



# BUNGAY TOWN COUNCIL AGENDA

## The Staithe & Riverside Centre Sub-Committee



A meeting will be held on Thursday 26<sup>th</sup> November at 7.00 pm

**As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 this meeting will be conducted “online”. Any members of the public who also wish to attend on this basis please contact the Clerk so that arrangements may be made for them to join the meeting.**

Members of the public and press are welcome to attend.

Please be aware that filming and other reporting might take place at the meeting.

All members of the Grounds, Properties & Amenities Committee are hereby summoned to attend the meeting to transact the following business.

Town Council Committee Members

Cllr. Lincoln (Chair)  
Cllr. Collins

Cllr. Dawes (V. Chair)  
Cllr. Prior

Cllr. Love  
Cllr. Blowers O’Neill

Cllr. Betts

### **AGENDA**

- 1. Apologies for Absence:** to receive any apologies for absence.
- 2. Declaration of Interest & Requests for Dispensations:** Councillors to declare any Pecuniary or Non-Pecuniary Interests. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.
- 3. Minutes of the Previous meeting: To approve the minutes of the Riverside Sub-Committee meeting held on 27<sup>th</sup> October 2020** – for consideration.
- 4. Public Forum:**  
Members of the public are invited to give their views on issues on this agenda, or raise issues for future consideration, at the discretion of the Chair, for no more than 15 minutes. Members of the public may not take part in the Committee meeting itself.
- 5. Riverside Centre & Staithe Sub-Committee Terms of Reference** – For consideration.
- 6 The title of the Sub-Committee to become Riverside Centre and Staithe Sub-Committee** – for consideration.
- 7 Bat and Wildlife Survey Report, and siting of Bat and Swift Boxes** - For consideration.
- 8 Agree the location and of lighting for the Riverside Centre and Car Park Entrance** – For consideration.
- 9 The type, quantity, and location of Cycle Racks** – For consideration
- 10 The refurbishment and design of Interpretation Boards** – for consideration.
- 11 Controlling access to the Staithe Car Park** – for consideration.



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12 **Date and time of next meeting:** To be confirmed.

20<sup>th</sup> November 2020  
Jeremy Burton  
Clerk to Bungay Town Council  
1a, Broad Street, Bungay. NR35 1EE.



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## The Staithe & Riverside Centre Sub-Committee



### Terms of Reference

#### **The Staithe and Riverside Centre Sub-Committee - Terms of Reference**

The purpose of The Staithe and Riverside Centre Sub-Committee is to oversee all those matters within the Council's remit which relate to the Riverside Centre and the Staithe. The sub-committee will consist of at least 5 Councillors. Non-councillors with appropriate skills, knowledge or background may be members of this sub-committee although they will not have voting rights.

The Sub-Committee will meet monthly with delegated authority from the Resources Committee to fulfil the following responsibilities, including spending within its approved budget.

1. The maintenance, management, development and control of The Riverside Centre building, including external items. This will include, but is not limited to:
  - General Maintenance
  - Cleaning
  - The contents of the building such as furniture, kitchen apparatus & similar.
  - Insurance
  - Utilities
  - Health and Safety items/issues
  - Accessibility
  - Waste Management
2. The promotion and management of rentals to outside agencies and any other generated income from the Riverside Centre.
3. It is the sub-committee's role to oversee the maintenance and development by the Staithe for the benefit of our community and for visitors. This includes liaison and close working with groups who use the Staithe.
4. It is within the sub-committee's remit to ensure that the Staithe itself is accessible for local people and others to enjoy, and that people taking part responsibly in water sports and fishing have proper access.
5. It is our responsibility to encourage responsible use of the Staithe, and at the same time, to take what measures we can to discourage any irresponsible use.
6. The sub-committee is charged with protecting and managing the natural features of the conservation area and to positively promote responsible access to it.