

MINUTES OF A MEETING OF THE AMENITIES, LAND AND PROPERTIES COMMITTEE,  
HELD ON WEDNESDAY 5<sup>th</sup> JULY 2017 AT THE COUNCIL  
CHAMBER, KINGS HOUSE, THETFORD STARTING AT 2.00 P.M

Present:

The Mayor Councillor D M Crawford

Councillors

S J Armes

C R P Burnett

J Hollis

J Newton (Vice Chair)

M P Brindle

B J Canham (Chairman)

T J Jermy

Officers in attendance:

Roz Barnett

Chris Crimmen

Amenities Land and Property Officer

Committee Secretary

Minutes

- 179/17 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY/NON-PECUNIARY INTERESTS  
None.
- 180/17 APOLOGIES FOR ABSENCE  
Apologies were received from Councillors C Harvey and R G Kybird.
- 181/17 MINUTES  
**RESOLVED: The minutes of the Committee's meeting held on the 7<sup>th</sup> June 2017, received by Council on 29<sup>th</sup> June 2017, confirmed as a true record and signed/initialled by the Committee Chairman.**
- 182/17 ACTION POINTS & UPDATES
- The ALP Officer reported that the Town Council had received 5 quotes for the grass cutting and vegetation maintenance of the play parks. After scoring the panel agreed to award the tender at a cost of £3691.67 per annum. The contract will be subject to annual review.
  - The solicitors of both parties have been instructed to proceed with the transfer of the play parks at Brandon Rd and Richard Easton Way.
  - The councillors agreed that the ALP Officer could ask for sealed bids for the sale of council wood. This would allow bids to be considered fairly from any Thetford resident.
  - Councillors asked whether the gate at Harriet Martineau could be secured.
- 183/17 HEALTH AND SAFETY  
The ALP Officer gave an update on Castle Motte steps and reported that ROSPA have quoted £895 to do a specialist report on and the inspector will be attending on the 13<sup>th</sup> of July 2017. The adviser is one of the national leading experts in health and safety and heritage sites.
- 184/17 UPDATE ON ALP PRIORITIES  
The ALP Officer had prepared a review on the 2017/18 priorities (see appendix A). It was agreed that each of the 4 priorities had made satisfactory progress and are on target to be completed. Councillors requested an invitation to the Barnham

Cross volunteer evening and that letters of thanks be sent to the providers of the hanging baskets.

185/17

**REVIEW OF FEES**

The Committee reviewed the current fees for 2017 (see below) and after a discussion Councillor T Jermy proposed and Councillor C Burnett seconded:

**RESOLVED: That Thetford Town Council adopts the schedule of fees shown below.**

Current fees 2017		
Open Spaces	Charity, schools , voluntary Groups & local non-profit organisations	Commercial Events
Sites	Donation	Charge (£)
Commons	Suggested Donation £20 small activities £50 larger activities	£275 + VAT £300 Deposit
King's Square  Small performance area	Suggested Donation £20 small activities £50 larger activities	£150 + VAT £200 Deposit
King's Square  Large performance area	Suggested Donation £20 small activities £50 larger activities	£150+ VAT £200 Deposit
Market Place	Suggested Donation £20 small activities £50 larger activities	£150 + VAT £200 Deposit
Castle Park	Suggested Donation £20 small activities £50 larger activities	£150+ VAT £300 Deposit
Barnham Common Playing Field	Suggested Donation £20 small activities £50 larger activities	£275 + VAT £300 Deposit

186/17

**AGREE MEDIUM GRANTS SELECTION PROCESS**

The ALP Officer had supplied the full details of the medium grant selection process. This included the applications forms, the documentation required, the scoring and recommendation sheets. It was agreed that this process would be adopted for the forthcoming medium grant selection, which closes on 31<sup>st</sup> August 2017. Discussion was had about the term 'audit' and it was agreed that the minimum level of audit would require at least independently verified accounts. Higher levels of audit will depend on the size and complexity of the organisation. The ALP officer was asked

to do a press release to clarify the situation. It was also agreed that the ALP officer could go back to applicants and suggest changes to applications.

187/17

TO CONSIDER ADDITIONAL COSTS TO CHRISTMAS LIGHTS SCHEME

The ALP Officer had costed the additional Christmas lights and installation costs and these were as followed:

<b>Annual installation costs</b>		
Installation of Christmas Lights as per the three year tender	£10,586.00	
Installation of additional cross street decorations.	£ 1,950.00	
Inspection and testing of the existing eyebolts and new locations	£1,300.00	
<b>Additional installation costs new lights</b>		
Installation of cross street at Bridge street including new wires	£ 454.00	
Installation of two column motif's at Riverside including new cables etc.	£ 306.00	
Installation of wall motif at Carnegie Hall including new cables etc	£ 268.00	
Installation of motif's at Wetherspoon including new cables etc	£ 233.00	
<b>Essential Maintenance</b>		
Refurbishment of the electrical control box above the bank, which will include a repair to the enclosure, new timer, new DP RCBO, new contactor, wiring and testing. Price based on using the platform which we will have on site for the eyebolt testing.	£ 518.33	
Refurbishment of the electrical control box above Specsavers, which will include a repair to the enclosure, new timer, new DP RCBO, new contactor, wiring and testing. Price based on using the platform which we will have on site for the eyebolt testing.	£ 295.00	
Additional controls for the main electrical enclosure close to Boots to allow for correct switching of the lighting circuits. To include a small enclosure, DP RCBO, Timer & Contactor.	£ 286.67	
Manufacture of Xmas Tree Stand	£ 1,000.00	
Xmas Tree Costs	£ 1,362.00	
<b>(Current Budget £15,500)</b>	<b>Total</b>	<b>£18,559.00</b>

Councillors suggested writing to local companies asking for sponsorship however if the donations were not forthcoming it was agreed to recommend to full council to take the money from reserves.

After a discussion Councillor J Hollis proposed and Councillor D Crawford seconded:

**RECOMMENDATION: That the ALP Committee recommend to Full Council that the additional £3,059.00 costs of the Christmas Lights Scheme be taken from the from the Street Light Reserve.**

188/17

SMALL GRANTS REQUEST

None received.

189/17 OPEN SPACE MANAGEMENT  
Councillors approved the revised fencing plan for Ford Meadow and agreed that one side would be fenced at a cost not exceeding £3000.

190/17 MAINTENANCE  
Councillors received a draft report from the Bins and Street Furniture working group and this will be finalised by September 2017.  
It was agreed to remove the benches each side of the Guildhall and reposition them under the trees on the other side of the Market Place. These will be replaced by a planter either side of the Guildhall and a mural on the blank wall of the Shambles. This work will be paid for by the £2000 grant. Cllr Armes offered to work with the ALP Officer to choose the planters and Cllr Newton and Canham offered to help with the selection of the mural artist. After a discussion Councillor S Armes proposed and Councillor J Hollis seconded:  
**RESOLVED: That planters are installed either side of the Guildhall and a mural is painted on the Shambles wall using the grant money.**

Councillors noted the first drafts of the Barnham Cross and Ford Meadow maintenance plans.

The ALP officer shared the details of three quotes for the new hanging basket stands with the highest figure being £3150. It was agreed that the company will be selected once our installer has been approved and consulted on the specification.

The ALP officer approached three companies to quote for the installation of the lamp post stands and only Norfolk County Council responded. It was agreed to suspend financial standing orders for the acquisition of three quotes for the installation costs at a cost of £2299.06. After a discussion Councillor C Burnett proposed and Councillor J Hollis seconded:

**RESOLVED: That Thetford Town Council agree to suspend financial regulations due to the specialist nature of the works after the ALP officer approached three companies to quote for the installation of the lamppost stands and only Norfolk County Council responded. Councillors agreed that the installation costs of the three new hanging basket stands at a cost of £2,299.06 and the purchase of 3 new hanging baskets stands at a maximum cost of £3150**

191/17 STREET LIGHT RESERVE  
The Councillors considered recommending to finance that the remaining streetlights reserve of £22,000 be transferred to the property repair budget to be ring-fenced to be used on the external renovation of the British Legion and the removal of the non-operational lighting around council's the buildings in the market place. After a discussion Councillor C Burnett proposed and Councillor B Canham seconded:  
**RECOMMENDATION: The ALP Committee recommend to Full Council that the remaining streetlights reserve of £21,940 be transferred to the property repair budget to be ring-fenced to be used on the external renovation of the British Legion and the removal of the non-operational lighting around council's the buildings in the market place.**

192/17 SHAMBLES  
Councillors considered three quotations for repainting the Shambles. After a discussion Councillor M Brindle proposed and T Jermy seconded:  
**RESOLVED: That Thetford Town Council accept the quotation from Company 1 for £1780 for redecorating the Shambles.**

193/17 CORRESPONDENCE  
The ALP Officer listed the correspondence below and this was noted by Councillors.

<b>CORRESPONDENCE TO THE COUNCIL – TO BE NOTED AND CONSIDERED</b>
<b>RESIDENTS/COMMUNITY GROUPS</b>

1.	9.6.2017	Resident asking why anti traveller fencing was not put up at Castle Park to stop travellers using the site	ALP Officer listed on correspondence
2.	10.6.2017	Resident saying it is great to see the sheep and cows on the common. Request that we put signs on all our gates asking dogs be on leads.	ALP Officer responded and ensured all signs were up.
3.	12.6.2017	Resident in St Giles Lane requested a dog bin	ALP Officer sent an application form.
4.	12.6.2017	Resident complaining about overhanging trees in Fredrick's Wood.	ALP Officer gave permission for the residents to cut back at their own expense.
5.	12.6.2017	Resident complemented the council on the hanging baskets	ALP Officer listed on correspondence
6.	19.6.2017	Resident reported motorbikes on the common	ALP contacted police
7.	19.6.2017	Resident requesting that some logs and brash on the common be removed as fire hazard	ALP Officer listed on correspondence
8.	20.6.2017	Resident requested feedback on why they had not been selected as a tenant for the Shambles.	ALP Officer gave feedback
9.	20.6.2017	Resident reported motorbikes on the common	ALP Officer contacted police
10.	26.6.2017	Request to run Avon event in Castle Park	ALP Officer listed on correspondence
11.	29.6.2017	Resident requesting permission to metal detect on council land.	ALP Officer listed on correspondence
12.	29.6.2017	Resident request for ALP minute	ALP Officer listed on correspondence
<b>ORGANISATIONS AND OTHER COUNCILS</b>			
13.	12.6.2017	The police informed the council that they are taking actions to deal with the motorbikes on the common.	ALP Officer listed on correspondence
14.	16.6.2017	Notification of the continuation of Breckland contract for winter gritting of the market place carpark	ALP Officer listed on correspondence
15.	16.6.2017	BTO warned the council that picnickers were having barbeques on the common	ALP Officer listed on correspondence
16.	19.6.2017	Wetherspoons asked the council to put up display blackboards on either side of the widows	ALP Officer listed on correspondence
17.	20.6.2017	Breckland gave early warning of car park refurbishment.	ALP sent to committee members.
18.	30.7.2017	Request for trading standards stall on King's square	ALP Officer sent application forms.

Councillors agreed that they would not pay to have overhanging branches removed over gardens around St Frederick's wood. Councillors confirmed that they would not grant permissions for metal detecting on their land. Councillors noted Weatherspoon's request for boards but were happy that this will be considered by the Planning Committee when listed building consent is applied for.

194/17 ITEMS OF URGENT BUSINESS

None.

195/17 PRESS RELEASES

None.

196/17 EXCLUSION OF PRESS AND PUBLIC

To give consideration to resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for the 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.

197/17 COUNCIL LEASES

<b>ACTION POINTS</b>	<b>BY WHOM</b>	<b>BY WHEN</b>
To develop a 4/5 year maintenance plans for sites and premises	Councillors Mrs B Canham, J Newton and ALP Officer.	Ongoing
Contact schools about youth council	Councillors B Canham, J Hollis, ALP Officer	July 2017
Harriett Martineau Play Park redesign of under 8's play area	Councillor Cllr F Robinson, and ALP Officer	Fundraising Ongoing
Review of maintenance/location of Bins and street furniture	Councillors M Brindle, D Crawford, C Harvey, B Canham, J Newton, and ALP Officer	Sept 2017
Toilet Refurbishment	Councillors Mrs B Canham, J Newton and ALP Officer.	Refurbishment Sept 2017