

MINUTES OF A MEETING OF THE AMENITIES, LAND AND PROPERTIES
COMMITTEE, HELD ON WEDNESDAY 7th of March 2018 AT THE
COUNCIL CHAMBER, KINGS HOUSE, THETFORD STARTING AT 2.00 P.M

Present:

The Mayor, Councillor D M Crawford

Councillors
Mrs S J Armes
C R P Burnett
D M Crawford
Mrs J Hollis
R G Kybird.

M P Brindle
Mrs B J Canham (Chairman)
C Harvey
T J Jermy
J Newton(Vice Chairman)

Officers in attendance:
Roz Barnett

Amenities Land and Property Officer

Minutes

816/17 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY/NON-PECUNIARY INTERESTS

To receive any additional interest not already registered.

817/17 APOLOGIES FOR ABSENCE

Apologies were received from Councillor F Robinson. Councillor Kybird left the meeting at 3.21pm and Cllr Jermy left the meeting at 4.54pm

818/17 MINUTES

A correction was identified under item 743/17 the figure should have been £46,249.27.

RESOLVED: The minutes of the Committee's meeting held on the 7th February 2018, received by Council on 27th of February 2018 confirmed as a true record with the above amendment was signed/initialled by the Committee Chairman.

819/17 ACTION POINTS & UPDATES

- More minor vandalism has taken place to the toilet roll dispensers in the Cage Lane toilets. The black metal brackets have been adjusted and refitted. Councillors suggested checking the Carnegie CCTV footage to see if culprits could be identified.
- The Shambles repainting and removal of globe lights will start the week of the 13th of March.
- The Christmas lights tender is being prepared for the April meeting.
- The tree contractor has fallen behind with the year 2 tree works which were due to be completed between January- March. This was due to the excessive wind, wet and snowy weather. Additional tree surveys have been commissioned for Richard Easten Way. Emergency tree works, included 2 twisted pines one at the back of Nunnery drive and one at the back of Brandon Road allotments. Four trees also come down in Fredrick's wood, one of which damaged a fence line.
- Playscape's three referees gave glowing accounts of their work and the company have now been offered them the tender minus the knee rail

fencing. Griffin fencing has quoted £2646 +VAT for the fencing so they will be offered this work on a separate contract

- We have been trying to sort out final transfer of Maine Street but there are boundary issues to resolve.

820/17

HEALTH AND SAFETY

Councillors gave feedback on the usage of the Castle Mound in the recent snowy weather. The Officer asked if the usage of the Castle Mound changed because of the newly installed steps. Councillors said from their observation there had been a slight increase in the usage of the mound for sledging. The top edges of the mound were icy however, people were more cautious due to the danger of sliding. There was also an increase of litter eg broken glass. Councillors concluded that it was an exceptional year for snow and could be a one off event. It was agreed that the council would continue to monitor the situation.

Councillors considered the renewal offer from Ellis Whitham and decided to go out to tender next year rather than accept the offered reduction in rates.

821/17

ALP PRIORITIES END OF YEAR REPORT AND CONSIDER PRIORITIES FOR CORPORATE PLAN 2018/2019

The Councillors considered the draft priorities and objectives the ALP Officer had produced which were based on suggestions made at the November ALP meeting. Councillors raised the issue of King's Square and the ALP officer explained that this was included under the improvements to street furniture objective. Councillors requested that review of bike racks could be added to this objective. Councillors also raised the issue of bins in the town however as Breckland District Council are refusing to put any more bins in Thetford this would be unachievable. A compromise objective about tackling litter in partnership with other agencies was suggested, as this would include litter picking our own sites, which is in the maintenance plans.

822/17

TO REVIEW THE BUDGET AND AGREE ANY CARRY FORWARDS

The ALP Officer highlighted the following issues in the budget report:-

Income ALP Budget

- The town council has had to make an appeal to the rural payments agency over our claim for rural payments. Our agent assures us that they have made an error and we will receive the payments as per the income predicted in the budget.
- Claims have been submitted to Breckland for the Market Town Initiative grants and we are waiting for payment.
- We are still progressing Maine St play area and woodland transfer.

Expenditure and carry forwards ALP Budget

- Xmas lights costs have escalated and with the new tender we may need to review current display with a view to concentrating on the main areas in 2018/19. Electric Standing charge not included with officers figures presented earlier in the year.
- Street furniture over spend is due to costs of replacement hanging basket stands, market place improvements.
- Overspend on survey costs on Barham Cross Common is covered by reserves. An additional spend of £500 will come in for the Richard Easten survey works.

- An invoice for £4670 has still to be paid for year 1 tree works and emergency works this season. Officer would recommend that councillors request a carry forward of any balance to pay for year two works that have been delayed due to the weather.
- Hanging baskets code will have an additional invoice for £800 for the planters in the market square. The ALP office is suggesting that any underspend should be used to order some shrubs for St Cuthbert's seating area or bulb planting.
- £2964 total for small grants this year. The ALP office is suggesting that the underspend of £500 is carried forward and earmarked for the Youth Council.
- The ALP office is suggesting that the underspend £22854 to be carried forward for play park equipment maintenance tender.
- The underspends in open space management and illegal encampment enforcement need to be brought forward to fund the one off works required at Barnham Cross Common.
- Bin at riverside will be installed before easter.

Expenditure market/premises budgets

The ALP Officer is requesting carry forwards to pay for the following works that have been commissioned :-

- Market place maintenance removal globe lights £1248.15.
- Market Place maintenance Installation of bollards, entrance, and exits £800.
- Redecoration of Shambles £2360, Electrical works number 2 £800
- Shambles maintenance Mural Shambles £1850
- The full funding for the British Legion external repairs.

Councillor S Armes proposed the resolution transfer the above underspends forward to the next financial year. This was seconded by Councillor J Newton and agreed.

RESOLVED: It was agreed to transfer the above underspends forward to the next financial year.

823/17

IMPLEMENTATION AND MONITORING OF THE MAINTENANCE PLANS

Councillors considered a programme for councillor scrutiny and oversight of the completion of maintenance on Thetford Town Council sites. Councillors agreed to do an annual monitoring visit to the play parks and two visits a year for other sites. Councillors agreed that the written report on the completed arboriculture from tree works would be adequate and site visits would not be required.

The ALP Officer explained that she had met the churchwardens at St Cuthbert's to discuss the peace pole, and the maintenance of St Cuthbert's churchyard. The wardens explained the problems that they are having and asked whether we would consider moving the benches to the front of the seating area and to avoid creating L shaped configurations with the benches. The Church were unhappy about moving the benches at the top of King Street and as a compromise solution, it was suggested that bollards are installed stop vehicle access and delineate the area owned by the church. This would be on a shared cost basis. At the back of the church there is an area where the existing railings could be extended. The planted area needs some additional shrubbery and the paving requires some pressure washing. Councillors agreed in principle with these changes and commissioned the ALP officer to arrange the completion of the small jobs and organise another meeting with the church wardens and Cllr Newton to compile detailed costed proposals.

The ALP Officer explained that English Nature and Norfolk Wildlife Trust have expressed concerns that the rank vegetation is out of control at Castle Park. Quotes were collected for a second cut of the Motte which was for £5000 and the ramparts which would be £2000. The ALP Officer explained that if just the Motte was grazed we could have the second cut to the ramparts and stay in budget. Councillors agreed that they would prefer not to graze the Motte but suggested that the different options should be costed up.

824/17

SMALL GRANTS REQUESTS

Councillor C Harvey proposed giving a £300 grant for the Redcastle Action Group towards their community event. This was seconded Mike Brindle and agreed.

RESOLVED: It was agreed to give £300 grant to the Redcastle Action Group .

825/17

REVIEW REVISED GRANT GIVING POLICY AND APPLICATION FORMS

Councillors considered the revisions in red that they had suggested at the last meeting. Councillor Hollis proposed the wording 'applications from residents groups are particularly welcome where they can demonstrate a clear need for extra funds'. This was seconded by Cllr Newton and agreed. Councillors approved related changes to the dates for submission of small grants, removal of the second reference to tenants groups and that organisations can only receive a maximum of £2000. Councillors discussed the benefits of the grants programme and there was agreement that the grants programme should continue. Councillors did express some concerns about last year's process, as the committee did not follow their own procedures. They also asked that it is made clear that only £18,000 is available this year.

