



*Thorpe St Andrew
Town Council*

Dussindale Centre, Pound Lane, Thorpe St Andrew, Norwich, NR7 0SR
Tel/Fax: (01603) 701048 Email: office@thorpestandrew-tc.gov.uk

26.11.14

Notice of Town Council Meeting

You are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held at the Dussindale Centre on Monday 1 December 2014 at 7.30pm for the purpose of transacting the following business.

Steven Ford

Clerk to the Council

AGENDA

1. Attendance book and apologies for absence.
2. Declarations of interest in items on the agenda.
- 3 To confirm the minutes of the Town Council meeting held on 3 November 2014.
- 4 Announcements (For information only)
To receive announcements from
 - (i) The Town Mayor
 - (ii) The Clerk
5. Public participation –To consider a motion to suspend the meeting to allow members of the public the opportunity to address the meeting limited to 5mins each.
 - (i) Norfolk Constabulary
 - (ii) County and District Councillors
- Report from Councillor John Ward
 - (iii) Members of the public
 - (iv) Dussindale Park Management Trustees - verbal report
- 6 Finance
Accounts - Payments List: Voucher numbers 680-769 totalling £29140.98
Bank Reconciliation Statement – to follow
- 7
 - (i) Town Amenities Officer's Report
 - (ii) Tree Wardens – No report submitted
- 8 Draft Minutes of Committee Meetings.
 - (i) Plans Meeting 10 November 2014
 - (ii) Finance & Staff 17 November 2014
 - (iii) Events Meeting 27 October & 12 November 2014
- 9 Allotment Checks- report from this quarter

- 10 Co-Option - Application for Casual Vacancy
- 11 Pavilion Nursery - Proposal for improvement to grass area at side of pavilion
- 12 Yarmouth Road Car Wash Operation – email from Environment Agency
- 13 Highway Rangers - report on work carried out

Future Agenda Items. (Not for discussion)

Date of next Plans meeting 8 December 2014

Date of next Finance & Staff meeting 15 December 2014 TBC

Date of next Town Council meeting 5 January 2015 Dussindale Centre 7.30pm.

Thorpe St Andrew Town Council Meeting

Minutes of the meeting held on Monday 3 November 2014

- | | | |
|--------------------|--|--|
| 1. Present: | Mr J Ward (Town Mayor)
Mrs E Laming
Mr I Mackie
Mr L Reeves
Mrs T Mancini Boyle
Miss S Lawn | Mr W Northman
Mr J Fisher
Mr J Emsell
Mr R Robson
Mr S Freeman-Pannett |
|--------------------|--|--|

Apologies: Mr N. Shaw, Mr I Roberts, Mr I Roberts

In attendance: Mr S. Ford (Town Clerk)

2. Declarations of interest: Mr J Ward and Mr I Mackie declared an other interest in matters relating to Norfolk County Council.

3. To confirm the minutes of the Town Council meeting 6 October 2014

The minutes of the Town Council meeting held on 6 October previously circulated were approved and signed as a true record.

4. Announcements:

- (i) The Town Mayor Mr J M Ward's activities during October were noted.
- (ii) The Town Clerk Mr S Ford requested donations for the wreath that would be laid at the War Memorial on Remembrance Sunday.

5. Public Participation

(i) Members of the public- see Addendum.

(ii) County and District Councillors. The monthly report from Councillor John Ward on his civic activities was noted. Mr I. J. Mackie reported that £400,000 of additional revenue had been identified to help fill gaps in the council's budget. The auditor's report on the County Council had been very satisfactory.

(iii) Norfolk Constabulary – the monthly crime figures were noted. PCSO Olesen said that in the last month a major concern had been thefts from vans, mostly of tools that had escalated to the west but was now spreading towards Thorpe St Andrew. There had been no Halloween incidents this year, a first for several years.

6. Finance

(i) Payment of Accounts: Voucher numbers 579 - 672 totalling £34,306.46p on the 2013/14 payment list were approved and signed.

The bank reconciliation statement for 31 October 2014 was noted.

7. Town Amenities Officers report.

(i) Town Amenities officer's Report: A verbal report of the grounds staff activities during the previous month was noted.

(ii) Tree Wardens: No report had been submitted.

8. Draft Minutes of Committee Meetings.

(i) The draft minutes of the Plans Committee Meeting 13 October 2014 were noted.

(ii) The draft minutes of the Finance & Staff 20 October 2014 were noted.

(iii) Events committee meeting held on 20 October – a verbal report of the meeting given by Miss S. Lawn was noted together with requests for additional help at the Guy Fawkes event that would be held on 5th November.

9. Town Plan.

The Town Plan had been printed and it was **AGREED** that each councillor would have a copy and suggestions of other places and people to receive copies were to be sent to the town council office.

10. Thorpe Island planning appeal

Ms C. Smith the Head of Planning at the Broads Authority had submitted a synopsis of the appeal's outcomes. It was **AGREED** that the report was accurate but there were concerns that the Broads Authority would not enforce its findings vigorously

11. Funding for restoration of cast iron street name plates

The authors of the recently published book "Origins of the Street Names and Road Names of Thorpe St Andrew" had identified a small number of cast iron name plates whilst researching material for the book. They were prepared to restore the plaques if the cost of materials could be covered by the Town Council. It was **AGREED** to support the project and ask for more information and an estimate of the costs to be dealt with by the finance and staffing committee.

12. Yarmouth Road and South Avenue parking problems

Issues that had recently arisen in South Avenue that had been reported by a resident together with pictures of the road which had been completely obstructed as a result of poor parking were noted. Mr J. Emsell said that he had been in contact with the County Council regarding introducing new waiting restrictions. The main hurdles were the cost of the survey work that would be required together with the designation of Yarmouth Road as a rapid bus transit route and the likelihood that its implantation would require changes to parking in the area meant that at the present time a change in waiting restrictions would not come about. Mr Emsell confirmed that he would continue to address the issue and take every opportunity to get it reviewed as soon as possible. Mr I Mackie commented that he had been instrumental in getting the existing waiting restrictions implemented; unfortunately restrictions that businesses liked were at odds with those of local residents and finding a solution that was universally popular was unlikely in his experience.

13. Letter of thanks from the Salvation Army.

A letter of thanks from the Dussindale branch of the Salvation Army for use of the Morse Pavilion as a community cafe during the summer was noted. £918.92p had been raised that had been donated to the Youth Cafe that met at the Fitzmaurice Pavilion on Wednesday nights during term time. It was **AGREED** that the cafe had been much appreciated by residents and it was hoped that it would operate again next summer.

Future Agenda Items. (Not for discussion)

Mr J. Ward said that the community film shows at Sprowston were very successful and he hoped it would be possible to start a community film show on a regular basis in Thorpe St Andrew. It would be drawn to the attention of the events committee and development of childrens' films and evening shows could make them even more popular than the afternoon shows at Sprowston.

Date of next Plans meeting 10 November 2014

Date of next Finance & Staff meeting 17 November 2014

Date of next Town Council meeting 1 December 2014 Dussindale Centre 7.30pm.

Addendum

Mr Peter Rope said he hoped the council would support the restoration of the cast iron street name plates which he felt added character to the street scene. He noted the Planning Inspector's report on the Thorpe Island appeal and questioned the Broads Authority's policy on houseboat mooring. He had noted that there was one moored at the boatyard at the east end of Thorpe Island which he understood was against planning policy.

A member of the public drew attention to the poor condition of the footpath that ran around the side of Dussindale Park from Commonwealth Way. He went on to draw attention to cycle paths that were obstructed and streetlights that were not working on the Dussindale development. The clerk advised that a contractor had been engaged to carry out footpath maintenance on the park. Maintenance of cycle paths and footway lights on the Dussindale development needed to be reported to the County Council; if reported to the town council office they were reported on behalf of residents but if reported directly residents would be given a reference number that enabled them to monitor progress on the issue.

9th November 2014

Report from Councillor John Ward

Norfolk County Council

Norfolk has risen 19 places in the National GCSE league tables of pupils achieving 5+ A-C grades including English and Maths.

Norfolk Health & Wellbeing Projects have been shortlisted by the 'Peoples Millions' to win funding from a national lottery grant. Public voting will take place 24-26 November.

To provide improvements for shoppers, general traffic has been removed from St. Stephens Street, Rampant Horse Street and part of Surrey Street.

The County Council will be seeking the public's views on the following savings to meet the funding shortfall:-

- Reduce sums spent on transport for those using Adult Social Services
- Reduce highways maintenance
- Reduce funding for the arts
- Reduce library staffing
- Remove the subsidy for community groups using schools
- Charge for parking at Gressenhall museum
- One-off sale of antiquarian library stock
- Introduce winter charges at the Ancient House Museum in Thetford

These proposals are on the basis that there is no increase in Council tax but this will also be consulted on.

The achievements of the Youth Advisory Boards which bring together young people and representatives from Councils, police, schools, health and voluntary services to commission youth services locally, are being celebrated. YABs were established in 2011 and have consulted nearly 10,000 young people helping to reduce anti-social behaviour.

The Fire Brigade Union's strikes continue with another 4 days in November but we are assured by the Chief Fire Officer of Norfolk, Nigel Williams that a 999 service will continue to operate.

Trading Standards have successfully prosecuted a director of Norfolk Home Improvements Ltd and he received a 9 month jail sentence for leaving over 70 customers in disarray and out of pocket by thousands of pounds.

Thorpe St Andrew Town Council **PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
680	Building maintenance	04/11/2014		Bank 1 Current Ac	6328	Service gas heaters	T Dukes	S	150.00	30.00	180.00
681	Building maintenance	04/11/2014		Bank 1 Current Ac	6328	Service gas heaters	T Dukes	S	125.00	25.00	150.00
682	Computer/Photocopier	04/11/2014		Bank 1 Current Ac	6329	Software - website	Mr S Ford - reimburse	E	187.00	0.00	187.00
683	Town plan update	04/11/2014		Bank 1 Current Ac	6330	Town plan	Gowise Print	E	1,000.00	0.00	1,000.00
684	Chairmans expenses	04/11/2014		Bank 1 Current Ac	6330	Civic award certificates ar	Gowise Print	S	10.00	2.00	12.00
685	Newsletter costs	04/11/2014		Bank 1 Current Ac	6331	Newsletter	Micropress	E	952.93	0.00	952.93
686	Legal charges	04/11/2014		Bank 1 Current Ac	6332	Legal fees - byelaws	Norfolk County Council	S	21.27	4.25	25.52
687	Fuel	04/11/2014		Bank 1 Current Ac	d/d	Fuel	Fuel Card Services	S	2.00	0.40	2.40
688	Vehicle lease	10/11/2014		Bank 1 Current Ac	d/d	Lease payment	Bussey & Sabberton	S	323.87	64.77	388.64
689	Electricity	17/11/2014		Bank 1 Current Ac	d/d	Electricity - Fitz Pav	Opus Energy	S	226.09	45.22	271.31
690	Electricity	17/11/2014		Bank 1 Current Ac	d/d	Electricity - Village Hall	Opus Energy	L	60.28	3.01	63.29
691	Electricity	17/11/2014		Bank 1 Current Ac	d/d	Electricity - floods/works	Opus Energy	L	14.01	0.70	14.71
692	Ford salary	19/11/2014		Bank 1 Current Ac	6333	November salary	Mr S Ford	X	2,182.49	0.00	2,182.49
693	Fenn salary	19/11/2014		Bank 1 Current Ac	6334	November salary	Mrs Fenn	X	950.62	0.00	950.62
694	Bass - salary	19/11/2014		Bank 1 Current Ac	6335	November salary	Mrs F Bass	X	621.70	0.00	621.70
695	Sayer salary	19/11/2014		Bank 1 Current Ac	6336	November salary	Mr D Sayer	X	1,560.49	0.00	1,560.49
696	Mileage	19/11/2014		Bank 1 Current Ac	6336	Mileage	Mr D Sayer	X	17.10	0.00	17.10
697	Subscriptions	19/11/2014		Bank 1 Current Ac	6336	Subscription	Mr D Sayer	E	64.99	0.00	64.99
698	Tree Plantation - mowin	19/11/2014		Bank 1 Current Ac	6336	Memorial trees	Mr D Sayer	E	19.98	0.00	19.98
699	Kiddell salary	19/11/2014		Bank 1 Current Ac	6337	November salary	Mr R Kiddell	X	1,094.85	0.00	1,094.85
700	Mrs A Farrow	19/11/2014		Bank 1 Current Ac	6338	November salary	Mrs A Farrow	X	336.00	0.00	336.00
701	Mr R Top	19/11/2014		Bank 1 Current Ac	6339	November salary	Mr R Top	X	519.88	0.00	519.88
702	Miscellaneous	19/11/2014		Bank 1 Current Ac	6340	Newsletter advertisement	Mrs J Fenn - petty cash	E	4.20	0.00	4.20
703	Stationery	19/11/2014		Bank 1 Current Ac	6340	Stationery	Mrs J Fenn - petty cash	S	7.61	1.13	8.74
704	Events Payments/Receip	19/11/2014		Bank 1 Current Ac	6340	Temp event notice	Mrs J Fenn - petty cash	E	21.00	0.00	21.00
705	Computer/Photocopier	19/11/2014		Bank 1 Current Ac	6340	Battery	Mrs J Fenn - petty cash	E	4.00	0.00	4.00
706	Events Payments/Receip	19/11/2014		Bank 1 Current Ac	6340	Raffle toy	Mrs J Fenn - petty cash	E	10.00	0.00	10.00
707	Events Payments/Receip	19/11/2014		Bank 1 Current Ac	6340	Float	Mrs J Fenn - petty cash	E	250.00	0.00	250.00
708	Water rates	19/11/2014		Bank 1 Current Ac	6341	Water charges - Morse	Anglian Water	E	153.42	0.00	153.42
709	Water rates	19/11/2014		Bank 1 Current Ac	6341	Water charges - Recreatio	Anglian Water	E	26.56	0.00	26.56
710	Morse - gas/expenditure	19/11/2014		Bank 1 Current Ac	6342	Gas charges - Morse	British Gas	L	158.84	7.94	166.78
711	Hillside maintenance	19/11/2014		Bank 1 Current Ac	6343	Pest control	Burrell Pest control	E	50.00	0.00	50.00
712	Dussindale maintenance	19/11/2014		Bank 1 Current Ac	6343	Pest control	Burrell Pest control	E	50.00	0.00	50.00
713	Park maintenance	19/11/2014		Bank 1 Current Ac	6343	Pest control	Burrell Pest control	E	300.00	0.00	300.00
714	Park maintenance	19/11/2014		Bank 1 Current Ac	6343	Pest control	Burrell Pest control	E	300.00	0.00	300.00
715	Miscellaneous	19/11/2014		Bank 1 Current Ac	6344	Allotment keys	Mr I Cook	E	30.00	0.00	30.00

Thorpe St Andrew Town Council **PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
716	Contract Cleaning - Hays	19/11/2014		Bank 1 Current Acc	6345	Village Hall Cleaner	Hays	S	131.46	26.30	157.76
717	Contract Cleaning - Hays	19/11/2014		Bank 1 Current Acc	6345	Litter pick	Hays	S	79.84	15.96	95.80
718	Contract Cleaning - Hays	19/11/2014		Bank 1 Current Acc	6345	Village Hall Cleaner	Hays	S	8.94	1.80	10.74
719	Fixings and fittings	19/11/2014		Bank 1 Current Acc	6346	Goods	Lamberts	S	96.04	19.21	115.25
720	Events Payments/Receipts	19/11/2014		Bank 1 Current Acc	6347	Radio rental	Link Radio Services	S	55.00	11.00	66.00
721	War Memorial maintenance	19/11/2014		Bank 1 Current Acc	6348	War memorial maintenance	R Payne	S	452.00	90.40	542.40
722	Energy charge	19/11/2014		Bank 1 Current Acc	6349	Street light - energy charge	Southern Electric	S	1,617.65	301.73	1,919.38
723	Building maintenance	19/11/2014		Bank 1 Current Acc	6350	Electrical goods	M D Thompson	S	32.84	6.57	39.41
724	Miscellaneous	19/11/2014		Bank 1 Current Acc	6351	Advert in Parish Life	Thorpe St Andrew PCC	E	148.31	0.00	148.31
725	Events Payments/Receipts	19/11/2014		Bank 1 Current Acc	6352	Fireworks	Titanium Fireworks	S	2,700.00	540.00	3,240.00
726	Events Payments/Receipts	19/11/2014		Bank 1 Current Acc	6353	Beer	V C Vintners	S	250.93	50.18	301.11
727	Fuel	24/11/2014		Bank 1 Current Acc	d/d	Fuel	Fuel Card Services	S	1.00	0.20	1.20
728	Ford salary	01/12/2014		Bank 1 Current Acc	n/a	Cycle to work scheme	Mr S Ford	S	69.44	13.89	83.33
729	Events Payments/Receipts	01/12/2014		Bank 1 Current Acc	6354	Christmas lights	Blachere Illumination	S	810.00	162.00	972.00
730	Building maintenance	01/12/2014		Bank 1 Current Acc	6355	Bulbs	Ben Burgess	S	13.02	2.60	15.62
731	Events Payments/Receipts	01/12/2014		Bank 1 Current Acc	6356	Cable ties, fencing pins, b	Builders Equipment	S	20.08	4.02	24.10
732	Events Payments/Receipts	01/12/2014		Bank 1 Current Acc	6356	Frame/signs	Builders Equipment	S	59.44	11.89	71.33
733	Buildings & amenity area	01/12/2014		Bank 1 Current Acc	6357	Galvanised posts	Espo	S	264.00	52.80	316.80
734	Stationery	01/12/2014		Bank 1 Current Acc	6358	Compliment slips	Gowise Print	S	55.00	11.00	66.00
735	Ford salary	01/12/2014		Bank 1 Current Acc	6359	Ford - Tax/NIC	HMRC	X	513.40	0.00	513.40
736	Ford - NIC employer	01/12/2014		Bank 1 Current Acc	6359	Ford- employers nic	HMRC	X	308.52	0.00	308.52
737	Sayer salary	01/12/2014		Bank 1 Current Acc	6359	Sayer - tax/nic	HMRC	X	363.27	0.00	363.27
738	Sayer - NIC employer	01/12/2014		Bank 1 Current Acc	6359	Sayer employers nic	HMRC	X	138.84	0.00	138.84
739	Kiddell salary	01/12/2014		Bank 1 Current Acc	6359	Kiddell tax/nic	HMRC	X	149.38	0.00	149.38
740	Kiddell - NIC employer	01/12/2014		Bank 1 Current Acc	6359	Kiddell employers nic	HMRC	X	62.22	0.00	62.22
741	Fenn salary	01/12/2014		Bank 1 Current Acc	6359	Fenn tax/nic	HMRC	X	83.13	0.00	83.13
742	Fenn - NIC employer	01/12/2014		Bank 1 Current Acc	6359	Fenn employers nic	HMRC	X	38.62	0.00	38.62
743	Bass - salary	01/12/2014		Bank 1 Current Acc	6359	Bass tax/nic	HMRC	X	73.11	0.00	73.11
744	Bass - NIC employer	01/12/2014		Bank 1 Current Acc	6359	Bass employers nic	HMRC	X	1.32	0.00	1.32
745	Events Payments/Receipts	01/12/2014		Bank 1 Current Acc	6360	Lighting tower	Mervyn Lambert	S	195.00	39.00	234.00
746	Tree expenditure	01/12/2014		Bank 1 Current Acc	6361	Tree work	Moore Tree Care	E	1,050.00	0.00	1,050.00
747	Ford salary	01/12/2014		Bank 1 Current Acc	6362	Ford pension	Norfolk Pension Fund	X	202.78	0.00	202.78
748	Ford - pension employer	01/12/2014		Bank 1 Current Acc	6362	Ford TC Pension	Norfolk Pension Fund	X	596.40	0.00	596.40
749	Fenn salary	01/12/2014		Bank 1 Current Acc	6362	Fenn pension	Norfolk Pension Fund	X	60.17	0.00	60.17
750	Ford - pension employer	01/12/2014		Bank 1 Current Acc	6362	Fenn employers pension	Norfolk Pension Fund	X	218.78	0.00	218.78
751	Bass - salary	01/12/2014		Bank 1 Current Acc	6362	Bass pension	Norfolk Pension Fund	X	40.44	0.00	40.44
752	Bass - pension employer	01/12/2014		Bank 1 Current Acc	6362	Bass employers pension	Norfolk Pension Fund	X	147.05	0.00	147.05
753	Sayer salary	01/12/2014		Bank 1 Current Acc	6362	Sayer pension	Norfolk Pension Fund	X	133.74	0.00	133.74
754	Sayer - pension employer	01/12/2014		Bank 1 Current Acc	6362	Sayer employers pension	Norfolk Pension Fund	X	411.50	0.00	411.50

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Thorpe St Andrew Town Council **PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
755	Kiddell salary	01/12/2014		Bank 1 Current Acc	6362	Kiddell pension	Norfolk Pension Fund	X	76.61	0.00	76.61
756	Kiddell - pension employ	01/12/2014		Bank 1 Current Acc	6362	Kiddell employers pensior	Norfolk Pension Fund	X	264.17	0.00	264.17
757	Tree Plantation - mowin	01/12/2014		Bank 1 Current Acc	6363	Tree plantation	Norse	S	58.33	11.67	70.00
758	Field maintenance contr	01/12/2014		Bank 1 Current Acc	6363	Field Maintenance - Rec G	Norse	S	544.86	108.97	653.83
759	Shrub bed - St Will Loke	01/12/2014		Bank 1 Current Acc	6363	St Williams Loke - pruning	Norse	S	7.17	1.43	8.60
760	Field maintenance contr	01/12/2014		Bank 1 Current Acc	6363	Field Maintenance - Duss	Norse	S	496.10	99.22	595.32
761	Commisioners Cut - picr	01/12/2014		Bank 1 Current Acc	6363	Picnic area maintenance	Norse	S	41.61	8.32	49.93
762	Mowing contracts	01/12/2014		Bank 1 Current Acc	6363	Mowing contract	Norse	S	226.77	45.35	272.12
763	Hillside maintenance	01/12/2014		Bank 1 Current Acc	6363	Hillside allotment maint	Norse	S	11.48	2.30	13.78
764	Shrub bed/tidy front	01/12/2014		Bank 1 Current Acc	6363	Village Hall grounds main	Norse	S	26.25	5.25	31.50
765	Soccer mark/additional	01/12/2014		Bank 1 Current Acc	6363	Soccer marking	Norse	S	339.90	67.98	407.88
766	Soccer marking	01/12/2014		Bank 1 Current Acc	6363	Soccer marking	Norse	S	226.60	45.32	271.92
767	Maintenance contract	01/12/2014		Bank 1 Current Acc	6364	Street light - maintenance	Pearce & Kemp	S	659.40	131.88	791.28
768	Events Payments/Receip	01/12/2014		Bank 1 Current Acc	6365	First aid cover	St Johns Ambulance	S	445.20	89.04	534.24
769	Events Payments/Receip	01/12/2014		Bank 1 Current Acc	6366	Beer	V C Vintners	S	79.99	16.00	95.99
Total									26,963.28	2,177.70	29,140.98

Amenities Officer Report

River Green

The memorial illuminations were switched over to red light this year to mark the 100 year anniversary of the commencement of WW1. They will return to the normal white illumination from the 28th November.

The planning application for the WW1 memorial trees and associated poppy field is nearing completion and will be made available to council early 2015 for comments before being submitted to the planning authority.

The Broads Authority river engineers have confirmed the appointment of contractors to undertake the repairs to the quay headings. Works will start as soon as they have clarification of procedures to follow around the established RPA's (root protection areas).

Our Christmas lights are up and ready; once again will the valuable assistance from S. Freeman-Pannett. Our street light contractors are scheduled to erect the new light units on the highways lamps on Friday 28th November. This is the last of the Christmas trees kindly donated by Mr Jenkins therefore alternative arrangements will be required for 2015.

Recreation Ground

Remedial ground repairs to the damage caused by vehicles on the 5th November has been undertaken, further works to completely re-establish the damaged areas will need to be undertaken in early spring 2015.

During the winter months the 'over-spill' car park will remain closed as we have been experiencing regular problems with vehicles remained parked there when staff has attempted to lock up at the end of each day.

The main car park barrier is working on the automatic programmed timer as required. The manufacturer has had some technical problems with the software programming company that supplies the microchips in getting them to write the programme to enable the barriers to do what we now require.

Dussindale Park

Norse has commenced with the clearance of the grass that has encroached onto the walkway. The contract is based around them allocating the workforce in and around existing commitments. With that in mind we have made a substantial cost saving. The main/worst section is now near completion although recently hampered by the very wet ground conditions.

General

The past six weeks we have contracted out the cleaning of the Fitzmaurice and Morse pavilions to the Hays contracted cleaner that we use in the Village Hall. This has been while our cleaner has taken paternity leave. Both buildings are now remarkably cleaner and this has been commented upon by our users. This temporary cover has been provided daily throughout the week in both buildings working to the given hours.

(80)

**THORPE ST ANDREW TOWN COUNCIL
MINUTES OF THE PLANS COMMITTEE MEETING
HELD ON 10 NOVEMBER 2014**

PRESENT:

Mr J Fisher	Mr W Northman
Mr S Freeman-Pannett	Mr J Ward
Mr. R Robson	Mr N Hancock

1. **In Attendance:** Mr S Ford (Town Clerk) Mrs F Bass (Assistant Clerk) Ms Cally Smith, Head of Planning, Broads Authority and 8 members of the public.

2. **Apologies for Absence:** Miss S Lawn, Mr. D Eley

3. **Declarations of Interest:** Mr S Freeman-Pannett declared an interest in planning application for Racecourse Road, and Mr J Ward for the development of The Oakes Harvey Lane.

3. **Minutes of meeting held on 13 October 2014**

The minutes of the meeting held on 13 October 2014 were approved and signed as a true record.

4 **Planning Items Raised by Residents- See Addendum**

Report from Ms Cally Smith Head of Planning, Broads Authority

Ms Smith gave a summary of the considerable time and effort that is being spent to address issues at and around The Basin, Thorpe Island and the River Green. She explained the procedures and processes that are taking place at present and the legal position of the Broads Authority. She discussed the Planning Inspectorate appeal decision regarding the mooring basin at the west end of Thorpe Island and the conditions set out that required addressing within three months. A copy of decision is attached as an addendum to the minutes. Ms Smith also confirmed in response to a question from Mr J Fisher that an application for the car wash service on Yarmouth Road had been received.

5 Planning Applications

20141689	32 Howard Close	Single Storey Rear Extension Including External Flue
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No Objections in principle. Concerns were raised as to the general layout of the extension and lack of detail on the plans. The position of the flue for the proposed wood burner and its visual impact was not acceptable.

20141700	Plot 1 16 Harvey Lane	Erection of 1 No Dwelling
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No Objections.

20141717	St Andrews Football Club	Alterations to Changing Facilities & Extension to Club House
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No Objections.

20141738	Plot 1 The Oakes 16 Harvey Lane	Conversion & part Demolition of Building to Create 1 No Dwelling
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No Objections.

20141741	39 Racecourse Road	Erection of Vehicular Access Gates
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No Objections in principle. Concerns were raised as to the impact the gates would have on the already restricted parking area once open. It was requested that a sliding gate be considered as an alternative.

20141666 52 Eastern Road Single Storey Rear Extension
No Objections.

20141779 73 Thunder Lane Two Storey Side Extension
No Objections.

20141476 17 Beechwood Drive Single Storey Side & Rear Extensions
Objections. It was considered that the extension should not be taken up to the boundary line, and therefore the size should be reduced. The mass and bulk of the wall and position of the side window was not acceptable and would adversely affect the neighbouring property.

6. Planning Enforcements
Confidential were circulated papers for consideration.

Addendum

Mr Malcolm Martins asked Ms Smith if any checks were made on the dinghy moorings on the River Green similar to those made on vehicles, to which she replied no checks were made.

Mr & Mrs. Allison- raised concerns that BA planning policy for River Green and Thorpe Island restricted use for non residential moorings only, but said that there was a houseboat moored outside the bungalow at the commercial boatyard. Ms Smith said the Broads Authority was very aware of the issues and the escalated use of moorings on Thorpe Island for residential purposes and were in the process of contacting all the boat owners. Unfortunately due to a lack of resources there was a limit to the action that could take place at present.

Mr R Wood
The Old Boathouse
The Island
Yarmouth Road
NORWICH
NR7 0HE

29 October 2014

BA/2011/0006/ENF

Dear Mr Wood

Thorpe Island – appeal decision

I write further to the decision of the Planning Inspectorate in respect of the appeal at Thorpe Island.

The decision was issued on 20 October 2014 and the purpose of this letter is to outline the contents of the decision and explain to you what you need to do and the deadlines for this. You may have already taken, or intend to take, independent advice so I do not intend in this letter to offer you any advice but simply set out for clarity exactly what the Broads Authority as Local Planning Authority expects you to do so that you are in compliance with the decision set out in the Inspector's decision letter.

The Inspector has granted planning permission for up to 25 boats in the Jenner's basin. The planning permission for up to 25 boats takes immediate effect from the date of the decision (ie 20 October 2014), but will lapse 3 months from the date of the decision (ie on 20 January 2015) unless the following information is submitted to the Local Planning Authority:

- a) Details of the proposed means of waste and refuse storage and disposal. Full details are set out in condition 3 of the decision letter.
- b) Details of a landscaping scheme and a timetable for implementation. Full details are set out in condition 4 of the decision letter.
- c) Details of a scheme of ecological enhancement and a timetable for implementation. Full details are set out in condition 6 of the decision letter.
- d) Details of a scheme for improvements and works to the access, bridge and parking and a timetable for implementation. Full details are set out in condition 9 of the decision letter.

- e) Details of a scheme for the proposed layout of the basin, including treatment of the quay heading, position and treatment of all mooring bays and the detailed positioning and design of the mooring pontoons and a timetable for implementation. The Inspector made it clear in the decision letter that he considered that the current arrangement of the boats contributed to an impression of a fixed development and this was somewhat intrusive, but that were the boats to be spread more evenly across the basin this effect could be reduced (paras 447 and 48). You will need to devise a layout scheme which is in accordance with his comments. Full details are set out in condition 11 of the decision letter.

The preparation and submission of the required information is a significant piece of work and the timescales are tight.

The Inspector made it clear in the decision letter that he considered that the current situation, both with regard to the moored boats in the basin and the associated activities, gave rise to an appearance which was somewhat intrusive and unattractive (para 61) but that with the imposition of planning conditions and the adherence to those conditions it would be possible to achieve a significant improvement (para 49). You will need to bear this in mind when preparing the required schemes.

The Local Planning Authority will need to be reasonable and proportionate in terms of what it requires and will accept when considering whether the schemes that are submitted are sufficient for validation, however I would remind you that as a base for 25 boats this is a good sized facility and the Local Planning Authority will expect to see comprehensive drawings and information of a professional standard.

The Local Planning Authority must approve the submitted details within 11 months of the date of the decision (ie by 20 September 2015) or the planning permission will lapse unless:

- If the Local Planning Authority has failed to make a decision on the submitted details (ie the application has not been determined) or has refused to approve the submitted details (ie the application has been refused) you have appealed against this and the appeal has been accepted as valid; or
- The submitted details have already been the subject of an appeal and they have been approved.

The Inspector was also clear that it was important not simply to control the number and layout of the boats in order to ensure that the visual impact is acceptable, but that the boats too should be controlled and that only boats capable of navigation should be moored there; all wrecked and sunken boats should be removed.

Condition 1 of the decision letter sets this out and, further, requires that all boats moored in the basin should be in possession of a current navigation toll. This condition is now in force, as the planning permission came into immediate effect on the date of the decision.

As you know, a site inspection was undertaken on 27 October 2014. It was found that the basin contained 27 vessels, of which 12 were not in possession of a current navigation toll.

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These vessels are therefore in breach of condition 1 and will need to be removed forthwith. I will write to you about these separately.

It was also found that there were 2 houseboats in the basin, plus the remains of a houseboat float. None of these were in possession of a current navigation toll, nor are they 'capable of moving under their own power'. These structures are therefore in breach of condition 1 and will need to be removed forthwith. I will write to you about these separately.

Condition 13 of the decision letter also requires that all wrecked and sunken boats shall be removed within 6 months of the date of the decision (ie by 20 April 2015) and the Broads Authority will be monitoring this.

Condition 2 of the decision letter prohibits the use of any vessel as a main residence or for it to be occupied for more than 28 days per annum. The Broads Authority has previously received complaints that a number of the vessels are being used as permanent residences and will be looking into this now that we have the Inspector's decision. I will write to you about this separately, but you should be aware that the residential use of any vessel would be in conflict with Condition 2.

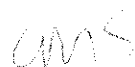
Finally, I would draw your attention to conditions 7 and 8 which preclude the undertaking of site maintenance and boat repairs involving power tools or non-powered hammers and saws, other than on weekdays from 08.00 to 18.00 and on Saturdays from 09.00 – 13.00. You should make the owners of the vessels in the basin aware of these restrictions.

There are a number of other conditions that I have not specifically detailed above and you should read these carefully.

There are a number of other breaches on the site which the Broads Authority is looking into particularly around the stationing (and use) of motor homes as well as mooring on the river frontage. I will write to you about these separately.

I hope the above is helpful

Yours sincerely



Cally Smith
Head of Planning

8(11)

**Minutes of Finance and Staffing Committee Meeting
held on Monday 17 November 2014**

1. PRESENT:

Mr I. Mackie (Chairman)	
Mr J. Emsell	Mr S. Freeman-Pannett
Mr J. Ward	Mrs E. C. Laming
Miss S. Lawn (Vice Chairman)	Mrs T. Mancini-Boyle

IN ATTENDANCE: Mr S. J. Ford - Town Clerk, Mrs J. Fenn – Deputy Clerk &
R.F.O.,
Mrs E. Smith of F.O.T.S.A.P.

APOLOGIES FOR ABSENCE

Mr D. Sayer - Amenities Officer, Mr L. Reeves, Mr W. Northman.

2. Declarations of Interest

Mr J. M. Ward and Mr I. J. Mackie declared a non pecuniary Other Interest in agenda item 7 as members of Norfolk County Council.

3 Minutes of Meeting held on 20th October 2014.

The minutes of the meeting held on 20th October 2014 were approved and signed as a true record once amended to record Mrs E. C. Laming's attendance at the meeting and the final six words of the last line of paragraph 5 being changed to read "after the May elections."

4. Public session

No matters were raised.

5. Friends of Thorpe St Andrew Parks

Mrs Emma Smith reported on a meeting that had been held with residents who lived in the Hamden Drive and Commonwealth Way areas who objected strongly to proposals to build a wheeled park facility in the hard court area at Dussindale Park. They were told that the proposals had already been reconsidered and that the facility was now planned to be provided in the vicinity of the youth shelter. The group had been in discussions with planners at Broadland District Council to see if any planning issues arose from the development proposals from the park. The planners had been pleasantly surprised by the consultations that had been made and comments received that were then taken on board when the development proposals were drawn up by the landscape architect. The group would now draw up a business plan with costings to seek match funding for the £80,000 of section 106 money that had been allocated by the town council. The intention would be to use the money for park development within the next six to twelve months. They were now looking for volunteer groups to work with them to take forward the development and would be speaking to other parish and town councils who had recently installed skate parks. It was suggested that contact be made with the Norwich Fringe Project, the Norfolk Youth Offender team's reparation section and a group at Bowthorpe that carried out "green" projects.

7. Village Hall, Yarmouth Road

The clerk reported that trial holes would be dug on 20 November to enable the structural engineer to design the foundations for the extension.

8. Staffing sub committee

It was noted that the town clerk had advised that he would retire on 7 May 2015. It was **AGREED** that the National Association of Local Councils would be asked for advice on appointing a new clerk and this together with the current job description and other relevant

information would be brought to a staffing sub-committee that would meet at 6.30pm before the Town Council meeting on 1st December. The sub-committee would comprise of Mr J. Ward, Mr I. Mackie, Miss S. Lawn and Mr J. Fisher and would consider an appropriate start date such as 1 March 2015, job description, pay scales and the interview panel. The sub-committee would also consider other staffing issues such as those that the Amenities Officer had put forward to the clerk.

9. Automatic barriers to the parks

It was noted that the barriers had been out of operation for some time. The manufacturers of the barriers had serviced them and installed a new control module that was designed to overcome misuse of the barriers that had caused a number of irreversible battery failures that required their complete replacement on a number of occasions this year. The module was still not working correctly and was being replaced as soon as possible by the manufacturer. In the meantime the barrier at Laundry Lane was being raised and lowered by use of remote controls. It was **AGREED** that should any further issues arise that affect their use the amenities officer was to flag up the problem to the office and all council members.

10. Future agenda items

- Mr S. Freeman-Pannett said that renewal of the truck's lease would need to be considered during the next financial year and a decision on its outright purchase or its replacement would be needed.
- The post and mounting brackets for the hanging baskets at River Green were getting dilapidated and it was suggested that ornamental lampposts could be installed as a replacement. The clerk pointed out that the cost of such a project would be colossal and that it was unlikely that the County Council would fund ornamental lighting on a primary route to and from Norwich city centre.
- The precept would remain on the agenda until it had been agreed to submit to the District Council by the full Town Council.

Date of next meeting: Monday 15th December 2014

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EVENTS & MEDIA WORKING GROUP
Minutes of meeting held on Monday 27 October 2014 at 7.30pm
at the Morse Pavilion, Laundry Lane

- 1 **Present:** Miss S. Lawn (Chairman) Mr R. Robson
 Mr J. Emsell Mr J. Ward
 Mrs T. Mancini-Boyle Mr L. Reeves
 Mrs E. Laming Mr T. Barber
 Mr S. Ford Mr S. Freeman-Pannett

Apologies for absence
Mr G. Lawton, Mrs F. Bass

- 2 **Declarations of interest**
None.

3. **Minutes of meeting held on 17 September 2014**
The minutes of the meeting held on the 17 September 2014 were agreed and signed as a true record.

4. **November 5th Fireworks Display**
Mr R. Robson said that he had been let down by Brandon Hire with whom he had arranged to hire a lighting tower. He would find an alternative source and suggested that as an alternative four 1000 watt lighting heads could be mounted on the fencing at the Morse Pavilion. Miss S. Lawn (Chairman) ran through arrangements for running the event and would circulate details which are attached as an addendum to the minutes.

5.

6. **Christmas light switch on**
Arrangements for the event were being progressed; Radio Norwich would be present and carrying out a similar role to the previous year. The Buck was closed and it was unclear if the car park could be used for the Christmas Market but other arrangements would be made if it was not available and brought to the next meeting. The clerk was asked to contact the Rector to check if there would be a church service that would be affected by the road closure.

7.

8. **Christmas concert – verbal update**
Mr J. Emsell said that the concert would take place on Sunday 7 December from 7.00 – 9.00pm in the Birbeck Room at The Cottage public house on Thunder Lane. Admission would be free and performers were being contacted to see who was available.

9. **Any other business**
None.

Date of next meeting: 12 November 7.30pm at The Rushcutters, Yarmouth Road.

Fireworks preparation 2014

Monday 4th November Check with Darrin & Fun fair people and check all in place for the morning. (evening)

*****. Tbc meeting with Peter re sound system.*****

Tuesday 5th November Agenda as follows all times approx.

8.30	Roy collect the lighting (yet to be confirmed RR & SFP to discuss)
9.00	Mark out perimeter with orange fencing
9.30	Put all laminated signs up.
12.00	Put up the Gazebo's outside Morse.
13.00	Check all ok with funfair
14.00	Meet David with fireworks
14.15	Set up bar and council stand
15.00	Stock bar
16.00	Put tables in place at the entrance.
16.45	Close gates around Rec
17.00	Open gates, bar and council stand .
18.00	Judge the "GUY"
18.45	Radio Norwich make announcement
18.50	Award the best Guy prize which will be family cinema tickets.
19.00	Light fireworks
19.15	Fireworks display over
19.30	Clear area
21.00	Home

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Stock for Bar

3 x 18g Beer	£3.00 pint
30 x 24 Lagers	£2.50 per can
30 x 24 Cans Beer	£2.50 per can
30 x 24 Cans Cider	£2.50 per can
30 x 24 Soft Drinks of Any Kind	£.50 per can
50 x Mulled wine	£2.50 per cup

No longer having squash

Plastic cups for Beer and Soft drinks

Polystyrene or hot drink cups for mulled wine

We will need approx. 6 people to help (JE,WN,LR,RR, SFP, SL Richard & Darrin)

Put the white and blue gazebos in place.

We shall only use white gazebo if the weather is expected to be rain.

Get tables and stock in place in the beer tent

Helpers

1.Jon	Roving
2 Sue	Roving
3.Roy	Roving
5. Steven F	Roving
6. Steven & Ula Freeman-Pannett	Cash in Office
7.Fiona & Jeanine (RR to help if needed)	Collect cash from gates to office.
8.John Fisher	Bar (1)
9.Ian Mackie	Bar (2)
10.Nigel	Bar (3)

- | | |
|--|-----------------------|
| 11. Gerrard | Bar (4) |
| 12. Rick | Bar(5) |
| 13. TBC for 1 more for Bar | |
| 14. John Ward | Gate 1 + 3 volunteers |
| 15. Leigh | Gate 2 + 3 volunteers |
| 16. Trudy | Gate 3 + 3 volunteers |
| 17. Geoff | Gate 4 + 3volunteers |
| 18. William | Gate 5 + 3 volunteers |
| 20. Marshall for over flow car park | |
| 20. Marshall for Davidson Rd side of Rec | |
| 21. Marshall for Eastern Road side | |
| 22. Marshall for Gargle Hill | |

Would really want to have 2 marshals at each of these places.

Office Duties

Cash Float in place£500 For Entrance gates£200.00 For Bar.

Do we need portable safe.

We need to ensure Bar Takings, Monies from stall holders and Entrance money are kept separate. (Jeanine advise please)

Make up and laminate 6 signs = " Fireworks Danger Do Not Enter" =A3 for trees on Gargle Hill.

Make up and laminate 10 signs = " " " " " " " " " " " " = A4 for fencing area along section off area across the rec.

Make up and laminate 4 signs = "ENTRANCE" = A3 for main car park area

Make up and laminate 2 signs = "PAY HERE" = A3 for pay gates

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Make up and laminate 2 signs = " Adults £3.00 = A3 for pay gates

Children £2.00

Family x4 £10.00

Children under 2 Free .

Office make up sign to place at Gargle Hill = A4 Laminated.

"NOTICE Due to the fireworks display on the 31/10/2014 this gate will close at 10.00. In the case of an emergency please call 07987074783."

This sign needs to be in place before the 31/10/2014

Need signs saying car park at Fitzmaurice Pavilion (SFP will fix these signs)

We need Confirmation that the Town Council has done a risk assessment and get a copy of the fireworks company's risk assessment and confirm all is acceptable Fire Officers with Sprowston Fire Station.

Make sure Peter has adequate PA System. (SF will try to arrange meeting with Peter for Monday 3/11/2014 @ 17.15 if possible need to advise Jon, Sue & William.....

Please ensure we have Christmas cards and snippets available to sell on evening Cards will be given to Eleanor to sell in café.

Steven please order 3 barrels of beer and please have it delivered to Morse Pavillion. (SFP can be at Morse to take delivery of barrels of beer)

5 x Radio's

Please confirm what time St Johns Ambulance will attend ... they can use one of the changing rooms in the Morse Pavilion as their base. Darrin confirm this is acceptable.

Volunteers time table.

Sue	08.30 = all day
Jon	08.30 = all day
Darrin	08.30 = 17.00
Richard	08.30 = all day (TBC)
Steven	09.00 = all day
Fiona	12.30 = all night
Steven FP	08.30 = all night
Roy	08.30 = all night
Will	14.00 = all night
Eleanor	coffee shop
John w	17.00 = all night
Nigel	17.00 = all night
Ian M	17.00 = all night
John F	17.00 = all night
Leigh	15.00 = all night
Geoff	16.00 = all night (TBC)
Zoe	17.30 = all night

13 volunteers from Rotary (Jon will email to confirm what time they will arrive and how many there will be)

Car park.

It was agreed there is adequate parking we did not need to contact the school.

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Darrin Please could we have the following in trailer

Orange fencing and poles for fencing off the firework section of woods.

Black and yellow tape for fencing off woods

2 Pop up Gazebo's

1 White Gazebo

The Table Rest for real ale.

William will provide the 2 portable real ale stands.

All the plastic glasses, please inform Office & Sue how many glasses we have.

Please advise office and Sue if we have any cans / bottles of drinks left from previous events.

All Extension leads for lights again please advise how many of these we have.

All portable lights we have again advice how many we have.

Plastic ties.

Black bins ... bin bags

We will need 12 tables brought up from village hall.

Please can we have all barriers that we have available for car park and to close of entrance at bottom of Gargle Hill.

Roy Robson will meet with Darrin to discuss use of the truck as it was scheduled to have its MOT on the 1st Dec, arrangements would need to be made for movement of the lighting rig back to the company from who we will hire the unit if the truck was not available.

Leigh Reeves would discuss the location of the staging area opposite South Ave with the scaffolding company and scaffolding will be erected on the 28/11/2014. It was **AGREED** to purchase a few bottles of mulled wine and one barrel of real ale for the beer tent. Trudy and Gerard would work the bar with other helpers.

The committee will try to find a changing place for Tony Barber to change into Father Christmas costume, it was also agreed that we would have a gazebo for Father Christmas in case of bad weather. It was also agreed we would have a free raffle for all children visiting Father Christmas to win the tiger that the fair operator had donated. Details to be confirmed. It was agreed we would pay £350.00 for the fireworks display this year, it was agreed that Steven Ford or Sue Lawn would contact Martin to ask for his help as per usual. (SF had already spoken to Martin earlier in the month and confirmed the arrangements).

It was **AGREED** that JE would discuss the new lay out to confirm the location of the rides and stands with Larry Gray's funfair. It was **AGREED** that we would try to find a celebrity to switch on lights.

It was **AGREED** to have a council stand selling Christmas Cards and as last year try to raise money with guess the teddy name.

6. Christmas concert – verbal update

It was believed that Steven Ford and Jonathan Emsell had all under control for concert.

7. Any other business

None.

Date of next meeting: Site meeting 7.30pm at River Green on the 26/11/2014.

Allotment Checks November 2014 – Report for Thorpe St Andrew Town Council

Dussindale Allotments – check done on 25th November 2014

Present Cllr John Ward, Cllr Eleanor Laming, Richard and Alison from the Dussindale Allotment Committee.

The site is generally in good condition.

The wooden post at the entrance gate to which the chain is fixed has rotted and the chain has been wrapped round the concrete post. Could the chain post be replaced if possible?

The old parish council noticeboard is in poor condition. Please could it be removed? The allotment association have no use for it.

The new noticeboard does not seem to have a sign or lettering on stating “Thorpe St Andrew Town Council.” Please could this be added?

The tenant on plot 15B is a new tenant and he does not have a car. There is some rolled up plastic netting on his plot which was left by the last tenant. He knows that the plots are let as seen and the council do not provide rubbish disposal facilities, but if we do have any rubbish clearance on the site perhaps we could take the netting away for him.

Actions to take on Untidy/Unworked Plots

Please send letters to:-

17A - this is untidy. Please send a letter.

24B – this is untidy. Please send a letter.

22A – this is untidy. Please send a letter

22B – this is untidy. Please send a letter

16B – this is untidy. Please send a letter

31B – this is untidy and the tenant has received a letter before. Please terminate the tenancy agreement.

Hillside Allotments – check done on 25th November 2014

Present: Cllr John Ward, Cllr Eleanor Laming

The site looks generally well cared for and tidy.

The community orchard was checked and we noted that the plaque which is there to commemorate the opening of the orchard still has a screw missing and some of the screw covers are also missing. The plaque is looking a bit stained. Perhaps it could be cleaned and covered with a Perspex sheet.

The newly planted WW1 tree has no sign next to it. It would be good to have an explanatory sign there.

We also discussed again whether to ask the Council to put in more information plaques beside the trees, and to put in a gate to the orchard.

Actions to take on untidy/unworked plots

Please send letters to:-

15A - this is untidy - please send a letter.

17B - this is untidy - please send a letter.

28A - this is untidy - please send a letter.

72B - this is untidy - please send a letter.

67B - this is untidy - please send a letter.

65A - this is untidy - please send a letter.

66A - this is untidy - please send a letter.

59A - this is untidy - please send a letter.

45A - this is untidy - please send a letter.

43A - this is untidy - please send a letter.

25 – this plot is in good condition but has a glass greenhouse on it.

45B – this plot is untidy and has been notified before. Please terminate the agreement. It also has a glass greenhouse on it.

Report Submitted by Eleanor Laming 25 November 2014

Thorpe St Andrew Town Council Info

From: Clare Watkins [clare.watkins@norfolkalc.gov.uk]
Sent: 12 November 2014 12:12
To: 'Thorpe St Andrew Town Council Info'
Subject: RE: TSA Co-option

It is a grey area.

The Council have an obligation to fill the vacancy as soon as possible although not if it is within 6 months of an election, which this will be.

If your candidate is perfectly suited to being a Councillor, the Councillors who refuse to co-opt him/her will need a justifiable reason for doing so, as the candidate could take them to civil court for defamation of character. Everyone has a right to put themselves forward to be a Councillor.

Local government should be seen to be democratic and transparent.

Hope this helps.

Clare

Despite the fact that there are only six months before the Town Council Elections take place in May. I should never the less appreciate being considered as a co-opted member thereby filling the vacant position on the Town Council. I have been made aware that actually no appointment may well be made as the elections are imminent

However, I should appreciate my application to be considered. As a party activist I am in a position to meet the local residents, hear their concerns and as a councilor I would be in a position to represent them and able to give more informed responses.

A short C.V. follows for your attention

After 3 years training as a Primary School teacher at Keswick Teacher Training College and a probationary year in a village school in Berkshire I taught abroad in British Schools - both in Hong Kong for two years and Libya for six years where I met my Belgian husband .We left Libya in 1975 for Norfolk and my husband began working at Norwich Airport with Air Anglia/Air UK..In 1975 we came to live in Thorpe. Both of my children attending St Williams Primary school and Thorpe High School. They now have children of their own and I am enjoying the delights of grandparenthood...

I took up a teaching post in Hellesdon. After several years as an Infant teacher I became a Deputy Head, eventually securing a Headship in a rural school near Wymondham . I then began an In -Service B.ED Degree course at the UEA. I became an active member of the PTA at Thorpe High and served two terms as a governor at St Williams Primary School

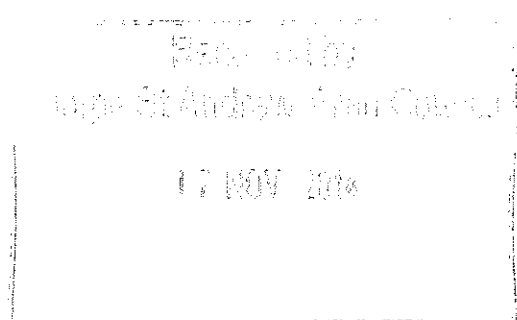
Having become concerned with the growing lack of regard for the National Speed limits I am the Speed Watch co- ordinator for Thorpe St Andrew. Recently, I have been campaigning for refuges in St Williams Way enabling residents in the area to cross the busy road safely.

Lack of pride in the community is a major concern, displayed in litter dropping and graffiti on public property. Empty properties, roundabouts and plots of land which have stood uncared for far too long have also been my concern.

Changes in the bus routes have led to confusion for local residents. Many finding it now takes two buses to enable them to reach their local hospital, the Norfolk and Norwich. Parking is a continual problem and I shall encourage store holders and landowners to become more community spirited by providing car parking spaces in resolving this age old problem.

I can assure you of my sincerity in making this application

Jill Wigy
15 St Williams Way
Thorpe
NR70AH



The Council is to transform the way it works with children and families as part of a pioneering multi-million pound project aimed at revolutionising social work. Funded by a grant from the DofE, the project was developed in Western Australia and will involve the Council working alongside renowned academics.

19,338 young people in Norfolk have cast their votes in a National poll to find the most important issues facing them today. The Living Wage was the no. 1 issue. Four Norfolk members of the Youth Parliament will travel to Westminster this month to debate the top 5 national issues.

A new Road Casualty Reduction Partnership Board meets for the first time this month to consider road casualty statistics and the allocation of money generated by safety cameras is high on the agenda.

On 7th November I attended New Anglia Local Enterprise Partnership for Norfolk & Suffolk seminar on 'Building Growth' looking at ways to meet the house building and infrastructure targets to 2026.

Thorpe St Andrew Town Council Info

From: Darrin Sayer [amenities@thorpestandrew-tc.gov.uk]
Sent: 13 November 2014 16:07
To: 'Thorpe St Andrew Town Council Info'
Subject: RE: Pavilion Nursery
Attachments: Scan243.pdf; _Certification_.htm

Steve,

The proposals highlight several issues that will need consideration:

1. The fencing is easily breached at present and the proposals would make the area more appealing for unwanted 'users' to access outside the playgroups usage. This could lead to damage/vandalism
2. If the area were to be extended, who would be responsible for the cost of additional fencing and the installation?
3. responsibility for repairs and associated costs?
4. responsibility for any injuries sustained by using the area; either playgroup or other users? Legally it's council owned property/land therefore the council would take on this responsibility
5. Fixed items will mean a change to the grass maintenance contract:
 - Strimming around individual items will be required with additional labour time/costs (addendum to current contract)
 - Access around individual items will be restricted for mowing machinery, additional labour time/costs
6. Trees and 'living' Willow shades will require watering and pruning. Additional cost/labour time
7. Area will need to be added to the council's schedule of 'play/facility' inspections with possible additional costs for inspections and future maintenance

The playgroup hire the facilities during school terms only and they are not the sole users of the area. Other hirers that use the area include 'Tots2teens' and the Thorpe Youth Cafe.

D.

From: Thorpe St Andrew Town Council Info [<mailto:info@thorpestandrew-tc.gov.uk>]
Sent: 13 November 2014 10:21
To: 'Darrin Sayer'
Subject: Pavilion Nursery

Could you comment on the proposals that will go to town council on 1 December, thanks – Steven.

4 Lynn Close
Thorpe St. Andrew
Norfolk
NR7 0WY

Tel: 01603 462491
Email: spaynter01@hotmail.com

11th November 2014

Dear Councillors,

I am Chairman of the Thorpe Pavilion Nursery Committee and am writing regarding some improvements we would like to make to the outside area of the Pavilion (the enclosed grassy area to the side of the Pavilion) to benefit the nursery children.

I have been told that changes under 4m tall do not need council approval (and all our proposed improvements are less than 4m tall) but, as the Pavilion is council property, I would very much appreciate it if you would confirm in writing that you are happy for us to proceed with the changes.

Full details are attached. In brief, though, we would like to enhance the children's experience by:

- 1) Replacing some of the grassed area with a paved turning circle for tricycles
- 2) Planting a willow dome for the children to play in the shade (desperately needed in the summer)
- 3) Adding a covered sunken sandpit
- 4) Adding a few small activity stations, a tyre planter (filled with sensory plants) and 2 wooden raised beds for the children to plant/play
- 5) Adding a bench and some logs for seating/balancing
- 6) Adding a small tree to provide shade
- 7) Moving the front fence to bring it in line with the front of the Pavilion (to extend the grassed area and give the children more room to play safely)

We would use natural materials where possible and would fund the changes through fundraising and grants. All features could be reversed and the area laid back to grass if necessary in the future, though we would hope that they would remain in place for the children to enjoy for many years to come.

If you require any further information or would like to discuss any of the proposed changes, please call.

Kind regards,

Sally Paynter

Thorpe Pavilion Nursery Committee Chairman

Thorpe Pavilion Nursery

Outdoor Improvements Application

Overview:

The outdoor area at the Fitzmaurice Pavilion consists of an enclosed paved area to the rear of the building, a paved passageway along the side of the building and a fenced area of approximately 9.5m x 12.5m which is laid entirely to grass.

We would like to add some features to the grassed area to create a rich and varied environment to support the learning and development of the children who attend the nursery.

We respectfully request that the Town Council consider this application. The features that we would like to add would be made from natural materials, would be as unobtrusive as possible and would be reversible if necessary.

The features, which are described in detail below, would comprise: a paved turning circle, a living willow dome, a sunken sandpit, 2 activity stations, logs, a tyre planter, 2 raised beds, a tree, a bench and 2 parasol holes.

We also ask the Council to consider extending the fenced grassy area to bring the front fence in line with the front of the building. This would give the children a slightly larger safe area in which to play.

Considerations:

1. The children's requirements

Observation of the way the children currently use the outdoor area has highlighted several key features which we would like to retain or improve upon. Firstly, they love having space to run around and play actively and freely so we must retain a **suitably large empty grassed area**. Secondly, they enjoy riding vehicles on the paved area around the building but tend to get blocked up at the end of the passageway between the building and the grassed area where they all turn around. Incorporating a **paved turning circle** into the design would ease the flow. They enjoy hiding in **dens**, playing with **sand and water** and other materials, physical play including **obstacle courses** and testing their **balance**. They tend to **sit in groups of 2** children.

There are also ways in which we can improve the children's experience of the living world and support their imagination and creativity. Incorporating **multi-sensory natural materials** (e.g. different natural textures, the sound of grasses, the scent of herbs) is desirable, as is giving them the opportunity to explore, grow and nurture plants (e.g. in **raised beds**, which could also be used for muddy play).

2. Health and Safety

As well as the current Health and Safety considerations, there are a number of additional considerations:

It gets very hot in the grassed area in the summer as there is little shade. Incorporating a variety of means of **shading** the area is essential. Some shade will be provided by the 3m x 3m gazebo which we already have and which we take down at the end of each session.

We will need to consider the safety of all additions to the garden, including plants.

The member of staff supervising the children will need to have an easy, unobstructed view of the area to ensure the children's safety.

3. Vandalism

The fence surrounding the grassed area is low and the nursery is situated in a public recreational area so there is potential for vandalism. Any additions to the garden must be as low-key as possible to avoid attracting the attention of vandals. Permanent structures must be solid and securely fixed to the ground.

4. Town Council Requirements

Plans will need to be approved by the Town Council, who own the building. We rent the building only on weekdays but, as far as we know, no one else uses the grassed area. We will keep the design unobtrusive,

natural and easily reversed. We will making sure any trees are (i) small/slow growing and (ii) are situated sufficiently far from the building that the roots cannot interfere with it.

5. Financial Requirements

We would need to select and source items carefully and use volunteer labour where possible to keep costs as low as possible. The committee has already raised approximately £600 this year towards the cost of the project.

We may be able to get donations/help from local gardening shops, especially if we are permitted to put a small dedication plaque on the outside of the fencing.

Items to include:

At the Committee Meeting on 23rd April 2014, attendees discussed their ideas for the outdoor space. Parents had previously been invited to give ideas but none had done so. We decided that natural materials would be preferable, with the following key features:

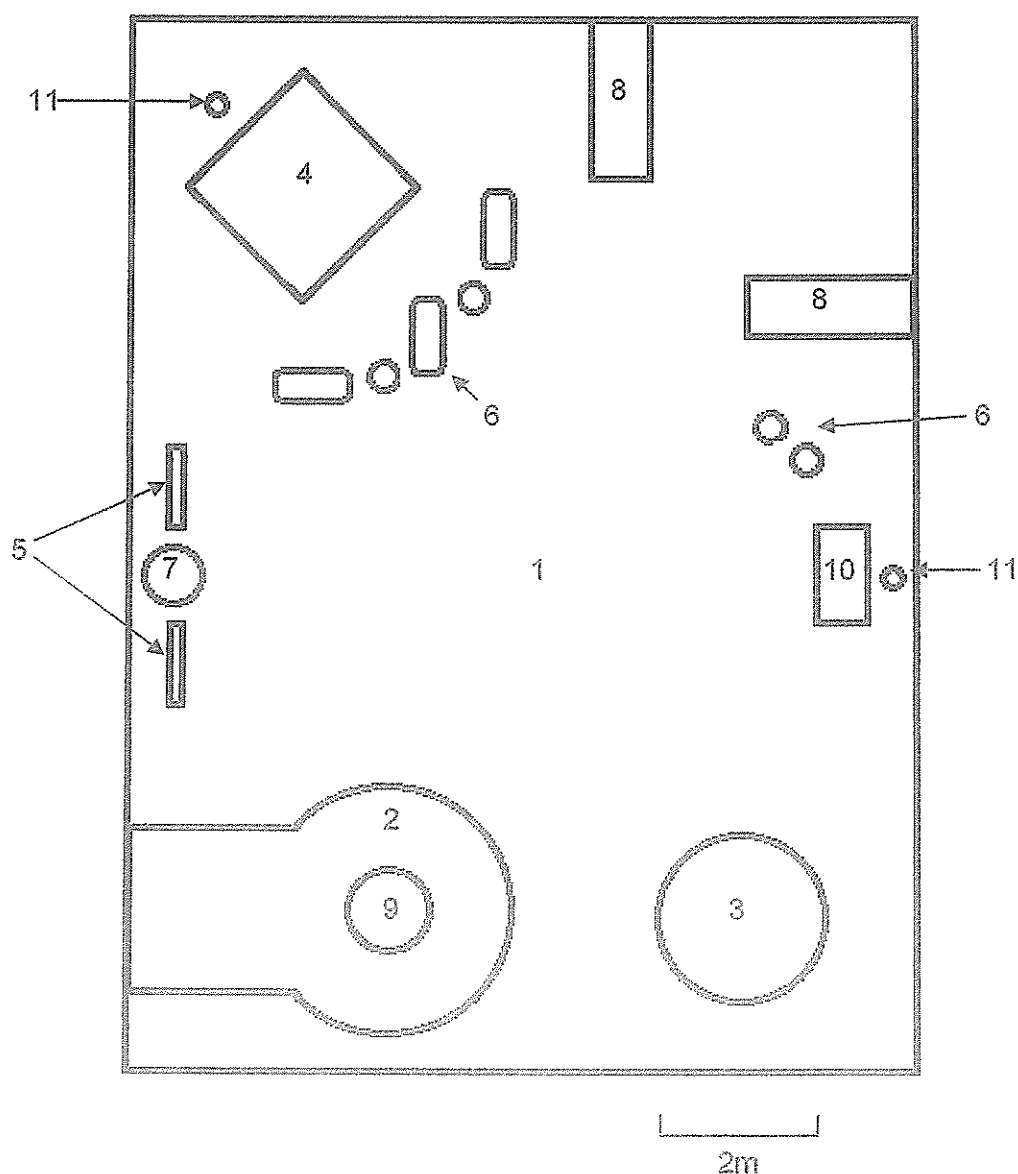
1. Central empty grassy area of sufficient size for active play.
2. Paved turning circle with a grassy centre – Tarmac (or possibly a more forgiving play area material). Minimum 2m wide entrance to allow trikes to pass in opposite directions. Minimum 1m around the inner circle so probably 3m diameter (assuming the inner circle is 1m diameter). The grassy centre will help to encourage the children to go around the circle on their trikes. With Town Council permission, we could add a few road markings such as a zebra crossing to help the children consider road safety.
3. Willow dome – 2m x 2m, with arched entrances of different sizes. Can get living willow kits for about £60. Would need to ensure that the dome was positioned such that it would not obscure the view of the person supervising. If sited near an external fence, we would need to make sure that none of the entrances faced the fence to discourage children from climbing on the fences and to help protect them from stranger danger. Den. Privacy. Free, imaginative play. Natural materials. Provides shade.
4. Sunken sandpit with sturdy lid - 2m x 2m, sleepers to support sides, one sleeper deep, paving slabs on bottom (not cemented in as need to allow drainage), sturdy wooden lid. The children will enjoy sitting on the edge with their feet in the sand and also getting into the pit to play. Need to have sufficient space around the sandpit for the children to spread out. Having a sturdy (but liftable by an adult) lid will prevent animals entering the pit overnight and can also double as a "stage" for the children to use creatively and act out their own plays.
5. Activity stations – 2 stations, made from 4x4 inch wood formed into a 1m x 1m square and with two slightly longer legs to secure the square into the ground vertically. The first station could be filled with a trellis, onto which we could fasten different items each day (e.g. drain pipes, funnels, etc. for water play). The second station could have hooks (or eyelets) screwed in along the inside edges of the square which could either be used to hang different items (e.g. chimes, pots, spoons, etc. for musical play) or through which ropes could be threaded and tied by the children (for creative play, with appropriate safety explanations and supervision). Attachments can be stored in cupboard overnight.
6. Logs – Fixed into the ground both sideways and end on for balancing/walking on, sitting on and jumping off. Some of the end-on "seats" could be laid out in groups of 2 for children to have more private gatherings. Others could possibly be sited near the sandpit so that children can watch plays on the "stage".
7. A tyre planter – Fixed to the ground. Planted with multi-sensory plants (grasses/herbs/safe flowers) and possibly mulched with a few textural natural materials (shells/large stones). The children can also sit and climb on the tyre.
8. Raised beds – 2 separate, wooden raised beds of 2m length x 0.75m width x 0.3m depth which can be positioned to create a corner zone (large enough to fit the existing gazebo inside to provide summer shade). For planting and muddy play.
9. Tree – Slow growing and safe for children. To provide shade and to allow the children to experience the living world (texture of the bark, changing of the seasons, etc.). Possibly Acer Palmatum 'Sango-Kaku' which has red bark in winter, pink/green leaves in spring, winged seed

1 pods in summer (helicopters) and yellow deciduous leaves in autumn. This would need to be planted at least 10m from the building.

