

CARLTON COLVILLE TOWN COUNCIL

MINUTES OF TOWN COUNCIL MEETING

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 4 September 2013** at the Methodist Church Hall, Shaw Avenue, Carlton Colville. The Meeting began at 7.00 pm
Minutes draft until signed.

1a) Welcome by Chairman

The Chairman welcomed Members of the Public, District Cllrs Paul Light and Kathleen Grant and County Cllr Sonia Barker and Debbie Goddard and Ian Castro from Impact Youth Organisation and Jo McCallum from WDC Community Led Planning Team and Members from the Lowestoft Museum.

1b) To note Town Council Members present and to receive any apologies for absence and duly note them

Town Council Members present: Town Councillors Jill Tyler Chairman, Peter Tyler, Derek Fletcher, David Kindred, Julie Hall, Wendy Miles and Christine Fair.

Apologies were received and accepted from Town Cllrs Jack Green, Tony Tibbitt. Jose Bamonde and Alistair Mackie. No apologies were received from Cllr Bill Mountford.

There were also apologies from the Police representative and from Peter Byatt (who will attend alternate Meetings with C Cllr Sonia Barker), and Sandra Ward from the Transport Museum.

1c) To receive any declarations of interest regarding the agenda

No declarations received

1d) Consider applications for dispensation

See 1c

2 To approve and sign the minutes of the Town Council Meeting held on 7 August 2013

Approval was agreed by all.

3 To allow Meeting to be adjourned for public participation

The Meeting was adjourned at 7.10 pm

The purpose of the meeting is for Councillors to discuss Town Council business and whilst attendance of residents is welcomed, they are not allowed to join in the discussions of the Councillors.

During each meeting the council will adjourn for a period of up to 15 Minutes to allow for public questions. During this time, residents can put questions to the Chairman regarding local concerns. Where possible, the Chairman will respond but matters may have to be deferred and placed on a later month's agenda for discussion.

a) To receive a report from the Police Representative

See attachment for report provided. The Police also advised that the Cadet Force was available for community action including litter picking. The Police had offered anti graffiti paint for the teen shelter and the Chairman suggested that this offer be taken up and used by those using the shelter as it was becoming graffitied again.

b) To receive a report from Waveney District

District Cllr Paul Light gave the report. See attachment.

c) To receive a report from Suffolk County Council

See attachment

Town Councillors thanked C Cllrs Sonia Barker and Peter Byatt for their locality money of

£870 to be used for six grit bins in Carlton Colville. Negotiations were ongoing about the Carlton Colville Primary School traffic

d) To receive a report from East Anglia Transport Museum

None received for this month

e) To receive a report from the IMPACT Team

See attachment

f) To receive the Chairman's report

Report attached

g) To receive a presentation from the Lowestoft Museum about proposed Lowestoft Museum Archaeological Project

See attachment. The Members were very interested in the museum's proposals for an exhibition about the archaeological excavation at Bloodmoor Hill and all agreed to give the project its full support.

h) To receive questions from the Public

The question of parking in The Street and traffic being held up as it could not get past buses because of parked cars was raised. The Clerk advised that parking was on the SCC list to be looked into but the information would be passed on.

The Meeting reopened at 8.40 pm.

Item 7 was brought forward

7) To determine the next steps about Community / Neighbourhood Planning for Carlton Colville

The following was agreed by all:

- 1) To build on what had been done at the Visioning Day.
- 2) To reach residents in all parts of Carlton Colville to obtain their views of having a plan
- 3) To create a powerpoint presentation that would be used at various venues at Carlton Colville. This would include:
 - i) Explain what the Town Council is currently doing including an update of what has been done as a result of the Visioning Day
 - ii) In layman's terms explain the difference between a Community Town Plan and a Neighbourhood Plan and to obtain input from residents about whether to have a plan and what to have in the plan.
 - iii) Inform residents all about the Town Council Meetings

It was agreed that all Town Councillors would need to be involved and to give commitment to this. It was agreed that the Chairman would write to all Members about commitment. The Community Led Plan would be an item for each Full Town Council Meeting.

District and Town Councillors left the Meeting at this point.

4 To receive updates on actions from the previous meeting (information only)

To receive updates on actions from the previous meeting (information only)

Borrow close conveyance:

Both sets of solicitors had advised that the exchange of contract should take place shortly. The Clerk was asked to contact the solicitors on a daily basis about a date for contract completion. Town Council room:

A Meeting would be held on 11 September about use for the Play Group which might affect the plans.

Litter bins:

These should be installed shortly

Grit bins:

In process

5 Correspondence

To receive correspondence log

a) To receive details of any correspondence of importance for Council to consider not received elsewhere.

Notification of grit bins to be paid for by C Cllr locality budget
Planning training to be held at Free School on 19 September 2013 at 7.00pm.
WDC Play Partnership Meeting to be held on 24 September at 10.30 am at Waveney Gym Club.
SALC Waveney Area to be held on 23 September at 7.00 pm at Marram Green Kessingland.
SCC had been informed about bridge at Bloodmoor - unsafe steps due to lichen, hedge needing trimming, Childrens slide on steps. Cllr Hall reported that the lichen had not been removed yet but the branches had been cut and had been tossed over the hedge and the slide had been removed.
SCC had been informed about water lying on the new road repair at Ribblesdale and Wharfedale and water not draining away from the surface and that this would present a dangerous surface in icy weather.
SCC had been informed about lack of street lighting at Secret Corner
WDC had been informed about bent railings at Airdale.

b) To confirm receipt of minutes from Meetings held since 7 August 2013:

- Planning Committee Meeting 7 August 2013
- Amenities Committee Meeting 20 August 2013

6 To agree cheques for signature

These were agreed by all. See attachment

8 To receive any updates on Marketing of Suffolk County Council land at Hollow Lane / Uplands Road South and to agree Council response

None were received. Cllr Jill Tyler had advised the SCC of the Town Council interest in the land for community use.

9 To receive any updates on request for Post Office in Carlton Colville

Cllrs Jill Tyler and Julie Hall had met the Post Office representative. It was agreed that the Town Council would help with demographic background details for a party interested in providing a post office

10 Matters for consideration at future meetings:

Community Led Planning in Carlton Colville; request for Post Office update, Remembrance service

12 Close Meeting

There being no further matters the Meeting closed at 9.10 pm

Chairman.....Date.....

CARLTON COLVILLE TOWN COUNCIL
POLICE REPORT FOR THE PERIOD
01/08/13 – 28/08/13

There have been 11 crimes recorded during this period.

- 2x Burglary dwelling
- 1x burglary other building
- 1x Theft in dwelling
- 1x Theft of pedal cycle
- 1x Criminal damage dwelling
- 1x Commit wildlife offences
- 1x Dangerous dog causing injury in a public place
- 3x Assault occasioning ABH

Speed checks have continued in Lowestoft Road, Ashburnham Way and Chapel Road with several vehicles recorded at speeds in excess of 35mph.

Warning letters have been sent out and we will continue to monitor the situation.

Report compiled by PcsO 3087 Steve Wicks on behalf of the South Lowestoft



Report to Carlton Colville Town Council Septem

IMPACT Detached Project

IMPACT Detached Project has been delivering detached youth work in March 2013. We have been very proactive throughout this time, engaging with young people 13 – 24yrs out and about in the local area.

We have offered information on a variety of subjects and once again issued many young people with C.Cards and Chlamydia Testing Kits they have requested. We have also delivered informal education around Sexual Health, Drugs and alcohol and other related issues. With Thanks to Cllrs Bill Mountford this work has been made easier by allowing us to purchase I-Pads to deliver instant and up-to-date information to young people out in the local area

We have also gathered information relating to a Youth Council and Youth Provision young people would like to participate in. Although the first Youth Council saw only 2 young people attend, we have since had several more young people who have asked to participate in the next meeting on 18th September so fingers crossed they will attend.

