



THORPE ST ANDREW TOWN COUNCIL

TOWN COUNCIL MEETING

Town Hall, Fitzmaurice Park, Pound Lane, Thorpe St Andrew, Norwich, NR7 0SR

Tel/Fax: (01603) 701048

Email: office@thorpestandrew-tc.gov.uk

28th August 2019

Notice of Town Council Meeting

You are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held at the Town Hall on 2nd September 2019 at 7.30pm for the purpose of transacting the following business.

Thomas Foreman Clerk to the Council

AGENDA

- 49 Attendance book and apologies for absence.
- 50 Declarations of interest in items on the agenda.
- 51 To confirm the minutes of the Town Council on 5th August 2019
- 52 Announcements (For information only)
To receive announcements from
 - (i) The Town Mayor
 - (ii) The Clerk
- 53 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
- 54 Finance
 - (i) Payment List – Voucher numbers 474 – 579 totalling £29,754.20
 - (ii) Bank Reconciliation Statement
- 55 Draft Minutes of Committee Meetings
 - (i) Plans and Environment Committee held 12th August 2019
- 56 Variation of Planning River Green Office – Verbal Report
- 57 Tree of the Year – Verbal Report
- 58 To consider a motion to close the meeting to press and public under the Public Bodies (Admission to Meetings) Act 1960 due to the disclosure of commercially sensitive information.
- 59 Civic Awards – Confidential nominees attached
- 60 Land at Yarmouth Road – Confidential Report attached

Future Agenda Items. (Not for discussion)

Town Clerk - Dr Thomas Foreman

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

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
Minutes of the Town Council meeting
held on 5 August 2019 at 7:30pm**

35 Present:

Mr J Fisher	(Town Mayor)		
Mr P Berry	Mr F Bowe	Mrs J Fisher	Mr J Emsell
Mr T Garner	Mr M Lake	Miss S Lawn	Mr I Mackie
Mrs T Mancini Boyle	Mr L Reeves	Mr S Snelling	Mr N Shaw

Apologies: Mr T Fordham

In attendance:

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

Three members of the public were in attendance.

36 DECLARATIONS OF INTEREST

Member/Officer	Item
Dr T Foreman	Minute no 47 – Update from Yare Boat Club – member of the Club

37 MINUTES

The minutes of the meeting held on 3 June 2019 and the extraordinary meeting held on 17 June 2019 were agreed and signed as a true record.

38 ANNOUNCEMENTS

- (i) The Town Mayor referred to the recent deaths of Mr Dennis Ely, former member of the Town Council for 39 years, and Cannon Pearson. He paid tribute to the work of Mr Ely and his commitment to many projects in the Town. Members stood for a minute's silence in remembrance. The Mayor reported on his attendance at the County Chairman's reception in Kings Lynn and that he had been honoured to open the Thorpe St Andrew Church fete. He congratulated Malcom Martins on his golden wedding.
- (ii) The Town Clerk reported on the following: meetings regarding moorings at River Green, attendance at the "cuppa with a copper" event on 25 June, the Canada day video call with St Andrews Council in Canada, meetings with Broadland District Council and the Broads Authority regarding the Neighbourhood Plan and meeting with the High School Team 6 (Sixth Form Committee).

39 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 – no police representative was in attendance. A concern

was raised about noisy/speeding vehicles using the area around Macro. The Clerk commented that the Police were aware of the issues and residents' concerns and that they were monitoring the situation. Contact had also been made with the District Council. It was noted that a SNAP meeting was being held in the Town on 10 October and residents should continue to use the 101 telephone service to report the issue.

