

**NEW ORFORD TOWN TRUST  
REGISTERED CHARITY 1053729**

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

**Minutes of the 210th meeting of the New Orford Town Trust held on  
Wednesday 19 July 2017, at 6.30pm in Orford Town Hall**

**MINUTES**

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

**1. Apologies for absence**

Apologies were received from Cllrs M Finney and J Robinson (holiday), Cllr P Smith (work commitment) and Cllr M Smy (family commitment).

**2. Declarations of interest**

Cllr D Brenchley: allotment holder; Cllr M Golder: relative lives in Bakers Lane cottage, supplier to Orford Country Market; Cllr M Green (allotment holder); Cllr J Howard: Commodore 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.

**3. Minutes of the 209th meeting held on 21 June 2017**

These were agreed and signed as an accurate record.

**4. Matters arising from the 209th meeting held on 21 June 2017**

- The Clerk reported that she had received the valuation report from Hollins and that she would forward this to Scrutton Bland.
- The Clerk reported that the shower had been fitted at 2 Bakers Lane.
- The Clerk has put the Flower Show schedule on the NOTT/PC website.

**5. Treasurer's report**

- Cheques and balances from 1-30 June 2017  
These were accepted and signed by the Trustee.
- United Trust Bank: Deposit has matured. This money is designated Riverside money and the account has now matured. After discussion the Trustee agreed unanimously to put it into the Bank's 2-year Charity Bond.

**ACTION Paperwork to be completed as above**

**6. Committee reports**

Minutes of an **Estates/Highways** meeting held on 6 July 2017

- The Clerk has not yet ordered replacement shelves for the Town Hall fridge.
- The new dimmable uplighters have been fitted in the Main Hall.
- It was suggested that the Committee might look into painting some areas of the Town Hall, and it will consider this when doing budgets for next year.
- The repairs to the enamel on the bath at No 2 are booked in for 28 July 2017.
- The Clerk reported that the Committee had agreed to accept the quote from Carl Woolnough to replace the rear doors and windows at the cottage. He had spoken to the Clerk to clarify if the Committee wished to have windows fitted with Georgian or astragal bars. The front windows are fitted with astragal bars (bars which sit on the outside of the window panes). Georgian bars sit inside the sealed unit, and are cheaper (and which is what Mr Woolnough has quoted for). After discussion the Trustee agreed that Georgian bars would be more suitable for the rear of the cottages and that this should be progressed.
- The Clerk reported that she was still unsuccessfully chasing Paul Lloyd by phone and

email for a date to begin work on the damp in the Bakers Lane cottages. It was commented that Paul Lloyd is very busy at the moment. As this has been ongoing for a considerable time, it was agreed that the Clerk should contact Ben Scopes to see if this is something he would consider quoting for.

**ACTION Clerk to speak to Mr Scopes as above**

- The Clerk will speak to Mr Castle about the allotments when he returns from holiday.
- Re Himalayan Balsam in Millennium Wood, Cllr J Howard suggested that he and the Clerk could meet to discuss this with Chris Green when he is next in the village.
- The Clerk reported that the car park ticket machines had now been altered so they no longer accept the old £1 coins.
- Re toilets, there have been a number of complaints recently about the cleanliness and state of the QSCP toilets, as well as the lack of soap and, occasionally, toilet roll. Various things were suggested, such as charging for use, complete refurbishment etc. After discussion the Trustee agreed that the standard of cleanliness of the toilets was unacceptable and asked the Clerk to speak to Suffolk Coastal Norse about the possibility of them paying NOTT what they would spend on cleaning the toilets, and then NOTT employing a cleaner directly.

**ACTION Clerk to speak to Suffolk Coastal Norse as above**

Minutes of a **Riverside** meeting held on 26 June 2017

- The Clerk reported that staff at Pinneys had all been given parking permits.
- A Councillor questioned the purpose of the feedback form, to be given out over the summer. Cllr I Thornton explained that the Riverside Committee wished to see how things on the Quay might be improved. He commented that any suggestions that came up wouldn't necessarily need to be acted on.
- Quotes for surfacing the boat park area had been received from contacts of Rindy Frost, and these will be discussed at the next riverside meeting.
- The Clerk reported that she had given Kiwi fencing the go ahead to do the fencing at the end of the boatyard. They are very busy at the moment so work will not begin straightaway.
- The Clerk reported that Lady Florence had caused some damage to the handrail on one set of steps at the front of the Quay. They had not reported this, but it was definitely caused by them. As the rail has been bent out of shape it is now causing an entrapment hazard. It was agreed that the Clerk should email them asking what they will do to fix this.

## 7. General Trust business

- Clerk's report on outstanding matters
- National Trust, lease on pontoon: the Clerk had received an email from Emily Tydeman (Estate Manager, National Trust) asking the Trustee to re-consider some wording regarding access to the pontoon by third parties, and to consider increasing the lease term from 5 years to a longer term. After discussion the Trustee agreed that it wished to have access as landlord, though it acknowledged that regular access was highly unlikely to be required, and it felt strongly that Cobra Mist Ltd and Orfordness Lighthouse Trust also needed access. Cllr I Thornton proposed that NOTT should amend the sentence regarding access to include NOTT as landlord, Cobra Mist, Orfordness Lighthouse Trust 'and any other similar party as may be agreed between the tenant and landlord'. This was seconded by Cllr R Mallett, with 6 votes for and 2 against. The Trustee agreed unanimously that it would not grant a lease term of longer than 5 years.
- Annual donations: donations were discussed and agreed as follows:
  - Orford Recreation Ground Management Committee £200
  - Orford Methodist Church (Quay Service) £50
  - Suffolk Accident Rescue Service £50
  - East Anglian Air Ambulance £200
  - Orford Lay Responders £200
  - The Fire Fighters Charity £200
  - Leiston, Saxmundham and District Citizens' Advice Bureau £100

- League of Friends of Aldeburgh Hospital £200
- Wednesday Club, Orford £100
- Fresh Start – new beginnings £50
- RNLI (specifically for Aldeburgh, if possible) £100
- As previously agreed by the Parish Council, the Trustee agreed to approach John Cheney to provide holiday cover for the litter controller
- The ice cream van has set up a small table and 2 chairs on the village green near the van opposite the Jolly Sailor. Other businesses have asked to put furniture on village greens, and have been turned down. After discussion Cllr I Thornton proposed that they should be asked to remove the chairs and tables. This was seconded by Cllr M Golder, with 7 votes for and one against.

**ACTION Clerk to inform ice cream concession as above**

## 8. Correspondence

- Email from Alex Smith putting himself forward for general/handyman jobs: as previously agreed by the Parish Council, the Trustee agreed to get in touch with Mr Smith for a quote the next time a suitable job comes up.
- Email from Crown Estates: Mr Mills from Crown Estates had replied to the Chairman's earlier letters, stating that it was still their opinion that the matter had been resolved by way of the 1971 agreement, and that the settlement agreement plan was clear in this respect. The Trustee still believes that it has a case regarding the ownership of Stony Ditch, and it was agreed that the Clerk should go back to Mr Mills and request a copy of those document, which has been requested previously, but not received.

**ACTION Clerk to respond to Mr Mills as above**

- Letter from Scrutton Bland re updated engagement letter: the Treasurer has looked through the paperwork, and is happy for this to be signed and returned to them.

**ACTION Clerk to return paperwork as above**

- Email from Lady Florence regarding change of business name to 'River Cruise Restaurants Ltd. The Trustee was happy with this change, and the Clerk will produce a new commercial lease for the shed on plot 2, in line with other commercial leases.

**ACTION Clerk to inform Treasurer and produce new lease as above**

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

The meeting ended at 8.05pm.

## 10. Date of next meeting: Wednesday 20 September 2017