



Minutes of the Meeting of Costessey Town Council held on Tuesday 28 January 2020 at 7pm at the Costessey Centre, Longwater Lane, Costessey, NR8 5AH

PRESENT: Cllrs T Laidlaw (Chairman), J Amis (Vice Chairman), I Alam, M Bedford, G Blundell, D Burrill, G Dole, T East, J Flowerdew, L Glover, S Hannant, G Jones, S Jones, S Long, C Mahn, J Newby, P O'Connor; H Elias (Town Clerk), D Bowles (Buildings Officer). One member of the public - PC Stu Barnard.

TO RECEIVE APOLOGIES

035/20: Apologies were accepted from Cllrs F Carter (work commitment) & J Knights (unwell).

TO RECEIVE DECLARATIONS OF INTEREST

036/20: Cllrs T Laidlaw & D Burrill declared an "other" interest in planning matters. They are members of South Norfolk Council's Development Management Committee (DMC) and advised they 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.

037/20: Min: 049/20: Cllr T East declared an "other" interest in the Boundary Commission consultation on Norfolk County Council division boundaries as he is also the County Cllr for Costessey.

038/20: Cllr East declared an "other" interest in any item to do with the British Legion as he is a member

TO CONSIDER MATTERS FOR THE POLICE

039/20: PC Stu Barnard gave an overview of visits to the local schools to educate parents on the dangers of poor parking. Due to the police activity at the Costessey Junior School the parking problem has moved to the bend at the end of the road (equally dangerous). Police can get involved if parking could cause serious injury or death. Other than that their powers have been taken away, so the Police cannot enforce double yellow lines, only a Civil Enforcement Officer can do that. PC Stu Barnard will be appearing unannounced at schools in Costessey with the Enforcement Officer.

Other areas with parking /obstruction issues were raised: East Hills Junction with Richmond Road, Oval Road roundabout and outside St Augustine's School, specifically with a Taxi parking on the Zig Zags outside.

040/20: The crime statistics for January 2020 were read out:

New Costessey: Burglary OTD 2; Burglary Dwelling 0; Public Order 1; Criminal Damage 1; Assault 0

Old Costessey: Burglary OTD 0; Burglary Dwelling 0; Public Order 4; Criminal damage 1; Assault 7

Easton: Burglary OTD 0; Burglary Dwelling 1; Public Order 0; Criminal Damage 2; Assault 0

041/20: PC Stu Barnard expressed his concern that anti-social behaviour was not being reported to him. A request for patrols 10pm – midnight during school holidays and after end of term exams was discussed. PC Barnard stressed the need to report anti-social behaviour every time it happens. When it is a repeat victim extra assistance is offered.

PC Stu Barnard announced the Police were holding a public meeting in April (Date and TBC) with senior police officers attending. He invited the Councillors to attend as this would be an ideal time for sharing ideas and information. PC Barnard was thanked for his continued hard work for the residents of Costessey.

042/20: PC Stu Barnard left the meeting at 7:20pm.

TO CONFIRM THE MINUTES OF THE MEETING OF THE COUNCIL HELD AT 7PM ON 7 JANUARY 2020

043/20: The following typos & amendments were made to the draft minutes.

i) Min: 018/20: Pg. 2886, 2019/2546: 5 lines up. Should read "door" not "dor".

ii) Min: 021/20: Budget & Precept: Increase to Band D should read: £2.96 NOT £2.95

iii) Min: 021/20: Budget & Precept: Recorded vote requested. Names of Councillors were added.

iv) Min: 008/20: Comms WG Minutes: "had written her own version of the minutes..." was replaced by "supplied additional points for clarification ..." Given the confusion over the Comms WG minutes, a vote

was taken to include clarification. **The votes for and against being equal, the Chairman used his casting vote to approve the minutes with the amendment “supplied additional points for clarification ...”**

044/20: A query was raised as to whether a document included in the Bundle listing the reasons for not including a discussion of the minutes on the agenda as a separate item had referred to the amendment to Min: 008/20. It had not. The request for inclusion had not been granted as the Standing Orders and Member / Officer Protocol dealt with minutes. Disquiet was expressed that the official Draft Comms WG minutes included in the previous Bundle had been amended by a vote for a version which had only been presented at the previous meeting, in breach of the newly-adopted Standing Orders. Cllr J Flowerdew requested that the item for discussion of minutes be added to the full CTC agenda for 10 March 2020. The Chairman requested this be put in writing outlining the reasons. **ACTION: Cllr J Flowerdew**