- (ii) Members noted the report from Cllr Ward. (Reference to grants of £100 - £500 was corrected to £50 - £500.)
- (iii) Cllr I Mackie reported on the positive audit of the County Council's accounts for 2018/19. An examination of use of reserves had also had a satisfactory conclusion. An issue relating to the retention of business rates for hospitals/health trusts was currently being examined through the courts. Dussindale Primary School had received a good Ofsted report – improving on its previous position. The children's reading challenge had commenced over the summer months and a car safety check was being held at Tesco in Sprowston on 22 August. The County Council was currently undergoing a Boundary Commission review to look at boundaries and councillor representation.
- (iv) Cllr Shaw reported on his reappointment as Vice-Chairman of the Strategic Aviation Special Interest Group who were celebrating their 20th anniversary. Noise was an issue still being looked at. New types of aircraft were being developed for use in the next 20 years including electric aeroplanes.
- (v) Cllr Mancini-Boyle reported that Broadland District Council accounts had been successfully signed off with no issues.
- (vi) Cllr John Fisher reported that a consultation regarding modifications to the Thunder Lane junction would commence in September with works expected to start in January 2020. The mini roundabout on Thunder Lane was also scheduled for maintenance work during the summer. With regard to Children's Services, now called Early Childhood and Family Services, 13 centres were being retained but use of the other centres would discontinue. Work previously undertaken by Health Visitors together with some funding would now be incorporated into this service and some new technology innovations were being developed which would be accessible by users from their phones.
- (vii) A member of the public asked if the Town Council had been successful in its bid to purchase land at River Green and was advised that it had not. A concern was raised by members of the public about the number of dinghies moored along River Green which, together with the launch vehicle used to unload refuse from The Island, were preventing visitors from mooring at River Green. The Town Clerk had raised concerns with the Broads Authority about these matters and on the continued delays in enabling the Town Council to progress the management scheme for River Green but was still awaiting a response.

40 FINANCE

- (i) Payments List – voucher numbers 239 to 473 totalling £61,546.52 were

approved and signed.

- (ii) Bank Reconciliation Statement as at 30 June 2019 was approved and signed.

41 DRAFT MINUTES OF COMMITTEE MEETINGS

- (i) Plans Committees – 10 June and 8 July 2019 – noted.
- (ii) Finance and Staff Committee held on 17 June 2019 – noted. Members were advised that a demonstration of the magic table had been received at the dementia café and possible options for funding the purchase of a table were being explored including working with Sainsburys.
- (iii) Events and Media Committees – 24 June and 22 July 2019 – noted. It was noted that the Christmas Lights event would be on 24 November 2019.

42 PLANS COMMITTEE TERMS OF REFERENCE

Members considered the report of the Clerk on proposed changes to the terms of reference of the Plans Committee to include environmental matters to reflect the Town's leading role in the community in championing environmental causes. Members welcomed the proposal and it was

RESOLVED to change the Plans Committee to the Plans and Environment Committee and approve the terms of reference set out in the report.

43 YOUTH COUNCIL

Members considered the report of the Clerk on progress on establishing a Youth Council and received a detailed presentation on the questions raised by "Team Six" (the High School Sixth Form Committee) and best practice guidance. Members welcomed the progress made and were keen to keep the momentum going forward in developing the Youth Council. They noted some of the key issues coming forward including avoiding "teen events", more music/food festival type events, utilising the common goal of supporting environmental causes, ensuring opportunities for involvement in the Youth Council were open to all. It was agreed that initially it might be helpful to invite a core group to come forward with a view to ultimately staging "elections" to the Youth Council. It was noted that it would be possible for the Town Council to co-opt youths onto committees such as the Planning and Environment Committee and the Events and Media Committee. It would be useful to engage the students with revamping the St George's day event. The Mayor had been invited to address the school on the work of the Town Council and local government particularly on environmental issues which was to be welcomed as it was felt that there was too little understanding of the work being undertaken in local government on environmental issues.

RESOLVED to agree that the Town Clerk and the Town Mayor continue to work with the High School to progress the setting up of a Youth Council and report back to the Town Council.

