

MINUTES OF A MEETING OF THE AMENITIES, LAND AND PROPERTIES
COMMITTEE, HELD ON WEDNESDAY 4th SEPTEMBER 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
D M Crawford
D J Hodgkinson
J James

M P Brindle
C Harvey
J Hollis (V Chair)
T J Jermy

Officers in attendance:

Roz Barnett
Mark Webster
Chris Crimmen

Deputy Town Clerk
Countryside & Planning Officer
Committee Secretary

MINUTES

301/19 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

None.

302/19 APOLOGIES FOR ABSENCE

Apologies were received from Councillors R F W Brame and J Butler.

303/19 MINUTES

RESOLVED: The minutes of the Committee's meeting held on 3rd July 2019, received by Council on 30th July 2019 be confirmed as a true record and signed/initialled by the Committee Chairman.

304/19 ACTION POINTS & UPDATES

The Deputy Town Clerk reviewed last month's action points:

At the end of the July the council submitted a last-minute application to Historic England's the heritage action zone for a three-year project for a grant of £373,500. The application included the following: -

- Conservation Area Character Appraisal and detailed action plan
- A partnership with local business to focus on restoring the traditional shop fronts in White Hart Street and King's Street and reviewing street furniture/signage to improve town centre environment.
- Creating a riverside destination town by linking the historic Town Centre to the river for recreation and enhancing existing heritage corridors. within this strand we would like to find finding new focus and promote the use of significant historic buildings in the conservation area. These are King's House, St Peter's, The Charles Burrell Paintworks and Riversdale Centre. Riversdale is included although it is not listed because of its location on the riverside and the potential for it to be the hub for riverside activities.
- Repurposing the market as a public realm space with small affordable shop units for unique experience boutiques to create a destination marketplace.

The deputy clerk explained that it was highly unlikely to be successful but it is very likely there will be further rounds of heritage action areas and officers felt it was

worth putting in an application as a marker.

On August the 12th the council applied to the heritage lottery for a 3-year project for the Guildhall Heritage Hub for £168,700 using the allocated capital for match funding over the next 3 years. The deputy clerk said it was an excellent project that met all the criteria of the fund. If the bid is not successful, the Council will need to commit to employing a professional bid writer to re write the submission. (Allow budget of £10,000). If we do get the funding the project will start on the 1st of January 2019.

Historic England reported that grant funding for the restoration of Two Towers will not be available until 2022/23 and this has been reflected in the Guildhall Heritage bid. The town council will have to put a contingency aside for these repairs in case Historic England are unable to fund.

Due to the problems with road closures on White Hart St we cannot do the required emergency repairs to the tower. The architect is exploring other ways of securing the Tower so the works can go ahead. We are still waiting for 3rd quote for the arch.

We had two trees fall on the Riverside. If we get the BFER funding these will be turned into sculptures to go along the riverside circular arts walk.

The improvements approved by ALP based on the drawings commissioned for King's Square are being presented to Planning as a Parish Partnership Scheme.

The Judging of our first entry for Anglia in Bloom was completed on the 12th of July. It acted as a focus for improvements to the Town Centre with different groups working together to improve the floral displays and street furniture. The judges were particularly impressed with our voluntary groups and the Tree trail in King's House Garden's. The Mayor will be representing the Town at the Awards Ceremony on the 10th of September. Taking this forward for 20/21 the Council would like to formalise the Anglia in Bloom Committee.

The tender for the vegetation is complex and it is important, and we require a special meeting to consider the details. The date will be September 23rd at 2pm.

St Cuthbert's have completed their works and have confirmed that the rotunda can now be installed without causing them a problem. They have also given the ahead for a new garden to be installed at the back of the church, which Cllr Crawford is funding using his Mayoral budget. The church has agreed to maintain flower beds if we cut the grass. This project would be a good new site for our Anglia in Bloom entry 2020.

The ALP committee approved the expenditure to support the Fireworks event at Barnham Cross Common. Larry Gray has supplied the costs and asked for them to be considered under the line as they are commercially sensitive.

- ROSPA reports and Annual Inspection of stairs have been commissioned for September
- Health and safety visits are on the 17th September 2019 for Council main sites and the 15th will be for leased properties. A date still needs to be set for the Charles Burrell centre.

306/19

ALP BUDGET 2019/20

The Deputy Town Clerk reviewed the ALP Budget for August 2019 and answered Councillors questions who noted the budget report.

307/19

ALP PRIORITIES

The Deputy Town Clerk reported the progress made on the ALP Priorities – see below.

PRIORITY 1	
To improve and develop the open spaces in the town.	
AIMS/ACTIONS	
1.	<p>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.</p> <ul style="list-style-type: none"> • Common Consent was finally given with the condition we use wooden gates on Melford Common. • Barnham Cross Carpark installation start date 16th of September • Castle Park Fencing start date of in September has been delayed due to problems with supplies. Please note we have not applied for planning permission for this as this is within our powers as a local authority as we are replacing fencing with fencing. • Need further councillor input on designs for post and tree planting on Melford Common
2.	<p>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.</p> <ul style="list-style-type: none"> • Maine Street Wood open space agreement signed, and improvements implemented. Further works required on the trees. • Frederick's wood tree works have begun, and residents are expressing concerns that the trees are not cut far enough back. First community event was completed over the summer with good local attendance. Partnership with the local school has been forged and joint conservation works will be completed over the winter.
3.	<p>To conduct community consultation on the introduction of fencing at Castle Park with a view to introducing grazing.</p> <ul style="list-style-type: none"> • Castle Park Grazing consultation will be going live the week beginning the 2nd of September.
4.	<p>To review and restore street furniture, in Castle Park, Riverside and Spring Walk including developing plans for a circular river trail.</p> <ul style="list-style-type: none"> • Street furniture painted down King's Street, St Cuthbert's, by Thomas Paine statue and some completed in Castle Park • Will do riverside furniture in January as will be part of BFER match funding contribution if we receive the funding. • Consider Arts funding application for sculpture trail for January - March •
5.	<p>To seek permissions and raise funds for the Castle Park Trim Trail and begin installation once the necessary funds have been raised.</p> <ul style="list-style-type: none"> • Permissions received, application form for match funding will be

	completed when councillors decide design.
6.	To enter the Britain in Bloom Competition, working with the community to create environmentally sustainable floral displays. Council led the Anglia in Bloom entry with support from Sex Weeds, and Rock and Roll, Friends of Thetford Station, Keystone, Staniforth Trust, and businesses. Judging is in September. Need to start planning entry for 2020 in October.
7.	To replace and install the replacement Guildhall statue and restore the Thomas Paine statue. <ul style="list-style-type: none"> The Guildhall Statue has been delayed and will now be installed on the 2nd of October. The sculptor is coming to heritage open days on the 14th with a display an information about the making of the statue. The Mayor is organising benefit event for Thomas Paine Statue with a view to raising funds for the estimate £15,000 renovation to be completed in the spring
PRIORITY 2	
To improve the maintenance and management of council owned properties	
AIMS/ACTIONS	
1	To initiate the installation of Heritage Hub, Duleep Singh room, new toilets and ramp at the Guildhall once sufficient funds have been raised. <ul style="list-style-type: none"> Unsuccessful bid to the Esmee Fairbairn foundation. Lottery bid submitted. If unsuccessful. The council will need to consider employing a professional heritage bid writer to re-do application.
2	To complete the second phase of restoration works on St Peter's Church. <ul style="list-style-type: none"> Have been advised by Historic England that they will not be able to offer any grant funding until 2020/21. They also have recommended that a heritage lottery bid be developed. This will require a specialist company to come in and do consultation and prepare bid. The final works health and safety works for St Peter's cannot go ahead because we cannot get a road closure for Whitehart Street. The architect is looking for alternative solutions with builder
3	To apply for external funding and renovate the Guildhall Two Towers. <ul style="list-style-type: none"> Application submitted and Historic England have indicated that no funding is available to 2022/23. Council will need to consider how they build their reserves to pay for this work if external funding is not available.
PRIORITY 3	
To continue to improve services targeted to all sectors in the town	
AIMS/ACTIONS	
1	To help organisations access funds for community projects including the allocation of the small grants programme and providing support to Charles Burrell Museum. <ul style="list-style-type: none"> Tender advertised and the trustees need to meet to select architect.

Councillors considered priorities going forward and after a discussion agreed to continue with existing objectives and consider two new objectives

Warden Enforcement Scheme.

This scheme has been discussed before but it was agreed to research this idea with a working group to investigate how this scheme works in towns like Sudbury who employ community wardens. It was agreed that a working group of Councillors J Hollis, D Crawford and Chris Harvey would report what other Councils are doing and issue a paper for the committee to consider at the October meeting.

St Peters Heritage Lottery Fund

To access the funding for restoration from Historic England the council needs to put in a match funding bid to the heritage lottery fund. The Deputy Clerk recommended the appointment of a specialist company to do the community consultation and develop a viable usage plan for the building. It was agreed that Councillors S Wright, J James and B Canham would form a working group to take this forward and issue a report for the committee to consider.

308/19

OPEN SPACE FEES

The Deputy Town Clerk asked Councillors to review open space fees and consider introduction of sales pitches on Barnham Cross, Castle Park and Nun's Bridges. After a discussion Councillor T Jermy proposed and Councillor J James seconded: **RESOLVED: That the ALP Committee agree that current charges would remain the same and that the Council would not offer sales pitches.**

309/19

TREE WORKS

The Deputy Town Clerk asked Councillors to consider recommendations from tree management survey. (5455). The Town Councils tree survey 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 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.
- The Council have also committed the £6000 of works for Frederick's Wood.

NB The tree at Castle Mound, Melford Common and a tree at Spring Walk will require traffic management.

RESOLVED: That Thetford Town Council proceed with the following tree work (Nominal code 5455):

- **Urgent works of up to £4,965 to be completed in the next 6 months.**
- **This years Scheduled tree work 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.**
- **The Council have also committed the £6000 of works for Frederick's Wood.**

310/19

TRIM TRAIL CONSULTATION

The Deputy Town Clerk reported on the consultations that were carried out at the Market Place, Riverside and on-line. After a discussion it was decided that Wicksteed, who for decades had supplied various councils around the UK, would supply a gym that is accessible and attractive to people of all ages and should be the provider. Now this has been decided by the committee the Deputy Town Clerk will apply for a grant and planning permission.

RESOLVED: That the Town council award the Trim Trail contract to Wicksteed at a total of £40,000(8164).

311/19

SMALL GRANTS

The Chair asked Councillors to consider the following small grant requests received:

- Bidwell Centre - Two Mile Bottom £300
- Thetford Methodists Garden Project £300
- Come and Sing £300
- Alton Walhberg £300

The Deputy Town Clerk had supplied Councillors with all the necessary paperwork and there followed a discussion on each applicant. Councillor D Crawford proposed and Councillor C Harvey seconded:

RESOLVED: That Thetford Town Council award a £300 small grant to the following. (5452).

- **Bidwell Centre - Two Mile Bottom**
- **Thetford Methodists Garden Project**
- **Come and Sing**
- **Alton Walhberg**

312/19

PRE BARRAGE INSTALLATION

The Deputy Town Clerk asked councillors to discuss and agree installation and cost of a pre-barrage to the River Thet.

Cost of Temporary fix – Total £1045 – Environment Agency to provide manpower and completion of fix. Thetford Town Council to pay materials and arrange delivery to site. Material details below:

- 1m³ (two dumpy bags) Pentney sharp sand or similar for filling sandbags £65
- 18m³ of reject (flint) stones (area 0.75m depth x 2.5m width x 10m length) - approx. 30 tonne £660
- 6m³ of 10-20mm Pentney natural gravel or similar (area 0.25m depth x 2.5m width x 10m length) ----- approx. 10 tonnes £320

Cost of Long term Fix

- Environment Agency will request form Thetford Town Council for £15,000 which equals 50% of costs to complete a long term fix

After a discussion Councillor M Brindle proposed and Councillor J James seconded:

RESOLVED: That Thetford Town Council proceeds with a temporary fix at a provisional cost of £1,045 (Nominal code 8103), see how this improves the flow and investigate further the long term fix.

313/19

HANGING BASKETS

The current spend for the planting of baskets and planters at a cost of approximately £2,500 and watering is £7,100. It was agreed to change the title from Hanging Baskets to Floral Displays in the Town to allow the money to be used more flexibly. The deputy asked whether the committee would delegate the responsibility for planning our floral displays to the Anglia in Bloom working group. This was agreed as long as proposals were brought back to the ALP committee for approval.

Sponsorship Recommendations

- Hanging Baskets - £40 a year on an annual basis – Names included in annual report and Anglian in Bloom and new sponsorship website page
- Planters - The cost of the sponsorship of a barrel is £183.60 and businesses have the option of planting the barrel spring and autumn themselves. Or £183.60 + £30 per annum and the council plants the barrel with a mix of perennials and annuals twice a year. You would be able to place a sponsorship plaque of 20cm x 15cm in or beside the barrel for 1 - 5 years (after the first year £30 would be payable for the plants). At the end of this period there would be an option to continue if all parties agree. The council would water the barrels
- Flower beds/roundabouts - The cost of the sponsorship of a flower bed is £140 for bi-annual planting by the council or free if the businesses plant the bed spring and autumn themselves. They would be able to place a

sponsorship A3 plaque in or beside the flower each year the bed is sponsored. The council would water the barrels
 After a discussion Councillor M Brindle proposed and Councillor J Hollis seconded:
RESOLVED: That Thetford Town Council adopt the change of name from Hanging Baskets to Floral Displays in the Town and changes to sponsorship charges.

314/19 COMMUNITY ENGAGEMENT

The Castle Park Grazing Consultation will go live on Friday 5th September 2019. Councillors asked the deputy clerk to organise some sessions on the market place.

315/19 CORRESPONDENCE

Councillors noted and discussed correspondence received:

RESIDENTS/COMMUNITY GROUPS			
1.	3/8/2019	Complaint from resident about tree growth at the back of her fence line nunnery drive.	Works Team removed some of the brash.
2.	5/8/2019	River Group requested to work in partnership to improve the river.	Noted in Correspondence
3.	7/8/2019	8 emails about trees overhanging in Fredericks Wood	ALP Officer responded
4.	9/8/2019	2 emails about trees overhanging in Fredericks Wood	ALP Officer responded
5.	9/7/2020	Partially sighted women requested insurance details after fall on King's Square	ALP Officer responded
6.	10/8/2019	Thankyou from wheels event for the use of the common	Noted in Correspondence
7.	17/8/2020	Complaint about epicormic growth at Castle Park.	ALP Officer responded
8.	24/8/2019	Resident requesting access post to Melford Common	Noted in correspondence
ORGANISATIONS AND OTHER COUNCILS			
9.	1/8/2019	Rural Payment agency will pay all grants in one payment from the 1 st of December 2019	Noted in correspondence
10.	2/8/2019	County Council requested details of King's square project for parish partnership bid.	Noted in correspondence
11.	3/8/2020	Red Lion complained about pests by the bins	ALP Officer responded
12.	5/8/2020	Support letters for lottery bid from schools, museum service, library and access trust.	Sent with application
13.	6/8/2020	Breckland wrote to say 13 bins need repaired/replaced in Thetford.	Noted in correspondence

Chairman.