

THORPE ST ANDREW TOWN COUNCIL

TOWN COUNCIL MEETING

Roxley Hall, Yarmouth Road, Thorpe St Andrew, Norwich, NR7 0QF
Tel/Fax: (01603) 701048 Email: office@thorpestandrew-tc.gov.uk

27th September 2016

Notice of Town Council Meeting

You are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held at the Roxley Hall on 3rd October 2016 at 7.30pm for the purpose of transacting the following business.

Foreman

Thomas Foreman Clerk to the Council

AGENDA

- 82 Attendance book and apologies for absence.**
83 Declarations of interest in items on the agenda.
84 To confirm the minutes of the Town Council meeting held on 5th September 2016
85 Announcements (For information only)
To receive announcements from
(i) The Town Mayor
(ii) The Clerk
- 86 Public participation –To consider a motion to suspend the meeting to allow members of the public the opportunity to address the meeting limited to 3 minutes each.**
(i) Norfolk Constabulary
(ii) County and District Councillors
Report from Councillor John Ward
(iii) Members of the public
- 87 Finance**
(i) Payments List: Voucher numbers 477 to 592 totalling £47382.80 – attached
(ii) Bank Reconciliation Statement-to be tabled
- 88 Draft Minutes of Committee Meetings**
(i) Plans Committee held 12th September 2016
(ii) Finance and Staff held 19th September 2016
(iii) Events Committee held 26th September 2016 – to be tabled
- 89 Review and Allocations of Pinebanks and Griffin Lane s.106 Agreement - Report attached**
90 Update on Allotments – Verbal report
91 Neighbourhood Plan – Verbal report
92 Christmas Card 2016 – Report to be tabled
93 Request for Storage Compound for Drainage Works – Report attached
94 Bowls Club Lease – Verbal Report
(Press and Public to be excluded from this confidential item under the Public Bodies (Admission to Meetings) Act 1960 due to legal privilege)

Future Agenda Items. (Not for discussion)

Town Council meeting 7th November 2016

Date of next Plans meeting 14th November 2016

Date of next Finance & Staff meeting 21st November 2016

Town Clerk - Thomas Foreman

Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0SR

Tel/Fax: (01603) 701048 E-mail: office@thorpestandrew-tc.gov.uk

Website: www.thorpestandrew-tc.gov.uk

VAT No. 107 2921 90

Thorpe St Andrew Town Council Meeting

Minutes of the meeting held on 5th September 2016

- 64 Present:** Mr I Mackie (Town Mayor)
Mr J Fisher
Mr J Ward
Mr F Bowe
Mrs T Mancini Boyle
Mr D Sears
Mr J Emsell
Mr P Berry
Mr L Reeves
Mr N Hancock
Mr R Wooden
Mrs J Fisher

Apologies: Mr N Shaw, Mr M Pickess, Miss S Lawn, Mr R Robson

In attendance: Mr T. Foreman (Town Clerk)

- 65 Declarations of interest in items on the agenda.**
Mr I Mackie, Mr J Fisher, Mrs T Mancini-Boyle, Mr J Emsell and Mr J Ward recorded an interest in item 74 as members of Broadland District Council.
- 66 To confirm the minutes of the Town Council meeting held on 1st August 2016**
The minutes of the meeting held on 1st August 2016 were agreed and signed as a true record.
- 67 Announcements (For information only)**
To receive announcements from
(i) The Town Mayor- Mr I Mackie provided an overview of his activities as Town Mayor over the previous month and gave special mention to his meeting with the new Rector for Thorpe St Andrew who was in attendance at the meeting.

(ii) The Clerk- Mr T Foreman provided an update on his activities for the previous month.
- 68 Public participation –To consider a motion to suspend the meeting to allow members of the public the opportunity to address the meeting limited to 3 mins each**
The Meeting was suspended following a proposal from Mr I Mackie, seconded by Mr F Bowe.
(i) Norfolk Constabulary- The Town Council received the statistics provided by the Safer Neighbourhood team and noted the report.

(ii) County and District Councillors –Mr J Ward reported the sad death of District Council Mr J Bracey of Sprowston. Mr J Fisher provided an update on recycling in Thorpe ST Andrew explaining that The Denes had successfully gone from one of the worst areas for recycling to now one of the best.

(iii) Members of the public – None.
- 69 Finance**
(i) Payments List: Voucher numbers 377 to 476 totalling £77,441.10 were approved and signed
(ii) Bank Reconciliation Statement was agreed and signed as a true record.

70 Draft Minutes of Committee Meetings.

- (i) Plans Meeting 8th August 2016- were noted
- (ii) Finance & Staff 15th August 2016- were noted
- (iii) Events and Media 22nd August 2016- were noted

71 Welcome to Revd James Stewart

Mr T Foreman introduced the new Rector for Thorpe St Andrew, Revd James Stewart to the Town Council. Mr I Mackie formally welcomed Revd Stewart to the town, recognising his link with the locality. Furthermore Mr I Mackie expressed his great pleasure in attending the inauguration of Revd Stewart at the St Andrews Church on Yarmouth Road. Revd Stewart stated his appreciation to the Town Council for the invitation to attend the meeting. An overview of his previous work was given, with an explanation that he sought to serve all the community of Thorpe ST Andrew, giving special reference to the Dussindale area. Revd Stewart expressed a hope to work closely with the Town Council, particularly in delivering events and supporting work within the community. The Town Council gave its support for such working and noted the verbal report.

72 Planning Applications

- (i) **20161334 Single Storey Side and Rear Extensions
79 Beechwood Drive, Thorpe St Andrew, NR7 0LN**

No Objections

- (ii) **20161318 Alterations & Extension to form Rooms in Roof
44 Gordon Avenue, Thorpe St Andrew, NR7 0DP**

Withdrawn

73 Proposed Thorpe Woods Development

A presentation was given to the Town Council by Mr T Martin, Mr M Johnson and Ms S Simpson relating to the proposed development at Thorpe Woods. The presentation provided an overview of the history of the application, as well as the indicative visuals and impact assessments for the environment and transportation.

Mr I Mackie expressed his concern regarding the application, with more than 2,500 negative responses to previous planning application on the site. Furthermore, Mr I Mackie asked about the view of Natural England, the status of the ecologically important land in the future and the TROD from Thorpe End. There was further concern raised by Mr I Mackie regarding the future of the plots if sold to individual housebuilders. In response, it was stated that there would be a number of ecological assessments undertaken and that the planners have been discussing the proposal at length with Norfolk County Council. Furthermore, the site would be sold in plots to individual builders, but these would be required to meet the values of Socially Conscious Capital and the Felthorpe Trust. There was a commitment from Ms S Simpson that if planning were approved, the Thorpe End TROD would be entirely funded as part of the development.

Mr J Fisher queried how 300 houses, including some affordable housing would pay enough of a service charge to maintain more than 150 acres of woodland. In response it was confirmed that the developers did not know how this would be funded and greater work into these costs was required.

The Town Council **NOTED** this presentation and explained it would await a detailed application in due course.

74 Proposed changes to River Green

Mr T Foreman provided an overview of the report detailing proposed changes to River Green. The changes included:

- Seeking the relocation of the Grade II listed John Fox cottage from Griffin Lane to River Green

- Seeking the transfer of the Broadland District Council toilet block to the Town Council
- Seeking to designate space for both private and commercial moorings on River Green quayheading

The Town Council welcomed the report which outlined part of the strategic vision for the River Green area.

Mr I Mackie explained that John Fox cottage had been an ongoing concern for many residents as its condition has deteriorated overtime. Furthermore, making the cottage accessible and under public ownership would promote tourism and potentially host museum displays about Thorpe St Andrew. Mr J Fisher gave his support for the idea, but queried the cost of moving the building and the significant refurbishment required. Mr T Foreman explained that the cottage would need to be moved by the Broads Authority and transferred to the Town Council in a good state of repair. From this point forward we would continue the maintenance of the cottage which would have an asset management plan. In addition, grant funding would be sought to assist with the maintenance of the heritage building.

With regard to the toilet block, it was explained that there was a need for a greater presence on the site and an area suitable to support the commercial enterprise planned for the site and bolster tourism to the area. Mr J Ward queried whether two unisex toilets and a disabled toilet would be appropriate as many do not like using unisex facilities. Mr T Foreman explained many public facilities were now unisex and the Town Council buildings were the same. Furthermore by converting the female toilets into a tourism centre, the retained toilets would be guaranteed and monitored daily.

Mr J Fisher explained funding for the upkeep of the toilets would be required. Mr T Foreman stated funding for hosting tourism displays for groups such as the Broads Authority and the Norfolk Wildlife Trust would be sought, as well as any income from the commercial business. Furthermore, the Tourism Officer at Broadland District Council could hold events at the site on a regular basis.

Mr T Foreman also explained that a planning proposal would be required for mooring changes on the quayheading when it returns to Town council control. Mr J Ward asked what type of moorings would be required. Mr T Foreman explained that private non-residential moorings would bring in much needed revenue, as well as the commercial hire boat business planned for the site. Mr I Mackie stated support for income generation on the site to offset significant contributions from precept. Mr T Foreman explained the zoning would be done in discussion with the Broads Authority, but first the Town Council are required to decide whether to approve the proposal.

It was proposed by Mr I Mackie, seconded by Mr J Ward and on a show of hands with all in favour **RESOLVED** to:

- Request the Broads Authority fund the refurbishment and relocation of John Fix cottage to River Green, with the Town Council taking ownership of the building once completed
- Request Broadland District Council consider transferring the freehold of the Toilet Block on River Green to the Town Council. The Town Council would take full maintenance and cost responsibility for the asset on condition that Broadland District Council pay 5 years maintenance and running costs upfront on date of transfer.
- Submit a plan for zoning the moorings on River Green to include private and commercial moorings.

75 **Update on Town Hall Works**

Mr T Foreman explained that the new flooring and redecoration had been completed at the Fitzmaurice Pavilion. Mr I Mackie asked for the thanks of the Town Council be passed to the Parks and Estates team for having this much needed work completed in under 2 weeks. The Town Council **NOTED** this report.

- 76 Verge improvement on Yarmouth Road**
Mr T Foreman provided a quotation from Norfolk County Council Highways Department for applying grass-crete to the verge near Dales Loke on Yarmouth Road. The quote explained it would be £5,610.03 to cover 65m² of verge. Mrs T Mancini-Boyle gave support for the idea of improving verges, particularly those used by the surrounding businesses. Mr J Fisher asked that a letter be sent to surrounding businesses for a contribution to the cost of the verge improvement and this item be considered at a later date. This was seconded by Mr I Mackie and on a show of hands **AGREED**.
- 77 CPRE Norfolk Campaign**
The Town Council considered the request by CPRE to support its campaign not to allocate new sites for housing until existing sites had been fully developed. The Town Council felt that this campaign could prevent the useful planning of housing throughout Norfolk, which ensures the statutory land supply regulations are met. The Town Council **DECLINED** to support the campaign.
- 78 Membership of Committees**
Mr J Fisher explained that there was a need for more Councillors on the planning committee, it was requested that any Councillors interested in joining the committee contact the office. The Town Council **NOTED** this report.
- 79 Allotment Waiting List update**
Mr T Foreman provided an update on the allotment waiting lists and present two waiting list queries which had recently been submitted. The first was whether there was a minimum term between the termination of an allotment tenancy due to its condition and taking on a new allotment. The second was whether family and friends could help work an allotment plot. It was proposed by Mrs J Fisher, seconded by Mr N Hancock and on a show of hands with all in favour **RESOLVED** that
- Any allotment holder will have to wait two years between termination of a tenancy and getting another allotment. After two years they can be placed on a waiting list, but once allocated will be subject to a 6 month probation period.
 - Friends and Family can help on an allotment plot. If they are alone on the site at any time, the office should hold their details.
- 80 Norwich Red Devils American Football Team**
The Town Council received the correspondence from the Norwich Red Devils American Football Club. The letter explained that the team have use of the school playing field at the north of Dussindale Park. Mr I Mackie expressed support for the team being based in the town and hoped they would attend events in the future and remain active in the community. The Town Council **NOTED** this correspondence.
- 81 Reel Diva Request for Funding**
The Town Council received the correspondence from Reel Diva. The correspondence explained that the group provide community theatre in the Roxley Hall and is attended by those who often do not get to see cinema films in a social setting. The correspondence also requires assistance with funding to ensure the service could continue. The Town Council welcomed the letter of introduction, with Mrs J Fisher explaining social activities are important to prevent social isolation for those who may not travel into the city. It was proposed by Mr J Emsell, seconded by Mrs J Fisher and on a show of hands with all in favour **RESOLVED** to issue a donation for £250 to Reel Diva under s.137 of the Local Government Act 1972.

11th September 2016

Report from Councillor John Ward

Broadland District Council

The final allocation of the new Saffron affordable homes at Woodland Place, Pinetrees Road has now been confirmed. The site has delivered 39 affordable flats, 17 of which have gone to those with a local connection.

Broadland District Council are offering grants to community and voluntary groups for projects that improve the life of Broadland residents. There are three levels of grants available which can range up to £3000. Full details at www.broadland.gov.uk/grants

Norfolk County Council

The results of the Norfolk-wide Devolution Consultation have now been published and these show a majority to be in favour of the proposals and also a majority in favour of an elected Mayor. The final decision on whether to proceed will be taken by the Districts and the Counties in the last week of October and first week of November with Norfolk County Council voting at their Full Council meeting on 3rd November 2016.

The Norwich to Wroxham road will be closed at Wroxham Bridge on Sunday 25th September 7am-7pm.

The ongoing drainage works will result in Bewit Road being closed for 118m from its junction with Cere Road from 22nd-28th September.

105 is the new free phone number to report power cuts or get information on them. This number can also be used to report damage to power lines or substations.

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
477	31/08/2016		Bank 1 Current Ac	dd	Recycling credits	URM UK	S	13.50	2.70	16.20
478	06/09/2016		Bank 1 Current Ac	7171	Blockage cleared	Blockbuster	S	85.00	17.00	102.00
479	06/09/2016		Bank 1 Current Ac	7172	Cleaning Materials	Espo	S	238.45	47.70	286.15
480	06/09/2016		Bank 1 Current Ac	7173	Subscription	Institute of Groundsmar	S	45.08	2.92	48.00
481	06/09/2016		Bank 1 Current Ac	7174	Cleaning - Morse Pavilion	Town and Country Clear	E	450.00	0.00	450.00
482	06/09/2016		Bank 1 Current Ac	7174	Cleaning - Fitz Pav	Town and Country Clear	E	380.00	0.00	380.00
483	06/09/2016		Bank 1 Current Ac	7174	Cleaning - Roxley Hall	Town and Country Clear	E	440.00	0.00	440.00
484	06/09/2016		Bank 1 Current Ac	7174	Fit TOILET SEATS	Town and Country Clear	E	160.00	0.00	160.00
485	06/09/2016		Bank 1 Current Ac	7175	Goods	Travis Perkins	S	114.30	22.86	137.16
486	06/09/2016		Bank 1 Current Ac	7176	DECORATING	Dale Wiseman	E	452.00	0.00	452.00
487	06/09/2016		Bank 1 Current Ac	dd	Mobile - office	O2	S	28.16	5.63	33.79
488	06/09/2016		Bank 1 Current Ac	dd	Mobile telephones - Rec (O2	S	52.25	10.45	62.70
489	06/09/2016		Bank 1 Current Ac	dd	Fuel	Fuel Card Services	S	118.49	23.70	142.19
490	13/09/2016									
491	13/09/2016									
492	13/09/2016									
493	13/09/2016									
494	13/09/2016									
495	13/09/2016									
496	13/09/2016									
497	13/09/2016		Bank 1 Current Ac	7184	Wasp nest	Burrell Pest control	E	45.00	0.00	45.00
498	13/09/2016		Bank 1 Current Ac	7184	Pest control	Burrell Pest control	E	50.00	0.00	50.00
499	13/09/2016		Bank 1 Current Ac	7184	Pest control	Burrell Pest control	E	50.00	0.00	50.00
500	13/09/2016		Bank 1 Current Ac	7185	Cleaning bus shelters	R Marmoy	E	90.00	0.00	90.00
501	13/09/2016		Bank 1 Current Ac	7186	Paint	Crown Paints Ltd	S	52.92	10.58	63.50
502	13/09/2016		Bank 1 Current Ac	7187	Photocopying	Eastern Business System	S	36.86	7.37	44.23
503	13/09/2016		Bank 1 Current Ac	7188	Sanitary bins	PHS Group	S	3.53	0.71	4.24
504	13/09/2016		Bank 1 Current Ac	7188	Sanitary bins	PHS Group	S	3.53	0.71	4.24
505	13/09/2016		Bank 1 Current Ac	7188	Sanitary bins	PHS Group	S	3.53	0.71	4.24
506	13/09/2016		Bank 1 Current Ac	7189	Flooring	Reform Flooring	S	3,874.25	774.85	4,649.10
507	13/09/2016		Bank 1 Current Ac	7190	Streetlight-energy charge	Southern Electric	S	1,432.38	266.90	1,699.28
508	13/09/2016		Bank 1 Current Ac	7191	Goods	Trade UK	S	96.79	19.37	116.16
509	13/09/2016		Bank 1 Current Ac	7192	Goods	Travis Perkins	S	49.19	9.84	59.03
510	13/09/2016		Bank 1 Current Ac	7193	upgrade cctv	Vincent Security	S	1,100.00	220.00	1,320.00
511	13/09/2016		Bank 1 Current Ac	7193	upgrade cctv	Vincent Security	S	200.00	40.00	240.00
512	13/09/2016		Bank 1 Current Ac	7193	upgrade cctv	Vincent Security	S	500.00	100.00	600.00

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Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
513 Building maintenance	13/09/2016		Bank 1 Current Ac	7194	Dec Fitz Pavilion	Date Wiseman	E	452.00	0.00	452.00
514 Fenn salary	13/09/2016									
515 Fenn - NIC employer	13/09/2016									
516 Sayer salary	13/09/2016									
517 Sayer - NIC employer	13/09/2016									
518 Kiddell salary	13/09/2016									
519 Kiddell - NIC employer	13/09/2016									
520 Bass - salary	13/09/2016									
521 Bass - NIC employer	13/09/2016									
522 Mr T Foreman	13/09/2016									
523 Foreman employers nic	13/09/2016									
524 Student loan	13/09/2016									
525 Calver salary	13/09/2016									
526 Calver -employers nic	13/09/2016									
527 Mr G Watkins	13/09/2016									
528 Section 106	13/09/2016		Bank 1 Current Ac	7196	Benches	Streetmaster	S	6,966.00	1,393.20	8,359.20
529 Projects	13/09/2016		Bank 1 Current Ac	7197	Planning application - Fitz	Broadland District Coun	E	97.50	0.00	97.50
530 Maintenance contract	13/09/2016		Bank 1 Current Ac	dd	Street light - maintenanc	Cozens UK Ltd	S	400.00	80.00	480.00
531 Fenn salary	13/09/2016									
532 Fenn - pension employe	13/09/2016									
533 Sayer salary	13/09/2016									
534 Sayer - pension employe	13/09/2016									
535 Kiddell salary	13/09/2016									
536 Kiddell - pension emplo	13/09/2016									
537 Bass - salary	13/09/2016									
538 Bass - pension employe	13/09/2016									
539 Mr T Foreman	13/09/2016									
540 Foreman - pension emp	13/09/2016									
541 Calver salary	13/09/2016									
542 Calver pension employe	13/09/2016									
543 Mr G Watkins	13/09/2016									
544 Watkins - pension emp	13/09/2016									
545 Postage	19/09/2016		Bank 1 Current Ac	dd	Postage	Business card	E	430.00	0.00	430.00
546 Dussindale maintenance	19/09/2016		Bank 1 Current Ac	dd	Hire skips	Business card	S	225.00	45.00	270.00
547 Postage	19/09/2016		Bank 1 Current Ac	dd	Postage	Business card	E	5.71	0.00	5.71
548 Office equipment	19/09/2016		Bank 1 Current Ac	dd	Telephones	Business card	S	74.96	14.99	89.95
549 Events Payments/Receit	19/09/2016		Bank 1 Current Ac	dd	Christmas lights	Business card	S	245.77	49.16	294.93
550 Electricity	19/09/2016		Bank 1 Current Ac	dd	Electricity - Fitz Pav	Opus Energy	S	123.32	24.66	147.98
551 Electricity	19/09/2016		Bank 1 Current Ac	dd	Electricity - Village Hall	Opus Energy	L	70.19	3.51	73.70

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
552 Electricity	19/09/2016		Bank 1 Current Ac	dd	Electricity - Morse Pav	Opus Energy	L	51.54	2.58	54.12
553 Electricity	19/09/2016		Bank 1 Current Ac	dd	Electricity - floods/workst	Opus Energy	L	9.87	0.49	10.36
554 Computer/Photocopier	19/09/2016		Bank 1 Current Ac	dd	Printer cartridges	Business card	S	53.33	10.66	63.99
555 Vehicle lease	26/09/2016		Bank 1 Current Ac	dd	Lease payment	Bussey & Sabberton	S	277.48	55.50	332.98
556 Fuel	26/09/2016		Bank 1 Current Ac	dd	Fuel	Fuel Card Services	S	3.00	0.60	3.60
557 Telephone	26/09/2016		Bank 1 Current Ac	dd	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
558 Tree Plantation - mowin	26/09/2016		Bank 1 Current Ac	dd	Tree plantation	Norse	S	58.33	11.67	70.00
559 Field maintenance contr	26/09/2016		Bank 1 Current Ac	dd	Field Maintenance - Rec (Norse	S	544.86	108.97	653.83
560 Shrub bed - St Will Loke	26/09/2016		Bank 1 Current Ac	dd	St Williams Loke - prunin	Norse	S	7.17	1.43	8.60
561 Field maintenance contr	26/09/2016		Bank 1 Current Ac	dd	Field Maintenance - Duss	Norse	S	496.10	99.22	595.32
562 Commissioners Cut - picr	26/09/2016		Bank 1 Current Ac	dd	Picnic area maintenance	Norse	S	41.61	8.32	49.93
563 Mowing contracts	26/09/2016		Bank 1 Current Ac	dd	Mowing contract	Norse	S	226.77	45.35	272.12
564 Hillside maintenance	26/09/2016		Bank 1 Current Ac	dd	Hillside allotment maint	Norse	S	11.53	2.31	13.84
565 Shrub bed/tidy front	26/09/2016		Bank 1 Current Ac	dd	Village Hall grounds main	Norse	S	26.20	5.24	31.44
566 Verge cutting	26/09/2016		Bank 1 Current Ac	dd	Verge cutting	Norse	S	1,825.17	365.03	2,190.20
567 Soccer mark/additional	26/09/2016		Bank 1 Current Ac	dd	Soccer marking	Norse	S	1,448.18	289.64	1,737.82
568 Water rates	27/09/2016		Bank 1 Current Ac	7198	Water charges - Fitz Pav	Anglian Water	E	257.76	0.00	257.76
569 Dussindale water charg	27/09/2016		Bank 1 Current Ac	7198	Water charges - Duss All	Anglian Water	E	67.28	0.00	67.28
570 Cleaning and cleaning n	27/09/2016		Bank 1 Current Ac	7199	Cleaning Materials	Espo	S	35.94	7.19	43.13
571 Stationery	27/09/2016		Bank 1 Current Ac	7199	Stationery	Espo	S	11.87	2.37	14.24
572 Stationery	27/09/2016		Bank 1 Current Ac	7199	Stationery	Espo	S	10.45	2.09	12.54
573 Stationery	27/09/2016		Bank 1 Current Ac	7199	Credit note	Espo	S	-5.95	-1.19	-7.14
574 Water rates	27/09/2016		Bank 1 Current Ac	7200	Replace cheque 7163	Anglian Water	E	126.14	0.00	126.14
575 Feed in Tariff	03/10/2016		Bank 1 Current Ac	7201	Feed in tariff	Broadland District Coun	L	163.66	4.40	168.06
576 River Green maintenanc	03/10/2016		Bank 1 Current Ac	7202	Litter/dog bins - River Gr	Broadland District Coun	E	77.04	0.00	77.04
577 Wheeled/litter/dog bins	03/10/2016		Bank 1 Current Ac	7202	Litter/dog bins Duss Park	Broadland District Coun	E	439.13	0.00	439.13
578 Wheeled/litter/dog bins	03/10/2016		Bank 1 Current Ac	7202	Litter/dog bins - Rec Grn	Broadland District Coun	E	292.75	0.00	292.75
579 Events Payments/Recei	03/10/2016		Bank 1 Current Ac	7203	Sound system	CPC	S	811.84	162.37	974.21
580 Electricity	03/10/2016		Bank 1 Current Ac	7204	Electricity - River Green	E.on	L	36.13	1.81	37.94
581 Park maintenance	03/10/2016		Bank 1 Current Ac	7205	Play area/equipment rep	G B Sport and Leisure	S	786.63	52.33	838.96
582 Rent and deposit	03/10/2016		Bank 1 Current Ac	7206	Allotment deposit refund	Mr Knights	E	25.00	0.00	25.00
583 Building maintenance	03/10/2016		Bank 1 Current Ac	7207	Keys	A C Leigh	S	127.20	25.44	152.64
584 Building maintenance	03/10/2016		Bank 1 Current Ac	7207	Keysafe	A C Leigh	S	63.23	12.65	75.88
585 Building maintenance	03/10/2016		Bank 1 Current Ac	7207	Finger guards	A C Leigh	S	175.50	35.10	210.60
586 Training Health & Safet	03/10/2016		Bank 1 Current Ac	7208	Clothing H & S	Mainman Supplies	S	107.70	21.54	129.24
587 S137 payments and dor	03/10/2016		Bank 1 Current Ac	7209	Donation	Reel Diva	E	250.00	0.00	250.00
588 Mileage	03/10/2016		Bank 1 Current Ac	7210	Mileage	Mr D Sayer	E	19.80	0.00	19.80
589 Building maintenance	03/10/2016		Bank 1 Current Ac	7211	Toilet repairs	Town and Country Clear	E	80.00	0.00	80.00
590 Cleaning and cleaning n	03/10/2016		Bank 1 Current Ac	7211	Cleaning - Morse Pavilion	Town and Country Clear	E	320.00	0.00	320.00

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
591 Cleaning and materials	03/10/2016		Bank 1 Current Ac	7211	Cleaning - Fitz Pav	Town and Country Clear	E	320.00	0.00	320.00
592 Cleaning and cleaning n	03/10/2016		Bank 1 Current Ac	7211	Cleaning - Roxley Hall	Town and Country Clear	E	380.00	0.00	380.00
Total								42,854.37	4,528.43	47,382.80

Notes for payments list

Vouchers 531 - 544	Employee and employer pension payments	Norfolk Pension Fund	2851.72
Vouchers 490- 496	Salaries	All Employees	8200.29
Vouchers 514-527	Tax / NIC	HMRC	2482.46

87(i)

**THORPE ST ANDREW TOWN COUNCIL
MINUTES OF THE PLANS COMMITTEE MEETING
HELD ON 12 SEPTEMBER 2016**

PRESENT: Mr. J Fisher Mr F Bowe
Mr P Berry Mr N Hancock
Mr D Sears

1. In Attendance: Mr T Foreman (Town Clerk), 8 Members of the public

Apologies for Absence: Mr M Pickess & Mr R Robson

2. Declarations of Interest: None

3. Minutes of meeting held on 8.8.16 the minutes of the meeting held on 8 August 2016 were signed and approved as a true record.

4. Planning Items raised by Residents

5. Planning Applications

20161102 3 Belmore Close Two storey extension and single storey rear Extensions

No Objections

**20161203 Common Lane Erection of building for use as a workshop
Off Yarmouth Road**

As with the previous application, the Town Council cannot support this proposed development in its current state. A primary concern would be access and usage of the lane on Yarmouth Road by the increase of vehicles accessing the site partially as Common Lane is especially narrow. Build time and impact on neighbors are likely to be on an ongoing basis and this would set a precedence for other householders in this area which we would not support.

**20161281 61 Spinney Road Variation of condition 1 of planning
Permission 20141425- hours of operation**

No Objections-With wording which ensures current usage continues, but any future changes of use under this planning category would need further planning application.

20161298 54B Belmore Rd Rear/side single storey extension

No Objections

**20161336 28 Broom Avenue Two storey rear extension and single storey
Side and rear extensions**

No Objections

20161352 21 Highfield Close Single storey Side extension

No Objections

20161364 92 Gordon Avenue Demolition of garage and rear extension and Erection of two storey and single storey Extensions and associated alterations

No Objections- but obscure glass on the east elevation

20161349 Norvic Clinic Catton ward 8 bedroom extension

No Objections. Any tree screening removed should be replaced.

20161372 Former hospital site Part Conversion & Redevelopment to Provide 12,750sq.m of B1 Office Space & ancillary Accommodation Access & Car Parking

No Objections - consideration to;

*More cycle routes on plan as part of transport plan and contribution to neighborhood.

*Cycle path along Yarmouth Road

*Improvements to footpath for disabled access

*Bus shelter to be retained and refurbished.

20161389 52 Elizabeth Avenue Proposed erection of single storey side and Rear extension

No objections

20161406 24 Caston Road Single storey rear extension

No Objections

20161449 21 Thor Close Single storey rear extension

No Objections

20161474 18 Stanmore Road First floor and two storey extensions to Change bungalow into a two storey Dwelling

No Objection in Principle from bungalow to house. Concerns are -Impact on neighbours at first floor window level. The visual impact in that particular area/avenue.

Granted planning permission- Noted

BA/2016/0248/HOUSEH 21 Thorpe Hall Close Single extension and garden Room

BA/2016/0290/LBC Town House Hotel Replacement signs

Tree Preservation order

BA/2016/0037/TPO Land west of Thorpe Hall Close

6. Neighbourhood Plan

Formally recommend neighborhood plan working group to the Town Council.

Confidential- Enforcement Notices – Noted

Urgent Matters not on the Agenda but previously discussed with the Chairman.
None.

Meeting closed at 21.00
Thomas Foreman Town Clerk

Date of next meetings

Finance & Staff 19 September 2016

Town Council 3 October 2016

Plans meeting 10 October 2016

Signed _____

Date _____

**Minutes of Finance and Staffing Committee Meeting
held on 19th September 2016**

1. PRESENT:

Miss S Lawn (Chairman)
Mr L Reeves

Mr I Mackie
Mr J. Emsell

IN ATTENDANCE: Mr T Foreman (Town Clerk), Mr D Sayer

APOLOGIES FOR ABSENCE

Mrs T. Mancini-Boyle, Mr F. Bowe, Mr J. Ward

2. Declarations of Interest

None

3. Minutes of Meeting held on 15th August 2016

Minutes of the meeting held on 15th August 2016 were approved and signed as a true record.

4. Public Session – Limited to 3 minutes per speaker

None

5. Report of the External Auditor

The report of the external auditor was considered by the Committee. The report explained there were no concerns or comments of note. The committee **NOTED** this report.

6. Computer Asset Replacement

Mr T Foreman explained that with additional staff now being employed and the age of the existing ICT in the office, four new computers were required. Mr I Mackie queried what would happen with the existing machines. Mr T Foreman stated the three existing computers would be used by the Parks and Estates Officers as well as used for CCTV recording. Mr T Foreman further explained that through savings on a roller purchase, the computers could be bought in the existing asset replacement line. It was proposed by Mr I Mackie, seconded by Mr L Reeves and on a show of hands with all in favour **RESOLVED** to purchase four computers at a cost not to exceed £2000 + VAT.

7. River Green Lighting Project

The committee considered the report outlining the costs of the River Green lighting project. Mr D Sayer provided details of the three installation options for the lights. Miss S Lawn requested an update of the financial position for the lighting project. Mr T Foreman explained that £13,000 had been earmarked to date. Mr I Mackie explained the best option for lighting was in excess of £54,000 inclusive of all works and removal of existing flower poles. The committee requested an update of funding options to be bought to a future Finance and Staff meeting. The committee **NOTED** this report.

8. Town Clerk Appraisal

Mr T Foreman explained that volunteered were required to undertake his appraisal next year. Mr I Mackie and Miss S Lawn volunteered and on a show of hands this was **AGREED**.

9. Fitzmaurice and River Green Trees

Mr T Foreman provided an update on the purchase of trees for River Green and the Fitzmaurice Park. Mr S Sayer explained that currently the council was purchasing 9 trees, however significant discount would be received if 10 trees were purchased. Mr T Foreman stated that a planted Christmas tree had been planned for next year, however for the existing £3,600+VAT planned for the Dussindale park trees, a Christmas tree could also be purchased. The committee considered the options for Christmas tree including a fir tree and holly. It was proposed by Miss S Lawn, seconded by Mr I Mackie and on a show of hands with all in favour **RESOLVED** to delegate responsibility for the selection of a holly Christmas tree to the Town Clerk.

10. Staffing update and changes

The details of this item are contained within the confidential minutes under the Public Bodies (Admission to Meetings) Act 1960 due to legal privilege and disclosure of personal details.

11. Bowls Club Lease update

The details of this item are contained within the confidential minutes under the Public Bodies (Admission to Meetings) Act 1960 due to legal privilege and disclosure of personal details.

With no other business the meeting closed at 21.30

Chairman_____

Date_____

**Thorpe St Andrew Events & Media Committee
Minutes of Meeting Held on Monday 26 September 2016**

1 Present Miss S Lawn (Chairman) Mr J Ward
 Mrs. J Fisher Mr G Lawton
 Mr J Fisher Mr L Reeves

Apologies for absence

Mr R Robson & Mr N Shaw

In attendance

Mr T Foreman (Town Clerk)
Mrs. F Bass (Deputy Clerk, Committees & Events)

2. Declarations of Interest- None.

3. Minutes of meeting held 22nd August 2016.

The minutes of the meeting held on the 22nd August 2016 were agreed and signed as a true record.

4. Public Session- None

5. Fireworks- Arrangements for the day were discussed. It was agreed that 11.00am would be early enough to start setting up. Mrs. F Bass confirmed that all but 3 councilors had confirmed their availability for the day. She also confirmed volunteers from-

The Rotary

Nathan Shoestring in conjunction with school project for Air Ambulance.

(recommend running car park as associated with the school)

Scouts group- it was agreed that we need "duties" for the scouts

David Foreman (count money) and Sandra Foreman

Stephen & Ulla Freeman-Pannett (count money)

Rotary Jean (count money)

A/P Mrs. Bass to talk to Nathan and obtains names of volunteers

A/P Mrs Bass to contact Simon Tubby for names and number of volunteer scouts.

Mrs Bass confirmed food stalls booked as following- Claridges, Proper Pizza Co, Spudnik, Twisted Crisps. Fat Cat & Tap, Catros (and Ronaldos to confirm)

It was **AGREED** to hire 4 porto loos from Keyloos for the evening at a cost of £360.00 inc vat. This is to include 1 disabled toilet. (This is due to the extensive cleaning that had to take place in the Pavilion last year due to excessive rain, and use of the toilets) The sighting of these to be decided at later date, taking into consideration the need for lighting and the proximity to food etc.

It was agreed that as the new PA system has not been purchased that Pegases would again do the sound.

A/P Mrs Bass to write to Peter re this will be last time we will require him as we should have our own system for Christmas.

Float- it was concerned that there was insufficient change last year so float to be £1500.00 rather than £1000.00. Split to be arranged with RFO.

Gates agreed as before with extra lighting

Signs needed for toilets and parking. Also if donation for parking required
Mr T Foreman confirmed enough florescent jackets and lights from last year.
Consideration to hiring another generator and lights.

6 Christmas lights- limited discussion

Consideration to moving the staging. Lighting the ferry for FC, using church
Miss Lawn confirmed that next year the council would be purchasing a holly tree to be planted on River Green, and used in the future for the Christmas tree. It was also confirmed that 2 new bells and robin motifs had been purchased for the River Green

7 Made in Thorpe. Mr T Foreman presented finished leaflet. Miss S Lawn requested extra blue header to have continuity all across leaflet. Mr Foreman confirmed they will be delivered to all residents, to capture small home and cottage businesses. Leaflets will also be delivered separately to approx. 107 business premises.

Mr L Reeves stated he already had several business's interested in having a sponsorship banner on display at fireworks and future events.

Mr T Foreman proposed that the council consider an advert in the new EDP booklet going out to all youngsters starting school this year. The cost was £250.00 for a half page. It was AGREED that we would promote the fireworks night event with a strapline mentioning the Christmas lights switch on.

A/P Mr Foreman to arrange advert

8. Christmas card 2016- it was requested for a range of photographs for the Christmas card be presented to the Town Council meeting in October.

AOB- none

Date of next meetings

Events 24.10.26 Roxley Hall

Town Council 3.10.16

Plans 10.10.16

Finance & Staff 17.10.16

Meeting closed at 21.30

Signed _____ (Chair)

Thorpe St Andrew Town Council



Town Council : 3rd October 2016

Review and Allocation of Pinebanks and Griffin Lane s.106 Agreement

Agenda Item: 89

Reason for this Report

This report provides an overview of the s.106 agreement in place for the Pinebanks and Griffin Lane developments. All significant monies raised through s.106 which have community provision are included in this report.

Background

The Pinebanks and Griffin Lane s.106 agreements were amended and approved in 2015. The payments are intended to deliver community benefits to the locality. For the Pinebanks site there has been specific emphasis on development and greater accessibility of sporting provision, due to the loss of the Pinebanks sport and recreation facilities.

Result

The following terms have been approved under the s.106 agreement:

On-Site

- Access to new woodland areas
- Open space on the development
- 2 x LEAP Junior play areas for 0-10 year olds.

Off-Site

Community Facilities £540,000

£60,000 to upgrade football and cricket facilities in Thorpe

The Town Council will need to decide on a proposed split between football and cricket. The £60,000 is to be separated between the two sports and the Town Council will need to decide on how to prioritise this spend.

Provisional spend proposals are as follows:

£38,000 Cricket

- Floodlighting across Fitzmaurice Park
- Match standard all weather cricket strip
- Two bay practice net
- Rain covers for cricket square

£22,000 Football

- Additional floodlighting on Recreation Ground
- Upgrade of facilities and changing rooms.

In agreeing this a provisional plan for quotations and logistics can be established which will allow the funding to be utilised in a timely manner.

£80,000 towards the provision of a skate park in Thorpe

This project is already in the planning stages, with a project manager appointed and consultation meetings underway. A visit to a similar skate park is planned for October with a formal document then being produced.

£400,000 towards a community building

The £400,000 community building is the last phase to be paid under the s.106 agreement. Due to the lengthy timescales planned, use of this s.106 money should be considered once the building work commences.

Phasing

1. £140,000 on commencement of development
2. £400,000 prior to occupation of 100% of the dwellings

Sport Facilities Contribution £1,071,646

A new sports hall, located at the Thorpe St Andrew High School (now an Academy)

1. £214,329.20 prior to occupation of 45% of the dwelling
2. £375,076.10 prior to occupation of 55% of the dwellings
3. £482,240.70 prior to occupation of 85% of the dwellings

A sports hall is planned for the Thorpe St Andrew High School site, which will meet the community need identified by Sport England. Planning permission was gained for a new hall in 2014, but this was granted with the requirement to agree a Community Use Agreement with Sport England. The s.106 agreement however does not stipulate a community access requirement.

The planning condition and the community use agreement can be varied if a case can be made that usage and/or economic factors make the provision unviable. This is particularly important given the schools Academy status which makes it a private entity. Furthermore a number of residents have raised concerns with one explaining:

"[their son] has in the past week, been asked to leave the astro pitch, by a coach and also by the caretaker, 'or they will call the police'. Rather alarming. I've asked him not to return until I've resolved what's going on. This area is used extensively by clubs etc. and previously my son has been asked to pay 50p to use the pitch from the caretaker. Has this changed – there needs to be some consistency? We obviously, don't wish him to get into any trouble, but the local boys are struggling where to play. We don't mind the fee but is there something concrete in place or a sign which can be erected to let everyone know what to do?"

Apparently, the astro has been used for years. It's a great idea and prevents many boys from getting bored and mucking about with other things. I understand from the Thorpe School website that this is a public pitch and is looked after by the school. "

However the school explained:

The 3G pitch is a SCHOOL pitch and isn't a general community area. It's available for official hire by the public at certain times but is otherwise a place where our students are educated. An outside classroom if you will, and not a free community area.

In fact, the school site as a whole is a private site so having people turning up and walking through it, is a problem within itself....

*However, we do operate a "Pay & Play" scheme Sunday afternoons and Saturday afternoons 2-4pm (depending on other lets)**. We also do this in school holidays. This is to try and support the public and help with the issues you've mentioned.*

***Somebody may have already hired the pitch etc so it may not be available for Pay & Play that day.*

Also, if on arrival, the car park gate is closed, the pitch gates are locked shut and there is nobody in the sports office or if people are needing to climb/break onto the pitch to play, then needless to say they shouldn't be on there. This is probably where the caretakers have had to step in.

The charge for P&Play is £2 an hour and taken from the lettings office, never the caretakers.

So, the local kids are welcome on the pitch, between the 2-4pm times (roughly as this is effected by other priority lets). We just need them to support us in return by turning up at the agreed times, respecting the pitch when on it and not remaining on the school site when P&Play isn't possible.

The concern regarding access and support for community provision was also highlighted by a user group. A snippet of this explained:

You [the school] did state that with the amount we pay for our rental of the site it is likely not enough to warrant the school assisting to much in the matter and it was probably not a significant enough amount for the school to worry if we moved on from the site. This was a disappointing response. While the amount may not be significant to the school, it certainly is to the club.

As the sports hall is planned for a private site, the Town Council should be aware of the need to ensure that community access to the facility is maintained, but also guaranteed in the future with an affordable hire charge established.

Advice

The Town Council are asked to consider the suggested improvements to both the cricket and football provision on the parks and open spaces.

The Town council is also asked to consider ensuring that public access to all facilities under the s.106 agreement is maintained, as advised by Sport England in its Sports Hall planning application consultee comments.

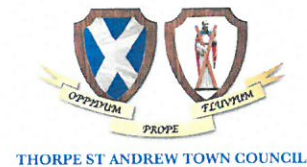
Legal Implications

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

Financial Implications

There are significant financial implications arising from this report.

Thorpe St Andrew Town Council



Town Council : 3rd October 2016

Request for Storage Compound

Agenda Item: 93

Reason for this Report

This report has been prepared for the Town Council to consider a proposal for part of the Recreation Ground to be used as a storage compound during the upcoming drainage works.

Background

As part of the £4.8 million spend on key drainage improvements within Thorpe St Andrew, a storage site for contractors working on the project is required.

Result

The contractors working on the drainage scheme have been given the option of utilising small parcels of land and verges within Thorpe St Andrew to store plant and equipment required for the improvements. This would require significant planning and according to the contractor would be associated with some logistical issues.

The contractor has therefore requested that the Town Council make a 20m² area of the recreation ground available (see appendix A). The compound would not prevent use of the overspill car park and would not obstruct any emergency accesses to the Recreation Ground.

The contractor explains:

Duration would be Nov/Dec 2016 at the earliest and may well be January 2017 depending on issuing the works on time, and would run through until January 2018.

We would propose to strip the top 150mm of topsoil and form a bund around the compound next to the fence. Then we'd lay Terram, (membrane) and cover with type 4 stone. We would do this for the section between the gate and compound entrance too and would have sweepers on site to clean the overflow car park and Laundry Lane. The fencing would be solid heras panels

The Parks and Estates Manager has given a view that with some minor adjustments to the outline in appendix A, the proposed compound could be accommodated. In lieu of this space the Parks and Estates Manager has proposed that the contractor install the running track around the park to the specification required as part of the parks project. This would be particularly useful as the specialisms and equipment will be on site.

Advice

The cost for the running track including materials and officer time in production is estimated to be approx. £20,000. The area used by the contractors would be returned to an identical standard to how it was found after the drainage work had been completed. Undoubtedly a secure central

compound would also ensure a timely completion of significant and important drainage works for Thorpe St Andrew. If acceptable, this report seeks approval for an agreement along these terms.

Legal Implications

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

Financial Implications

There are potential financial implications arising from this report.

Appendix A

