

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 28 NOVEMBER 2017** at **5.30pm**, when there were present:

Cllr G Foortse (Chairman)

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

Linda Jennings – Town Clerk

Public – no members of the public.

103 APOLOGIES

Apologies were received from Cllr Brown

104 DECLARATIONS OF INTEREST

There were no declarations of interest.

105 MINUTES

On the proposition of Cllr Holdom, seconded by Cllr Coates, the minutes of the meeting held on 24 October 2017 were AGREED and signed by the Chairman.

106 MATTERS ARISING FROM THE MINUTES

87 The Clerk has written to the Free Masons but has heard nothing.

88 Cllr Vertigan reported that during the recent road closure on Oak Street, no information signs had been erected directing bus passengers to different locations. ***The Clerk will write to the bus companies informing them of this.*** Councillors also discussed the possibility of the Queens Road coach stop being reinstated.

89 Cllr Foortse asked that the yellow lines alongside Peckover Cemetery should be reinstated. Also the 'Disabled' spaces outside Boots, the paintwork has faded. ***The Clerk will contact highways.***

90 Cllrs Holdom, Foortse and the Clerk are still to meet regarding the cleaning contract for Trap Lane.

95 The Clerk has spoken to the owner of the Gallery Bistro in the Market Place and he has very kindly agreed to have a defibrillator installed on the outside of the building. ***The Clerk will contact the lady who will arrange this.***

96 The crocus planting is complete and payment of up to £60 will be arranged for troughs and paint.

97 ***Fly posting – this will be an agenda item for the next meeting.***

The Clerk reported that a cheque has been received from the Council's previous insurers to the value of £2018.31 for damage to a street lamp in Whitelands.

107 ELECTORS QUESTIONS

A resident has written with concerns that charging for parking on Highfield car park will impact on residents and workers therefore making the car park under used. The Clerk will reply and say that the Town Council will continue to support the town. The email will be forwarded to NNDC and the District Councillors.

108 REPORTS ON THE COUNCIL'S ESTATE

Trap Lane Pavilion – Cllr Holdom has not visited recently.

Hayes Lane Playing Field – Cllr Crook reported that the area is very wet and muddy.

Hall Staithe, Goggs Mill Picnic area and Aldiss Park – Cllr Westmancott reported these areas to be ok.

Creake Road Cemetery – Cllr Vertigan reported this area to be ok.

Trap Lane & Hayes Lane hedges – Cllr Coates asked when these would be completed. He also asked if there was any progress on the damaged gates at Greenway Lane allotments. **The Clerk will chase.**

Peckover Cemetery – Cllr Foortse reported the tree cuttings have been removed. The CCTV is still to be installed in St Peters Gardens. One of the Queens Road Cemetery gates on Queens Road has had to be locked permanently. A vehicle was using the Cemetery as a car park without permission. The Owner of the vehicle has had a letter from the Town Council asking that they do not park there again.

109 TRAP LANE PAVILION

The Clerk has received quotes to remove the heaters at the Pavilion, it was agreed that Glenfair shall be asked to complete this work. The Monthind Cleaning invoice is still outstanding.

110 TO APPROVE THE MINUTES OF THE ALLOTMENT MEETING

On the proposition of Cllr Coates, seconded by Cllr Acheson, the minutes of the meeting held on 24 October 2017 were AGREED. The minutes had already been approved signed by the Chairman at the Full Council meeting on 14th November 2018. An item will be added to the January L & E agenda to discuss the possibility of purchasing the Council's own rotavator. **Cllr Vertigan may have a contact who would be willing to plough the allotments. He will make enquiries.** Further discussions took place and it was agreed not to raise the rental fees this year on the allotments. There is money that can now be spent on improvements. **The Clerk to add to the Annual Planner in June/July 2018 that the fees for 2019 should be discussed.**

111 QUEENS ROAD CEMETERY GATES

See minute 108.

112 PEST CONTROL CONTRACT FOR GREENWAY LANE ALLOTMENTS

On the proposition of Cllr Vertigan, seconded by Cllr Holdom, that the Pest Control contract has Greenway Lane Allotments added on a regular basis at a cost of £228.00 + vat per year. This will be invoiced at £55.80 + vat per quarter. There will also be a one off charge of £55.80 + vat for 6 bait boxes which will then become the property of the Town Council. All in favour.

113 TO REVIEW THE FEES FOR QUEEN'S ROAD AND CREAKE ROAD CEMETERIES

On the proposition of Cllr Vertigan, seconded by Cllr Coates that the cemetery fees for 2018/2019 will not be increased.

113 TO REVIEW THE LETTING FEES FOR TRAP LANE PAVILION

Rates were discussed and approved. On the proposition of Cllr Vertigan, seconded by Cllr Holdom the basic hourly rate will be £7.50. All in favour.

The weekly rent for Keep Fit will be increased to £12 per session.

Children's Parties will be £30 with a refundable deposit of £25.

On the proposition of Cllr Acheson, seconded by Councillor Coates that Town Band fees remain the same. A counter proposal was made.

On the proposition of Cllr Holdom, seconded by Cllr Foortse that the rate is increased to £10. The counter proposal vote was taken with 3 votes for and 3 against. As the Chairman has the casting vote the increase of £10 stands.

On the proposition of Cllr Vertigan, seconded by Cllr Holdom the morning Playgroup session rate is increased to £15 per morning session. All in favour.

On the proposition of Cllr Holdom, seconded by Cllr Acheson the afternoon Playgroup session rate is increased to £10 per afternoon session.

Councillor Vertigan left the meeting.

114 BUDGET 2018/2019

The Responsible Financial Officer has produced draft budget information which was discussed.

Cllr Coates left the meeting.

115 TO MOVE THAT THE PUBLIC & PRESS BE EXCLUDED FROM THE MEETING UNDER THE PROVISION OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

On the proposition of Cllr Acheson, seconded by Cllr Westmancott **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.

116 CONFIDENTIAL MINUTES

On the proposition of Cllr Acheson, seconded by Cllr Westmancott, the confidential minutes of the meeting held on 22 October 2017 were **AGREED** and signed by the Chairman.

117 TO DISCUSS TOWN MATTERS

This will be an agenda item at the next meeting.

118 TO DISCUSS THE SALE OF LAND AT HALL STAITHE, FAKENHAM

See confidential minute.

119 OPEN SESSION

On the proposition of Cllr Acheson, seconded by Cllr Foortse, **RESOLVED** the Council moves into Open Session

120 To confirm the date and time of the next meeting: - 19 December 2017

The meeting closed at 19.50pm.

CONFIRMED this day of 2017.

CHAIRMAN