

MINUTES of the proceedings at a Meeting of the **LEISURE & ENVIRONMENT COMMITTEE** of Fakenham Town Council held at Fakenham Connect, Oak Street, Fakenham, on **TUESDAY 24 MAY 2016** at **5.30pm**, when there were present:

Cllr T Wilkes (Chairman)

Cllrs J Holdom, M Coates, A. Vertigan, N Westmancott, G Acheson and J Dougall

Anne Barnes – Locum Admin Assistant

2 members of the public

1 TO ELECT A CHAIRMAN OF THE COMMITTEE TO SERVE UNTIL THE NEXT ANNUAL MEETING OF THE COUNCIL

Cllr Coates proposed Cllr T Wilkes as Chairman, seconded by Cllr Holdom and AGREED unanimously.

2 MINUTES

The Minutes of the Meeting held on 26 April 2016 were, on the proposition of Cllr Coates, seconded by Cllr Vertigan, AGREED and signed by the Chairman.

3 APOLOGIES

Apologies were received from Cllr Thorpe due to work commitments.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 TO ELECT A VICE-CHAIRMAN OF THE COMMITTEE TO SERVE UNTIL THE NEXT ANNUAL MEETING OF THE COUNCIL

Cllr Vertigan proposed Cllr Holdom as Vice-Chairman, seconded by Cllr Coates, and AGREED unanimously.

6 TO APPOINT A MEMBER WITH RELEVANT SKILLS TO THE HUMAN RESOURCES COMMITTEE

Cllr Vertigan proposed Cllr Holdom, seconded by Cllr Acheson, and AGREED by five votes for with one abstention.

7 MATTERS ARISING FROM THE MINUTES

7.1 Millennium Park - Car park repairs have been completed on 19th May 2016.

7.2 Goggs Mill Picnic Area – Rat boxes have been put out. The Hawk and Owl trust will be contacted for advice on the wording of notices asking residents not to feed the birds as the bread might attract the rats.

7.3 Bowser for watering flowers – The bowser is ready for use.

7.4 Electricity Quote – An explanation of the quote is awaited.

7.5 Church Wall Repairs – The Clerk to arrange a meeting with the Vicar, Churchwardens and Mr John Plummer to discuss the repairs.

7.6 Hawk & Owl Trust Lease – The wording of the Tenants liabilities is to be amended to include a clause requiring the Trust Wardens to supervise educational visits. This will be a covenant on the tenants and not the landlords.

8 ELECTORS QUESTIONS

8.1 A parishioner asked the cost of the grass cutting contract and how often the grass was cut. He was given a copy of the grass cutting tender documents and told the contract was worth £8901pa.

8.2 A parishioner queried whether rats were actually a problem at Goggs Mill. He stated that rat poison had been put in a tray under a refuse bin and he raised health & safety concerns as children played in this area. The Chairman said the contractor would be contacted to ensure the rat poison was used in an appropriate and safe way. It was thought that people throwing down bread for the birds was attracting any rats and said there was a danger from Weil's Disease, caught from rats.

8.3 A parishioner had phoned complaining about the grass verges becoming overgrown as they were only cut twice per year by the County Council. It was agreed to write to the County Council that this was not acceptable in the Town area.

9 REPORTS ON THE COUNCIL'S ESTATE

Hayes Lane: Cllr Coates reported the hedge and entranceway are not being cut.

Whitelands: Cllr Wilkes reported the area had been cut but the grass cuttings had been left. There are still some loose bricks from walls of adjoining properties.

The Clerk will contact the property owners.

Aldiss Park: Cllr Westmancott reported that the grass is long in this area. The private road has now been gated.

Goggs Mill: Cllr Westmancott reported there is an increasing problem with cockerels.

Millennium Park: Cllr Vertigan reported the grass in this area is not being cut regularly or as per the contract with grass cuttings not being removed, the edges not strimmed and the areas around trees not strimmed. Photos of the bad areas were shown. Cllr Vertigan will talk to FACT about the borders.

Creake Road Cemetery: Cllr Vertigan also showed photos of the cemetery area, parts of which were overgrown. A number of graves had memorials on them which obstructed the cutting of the rest of the graves and surrounds.

It was agreed to speak to the Funeral Directors and remind them of the Cemetery rules, issue a press release explaining the problems of leaving numbers of memorials in a lawn cemetery and produce a plan of monitoring and improvements for the next agenda.

Cllr Acheson asked if the boundaries have been weed-killed yet.

Queens Road Cemetery: Cllr Wilkes said he had visited the cemetery but had found no evidence of dog fouling.

Councillors expressed concern that CGM contractors were not completing a job during their visits with some work being undertaken and the remainder left for another visit. It was agreed this was not acceptable.

Peckover Cemetery: Cllr Thorpe had sent a report that this area was OK.

St Peter's Gardens: Cllr Thorpe had reported concern over a cherry tree. Cllr Acheson will investigate this.

Railway Cutting: Cllr Dougall was concerned that the gate at the top of the steps was damaged and dangerous. It was agreed to obtain a quotation from Wensum Engineering to remove the gate and steps and install a solid metal fence instead.

Cllr Acheson commented that the Right of Way between Holt Road and Norwich Road, over the railway line, had been blocked by the developer. It was agreed to report this to Norfolk County Council.

Trap Lane Pavilion: Cllr Holdom had nothing to report.

Trap Lane Field: Cllr Coates report the area is ok.

Edmondson's Acres and Bacon's Piece: Cllr Coates reported these areas are all ok.

Grass-cutting Contract: Cllr Coates expressed concern that the contractors, CGM, were not meeting their obligations according to the contract and this needed further investigation. It was understood that the Clerk has a meeting with them planned for 8 June 2016.

It was agreed to form a Working Party, consisting of Cllrs Wilkes, Acheson, Grand and Coates, to investigate the possibility of taking the grass-cutting contract in-house. The viability of financing equipment, staff, and maintenance costs would be put into a business plan and reported back to the Council in July. The County Council would be asked if they would contribute financially. Cllr Holdom and the groundsman would be consulted during the process.

On the proposal of Cllr Vertigan, seconded by Cllr Acheson, it was agreed to suspend Standing Orders to allow parishioners to speak.

A parishioner asked what areas came under the contract and it was explained that all the areas under the Town Council control would be covered.

On the proposal of Cllr Vertigan, seconded by Cllr Acheson, Standing Orders were restored.

- 10 **TO RECEIVE A REQUEST TO NOMINATE A RECREATIONAL SPACE TO BE DEDICATED AS A CENTENARY FIELD TO COMMEMORATE WORLD WAR 1.**
Noted.
- 11 **TO CONSIDER A REQUEST FOR A LITTER BIN IN THE ALLEY BETWEEN NORWICH ROAD AND HOLT ROAD**
The groundsman will be asked to investigate the area and advise the Council if he has a spare bin for this area.
- 12 **TO RECEIVE AN UPDATE FROM THE CLERK REGARDING AVAILABLE SPACE AT CREAKE ROAD CEMETERY**
The Clerk reported there was enough space for up to 10 years plus there were further areas that could be made available if conifers were removed. The Council also owns land for an extension to the cemetery. Cllr Acheson will examine the trees and recommend which ones should be removed.
- 13 **TO RECEIVE A LETTER OF THANKS FROM FAKENHAM TOWN BAND**
A letter of thanks has been received for the grant.
- 14 **TO MOVE THAT THE PUBLIC & PRESS BE EXCLUDED FROM THE MEETING UNDER THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**
On the proposition of Cllr Coates, seconded by Cllr Vertigan **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public & Press be excluded from the Meeting, as publicity would be prejudicial to the public interest by reason of the nature of the business to be transacted.

Two parishioners left the meeting.

- 15 **TRAP LANE PAVILLION**
See Confidential Minute L&E 198.

16 OPEN SESSION

On the proposition of Cllr Vertigan, seconded by Cllr Coates, **RESOLVED** the Council moves into Open Session

The meeting closed at 6.45pm.

CONFIRMED this day of 2016.

CHAIRMAN