

**Thorpe St Andrew Town Council**  
**Minutes of the meeting**  
**held on 9 April 2018 at 7.30pm**

**125 Present:**

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

**Apologies:**

Mr F Bowe	Mr R Robson	Mr R Wooden
-----------	-------------	-------------

**In attendance:**

Dr T Foreman (Town Clerk)	Mrs D Matthews (Committee Officer)
---------------------------	------------------------------------

Also in attendance were 15 members of the public

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

None

**127 MINUTES**

The minutes of the meeting held on 5 March 2018 were agreed and signed as a true record subject to the following amendments: Mrs T Mancini-Boyle be added to the list of apologies received and Mr Burdett's initial be changed from G to D in Minute no: 14.

**128 ANNOUNCEMENTS**

The Town Mayor reported on the following matters:

- The Town Council had given a number of sets of Lego to the St Williams Way Library;
- Two defibrillators had now been purchased and installed funded jointly by the Town Council and fund raising by Tracy Cooper;
- New signs had now been installed at the two parks, together with the clock tower at the Town Hall;
- As part of the Queen's Commonwealth Canopy project, the Town Council had taken receipt of a tree from Chloe Smith MP for planting in the Town;
- A litter pick had taken place;
- Saint Andrews Council in Canada would that evening be considering the proposal to twin with the Town Council;
- The latest edition of "NEWS" had now been delivered.
- A warm welcome was extended to two new members of staff who had recently joined the Parks and Estates Team;

The Town Clerk reported on the following matters:

- A meeting had taken place with the Town's insurers;
- He had met with the boat hire company to finalise proposals for a boat hire service from Rivergreen;
- He had met with Mr Hayes from the Highways Agency. It was noted that the highway technician for the area was leaving the Agency;
- A training event for members had taken place on 19 March on GDPR;
- He had met with officers at Broadland District Council from the Neighbourhood Plan team to discuss the Town's Plan;
- The Town had taken delivery of its new mowers.

**129 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 tabled a report setting out the crime statistics received from Norfolk Constabulary for the Town since the last meeting. In total, 52 incidents had been recorded and 123 calls taken by the control room. This represented an increase compared to last month. It was noted that the newly appointed Beat Manager was Mr T Brandon and it was hoped he would be able to attend future meetings.
- (ii) Members noted the report of Cllr Ward.
- (iii) The Town Mayor commented on plans in a number of local schools in response to the continued growth in the area and on progress on the NDR. A feasibility study for the western link was now progressing.
- (iv) Cllr Fisher reported that he had attended the Norfolk and Norwich Environmental Awards and that 5 of the 10 award winners were Broadland projects. He also made reference to improvement work undertaken to the footpath linking Gorse Road and St Williams Way. It was noted that the Community Fridge facility would be up and running soon.
- (v) Cllr Berry reported that he had attended the Broads Authority annual meeting for town and parish councils.
- (vi) Cllr Shaw drew attention to a leaflet being circulated by the Bowls Club encouraging new lady members to join them.

In response to questions from a member of the public, it was confirmed that the opening of the newly named Janet Smith Close had not as yet taken place and as yet there was not a start date for the commencement of the boat hire facility at Rivergreen but it was hoped it would be this season.

**130 FINANCE**

- (i) Payments List – voucher numbers 1250 to 1357 totalling £38,525.88 were approved and signed.
- (ii) Risk Assessment of Income from Lettings – members noted and approved the amendment to the risk assessment arising from the insurance review, ensuring that cash bankings over £2500 were made by 2 people.

**131 DRAFT MINUTES OF COMMITTEE MEETINGS**

- (i) Plans Committee – 12 March 2018 – noted. The chairman drew attention to the fact that 3 of the 4 applications regarding extensions to bungalows had raised objections highlighting that the Town Council did not wish to see such dwellings compromised by overly large extensions. This issue had been flagged up in the preparation of the local plan. It was noted that land at Pinebanks had now been sold to a local developer and that works could soon be commencing on site. Reference was made to the need to continue to ensure that key features such as the memorial, the time capsule, the tower and the listening post were protected. In response to a question, the chairman of the Plans Committee explained that a slight amendment to density at the Pinebanks site to allow for a transfer of parcel of land to the Langley site had taken place but that numbers/type of houses would remain the same. It was felt it might be helpful to have an update on this development at a future meeting. Members also commented that it was hoped they would be consulted on the naming of the new apartment blocks on Yarmouth Road.
- (ii) Neighbourhood Plan – 12 March 2018 – noted. The Chairman thanked the Clerk for the work undertaken in preparing the draft plan. A model used by Cornwall Council had proved very useful. A consultation on the draft plan would take place at the St George's day event.

**132/133 PRESENTATION OF CIVIC AND MERIT AWARDS**

The Town Mayor stated that it was a pleasure and an honour to welcome to the meeting recipients of this year's civic and merit awards. The awards were made to recognise the voluntary contribution made by local people to the local community and to supporting others.

The following Civic Awards were made:

Mrs M Doggett for her fundraising work for cancer research which had seen her raise over £130,000 over 25 years of fund raising activities.

Mrs J Fancy for her work with the Girl Guide movement both locally and with UNICEF.

Mr M Martins for his work with Thorpe History Group and the Janet Smith Collection and the invaluable contribution this made to the work of Town Council.

The following Merit Award was made:

The PCSOs who had worked in the Town since 2006 and for all their hard work in the Town and the support they had given the Town Council and its events and activities.

**134 CHARLES AVENUE AND BEYOND**

This item was withdrawn, to be considered at a meeting of the Finance and Staff Committee on 23 April 2018.

**135 LAUNDRY LANE COMPOUND**

Members considered the report of the Town Clerk setting out a request for consideration to be given to prioritising spending on new facilities at the Laundry Lane Compound. The buildings on the site were in poor condition and not water tight. A proposal would be to replace the existing buildings but retain the workshop. Replacement buildings could then be used to store new machinery and options for leasing the workshop could be explored. If members were minded to support the proposals in principal, the matter could be considered by the Finance and Staff Committee. Members supported the proposals and agreed that a visit to the compound would be helpful.

**RESOLVED** to agree in principal to prioritise improvements to the Laundry Lane compound for future capital spending and that the Finance and Staff Committee consider the options and arrange to visit the compound.

**136 BOWLS CLUB BREACH**

Members considered the report of the Town Clerk setting out details of the work undertaken by the Bowls Club and a proposal that the club no longer be regarded as in breach of the terms of its lease. The works had been inspected by the Parks and Estates Manager who was satisfied that the necessary work had been undertaken to a good standard. Members thanked the Bowls Club for their efforts and the Bowls Club thanked the Clerk and the staff for their support on this matter. The Bowls Club was hosting two open days and invited members to joint them to see the facilities. It was agreed to incorporate an article on the Bowls Club in the next edition of "NEWS".

**RESOLVED**

- (i) that the works undertaken be approved and the club is no longer in breach of its lease and to approve ongoing negotiations as per the existing lease;
- (ii) an article on the Bowls Club be included in the next edition of NEWS.

**137 TREE NAMING**

It was noted that the Red Tulip tree planted on the Park would be named to commemorate the forthcoming wedding of Meghan Markle and Prince Harry.

**138 COMMUNITY SAFETY**

The Town Clerk reported that he had been invited to meet the Head and the Governors at the High School regarding Community Safety and would use the opportunity to raise with them the matters which Members had asked he write to the School about.

**139 BUS SHELTER – TO RECEIVE SUGGESTIONS FOR THE LOCATION OF A NEW BUS SHELTER**

Members were invited to make suggestions for the location of new bus shelters. Suggestions included one on Dussindale (further in) and one on Thunder Lane – opposite the post office. It was also suggested that public opinion be sought at the St George’s day event as to their suggested locations. Dussindale was seen as the main priority.

**140 MAYOR’S SUNFLOWER CHALLENGE**

The Mayor reported that the Town Council had successfully secured a supply of sunflower seeds and that he proposed to make the seeds available for a Sunflower challenge with prizes. Details would be available at the St Georges Day celebrations.

**141 TOWN HALL CHANGING ROOM REFURBISHMENT**

Members considered the report of the Clerk setting out options for refurbishment of the Town Hall changing rooms. The rooms did not currently meet the required standard of providing separate shower/changing facilities.

Members supported the proposals and it was

**RESOLVED** that support be given to the proposed refurbishment works set out in the report and that contractor C be appointed as the preferred contractor at a cost of £3,279 plus VAT.

**FUTURE AGENDA ITEMS**

- Pinebanks
- Section 137 monies/charity donations

**FUTURE MEETING DATES**

Town Council	14 May 2018
Plans Committee	16 April 2018
Finance and Staff	23 April 2018

*The Mayor commented that this would be his last full Town Council meeting as Mayor and that he had enjoyed working with all staff and members. The Town Council was a great team and a lot of good work had been done for the Town.*

*The meeting closed at 8:45pm*

Signed: .....

Dated: .....