on 21st March.

- *Prom walk round 2016. – Walk round taking place 10th March at 9.30am.*
- *Town Walk – to be arranged with Norse.*
- *Arbor Day – Nov/ Dec 16.*
- *Ferry Road Garden – update on progress to date. Cllr Windell showed photographs of the work that had taken place at the garden and advised that Hillside Nurseries had donated some plants.*
- *Volunteer works to shelters along the prom – what is outstanding? Cllr Windell advised that Norse had provided materials. Date to be set for volunteers to carry out the works to the shelter on South Green.*

Action

LJB

WW

Events 2016

- *Commonwealth Day Flag Raising – 14th March – school cannot attend. RBL will be in attendance. Affirmation will be read at 9.50am.*
- *Clean for the Queen – Clean-up of Common organised for 23rd April – meet 10am at Golf Club – 1pm – finish at Pit Stop with BBQ. STC and Norse to consider the area behind the beach huts. Norse considering whether they could supply a skip/bag for the refuse. Date to be set in conjunction with Norse and the beach hut owners. Provisional date Saturday 28th May. Poster etc. to be designed once date confirmed.*
- *Lighting of Beacon – Queens 90th birthday 21st April 2016. Light up = 7.30pm.*
 - Arrangements / Timings for the evening?
 - Promotion of event.

The choir cannot now attend and Cllr Windell was asked to see if he could enlist the help of any musicians etc. It was suggested that musicians etc. could play from 7pm – 8pm with the lighting of the beacon at 7.30pm. Otherwise Blyth Radio could be asked to play music etc. Beacon presently being restored and will be reinstalled by the end of March.
- *Civic Sunday – May 16 – Save the date being sent to dignitaries.*
- *Charter Lunch – May 16 – new caterers required. Quotes awaited.*

LJB/Norse

WW/SA

	Action
<ul style="list-style-type: none"> • <i>Queens 90th Birthday celebrations –</i> <ul style="list-style-type: none"> ○ Sat 11th June – St Edmunds Hall booked for afternoon tea on the Green- Discussion took place regarding the arrangements and it was agreed that this would be a picnic event. Tables and chairs from the hall to be placed outside as well. Teas/coffees to be provided from the hall with donations being requested to help offset the costs. No other arrangements required. ○ Sat 11th June – Band booked to play on South Green – music licence? Bar? Food? Collection of Donations? Cllr Allen to discuss with the Town Mayor to ascertain what arrangements are required. ○ Sunday 12th June – Beat the Sunrise arrive in Southwold at 4.30am. New Mayor to be advised. ○ Sunday 12th June – Parade to church for 11am service. Request of collection from service - half to Mayors Charity. 	<p>ALL</p> <p>SA/MCT</p> <p>LJB</p> <p>LJB</p>
<ul style="list-style-type: none"> • <i>Road Race –15th June 16</i> <ul style="list-style-type: none"> ○ Need to organise parking on Common, and collection of money £3 per car. ○ Other parking for coaches – St Felix to be asked if they could house coaches. ○ Promotion of decorating shop windows/ town etc. The Town Clerk, Adnams, Chamber of Trade are liaising over the direct decorating of the town. Theme to be “bicycles” or “red, white and blue”. 	<p>LJB</p> <p>LJB</p> <p>LJB</p>
<ul style="list-style-type: none"> • <i>Saga trip 2016 Cruise – 19th July 2016</i> <ul style="list-style-type: none"> ○ Need to organise welcome party on quayside. ○ Need to organise coaches for excursions from the harbour. 	<p>SA/LJB</p>
<ul style="list-style-type: none"> • <i>Autumn Ball – Oct 16 – Golf Club booked.</i> • <i>Remembrance Sunday – Nov 16</i> • <i>Armistice Day – Nov 11th 2016</i> • <i>St Edmunds Day – Nov 2016</i> • <i>Xmas Carol Concert - Dec 2016 – Date to be confirmed with church.</i> 	
<p><u>Other Matters</u></p> <p><i>School children medals instead of mugs –It was suggested that the Mayor be asked to hand medals out in April, around the time of the Queen’s birthday. School to be asked for correct numbers and to ensure that they are not organising anything similar.</i></p>	<p>LJB/MCT</p>

Tibbys Green – Footpath repairs. Potholes have appeared in the footpath and for health and safety reasons this needs to be an urgent repair as this area is now the responsibility of the Town Council. **Repairs will cost approximately £2,000. It is recommended that the repairs be undertaken with immediate effect.**

Action

Plaque for Verdun Oak. Further to the article in the recent Journal, Adnams have offered to replace the plaque with the same wording as there at present. Offer to be accepted.

LJB

Painting of white railings outside school. School to be asked whether the PTA would have volunteers to carry out this work. The other alternative would be for community payback team to be asked to undertake this work during the school summer holidays.

LJB

Letter from Lions Club re Klondyke skate park project. As part of the Lions Club community work, they have this year offered to be involved with the project at the Klondyke to repair and improve the skate park for the younger members of the community. Copy of existing Rospa report to be presented to the Lions as a starting point for the work.

WW/LJB

Ladies Walk – weeding Cllr Allen had discussed with Richard Hackney the type of weed killer that could be applied to this area to retain the poppies but to kill the weeds. The Working Group felt that the weeding could be undertaken by hand rather than by spray and it was suggested that the date of Saturday 16th April be publicised. 9.30am meeting at Ladies Walk for volunteers to help hand weed this area.

ALL

L and E working group to have own budget –delegated power would require the group to be a Cttee.

Original proposal from Finance working group;

- i) It is the recommendation of the Finance working group that L and E be given delegated budget of ;

Events	£ 2,775
Purchase of fixed assets (Bins/ signs/ play equip/ seats etc.)	£15,000
Annual RosPa reports and repairs	£ 1,500
Memorial seat maintenance	<u>£ 1,500</u>
	£20,775 for 2016/17.

To have a delegated budget the working group would need to be formally constituted as a Cttee rather than a working group.
All expenditure to be in accordance with Financial Standing Orders.

Further to previous Council meeting, where the recommendation of the Finance Working Group was presented, the L & E Working Group discussed the implications of having a delegated budget and of becoming a committee. The advantages and disadvantages were discussed in depth Committee meetings to be held quarterly. If other meetings are required to make arrangements for events etc. these will be informal meetings. **It was agreed by all members of the L and E working group to ratify the Finance Working Group recommendation of becoming a committee with a delegated budget . Delegated budget to be accepted, and reported and dealt with by the committee meeting on a quarterly basis. Copy of budget and agreed expenditure to be presented to the respective Town Council meeting which follows the L&E committee meeting.**

In progress

- New Outside Gym Equipment – *List facilities in all play areas o/s.*
- Flag Poles – inspections taken place – *await for them to be reinstalled.*
- Canons on Gun Hill – *carriage 4 to be returned.*
- Grit Bins/ Litter Bins – ordered – *await receipt.*
- Fingerposts – *await update from SCC.*
- RosPa works – *quote awaited from Norse*
- Town Pump – restore crown – *no progress to date.*
- Showers along prom – *update from Cllr Allen.*
- Internal Drainage Board and sluices – *how to progress*
- No smoking zones in beach shelters – *installation of cigarette stub bin.*
- Memorial seats along Ferry Road footpath.

There being no further business the meeting closed at 7pm.

RECOMMENDATIONS

Tibbys Green – Footpath repairs. Potholes have appeared in the footpath and for health and safety reasons this needs to be an urgent repair as this area is now the responsibility of the Town Council. **Repairs will cost approximately £2,000. It is recommended that the repairs be undertaken with immediate effect.**

Delegated budget and of becoming a committee Further to previous Council meeting, where the recommendation of the Finance Working Group was presented, the L & E Working Group discussed the implications of having a delegated budget and of becoming a committee. The advantages and disadvantages were discussed in depth Committee meetings to be held quarterly. If other meetings are required to make arrangements for events etc. these will be informal meetings. **It was RECOMMENDED by all members of the L and E working group to ratify the Finance Working Group recommendation of becoming a committee with a delegated budget . Delegated budget to be accepted, and reported and dealt with by the committee meeting on a quarterly basis. Copy of budget and agreed expenditure to be presented to the respective Town Council meeting which follows the L&E committee meeting.**