

**NEW ORFORD TOWN TRUST
REGISTERED CHARITY 1053729**

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

**Minutes of the 213th meeting of the New Orford Town Trust held on
Wednesday 15 November 2017, at 6.30pm in 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, P Smith, M Smy. Clerk in attendance

1. Apologies for absence

Apologies were received from Cllr J Robinson (illness).

2. Declarations of interest

Cllr D Brenchley: allotment holder; 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, 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; Cllr P Smith as a river user and member of Orford Sailing Club; Cllr M Smy: allotment holder, plot holder, mooring holder.

3. Minutes of the 212th meeting held on 18 October 2017

These were agreed and signed as an accurate record.

4. Matters arising from the 212th meeting held on 18 October 2017

- Hoist: Cllr A Macro declared an interest as she is married to a fisherman; Cllr M Finney declared an interest as Chairman of the Orford and District Inshore Fishermen's Association. The Chairman summarised that NOTT had paid £750 plus VAT for the hoist service/inspection, at which time Anglia Handling Services had advised that the hoist should be taken out of service as it needed a new chain. One of the fishermen had later looked at the chain and felt that it was still fit for purpose. Cllr M Finney commented that those inspecting the equipment should have contacted someone from NOTT to go and look at the chain. This didn't happen, but they rang the Clerk and advised that the hoist should be taken out of service. Cllr M Finney had contacted JD Lifting in Ipswich and they will charge £112.50 to come out and look at the chain. If they believe the hoist is fit for purpose they will issue a certificate. The Clerk has also asked JD Lifting for a quote to replace the chain, if necessary. The Chairman commented that part of the issue is who should pay for this second inspection, NOTT or ODIFA. NOTT owns the hoist, but it is used only by members of ODIFA, and the Chairman queried how the chain came to be in such a state that it is deemed not fit for purpose. Cllr A Macro reported that the fishermen regularly spray the chain, as advised by AHS when they installed the equipment. Cllr M Finney commented that the Quay was refurbished with the fishermen in mind, and that the fishermen can't be blamed for this problem with the hoist. The Quay Warden hadn't noticed the issue with the dog kennel. The Chairman emphasised a wish that this should not happen again. There was a suggestion that the Quay Warden should be responsible for inspecting the hoist on a regular basis, but Cllr M Smy pointed out that users should give a visual inspection of the hoist before each use. Defects can then be flagged up quickly. After discussion Cllr P Smith proposed that NOTT should pay on this occasion, and that in future the fishermen should report any problems immediately to a member of NOTT staff. This was seconded by Cllr J Howard and agreed unanimously. It was agreed that after JD Lifting have looked at the hoist a letter should be sent to AHS querying the methods used to determine that the chain was unsafe, and asking why the hoist was not isolated immediately to prevent unauthorised use of the equipment. Cllr M Finney wished to be present when JD Lifting attend.

ACTION Clerk to liaise with JD Lifting as above

- General Data Protection Regulation: The Clerk reported that following a recent course at SALC (summarised by a document circulated to all Councillors in October) she had received some further information about possible costs of complying with the new GDPR regulations which come into force in May 2018. Anticipated costs are much higher than at first thought, and could run to as much as £6,000-£7,000 in year one, with reduced costs in subsequent years. There was suggestion that there was no need for NOTT to go through this, and it was suggested that NOTT should wait a year to see how things pan out. The Clerk reiterated the importance of complying with the new GDPR as soon as possible. After discussion Cllr P Smith agreed to look into this further and report back to the Trustee.

ACTION Clerk to forward information Cllr P Smith

5. Treasurer's report

- Cheques and balances from 1 to 31 October 2017
These were accepted and signed by the Trustee.

6. Committee reports

Minutes of an **Estates/Highways** meeting held on 19 October 2017

Millennium Wood

Cllr J Howard reported that he had spoken with Chris Green about a number of issues. They had looked at 2 large conifer trees in the garden of 1 Bakers Lane (not planted by the current tenant). The roots from the trees are beginning to affect the path and house so they need to be removed. Cllr J Howard will talk to the tenant about this. In addition, there are 2 smaller conifers in the front garden of 2 Bakers Lane which will also need to come out before they get any bigger. It was agreed that Nathan Smy should be asked to quote to remove all the conifers, and Cllr J Howard will speak to Seth Lord about it.

Re damp work to the cottages, the Committee had agreed that it would carry out external work to the cottages first, along with work to rectify the damp issues inside no 1, as it is believed the tenant will probably be able to find alternative accommodation fairly easily. Internal work to the other cottages could then take place in the spring or the summer. The Contractor should be able to work around the tenants at this time. Cllr J Howard is meeting with Ben Scopes on 27 November to discuss this. The Contractor has given a price for all the work, and will hold this price until next year.

Cllr J Howard reported that Chris Green had managed to get rid of around 80% of the Himalayan Balsam present in Millennium Wood. It is an invasive species and will take 2-3 years to eradicate completely. Chris Green will spray it again in January and February.

Members of the Estates Committee had met at Millennium Wood. Many of the trees which had previously been planted are not in a good state, with some having been eaten by deer, and others being starved of light due to the high hedge between Quay Meadow and Millennium Wood. Members of the Committee had found the old concrete base where the youth club used to stand. The base is not in a good state. The Committee had considered if it might be possible to lease out plots of lands for putting sheds on. Cllr J Howard had spoken to the Planning Department at inappropriate. As with riverside plots, individual plot holders would need to be responsible for applying for planning permission. If NOTT decided to progress with this, the topsoil could be scraped off and a 'roadway' put down from the rear of the Quay Street car park to access plots. The placement of any plots would need to allow for continued access to the ditch at the back of Millennium Wood. It is understood that before Millennium Wood became Millennium Wood, it was part of Quay Meadow. The Trustee acknowledged that there might be some opposition to such plots, but something needs to be done with the area. If NOTT does nothing then Suffolk Coastal Norse can mow it, and put weed killer down, but it will need to be kept on top of.

Cllr J Howard had given some consideration to work to refurbish the toilet block in the Quay Street car park, and felt that £12,000-£15,000 would be sufficient to get the work carried out. He will contact Mark Thacker soon and talk this through with him. It is important to make everything easy to clean and look after. He suggested again that showers would not be a good

idea, and that the low height of the roof would make this tricky. Cllr M Finney commented that electric showers wouldn't have this problem, and Cllr J Howard commented that there are many rules and regulations regarding provision of showers for men, and women, and drying areas etc. There is no money for refurbishing the toilets included in the budget for the current year, but it was suggested that work might be carried out in March (before Easter), and paid in April (next financial year). Cllr J Howard will work to put together costings etc.

No **Riverside** meeting this month

7. General Trust business

- Clerk's report on outstanding matters
- Orford Ness Memorial - Cllr M Finney. Cllr M Finney reported that the sculptor now had a suitable piece of stone for the memorial, and had started work. He reported that Cobra Mist would be happy to help with the installation, but that he was liaising with the National Trust so that they can make arrangements for getting the memorial to Orford, and arranging an opening event in due course. NOTT is currently holding an agreed £1000 contribution to the project.
- Discussion on possible NOTT contribution towards flood defences. The Chairman commented that he felt sure that NOTT would make some sort of contribution to this in due course, at a level to be decided at a later date, and on condition that any money given was designated to be used on the defences at Orford. There has been a great deal of discussion locally on this matter, and on Enabling Development, and he felt that the Trustee should wait for a while until things settle down, and look at the accounts at the end of the year to see the state of NOTT's finances.

An email had been received from Frances Barnwell expressing concern over enabling development and this method of raising money for flood defences. Currently, planning permission is expected to be submitted in the summer, at which point the Parish Council will be able to comment in the usual way. Cllr M Finney reported that work on the defences had already started as the Internal Drainage Board had taken out a loan which was being serviced by landowners and increased water rates. Cllr M Finney also commented that some people were under the impression that planning would go through without question, but that this was definitely not the case, and will be subject to the usual planning processes. There was some discussion over whether farmers would gain tax breaks by giving land for enabling development. Cllr M Finney commented that even when work on the defences was completed, money would be needed to maintain them. He suggested that NOTT might look at its assets and the income they generate, and consider contributing a percentage of that income, as the viability of the assets is dependent on the flood defences. The Chairman commented that NOTT should only donate what it could afford when looking at budgets. The Trustee agreed that it would not commit to a donation at this point, but that it would consider it in the future.

8. Correspondence

- Cllr M Golder asked if the Trustee would consider a donation towards the band for the Christmas Carols. After discussion Cllr M Finney proposed a donation of £50. This was seconded by Cllr J Howard and agreed unanimously.
- The Clerk had received an email from someone organising a rally of classic Fiat 500 cars, on Monday 7 May 2018. He had asked if they might be able to park on the Quay. However, given that this date is a Bank Holiday the Trustee agreed that this would not be possible, and suggested that they should go to the Quay Street car park instead.
- The Trustee agreed to pay for the usual Christmas Tree on the Town Hall, to be sourced as usual from Walnes Seeds.

9. Items for next meeting: no items were suggested

The meeting ended at 8.10pm.

10. Date of next meeting: Wednesday 17 January 2018