

# CRINGLEFORD PARISH COUNCIL

DR M J WAGSTAFF  
CHAIR OF THE PARISH COUNCIL  
THE WILLOW CENTRE  
1-13 WILLOWCROFT WAY  
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**A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON  
THURSDAY 14 APRIL 2016 AT THE WILLOW CENTRE, CRINGLEFORD, AT  
7.30PM.**

**Present:-**

Professor M Wagstaff (MW)  
Mr D Baldwin (DB)  
Ms I Kirk (IK)  
Mr M Jalil (MJ)

Dr A Osbourne (AO)  
Mr M Scutter (MS)  
Mr C Joy (CJ)  
Mr J Canham (JC)

**In Attendance:-**

Sonya Blythe – Parish Clerk (SB)  
Cllr Kemp (CK) (District Council)  
Members of the public.

PCSO Darrin Sore (DS)  
Judith Virgo (JV) (County Council)  
Cllr Wheatley (GW) (District Council)

**Police Report**

DS reported the crime figures for 10 March to 13 April 2006 – 3 crimes had been reported (2 damage to property, 1x burglary).

Regarding the advertising boards near the Thickthorn roundabout. DS advised that if the land belonged to CPC the it could remove them. This was a civil matter not a police matter. Work was ongoing to establish ownership.

**Parishioners Question Time**

In response to a request for an update on the planning application by the UEA and the Norwich Rugby Club, MW reported that some documents had now been revised by the applicants. Comments would be accepted until 28 April.

**District Councillors Report**

CK reported the following:

- Highways England had circulated a letter to local council's regarding potential road changes.
- The grant for The Willow Centre (TWC) ramp had been approved in principle.
- An amended planning application for 2013/1793 (Newfound Farm land) has been sent to CPC for comment.

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|   | <ul style="list-style-type: none"> <li>• A presentation on how to present a case to a planning committee would be circulated to CPC.</li> </ul> <p>GW noted that:</p> <ul style="list-style-type: none"> <li>• Planning application 2013/1793 had been revised in order to decrease the number of houses from 800 – 650.</li> <li>• The John Innes Centre is hoping to relocate to Bawburgh.</li> <li>• An application has been received which will affect the B113 junction with Keswick Road / Swarsdon / Ipswich Road due to an industrial development, that will stop left hand turns towards the parish. More information will be requested by the clerk.</li> </ul> <p><b>County Councillor Report</b></p> <p>JV reported that:</p> <ul style="list-style-type: none"> <li>• There was doubt over whether Cambridge wished to go ahead with the East Anglian devolution bid. Norfolk County Council (NCC) had voted overwhelmingly in favour of carrying on with discussions.</li> <li>• There would be no more funding available from NCC in the future for parking measures.</li> <li>• The MacDonalds planning application had caused concern due to the proposal of a drive-thru.</li> </ul> |
| 1 | <p><b>To accept apologies for absence</b></p> <p>Apologies were received and accepted from Mr D Chaplin (holiday).</p>   |
| 2 | <p><b>To accept any declaration of Members Interests</b></p> <p>None</p>   |
| 3 | <p><b>To confirm the minutes of the meetings held on 10 March 2016</b></p> <p>The minutes were agreed and signed, subject to the following amendment:</p> <p>Item 10 – heading should read Environment and Planning Committee.</p>   |
| 4 | <p><b>To report matters arising from the minutes not on the agenda: for information only.</b></p> <p>It was reported that:</p> <ul style="list-style-type: none"> <li>• The Vice-Chancellor of the University of East Anglia had been invited to attend a parish council meeting.</li> <li>• EPAG had discussed the request for a bus shelter. It had been agreed that a rolling programme would need to be considered in the future to replace all bus stops with shelters. This would require significant funding.</li> <li>• Royal Mail had been contacted to ascertain the re-painting schedule of post boxes.</li> <li>• The meeting arranged by Stuart Bethall to inform residents of traffic options for Roundhouse Park had been poorly attended. DB and MW had met him separately to</li> </ul>   |

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|   | <p>discuss a cycling event, and had agreed that land opposite TWC could be used.</p> <ul style="list-style-type: none"> <li>• A land fund search had been carried out which had reported that the land housing the advertising boards was unregistered. CPCs solicitor was checking files to establish if the land was owned by the parish council.</li> </ul>   |
| 5 | <p><b>To note and comment upon correspondence received (attached)</b></p> <p>A Broadband consultation had been received, noting that the government planned to improve broadband provision by increasing the speed and making it a requirement for developers to install it when building an estate. A response would be sent agreeing that broadband should be included as part of new developments to ensure that there is enough availability for all who require it.</p> <p>Cavell Court dementia awareness launch would be held on 26 April. AO and MW agreed to attend.</p> <p>Cringleford Guides would be carrying out a litter pick in the parish shortly. The parish council agreed to support this and advised that South Norfolk Council was approached to borrow appropriate equipment.</p>  |
| 6 | <p><b>To receive the clerks report</b></p> <p>The clerks report was noted.</p> <p>The updated publications policy was agreed and would be added to the website.</p> <p>The clerk confirmed that Cringleford primary school had not contacted her regarding carrying out their grounds maintenance work. Contact would be made with them as the outcome may affect the grounds equipment purchased and the options for additional grounds staff being considered.</p> <p>Income for March 2016 was noted.</p>   |
| 7 | <p><b>HRH Queen Elizabeth 90<sup>th</sup> Birthday Celebrations.</b></p> <p>MW reported that the decision had been made to cancel the event being organised for 21 April. It had proven difficult to finalise the event because a location had not been agreed (as TWC football field had still not been handed over), a local personality could not be found to open the event, and it had been announced that the beacon should be lit at 8.30pm which was late for the school groups taking part. All but one councillor had been in agreement with the decision to cancel. One group who had been asked to participate were regretfully upset as they had started preparing.</p> <p>It was agreed that IK and MS would meet with the clerk and the Administration and Marketing Coordinator (Andrew Harrison) to establish the feasibility of holding a parish fun-day event in late summer.</p> |

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| 8  | <p><b>To receive a Booking System update</b></p> <p>DB and AH to meet and work through the processes.</p>  |
| 9  | <p><b>To receive an update from the travel project group</b></p> <p>DB was still awaiting costings from city council on permit parking schemes.</p> <p>NCC had not made contact regarding the yellow lines in Roundhouse Park.</p> <p>A letter had been received from NCC regarding a proposed 20mph speed limit along Dragonfly Lane and Brambling Lane. NCC would be contacted to ask how this related to the other schemes proposed for the area.</p>   |
| 10 | <p><b>To receive a Recreation and Amenities Advisory Group Update</b></p> <p>IK reported the following:-</p> <ul style="list-style-type: none"> <li>• Small groups reported issues with the pop-up bars not willing to attend for them. Licence arrangements were being checked and then a protocol would be written.</li> <li>• A meeting had been arranged to resolve outstanding issues which had prevented the Hub moving into the bar area.</li> <li>• Storage arrangements within TWC were being looked into.</li> <li>• Play equipment quotes had been considered, with another for engineered timber being sought.</li> <li>• Decorating quotes for pavilion had been received. These were quite high and did not include replaced flooring which was a significant issue. Further consideration needed to be given to investing now in decoration or whether to borrow and rebuild the whole centre. It is important that the facility is of a high standard as it houses the best playing field in the parish. This would be considered again as a later date.</li> <li>• Evidence of the clear-up and damage after last years fireworks events was being compiled so that a fee could be agreed upon for 2016.</li> </ul> |
| 11 | <p><b>To receive an update from the Environment and Planning Advisory Group</b></p> <p>MW reported the following:-</p> <ul style="list-style-type: none"> <li>• A letter had been received from Highways advising that improvements could be made to Thickthorn but did not specify what the proposals were.</li> <li>• An objection to the MacDonalDs drive-thru planning application had been drafted and circulated. It was noted that the business would bring 65 job opportunities to the area but it was agreed to object.</li> <li>• A revised proposal for the Bartram Mowers site had been received and an objection sent.</li> <li>• It was noted that planning permission had been obtained for three storage containers at the Recreation Ground</li> </ul>  |

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|    | <ul style="list-style-type: none"> <li>A picus test had been carried on the beech tree. As a result of this EPAG recommended to full council that the tree be removed. Bracing the tree was an option but would involve ongoing costs and likely last for a limited period. Council regretfully supported the suggestion to fell the tree and agreed to obtain quotes to remove it, once ownership of the land it stands upon was established. The picus test report would be added to the website.</li> </ul>   |
| 12 | <p><b>To discuss issues surrounding open spaces in the Parish</b></p> <p>The transfer of the football pitch still had not occurred.</p> <p>An initial meeting of the sports group user group was in the process of being organised.</p> <p>EPAG had asked the clerk to appoint a contractor to look at the soakaways at the recreation ground.</p>   |
| 13 | <p><b>Staffing update</b></p> <p>All staff appraisals have been carried out.</p>   |
| 14 | <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>The payments for April were approved.</li> <li>The accounts report to date and bank reconciliation to 31/03/2016 were received.</li> <li>FAG update.<br/>MW reported that: <ol style="list-style-type: none"> <li>The risk assessment had been updated.</li> <li>Quotes had been considered for storage containers. Three would be purchased once final costs had been established.</li> <li>Similarly it had been agreed that a tractor be purchased, the exact one to be determined after trials.</li> <li>A Chair was still needed for the group.</li> </ol> </li> </ul> |
| 15 | <p><b>To confirm the time of the next meeting of Cringleford Parish Council to be held on Thursday 12 May 2016 7.30pm at The Willow Centre</b></p> <p>This was agreed. It was noted that the annual parish meeting would commence at 7.15pm.</p>   |
| 16 | <p>To receive items for the next agenda.</p> <ul style="list-style-type: none"> <li>Slow repairs of potholes.</li> <li>Possible cooperation between groups in village to ensure the effective operation of the parish.</li> </ul>  |

Meeting closed at 21:50

Signed .....  
Chairman