

**NEW ORFORD TOWN TRUST  
REGISTERED CHARITY 1053729**

**The Town Hall, Market Hill, ORFORD, Woodbridge, Suffolk IP12 2NZ  
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**Minutes of the 254<sup>th</sup> meeting of the New Orford Town Trust held on  
Wednesday 15 June 2022, at 6.30pm, in the New Room of Orford Town Hall**

**MINUTES**

Present: Cllrs I Thornton (Chairman), N Addy, C Ambury, M Green, M Iliff, K King, A Macro, R Mallett, P Smith and G Wingrove. Treasurer and Clerk in attendance.

**1. Apologies for absence**

Apologies were received from Cllr J Howard (prior commitment).

**2. Acceptance of Apologies**

The above apologies were accepted.

**3. Declarations of interest**

Cllr N Addy: river user; Cllr C Ambury: mooring holder, plot holder and river user; Cllr M Green: allotment holder, supplier to Orford Country Market; Cllr M Iliff: member of Orford Sailing Club; K King: plot holder, dinghy licence holder and river user; A Macro: allotment holder, 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, partner of an NOTT employee; Cllr P Smith: river user and member of Orford Sailing Club; Cllr I Thornton: river user; Cllr G Wingrove: boatyard user, river user, and married to an allotment holder.

**4. Minutes of the 253rd meeting held on 18 May 2022**

These were agreed as an accurate record.

**5. Matters arising from the 253rd meeting held on 18 May 2022**

There were no matters arising.

**6. Treasurer's report**

- Cheques and balances from 1 April-31 May 2022  
These were accepted by the Trustee.

**7. Committee reports**

- No Estates/Highways meeting  
Update on windows  
Cllr N Addy reported that he had visited Metwin in Harlow (approved supplier of Crittall windows) and had taken with him the two opening windows which have already been removed from the dormers.

At 6.35pm Cllr M Green entered the meeting, with apologies for being late.

He had already been given a budget quote for new windows, but having visited and seen the profiles, it seems that they would be too big and heavy for the Town Hall. However, Metwin carries out a lot of refurbishments of windows from listed buildings and there were a lot in the workshop now. Cllr N Addy asked Metwin to give a quote to refurb the existing frames. This would include attending site to remove windows and board up,

transport back to Harlow, removed glazing and putty, remove ironmongery and prepare for shotblasting, send for shot blasting, return to factory for weld repairs as required, send out for galvanizing and return for assembly, send away for powder coating, transport back to site and fix and glaze into openings. The price given is £27,590 ex VAT. Additional costs to NOTT would include external decorating (which is needed for all windows, not just the dormers), internal decorating, any joinery work needed to repair wooden frames (which are generally thought to be in a good condition) and for scaffolding. It is anticipated that an internal scaffold tower could be used to remove the windows, with external scaffolding only needed for the re-fitting. At this point external decoration could take place.

Cllr C Ambury questioned if the profile of the existing external sill would still cause an issue with water ingress, and Cllr N Addy commented that it should not be such an issue with the windows being welded shut, and the Clerk suggested that it might be possible to chamfer the wood in situ so that rain water could run off more easily.

Given lead times, Cllr N Addy suggested that NOTT should aim to make a decision on this by September if work is to be carried out in the Spring.

There was a discussion about obtaining other quotes. Two quotes (for slightly different specs) had been received in early 2021. The quote from Metwin, adding in additional expenses, is likely to come in lower than both of these quotes. Two other companies had been contacted for advice on the windows. NOTT now appreciates that going for new windows is not an option and that there is no choice but to refurbish. The Trustee agreed that it did not wish to try and manage the job itself. It considers that Metwin is a reputable contractor with a track record in similar work, and is happy to go with this specialist company. Cllr N Addy will look into getting quotes for scaffolding so that NOTT has an estimated total figure for all the work required.

- No Riverside meeting

## 8. General Trust business

- Consideration of small grants/donations  
Cllrs A Macro and K King declared an interest as they have connections with Orford Methodist Church.

After discussion the Trustee agreed to award grants as follows:

Orford Recreation Ground Management Committee	£200
Orford Methodist Church (Quay Service)	£50
Suffolk Accident Rescue Service	£50
East Anglian Air Ambulance	£200
Orford Lay Responders	£200
The Fire Fighters Charity	£200
Leiston, Saxmundham and District Citizens' Advice Bureau	£100
League of Friends of Aldeburgh Hospital	£300
Fresh Start – new beginnings	£50
RNLI (specifically for Aldeburgh, if possible)	£100
East Anglian Children's Hospice	£200
St George's flag for church	agreed ongoing annual donation,

Re lay responders, the Trustee agreed that they were an important asset for the village, particularly due to its remote geographical location. The Trustee agreed to see if more lay responders needed to be recruited, and to cover the cost of any training associated with this.

The Clerk will contact Heather Patrick about this.

- Agreement of NOTT policies:
  - Allocation of plots
  - CCTV
  - Complaints
  - Conflict of interest
  - Credit card
  - Designated Funds
  - Education
  - Equal opportunities
  - Housing allocation
  - Investment

The above policies were agreed unanimously by the Trustee.

- Agreement of Standing Orders: these were agreed unanimously by the Trustee.
- Agreement of Financial Standing Orders: these were agreed unanimously by the Trustee.
- Update on electric charging points in Quay Street car park  
The Clerk reported that she had spoken with Curles about the possibility of having a new, separate power supply at the Quay Street car park toilet block. It is possible to put in an application to UK Power Networks who will give a quote for this. The charge would depend on a number of factors including capacity in the network, but would probably be at least £1500. Curles would be able to put this application in on NOTT's behalf.

Curles has recently been working recently with a company called EV Driver, based in Woodbridge. The Clerk had spoken with their CEO about electric charging points in the car park. The way they work is that the client (NOTT) undertakes all work up to the charging point (ie electricity supply and cabling), and that EV Driver pays for the installation of the charging points, which they continue to own, with a 10-year lease given for their installation. The Clerk felt that this would be a better option than NOTT owning the charging points. Anyone using the charge point would pay a fee which would cover the cost of electric, plus an amount which goes back to EV Driver. NOTT would receive back from EV Driver the cost of the electric plus a percentage of income received, the exact amount tbc. The charge points they supply are fast charging, giving around 80 miles worth of charge in 2 hours for modern electric cars. Users can use an app to pay for charging, or use a QR code, but a smartphone would be required.

Currently there is no set number of charge points which must be provided, but this may well change in the future. Speaking with EV Driver, given the size of Quay Street car park they would suggest putting in capacity for 8 charging points, but only installing 4 to start with. EV Driver will come and look at the car park and at the area suggested by the Clerk for the charging points (in the large bay towards the front of the car park which contains both disabled and standard sized spaces).

The Trustee agreed that the Clerk should liaise with EV Driver to ascertain exactly what the electricity supply requirements would be, and to ask Curles to put in an application to UK Power Networks to see how much it would cost. UKPN do not charge for the quote, though Curles might make a charge for this. The Clerk will progress this.

- Sub committees. All Trustees were happy to continue with sub-committees as they are:

Estates/Highways: Cllrs M Iliff, J Howard, N Addy, M Green, K King, R Mallett

Riverside: C Ambury, A Macro, P Smith, I Thornton, G Wingrove, and one vacancy

Cllr M Iliff is happy to continue as Estates Chairman, everyone was happy for Cllr J Howard to continue as Highways Chairman, and everyone agreed for Cllr G Wingrove to take over as Riverside Chairman. Sub-committee meetings will be held in due course.

- Quay Warden laptop: the laptop currently used by the Quay Warden is slow and very difficult to work with. It was agreed that the Clerk should source a replacement, the cost of which is likely to be £500-£600.

**10. Correspondence**

An email had been received from Miles Water Engineering regarding work they are carrying out for the National Trust on Orford Ness. They want to store aggregate in the rear car park before transporting it 10 tons at a time over to Orford Ness on a barge. They would want to transport 6 loads (120 tons) in July/August, with a further 20 loads (400 tons) in September/October. They would transport before 9am or after 6pm. The Trustee agreed that while it always tried to accommodate requests like this, for a number of reasons this just wouldn't work on this occasion, so permission would not be given. The Clerk will reply and copy in the National Trust.

**11. Items for next meeting:** usual items

The meeting closed at 7.25pm.

**12. Date of next meeting:** Wednesday 20 July 2022