

Minutes of the ONLINE meeting of Costessey Town Council on Tuesday 16 March 2021 at 7pm

Present: Cllrs D Burrill (Chair), I Alam, J Amis (Vice Chair), G Blundell, G Dole, T East, G Jones, S Jones, T Laidlaw, J Newby, P O'Connor. N Bailey (Deputy Clerk) and one member of the public.

TO RECEIVE APOLOGIES

119/21: Cllr S Hannant (husband unwell) and Cllr L Glover (work commitments). District Cllr S Blundell (other commitments).

TO RECEIVE DECLARATIONS OF INTEREST

120/21: Cllr T Laidlaw declared an "other" interest in Planning and advised he would listen to the views of Costessey Town Council but would remain open to further information or views prior to voting on an application at DMC.

121/21: Cllr J Amis: Min 135/21: Non-pecuniary interest in 2021/0376 as he lives on the same road.

122/21: Cllr G Dole: Min 135/21: Non-pecuniary interest in 2021/0330 as she shares a boundary.

123/21: Cllr P O'Connor: Min 135/21: Non-pecuniary interest in 2021/0230 as shop staff had spoken to him about the application and in 2021/0330 as he was Chairman of the Parochial Charity.

124/21: Cllrs G & S Jones: Min 135/21: Non-pecuniary interest in 2021/0315 as they are neighbours.

TO CONFIRM THE MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF 18 FEBRUARY 2021

125/21: RESOLVED to approve the minutes without amendment.

TO CONFIRM THE MINUTES OF THE FULL CTC MEETING OF THE COUNCIL HELD AT 7PM ON 23 FEBRUARY 2021

126/21: RESOLVED to approve the minutes without amendment.

127/21: Cllr Alam arrived at 7:09pm

TO RECEIVE COMMITTEE MINUTES AND RECOMMENDATIONS HEREIN

a) Minutes of the Property & Environment Committee Meeting of 25 February 2021:

128/21: RESOLVED to receive the minutes and agree all the recommendations with an amendment to PE01/21 and funds allocated to PE07/21 (129/21 & 130/21 below).

129/21: Min: PE07/21: To further develop the concept of a Sona Arch at Longwater Grounds: The Town Clerk had circulated estimated costs.

RESOLVED to approve an **£8,000** contribution from CTC funds towards the project.

130/21 Min: PE10/21: To expand on the description to increase the likelihood of available grants:

RESOLVED to host raised flower beds to form a Sensory / Contemplation area at the front of the Costessey Centre.

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

131/21: Min: 106/21 Solicitors have commented on the Draft Loan Equipment Agreement.

132/21: Notification had been received that the £5,233 NCC Parish Partnership Bid for a 50% contribution towards highway signage around Costessey Primary School had been successful.

133/21: A planning application for bungalows on Kestrel Avenue, Queen's Hills had been refused by South Norfolk Council the previous week.

134/21: RESOLVED TO ADJOURN THE MEETING FOR 15 MINUTES' PUBLIC PARTICIPATION
Items raised: None. The meeting was reconvened

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

135/21: a) Planning applications for consideration:

i) 2021/0144: Mr A Moore - Church Farm, The Street, NR8 5DG – Retrospective application for detached garden storage outbuilding to side of property – **APPROVE**

ii) 2021/0230: Mr Ash - 94 Norwich Road, NR5 0EH - 1 x non-illuminated fascia sign and 2 x illuminated fascia signs, 4 x aluminium composite panels and 4 x poster cases displayed on business premises – **APPROVE**

iii) 2021/0315: Mr S Easter - 445 Dereham Road, NR5 0SQ - Single storey front extension and new garden wall to front – **APPROVE**

iv) 2021/0330: Mr N Bridge - Barn at Windmill Farm, Windmill Lane, Costessey - Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to a dwelling house (QA and QB) - **NOTED**

v) 2021/0346: Mr John Smith - Land West and South of 107 Gurney Road - Erection of 2 single storey and 2, two-storey dwellings, including a single and double garage, with access road and associated external works - **REFUSE**

vi) 2021/0353: Mr Lawrence Warwick - 5 & 5A Highlow Road, NR5 0HP - Certificate for existing lawful use of annex/garage - Lawful Development **NOTED**

vii) 2021/0376: Mr Tye Goodall - 29 Olive Road, NR5 0AT - Single storey front, side and rear extensions. **APPROVE**

viii) 2021/0440: Mrs L Keeler - Northfields (Plot 16) Ringland Lane, NR8 5BG - Proposed alterations to approved garage (approved PP2020/1825) to incorporate an annexe providing ancillary accommodation. **REFUSE - Comment - If the Planning Authority approved the application, Permitted Development Rights should be withdrawn so it can only be used as an ancillary building.**

136/21: b) Information & Planning decisions received from South Norfolk & Norfolk County Councils: (*Information only. (No decisions needed) See separate sheet.

TO CONSIDER FINANCE MATTERS

137/21: a) To set a budget for a pre-teen destination piece of play equipment to replace the trim trail at Breckland Park:

There was a desire to replace the equipment and various scenarios were discussed including a capped budget and potential CIL receipts. Removal and disposal of the existing equipment would come from the maintenance budget. A new package of improvements being discussed later did not include a destination piece for pre-teens. Play equipment providers would have plenty of ideas.

RESOLVED to approve in principle a suitable piece of equipment to be considered by the Property and Environment Committee.

138/21: b) To approve a budget for the construction of a permanent machinery entrance to Greenhills Woods:

It was important to prevent motorcycles from entering the site by installing the right gates. It was also a popular pedestrian entrance. The County Council engineer had given informal advice over the dropped kerb and access requirements to assist with planning consent. A contingency might be required, and a written brief would be circulated to contractors.

RESOLVED to approve a £6,000 budget for all aspects around the new entrance.

139/21: c) RESOLVED to approve the purchase of a third Rainbow Bench @ £1,146, incl plaque plus Delivery & VAT, to be placed outside Costessey Library.

140/21: d) RESOLVED to approve payment of the Collier Turfcare invoice @ £2,196.50 + VAT

141/21: RESOLVED to continue the meeting past 9pm but to finish at 9:30pm

TO CONSIDER FINANCE MATTERS (cont)

142/21: e) To consider the request for funding from the Queen's Hills Community Park CIO

The Chairman and Treasurer of the Queen's Hills Community Park CIO joined the meeting at 9:02pm

143/21: Mr Flowerdew updated on recent progress. The CIO had no funds and were finding it difficult to raise match funding from a zero start. £300 might be available from the South Norfolk Council's 'Go for it' grant scheme. Normally a set of accounts would be requested for grant application, but this was not relevant on this occasion. A Business Plan was almost ready to be presented to the Council and published on the CIO's new website. Mr Flowerdew was still in possession of an iPad lent to him by the Town Council when he was Town Councillor until December 2019. Volunteers were required to support the CIO and could register their interest.

RESOLVED to grant £300 as match funding and to donate the iPad to the CIO to assist with their administration.

144/21: The Chairman and Treasurer of the Queen's Hills Community Park CIO, Mr J Flowerdew, left the meeting at 9:25pm

145/21: THE FOLLOWING AGENDA ITEMS WERE DEFERRED:

- 10: To Consider Highways Matters
- 11: To Receive Correspondence
- 12: To Receive District Councillors' Reports
- 13: To Consider the Latest Government Guidance On Covid 19
- 14: To Raise Matters of Strategic Importance

146/21: THE DATE OF THE NEXT ON-LINE MEETING WAS CONFIRMED as Tuesday 6 April 2021 at 7pm.

147/21: 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 due to the discussions relating to contracts

Cllr Alam left the meeting at 9:26pm

***THE FOLLOWING ITEMS WERE HEARD IN CONFIDENCE / BELOW THE LINE**

TO APPROVE THE CONTRACT FOR PLAY EQUIPMENT AT BRECKLAND PARK

148/21: A background report had been circulated which outlined the process and recommended contractor, following a tender process overseen by ESPO. A range of equipment would be funded by £7,022 of Community Infrastructure Levy (CIL), £54,216 of Section 106 Funds held by SNC (Bennett Homes Development off Townhouse Road) and £3,762 of CTC Funds. A contingency and costs to remove / dispose of old equipment would require a maximum of £4,000 CTC Funds
RESOLVED to contract Proludic (as per pricing schedule) for £64,999.59 plus VAT.

149/21: RESOLVED to approve payment of £10,000 plus VAT as part payment of above, to be released after the necessary due diligence checks.

150/21: THE FOLLOWING AGENDA ITEMS WERE DEFERRED.

- 17: To approve the documents for transfer of the QH Community Centre & surrounding land to Costessey TC
- 19: To receive an update on the snagging contract

151/21: The Meeting finished at 9:34pm

Chair:

Date: