



# HUNSTANTON TOWN COUNCIL

## Annual Report 2010/11



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## **Structure/Meetings**

Hunstanton Town Council consists of 17 Councillors. They vary from being in office for many years to just a few months. Each Councillor has a duty to represent the electorate of Hunstanton and receives no remuneration for their hard work. The Council meet at least twice a month in the Council Chamber, usually the first Wednesday of the month are the Committee meetings, comprising of the General Purposes Committee, where general business issues and future events are considered, Finance Committee where donation requests and all other finance matters are discussed, Town Hall Management Committee which deals with all aspects of the Town Hall such as bookings, health & safety, improvements etc. and the Allotment Committee which oversees the Northfields Allotments. All planning applications are dealt with by E-planning though the Planning Committee remains in place to deal with particularly contentious matters. The Friday of the week following these committee meetings is when the Full Council meets, here representatives from the Borough Council, County Council and Norfolk Constabulary make representation. Members of the public are allowed to attend all Council meetings unless otherwise directed by the Chairman, however they may not participate. There is a ten minute period at the start of every Full Council meeting for the Hunstanton electorate to put their questions or comments to the Councillors and a five minute period at the end to discuss matters that have arisen during the meeting.

The Mayor for 2010/2011 was Cllr Peter Mallam (to 13 May 2011), it was his responsibility to chair all Full Council meetings, in his absence the Deputy Mayor for 2010/2011, Cllr Carol Bower took over the role. The Mayor was requested to attend many functions and duly obliged whenever possible.

The Town Clerk was Ms. Lisa J Powell, the Deputy Town Clerk was Mr. Chris Amos, the office being on the second floor of the Town Hall. Opening hours were Monday to Thursday 9.30am to 11.30am and Tuesday afternoon 1pm -3pm, although it was possible to see people outside those hours and could be contacted on 01485 532402 or by e-mail at [enquiries@hunstanton-council.co.uk](mailto:enquiries@hunstanton-council.co.uk)

### **Overview**

**Councillors:** One new Councillor joined this year, this being Cllr Caroline Odd. The Elections on 5<sup>th</sup> May saw 20 people stand for the 17 seats. The average attendance of Councillors at Full Council meetings was 11. The average attendance at Committee meetings was 12.

**Localism Bill:** This year has seen the introduction of the Localism Bill, the Town Council set up a special working party to look into this, to ensure the best deal is achieved for the Hunstanton residents. The Town Council has already expressed an interest in taking on some functions currently under the responsibility of Norfolk County Council.

**Youth Council:** The Hunstanton Town Youth Council hasn't been in existence this year due to the former Youth Councillors leaving to attend university. However, meetings have been undertaken with the Smithdon School Council in a bid to ascertain interest.

**Events:** This year the Town Council held several events such as the highly successful Tour of Britain celebrations, The Royal Wedding Festivities, the Mayor's Gala, the Town litter pick and several car boot sales.

**Meetings:** The average attendance at meetings is approximately 66% with an average duration of one hour. This includes committees: General Purposes, Finance, Quality Council, Town Hall Management, Allotments and Full Council. The Annual Town Meeting is held on the second Friday in April at 6pm in the Town Hall, all electorates of the Town are welcome.

**Community:** The Town Council worked extremely hard during the year to build strong relationships with community groups. Representatives had regular meetings with The Hunstanton Civic Society and Chamber of Trade. At the Mayor's Reception Sports Awards were presented to those achieving great things.

**Borough Council:** Hunstanton Town Council formed an agreement for joint management of The Green, this ensures its protection for the future for Hunstanton residents.

**Town Hall:** The Town Council's only asset is the Town Hall, which is a magnificent Grade II listed building. Renovation works to the main structure were completed during the year. The appeal to transform the Town Hall's derelict basement into a youth centre continued and work finally commenced in January 2011. An open Day was held in April so the public could see the progression of the work.

Booking rates:	Commercial	£23.50 per hour
	Charity	£12.50 per hour
	Residents	£12.50 per hour

### **Smithdon Students visiting the Town Hall Basement**





Town Mayor, Cllr Peter Mallam

### **Chairman's Report**

The Chairman, Cllr Peter Mallam, reports:

I have certainly enjoyed my time as Hunstanton Mayor and hope I have lived up to my fellow Councillor's expectations when they voted me in. I have really had my eyes opened to just what a vibrant and exciting Town Hunstanton is. I have been invited to so many events that nobody could ever say that there is nothing to do here. It is a well known fact that relationships with the Borough Council aren't as positive as they could be and when the Hunstanton Pantomime was taken to King's Lynn it was a real blow. But I am happy to say that the Hunstanton Community spirit came to the fore and a fabulous pantomime was put on here in our very own Town Hall with fabulous reviews, so a big well done to them.

This year has seen us move forward in a major way with turning our derelict Town Hall basement into a Youth facility but I won't say anymore on that as I am sure Cllr Bird will report on it in his Town Hall report and he wouldn't like me to steal his thunder!

There have been some serious issues the Town Council has had to consider this year. One being that of the incinerator in which the Council said a resounding no. Another being that of the Kit Kat site, again the Planning Chairman will give you the details in her report.

On a more positive note, the Council funded the installation of a new street light at the end of Church Road after residents complained about how dark it was, and we donated £2,000 to a machine which plants bulbs for differing flowering times. The wonderful effects of this can be seen already on Oasis Way.

Sadly this year has seen us without a Youth Council but progress in that area is being made so hopefully in the not so distant future we will have one up and running again. Youth are a vital part of our community and it's important for us to do all we can to remember that.

Of course the Town Council wouldn't keep running as smoothly as it does without our dedicated officers. So my thanks go to Keith Anthony the Town Hall Manager, Chris Amos the Deputy Clerk and Lisa Powell the Town Clerk. I must give Lisa a special thank you as she has played a big part in my Mayoral role by accompanying me on several engagements.

The real blow to the Town this year has been the loss of Cllr. Richard Searle, such an enthusiastic role model whose death has left a massive void in the community. The Town Council are currently considering a suitable memorial for him and would love to receive suggestions from members of the public.

### **General Purpose Chairman's Report**

The Chairman of the General Purpose Committee, Cllr Mallam, reports:

The General Purpose Committee tended to be the busiest of all the Committees. There are 9 active Working Parties responsible to this Committee. The most active in recent months has been that of the Social Events Working Party. They have been very enthusiastic in bringing the Town together to celebrate the forthcoming Royal Wedding. Activities will include a Street Party for under 11's, Beer & Cocktail Festival, Hog Roast, Wedding Dress Display, M&Co Fashion Show, Photographic Exhibition to name but a few. I am sure you will all enjoy this fun packed weekend.

Another huge event this committee dealt with was the Tour of Britain Bike Race. Again the community was brought together to put on a magnificent display, including a fly-past by RAF Marham, it's a shame that this Town wasn't given the television coverage it deserved.

A recent addition to our Working Parties is that of Rail Track Beds, they are looking at what tracks are still in existence and ways of preserving them, possibly for future use.

This committee is responsible for arranging the Council Surgeries, this is where residents can come and voice their opinions to the Councillors directly. When the attendance dropped in the Town Hall it was decided to hold them in the Library, now the attendance has also dropped off here, we are looking at taking them into the High Street, weather permitting of course.

This committee also has several members which represent the Town Council on other community groups such as the Civic Society, the Chamber of Trade and the Wash Shoreline Management, the latter looking into flood and coastal erosion risk management. By having these representatives we can ensure we are kept informed of all activities and help out where needed.

A major sub group of this committee is that of planning. Although this sub-committee runs independently to ensure planning applications are dealt with efficiently, it reports its decisions back to this committee and any controversial applications are deferred either to this committee of full council..

### **Finance Chairman's Report**

The Chairman of the Finance Committee, Cllr G Smith, reports:

I have outlined the main items of income and expenditure by the council during the year ended 31.3.11.

Income :-

Lettings of the hall amounted to some £14,163 which is almost double that of 2010.

Rents received for parts of the building continue as before. The annex grossing £5,397 & TIC £7,336.

There was a donation from Sainsbury's of £2,000 and B.C.K.L.W.N. grant £1,314. Both these were towards the Restoration Fund.

This council have also taken out a further loan from Public Works Loan Board of £19,975 so that the basement conversion can progress.

Expenditure :-

The old loan was paid off during the year amounting to £6,767 and Bird Proofing costs to the Town Hall were £1,810.

The cost of insurance on the whole property rose slightly and cost £6,654. The final payment for the renovation of the exterior of the building was made at a cost of £15,028. A donation to Anglia in Bloom was made of £2,000.

