

**Thorpe St Andrew Town Council  
Minutes of the meeting  
held on 2 October 2017 at 7.30pm**

**60 Present:**

Mr I Mackie	(Town Mayor)		
Mr P Berry	Mr F Bowe	Mr J Emsell	Mr N Hancock
Miss S Lawn	Mrs T Mancini-Boyle	Mr L Reeves	Mr N Shaw
Mr S Snelling	Mr J Ward	Mr R Wooden	

**Apologies:**

Mrs J Fisher	Mr J Fisher	Mr R Robson	Mr D Sears
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**In attendance:**

Mr T Foreman	(Town Clerk)	Mrs D Matthews (Committee Officer)
The Press		
2 PCSOs		

**61 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Member	Minute No & Item	Nature of Interest
Mr I Mackie and Mr J Ward	68 Highway Verges	Norfolk County Councillors

**62 MINUTES**

The Minutes of meeting held on 4 September 2017 were agreed and signed as a true record.

**63 ANNOUNCEMENTS**

- (i) The Town Mayor referred to the recent sad passing of Mr Bill Tarring and the meeting stood for a minute's silence to remember Mr Tarring.

The Mayor welcomed all present to the first meeting of the Town Council at the new Town Hall and formally recorded his thanks to all staff for their hard work and commitment in finalising the improvements and the move to the new Town Hall on schedule. He also reported on his recent attendance at the reading challenge event held at the library and read out a letter received from Kensington Palace on behalf of the Duke of Cambridge thanking the Town Council for notifying them of the opening of the dementia café and that the Diana Awards would be made aware of the project.

The Mayor congratulated Cllr Emsell on the recent birth of baby Ryan Luke.

- (ii) The Town Clerk reported on meetings held with the Broads Authority and how he hoped to be working closely with them in the near future on a range of issues. He also reported on a meeting with the planning authority and the Cricket Board regarding projects at the Fitzmaurice Park.

He recorded his thanks to all staff involved in the improvement works to the Fitzmaurice Pavilion and the move to the new building and ensuring the project was delivered on time.

**64 PUBLIC SESSION (limited to 3 minutes per speaker)**

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

- (i) Norfolk Constabulary – the PCSOs present reported that there had been 46 reported crimes in the Town since the last report. They included 8 assaults, 7 public order offences (one involving a weapon and the offender had been caught) 12 domestic incidents, 1 incident of criminal damage and a number of incidents of theft.
- (ii) Members noted the report of Cllr Ward who also reported that as chairman of the Joint Museums Committee, he had recently welcomed the Rt Hon Karen Brady, Secretary of State for Digital, Culture, Media and Sport on a visit to the Castle Keep Project at the Castle Museum together with Chloe Smith MP.
- (iii) Cllr Mackie commented that the County Council's Audit Committee had recently received a very favourable report from the external auditors. The Council's various Committees were currently considering their future budgets. He also commented that approval had been given for the improvements on Yarmouth Road.
- (iv) Cllr Shaw reported that Broadland District Council's Audit Committee had also had a positive external audit. He would be attending a meeting of the Local Government Association Strategic Aviation (Special Interest Group) which was currently looking at proposals from the Department for Transport. There was an issue of lack of collaboration within the department which had led to the 2003 aviation white paper being revisited.

**65 FINANCE**

- (i) Payments List – Details of payments were circulated. Voucher numbers 517 to 646 totalling £45,268.89 were approved and signed. The Town Clerk responded to questions raised about some entries and confirmed that measures had been put in place to deal with repeated cases of blocked toilets at the Morse Pavilion and the Fitzmaurice Pavilion which included the installation of a radar lock on the disable toilet and the replacement of the toilet roll dispenser with a single sheet dispenser .
- (ii) Bank Reconciliation Statement – the statement was circulated and approved.

**66 DRAFT MINUTES OF COMMITTEE MEETINGS**

(i) Plans Committee – 11 September 2017 – noted.

**67 INTERNAL ALTERATIONS TO THE TOWN HALL**

Members received the report of the Town Clerk regarding options for extending the main hall of the Town Hall to provide much needed larger hall space for the Town. The Town Clerk reported that there was demand within the Town for a larger community space which had been highlighted in the responses received to the neighbourhood plan consultation. The proposals offered an option to secure a larger room for community use by reorganising the internal layout of the hall and avoiding a more costly external extension. It was noted that the ceiling height of the additional area would be lower than the existing hall and that guidance would be obtained from a building engineer regarding load calculations and design.

**RESOLVED** to support the proposed internal alterations to the Town Hall to create a larger hall and commission a costing report to consider the financial implications of making the changes.

**68 HIGHWAY VERGES/HEDGE CUTTING**

The Town Council considered the report of the Town Clerk regarding options for verge maintenance in Thorpe St Andrew and hedge maintenance on cycleways and footpaths in Dussindale. The report set out the costings for undertaking verge maintenance in-house and the costings for hedge cutting work in the town. Consideration of the matter had arisen because of the poor service currently being received from the contractors.

**Highway Verges** – in response to questions, the Town Clerk stated that any surplus funds from the contract would be used to fund ongoing improvements to verges. He also stated that, following the recent review of staffing in the parks and estates team, he was confident there was capacity within the team to undertake the work in-house. It was also considered that, initially, it would be more prudent to hire the necessary equipment and avoid a large capital outlay and ongoing maintenance and favourable hiring arrangements had been negotiated with a local contractor. Members supported the proposals and costings for undertaking verge cutting in-house as this would provide more flexibility to respond to issues or complaints, potential for increasing the number of cuts and provide a better service.

It was noted that the district council was also responsible for some verge cutting and that ultimately it would be beneficial to negotiate with the district council regarding the Town Council undertaking the cutting of these verges also.

**RESOLVED** that 30 days' notice be given to the County Council to terminate the verge cutting contract and that the work be undertaken in-house at a cost of £9,300

p/a including hire/maintenance costs (£2,700 p/a) and staff costs (£6,600 p/a).

**Hedge Cutting** - a limited hedge cutting service was currently undertaken by the County Council and it was proposed that this work be undertaken by the Town Council on behalf of the County Council. The cost of purchasing an attachment for existing equipment would be £5,800 + vat with a staff cost of £65.00 per man per day. Members supported the proposal based on the costings provided and agreed that these be put to the County Council for consideration.

**RESOLVED** to agree to put forward terms for the hedge cutting service to Norfolk County Council as set out above.

## 69 CONVERSION OF FOOTBALL STORE TO CAFÉ

The Town Council considered the report of the Town Clerk regarding the possibility of converting the now redundant football store next to the Morse Pavilion to a Café. Members viewed a model of the proposal together with the workings of the local student who had developed the café concept. Alternative storage facilities would be made available to the football clubs. In general Members welcomed the proposals, particularly having regard to the fact that the recent parks survey had identified a café as the second most requested change to the park. There were some concerns however about the potential cost of adapting the kitchen to a standard for a commercial kitchen and if there would be sufficient interest from a commercial enterprise in running the facility having regard to the seasonal use of the area. Reference was made to the use of the park by numerous football teams during the winter and that the kitchen did not necessarily have to be adapted for the preparation of raw/cooked food as this could be prepared off site or could be limited to ready-made foods. It was also suggested that consideration needed to be given to creating a covered seating area having regard to the fact that the building was not big enough to accommodate internal seating. Members supported the commissioning of a feasibility study and that advice be sought from an estate agent about the potential for commercial use of the café. It was felt that potential interest in running the facility should be sought before any commitment was given to adapting the building. Subject to the comments above, it was

**RESOLVED** to commission a feasibility assessment to present the options for conversion and hire of the redundant football store to a café.

## 70 DEDICATION OF TREE

The Town Mayor made reference to the 5 trees which had been planted around the Town for ceremonial purposes. Having regard to the forthcoming platinum wedding anniversary of the Queen and Prince Philip, he was proposing that the Royal Red Acer be dedicated to commemorate this anniversary.

**RESOLVED** to dedicate the Royal Red Acer Tree to commemorate the Queen and

Prince Philip's platinum wedding anniversary.

**71 YOUTH COUNCIL**

The Town Mayor referred to the desire of the Town Council to engage young people in Town Council activities and to this end the Council would be discussing the issue with the Youth Advisory Board and looking at various options for engaging youth representatives on the Town Council.

**RESOLVED** that support be given to holding discussions with the YAB regarding options for engaging young people with the Town Council.

**72 NAMING RECREATION GROUND**

The Town Council considered the report of the Town Clerk regarding the naming of the recreation ground. Having searched archive records it was noted that the park had originally been called the George Morse recreation ground in recognition of the benefactor who had originally donated the land for the recreation ground.

**RESOLVED** that the recreation ground be formally named the "Sir George Morse Park".

**73 LONELINESS LUNCHEON**

To support the ongoing work of the Town Council in developing an inclusive community, the Mayor reported on an initiative to help support people who were alone and look at options for organising a luncheon club at Roxley Hall. If Councillors were minded to support the idea, further investigations into the options and costings could be considered by the Finance and Staff Committee. Members very much welcomed the idea and reference was made to several similar initiatives already being run in the Town including the Royal British Legion which held one at The Cottage, a club run by the Church and a tea dance held Dussindale. A particular problem to overcome was that of transport as many lonely people did not have transport which added to their difficulties in accessing events. There was a need to address this and seek volunteer help not only to run the luncheon club but also to provide transport. Use of a minibus was an ideal option. It was suggested that investigations into the options should include looking at making use of existing food outlets such as local pubs or the fish and chip shop regarding the provision of food as it did not necessarily have to be cooked at Roxley Hall if not viable. There was agreement that more publicity was needed in the Town about existing clubs for this group of people and it was agreed that the next issue of the Town Newsletter include a whole page article on these activities. Subject to the comments above it was

**RESOLVED**

- (i) that further investigations be made into options and costings for running a luncheon club at Roxley Hall to complement schemes already running;
- (ii) the next issue of the Town Newsletter include a whole page article on these activities and services in the Town.

**FUTURE MEETING DATES**

Town Council	6 November 2017
Plans meeting	9 October 2017
Finance and Staff	16 October 2017

*The meeting closed at 9:05pm*

*Signed: .....*

*Dated: .....*

