

## Thorpe St Andrew Town Council Meeting

### Minutes of the meeting held on 5<sup>th</sup> October 2015

120. **Present:** Mr J Ward (Town Mayor)
- |              |             |
|--------------|-------------|
| Mr J Fisher  | Mr P Berry  |
| Mr L Reeves  | Miss S Lawn |
| Mr N Shaw    | Mr R Wooden |
| Mr D Sears   | Mr R Robson |
| Mr M Pickess | Mr F Bowe   |

**Apologies:** Mr I Mackie, Mr J Emsell, Mrs T Mancini Boyle, Mr N Hancock, Mrs J Fisher

**In attendance:** Mr T. Foreman (Town Clerk)

121. **Declarations of interest in items on the agenda.**
122. **To confirm the minutes of the Town Council meeting held on 7<sup>th</sup> September 2015**  
The minutes of the meeting held on 7<sup>th</sup> September 2015 were agreed and signed as a true record.
123. **Announcements (For information only)**  
To receive announcements from
- (i) The Town Mayor- The Town Mayor Mr J Ward reported his activities for the month on behalf of the Town Council. These included attendance at the Community Café, the recent SNAP meeting at which time the priorities for the next three months were set.
  - (ii) The Clerk- The Clerk updated the Town Council on meetings with partner organisations and community groups including the Thorpe Recreation Bowling Club and the contractors currently working at on the construction and refurbishment of the Roxley Village Hall.
124. **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 J Ward, seconded by
- (i) Norfolk Constabulary-Apologies were received by Norfolk Constabulary and the crime statistics provided were noted.
  - (ii) County and District Councillors –The report of Mr J Ward for Broadland District Council provided insight into the ongoing developments at the Pinebanks site with two entrances now available. The Top Dog scheme to tackle dog fouling was launched and the pilot scheme for kerbside electrical recycling is being rolled out across the district. For the County Council Mr J Ward explained that a new Chief Fire Officer has been appointed, the results for education had increased beyond the national average for seven year old and that the topic of devolution was still being explored by Suffolk and Norfolk County Councils. Mr N Shaw updated the Town Council on the SNAP meeting from September 2015 which prioritised dog fouling and antisocial behaviour at the Pinebanks site as priorities. Mr J Fisher explained that the SNAP priority on dog fouling coincides with the Top Dog campaign by Broadland District Council, which is being replicated by other local authorities as best practice.
  - (iii) Members of the public-Mr M Martin spoke on Agenda item 129 and expressed his support for the ongoing legal challenge. He also requested that the Broads Authority be contacted with regard to 'John Fox Cottage'. This is a listed building in a state of disrepair. Mr T Foreman was asked to write a letter for an update from the Broads Authority.

**125. Finance**

- (i) Payments List: Voucher numbers 516 to 601 totalling £68,842.44 were noted
- (ii) Bank Reconciliation Statement was agreed and signed as a true record.

**126. (i) Town Amenities Officer's Report-None**

- (ii) Tree Wardens Report- None

**127. Draft Minutes of Committee Meetings.**

- (i) Plans Meeting 14<sup>th</sup> September 2015 were agreed and signed as a true record
- (ii) Finance & Staff 21<sup>st</sup> September 2015 were agreed and signed as a true record
- (iii) Events and Media 23<sup>rd</sup> September 2015 were agreed and signed as a true record

**128. Relocation of Town Council Office**

Mr T Foreman presented the planning documents and costing guide for the proposed relocation of the Town Council office to the Fitzmaurice Pavilion. It was explained that many of the existing walls would be maintained and the fire system, security alarm and CCTV would likely be extended into the building. Mr J Fisher queried the inclusion of glazed doors in the kitchenette. Mr T Foreman explained that these were indicative and would be changed to solid panel kitchenette cupboard doors. Mr T Foreman stated that the quotes would be sought with planning in due course and a final decision with all the relevant information would be presented to the Finance and Staff, before ratification by the Town Council. The report of the Town Council office relocation was noted.

**129. Thorpe Ferry**

A written report of the decision from the Finance and Staff meeting of 21<sup>st</sup> September 2015 was reviewed by the meeting. The report outlined the conditional grant of £5,000 which was given to the Thorpe Ferry Company under s.137 of the Local Government Act 1972 on surety that the ferry would be operational from April 2015. As the ferry is still not operational, a letter was written to the Thorpe Ferry Company requesting the £5,000 is returned by cheque within 28 days, which has elapsed without payment being received. The Finance and Staff committee considered its responsibility to ensure conditions on Council funds were met. It was therefore resolved to file papers with the County Court under s.222 of the Local Government Act 1972 for the sum of £5,000 as the payment had not been received. The Town Council recorded support for the decision and noted the report.

**130. Proposed location for bus shelter**

A report relating to correspondence regarding a site for a bus shelter proposed by employees of the St Andrews Business Park. Discussion pertained to the greatest need for bus shelters in the Town, in particular around the Dussindale area. It was felt that a bus stop would provide greatest benefit to the employees of the Business Park opposed to the residents of Thorpe St Andrew. It was **AGREED** that letter would be sent to businesses on the Park requesting funds for a bus shelter to be erected.

**131. Proposed changes to Fitzmaurice Pavilion from Pavilion Nursery**

Mr T Foreman provided an overview of a written report relating to some proposed changes for the Fitzmaurice Pavilion by the Pavilion Nursery user group. The first change considered by the Town Council was the installation of permanent signage on the main building advertising the Nursery. It was explained that the Nursery are the main user of the Pavilion during weekdays and currently a banner is displayed on the railings at the front of the building during the times the Nursery operates. The Nursery feel that this banner is now becoming untidy and in need of replacement, so propose the new sign as an alternative. There was much discussion with regard to the signage, including whether the permanent signage would cause confusion with the relocation of the Town Council Office. In addition,

the installation of fencing at the front of the building would likely obscure any signage in the proposed location. The proposal for permanent signage was **REJECTED**.

The second proposal was for the conversion of the current table and chair storage cupboard into a children's toilet. The Town Council discussed the merits of the proposal including the use during Town Council events. There was also discussion relating to the lack of storage and that the location of the cupboard meant that its current use for tables and chairs was beneficial. The proposal to turn the cupboard into a children's toilet was **REJECTED**.

**132. Provision of Wraparound Childcare Provision**

The contents of the letter from local Member of Parliament Chloe Smith MP was outlined to the Town Council. The letter expressed concern about the need for wraparound childcare provision in Norwich North, particularly for the children attending Dussindale School. When asked about the efforts being undertaken to assist with this issue Mr T Foreman explained that both the Town Council staff and Economic Development at Broadland District Council had been in advanced talks with groups regarding space. Although space was limited across the Town, it is hoped that local schools and community groups may be able to find space. The Town Council was satisfied with the action to date and noted the report.

**Future Agenda Items.** (Not for discussion)

Town Council meeting 5<sup>th</sup> October 2015

Date of next Plans meeting 14<sup>th</sup> September 2015

Date of next Finance & Staff meeting 21<sup>st</sup> September 2015

With no other business the meeting concluded at 9.00pm

Signed \_\_\_\_\_  
Chairman

Date \_\_\_\_\_