

THE DUNWICH TOWN TRUST

Charity No 206294



MINUTES OF THE MEETING OF THE TRUSTEES HELD ON THURSDAY 12th May 2011 AT 6:00 pm IN THE READING ROOM AT DUNWICH

1. WELCOME AND APOLOGIES FOR ABSENCE

Present as Trustees: Mrs A Abell (Chairman), Mr D Cook, Mr C Clay, Mrs V Donovan, Mrs L Prior, Mr J Salusbury

In attendance: Mr J Cary (Clerk and Treasurer)

Apologies for Absence: Mr R Bessell, Mr Keith Maunder

The chairman welcomed the Committee, and Clerk

2. MINUTES OF THE MEETINGS HELD ON 10th March 2011

Agreed after one correction to the typescript.

3. MATTERS ARISING FROM THE MINUTES OF THE MEETING ON 10th March 2011

The chairman asked Mr Clay and Mr Cook if any relatives or friends of theirs were contemplating or might be likely to apply for one of the new affordable houses – they confirmed that they were not.

The seals list was agreed after consulting the Parish Chairman to verify which new householders were actually on the electoral roll. There are five households entitled to Dunwich Seals, these will be handed out before the next meeting.

4. CLERK AND TREASURER'S REPORT

The Clerk presented his report which had been circulated to trustees beforehand. Several issues came up for further discussion:

The Spinney: the new tenant had not yet moved in and this will cause problems with the insurance within 60 days of May 4th. Normal cover will be removed and replaced with basic FLEA cover.

Winch Huts: The question of insurance is proving an intractable one at the moment, in that the trustees have been advised by their lawyers that some sort of public liability insurance must be in place in order to protect the trustees from possible claims. Mr Clay kindly offered to further research the subject and perhaps find out how this was being dealt with along the coast. Clearly, the trustees wanted to be as supportive as they could of local fishermen.

A discussion took place regarding the 'Scout Hut' between the Flora Tea Rooms and the Public Toilets. The Clerk was asked to write to the Jubilee committee and ask them to tidy up the area behind the mortuary. The Clerk was asked to re-instate the car park numbers statistics from SCC.

As the defibrillator project had now officially ceased in Dunwich, trustees suggested donating the £268.35 left in our fund to Westleton's scheme.

The trustees were asked to comment on the item brought forward at the last DPM by Mr Bessell about dogs on the beach. As Mr Bessell could not be at this meeting he had asked the Clerk to distribute some more background notes and information in respect of this issue.

There followed a lively discussion about the dog-free zone and signage on the beach. Some trustees were anxious not to deter visitors to Dunwich and the impact on Dunwich businesses, some were anxious not to let a few irresponsible dog owners ruin the environment for everyone else by pushing us into dog-free zones and inappropriate signage. One trustee felt the DTT should be guided entirely by the DPM. In the end trustees felt they should make a decision for themselves.

A vote was taken on the two issues raised:

- i. Dog Free zone on beach: 5 against, 1 abstention
- ii. Signage: All in favour, including support for the cost of the signs, but further discussion to be had about content, appearance and siting of signs. One trustee expressed concern about co-ordinating with other signage such as the museum trail etc.

Clerk to write to DPM Chair to communicate these decisions.

Clerk brought the trustees up to date on Time Team; all were happy with the arrangements in place.

Clerk asked if Trustees were content for the south paling fence to be extended to Middlegate - all in favour. Mr Cook wanted to know about the north paling fence project. Although DTT had too much else to do this year, Mr Cook volunteered to further research proper scale and siting of the proposed new fence, and obtain quotes from Jeff Redgrave.

Clerk informed trustees that the fence to the SSI pond in the car park would be repaired this season (Jeff Redgrave has been given Time Team dates so that doesn't clash).

There was a proposal to fence off Mr King's hut now perched on the cliff and now unusable. Although it wasn't in any immediate danger of collapse, the Clerk is to write to Mr King to ask him to clear out the contents. He will then arrange for access to be fenced off. Mr Salusbury wanted a 'Dangerous Structure' notice erected as well. While the new fence was being constructed, Jeff Redgrave was to be asked to look at making the back of the cliff fence more accessible for cleaning.

At No1 and No2 Town Houses trellis fencing has been erected on top of the picket fence to provide the gardens with extra protection against muntjack attack. The Spinney will be painted and have its garage window replaced.

Clerk explained that due to a re-design of the drains from the new houses, this would be a good opportunity to renew the drains at Maison Dieu – which had been giving trouble for some time. Blackburns would be asked to quote separately (and one other contractor) once engineering drawings have been done. Blackburns explained that they can dig new drains along side the old, and switch over at the last minute, saving the tenants being evacuated.

A rent review of the Town Trust houses will be conducted this year. New rent recommendations will be ready for the July meeting. The last inspection of all the houses revealed only very minor repairs to be done, which are in hand.

5. AFFORDABLE HOUSING

The Clerk ran through some headline points now building work was under way

- a. The total contract price for the two houses is £220, 613.10
- b. The building schedule started on 27th April and completes mid October.
- c. The builders, Blackburns Construction, have asked to use a corner of the amenity land, Gallows Field. That use is governed by a separate letter of agreement which includes the condition that the land is to be left accessible during the project, and not to interfere with grazing schedules. Blackburns may also use a corner of the spare plot next to No 1 Town House if necessary
- d. Letters have been sent to tenants to let them know of the building schedule.
- e. Monthly meetings will be held on 25th of each month beginning 25th May 2011. Clerk reminded trustees that they may not visit the site without prior arrangement through the clerk and the site manager.
- f. A time-table needed to be agreed in respect of tenant selection
- g. Selection Guidelines, the leaflet the final policy statement and the application form needed to be finally agreed
It was agreed that the panel would not be asked to sit until 6 people had applied, and to be mid August at the soonest
There would be a meeting with the selection panel on 6th July prior to the next committee meeting.
- h. Inter alia, a trustee commented that there should no sub-letting allowed, in whole or in part.

The following resolutions were passed nem. con.:

- A. Mrs Donovan proposes and Mr Salusbury seconds a resolution to approve the signing by Angela Abell and Keith Maunder of the S106 agreement dated 15th April 2011 as agreed between DTT, Official Custodian and SCDC
- B. Chairman proposes and Mrs Prior seconds a resolution to approve the signing by John Cary as Clerk of the Letter of Intent sent by DTT to Blackburns on 27th April 2011
- C. Mrs Donovan proposes and Mr Clay seconds a resolution to approve the signing, in advance, by John Cary as Clerk, of the JCT Intermediate Building Contract between DTT and Blackburns Builders to a contract value of £220,613.10
- D. Mrs Donovan proposes and Mrs Prior seconds a resolution to approve the signing, on 12th May 2011, of a letter of agreement between DTT and Blackburns setting out the terms and conditions in respect of Blackburns' use of the Amenity Land during the building contract period.

The following possible names of the new houses were put forward for further discussion and decision by trustees at the next meeting

St James Cottages/ Houses
St Leonards Cottages/ Houses
St Felix Cottages/ Houses
St Peters Cottages/ Houses
All Saints Cottages/ Houses
Pightle Cottages/ Houses
Piece Cottages
Close Cottages
Trust Cottages/ Houses

Hangman's Houses
Herring Cottages/ Houses
Borough Cottages
Greyfriars Cottages/ Houses
Temple Cottages
Blackfriars Cottages or Blackfriars
Riches Cottages
Whin Cottages
Barne Cottages

Chairman has asked for 'Barne Cottages' to be added with a strong recommendation as this reflects the village's history and commemorates the founders of the charity

6. GRANTS

- i. Grant to a parishioner for general relief was agreed.
- ii. Grant to a resident of a neighbouring parish was agreed.
- iii. Education grant to a parishioner was agreed.

The newly designed form for grants to institutions was approved and Clerk was asked to distribute it to other institutions on the village.

7. GREYFRIARS

The Clerk reported that further to the plan set out at the last meeting there was no news – the application to SCC had not been responded to at the time of the meeting.

8. AORB

Mr Cook suggested a raised level of Christmas donation in line with rising fuel prices (in fact linked to the price of a tonne of coal which had been the traditional gift in the past)

The Chairman and Mrs Donovan proposed and seconded the renewal of the clerk's contract in September, with amendments already agreed in respect of remuneration.

The Clerk asked if the trustees were interested in applying to become a Charitable Incorporated Organisation at some time in the future when it was possible to do so. All agreed.

10. DATE OF NEXT MEETING

Thursday 14th July– **The Old Forge** at 6:00pm

Public Meeting – October 28th in The Reading Room

Meeting terminated at 9:45 pm