

**NEW ORFORD TOWN TRUST
REGISTERED CHARITY 1053729**

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

**Minutes of the 240th meeting of the New Orford Town Trust held on
Wednesday 17 February 2021, at 6.30pm, via Zoom**

MINUTES

Present: Cllrs I Thornton (Chairman), C Ambury, F Barnwell, J Howard, M Iliff, A Macro, R Mallett, P Smith, M Smy. Treasurer and Clerk in attendance.

1. Apologies for absence

Apologies were received from Cllrs S Backhouse and M Green (both for work commitments).

2. Acceptance of apologies

The apologies were accepted by the Trustee.

3. Declarations of interest

Cllr C Ambury: mooring holder, plot holder and river user; Cllr F Barnwell: member of Orford Sailing Club, mooring holder and river user, allotment holder; Cllr J Howard: member of Orford Sailing Club, plot holder, mooring holder and river user; Cllr M Iliff: member of Orford Sailing Club; 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 M Smy: allotment holder, plot holder, mooring holder; Cllr I Thornton: boatyard user and river user; Cllr G Wingrove: boatyard user, river user, and married to an allotment holder.

4. Minutes of the 239th meeting held on 13 January 2021

These were agreed as an accurate record.

5. Matters arising from the 239th meeting held on 13 January 2021

- The Clerk reported that Mrs Spinney was dealing with sorting out the case for the stocks, and arranging for their transfer to the Castle in due course.
- The Clerk reported that the project for electric charging points was currently on hold, as a better value solution was being sought.
- The Clerk reported that the defibrillator for the riverside area had been delivered, but that she was still waiting for the case. Once this arrives the defib will be put up on the front of the Quay Office. The Clerk will let Cllr P Smith have the instruction manual.

6. Treasurer's report

- Cheques and balances from 1-31 January 2021
With 2 minor corrections to be made (costs attributed to incorrect committee) these were agreed by the Trustee.

7. Committee reports

- Minutes of an Estates/Highways meeting held on 28 January 2021
Cllr M Iliff reported that Ben Scopes (Black Rooster Construction) had been in touch and he would arrange to come and remove one of the top dormer windows, hopefully in the next few weeks.
- Minutes of a Riverside meeting held on 25 January 2021
Cllr M Smy reported that he had spoken with Mr Orford of Miles Water Engineering,

who would be getting back to him with a quote to sort out the drainage problem on the corner of the Quay.

- The Clerk reported that she was meeting with a lining contractor next week to get a quote for the lining to be re-done on the Quay and in the car park (in front of the boatyard), and the new hatching on the front of the Quay. She will also get a quote for lining the front section of the Quay Street car park in case the Highways Committee wishes to proceed with this at some point.
- The Riverside Committee had discussed riverside plot leases, as there had been a request to transfer one of the leases to a spouse. The Trustee agreed that on this occasion the plot lease should be transferred. There was discussion about transferring of plot leases to other people, or adding names onto current leases, and it was suggested that at the end of existing leases, lease holders would be informed that they would not be able to pass on the lease, as this would mean that other people (including those currently on the waiting list) would never get a chance to have a plot. It was also suggested that there be a clause in the lease to say that lease holders must be full-time, Orford residents. After discussion it was proposed that the above would be agreed. Current plot holders did not vote, and this was agreed unanimously by the remaining 6 members of the Trustee.

8. General Trust business

- Discussion re car parks in Orford: this has already been discussed in some detail by the Parish Council, and Cllr P Smith reported that having spoken with a highways engineer, concern had been expressed about potential problems with large numbers of cars in the Quay Street car park at peak weekends. He wondered if NOTT had optimised car park capacity. The Clerk replied that after the last resurfacing of the car park had taken place in 2012 the Highways Committee had decided not to reinstate the white lines indicating parking spaces. If white lines were reinstated this would help to maximise the amount of spaces available. Cllr P Smith understands that a car park should be able to fit in 125-150 cars per acre. The Clerk does not know how large the car park area is, or the number of cars that would fit, but she will try and get this information together. It was suggested that the car park attendant should be given a notebook and asked to make a note of the date, day, time, weather conditions and approximately how full the car park is, when he is on his usual rounds checking tickets. This will give the Committee a good idea of how often the car park is at capacity, or near capacity. It was agreed that the Clerk will talk to the attendant about this. The Clerk commented that the new ticket machine will give more information about ticket sales/times than the ones currently in place, and that this information may prove useful as well.

Cllr P Smith had ascertained that if there were a relief car park available, there would be no planning or highways issues if it were used for 28 days or less per year. One local landowner had been approached to see if he would be willing to let out an area of land, but he had said no. An answer is awaited from another landowner. It is understood that there can be issues with oil from cars contaminating soil.

- Correspondence from Natural England's Coastal Access Delivery Team re route of coastal path: a couple of years ago the Clerk and two councillors had met with a representative from Natural England to discuss the proposed coastal path and the route over land owned by NOTT. The current document showing the proposed route includes suggestions made by those councillors, and the Trustee was happy with this.
- Correspondence re raising of funds for river wall through increased charges for car park and river users: it had been suggested that NOTT could consider increasing parking charges for the car park, and introducing them on the Quay, and that a percentage of the income could go towards protecting the river wall at Orford. Parking enforcement could then be carried out with the aid of ANPR cameras. The Trustee discussed this, and felt that such a plan would not only carry an initial outlay and continuing costs, but it

would restrict unnecessarily the movements of parishioners who use the quay acceptable reasons outside of busy operating hours. It might also have the effect of reducing the number of people parking in the car park, resulting in a reduced income to NOTT, as they would be park elsewhere in the village to avoid any increased charges. The Clerk will reply as above.

9. Correspondence

The Chairman reported that he had spoken with someone with a connection to Orford who wished to make a donation to NOTT's Housing/Property Fund. The donor wishes to remain anonymous, but a cheque for £1,500 has been received and the Chairman will write a letter of thanks to the donor. The Trustee was grateful for the donation which will help with the future purchase of property in Orford. The Treasurer will look into claiming Gift Aid on the donation, as the donor is a tax payer.

- 10. Items for next meeting:** NOTT insurance. The Clerk commented that the insurance is up for renewal at the end of March. NOTT has used Scrutton Bland as a broker for some years now, with the Clerk obtaining additional quotes from other companies every few years, though Scrutton Bland have always been very competitive. As NOTT has a unique range of assets representatives from other companies usually come to Orford to meet with the Clerk so that they have a good understanding of the Trust and its assets. With Covid restrictions currently still in place, the Clerk asked the Trustee if it would be happy this year not to source any other quotes. The Trustee was happy to proceed in this way, as long as the quote from Scrutton Bland is not hugely increased on last year's price.

The meeting ended at 7.05pm.

- 11. Date of next meeting:** Wednesday 17 March 2021