Finally on expenditure conversion of the basement has commenced and stage payments in the year were £24,000.

The Town Council has actually been able to reduce the precept this year to £106,500 from £108,000 previously.

Finally I would like to express thanks to Lisa, Chris & Keith for all their hard work during the year. Also to all the fellow councillors for their hard work during the same period.

### **Statement of Accounts 2010/11 - (Based on receipts and payments only)**

<b>Expenditure</b>	<b>Approximate costs</b>
Town Hall (maintenance, elec, gas, wages, start of basement)	69,384.05
Town Works	2,520.78
Allotments	2,414.04
General Administration	20,582.34
S137/Donations	920.00
Sundries	4,811.18

<b>Income</b>	<b>Approximate</b>
Town Hall (rents & hirings)	26,897.00
Town Works	500.00
Allotments	970.00
Ingleby Bowls Cup	100.00
Bank Interest	59.86
Loan	19,975.00
Precept	108,000.00
Sundries	12,289.37

### **Quality Council Chairman's Report**

The Chairman of the Quality Council Committee, Cllr Hornsby-Bates, reports:

This committee was formed in June 2010 with Cllr Richard Searle being elected Chairman, after his sad passing Cllr Hornsby-Bates took over as Chair but unfortunately he cannot be with us tonight. This committee deals with important issues such as policies, the Annual Report, Quality Council Status, the Big Society and other issues affecting the future of this Council and local government. This year it has adopted a Media Relations Policy to ensure press releases are accurate. It has been looking into the possibility of Town Twinning with an area of France and will, later this year, re-apply for the Town Council's Quality Status which has to be reapplied for every four years. A very major part of this year for this committee has been that of forming a Joint Management of the Green Committee. Three members meet with the BCKLWN on a regular basis to ensure the Green is managed correctly and preserved for the future of Hunstanton residents. The other working party responsible to this committee looks into and advises on the Localism Bill which will form a major part of this Council's future. It has already expressed an interest in taking on some services from Norfolk County Council, something that NCC has agreed to discuss in the near future.

### **Allotment Chairman's Report:**

The Chairman of the Allotment Committee, Cllr Mallam, reports:

It has been a difficult year for the Northfield Allotments, with the freezing weather conditions, the burst water pipe causing a huge water bill and the uncomfortable, but inevitable situation of having to take court action against a tenant for possession of their plot. On the plus side, the demand for allotments is still high and each year sees a bigger and better open day held in August. During the open day members of the public are allowed to look round at the great work being done and are treated to the sale of fresh fruit and vegetables along with home made produce. It never ceases to amaze me how much more tasty this fresh produce is to that bought in supermarkets. Although rents will be increased in 2011/12 they will only be £20 per half plot and £40 per full plot, and the plots are quite sizable.

This year has seen me taking on the role of Chairman of the Northfield Allotment Committee, but I am pleased to say at their AGM on 21<sup>st</sup> April an allotment holder has expressed a willingness to take on the position.

Anyone wishing to go on the waiting list should contact the Northfield Allotment Secretary, Peter James, whose details can be obtained from the Clerk.

### **Planning Chairman's Report**

The Chairman of the E-Planning Committee, Cllr Earnshaw, reports:

For over a year now the planning process is conducted via the internet using BCKLWN Planning Portal, so it is largely paperless. Consideration was given at the June General Purpose Committee on whether to abandon the E-planning process in favour of returning to the paper plans and discussing each plan in the General Purpose Committee. There was however, no support for this. Points in favour of the new method include:

1. Any member of E-planning can request a plan to be put to the General Purpose Committee, especially suitable for something controversial. There is no need for hard copies hence no storage problems.
2. We have longer to look at the plans, they are on our PC's at home.
3. If there are any queries, either the Chairman or Town Clerk can get answers before the decision is made, whereas at meetings there are time constraints.

This year there have been 53 planning applications, 3 were withdrawn. I have visited all of the sites and talked with many of the owners and neighbours. In the General Purpose Committee we discussed the plans for the former Kit Kat site, 9-11 Seagate, Green Shutters on Cliff Parade and 48 Bernard Crescent.

I am grateful to the Town Clerk and my colleagues on E-planning for their input and thanks are due to the Planning Officers at the Borough Council who are always very helpful offering advice.

### **Town Hall Management Chairman's Report**

The Chairman of the Town Hall Management Committee, Cllr Bird, reports:

Having looked at last year's report I can see a lot of progress this year.

This is a fairly lengthy report and I am splitting it into five sections.

#### **Youth Club**

We were enjoying great success with our monthly free youth club, sponsored by the Rotary Club to the tune of approximately £100 per month with the Town Hall supplied free of charge and with volunteers from the Churches and the Town Council. The formula was the envy of the area, expansion had been planned to use a community bus bringing in a wider audience.

Out of nowhere we were all brought to earth with an enormous bump when an incident occurred involving some unruly youngsters and a volunteer. The Town Council came to the decision that, until the matter had been investigated, further evenings were to be postponed. I am pleased to say that the matter was investigated by the Town Council, Police and Crime Prosecution Service, with the volunteer being fully exonerated.

Having had about six months without a club new arrangements are being sought to fulfill the still very great need. However the volunteer arrangement as we know it has now finished and professional options with volunteer support are being investigated. I expect to be giving some options to the working group and the Town Council soon after the formation of the new Council.

#### **Building exterior and yard area**

The exterior of the building has now been finished with its major overhaul and is looking splendid. The age of the building dictates that ongoing maintenance, and of course decoration, will be required in future years. The yard area is in need of work and decisions need to be made whether to repair or resurface. Currently quotations are being prepared for the Council to consider.

#### **Building Interior and tenants**

PAYE for Nannies continues to lease the old Coastguard Cottages, they are improving the building and are a satisfactory tenant. In an article in the Eastern Daily Press on 12<sup>th</sup> April it was reported that the Borough Council Chief Executive had announced that the TIC's would in fact be cut back and later that day Chris Bamfield confirmed that he had been charged with looking into negotiating the release from the lease of part of the Town Hall building.

There is no more information at this stage other than the suggestion that the TIC will move to the Oasis.

Although the TIC leaving would reduce the Town Hall income by approximately £7000 per year, it would present us with the possibility of re-instating the grand Town Hall entrance and frontage making the building more attractive to a wide variety of hirers and opening up both new letting opportunities and options to house other facilities. These could potentially include: Trade Seminars, Weddings, Box Office, Museum etc.

## Basement

The basement project had several false starts; the complications of Unitary, the BCKLWN grant using one of their approved consultants, the offers of free labour from both Government organisations and local groups and the applications for grants with their various pre-conditions, none of which had materialised to date, led to those delays.

Originally we had sought permissions, now granted, through the retired Architect Julian Farrall who has worked tirelessly on a free of charge basis. We found that as a Public Authority we were obliged to follow a formal tendering process set out for Local Authorities.

The tender documents were prepared by the Architect and the Town Clerk with assistance from others and advertisements were placed in the Lynn News inviting applications to tender for the works. Six tender forms were applied for and sent to interested builders.

Under the scrutiny of the Mayor, the Clerk, the Architect and others the sealed quotations were opened. The lowest tender proved to be incomplete and so the next lowest was accepted. It was from Dersingham Builders, the same company that had refurbished the outside of the Town Hall which was completed on time and under budget.

The work was split into four phases: Construction, Electrics, Plumbing and Heating, Kitchen.

Phase one, construction, is well advanced and we have had two groups, one public and the other from Smithdon School visit to see the works. An opportunity for the general public to inspect the basement is planned for 21<sup>st</sup> April. I will be happy to show anybody the progress on that day. The work is proceeding extremely well, on schedule and with no unforeseen problems. (pics below)

Phase two, electrics. This is still at the quotation stage which is following the same procedure as outlined before for Public Authorities. Quotations are arriving now.

Phase three, plumbing and heating. This is going out to tender now.

Phase four, the kitchen. This is still at the planning stage and will be the last part of the project to be completed. We are seeking help and support to complete the same.

Financing the basement project has been achieved so far by public donations, fund raising events and contributions from local organisations together with Town Council funding.

**\*\*List available from the Clerk\*\***

The basement should be open (though not completely finished) this year.

Initial discussions have taken place with the Youth Council from Smithdon, youth dance and youth sport groups and others. When the new Council is in place, further negotiations about the basement planning, supervision and timetable will be held.

A major advantage is that during the time when young people are in education, the basement will be available to other groups and members of the community, maximising the potential usage.

The additional floor space being recovered by re-opening the basement will give the Town possibly the largest facility for hire locally.

I should like to take this opportunity to thank our Architect Julian Farrall for his many hours of work and supervision of the building works.

