

**NEW ORFORD TOWN TRUST  
REGISTERED CHARITY 1053729**

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

**Minutes of the 214th meeting of the New Orford Town Trust held on  
Wednesday 17 January 2018, at 6.30pm in Orford Town Hall**

**MINUTES**

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

**1. Apologies for absence:** full Trustee in attendance.

**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; J Robinson as a river user and member of Orford Sailing Club.

**3. Minutes of the 213th meeting held on 15 November 2017**

These were agreed and signed as an accurate record.

**4. Matters arising from the 213th meeting held on 15 November 2017**

- The Clerk reported that the hoist chain had been replaced, and the hoist inspected, and that it was now in good working order. JD Lifting now has the service contract for the hoist.

**5. Treasurer's report**

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

**6. Committee reports**

- Minutes of an **Estates/Highways** meeting held on 7 December 2017 (enclosed)
- Minutes of an **Estates/Highways** meeting held on 11 January 2018 (minutes to be distributed before the meeting)

Cllr M Finney asked if there was a policy of reduced charges for fundraising events to raise money for, for example, flood defences. There is no such policy in place, and Cllr M Iliff pointed out that in the past, fundraising events have always paid a hire fee, even when raising money for NOTT causes, such as the Town Hall windows refurbishment, and the Quay. It was pointed out that the Town Hall still had to pay for itself. Cllr I Thornton said that anyone wishing to ask for a reduced hire fee would have to ask the Estates Committee to consider this, and that each request would be judged on its merit. Cllr M Iliff pointed out that NOTT had agreed that the AOEP could have 12 meetings per year in the Hall at no charge.

- QSCP toilet refurbishment: Cllr J Howard had taken the lead on getting quotes for the work to be done. He has managed to get 2 quotes to date to include: supplying a skip, on-site temporary toilets and heras fencing for the duration of the project, stripping out the toilets and sanitary ware, removing old plumbing, lights and electrics; then supplying and fitting new wall-mounted toilets with hidden drainage and plumbing, supplying and fitting new basins with non-concussive cold taps, mirrors above basins, tiled splashbacks to toilets and basins, supplying and fitting baby changing units in ladies and disabled toilets, supplying and fitting stainless steel toilet roll holders, soap dispensers and dryers, install new internal lights with sensors

to come on when entering, install new external light on a timer, install new non-slip floor and paint ceilings and main entrance hallways. There were a number of queries on the detail, and it was agreed that a full schedule of works should be produced, to ensure that like-for-like quotes were obtained. Ben Scopes, who had supplied a quote, could start the work in February, however, NOTT Financial Standing Orders dictate that 3 quotes should be obtained. Cllr J Howard is aware of other contractors who would quote. He agreed to produce a schedule of works and obtain 3 quotes for the work. Currently there is no hot water at the toilets and Cllr J Howard will look into costings for this. It was suggested that all-in-one stainless steel units could be considered. The Trustee recognised that the need for 3 quotes would mean that the work could not be done until after Easter, and quotes received will be discussed at the next meeting in February.

- No **Riverside** meeting this month

The Chairman brought to the attention of the Trustee damage caused to the horizontal straking on the front of the Quay by Lady Florence. The damage was clearly not deliberate, and the skipper had trouble coming alongside the Quay in difficult conditions when both wind and tide were strong. The skipper had not requested assistance from the Quay Warden, and it would have been dangerous for him to intervene if not requested. After the damage had been caused the Quay Warden had been informed of it. The strakes are in place to prevent damage to the Quay proper, and they had done their job. 2 areas will need to be replaced because of the damage, and after discussion the Trustee agreed that NOTT would sort this out. The Clerk will inform Lady Florence.

## 7. General Trust business

- Clerk's report on outstanding matters: the Clerk has been unable to speak to her contact at Birketts regarding National Trust, but will do so before the next meeting and report back.
- Orford Ness Memorial (Cllr M Finney): Cllr M Finney reported that the Memorial is now complete and ready for transportation. Photographs had been forwarded to the Trustee of the completed memorial, though the lettering has now been painted. National Trust will be organising the unveiling ceremony, which will probably be sometime during late Spring/early Summer, and Cobra Mist will be assisting with the installation. The stone will be placed on the river side of the flagpole plinth.
- General Data Protection Regulation (Cllr P Smith): Cllr P Smith reported that since the last meeting he had been in touch with SALC regarding the GDPR which comes into force in May. If NOTT did not have the CCTV system it would not have needed to comply with the regulations, however, with the system in place the situation is complicated. It was agreed that Cllr P Smith should write to the office of the Surveillance Commissioner to get advice and clarification on how NOTT should proceed.

## 8. Correspondence

- Email from Natural England, re submission of Marine Data: no action required.
- Orford Primary School had previously asked if NOTT would be interested in sponsoring a fruit tree. NOTT had agreed that it would, and asked how many were needed. Around 8 in total will be planted and NOTT agreed to sponsor two. If they are unable to find sponsors for the remaining trees, NOTT would consider sponsoring more.

**ACTION Cllr M Golder to liaise with the School.**

On behalf of the Estates Committee Cllr J Howard asked for permission to contact those people on the waiting list for Riverside plots, to see if they might be interested in plots in Millennium Wood. The area has had to be sprayed to eliminate the invasive Himalayan Balsam, and is not attractive. The Trustee agreed that the Committee can proceed and see if there might be interest for such plots.

- ## 9. Items for next meeting: privacy statement for riverside renewals, requests for grants from the Village Fund, and budgets for 2018-19

The meeting closed at 7.34pm.

- ## 10. Date of next meeting: Wednesday 21 February, at 6.30pm.