



## Minutes of the Meeting of Costessey Town Council held on Monday 5 August 2019 at 7pm at Queens Hills Community Centre, Poethlyn Drive, Costessey, NR8 5BP

**PRESENT:** Cllrs S Blundell (Chairman), J Amis (Vice-Chair), M Bedford, G Blundell, D Burrill, F Carter (arrived 7.08pm), G Dole, T East, L Glover, G Jones, S Jones, T Laidlaw, S Long, J Newby, P O'Connor; H Elias (Town Clerk), D Bowles (Clerk's Assistant); Six members of public.

**367/19:** The Chairman welcomed everyone and read out a notice

### **TO RECEIVE APOLOGIES**

**368/19:** Apologies were accepted from Cllrs J Flowerdew (volunteering for Blood Bank), C Mahn & I Allam (work commitments).

### **TO RECEIVE DECLARATIONS OF INTEREST**

**369/19:** Cllr T Laidlaw & D Burrill declared a non-pecuniary interest in any planning as they are both members of the DMC at South Norfolk. They made it clear that, although a view may be taken by Costessey Town Council, they remain open to further information or views which might be presented at South Norfolk Council Planning Committee (DMC) meetings.

**370/19:** Cllr L Glover declared a non-pecuniary interest in Min: 390/19: Planning: 2019/1492: as she knew the family.

**371/19:** Cllr D Burrill declared a non-pecuniary interest in Min: 404/19: Licence at The Showground as he serves on the Licensing Committee.

### **TO CONFIRM THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 16 July 2019**

**372/19:** Several amendments were suggested including the following: i) Min: 337/19: Insert Deputy Clerk's ACTION to write to South Norfolk Council's Environment Team re light pollution implications; ii) Min 342/19: replace "on the day" with "on both days". iii) Insert after Min: 354/19: "Cllr F Carter left the meeting".

**373/19:** Min: 335/19: Sensory Garden: A request was made to discuss and amend this in confidence (Below the Line) at the end of the meeting. The Clerk explained this was unusual and that generally staffing and contract issues were discussed below the line. Legally, minutes recorded the resolutions and decisions of the Council; the Clerk was aware that minutes were read by people who had not attended the meeting, so often added a couple of sentences to put the decision into context. Minutes were NOT a verbatim transcript of the meeting, so a summary of points raised was the norm. The minute had been correctly placed under "Updates on Matters in the minutes not listed below", as it referred to a previous P&E Committee Minute: PE043/19.

**RESOLVED to further discuss the full Council Minutes in confidence (below the line) at the end of the meeting.**

### **TO RECEIVE COMMITTEE MINUTES**

**374/19:** a) Fete & Fair WG for Fete 2020 held on 29/07/19:

**PROPOSAL to discuss the Fete & Fair WG Minutes below the line at the end of the meeting. The Proposal was NOT carried**

**375/19:** Amendments were suggested: Min: FWG005/19: replace "apologised" with "Cllr J Flowerdew made a personal statement to committee members"; ii) add Cllr J Flowerdew to the list of those present at meeting and left early, iii) after Min: FWG023/19: add "Cllr S Long left the meeting"

**RESOLVED to approve the minutes with the above three amendments. ACTION: Town Clerk**

**376/19:** Min: FWG007/19: **RESOLVED that the Fete 2020 be a two-day event. ACTION: Fete WG**

**377/19:** Min: FWG008/19: **RESOLVED** that the Fete be a two-day event for the next two years.  
**ACTION: Fete WG**

**378/19:** Min: FWG009/19: **RESOLVED** that the four-year fete plan be discounted.

**379/19:** Min: FWG010/19: **RESOLVED** that Cllr G Blundell be appointed the lead volunteer for the Fete.

**380/19:** Min: FWG012/19: **RESOLVED** that a Support & Compliance Group be created with the minuted remit. **ACTION: Town Clerk.**

**381/19:** Min: FWG020/19: **RESOLVED** that a Fete EMR is not set up.

**382/19:** Min: FWG021/19: **RESOLVED** that a “notional surplus” not be earmarked for future Fetes.

**383/19:** Min: FWG023/19: **RESOLVED** that a “cushion” of £3,000 be included in the CTC 2020-2021 budget. **ACTION: Town Clerk.**

**384/19:** Min: FWG024/19: **RESOLVED** that the cash handling protocols be approved with the addition of the ticket scheme. **ACTION: Fete WG**

**385/19:** Min: FWG032/19: **RESOLVED** that all other aspects of the Proposal apart from the above be adopted. **ACTION: Fete WG**

**386/19:** b) Executive Committee Meeting of 30/07/19: (has powers of full Council)

A brief explanation was given about the new layout of the 4-year plan, which received a positive response it being easier to read.

**RESOLVED to approve the minutes with no amendments.**

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

**387/19:** Min: 337/19: Costessey Junior School lights: These had been installed as per the plans, but there was a query as to whether appropriate shields had been installed to limit light pollution.  
**ACTION: Town Clerk.**

**RESOLVED TO ADJOURN THE MEETING FOR 15 MINUTES PUBLIC PARTICIPATION**

**388/19: Items raised:** i) Dangerous pedestrian crossing between Next Plc and Sainsbury:

Residents considered it would only be a matter of time before there was a serious accident / incident. Cllr Burrill, the Clerk and a wheelchair user (advisor for wheelchair access) had met a TK Maxx agent & concluded the crossing was located in the wrong position and had no lights, proving very hazardous. TK Maxx was holding back on developing their site as they did not want to pay to upgrade the crossing. NCC Highways were aware of concerns; unfortunately not enough funding was available to upgrade it, even on safety grounds. Proposed development of 900 homes at Easton included a S106 agreement for the upgrade, but that could be 10 years away. The speed of the traffic leaving the Longwater roundabout has a direct impact on pedestrians. Suggestions to improve signage adding a “SLOW Pedestrians Crossing” sign, painting extra lines on the road to indicate danger ahead which might slow traffic down. Also the footpath down Wm Frost Way was too narrow to be disabled friendly. A request for the SAM machine was made. **ACTION: Town Clerk & Cllr G Blundell**

ii) Zebra crossing on the retail park between Sainsbury and Pizza Hut: also has poor markings and lacks light. This is on Retail Park land managed privately. Residents were advised to contact Sainsbury and Pizza Hut direct to see if action could be taken.

iii) Football pitches and Bus Lane in Queens Hills: it was confirmed they would go ahead but there was no timescale as further works still needed to take place to get them to a usable standard. Drainage was a concern as water runs off the pitches, down the Bus Lane to Ringland/ Taverham Lane junction. Anglian Water and the Consortium are to fund remedial measures. Norfolk CC was looking at options to try to get the Buses to reconnect Queens Hills and West End. Konect had

withdrawn service 5 as no longer viable. First Bus stop at the roundabout and do not travel through the estate as previously. A query was raised as to whether this had been authorised by Government. No statement was issued at the time the service ceased to go around the Estate.

**Clerk to contact NCC to report concerns again, to find out if any funding remains from the County Councillor's Grant and to investigate the legality of First Bus service limiting its service. ACTION: Town Clerk. The meeting was reconvened.**

**389/19:** Two members of the public left the meeting.

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

#### **390/19: a) Planning applications for consideration:**

i) 2019/1490: Mrs M Faccenda-Tait - Costessey Junior School, Three Mile Lane, NR5 0RR - Installation of an external multi-use games area (MUGA) – **PROPOSAL to APPROVE the application with these comments & constraints : IF lights are to be included then ALL the properties bordering site should be consulted, and shields installed to prevent the lights from disturbing the neighbours. MUGA use should have an evening time restriction of 9pm**

**AMENDMENT: RECOMMENDATION FOR REFUSAL with a request for the District Councillors to "call in" the application to SNC's planning committee, rather than delegate the decision RESOLVED NOT to refuse the application with the request to ask DCllrs to "call in" the application.**

**RESOLVED to approve the original proposal as above, SUBJECT to the constraints on light and evening times**

**A SECOND PROPOSAL was made to extend the time restrictions to limit early morning usage. APPROVE as above SUBJECT TO A CONDITION BEING ADDED that the times of use be limited to between 9am and 9pm only**

**391/19:** Two members of the public left the meeting.

**392/19: ii) 2019/1492:** Mr J Smith - 107 Gurney Road, NR5 0HL - Demolition of existing bungalow and erection 4 no. single storey dwellings, with private amenity areas and parking - **Comment: Width of road to access properties to rear is very narrow so two cars would be unable to pass. Good idea to cater for dustbins at entrance of site. However, drainage is a major problem and the recommendations for conditions made by the Water Management Officer were noted. APPROVE subject to the Water Management Officer's recommended conditions being made mandatory.**

iii) 2019/1499: Mr C Standley - 116 Norwich Road, NR5 0EH - Proposed new porch, garage and rear extension including basement and veranda – **Comment: These houses are on a slope. It is a similar proposal to what has been done to others nearby - APPROVE**

iv) 2019/1513: Mr & Mrs S Knowles 18 Upper Stafford Avenue NR5 0AB Proposed side extension to bungalow - **Comment: It was noted that the owner believed that they had permitted development rights so had constructed the foundations already – APPROVE**

**393/19:** Cllr P O'Connor was thanked for visiting all the application sites

**394/19: b) Information and planning decisions received from South Norfolk & Norfolk County Councils:** Information only – No decisions needed. Noted

#### **FINANCE MATTERS:**

**395/19: a) To approve payment of the invoices from NGF Play for £7,934 + VAT & £9,066.06 + VAT: RESOLVED to approve payment of the invoices from NGF Play for £7,934 +VAT & £9,066.06 +VAT. ACTION: Town Clerk**

**396/19: b) To approve 25% deposit payment to TT Jones Electrical Ltd for £12,743.23 + VAT (Final Phase)**

**RESOLVED to approve 25% deposit payment to TT Jones Electrical Ltd for £12,743.23 + VAT**  
**ACTION: Town Clerk**

**397/19: c) To approve the hire of staging for the Fete @ £2,700 (not VAT registered) for 2020 & 2021:**  
**RESOLVED to approve the hire of staging for the Fete @ £2,700 (not VAT registered) for 2020 & 2021. ACTION: Town Clerk**

**398/19: d) To approve fireworks to the value of £2,750 + VAT (FWG)**  
**RESOLVED to approve fireworks to the value of £2,750 + VAT. ACTION: Town Clerk**

**TO REVIEW THE CURRENT PRACTICE OF MOVING FULL COUNCIL MEETINGS BETWEEN THE THREE HALLS** (JF, SL)

**399/19:** A discussion took place about moving between sites for meetings. Due to poor acoustics at Breckland Hall Councillors would like to try the Owen Barnes Room to see if this was an improvement. Moving halls was inclusive, allowing residents better access to meetings so CTC should continue the practice. The meeting day sometimes had to be changed to avoid existing hall hirers.

**RESOLVED to continue the current practice**

**400/19:** Cllr L Glover left the meeting at 8.30pm.

**TO REVIEW THE COUNCIL COMMITTEES AS FOLLOWS:**

**401/19: a) To reduce the number of committee members to 7:** (incl *ex officio* CTC Chair & Vice Chair)

**402/19: b) To reduce the number of Working Group members to 5** (incl. *ex officio* CTC Chair & Vice Chair (FC)

**403/19: c) To limit the number of Committees and Working Groups a Councillor may be a voting member of, to two groups, unless there are spaces** (excludes *ex officio* CTC Chair & Vice Chair) (FC). After a lengthy debate on all three proposals, the effectiveness of smaller groups and how councillors might be allocated to committees and working groups

**RESOLVED to continue with committees in the current format & review at the meeting before the next civic year starts. ACTION: Town Clerk**

**404/19: RESOLVED to continue the meeting beyond 9pm**

**TO CONSIDER LICENSING MATTERS**

**405/19: a) Sundown Premises Licence for the Showground: Letter:** Noted. An update can be given after Cllr G Blundell attends the meeting covering the Showground in August 2019. **ACTION: Cllrs G & S Blundell**

**TO CONSIDER HIGHWAYS MATTERS**

**406/19: a) Parish Partnerships: NCC response suggestion:** A previous request to upgrade the table crossing at The Costessey Centre had been rejected due to the high cost. Zebra crossings do not usually fall within the Parish Partnership scheme but NCC Highways had suggested that if CTC named a maximum contribution toward the costs eg £15k, they might consider the upgrade. Ask if CCllr T East has committed all £6k of his Member's Grant or if any is remaining that could be put towards the crossing. Also write to Catholic Diocese to ask for a contribution toward the costs. Investigate the Green Travel Plan required for planning when the school was extended. **ACTION:**

**Town Clerk**

**407/19:** An obscured 20mph sign - address to be forwarded to Town Clerk for a letter to be sent to resident and Highways. **ACTION: Cllr D Burrill**

**TO RECEIVE CORRESPONDENCE (verbal and written)**

**408/19:** Norfolk Police are leaving a calling card with reference number and PC number asking for information.

### **TO RECEIVE DISTRICT COUNCILLORS REPORTS**

**409/19:** August is a very quiet month with only one cabinet meeting, looking to change basis of awarding Council Tax support, and allocating affordable housing to those requiring it from outside the area. Scrutiny of unprofitable commercial interests. SNC Grants being considered: one application for the Boys Brigade Old Costessey of £1,045. Cllr S Blundell and T Laidlaw could pool their grant resources. Possibility of another request coming in from Costessey Sports for Football.

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

**410/19:** Norwich Western Link: meeting with wildlife groups who requested "before and after" monitoring of water and air quality.

**411/19:** A spill at Bowthorpe had been due to an electrical fault

**412/19:** **THE DATE OF THE NEXT MEETING WAS CONFIRMED as Tuesday 3 September 2019 at 7pm. VENUE – The Costessey Centre, Longwater Lane, NR8 5AH**

**413/19:** Planning has come in which must be considered before the next CTC meeting. ECM to discuss to take place at 6.45pm on 20 August 2019 (15 minutes before the Comms WG Meeting).

**ACTION: Town Clerk & Deputy Clerk**

**414/19: RESOLVED to exclude the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it is not in the public interest to disclose discussion on the items below**

### **TO CONFIRM THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 16 July 2019 (see Mins: 372 & 373 above)**

**415/19:** The Clerk reiterated that Minutes record the resolutions / decisions of the Council and are not a verbatim transcript of the meeting, and never have been, but that she often added a couple of sentences to put the decisions into context. Therefore, arguments for and against an issue and personal statements were not minuted in full, but summarised.

**RESOLVED to attach a copy of Cllr S Long's statement to the minutes and add a note to Min: 335/19: stating "(see appendix A)". ACTION: Town Clerk**

**416/19: Meeting closed at 9.35pm**

**Chairman:**

**Date:**