

**Thorpe St Andrew Town Council
Minutes of the meeting
held on 3 April 2017 at 7.30pm**

141 Present:

Mr I Mackie	(Town Mayor)	Mr J Fisher	(Deputy Mayor)
Mr P Berry	Mr F Bowe	Mr J Emsell	Mrs J Fisher
Miss S Lawn	Mrs T Mancini-Boyle	Mr R Robson	Mr D Sears
Mr J Ward			

Apologies:

Mr N Hancock	Mr L Reeves	Mr N Shaw	Mr R Wooden
--------------	-------------	-----------	-------------

In attendance:

Mr T Foreman	(Town Clerk)	Mrs D Matthews	(Committee Officer)
9 Members of the public			

142 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Member	Minute No & Item
Mr I Mackie	149 - Highway Verges
Mr J Ward	152 - Redirection of Public Right of Way

143 MINUTES

The Minutes of the meeting held on 6 March 2017 were agreed and signed as a true record.

144 ANNOUNCEMENTS

- (i) The Town Mayor advised members that the Parks and Estates Manager and Cllr Shaw were currently both in hospital and he wished them both a speedy recovery. He also reported that former Town Mayor Mr James would shortly be moving away to stay with family and he wished him well and said he wanted to record the Council's appreciation to Mr James for his long service to Thorpe St Andrew. He went on to report his recent activities which included attending the recent flag raising event and the Chairman of Broadland District Council's civic reception which had been held in Thorpe St Andrew. He had also inspected some of the Council owned buildings with the Town Clerk and welcomed progress on the Fitzmaurice pavilion. He thanked Cllr Lawn for the work being undertaken on setting up the dementia café with over 40 volunteers expressing an interest in the event including NORSE Care. The launch of the Café would be on Saturday 1 July 2017.
- (ii) The Town Clerk made the following announcements:
- Following the resignation of Cllr M Pickess, there would be an election to fill this vacancy on the Town Council and that this would be combined with the forthcoming County Council elections on 4 May. The Council had now entered a period of Purdah.

- He had met with residents regarding verge and tree issues throughout the Town and carried out routine visits to both the parks and allotment sites with parks and estates Officers and had visited the new Town Hall
- He had spoken with Ocubis, the developer for Pinebanks, and Lothburys regarding the Brook Farm development which would be breaking ground this year.
- He had visited River Green where the Christmas tree had been planted and stone masons had quoted for the WW1 memorial stone and work to the Diana, Princess of Wales, Memorial Plaque to mark the 20th anniversary later this year.
- He had held meetings with the Friends of Thorpe St Andrew Parks, referred to later in the agenda.
- He was meeting with Eurovia, the contractor undertaking drainage work in Thorpe, the following day. They had agreed to map out the Recreation Ground for the agreed running track and work would start shortly. They had also agreed to donate a mountain of topsoil to the Town Council to use on the parks as part of the land forming plans, saving time and money later in the year.
- He had met with Luke Seaman, a 6th Form student who had been working closely with The Parks and Estates Manager on a project to create a café on the Laundry Lane site. Luke presented his finished model which was very positive.
- He had met with the Broads Authority regarding a range of subjects about Thorpe St Andrew and was due to meet them again.

The Mayor thanked the Clerk for the volume and nature of the work being undertaken which was often above and beyond the normal duties of a Clerk.

145 PUBLIC SESSION (limited to 3 minutes per speaker)

It was proposed and duly seconded that the meeting be suspended to allow members of the public to address the meeting.

- (i) Norfolk Constabulary – The Town Clerk undertook to circulate the recent crime figures to Members. Plans were underway to establish a neighbourhood watch group in the Town and he understood that members' concerns about unauthorised access to Pinebanks and the old hospital site were being dealt with.
- (ii) Members noted the report of Cllr Ward.
- (iii) Cllr Mackie – referred to the fact that the County Council had now entered a period of Purdah and also that recent comments from Ofsted about Children's Social Services had been very positive and progress was being made. He also reported that a meeting was being arranged with Highways to discuss parking issues.

- (iv) Cllr Fisher - referred to the success of the recent electrical recycling event held in Broadland with a large volume of electrical goods going to the British Heart Foundation and another load being broken down for recycling. It had been a very well organised and well received event.
- (v) A representative of residents of the boats moored at the Island spoke on behalf of several fellow residents by raising concerns about the proposals for charging for mooring at River Green. He understood that the Council had tried to engage with the landowner but these attempts had been unsuccessful, and he urged the Town Council to start a dialogue with the residents of the boats to hear their concerns and issues. He made reference to a previous proposal to charge a nominal levy per dinghy to moor and the Clerk explained that this proposal had been put to the landowner but in the absence of any response, and in the interests of developing a mooring scheme which was manageable, the Town Council had taken the decision to introduce the current scheme of free use for 24 hours and no return within 48 hours. It was important that the charging scheme was fair and equitable to all users. In response to a question about the enforcement via byelaws, the Clerk reported that the new scheme would be managed by way of a contract mooring scheme which was enforceable through civil action and not through the criminal courts as with the enforcement of bylaws. This method was more effectively enforced and was the preferred method adopted with some success by other organisations. The Resident commented that the proposals would discriminate against the residents of boats who would find it impossible to go about their daily business without access to the quay heading. The Town Clerk explained that the current 24 hour free mooring would continue, the only difference would be the no return within 48 hours to ensure the short stay moorings had a frequent turnover of boats. In response to a question, which was put as a freedom of information request, about the Town Council's ownership of the River Green, the Town Clerk undertook to supply evidence of the Town Council's ownership. He also confirmed that he remained willing to meet with the residents of Thorpe Island. It was noted there were other areas of the river bank which could be accessed by the residents of the boats. The Town Clerk explained he could not advise on specific other areas in which to moor. The representative stated these would be difficult to access by some boat owners. He stated that they wished to work with the Town Council on this matter but were concerned that the proposals would penalise them. He asked if steps were being taken to deal with other issues on the river including damage caused by fishing and the hazards of rowing boats colliding with residents' boats which would only get worse with increased mooring which would reduce the width of the river. The Town Clerk confirmed that these matters were being investigated. When asked about the option for a pontoon, the Mayor reminded the residents of the boats that the Council had tried to enter into a dialogue with the landowner about various options but no response had been forthcoming. Following much research and consideration, the Council had resolved to proceed with its current proposals in the interests of all residents of the Town. Another Member expressed regret that the residents of the boats had not entered into a dialogue with the Town Council before now and that they must have been aware of the ongoing issues. It was explained that a resident of Thorpe Island had attended the last Town Council meeting when the new mooring scheme was agreed. It was also

stressed that having taken on responsibility for the quay heading, the Town Council needed to ensure that funds were generated for the future maintenance of the quay heading and they had a responsibility to all the Town's council tax payers to ensure this was done fairly.

(vi) Another local resident asked the Town Council to consider the following matters:

- The roundabout at Yarmouth Road/Pound Land had virtually disappeared and could the Highway authority be asked to deal with this. The Town Mayor requested the Town Clerk speak with Highways regarding this.
- A number of bonfires had recently been lit and it was noted that these needed to be reported to Environmental Services at Broadland Council.
- The legal right of residents of Boats moored to the Island to remain there.

The Town Clerk explained that he was unaware of any permissions, but there may be some rights due to the time which had passed. The Town Clerk explained he could not give a definitive answer and that this was a question best considered by a Planning Officer. Mr J Fisher explained that there are very specific planning criteria for residential mooring and that he did not believe permission would be granted for residential mooring on the island.

146 FINANCE

- (i) Payments List – Voucher numbers 1175 – 1296 totalling £37,387.98 were approved and signed. In response to a question about voucher number 1256 the Town Clerk stated that this related to a blockage at the Fitzmaurice Pavilion. He further clarified that the blockage had been caused by baby wipes and had occurred during occupancy of the hall by the Nursery. They had been approached regarding making a payment towards the cost but had stated they were not responsible. It was noted that this was not the first time that a blockage had occurred whilst the Nursery were occupying the building. The Town Clerk advised that the Nursery's use of the building was due for review shortly and this would be taken into consideration. It was requested and **AGREED** that this matter be considered by the Finance and Staff Committee at its next meeting.

147 DRAFT MINUTES OF COMMITTEE MEETINGS

- (i) Plans Committee – 13 March 2017 – noted.
- (ii) Neighbourhood Plan Steering Group – 13 March 2017 - noted
- (iii) Events Committee – 30 March 2017 – noted. Cllr Lawn drew attention to the date of the forthcoming St George's day celebrations on 23 April and highlighted some of the events, attractions and prizes. She encouraged all Members to spread the word and to promote the car boot sale and the availability of sponsorship options.

148 RIVER GREEN – PRIVATE MOORINGS

The Town Council considered the report of the Town Clerk which sought Members'

support to measures which would ensure the timely implementation of the decisions made previously by the Town Council regarding the creation of a contract law mooring strategy. In response to a question, the Clerk confirmed that, to date, 8 expressions of interest had been received to moor private boats at the quay heading – all except 2 were Thorpe residents and 3 of the boats were Norfolk sailing boats. Members supported the proposals, and it was

RESOLVED to

- (i) Confirm the expenditure of £1,000 to £2,000 plus VAT to ensure the legality of the contract law scheme;
- (ii) Approve the private mooring application form;
- (iii) Approve the amended mooring Policy;
- (iv) Delegate power to the Clerk, in conjunction with the Town Mayor or Deputy Town Mayor, to approve boats to be moored at the River Green private mooring.

149 HIGHWAYS VERGES

The Town Council considered the report of the Town Clerk on highway verge proposals for Thorpe St Andrew. The Town Clerk reported that he had held discussions with the Broads Authority regarding carparking issues and that options for use of the old Norfolk County Council highway site for carparking were being considered.

Stanmore Road – questions were raised about who would be responsible for the tree going forward, particularly after any change in landownership. The Town Clerk commented that, as part of the highway verge, responsibility would default to the County Council to maintain the tree. In any event, it would be worthwhile entering into an agreement with the landowner concerned regarding future maintenance. It was noted that advice would be forthcoming from the Arboriculture officers about a suitable tree.

Booty Road – Having regard to the nature of the road and the population residing there, it was felt these works were a priority. There were concerns however that posts would not prevent buses mounting the curb and perhaps a more permanent solution would be desirable. The Town Clerk confirmed that the posts to be used were substantial and would help to alleviate the conflict between buses and pedestrians. Such measures would need to be jointly financed by the County Council and the Highway Authority. It was felt that a strongly worded letter should be sent to the bus company about drivers mounting the curb.

Furze Road – Members noted the situation regarding verges on this road.

RESOLVED that the Town Council:

- (i) approve the proposal by Stanmore Road residents to purchase a tree and contact Norfolk County Council to raise a quotation. To draw up an agreement with residents on Stanmore Road for them to finance ongoing maintenance;
- (ii) request that Booty Road be prioritised by Norfolk County Council for a scheme of repair, furthermore, the Town Council request a quotation for bollards to be

installed in areas where the risk of conflict between buses and pedestrians exists, the cost to be considered by the Town Council in due course. Also, that a letter be sent to the bus company regarding the issue of buses mounting the curb;

(iii) note the situation regarding Furze Road.

150 STANDING ORDERS UPDATE

The Town Council considered the report of the Town Clerk. The Council's Standing Orders had been reviewed and changes made to reflect the current working of the Council including the sealing of legal documents.

Members supported the proposals and it was

RESOLVED that the Standing Orders attached to the report be approved

151 UPDATE ON TOWN COUNCIL OFFICE MOVE

The Town Clerk reported that work was progressing but that there had been an issue regarding a lintel which, despite being made to measure and not a standard lintel, had to be returned as it was the wrong size. There was a 6-week turnaround for a replacement and a finish date of June was now anticipated.

Members noted the current position.

152 REDIRECTION OF PUBLIC RIGHT OF WAY

The Town Council considered correspondence from Rogers and Norton Solicitors regarding a proposal to divert part of footpath number 3, Bungalow Lane in Thorpe St Andrew. Members felt the proposal was sensible and

RESOLVED to raise no objection and support the diversion of the footpath

153 APPOINTMENT OF INTERNAL AUDITOR

The Town Clerk invited members to endorse the appointment of Pauline James for the internal audit for 2016/17.

RESOLVED to appoint Pauline James for the internal audit for 2016/17.

154 FROSTBITES SAILING CLUB CARPARK

The Town Council considered the report of the Town Clerk regarding proposals for car parking spaces at the Frostbites Sailing Club for use by the Town Council. Mr T Foreman explained the Town Council could make these available to people using or visiting their boats at the private moorings at Rivergreen. In response to a query, it was confirmed that there would be one space allocated per person and not per boat.

RESOLVED that the Town Council supports the offer from Frostbites Sailing Club for use of the far end of their carpark for 6 cars subject to the following conditions:

- Frostbites hold registration numbers and contact details for car owners;
- The Town Council clear the area at the far end of the carpark and prepare the ground for use;

- The Sailing Club holds no liability for damage or injury;
- An annual donation of £120 be made to Frostbites Sailing Club with no payment in the first year due to clearance and resurfacing. The payment to be made in accordance with section 137 of the local Government Act 1972.

155 PARKS PROJECT PROPOSAL

The Town Council considered the report of the Town Clerk which sought permission to continue to progress the parks project work.

A lengthy discussion took place on the proposal with members having concerns that the removal of the fencing would lead to an increase in vandalism and antisocial behaviour in the park. They were also concerned that removal of the fence segregating the toddlers' area from the older children's play area could cause problems with younger children wandering away from the toddler area and clashes with bicycles and balls etc. from the adjoining area. They agreed that the current fencing was not welcoming and needed attention but felt its removal would cause more problems. It was noted that the area was now covered by CCTV but members felt there was still a need to retain some form of fencing albeit at a reduced height and perhaps introduce some natural hedging. Members were keen to work with the Friends of Thorpe St Andrew Parks (FOTSAP) but on balance felt there was a need to retain more fencing than proposed by FOTSAP.

It was therefore proposed by Mr Mackie, seconded and, with one person voting against,

RESOLVED

To thank FOTSAP for their work so far but, reluctantly, the Town Council felt unable to accept all the changes to the proposals for the fencing on the park in the interests of future safety and security and that a scheme be developed including the following:

- the black fencing between the two play areas to remain and be re shaped into a wave effect;
- a chain link fence of 1.8m height between the boundary with the football pitches (red line) together with hedge planting
- fencing be erected along the boundary between the carpark and the younger children's play area;
- The town council to provide the initial funding of £2,000, which will be repaid once final Tesco donation had been received by FOTSAP.

Future agenda items:

- Update of John Fox Cottage at River Green
- An information report on the Island planning and status

Future meeting dates:

Town Council	8 May 2017
Plans meeting	10 April 2017
Finance and Staff	19 April 2017

The meeting closed at 9:25pm

Signed:

Dated:

DRAFT