

## DRAFT

### **Keswick and Intwood Annual Parish Meeting 12th March 2008. Minutes of the meeting held at The Reading Rooms, Keswick at 19.00.**

*Present:* Alan Gelder (AG); John Morrison (JM) Linda Thursby (LTh); Phillip Brooks (Clerk)

*Also Present:* Geoff Rivers (Chief Executive, South Norfolk Council) (GR); Mike Grayley (Quality Project Officer NCAPTC) (MG); Derek Clarke (Southwatch Co-ordinator) (DC); Peter Riches (Gurney Estate Liaison Officer) (GELO) (PR); Judith Virgo (Norfolk County Councillor) JV; Christopher Kemp (Councillor Cringleford Ward) (CK); Garry Wheatley (Councillor Cringleford Ward) (GW); Margit Beavon (MB); and Diana Bulman (DB).

*Apologies received:* Joe Loades; Lars Tibell; John Payne.

- 1. Items notified for discussion by local government electors registered in the parish of Keswick and Intwood.* No items were notified for discussion.
- 2. Questions arising from Publication of the Parish Plan (copies of which were available at the meeting).* There were no questions. AG invited everyone to stay for the Parish Council meeting which followed the Annual Parish meeting when latest developments in relation to the Plan would be discussed.
- 3. Future Plans and Arrangements for the Reading Room.* AG summarised the work which was underway to make the Reading Room a more attractive focal point for the community. In particular he said that the kitchen had been refurbished using a grant from the Awards for All Scheme (part of the Big Lottery Fund); and other work and facilities were being obtained with the aid of a grant from the Geoffrey Watling Trust. Currently the outside areas were being renovated and improved with the help of (free) labour provided by the Norfolk Probation Service; and in the longer term it was planned to undertake major roof repairs, demolition of the chimney and an extended car park using (hopefully) a further grant from the Geoffrey Watling trust.
- 4. Emergency Plan for the Parish.* PB said that the Parish Council was working with South Norfolk Council (SNC) to construct a community based Emergency Plan. This entailed gathering knowledge about specialist skills and equipment available in the Parish for use in an emergency. A letter had been distributed to all households in the Parish seeking their help in gathering this data. The information obtained would be held by SNC and treated in the strictest confidence to be used only by the SNC Emergency Planning Team and the Parish Emergency Liaison Officer.
- 5. Presentation of Quality Parish Council certificate to the Parish Council.* MG outlined the benefits that Quality status brings not only to Councils but also the people who work with it and, most importantly, the community it serves. He said that currently Keswick

and Intwood was the smallest Council to achieve Quality status and had shown in its submission innovative ways in which the assessment criteria could be effectively met in a small community. In presenting the certificate to the Parish Council Chairman, GR said that the award gave parishioners confidence that their Parish Council was operating legally and working efficiently and effectively to meet their needs within the structure of local government.

The Annual Parish Meeting formally closed at 19.20.

Phillip Brooks  
Parish Clerk  
13<sup>th</sup> March 2008

## DRAFT

### **Keswick and Intwood Parish Council Meeting 12th March 2008. Minutes of the meeting held at The Reading Rooms, Keswick at 19.30.**

*Present:* Alan Gelder (AG); John Morrison (JM) Linda Thursby (LTh); Phillip Brooks (Clerk)

*Also Present:* Geoff Rivers (Chief Executive, South Norfolk Council) (GR); Judith Virgo (Norfolk County Councillor) (JV); Christopher Kemp (Councillor Cringleford Ward) (CK); Garry Wheatley (Councillor Cringleford Ward) (GW).

- 1. To consider apologies for absence:* Resolved to accept apologies from: Joe Loades (currently with his family in Australia); Lars Tibell (away from Norwich on other business); and John Payne (undertaking emergency work with BT).
- 2. To receive declaration of interests in items on the Agenda.* No interests were declared.
- 3. Public Participation.* It was resolved to suspend the meeting for public participation and any district councillor reports.

AG welcomed Derek Clarke (Southwatch Co-ordinator) (DC); Peter Riches (Gurney Estate Liaison Officer) (GELO) (PR); Margit Beavon (MB); and Diana Bulman (DB) to the meeting. DC explained his role as Southwatch Co-ordinator and the manner in which Home Watch schemes operated within the County. In particular he gave the meeting independent statistical evidence that showed unequivocally the reduction in crime and other security benefits available for homes included in home watch schemes. After hearing the presentation, it was resolved to set up a committee to examine the materials DC provided and consider how best to adopt possible schemes in Intwood, Keswick Village and Keswick New Hall. (**Action AG PB**).

CK drew the meeting's attention to the fact that there had been a zero increase in council tax this year (excluding police and precept amounts) and noted the good work done by GW in achieving this stability. AG said that the Keswick and Intwood precept had reduced by £1,000 (15.8%) for the next year. CK added that a recent Audit Commission review of South Norfolk Council had (re) rated them as "excellent". Turning to issues relating to local government re-organisation, CK said it was crucially important for parish councils to make sure their voice was heard (apparently Keswick and Intwood is now listed as a possible "target" in the Norwich City unitary plans). He referred to a meeting the following evening (13<sup>th</sup> March) at County Hall when the Boundary Committee wished to meet representatives of Parish and Town Councils to explain the process and the part to be played by local councils in Norfolk. (PB said he was attending). AG said that whilst he recognised the importance of the review he felt that his current knowledge of just who provides what services (county or district) not to mention any overlaps and the apportionment of associated resources in human, premises and equipment terms

would not at this point in time facilitate him putting forward a robust response on behalf of the Parish one way or another, save perhaps on affinity or geographic terms. GR recognised this as a legitimate concern for everyone involved and said there would be a public workshop meeting at SNC offices when the options, possible variations and different impacts would be explained and investigated. The date would be notified to parish clerks in due course. He added that there was a section of the SNC website devoted to this topic as well as the Boundary Committee's own site: [www.boundarycommittee.org.uk](http://www.boundarycommittee.org.uk).

4. *To confirm minutes of the Parish Council meeting held on 12<sup>th</sup> December 2007:* it was resolved to approve the minutes as an accurate and true record of the meeting.

5. *To report matters arising from minutes on the Agenda: for information only:*

- Item 7 Highways and Traffic. JV said she had followed up the survey of traffic at the A140 and Mulbarton Road Junction but any solution to difficulties there seemed likely to revolve around re-phasing the traffic lights - which itself had the potential to create further problems for the high volume of traffic using the A140.
- Item 7 Other. PB said that he had been informed by the Senior Environmental Health Officer at SNC that the asbestos in question comprised white asbestos cement sheeting. This type of asbestos carried a particularly low risk compared with the brown or blue asbestos. Nevertheless, the Environmental Health Officer will be contacting the owner of Railway Farm to bring the matter to their attention with the hope of achieving an informal solution for dealing with this matter.
- Item 9 Footpaths. This would be discussed at the next meeting of the Keswick Hall Residents' Association on a date to be advised.

6. *Finance:*

- *To receive Statement of Accounts for the year to date.*
- *To agree invoices for payment in accordance with the budget*

It was resolved to defer this item in the absence of the Treasurer and his Deputy. AG confirmed that all outstanding bills were paid. It was further resolved to pay the annual subscription (presented by PB) for the Norfolk Rural Communities Association membership.

7. *Parish Plan: To receive any updates relating to:*

- *bus services* AG confirmed the position that consideration of a "commuter time" bus service to Keswick Hall would take place after Easter 2008.
- *highways and traffic* AG said that in following up the Parish Plan commitment to investigate the possibility of improving traffic signage and reduced traffic speed through the parish, a traffic survey had been undertaken along Low Road and the results sent to the Highways Operations Group at Norfolk County Council. Their response was awaited.
- *highways and traffic (continued)* two additional topics were raised. i) AG noted that whilst litter around the village had improved there were still problem areas

which in due course may require a special 'litter pick'. Road sweeping also left a lot to be desired and AG had brought this to the attention of Mike Allfrey (Highways Engineer at the Highways Operations Group, Norfolk County Council) whilst discussing other matters with him. Although Kelly Lunas at SNC has direct responsibility for this area, Mr. Allfrey said that as he was about to speak to Mr. Lunas he would pass on AG's concerns. If an improvement is not seen over the next two months further action will have to be taken perhaps via the District Councillors. Additionally, LTh said that her family regularly cleared up litter in the vicinity of Intwood Church after lunch time picnickers had stopped there. She asked whether a litter bin could be provided at the site? GW suggested and recommended that the SNC Environmental Crime Team be called upon to clean up particular locations – he said they responded promptly and did a good job. GW and GR agreed to investigate LTh's remarks and her request for a litter bin. **(Action GW GR).**

ii) AG drew attention to the significant damage done by National Rail vehicles and equipment parked on grass verges near the level crossings in both Intwood and Cringleford. He said this had also been brought to the attention of the Highways Operations Group at Norfolk County Council who had said National Rail would be repairing the damage. The situation would be watched and further action taken if the repairs were not made.

- *Security.* PB said this aspect had been covered in the discussion with DC and the proposed outcome (item 3 above).
- *Reading Room* AG referred to his earlier comments that currently the outside areas were being renovated and improved with the help of free labour provided by the Norfolk Probation Service which should be complete in about three weeks time. In the longer term it was planned to undertake major roof repairs, demolition of the chimney and an extended car park with (hopefully) a further grant from the Geoffrey Watling trust applied for by the Reading Room Committee.
- *horse traffic* LTh said she had not noticed any impacts of increased horse traffic in the locality following the spate of planning applications for new stable facilities in the area. It was agreed to monitor the situation through the summer months.
- *travellers* AG said that a special presentation had been given by Tony Cooke (Travellers' Liaison Officer SNC) and Broadland Housing Association about development of the tolerated site owned by Mr Barry Brooks. He added that the behaviour by travellers on the site was totally unacceptable and especially with regard to damage done to adjoining land owned by the Gurney Estate. Moreover there were no adequate toilet facilities and tipping was taking place on fields already drilled. It was to be hoped that the proposed management scheme would be sufficiently robust to support those tenants behaving properly and reject from the site those who were not. GR said he welcomed the opportunity to hear the comments being made and confirmed that he would be meeting with the adjoining land owners during the next week. He went on to outline the background to local councils having to provide travellers sites which was initiated by the Office of the Deputy Prime Minister and subsequently endorsed by the Department for Communities and Local Government. Driving the initiative was a decision that

government could not allow the poor standards of health care, low levels of literacy and deficiencies in the quality of life endured by travellers despite choosing the life style they had adopted. Moreover, local councils were made to clearly understand that if preferred sites were not identified and developed, solutions would be imposed on them centrally. GR confirmed that despite government funding having been granted to develop the site in question, planning permission would not proceed until the current objections had been successfully resolved

- *other* PB said the issue relating to Railway Farm was dealt with at item 5 above. LTh said that replacing the letter box in Intwood was still “work in progress”.

#### 8. *Planning*

- *To receive summary report on applications and approval since the last Council meeting.* PB provided the following information:
- 2007/2276 Meadow Cottage, Intwood Lane, East Carleton - Retrospective application for stables and tennis court. Approved
- 2007/2346 High Noon Barn, Intwood Lane, Cringleford – Proposed conversion of a barn for residential use. Outstanding
- 2008/ 0187/0188/0189 Keswick New Hall, Keswick – various minor works within the Hall. Outstanding
- 2008/0267 1 Thatched Cottages, Intwood – construction of a driveway and parking area. Outstanding.

8.1 It was resolved that the Parish Council’s procedure for dealing with planning applications referred to them by South Norfolk Council (SNC) would be modified with immediate effect as follows:

- On receipt of the planning application from SNC, the Clerk will advise Councillors by e-mail that the documents have been received and provide them with the following information: planning application reference number; date for comments to be provided to the Clerk; and the date for return to SNC.
- Councillors will then individually access the SNC website and view the planning documents on line.
- Any comments Councillors have on the application will be circulated by e-mail simultaneously to the Clerk and other Councillors by the date given.
- If Councillors notify that they have no objections or comments on the application the Clerk will respond to SNC accordingly.
- If there are comments from Councillors on the application an agreed response will be determined either by e-mail and approved by the Chairman; or by arranging a special Parish Council meeting if it is deemed necessary to do that.
- Councillors not able to access the web or e-mail will continue to be provided with paper copies of the application and advised of developments by the Clerk.
- These arrangements do not preclude a sensitive or controversial planning application being considered only at a separately convened Parish Council meeting.

#### 9. *Emergency Planning:*

- *To receive progress report on Emergency Planning for the Parish.* PB said that a letter had been distributed to all households in the parish seeking their help in gathering this data. The information obtained would be held by SNC and treated in the strictest confidence to be used only by the SNC Emergency Planning Team and the Parish Emergency Liaison Officer.

*10. Correspondence received.*

*Norfolk County Council (Planning and Transportation Department).* Norfolk Minerals and Waste Local Development Framework Consultation (This is an issues and options consultation - the consultation period lasts until 28<sup>th</sup> March 2008). PB said the documents had been sent to Julian Darling (a past Councillor) for expert comment.

*29<sup>th</sup> February.* *South Norfolk Council* Scoping Opinion for Potential Development of Wind Turbines at Caistor St. Edmund. It was resolved not to respond to the scoping opinion but await further developments. The meeting discussed the possible use of water mills in the parish and surrounding areas to provide alternative power sources for local (small) communities. GW said he would find out if this had been considered elsewhere and provide the Council with any relevant information. **(Action GW)**

*7<sup>th</sup> March.* *Launch of South Norfolk Council's new Low Cost Housing Project: Follow-up.* The e-mail from Abigail Dennington-Price about plans for providing affordable housing within the Parish was considered. The meeting considered this was not relevant for the parish at present and resolved not to take up her offer to discuss this with the Council

*11. Items for the next meeting.*

Further development of the Parish Plan and especially progress in the creation of Home Watch schemes.

The meeting closed at 21.45.

Phillip Brooks  
Parish Clerk  
14<sup>th</sup> March 2008