We have continued to engage with and develop a really good relationship with the young people already encountered and they are now waiting for us on a regular basis at the local skate park. We have also met and introduced ourselves with new groups of young people over the last few months.

We have found this summer that Dale End and Hall road Community Centres have been predominately visited by those under 13 yrs. mainly toddlers and children with their parents. Most young people 13 – 21 yrs. are congregating in and around Carlton Meadow Park and the Teen shelter. The last few weeks we have noticed a large amount of rubbish in and around the 'teen shelter' whether this is due to the lack of bins we are not sure. The young people who wait for us at the shelter and skate park are not happy that this area is prone to others that use the shelter and discard their rubbish in it and often graffiti the shelter panels

We will continue to recruit young people for the next 'Youth Council' in the hope that they will work together with Carlton Colville Town Council to help with highlighting problems and issues that need to be addressed and offer a voice for young people in the local area

Minutes Carlton Colville Town Council Meeting 4 September 2013

Payments to be considered

Clerks Wages for August 2013 chq 1722	
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Chairman's Report for August 2013

- 7th August a.m. Cllr Hall and I met with Gary Herbert, Senior Stakeholder Manager, Post Office Ltd to discuss the possible provision of a post office in Carlton Colville. We felt that this was a very positive meeting although the Post Office Ltd have not changed their mind and have no plans to provide a branch in our locality. However, Gary did provide information about what we would need to do to try and change their minds.
p.m. attended monthly surgery meeting with Cllr Light and Grant. No members of the public attended.

p.m. attended monthly meeting of the full Town Council.
- 17th August Attended with Cllr P Tyler and Cllr Mackie a garden party given by the local MS support group.
- 23rd August Met with Mr Kanagasabai, the proprietor of Londis in Fomona Road, to discuss whether he would be interested in being the applicant for the post office service for Carlton Colville, he has agreed to do this. I agreed that we would support him by providing a demographic report to go with his business plan and obtaining proper letters of support from District and County Councillors and our MP. I also saw the petition (which has approximately 950 signatories) and now have this in my possession.
- 27th August Attended a meeting with Cllr P Tyler and Richard Amor WDC Planning Officer to discuss our plans for the use of Borrow Close to determine whether planning permission is required.

It was agreed that it would be in the councils best interests to apply for Certificate of Law for Use. Other information/suggests were offered and these are covered in my full report of the meeting.

The following is a list of the projects we are working on:

- Borrow Close** still awaiting exchange of contracts details have been sent by our solicitor to WDC.
- TC Rooms** we have approached NPS and WDC to ask for quotes to ensure that our plans for the build are robust and meet planning law.

NPS have replied requesting guidance on what we require them to do as we have two options. They have agreed to come to a meeting to talk us through all of this. WDC will be responding soon.

I have spoken to Ben Cooper Building Control Officer to check what is required and he confirmed that our existing documentation full very short of that required to meeting current building control requirements.

Along with this the pre-school group who use the community centre facilities want to build on the site too. I am to attend a meeting in

September to understand what is being proposed and in what time frame. This project is very likely to affect our own plans especially if we cannot go ahead due to a lack of funds - something that needs to come to council for discussion once all of the facts are know, I will keep you posted.

Post Office

The next steps are to write the demograghic report and obtain letters of support from elected representatives to accompany the applicants business plan.

Youth Provision

The next meeting for the Youth Council is scheduled for 18th September. I am still trying to find a location for the youth to have a monthly drop in club, hopefully Cllr Mortimer will lend a hand.

Problems with the skate park have not been resolved yet - but I am on the case!

Deepdale Park equipment was removed earlier this year due to H&S issues. This needs to be replaced.

Planning

Community Led and or Neighbourhood planning this is to be discussed at our meeting in September. We also need to understand what pockets of money we can tap into to help us with this activity.

Traffic problems are Cartlon Colville Primary School

A watching brief at the moment as Cllr Barker has, quite rightly, taken the lead on this project.

Bloodmoor Hill Archaeology and Lowestoft Museum Project Presentation

The Past Under Your Feet- Bloodmoor Hill

People locally have most likely forgotten how important the Bloodmoor Hill site is in our history. Interest in the site dates back to 1758 when a burial mound was excavated and a skeleton and grave goods were found, this being one of the earliest Anglo-Saxon site digs recorded. Over the years more finds turned up. There are few Anglo-Saxon which are known and have been thoroughly recorded so when the area was planned to be put down to housing in 1997 it was required that the developer paid for archaeology to be done before the site could be built on. This was carried out by Cambridge University but it soon became clear there was much more there than first thought and the work was extended with money from English Heritage. The Saxons lived in wooden huts and with the soil being of an acid nature, this was not easy work and required the latest techniques to gather all the information available from the site, and in addition, quite unusually, this was written up in a full report with analysis, often there is not the money to complete this. Altogether there were over 40 buildings and a small cemetery of 26 graves from the 6th to 8th century, showing many features not seen on other sites, and being unusual to find a settlement and industry at one site. This is also likely to be the first site showing evidence of Christian burial. Therefore a very significant site and worth having the story and artefacts on display locally as at the moment apart from some pieces in the British Museum, all the artefacts are in store at SCC Archaeology Services.

The Lowestoft Museum was created by the Lowestoft Archaeological and Local History Society. In 1985 the museum moved to Nicolas Everitt Park, Oulton Broad into a building leased from WDC. Various CC people have helped the History Society, Mary Goffin way back in the early days and today we have Keith Davies and Don Friston. Archaeology is one of main themes, we have a few Saxon metal items from CC on display. What we have in mind is to loan items from the Archaeology Services and display them and tell the story by a HLF funded project, initially for a 2 year period but with the intention of making a loan agreement as an ongoing arrangement where we swop them out each year.

Our bid to the HLF is for cases and displays, also activities. The bits in the museum I think you can imagine, and will tell the story of the CC site. What I am going to describe are the activities we have in mind.

For the opening we intend having an invited pre-view of the displays with a few nibbles and invite the press, perhaps have someone dressed as Saxon. We would like you to help with who to invite.

In about June we will have a talk for the locals by an Archaeologist about the site and what it means. Perhaps we could have it in the CC Community Centre? Help with how

to best get this advertised would be appreciated, in parish magazines etc., also we may do a leaflet, which again perhaps you can help with distributing.

At the museum during school holidays, we will have up to 6 days with activities for children, these could be things like pot making, jewellery making, a dig of some sort, textile/spinning handy craft. The HLF did suggest we might do a dig in CC but the Archaeologists say the site has been so disturbed by the development that this is not worthwhile.

We hope you find these ideas of interest to CC and that people will come forward with ideas and offers of help. Also we are asking if you could provide a letter of support to help with our bid, I have brought a draft along which you can modify as you wish.

Report from D Cll Paul Light

Fairly quiet month over the super summer we have had.

Also recent Oulton election has meant there has been only one x-ordinary WDC meeting.

Do have several meetings due this month and training days.

The majority of contacts I have had with residents are around on going issues:

Harrop/Matlock Dale is still creating problems - but of a different nature;

There is concern over the grass being left uncut along the Castleton Ave bund - this is due for its next cut in the next few weeks.

There has been a concern about no street lights at Secrets Close.

A problem with the designation of bungalows at Carlton Hall is slowly being resolved.

All the above have been followed up with emails and conversations with Peter Aldous (as appropriate) different Officers and Councillors.

I've also recently been contacted re the over grown hedge on Hedley Close. This was brought up at the last TC meeting.

During the last month I have visited some of the recreational facilities in Gt Yarmouth and Waveney and have been very impressed by the condition of the ones that come under Waveney. Try-it days at Normanson Park, organised by WDC were well attended and helped highlight an super facility.

Report to Carlton Colville Town Council by Cllr Sonia Barker - 4.9.13

(NB Purdah carried on until the 9th August, 2013 due to the by election)

- 1.7.13 Attended the S.O.L.D. (Special Objectives for the Disabled) AGM in Carlton Colville
- 2.7.13 Meeting with `Our Place` SCC Officer – Stephen Watt – Carlton Colville
- 2.7.13 Attended Boston Lodge Youth Club Lowestoft re OrminstonCharity Bid to `take over` the Youth Club and the building from SCC
- 3.7.13 Meeting with Keith Sampson (with Cllr Peter Byatt) re Highways budget in division
- 4.7.13 Attended an opening reception at Carlton Manor Hotel
- 7.7.13 Visit to FESPA Fete (Friends of the East Suffolk Performing Arts) at Walberswick
- 8.7.13 Consultation at Orbis Building in Lowestoft re SCC `Raising the Bar` Education Initiative
- 9.7.13 Cabinet Meeting at Bury St Edmunds
- 9.7.13 Shortlisting for Research Assistant at SCC Ipswich
- 10.7.13 Health & Safety Training at SCC Endeavour House, Ipswich
- 10.7.13 SOR Meeting at SCC Endeavour House, Ipswich
- 12.2.13 Interviewing of Research Assistant SCC Endeavour House, Ipswich
- 15.7.13 Preparation on Motion for Council on ` Provision for students with Autism & ADHD in Suffolk`
- 17.7.13 Peer Review – Gave evidence as a Suffolk County Councillor to the Local government Association Review of Lowestoft at the town Hall Lowestoft (to be published)
- 18.7.13 Seconded and gave speech on the Motion re `Autism & ADHD`
- 22.7.13 Meeting re submission on Locality Budgets*and Highways Budgets with Cllr Peter Byatt
- 22.7.13 Attended opening (by Cllr June Ford – Mayor) of the newly revamped Access facility in the High Street (formerly the Crossing) providing skills & training
- 23.7.13 Attended a presentation at Halesworth New Cut re how to access European funding
- 25.7.13 Training on Questioning & Listening Skills at SCC Endeavour House, Ipswich
- 25.7.13 Media Training pm at SCC Endeavour House, Ipswich
- 29.7.13 Councillor training at Salvation Army Hall in Stowmarket
- 29.7.13 Attended `Street Meet` on Bloodmoor Estate, Carlton Colville
- 29.7.13 Attended CAB Lowestoft (SCC rep)
- 30.7.13 Extra SOR Meeting re Bury St. Edmunds at SCC Endeavour House, Ipswich
- 8.8.13 LDF(Local Development Framework Working Group) Meeting at Town Hall Lowestoft During August both Cllr Byatt & Cllr Barker were contacted re the tragic death of a female resident due to a fire in a bungalow in Laxfield Way, Pakefield.
- 30.8.13 Cllr Barker met with the new Site Manager at Carlton Colville CP School
- 4.9.13 Meeting with Sue Cook Director of Children & Young Peoples` Services at SCC Endeavour House, Ipswich

1. Both Cllr Byatt and I have responded to a number of requests for help, support & advice from constituents in both Carlton Colville & Pakefield during the last two months – some of which are on-going.

2. There is a Surgery at Pakefield Church this Saturday (7.9.13 at 11 am)

***Locality Budgets:- A bid for Grit Bins made by Cllr Byatt and I for the Carlton Colville area has been accepted by SCC (to be paid jointly by our Locality Budgets Total: £870.00)**

NB All successful Locality bids by Councillors across Suffolk can be viewed on the SCC website.

Cllr Sonia Barker – 4.9.13

**County Councillor for the Pakefield division of Lowestoft
Shadow Spokesperson for Education Skills & Young People**