

# THRAPSTON TOWN COUNCIL

Mayor: Cllr Karen Draycott

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**Minutes of the Meeting of the Planning & Asset Management Committee  
held on Tuesday 2<sup>nd</sup> July 2019 at 19:15 at the Town Council Office**

**Present: Cllr Otterwell (Chairman), Cllr Boyd, Cllr Carter, Cllr Draycott, Cllr Charles,  
Cllr Read**

**In attendance: Margaret Ward (Assistant Clerk)**

No.	Item	Action	By Whom
1.	<b>Apologies for Absence</b> None.		
2.	<b>Declaration of Interest</b> Cllr Carter – Agenda item 5. <b>19/00859/VAR:</b> Variation of condition 2 to allow a new boundary wall near Oakleigh House. (Knows the Applicant).  <b>19/00864/FUL:</b> Demolition of existing derelict building and erection of a replacement 4 bedroom house and associated site works at 30 Hortons Lane. (Knows the Builder).  <b>19/00955/FUL:</b> Single storey and first floor side extension at 9 Foundry Walk. (Knows the Applicant).  <b>19/00892/FUL:</b> Garage conversion at 22 Windsor Drive. (Knows the Applicant).		
3.	<b>Public Open Time</b> Cllr Wheeler was present at the meeting.		
4.	<b>To approve the Minutes of the Planning &amp; Asset Management Committee meeting dated 4<sup>th</sup> June 2019</b> <b>Resolved</b> that the Minutes of the Planning & Asset Management Committee meeting dated 4 <sup>th</sup> June 2019 be confirmed as a true record.		
5.	<b>To receive and consider the following planning applications and to determine the Council's responses</b> <b>Resolved</b> to submit the following responses on the planning applications as follows:-		

	<p><b>19/00859/VAR:</b> Variation of condition 2 to allow a new boundary wall near Oakleigh House.</p> <p><b>No Objection.</b></p> <p><b>19/00864/FUL:</b> Demolition of existing derelict building and erection of a replacement 4 bedroom house and associated site works at 30 Hortons Lane.</p> <p><b>No Objection.</b></p> <p><b>19/00955/FUL:</b> Single storey and first floor side extension at 9 Foundry Walk.</p> <p><b>No Objection.</b></p> <p><b>19/00892/FUL:</b> Garage conversion at 22 Windsor Drive</p> <p><b>No Objection.</b></p>	<p>Submit a No Objection.</p> <p>Submit a No Objection.</p> <p>Submit a No Objection.</p> <p>Submit a No Objection.</p>	<p>Assistant Clerk.</p> <p>Assistant Clerk.</p> <p>Assistant Clerk.</p> <p>Assistant Clerk.</p>
6.	<p><b>To receive notification of planning permissions granted, refused and appealed</b></p> <p><b>19/00539/FUL: Planning permission granted.</b> Proposed score box and store for Thrapston Cricket Club.</p> <p><b>19/00718/FUL: Planning permission granted.</b> Erect sage green Pvcu conservatory to rear of property.</p>	<p>Noted.</p> <p>Noted.</p>	
7.	<p><b>To receive a report from the Facilities Manager and agree action</b> Report (see Appendix 1) taken as read. Action as follows was agreed.</p> <p><b>Resolved</b> to accept the quote for the finishing touches to the Plaza in the sum of £380.</p> <p><b>Resolved</b> to purchase a wired, ceiling mounted projector for the Council office. It was not possible to have a demo of a wireless projector and the merits of one was dismissed in favour of a wired projector after discussions with Moore Audio. Two quotes will be considered, it was agreed that the lowest quote will be accepted and the projector purchased. Moore Audio were asked to quote and another will be sought.</p> <p><b>Resolved</b> not to purchase a portable PA System but to hire a portable PA system which includes a microphone from Moore Audio as and when required at a cost of £20 per unit per event.</p>	<p>Instruct Contractor.</p> <p>Obtain two quotations and purchase projector.</p> <p>Noted.</p>	<p>Facilities Manager.</p> <p>Assistant Clerk.</p>
8.	<p><b>To receive an email from East Northamptonshire Council regarding extensions for consultations dates for TPO and TCA applications and to note its content</b> Committee advised that extensions to TPO and TCA applications will only be accepted under extenuating circumstances.</p>	<p>Noted.</p>	
9.	<p><b>To receive a request from Northamptonshire Highways to review the proposed parking restrictions at Market Road and to determine the Council's response</b></p>		

	<b>Resolved</b> to submit a response to Highways stating that the Council fully support the parking restrictions detailed in their correspondence specifically in the interests of road safety for pedestrians and access for larger vehicles.	Draft email to Highways.	Assistant Clerk.
10.	<p><b>To receive a request from Northamptonshire Highways to consider any issues with the junction of High Street / Oundle Road / Huntingdon Road ahead of the planned works to modernise the signals; to discuss and agree appropriate response</b></p> <p>Assistant Clerk updated members of a further email received from Highways.</p> <p><b>Resolved</b> to draft a response to Highways making the following points:</p> <ul style="list-style-type: none"> <li>• The Council are not in support of removing any crossing in that location as it will be less safe.</li> <li>• There are currently three controlled crossings and we wish to retain all three on the grounds of safety.</li> <li>• The crossing outside the Pub is used constantly especially with families leaving the park and it is at its peak when children are going to and from school.</li> <li>• People frequenting the Pub use the facility as a main crossing.</li> <li>• Is it necessary to update the crossings when the equipment currently in place is in working order?</li> <li>• If it is deemed essential to update the crossings, can the crossing outside the pub remain under the old system?</li> <li>• Is there another safe solution for this crossing?</li> <li>• It is key that in a bid to update the system it does not compromise safety.</li> </ul>	Draft email to Highways.	Clerk.
11.	<p><b>Clerk's Report for Noting</b></p> <p>An email from Highways will be circulated to all Committee Members regarding the DRAFT Rights of Way Improvement Plan (2018-2028) which will be on the Agenda for the next meeting as comments are required by 9<sup>th</sup> September.</p>	Circulate email.	Assistant Clerk.
12.	<p><b>Chairman's Comments</b></p> <p>The Chairman thanked everyone for attending the meeting.</p>		
13.	<p><b>Items for Future Agendas</b></p> <p>None received.</p>		
	<b>There being no further business the meeting closed at 20:10</b>		

Signed .....

Dated .....

**Appendix 1**

Report to Council:	Facilities Manager's Report (inc. Report from Facilities Assistant)
Date:	2 <sup>nd</sup> July 2019
Report Prepared By:	John Ystenes, Facilities Manager
Details:	<p><b>Plaza Refurbishment - remaining work update</b></p> <p><b>Covered walkway painting:</b> Work will be completed within a few days and we can then seek buildings regulations approval for the walkway to be re-established as a fire escape route.</p> <p><b>Accessible toilet refurbishment:</b> Completed as planned but see "finishing touches" below.</p> <p><b>Boardroom:</b> Meeting tables have been delivered and assembled for use. Sound/lighting boards - provision of booth: We are investigating options including the use of "stock" cubicle partitions, possibly with a sliding door. Meantime we have the option of using portable screens (Moore Audio will provide) if the need arises.</p> <p><b>"Finishing touches":</b> A quote is attached for decorating the inner door surfaces of the accessible toilet and for both the kitchen sliding door and kitchen walls (currently salmon pink!). The aim is to have the grey theme throughout the building. Members are asked to approve the quote.</p> <p><b>Cemetery, Oundle Road:</b> The gates and exposed railings have been repainted.</p> <p><b>CCTV Skate Park (Original Camera):</b> We are still awaiting notification of a reinstatement date. As we understand it the project is stalled until the replacement mast section is delivered to site. Meantime we have the quote for a 180 degree camera to observe Meadow Lane itself – this will be taken to Full Town Council 09/07/2019.</p> <p><b>Meadow Lane:</b> An additional quote from LSL Surfacing has been obtained and will be taken to Full Town Council 09/07/19 together with a supplementary quote from Phoenix for the cost of applying coloured chippings.</p> <p><b>Skate Park fence(s):</b> Boulders may be the most effective solution for the Meadow Lane boundary and we are obtaining quotes for supply and delivery to site, which hopefully will arrive in time for FTC 09/07/19. Initial research suggests the cost of providing, say, 17 boulders to site would be around £2000. Actual installation would ideally be done by the road surfacing contractor, assuming it is decided to upgrade Meadow Lane. In asking for resurfacing quotes we are including for the setting of boulders as an additional item so that we have the full picture.</p> <p>It should be noted that if we decide on boulders as the Skate Park boundary solution we shall still need to allow for occasional vehicular access. It transpires that our stolen gate had been carted to the larger brook, in the</p>

adjacent woodland, and has been used to form a bridge! It appears undamaged and so we shall recover it for eventual re-use.

**Meadow Lane/Skate Park Culvert:** The culvert has been cleared of debris ensuring that any flow of storm water is unrestricted.

**Council Office Projector:** An additional quote from AV Installations is attached to this report for comparison. At your meeting on the 4<sup>th</sup> June members requested that Moore Audio give a demo of the equipment. Moore Audio will be attending the meeting on the 02/07/19 and will explain the options available and answer any queries raised.

**PA System:** Demo of the PA system by Moore Audio 02/07/19. Cost to purchase is £400 plus VAT per unit. Cost of hire is £20 per unit. It is recommended that we have two units for better effect / coverage. At the meeting on the 2<sup>nd</sup> April members agreed to purchase appropriate units and adequate speakers. Members are asked to confirm whether they wish to purchase two units at a cost of £800 plus VAT or whether for the next couple of years we just hire the equipment from Moore Audio as and when required.

#### **Report by Janis Zakis, Facilities Assistant**

##### **Play Areas Update**

Eleven play areas are regularly inspected (including Foundry Walk and Waters Edge which are to come into the Council's care).

A number of improvements have been made as part of our regular programme of repair and maintenance. These include: new safety surfaces at Sissinghurst Drive, replacement swing and see-saw seats at Sissinghurst Drive, replacement swing seats at Clover Drive and new footboard on a mini roundabout, also at Clover Drive. There have also been repairs to the large multi-play at the Peace Park including new foot-pegs and various ropes.

Inevitably some repairs are due to vandalism. A rope bridge fitting was removed at Windsor Drive (a temporary repair has been made and new parts have been ordered) and there has been extensive vandalism of gates and fences at the Skate Park which Councillors will be aware of.

A number of the black and gold bins in the play areas are very rusty, particularly at Clover Drive and Sissinghurst Drive. These could do with replacement.

Current priorities include re-painting of equipment frames and benches, particularly at the Peace Park and Sissinghurst Drive and we are currently assessing repair options to rusty areas of the swing horse at the Peace Park.

For Consideration:

- Agree whether to accept the quote for the finishing touches to the Plaza.
- Clarify the demo required by Moore Audio for the Office Projector.
- Agree whether to hire or purchase a portable PA system (two units) from Moore Audio.