44 COMMERCIAL MOORING AT RIVER GREEN

Members considered a request from a local boat company to work with the Town Council to offer a traditional canoe hire service from River Green, utilising a commercial mooring space. Members viewed images of the handmade canoes and the location of the potential mooring. The canoes would ideally be moored at the stern and would be there during the day, returning to Thorpe Island at night. It was hoped there would not be any issue with the canoes being moored at the stern, as this was the best way to display them. Ideally, other users of this part of the river needed to comply with mooring requirements and avoiding triple mooring. The arrangement would be similar in nature to the commercial mooring arrangement used for the Bishy Barnaby boat hire service and was seen to compliment this service. Members welcomed the proposal and the opportunity to develop another complimentary service to encourage use of River Green. They agreed that a similar arrangement to that which existed with the Bishy Barnaby boat hire service would be appropriate to help support the new business to get established.

RESOLVED to authorise the Clerk to proceed with a commercial mooring agreement with the boat owner.

45 FORMER TENNIS COURT REFURBISHMENT

Members considered the report of the Clerk regarding quotations for the surfacing of the former tennis courts at the Fitzmaurice Park. Members discussed the likely possible use of the area and the options for resurfacing. They did not feel there was any merit in providing an asphalt or concrete surface mindful of the costs involved which would be in the region of £30k and £20 respectively. They did however feel it would be prudent to lay reinforcement tiles under any grass to provide a surface which could withstand heavy vehicles and provide more flexibility for potential uses such as the funfair, bandstand, staging or a marquee etc.

RESOLVED to authorise the Clerk to seek quotations for the cost of installing reinforcement tiles and grass to the former tennis court area at the Fitzmaurice Park and to proceed to place the order for the work up to a maximum cost of £10,000.

46 PUBLIC TOILET AT FITZMAURICE PARK

Members considered the report of the Clerk on a proposal to create a publicly accessible toilet at the Town Hall by installing a partition wall in the foyer area allowing public access to the existing toilet during the day. Members noted the costs as estimated by a current contractor would be in the region of £3,000 plus an allowance of approximately £500 for the installation of a suspended ceiling over the toilet. Members supported the proposal and it was

RESOLVED to authorise the Town Clerk and the Parks and Estates Manager to finalise the proposals and place the order for the work up to a maximum total cost of £3500.

47 UPDATE FROM YARE BOAT CLUB

The Clerk confirmed that the Town Council had been unsuccessful in its bid to purchase land at Thorpe Island for future collaboration with the Yare Boat Club and the Club had thanked the Town Council for its efforts. Work would continue with the Boat Club to explore with the Broads Authority other options to enhance use of their existing site.

48 UPDATE ON SAINSBURYS RECYCLING CENTRE

The Clerk reported on a positive response from Sainsburys regarding the state of their recycling area and that the District Council would now be monitoring the area to ensure the current condition was maintained.

Future Agenda Items

- Civic Awards

The meeting closed at 9:20pm

Signed:

Dated:

18th August 2019

Report from Councillor John Ward

Broadland District Council

Plans for a new £6.5m railway halt at Broadland Business Park have been put on hold due to the current financial climate, but it remains an aim of the Council to have this delivered at some point in the future.

The case of the Untidy Garden in North Walsham Road has now been given to our Senior Planning Investigation Officer to progress. She will try to work with the resident to resolve the matter prior to taking Enforcement action.

Nominations are invited for BDC's 2019 Design Awards and Enhancement Awards. One of the previous winners was the Manor Reach housing Development. Nominations to conservation@broadland.gov.uk by 9th September.

The integration of BDC and South Norfolk DC continues with the new Staffing Structure, Terms & Conditions, Pay Scales and Job Descriptions ready for consultation on 2nd September.

Norfolk County Council

Norfolk Fire & Rescue Service reported 2605 fires in 2018/19, the highest since 2011/12 and a small increase in house fires to 467. A passing out parade has just been held for Norfolk's newest on-call firefighters as they completed the first stage of their training.

The Castle Keep has now been completely cleared ready for building work to start next month. The model castle has been redisplayed in Castle Mall.

I recently visited the Nelson Museum, Great Yarmouth which is sadly due to close permanently on 31st October. Whilst not part of the Norfolk Museum Service (NMS) it does belong to Share East which is in umbrella group covering museums across the East of England and in which NMS plays a leading role. At the present time the Nelson Collection is scheduled to go into storage but other options are being explored.

Accessibility improvements have been made on Norfolk's National Trails with all stiles being removed from the Peddars Way and Norfolk Coast Path.

54 (.)

Thorpe St Andrew Town Council PAYMENTS LIST

21 August 2019 (2019/20)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
474	Grant income and expenditu	31/07/2019	Bank 1 Current Accou	online	Afternoon tea items	Dunelm	E	31.00	0.00	31.00
475	Grant income and expenditu	31/07/2019	Bank 1 Current Accou	online	Afternoon tea items	The Range	E	118.20	0.00	118.20
476	Grant income and expenditu	31/07/2019	Bank 1 Current Accou	online	Afternoon tea items	Prima Rosa	E	50.00	0.00	50.00
477	Office telephone	31/07/2019	Bank 1 Current Accou	online	Mobile - office	O2	S	14.39	2.88	17.27
478	Telephone	31/07/2019	Bank 1 Current Accou	online	Mobile telephones - Rec Grnd	O2	S	43.17	8.63	51.80
479	Wheeled/litter/dog bins	31/07/2019	Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	91.92	18.38	110.30
480	Wheeled/litter/dog bins	31/07/2019	Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	68.94	13.79	82.73
481	Fuel	13/08/2019	Bank 1 Current Accou	online	Fuel	Fuel Genie	S	197.51	39.50	237.01
482	Fuel & machinery mainten	13/08/2019	Bank 1 Current Accou	online	Fuel	Fuel Genie	S	187.26	37.46	224.72
483	Bottle bank	13/08/2019	Bank 1 Current Accou	online	Bottle bank	URM UK	S	16.50	3.30	19.80
484	Maintenance contract	13/08/2019	Bank 1 Current Accou	online	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
485	Foreman salary	13/08/2019								
486	Fenn salary	13/08/2019								
487	Bass - salary	13/08/2019								
488	Sayer salary	13/08/2019								
489	Calver salary	13/08/2019								
490	Mr G Watkins	13/08/2019								
491	Parr - salary	13/08/2019								
492	Matthews - salary	13/08/2019								
493	Jones salary	13/08/2019								
494	Seaman salary	13/08/2019								
495	Student loan	13/08/2019								
496	Fenn salary	13/08/2019								
497	Fenn - pension employer	13/08/2019								
498	Sayer salary	13/08/2019								
499	Sayer - pension employer	13/08/2019								
500	Bass - salary	13/08/2019								
501	Bass - pension employer	13/08/2019								
502	Foreman salary	13/08/2019								
503	Foreman - pension employer	13/08/2019								
504	Calver salary	13/08/2019								
505	Calver pension employer	13/08/2019								
506	Mr G Watkins	13/08/2019								
507	Watkins - pension employer	13/08/2019								
508	Parr - salary	13/08/2019								
509	Parr employers pension	13/08/2019								

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
510	Jones salary	13/08/2019									
511	Jones pension employer	13/08/2019									
512	Seaman salary	13/08/2019									
513	Seaman pension employer	13/08/2019									
514	Sayer salary	13/08/2019									
515	Sayer - NIC employer	13/08/2019									
516	Foreman salary	13/08/2019									
517	Foreman employers nic	13/08/2019									
518	Bass - salary	13/08/2019									
519	Bass - NIC employer	13/08/2019									
520	Calver salary	13/08/2019									
521	Calver -employers nic	13/08/2019									
522	Student loan	13/08/2019									
523	Mr G Watkins	13/08/2019									
524	Parr - salary	13/08/2019									
525	Parr - employers NIC	13/08/2019									
526	Jones salary	13/08/2019									
527	Jones nic employer	13/08/2019									
528	Seaman salary	13/08/2019									
529	Seaman employers nic	13/08/2019									
530	Matthews - salary	13/08/2019									
531	Fern salary	13/08/2019									
532	Chairmans expenses	13/08/2019									
533	Miscellaneous	13/08/2019									
534	Miscellaneous	13/08/2019									
535	Photocopy charges	13/08/2019									
536	Morse Pavilion	13/08/2019									
537	Grounds machinery	13/08/2019									
538	Hire of equipment	13/08/2019									
539	Health and Safety	13/08/2019									
540	Grounds machinery	13/08/2019									
541	Stationery	13/08/2019									
542	Repaint Youth Shelter	13/08/2019									
543	Dussindale maintenance	13/08/2019									
544	Stationery	13/08/2019									
545	Receipts and payments	13/08/2019									
546	Electricity Toilets River Greer	13/08/2019									
547	Morse - gas/expenditure	13/08/2019									
548	Roxley Hall	13/08/2019									

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
549	Cleaning and cleaning mater	13/08/2019	Bank 1 Current Accou	8272	Cleaning - Morse Pavilion	Town and Country Cleaning	E	400.00	0.00	400.00
550	Cleaning	13/08/2019	Bank 1 Current Accou	8272	Cleaning - Fitz Pav	Town and Country Cleaning	E	405.00	0.00	405.00
551	Cleaning	13/08/2019	Bank 1 Current Accou	8272	Cleaning - Roxley Hall	Town and Country Cleaning	E	490.00	0.00	490.00
552	Cleaning Toilets	13/08/2019	Bank 1 Current Accou	8272	Cleaning River Green Toilets	Town and Country Cleaning	E	420.00	0.00	420.00
553	Roxley Hall	13/08/2019	Bank 1 Current Accou	8273	Service equipment	Vincent Security	S	185.00	37.00	222.00
554	Town Hall	13/08/2019	Bank 1 Current Accou	8273	Service equipment	Vincent Security	S	185.00	37.00	222.00
555	Morse Pavilion	13/08/2019	Bank 1 Current Accou	8273	Service equipment	Vincent Security	S	185.00	37.00	222.00
556	Electricity Toilets River Greer	13/08/2019	Bank 1 Current Accou	8274	Electrical goods - R Green tole	C R Wilson	E	140.00	0.00	140.00
557	Play equipment maintenance	14/08/2019	Bank 1 Current Accou	8253	Cancelled cheque	Mats Grid	S	-457.92	-91.58	-549.50
558	Play equipment maintenance	14/08/2019	Bank 1 Current Accou	online	Play equipment - repairs	Mats Grid	S	457.92	91.58	549.50
559	Vehicle lease	20/08/2019	Bank 1 Current Accou	online	Lease payment	Bussey & Sabberton	S	360.16	72.03	432.19
560	Park maintenance	20/08/2019	Bank 1 Current Accou	buscard	Skip	PSH Environmental	S	600.00	120.00	720.00
561	Town/neighbourhood plan	20/08/2019	Bank 1 Current Accou	buscard	Survey	Survey Monkey	E	29.17	0.00	29.17
562	Grant income and expenditu	20/08/2019	Bank 1 Current Accou	buscard	Afternoon tea items	Premier Print	E	45.00	0.00	45.00
563	Grant income and expenditu	20/08/2019	Bank 1 Current Accou	buscard	Afternoon tea items	The Range	E	63.80	0.00	63.80
564	Electricity	20/08/2019	Bank 1 Current Accou	online	Electricity - Fitz Pav	Opus Energy	S	333.40	66.68	400.08
565	Electricity	20/08/2019	Bank 1 Current Accou	online	Electricity - Roxley Hall	Opus Energy	L	86.55	4.33	90.88
566	Electricity	20/08/2019	Bank 1 Current Accou	online	Electricity - floods/workshop	Opus Energy	L	35.22	1.76	36.98
567	Electricity	20/08/2019	Bank 1 Current Accou	online	Electricity - Morse Pav	Opus Energy	L	125.62	6.28	131.90
568	Grant income and expenditu	21/08/2019	Bank 1 Current Accou	online	Afternoon tea discount	Thorpe St Andrew TC	E	31.00	0.00	31.00
569	Grant income and expenditu	21/08/2019	Bank 1 Current Accou	online	Afternoon tea items	Thorpe St Andrew TC	E	10.00	0.00	10.00
570	Water	21/08/2019	Bank 1 Current Accou	online	Water charges - Roxley Hall	Anglian Water	E	115.05	0.00	115.05
571	Energy charge	21/08/2019	Bank 1 Current Accou	8275	Streetlight-energy charge	Total Gas & Power	S	1,549.11	309.81	1,858.92
572	Vehicle Maintenance	21/08/2019	Bank 1 Current Accou	8276	oil	Ben Burgess	S	14.94	2.99	17.93
573	Vehicle Maintenance	21/08/2019	Bank 1 Current Accou	8276	Machinery parts	Ben Burgess	S	134.64	26.93	161.57
574	Morse Pavilion	21/08/2019	Bank 1 Current Accou	8277	Blockage cleared	Blockbuster	S	90.00	18.00	108.00
575	Dussindale maintenance	21/08/2019	Bank 1 Current Accou	8278	Pest control	Burrell Pest control	E	55.00	0.00	55.00
576	Hillside maintenance	21/08/2019	Bank 1 Current Accou	8278	Pest control	Burrell Pest control	E	55.00	0.00	55.00
577	Repaint Youth Shelter	21/08/2019	Bank 1 Current Accou	8279	Paint	Kent Blaxill	S	15.06	3.01	18.07
578	Materials fixtures & fittings	21/08/2019	Bank 1 Current Accou	8280	Goods	Trade UK	S	8.45	1.70	10.15
579	Dussindale maintenance	21/08/2019	Bank 1 Current Accou	8281	Fencing	G & G Fencing	S	342.30	68.46	410.76

Total

28,407.45

1,346.47

29,754.20

PAYMENT LIST
Salaries
HMRC
Norfolk Pension Fund

vouchers 485-494
vouchers 514-531
vouchers 496-513

August
Tax and NIC
Employer/employee payments

11669.29
3197.48
4022.30

54 (ii)

THORPE ST ANDREW TOWN COUNCIL

BANK RECONCILIATION STATEMENT AS AT 31/07/19 FOR CURRENT AND DEPOSIT ACCOUNTS

Balance at bank	£
Current account bank 1	42645.68
Deposit account bank 1	229633.02
Sub total - bank 1	272278.70
Capital Account bank 2	55271.86
	327550.56

Unpresented cheques	Cheque number	Payee	Date	£
	8228	Burrell Pest Control	25/06/2019	-110.00
	8238	TSA PCC	03/07/2019	-2020.00
	8246-8259	see list	23/07/2019	-4401.88

Total of unpresented cheques -6531.88

321018.68

Balance at 31/3/19 287768.22

Plus receipts 269699.12

557467.34

Less expenditure -236448.66

321018.68

Completed by: *Jenn*

Date *6/8/19*

Certified by: *T. Foreman*

Date *6/8/19*

Thorpe St Andrew Town Council
Minutes of the Plans and Environment Committee meeting held on
12 August 2019 at 7.30pm

- 1 **Present:**
 Mr P Berry (Chairman)
 Mrs J Fisher Mr T Garner Mr S Snelling
 (item 5 onwards)

Apologies: Mr F Bowe, Mr J Fisher

In attendance:
 Dr T Foreman (Town Clerk) Mrs D Matthews (Committee Officer)

There were 2 members of the public present.

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

Member	Item
Mr P Berry	Minute no 5 - Planning Applications – 20191066 - 5 Armstrong Road – was known to the applicant

3 **MINUTES**

The minutes of the meeting held on 8 July 2019 were agreed and signed as a true record.

4 **PLANNING ITEMS RAISED BY RESIDENTS**

REF: 20191066 – 5 Armstrong Road – the applicant confirmed that the proposed extension would have the same ridge height as the existing property and a slightly bigger footprint than the existing conservatory to be demolished.

5 **PLANNING APPLICATIONS**

- (i) REF: 20191050 – 92 Gordon Avenue – variation of condition 2 of planning permission 20161634 approved plans and documents - **NO OBJECTION.**
- (ii) REF: 20191066 – 5 Armstrong Road – demolition of existing conservatory and construction of a single storey rear extension - **NO OBJECTION.**
- (iii) REF: 20191078 – 2 Stanmore Road – balcony to rear first floor bedroom. It was noted the property was situated in a heritage area, The balcony would not be seen from any highway. It would be made of white painted steel and clear glass and could complement the existing listed building. **NO OBJECTION in principal but are mindful the property is sited in a heritage area.**
- (iv) REF: 20191080 – 31 Hansell Road – roof conversion – **DELEGATED to the Chairman and the Clerk to visit and determine.** (A site visit had not been able to be carried out in accordance with current practice as the Councillor had not received the notification).
- (v) REF: 20191181 – 275 Thunder Lane – single storey rear - **NO OBJECTION.**

- (vi) REF: 20191199 – 43 Belmore Road - single storey rear extension – **DELEGATED to the Chairman and the Clerk to visit and determine.** (A site visit had not been able to be carried out in accordance with current practice as the Councillor had not received the notification).
- (vii) BA/2019/2030/FULL – 54b Yarmouth Road – regularisation of existing uses and buildings for car wash, offices and garden centre and construction of new building / structures for waiting area, showroom and offices and carwash area. Concerns were raised regarding the lack of landscape screening of the units at the site, particularly from Thunder Lane, to protect the view across the valley, and about apparent car sales from the site which was not part of the permitted use. Members also felt the matter regarding the temporary use of flags on the site needed investigation and potential enforcement action. **NO OBJECTION but concerns about unauthorised car sales and the lack of adequate screening of the units on the site particularly from Thunder Lane, to protect the view across the valley.**

NO OBJECTION

Members noted the decisions made outside of the Committee in respect of the following two applications:

Roxley House, 68 Yarmouth Road – letter of intent for change of use - the application indicated parking for 14 vehicles at the front and rear and it was considered that occupiers would not be able to access safely all the positions so would have to park on the roadside. This would impact upon neighbours and traffic on Yarmouth Road which it was understood was being developed into a rapid transport route, which would restrict parking. The indicated internal arrangement did not appear to be functional as four self-contained flats. The application lacked a great deal of detail which, if provided might have helped with a more positive assessment. An objection had been raised on the following three grounds:

- 1 Provision of parking is inadequate, impacting upon both highway and neighbours;
- 2 Internal arrangement of flats - do not appear to be self-contained.
- 3 Quality of drawing and details are insufficient to allow a more accurate assessment.

REF: 20190571 –36 South Avenue - single storey side extension and entrance gates – amended revised tree surveys and arboricultural impact – noted.

APPROVED

Ref: BA/2019/0215/NONMAT – 6 Ferryman's Court – change door and window material – noted.

6 DOG WASTE BAGS

Members were invited to consider a proposal to hand out single dog waste bags to dog walkers on the park who had forgotten their dog waste bags. Members supported the idea for a trial period from the Town Council offices and from Nanny's cakes during opening hours. They agreed that a sum of £20 be allocated for each venue for biodegradable bags to see how long these lasted. Appropriate signage was supported.

RESOLVED to proceed with a trial period of handing out single biodegradable dog waste bags from the Town Council offices and from Nanny's cakes during opening hours and that a sum of £20 be allocated for each venue and appropriate signage be posted.

7 ENFORCEMENT NOTICES – CONFIDENTIAL

Members noted the update on confidential and non-confidential enforcement matters. In response to a request, the Town Clerk undertook to chase up any progress on the following cases: 2018ENF498 and 2018ENF151.

In response to concerns about the untidy hedge near 183 Yarmouth Road, the Clerk undertook to raise this matter with the Highway Authority.

FUTURE AGENDA ITEMS

- Dog bins on parks
- Recycling bins on parks

DATES OF NEXT MEETINGS

Town Council	2 September 2019
Plans Committee	9 September 2019

The meeting closed at 8:40 pm

Signed: Dated: