

FRINTON & WALTON TOWN COUNCIL

The Council House, Triangle Shopping Centre, Frinton-on-sea, Essex, CO13 0AU

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Clerk: Mrs J Woodland



To all Members of the Recreation & Amenities Committee;

Councillors P Clifton, D Miles, R Morgan, A Oxley, J Robertson, A Cossens, M Cossens, D Land.

**YOU ARE SUMMONED TO ATTEND A RECREATION & AMENITIES COMMITTEE MEETING
of FRINTON & WALTON TOWN COUNCIL**

To be held at

The Council House, Triangle Shopping Centre, Frinton-on-Sea, CO13 0AU

on

Thursday 9TH November 2023 commencing at 7.15pm

J Woodland

Mrs J Woodland
Town Clerk

Dated: 2nd November 2023

AGENDA

1	Apologies for Absence To receive via the Clerk, apologies for absence
2	Declarations of Members' Interests To receive any pecuniary, registerable or non-registerable interests pertaining to items on the agenda.
3	Minutes of Previous Meetings To confirm the minutes of the Meeting of the Recreation & Amenities Committee held on 25 th May 2023 and the 28 th September 2023 (herewith)
4	Matters Arising from the Minutes of the Meeting held on the 25th of May 2023 and the 28th September 2023 To consider any matters arising from the above minutes not detailed elsewhere on the agenda
5	Monday Market Trading To receive a verbal update from the Clerk on Monday trading at Walton Market and consider future viability, agreeing any appropriate action to be taken.
6	Post Office To receive a verbal update from the Clerk following the restructure of the Post Office in March 2023, and agree any necessary action.
7	Public Toilets To receive a verbal update from the Clerk on the utilities issues outstanding at the Old Way toilets in Frinton, and agree any necessary action.

8	'Welcome to.....' Town Signs To receive a verbal update from the Clerk on the issues with the various blue 'welcome to.....' town signs in the parish including costings for possible replacement, and consider any necessary action.
9	Date of Next Meeting The next meeting of Frinton & Walton Town Council is scheduled to be held at The Council House, Triangle Shopping Centre, Frinton-on-Sea, on 21st December 2023 at 7.15pm
10	Exclusion of Press and Public Pursuant to Sub-Section 2 of Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting for the transaction of the under-mentioned business because of the confidential nature: <ul style="list-style-type: none"> • Columbine Centre Hirer Feedback • Columbine Centre Staffing Arrangements • Post Office • Bus Shelter / Seafront Shelter Maintenance Quotation
11	UNDER EXCLUSION – COLUMBINE CENTRE HIRER FEEDBACK To receive a verbal update from the Clerk/Lead Members on feedback raised by a Hirer and consider any appropriate action.
12	UNDER EXCLUSION – COLUMBINE CENTRE STAFFING ARRANGEMENTS To receive a verbal update from the Clerk on staff rota arrangements at the Columbine Centre, specifically considering lone working arrangements and agree any appropriate action.
13	UNDER EXCLUSION – POST OFFICE To receive a verbal update from the Clerk/Lead Member on the recent attempted robbery and consider any appropriate action.
14	UNDER EXCLUSION – BUS SHELTER / SEAFRONT SHELTER MAINTENANCE QUOTATION To consider the confidential specification and quotation received for the maintenance programme to all seafront & bus shelters and consider next action (herewith).

TOWN COUNCIL OF FRINTON AND WALTON

**MINUTES of the Recreation and Amenities Committee
held at the Council House, Frinton-on-Sea,
Thursday 25th May 2023 commencing at 7.15pm**

Present:

Councillors: P Clifton (Chair)
D Miles, R Morgan, A Oxley and J Robertson

Absent:

Councillors: None

In Attendance:

Deputy Clerk: Mrs M Townsend
Members of the Public: None

RA/23/1

TO ELECT A CHAIR FOR THE ENSUING MUNICIPAL YEAR 2023/24

RESOLVED: To elect Councillor P Clifton as Chair of the Recreational & Amenities Committee.

RA/23/2

TO ELECT A VICE CHAIR FOR THE ENSUING MUNICIPAL YEAR 2023/24

RESOLVED: To elect Councillor D Miles as Vice Chair of the Recreational & Amenities Committee.

RA/23/3

APOLOGIES FOR ABSENCE

Apologies were received from Councillors M Cossens, A Cossens and D Land

RA/23/4

MINUTES OF THE PREVIOUS MEETING

RESOLVED: that the Minutes of the Meeting of the Recreation and Amenities Committee held on 23rd February 2023 be approved as a true record.

RA/23/5

MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 23RD FEBRUARY 2023

None

RA/23/6

LEAD MEMBERS

Members discussed the benefits of appointing lead members for certain facilities/services run by the Town Council. Members felt it would be advantageous to open this opportunity to all members of Frinton & Walton Town Council.

RESOLVED: To defer the decision to the next R&A Committee meeting.

RA/23/7

COLUMBINE CENTRE

Members received a written report on Columbine Centre promotional activities and bookings for information and noted a positive calendar year ahead with various events booked in. Cllr D Miles asked for the hire charges to be provided to councillors at the next meeting.

RA/23/8

COLUMBINE CENTRE CAR PARK

Following an update from the Columbine Senior Facilities Operative, the Deputy Clerk advised that Tendring District Council visited the site approximately two weeks ago, accompanied by a tree surgeon, to discuss the feasibility of removing the tree and repairing the car park surface.

RESOLVED: Clerk to write to Tendring District Council to request a formal update and urgent action due to the health and safety risk of the uneven car park surface.

RA/23/9

COLUMBINE CENTRE TOILETS/DRAINS

The Deputy Clerk advised that a drains specialist has recommended pressure-washing the drains through on a reactive basis, therefore instruct them when another blockage occurs as the pressure washing should eliminate any build-up of scale and debris that had been pushed further down the pipes through the action of rodding.

Members were also advised of a further blocked downpipe/drain in the main hall which a contractor was unable to clear but can be investigated in conjunction with the above issue. The Senior Facilities Operative has suggested that a collar with an outlet be fitted to the pipe below stage level and a pipe run from the outlet through the wall of the Centre to the rainwater gully outside, as this would vent the water outside and prevent the flooding of the wing of the stage should blockages occur in the future.

RESOLVED: To proceed with sourcing a quotation and delegate the instruction of the work to the Clerk, should the cost be within the limit as detailed within the Council's Financial Regulations.

RA/23/10

QUOTATION FOR REPLACEMENT MANHOLD COVERS

Due to the ongoing issues with the drainage on this site, members agreed that it would be advantageous to replace the existing manhole covers to allow staff to be carry out proactive and reactive drain maintenance in order to prevent or clear blockages to the drains. Consideration should be given to the replacement covers being able to withstand heavy vehicles or measures to be put in place to ensure that no vehicles drive across them.

RESOLVED: To instruct DW Maintenance to remove and replace 2 manhole covers, and associated work as detailed on the quotation at a cost of £410, to be expended from 201/4036 'Columbine Centre Building/Equipment Maintenance/Renewal'.

RA/23/11

SEAFRONT SHELTER – FRINTON GREENSWARD (END OF CONNAUGHT AVENUE)

Members expressed concerns over the increased vandalism to the shelters and associated high costs for repair. Members did not wish to consider breaking the agreement held with Tendring District Council for the cleaning and maintenance of these shelters.

RESOLVED: Chair and Vice Chair to hold a meeting with the PSCOs to request patrols of the seafront shelters at the end of the daily shift and discuss other possible strategies for deterrents.
FURTHER RESOLVED: Clerk to arrange a survey of all seafront shelters to ascertain future repair/maintenance/replacement, to be carried out at the end of the summer season so that costings can be considered in readiness for the Council's budget setting for the next financial year and onwards.

RA/23/12

BOWLS CLUB

Members reviewed the correspondence received from Walton & District Indoor Bowls Club and discussed forward planning for the current and future issues related to the running of the facility.

RESOLVED: Due to damage being caused by a leak from the roof, Clerk to purchase replacement tiles for those showing water damage and arrange for installation (up to a cost of £500 – to be expended from budget code 4036/201) once confirmation has been received that the leak has been rectified.

FURTHER RESOLVED: To investigate the feasibility of installing electric under-sink heaters in all toilets and kitchen and installation of a separate thermostat in the Bowls Club. Costings to be brought back to the Committee for consideration.

FURTHER RESOLVED: To request Full Council to consider a review of the Columbine Centre to cover all aspect of the running of this service including;

- management
- service
- hire charges
- building survey to identify long term plan prioritising necessary building maintenance with priority list and costs for future budgeting
- promotions/social media/website
- review of TDC lease and WDIBC lease
- Bowls Club facility

Earmarked budget to be considered to allow for instructing the necessary professional assistance.

FURTHER RESOLVED: Keys to the Columbine Centre will not be issued to the Bowls Club and responsibility of the issuing of new fobs to remain with the Senior Facilities Operative who will endeavour to issue as soon a practically possible.

The Chairman closed the meeting at 8.55pm

Next Meeting: 6th July 2023

CHAIRMAN

TOWN COUNCIL OF FRINTON AND WALTON

**MINUTES of the Recreation and Amenities Committee
held at the Council House, Frinton-on-Sea,
Thursday 28th September 2023 commencing at 7.15pm**

Present:

Councillors: P Clifton (Chair)
A Cossens, M Cossens, R Morgan, A Oxley, J Robertson, D Land, D Miles.

Absent:

Councillors: None

In Attendance:

Members of the Public: 2+ members of the public

The Chair opened the meeting and immediately declared the meeting as postponed due to the supporting Officer testing positive for, and displaying signs of, COVID19. Whilst the Chair acknowledges that an Officer is not legally required to be present, the meeting was unable to go ahead due to the lack of information able to be discussed in the Officer's absence.

The Chair closed the meeting at 7.20pm

Next Meeting: 9th November 2023

..... CHAIR