

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE,
HELD ON WEDNESDAY 3rd JUNE 2015 AT THE COUNCIL CHAMBER,
KINGS HOUSE, THETFORD STARTING AT 4.00 P.M

Present:
The Mayor, Councillor R G Kybird

Councillors

M P Brindle
Mrs B J Canham
C Harvey
J Newton
M S Robinson

C R P Burnett
D M Crawford
Mrs J Hollis
Ms F Robinson

Officers in attendance:

Emma Patrick Deputy Town Clerk
Chris Crimmen Committee Secretary

Minutes

58/15 ELECTION OF COMMITTEE CHAIRMAN AND VICE CHAIRMAN FOR THE
MAYORAL YEAR 2015/16

Chair

RESOLVED that Councillor Mrs B J Canham be elected Chairman of the
Amenities Committee for the Mayoral year 2015/16.

Vice Chair

RESOLVED that Councillor J Newton be elected Vice Chair of the Amenities
Committee for the Mayoral year 2015/16.

59/15 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

None.

60/15 APOLOGIES FOR ABSENCE

Apologies were received from Councillor T Jermy.

61/15 MINUTES

Resolved the minutes of the Committee's meeting, held on 16th April 2015, as
received by Full Council on 28th April 2015, be confirmed as a true record and
signed/initialled by the Chairman.

62/15 BUDGET REVIEW

For the benefit of new members of the Committee the Deputy Town Clerk
explained the financial statement for the Budget and explained this will be
monitored monthly. There were no queries raised.

The Deputy Town Clerk reported that three Heritages Plaques placed around
the town needed to be refurbished. These plaques are green with gold writing
and will cost £45.00 each to refurbish. Councillor D Crawford proposed and
Councillor C Burnett seconded that three Heritage Plaques be refurbished at
a cost of £135.00 with the funds coming from the Street Furniture budget.

**RESOLVED: Three Heritage Plaques be refurbished at a cost of £135.00
with the funds coming from the Street Furniture budget.**

63/15 ACTION POINTS

The Chairman reviewed last the meetings action points;

- The new Committee should consider an environmental subcommittee – this is being dealt with under agenda item 65/15.
- The queries to Norfolk County Council (NCC) regarding the gritting King Street are still unanswered. The correspondence was forwarded to Councillors D Crawford and T Jermy who raise this matter at the relevant NCC meetings.
- The recommendations on the use of the performance area (including guidelines and booking form) will be sent to the Committee prior to the next meeting.
- The Deputy Town Clerk reported that work has now started on St Peters wall.
- The committee will consider options for the inspection of play areas under minute number 64/15.
- The committee are awaiting to receive a letter from a resident that was sent to Councillor T Jermy.
- The Deputy Town Clerk forwarded an email to all Councillors on 18th May 15.
- The Deputy Town Clerk has drafted a letter regarding parking on the Market Place.
- A press release was issued on St Peters wall.

The Deputy Town Clerk had received further information from NCC regarding the potential installation of bollards on Tanner Street which was requested to be discussed below the line due to the legally confidential nature of the topic to be discussed.

The Deputy Town Clerk briefed new members of the committee on ongoing issues the committee are dealing with:

- St Peters wall.
- King Street Square.
- The Town clock.
- The seating design in the King Street square.
- The Heritage lamp posts.
- Marketing and Communication events.
- Gritting.
- Bollards.
- Weed spraying.
- Double yellow lines.

64/15

PLAY AREAS

The Deputy Town Clerk reported that the transfer is still with Breckland Council and that an update in the status of the transfer is awaited. The Committee will be notified as soon as any further information is received.

The Deputy Town Clerk had produced a paper on the options for inspections of Thetford Town Council play areas. There followed a discussion and Councillor D Crawford proposed and Councillor M Brindle seconded that Thetford Town Council use a janitor with a bicycle to inspect once a week each of the Council Play Parks. The cost of £3,978.00 would come from the Play Parks maintenance budget. A bicycle should be sourced from Keystone Green Ventures at a cost not exceeding £200.00.

A vote was taken. For the motion: 7 votes. Against: 2 votes. Abstained: 1 vote. The motion was carried.

RECOMMENDATION: Thetford Town Council use a janitor with a bicycle to inspect once a week each of the Council Play Parks. The cost of £3,978.00 would come from the Play Parks maintenance budget. A

bicycle should be sourced from Keystone Green Ventures at a cost not exceeding £200.00.

The Deputy Town Clerk reported she had received update from Breckland Council regarding S106 monies. They had advised that £16,640 could be available toward the costs of the Skate Park and a further £12,600 towards play equipment for younger children. This will be applied for on the relevant forms once received from Breckland and the Deputy Town Clerk will keep Councillors up to date with the progress.

65/15

LITTER & ANTI-SOCIAL BEHAVIOUR

The Deputy Town Clerk reported that Councillor T Jermy had requested information on Community Warden Scheme in Sudbury which was presented to the Committee. Further information regarding how the post is funded and more in-depth detail on their duties is awaited from the Sudbury Town Clerk. Councillor M P Brindle stated that the Committee will await the further information; however as this was a District Council responsibility he would not be keen to spend Thetford Town Council money undertaking their tasking for them.

At this point Councillor R Kybird left the meeting to attend a Mayoral commitment.

Following the suggestion at the last Amenities meeting in April, the Committee discussed the possibility of a separate Environmental Sub-Committee. It was felt this should take the form of a working group to address:

- Play areas.
- All litter issues and to coordinate the activities with the volunteer litter pickers.

This will be discussed in more detail at the next meeting.

The Deputy Town Clerk reported she had correspondence from NCC regarding weed spraying stating the county-wide programme should start on 18th May 2015 which was forwarded to all Councillors.

66/15

KING STREET SQUARE

The Deputy Town Clerk reported the cost to repair the clock face in King Street Square was £1,654.00 plus V.A.T. This was to supply the toughened safety glass face, delivery and installation. Councillor C Burnett proposed and Councillor M Robinson seconded that the Town Clock face be repaired with toughened safety glass at a cost of £1,654.00 plus V.A.T.

RESOLVED: The Town Clock face be repaired with toughened safety glass at a cost of £1,654.00 plus V.A.T.

67/15

OPEN SPACE MANAGEMENT

The Deputy Town Clerk briefed new members of the committee on areas of land owned and managed by Thetford Town Council.

The Deputy Town Clerk reported that Breckland District Council have advised they will look to charge for emptying litter and dog waste bins that are located on Town Council land. None of the parishes had been consulted by Breckland, and bins have been supplied by Thetford Town Council on the understanding that Breckland would empty them. Dialogue is on-going with Breckland and any updates will notified to the Committee.

The Deputy Town Clerk reported that she had received a request for use of Melford Common for a fitness boot camp for 1 hour on one evening session

and one hour Saturday morning session. Councillors agreed this request in principle and await details.

The Deputy Town Clerk reported that she had received a request for use of Barnham Cross Common by Bulldogs FC to hold football training using cones and poles. Councillors agreed to this request at a nominal charge of £10 per year. The Deputy Town Clerk is to draw up a licence for their use and forward to Councillors for information.

The Deputy Town Clerk stated that Plantlife are checking dates for their educational programme on the Common, and as dates are received she will forward these to the Committee for information.

68/15

SKATE PARK

The Deputy Town Clerk reported that arrangements were being planned for the Open Day that will launch the new Skate Park with the Town Clerk leading. The details will be circulated to all Councillors once known.

69/15

INTER AGENCY MEETING

The Deputy Town Clerk reported the next meeting is scheduled for 4th June 2015 and this is attended by Officers together with representatives from the Police, Flagship, Breckland Council Environmental and NCC Highways.

70/15

BUS INTERCHANGE

The Deputy Town Clerk gave an update on the snagging list. She reported the Town Clerk was still awaiting a reply from NCC Officer in charge of this project. The Deputy Town Clerk had circulated the Service Level Agreement with Norfolk County Council for the cleaning of the toilets at the Interchange. It was raised that NCC had stated in a Moving Thetford Forward meeting that they would fund the ongoing operations of the toilets. The Committee agreed to the content of the Service Level Agreement in principle, but requested that the Deputy Town Clerk find out whether there is any remuneration for Thetford Town Council in accordance with the agreement made at the Moving Thetford Forward meeting. In addition, the agreement will not be signed until the snagging list has been completed to the Councils satisfaction.

71/15

ROAD SAFETY

The Deputy Town Clerk reported that work had commenced on St Peters wall. It was requested that the rest of this item be discussed below the line due to the legal confidentiality nature of the information to be discussed.

72/15

BINS AND BENCHES APPLICATIONS

The Deputy Town Clerk reported that one request for a grit bin in Mackenzie Road had been received. The request will be forwarded to Norfolk County Council for agreement.

73/15

COMMUNITY GRANTS

There were no requests for Community Grants but the Council had received a letter of thanks following award of community grant to Munford Road Allotment Club. The £250 grant had been used to fence a redundant piece of land where bees are now kept and to purchase bee suits and hoods. It was hoped to have school children visit this area when it is fully operational.

74/15

RIVERSIDE WALK PATH

The Deputy Town Clerk reported on a briefing note received from Brettenham and Kilverstone Parish Council regarding the riverside pathway from Arlington Way and Nun's Bridges. MTF have funded the path up to the total of £20,250

with the excess of this amount shared equally by the Parish Council and Thetford Town Council as previously agreed by both parties (Thetford Town Council agreed an amount not exceeding £10,000.00). Total costs for the project are currently expected to be not more than £35,000.00, amounting to £7,500 for Thetford Town Council. The note also asked for guidance on signage and opening ceremony. It was agreed that the Town Clerk is to write to Brettenham and Kilverstone Parish Council to request that any signage for the Riverside Walk Path is to feature the Town Crest and note that the Town Council part funded the scheme. In addition, at any event to open the pathway, the Mayor will be the appointed representative.

RECOMMENDATION: The Town Clerk is to write to Brettenham and Kilverstone Parish Council to request that any signage for the Riverside Walk Path is to feature the Town Crest and note that the Town Council part funded the scheme. In addition, at any event to open the pathway, the Mayor will be the appointed representative.

75/15

SHAMBLES, MARKET PLACE

The Chairman suspended the meeting so the tenant of Number 4 The Shambles could address the Council. She outlined the problems she was facing on a daily basis and confirmed that she now has a dedicated Police Officer who she can call upon. The Council noted her position and the Chairman reopened the meeting.

The Chairman requested that the rest of this agenda item be discussed below the line due to confidential and legal reasons. The Chairman read out the following:

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.

63/15 BOLLARDS

The following item to be excluded due to discussion of a legal nature.

71/15 ROAD SAFETY

The following item to be excluded due to discussion of a legal nature.

75/15 SHAMBLES, MARKET PLACE

The following item to be excluded due to discussion of a legal nature.

All were in agreement for the items to be taken below the line.

RESOLVED: Agenda items 63/15, 71/15 and 75/15 to be taken below the line.

63/15

BOLLARDS

The Deputy Town Clerk reported she had heard from NCC Highways regarding the proposed bollards in Tanner Street. Councillors confirmed that in the interest of public safety the bollards should be installed as a high priority. The Deputy Town Clerk will keep the Committee updated of progress.

71/15 (cont)

The Deputy Town Clerk reported that due to the length of time taken to get the tender process completed for the St Peters wall repair, the third party insurers are refusing to pay the bill for the hording and traffic management with effect from end December 2014. The company providing the hording have requested immediate payment of £4,794.00 or the hording and traffic

management will be removed by the end of the week. In order to prevent any further delays to the work that has recently commenced, it was felt the Council should pay this amount and robustly hasten the insurance company for reimbursement of this amount and any future cost for the hording. Councillor M Brindle proposed and Councillor M Robinson seconded that the Council pay an amount of £4,794.00 for the hording around the damage of St Peters wall.

RECOMMENDATION: The Council pay an amount of £4,794.00 for the hording around the damage of St Peters wall.

75/15 (cont) The Deputy Town Clerk outlined the history of this issue to brief the new Councillors explaining the work done by the Town Clerk to resolve this issue and the statement from the Thetford Town Council's solicitor which laid out the Council's obligations. New posters outlining the restrictions on smoking, clearly outlining the prohibited area had been drafted and the Town Clerk will request each unit of the Shambles display them in their window. The Committee fully supported this approach and asked that the posters be bi-lingual to ensure all understood.

76/15 ITEMS OF URGENT BUSINESS
None.

77/15 PRESS RELEASES
None.

Chairman.

ACTION POINT	BY WHOM	BY WHEN
Contact NCC reference gritting of King Street and query what other Norfolk Towns are not gritted and to obtain a copy of policy	Councillors D Crawford and T Jermy	30/06/2015
To forward a report on use of King Street performance area	Deputy Town Clerk	30/06/2015
Continue to hasten insurance company for St Peters wall repair.	Town Clerk	Ongoing
Forward copy of resident's letter to Committee.	Councillor T Jermy	30/06/2015
Write letter to take-away regarding parking on the Market Place.	Deputy Town Clerk	30/06/2015