Thanks to Dersingham Builders for their incredible flexibility and professionalism. The building is a credit to their work.

Thank you to Keith Anthony our Town Hall Manager who has tirelessly kept the building pristine, worked on systems for letting and done so much more than his job title would suggest.

Thanks must also go to our Town Clerk Lisa Powell for her skills in negotiating with builders and contractors and managing so professionally this huge challenge.



## Elected Representatives for Hunstanton

### Town Council:-

<b>Mayor:</b> Cllr P D Mallam 9 Veltshaw Close Heacham PE31 7JH 01485 572263		<b>Deputy Mayor:</b> Cllr. C Bower 7 Glebe Avenue Hunstanton PE36 6BS 01485 532392
Cllr C M Earnshaw 12 Kelsey Close Hunstanton PE36 6HL 01485 533367	Cllr B D Devlin 16 St Edmunds Avenue Hunstanton PE36 6AZ 01485 532410	Cllr M J Pearson Mulberry Place 10 Mill View Sedgeford PE36 5NR 01485 571925
Cllr G Smith 37 Waveney Road Hunstanton PE36 5DG 01485 534872	Cllr Vivienne Parnham 2 Howards Close Old Hunstanton PE36 6HR 01485 535625	Cllr C Odd 11a High Street Hunstanton PE36 5AB 07889127701
Cllr R Bird 21 Austin Street Hunstanton PE36 6AN 01485 532565	Cllr S. Carman 18 York Avenue Hunstanton PE36 6BU 07825601468	Cllr John Smith Lyndewode, 34 Northgate Hunstanton PE36 6AP 01485 532908
Cllr D Jones 16 Clarence Road Hunstanton PE36 6HQ 01485 535034 07765645666	Cllr J. Hornsby-Bates Marram Wodehouse Road Old Hunstanton PE36 6JW 01485 535333	Cllr Elaine Clutton 16 Seagate Road Hunstanton PE36 5BD 01485 535915 07873412368
Cllr J Maiden Invermore House Hunstanton Road Heacham PE31 7JY 01485 572195	Cllr A Murray 7 Bernard Crescent Hunstanton PE36 6ER 01485 532376	

### Borough Council of King's Lynn & West Norfolk:-

Cllr J P Law Flat 2 8 Cliff Parade Hunstanton 07733 330063	Cllr L Watson Poppies Barn Bircham Road Fring Kings Lynn PE31 6SH	
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### Norfolk County Council:-

### Parliament:-

Cllr S W Bett The Hall Hall Lane Thornham PE36 6NB 01485 512225		H Bellingham MP Congham Lodge Hillington King's Lynn PE31 6BZ 01485 600559, 020 7219 8484
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## Meeting Dates 2011/2012

<b>Committees Wednesdays</b>		<b>Full Council Fridays</b>	
1 June	Planning, Finance, Town Hall **	10 June	
6 July	Planning, Finance, Town Hall **	15 July	
7 September	Planning, Finance, Town Hall **	16 September	
5 October	Planning, Finance, Town Hall **	14 October	
2 November	Planning, Finance, Town Hall **	11 November	
7 December	Planning, Finance, Town Hall **	16 December	
<b>2012</b>		<b>2012</b>	
4 January	Planning, Finance, Town Hall, Quality Council **	13 January	
1 February	Planning, Finance, Town Hall, Quality Council **	10 February	
7 March	Planning, Finance, Town Hall, Quality Council **	16 March	
4 April	Planning, Finance, Town Hall, Quality Council **	13 April	Annual Town Meeting Followed by Council meeting
2 May	Planning, Finance, Town Hall, Quality Council **	11 May	Annual Council Meeting
6 June	Planning, Finance, Town Hall, Quality Council **	15 June	
4 July	Planning, Finance, Town Hall, Quality Council **	13 July	
5 September	Planning, Finance, Town Hall, Quality Council **	14 September	
3 October	Planning, Finance, Town Hall, Quality Council **	12 October	
7 November	Planning, Finance, Town Hall, Quality Council **	16 November	
5 December	Planning, Finance, Town Hall, Quality Council **	14 December	

\*\* Allotments Committee to meet if required.

**Meetings commence at 6.30pm (Town Meeting 6pm)**

Members of the public are welcome at all meetings but are not allowed to participate. There is a ten minute question/comment time for residents of Hunstanton at the beginning of each Full Council meeting and a five minute period at the end.