

Costessey Town Council Meeting

Summons to attend the meeting held at the Costessey Centre, Longwater Lane,
Costessey NR8 5AH on Tuesday 12 November 2024 at 7.30pm

AGENDA

PUBLIC PARTICIPATION - In line with standing orders members of the public may address the Council for a maximum of **five (5) minutes each** in relation to items on the agenda. Reports are also received from South Norfolk District and Norfolk County Councillors.

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|--|----------------|
| 1. Attendance | 2 Mins |
| To note attendance | |
| 2. Apologies | 2 Mins |
| To receive apologies for absence: David Marshall, Ewa Duncan | |
| 3. Declarations of Interest | 2 Mins |
| To receive Members Declarations of Interest and note 'Granted Dispensations.' | |
| 4. Minutes | 5 Mins |
| To confirm the minutes of the previous Full Council meeting held on 8 October 2024. | |
| 5. Matters arising | 10 Mins |
| To receive updates on matters in previous minutes which are not agenda items* | |
| a) Allotments and Costessey Parochial Charity responsibilities – verbal update from the Clerk | |
| b) Asset register – Parish Online Digital Mapping Software: We are now fully subscribed, and using the software for reference and printing maps. The software will be used to 'add' layers of CTC assets (i.e. grit bins, benches etc). We will also be setting up 'users' so that relevant information can be viewed. The Operations Managers is using training tutorials so that we can get the most out of the new software. | |
| c) Litter picking bins on Dereham Road and Litter Picking campaign – Missing bins have been reinstated. | |
| d) SAM2 sign – application for NCC Parish Partnership funding: Application is being finalised and will be submitted (deadline for submission is beginning of December). | |
| e) Purchase of Memorial Bench for Alice Baker – verbal update from the Clerk | |

6. Chairman update - Cllr Laidlaw

5 Mins

To receive an update from the Chairman including Remembrance Sunday

7. Financial Matters – Cllr G Jones

10 Mins

a) Finance and Governance Minutes

To receive the minutes from the Finance and Governance Committee held on 22 October 2024 and consider or note the following items:

(i) Precept - the second precept payment of £407,482 for the 2024/25 financial year has been received from the Precepting Authority South Norfolk District Council on 20 September 2024.

(ii) Motion Picture Licensing Company (MPLC) Licence

To consider the cost of a MPLC license for all halls (£328 per venue per annum). Given the public service nature of this provision. A chargeable club membership could cover part of the cost. The Council would then consider funding this on a trial basis.

(ii) External Audit 2023-2024 – to note the Final External Auditor Report and Certificate 2023/24. The committee noted that the limited assurance review for the year ended 31 March 2024 had resulted in Sections 1 and 2 of the Annual Governance Statement for 2023/24 being approved. However, Section 3 required future amendments with respect to confirmation of the sole trusteeship of the cricket ground and the External auditor's limited assurance opinion 2023/24 - a formal report will be drawn up sent back to the auditors from the Town Clerk.

(iv) Utilities a) Electricity renewal contracts were considered. The renewal of the Officer recommendation to renew with British Gas for 36 months with estimated spend of £35,902.87 and to work with TES to bring all future contracts in line with each other. The 7% discount for Direct Debit would be beneficial was agreed.

b) Finance update

To receive an update from the Finance and Governance Committee Chair – Cllr G Jones.

c) Accounts

To consider the accounts for September 2024 with payments over £500 and donations. **Attached.**

c) Additional Payments over £500

To approve payments in advance for grounds maintenance supplies including seed, fertiliser and weed killer up to the value of totalling £5,500.00

8. Costessey Heroes – Cllrs Laidlaw and G Jones

a) To consider whether the Council would be in favour of the Chairman/Chair of Finance with support from the Town Clerk/EA developing a process for nominating/selecting other Costessey heroes for memorial benches (including former Parish Councillor Geoff Green – **details attached**), in line with an agreed budget.

9. Norfolk County Council Highways

a) To receive an update on Highway matters and response received in relation to the open letter sent to Cllr Graham Plant. **Attached.**

10. Consultations

To consider any consultations received within the month.

a) Sunny Grove Double Yellow Lines **Attached**

11. Councillor updates

10 Mins

To receive any updates on council matters including:

a) Police matters - To receive an update from Cllr R Wheeldon.

12. Staffing – Cllr Gibbs-Kneller

20 Mins

a) Chair update

To receive an update from the Staffing Committee Chair.

b) Terms of Reference

The Staffing Committee meeting of 22 October 2024 RESOLVED to recommend Terms of Reference to Full Council. **Attached.**

c) Organisation Restructure

Staffing Committee requested that an updated version of the staff chart with names be circulated to Full Council for information. **Attached.**

d) Menopause Policy

The Staffing Committee RESOLVED to recommend the introduction of a new policy. **Attached**

e) Sexual and General Harassment Policy

The Staffing Committee RESOLVED to recommend the introduction of a new policy. **Attached**

13. Committee Membership

To note the latest updates to the committees and working group membership list. **Attached.**

14. Meetings

2 Mins

a) Full Council

i) To confirm the date of the next Full Council meeting as Tuesday 10 December 2024 and to note the dates for remainder of 2024 and 2025/26 for information. **Attached.**

ii) All dates are available on the website Calendar - Council Meetings | Costessey Town Council. Invitations for relevant meetings have been sent to Outlook calendars for information.

b) Future Committee and Working Group meetings

To note the dates of forthcoming working group and Committee meetings:

- i) Planning Working Group - Tuesday 10 December 2025 at 6.30pm
- ii) Finance and Governance Committee – Tuesday 28 January 2025 at 10.00am
- iii) Staffing Committee – Tuesday 28 January 2025 at 7.30pm

15. Exclusion of the Press and Public

10 Mins

To pass a resolution excluding the press and public from the meeting under the Public Bodies (Admission to Meetings) Act 1960 on the grounds that it is not in the public interest to disclose discussion on the items relating to contracts and staffing.

a) Strategic updates

To receive any updates and consider any project matters including the Pod and Cemetery.

S. Kent

Town Clerk, Head of Services and Responsible Financial Officer

5 November 2024

* (NB: No resolutions may be passed)

Virtual Meeting Access: Join Zoom Meeting [Full Council Meeting July 2024](#)

Meeting ID: 525 844 8551 **Passcode:** 152933

SOUTH NORFOLK DISTRICT &

NORFOLK COUNTY COUNCILLORS' UPDATE

Please note all Councillor reports must be written and returned to the Town Clerk by the designated date (please see webpage to view Meeting dates calendar for 2024/25), as these are required for inclusion in the agenda pack that is circulated, and go to Full Council

SND Cllr Terry Laidlaw

I have attended the following meetings at SNDC since the last Costessey Town Council meeting on 8th October (with key agenda items)

- 1) SNDC Full Council Meeting on 14th October
 - Creation of enforcement Oversight Board
 - Annual Report of Finance, Resource, Audit and Governance Committee.
 - Norwich Research Park Enterprise Zone
 - Local Authority Housing Fund
- 2) Scrutiny Committee on 24th October
 - Supporting Young People
 - South Norfolk Health and Wellbeing Partnership
 - Customer Experience Programme
- 3) Cabinet Meeting on 4th November
 - Treasury Management mid year report
 - Whistleblowing Policy
 - Registered Provider Policies
 - Review of Environmental Penalties
 - Car Parking Charges update
 - Diss South Mere Regeneration Project (exempt)

Of the above, the most interesting for me was the Supporting Young People discussion which updated the Committee on a survey result from the Youth Advisory Boards and Young Peoples concerns on safety.

I will be happy to update Members on this or any other of the subjects above.

Full Council

- There was a full council meeting on 14th October 2024. The updated complaints policy was put forward for discussion. Michael Rosen – Leader of the Labour Group- pointed out that more clarity was needed about what happens when timescales are not met and proposed that the operation of the policy should be reviewed by the scrutiny committee, thus was accepted.
- An enforcement oversight board is being set up to overview development management enforcement, this will be politically balanced.
- Pavement Parking is a significant problem for people with disabilities, it is the same officials who enforce parking on double yellow lines that monitor pavement parking. The parking partnership website have a facility for residents to report parking problems.

Training

- I attended a course on effective officer relations. Week of 4th to 8th November I will be attending training courses on Cyber security and public speaking and a webinar from Transport East

Costessey Shed

- Costessey Shed are in negotiations with a local organisation for space where they could put a container, once they have an agreement and a costed plan we will be putting forward applications for funding.

Councillor Grants

- I am still waiting to hear from St. Helen's preschool and from Costessey Primary PTA about their requirements

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**MINUTES of the Costessey Town Council Meeting
held on Tuesday 8 October 2024 at 7.30pm**

Public Participation - 3 members of the public were in attendance.

The ongoing topic regarding the closure of a footpath from Townhouse Road was raised. The Town Clerk explained that whilst the matter falls outside the area of the Council's responsibilities, the office continues to receive queries. The landowner has informed the council that legal advice has been taken in terms of the closure. Contact had also been made with the Police due to anti-social behaviour.

Residents are asked to contact Norfolk County Council for more information on Public Rights of Way:

- a) Report a problem /issue here <https://www.norfolk.gov.uk/rightsofway>
- b) Report a problem here: <https://www.norfolk.gov.uk/highwaysproblem>
- c) Telephone - 0344 800 8020

Reports received from South Norfolk District (SNDC) and Norfolk County Council (NCC) Councillors:

Cllr Jenny McCloskey provided an update covering the following areas:

SNDC Communities Committee - 4 policies were discussed and recommended: Void Management, Tenancy Fraud, Temporary Accommodation Charging, Anti-social behaviour in temporary accommodation.

Middletons Crescent Playground - Officers from South Norfolk are now liaising with Saffron Housing. There has been a suggestion that the HELP HUB bus should be sent to the area to garner residents' opinions. Cllr McCloskey is urging that expectations should not be raised unnecessarily. She has suggested that options should be costed and then residents' opinions sought.

Road closures in Costessey - Cllr McCloskey has been in contact with First Bus following the notification that Norwich Road was to be closed totally between 14th and 21st October, to investigate rerouting the 23a. Following this on Thursday 3rd October, Longwater Lane was closed totally because of a gas leak. Cllr McCloskey contacted First Bus again and asked them to reroute the 23a up Norwich Rd to turn round at Hill Road/Hawthorn/Kabin. This they have done.

123/24: Attendance

Present: Cllrs Terry Laidlaw (Chair), Sheila Jones (Vice-Chair), Louise Gibbs-Kneller, Graham Jones, Jenny McCloskey, Sharon Sizeland, Ross Wheeldon, Jannine Wheeldon, Mark Bedford, John Newby.

124/24: Apologies: were received and accepted from Cllrs Justin Cork, Ewa Duncan, David Marshall, Iftekhar Alam, Dean Toms – other commitments and Cllrs Patrick O’Connor and Libby Glover – sickness. Cllrs Abida Timothy and Ben Fiaz - absent.

As Cllrs Timothy and Fiaz had not attended meetings since July 2024, the Chair reminded council that in November 2024 in line with legislation a formal decision should be made on their future membership of the Council in the light of non-attendance for a six-month period without apologies being offered.

ACTION: Town Clerk

The Town Clerk reported that an article would be in the next newsletter regarding the recruitment of future members.

125/24: Declarations of Interest

Members Declarations of Interest and ‘Granted Dispensations.’ **None received.**

126/24: Minutes

The minutes of the previous Full Council Meeting held on 10 September 2024 were agreed and signed with amendments to minor typographical corrections received from Cllrs Sheila Jones as proof-reader.

Page 3 Financial matters – Agreed that further discussion would be needed to confirm the correct budget for funding of the Pod as it might be sensible for this to come from rolling capital rather than CIL. An update would be provided to the Finance and Governance committee and the Town Clerk to confirm any changes to the budget.

ACTION: Town Clerk

127/24: Matters arising

Updates were received on matters raised from the previous minutes of 10 September 2024. The Town Clerk reported that all other matters arising from previous meetings are in progress:

a) Traffic Concerns: Rapid Action Task & Finish Group

Council received an update from members of the group – Cllrs S Jones, J McCloskey and D Marshall and a copy of the letter sent to Cllr Graham Plant.

The Town Clerk reported on a response received from Cllr Sharon Blundell to the issues raised and an acknowledgement from Norfolk County Council Officers on behalf of NCC Councillor Graham Plant. Officers said that they would consider all points and arrange a meeting to discuss them further. It was noted that the letter was sent prior to the recent issues caused by Cadent works on Longwater Lane and the closure of Norwich Road. Concerns noted were:

- i) impact on buses for a total period of 4 weeks.
- ii) Options such as keeping the road open with traffic lights were discussed.
- iii) The Queens Hills bus lane was also discussed, and it was noted this issue was in the original letter and awaiting a response.

It was **RESOLVED** that the Town Clerk should liaise urgently with Graham Plant's office about the impact on buses and traffic flow in Costessey caused by the forthcoming closure of Norwich Rd closures.

Action: Town Clerk

The Council discussed the involvement of the press, but the Clerk advised this might be a counterproductive activity. It was agreed that a more constructive route would be to continue the correspondence already started.

The Rapid Action Group was thanked for the letter and the work done on this issue so far. This was an important issue, and the Town Council were keen to highlight the need to represent residents' interests.

- b) **Communications:** Suggestions made include the **Winter Fuel Allowance** information and additional ways to promote events which include the newsletter and window displays.

The Town Clerk reported that a limited supply of blankets will be kept in the Costessey Centre for distribution and there was further information in the next newsletter.

Thanks were offered to Georgina Duford and the events team for promotion of and running events.

128/24: Chairmans update

The Chair declared all items due for an update, were already agenda items listed.

The Vice-Chair reported on her recent visit to the Royal Norfolk Agricultural Association (RNAA) presentation on the Showground Foodhall <https://www.rnaa.org.uk/norfolk-food-hall/> in addition to the variety of different events held there. The Showground was a local resource, not just for the Norfolk Show. The Norfolk Showground Foodhall event is to be held 11 October 2024.

129/24: Financial Matters

a) Financial Reporting

Committee Chairman Cllr G Jones gave an update on the August 2024 accounts.

Cllr Jones reminded Council that it is a requirement that all Councillors take responsibility for the finances of their council, approve the annual budget and the precept demand. On a monthly basis the Council must approve the accounts and payments over £500, that form part of those accounts. This monthly exercise forms a key part of the ongoing scrutiny of the validity of the budget.

This month the financial information has been streamlined to be concise and informative, while still retaining all the necessary information to enable the full Council to come to a reasoned decision. The finance report was limited to 3 crucial items, firstly a summary of income and expenditure in line with the budget, then a detailed balance sheet and finally a list of payments over £500. The Finance

Committee receive a much fuller version. Any councillor is welcome to access the full financial records at any time or join the Finance Committee (where there is a vacancy).

A revised sheet for payments in excess of £500 for July was noted including the incorporation of the payments made from the newly operational Unity Bank account. This account is a crucial development in our ability to manage CTC finances, and as of now most supplier payments can now be made electronically. As usual the largest items are payments relating to staff, principally wages but also in this set of accounts agency payments relating to recent recruitment. Even with these the wages outlays are within the parameters set out in the budget. Elsewhere the only significant outlays were the payment for the cemetery fence, which was in the July accounts, and utility and maintenance costs relating to the halls and grounds.

The income from the CC & BH continues to be ahead of schedule with QH still lagging. The cemetery income is on budget. The reserve position at the end of August is unchanged from the previous month and remains healthy. The General Reserve, currently at £320k, has more than 4 months of net annual expenditure and therefore is well within the local authority guidelines of 3 - 6 months.

Allotments – Cllr Newby queried the clearing of drains and need for improving signage on West End allotments. The Town Clerk explained that the Council 'Allotments Working Group' only supports the Lodge Farm allotments which are still awaiting completion by Taylor Wimpey. The current Costessey allotments are run by the Costessey Parochial Charity (CPC), led by trustee Patrick O'Connor who is currently unwell.

While the Town Council facilitates payments from allotment holders to the Costessey Parochial Charity, that is where responsibility currently ends. There is a meeting due to discuss responsibilities going forward. The Town Clerk agreed to give an update once a discussion with a PCC Trustee had been confirmed.

ACTION: Town Clerk to give an update

b) Accounts

The accounts (previously circulated) for the month of August 2024 were considered and all payments over £500 were AGREED. It was **RESOLVED** to agree and approve the accounts for August 2024.

c) Minutes

The minutes from the Finance and Governance Committee held on 23 July 2024 were noted.

130/24: Norfolk County Council Highways

Noted that all matters were dealt with elsewhere.

131/24: Consultations

No consultations received within the month. Details of SNDC's Design Code Have your say were circulated with the date noted – 11 November 2024.

132/24: Councillor updates

a) **Police matters** - an update was received from Cllr R Wheeldon

Police Surgery – the surgery was attended by some Councillors but no members of the public. In discussion, Council noted that the surgeries were not published very well and that the timing of the sessions during the day may have been preventing attendance. It was suggested that it would be helpful for details of the active Neighbourhood Watch in the Hampdens to be circulated.

ACTION: Cllr Sizeland/R Wheeldon

Policing Priorities - it was noted that the policing priorities for Costessey had not been discussed. It was agreed that the Town Clerk would support Cllr Wheeldon to ask the Police to,

a) set priorities, b) to be more proactive and c) to consider the timing of surgeries.

The Town Clerk agreed to contact local Police Officers to offer support in contributing to suggesting the Police Priorities for Costessey, supporting a more proactive and frequent form of communication regarding surgeries in addition to considering the timing of surgeries which will allow for more attendance.

ACTION: Town Clerk and Cllr R Wheeldon

Reporting - further update was shared on the two individuals who had been charged recently. Police had reported they were unlikely to be prosecuted as there was no objective evidence. It was underlined that the reporting of crimes by residents is very important and can be accessed here: <https://www.norfolk.police.uk/ro/report/ocr/af/how-to-report-a-crime/>

Volunteer opportunities – it was noted that volunteer opportunities around Neighbourhood Watch to support community policing could be added to the forthcoming new Volunteer page on the website to encourage involvement.

ACTION: Town Clerk/Executive Assistant and Cllr Wheeldon

133/24: Property and Environment

It was noted that the meeting of 1 October 2024 was cancelled as the committee was not quorate. It was also noted that Cllr M Bedford was no longer a member of this committee.

a) Ongoing works

Updates were provided on the status of work.

a) Cemetery Improvement Project - Tender has been advertised

b) Football Assessment Report – paused

c) Litter Picking – agenda item for future project

d) Street Light repairs – cost

e) Tree works quotation – noted

f) Asset Register – Parish Online Digital Mapping Software is in progress (training to be organised).

g) Wildflower Project (including planting of daffodil bulbs). Ground preparation and seeding is finished. Flowers are expected to be visible next year. Longwater Lane recreation area is ongoing.

h) Costessey Shed – update from Cllr McCloskey – no progress yet.

b) Proposals

Considered proposals.

i) Wildflowers

It was **RESOLVED** to continue with the project and costs, in line with current budgets, however more locations are to be considered for suitability.

ii) Litter Picking Bins

It was **RESOLVED** to progress with the purchase of the Litter Picking Bins on Dereham Road as a short-term and immediate solution to the increase of litter in the area. **ACTION: Operations Manager**

Litter picking campaign. The Town Clerk updated the council on the ongoing audit of Council assets. The need for a litter campaign has been identified. Cllr Sharon Sizeland has been investigating improvements and possible solutions for the future, so a smaller project plan and proposal is required to address the overall litter problem. **ACTION: Cllr Sizeland/Operations Manager**

iii) Norfolk County Council 50/50 Parish Partnership Funding

It was **RESOLVED** to proceed to apply for the funding for this year and to provide the match funding for a new SAM2 sign. If unsuccessful, the Council will consider funding the whole amount but possibly over 2 years and this will need to be part of a further budget discussion at the budget setting time.

iv) Memorial Bench – for Alice Baker – updated info from the Town Clerk on other suitable locations. This would be a new environmentally friendly bench.

It was **RESOLVED** to proceed with the purchase of a bench. The location will be considered once purchased. Suggestions included:

- a) Roundwell Monument Area
- b) Cemetery
- c) Costessey Centre (Memorial Area)

ACTION: Town Clerk/Operations Manager

The Chair raised the matter of commemorating another Costessey resident and agreed to discuss this with the Town Clerk at a later date. **ACTION: Chair/Town Clerk**

c) Meeting Dates

Noted the dates for future P&E meetings (quarterly):

21 Jan 2025, 29 April 2025, 1 July 2025, 7 October 2025

134/24: Committee Membership

The latest updates to the committees and working group membership list were **AGREED**.

It was NOTED that a minimum of 3 Councillors were needed to be quorate on most committees and working groups. Cllr Ross Wheeldon expressed an interest in P&E committee membership when a vacancy arises. Current vacancies were also noted. Cllr David Marshall should also be included on the list for the Planning Working Group. **Action: Executive Assistant**

135/24: Future meeting dates

a) Noted the dates for remainder of 2024 and 2025/26 for information.

b) Noted the dates of forthcoming working group meetings:

- a) Finance and Governance Committee – Tuesday 22 October 2024 at 10.00am
- b) Staffing Committee – Tuesday 22 October 2024 at 7.30pm
- c) Planning Working Group - Tuesday 12 November 2024 at 6.30pm

136/24: Date of next Full Council Meeting

The date of the next Full Council meeting was confirmed as Tuesday 12 November 2024 – 7.30pm

137/24: In line with Standing Orders, it was **RESOLVED** to extend the meeting beyond 9.30pm.

138/24: Exclusion of the Press and Public

It was **RESOLVED** to exclude the press and public from the meeting under the Public Bodies (Admission to Meetings) Act 1960 on the grounds that it is not in the public interest to disclose discussion on the items relating to contracts and staffing.

Updates were received on the following matters, on the grounds that it was not in the public interest to disclose discussions relating to contracts and staffing.

- a) Roundwell Park Site improvements - any questions should be referred to SNDC.
- b) Status of enforcements from SNDC.
- c) Complaints Policy and Process Review – noted. Thanks to Cllrs S Jones and Gibbs-Kneller for all their support with recent complaints. Reporting will be done on a quarterly basis. Clerk reported on an individual case. Training for staff on de-escalation will be provided. The Staffing Committee will monitor ongoing support. **Action: Town Clerk/Executive Assistant**

139/24: Date of next Full Council Meeting

Council confirmed the date of the next Full Council meeting as Tuesday 12 November 2024 – 7.30pm

140/24: Meeting ended 10.04pm.

Chair.....

Date.....



**MINUTES of the Finance and Governance Committee meeting
held at the Costessey Centre, Longwater Lane, Costessey, NR8 5AH
on Tuesday 22 October 2024 at 10.00am**

F062/24: Attendance:

Present: Cllrs G Jones (Chair), T Laidlaw, J McCloskey. Officers: S Kent (Town Clerk) and L Williams (Executive Assistant).

F063/24: Apologies:

Apologies for absence were accepted from Cllrs P O'Connor, R Wheeldon - unwell.

F064/24: Declarations of Interest

No declarations of interest were received.

F065/24: Minutes

Confirmed and signed the minutes of the previous finance meeting held on 23 July 2024.

F066/24: Matters Arising

Received updates on the previous minutes (no resolutions may be passed).
- The issue of signatories on the Barclays account is still ongoing.

F067/24: Accounts

It was **RESOLVED** to recommend approval of the accounts up to 30 September 2024, including payments over £500.

Noted as follows:

- a) One minor anomaly had already been clarified with the Senior Finance manager.
- b) At this 6-month point in the year, the Staffing budgets were on track but outside services were slightly over budget due to the unforeseen requirement for an increase in recruitment but are still within acceptable limits.
- c) The Chair reported that he had stress tested all budgets that were over budget, and he was confident that funds were sufficient to cover worst case scenarios.
- d) The Town Clerk advised that the presentation/format of the accounts be changed at the forecasting stage and invited members to submit any preferences to the Clerk for discussion with the accountant.

F068/24: Financial Report

A quarterly management report was received which included but not limited to:

Precept

Receipt of the second precept payment of £407,482 for the 2024/25 financial year received from the Precepting Authority South Norfolk District Council on 20 September 2024. **NOTED**

Motion Picture Licensing Company (MPLC) Licence

Consideration was given to the cost of a MPLC license for all halls (£328 per venue per annum). Cllr Laidlaw added he had been contacted by Paul Cooper who is looking to reestablish the Memories Evening Cinema group. Currently internal private films are being shown but from 2025 there is desire to show public films.

Given the public service nature of this provision, it was **AGREED** that an application to cover some or all costs should be invited. A chargeable club membership could cover part of the cost. The Council would then consider funding this on a trial basis. Cllr Laidlaw agreed to speak to Paul Cooper, who is leading this matter, to invite him to submit a formal proposal for budget setting purposes.

ACTION: Cllr Laidlaw to invite a formal proposal

Budget Setting

a) There will be a date set up for a Working Group after the accountant has visited in November. Then a budget will be set and approved for 25/26 at the December or January meeting.

b) Costessey shed project working in partnership with Sea Scouts on venue space. A proposal will then be brought forward for funds.

c) Policy, process and decision-making authority for grant funding (from the £1200 set aside for this purpose) to be reviewed and included in Terms of Reference. **ACTION: Town Clerk**

e) After discussion it was clarified that the Pod payment should be re-coded to rolling capital.

Auditing updates

The Final External Auditor Report and Certificate 2023/24 was tabled and considered. It was noted that the limited assurance review for the year ended 31 March 2024 had resulted in Sections 1 and 2 of the Annual Governance Statement for 2023/24 being approved. However, Section 3 required future amendments with respect to confirmation of the sole trusteeship of the cricket ground and the External auditor's limited assurance opinion 2023/24 - a formal report will be drawn up sent back to the auditors from the Town Clerk.

Other matters

Utilities

a) Electricity renewals considered. **AGREED** with the recommendation to renew with British Gas for 36 months with estimated spend of £35,902.87 and to work with TES to bring all future contracts in line with each other. The 7% discount for Direct Debit would be beneficial. **ACTION: Town Clerk**

b) Thanks were offered to Ros Hills and Emma Savage for their work on this renewals project.

c) Street Light repairs – solar energy will be used, following the scheduled repairs.

d) EON's renewable energy claims were noted.

Policies and Procedures – updated Terms of Reference will be circulated next time.

ACTION: Town Clerk/Executive Assistant

F069/24 Next meeting

The meeting dates for 2025, all starting at 10.00 am. **AGREED**

- Tuesday 28 January 2025
- Tuesday 22 April 2025
- Tuesday 15 July 2025
- Tuesday 28 October 2025

F070/24: The meeting closed at 12pm

Signed Date.....

16:07

Summary Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	General Administration							
	Income	410,871	822,225	812,817	(9,408)			101.2%
	Expenditure	32,570	214,112	484,550	270,438		270,438	44.2%
	Movement to/(from) Gen Reserve	<u>378,301</u>	<u>608,112</u>					
102	Civic Activities							
	Income	67	1,459	1,000	(459)			145.9%
	Expenditure	0	4,832	26,015	21,183		21,183	18.6%
	Movement to/(from) Gen Reserve	<u>67</u>	<u>(3,373)</u>					
109	Capital and Projects							
	Income	0	249	0	(249)			0.0%
	Expenditure	0	0	125,000	125,000		125,000	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>249</u>					
110	Capital Costessey Centre							
	Expenditure	0	31,651	63,302	31,651		31,651	50.0%
111	Capital QHCC							
	Expenditure	0	0	(100,000)	(100,000)		(100,000)	0.0%
201	Breckland Hall							
	Income	2,341	13,976	25,000	11,024			55.9%
	Expenditure	3,775	16,955	40,890	23,935		23,935	41.5%
	Movement to/(from) Gen Reserve	<u>(1,434)</u>	<u>(2,979)</u>					
202	Costessey Centre							
	Income	5,480	25,461	40,300	14,839			63.2%
	Expenditure	4,012	19,299	56,420	37,121		37,121	34.2%
	Movement to/(from) Gen Reserve	<u>1,468</u>	<u>6,162</u>					
205	Queen's Hills Community Centre							
	Income	1,450	7,726	20,000	12,274			38.6%
	Expenditure	2,566	13,372	37,800	24,428		24,428	35.4%
	Movement to/(from) Gen Reserve	<u>(1,117)</u>	<u>(5,646)</u>					
211	Breckland Recreation Grd							
	Income	0	0	1,000	1,000			0.0%
	Expenditure	0	4,241	14,498	10,257		10,257	29.2%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(4,241)</u>					
212	Longwater Lane Rec'n Ground							
	Income	0	0	2,000	2,000			0.0%
	Expenditure	83	923	5,850	4,927		4,927	15.8%
	Movement to/(from) Gen Reserve	<u>(83)</u>	<u>(923)</u>					
215	Queens Hill Recreation Areas							
	Expenditure	0	283	250	(33)		(33)	113.1%
221	Cemetery & Closed Churchyard							
	Income	955	9,383	22,550	13,168			41.6%
	Expenditure	808	9,585	7,995	(1,590)		(1,590)	119.9%
	Movement to/(from) Gen Reserve	<u>147</u>	<u>(202)</u>					
231	Allotments							
	Income	0	0	1,200	1,200			0.0%
	Expenditure	0	558	1,150	592		592	48.5%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(558)</u>					
241	Open Spaces							
	Income	17,064	17,064	15,328	(1,736)			111.3%
	Expenditure	5,782	15,428	22,530	7,102		7,102	68.5%
	Movement to/(from) Gen Reserve	<u>11,282</u>	<u>1,636</u>					
251	Street Furniture							
	Expenditure	0	0	3,600	3,600		3,600	0.0%
252	Road and Streetlights							
	Expenditure	4,807	3,726	10,000	6,274		6,274	37.3%
291	Outside Services							
	Expenditure	11,915	67,708	141,345	73,637		73,637	47.9%

Continued over page

Summary Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	438,227	897,542	941,195	43,653			95.4%
Expenditure	66,317	402,673	941,195	538,522	0	538,522	42.8%
Net Income over Expenditure	<u>371,910</u>	<u>494,869</u>	<u>0</u>	<u>(494,869)</u>			
Movement to/(from) Gen Reserve	<u>371,910</u>	<u>494,869</u>					

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 30/09/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Trade Debtors	30,565	
105	VAT Control	5,765	
201	Barclays Current/Premium Acct	345,067	
202	Unity Supplier Payments	889,039	
212	Clerks Imprest Acc 1	3,000	
213	Groundsman Imprest Acc 2	3,000	
231	Petty Cash	300	
233	Unity Account	5,062	
234	Unity Account Salary	15,877	
	Total Current Assets		1,297,675
<u>Current Liabilities</u>			
500	Trade Creditors	5,650	
520	PAYE & NI Due	8,330	
525	Superannuation Due	3,483	
540	Deposits -Breckland	1,152	
541	Deposits - Costessey Centre	2,770	
542	Deposits - QHCC	1,140	
	Total Current Liabilities		22,525
	Net Current Assets		1,275,149
	Total Assets less Current Liabilities		1,275,149
<u>Represented by :-</u>			
300	Current Year Fund	494,869	
310	General Fund	320,722	
320	EMR Elections	17,914	
321	Rolling Capital Fund	128,151	
327	EMR Property Maintenance	45,818	
328	EMR Legal Fees	15,000	
329	EMR New Cemetery Fund	85,720	
330	EMR Recruitment	5,000	
333	EMR CIL 2022-23	1,001	
334	EMR CIL 2023-24	6,348	
337	EMR Streetlight Maintenance	54,147	
338	EMR Queen's Hills Drainage	50,459	
339	EMR Lodge Farm Hall (CC)	50,000	
	Total Equity		1,275,149

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Elections	17,913.93		17,913.93
321 Rolling Capital Fund	139,551.04	-11,399.90	128,151.14
327 EMR Property Maintenance	45,818.00		45,818.00
328 EMR Legal Fees	15,000.00		15,000.00
329 EMR New Cemetery Fund	85,720.23		85,720.23
330 EMR Recruitment	5,000.00		5,000.00
333 EMR CIL 2022-23	1,000.73		1,000.73
334 EMR CIL 2023-24	6,347.76		6,347.76
337 EMR Streetlight Maintenance	54,147.00		54,147.00
338 EMR Queen's Hills Drainage	50,459.02		50,459.02
339 EMR Lodge Farm Hall (CC)	50,000.00		50,000.00
	<u>470,957.71</u>	<u>-11,399.90</u>	<u>459,557.81</u>

30-Sep-2024		Payments over £500				
Date	Payee	Description	Cost Centre	Amount		
02/09/2024	Breakwater IT	IT Support August '24	101	1,497.53		
10/09/2024	Unity Salaries A/C	Salaries reimbursment PP6	201,202 & 291	33,484.46		
10/09/2024	Unity Current A/C	Funds Transfer from Barclays	101	200,000.00		
12/09/2024	SSE Energy	Streetlight electricity January '24	252	640.00		
12/08/2024	Spire Cleaning Services	BH August Cleaning QH windows	201,205	1,392.00		
12/09/2024	Ben Burgess	Grounds equipment maintenance	291	1,707.11		
12/09/2024	Fresh Air Company	Major air con system CC & QH	202,205	2,614.80		
12/09/2024	Norwich Electrical	Emergency light units repairs	202	678.00		
12/09/2024	Norwich Washrooms	Washroom services CC Sug-\Oct '24	202	703.08		
13/09/2024	SSE Energy	Streetlight electricity Feb & March '24	205	1,240.42		
13/09/2024	SNC	QH Non domestic rates	205	540.00		
13/09/2024	SNC	CC Non domestic rates	202	1,227.00		
13/09/2024	SNC	BH Non domestic rates	201	686.00		
16/09/2024	Anglian Water	CC water/sewage	202	1,012.00		
16/09/2024	SSE Energy	Streetlight electricity April '24	252	620.99		
17/09/2024	SSE Energy	Streetlight electricity May '24	252	641.71		
18/09/2024	SSE Energy	Streetlight electricity June '24	252	620.99		
19/09/2024	SSE Energy	Streetlight electricity July '24	252	641.71		
20/09/2024	British Gas	CC Electricity August'24	202	765.15		
23/09/2024	SSE Energy	QH electricity 1/7-31/8/24	205	1,008.40		
26/09/2024	SSE Energy	Streetlight electricity August '24	252	641.71		
26/09/2024	Unity Current A/C	Funds Transfer from Barclays	101	200,000.00		
27/09/2024	Sheringham Town Council	Grounds machinery training	291	586.00		
27/09/2024	Milarwest	Office chairs	101	507.54		
27/09/2024	Anglian Door Systems	Annual maintenance fire shutters - all sites	201,202 & 205	876.87		
30/09/2024	Breakwater IT	IT Support	101	592.14		

Summary of Bookings April 2024-March 2025

		April '24	May '24	June '24	July '24	Aug-24	Sept '24	Oct-24	Nov '24	Dec '24	Jan '25	Feb '25	March '25
	Hirer category	£	£	£	£	£	£	£	£	£	£	£	£
Breckland Hall/Owen Barnes	Corporate	381	407	127	472	496	276						
	Private	123	96	111	63	0	63						
	Regular	1810	2091	1966	2133	1537	2443						
	Total	2314	2594	2204	2668	2033	2782						
Costessey Centre	Corporate	990	1873	1794	1760	491	1439						
	Private	278	536	463	473	0	581						
	Regular	2918	2241	2303	1901	1680	3197						
	Total	4186	4650	4560	4134	2171	5217						
Queen's Hill Community Centre	Corporate	687	1026	626	1144	638	576						
	Private	140	0	0	164	84	0						
	Regular	1223	1200	1117	1173	1047	1348						
	Total	2050	2226	1743	2481	1769	1924						
	Monthly Total	8550	9470	8507	9283	5973	9923						



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2024. Ordnance
Survey 100019340

X: 618924
Y: 310268

X: 618901
Y: 310249

Location of proposal

Parish - Costessey
District - South Norfolk District
Location - Sunny Grove
Grid ref - TG 1882 1028
USRN - 36001879
Coordinates - As per plan
Scheme Type - RSCF parking scheme
Postcode - NR5 0EQ

Note: Raster Map to be included at a scale of 50K

INITIALS	DATE	DRAWING No.	PLB24 - 001
SURVEYED BY	OS	PROJECT TITLE	Costessey Sunny Grove
DESIGNED BY	AM	Category	RSCF TPO scheme
DRAWN BY	HK	SCALE	FILE No.
CHECKED BY	1024	1:150 @ A3	PLB24

REV.	DESCRIPTION	DRAWN BY	CHECKED	DATE

DRAWING TITLE
Site Location Plan

Grahame Bygrave
Director of Highways, Transport & Waste
Norfolk County Council
Maritime Lane
Norwich NR1 2JH



EDP Obituary: Costessey grandfather Geoff Green dies aged 86

4th February 2023

A dedicated grandfather who “quietly went about helping” almost every group, organisation, and committee in his local area has died aged 86.

The patriarch of his family, Geoff Green’s death will leave a hole in the lives of the hundreds of people he came across throughout his various roles.

From being an integral member of campaigns to promote and protect his home area of Costessey, to bringing joy to children by dressing as Father Christmas and treating his grandchildren to Parisian holidays, his legacy is impactful.

Geoffrey William Green was born on October 19 in Gravesend, Kent, in 1936. His brother, Anthony, was four years older and had impaired sight. His father, William, was a retired soldier, and his mother Vera, was well known in the town for her swimming prowess, having once swum the Thames from Gravesend to Southend – around 15 miles.

His grandfather was headmaster of the church school and churchwarden of the parish church where a young Geoffrey was baptised.

In 1940, his father was recalled to the army when war was declared and, along with his mother and Anthony, they were evacuated to Barnstaple, Devon, returning to Gravesend after two years.

He had a narrow escape towards the end of the war when a V2 - a ballistic missile used by the Germans during the Second World War - fell behind a row of shops he was cycling past.

Despite windows falling out and sheds fences and roofs being blown into the air, he managed to pedal home furiously through the flying debris to safety.

Geoff Green (Image: Courtesy of Green family)

Aged eight, he joined the Christ Church choir, and this is where he first fell in love with singing and church music. He went on several Royal School of Church Music courses and holidays and sang in many cathedrals around the country including Canterbury and Westminster Abbey.

He also began swimming lessons around this time, and it became another great interest which saw him go on to win many gala prizes.

He passed the entrance examination to Gravesend Grammar school where he excelled in swimming, as well as rugby and French. He also sang in several Gilbert and Sullivan operettas, both female and male roles.

From the age of 12, he visited Paris many times where he would stay with family friends. He became fluent and completed a short course at the Sorbonne at the University of Paris before he left school.

He went on to take the Higher Civil Service exam but was called up for two years National Service, signing up instead to do three years with the RAF. He had hoped to travel during this time, but his plans were thwarted, and he never moved from his first posting in Stafford despite various attempts. This included volunteering for the 1957 Christmas Island nuclear testing and he even missed going to Suez by being on leave when the 1956 crisis happened.

During this time though, he played rugby for his base and was incredibly involved at the Church of Saint Mary in Stafford with the choir and helping with the youth club.

Geoff Green (*Image: Courtesy of Green family*)

Upon leaving the RAF, he was appointed to HM Treasury and commuted daily on the same train as his future wife, Maureen. They knew each other from church and the grammar schools combined sixth form ballroom dancing classes. Romance blossomed and they married in October 1959.

They moved into a flat in south London, before Mr Green left the treasury and joined his wife working for the BBC. They eventually saved enough to buy a house in Gravesend and took jobs closer to home as commuting became tedious.

After their daughter Lucie was born in 1962, Mr Green, who played rugby for the BBC and the Old Gravesendians, suffered a severe head injury and gave up playing. He then decided to apply for jobs outside the London area and took one with Norfolk County Council's (NCC) Highways Department.

In 1963, the family moved to Farmland Road in New Costessey, Norwich, and two years later a son, Robin, was born.

Mr Green joined the Civil Defence as a volunteer in the Rescue Section during the Cold War and began studying for a degree in Municipal Administration. After obtaining his degree, he was promoted to admin assistant. After six years with NCC, he was appointed senior admin assistant with Mitford and Launditch Rural District Council (RDC) - an old grouping of parishes in Norfolk – and travelled daily to Dereham.

A series of promotions followed and when Local Government was re-organised in 1971, he became the deputy clerk for RDC before becoming deputy district administrator for Breckland District Council.

He became an electoral officer for Breckland and handled elections in the district. He was also a member of the Association of Electoral Administrators and vice-chair of the

eastern branch. He became a Fellow of the Institute of Chartered Secretaries and Administrators.

He retired in 1993.

Since moving to Norfolk, he had become very involved in Costessey life, undertaking a variety of roles in several groups and organisations including: Costessey Parish Council, Action'66, Costessey Action Group, Farmland Road Action Group, Costessey Day Care Centre, St John Timberhill's parochial church, tennis club chair, Friends of Costessey High School, Men's Fellowship, Costessey Plan Brochure committee, two Gyles, Costessey Church PCC, churchwarden, youth club helper, Costessey Gymkhanas steward, a Neighbourhood Watch coordinator, Costessey Toad Watch member, a cycling proficiency officer, listened to children read, act as a relief lollypop man, and was Father Christmas at an annual bazaar.

With his wife, he volunteered at the Maddermarket Theatre for more than 40 years as steward, bartender, gardener, trustee, and served on the Board. He became a Catholic in 2017.

Over the years he sang with St Helen's Choir, Costessey Singers, Faverham Singers, St Clement at Fye Bridge Choir The Tonics, Sine Nomine, St Walstan's church choir and latterly Eaton Choral Society.

He also did daily school runs for his grandchildren - Emily, Benjamin, Samuel, Joseph, Tobias, and Nathaniel – and took them each on a trip to Paris when they turned nine.

His daughter, Lucie Ruddock, said: "He was a man who very quietly went about helping people, organisations, and institutions in any way he could.

"He has been described by many as a true gentleman and friend."

Mr Green died on January 11.

Costessey Town Council

Cllr Graham Plant
Cabinet Member for Highways, Infrastructure and Transport
Norfolk County Council
County Hall
Martineau Lane
Norwich
NR1 2DH

2 October 2024

Dear Cllr Plant and Officer colleagues

Re: Traffic issues in and near Costessey

Following a series of Council discussions and complaints from residents, I am writing on behalf of the Town Council to formally raise concerns regarding the current traffic issues in and around Costessey. Council would like to propose to meet with you and County Officers for a discussion to explore possible solutions as the current situation is deemed untenable and dangerous.

Concerns fall into these main areas:

1. Traffic flow on Dereham road

- **Delays** - There are significant traffic delays/standing traffic at the Roundwell junction (Dereham road/Longwater lane). Residents and commuters have experienced significant disruption since the start of the Costessey improvements works in January 2024, with seemingly no end in sight. Residents have been informed this work was due to be completed in June 2024 but is still ongoing, with no information on a revised completion date. The council have concerns about the likely increase of traffic expected in the build up to Christmas and seasonal events at Norfolk Showground.
 - There are also significant delays around the Larkman Lane junction on Dereham Road. The impact of delays at both junctions on Dereham Road is that traffic is moving off the main roads and using nearby residential roads as 'cut-throughs'. This is one of the unintended but clearly detrimental consequences of the works.
- **Design** - Importantly, it is not just the works themselves which are causing delays but the actual design of the new traffic flows, including the introduction of the new bus lane. While Costessey Town Council supports the ambition to increase the flow and speed of buses in the area, the current design is causing gridlock on Dereham Road, particularly at peak times.

Costessey Town Council

- **Safety** - Council and residents have concerns around safety generally due to changes in the width of lanes. There is anecdotal evidence of two recent traffic accidents near CleverClogs Nursery. We therefore have reason to believe that the new traffic flow design is unsafe.
- **New Cycle lane** - There are concerns about the safety of the operation of the new cycle lane on Breckland Road near the bus hub. There is inadequate space for a car and bus to pass each other without entering the new cycle lane, which is surely unsafe for cyclists.
- **Bus Flows** - Council have been informed that some residents have written to Alexander White, Project Officer, raising concerns about **bus flows** have yet to receive a response. There is a lack of information available regarding the introduction of the forthcoming reduced speed limit and the operating hours of the bus lane. However, council members have doubts that either change will significantly reduce delays due to the volume of traffic. Council would appreciate clarification on this point.
- **Bus provision** - If the intention is to improve the bus service in future, the number of 23, 23A and 24 buses currently using the bus lane is deemed not sufficient to warrant the dedicated bus lane and significant delays for all traffic as a result. Do the plans for the scheme of work include the need for more frequent bus services, as this will provide a viable alternative for residents and in turn, reduce car journeys.
- **Quality of life** - At present, Costessey residents have expressed how they are currently experiencing the 'the worst of all worlds' - a bus lane using up valuable road space but insufficient buses to make a difference to the volume of car traffic.
- **Environmental matters** - Council and residents have concerns about air quality for local residents due to the 5 lanes of standing traffic at Roundwell junction. This is significantly worse than before. Prior to this project, South Norfolk District Council were monitoring the air quality in this area. The Town Council believes that in the interests of environmental improvements this does need to be reintroduced, and data analysed. With residential housing, a school, nursery, and medical centre all close to this junction, it is vital that the environmental impact of changes is monitored.

2. Increase in Traffic in Costessey – West End and The Street

- **Traffic volumes** – Irrespective of whether or not the Norwich Western Link Road project continues, Norfolk County Council predictions appear to show that traffic in Costessey is set to remain the same or even to increase. The current levels of 6000+ vehicles per day provide by NCC Officers are dangerously high for residential roads. Council have considered the projected figures supplied by NCC Officers and believe these figures are underestimated in traffic as they do not include the 1500 new houses planned in Thorpe Marriott/Taverham which is a bordering village.

Costessey Town Council

- **Main areas of concern in Costessey - West End and The Street**
 - There are many incidences of dangerous driving due to the volume traffic on these roads. This is despite speed cameras, raised platforms and chicanes on West End.
 - Council would like to request that further options are explored to reduce the speed and volume of traffic on these two roads in Costessey.
 - Council would like to request that the data from the speed cameras on West End is shared and analysed to inform any future decision making.
- **Queens Hill Bus Lane**
 - Please may council have clarification on the latest status of this in relation to the current wider scheme of traffic management in Costessey and any future plans being discussed.

Due to the volume and nature of concerns raised about traffic in Costessey by both Councillors and residents, I hope that you and the appropriate project officers will agree to a meeting with Town Council officers and Town Councillors to explore mitigations. Council members would like to invite you to meet with them and look forward to hearing from you soon.

Yours sincerely

Stacey Kent

Town Clerk

Head of Services and Responsible Financial Officer

Costessey Town Council

From: Grahame Bygrave <grahame.bygrave@norfolk.gov.uk>

Sent: 18 October 2024 16:43

To: Stacey Kent <clerk@costesseytc.org>

Cc: Graham Plant <graham.plant.cllr@norfolk.gov.uk>; Sharon Blundell <sharon.blundell.cllr@norfolk.gov.uk>

Subject: RE: Traffic Concerns - Costessey Town Council

Dear Stacey,

Many thanks for your original email and letter, and thanks for your patience whilst I received updates from the various relevant teams. Please can I also start by highlighting that I am sorry to hear of the Town Council's concerns about the on-going roadworks in the Dereham Road area.

It is regrettable that the County Council works have taken longer than initially anticipated. This was due to on-going problems resolving a utility diversion, and the complexity of the works increasing due to unforeseen circumstances. This has then lead on to them overlapping with the planned Cadent works in the area. I would like to thank residents for their patience during the last few months. The good news is that the last of the surfacing works should complete the week commencing 28th October 2024 and the team will be able to vacate the site in early November. The Cadent works are also due to complete in a similar time frame.

As with all highway schemes, the design is subject to a safety audit before they are implemented and then again once they are complete. I can assure you that a further safety audit will be undertaken when the site works have finished and any remedial works this may highlight will be actioned.

The improvements along the Dereham Road area are part on the Transforming Cities programme and one of the aims is to promote sustainable transport solutions such as walking, wheeling and cycling or using the bus. It is necessary to provide the sustainable infrastructure to ensure all users of that corridor have a credible alternative to using a private car. The more such infrastructure that is provided, the more people are likely choose those alternatives. This is in line with the policies in the [Transport for Norwich Strategy](#) and the county wide [Local Transport Plan](#)

When implementing any major highway change there is an inevitable level of disruption and it is hard for the users of the area to judge exactly how the new layout will operate. For this reason I think a meeting with the Town Council would be premature. I'd like to suggest that we wait until the new year to give an opportunity for the scheme to bed in and residents and the travelling public have had chance to experience the new facilities that have been created in the area.

With regards to the Queens Hills Bus Lane, I can confirm this is now adopted public highway. Discussions are ongoing with bus operators about their use of the new link. Also a protocol is being developed to enable the bus lane to be opened to general traffic in the event William Frost Way is ever closed.

The Norwich Western Link (NWL) project team have recently responded in some detail to a query from Cllr Jenny McCloskey regarding the impact of the Marriott's Park development on Costessey. In summary, the modelling suggests that it would be predominantly traffic making local journeys to and from the development that would use West End and Longwater Lane, with longer distance trips being made on more attractive routes, taking into account the conditions on the available routes. Therefore the modelling indicates that the NWL provides limited traffic relief to the route through Costessey from longer distance trips from this development as the majority of these trips would use alternative routes, many of which would then switch to the Norwich Western Link once it opened.

I hope that helps answer the various points raised in your letter.

Kind regards

Grahame Bygrave

Lead Director - Infrastructure

Director of Highways, Transport & Waste

County Hall, Martineau Lane, Norwich, NR1 2DH

Pronouns I use: he, him, his

From: Grahame Bygrave <grahame.bygrave@norfolk.gov.uk>

Sent: Friday, October 4, 2024 3:52 PM

To: Stacey Kent <clerk@costesseytc.org>

Cc: Graham Plant <graham.plant.cllr@norfolk.gov.uk>; Sharon Blundell <sharon.blundell.cllr@norfolk.gov.uk>

Subject: RE: Traffic Concerns - Costessey Town Council

Dear Stacey

Many thanks for your email below and the attached letter sent to Cllr Plant

Cllr Plant has asked me to pick this up and I have asked my teams to pull together the relevant updates on the issues highlighted. As soon as I have received this we will be back in touch, and we can then also confirm arrangements for the requested meeting

Kind regards

Grahame Bygrave

Lead Director - Infrastructure

Director of Highways, Transport & Waste

From: Stacey Kent <clerk@costesseytc.org>

Sent: Wednesday, October 2, 2024 3:13 PM

To: Graham Plant <graham.plant.cllr@norfolk.gov.uk>

Cc: Grahame Bygrave <grahame.bygrave@norfolk.gov.uk>

Subject: Traffic Concerns - Costessey Town Council

Dear Councillor Plant

Costessey Town Council would like to raise some ongoing concerns recently raised in relation to traffic issues 'in and around' Costessey.

We would appreciate both yours and the appropriate Officers time and input, with the matters raised in the attached letter.

You are most welcome to visit us at the Town Council to discuss the matters at an agreeable time. Alternatively, members are open to other suggestions to discuss these matters in a collaborative way.

We look forward to hearing from you.

Kind regards

Stacey Kent

Town Clerk, Head of Services and Responsible Financial Officer

Key:

Proposed At Any Time Waiting Restriction

NOTES:

1. THIS DRAWING IS BASED ON AN ORDINANCE SURVEY PLAN. THEREFORE THERE MAY BE INACCURACIES WITH THE LAYOUT.
2. ALL SETTING OUT TO BE AGREED ON SITE WITH THE SUPERVISOR BEFORE COMMENCING THE WORKS

X: 618924
Y: 310268

32.7m

Existing double yellow lines
end here.

Extend the double yellow lines
on both sides of Sunny Grove
for a length of 32m (up to the
existing speed hump road
markings)

X: 618901
Y: 310249

150

NORWICH RO

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2024. Ordnance
Survey 100019340

INITIALS	DATE	DRAWING No.
OS	2024	1834-02
AM	10/24	PROJECT TITLE
HK	10/24	Extend double yellow lines on both sides of Sunny Grove for a length of 32m
		SCALE
		1:200 @ A3
		FILE No.
		PL824

REV.	DESCRIPTION	DRAWN BY	CHECKED	DATE

Proposed Plan

DRAWING TITLE

Grahame Bygrave
Director of Highways, Transport & Waste
Norfolk County Council
County Hall
Martineau Lane
Norwich NR1 2BH





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2024. Ordnance
Survey 100019340

X: 618924
Y: 310268

X: 618901
Y: 310249

- Location of proposal
- Parish - Cotessey
- District - South Norfolk District
- Location - Sunny Grove
- Grid ref. - TG 1882 1028
- USRN - 36001879
- Coordinates - As per plan
- Scheme Type - RSCF parking scheme
- Postcode - NR5 0EQ

Note: Raster Map to be included at a scale of 50K

INITIALS	DATE	DRAWING No.	PROJECT TITLE
OS	2024	PL2524-001	Corseway Sunny Grove
AM	1024		RSCF TPO scheme
HK	1024		
DRAWN BY		SCALE	FILE No.
CHECKED BY		1:1250 @ A3	PL2524

REV.	DESCRIPTION	DRAWN BY	CHECKED	DATE

DRAWING TITLE
Site Location Plan

Grahame Bygrave
Director of Highways, Transport & Waste
Norfolk County Council
Marketplace Lane
Norwich NR1 2DH



Staffing Committee - Terms of Reference

The Staffing Committee Terms of Reference were adopted by Full Council at its Council Meeting held on **12 November 2024**.

The Council's Standing Orders and Code of Conduct shall apply to this Committee and its members.

Lead Officer: The Town Clerk

1. Objective

The Staffing Committee has delegated authority to deal with the areas of responsibility listed below; and to make recommendations to Full Council on any other staffing matters.

2. Membership

Membership shall consist of 5 Council members elected annually and the Town Clerk. A quorum shall consist of three members.

3. Areas of Responsibility

The Staffing Committee has delegated authority as follows:

- a) To keep the Town Council's Staffing policies under review to ensure they comply with employment law and demonstrate good practice;
- b) To promote the health, safety, wellbeing and welfare of staff in accordance with the aspirations of the Town Council to be a good employer;
- c) To oversee arrangements for the appointment to the senior management positions of the Council;
- d) To assist with and support recruitment of council staff;
- e) To review and determine the terms and conditions of all staff periodically;
- f) To support the delivery of training for elected members and staff; and
- g) To conduct appeals on staff disciplinary and grievance matters as necessary (should there be insufficient capacity at officer level to do this) and to maintain oversight of any staff complaints (received by or from).
- h) To identify the risks relevant to the operation of this Committee and regularly review these risks, making decisions or recommendations to Council as appropriate on measures to mitigate and manage such risks.

- i) To review the performance management system (including annual appraisals).
- j) To oversee the development and maintenance of a staff handbook.

4. Meetings

The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of Costessey Town Council. Meetings shall be conducted quarterly. The Town Clerk may call additional Staffing Committee meetings as and when necessary.

5. Review

These terms of reference are to be reviewed annually by the Staffing Committee at the first meeting following the Annual Meeting of the Council.

Costessey

TOWN COUNCIL

Stacey Kent
Town Clerk, Head of Services &
Responsible Financial Officer

Emma Savage
Senior Finance Manager

Ros Hills
Operations Manager

Rachael Ellis
Administrative
Assistant

Georgina Duford
Community
Engagement
Officer

Lisa Williams
Executive
Assistant

Barry Barber
Head of Grounds

Lisa Gooderham
Property Manager

Barry Smart
Senior Grounds Person

Lee Will
Caretaker
(Part-Time)

**Maurice
Barrowcliffe**
Caretaker
(Full Time)

**Heather
Nicholls**
Caretaker
(Part-Time)

**Jonathan
Piesse**
Grounds Person
(Part-time)

Steve Lester
Grounds Person
(Full Time)

Lee Will
Grounds Person
(Part-time)

**Regan
Summerson-Gray**
Keyholder

Menopause Policy

Introduction

- Costessey Town Council (CTC) is committed to providing an inclusive and supportive working environment for everyone.
- This menopause policy applies to staff and councillors.
- CTC recognise that female staff and councillors may need support during menopause. CTC recognises that menopause is not a widely discussed subject and a positive attitude towards it is essential to support women.
- CTC aspires to develop a culture where issues such as menopause are openly discussed and recognised in a respectful and empathetic manner to ensure all members whether staff or councillor feel supported and enabled to carry out their roles.
- Whilst not every woman suffers with menopause symptoms, many do and CTC will support those who do to improve their experience at work.
- CTC want all members to understand what menopause is and to be able to talk about it openly without embarrassment. Both men and women should be aware.
- CTC aims to be a good employer. There are two main strands of law that relate to perimenopause and menopause: -

Equality Act 2010

Health and Safety at Work Act 1975

- Many women experience few or no symptoms but for others they are more severe and these can be exacerbated by the way we work and working conditions.
- This policy sets out guidance for staff and councillors on providing the right support for managing menopause symptoms at work.

What is menopause?

The NHS defines menopause and perimenopause as follows: -

Menopause - is when your periods stop due to lower hormone levels. It usually affects women between the ages of 45 and 55, but it can happen earlier or later. It can happen naturally, or for reasons such as surgery to remove the ovaries (oophorectomy) or the uterus (hysterectomy), cancer treatments like chemotherapy, or a genetic reason. Sometimes the reason is unknown.

Perimenopause - is when you have symptoms of menopause but your periods have not stopped. Perimenopause ends and you reach menopause when you have not had a period for 12 months.

Some of the most common symptoms of menopause and perimenopause are: -

- The first sign of the perimenopause is usually, but not always, a change in the normal pattern of your periods, for example they become irregular.
- problems with memory or concentration (brain fog)
- changes to your mood, like low mood, anxiety, mood swings and low self-esteem
- hot flushes, when you have sudden feelings of hot or cold in your face, neck and chest which can make you dizzy
- difficulty sleeping, which may be a result of night sweats and make you feel tired and irritable during the day
- palpitations, when your heartbeats suddenly become more noticeable
- headaches and migraines that are worse than usual
- muscle aches and joint pains
- changed body shape and weight gain
- skin changes including dry and itchy skin

This list is not exhaustive.

Some women require medical advice and treatment such as Hormone Replacement Therapy (HRT). Seeking medical advice about menopause-related symptoms may mean the requirement for time off work to attend medical appointments and/or treatment.

Self Health

Current health promotion advice to women highlights the importance of lifestyle choices before during and after the menopause and the benefits of:

- Eating healthily and regularly.
- Wearing natural fibres.
- Exercising regularly to maintain aerobic fitness levels.
- Consulting with their GP on the management of the menopause and to ensure that any symptoms are not due to any other causes.
- Contacting Occupational Health about their symptoms in order to obtain advice and support.
- Obtaining support and discussing their symptoms with a trusted manager.
- Drinking plenty of water.
- Not smoking.
- Ensuring alcohol intake is at, or below, recommended levels.
- Having access to natural light.
- Getting adequate rest and relaxation.

These can help with some symptoms of menopause and may also help reduce the risks of other conditions in later life

Women are encouraged to seek external support and the following sources can be useful: -

<https://www.nhs.uk/conditions/menopause/>

<https://thebms.org.uk/wp-content/uploads/2023/08/17-BMS-TfC-What-is-the-menopause-AUGUST2023-A.pdf>

<https://www.menopausematters.co.uk/index.php>

How CTC will support menopause

CTC recognises that different levels of support may be needed for women experience menopause. As with all longstanding health-related conditions, the Council is aware that sympathetic and appropriate support is required from

line management and councillors to help women deal with the issues arising from the menopause.

Adjustments in the workplace may be necessary to support women who are experiencing menopause. CTC commits to the following to support women experiencing menopause in the workplace: -

- A risk assessment will be undertaken in order to consider the particular requirements of menopausal women and ensure that the working environment will not make their symptoms worse. The risk assessment will assist with the identification of any potential adjustments which may be required.
- Working time arrangements should be flexible enough to ensure they meet the needs of menopausal women, who may at times require access to more flexible working in order to deal with their symptoms. This will be agreed with line management.
- Consideration will be given to environmental factors including temperature and ventilation controls, such as the use of fans. Office seating plans could also be reviewed to enable the employee to sit near the window in order for the employee to adjust the temperature of the room accordingly
- Consideration will be given regarding access to chilled drinking water and access to adequate workplace sanitary facilities.
- Adjustments to the employee's duties will be considered as hot flushes can be more difficult to cope with when undertaking high visibility work such as formal presentations and formal meetings for example.

Appendix one sets out a non-exhaustive list of considerations and adjustments that can form the basis of discussions around supporting women with menopause in the workplace.

Managing performance with menopause

CTC pledges to ensure that staff and members are not penalised for poor performance related to menopause symptoms.

Menopause related performance issues will be dealt with separately. To ensure no person is disadvantaged as a result of menopause symptoms.

This will be managed on a one to one basis with the staff members line manager.

Appendix one sets out a non-exhaustive list of the possible adjustments that could be made to assist staff and members under this policy as a whole.

Monitoring and Review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law.

Date Policy Adopted by Council: 12 November 2024

Date of Next Policy Review: November 2027

Appendix one

Possible adjustments for symptoms

Poor Concentration

- Discuss if there are times of the day when concentration is better or worse and adjust working pattern/practice accordingly.
- Review task allocation and workload.
- Provide note books for lists, action boards, or other memory-assisting equipment.
- Offer quiet space to work.
- Offer noise-reducing headphones to wear in open offices.
- Reduce interruptions.
- Have agreements in place in an open office that an individual is having 'protected time', so that they are not disturbed.
- Have agreed protected time to catch up with work.

Anxiety

- Identify a 'buddy' for the colleague to talk to outside of their work area.
- Be able to have time away from their work to undertake relaxation techniques.
- Undertake mindfulness activities such as breathing exercises or going for a walk.

Panic Attacks

- Agree time out from others, when required, without needing to ask for permission.
- Identify a 'buddy' outside of the office.

- Be able to have time away from their work to undertake relaxation techniques.
- Undertake mindfulness activities such as breathing exercises or going for a walk

Difficulty Sleeping

- Ask to be considered for flexible working, particularly suffering from a lack of sleep.

Low Mood

- Agree time out from others, when required, without needing to ask for permission.
- Identify a 'buddy' for the colleague to talk to outside of the work area.
- Identify a 'time out space' to be able to go to 'clear their head'.

Loss of Confidence

- Ensure there are regular Personal Development Discussions.
- Have regular protected time with their manager to discuss any issues.
- Have agreed protected time to catch up with work.

Hot Flushes

- Request temperature control for their work area, such as a fan on their desk (where possible a USB connected desk fan to ensure environmentally friendly) or moving near a window, or away from a heat source.
- Easy access to drinking water.
- Have access to a restroom for breaks if their work involves long periods of standing or sitting, or a quiet area if they need to manage a severe hot flush.

Heavy/light Periods

- Have permanent access to washroom facilities.
- Ensure sanitary products are available in washrooms, in order to obtain personal protection.
- Ensure storage space is available for a change of clothing.

Headaches

- Have ease of access to fresh drinking water.
- Offer a quiet space to work.
- Offer noise-reducing headphones to wear in open offices.
- Have time out to take medication if needed.

Sexual and General Harassment Policy & Procedure

Introduction

1. We recognise that harassment and victimisation is unlawful under the Equality Act 2010. As such, harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable and will not be tolerated.
2. Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. For the purposes of this policy, it also includes bullying.
3. Bullying is understood to be targeted and persistent offensive, intimidating, malicious or insulting behaviour and can include the abuse or misuse of power to undermine, humiliate, denigrate or injure the recipient.
4. Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.
5. We recognise that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.
6. We deplore all forms of personal harassment and seek to ensure that the working environment is sympathetic to all our employees. The aim of this policy is to inform employees of the type of behaviour that is

unacceptable and provide employees who are the victims of personal harassment with a means of redress.

7. This policy covers all areas of the Town Council. This includes all sites, subject to any applicable local laws which impose any additional requirements on the Town Council .
8. We recognise that we have a duty to implement this policy and all employees are expected to comply with it. We will also endeavour to review this policy at regular intervals in order to monitor its effectiveness.

Examples of personal harassment

9. Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee towards another and examples of harassment include:
 - insensitive jokes and pranks
 - lewd or abusive comments
 - deliberate exclusion from conversations
 - displaying abusive or offensive writing or material
 - abusive, threatening or insulting words or behaviour
 - name-calling
 - picking on someone or setting them up to fail
 - exclusion or victimisation
 - undermining their contribution/position
 - demanding a greater work output than is reasonably feasible
 - blocking promotion or other development/advancement.
10. These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

Examples of sexual harassment

11. Sexual harassment can take place in many forms within the workplace and can go undetected for a period of time where employees do not understand that particular behaviour is classed as sexual harassment. Sexual harassment is unwanted behaviour related to sex, or of a sexual nature, by one employee towards another and examples of sexual harassment include:
- lewd or abusive comments of a sexual nature such as regarding an individual's appearance or body
 - unwelcome touching of a sexual nature
 - displaying sexually suggestive or sexually offensive writing or material
 - asking questions of a sexual nature
 - sexual propositions or advances, whether made in writing or verbally.
12. Sexual harassment can also take place where an employee is treated less favourably because they have rejected, or submitted to, the unwanted conduct that is related to sex or is of a sexual nature. Whether less favourable treatment occurs as a result will be examined broadly and includes areas such as blocking promotion and refusal of training opportunities or other development opportunities.

Examples of victimisation

13. Victimisation takes place when an employee is treated unfavourably as a direct result of raising a genuine complaint of discrimination or harassment. Furthermore, any employee who supports or assists another employee to raise a complaint is also subjected to victimisation if they are treated unfavourably.

Third party harassment

14. The Town Council operates a zero-tolerance policy in relation to harassment perpetrated against one of its employees by a third party, such as a client/customer or visitor to the Town Council. All employees

are encouraged to report any and all instances of harassment that involve a third party in line with our reporting procedure, as outlined below.

15. If we find that the allegation is well-founded, we will take steps we deem necessary in order to remedy this complaint. This can include, but is not limited to:

- warning the individual about the inappropriate nature of their behaviour
- banning the individual from Organisation premises
- reporting the individual's actions to the police.

In addition to this, the Town Council will endeavour to take all reasonable steps to deter and prevent any form of harassment from third parties taking place.

16. Responsibilities

Employee responsibilities

16.1 The Town Council requires its employees to behave appropriately and professional at all times during the working day, and this may extend to events outside of working hours which are classed as work-related such as social events. Employees should not engage in discriminatory, harassing or aggressive behaviour towards any other person at any time.

16.2 Any form of harassment or victimisation may lead to disciplinary action up to and including dismissal if it is committed:

- in a work situation
- during any situation related to work, such as a social event
- against a colleague or other person connected to the employer outside of a work situation, including on social media

- against anyone outside of a work situation where the incident is relevant to their suitability to carry out the role.

16.3 A breach of this policy by will be treated as a disciplinary manner

17. Costessey Town Council responsibilities

17.1 The Town Council will be responsible for ensuring all members of staff, including seniors and those within management positions, understand the rules and policies relating to the prevention of harassing and bullying behaviour at work and during work-related social events. We will promote a professional and positive workplace whereby managers are alert and proactively identify areas of risk and incidents of harassment, sexual harassment and bullying.

17.2 We will also take into account aggravating factors, such as abuse of power over a more junior colleague, when deciding what disciplinary action to take.

17.3 Where an incident is witness, or a complaint is made under this policy, the Town Council will take prompt action to deal with this matter. All incidents will be deemed serious and dealt within in a sensitive and confidential manner.

Complaining about harassment and/or bullying

18. Informal method

18.1 We recognise that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior

colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper.

- 18.2 If you are the victim of minor harassment, you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

19. Formal method

- 19.1 Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of The Town Clerk as a formal written grievance and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:

- the name of the alleged harasser
- the nature of the alleged harassment
- the dates and times when the alleged harassment occurred
- the names of any witnesses • any action already taken by you to stop the alleged harassment.

- 19.2 Where it is not possible to make the formal complaint to the above named person, for example where they are the alleged harasser, we would encourage you to raise your complaint to the Chair of the Staffing Committee.

- 19.3 On receipt of a formal complaint we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with contractual pay until the matter has been resolved.

- 19.4 On conclusion of the investigation, which will normally be within 14 days of the meeting with you, a report of the findings will be submitted to the manager who will hold the grievance meeting.
- 19.5 You will be invited to attend a meeting, at a reasonable time and location, to discuss the matter once the person hearing the grievance has had opportunity to read the report. You have the right to be accompanied at such a meeting by a colleague or a union representative and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.
- 19.6 You will be able to put your case forward at the meeting and the manager will explain the outcome of the investigation. You have a right to appeal the outcome, which is to be made to the Chair of the Town Council within 7 days of receiving the outcome.
- 19.7 If the decision is that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with our disciplinary procedure up to and including dismissal.
- 19.8 The Town Council is committed to ensuring employees are not discouraged from using this procedure and no employee will be victimised for having brought a complaint.

Monitoring and Review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law.

Date Policy Adopted by Council: 12 November 2024

Date of Next Policy Review: November 2027

Costessey

TOWN COUNCIL

Committee Membership 2024/25

Town Council Chairman: Terry Laidlaw

Vice-Chair: Sheila Jones

Strategic Working Group (Also acting as projects board) CTC Chair CTC Vice Chair Finance Chair Staffing Chair P+E Chair	Finance & Governance Graham Jones (Chair) Vacancy Terry Laidlaw Jenny McCloskey Ross Wheeldon Vacancy	Property & Environment (P&E) Justin Cork (Chair) David Marshall Ben Fiaz Libby Glover Terry Laidlaw Jenny McCloskey John Newby
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Working Group membership

Planning L Gibbs-Kneller (Chair) Mark Bedford Libby Glover Sheila Jones Ross Wheeldon Dean Toms David Marshall	Cemetery & Burial Sheila Jones (Chair) Ben Fiaz Graham Jones Jannine Wheeldon Ross Wheeldon	Lodge Farm Sharon Sizeland (Chair) Justin Cork Vacancy Sheila Jones Terry Laidlaw	Events Jannine Wheeldon (Chair) Vacancy Sheila Jones Jenny McCloskey Ross Wheeldon Sharon Sizeland
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Delegates and Representatives

Police Representative Ross Wheeldon Dean Toms	Medical Provision/Health John Newby Dean Toms Jannine Wheeldon	South Norfolk Town and Parish Forum Town Clerk Jenny McCloskey	NCC Highways Matters Jenny McCloskey Ross Wheeldon	Young Persons Sharon Sizeland Libby Glover Ewa Duncan
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Rapid Action Task and Finish Group (RATS)

Local Infrastructure Review John Newby Terry Laidlaw Jenny McCloskey	Allotments Ben Fiaz Justin Cork Graham Jones Patrick O'Connor Dean Toms Jannine Wheeldon	Traffic in Costessey Jenny McCloskey David Marshall Sheila Jones	Other Example: Digital, Pod
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*Please note the **Staffing Committee**

Members: Louise Gibbs-Kneller (Chair), Sheila Jones, Graham Jones, Sharon Sizeland and Vacancy.

Costessey Town Council

The Costessey Centre, Longwater Lane, Costessey, Norwich, NR8 5AH
E: info@costesseytc.org Tel: 01603 742958 www.costessey.org.uk

MEETING DATES FOR 2024/25

	Town Council Meeting	If there is a particular item you are interested to discuss please inform the Town Clerk by
JANUARY	Tuesday 9th	Tuesday 26th Dec
FEBRUARY	Tuesday 6th	Tuesday 29th Jan
MARCH	Tuesday 12th	Tuesday 1st Mar
APRIL	Tuesday 9th	Tuesday 26th Mar
APRIL	Tuesday 16th (Annual Town Assembly)	Tuesday 19th Mar
MAY	Tuesday 14th (CTC Annual Meeting)	Tuesday 30th April
JUNE	Tuesday 11th	Tuesday 21st May
JULY	Tuesday 9th	Tuesday 25th June
AUGUST	No meeting	-
SEPTEMBER	Tuesday 10th	Tuesday 20th Aug
OCTOBER	Tuesday 8th	Tuesday 24th Sept
NOVEMBER	Tuesday 12th	Tuesday 29th Oct
DECEMBER	Tuesday 10th	Tuesday 26th Nov
JANUARY	Tuesday 14th	Tuesday 17th Dec
FEBRUARY	Tuesday 4th	Tuesday 21st Jan
MARCH	Tuesday 11th	Tuesday 25th Feb
APRIL	Tuesday 1st	Tuesday 18th Mar
APRIL	Tuesday 15th (Annual Town Assembly)	Tuesday 1st April

MEETINGS IN PERSON BEGIN AT 7:30PM

Other meetings of the Council or its committees may be organised as required throughout the year. Those above and any others organised will be advertised, along with the proposed agenda for discussion, on Council notice boards & website a few days in advance of the meeting.

MEMBERS OF THE PUBLIC ARE MOST WELCOME TO ATTEND MEETINGS

The Costessey Centre, Longwater Lane, Costessey, Norwich, NR8 5AH

MEETING DATES FOR 2025

January	Tuesday 14 th	Planning	18:30
		Full Council	19:30
	Tuesday 21 st	Property and Environment	18.30
	Tuesday 28 th	Finance & Governance	10.30
		Staffing	18.30
February	Tuesday 4 th	Planning	18.30
		Full Council	19:30
March	Tuesday 11 th	Planning	18:30
		Full Council	19:30
April	Tuesday 1 st	Planning	18:30
		Full Council	19:30
	Tuesday 15 th	Annual Town Assembly	19:00
	Tuesday 22 nd	Finance & Governance	10:00
		Staffing	18.30
	Tuesday 29 th	Property and Environment	18.30
May	Tuesday 13 th	Planning	18:30
		Annual Council Meeting	19:30
June			
	Tuesday 10 th	Planning	18:30
		Full Council	19:30

July	Tuesday 1st	Property and Environment	18.30
	Tuesday 8th	Planning	18:30
		Full Council	19:30
	Tuesday 15th	Finance & Governance	10:00
		Staffing	18.30

No meetings in August

September	Tuesday 9th	Planning	18:30
		Full Council	19:30
October	Tuesday 7th	Property & Environment	18:30
	Tuesday 14th	Planning	18:30
		Full Council	19:30
	Tuesday 28th	Finance & Governance	10:00
		Staffing	18.30
November	Tuesday 11th	Planning	18:30
		Full Council	19:30
December	Tuesday 9th	Planning	18:30
		Full Council	19:30

**MEETINGS IN PERSON BEGIN AT THE TIME SCHEDULED
– WAITING ROOM OPENS APPROX 15mins BEFORE**

Other meetings of the Council or its committees may be organised as required throughout the year. Those above and any others organised will be advertised, along with the proposed agenda for discussion, on Council notice boards & website a few days in advance of the meeting.

MEMBERS OF THE PUBLIC ARE MOST WELCOME TO ATTEND MEETINGS