Cllr Newton proposed the amendments to the grants policy and procedures. This was seconded by Cllr Armes and agreed.

RESOLVED: It was agreed to make the above changes to the grant giving policy and procedures (see Appendix A).

826/17

APPROVE DRAFT TENDER FOR SECURING COMMONS AND PREVENTING FLY TIPPING .

Councillors considered feedback from the tender for securing the sites consultation. They were impressed with the responses from the public and wanted to make sure that we use their suggestions to shape the council's actions. The ALP officer suggested that the responses need some more analysis so they can be readily used. Enforcement was a very strong theme from people's responses. Councillors agreed the tender outline for the ALP Officer to send out.

827/17

CAR PARKING IN THETFORD

ALP Officer reported that she had chased a response from Breckland District Council. It was suggested that the Committee write to Breckland to say we would be interested in the outcome of the consultation on parking in other parts of Breckland.

828/17

COMMUNITY ENGAGEMENT

Press release on Historic England grant will go out in March.

CORRESPONDENCE

To note the Town Council are joining the Norfolk Playing Field Association at a cost of £45 in order to access grants.

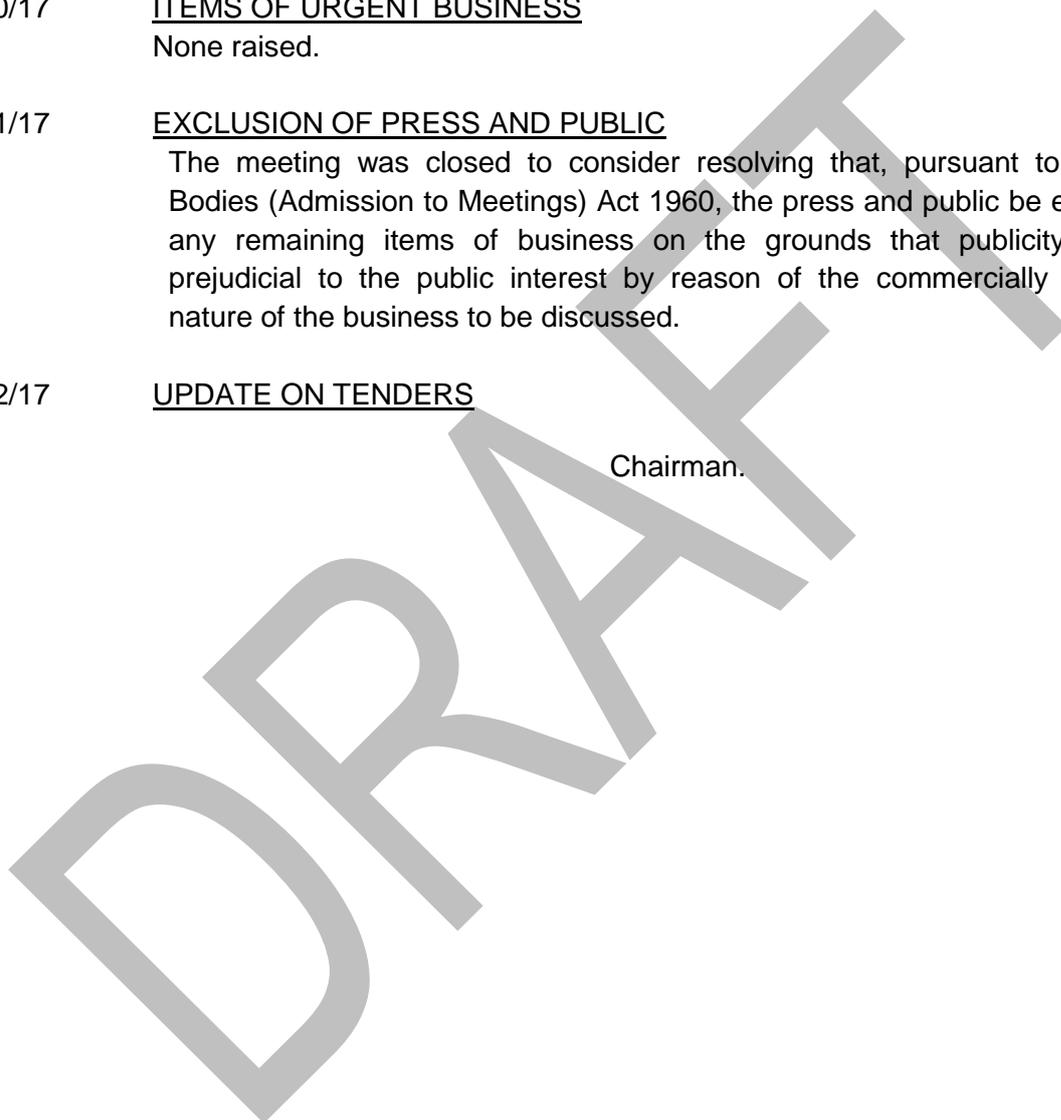
CORRESPONDENCE TO THE COUNCIL – TO BE NOTED AND CONSIDERED			
RESIDENTS/COMMUNITY GROUPS			
1.	11/2/2018	Churches requested parade Easter Sunday culminating in King's Square event on King's square, 10 th of March	ALP officer agreed
2.	10/2/2018	Resident complained fallen council tree has damaged her fence.	ALP Officer arranged repair.
3.	10/2/2018	Lions requested King's Square for the following dates:- Saturday 28th April 2018 - 8.00am - 3.00pm Saturday 23rd June 2018 - 8.00am - 3.00pm Saturday 18th August 2018 - 8.00am - 3.00pm Saturday 29th September 2018 - 8.00am - 3.00pm Saturday 22nd December - 8.00am - 3.00pm - Christmas Tombola Stall with Father Christmas:	ALP Officer confirmed dates
4.	21/2/2018	Resident complained that the PSPO signs were obscuring cycle route signs	ALP Officer arranged for it to be moved
5.	22/2/2018	Resident reported savers van in King Street	Highways responded
6.	23/2/2018	Resident reported being locked in at the bus station toilets	ALP officer reported this to the County Council
7.	26/2/2018	Resident complained that the small gate in the Priory is not being locked	ALP Officer responded.
8.	28/2/2018	Resident asked if grit bin could be filled	ALP Officer contacted highways and works team topped up some bins.
9.	22/2/2018	Resident reported savers van in King Street	Highways responded
10.	1/3/2018	Resident complaining about dangerous overhanging trees at the back of Fredrick's wood	ALP Officer responded.
11.	2/3/2018	Church requested 1 hour event on King's	ALP agreed