There being no further amendments

It was RESOLVED to approve the minutes of the meeting held on 7 January 2020 with the above amendments as an accurate record. ACTION: Town Clerk

TO RECEIVE COMMITTEE MINUTES AND CONSIDER THE RECOMMENDATIONS THEREIN:

045/20: a) Policy Review WG of 8 January 2020: Cllr J Flowerdew asked if any Councillor could join the Policy Review Working Group, and why it met in private. There was no legal requirement for a WG meeting to be held in public. It worked more effectively as a small group as there was a great deal of work to get through, so did not wish others to attend. CTC had set up the WG with its members and Terms of Reference. Cllr J Flowerdew requested the WG Terms of Reference be circulated. **ACTION: Town Clerk**

It was RESOLVED to approve the Policy Review WG minutes of 8 January 2020 meeting as a correct record. ACTION: Town Clerk.

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

046/20: Queen’s Hill Primary School visit to Houses of Parliament: CTC had paid for the children’s transport costs for the visit, with an agreement that at a later date the children would come to CTC and present what they had learnt from the experience. The Clerk had requested convenient dates. The Head Teacher had asked if Councillors would like to go to the School for the presentation and suggested three dates at 1.30pm, but Councillors indicated that they would prefer that the children make the presentation at The Costessey Centre, enabling the children to see local government in action. Cllr Flowerdew had contacted the Head Teacher when she made this suggestion, so he offered to contact her again. **ACTION: J Flowerdew, Town Clerk**

047/20: Min: 012/20: Ambulance Station, Alex Moorhouse Way: The records for the application had been checked: Condition 5 referred to signage of the new access specifically for use by blue light vehicles. The Planning Enforcement Officer confirmed that this had been installed in excess of 10 years. Condition 6 referred to a contribution towards the cost of improving the Longwater A47 road junction. A contribution towards the cost of improving the Longwater A47 road junction had been agreed and previously paid to Norfolk County Council. These conditions had therefore been satisfied.

048/20: Min: 014/20: West End: Double Yellow lines: The scheme had been submitted to Norfolk CC Cabinet for approval through the delegated powers route as there were some open objections at the end of the consultation. The outcome was due mid-February when Norfolk CC would know whether it could be implemented on site or if it had to go back out to consultation with a revised scheme. The Senior Highways Engineer would update CTC once a decision had been made.

049/20: RESOLVED TO ADJOURN THE MEETING FOR 15 MINUTES’ PUBLIC PARTICIPATION
Items raised: None. The meeting was reconvened.

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

050/20: a) Planning applications for consideration:

i) 2020/0042: Norfolk & Waveney Mind - 19 Bawburgh Lane, NR5 0TR - Change of Use to short-term supported residential accommodation (4 bedrooms) – **Comment: Front garden has previously been paved over to provide 4 parking spaces. Concern was expressed that no extra parking spaces were to be provided given the need for extra staff to be present during the day and the changeover / handover times, which could mean that two shifts require parking to be available at the same time - in which case vehicles might end up parking on the street where there is already a considerable on-street parking problem, especially at the junction with Lord Nelson Drive. Concern was expressed that workmen were present on site already. The neighbours' concerns were noted - APPROVE SUBJECT TO CONDITIONS being imposed that on-street parking in the area is not exacerbated and that no extensions are allowed in future to expand the capacity of the home (i.e. limit the scope of the building to what is proposed at present)**

051/20: b) Information & Planning decisions received from South Norfolk & Norfolk County Councils: (*Information only. (No decisions needed) See separate sheet. Noted

i) 2019/2215: Eastwood Lodge: CTC had recommended approval, but South Norfolk Council had refused it due to the design of the building not being in keeping. Noted

TO CONSIDER THE PROPOSAL FOR THE RESPONSE TO THE BOUNDARY COMMISSION CONSULTATION ON CHANGES TO THE NORFOLK CC DIVISIONS

052/20: An overview of the current position of the Boundary Review WG was given following Norfolk CC's draft submission: the wording in the Notes, item iii) was amended from "slightly illogical -e.g. LW1" to "inaccurate". Norfolk CC would consider its proposed submission at meeting on 3 February. Meanwhile Cllr J Flowerdew would try to persuade Norfolk CC to use figures which fully reflected the number of electors in the area transferred to Costessey TC at the boundary change from 1 April 2019 as CTC had attempted. If this were successful, CTC proposed to support NCC's submission to move Queen's Hills and Lodge Farm into the current Humbleyard division area creating a new Stafford division. Costessey draft TC's submission would then need to be revised to reflect that change. If it were not possible to persuade NCC, CTC would revise its own submission to point out the errors in the NCC proposal because of the changes to the Costessey boundary, emphasising why CTC's proposal was more in line with the requirements of the Boundary Commission, and asking for CTC's proposal to be accepted as the most appropriate for Costessey communities. It was suggested that CTC wait until the 11 Feb 20 submission date so a new proposal putting forward a stronger case could be written.

It was RESOLVED that after the Norfolk CC meeting, if they would not align their figures, Cllr J Flowerdew could re-write the submission, circulate to WG members for amendment and send to the Clerk for submission. ACTION: Cllr J Flowerdew, Boundary Review WG members & Clerk

FINANCE MATTERS

053/20: a) To approve the accounts for December 2019 and receive a budget report: At the end of December council was 3/4 (75%) of the way through the financial year and was in budget by £194,091. It had received 97.1% of its income and spent 78.1% of its budgeted expenditure.

NB: The accounts had been upgraded to accommodate HMRC's Making Tax Digital (MTD) requirements, so had a different look. Importantly Income was shown BEFORE Expenditure, and the previous practice of showing a surplus as a minus figure had reverted to the more traditional presentation of showing a surplus by straight figures and a loss within brackets.

Council had received both instalments of the precept (£636,576). Some cost centres were showing a potential overspend, though many would even out over the year (eg Subscriptions at 95.7%). CIL receipts of £10,030 had been received (401.2% of budgeted amount). The potential overspends were offset by higher than anticipated income from hall hires at Breckland Hall (79.9%), The Costessey Centre (79.7%), though Queen's Hills Community Centre was slightly lower than expected (71.1%). Commission was also above what was anticipated at Breckland. Burial & Memorial fees (41.1%) were sporadic and could not be accurately predicted, but were generally much lower than anticipated. Interest received was greater than expected (£2,633). Councillors had taken up the offer of training with

enthusiasm, so training budgets had been exceeded. A Property Maintenance EMR would be used to fund property maintenance and smooths out the variable peaks & troughs over the years.

It was suggested that the document could be made more user-friendly and the FB&S meeting in March 2020 should consider which documents were appropriate for presenting to full Council and the F,B&S Committee along with legal and operational obligations. **ACTION: F,B&S Committee Members**
It was RESOLVED to approve the accounts in the balance of £651,521.04

054/20: It was RESOLVED TO CONTINUE THE MEETING AFTER 9PM

Cllr D Burrill left the meeting at 9pm

TO CONSIDER DETAILS OF THE FETE & FAIR 2020 INCL FIGURES & STALL NUMBERS

055/20: a) To receive notes on the Fete Support & Compliance Group on 21/01/20: An overview of the details to date was given; a grant application for £500 for the VE day had been made, but was awaiting a response. Cllr G Blundell to speak to former Cllr D Lister to ask if he would set up a forecast spreadsheet for the WG only, as in the past. If not Cllrs G Jones and G Blundell to organise one between them. £947.00 had been agreed from the Lottery Funding - this had a strict set of conditions attached that would need to be adhered to. Breakdown Film Hire £149.00, trailer with screen £750.00, Volunteer snack voucher/drinks £25.00 & Ticket admin system £50.00. A request for proper waist-high metal pedestrian fencing for the Saturday Open-Air cinema was made. People would be on site to put fencing up and move it the following day. Also, there would be a warm-up act before the film of a Neon Display - £200 for two performers. **ACTION: Cllrs G Blundell & G Jones**

TO CONSIDER HIGHWAYS MATTERS

056/20: a) To consider a response to NCC Local Transport Plan 2020-2036 consultation:

<https://norfolk.citizenspace.com/consultation/norfolk-county-council-local-transport-plan-2020/>

The proposed Infrastructure WG should meet to discuss the NCC Local Transport Plan so CTC could respond as a corporate body in addition to Councillors replying individually. Responses to be in by 28 February 2020. **ACTION: Town Clerk**

057/20: b) To review the position re Traffic Calming along West End and the NEXT Plc S106 £60k payment currently being held by NCC: (JF). SA106 monies could not be used for any other purpose. The £60,000 negotiated for traffic calming measures as a S106 Planning Condition on the Next Plc "destination store" application was held by Norfolk CC for traffic calming measures in West End only. CTC had proposed Average Speed cameras, but the Norfolk Safety Camera Partnership was not in favour, stating there had been no fatalities on this stretch of road, and a lack of speeding which CTC had disproved using SAM2 statistics. When CTC agreed to support the NDR there was an expectation that there would be an increase in traffic and a Development Consent Order (DCO) allocated approx. £298,000 had been set aside for Average Speed Cameras for traffic calming in Costessey as mitigation. It would not set a precedent for other settlements as they would not have DCOs attached to them. The SCP would decide if Average Speed Cameras were appropriate. Other options were paying for a part-time officer to monitor the data or Community Speedwatch schemes. **It was RESOLVED to defer the item until after the Feb 2020 Safety Camera Partnership meeting.**

058/20: c) To receive an update on the position on the bus service utilising the QH bus lane onto Ringland Lane: (JF) Norwich's Transforming Cities bid for funding. New bus routes were likely only to go ahead without speed bumps. Sections a), b), & c) all link in together and should be discussed by the Infrastructure Working Group. The right turn at the Ringland Lane / Taverham Lane junction was difficult to negotiate safely due to the hedge and bank obscuring vision. **ACTION: Town Clerk.**

TO RECEIVE DISTRICT COUNCILLORS' REPORTS

059/20: Noted. The Greater Norwich Local Plan period up to 2038 was now being consulted on until 16 March, with a "road show" at the Costessey Centre on Thursday 13 February 2-8pm. www.gnlp.org.uk. Lodge Farm Phase 3 was on the reserve list for development, depending on the number of houses built elsewhere. Lodge Farm Phase 3 would be "land locked" and access should not be through Phases 1 & 2, but via the Bowthorpe roundabout with a dedicated left turn exit into

Chapel Break to provide the required two accesses, so that the one access with all its difficulties on Queen's Hills was not repeated. The Transforming Cities bid promoted walking & cycling routes along Bawburgh Lane with a new bridge to Easton. The A1074 could be expanded to improve public transport also linking the P&R and the proposed food hub.

060/20: DCllr S Blundell had been working with the Community Connector to set up a support / social group for people who have suffered from depression and anxiety. So far she had had a positive response from residents in Costessey, and had even had a mental health student from the UEA contact her who would like to get involved. DCllr S Blundell was looking for funding and would hopefully get the group set up in February. She had also, as in previous years, been invited to Queen's Hills Primary School for Read Aloud Day in March.

061/20: The Dementia Café started last week in the Costessey Centre with only two visitors. Hopefully it would get a better response next month. Councillors were asked to spread the word to people in the Community. Thanks were expressed to Cllr J Newby

062/20: Cllrs P O'Connor & L Glover left the meeting at 9.20pm.

TO RECEIVE CORRESPONDENCE (VERBAL AND WRITTEN)

063/20: a) Breydon Drive North: Thanks: Noted

064/20: b) 2018/2466: 104 West End: Thanks, Noted

065/20: c) NNUH Settle-In Service: Volunteers needed: Noted

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

066/20: Local road humps were causing more problems than they were solving. Break dust was more polluting to the atmosphere.

067/20: Norwich Western Link consultation meeting was due in the Spring date TBC.

068/20: THE DATE OF THE NEXT FULL COUNCIL MEETING WAS CONFIRMED as TUESDAY 18 February 2020 at 7pm in the Costessey Centre, NR8 5AH.

069/20: The meeting closed at 9:25pm

Chairman:

Date: