



Minutes of the Property & Environment Working Group of Costessey Town Council, held on Tuesday 23 November 2021 at 7:30pm via Zoom

Present: Cllrs J Amis (Chairman), M Bedford, G Blundell, L Glover, P O'Connor, J Sealey; N Bailey (Deputy Clerk), D Bowles (Buildings Manager) & L Trabucco (Minutes Secretary)

To receive apologies for absence

PE103/21: None

To receive declarations of interest

PE104/21: None

To sign the minutes of the previous meeting held on 28 September 2021

PE105/21: Noted that the minutes had already been received by Full Council on 9 November 2021.

RESOLVED to approve the minutes as a true record with no amendment

To receive an update on the previous meetings

PE106/21: The outdoor tap with lockable box had been installed by the Groundsman.

Wonky Wheels event at Queen's Hills Community Centre on 11 November had gone well.

A further update was given about the signage requirements to assist with awareness and enforcement of Ground Rules and to cover risk.

Min: PE097/21 A query was raised regarding the parking arrangements at the Costessey Centre. No further issue had arisen. Costessey Sports Club had informed their members of car sharing options, including use of privately owned car parks. The MUGA is only used in certain circumstances when parking is tight and for the annual fete.

To consider creating a new internal storage area at Queen's Hills Community Centre

PE107/21: An explanation was given about the idea of creating a new internal storage area within an existing recess at Queen's Hills Community Centre. The new internal storage in the rear foyer could easily be utilised as secure storage with some sliding doors/shutters. The underfloor heating to be investigated in case installation affected the heating system. **ACTION: Buildings Manager to investigate further regarding the underfloor heating**

RECOMMENDED adapting the alcove into storage providing the underfloor heating could accommodate this. ACTION: Buildings Manager

To consider quotes for new curtains in the Dinneen Hall at Queen's Hills Community Centre

PE108/21: Quotes had been circulated and samples had been made available to Councillors. It was decided to go with the JHD Interiors Limited estimate in "stellar marine" colour. **ACTION: Buildings Manager**

RECOMMENDED to full council to purchase new curtains for the Dinneen Hall at Queen's Hills Community Centre with JHD Interiors Limited at £5,276.67 plus VAT using stellar marine colour.

To consider the idea of a canopy above the rear door at Queen's Hills Community Centre

PE109/21: A short background explanation was given of the idea of a canopy above the rear door at QHCC an awning/canopy over the back door of the building will offer protection for groups arriving early who are waiting for an activity to finish inside. It was agreed that ideas and quotes would be welcomed, and a suggestion was made to consider adding lights and CCTV. A comment was made to look at some local grants available to support small improvements to community buildings.

ACTION: Buildings Manager to collate quotes and ideas and Deputy Clerk to look at local grants available to support small improvements

To receive an update on the NCC Parish Partnership bid

PE110/21: The highway engineer had looked at the locations put forward for trods, but they were not viable. A replacement bus shelter with perch seat was eligible for the bid. A quote for the removal of the existing bus shelter and supply and installation of a new one was provided. County Councillor Blundell would contribute £1,283 from her Member's funding, so if the bid for 50% towards the total cost was successful, CTC would also contribute £1,283. A suggestion was made to check the eligibility of entrance signs at rural roads connecting to Costessey. **ACTION: Deputy Clerk**

To receive a request to metal detect on Town Council sites

PE111/12: A brief explanation was given and a picture was shown of some of the artefacts found on privately owned fields across Costessey (with permission) by a member of the public. A request to metal detect on Town Council grounds and woodland had been requested. After some discussion it was agreed to consent underpinned by a written agreement drawn up citing the national code of conduct, specifying where metal detecting could take place. Artefacts would be stored in the donated display glass cabinet in the Rymarz Gallery at the Costessey Centre. A list of findings and place of discovery should be provided. **ACTION: Deputy Clerk to draft a written agreement and consent form.**

To receive an update on riverbank erosion/treatment

PE112/21: A brief background was given on the update from the Environment Agency; it was agreed to go for the live willow natural riverbank option. A licence is required by the EA to carry out the work, which should be done in the summer. **ACTION: Deputy Clerk**

To receive play equipment inspection reports

PE113/21: Copies of the equipment inspection report had been circulated ahead of the meeting; the Head Groundsman was working on defects with a few repairs "contracted out". A query was raised as to how often these checks are done and it was stated that it was every six months.

PE114/21: The next meeting was confirmed as Tuesday 25 January 2022 at 7.30pm

PE115/21: The meeting finished at 8:37pm

Chairman:

Date: