

**Thorpe St Andrew Town Council  
Minutes of the meeting  
held on 6 February 2017 at 7.30pm**

**118 Present:**

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

**Apologies:**

Mr M Pickess	Mr L Reeves	Mr D Sears	Mr N Shaw
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**In attendance:**

Mr T Foreman (Town Clerk)                      Mrs D Matthews (Committee Officer)  
12 Members of the public, the press and 2 PCSOs

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

<b>Member</b>	<b>Minute No &amp; Item</b>
Mr I Mackie	126 - HORTICULTURE AND VERGE CUTTING TENDER 128 - TABLE TENNIS CENTRE PROPOSAL
Mr J Ward	125 - EXEMPTION FROM PUBLIC RIGHT OF WAY CLAIM – RACECOURSE, BROWN AND BELMORE PLANTATION

**120 MINUTES**

The Minutes of the meeting held on 19 December 2016 were agreed and signed as a true record.

**121 ANNOUNCEMENTS**

- (i) The Town Mayor thanked the estates staff for the work carried out to date at the River Green and Memorial Garden which were both looking really good. Repair works were scheduled for the memorials and an additional memorial might be donated. He invited all Town Council members to attend a joint civic service he was hosting with the Chairman of Broadland District Council, Mr J Ward, on 4 March 2017 at 10:30 am at Thorpe St Andrew Parish Church.
  
- (ii) The Clerk updated members on discussions with the Broads Authority regarding the electric boat hire service. The Broads Authority were looking for a speedy resolution of pending matters to facilitate effective progression of the setting up of the electric boat hire service and the moving of the John Foxes Cottage. The Clerk reported that, following negotiations with the supplier of street light bulbs, the cost of the bulbs would not now increase and would be fixed at their current price for the next four years. The Clerk went on to state that a number of residents had experienced difficulties with access to their properties because of the drainage scheme works and the contractors were endeavouring to keep disruption to a minimum. With regard to Pinebanks, there was still no confirmed start date and there had been some activity on the site

which would need to be monitored.

**122 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 – members noted the update of logged crimes in the area from 6 January to 5 February. In response to a comment about potential safety concerns due to the lack of security fencing/boarding/barriers to prevent access to the old hospital building, the PCSOs present stated that the owners believed the building was secure but they undertook to take a look at the premises.
- (ii) County and District Councillors:

Mr J Ward - the Town Council noted the report from Mr Ward.

Mr Mackie – reported that he had recently met with 25 apprentices working with NORSE and that, since 2012, NORSE had taken on 100 apprentices. The County Council's Audit Committee had recently received approval of its Value for Money Review which was to be welcomed. He had also recently had the opportunity to visit some of the farms within the County Farms Estate to see the work they were doing which included the supply of pork to a leading supermarket and the extraction of oils from plants to supply a leading beauty product company with the by-products being sold abroad. Mr Mackie also commented that the Policy and Resources Committee of the County Council was recommending a 4.8% increase in its council tax, 3% of which was ring-fenced for adult social care. The County Council had a budget deficit and around 20% of the savings forecast had not been deliverable.

Mr Fisher referred to the new food waste collection service being trialled by Broadland District Council which included 2500 properties. He commented that not many residents in Thorpe appeared to be using the bins as yet and he asked members to encourage residents to start using these bins. The waste collected was recycled into compost and used to generate energy. He also reported that work was continuing on the ongoing issue of dog fouling in Dussingdale.

- (iii) Members of the Public:

Mr Martins welcomed the report on the River Green moorings and said that he felt the far end of River Green would be the best place for private moorings. He felt that the suggested charges were on the low side compared to other moorings.

Mr Beckett - on behalf of the Friends of Thorpe Woods - expressed concerns

about the public rights of way exemption application from the landowners for Racecourse, Brown and Belmore Plantations as this appeared to be contradictory to the historical welcoming of public access to these areas. Members of Thorpe Wood had been advised of the application and were very keen to help with the submission of evidence of use of the woodlands.

## 123 FINANCE

- (i) Payments List – December 2016/January 2017 - Voucher numbers 869 – 1080 totalling £76,295.13 were approved and signed. In response to a question, the Clerk explained that the storage containers (voucher 1070) were collapsible ones which were not now needed for the original purpose but had been utilised for other storage needs. The number purchased had reduced from 3 to 2. He also explained that the call out fee for Vincent Security(voucher number 988 had been for the Fitzmaurice Pavilion and usually included the cost of dealing with any maintenance faults to the security system unless these were larger expenses. He also confirmed the Council was now undertaking its own PAT testing.
- (ii) Bank Reconciliation Statement - December 2016/January 2017 - this was agreed and signed as a true record. In response to a question, the Clerk confirmed that the cancelled cheque (ref 7197) related to the fee for a planning application for fencing at the Fitzmaurice Pavilion. Following discussions with planning officers, the proposals had been modified to reduce the height of the fencing and avoid the need for planning permission whilst retaining the security needed. He confirmed that un-presented cheques were usually cancelled after 6 months. The cheque for £12.72 for PHS was unlikely to be cashed as arrangements had been made to deal with this service in house.

## 124 DRAFT MINUTES OF COMMITTEE MEETINGS

- (i) Plans Committee – 16 January 2017 – noted.
- (ii) Events Committee - 30 January 2017 – noted. Mrs Matthews was thanked for the speedy turnaround of the Minutes of this meeting. In response to a suggestion from Mr Mackie, Miss Lawn undertook to look into the possibility of holding an event on the River Green/Memorial Gardens in 2018 to commemorate 100 years since the end of the First World War.
- (iii) Finance and Staff – 23 January 2017 – noted.

## 125 EXEMPTION FROM PUBLIC RIGHT OF WAY CLAIM – RACECOURSE, BROWN AND BELMORE PLANTATIONS

*As a Member of the County Council Planning Committee, Mr J Ward declared an*

*interest in this matter and took no part in the consideration of this matter or the decision.*

The Town Council considered the report of the Clerk regarding the Public Rights of Way application for the Racecourse, Brown and Belmore Plantations. The application was made by the landowners to help protect themselves from claims for public rights of way and demonstrated a lack of intention to dedicate any public rights of way. He reminded Members that the planning application for the site was yet to be determined by the District Council but that this proposal would be considered by the County Council. Following consideration of the planning application by the Town Council at its last meeting, it was clear from those members of the public who spoke that there was evidence of daily use of the area over a significant number of years by residents. Having regard to this it was proposed that the Town Council object to the application and compile a dossier of evidence to support the objection, detailing the frequency and history of public access across the Plantations. Members of the Town Council were concerned about the application and felt that residents should be allowed continued access to the site. In response to a question regarding the location of the paths actually used, the Clerk confirmed that some routes were included on current OS maps and that as part of the evidence gathering, users would be asked to identify which routes they used across the Plantations. There was a need to demonstrate use in excess of 20 years and it was clear from testimonials already given that use of land dated back to the 1950s. It was proposed by Mr Mackie, seconded by Mr Fisher, to support the recommendation contained in the report. Members supported the proposal and it was

**RESOLVED** that the Town Council object to the application by way of compiling a dossier of evidence for submission to Norfolk County Council detailing the frequency and history of public access to the Plantations, the evidence to be submitted as part of a public rights of way application.

#### **126 HORTICULTURE AND VERGE CUTTING TENDER - Confidential**

The Town Council considered the report of the Town Clerk on the Tenders received for horticulture and verge cutting. Confidential details had been redacted from the papers. The Clerk pointed out that the officer's preferred contractor set out in the report should be Tender D and not Tender C. Members supported the officer's preference stating that it was important that the officers were happy to work with the successful tenderer.

**RESOLVED** that Tenderer D be appointed as the Horticulture and verge cutting contractor.

#### **127 RIVER GREEN MOORINGS AND QUAYHEADING**

The Town Council considered the report of the Clerk setting out an overview of the proposed management for River Green mooring and quay heading. The quay heading

at River Green had now been returned to the Town Council, having previously been leased to the Broads Authority. Free mooring would be available until April 2017 following which a charging scheme needed to be implemented to generate income for the long-term maintenance of the quay heading. The Broads Authority had estimated that a sum equating to £10,000 per annum was needed to meet the cost of renewal of the quay heading at the end of its lifespan – approximately 2030.

Discussion took place on the suggestions for a scheme of moorings and charges which included commercial mooring (the electric boat hire business), private mooring (year-round, non-residential) and short stay mooring.

With regard to private mooring, it was felt by some that the suggested fees of £10 per foot for Thorpe residents and £15 per foot for non-Thorpe residents was perhaps too low. However, having regard to the need to attract new occupants and having regard to the nature of the river at this point and the restriction of the two bridges, it was felt on balance that this would be an appropriate initial charge and that it could be reviewed in the future having regard to demand for moorings and in the event of water and electricity being provided in the future. There was general agreement that the location of the private mooring needed to be at the Horsewater end of Thorpe Green leaving the central area for casual visits and the opposite end for the commercial enterprise. It was estimated that approximately 10 boats could be privately moored at this part of the quay. Having regard to the fact that River Green was a conservation area, there would be a need for strict controls over the types and condition of boats moored and a need to ensure there were powers in place to remove boats if necessary and to regularly police the area. The Clerk commented that regulations for mooring would be drafted based on other models and would be checked by legal advisors at the Broads Authority. A suggestion was made that the moorings be named after chairmen of the Town Council.

A full discussion then took place on the issue of dinghies and the refuse boat using the quay heading from the residential boats across the river at Thorpe Island and that there was a need to charge for this facility. It was felt that it would be beneficial for the dinghies to be moored to a pontoon to have some form of control over moorings and that the owner of Island should provide the pontoon and should pay a fee for the number of dinghies using the pontoon together with the refuse boat. Attempts had been made to contact the owner of Thorpe Island to discuss the proposals but with no response on his part. Initial suggestions were for a charge of £50 per dinghy per annum but some members felt that a set annual fee of £1,000 was more appropriate. A suggestion was also made that consideration could be given to a charge per foot of dinghy. There were concerns that the owner had demonstrated a lack of willingness to engage with the Town Council in discussions and that it was important to try to establish good relations going forward at this crucial time. He was however running a commercial business and, as with other businesses, needed to be charged for the facility used.

With regard to the short-stay moorings, these needed to be carefully controlled and limited to 10 hours per day with no overnight mooring. Members discussed ways of collecting payments which might perhaps be by way of payment posts or donation

boxes.

Members were keen to ensure that there was no unnecessary financial burden on the residents of Thorpe St Andrew from the moorings and the quay heading and where possible the costs of the facility needed to be largely covered by those using it. It was noted that it was unlikely that the pubs along this stretch would contribute to the costs as they already had their own mooring facilities.

With regard to the terms for the commercial use of the quay heading by the electric boat hire company, member asked the Clerk to enter into negotiations with the company regarding fees for use of the quay and report back to the Council.

The Clerk stated that he was in discussions with other local authorities who had responsibility for managing quay headings and moorings regarding charges and enforcement and would report back with his findings and any further proposals regarding the Council's management of the quay heading and moorings. .

In summary, members agreed to the following arrangements in principle:

- 300ft of mooring space be allocated for private moorings at the Horsewater end of River Green for private moorings. The moorings to be named after chairmen of the Town Council. Fees to be £10 per foot per annum for residents of Thorpe St Andrew and £15 per foot per annum for non-residents.
- An area be set aside in the centre of River Green for short stay moorings up to a maximum stay of 10 hours with no overnight stays. Charges and methods of payments to be explored but might perhaps include payment posts or donation boxes.
- The owner of Thorpe Island be invited to position a pontoon on the quay heading for use by dinghies owned by residents of boats on Thorpe Island and the refuse boat and that an annual fee of £1,000 be charged for this. The owner of Thorpe Island be invited to attend the next meeting of the Town Council when this matter would be discussed again.
- An area 68ft of quay heading be allocated as commercial mooring for the electric boat hire business and the Clerk enter into negotiations with the company regarding fees for use of the quay.

## **128 TABLE TENNIS CENTRE PROPOSAL**

The Town Council considered the report of the Clerk regarding a proposal for a table tennis centre in Thorpe St Andrew. It was noted that Thorpe St Andrew High School had been invited to donate land for the proposed centre but were unable to do so. Members welcomed the proposal and felt it was an exciting proposition. However, they were not in a position of being able to donate land as requested as they had a legal

duty to gain best value when disposing of any asset. Members expressed their support for the project and asked to be kept informed of progress of the proposals in the event that they may be able to help in some other way, perhaps by way of the inclusion of this facility within any future sports hall development in Thorpe St Andrew.

**129 CONFIRMATION OF DONATIONS (s.137)**

Members considered the report of the Clerk setting out the Events and Media Committee’s suggested payments under s137 of the Local Government Act 1972. In supporting the payments suggested, members felt that the balance of s137 monies of £350 should be allocated to other groups in Thorpe St Andrew (sea scouts, brownies, cubs etc.) attending the Remembrance service. Member also expressed a wish that the donation to the East Anglian Air Ambulance be made direct from the Town Council and not via the High School.

**RESOLVED** to make the following donations under s137 of the Local Government Act 1972:

East Anglian Air Ambulance	£100
Thorpe Scouts	£100
Salvation Army	£50
Whitlingham Country Park	£50
Choirs	£50 (£25 each)
All other groups attending the Remembrance service (sea scouts, brownies etc.)	A share of the remaining balance of £350

**130 TOWN COUNCIL APPOINTEE TO THORPE ST ANDREW TRUST**

The Clerk explained that the Council had historically appointed members to the Fuel Allotment Trust and the Burial Trust. Mr J Fisher was a current Town Council appointee. These had now been replaced by the Thorpe St Andrew Trust and Mr Fisher had indicated he wished to stand down from this role.

**RESOLVED** to appoint Mr J Emsell to the Thorpe St Andrew Trust.

**FUTURE AGENDA ITEMS**

Miss Lawn requested the following items be included on the agenda and she undertook to brief councillors on them:

- Broadland District Council - Dementia Action Alliance
- Broadland District Council – Grow Your Community

**DATE OF NEXT MEETINGS**

Town Council	6 March 2017
Plans meeting	13 February 2017
Finance and Staff	20 February 2017

*The meeting closed at 9:30pm*

Signed: .....

Dated: .....