

Costessey Town Council



Minutes of the Property & Environment Committee of Costessey Town Council, held on Thursday 14 November 2019 at 7pm at the Costessey Centre NR8 5AH

Present: Cllrs J Amis (Chair), G Blundell, S Long, C Mahn, J Newby, P O'Connor, N Bailey (Deputy Clerk) & D Bowles (Clerk's Asst) – Two representatives from Costessey Sports.

To receive apologies for absence

PE055/19: Cllr Laidlaw, Cllr Carter, Cllr Flowerdew & Cllr Knights

To receive declarations of interest

PE056/19: None

To confirm and sign the minutes of the last meeting on 9 July 2019

PE057/19: It was noted that the minutes of the previous meeting had already been signed and approved by Full Council. Min: PE034/19: should have included all the following as present during a site visit to Queen's Hill's Pitches with Phil Courtier & Helen Mellors from South Norfolk Council:

Cllrs Amis, Flowerdew, Mahn and Hilary Elias (Town Clerk)

To receive a Pitch Inspection Report on Longwater Lane

PE058/19: Noted, and Costessey Sports Assn were thanked for agreeing to cover the costs of £150 plus VAT. The report was necessary in order to access FA funding for irrigation measures.

PE059/19: Cllr Blundell left at 7:12pm

To consider quotes for Irrigation Measures at Longwater Lane

PE060/19: More prices and considerations / opinions were due following two site visits by engineers this week. A maximum of 20,000 litres of water per day could be extracted from a borehole under licence but at no cost. A meter must be installed and available for inspection.

The Deputy Clerk advised that the solution had far more detail than expected and would need to be introduced to Councillors as a Business Case.

To consider request from Costessey Sports for an additional compound for dug outs

PE061/19: The location alongside the MUGA was considered suitable with a desire to include a roof to the cage, in order to stop balls going in. Costessey Sports had already spent £1,500 refurbishing the portable dug-outs and were seeking grants towards the costs of the storage solution. They had approached the District Council and the Deputy Clerk would check with the Planning Dept.

RECOMMENDED to Full Council that the size and design of the storage facility be approved if no requirement for planning permission. ACTION: Deputy Clerk to liaise with SNC Planning Department.

To receive survey results for Breckland Park improvements

PE062/19: The number of responses was encouraging. It was felt that the open-ended questions lent themselves to a second survey, which would give the ability for respondents to pick three items as a priority. The following were selected to be included:

Outdoor Gym Equipment, Large Junior Slide, Additional Parkour Equipment, Zip Wire, Climbing Feature, Mini Soccer area, Inclusive Play and Swing Boat

ACTION: Deputy Clerk to draft second survey. It should be included as flyer within the next newsletter.

To agree a brief for improvements to Breckland Park

PE063/19: This item was deferred following the recommendation in PE062/19.

To consider improvements & repairs to Bus Shelters

PE064/19: An officer report outlined the current position. Requests had been made by residents for new shelters at two locations on the A1074 Dereham Road. Additionally, a well-used shelter on Norwich Road (bottom of Hill Road) needed replacement, and the shelter on Richmond Road also needed replacing, but legal ownership was unknown.

New shelters were eligible for a 50% Parish Partnership Bid, but replacement shelters had to be funded from CTC Reserves or the Community Infrastructure Levy.

A spate of graffiti on some shelters looked unsightly, but there was an option in certain circumstances to replace transparent panels with coloured panels to match. This would speed up the repair with a colour matched paint. Timetable cases and perch seats were desirable.

A query was raised over the suitability of the two shelters installed on Townhouse Road in 2017. They had been installed by Bennett Homes Contractors and had not been adopted by CTC.

RECOMMENDED to Full Council

1. **Seek further quotes and make Parish Partnership bid for the two new shelters A1074**
2. **Seek further quotes for a replacement shelter on Norwich Road (Hill Road)**
3. **Summarise legal advice and finalise a Council position over the Richmond Rd Shelter**
4. **When suitable replace damaged/vandalised transparent panels with colour matched panels**
5. **New Shelters to have perch seats and RTI displays and also in two existing shelters in Townhouse Road, near junction with Folgate Lane**

ACTION: Deputy Clerk to progress the above actions and query with NCC the Townhouse Road shelters

To consider the installation of Litter Bins near to Queen's Hill Primary School

PE065/19: The School had given consent to attach bins to their fence, and they would also empty them when required. There were some in stock, but it was felt that the bins should encourage recycling with separate compartments but waste.

Whilst discussing bins in general, it was felt that the area would benefit from a general litter bin at the Queen's Hills Community Centre and a Dog Litter bin at both ends of the Bus Lane (QHCC Poethlyn Drive & Ringland Lane). It was also felt that more efforts could be made to encourage and equip volunteers with litter picking in our communities. Registration was required by Insurers.

RECOMMENDED to Full Council:

1. **Install three litter bins on the Queen's Hill Primary School fence**
2. **Install a general litter bin at the Queen's Hills Community Centre**
3. **Install Dog Bins at both ends of the Bus lane**

ACTION: Deputy Clerk to promote volunteer litter pickers in the next newsletter.

To discuss observations following the Cemetery Tour

PE066/19: A 'bund' of what appeared to be brick rubble was just inside the boundary. It could act as deterrent but should be reported to the relevant authority. The Deputy Clerk had contacted the District Council who referred him to the Environment Agency. A Town Councillor was willing to meet with the landowner to establish more details.

RECOMMENDED to Full Council that the issue be reported to the Environment Agency

To consider quotes for Stafford Hall Curtains

PE067/19: Quotes and recommended fabrics were circulated by the Building's Officer. The washable fabric was a preferred choice.

RECOMMENDED to Full Council that Paula Gundry be contracted to supply and install the new curtains as per quote ref: PG953 dated 20th September 2019 at £5,450.61 plus VAT

To consider quotes for new CCTV at the Costessey Centre

PE068/19: The Buildings Officer explained the background following a spate of vandalism at the Costessey Centre over the summer. The portable dug outs had been moved to eradicate part of the problem and there had been close liaison with the Police Beat Manager. The merits of a new system were discussed, but at this stage it was felt the improvements were not value for money given that the problem had stopped and examples where footage had been shared with the Police wasn't enough to support further enquiries.

RECOMMENDED to Full Council that no improvements be made at this time.

To review the Outdoor Table Tennis Facility

PE069/19: The table is situated on the Open Space at The Denes and was installed at a cost of £350 plus VAT. It was a popular meeting place, but the table had been damaged, and the bats/balls were missing. If the table was vandalised beyond repair, an insurance claim would be made. At that stage the position could be reconsidered.

RECOMMENDED to Full Council that no changes be made at this time.

To receive report following Zurich Play Equipment Inspections

PE070/19: Grounds Staff had already actioned any recommendations.

PE071/19: The meeting finished at 9:14pm.

Chairman:

Date: