



## Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Minutes of a meeting of Redenhall with Harleston Town Council Amenities and Facilities Committee held in the Old Town Council Offices at the Memorial Leisure Centre on Wednesday 3<sup>rd</sup> September 2025

**Present - Amenities and Facilities Committee:** Cllr. S. West, Cllr. E. Wilkinson, Cllr. M. Scade, Cllr. G. Roy, Cllr J. Graham

**Also present:** Town Clerk and Deputy Clerk

**Members of Public:** Michael Hardy, Eileen Ryan, Katie Chennour

### 1. Welcome & Apologies

Cllr West welcomed everyone to the meeting and confirmed that no apologies had been received.

### 2. Co-option for this meeting only

As Cllr Graham does not sit on the Amenities and Facilities Committee Cllr West proposed that Cllr Graham be co-opted for this meeting only.  
Unanimously agreed

### 3. Declarations of Interest

Cllr Roy declared an interest in item 12

### 4. Minutes of the Previous Amenities & Facilities Meeting – Approval

Cllr Scade proposed to approve the minutes as a true record.  
The minutes were unanimously approved and signed by the Cllr West

### 5. Matters Arising from Previous Minutes – Progress Report

Councillor Wilkinson enquired about the current status of the Squash and Tennis Club.

The Clerk advised that preliminary steps have been taken toward establishing a new agreement. However, progress remains contingent on the Strategy Committee's decision regarding the future support of the squash facilities.

The Clerk is awaiting the Squash Committee's input, which will enable her to prepare and present a comprehensive draft agreement for review and further consideration at their next Strategy meeting.

### 6. Open Forum

Two members of the public spoke regarding item 8a on the agenda. They presented additional information about BT telephone box adoption and potential uses.

Mr Hardy reported that District Councillor Eddy's request for Squash court funding was rejected by SNDC. He also opposed removing the urinals, stating that two standard toilets would be insufficient.

Additional feedback regarding the installation of bike racks in the Town Centre was positive, accompanied by a request for a covered bike rack to protect bicycles from inclement weather.

## **7. Open Spaces Management**

- Allotments, play areas, planters, war memorial, trees

### **a) To review a proposal for the installation of a plaque at the Mayflower Tree within the Cemetery, providing historical background and context regarding the tree and its purpose for being planted**

The Deputy Clerk presented relevant background details on the issue, which the committee then deliberated. Councillor Scade suggested procuring a plaque for this tree, in addition to plaques for two other trees located on the Recreation Ground, both planted to commemorate members of the Royal Family.

Councillor Wilkinson seconded the motion, which was then unanimously agreed upon.

**Action – Administration Manager**

- Inspections, maintenance schedules

## **8. Infrastructure Oversight**

- Streetlights, bus shelters, public toilets

### **a) To receive a request for the adoption of the Telephone Box in the Town Centre**

Councillors reviewed a report on the matter prior to the meeting, with additional information provided during the public forum.

Councillor Wilkinson expressed that while it would be unfortunate for the facility not to be utilised in some capacity, there were concerns regarding the display of original artwork. They suggested its effective use would require the formation of a group committed to ongoing maintenance and management oversight.

Councillor West proposed that the Historical Society might consider assuming responsibility for the asset. Additionally, they suggested that should any local group express an interest in taking on this responsibility, the Town Council may be in a position to offer its support.

The Clerk advised that as the Telephone Box remains the property of BT, the company retains a duty to maintain it given its location within a conservation area.

Councillor West further recommended the Council remain open to organisations wishing to take over the Telephone Box. Should such a proposal arise, the Town Council would facilitate the process, but the final decision must be referred to Full Council, as the Telephone Box would become a Council asset.

Councillor Scade moved that if an organisation presents the Council with a plan for the Telephone Box and can demonstrate willingness to assume responsibility, the Town Council should consider their proposal.

Councillor Wilkinson seconded the motion.

The motion was agreed unanimously.

- Repairs needed / completed

### **b) To receive a report on the work required in the public toilets and agree next steps**

After discussion taking into account the information received during the public forum Cllr Scade proposed that two quotes were sought for the work. One to take out the

urinals and one to fix the pipework and fitting new urinals. The quotes should also reflect fixing the sinks in the ladies' toilets.

**Action – Administration Manager**

Further to this matter, the Deputy Clerk noted that concerns had been raised regarding the weight of the men's toilet door and the speed of its closing mechanism. These factors may have contributed to a recent incident, and the situation is being monitored in case any formal correspondence or claims are received. Discussion took place about how this could be mitigated. Cllr Roy suggested that a 2 stage closer be implemented on the door to ensure that users were able to use the door with ease and it would also close fully to enable the locking system to work at the end of each day.

It was agreed that Cllr Scade, as the Inclusion Champion would collate a report on the matter for the next meeting.

**Action – Cllr Scade**

**9. Facilities Management**

- Cemetery, car parks, leisure centre, Market Place

**a) To receive a report requesting the installation of Bike Racks in the Town Centre and agree recommendations.**

It was unanimously agreed that the proposal to replace the small planters outside Boots with bike racks would not progress.

The planters have sustained damage from vehicles and will have to be removed due to health and safety reasons; concerns were raised about the potential risk of similar damage occurring to bike racks — or bicycles secured to them — if installed in the same location.

As such, the matter will remain under review pending further consideration of alternative placements.

Cllr West proposed that the area adjacent to the public toilets be considered for the installation of a covered bike rack, as previously discussed at the public forum.

The location was viewed as suitable due to its close proximity to local amenities.

The Clerk advised that grant funding is available to support the installation of bike racks. Councillor West recommended that the Clerk explore funding opportunities and proceed with the proposal, subject to confirmation that the Town Council holds the necessary jurisdiction to install infrastructure at that site.

The motion was seconded by Councillor Scade and received unanimous approval.

**Action – Town Clerk**

**b) To receive correspondence from Elect Road regarding EV charging. Review the request and determine which committee member will take responsibility for the initiative.**

After discussion it was agreed for Cllr Scade to take responsibility for the initiative and that the Clerk would forward the information to him.

**Action – Town Clerk**

**c) To receive an additional boiler quote for the Leisure Centre Building (as requested at the last meeting) and determine which quote to select.**

The committee discussed whether the quotes received were directly comparable. Councillor Roy indicated that he had a contact who could also provide a quotation for the boiler replacement.

Councillor West proposed that Councillor Roy undertake further investigation and report back to the Clerk; the committee then delegated authority to the Clerk to proceed with the completion of the work.

Councillor Wilkinson seconded the motion, which was agreed upon unanimously.

**Action – Cllr Roy & Town Clerk**

**d) To receive quotes for grass cutting at the cemetery and agree a contract until the end of the 2025 growing season.**

The Clerk informed that due to the urgent nature of getting this work completed that she had authorised the work to be completed by TOPS as per the quote supplied to councillors in their report.

- Usage reports, improvements, feedback

**e) To receive up to date membership figures for the gym and usage figures for classes.**

The Deputy Clerk reported that membership levels have remained stable at approximately 600, with class attendance figures showing consistency throughout the summer period, during which a decline in numbers would typically be expected.

Cllr West informed that she had information that it was not easy to get booked onto classes and asked why this was. The Deputy Clerk informed that the space allocated for classes was limited but also the times that people liked to attend classes were limited and while there is space for more classes these would be at times that people did not want to attend and that we did not have the personnel to do more classes.

The Committee agreed that Cllr West would work with the Gym Duty Manager on utilising space and time that was not currently in use in the Leisure Centre.

**Action – Cllr West**

**Action - Gym Duty Manager**

**f) To receive a proposal on the use of Town Centre Planters for Business Advertising and agree next steps**

Councillors suggested using clip frames attached to the end of each planter.

After extensive discussion it was agreed for Cllr West to work with the Administration Manager on the project.

**Action – Cllr West**

**g) To receive correspondence regarding road signage during road closures. Consider the request to purchase four signs to state that businesses are open as usual at a cost of £75 per sign.**

After an extensive discussion, it was resolved that the Clerk would contact the Network Coordinator at the County Council to request the inclusion of "Businesses Open as Usual" signage at the entrances to the Town during any road closures and would write to the respondent to confirm this course of action.

**Action – Town Clerk**

**10. Project Updates**

- Reports from working groups

**a) Update from Cllr Roy on the Blacker Bombard project**

Cllr Roy informed that he had met with members of the RBL who were very keen to be involved in the project. They are currently investigating what other organisations have completed with similar initiatives. They would be keen to make the area accessible for educational purposes. Mr Hardy expressed that he would be happy to work with Cllr Roy on the project. Further updates to be made at future meetings.

**Action – Cllr Roy**

**b) Update on car park resurfacing subject to EV charging rectification**

Concerns about EV charger installation and accessibility were raised, but the Clerk confirmed funds were available and supported moving forward. Cllr West proposed proceeding with resurfacing, seconded by Cllr Wilkinson. The motion passed with four votes in favour and one against.

