

**NEW ORFORD TOWN TRUST
REGISTERED CHARITY 1053729**

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

**Minutes of the 212th meeting of the New Orford Town Trust held on
Wednesday 18 October 2017, at 6.30pm in Orford Town Hall**

MINUTES

Present: Cllrs I Thornton (Chairman), M Finney, M Golder, M Iliff, A Macro, R Mallett and J Robinson.
Clerk in attendance.

1. Apologies for absence

Apologies were received from Cllrs D Brenchley and J Howard (family commitments), M Green and P Smith (work commitments) and M Smy (illness).

2. Declarations of interest

Cllr M Finney: member of Orford Sailing Club, river user, Chairman of the Orford and District Inshore Fishermen's Association, Trustee of Orfordness Lighthouse Trust, Director of Cobra Mist Ltd; Cllr M Golder: relative lives in Bakers Lane cottage; 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: J Robinson as a river user and member of Orford Sailing Club.

3. Minutes of the 211th meeting held on 20 September 2017

After one amendment (change time on page 2 to '6.56pm') these were agreed and signed as an accurate record.

4. Matters arising from the 211th meeting held on 20 September 2017

- The Clerk reported that work to replace the rear windows and doors in Bakers Lane is now complete, and that the tenants have made very positive comments about them.
- The Clerk reported that the report on the damp had been received from Ben Scopes and would be considered at the Estate Committee meeting the next day.
- The Clerk reported that she had met with Mike Daniels of Suffolk Coastal Norse to discuss the cleaning of the Quay Street car park toilets, as there have been a number of complaints about them. On the day of the meeting the toilets had been cleaned to a higher standard than usual, and the Clerk pointed this out to Mr Daniels. The Clerk will keep him informed of any issues which may come up in the future. The soap dispenser has been put up in the ladies toilet, and Mr Daniels has assured the Clerk that they will be refilled as necessary.
- Re upgrading the toilet block, there had been a suggestion that showers might be added to provide a useful facility for visitors, some of whom currently use the showers at the Sailing Club. Cllr M Finney said that people can only go there by private arrangement, and Cllr J Robinson said that the Quay Warden gave the code to people who requested it. It was suggested that a larger footprint would be needed to provide showers and Cllr M Finney suggested that it would be a useful facility for NOTT to provide. He also commented that there was a reciprocal arrangement with other sailing clubs that visiting river users could use the showers at the Sailing Club. There was general discussion about whether showers should be charged for or tokens used. The Trustee agreed that the toilets were not in a good state, and this will be discussed further by the Highways Committee.
- Re hoist: following the recent service of the hoist Anglia Handling Services had said that it should be taken out of service due to a rusty chain. Cllrs M Finney and I Thornton had both taken a look at the chain and felt that the rust was merely superficial, and that after a clean up the chain would be fine. It was agreed that Cllr M Finney would take some photographs to send on to Anglia Handling Services, and the Clerk would contact them and ask if they would come and re-inspect the hoist free of charge as a goodwill gesture.

Cllr M Finney said that the fishermen had said they were not sure the hoist was fit for purpose, and the Clerk commented that the fishermen had seen details of the specification before NOTT ordered it. If Anglia Handling won't return to re-inspect, NOTT will need to find a new contractor on the LEEA website.

ACTION Cllr M Finney to take photographs as above

5. Treasurer's report

Cheques and balances from 1 to 30 September 2017

These were accepted and signed by the Trustee.

6. Committee reports

No **Estates/Highways** meeting this month

Minutes of a **Riverside** meeting held on 2 October 2017

- The Clerk confirmed that R Frost has a draft copy of the lease.
- The Clerk confirmed that Chris Green had cut the grass on the area beside the Riverside pond.
- Cllr M Finney questioned why the Riverside Committee felt that having a riverside questionnaire available all the time would result in getting a skewed view. Many businesses request feedback all the time. He questioned how many of the 100 forms were given to visitors. Cllr I Thornton said that questionnaires had been given out to a wide range of people including those visiting the pub and tea room, and crabbing.
- Re request from resident for a plot suitable to build small boats, but all plots are currently taken. There was a suggestion there is an existing concrete plinth in Millennium Wood which might make a suitable base for a new plot. It is understood that there may also be an electric supply nearby. This will be discussed further by the Estates Committee.

7. General Trust business

- Clerk's report on outstanding matters
- Letter from Paul Forecast (Regional Director of the National Trust) re pontoon lease, asking the Trustee to consider granting a lease longer than 5 years. This has been discussed by the Trustee on a number of occasions previously, but the Trustee was adamant that it did not want to grant a term longer than this. Cllr J Robinson stressed the importance of taking into account Cobra Mist Ltd and Orford Ness Lighthouse Trust and their need to access Orford Ness.

ACTION Clerk to respond to Mr Forecast as above

- Summary of General Data Protection Regulation course attended by the Clerk and Treasurer: the Clerk explained that NOTT will need to have a designated Data Protection Officer, who must have expert legal knowledge of Data Protection law. This means that it is not a role that can be fulfilled by the Clerk or a member of the Trustee. The course had been given by Robert Masson of The DPO Centre. A company such as his would be able to provide advice and act as Data Protection Officer. NOTT will need to budget for this, and the Treasurer has suggested a sum of around £2500 in the first year. It is hoped that once things are in place that this might be reduced in subsequent years. The Trustee agreed that the Clerk should contact The DPO Centre to progress this.

ACTION Clerk to contact DPO Centre as above

- Trustee's report, for approval: this was approved with one minor amendment, and the Clerk will forward this to Scrutton Bland.
- Credit card policy, for approval: this was approved by the Trustee.

8. Correspondence

- Letters of thanks from David Murdoch, RNLI, East of England Ambulance Service (for Orford Community First Responders), and the League of Friends of Aldeburgh and District Community Hospital
- Letter from RSPB re support for grant from Viridor: RSPB wishes to apply for a grant of £50,000 towards work to the north end of Havergate Island to help to provide storage for flood water. The Trustee agreed that this work was important and was happy to support

the RSPB's application for funding.

- Request for NOTT to sponsor a fruit tree in the grounds of Orford Primary School. Cllr M Golder had been approached to see if NOTT would be interested in sponsoring a fruit tree in the School grounds, at a cost of £24. The Trustee was happy to do this, and asked Cllr M Golder to find out how many would be planted, as it would consider paying for more than one.
- Orford Museum is holding a book launch at the Town Hall for its new publication and wishes to display the Mace. The Trustee agreed to this.

9. Items for next meeting

- The Chairman commented that at some point NOTT will have to consider how it can contribute to funding for flood defences, and this will be added to the agenda of the next meeting.
- Orford Ness memorial

The meeting ended at 7.41pm.

10. Date of next meeting: Wednesday 15 November 2017