		square, 10 th of March	
12.	3/3/2018	Resident concerned that sheep need additional feed in the snow on Barnham Cross Common	ALP Officer responded.
ORGANISATIONS AND OTHER COUNCILS			
13.	10/2/2018	An invitation to join the Norfolk Paling Fields Association at a cost of £45.00	Noted in correspondence
14.	16/2/2018	Listed Building consent for British Legion Works received.	Noted in correspondence

830/17 ITEMS OF URGENT BUSINESS
None raised.

831/17 EXCLUSION OF PRESS AND PUBLIC
The meeting was closed 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 commercially confidential nature of the business to be discussed.

832/17 UPDATE ON TENDERS
Chairman.



Appendix A

Thetford Town Council Grants Giving Policy Details of Medium and Small Grants Programme

About Thetford Town Council Grants

Thetford Town Council has the authority to make grants under the Local Government Act 1972, s137, which allows a local authority to spend a limited amount on activities for which it has no specific power but which the Council considers 'will bring direct benefit to the area, or any part of it, or all or some of its inhabitants'. Thetford Town Council grants are made for the benefit of people and projects local to Thetford. Applications will only be accepted from not for profit organisations and charities, which operate within the town boundary and provide direct benefit to all or some of the town's residents.

Thetford Town Council has a limited budget available to support community groups and therefore only one application per group will be granted in any one financial year. The Council will at all times prefer to support as many different groups as possible with the resources available. Councillors decide on an annual basis the budget for grant allocations each year and requests usually exceed the amount available. It is therefore very important that all questions on the application form are answered as fully as possible and that the application includes the information and documents requested on the form.

The Town Council's Grants Scheme aims to support organisations that provide any of the following benefits to Thetford :-

- Environmental projects and improvements.
- Promotion of sports & healthy lifestyles.
- Provision of arts, cultural and historical activities.
- Organisation of events and activities that promote the town of Thetford.
- help to vulnerable groups, e.g. people on low incomes, elderly, organisations working with participants who have a disability.

Please note the following:-

- Applications from organisations working with 0-18year olds are particularly welcome.
- Applications from residents groups are particularly welcome where they can demonstrate a need for extra funds.
- The council could favour applications from organisations that have not received a grant before.
- The council could favour applicants that show evidence of other fund raising activities or where a Town Council grant is being used as match funding.
- The council could favour applicants that show they are requesting funding that will provide benefits in the short medium term and long term.

Groups working with young people and/or vulnerable adults will be required to have protection policies in place (Examples are available from the Town Council Office). Applicants will also be expected to demonstrate that they have adequate public liability insurance for their organisation. Information on where to obtain information on public liability insurance is available from the Town Council Office.

The Town Council operates two grant schemes which are the small grants scheme and the medium grants scheme. Details of each grant scheme are listed below.

Small Grants Scheme £300

This grant scheme is for small projects and start up costs for organisations. Deadlines for applying for a small application are the 30th of June, 31st of October and the 28th of January. The decision will be made by councillors within two months of all the relevant paperwork being received. This grant is for new activities/services/equipment/events and not normally for routine general maintenance or running costs. If the budget runs out for small grants at the end of the financial year your application may be held until the new financial year.

Medium Grants Scheme £2000

The medium grant scheme is for larger projects and as a result applicants can only receive a grant every other year. This grant is for new activities/services/equipment/events and the Town Council prefer not to fund general maintenance or routine running costs. Applications for medium grants must be submitted to the Town Council before the 31st of August. Applications will be considered in the autumn and you will be notified of the outcome by the end of October.

Who can apply?

You can apply if.....

- you are a not for profit group or charity operating for the benefit of the community in Thetford;
- You will need to have some form of management committee or steering group with a bank account with more than one signatory;
- your aims and objectives are clear and well defined and are real benefit to the community of Thetford;
- you have a constitution or set of rules signed by an officer of your organisation which you must include with your application form;
- you have annual accounts or a statement of income and expenditure, which you must include, with your application. For small grants we require your accounts to be independently verified. This means they need to be checked by an independent third party and signed as being fair and accurate. This simply means that they add up and the balance agrees to your bank account balance for example. The independent person must not be connected to the club but usually would not charge and it would help if they have financial experience or are professionally qualified (ie a teacher, book keeper). For a larger grant we would expect than the accounts will be independently audited.
- your group can demonstrate that it is aware of health and safety requirements
- you have a working child protection and/or vulnerable adults protection policy if you are working in this area.
- you can use the grant within one year. We recognise that project timescales can slip for good reasons – we would expect to be informed of any problems and an extension to be agreed if there are special circumstances. If a project does not ultimately proceed as planned we would expect the grant to be returned.
- you are a school association/PTA applying for a grant which is for an extra curricular activity, subject to funds being ring-fenced and to applicants establishing that they have separate bank accounts and constitution.

Applications from new groups for a small grant are welcome. New groups applying for a start up grant will need to provide.....

- Why you want to start the group and a copy of your draft constitution
- As new a new group you may not be able to provide a set of accounts for last year, however we would need to see bank statements and an estimate of your income and expenditure for your first year.
- Evidence of any support from people wanting to join or run the group
- Details of how you know there is a need for the activities/services you want to offer

What will not be funded?

- Applications will not be considered from “upward funders”, i.e local groups whose fund-raising is sent to a central headquarters for redistribution.
- Applications will not be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specific project.
- Religious activities and political parties/activities however applications from religious groups will be considered where an ongoing benefit to the wider community can be demonstrated irrespective of their religious beliefs.
- Applications from education, health or social services establishments will be considered where it is not a statutory responsibility and the organisation can demonstrate that it is working in partnership with other groups and where there are ongoing benefits to the wider community.
- The Council is prevented by statute from giving financial assistance to individuals.
- General maintenance and running costs.
- Grant applications will not be made retrospectively.
- Please note the maximum amount of grant funding any organisation can receive in one year is £2000.