10. Full-size bench – Both for the children and also for the member of staff supervising. Cemented into the ground. This must be sited in a position with a clear view of the entire area. Can lay rugs in front occasionally for storytelling.
11. Parasol holes – Holes in a concrete base at selected locations to allow shade to be provided when necessary (parasols can be stored in cupboard overnight).
12. Extension of the fenced grassy area – To bring the front fence in line with the front of the building. This would give the children more area in which to run around.

Design:

A preliminary design is laid out below (to scale), which includes the items above (excluding the area extension) and takes all considerations into account. The numbers displayed correspond to the item number in the "Items to Include" section of this report. The design has been reviewed by all committee members and members of staff. Should Town Council approval in principle be gained, the design will be displayed in the foyer for parent comment (we do not want to raise parent expectations before approval is obtained).



12

Thorpe St Andrew Town Council

From: Freeman, Ben P [benjamin.freeman@environment-agency.gov.uk]
Sent: 26 November 2014 17:23
To: office@thorpestandrew-tc.gov.uk
Subject: Thorpe St Andrews Car wash

Hi Fiona,

I visited the car wash on Wednesday 19 November 2014.

The owner of the car wash already has the following plans in place:

- Erecting a tent to reduce rain water entering the sealed drainage system on site.
- Curbing the area around the washing activities to stop any contaminated water running off.
- Currently has a impermeable surface leading to a sealed drainage system to collect contaminated water. I provided information on alternatives and their benefits for him to consider.

These plans already cover the advice and guidance I would have provided and I currently have no concerns regarding pollution with the site. I will be revisiting the site to see if the plans stated above have been carried out.

Please contact me if you need further information regarding this.

Regards
Ben

Benjamin Peter Freeman | Environment Management | Environment Agency
Dragonfly House, 2 Gilders Way, Norwich, NR3 1UB
Tel: 01473 706568 | Internal: 750 6568
Email: benjamin.freeman@environment-agency.gov.uk

Customer Service Feedback

(12)

Thorpe St Andrew Town Council Info

From: Wilson, Rob [rob.wilson@environment-agency.gov.uk]
Sent: 06 November 2014 12:50
To: info@thorpestandrew-tc.gov.uk
Subject: RE: Ref 141106/KH04: Car wash operation

Hi Steven,

This has been logged under reference 1292386 and forwarded to an officer in the local area for investigation.

Should you wish to update us on the incident or speak to the officer dealing with this, please call us on our incident hotline below and quote your reference number.

Regards,

Rob Wilson
Incident Communication Service Advisor
Contact Centre Services

Part of National Operations Services

Click an icon to keep in touch with us:-



✉ Mail To: rob.wilson@environment-agency.gov.uk
☎ Incident Hotline: 0800 807060
✉ Fax: 0800 5876032
🌐 Web Site: www.environment-agency.gov.uk

Environment Agency, Quaschant 2, 99 Parkway Ave, Parkway Business Park, Sheffield, S9 4WG

From: Enquiries, Unit
Sent: 06 November 2014 12:41
To: Wilson, Rob
Subject: Ref 141106/KH04: Car wash operation

Hi Rob

Please see the following report of possible water pollution coming from a hand car wash at postcode NR7 0HE, as discussed.

Many thanks

Kay Hall
National Customer Contact Centre - Part of National Operations
Customer Service Advisor - Email Enquiries Unit / NCCC WorldPay Team / Regulation Awareness Team
Enquiries Unit / Email Enquiries Unit / WorldPay Team / Regulation Awareness Team
Environment Agency
☎ Internal: 7113160
☎ External: 03708 506 506
kay.hall@environment-agency.gov.uk

From: Thorpe St Andrew Town Council Info [<mailto:info@thorpestandrew-tc.gov.uk>]
Sent: 06 November 2014 12:32
To: Enquiries, Unit
Subject: Car wash operation

12
A hand car wash is operating in Girlings Lane, Thorpe St Andrew, Norwich. The town council has instructed me to contact the Environment Agency to raise concerns regarding the possibility of pollution arising from the operations. It would appear that the chemicals and water arising from the business are not being contained in any way and are simply allowed to soak into the surface of the site. The site is peat based below a shallow covering of sand and gravel and is adjacent to dykes that feed into the River Yare. Could the Environment Agency arrange for an inspection to be made to establish that the business is meeting with environmental regulations. Many thanks – Steven Ford, town clerk, Thorpe St Andrew Town Council tel 01603 701048.

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We have checked this email and its attachments for viruses. But you should still check any attachment before opening it.

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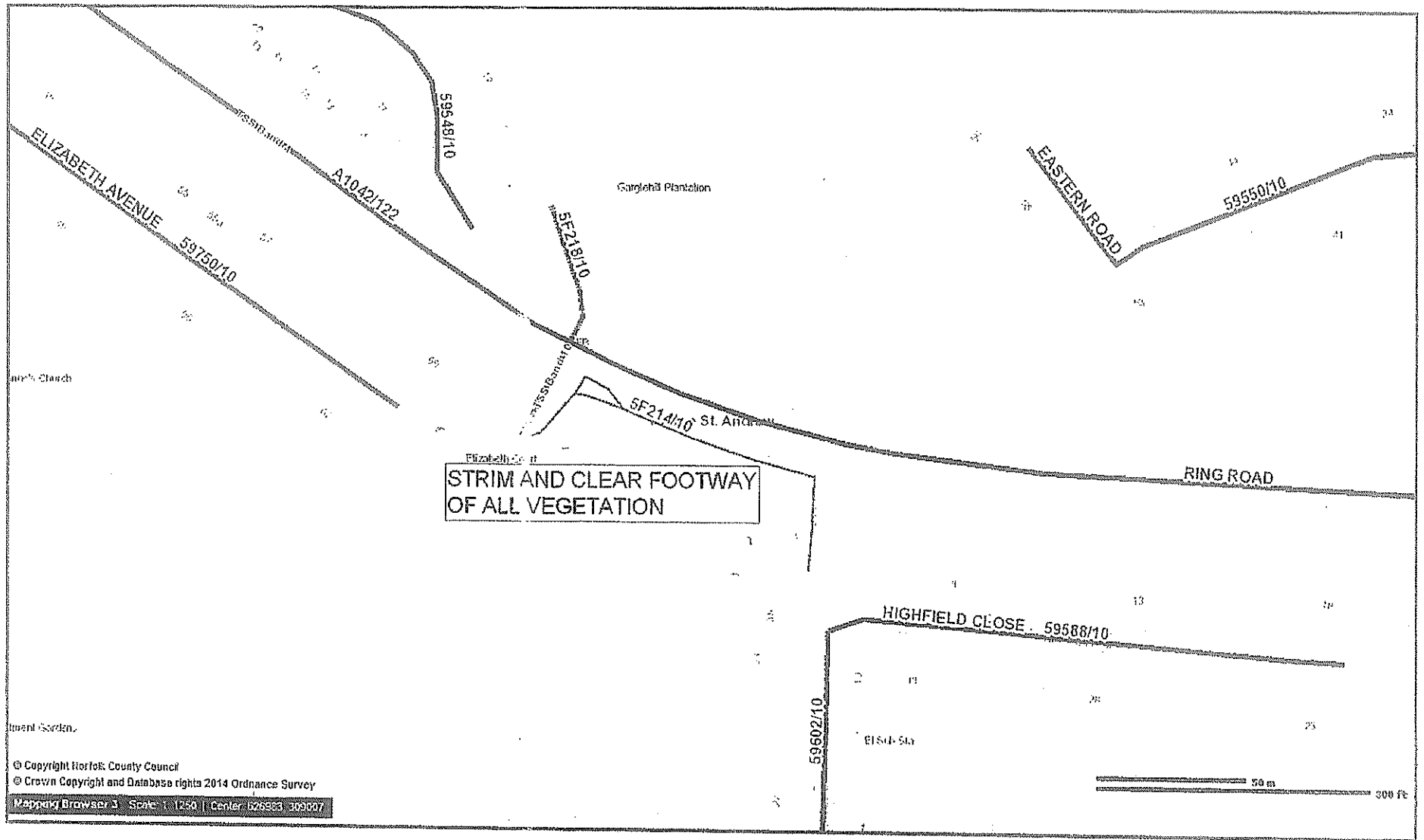
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Ganger A west 105008

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San Strimming
 110m hedge cutting
 160m Sweeping

17/09/14