



**Moving Thetford Forward**  
*The Local Delivery Vehicle for Thetford*  
**Growth Point**

**MEETING NOTES OF THE MOVING THETFORD BOARD**

**Held on Thursday 13<sup>th</sup> December 2012 at 10.00 a.m. at Keystone Innovation Centre, Thetford**

**Present (Voting Members)**

Cllr William Nunn (JWN) (Chairman)  
Cllr Robert Kybird (RGK)  
Cllr Marion Chapman-Allen (MCA)  
Cllr Graham Plant (GP)  
Cllr Tony Poulter (TP)  
Mr Alan Flack (AF)  
Jo Pearson (JP)  
Cllr Ivor Andrew (IA)  
Cllr Terry Jermy (TJ)  
Andrea Smith (AS)  
Alec Witton (AW)  
Carol Doherty

**Representing**

Breckland Council  
Breckland Council  
Norfolk County Council  
Norfolk County Council  
Brettenham & Kilverstone Parish Council  
Keystone Development Trust  
Local Business Representative  
Croxton Parish Council  
Thetford Town Council  
Flagship Housing Association  
Land Representative  
NHS Norfolk

**Present (Non-Voting Members)**

Mark Stokes (MS)  
Kevin Ward (KW)  
Susan Glossop (SG)  
Nick Clarke (NC)  
Ian Parkes

Breckland Council  
Breckland Council  
Thetford Town Council  
Thetford Healthy Town  
Norfolk County Council

**In attendance**

Carol Butters (CB)  
Julian Bamford  
Cllr Carl Clark (CC)  
Cllr Corinne Fulford (CF)

Breckland Council  
Breckland Council  
Thetford Town Council  
Thetford Town Council

**Apologies for Absence Received**

Cllr Mark Robinson (MRob)  
Cllr Mark Kiddle-Morris (MKM)  
Cllr Jennifer Chamberlin (JC)  
Cllr Derrick Murphy (DM)  
Cllr Ann Steward (AS)  
Neil Stott (NS)  
Cllr Bob King (BK)  
John Connolly (JCo)  
Emma King  
Tony Trotman (TT)  
Margaret Bailey (MB)  
Natalie Beal (NB)  
David Spencer (DS)  
Mark Stanton (MSta)  
Steve Udberg (SU)  
Tim Edmunds (TE)  
Chris Hey (CH)  
Ralph Burton (RB)  
Darryl Smith

Breckland Council  
Breckland Council  
Norfolk County Council  
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Keystone Development Trust  
Croxton Parish Council  
Thetford Business Forum  
Flagship Housing Association  
NHS Norfolk  
Breckland Council  
Capita Symonds for Breckland Council  
Capita Symonds for Breckland Council  
Breckland Council  
Breckland Council  
Norfolk County Council  
Norfolk County Council  
Breckland Council  
Breckland Council

**WELCOME AND INTRODUCTIONS (AGENDA ITEM 1)**

The Chairman welcomed everyone to the meeting.

**APOLOGIES (AGENDA ITEM 2)**

Apologies have been received for Cllr Jennifer Chamberlin, Cllr Derrick Murphy, Cllr Ann Steward, Cllr Mark Kiddle-Morris, Mr Neil Stott, Mr John Connolly, Cllr Bob King, Emma King, and Mr Tony Trotman.

**DECLARATIONS OF INTEREST (AGENDA ITEM 3)**

The Keystone Trust declared an interest on the Expression for Supporting Thetford's Civil Society in the Era of Austerity.

Brettenham and Kilverstone Parish Council declared an interest in the Expression for the Riverside path.

Terry Jermy declared an interest in the Expression for Sort It Business Support Package.

Jo Pearson declared an interest in the Expression for Jones' Van and Charles Burrell Museum.

Nick Clark declared an interest in the Park Run.

**MINUTES AND ACTIONS FROM PREVIOUS MEETING OF  
24<sup>th</sup> FEBRUARY 2012 (AGENDA ITEM 4)**

Actions from previous meeting.

SJ advised that there is not a prescribed size for the skate park.

KW advised that the funding for the estates would be taken forward to the New Year.

There were no amendments to the minutes.

The minutes were agreed as being a true and accurate record of the meeting.

**MINUTES AND ACTIONS FROM PREVIOUS PANEL MEETING OF  
October 2012 (AGENDA ITEM 5)**

These were for information.

**EXPRESSION OF INTEREST (AGENDA ITEM 6)**

Kevin Ward advised that Invites for Expressions of interest sent out 11th October 2012 to Board Members, PDP Members, Theme leads and via the MTF web site. The deadline for submission was 9th November 2012.

**Action  
by**

There is £57,000 for capital funding available and £10,000 for revenue funding available.

The Scoring Criteria based on CLG funding requirements

Building stronger communities 4 points

Protect and improve the local environment 3 points

Develop prosperous and sustainable communities 4 points

Finance – match funding 4 points

Risk analysis 2 points

Sustainability 2 points

Moving Thetford Forward received four expressions of interest for capital funding and eight expressions for Revenue.

Of the Living History and Sort It Business Support Package were re-classified to revenue due to the CLG requirements.

Three schemes for future consideration lodged without formal application were Ramsey Close Play Area, Footpath from Joe Blunts Lane to the BP Station on the B1175 and Nunn's Bridge revetments.

The following projects were unable to be considered for assessment by Programme Delivery Officers.

**Riverside Path** as submitted at an early stage for future investigation of funding opportunities. The planners support this, as it would link into the TAAP.

**Muslim Welfare** there was insufficient information and no defined outcomes even after further requests.

**Tree Tops** this application did not meet with CLG requirements.

**Jones' Van** The Programme Delivery Group felt that that this application was ineligible, as it constitutes retrospective funding and therefore not scored.

**Norfolk Switched On** The Programme Delivery Group felt that there was a lack of local focus and with no explanation of how it works with existing initiatives.

**Theftfest** The Programme Delivery Group felt that a more direct mechanism for funding the Tourist Information Centre with less reliance on a successful Theftfest should be sought. Officers to invite a direct funding application from TIC.

**CAPITAL FUNDING PROJECTS****Charles Burrell Museum**

The Programme Delivery Group felt that this was an important building in Thetford and their expression was for

- a) External works and repairs
- b) Equipment to enable the museum to grow e.g. by purchasing audio equipment, information screens etc

The PDG felt that it could not fund the equipment element but would be able to consider the external works and repairs and scored this project on that basis. The total amount of funding for the works and repairs is £19,250. This Project scored a total of seven points. However, there are potential risks to the project which are;

Quotation for works not to an appropriate standard and therefore inaccurate

Works insufficient to secure the fabric of the building

Approval required by the historic buildings officer

**United Reformed Church**

The Programme Delivery Group felt that this was also an important building in Thetford and their expression was for improvements and repairs. The total amount of funding requested from MTF is £37,500. This project scored seven points. The potential risks to the project are;

The precise scope of work yet is to be determined or cost estimated

Security of other funding unknown

**REVENUE FUNDING PROJECTS****Supporting Thetford's Civil Society in the Era of Austerity**

The PDG felt this a worthy project as it supports and increases the effectiveness of the voluntary sector by supporting community organisations and projects. The project has a reasonable understanding of the risks going forward and there are no future revenue impacts for MTF. The project scored six points. The amount of funding is £4,916 and is considered a low risk project.

**Park Run**

This is a well developed model (based on the Norwich run) and contributes to the health and wellbeing of residents. This is an ideal legacy project for Thetford Healthy Town. The project provides over

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**by**

50% match funding and is part of a successful national organisation. The project scored nine. The amount of funding requested is £3,000 and considered a low risk project.

**Living History**

This project is to purchase costumes for the Walks around Thetford after a successful walk where the actors borrowed costumes and acted the parts during the walks. The project had two submissions one for £10,000 and another for £3,500.

Based on the funding available the project was scored on the £3,500 application and scored a total of seven. This is considered a low risk project.

**Sort It Business Support Package**

This project is to purchase equipment for new businesses to use however, CLG rules put this into the revenue funding. This project scored four and maintenance/sustainability issues were not identified in risks.

Further liaison with the Breckland Council ED team is worthwhile to see if other grants are available or how best to work with Sort-it to deliver business support.

Recommendation that MTF Fund

Capital Project

Charles Burrell Museum	£19,250
United Reformed Church	£37,500

**Questions**

Cllr Kybird asked where the match funding was coming from for the Charles Burrell Museum and he was advised by Mr Pat Pearson that the trustees have £15,000 and there is £5,000 from elsewhere. The latest quote received is for £14,000.

Cllr Chapman-Allen was concerned on the funding that was being matched on the Charles Burrell Museum. What had happened to the European funding and had there been any funding applications since then. Mr Pat Pearson replied that the money had been spent over the 3 years and that there had not been any applications since. He felt that if this application was successful that the newly appointed trustees have a new feel with the museum and with the new addition of the Jones' Van that there will be potentially an increased income for the museum. The involvement with Dads Army and Cllr Corinne Fulfords joint volunteer scheme the museum would grow next year. It was confirmed that Refurbishment and repair was capital funding.

Cllr T Jermy was concerned that the United Reformed Church

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application was for a significant amount of money. KW advised that we could look at reducing this amount say to £25,000.

RJK wondered whether there were possibilities in other applications pooling their equipment requests e.g. Sort It and Charles Burrell. Kevin Ward advised this would depend on scale of equipment although Charles Burrell is capital funding and Sort It due to type of equipment is revenue (lots of small items).

JP concurred with the issue of the large amount of funding required for United Reformed Church.

WN agreed that 75% of this fund for United Reformed Church is rather large and felt that the Riverside Path is also a worthy project.

Mr Ian Parkes felt that upon looking on the United Reformed Church felt that there were regular inspections and were looking mid to long term. The Church would probably find funding elsewhere and sustain itself.

Cllr M Chapman-Allen felt that the United Reformed Church is one of the best kept churches in Thetford and is well used.

Susan Glossop felt that there are many other churches in Thetford that were also worthy of funding.

A conversation took place regarding Jones's Van and it was felt that it was not retrospective funding as the funding still need to be raised to repay those that stepped in to purchase the van at auction. Cllr Fulford felt that this project is worthy as from publicity done in the EDP and Radio 2 recently that the pre-booked tour figures are at 55. The museum has struggled with the building upkeep

A discussion took place regarding the Riverside Path and that both parts of the path would need to be constructed. It was felt that this project needed working up properly and for MTF to undertake the project. The Chair advised that he would be happier if this project would be under the area of the Town Council and suggested that MTF Fund the Charles Burrell, United Reformed Church on a reduced amount, Jones Van and fund some exploratory work for the Riverside Path.

There was a suggestion of £7,500 for the United Reformed Church.

**RESOLUTION**

The Board resolved to approve the Capital Funding as follows;

Charles Burrell Museum	£19,250
United Reformed Church	£ 7,500
Jones Van	£10,000

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Riverside Path Exploratory work	£ 2,000
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Total	£38,750
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(£18,250 remaining in reserve for the residual Riverside Path)

**Revenue****Park Run**

Nick Clark explained how the Park Run would be set up. The model in Norwich was used as an example. There is a 5k run in Norwich every Saturday at 9am at the launch there were 75 people who ran now approximately 375 people run each Saturday. There are approximately 100 people that participate in the King's Lynn Run and 85 people in the Sheringham Run. The runs are wheelchair and pushchair friendly and there are family groups and children participating in the runs. Nick Clark explained where the Thetford route would start and finish and advised that there would be two laps. Run routes are not on the highway due to the risk to runners and the start/finish are normally with areas of coffee shops to benefit the local economy. Cllr Jermy enquired about the funding and whether it was sustainable and any ongoing costs. Nick Clark advised that it is £6,000 start up costs £2,000 from park run HQ, £1,000 from Active Norfolk therefore they are seeking £3,000 from MTF. The funds are used to train the volunteers and the run is sustainable and there are no foreseeable ongoing costs.

**Civil Society**

Alan advised that this group has been going since 2005 and this funding would enable them to continue after next year. The voluntary groups will be invited to forums and workshops. Cllr Jermy felt that having five forums and five workshops to have a meeting and chat isn't value for money. Other attendees felt that the largest problem for charity organisations is where assistance in completing the funding applications. If there could be some expertise and manpower to assist in this included in this scheme it would be beneficial. This scheme is an extension to the KAVO project. Alan Flack advised that they have a similar scheme in Brandon have secured £25,000 of funding. RK suggested that a target outcome could be the approved number of written bids for voluntary organisations. The Chair advised that he felt that MTF could fund this and have restrictions on the outputs.

**Sort It**

Cllr Jermy felt disappointed that the Sort It Project did not score well as they are inundated with requests for help. People want to set up businesses and support is needed as the Business Link has now gone.

The Chair advised that there is a substantial amount of risk money set aside for the Bus Station so there could well be £1.2 million returning to MTF and the projects who have not been approved could well get

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funding then..

Kevin Ward advised that he is sure that Economic Development could work with Sort It through Enterprise Norfolk with regards to workshops and grants. To enable Sort It to achieve their outputs via another route.

## **RESOLUTION**

The Board resolved to approve the Revenue Funding as follows;

Supporting Thetfords Civil Society	£ 4,916
Park Run Thetford	£ 2,000
Living History	£ 3,500
Total	£10,416

Overspend of £416 funded by interest received.

## **HEALTHY TOWN (AGENDA ITEM 7)**

Carol Doherty went through the key results of Thetford Healthy Town since funding was secured from NHS Norfolk, Breckland Council and Moving Thetford Forward. Healthy town.

- a) Thetford Food Festival 2011
- b) 0-19's project (Healthy start, HENRY, Mend + workshop)
- c) Oral Health Workshop
- d) Smoking awareness month (over 25 people signed up to services)

Nick Clark introduced himself as replacing Tony Trotman and displayed a slide of the new Healthy Town website.

Carol Doherty explained that they have had successful marketing with twitter averaging 50+ tweets per month. They have a facebook page and have been in Thetford Magazine, Thetford & Brandon Times, EDP, Radio Norfolk and local THT branding/gazebo.

Londis in Thetford have a change4life fridge at the front of the shop. Where they sell fruit and vegetables. This has been effective with people/children seeing this and purchasing items.

Change4Life scheme was in Thetford and they gave out fresh fruit and vegetables together with recipes. They have involved the local community and CD dressed as a strawberry.



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### Case Study One

The Oral Health Workshop was in October 2011. This was to enable the community to raise awareness of the dental availability in Thetford. The community including the migrant communities didn't know where to go for oral health. There were 23 attendees from dentists, care workers for people with learning difficulties and the elderly.

There were challenges to work on were to go for information and 78% of those that attended said they would use the learning from the workshop in their role.

It was felt that follow up drop in sessions would be beneficial together with additional information sessions for the Matthew project and Breathe easy Group.

### Case Study Two

#### Community Events 2011

In November there were three hour Health Hub and during this time the event promoted Health Trainers, NORCAS, Smokefree and Change4Life. Some were signposted to other services two breathe easy, three to healthy lunchbox resources and four for walking for health.

### Case Study Three

#### Lets get moving in Thetford

This was based on motivational interviewing and they worked in partnership with the Health Trainers. Two community groups were set up (Aqua aerobics' and Zumba) these are now sustainable and are able to cover their costs.

There has been 103 sessions with 477 attendees.

Thetford Healthy Town is a beacon in Norfolk and it is now a sustained group. This will be rolled out to other towns in Norfolk. Next year the Norfolk Healthy County will be set up.

CD would like to say thank you to Moving Thetford Forward for supporting this project as they would not have achieved everything they have done with out this support. Thetford Healthy Town has made a difference and they hope to continue in towns like Dereham and Attleborough.

**Action  
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At the moment they are working closely with Keystone. They will be empowering people by guiding and helping. They will be concentrating on Mental Health issues and if they can get one person to leave their property and do something using small steps this project is worthwhile. It improves the quality of Thetford residents in their own lives, the communities in which they live and societies of which they are part.

A final decision on lottery bid for Norwich Living well is expected December 2012 this is based on THT.

Norfolk's Community Health and Sport bid accepted and due to start April 2013 which will include projects in Thetford.

**BUS STATION (AGENDA ITEM 8)**

Ian Parkes advised that the planning permission was received at the NCC Planning Regulatory Committee on 27<sup>th</sup> July 2012. Purchase of No. 4 Minstergate under discretionary powers has been completed. It should be noted that the property may no longer be suitable for residential use once the bus interchange is operational.

The Compulsory Purchase order for the remainder of the site was published on 3<sup>rd</sup> October 2012. Two objects have been received one statutory and one non-statutory.

Guidance is now awaited from the Government office on the Public Inquiry procedures,

Assuming that there is a public enquiry the timeline is

Let construction contract March 2014

Start of construction April 2014

Alterations to Highway July 2014

Completion of bus station construction January 2015

Risks are that there are possible additional construction costs. Norfolk County Council will try to keep costs on budget if they materialise.

The timeframe for the decision on the public enquiry should be imminent but it is not known when the decision would be made.

NCC had always envisaged that there would be a public enquiry. A Member felt appalled that it was one landowner holding this up. It was also mentioned that the said landowner has split his asset into three and sold off the land to other parties. It was felt that this should not affect the CPO process as the CPO was about the land. Not who owned it.

It is believed the Bus Station would go out to tender however IP will confirm this and advise. It is believed that Mott McDonald or May

**Action  
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Gurney would tender for this.

It was felt that a meeting was needed with Norfolk County Council with Higher level managers to confirm the risks going forward and who would meet any additional costs involved for the Bus Station. KW to arrange this.

The landowner wants more than the market value of the land. However a public enquiry would set the market value plus uplift. The value of the land can be measured by three values and taking the average. NCC must be seen to act accordingly as this is public money.

The time for objections to be submitted has passed.

#### **FINANCE SUMMARY (AGENDA ITEM 9)**

	<b>MTF Budget</b>	<b>Expenditure at 30 November 2012</b>	<b>Budget Remaining</b>
<b>Capital</b>	£6,326,837	£1,752,170	£4,574,667
<b>Revenue</b>	£847,214	£781,218	£65,996
<b>Total</b>	<b>£7,174,051</b>	<b>£2,533,388</b>	<b>£4,640,663</b>

#### **ANY OTHER BUSINESS (AGENDA ITEM 10)**

Cllr Jermy would like an update on the Skate Park.

KW advised that there was a comment in the minutes that the project be moved to Thetford Town Council and some other sites were to be considered as there were issues with the site that was planned. One of the sites was at land behind the Muggers.

The chair advised that Thetford Town Council would find a site and he was frustrated that everything was in place and then it was decided that there were issues with the site. He understands that Cllr Fulford has been working on the new proposed sites for the skate park.

Cllr Fulford advised that discussions had taken place to move the skate park back and that she has been looking at other sites.

One site is awaiting a site assessment from Breckland Asset team. There are less issues as near Drake's School and has an existing play area. There are other sites she is looking at. Once a site is agreed and assessment done then it is only the Planning Application that would need to be completed.

**Action  
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It was felt that the site needs to be right and all need to be involved in the consultation process.

The issues are anti social behaviour, noise levels and location needs to be right.

There was a feeling that pressure should be placed on the Asset officers to complete the assessment for this site near Drake School.

GP advised that from his experience in Great Yarmouth residents did not want them close but not to far away due to their children having access to them. He also felt that they should not be schools. Normally they are situated in existing play parks.

Various locations were suggested including Castle Park, land near Drake School and land near Bishops School as locations and SG felt that due to the heritage of the Castle park site planning permission would not be granted. JP advised that heritage sites should not be a problem if you look at Abbey gardens in Bury.

Cllr Carl Clark asked whether anyone wanted him to approach Bishops school regarding the land behind.

TJ also advised that he could arrange volunteers to door knock regarding the consultation on the skate park.

MS said that he could write to whoever was needed the Secretary of State or English Heritage for the permission on the Castle park. The Chair advised that as this project is being lead by TTC then he would prefer Thetford Town Council to write.

**Town Centre Scheme**

SG advised due to the weather the clock foundations have been delayed. It is hoped that the clock foundations would be completed this weekend (15<sup>th</sup> & 16<sup>th</sup> December) however if the weather is not appropriate then the foundations will be delayed until January.

Cllr Fulford expressed concerns about problems with the contractors not working and felt that they should be scrutinised. She has taken photographs of their working methods.

It was questioned why NCC were undertaking the works. KW as the works were in the Highway only NCC are able to undertake the works.

This is a partnership project with TTC who did the bidding and NCC delivering the project. Felt that KW organise the questioning of delivery.

Alex Witton suggested that the minutes be distributed after the meeting not ten months after. KW to arrange.

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SG advised that Thetford have successfully had Night Markets with the newly purchased marquees (with MTF Logo) They were used on the Thetford Lights switch on and they are now getting a lot of enquiries for market traders to use. These marquees completely cover the market place.

Breckland Press release for MS to arrange with Dominic Chessum for MTF Grants approved and Thetford Healthy Town.

Meeting Finished at 11.55am