

THRAPSTON TOWN COUNCIL



Mayor: Cllr. Sam Cribb

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234-2017/18

**Minutes of the Planning, Leisure and Amenities meeting
held on Tuesday 5 December 2017 at 7.30pm at the Town Council office**

Present: Cllr Carter (Chairman), Cllr Boyd, Cllr Boydell, Cllr Charles,
Cllr Cribb (Ex Officio), Cllr Latimer and Cllr Read

In attendance: Sue Morrison (Clerk), Linda Marshall (Clerk Elect) and
John Ystenes (Facilities Manager) until 20:18

Agenda	Item	Action	Time
1.	Apologies for absence None received.		
2.	Declaration of interest in items on the agenda Cllr V Carter declared an interest in Item 10.		
3.	To receive any issues from members of the public None.		
4.	To approve the minutes of the Christmas Event Working Party dated 1 November 2017 (circulated) The minutes were approved by all and duly signed by the chairman.		
5.	To approve the minutes of the PLA meeting dated 7 November 2017 (circulated) The minutes were approved by all and duly signed by the chairman.		
6.	To approve the minutes of the Christmas Event Working Party dated 15 November 2017 (circulated) The minutes were approved by all and duly signed by the chairman.		

			235-2017/18
7.	<p>To review any outstanding actions from previous meetings The Clerk advised that all outstanding action are in progress.</p>		
8.	<p>To receive the monthly report from the Facilities Manager The Facilities Manager's report was accepted – copy attached at Appendix 1. It was noted that the speed device is still not working. The Facilities Manager is liaising with the company to rectify this. Regarding Warwick Gardens, it was noted that the Facilities Manager met with the Structural Engineer on 01.12.17 and is now awaiting the outcome as to whether that Structural Engineer will be appointed by the homeowner. He advised that he has discussed with the Grounds Maintenance Contractor cutting back the hawthorn hedge; works which will be undertaken in February 2018. The Facilities Manager concluded that he and the Grounds Maintenance Contractor had met to discuss undertaking a tree survey at which time they will produce an action plan. Brought forward from Clerk's Report, the Clerk advised that the insurance company have been handed correspondence relating to 22 Orchard Way. The homeowner is claiming that the tree roots from a Council owned tree has caused damage to his conservatory. The Clerk advised of the history relating to this issue. A quote has been received from the Grounds Maintenance Contractor to trim back the trees.</p>	<p>To liaise with speed device company to repair the device.</p> <p>Check with insurers as to whether the Council should undertake tree works relating to 22 Orchard Way.</p>	<p>Facilities Manager</p> <p>Clerk</p>
9.	<p>To receive and approve a quotation from HJ Horticulture for pollarding the Willow Tree in Green Lane It was resolved that the quotation be accepted.</p>	<p>Instruct H J Horticulture to proceed with the works.</p>	<p>Facilities Manager</p>

			236-2017/18
10	<p>To receive and approve a quotation from HJ Horticulture for Tree Works behind the Sports Field</p> <p>The Clerk advised that this is an area outside of the sports ground where trees are overhanging and covering the floodlights, thus reducing the lighting. The Clerk questioned whether it should be funded by the Council as they are not Council owned trees and not on Council owned land. The Clerk advised that the Sports Association would be within their rights to cut any overhanging branches that are impacting their property. The Facilities Manager advised that the trees in question are covered in Ivy which ultimately will kill the trees, but further advised that the Ivy acts as a windbreak which may cause the trees to be uprooted in strong winds. Following discussion it was agreed to determine ownership of the land and write to the landowners requesting that they tend to the trees. In attempting to determine ownership it was agreed to ask the sailing club if they have any records. It was noted that the records would go back to when the land was sold for the doctors' surgeries.</p>	<p>Determine ownership of the strip of land behind the sports field. Contact the sailing club to see if they can assist. Once determined write to landowner requesting they cut the trees.</p>	Clerk
11	<p>To discuss and agree action for a tribute to the former groundsman</p> <p>It was previously agreed to install a memorial seat in either the Cemetery or the Peace Park for the former groundsman. It was noted that this has not yet been actioned. It was proposed and agreed to continue with the original plans to have the bench refurbished through Ogilvies and install this in the Peace Park. The Facilities Manager left the meeting.</p>	<p>Proceed with refurbishing the memorial bench for the former groundsman.</p>	Facilities Manager

			237-2017/18
12	<p>To receiving and discussing planning applications:</p> <p>17/02398/TPO: Removal of 3 lower branches to allow implementation of 278 works at OP4232 TL0078 at Huntingdon Road.</p> <p>17/02478/TPO: T1 Poplar; Crown reduce by approximately 3.0 metres in height and crown clean removing dead, diseased, dying, crossing, rubbing and duplicate branches. Work to be carried out in the interest of sound arboricultural practises and to maintain the tree at suitable dimensions at 3 Ablett Close.</p> <p>17/02496/TCA: Trees to the rear of Oakleigh House (i) remove cherry tree and shrub-taking tree away from building (ii) remove all trees – elder, cherry, shrubs etc leaving the magnolia and yew tree – shape magnolia and yew tree (iii) remove all trees from around steps to open up area to the east, remove various bushes and trees to favour yew and cherry tree (iv) pollard holly to similar level as previously below gutter of Pashler Gardens and reshape (v) remove robina trees and replace with extension of holly hedge at Oakleigh House, 28 High Street, Thrapston</p>	<p>No objection – noted.</p> <p>No objection – noted.</p> <p>Under Delegated Powers – No objection – noted.</p>	
13	<p>To receiving notification of planning approvals/refusals and appeals</p> <p>APPROVED 17/01907/FUL 17/02104/FUL 17/02115/FUL</p> <p>WITHDRAWN 17/01889/FUL</p> <p>REFUSED 17/01847/FUL 17/02042/FUL</p> <p>LDC 17/02091/LDP</p>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p>	
14	<p>To receive an update on parking matters</p> <p>Cllrs D Read advised that he has now received a 1:500 plan. He will measure and mark this up in the New Year.</p>	<p>Noted.</p>	

			238-2017/18
15	<p>To receive an update on parking enforcement and data supplied from County (circulated)</p> <p>It was noted that from the data supplied Haldens Parkway attracted the most visits by County's traffic warden. Following discussion it was agreed to write to Northamptonshire County Council to request the time is split so the traffic wardens can spend some time in the High Street and Market Road. It was further agreed to liaise with JAG regarding parking enforcement notices and to obtain a copy of what can be used.</p>	<p>Write to County requesting traffic warden attendance in the town is split amongst streets.</p> <p>Liaise with JAG regarding parking enforcement notices.</p>	<p>Clerk</p> <p>Cllr Vaughan</p>
16	<p>To receive an update for the parking arrangement at 71-75 High Street</p> <p>The Clerk advised that the Planning Department at East Northamptonshire Council had responded to say that they have emailed Gorrell Barnes and await receiving a response.</p>	<p>Noted.</p>	
17	<p>Clerk's Report (for noting)</p> <p>The Clerk advised that she had received an email from We Are Social requesting permission to film in Thrapston. They are working on a documentary on someone who restores vintage cars.</p> <p>The Clerk advised that there is a meeting on 06.12.17 with Christmas Plus regarding the Christmas lights at which time they should all be put on timer.</p>	<p>No objection.</p> <p>Noted.</p>	
18	<p>Items for Future Agendas</p> <p>PA system at Plaza now working</p> <p>Library</p>	<p>Monitor</p> <p>FTC 12.12.17</p>	
	<p>There being no further business the meeting closed at 8.42pm</p>		

Signed.....

Dated.....

Update of actions from previous meeting (07-11-2017)

9. Plaza roof. Order placed for additional work - see current projects update.

11. Peace Park - removal of dead branches. Order placed.

Current Projects update.

Plaza roof repairs. Work is progressing well but has paused for a few days until the roofers return to carry out the additional work on the left hand lower roof and the gable adjoining the main pitched roof. Necessary brickwork repairs to the gable started on Friday 1 December. Other render repairs and painting are at practical completion and the "Plaza" sign was reinstated on 30 November.

Speed awareness device. I have refitted the device and the data capture facility should now be working properly.

Other issues.

Warwick Gardens. The necessary tree work has been approved and the Grounds Maintenance contractor has been instructed accordingly.

An appropriate letter was sent to the resident responsible for the damage to trees and also for the unauthorised storage/dumping of building materials. The building materials were removed before the deadline.

We have been approached by a Structural Engineer acting for the owner of 18 Warwick Gardens. This concerns cracking to the building which was identified several years ago and has apparently reoccurred. The engineer has been asked to investigate and needs to excavate a 3 metre deep trench along the side elevation (facing the Spinney) and in order to do so he would need access for a digger along the edge of our, (the Council's) land. I have arranged a site meeting for Friday 1 December so we can fully understand the issues and I shall provide a further update at our meeting.

General Tree issues. It is 5 years since the last comprehensive tree survey and we need to repeat the process before the 31 March 2018. In recent months we have had to deal with a variety of tree issues, some of which may involve claims against the Council. I propose that we schedule a general tree inspection, to be conducted jointly by myself and the Grounds Maintenance contractor. (An annual joint inspection has been specified as an integral part of the new Grounds Maintenance contract). We will compare our findings with the last survey and produce an action plan including a brief for a further professional survey of our mature trees and any other trees that are close to property and/or thoroughfares where we feel an independent assessment would be helpful. With regular inspections and a rolling maintenance plan we should be able to keep our estate in good order and reduce the risk of unwanted claims.

Meantime the Grounds Maintenance contractor has been authorised to proceed with a number of tree related jobs and I have asked him to let me have his proposed work programme for December and January so that I can monitor progress.

Play areas. There are no medium or high risk issues but we do have a few outstanding maintenance jobs that I aim to get on with, concentrating on the Peace Park in the first instance.

J W Ystenes
Facilities Manager