

MINUTES OF A MEETING OF THE AMENITIES, LAND AND PROPERTIES  
COMMITTEE, HELD ON WEDNESDAY 3<sup>rd</sup> JULY 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	J S Butler
C Harvey	D J Hodgkinson
J Hollis (V Chair)	T J Jermy

Officers in attendance:

Roz Barnett	Deputy Town Clerk
Mark Webster	Countryside & Planning Officer
Chris Crimmen	Committee Secretary

MINUTES

- 145/19 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS  
Councillor C Barreto declared a non-pecuniary interest in minute number 157/19.
- 146/19 APOLOGIES FOR ABSENCE  
Apologies were received from Councillors R F W Brame, M P Brindle and J James.
- 147/19 MINUTES  
**RESOLVED: The minutes of the Committee's meeting held on 5<sup>th</sup> of June 2019, received by Council on 25<sup>th</sup> of June 2019 be confirmed as a true record and signed/initialled by the Committee Chairman.**
- 148/19 ACTION POINTS & UPDATES  
The Chair reviewed last month's action points.
  - The Deputy Town Clerk had a Councillor request to upgrade the Grit Bin at Ash Close. Will need to purchase a new one as currently out of stock
  - The Harriet Martineau first installation completed.
  - First Phase of Trim Trail Consultation complete. Documents will go on line later for wider circulation. It was agreed that Councillor C Harvey and J Butler will carry out a consultation on a Saturday at the Market Place.
- 149/19 ALP PRIORITIES  
The priorities were reviewed by the Councillors and it was agreed that this will go on next month's agenda

<b>PRIORITY 1</b>	
<b>To improve and develop the open spaces in the town.</b>	
<b>AIMS/ACTIONS</b>	
<b>1.</b>	To complete the first phase security proofing of town council owned sites at Barnham Cross Common and Castle Park. The fencing at Castle Park, and car park works to be completed Spring 2019. Post and tree planting to be installed on Melford Common Autumn 2019.
<b>2.</b>	To implement 3 year management plans for Frederick's and Maine Street Wood. Creating 2 community woodland projects involving the local residents in maintenance

	activities to improve the woodland for wildlife and recreation
3.	To conduct community consultation on the introduction of fencing at Castle Park with a view to introducing grazing.
4.	To review and restore street furniture, in Castle Park, Riverside and Spring Walk including developing plans for a circular river trail.
5.	To seek permissions and raise funds for the Castle Park Trim Trail and begin installation once the necessary funds have been raised.
6.	To enter the Britain in Bloom Competition, working with the community to create environmentally sustainable floral displays.
7.	To replace and install the replacement Guildhall statue and restore the Thomas Paine statue.
<b>PRIORITY 2</b>	
<b>To improve the maintenance and management of council owned properties</b>	
<b>AIMS/ACTIONS</b>	
1	To initiate the installation of Heritage Hub, Duleep Singh room, new toilets and ramp at the Guildhall once sufficient funds have been raised.
2	To complete the second phase of restoration works on St Peter's Church.
3	To apply for external funding and renovate the Guildhall Two Towers.
<b>PRIORITY 3</b>	
<b>To continue to improve services targeted to all sectors in the town</b>	
<b>AIMS/ACTIONS</b>	
1	To help organisations access funds for community projects including the allocation of the small grants programme and providing support to Charles Burrell Museum.

150/19

ALP BUDGET 2019/20

The Councillors reviewed the ALP Budget 2019/20 and it was decided to review all the ALP Land and Property Contracts and produce a 3 year plan to budget costs and manage appropriately.

151/19

WILDLIFE IMPROVEMENTS

The Countryside Officer asked Councillors to consider preliminary ideas and the terms of reference for working groups on wildlife improvements on Council sites (see Appendix A). He had produced maps of all the areas discussed and asked Councillors opinions on:

- Reviewing the current management of sites for the improvement of biodiversity and wildlife sites.
- Reviewing current site maintenance plans and contracts with a view to saving costs so resources can be redirected at biodiversity projects.
- Liaising with cemetery and allotment committee for combined tendering process.

- Agreeing consultation process to seek views of the public and incorporate their ideas into our plans.

After a detailed discussion Councillors stated they were content with the actions outlined in Appendix A.

Three members of the public representing the Thetford River Group had asked questions at this point. It was agreed that they would meet to discuss the matter outside of the meeting.

152/19 HEALTH & SAFETY MATTERS

The Deputy Town Clerk reported the dates of the Annual H&S Consultant inspections are booked and these were noted by Councillors.

- Charles Burrell Centre 10<sup>th</sup> September 2019.
- Shambles and British Legion 17<sup>th</sup> September 2019.

153/19 RICHARD EASTEN WAY

The Deputy Town Clerk asked Councillors to consider the cost of replacing 97metres of knee high rail fencing at Sturston Close at a cost of £1120 from the Open Space Management budget (5420). After a discussion Councillor C Harvey proposed and Councillor T Jermy seconded:

**RESOLVED: That Thetford Town Council replace 97metres of knee high rail fencing at Sturston Close at a cost of £1120 from the play park budget (5420).**

154/19 TREE MAINTENANCE WORKS 2019/20

The Deputy Town Clerk asked Councillors to consider recommendations from tree management survey and our tree contractor has recommended the following:-

- Urgent works of up to £4,965 to be completed in the next 6 months.
- This years scheduled tree work is 6-12 month tree work INCLUDING work not completed from last year. Estimated cost £17,630. The majority of this work is at Barnham Cross Common.

Councillors asked for the details of the tree works before committing to the costs. This will be decided at the September committee meeting.

The tree works of £6,000 for Frederick's Wood will start in August as this has already been agreed. *The emergency essential tree work at Castle Mound, Melford Common and a tree at Spring Walk will have to proceed in August and will require traffic management.*

After a discussion Councillor C Harvey proposed and C Barreto seconded:

**RESOLVED: Councillors agreed to extend existing tree management contract until the end of October**

The Deputy Town Clerk asked Councillors to consider the tree tender document she had tabled for the meeting. After a discussion Councillor C Harvey proposed and Councillor C Barreto seconded:

**RESOLVED: That Thetford Town Council use the tender document prepared by the Deputy Town Clerk for tree surgery work.**

155/19 BIN AND BENCHES

Councillors considered the following bench and bin requests.

- Litter bin by layby verge at cemetery
- Request replacement bin Exeter Way.
- Bin Requests Flagship Maine Street

After a discussion Councillors agreed that the requests could go forward to highways and Breckland.

The deputy clerk confirmed that no additional bins would be purchased. Flagship would be asked to pay for bins if Breckland agrees to there install.

156/19

CASTLE PARK FENCING

The Deputy Town Clerk asked Councillors to consider quotes for the archaeological supervision of fencing works. This is for a supervisor to be present for 3 days whilst the holes are dug for the new fencing surrounding Castle Park at a cost of £2,716.80. After a discussion Councillor C Harvey proposed and Councillor J Butler seconded:

**RESOLVED: That Thetford Town Council pay £2,716.80 for a supervisor to be present whilst holes are dug to the new fence surrounding Castle Park (5420).**

There followed a vote on this proposal. For the proposition 3 votes. Against 2 votes 1 abstention. The motion was carried.

157/19

ST PETERS ARCH

The Deputy Town Clerk has had 2 quotes for the repair of St Peters Arch (8106), one for £4,670 and one for £9,800. She is awaiting a third quotation and will bring this item back to the September meeting.

158/19

Small Grants

The Deputy Town Clerk asked Councillors to consider a small grant request from Princes Trust for £300. After a discussion Councillor T Jermy proposed and Councillor C Barreto seconded:

**RESOLVED: That Thetford Town Council award a grant of £300 to the Princes Trust (5452).**

158/19

COMMUNITY ENGAGEMENT

The Deputy Town Clerk had tabled a Castle Park Grazing Consultation where there were 4 options outlined and the plan was discussed in detail. Grazing Castle Park would save the Council a lot of money in the long term and there are photos showing this method has been used in the past. The next steps were agreed:

- The Deputy Town Clerk and the Land Management Officer would work on the document to simplify and clarify the 4 options.
- The Council will use survey monkey initially and have a full scale public consultation over the summer months.

160/19

CORRESPONDENCE

Councillors discussed and noted the correspondence received:

<b>CORRESPONDENCE TO THE COUNCIL – TO BE NOTED AND CONSIDERED</b>			
<b>RESIDENTS/COMMUNITY GROUPS</b>			
1.	6/6/2019	BTO requested permission to resurface their drive as it crosses Thetford Land	Noted in correspondence
2.	9/6/2019	Complaint from resident about tree growth at the back of her fence line	Noted in correspondence
3.	10/6/2019	Complaint about trees overhanging in Fredericks Wood	ALP Officer responded
4.	10/6/2019	Complaint about toilets not being open at the bus station	ALP Officer responded
5.	11/6/2019	Complaint from business about direct sales in high street	ALP Officer responded
6.	13/6/2019	Complaint about trees overhanging in Fredericks Wood	ALP Officer responded
7.	14/6/2019	Thankyou from U3A for small grant	Noted in correspondence

8.	14/6/2019	Complaint of fallen branch Fredericks Wood	Works foreman removed branch
9.	16/6/2019	Thankyou from wheels event for the use of the common	Noted in Correspondence
10.	24/6/2019	Resident reported Barnham Cross Common gate broken into	Arranged for lock replacement
<b>ORGANISATIONS AND OTHER COUNCILS</b>			
11	6.6.2019	Norfolk Wildlife Trust Requested permission to film on Barnham Cross Common	ALP Officer Agreed.
12	11/6/2019	Breckland Council reported rats on Mill Lane	ALP Officer arranged pest consultant to survey
1.	16/6/2019	Advice from Breckland that we should not top the mature beech in Fredericks wood.	Noted in Correspondence

Chairman

## Appendix A

## Proposed Wildlife Improvement Activities 2019

Site name	Task	Timing	Resources
General	Set up and publicise roving volunteer group	1 activity per week from Summer 2019	Hand tools inc bowsaws, loppers, rakes, etc
	Promote our green spaces by adding content on green spaces to Town Council website and producing a leaflet.	Summer- Autumn 2019.	Leaflet printing £500.
Frederick's Wood	Bulb planting (possibly partly by machine but mainly with the local community and school)	Autumn 2019	Bulbs, bulb planter (Nick and Roger), trowels etc. £200-£2,000.
	School activities – work with Head Teacher to help them start up a Forest School programme.	Join in with 1 per term	Minibeast charts, childrens' gloves etc. £100-£300.
	Strim back along path alongside wood and rake up (volunteer task).	2-3 times per year	Brushcutter.
	Find out who tidied up and replanted NW corner and hopefully work with them to continue improvements to NW corner entrance.	Ongoing	Put up small sign. Additional flowering shrubs £200 - £500.
Dane Close	Consult with community	Summer 2019	Leaflets, survey monkey.
	Put in raised beds	Summer 2019 or any time	Sleepers, compost. £500- £3,000.
	Plant fruit trees and edible hedge	Autumn 2019	£200-400.
	Install fencing if community want that option.	Autumn 2019 or anytime.	£200 - £2,000.
Ramsey Close	Consult with community	Autumn 2019	Leaflets, survey monkey.
	Put in herb / flower beds	Spring 2020 or any time	Plants £50-£150.
	Plant fruit trees and flowering	Autumn 2019	Plants £200-400.

	shrubs / hedging		
	Install pond if possible	Autumn – Winter 2019-20.	Liner / concrete and possible digger hire, £200 - £2,000.
Castle Park	Consult with Community on the grazing of Castle Park	Summer 2019	
	Cut and treat sycamore / bramble in the meantime. Possible task for some volunteers to help with.	Summer – Winter 2019	Herbicide £50.
	Look at changing mowing regime for some of the areas not being grazed.	Summer 2019 or summer 2020.	Potential for significant savings on contractor costs.
Maine St woods	Work with Bush Adventures to open out the woods and create a path round them.	Autumn-winter 2019-20. 0.5 to 1 day / week?	Hand tools inc bowsaws, loppers, rakes, etc
	Look at reducing mowing frequency in area alongside play area to encourage wildflowers. Volunteer task to cut and rake up.	Summer – Autumn 2019	Brushcutter and rakes. Significant savings on contractor costs.
	Look at installing fencing / line of posts along site edge to prevent unauthorised vehicle access.	ASAP	£150 - £300.
King's House Garden	Thetford Goes Wild summer event: invite range of other organisations and organise / publicise event	July 2019	Stalls – tables, gazebo, children's activities
Barnham Cross Common	Guided walks	1 per month ongoing	
	Check contractor works and note any other problems.	Once a month ongoing	
	Wildflower and butterfly surveying (with Flora Group and others)	3 public events Spring – late Summer	
	Look at changing mowing regime for some of the areas not being grazed (old playing fields) to encourage wildflowers.	Summer 2019	Potential for significant savings on contractor costs.
	Plant glades of fruit trees on	Autumn – winter	Trees, guards etc

	parts of old playing fields.	2019-20.	£600.
	Plant additional hedging around new car park.	Autumn – winter 2019-20.	Trees, guards etc £300.
	Work with Bush adventures to control birch trees.	Late summer – winter 2019-20.	Hand tools inc bowsaws, loppers, rakes, etc
School Place	Look at changing mowing regime for the main part of the area to encourage wildflowers. Volunteer task to rake up.	Summer 2019 one or two events.	Potential for significant savings on contractor costs.
	Look at installing fencing / line of posts along site edge to prevent unauthorised vehicle access.	ASAP	£750 - £3,000??
Ford Meadow	Cut and rake up with volunteers: selected patches of areas not covered by grazing or path maintenance contract.	Summer – Autumn 2019 one or two events.	Brushcutter, rakes.
Lady Gentle Meadow	Look at changing mowing regime for the main part of the area to encourage wildflowers. Volunteer task to rake up.	Summer – Autumn 2019 one or two events.	Potential for significant savings on contractor costs.
Melford Common	Look at changing mowing regime for the main part of the area to encourage wildflowers.	Summer – Autumn 2019 or 2020.	Potential for significant savings on contractor costs.
	Look at installing lines of posts along site edge to prevent unauthorised vehicle access.	ASAP	£5,000+