When a grant will have to be repaid

You will also be asked to complete a simple report to say how you used the grant and to confirm that the money has been spent as agreed.

If there is a serious breach of the terms and conditions, or the group ceases to operate before the funds have been spent, or if a project does not proceed as planned, the grant must be repaid. Anyone found to be acting dishonestly in making the application or spending the grant would be reported to the police and may be prosecuted.

Data Protection Act 1988 information

In signing the application form, you give permission for Thetford Town Council to use the information that you provide:

- For establishing your entitlement to a grant;
- Inclusion on a computerised register maintained by Thetford Town Council; and during the life of a grant, if awarded, to administer and analyse applications and grants.
- Your application will be shared with councillors in order that they can make an informed decision.
- The details of your application will be made public however the individual contact details will not be published.

The decision making process

We aim to make our grant making and assessment process as open and clear as possible. For small grants the applications will be considered on a monthly basis. Councillors will receive a copy of

your application and they will be discussed at a Council Committee.

For the medium grants all the grants will be considered once a year. Councillors will receive a copy of your application and they will be asked to score the projects using the evaluation criteria.

Evaluation Criteria

Project Application	Weighted Score
1. Fit with the Council's Grants Policy Aims	/20
2. Delivering benefit for Thetford parishioners and support from residents	/20
3. How sustainable your project is over the short, medium to long term (5+ years)	/20
4. Demonstrates that the project is a new facility/service/equipment and not funding regular activities.	/10
6. Evidence of need from the local community	10
7. Value for money	10
9. Project cost / funding requirement / match funding secured	10
Total	/100

Score	Interpretation
20/10/	Excellent – The <i>criteria</i> are fully met as well as at least one of the outcome objectives. Shortcomings are minor
18/8/	Good – The <i>criteria</i> are well addressed, but improvements are possible
15/5/	Fair – The <i>criteria</i> are broadly met, but with significant weaknesses that would need improving
2	Poor – There are serious weaknesses evident in relation to the <i>criteria</i>
1	Very Poor – The <i>criteria</i> is only addressed in a cursory manner and is unsatisfactory
0	Fails to address <i>criteria</i> or cannot be judged as information is missing or incomplete

Terms and conditions of receiving a grant

This section is important because it is a condition of any application that you have read, understood and accepted it.

Please read carefully.....

- All applications will go to a Council Committee for approval. All decisions made by the Committee are final. Please note that the meetings of the Town Council are open to members of the press and the public and that minutes of the meetings are available from the Town Office.
- If you receive a grant, it may only be used for the purpose set out in the application form and it cannot be given to any other group. We will not give grants to cover costs that have already been incurred and the grant cannot be increased. Your grant will be paid by cheque or by BACS made payable to the bank account detailed on the application form.
- We will ask you to complete a short report to tell us what you achieved with the funds. We will also ask you for proof that the money was spent for the intended purposes.
- Recognition of the grant from Thetford Town Council must be made in any publicity and in the

group's accounts and where appropriate the Town Council crest must be displayed on any marketing materials or capital purchases.

- We will use the name of your Group (not personal data) and its project in our own publicity material.
- When a grant expires, Thetford Town Council has no commitment to provide any further funding for the project.

The information in these notes could change from time to time. Policy and regulations on distributing funds may also change. We reserve the right to amend any policy, procedures and assessment criteria and will aim to inform actual or possible beneficiaries.

The application form does not necessarily reflect all the information used by the Committee to decide on applications. The Committee may seek additional information to check your application and organisation.

Please do not hesitate to contact the Amenities Land and Property Officer if you would like to talk through the application form before completing it.

RosalindBarnett@thetfordtowncouncil.gov.uk Tel No 01842 754038

submit all enquiries and completed application forms to:

The Amenities Land & Property Officer
Thetford Town Council
King's House
King Street
Thetford
P24 2AT