

MINUTES OF A MEETING OF THE AMENITIES, LAND AND PROPERTIES
COMMITTEE, HELD ON WEDNESDAY 5th JUNE 2019 AT THE
COUNCIL CHAMBER, KINGS HOUSE, THETFORD STARTING AT 2.00 P.M

Present: The Mayor Councillor B J Canham (Chair)

Councillors:

C Barreto	R F W Brame
M P Brindle	C Harvey
D J Hodgkinson	J Hollis (V Chair)
J James	T J Jermy

Officers in attendance:

Roz Barnett	Deputy Town Clerk
Chris Crimmen	Committee Secretary

MINUTES

51/19 ELECTION OF COMMITTEE CHAIRMAN AND VICE CHAIRMAN FOR THE
MAYORAL YEAR 2019/20
**RESOLVED: That Councillor B J Canham be elected Chairman of the ALP
Committee for the Mayoral year 2019/20.**

Vice Chair

**RESOLVED: That Councillor J Hollis be elected Vice Chairman of the ALP
Committee for the Mayoral year 2019/20.**

52/19 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
Councillor T J Jermy declared a pecuniary interest in agenda numbers 63/19 &
70/19.
Councillor M P Brindle declared a non-pecuniary interest in agenda numbers 63/19
& 70/19.

53/19 APOLOGIES FOR ABSENCE
None received. Councillors C Barreto, R Brame and D Hodgkinson all left the
meeting a 2.45 pm.

54/19 MINUTES
**RESOLVED: The minutes of the Committee's meeting held on 3rd April 2019,
received by Council on 29th April 2019 confirmed as a true record and
signed/initialled by the Committee Chairman.**

55/19 ACTION POINTS & UPDATES
The Chair and Deputy Town Clerk reviewed last month's action points:

- The council are still waiting for archaeology brief from Norfolk County Council for Castle Park and commons consent for the Barnham Cross carpark improvements.
- The land management agency recommended purchasing an additional 10 land entitlements at a cost of £1350. This will bring an income of £2300 this financial year and next financial year. The Council will also receive a further 3-4 years thereafter but at a reduced rate. This was retrospectively approved by the Committee.
- Councillors noted that Mark Webster the new Countryside Officer had started. He has been reviewing of the site maintenance plans to introduce environmental practices and save money. He will also be working on other priorities in corporate development plan. The ALP Officer asked for

councillors' permission to cease the mowing at Maine Street as there are some rare flowers. This was agreed by Committee. Councillors also agreed to developing a public engagement programme to create our own in house volunteer group to help with maintenance of sites. Councillors also welcomed the idea of a regular programme of guided walks and children's/family activities. Main event to be 'Thetford Goes Wild' to recruit volunteers for the project

- The repairs to the Cage Lane Toilet drains have been completed at a cost of £735
- The Esmee Fairbairn application was unsuccessful. The response will be sent to the councillors for information.
- The submission for the Two Towers development and restoration grant has been submitted for a total cost of £39,947. The Town Council will have to provide match funding for this at around £30,000.
- The works vehicles are now out of contract. We have agreed to continue the contract at the same rate on an adhoc basis. The ALP committee will have to look at replacement for the 20/21 budget.
- Councillors agreed to the termination of the UK Power networks lease. This will mean some of the bins from the back of the Carnegie can be moved to prevent unauthorised usage. The council will have to pay legal costs and replacement doors however some of these costs will be offset by the Breckland litter picking grant of £1500.
- Councillors agreed to upgrading the Grit Bin at Ash Close.
- Harriet Martineau Play Tower and Slide installation will start mid-June.

56/19

ALP PRIORITIES

The Committee reviewed the progress on ALP Priorities listed below:

- Priority 1 – to improve and develop the open spaces in Town.
- Priority 2 – to improve the maintenances and management of council owned properties.
- Priority 3 - to continue to improve services targeted to all sectors in the town.

It was requested that litter and fly tipping problems should be added to the priorities. It was noted however that the priorities have already been set and there was no budget available for this area of work so it would be not be advisable to add to this year. As Breckland District Council is the waste authority for Thetford it was suggested that to be effective any priorities would have to be developed within a partnership. It was agreed that the council would do some research in 2019/20 into successful initiatives and investigate if Breckland would be prepared to work together on the issue for 2020/21.

57/19

ALP BUDGET 2019/20

Councillors reviewed the ALP Budget 2019/20 and there were no queries raised.

58/19

NOTICEBOARDS FOR TOWN COUNCIL SITES

The Deputy Town Clerk asked Councillors to consider the purchase of site notices at a total cost of £1,960. After a discussion Councillor T Jermy proposed and Councillor C Harvey seconded:

RESOLVED: That Thetford Town Council purchase site notices for Town Council sites at a cost of £1960. (Nominal code 5440)

59/19

HEALTH & SAFETY MATTERS

The Deputy Town Clerk reported on spring health and safety and maintenance visits for Town Council Sites – see Appendix A.

Councillors agreed that a working group would be set up to review all the proposals for the wildlife proposals over the summer ready for tender which need to be sent out in the autumn.

It was confirmed that Councillor C Harvey will continue to serve as the ALP H&S Officer.

60/19

CASTLE PARK TRIM TRAIL

The Deputy Town Clerk reported the Council had received six tenders. Two were discounted as one was late and the other did not have supporting documentation requested. The four acceptable tenders will be invited to a consultation event planned for Tuesday the 25th June 2019 on the market Place between 1pm and 3pm.

61/19

GRAZING LICENCE

The Deputy Town Clerk reported that the Council had received three applications and two had met the criteria. The councillors reviewing the applications recommended that the council continues with the existing contract due to the variety of animals that they have to graze the land and because they have provided a good service over the last two years. However this would be done on the basis that there is no direct payment made by the Council and that the filling of the water container would be the responsibility of the licence holder. The £3000 would remain in the budget to support the grazing on the common. After a discussion Councillor C Harvey proposed and Councillor J James seconded:

RECOMMENDATION: That Thetford Town Council offers the grazing licence to the existing licence holder for a term of 3 years and reviewed annually.

62/19

BIN AND BENCHES

A discussion was had about the revised benches policy and it was agreed to put the bench restoration within the policy at a cost £230 which would include the memorial plaque.

Councillors agreed to a memorial bench to be sited in Castle Park at the edge of the Bluebell Wood

63/19

SMALL GRANTS

An application for a small grant of £300 had been received from the Thetford U3A Photographic Group for a photography project that would promote the town. After a discussion Councillor C Harvey proposed and Councillor J James seconded:

The Princes Trust application was deferred pending more information.

RESOLVED: Thetford Town Council award a small grant of £300 to the U3A Photographic Group.

64/19

GUILDHALL STATUE

In June 2019 the Council agreed to suspend tender financial regulations and award the contract to Fairfield Stone for the replacement statue £24,649 because the insurance company were paying for the works. Fairhaven's Stone revised their price to include the erecting of the sculpture and their final quote was increased to £29,788.01. In February ALP agreed to award the contract to Alan Lamb based on the fact that they were now cheaper at a cost of £29,772. The internal auditor has recommended that we formally resolve this change. After a discussion Councillor M Brindle proposed and Councillor T Jermy seconded:

RECOMMENDATION: Thetford Town Council agree to award the contract to replace the Guildhall Statue at a cost of £29,772 to Alan Lamb the financial regulations were suspended as the awarding of the works were dictated by the insurance company and the specialist nature of the works.

65/19

TO CONSIDER FINAL SPEND FOR ST PETER'S

The Deputy Town Clerk asked Councillors to consider the spend against Historic England Grant and had produced an amended schedule. This schedule maps out

how the £38,000 grant and our £10,000 of match funding has been spent in 2019/20.

RECOMMENDATION: Thetford Town Council approved the revised payment schedule for St Peters detailed in Appendix B. Councillors agreed to suspend the financial regulations due to the specialist nature of the works and approved the high level works on the Tower £4195 at a cost of (Nominal Code 3025).

The Deputy town Clerk reported she had received a letter from Breckland Council regarding disabled access from St Peters into the Breckland carpark. Breckland District Council have agreed an access route on condition that they would wish to be able to terminate the licence should the car park ever change use or ownership in the future. Councillors agreed to proceed on this basis. The questions related to King's House gardens need to be referred to the Staniforth Trust

66/19 TO CONSIDER ANGLIA IN BLOOM ENTRY

The Deputy Town clerk reported the judging date set for 12th July 2019 in the morning and the judge will be in the Town for three hours. She will hold an initial meeting to discuss the visit on 10th June 2019. The route proposed is:-

- Propose to start at the Guildhall with 15 minute presentation followed by a tour around Carnegie, Guildhall and market place
- Then walk down to King's Gardens, over the bridge to Riverside and Batten Island.(Possibly including Riversdale)
- Cars will then take the judges to the railway station and finally the cemetery.

Councillors asked the deputy clerk to request sponsorship for floral displays with three different price points for baskets, barrels and flower beds.

67/19 COMMUNITY ENGAGEMENT

Promotion of Sponsorship opportunities

68/19 CORRESPONDENCE

Councillors noted the following correspondence and agreed the following:-

- The BTO could bird ring on Thetford Town Council land.
- Councillors said no to direct charity sellers on King's Square.
- To replace fencing at Richard Easten Way from Play park maintenance budget.
- That the small common area across from the Barnham Cross carpark could be used as an overflow car parking area.

CORRESPONDENCE TO THE COUNCIL – TO BE NOTED AND CONSIDERED			
RESIDENTS/COMMUNITY GROUPS			
1.	4/4/2019	Business asked about displaying a banner in Town.	ALP officer advised on flower border sponsorship or requesting advertising consent from Breckland.
2.	6/4/2019	Report of broken gate on Branham Cross Common	ALP Officer arranged repair.
3.	8/4/2019	Complaint about paving causing a trip outside the Red Lion.	ALP Officer arrange repair and referred to insurers.
4.	8/4/2019	Red Lion complained about the public using	ALP Officer asked them if

		their bins	they had ideas for improvements.
5.	9/4/2019	Request from Clover field church to borrow litter pickers.	Litter pickers issued.
6.	10/4/2019	Request for charity direct sales pitch	Noted in correspondence
7.	10/4/2019	Fallen branch reported at Ford Meadow	ALP Officer removed branch
8.	10/4/2019	Confirmation of Community Fund report on Harriet Martineau Grant	Noted in Correspondence
9.	12/4/2019	Resident complained about trees in Frederick's wood	ALP Officer responded
10.	12/4/2019	Planning inspectorate asked for further information on Common consent	ALP Officer responded
11.	13/4/2019	Complaint about bus station toilets	ALP Officer responded
12.	15/4/2019	Business complained about the council giving permission for a charity stand	ALP Officer explained that we hadn't given permission.
13.	16/4/2019	Resident complained that someone was using their bins for dog mess in Trafalgar Way	ALP Officer sign posted to the District Council.
14.	17/4/2019	Resident reporting someone was using their bins for dog mess in Crecy Mews	ALP sent bin request
15.	18/4/2019	Business complained about direct sales personnel in the High Street	ALP Officer responded
16.	25/4/2019	Resident reported vandalism at the Redcastle Play area site	ALP Officer responded
17.	25/4/2019	Resident asked if we could do anything to reintroduce Oxslips to Ford Meadow	ALP Officer responded.
18.	27/4/2019	Resident group representative queried fund raising for Harriet Martineau	ALP Officer arranged a meeting to discuss the way forward.
19.	1/5/2019	Complaint about the bus station toilets	ALP Officer responded.
20.	7/5/2019	Report of sleepers and syringes on the common	ALP Officer confirmed dates
21.	7/5/2019	Invitation to all councillors to the Cloverfield kitchen opening.	ALP Officer arranged for it to be moved
22.	8/5/2019	Thetford Inner Wheel requested charity stall in King's Square.	ALP Officer noted in correspondence
23.	8/5/2019	Local Business has asked whether they can do a sponsored litter pick for the air ambulance.	ALP Officer noted in correspondence
24.	8/5/2019	Thetford River Group confirmed they would help at the Balsam Bash	ALP Officer responded.
25.	9/5/2019	Resident complaint about anti-social behaviour at Spring Walk.	ALP Officer referred to Breckland
26.	29/4/2019	Resident complained about Joe Blunts Lane	ALP Officer responded.
27.	20/5/2019	Resident requesting that we relocate some of the bins in Castle Park to other sites in the Town	ALP officer sent out Bin request form.
28.	29/5/2019	Princes Trust Group requested permission for market place and King's Square stall	ALP Officer Agreed.

29.	31.5.2019	Classic car event using Barnham Cross Common have asked to use the small common for a carpark	Councillors views required
30.	31.5.2019	Resident asked us to consider replacing fencing at Richard Easten Way	Noted in Correspondence.
ORGANISATIONS AND OTHER COUNCILS			
31.	14/4/2019	The County Council asked us not to put out a statement about the toilets.	Noted in correspondence
32.	24/4/2019	Breckland DC confirmed that they are looking into the access though the wall into Breckland carpark for ST Peters.	Noted in correspondence
33.	29/4/2019	Insurance company confirmed they had received a claim for trip outside the Red Lion	Noted in correspondence
34.	11/5/2019	NALC circulated tree charter for councils to consider	Noted in correspondence
35.	14/5/2019	Report from the academy of damage to the fencing near the skate park	Noted in correspondence
36.	15/5/2019	Coordinator, Breckland Flora Group highlighted some important wild flowers near Maine Street Wood	Signposted to highways
37.	15/5/2019	The Methodist church has requested a meeting to discuss their memorial garden.	Councillors need to consider the project.
38.	23/5/2019	The BTO have requested permission to ring birds on our land	Noted in correspondence
39.	30/5/2019	Charity direct sales requesting permission to sell	Noted in correspondence
40.	31/5/2019	BTO report discharge into little Ouse.	ALP Officer reported to EA

69/19

EXCLUSION OF PRESS AND PUBLIC

To consider resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for any remaining items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.

70/19

UPDATE ON LEASES

To consider matters relating to council's leasehold properties

- Councillors reviewed the paper on the Charles Burrell lease and agreed that the terms of the lease sets a good framework for managing any risks.
- Councillors agreed that an annual meeting to review health and safety and maintenance would be sufficient monitoring of the lease.
- It was agreed that the deputy clerk would meet with the Town Council representatives on the board and the Chief Executive to produce an agreed joint statement for publication.

Chairman.

Appendix A – Update on spring H&S maintenance visits on Town Council sites.

In attendance – Cllr Canham, Cllr Harvey, Cllr Hollis, ALP Officer

Barnham Cross Common	<ul style="list-style-type: none">*3 multipurpose bins have been ordered to replace 2 dog bins and one rubbish bin and will be fitted when the resurfacing is completed* Site rules signage to be revised at each carpark to include health and safety information to be included in the resurfacing projects.*Councillors noted improved situation on litter.*wires need checking on Barnham Cross Common fencing and gates.*Tree and scrub removal to continue as resources allow, Perimeter path is being strimmed so there is improved access to common.*Still need to consult with the properties at the back of the houses at Nunnery Drive about trees and shrubs.*Need to consider the mowing arrangements at Barnham Cross Common with a view to creating a wildlife flower area.
Ford Meadow and Riverside	<ul style="list-style-type: none">* Site signage required at access points.* Small access bridge needs strengthening. Environment agency to produce plans and come back with costs.*Benches require repairing.*The strip of common with the avenue of trees requires strimming with a view to creating a wildflower area.
Lady Gentle Meadow	<ul style="list-style-type: none">*Basic Maintenance plan is now in place.* Site signage required at access points.* After consultation with the police the ideas for benches have not been pursued however the council would like to see the area used more by families.
Castle Park	<ul style="list-style-type: none">*Castle Park fencing to be installed this summer.* Discussion was had about the grazing options for the Castle Park and the long-term financial benefits. Neil Featherstone agreed to prepare a costs paper for councillors to consider.* The litter situation has deteriorated and benches need repainting.Councillors discussed the idea of locating a bench in the new bluebell wood.
Fredrick's wood Maine Wood, Dane Close and School Lane	<ul style="list-style-type: none">*Site signage required at access points.* A brash ring has been created around the site at Fredrick's wood. Councillors asked the ALP Officer to get quotes for chipping the brash and spreading it over the paths.*Councillors recommended that wildlife plans management plans be drawn up for the woodlands that include a tree free perimeter so that properties are protected.