

Minutes of the Property & Environment Committee of Costessey Town Council, held on Thursday 25 February 2021 at 7pm via Zoom

Present: Cllrs J Amis (Chair), M Bedford, G Blundell, L Glover, P O'Connor, J Newby, D Burrill; D Bowles (Buildings Manager) N Bailey (Deputy Clerk). Four members of the public - Pauline Williamson (Honorary Volunteer Tree Warden), Captain Stewart Blackburn (Chairman Royal British Legion Costessey & District Branch), & Alistair Kerridge (Costessey Sports Club).

To receive apologies for absence

PE01/21: No apologies.

To receive declarations of interest

PE02/21: No declarations were made.

To confirm and sign the minutes of the last meeting on 18 November 2020

PE03/21: Noted that the minutes had already been received by Full Council on 24 November 2020.

RESOLVED to approve the minutes of the meeting held on 18 November 2020.

To consider a request from the Royal British Legion for a permanent plaque at the Costessey Centre

PE04/21: Group Captain Stewart Blackburn representing the Costessey & District Branch of the Royal British Legion was seeking approval from Costessey Town Council to have a permanent plaque at the Costessey Centre to remember the fallen and the USAAF crew. It would be a focal point over Remembrance, a place to lay wreaths and gather for sunset ceremonies for example. Freestanding and wall mounted options to be explored. After discussion, the triangle of grass at the front of the building opposite the defibrillator was deemed the best location. Cllr J Amis offered £1,000 funding from his South Norfolk District Council Members' Fund. **ACTION: Deputy Clerk** The final decision on the exact location to be delegated to Officers of Costessey Town Council. **RECOMMENDED to Full Council that a permanent plaque provided by the Royal British Legion be placed at the Costessey Centre and the exact position be delegated to officers.**

PE05/21: Group Captain Stewart Blackburn left the meeting at 7:18pm

To consider the proposal from Costessey Sports Club for a new entrance sign at Longwater Grounds

PE06/21: Alistair Kerridge presented the proposal from Costessey Sports Club for a replacement sign at the Longwater Lane Grounds main entrance. An example had been circulated to Councillors who felt the top and bottom of the signage should include Costessey Town Council's name more prominently. Additional wording should be included 'Managed by Costessey Town Council.' Costessey Sports Club are proposing to erect the replacement sign at no cost to Costessey Town Council. Wording on the reverse will be chosen by the Town Council. Final designs to be progressed to Full Council. **ACTION: Mr Alastair Kerridge & Deputy Clerk** **RECOMMENDED to Full Council that they accept the offer of providing and installing a new entrance sign at Longwater Grounds, subject to design approval.**

To further develop the concept of a Sona Arch at Longwater Grounds (Cllr G Blundell)

PE07/21: A proposal to further develop the concept of the Sona Arch at Longwater Lane grounds was put forward. An overview from Hertsmere Borough Council, which had had a Sona Arch installed in 2015, had been circulated. Pros were listed, as the interactive unit had proved successful. An amendment to the original plan of the positioning the unit on the field was suggested; the MUGA could be "regenerated" and be secured at night to protect the unit against vandalism. Cllr Blundell suggested the Town Council contribute 20% of the costs, with the balance being secured by external funding. A bid to the SNC Community Action Fund was possible and

other grants could be investigated by the Deputy Clerk. Just prior to the evening's meeting it was noted that an extra cost would be involved for Civils works to lay cables to the unit. Full Council required full project costs and precise location before a percentage contribution could be approved. The project required more accurate costings in order to consider a percentage contribution.

ACTION: Buildings Officer & Deputy Clerk.

RECOMMENDED to Full Council to consider the project when more accurate estimated costs were known.

Item 13 was brought forward.

To progress a planning application for a permanent machinery entrance at Greenhills Woods

PE08/21: Earlier in the day the Town Council Chairman had presented the lead volunteer Pauline Williamson with a new spade as a "thank you" for all her hard work replanting 1,100 trees at the woods. To make the temporary entrance to the woods permanent, planning consent was required to drop a kerb, and tarmac an apron in order to create an entrance for machinery which pedestrians would also use. Gates would be required. Estimated costs were due. **ACTION: Deputy Clerk.**
RECOMMENDED to Full Council to progress the project when the estimated costs were known.

PE09/21: Cllr L Glover left the meeting at 8:30pm

To consider a proposal from the FOTV for raised flower beds across Costessey (Cllr J Newby FoTV)

PE10/21: John Newby spoke on behalf of the Friends of the Tud Valley. Funding was available for raised flower beds across sites starting with the Costessey Centre, Longwater Lane. The aim was to construct the beds in treated timber and plant them with flowers. FoTV would maintain the flowers and initially three beds could be installed in the triangle of grass at the front of the Costessey Centre, subject to final checks by the Head Groundsman. **ACTION: Head Groundsman.**

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

To identify a location for the Rainbow Bench at Longwater Lane Grounds

PE11/21: After considering having the raised flower beds in the triangle of grass outside the Costessey Centre it was felt the bench would be an appropriate addition to the same space
ACTION: Head Groundsman.

RECOMMENDED to Full Council that the Rainbow Bench be placed in the triangle at the front of the Costessey Centre near to the defibrillator.

To review seating at all sites and consider the proposal for a donated bench at Husenbeth Close

PE12/21: Cllr O'Connor gave an update on seating across all Town Council managed sites. The request from a resident in Costessey to donate a bench with a plaque at Husenbeth Close Open Space was considered and approved. **ACTION: Deputy Clerk.**

RECOMMENDED to Full Council that the donated bench with plaque be installed at Husenbeth open space.

PE13/21: Subject to the necessary consents, a proposal was supported to install a wooden style bench on the rear patio at Queen's Hills Community Centre overlooking the fields. **ACTION: Buildings Manager.**

RECOMMENDED to Full Council that a wooden bench be installed at Queen's Hills Community Centre.

PE014/21: Proposal was made to purchase a third Rainbow Bench to be placed outside the Library on Breckland Road.

RECOMMENDED to Full Council that CTC purchase a third rainbow bench for £1,146 (including plaque) plus delivery and VAT to be placed outside Costessey Library. ACTION: Deputy Clerk.

PE015 RESOLVED to continue the meeting beyond 9pm.

To consider a request form the East Coast Pizza Company to trade from a Town Council managed car park

PE016/21: A request had also been received from an Ice Cream Vendor. With the buildings re-opening soon, consideration was given to school pickups and regular hirers.

RECOMMENDED to full council a policy of not allowing food outlets to operate from Town Council managed car parks.

PE017/21: Debbie Bowles left the meeting at 9.20pm

To consider a suitable location to fully scope a Sensory Garden

PE018/21: The Denes open space on Queen's Hills was discussed as a possible location for a sensory garden. Ideas on design and estimated costs would be required, along with consent from South Norfolk Council, as they still managed the space which was awaiting legal transfer to the Town Council. A brief would be developed and circulated to local landscapers. **ACTION: Deputy Clerk**

RECOMMENDED to Full Council that South Norfolk Council be contacted to seek permission to develop a proposal for a future community sensory garden. Brief to be written up to send to possible landscapers.

To consider new play equipment ideas to replace the Trim Trail at Breckland Park

PE019/21: The item was deferred. **ACTION: Deputy Clerk**

To receive Zurich, Play Inspection reports

PE020/21: The Inspection Report and actions taken by the Grounds Team were noted.

To confirm the date of the next Property & Environment Committee Meeting

PE021/21: TBC

PE022/21: The meeting finished at 9.26pm

Chairman:

Date: