AGENDA
Redenhall with Harleston Town Council Town Council meeting which will be held at the Social Room on Wednesday 25th November 2026, at 6:00 pm.

Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

You are hereby summoned by the Clerk to attend Redenhall with Harleston Town Council Meeting, which will be held in the **Social Room on Wednesday 25th November 2026, at 6:00 pm**

Clerk: Mrs C. Crane

Date of Issue: 20 November 2026

Members of the press and public are welcome to attend.

Council Membership

- Chair: Cllr P. MBA
- Vice-Chair: Cllr M. Scade
- Councillors: E. Wilkinson, J. Graham, S. West, G. Roy, J. Manning

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Redenhall with Harleston Town Council Town Council meeting which will be held at the Social Room on Wednesday 25th November 2026, at 6:00 pm.

1. **Welcome and Apologies for Absence**
    a. To receive apologies for absence and approve reasons given.

2. **Declarations of Interest**
    a. Councillors to declare any Disclosable Pecuniary Interests, Other Registerable Interests, or Non-Registerable Interests in items on the agenda, in accordance with the Localism Act 2011.

3. **Minutes of the Previous Meeting**
    a. To approve the minutes of the Town Council meeting held on 5 November 2026.

4. **Occupation Arrangements at the Recreation Ground - Clarification of Previous Council Decisions**
    a. To note that the public minutes of previous meetings did not fully record the occupation arrangements approved by the Council in relation to certain Recreation Ground users.
    b. To formally record within the public minutes that:
        i. A 25-year lease term was approved for Harleston Football Club;
        ii. A 25-year lease term was approved for Harleston Shed;
        iii. A licence arrangement was approved for Exchange 2, subject to standard termination provisions.
        iv. To confirm that this item is for clarification of the public record only and does not amend, vary or reopen any previous Council decision.

5. **Public Participation (Open Forum)**
    a. Opportunity for members of the public to speak on matters within the Council's remit.
        i. County Councillor
        ii. District Councillors
        iii. Members of the public

6. Officers' Progress Report

a. To receive and note the Officers' Progress Report and any updates on actions, projects, correspondence and matters arising since the previous meeting.

7. Other Council Business

a. Lovell Development Site Update (Briarswood)

i. To receive an update following the recent site meeting with representatives of Lovell and South Norfolk Council, note the anticipated project timescales, and consider how the Council wishes to progress future engagement regarding the site.

b. Community Open Space Grant

i. To receive an update on the Community Open Space Grant, consider whether the Town Council wishes to submit an Expression of Interest, and determine whether it wishes to participate in or support any collaborative funding applications.

c. Harleston Corn Exchange - Potential Partnership Opportunity

i. To consider correspondence from Jan Bird, Chair of the Board of Trustees of Harleston Information Plus (HIP), regarding a potential partnership between HIP and the Town Council in relation to the acquisition, restoration and future use of the Harleston Corn Exchange, and to determine whether the Council wishes to explore the proposal further.

d. Harleston Shed AGM Update

i. To receive a briefing note following the recent Harleston Shed Annual General Meeting, note the changes in governance, financial position and matters relating to the proposed project, and consider any implications for the Town Council's ongoing discussions regarding lease arrangements and project development.

e. Recreation Ground Vision Working Party

i. To consider the establishment of a Recreation Ground Vision Working Party, determine its membership and scope, and agree that draft Terms of Reference be prepared for consideration and approval at the January Town Council meeting.

f. Budget Setting Working Party

i. To consider the establishment of a Budget Setting Working Party to support the preparation of the Town Council budget and precept for the forthcoming financial year, agree its Terms of Reference, and appoint Members to the Working Party.

g. Norfolk County Council Local List for Validation of Planning Applications 2026 Consultation

i. To consider the consultation from Norfolk County Council on the draft Local List for Validation of Planning Applications 2026 and determine the Council response.

8. Finance & Governance

a. To receive and note the following financial reports:

i. Bank Reconciliation as at 31 October 2026

ii. Income and Expenditure Report as at 31 October 2026

b. Recurring Payments and Payment Approval Matter

i. To consider approval of the public toilet cleaning contract as a recurring payment and to note and approve the difference relating to payment reference PR600.

c. Electrical Remedial Works - Memorial Leisure Centre

i. To consider and approve payment from Pearce & Kemp Limited for electrical remedial works undertaken at the Memorial Leisure Centre.

d. Allotment Water Trough Replacement

i. To consider a request for the purchase of a replacement water trough for the town council allotments at a cost of £208.86 including VAT and to determine whether the expenditure should be approved.

e. SAM2 Battery Replacement

i. To consider a request to purchase two replacement batteries for the SAM2 at a cost of £229.90 including VAT and determine whether the expenditure should be approved.

f. Wilderness Lane Car Park Fencing Repairs

i. To consider a quotation for works to strengthen and reinstate fencing posts and determine whether expenditure should be approved.

g. Tree Works to Improve Lighting in the Leisure Centre Car Park

i. To consider quotations for tree works required to improve light levels within the Leisure Centre main car park and determine whether expenditure should be approved.

h. Tennis Court Maintenance and Refurbishment

i. To consider quotations for maintenance and refurbishment works to the tennis courts.

i. Public Toilets Out-of-Hours Access Controls

i. To consider the installation of additional access controls for the public toilets at a cost of £354.14 plus VAT and approve any associated EMR transfer and budget adjustment.

j. Meta One Social Media Subscription

i. To consider subscribing to the Meta One Advanced package at a cost of £33.99 per month.

k. Contribution Towards Felling of Dead Tree at Maltings Drive

i. To consider a request from South Norfolk Council to contribute 50% of the cost of removing a dead tree located at Maltings Drive and determine whether the Council wishes to make a contribution in the interests of public safety.

l. Adoption of Health and Safety Policy Manual

i. To consider the updated Health and Safety Policy Manual prepared with support from WorkNest, and to approve its adoption.

m. Adoption of Health and Safety Handbook

i. To consider the updated Health and Safety Policy Handbook and approve its adoption.

n. Public Information Update - Leisure Facilities, Community Building and Recreation Ground Leases

i. To consider and approve the release of information relating to the Memorial Leisure Centre, Community Building and Recreation Ground lease arrangements.

11. Working Party updates

a. Memorial Leisure Centre Working Party.

b. Grants and Events Working Party.

12. Correspondence

a. **Formal Governance Complaint and Request for Substantive Response** (7/11/26)

   i. To consider the correspondence received by the Chair and Town Clerk (copied to the Deputy Clerk) together with an attached document "Formal Governance Complaint and Request for Substantive Response (Final)", and to consider and approve the response and for it to be issued by the Chair on behalf of the Council.

b. **Governance Assurance and Request for Information** (15/11/26)

   i. To consider the correspondence received by the Town Clerk (copied to the Chair, Vice-Chair and Deputy Clerk) and to consider and approve the response and for it to be issued by the Chair on behalf of the Council.

13. Chair's Report

a. To receive and note a verbal report from the Chair on recent activities, meetings attended and matters of interest since the previous meeting.

14. Date of Next Meeting

15. Exclusion of Press and Public

a. **To consider the exclusion of the press and public under the Public Bodies (Admission to Meetings) Act 1960 on the grounds that the following items contain information relating to individual employees and former councillors and are therefore confidential in nature.**

b. **Staffing Review - Harleston Community Gym**

   i. To consider a business case regarding staffing arrangements at **Harleston Community Gym** and determine whether any changes to the current staffing establishment are required.