



**NOTICE – Property & Environment Committee Meeting of Costessey Town Council  
held at the Costessey Centre, Longwater Lane, Costessey, NR8 5AH  
on Tuesday 26 July 2022 at 7.30pm**

## **AGENDA**

Committee Members: Cllrs J Amis (Chair), M Bedford, G Blundell, D Burrill, L Glover, P O'Connor & J Sealey

**Virtual Meeting Access:** Join Zoom Meeting [Here](#)      **Meeting ID:** 525 844 8551      **Passcode:** 152933

1. To accept apologies for absence
2. To receive declarations of Interest (pecuniary, non-pecuniary & sensitive)
3. To confirm and sign the minutes of the previous Property & Environment meeting on 24 May 2022
4. To receive updates on the previous minutes (No resolutions may be passed)
5. To consider car park repair options at the Costessey Centre
6. To consider recommendations from a Stonemason re Costessey Centre Entrance Pillars
7. To consider a 2023/2024 Parish Partnership Bid (See letter from Norfolk County Council)
8. To receive a general update (No resolutions may be passed)
9. To confirm the date of the next Property and Environment Committee Meeting as Tues 27<sup>th</sup> Sept 7:30pm
10. To pass a resolution excluding 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

**\*THE FOLLOWING ITEMS MAY BE HEARD IN CONFIDENCE / BELOW THE LINE**

- 11\* To consider the brief for Gate Locking/Security arrangements

Nigel Bailey  
Deputy Clerk

20 July 2022

# Costessey Town Council

**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 PE023/22: 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 10<sup>th</sup> 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 28<sup>th</sup> 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:** CCllr 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 28<sup>th</sup> 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 members of the public were 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:**









## Item **6**

The two existing sandstone plaques on each pillar are deteriorating. An option is to combine the wording to make one. The new plaque could then be installed on the opposite pillar.

Approx price to supply two 18" x 8 ¼ " x 2" thick black granite plaques polished face with incised silver enamel letters (using existing and suggested words) would be £395 plus vat and excludes installation

Suggested words for new plaque - **In 2022 Queen Elizabeth II became the first British monarch to achieve the 70 years of reign and service.**



cc Local Members

Your Ref: My Ref: HI/12/GEN/DH/KT  
Date: June 2022 Tel No.: 0344 800 8020  
Email: martin.wilby@norfolk.gov.uk

**From the Cabinet Member for Highways, Infrastructure & Transport**

Dear Sir/Madam

**Delivering local highway improvements in partnership with Town and Parish Councils**

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last nine years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2023/24. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has provisionally allocated £350,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 09 December 2022. Please contact your local Highway Engineer based at the local Area Office for agreement and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2023 following approval by the Norfolk County Council Cabinet.

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

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We will also accept bids from unparished County Council Wards. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our website (click on [this link](#)).

### What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low-cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.
- **Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will need to be satisfied that they will be effective in reducing speed. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; SAM2 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council. Please note this type of scheme may be dependent upon NCC securing additional funding from the Norfolk Safety Camera Partnership**
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school) however, these will not be enforceable without a Traffic Regulation Order which is outside the scope of the Parish Partnership Scheme. If you wish to enforce the Order, it would have to be wholly funded by the Parish or the Local Member.
- New Bus Shelter or Shelter Lighting. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email [evehicles@norfolk.gov.uk](mailto:evehicles@norfolk.gov.uk) – A website containing useful information is currently being developed and will be updated with new information regularly. We will be contacting Parish/Town Councils when this available.

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Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our website (click on [this link](#)).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

### Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
  - Speed Limits
  - Waiting restrictions
  - Weight restrictions
- Bids for installation of low-energy LED lighting in streetlights to help cut energy bills and maintenance.
- Mirrors in the highway
- Protection of private land from travellers

### Information you must include in your bid

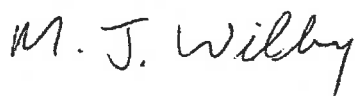
- The objective of the scheme
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support, particularly from your local Member, frontagers and land owners.
- For 'off highway' schemes, your proposals for future maintenance.

Please find a simple bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to [ppsschemes@norfolk.gov.uk](mailto:ppsschemes@norfolk.gov.uk) (or posted for the attention of the County Programme Engineer, Linda McDermott, at the above address). If you need further information on the bid process please contact Linda, by email or by phoning 01603 228905. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Martin Wilby  
Cabinet Member for Highways, Infrastructure & Transport

**Parish Partnership bid application form**

<b>Fund applied for:</b>	Parish Partnership Fund		
<b>Applicant details:</b>			
<b>Submitted by/contact:</b>			
<b>Phone Number:</b>			
<b>Email:</b>			
<b>Sum applied for:</b>			
<b>Total project cost:</b>			
<b>Project title:</b>			
<b>Project detail: (please include a plan/map of the extents of the scheme):</b>			
<b>plan/map attached:</b>	Yes / No		
<b>Any other funding:</b>			
<b>Parish Income:</b>	<b>Precept</b>	<b>Other Income</b>	<b>Total Yearly Income</b>
<b>Reason for works:</b>			
<b>Any relevant supporting documents (e.g. supportive correspondence) :</b>			
<b>Discussed with:</b>			