



Minutes of the Meeting of Costessey Town Council held on Tuesday 2 April 2019 at 7pm in the Costessey Centre, Longwater Lane, Costessey NR8 5AH

PRESENT: Cllrs S Blundell (Chairman), J Amis (Vice-Chair), M Bedford, G Blundell, D Burrill (arrived 7.10pm), F Carter, T East, L Gibbs-Kneller, G Jones, T Laidlaw, D Lister, J Newby, P O'Connor: H Elias (Town Clerk), D Bowles (Clerk's Assistant); Five members of the public incl. D Cllr A Pond.

TO RECEIVE APOLOGIES

131/19: Cllrs L Glover, D Gunby (both unwell) & S Hannant (holiday).

RESOLVED to accept the above apologies.

TO RECEIVE DECLARATIONS OF INTEREST

132/19: Cllr D Burrill declared a non-pecuniary interest in Min: 138/19: Planning 2019/0415 as his wife works with Norfolk & Suffolk NHS

TO CONFIRM THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 12 March 2019

133/19: RESOLVED to approve the minutes with no amendments. ACTION: Town Clerk.

TO RECEIVE COMMITTEE MINUTES

134/19: a) Property & Environment Committee on 14th March 2019:

Min: PE021/19: Wording "NGF was selected as preferred candidate" was removed as further like-for-like quotes with steel edging to be sourced. **ACTION: Deputy Clerk**

Min: PE022/19: Additional wording added: "with the CAVEAT that if the funds are insufficient to refurbish the Skate Park then consideration should be made to install a zip wire".

RESOLVED to approve the minutes with the two recommendations at PE021/19 removed and one additional caveat. ACTION: Town Clerk

135/19: b) Finance, Budgets & Staffing committee on 15 March 2019:

RESOLVED to approve the minutes with no amendments. ACTION: Town Clerk.

TO RECEIVE UPDATES ON MATTERS IN THE MINUTES NOT LISTED BELOW (no resolutions)

136/19: Min: 108/19 Townhouse Road: reed beds - time line currently unknown.

137/19: Min:111/19: Showground Premises Licence: Thanks were expressed to Cllr G Blundell regarding his input at SNC Licensing Committee Meeting. The approval has stricter conditions added.

138/19: Min:117/19: Farmland Road Appeal Hearing took place on the 21 & 22 March. Costs for the expert witnesses will be less than CTC had agreed. Thanks were given to all who attended the hearing, CTC, FRAG, Friends of Tud Valley, Costessey Society, and DCllrs Murray Gray and Alison Thomas. The Appellant is seeking costs; it was confirmed they will be sought from SN Council not CTC.

139/19: Min: F042/19: Use of Stafford Hall for full Council meetings after elections: Trial at the meeting to accommodate 19 Councillors in the Jerningham Room is proving a success.

140/19: Min: F041/19: Cleaning / Caretaking contract: Continuing to monitor & control with follow-up and logging – this is showing some improvement.

141/19: Min: F046/19: Designs for Fete Poster and leaflet are now complete. **ACTION: Town Clerk.**

142/19: RESOLVED TO ADJOURN THE MEETING FOR 15 MINUTES PUBLIC PARTICIPATION

Items raised: Donation was handed to the Town Clerk to be held in the safe for Cllr L Glover to use toward the repairs to St Helen's Church. This was the residue from the Film Shows conducted by Paul Cooper. Thanks were expressed to Paul Cooper in his absence, to be forwarded by the Town Clerk. **ACTION: Town Clerk The meeting was reconvened.**

TO MAKE RECOMMENDATIONS ON PLANNING APPLICATIONS, AND RECEIVE INFORMATION ON APPEALS & OTHER PLANNING MATTERS

143/19: a) Planning applications for consideration:

i) 2018/2748: 9 Ruskin Road, NR5 0LL - Certificate of Lawful Development (**existing**) for static caravan containing accommodation ancillary to the residential dwelling at 9 Ruskin Road – **AMENDED** - Application type and description has been changed. Additional documents received –

Comment: It was noted that this had originally been submitted as a retrospective planning application, for which CTC had recommended refusal but was now re-submitted as a Certificate of Lawful Use. Councillors understood that there might have been a misunderstanding between the Applicant and the Planning Officer and that the caravan should have been sleeping accommodation only. Previous objections re-iterated: The application has arisen as a result of a complaint. The mobile home is located in the back garden with a fence around it to define two separate plots and create a discrete property. This is in effect back land development which CTC always opposes. It was noted that medical reasons are not planning reasons. It was suggested that it could be allowed for 1 year only to allow alternative arrangements to be made – REFUSE on following grounds: - The relevant persons have moved in recently, probably within the last 12 months as they previously lived on Queen's Hills

ii) 2019/0415: Mrs Poulson - Unit 8, John Hyrne Way, NR5 0AF - Change of use to D1 Wellbeing Centre to include 1:1 consultation, group sessions and office accommodation for circa 25 staff – **Comment: Cllr D Burrill declared a pecuniary interest in the application as his wife works with the Norfolk & Suffolk NHS group. Concerns were expressed that the site might not have enough parking spaces allocated to the particular building. Also, that extra traffic would be generated from this type of business along the already congested William Frost Way and Longwater Interchange areas, including the A1074 Dereham Road. Please could the appropriate formula for parking be applied to this application to ensure that there are enough dedicated spaces for the business? APPROVE**

iii) 2019/0616: Mrs Xiaodan Liu – 18 Meadow Vale, NR5 0NJ - Conversion of existing attached single-story garage into workshop/studio – **Comment: Concerns were expressed that this might be for running a business. APPROVE with a CONDITION that it is for non-commercial use only**

iv) 2019/0637: Mr & Mrs L Delaney - 36 Kabin Road, NR5 0LW - Single story front and rear/side extensions to include internal alterations – **Comment: Concerns were expressed that the large extension might overshadow the neighbouring property extension - APPROVE**

v) 2019/0672: Mrs G Hayes - 115 The Street, NR8 5DF - Replace 5 sash windows – **APPROVE**

144/19: b) Information and planning decisions received from South Norfolk & Norfolk County Councils: Information only – No decisions needed. See separate sheet. Noted

FINANCE MATTERS:

145/19: a) To approve the accounts for February 2019 and receive a budget report:
RESOLVED to approve the accounts in the balance of £551,308.53.

146/19: b) To approve TT Jones Street Lighting Contract and associated payment schedule:
RESOLVED to approve the TT Jones Street Lighting Contract. Fair copy to be printed and signed. (to be dated 1 April 2019). **ACTION: Cllrs S Blundell & J Amis and Town Clerk**

147/19:c) To approve payment of the TT Jones down payment of £25,000 + VAT
RESOLVED to approve the down payment of £25,000 + VAT to TT Jones. ACTION: Town Clerk

148/19: d) To engage NGF Play as per Quote 18657 for new black wet pour under the spinners at £10,119 plus VAT (P&E) Due to recommendation PE021/19 being removed this was not considered.

149/19: e) To engage NGF Play as per Quote 19152 to overlay wet pour in fenced play area at £11,066 plus VAT. (P&E) Due to recommendation PE021/19 being removed this was not considered.

150/19: f) To allocate the £53,815 Section 106 payment to the refurbishment of the Skateboard Park at Breckland Park. (P&E)

RESOLVED to approve the allocation of £53,815 Section 106 payment to the refurbishment of the Skateboard Park area at Breckland Park with the caveat if the funds are insufficient to refurbish the Skateboard Park quotes for a Zip Wire will be sourced. **ACTION:** Town Clerk

151/19: g) To approve table tennis table installation at The Denes open space off Fairway, Queen's Hills plus payment of £350 installation by a contractor managed by South Norfolk Council. (P&E)

RESOLVED to approve a table tennis table at Queen's Hills and payment of £350 for installation. **ACTION:** Town Clerk

152/19: h) To approve payment of the RMA Environmental invoice for 1 day at the Planning Hearing of £3,119.84 + VAT

RESOLVED to approve payment of the RMA Environmental invoice of £3,119.84 + VAT. **ACTION:** Town Clerk

TO SUPPORT THE ESTABLISHMENT OF A COMMUNITY VEGETABLE GARDEN BEHIND QUEEN'S HILLS COMMUNITY CENTRE.

153/19: To be included as article in the next *Contact* magazine

RESOLVED to approve support from CTC. **ACTION:** Town Clerk & Deputy Clerk

TO CONSIDER DETAILS OF THE FETE AND FAIR 2019

154/19: Both days are now full for the Fete; the layout is to be finalised. An overview of the Budget and a Ledger update were given. Success will now be down to the weather: if we have two wet days worst case would be - £4,472.00 Mid Case - £740.00 Best case + £2307.00 cost to the Council. A further update will be given at the next meeting.

TO CONSIDER HIGHWAY MATTERS

155/19: West End Traffic Calming & Average Speed Cameras: A letter had just been received from the project engineer for CES Highways and Infrastructure covering Requirement 28 of the Development Consent Order for the NDR, which relates to the feasibility of enhanced traffic calming measures, including the use of average speed cameras in West End Costessey. CTC has in the past supported average speed cameras but not any other calming measures. CTC views sought by the 12 April 2019. Request extension of the deadline and organise a meeting with a working group from CTC & NCC before comments are submitted. **ACTION:** Town Clerk

156/19: Dereham Road: Pedestrian walkways were also discussed with positive feedback on the current temporary section (Lodge Farm side), with parents and children not having to walk into the main road. Request for temporary footway to be made permanent. It was noted that when the dualling is complete the Bus Stop might not stay in its current position. **ACTION:** Town Clerk

TO RECEIVE CORRESPONDENCE

157/19: a) Letters from Police re traffic management following the fatal accident on Dereham Road: On reading the response from Chief Superintendent Dave Marshall it clearly states the design of the Bus Lane is inadequate for buses and emergencies. The Developers need to be made aware of the issues raised and copies forwarded to NCC. The additional concern is that water still cascades down to West End pooling away from Ringland Lane. Town Clerk to write to all concerned parties. **ACTION:** Town Clerk

158/19: b) Police Report & February 2019 Crime figures: Noted

TO APPROVE THE DRAFT CONTRACT WITH SNC FOR STREETLIGHT TRANSFER:

159/19: Version 1.5 was under consideration.

RESOLVED to approve the draft Contract dated 1 April 2019 in principle and with such changes as the Solicitor suggests are necessary. **ACTION:** Town Clerk

TO RAISE MATTERS OF STRATEGIC IMPORTANCE (for discussion only - No resolutions)

160/19: None

161/19: THE DATE OF THE NEXT MEETING WAS CONFIRMED as Tuesday 23 April 2019 at 7pm. VENUE – The Costessey Centre, Longwater Lane, Costessey, NR8 5AH

162/19: RESOLVED to exclude the press and public from the meeting under the Public Bodies (Admission to meetings) Act 1960 on the grounds that it is not in the public interest to disclose discussions on the items below

163/19: RESOLVED to continue with the meeting after 9pm

THE FOLLOWING ITEMS WERE HEARD IN CONFIDENCE / BELOW THE LINE

TO CONSIDER THE REQUEST FOR PAYMENT TO JOHN YOUNGS OF THE RETENTION OF £5,232.52 FOR QUEENS HILLS COMMUNITY CENTRE

164/19: RESOLVED that John Youngs be asked for an independent report to confirm that the drainage under the hall floor is installed correctly and complies with regulations. ACTION: Town Clerk

TO APPROVE PAYMENT OF THE ESSENTIAL CAR USER'S ALLOWANCE AND THE HIGHER MILEAGE RATE (BOTH TAXABLE) TO THE BUILDINGS OFFICER (FB&S)

165/19: Mrs Bowles left the meeting.

RESOLVED to approve payment of the Essential Car User's Allowance and the higher mileage rate (both taxable) to the Buildings Officer, and amend the Building Officer's Job Description to clarify that she is required to provide her own vehicle to travel on Council business and thus is classed as an Essential Car User with the relevant allowances payable as per the National Agreement known as the "Green Book". ACTION: Town Clerk

166/19: RESOLVED to backdate the payment to October 2018 (the transfer of the Buildings responsibilities). ACTION: Town Clerk

167/19: RESOLVED to ensure all staff using their own vehicle for CTC business provide evidence they have Business Use cover within a month and then annually thereafter. ACTION: Town Clerk

168/19: RESOLVED to reimburse Casual Car Users the additional cost of premium incurred for business use cover. ACTION: Town Clerk

169/19: RESOLVED to update the Contracts of those currently paid Essential Car User's Allowances to include the statement "You are required to provide your own vehicle to travel on Council business and therefore you are classed as an Essential Car User with the relevant allowances payable as per the National Agreement known as the "Green Book"
Note: Contracts may only be altered with the approval of the employee.

170/19: Thanks were expressed to the Clerk and the Chairman for their research.

TO APPROVE THE AMENDED DRAFT JOB DESCRIPTION FOR BOTH ASSISTANTS (FB&S)

171/2019: Mrs Bowles returned to the meeting.

RESOLVED to approve the amended draft Job Description for both Clerk's Assistants. ACTION: Town Clerk

TO APPROVE PAYMENT OF NORFOLK PENSION FUND "STRAIN"

172/19: RESOLVED to approve payment of Norfolk Pension Fund "strain". ACTION: Town Clerk

TO RECEIVE INFORMATION ON A LOST KEY:

173/19: RESOLVED to approve two replacement keys. ACTION: Buildings Officer

174/19: The meeting closed at 9.44pm
Chairman:

Date: