

THRAPSTON TOWN COUNCIL



Mayor: Cllr. Sam Cribb

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189-2017/18

Minutes of the Planning, Leisure and Amenities meeting

held on Tuesday 7 November 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 8.02pm

Agenda	Item	Action	By Whom
1.	Apologies for absence. Apologies were received and accepted from Cllr C Wheeler.		
2.	Declaration of interest in items on the agenda. None.		
3.	To receive any issues from members of the public. None.		
	To receive Frank Boydell as a Councillor Frank Boydell was formally co-opted onto the Council. He signed the Declaration of Acceptance of Office which was countersigned by the Clerk.		
4.	To approve the minutes of the Sports Association Working Party dated 28 September 2017 (circulated) Deferred until the next Full Town Council meeting.	Deferred until FTC Meeting on 28.11.17	Clerk
5.	To approve the minutes of the PLA meeting dated 03 October 2017 (circulated). The minutes were approved by all and duly signed by the chairman		

6.	<p>To approve the minutes of the Christmas Event Working Party dated 04 October 2017 (circulated) The minutes were approved by all and duly signed by the chairman</p>		
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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 an update on the placing of a seat on the verge between Ablett Close and Clover Drive The Clerk advised that letters were delivered to all the residents in Clover Drive whose properties front the area for the seat advising that the seat and waste bin will be installed but monitored. No further comments have been received. The Clerk advised that a grant application has been submitted to the Co-operative Dividend Scheme but if this is not successful the seat and waste bin will be provided from Council funds</p>		
9.	<p>To receive the monthly report from the Facilities Manager (circulated). The Facilities Manager's report was accepted. It was noted that a further quotation has been sought for the left hand side flat roof. Members agreed unanimously to accept the quotations as detailed on Appendix 1 items (a) to (c).</p>	Arrange for the works to be undertaken	Facilities Manager

<p>10</p>	<p>To receive an update and decide the course of action for the ongoing issues at Warwick Gardens.</p> <p>The Clerk reported that she had spoken to the PCSO regarding the content of the letter sent to the person who had arranged for the trees to be cut but this will not be redacted. The PCSO advised that he was still happy with the letter as sent.</p> <p>The Clerk advised that further damage has since taken place and garden waste, together with fence panels have been left in the area by one of the neighbouring residents. Following discussion, it was agreed that the Council would write to the resident concerned asking for the items to be removed, following which legal proceedings may be commenced. The Council further agreed that they wished for an article to be included in the next newsletter advising residents about fly-tipping and the financial impact it may have on the Council and ultimately on the residents via their council tax.</p>	<p>Write to the resident regarding fly tipping at Warwick Gardens requesting removal of items</p> <p>Include an article in the next newsletter regarding fly-tipping and cost implications</p>	<p>Cllr D Boyd to provide wording for a letter</p> <p>Clerk</p>
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	Members agreed unanimously to recommend acceptance of the quotation from H J Horticulture for tree works at Warwick Gardens in the sum of £3,225 at the next Full Town Council meeting.	Acceptance of quotation at next FTC meeting on 28.11.17	Clerk
11	To discuss and agree a quotation to make safe two trees in the Peace Park The quotation was discussed and members agreed unanimously to accept the quotation of £375.	Arrange for work to be undertaken	Facilities Manager
12	To receive and discuss planning applications: 17/01889/FUL Erection of a raised wooden playhouse at 14 Lancaster Drive – Delegated Authority – No Objection. The Clerk advised that an amended application had now been received. It was agreed to deal with under Delegated Authority. 17/02017FUL To remove existing overgrown hedge and reposition fence to property boundary at 9 Scotney Way – Delegated Authority. 17/02042/FUL Change of use pf part of the coal delivery yard to a self storage facility at Coal Yard Midland Road. No Objection although the Council would like ENC to consider restricting opening hours, and for out of office hours to be by appointment only. 17/02104/FUL Single storey side extension at 10 Kimbolton Court. 17/02115/FUL Conversion of integral garage into a reception room and utility room at 7 Mason Close. 17/02142/REM Reserved matters Appearance Landscaping Layout and scale pursuant to planning permission 12/01957/OUT dated 08.04.2016 – Outline application – Erection of up to 75 dwellings and associated roads at land between Oakleas Rise and A14 Midland Road. 17/022207/FUL Two storey side and front extensions, new car port and installation of electric gates at 129 Oundle Road.	Consider amended application under Delegated Authority. No Objection Noted No Objection – Report to Planning Authority with Council's comments. No Objection – Report to Planning Authority No Objection – Report to Planning Authority No Objection – Report to Planning Authority No Objection – Report to Planning Authority	Cllr V Carter/Clerk Clerk Clerk Clerk Clerk

