

**NEW ORFORD TOWN TRUST
REGISTERED CHARITY 1053729**

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

**Minutes of the 235th meeting of the New Orford Town Trust held on
Wednesday 19 February 2020, at 6.30pm in the New Room of Orford Town Hall**

MINUTES

Present: Cllrs M Smy (Vice Chairman), F Barnwell, M Green, J Howard, M Iliff, A Macro, R Mallett, P Smith and G Wingrove. Treasurer and Clerk in attendance.

1. Apologies for absence

Apologies were received from Cllrs S Backhouse (work commitment), and Cllrs C Ambury and I Thornton (prior commitment).

2. Declarations of interest

Cllr F Barnwell: member of Orford Sailing Club, mooring holder and river user, allotment holder; Cllr M Green: allotment holder, and Secretary and supplier to Orford Country Market; Cllr J Howard: member of Orford Sailing Club, plot holder, mooring holder and river user; Cllr M Iliff: member of Orford Sailing Club; Cllr A Macro: allotment holder, Manager and supplier to Orford Country Market, Chairman of the Recreation Ground Charity, Chairman of the Orford Good Neighbour Scheme, and married to a quay user (fisherman); Cllr R Mallett: relative of an allotment holder; Cllr P Smith: river user and member of Orford Sailing Club; Cllr G Wingrove: boatyard user, river user, married to an allotment holder and member of Orford Sailing Club.

3. Minutes of the 234th meeting held on 22 January 2020

These were agreed and signed as an accurate record.

4. Matters arising from the 234th meeting held on 22 January 2020

- Re standing water on the Quay: Cllr J Howard reported that he had spoken with a contractor who had suggested drilling several small holes through the top layer of tarmac to allow water to drain through the backfill underneath. Cllr M Smy had also spoken with Mr A Moore, who had suggested a similar idea drilling a slightly larger hole at the point where the puddle is deepest, with a fine grille over the top to prevent shoe heels going through it. This could be carried out by A Moore. The Clerk will look out the plans from the refurbishment.
- Town Hall, main hall dormer windows. Cllr J Howard summarised that there have been problems with the top dormer windows leaking. A contractor from Black Rooster Construction had looked at the opening sections and said they were very badly fitted when they were replaced. The central non-opening section sits well, but the outer opening sections are fitted in such a way that the metal frame sits in water, making the frame rust, and allowing water to seep in. Cllr J Howard and the Clerk had discussed the situation with Black Rooster Construction (who had assessed the windows after the leaks were found) and it is thought that there might be a solution involving removing, cleaning and refitting the existing units. The opening sections would be sealed closed and refitted so that rainwater drains off rather than sitting. This work should be able to be carried out at a fraction of the cost of replacing any frames, and should have a reasonable life span. Cllr J Howard also suggested that NOTT should consider fitting some automatic dehumidifier vents which could be vented out through the roof to prevent condensation. The Trustee agreed that this might be a good solution to the issue with the windows, and the Estates Committee will consider this at their next meeting. Refitting the existing windows means that there won't be any issue with planning permission, and Cllr F Barnwell will let the planning officer know that we will be repairing existing fittings.
- Gedgrave Road allotment track: Cllr J Howard reported that he and the Clerk had met with the householder who wished to use the allotment track to access the rear of his property when building work was going on. He had indicated that he only wanted access for builders' vans (which would park in his garden area), and not delivery of

skips/building materials etc, so this should not cause any undue damage to the allotment track. Heavier vehicles would access the site via the Castle car park. He would be happy to clear the very overgrown area (including a very dilapidated shed) to make access possible, and would erect some sort of barrier, ie Heras fencing, outside of working hours to ensure that the site was secure. Work might take up to a year (Easter 2020-Easter 2021), and once complete he will plant a hedge to reinstate the boundary. The Clerk suggested that NOTT might also put up a simple fence to reinforce this. After consideration, the Trustee was happy to give permission, as long as any damage to the track was made good. The Clerk will take photographs of the track before any building work begins.

ACTION Clerk to contact householder as above

5. Treasurer's report

- Cheques and balances from 1-31 January 2020
These were accepted and signed by the Trustee.

6. Committee reports

- No **Estates/Highways** meeting this month
The Clerk reported that in the recent strong winds some tiles had slipped and several had come off the rear roof of the Bakers Lane cottages. She had asked Black Rooster Construction to replace the tiles, and when carrying out the work the Contractor had noticed that the roof felt (which isn't felt, but an unknown material) was very badly damaged and perished. He had taken some photographs which were circulated at the meeting, and it had been suggested that work might need to be carried out to strip the roof, replace the felt, re-batten and replace all the tiles. It is clear that the felt has been damaged for some time, and at the moment no water is getting into the cottages. An estimate for this work had been received. The Clerk pointed out that if this work were to be carried out, then the Trustee should consider any other work that might be needed at the same time, like ensuring that there were adequate fire breaks between properties, creating loft hatches, and assessing the level of insulation in the lofts. There may also be some pointing work needed to the chimneys (photos distributed). The Committee agreed that Black Rooster should be asked to do some more investigation on other areas of the roof, and to see what fire breaks might already be in place, before the Estates Committee discusses this in more detail.

Given anticipated savings on the Town Hall dormer windows, it is hoped that any work on the Town Hall windows and Bakers Lane cottage roof etc, would come in within the amount previously budgeted for the windows.

- Minutes of a **Riverside** meeting held on 28 January 2020
The Clerk reported that there had not yet been a meeting of the Estates/Highways Committees at which to discuss potholes/white lining.

The Vice Chairman pointed out that some of the panels in Figgs Shelter needed to be looked at as they had become loose in the recent high winds. The Parish Council Chairman will look into this.

7. General Trust business: there was none.

8. Correspondence: there was none.

9. Items for next meeting

NOTT insurance for 2020-21, use of money from Village Fund

The meeting ended at 7.13pm.

10. Date of next meeting: Wednesday 18 March 2020 at 6.30pm