

**NEW ORFORD TOWN TRUST  
REGISTERED CHARITY 1053729**

**The Town Hall, Market Hill, ORFORD, Woodbridge, Suffolk IP12 2NZ**

**Minutes of the 286th meeting held on  
Wednesday 8 October 2025, at 7.00pm, in the New Room of Orford Town Hall**

**MINUTES**

Present: Cllrs I Thornton, N Addy, C Ambury, V Dunlop, M Green, J Howard, M Iliff, A Macro, S Moss and S Stoker. Clerk in attendance.

**1. Apologies for absence**

Apologies were received from Cllr G Wingrove (holiday) and the Treasurer.

**2. Acceptance of Apologies**

The above apologies were accepted by the Trustee.

**3. Declarations of interest**

Cllr N Addy: river user; Cllr C Ambury: mooring holder, plot holder, member of Orford Sailing Club and river user; Cllr M Green: allotment holder, supplier to Orford Country Market; Cllr J Howard: member of Orford Sailing Club, plot holder, mooring holder and river user; Cllr M Iliff: member of Orford Sailing Club; Cllr A Macro: allotment holder, supplier to Orford Country Market, Chairman of the Recreation Ground Charity, Chairman of the Orford Good Neighbour Scheme; Cllr S Moss: has a relative who lives in the Bakers Lane cottages; Cllr S Stoker: allotment holder; Cllr I Thornton: river user; Cllr G Wingrove: married to an allotment holder.

**4. Minutes of the 285th meeting held on 17 September 2025**

These were agreed and signed as an accurate record.

At 7.04pm Cllr A Macro entered the meeting with apologies for being late.

**5. Matters arising from the 285th meeting held on 17 September 2025**

- Re item 8, flood defences, where the Trustee had agreed to give £550 towards a feasibility study put together by a small group of residents to look at land around Orford and possible solutions for a smaller-scale solution to protect the village after the flood prevention plan for the entire estuary had been shelved: one member of the trustee wished for their concerns to be noted over giving money towards a feasibility study on land when landowners had not given permission for any final works that might be proposed.
- The Clerk reported that Eezybike had recently come back to her with measurements of the bike pods, but that she had not been able to go down to the car park to measure up. This will be added to the agenda of the next meeting.

**6. Committee reports**

- Minutes of an Estates/Highways meeting held on 1 October 2025
  - The Clerk had not yet had a chance to get details ticket numbers sold for comparison between this year and last year, but will have these figures for the next meeting.
  - The Clerk reported that a spec had been put together for work to be carried out at 4 Bakers Lane before the property is re-let.
- Minutes of a Riverside meeting held on 1 October 2025

- The Trustee discussed an updated quote from JJS for the concrete slab at the top of the slipway, to be laid with sulphate resistant cement and to include disposal of spoil. There was concern about the lack of communication from the contractor and the spec of the work, which differed from the other, more expensive quote. After discussion the Riverside Committee agreed to discuss this in more detail after the NOTT meeting ends.
- The Clerk reported that she had contacted a company to service the defibrillator which is currently not in use. It transpires that it is likely that the current defibrillator has a fault. It is still under warranty but the current model is no longer being sold, so an updated replacement will be sent by the manufacturer. In the meantime a loan defibrillator will be sent.

It was commented that some defibrillator training for Councillors might be useful, and the Clerk will look into this.

## 7. General Trust business

- Progress with Village Fund purchases for Orford School: the Clerk reported that she had sourced a quote from Suffolk Plumbing and heating to remove and cap off the toilet, sink and heater. Councillors had understood that it was just the toilet that needed to be removed (as per previous quote from a different contractor). The Clerk will contact the school to ascertain exactly what work is to be carried out.
- NOTT email addresses: there has been some confusion as an old email address used for Orford Quay is being used by some customers and emails are not getting through to the Harbour Master. The Clerk will contact the person who has that email address and ask if they would consider deregistering it, so that emails to the wrong address are returned to sender.
- Application process and timeline for Bakers Lane cottage after tenant has given notice at 4 Bakers Lane.
  - Housing allocation policy: the current policy was reapproved unanimously
  - Timeline for advertising etc: a timeline was agreed: the vacant property will be advertised on the notice board straightaway, and in Village Voice in the November issue, with applications to be received by 9am on Monday 17 November. A sub-committee will consider applications at a meeting on the evening of Tuesday 18 November, with a recommendation presented to the full trustee for approval at the monthly NOTT meeting on Wednesday 19 November.
  - Sub-committee to consider applications: it was agreed that the sub-committee to discuss applications would comprise Cllrs M Green, M Iliff, A Macro, S Moss and I Thornton.
  - It was reported that some work needed to be done to the property before reletting as the current tenant has been in situ for a long time. Work will cost in the region of £10K, and this expenditure was approved by the trustee.
  - Re rent level, it was agreed to advertise the property to let at the current rental level, and the first rent increase would be in 18 months when the rest of the rents are increased.

## 8. Correspondence

The Chairman reported that, as previously communicated to the Trustee via email, the Treasurer had handed in her resignation. The Trustee understood the circumstances behind the resignation and appreciated the Treasurer's work over the past years. The Treasurer is happy to continue to work beyond her two-month notice period, which will hopefully enable her successor to do some shadowing in the New Year. The Chairman will liaise with the Vice Chairman and Clerk to advertise the vacancy locally. A meeting in December may be needed to finalise the appointment.

**9. Items for next meeting:** accounts, QSCP figures, Eezybike

The meeting closed at 7.50pm.

**10. Date of next meeting:** Wednesday 19 November 2025 at 7pm

After the meeting, members of the Riverside Committee (Cllrs I Thornton (Chairman), C Ambury, V Dunlop, A Macro and S Moss) stayed behind to discuss the issue of the concrete slab at the top of the slipway. They looked at both quotes, from Kerway for £47,160, and from JJS for £21,923. After further discussion Cllr C Ambury proposed that the quote from JJS should be accepted. This was seconded by Cllr A Macro and agreed unanimously.

The Clerk will contact JJS and ask them to liaise with the Harbour Master re timing of work, so as to minimise any disruption for river users.

The meeting closed at 8.15pm.