**Action – Town Clerk**

**11. Health & Safety Review**

**12. Budget & Expenditure Monitoring (specific to assets)**

**a) To consider and agree the Christmas Lights Quote from Peace and Kemp for the Market Place and War Memorial**

Independent suppliers were contacted as the maintenance team are not able to complete this task in 2025. Most vendors could not meet the short timeline, but it was unanimously agreed to proceed with the available quote.

**Action – Administration Manager**

**b) To approve the sale of the redundant tractor to the River Waveney Trust.**

**Consider and agreed an acceptable donation.**

Councillor Roy presented information on behalf of the River Waveney Trust. After discussion, Councillor West proposed donating the tractor to the Trust, with Councillor Wilkinson seconding the motion which was the unanimously agreed. The Clerk noted that formal approval of the donation would be required at the next Town Council meeting in order to proceed with removing the item from the Asset Register.

**Action – Town Clerk**

**c) To agree the UK Power Networks Contract with Cozens**

Unanimously agreed

**Action – Town Clerk**

**d) Bowls Club Water usage – Report in meeting**

Following deliberations, the committee decided that the Bowls Club will be responsible for their own expenses. A dedicated water meter will be installed for the Bowls Club, similar to the arrangement for the Football Club, in order to monitor usage. The Clerk has a meeting scheduled with representatives of the club at a future date.

**Action – Town Clerk**

**13. Recommendations to Full Council**

To proceed with the Car Park Resurfacing

The donation of the redundant tractor to the River Waveney Trust and removal of the tractor from the Asset Register.

**14. Date of Next Meeting**

**TBC**

**Meeting closed at 20.30**

**Signed**

**Date**

| <b>Minutes Reference</b> | <b>Subject</b>                  | <b>Action</b>                                                                                                                                                                                                                                  |
|--------------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>7a</b>                | <b>Cemetery May Flower Tree</b> | <b>Source commemorative plaques for this tree and the two trees on the Recreation Ground</b>                                                                                                                                                   |
| <b>8b</b>                | <b>Public Toilets</b>           | <b>Source quotes for the replacement of pipework and installation of new urinals in the men's toilets and also quotes to remove the urinals and redecorate accordingly. Quotes to include the refixing of the sinks in the ladies toilets.</b> |
| <b>8b</b>                | <b>Public Toilets</b>           | <b>Cllr Scade to collate a report about the accessibility of the toilets for the next meeting</b>                                                                                                                                              |
| <b>9a</b>                | <b>Bike Racks</b>               | <b>Town Clerk to investigate if the land adjacent to the public toilets is in the ownership of the Town Council. If so, obtain quotes and apply for funding to site a covered bike rack in this area</b>                                       |
| <b>9b</b>                | <b>Elect Road EV Charging</b>   | <b>Town Clerk to forward the information to Cllr Scade for him to lead on the initiative</b>                                                                                                                                                   |
| <b>9c</b>                | <b>Boiler Quote</b>             | <b>Cllr Roy to investigate further and obtain a further quote. The Town Clerk then has delegated authority to proceed with the best quote.</b>                                                                                                 |
| <b>9e</b>                | <b>Gym</b>                      | <b>Cllr West to work with the Gym Duty Manager on utilising unused time and space</b>                                                                                                                                                          |
| <b>9f</b>                | <b>Planter Advertising</b>      | <b>Cllr West to work with the Administration Manager on this matter</b>                                                                                                                                                                        |
| <b>9g</b>                | <b>Road Closure Signage</b>     | <b>Clerk to email the Network Co-ordinator to request that Business open and Usual signs are put up on the entrances to the town for all road closures</b>                                                                                     |
| <b>10a</b>               | <b>Blacker Bombard Project</b>  | <b>Cllr Roy to provide an update at the next meeting</b>                                                                                                                                                                                       |
| <b>10b</b>               | <b>Car Park Resurfacing</b>     | <b>Committee agreed to go ahead with the resurfacing add to the next Town Council agenda</b>                                                                                                                                                   |
| <b>12a</b>               | <b>Christmas Light</b>          | <b>Administration Manager to proceed with the Pearce and Kemp quote for this year on the Market Place and Bus Stop/War Memorial</b>                                                                                                            |
| <b>12b</b>               | <b>Sale of Tractor</b>          | <b>Committee agreed to donate the Tractor to the Rover Waveney Trust. Add to the next Town Council agenda for removal from the Asset Register</b>                                                                                              |
| <b>12c</b>               | <b>UK Power Networks</b>        | <b>Clerk to agree contract</b>                                                                                                                                                                                                                 |
| <b>12d</b>               | <b>Bowls Club Water</b>         | <b>Clerk to meet with the club and inform them of the committee decision</b>                                                                                                                                                                   |
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