

MINUTES OF A MEETING OF THE AMENITIES, LAND AND PROPERTIES COMMITTEE,  
HELD ON WEDNESDAY 4<sup>th</sup> OCTOBER 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

B J Canham (Chairman)

J Hollis

R G Kybird

F Robinson

C R P Burnett

C Harvey

T J Jermy

J Newton (Vice Chair)

Officers in attendance:

Roz Barnett

Chris Crimmen

Amenities Land and Property Officer

Committee Secretary

Minutes

407/17 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY/NON-PECUNIARY INTERESTS

Councillors R Kybird declared a pecuniary interest in agenda number 415/17 and it was noted that he had not completed the scoring sheet for the grant in question. Councillors D Crawford, C Harvey, S Armes, and T Jermy declared a non-pecuniary interest in agenda number 415/17.

408/17 APOLOGIES FOR ABSENCE  
Apologies were received from Councillor M P Brindle.

- 409/17 MINUTES
- **RESOLVED:** The minutes of the Committee's meeting held on 6<sup>th</sup> September 2017, received by Council on 26<sup>th</sup> September 2017, confirmed as a true record and signed/initialled by the Committee Chairman.
  - **RESOLVED:** The minutes of the Committee's meeting held on 15<sup>th</sup> September 2017, received by Council on 26<sup>th</sup> September 2017, confirmed as a true record and signed/initialled by the Committee Chairman.

410/17 ACTION POINTS & UPDATES  
The Chairperson/ALP Officer updated the committee on last month's action points not covered by the agenda:-

- The fencing will be moved at Ford Meadow in October.
- The painter and decorator has been ill and cannot now complete the works on the Shambles in September. Councillors agreed to offer the work to the second lowest quote at a cost of £2,360. If the works cannot be completed by the end of October it may have to wait until the spring.
- The toilet refurbishment is underway and the council has had to use £3,129.00 of the contingency fund as we have had to replace a wall to take the additional weight of fittings. Temporary toilets have been constantly tipped and the contractors are getting a lot of grief about the condition. It was agreed that these be removed as they are unusable most of the time.
- The youth council had first meeting where 4 young people attended. Second meeting is scheduled in October.

- Listed building consent is delaying the completion of the mural at the Shambles. They have rejected initial designs and this may mean we will have to wait for the spring for its completion.
- Councillor S Armes spoke to local residents about the future of the ballpark. After looking at the standing orders, the council will be required to 'consider a full business case with an adequate level of consultation of the electorate before taking on any assets'. Councillors S Armes and T Jermy will have a basic business plan ready for the November meeting including any possible income generation.

411/17

HEALTH AND SAFETY

The ALP Officer reported that after researching possible anti-slide bumps on Castle Motte steps there was a concern that any additional after fit will affect the integrity of the stairs and become a focus of vandalism. If the studs are vandalised they could become a hazard in themselves. Feedback from the ROSPA report assessor is that if the stairs are misused case law suggests that the individual is responsible and the council would not be liable. The ALP Officer suggested in light of this feedback that the council monitors the situation to see if there is an ongoing problem with the public sliding down the banisters. This action was agreed by Councillors.

412/17

ALP PRIORITIES

The ALP Officer tabled a paper with updates on the progress of priorities.

413/17

ALP TIMETABLE & STAFFING STRUCTURE

The management team have been discussing ideas about how staff can work together efficiently. It is proposed that we create an operations hub at the Carnegie rooms. The ALP Officer stated that the committee should explore having allocating 2 full time dedicated members of staffs to cover the allotments and the cemetery and take on another full time member of the works team to cover general reactive maintenance. After a discussion Councillor S Armes proposed and Councillor J Hollis seconded:

**RECOMMENDATION TO THE FINANCE COMMITTEE: That the Finance Committee explore having 2 dedicated members of staff to cover the allotments and the cemetery and take on another full time member of the works team to cover general reactive maintenance.**

414/17

SMALL GRANTS REQUESTS

The ALP Office reported the Thetford Society have requested a £300 small grant towards establishing a sculpture trail in and around Thetford. This would be towards a larger project costing over £1,000. The Committee agreed the grant but would prefer that this became a partnership project between the Thetford Society and the Town Council. Cllr Newton offered to speak to the Thetford society about a possible partnership project and bring back ideas to the November meeting.

415/17

MEDIUM GRANTS

The Chairperson/ALP Officer asked the committee to consider requests for medium grants. The majority of the councillors had completed the scoring of the applications and the ALP officer had collated their responses and produced a recommendations paper based on these results. At this point Councillor R Kybird left the meeting.

Citizens Advice Bureau	Recruitment training and travel expenses of new advisors. Training for existing advisors.	£2,000.00
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Thetford & District Dementia Support Group	New project offering one to one befriending to those suffering with dementia and their carers	£2,000.00
Thetford Dolphins	A new sound system at Waterworld	£2,000.00
United Reform Church	installation of a platform lift	£2,000.00
The Garage	3 x 10 week programmes of music making workshops for 15-30 year olds	£2,000.00
Involve Razem CIC	To extend their group with another classroom and purchase tables, office accessories, computer, TV, carpet, paint and shelves for books	£2,000.00
Bulldogs Football Club	3 New coaches, training courses new kit and equipment,	£2,000.00
Thetford Short Mat Bowls Club	Purchase mats and bowling equipment for the new club.	£1,992.00
St Nicholas Hospice	Weekly drop in service in Thetford Methodists Church	£2,000.00
Access Community Trust	Promote adult literacy through adult reading sessions.	£2,000.00

Councillor Jermy proposed a motion that because there was sufficient funds in the medium grants pot that instead of giving applicants the proportion of the grant as recommended in the paper that the full amount be awarded to all applicants. There followed a discussion with councillors highlighting that the agreed policy and procedures should be followed. Cllr Jermy pointed out the wording of the policy and procedures had been amended to allow councillors to use their discretion.

Councillor T Jermy proposed and Councillor C Burnett seconded the motion to award grants for the full amount:

**RESOLVED: That Thetford Town Council agree to award the medium grants, listed in the schedule above, totalling £19,992.00.**

A recorded vote was requested.

Councillors for the proposition:

C Burnett  
D Crawford  
F Robinson  
C Harvey  
T Jermy

Councillors against the proposition:

S Armes  
J Newton  
B Canham  
J Hollins

The motion was carried. Councillor R Kybird re-joined the meeting.

416/17

#### HANGING BASKETS CONTRACT

The ALP Officer asked councillors to consider confirming the hanging basket contract to Top Gardening Services for the next two years on condition they use Diddlington Nursery for their plants. After a discussion Councillor D Crawford proposed and Councillor J Newton seconded:

**RESOLVED: The Thetford Town Council confirm that the remaining two years of the hanging basket contract to Top Gardening Services on condition they use Diddlington Nurseries for their plants.**

417/17

#### BRITISH LEGION AND GUILDHALL MAINTENANCE

The ALP Officer asked Councillors to consider report from Hamson Barron Smith on the Guildhall and British Legion. The comprehensive report (see appendix 1) recommended the work to be scheduled for the British Legion building and this will

be carried out in the spring. The work recommended by them on the Guildhall includes replacing the roof, a major refurbishment of the clock tower and cupola together with joinery repairs, window replacements and stone repairs. Councillor Kybird said that external funding would be required for the major works to the Guildhall. Councillors agreed that the total overall works inside and out of the Guildhall should be brought together as a single project for the ALP and VEM committees to enable a bid to be formulated.

**RECOMMENDATION: To set up a working group to consider the total overall works inside and out of the Guildhall as a single project for the ALP and VEM committees with a view to securing eternal funding.**

418/17

CORREPENDENCE

The ALP Officer asked Councillors to a consider request for vehicle access on Melford Common. It was agreed that this was a matter that would require legal advice. The ALP officer was asked to put it on the November agenda with the existing legal advice. Any additional legal advice would have to be borne by the resident.

419/17

ITEMS OF URGENT BUSINESS

The ALP Officer raised an urgent on the Shambles leases. Councillor B Canham proposed and Councillor J Newton seconded that this item should be taken below the line due to the confidential nature of the business to be discussed. This was agreed by the Committee.

420/17

PRESS RELEASES

None.

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.

Chairman.

<b>ACTION POINTS</b>	<b>BY WHOM</b>	<b>BY WHEN</b>
Contact schools about youth council	Councillors B Canham, J Hollis, and ALP Officer	Ongoing
To investigate the request to take on the Redcastle ballpark.	Councillors T Jermy and S Armes.	November ALP meeting.
Review of maintenance/location of Bins and street furniture	Councillors M Brindle, D Crawford, C Harvey, B Canham, J Newton, and ALP Officer	Awaiting the report from the working party.
To set up a joint working party from the committees of ALP/VEM to look at the overall works needed inside and out on the Guildhall.	The Chairs of ALP/VEM	ASAP