

Kessingland Parish Council



Minutes of the Leisure & Amenities Meeting at 11am on Monday 26th September 2022 held in the Council Chamber, Marram Green

Members present: Cllrs D. Boyle, C. Cook, B. Nicholls (Chair), J. McLean
Other Cllrs in attendance: None
Others present: None
Clerk to the Meeting: N. Coleby (Clerk) & S. Hogg (Assistant Clerk)

41. Welcome

In the absence of the Chair and Vice-Chair of the committee, members asked Cllr Nicholls to take the Chair. Cllr Nicholls welcomed everyone to the meeting and explained the meeting protocols.

42. Apologies for Absence

Apologies for absence were received from Cllrs James and Dunne. Cllr Boyle proposed acceptance of the apologies, this was seconded by Cllr McLean with all in favour.

43. Declarations of Interest

There were no declarations of interest on items on the agenda and no written requests had been received. There were no existing grants of dispensations for Disclosable Pecuniary Interests.

44. Minutes of the Last Meeting

Cllr McLean proposed the minutes of the Leisure & Amenities Committee meeting that was held on 18th July 2022 be adopted as an accurate record of the meeting. This was seconded by Cllr Cook with all in favour.

45. Public Forum

There were no members of the public present and no comments had been received.

46. Allotments

General Matters

- 46.1 It was noted that all allotments are operating smoothly, and no issues have been raised.
- 46.2 Councillors noted that the renewal letters have been sent out for the allotments and that payments are being received.
- 46.3 Councillors noted that the Deputy Clerk and the allotment inspector have devised a monthly checklist to ensure the allotments run smoothly.

- 46.4 Councillors discussed the proposal that each allotment site should elect a site representative who would be the point of contact between the council and the allotment holders. The reps would attend quarterly council allotment meetings which would deal with allotment matters including issues or possible improvements etc. The committee felt that this would be beneficial and it was agreed that a terms of reference for this group would be drawn up and brought back to this committee, in the meantime a letter will be sent out to all allotment holders to ask if allotment holders would like to volunteer or nominate another allotment holder to become the site rep. If there were more than one nominee per site, then council would discuss with the candidates and the site members whether they would like to share the position or elect a site rep.

47. Francis Road

Maintenance/Improvements

- 47.1 Councillors noted that there has been no progress with conversion of the hub back to changing rooms. It understands that the football club is awaiting the outcome of a funding bid which will cover the costs.
- 47.2 Councillors noted that service contracts for the CCTV and alarms at Francis Road have been taken out. The committee felt that it would be beneficial for staff and some councillors to receive training on how to operate the CCTV and also the speed indicator device, this will be arranged in due course.
- 47.3 Councillors noted that a replacement part for the vandalised piece of equipment in the play area has been ordered and that Norse would be fitting it. It was noted that warning tape and other warnings were being placed on the equipment however they were being removed almost as quickly, the committee asked that the damaged section be removed as soon as possible. It was also noted that the bin and benches for this area had been ordered and that arrangements were in place for siting once they arrive.
- 47.4 Councillors noted that Francis Road Playing Field is now operating on its winter hours.

48. Play Equipment

Inspections & Maintenance

- 48.1 Councillors received the annual reports for 2021 & 2022 from Norse regarding inspections and repairs to the play equipment. All of the council's play sites had low or very low risk ratings.
- 48.2 Councillors noted that, at a meeting with MATTA to consider installing an accessibility path at the play area, a large amount of matting was discovered. The majority of play equipment does have matting under it; however, the majority of the matting has been allowed to become covered with topsoil and ground cover/grass. The Clerk noted that, per ROSPA guidelines, grass growing on soil with a depth of 150mm is considered a safe surface for play equipment with a fall height of less than 1.5m and that no concerns about this had been raised in the annual report however there is one piece of equipment which is close the expert advice will be sought. ROSPA note that longer grass is actually safer than short grass and that extreme weather would reduce the effectiveness of alternative play surfaces as much as it would grass. It was proposed by Cllr Boyle that if expert advice indicated that the matting needs replacing then this item should be referred to the Finance & Governance Committee in order that the work could be progressed as this committee would

not have the authority to authorise the costs involved . This was seconded by Cllr Cook with all in favour.

49. Noticeboards

Council Notice Boards/Information Boards

49.1 Councillors noted that the proposal to have a purely local business notice board is being progressed and the location for the board was discussed. Initial consideration was given to Roy Brown's Memorial Garden as the council has two noticeboards at that site but queries were raised as to whether it would be a place that would be convenient for many residents. It was felt that the High Street would be a good location. After discussion it was agreed that the a new open notice board would be commissioned from the Men's Shed and that the existing lockable noticeboard in the High Street would be used for business advertisements which would be limited to around the size of a business card. If this proved successful than the council would consider increasing provision. Councillors felt that there should be a small fee for having business details on the board and that the council should maintain control of the notice board with cards and payments dealt with by the office. It was noted that the Events and Communications committee would be considering advertising in the Village News and that these could run side by side. Once costings had been discussed a proposal would go before parish council.

50. Street Furniture

50.1 Bins

Councillors noted that a site visit with East Suffolk Council has taken place regarding the bins on the seafront and potential shared action to improve facilities and signage. There has not been any feedback received as yet but this will be reported once received.

50.2 Benches

Councillors noted that a site visit with East Suffolk Council has happened regarding the lack of seating on the seafront. The council is awaiting feedback from East Suffolk. The committee discussed a bench that had been sited on Roy Browns Garden which had reached its end of life and had been removed from the site. This was a memorial bench and there are no contact details on record for the bench. Cllr Boyle proposed that the council would place the Kessingland Remembers plaque free of charge on the Remembrance wall remembering the person for whom the bench was a memorial , this was seconded by Cllr McLean with all in favour.

51. Litter Picking

52.1 Updating on the litter picking

It was noted that the litter picking continues to operate on a weekly basis.

52.2 Councillors noted that the last date for the beach clean-up this year is 26th September 2022 and will resume in March 2023. The committee discussed a wooden step that is broken on the beach and needs replacing. Norse will be contacted regarding this issue.

52. The Marsh

52.1 Update on the marsh

It was noted that winter conservation work is due to begin end of September and nesting bird results in our boxes will be available soon. A field camera has been deployed on occasion on site and has captured a wide variety of wildlife.

53. Community Spaces

53.1 Roy Brown's Garden

It was noted that some members of the working group for Roy Brown's Garden have met with a local landscape artist who is currently working on designs for the garden. Plans will be circulated to the committee when that are ready.

53.2 Remembrance Plaques

a) It was noted that an application form had been sent out.

b) Councillors noted that the Clerk will be in contact with an engraver so that a plaque for the beacon can be produced and installed.

c) Councillors noted that the plans for a Reclaim plaque will be discussed at the next working group meeting. An email has been sent to Lowestoft Town Council to arrange a meeting to discuss steps moving forward with the plaque.

53.3 Kessingland Kitchen & Wildlife Garden

An update was received regarding the garden. It was noted that the grass and paths have been cut and tidied and the vegetable beds have been cleared and weeded. The bees are due to go into hibernation and some bark will be distributed in that area. It was reported that a picnic bench is damaged and requires repairing and our factotum would be dealing with it. The water company had been contacted about water connection to the site but some information is needed from our local contractor and has been requested. The pond liner has unfortunately been pierced and the pond is going to be redesigned and a new liner installed. An order of wildflower seeds and bulbs is going to be placed.

54. Maintenance

54.1 Councillors acknowledged that the beacon would require painting after each lighting as the fire burns off the existing paint and a budget to cover the cost of this is required. The option of using a paint sprayer and tower scaffolding was discussed and options for purchasing scaffolding will be investigated to see what will be most cost effective.

54.2 Annual maintenance of the flagpole was raised however councillors felt that Cllr James input would be beneficial so this would be deferred until the next meeting.

55. Potential Funding

The committee discussed planting a tree outside the Church Road allotments to replace the tree that was planted to commemorate the passing of HRH Prince Philip and to also purchase one for the Queen to be planting alongside it. Councillors discussed applying for funding from the Tree Council's Branching out fund to replace fruit trees at the Community Garden and considered planting of additional trees at Francis Road. Going ahead with the funding application was proposed by Cllr McLean, seconded by Cllr Cook with all in favour.

56. **Date of Next Meeting**

It was noted that date of the next meeting is scheduled for 10am on Monday 21st November 2022.

57. **Items for the next agenda**

Councillors noted that the last date for notifying the Clerk of items for the agenda is 14th November 2022.

58. **Exclusion of the Press & Public**

None

59. **Close of Meeting**

The meeting closed at 12.10pm.

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