

**NEW ORFORD TOWN TRUST
REGISTERED CHARITY 1053729**

The Town Hall, Market Hill, ORFORD, Woodbridge, Suffolk IP12 2NZ

**Minutes of the 196th meeting of the New Orford Town Trust held on
Wednesday 16 March 2016,
At 6.30pm in the New Room of Orford Town Hall**

MINUTES

Present: Cllrs I Thornton (Chairman), D Brenchley, M Finney, M Golder, M Green, J Howard, M Iliff, A Macro, R Mallett and P Smith. Clerk in attendance

1. Apologies for absence

Apologies were received from Cllrs J Robinson (illness) and M Smy.

2. Declarations of interest

Declarations were made as follows:

Cllr D Brenchley: allotment holder, Secretary of Orford Country Market; Cllr M Finney: member of Orford Sailing Club, river user, Chairman of the Orford and District Inshore Fishermen's Association, association with Orfordness Lighthouse Trust, Director of Cobra Mist Ltd; Cllr M Golder: relative lives in Bakers Lane cottage, supplier to Orford Country Market; Cllr J Howard: member of Orford Sailing Club, plot holder; Cllr M Iliff: member of Orford Sailing Club; Cllr A Macro: allotment holder, supplier to Orford Country Market, Chairman of the Recreation Ground Charity, and married to a quay user (fisherman); Cllr R Mallett: relative of an allotment holder; Cllr P Smith as a river user and member of Orford Sailing Club.

3. Minutes of the 195th meeting held on 17 February 2016

These were agreed and signed as an accurate record.

4. Matters arising from the 195th meeting held on 17 February 2016

- The Clerk reported that the wheelchair ramp had been ordered and was in the office.
- Shingle: 60 tons of shingle had been ordered and was delivered and spread earlier in the day. It was commented that perhaps an additional 20 tons should be ordered to cover the area that had not been replenished. It was thought that David Robinson (who was to spread shingle for the Sailing Club) might be able to spread this if it was delivered the next day. Cllr P Smith proposed that an additional 20 tons of shingle should be ordered from JT Few. This was seconded by Cllr M Finney and agreed unanimously.

ACTION Clerk to order shingle asap as above

- It was reported that the dinghies had been moved to allow the shingle to be spread, and an audit made of unlicensed dinghies. The Trustee wished to record their thanks to Cllr M Smy and Sam Davis for helping to clear them.
- Riverside pond: the silt will continue to settle over the coming months and the Trustee will need to consider what to do with that area. Cllrs R Mallett and M Smy will work on clearing the other side of the pond.
- Location of recycling bins in the Quay Street car park: Cllrs D Brenchley and J Howard had been to take a look at possible alternative positions for the recycling bins. Taking into account ease of access for users of the bins and for lorries emptying them, Cllr D Brenchley proposed that they should be moved to the left-hand side of the car park, in front of the trees/hedges separating the front and rear of the car park. This was seconded by Cllr M Finney and agreed unanimously. There may be some overhanging branches which may need to be taken out with a chainsaw. Cllr Mallett said he would sort out the tree stumps left behind in the area recently cleared behind the current position of the recycling bins.
- The Clerk had ascertained that Suffolk Coastal Services would spread the wood chippings in Quay Meadow soon.

5. Treasurer's report

- Cheques and balances from 1-29 February 2016
These were accepted by the Trustee.

6. Committee reports

Minutes from an Estates/Highways meeting held on 18 February 2016

No issues for discussion.

No Riverside meeting this month

- Planking on Quay: Cllr M Finney had met with Andrew Moore to look at the lower planning on the Quay, which has been eaten by the teredo worm. Mr Moore had quoted to replace the planking with hard wood, using bolts to make it more secure. The quote was for £6975 plus VAT. It was commented that using softwood would not be that much cheaper in the end, as a large amount of the cost involved is for labour. It was agreed to discuss this further at the next riverside meeting.

ACTION Clerk to add to the agenda of the next Riverside meeting

- Quay hoist: the hoist had had its annual service, but was found to be in such a bad condition that Anglia Handling Services had said that it should be taken out of service. The Clerk had advised the fishermen's association of this. The hoist was provided by NOTT for the benefit of the fishermen and as part of the conditions to receiving a substantial grant towards the refurbishment of the Quay. However, it was understood that the current hoist was never suitable as it was only suitable for indoor use. Anglia Handling Services has provided a quote for a replacement. Cllr M Finney is liaising with members of the Fishermen's Association about whether the suggested replacement will meet their needs. Their quote will be discussed further by the Riverside Committee at the next meeting.

ACTION Clerk to add to the agenda of the next Riverside meeting

- The Clerk reported that the Port Waste Management inspection had taken place. She had not yet received the written report, but was led to understand that the only improvement recommended was regarding signage, and will liaise with the Quay Warden about this.

7. General Trust business

- Clerk's report on outstanding matters
 - Insurance claim is ongoing. The ticket machine in the car park has now been replaced and we are waiting for reimbursement from insurers
 - J Backhouse has agreed to clean the Quay ramp regularly at £30 per clean
 - Riverside renewals have gone out and are being returned
 - Lock on New Room internal door: Mark Thacker will sort soon
 - National Trust lease / pontoon – NT have confirmed a 5-year agreement, and Birketts are waiting for NT to confirm that they will cover our costs for putting this in place
- CCTV: Sygma had been out to look at the Town Hall to quote for CCTV cameras. The total cost was £3437 plus VAT. After discussion the Trustee felt that this would be a large expense for something that may not reduce the risk of a break in. The Trustee agreed that the Clerk should look into an intercom system for the Town Hall. The Riverside Committee will discuss the quote for additional cameras to their system at the next meeting.
- Quay Street car park toilets: locking up and unlocking: the Clerk had already informed the Trustee that Mr John Cheney was retiring at the end of March, and so would no longer be able to lock/unlock the toilets in the Quay Street car park, which he currently does 6 days a week. After discussion it was agreed to leave the toilets unlocked and monitor the situation. Mr Cheney is currently employed by Suffolk Coastal Services to clean the toilets, and it is understood that they will continue to do the cleaning, but it is likely to be done by people coming daily by van. It was agreed that the Clerk should draft a letter to Mr Cheney thanking him for his service to the village over the past 14 years.
- Insurance quotes for 2016/17: 2 quotes had been received: from Scrutton Bland for

£7123.90, and from Zurich for £5521.96. The Trustee agreed unanimously to go with the cheaper quote. [After the meeting the Clerk went back to Scrutton Bland who gave a revised quote of £5307.74. After consulting the Trustee via email it was agreed to accept this quote from Scrutton Bland who have regularly come up to Orford to liaise with the Clerk to ensure that the policy covers all NOTT's activities and assets.]

8. Correspondence

- Information re Proposed East Anglia THREE offshore windfarm: the Trustee noted the information

9. Items for next meeting: no items were suggested.

The meeting closed at 7.40pm.

10. Date of next meeting: Wednesday 20 April at 6.30pm.