MINUTES of the LEISURE & ENVIRONMENT COMMITTEE
WHO MET VITUALLY VIA ZOOM
TUESDAY 22 DECEMBER 2020 AT 5.30PM

PRESENT:
Councillors: M Dutton (Chairman Presiding), G Foortse, J Holdom, P Bucknell, A. Glynn, V Joslin, D Andrews, J Griffiths, and M Coates

Town Clerk: L Jennings
Members of the Public: 0

		Action (initials)
78	**TO RECEIVE APOLOGIES FOR ABSENCE** Apologies were received from Cllr M Campbell	
79	**ELECTORS QUESTIONS** There were none	
80	**DECLARATIONS OF INTEREST** There were none.	
81	**MINUTES** On the proposition of Cllr Coates, seconded by Cllr Griffiths, the minutes of the meeting held on 24 November 2020 were AGREED by all and will be signed by the Chairman when the Council is next able to meet. Cllr Glynn joined the meeting	
82	**Minute 72 –** Trap Lane Depot - Still awaiting quotes for the works. Cllr Dutton has some queries regarding the fencing and area around the Depot site and will liaise with Cllr Duffy. **Minute 72 –** Churchyard wall near Community Centre – North Norfolk District Council (NNDC) are consulting with the Diocese of Norwich to gain permission for works on the damaged wall. Cllr Dutton reported there maybe more trees that could potentially cause damage. **Minute 72 –** Installation of concrete bins, the concrete bases have been laid and the bins will be placed when a forklift is available in the New Year. **UPDATES:** • Play equipment and repairs, and new play equipment for Millenium Park. The repairs have been ordered and are awaiting completion. A discussion followed regarding costs and funding for new play equipment. Grants are available for this. • Replacement trailer – The Clerk has the original quotes and will send these to Cllr Coates. • Minute 69 – Footpath between Millenium Park and the Junior School. The Clerk has been investigating and the path does not belong to Norfolk County Council (NCC) Highways nor NNDC. The Clerk will write again to Victory Housing as the path leads to Lancaster Avenue. • Minute 72 – Street Furniture, the Pencil Lights in the Market Place; The design of the lights and the ingress of water means they are too expensive to repair. Councillors decided to leave this for a later date.	**MD** **MCo/ Clerk** **Clerk**
83	**COUNCIL'S ESTATE** • Trap Lane Pavilion – The carpenter has inspected the windows and reports they need minor repairs and painting with varnish. A carpenter will be sought in the New Year. Cllrs reported that the area in front of the Pavilion needs tidying. Cllr Griffiths will produce an audit of procedures for the Pavilion that must be adhered to by Hirers. The Clerk and Cllr Griffiths will work together on this and also ensure that the original contract is found or if not found a new one is raised.	**JG/ Clerk**

	• Creake Road Cemetery - Cllr Dutton questioned the necessity of getting the extension at Creake Road Cemetery consecrated. The Clerk informed Councillors that there was still plenty of space in the existing areas. If the existing 'Conformist' area is filled, then burials can move to the 'Non-Conformist' area. The member of the Clergy who is carrying out the burial will consecrate the burial plot as part of the service. On the proposal of Cllr Coates, seconded by Cllr Andrews, that Councillors are happy with this procedure. All in favour. • Dog bins – the Clerk will send a list to the committee of where the bins are situated and how often the dog bins are emptied. This will be an agenda item for the next L & E meeting. An amendment was made to the budget of £4000 to allow for more bins/collections. All Cllrs in favour. • Street Lighting – Following the Full Council meeting last week when District Councillor Punchard reported that there are lots of streetlights not working. All issues with streetlights not working should be passed to the office. Councillors did not feel it was necessary to inspect every streetlight at night. District Cllr Punchard felt that the streetlights were not bright enough. Cllrs agreed that it would be too costly to make any changes. The Town Council will be taking over responsibility for the new streetlights on the Lovell Development. The Clerk will establish how many lights there will be and the running costs from Lovells.	**Clerk** **Clerk**
84	**CCTV CAMERA FOR MILLENNIUM PARK** On the proposal of Cllr Andrews, seconded by Cllr Griffiths that in principle the Town Council will purchase a camera and install in Millennium Park at a total cost of £7,797.70 + vat. All in favour. A short meeting of Fakenham Recreation Ground Charity will be held before the next Full Council meeting to investigate the funding of this item.	
85	**TO DISCUSS FUTURE SPORTING FACILITIES IN THE TOWN** This item is now being dealt with by the Regeneration Working Party.	
86	**FAKENHAM TOWN BAND** The Band would like to erect scaffold poles with a tarpaulin over to enable them to practise and socially distance. Cllrs are generally in agreement but would need to see plans, a Risk Assessment, a copy of their insurance and if there will be any cost to the Town Council.	**Clerk**
87	**NEW ALLOTMENTSAT THE LOVELL SITE ON RUDHAM STIL LANE** Lovells are ready to proceed with the legal handover of the new allotment site at Rudham Stile Lane. The Chairman and the Clerk have instructed the Town Council's Solicitors whose charges will be met by Lovells. The use of this area will be discussed at the next Allotments subcommittee meeting.	**Clerk**
88	**BUDGET 2021-2022** Nothing further to add. The Clerk will forward the updated Asset Register to Cllr Holdom. Cllr Foortse left the meeting.	**Clerk**
89	**TO DISCUSS THE RIVER WALK** Cllr Griffiths reported that an area of boardwalk needs urgent attention. This is situated approx. 200 yards past the abattoir. The Clerk will inform the Public Frights of Way Officer at Norfolk County Council and the Environment Agency. Trees that are at the rear of the new houses being built on Claypit Lane look as if they may come down due to the steepness of the bank following the building works. Cllrs Dutton and Coates will inspect the trees as they are part of Greenway Lane Allotments. The Clerk and Cllr Glynn will discuss if the Groundsmen can carry out any remedial works.	

90	**TO CONFIRM THE DATE AND TIME OF THE NEXT MEETING** 26th January 2021 at 5:30pm	
	There being no further business the meeting closed at 19.00pm Confirmed this day of 2021 **CHAIRMAN**	