



LOCAL GOVERNMENT ACT 1972
NOTICE OF A MEETING OF
THETFORD TOWN COUNCIL AMENITIES COMMITTEE

YOU ARE HEREBY SUMMONED TO ATTEND THE AMENITIES COMMITTEE MEETING WHICH WILL BE HELD IN THE COUNCIL CHAMBER, KINGS HOUSE, ON WEDNESDAY 5th OCTOBER 2022 STARTING AT 2.00 PM

MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF THE PRESS CAN ATTEND THE MEETING. A RECORDING OF THE MEETING CAN ALSO BE VIEWED ON <https://bit.ly/ttceventsyoutube> USUALLY WITHIN 5 WORKING DAYS AFTER THE MEETING HAS BEEN HELD

Tina Cunnell BSc (Hons)
Town Clerk
30th September 2022

AGENDA

329/22	<u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u> To receive any additional interest not already registered.
330/22	<u>APOLOGIES FOR ABSENCE</u> To receive.
331/22	<u>MINUTES</u> To confirm the minutes of the Amenities Committee meeting held on 7th September 2022, which were received by Council on 27th September 2022 as a true record and be signed/initialled by the Committee Chairman. Decision required: To agree accuracy of minutes. Lead: Committee Clerk.
332/22	<u>COMMITTEE OFFICER'S REPORT</u> To receive and discuss the report from officers. Decision required: To note the report. Lead: Committee Officer.
333/22	<u>FINANCIAL REPORT UPDATE</u> To receive and discuss the Amenities Financial Report. Decision required: To note the financial report. Lead: Finance Officer.
334/22	<u>BUDGET PROJECTION TO 31 MARCH 2023</u> To review and discuss the budget projection to 31 March 2023 to identify any changes that need to be taken into account.

	<p>Decision required: To note the update and identify actions required to ensure that the projected budget is fully funded. Leads: Chairman and Finance Officers.</p>
335/22	<p><u>APPROVAL OF SMALL GRANTS</u> To approve the small grant application. Decision required: To approve the small grant application received. Lead: Chairman.</p>
336/22	<p><u>GRAZING TENDER</u> To discuss the revised criteria for the grazing tender taking into account comments made by the Committee at its previous meeting. Decision required: To agree the revised tender document. Lead: Chairman.</p>
337/22	<p><u>FORMALISATION OF THE NATURAL BREACH (FISH PASS) TENDER</u> To consider the options, funding and tenders received. Decisions required:</p> <ul style="list-style-type: none"> • To consider what options to pursue based on tendered submissions (do nothing, reinstate the breach with no notch, reinstate with notch). • To consider how the option selected will be funded and what other possible funding choices are available to the Council. • To select a preferred supplier if decided to proceed with the tender. <p>Lead: Chairman.</p>
338/22	<p><u>COMMITTEE OFFICERS UPDATE</u> To receive any update from the Committee Officer since the issue of the agenda. Decision required: None. Lead: Committee Officer.</p>
339/22	<p><u>COMMUNITY ENGAGEMENT</u> To discuss and agree any consultation or media release required. Decision Required: To approve media release if required. Lead: Chairman.</p>
340/22	<p><u>EXCLUSION OF PRESS AND PUBLIC</u> 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. Decision required: Whether or not to exclude the press and public. Lead: Chairman.</p>
341/22	<p><u>REVIEW OF TOILET CLEANING AND KEY HOLDING CONTRACTOR TENDER</u> To review the current toilet cleaning and key holding contractor tender and to decide on a way forward. Decision required: To consider what options are available to the Council and to propose a way forward. Lead: Chairman and Officers.</p>

ITEM 329/22 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

To receive any additional interest not already registered.

ITEM 330/22 APOLOGIES FOR ABSENCE

To receive.

ITEM 331/22 MINUTES

To confirm the minutes of the Amenities Committee meeting held on 7th September 2022, which were received by Council on 27th September 2022 as a true record and be signed/initialled by the Committee Chairman.

Decision required: To agree accuracy of minutes.

Lead: Committee Clerk.

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE HELD IN KINGS HOUSE, THETFORD ON WEDNESDAY 7th SEPTEMBER 2022, STARTING AT 2.00 PM.

Councillors:

C Barreto, M Brindle, D Crawford, S Dowling, C Harvey, T Jermy (Chair),
B Tullett, S Wright

Officers:

A Yorke (Deputy Town Clerk and Finance Officer), N Thompson (Town Team Manager),
K Robinson (Committee Clerk)

There were 3 members of the public in attendance.

MINUTES

282/22	<u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u> None.
283/22	<u>APOLOGIES FOR ABSENCE</u> Councillors R Brame, D Hodgkinson (Vice Chair) and K Parker.
284/22	<u>MINUTES</u> RESOLVED: The minutes of the Committee meeting held on 6th July 2022, which were received by Full Council on 26th July 2022 are a true record and be signed/initialled by the Chairman.
285/22	<u>FINANCIAL REPORT UPDATE</u> The Finance Officer presented the Financial Report for the month ended 31 August 2022. It was noted that: <ul style="list-style-type: none">• Playparks expenditure of approximately £15,000 is a carryover from 2021/22 where it was resolved at a Full Council level that this expenditure will be funded from Reserves.• Expenditure for tree work maintenance were included but still waiting for tree survey results. There may be additional costs incurred after the survey is completed.• Repairs to St Peter's clock - overspent budget.• Toilets expenditure incurred due to maintenance contracts. Clarity was provided on which buildings were subject to oversight by the Amenities Committee. The Committee noted the financial report.

286/22	<p><u>COMMITTEE OFFICER'S REPORT</u></p> <p>The Town Team report, which was circulated to members of the Committee before the meeting and included the following matters:</p> <ul style="list-style-type: none"> • Graffiti – There is significant graffitiing of Council properties. The Town Team have attempted cleaning the items and have reported the issue to Norfolk Police and submitted CCTV evidence. • Street furniture audit map is nearing completion. • Playparks – Works Team are monitoring and performing minor repairs. • Grazing – Grazier considering removal of livestock due to dog attacks on Barnham Cross Common. • Ford Meadow, Castle Park and Ramparts – Mechanical cutting to be considered. • Barnham Cross Common – Water supply to both sides of the Common higher than budgeted amount. • Mill Lane seeding – Signage has been erected. • Public toilets –Team reviewing services, including open and closing of sites. <p>The Town Team manager reported that where vandalism occurred, the costs are logged to explain to residents the cost of vandalism.</p> <p>Thetford Town Council has recruited 2 further staff members to further resource the Works Team.</p> <p>Action point: Officers to invite Norfolk Police to the next committee meeting to discuss graffiti issues and dog attacks on Barnham Cross Common.</p> <p>The report was noted.</p>
287/22	<p><u>PLAYPARK REPAIRS TENDER</u></p> <p>The Committee discussed the plan for repairs of playparks. Councillor T Jermy proposed and Councillor D Crawford seconded.</p> <p>RECOMMENDED: That Full Council approves:</p> <ul style="list-style-type: none"> • That the contract be awarded to Company 2 at a cost of £97,711 (excluding Vat). • That £40,000 is taken from Reserves to complete Phase 1 in this financial year (as included in the approved budget for 2022/23).
288/22	<p><u>ENVIRONMENTAL STRATEGY CONTRIBUTION</u></p> <p>The Committee discussed actions and projects to support the Environment Strategy contribution delivering a greener council:</p> <ul style="list-style-type: none"> • Manage our woodlands and commons sustainably e.g., charcoal, sell wood. • Improve open spaces for wildlife. Plant hedging and trees and champion native Breckland species. • Increase community activities such as litter picks and conservation work to educate about the environment. • Management plans for open spaces. • Support wildlife surveys and initiatives. • Plant food trees and bushes where appropriate for community free food. • Biodegradable tree guards.

	<ul style="list-style-type: none"> • Bird and bat boxes. <p>The Committed noted that some of these had already been considered by the Committee and therefore it was appropriate that it adopt and further implement these actions and projects in order to support the Environment Strategy contribution.</p>
289/22	<p><u>GRAZING TENDER</u></p> <p>The Committee discussed the document that was circulated prior to the meeting regarding criteria for the grazing tender. Suggestions for improving the circulated document include:</p> <ul style="list-style-type: none"> • Tidying up the last sentence of the opening paragraph. • Explaining the acronym HSL. • Specifying the start and end date. • Lessening the restrictiveness of the tender requirements. Rather allow prospective tenderers to provide suggestions that will enable a grazing tender to be adjudicated based on suggestions. This will include types of breeds and frequency of grazing. • Allowing segmentation of the areas to be grazed. <p>Action point: Committee Officers to revise tender document and to circulate to the Committee before the next meeting.</p> <p>The grazing tender document was noted.</p>
290/22	<p><u>COMMITTEE OFFICERS UPDATE</u></p> <p>A member of the public has contacted the Council requesting permission to fund-raise to assist with repairs on a play parks.</p> <p>Action point: Committee Officer to contact the member of the public to request a proposal be submitted to the Committee.</p>
291/22	<p><u>COMMITTEE PRIORITIES FOR FINANCIAL YEAR 23/24</u></p> <p>The Committee discussed the following priorities for 23/24:</p> <ul style="list-style-type: none"> • Play parks • Refurbishment of toilets • Implement solution to fish pass • Thetford in Bloom – front garden competition and awards ceremony • Townwide floral displays – Anglia in Bloom Competition • Refurbishment of Thomas Paine statue • Improvements to paths and rivers <p>The Committee Officer reported that funding for projects to be assessed in November during the budgeting process.</p>
292/22	<p><u>THETFORD IN BLOOM UPDATE</u></p> <p>The Committee discussed an email/document that was circulated prior to the meeting by the Chairman, noting:</p> <p><u>2022 Competition:</u></p> <ul style="list-style-type: none"> • Good level of nominations. • Use of social media and in-house certificates successful. • Thank you letters to sponsors and entrants had been sent. <p><u>Planning for 2023.</u></p> <ul style="list-style-type: none"> • Press release required for nomination process and post-event.

	<ul style="list-style-type: none"> • Timing of judging to occur before end of July and communicated. • All Amenities Committee members to be invited to awards ceremony at either King's House or Guildhall. • Provide reasoning for judging decisions. • Notifying timing of awards ceremony to be communicated earlier. • Letter of thanks to all entrants. • Photos from winning gardens to be displayed for comparison. <p>The update was noted.</p>
293/22	<p><u>APPROVAL OF SMALL GRANTS</u></p> <p>The Small Grant Application was distributed to the Committee prior to the meeting.</p> <p>The Committee Officer reported that there is no Constitution or Governing Body Policy in place.</p> <p>Action point: Committee Officer to contact the applicant for re-submission of the application.</p>
294/22	<p><u>REVIEW MOWING REGIME</u></p> <p>The mowing regime document, detailing the results of a public consultation, was circulated prior to the meeting. The areas discussed and regime proposed:</p> <ul style="list-style-type: none"> • School Plain, St Barnabas Close to Bury Road and Lady Gentle Meadow – Reduce mowing to once or twice per year. • Melford Common, Nun's Bridges, Nunnery Drive, Barnham Cross Old Playing Fields – Mowing regime to remain as per contract. <p>Action points: Committee Officer approach Breckland Council as these areas are cut by their contractors. Officers to inform the public of reasons for less cutting and encouragement of wildflower meadows.</p> <p>The Committee agreed to implementation in Spring 2023.</p>
295/22	<p><u>HIRE OF OPEN SPACES</u></p> <p>To discuss the applications received:</p> <ul style="list-style-type: none"> • Wheels on the Field (18 June 2023) • Use of Melford Common (18 September 2022) • Use of Melford Common (19 - 25 September 2022) • Fireworks Event (6 November 2022) <p>It was noted that there was initially a double-booking on 18 September. Whilst the Committee supported the first-come first serve approach adopted by officers it was hoped that a compromise between the two applicants could be reached. The Deputy Town Clerk was asked to contact both applicants to see whether a compromise could be reached and to provide feedback to the Committee.</p> <p>RESOLVED: That the Wheels on the Field and the Fireworks Event could take place, subject to the appropriate risk assessments and insurances being provided.</p> <p>RESOLVED: That the use of Melford Common be approved for both events (taking into account the possible compromise referred to above).</p>

296/22	<p><u>COMMUNITY ENGAGEMENT</u></p> <p>The Committee asked that the following matter be addressed:</p> <ul style="list-style-type: none"> • The Small Grant Scheme be promoted on social media platforms.
	<p>Items 288/22 and 291/22 were discussed at the end of the meeting. Standing Order (3.w) was suspended so that the meeting could be extended beyond the 2-hour time limit to accommodate these two agenda items. Councillor D Crawford proposed and Councillor M Brindle seconded.</p>

Chairman.

ITEM 332/22 COMMITTEE OFFICER'S REPORT

To receive and discuss the report from officers.

Decision required: To note the report.

Lead: Committee Officer.

September Town Team & Countryside Report

The month of September has been a busy one covering a multitude of tasks this month although staff have been taking annual leave. The tasks have covered a vast range of further graffiti removals, to venues maintenance and liaising with contractors on the management of open spaces, to installing signage and carrying out play park groundwork repairs.

Preventative maintenance to the town council owned assets have now been scheduled in.

This will cover areas and sites receiving maintenance ahead of winter including –

- insulation works to the venues,
- gutter and drain clearances,
- painting to exterior venue maintenance
- cemetery groundworks
- allotment clearances to vacant allotment plots.

We continue to battle with the large amount of graffiti issues which have occurred to our assets and buildings over the last month. A request was made to Norfolk police to further assist and attend the monthly meetings, where issues within the month could be highlighted at the meeting.

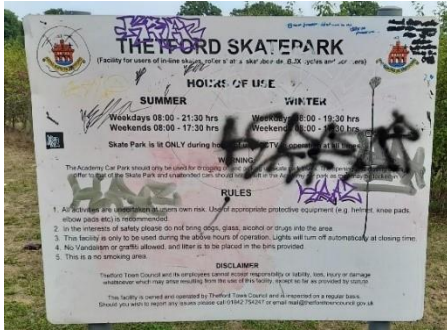
A response has been received from the Thetford Safer Neighbourhood Team -

“We are aware of the graffiti in and around the various locations of Thetford, and we totally understand the frustrations of the councillors on these ongoing issues.

Although there is CCTV in the area, and this may well have captured individuals Thetford is a large Town.

Unless officers viewing the images have had dealings with those individuals and can identify those involved, or witnesses to the incidents can be named and are prepared to give evidence, then it will be near impossible to progress any prosecution to individual cases.

A solution going forward due to police officer numbers currently being restricted on allocated time and numbers, could be that a Town Council representative attends the open and closed stag meeting, where when shifts allow police officers attend and issues can be further raised”.



Street furniture Ownerships

Street furniture ownerships are progressing gradually, and we have recently received copies of licenses and correspondence from Norfolk County Council regarding some street furniture ownerships which had been set up over the years with them.

These can now be added to the Street furniture audit which was recently carried out, as well as to be included for budgeting of maintenance for these items.

We are still waiting for further confirmation including license agreements which may have been drawn up previously for items located around the town with the District Council.

We have received no further responses at present.

Play Parks

The team continue to conduct weekly checks to the towns play parks, and we continue to conduct further minor repairs in-house where possible. These have included further renewing minor parts, as well as repairing and tightening loose fittings and fixtures.

We have also been conducting ground works and levelling areas where soil and grass has eroded with the recent dry summer.

This resulted in concrete edging and safety matting showing.

Below are photos of works being conducted to apply soil and grass seed to make the areas safer.



Phase 1 of the repair works

The first phase of works will now be scheduled in with the winning contractor.

This will include the higher scale health & safety repairs for the various playparks, and the repairs will include substantial amounts of surfacing repairs, new gate mechanisms, new gates and new minor equipment.

Talks and site meetings will now begin with the contractor to schedule in these works as soon as possible time and weather permitting.

Castle Park and Ramparts / Ford Meadow

A contractor has been sourced and booked to carry out the much needed vegetation clearance works to Castle Hill & the Ramparts. This will involve cutting back as much vegetation as possible to the area to allow grazing to be implemented for the next season going forward following the garzing tender.

Ford meadow is currently in the process of being cut, and works will involve cutting the meadow to remove the vast amount of vegetation growing in the area. This will then be removed from site, and allow next years wildflowers to the area to flourish, with less nutrients returning into the soil.

Estimated costings for the works is - Castle Park - £6,000
- Ford Meadow - £3,000

School Plaine

The wildflower area and shrub vegetation at School Plaine will be cut back shortly and removed. This follows local residents concerns of the area needing attention and being a nuisance to nearby properties.

This will tidy the area and again allow the wild flowers etc to flourish as intended along the boundary wall for the next season. Estimated costings for this is - £2,000.

Approvals have been granted by the Town Clerk & the Chair for these works to proceed.

Public Toilet Sites

The Team have recently been carrying out minor repairs to the public toilet sites.

New hand rails have been installed at castle park and the bus station to replace the old standard ones previously installed.

Further improvements shortly will include the painting of doors internally and externally, as well as to see if an anti graffiti agent can be applied to the cubicle doors to deter further issues ongoing.

The Town council officers recently met with Norfolk County Council officers at the Thetford Bus Station.

We took forward and discussed how improvements are needed to be carried out to the area, especially to the overgrown hedging and vast amount of weeds.

We also made them aware that there must be a solution for ongoing maintenance and checks going forward, as the current situation is totally unacceptable.

This will in turn make sure that the site is being maintained ongoing and that full costs are to be met by the county council wh are the site owners .

They have further acknowledged as owners that they look at starting a new service agreement for the public toilets with the Town Council , and that the present one agreed previously has too much of an impact of costing involved within this for a site we do not own.



Mill Lane seeding

Work will be underway shortly with the contractor and the area will be fenced off temporarily for the grass seed to re establish and the area to be returned to its original condition following works.

Information has been released as requested prior to works taking place to inform public of the reasons behind these works. Two signs which were agreed by the EA have now been placed along the area to ask people to help maintain the area for everyone to enjoy.



Requests to the District Council for Consideration

- **Mowing Consultation**

A request was made to the District Council following the previous amenities meeting. We asked that they review their current mowing procedure with the contractor following the public mowing consultation that took place. An officer has replied and said they will be meeting with the contractor to discuss these ideas further and they will respond to us shortly with a response.

- **Litter Bins**

A request was submitted for a Litter Bin to be installed close to Blaydon Bridge/Haling Path next to the bench.

This has now been passed over to the properties department at BDC for consideration and to respond to.

- **Benches**

A request was submitted for two Benches to be installed at Abbey Water Meadows along the new footpath currently under construction. This was passed over to the properties department, and further discussions are now taking place on how we go forward with these.

Allotment Clearances

The Town Team will shortly be starting to clear vacant allotment plots.

This follows the renewing of the annual tenancies and some sites having allotments to be re-tenanted, as well as those that have been previously badly maintained.

This will now be built into a weekly schedule that will allow allocated team time to clear and prep these ready for re-allocation, alongside our other areas and tasks and work.



Town Centre Graffiti

Recent requests were made to the district council, following complaints.

This area was identified as being owned by them and was close to St Cuthberts Church. The area has been repeatedly targeted with Graffiti and anti-social behaviour to the location.

The nearby commercial property owner has been requested to remove the graffiti to the building owned by them, and the district council is looking into ways of dealing with this and understands the issues of the area.

Conservation Volunteers

The Conservation group have now completed their Butterfly Survey for the Barnham Common site, and this has produced a lovely report which was submitted to the United Kingdom Butterfly Monitoring Scheme.

In total through the monitoring period from March to September, they calculated an amazing 320 Butterflies, out of 18 Species.



The volunteers have recently been working hard on the ford meadow pathways. This has involved cutting back any overhanging trees and vegetation within the area which has encroached on the access routes.



A new monthly work schedule is being produced to give a variety, and interest to the works involved.

This will be further detailed from the land management plans that are currently being drawn up for the sites, and to further help and guide on volunteer tasks going forward. This will cover a range of tasks including fence line patrols of the common, litter picking, hedge maintenance, wildlife counts, scrub clearances, Ragwort pulling, bird & bat box making, and community events.

Further information has been released, as well as further leaflet distributions to help recruit more interest and numbers of volunteers.

With the unfortunate decline in numbers of volunteer's, this has now meant that sadly the group now only meet once a week on a Thursday at present.

The Town Team will now further support the group with our works team going forward on their weekly meets. We have started to programme a variety of tasks which have more interest and variety, alongside re launching information going out.

Going forward we will try to get the numbers increased for existing members, as well to encourage the local community to get involved.

This will help to promote and maintain our open spaces, as we must try to highlight their significant importance to the Town and its Visitors further.

ITEM 333/22 FINANCIAL REPORT UPDATE

To receive and discuss the Amenities Financial Report.

Decision required: To note the financial report.

Lead: Finance Officer.

THETFORD TOWN COUNCIL						
AMENITIES						
FOR THE PERIOD ENDING 30 SEPTEMBER 2022						
INCOME					EXPLANATION OF SEPTEMBER 22 VARIANCE	
AMENITIES	2022-23	2022-23	2022-23	2022-23		
N/C	NAME	SEP 22 ACTUAL YTD	SEP 22 BUDGET YTD	SEP 22 VARIANCE	MAR 23 BUDGET	
		£	£	£	£	
4410	Grants received	6,569	-	6,569	39,000	Reason no budget is that this grant is usually received later in the year.
4416	Donations In Bloom	600		600		This was 2 donations for Thetford In Bloom.
4418	Donations	688		688		This is a contribution for the installation of equipment done in the 2020/21 financial year.
4420	Hire Income Open Spaces	600	750	150	1,550	Fewer commercial hires than expected.
4421	Service Income	-	1,900	1,900	3,500	No requests to install bins on behalf of third parties.
4424	Priony		-	-	6,833	There is a final invoice to be prepared as the MPA was terminated in early September 2022.
4440	Other Income	117	-	117		This is a fee of £117 from UK Power Networks.
TOTAL		8,574	2,650	5,924	50,883	Minor variance in actual versus budget.
EXPENDITURE					EXPLANATION OF SEPTEMBER 22 VARIANCE	
AMENITIES	2022-23	2022-23	2022-23	2022-23		
N/C	NAME	SEP 22 ACTUAL YTD	SEP 22 BUDGET YTD	SEP 22 VARIANCE	MAR 23 BUDGET	
		£	£	£	£	
5400	Street furniture	627	4,002	3,375	8,000	Minor spending to date.
5405	Street furniture - Ext Parties	-	-	-	-	These costs are recovered as income and recorded in n/c 4421 above. No income therefore no costs.
5410	Christmas Lights	-	-	-	18,500	Normally incurred in November and January.
5415	Floral Displays	4,725	6,760	2,035	13,004	Minor saving against budget YTD.
5420	Playparks	17,055	6,250	10,805	15,000	£15,015 relates to emergency expenses resolved to be funded from Reserves.
5450	Open Spaces Maintenance	11,500	18,560	7,060	44,544	All supplier costs processed. Expecting high additional costs due to unexpected grass cutting.
5452	Small Grants	1,150	2,500	1,350	6,000	Uptake of grants lower than expected. Amount claimed in 2 grants less than the maximum £300.
5455	Trees	1,650	5,900	4,250	13,500	There is a backlog in tree surveying and maintenance. Tree surveying will be undertaken shortly.
5465	Property Maintenance	10,919	4,165	6,754	10,000	Major reason for overspend is repairs to St Peter's Clock (£7,046).
5470	Toilets expenditure	15,120	10,835	4,285	26,000	Maintenance contract for handwashing units (£2,302) plus better soaps. Misallocated costs (£1,305)
5480	Works Team Fuel & Maint	2,365	1,585	780	3,800	The negative variance reflects the increase in fuel costs rather than additional mileage.
5484	Vehicle Leasing	2,895	3,125	230	7,500	Vehicle replacement processes have recently commenced.
5488	Works team tools	241	415	174	1,000	Not a significant variance.
5495	ALP Earmarked Reserve Cont			-		
TOTAL		68,247	64,097	4,150	166,848	There is an overspend against budget. Playpark maintenance costs from Reserves still to be made.
NET	AMENITIES	- 59,673	- 61,447	1,774	- 115,965	

STATUS OF PROJECTS BUDGET

THETFORD TOWN COUNCIL					
SUMMARY PROJECTS BUDGET					
FOR THE YEARS ENDING 31 MARCH 2023 AND 2024					
INCOME					
TRANSFER FROM RESERVES		ACTUAL YTD	2022-23	2023-24	COMMENTS
N/C	NAME	31/08/2022	BUDGET	BUDGET	
	USED FOR PROJECTS	£	£	£	
	Playpark Renewal Reserve		40,000	40,000	Reserve sufficient but will need contributions of £30,000 per annum.
	Open Space Reserves		36,430	2,500	Reserve sufficient. No additional contributions required.
	St Peters Reserve		55,000	-	Reserves insufficient. May need to use property repairs reserve to fund part of expenses.
TOTAL		-	131,430	42,500	
EXPENDITURE					
PROJECTS FUNDED FROM RESERVES		ACTUAL YTD	2022-23	2023-24	COMMENTS
N/C	NAME	31/08/2022	BUDGET	BUDGET	
		£	£	£	
	<i>Property Repairs Reserve</i>				
8161	Playpark Renewal		40,000	40,000	Renewal and upgrading of playparks.
	<i>St Peters Reserve</i>				
8106	St Peter's Church		55,000	-	This has been carried forward from previous years.
	<i>Open Space Reserves</i>				
	Nun's Bridges		10,000	-	Identified from Amenities Priorities (NCC Parish Partnership).
	Barnham Cross Car Park Phase 2		14,000	-	Identified from Amenities Priorities.
	Sculpture trail		10,000	-	This has been carried forward from previous years. Identified from Amenities priorities.
8229	Thomas Paine Plinth		2,430	2,500	To complete restoration of plinth. Also an Amenities priority.
TOTAL		-	131,430	42,500	
NET	TRANSFER FROM RESERVES	-	-	-	

ITEM 334/22: BUDGET PROJECTION TO 31 MARCH 2023

To review and discuss the budget projection to 31 March 2023 to identify any changes that need to be taken into account.
Decision required: To note the update and identify actions required to ensure that the projected budget is fully funded.
Leads: Chairman and Finance Officers

ITEM 334/22: BUDGET PROJECTION TO 31 MARCH 2023

To review and discuss the budget projection to 31 March 2023 to identify any changes that need to be taken into account.

Decision required: To note the update and identify actions required to ensure that the projected budget is fully funded.

Leads: Chairman and Finance Officers

A budget forecast has been prepared based on August 22 actuals and is attached.

Budgeted Income

The original budgeted income was £50,833 and the budget forecast is £37,154.

The two budgets have been reconciled as follows: -

Original budgeted income	50,883	Budget set in November 2021
Priory income	- 3,866	Management contract terminated early
Service income	- 3,500	No street furniture installations for BDC
HSL grants	- 6,431	HSL were only £29,000 in 2021/22
Other adjustments	68	Minor variances
Revised budget forecast	37,154	

Budgeted Expenditure

Expenditure was originally budgeted at £166,848. The revised budget forecast is expenditure of £173,014.

Original budgeted expenditure	166,848	Budget set in November 2021
Property Maintenance	6,654	St Peter's has already accounted for 84% in 5 months
Toilet expenditure	3,553	There is a need to review this contract
Vehicle Fuel and maintenance	1,300	Higher fuel prices
Savings in vehicles and tools	- 1,910	Superficial savings as costs reflect in maintenance
Savings in small grants	- 1,250	Expecting a further 12 grant applications
Savings in floral displays	- 1,664	No additional displays
Other adjustments	- 517	Minor variances
Revised budget forecast	173,014	

There is a need to address toilet expenditure and to contain expenditure on properties. There is also risk in that expenditure on trees is weather dependent whilst expenditure on playparks is dependent on health and safety as well as vandalism.

Decision Required

To note the budget forecast. There is an adverse budget position that will have to be assessed at a Council-wide level.

Page Break

THETFORD TOWN COUNCIL
SUMMARY REVISED OPERATIONAL BUDGET
FOR THE YEAR ENDING 31 MARCH 2023

INCOME

AMENITIES		2018-19	2019-20	2020-21	2021-22	2022-23	2022-23
N/C	NAME	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET
		£	£	£	£	£	£
4410	Grants received	72,077	73,874	33,410	29,193	39,000	32,569
4414	Donations Thetford in Bloom		765	140			600
4420	Hire Income Open Spaces	1,500	853	1,410	667	1,550	900
4421	Service Income				1,825	3,500	-
4424	Priory		6,833	6,833	6,833	6,833	2,967
	Hanging baskets	112					-
4440	Infrastructure rental	928					118
4440	Donations Christmas			163			-
TOTAL		74,617	82,325	41,677	38,518	50,883	37,154

EXPENDITURE

AMENITIES		2018-19	2019-20	2020-21	2021-22	2022-23	2022-23
N/C	NAME	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET
		£	£	£	£	£	£
5400	Street furniture	4,061	3,812	5,393	9,788	8,000	7,366
5405	Street furniture third parties				1,303		
5410	Christmas Lights	21,551	15,783	18,940	24,594	18,500	18,500
5415	Floral Displays	10,525	9,950	3,287	10,282	13,004	11,340
	<i>Hanging baskets</i>				10,282	10,704	11,340
	<i>Borders and Barrels</i>				-	2,300	-
5420	Playparks	57,790	44,830	15,858	15,402	15,000	15,000
5420	Playparks ex Reseves						15,105
5440	Open Spaces	3,033	5,590	-			
5450	Open Spaces Maintenance	21,776	33,505	38,100	21,270	44,544	44,661
	<i>Veg. Manage. Contract</i>				21,270	44,544	28,041
	<i>Fencing</i>					-	-
	<i>Higher Level Steward Works</i>					-	12,320
	<i>River Corridor</i>					-	-
	<i>Pest Control</i>					-	-
	<i>Conservation</i>					-	800
	<i>Emergency maintenance</i>					-	3,500
5452	Small Grants	17,762	5,985	4,343	2,691	6,000	4,750
5455	Trees	11,031	14,650	24,400	12,380	13,500	13,500
	<i>Tree surveying</i>				12,380	3,500	3,500
	<i>Tree Cutting & Maintenance</i>				-	10,000	10,000
5465	Property Maintenance	29,834	9,393	7,142	3,680	10,000	16,654
	<i>St Peters Church</i>						13,416
	<i>Toilets</i>						1,183
	<i>Bus Station</i>						757
	<i>King St Square</i>						1,120
	<i>Other</i>						178
5470	Toilets expenditure	736	3,342	33,631	31,407	26,000	29,553
5480	Works Team Fuel	3,544	3,665	3,926	6,093	3,800	5,100
5484	Vehicle Leasing	6,974	7,095	7,464	7,839	7,500	6,013
5488	Works team tools	3,334	2,467	750	500	1,000	577
5490	Works Team & Maint	9,526	292				
	Transfer from Reserves				- 7,797		- 15,105
	Other projects exp	15,157		2,395			
TOTAL		216,634	160,359	165,630	139,432	166,848	173,014

NET	AMENITIES	- 142,017	- 78,034	- 123,953	- 100,914	- 115,965	- 135,860
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ITEM 335/22 APPROVAL OF SMALL GRANTS

To approve the small grant application.

Decision required: To approve the small grant application received.

Lead: Chairman.

SMALL GRANT CHECKLIST: THETFORD METHODIST CHURCH

NOTE: There should not be a period exceeding 2 months for all these steps to be completed

Date Application Received: 17 August 2022

Date Application Assessed: 05 September 2022 and 21 September 2022.

Date submitted to Amenities: 07 September 2022 and 5 October 2022

Date Applicant notified _____

Date Applicant asked for report _____

Purpose of Grant:

In summary, the intended luncheon club are restarting after COVID which used to be run by a single individual as an Elders Club. The proposed luncheon club is being combined with a coffee morning targeting lonely elderly people in Thetford. This will provide opportunities for people to have conversations and engage with other elderly people, particularly in the winter months.

The project is the purchase of kitchen equipment (saucepans, cutting boards, glasses and initial food stocking) amounting to £300.

This application was originally tabled at the September 2022 meeting of the Amenities Committee. There were concerns with the governance of the Luncheon Club. These have been assessed and this application is resubmitted.

No	Description	Complies		
		Yes	No	N/A
1.	Will it bring direct benefit to the area, or any part of it, or all or some of its inhabitants?	x		
2.	Is the applicant a "not for profit" organisation or charity?	x		
3.	Does it operate within the town boundary and provide direct benefit to all or some of the town's residents?	x		
4.	Does it provide the following benefit to the residents of Thetford?			
	• Environmental projects and improvements?		x	
	• Promotion of sports & healthy lifestyles?		x	
	• Provision of arts, cultural and historical activities?		x	
	• Organisation of events and activities that promote the town of Thetford?		x	
	• Help to vulnerable groups, e.g. people on low incomes, elderly, organisations working with participants who have a disability?	x		
5.	Does it address the following considerations: -			
	• Does it work with 0-18 year olds?		x	
	• Is it a resident's group?		x	
	• Has the applicant received a grant before?		x	
	• Does it undertake other fundraising activities?			x
	• Will the small grant be used as match funding?		x	

	<ul style="list-style-type: none"> The council could favour applicants that show they are requesting funding that will provide benefits in the short medium term and long term. 	x		
6.	Does the applicant have some form of management committee or steering group?		x ¹	
7.	Does the applicant have a bank account with more than one signatory?	x		
8.	Does the applicant have a constitution or set of rules signed by an officer of the applicant?		x ²	
9.	Can the applicant demonstrate that it is aware of health and safety requirements?	x		
10.	Does the applicant have a working child protection and/or vulnerable adults protection policy (only if the applicant is working in this area)	x		
11.	Will the grant be used within one year?	x		
FOR START UP ORGANISATIONS				
12.	Does the applicant set out why they want to start the group	x		
13.	Is the perceived need for the applicant's services set out	x		
14.	Has the applicant provided a copy of their draft Constitution?		x	
15.	Is there evidence of support to run the organisation?		x	
16.	Are there copies of bank statements and a forecast income and expenditure statement?		x	
FOR NON-START UP APPLICANTS				
17.	Are there annual accounts or a statement of income and expenditure? (Note: For small grants we require your accounts to be independently verified, not audited. For large grants, require to be audited).			x
FOR SCHOOL ASSOCIATIONS/PTA'S				
18.	If the applicant is a school association/PTA applying for a grant which is for an extra-curricular activity, will funds be ring-fenced and will the applicant have separate bank accounts and a Constitution			x
EXCLUSIONS (ALL FUNDERS)				
19.	Is the applicant an "upward funder"? If yes, then a grant will not be considered.		x	
20.	Is the applicant part of a national organisation? If yes is the risk of national funding adequately mitigated?		x	
21.	If the applicant is a religious group, will there be an ongoing benefit to the wider community irrespective of religious beliefs? If no, then a grant will not be considered.	x		
22.	Is the applicant is involved with political parties/activities? If yes, then a grant will not be considered.		x	
23.	Is the applicant an individual or will it only benefit a single individual? If yes, then a grant will not be considered.		x	
24.	Is the grant for general maintenance and running costs.? If yes, then a grant will not be considered.		x	
	Has the expenditure or project already been undertaken or completed? If yes, then a grant will not be considered as funding cannot be made retrospectively.		x	

There was a meeting with the Applicant and the Church's Treasurer on 21 September 2022.

The grant will be paid to and ringfenced within the Thetford Methodist Church and administered by the Church. The Church will assume overall responsibility for administering the Funds and ensuring that they are used for the intended purpose.

This has addressed the risks identified in the earlier application. The applicant now complies with the requirements of the Small Grant Policy.

Assessment Completed by:	Name: A E Yorke	Date: Updated on 21 September 2022
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SMALL GRANT CHECKLIST: CHARLES BURRELL CENTRE

NOTE: There should not be a period exceeding 2 months for all these steps to be completed

Date Application Received: 27/09/2022

Date Application Assessed: 04/10/2022

Date submitted to Amenities: 05/10/2022

Date Applicant notified: _____

Date Applicant asked for report _____

Purpose of Grant:

They are planning a Christmas Grotto. They had one before the pandemic and it was successful, so they would like to offer this year two Saturdays instead of one. They would like to purchase small presents for the children, more lights, decorations. They will be also offering a Father Christmas Grotto experience. Volunteers will be helping children with Christmas Crafts, cupcake decorating and writing letters to Father Christmas. This grant will help make their Grotto not just for children but their parents and grandparents.

No	Description	Complies		
		Yes	No	N/A
1.	Will it bring direct benefit to the area, or any part of it, or all or some of its inhabitants?	x		
2.	Is the applicant a "not for profit" organisation or charity?	x		
3.	Does it operate within the town boundary and provide direct benefit to all or some of the town's residents?	x		
4.	Does it provide the following benefit to the residents of Thetford?			
	• Environmental projects and improvements?	x		
	• Promotion of sports & healthy lifestyles?	x		
	• Provision of arts, cultural and historical activities?	x		
	• Organisation of events and activities that promote the town of Thetford?	x		
	• Help to vulnerable groups, e.g. people on low incomes, elderly, organisations working with participants who have a disability?	x		
5.	Does it address the following considerations: -			
	• Does it work with 0-18 year olds?	x		
	• Is it a resident's group?			
	• Has the applicant received a grant before?	x		
	• Does it undertake other fundraising activities?	x		
	• Will the small grant be used as match funding?	x		
	• The council could favour applicants that show they are requesting funding that will provide benefits in the short medium term and long term.			x

6.	Does the applicant have some form of management committee or steering group?	x		
7.	Does the applicant have a bank account with more than one signatory?	x		
8.	Does the applicant have a constitution or set of rules signed by an officer of the applicant?	x ⁱ		
9.	Can the applicant demonstrate that it is aware of health and safety requirements?		x ⁱⁱ	
10.	Does the applicant have a working child protection and/or vulnerable adults protection policy (only if the applicant is working in this area)	x		
11.	Will the grant be used within one year?	x		
FOR START UP ORGANISATIONS				
12.	Does the applicant set out why they want to start the group			x
13.	Is the perceived need for the applicant's services set out			x
14.	Has the applicant provided a copy of their draft Constitution?			x
15.	Is there evidence of support to run the organisation?			x
16.	Are there copies of bank statements and a forecast income and expenditure statement?			x
FOR NON-START UP APPLICANTS				
17.	Are there annual accounts or a statement of income and expenditure? (Note: For small grants we require your accounts to be independently verified, not audited. For large grants, require to be audited).	x		
FOR SCHOOL ASSOCIATIONS/PTA'S				
18.	If the applicant is a school association/PTA applying for a grant which is for an extra-curricular activity, will funds be ring-fenced and will the applicant have separate bank accounts and a constitution.			x
EXCLUSIONS (ALL FUNDERS)				
19.	Is the applicant an "upward funder"? If yes, then a grant will not be considered.		x	
20.	Is the applicant part of a national organisation? If yes is the risk of national funding adequately mitigated?		x	
21.	If the applicant is a religious group, will there be an ongoing benefit to the wider community irrespective of religious beliefs? If no, then a grant will not be considered.		x	
22.	Is the applicant is involved with political parties/activities? If yes, then a grant will not be considered.		x	
23.	Is the applicant an individual or will it only benefit a single individual? If yes, then a grant will not be considered.		x	
24.	Is the grant for general maintenance and running costs.? If yes, then a grant will not be considered.		x	
	Has the expenditure or project already been undertaken or completed? If yes, then a grant will not be considered as funding cannot be made retrospectively.		x	

Assessment Completed by:	Name: Marzena Mata and Alan Yorke	Date: 04/10/2022
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The applicant has complied with the requirements of the grant.

ITEM 336/22: GRAZING TENDER

To discuss the revised criteria for the grazing tender taking into account comments made by the Committee at its previous meeting.

Decision required: To agree the revised tender document.

Lead: Chairman



Thetford Town Council is looking for a grazier who can supply animals to graze Barnham Cross Common, Ford Meadow and Castle Park. The Town Council Land is open access and is well used by the residents of Thetford. The areas are being grazed for conservation purposes to restore the habitat that is important to the rare plants and insects. This means that we can only provide limited grazing at specific times of year. The successful grazier will be expected to move large numbers of animals on and off site on a regular basis. The Town Council will be providing an annual bursary of £3000 to the successful grazier to support the grazier to support the grazing regime and educate the public.

The Town Council are looking for someone who has the following:-

- A proven track record of managing a variety of grazing animals.
- Provide evidence of appropriate insurance.
- Provide evidence of understanding and compliance with the health and safety and animal husbandry legislative framework.
- A willingness to work with the Town Council to inform the public and deal with the challenges of the site.
- A local connection to the town/land if possible and experience of grazing Breckland Habitat in accordance with HLS agreements.
- Provide 3 years commitment to grazing during the months of March to October. Times outside of this can be negotiated.
- Be able to provide a lot of animals for short periods of time and be prepared to move them off site when required.
- Have access to a variety of rare breeds (Particularly water buffalo, rare sheep and cattle) although separate graziers for sites may be considered.

The Town Council are asking potential graziers to submit an expression of interest by completing the attached application form. Please return the completed expression of interest form to the address below by xxxx, marked for the attention of xxxx

For more information contact xxx by phone 01842 754247 or Email:
mail@thetfordtowncouncil.gov.uk.

ITEM 337/22 FORMALISATION OF THE NATURAL BREACH (FISH PASS) TENDER

To consider the options, funding and tenders received.

Decisions required:

- To consider what options to pursue based on tendered submissions (do nothing, reinstate the breach with no notch, reinstate with notch).
- To consider how the option selected will be funded and what other possible funding choices are available to the Council.
- To select a preferred supplier if decided to proceed with the tender.

Lead: Chairman.

Background

A tender was issued for the formalisation of the breach of the River Thet and two responses were received. These have not been scored as yet so the Committee will not be able to consider the tenders or make a recommendation to Council.

The two tenders have already been forwarded to Environment Affairs for a technical assessment and both tenderers are deemed sufficiently skilled to carry out the work.

The tender called for two options: -

1. Putting in a notch based on a design prepared by Fishtek and which has been previously considered and approved by the Committee; and
2. Reinstating the bank so that there would be no breach and theoretically no fish pass.

The tenderers responded that there was little or no difference in the pricing of the two options.

Both tenderers have submitted prices which do not exceed £75,000 excluding VAT.

Correspondence from the EA

The EA have permitted the temporary repair to be in place until 31 July 2023. However, a condition of our FRAP is that we have to find a permanent solution before the 31 July 2023. This solution can include or exclude a notch taking into account affordability, but it must address flood risk and be undertaken timely.

Decisions

The amount of £75,000 has not been budgeted in the current year.

The Committee has to consider the following options: -

1. Consider approving the construction of an engineered fish pass. The Council will need to budget funding of approximately £20,000 and apply for funding for the balance of the work. It is not known whether such funding will be approved or received. However, it will be easier to obtain funding with a notch as this then works within the water directive objectives to improve the biodiversity of the river, especially as it is a chalk stream river for which there is additional funding at the moment. A decision in principle will be required from the Committee and Council to enable officers to pursue this option.
2. Consider approving the reinstatement of the riverbank without a notch. The Council will need to fund this option from its own reserves as it is unlikely to receive any third-party funding support. There is an issue of affordability to consider. Again, if this is the preferred option of the Committee and the Council, then officers can look at funding options using the Council's reserves.
3. Do nothing. However, this will be in contradiction of our existing extended FRAP and may have adverse legal and financial implications for the Council going forward.

Once these options have been considered, the scoring of the current tenders can either continue or be abandoned.

The Committee will need to decide on which option to approve.

ITEM 338/22 COMMITTEE OFFICERS' UPDATE

To receive any update from the Committee Officer since the issue of the agenda.
Decision required: None.
Lead: Committee Officer

ITEM 339/22 COMMUNITY ENGAGEMENT

To discuss and agree any consultation or media release required.
Decision Required: To approve media release if required.
Lead: Chairman.

ITEM 340/22 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.
Decision required: Whether or not to exclude the press and public.
Lead: Chairman.

ITEM 341/22 REVIEW OF TOILET CLEANING AND KEY HOLDING CONTRACTOR TENDER

To review the current toilet cleaning and key holding contractor tender and to decide on a way forward.
Decision required: To consider what options are available to the Council and to propose a way forward.
Lead: Chairman and Officers.