



**Minutes of the Property & Environment Working Group of Costessey Town Council,
held on Tuesday 24 May 2022 at 7:30pm at the Costessey Centre, Longwater Lane
NR8 5AH**

Present: Cllrs J Amis (Chairman), M Bedford, G Blundell, D Burrill, L Glover, P O'Connor; N Bailey (Deputy Clerk), D Bowles (Building Manager) & Stacey Kent (incoming Town Clerk).
L Trabucco (Clerk's Assistant) observed via Zoom

To elect a new Chairman for the Committee

PE030/21: Resolved to elect Cllr John Amis uncontested

To receive apologies for absence

PE031/22: None. No apologies were received from Cllr J Sealey

To receive declarations of interest

PE032/22: None

To sign the minutes of the previous meeting held on 22 March 2022

PE033/22: It was mentioned that Min PE018/22 first paragraph should read "Easton College" and not "Easton Collage".

RESOLVED to approve the minutes as a true record with the above amendment

To receive an update on the previous meetings

PE034/22: Min PE020/22: To receive correspondence from SNC re: Orchard at Maze Avenue/Fairway: The works had been delayed. District Cllr S Blundell had been informed and it was hoped they would start next month.

Min PE0023/22: To receive feedback from Easton College Students on ideas for The Denes: Queen's Hill Primary School are now engaged with the project.

Min PE024/22: To consider an additional plaque on the Costessey Centre Entrance Pillars: A local stonemason had visited the site and would outline options.

Min PE025/22: To receive information on the trial part-time road closure West End (displacement of parking): It was noted that an update was mentioned during the Full Council meeting on 10th May 2022 Min 108/22: Safer School Streets: Cllr Laidlaw and the Deputy Clerk had attended the event at St Augustine's primary School on 28th April. Other initiatives were being explored but the road closure was not going ahead

To consider using the Collison Room at the Costessey Centre as a base for the Archivist

PE035/22: Town Council Archivist Paul Cooper wanted to make the Collison Room at the Costessey Centre a base to store artifacts and memorabilia in lockable cabinets. A few regular hirers are using the room but it can be locked when not in use. If approved the arrangement would not impact revenues. The Rymarz Gallery could have some additional displays.

RECOMMENDED TO FULL COUNCIL to use the Collison Room at the Costessey Centre as a base for the Archivist. ACTION: Deputy Clerk

To receive information on the steps leading from West Close to Bunkers Hills

PE036/22: A map showing the two entrances on West Close had been circulated. The route through the woods was a popular, well used shortcut especially important for school children. Cllr G Blundell mentioned that a resident had requested railings to make the stepped entrance safer. A contractor was working on a quote for railings and improved steps to use as a platform for discussion. The concept was supported by the committee. Health & Safety requirements should be checked against quotes for improvements. **ACTION: Deputy Clerk**

To consider the donation of a bench at Gunton Lane

PE037/22: A letter had been circulated ahead of the meeting. A suggestion was made to consider a flower holder on the back of the bench, as the plaque might not be noticeable to other residents. It was mentioned that the family would be paying for the bench which was of a similar design to other benches at this site. A proposal was made to contact the family to confirm the location of the bench. The family had offered to pay for the bench if CTC arranged installation. **ACTION: Deputy Clerk**

To consider planting a tree at Husenbeth to commemorate the Platinum Jubilee

PE038/22: CCIr S Blundell made a request to plant a tree at Husenbeth and it was suggested to wait until the autumn. It was mentioned that a blossoming tree would be fitting with a small bench and a plaque to commemorate the Platinum Jubilee. A comment was made to make sure that the bench is not under the tree to avoid bird's mess.

It was agreed to plant a tree at Husenbeth to commemorate the Platinum Jubilee. **ACTION: Deputy Clerk**

To consider improvements to the footpath at The Denes at Queen's Hills

PE039/22: Costings for an improved footpath were provided and an explanation given. An estimated £14,000 would upgrade 100 metres of existing path using Breedon Gravel, with Queen's Hill Primary School children painting and laying pebbles which would be cemented in. Grants may be hard to find for maintenance of a footpath.

Recommendation to Full Council that £14,000 + VAT of reserves be allocated to 100 metres of footpath improvements.

To receive an update on Wild Flowering at Longwater Grounds

PE040/22: A representative from Collier Turf had visited the site and an email with information about the wild flowering areas was circulated. It was mentioned that planning is key and suggested an August-October 2022 or March/April 2023 sowing of wildflowers and grasses or pure wildflower mixes. It was agreed to proceed with strips of wild flowering behind the football goal nets and the area near the gas-pipeline. Another suggestion was made to reduce the verge cutting of certain areas and trial a "no mow May" and wait to see what natural wildflower would come up. A better decision could then be made on whether to leave verges or to plant wildflowers.

ACTION: Deputy Clerk

To receive Play Equipment Inspection Reports

PE041/22: The six-monthly independent reports were available for inspection by members. Grounds staff were carrying out any recommendations/minor works, and the inspector would re-check. A query was made to find out from South Norfolk Council how many times they do visually check the equipment on play areas they manage. CTC had a regular regime undertaken by staff responsibility.

ACTION: Deputy Clerk

To receive an update on the three-year programme of Streetlight Columns

PE042/22: An update was given on the three-year programme of the Replacement Streetlight Columns, and it was agreed to carry on with the same programme. Six to ten columns installed in the 70s were due for replacement and a list of locations was imminent. The cost would be £1,342 plus VAT per column.

The next meeting was confirmed as Tuesday 28th June 2022 at 7:30pm

PE043/22: 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

Live streaming was stopped. No member of the public was present

To receive correspondence from John Youngs re Queen's Hills Drainage

PE044/22: An update was given, and it was agreed that an annual check was needed during October/November 2022.

PE045/22: The meeting finished at 8:50pm

Chairman:

Date: