

Keswick and Intwood Village Meeting held on 2nd October 2019.
Note of the Meeting held at the Reading Room, Keswick at 19.00.

Present: David Bills (County Councillor Humbleyard Division), Willian Kemp (Cringleford Ward Councillor), around thirty members of the public (residents) and parish councillors were in attendance.

Also in attendance: Jonathan Cage (JC) (Managing Director) and Aiden Fisher representing Create Consulting Engineers.

Apologies were received from: Daniel Elmer (Cringleford Ward Councillor).

1. Kevin Hanner (KH) (Chair) welcomed everyone to the meeting and outlined the planning process for the next stages of the Harford Triangle Development. He explained that the first step would be for the Developer (TCM Tower Construction Management) to submit a single planning application to South Norfolk Council dealing with all of the general conditions attached to the outline planning approval. These included:

- appearance, scale and landscaping, layout of buildings, type and colour of materials to be used;
- offsite highways works;
- a detailed scheme for the provision of traffic management along Low Road;
- design of surface drainage;
- noise and machinery on-site; and
- overarching travel plans.

2. KH introduced Jonathan Cage engaged by TCM to advise on all matters relating to highways and traffic but specifically for this meeting to answer questions from residents regarding the traffic management scheme along Low Road (TMS).

3 JC said he had not come to the meeting with any proposals for a TMS because he wanted input from residents about their ambitions and objectives. He suggested that the Scheme:

- should encompass road traffic, speed and pedestrian access as all of these can impact on the character of the Village;
- be advanced by a small working group set up to move things forward with a timetable to have an agreed Scheme by Christmas 2019. The group (and Parish Council) would be provided with up-to-date traffic flow data obtained in accordance with agreed practice for such data collection (i.e. encompassing peaks and troughs of traffic flow);
- might not necessarily be defined by money but what actually works;
- would effectively calm traffic by including physical measures to stop things happening including, typically, speed humps, road narrowings “chicane working” and “stop and give way” sections of carriageway. Moreover, road narrowings and “stop and give way” options could also provide for additional pedestrian footways by reducing the width of road; and
- needs to include proposals for enforcing non-physical calming measures such as flashing speed and other road signs. The enforcing proposals could include a Community Speedwatch Scheme and residents taking pictures of HGV’s infringing restrictions and passing them to the police.

He also suggested that Create Consulting would provide a website for residents to add their comments because it was vital that whatever is passed to Norfolk County Council (Highways) for approval (who have the “final word”) represents the Parish needs. Moreover, the Scheme must be agreed before any on-site occupation can take place by the Developer.

4. During the discussion which followed, residents’ priorities included the need to:

- make proper provision for footpaths. The footpath provided for in the original plans remained but there were concerns about its safety and suitability especially for disabled users. An option for improvement would be a road narrowing system allowing for some of the existing carriageway to be used for a footpath. It was noted the road widening along any stretch of Low Road was not possible;
- give the Working Group time to do their work properly and thoroughly. Three months (to the end of December 2019) was not deemed adequate bearing in mind that the Scheme would define the character of the village for future generations. It was therefore crucial to “get it right”;
- include consideration of a traffic recognition scheme supported by the police and paid for by the Developer to identify restricted or excluded traffic continuing to use Low Road; and
- ensure there is engagement by the Developer in assuring that the TMS is independent of any bias or prejudice and offers residents the best of what is possible and can be done for the village.

5. Finally, it was stated that the proposed link road which was fundamental to the development would not be open for construction vehicles for the reason that all traffic would then begin using it.

6. A Working Group was formed and contact details collected by the Parish Clerk to arrange the first meeting. The Group will report to regular Parish Council meetings and, if required, special meetings of the Council would be convened.

The meeting closed at 20.00.

Phillip Brooks
Parish Clerk
6th October 2019.

**Keswick and Intwood Parish Council Meeting on 2nd October 2019.
Minutes of the Meeting held at the Reading Room, Keswick at 20.00**

Present: Kevin Hanner (KH) (Chair); Sue Hendry (SH) Marguerite Russell (MR); Jan Hill (JH); Monica Warmerdam (MW); Tim Love (TL) and Phillip Brooks (PB) (Clerk).

Also Present: David Bills (DB) (County Councillor Humbleyard Division); Willian Kemp (WK) (Cringleford Ward Councillor); and several members of the public. Apologies were received from: Daniel Elmer (Cringleford Ward Councillor).

2019/54. To consider apologies for absence: there were none but PB reported the resignation of Kimberley Diehl from the Council. He said that the process of advertising the casual vacancy was underway and notices had been posted around the Parish, on the Parish website and the South Norfolk Council website.

2019/55. Declarations of Interest: a) in accordance with s.31 of the Localism Act 2011, Members to declare any Disclosable Pecuniary Interests in items on this Agenda; and b) the Clerk to report any written requests for dispensation in respect of items on this Agenda: there were none.

2019/56. Public Participation:

- *Resolution to adjourn the meeting for public participation and any County and District Councillor reports:* DB said he would talk to the County Highways Officer to find out what advice and ideas he may have regarding the TMS discussed at the Village Meeting but ultimately any decisions would be dictated by policy considerations. **(Action DB)**. However, he thought that the proposed Speedwatch Scheme would be a real plus point and the volunteers could also make a note of heavy vehicles passing through the village and pass them to the police. MR said that the drainage works at the bottom of Short Road had not entirely resolved the issue of flooding on the B1113. DB said the works would be reviewed in due course. MR also asked that the Highway Rangers be asked to trim back the hedges along the two roads serving Keswick Hall, especially those obscuring driver's views at junctions. **(Action PB)**.
- DB and WK both reported that they had small grant funds available which could be up to £1,000 for community organisations which had a particular project in mind. There was also a Community Action Fund for bigger projects which might be up to £15,000. Any applications for contributions from these funds needed to be made by 22nd January 2020.

2019/57. To confirm minutes of the Parish Council Meeting on 26th June 2019: it was resolved to accept the minutes as a true and accurate record.

2019/58. To report matters arising from minutes not on the Agenda: for information only: there were none.

2019/59. Finance:

- *To agree invoices for payment in accordance with the budget:* the following cheques had been signed since 26th June: Clerk's attendance at seminar and conference £49.50 (Cheque 100566); Ladywell Accounting services (Clerk's PAYE) £32.00 (Cheque 10057); HR payment £522.80 (Cheque 100568); HR

payment £138.20 (Cheque 100569). The following cheque was signed at the meeting: Clerk's expenses £76.87 (Cheque 100570).

- *To receive a Receipts and Expenditure Statement:* it was resolved to accept the receipts and expenditure statement circulated prior to the meeting and attached to these minutes.

2019/60. Parish Issues: To update the Parish Council Action Plan attached to this Agenda: the updated Action Plan is attached to these minutes.

2019/61. Operation London Bridge: it was resolved that the Parish Council would align its plans with those made by All Saints Church Intwood.

2019/62. Planning:

- To consider outstanding planning applications: it was resolved not to object to: **Planning Application 2019/1867** Location: Keswick Old Hall Low Road Keswick Norfolk NR4 6TZ. Proposal: Variation of condition 2 of 2017/1814 - to amend drawings for changing room extensions and pergola; and **Planning Application 2019/1877** Location: Keswick Old Hall Low Road Keswick Norfolk NR4 6TZ Proposal: Full renovation to pool area, extension to changing facilities and storage area including demolition of roof and wall to create opening to proposed outdoor kitchen, conversion of green house into dining area and demolition of wall upstand. Associated landscaping and external lighting.

2019/63. Correspondence received: there was none.

2019/64. Items for the next meeting: there were none.

The meeting closed at 21.00.

*Phillip Brooks
Parish Clerk
6th October 2019.*

Receipts and Expenditure to 2nd October 2019.

Receipts:	£	
Balance brought forward		10,447.92 (See Note 2.)
Precept 24.04.19		2,899.50
Litter Pick Payment		220.00 (See Note 3.)
Total:		<u>13,567.42</u>

Expenditure:		
NALC Subscription (CQ 560)		166.21
Internal Auditor's Fee (CQ 561)		45.00
Phillip Brooks Expenses (CQ 562)		70.38
HR Payments (CQ 563)		552.80
HR Payments (CQ 564)		138.20
Information Commissioner (DD)		35.00
Chris Hare Cleaning (CQ 565)		40.00
Training (Summer Conference) (CQ 566)		49.50
Ladywell Accounting Services (CQ 567)		32.00
HR Payments (CQ 568)		552.80
HR Payments (CQ 569)		138.20
Total:		<u>1,820.09</u>
Balance:		<u>11,747.33</u>

Budgeted and other expenditure for remainder of year:

Training		200.00
Insurance		600.00
Clerk's Salary and PAYE		1,345.00
Clerk's Expenses		130.00
VAT recoverable		20.00
Bus Shelter Cleaning		210.00
Computer Service Agreement		399.00
Sundry expenses		150.00
Contingency for asset replacement		100.00
SNC Litter Picking Prize Draw		220.00 (See Note 3.)
Total:		<u>(3,374.00)</u>
Balance:		<u>8,373.33</u>

Other budgeted income for remainder of year:

Precept		<u>2,899.50</u>
Balance:		<u>11,272.83</u>
End of Year Balance:		<u>11,272.83</u>

Notes:

1. All amounts include VAT as appropriate.
2. £23.95 is held in the deposit account.
3. Income received from successful SNC Litter Picking Prize Draw

Phillip Brooks (Clerk and RFO).

13th September 2019

Keswick and Intwood Parish Council. Action Plan 2019-20.

Note: the Action Plan and Activities can also be viewed on the Parish Council Website.

Updated at Parish Council Meeting on 2nd October 2019. (Changes indicated in red.)

Action Number.	Responsible Councillor.	Action description.	Current situation summary.
1.	KH	Planning.	Harford Triangle development. Advisory Committee formed to develop basis for Traffic Management Scheme for Low Road
2.	TL	Highways.	As 1 above.
3.	SH	Finance.	Regular monitoring of budget performance and checking bank statement balances.
4.	MR	Keswick Hall Liaison.	Attendance at Keswick Hall Residents' Meetings and reporting relevant concerns and issues to the Parish Council.
5.	MW	Litter Picking Organisation.	Some "Take Your Litter Home" signs removed by unknown persons. No further action. KH to seek help from Travellers Site residents to help with litter picking along

			<p>Short Road.</p> <p>Maintaining contact with other volunteers and making necessary arrangements.</p> <p>Spending the £220 Prize Draw award. Ideas still being considered.</p>
6.	JH	Reading Room and Speedwatch Campaign.	<p>Attending Reading Room Committee meetings and reporting issues to the Parish Council. JH to liaise with RR Chair to amend minutes of 8th May and arrange timely distribution of future minutes to agreed attendees.</p> <p>Approve Reading Room Constitution Document. Approved.</p> <p>Managing the Speedwatch scheme and liaison with the police coordinator. Locations agreed with coordinator and training times to be arranged.</p>
7.		Police Liaison.	<p>Maintaining contact with the police and circulating relevant</p>

			information to Councillors. JH said she was still receiving police messages and was content for this to continue.
8.	TL	Replacement of letter box	Awaiting installation by Royal Mail. Now replaced.

Phillip Brooks

Parish Clerk

7th October 2019