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13	<p>To receive notifications of planning approvals/ refusals and appeals APPROVED 17/00486/FUL 17/01625/FUL 17/01794/FUL 17/01827/FUL 17/01890/TPO 17/01898/FUL 17/02017/FUL WITHDRAWN 17/01119/FUL 17/01120/LBC 17/01121/ADV</p>	<p>Noted</p> <p>Noted</p>	
14	<p>To discuss and agree action for the District Council Car Parks Members considered the possible enlargement of the Sackville Street Car Park and discussed parking at the Bullring. It was unanimously agreed that the Council would pursue ideas through discussions with ENC. In the first instance it was agreed that the Council would need a plan drawn up to take to ENC. Further discussions took place generally about parking.</p>	<p>To source 500:1 scale plans</p> <p>To draw up proposed parking solutions for Sackville Street Car Park</p>	<p>Cllr V Carter</p> <p>Cllr D Read</p>
15	<p>To discuss and agree action for parking enforcement The Clerk advised that one day last week a traffic warden was in the town. Members agreed that they would like a schedule of visits by traffic wardens from the County Council.</p>	<p>Request a schedule of traffic warden visits in the town from NCC</p>	<p>Clerk</p>
16	<p>To discuss and agree action for the parking arrangement at 71-75 High Street The Clerk advised that the advertising of the rental properties at 71-75 High Street are indicating that 3 parking spaces will be available for the tenant, but from looking at the original plans no allocation of parking was provided. Members agreed to seek confirmation from the Enforcement Officer at ENC by way of obtaining the approved layout for the whole area.</p>	<p>Request the approved layout for 71-75 High Street and units behind the council office from ENC</p>	<p>Clerk</p>

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17	<p>To discuss and agree action on the possible parking options for Meadow Lane</p> <p>The Clerk advised that parking options for the Meadow Lane area had been explored. Providers of barriers and parking collection machines do not feel that it would be a viable option and indeed may be prone to vandalism on a regular basis. They can provide a quotation but do not feel that they are providing the Council with the best advice. There would be insufficient money being taken to warrant the investment. They feel that it would be a better option to install traffic calming related solutions such as speed bumps. The Clerk confirmed that the quotation sought for tarmacing Meadow Lane was £50k.</p> <p>Discussions took place regarding ownership of the land as it is not owned by the Council and that requests are regularly sought from the Sailing Club for contributions towards its upkeep. It was noted that part of the land is owned by Persimmon, with other areas being owned by several different people.</p> <p>Members agreed that long term something has to be done, but in the first instance ownership of all of the land should be determined so the Council can make initial contact with all land owners.</p>	Determine ownership of all aspects of Meadow Lane	Clerk
18	<p>To discuss and agree prioritising the requirements of dropped curbs</p> <p>A resident has informed the Council of issues for people with mobility issues having access to dropped kerbs, their research on particular areas has been reported to the Highways department via Street Doctor. Cllr Baden has undertaken some research and his report is attached.</p>	Thanks were given to Cllr P Baden for his work.	

19	<p>Clerk's Report (for noting). 17/1847/FUL This application will be reported to the Planning Committee at 7pm on 15 November 2017. Cllr D Read agreed to attend this meeting. Buildbase donated the temporary fencing for the Firework Display and the Clerk had written to them giving thanks. Charitable Collection realised £1,554. Feedback from the Fireworks event has been extremely positive.</p>	<p>Advise ENC that Cllr D Read will attend the Planning Committee meeting on 15.11.17. Noted. Noted. Noted.</p>	Clerk
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20	<p>Items for Future Agendas. Fireworks 2018 – to determine if 1605 should be the supplier again. Cllr D Boyd advised that she had been approached by the Labour Party who will be campaigning on the 25.11.17 as it is their National Campaign Day. This however clashes with the Christmas Festival. Following discussion it was agreed that Cllr Boyd would revert to them advising that they could be in the town before 1pm on that day.</p>	Agenda FTC 28.11.17.	Clerk
	There being no further business the meeting was closed at 9.30pm		

Signed.....

Dated.....

PLA Report for 7 November 2017

Current projects update.

Plaza roof repairs. Scaffolding erected and work will commence no later than 6 November. I am meeting the main contractor on site on 2 November to discuss the order of work etc. and will provide a further update at our meeting.

Speed awareness device. The device has been returned to the suppliers for examination. They have confirmed receipt and will contact us again as soon as they have identified the fault.

Windsor Drive Play Area. The “lower level” security arrangements seem to be working well and prospective tenderers are visiting the site in order to formulate their proposals/bids.

Other issues.

Warwick Gardens. I have revisited the site with our Grounds Maintenance contractor and we have agreed a plan to both tidy up the damage and to reduce the canopy by 50% on three elevations, east, west and north. The plan will also remove any branches overhanging adjacent properties. Once the proposed work is done the Spinney should not need significant attention for 5 years, when a similar canopy reduction will be necessary. This future work needs to be scheduled as part of a rolling 5 year maintenance plan.

Residents whose properties share a boundary with the Spinney have been consulted and all are supportive of our plan.

The cost of the work will be £3225 + VAT and the quotation is attached for consideration.

Meadow Lane resurfacing. Estimate for this work has now been received and the cost is approximately £50K.

BMX Track. The track surface is breaking down in places and repair work is needed. I have asked the original contractor to inspect and provide an assessment of what needs to be done and the likely cost.

Thrapston Carr - “Wigwam”. The structure has been collapsed as part of the ongoing police operation.

MUGA. The daylight sensor has been replaced and I have reprogrammed the timers. The area is now lit until 2100 hours and I shall be monitoring for a few days in case we have a further glitch!

Quotes are also attached for other essential maintenance work:-

a) Repair of close boarded fence to footpath between Windsor Drive and Pembroke Close.
£440 + VAT

b) Repair of low level wooden fence at bottom of Scotney Way (alongside private access road)
£232.50 + VAT

c) Tree work to rear of Bodiam Close and alongside pathway between Windsor Drive and Pembroke Close.
£375 + VAT

J W Ystenes
Facilities Manager
02/11/17