



CAISTER-ON-SEA PARISH COUNCIL
The Council Hall, 1 Yarmouth Road, Caister-On-Sea,
Great Yarmouth, Norfolk, NR30 5DL

Office opening times:

Monday-Thursday 9.30-12.30

Clerk: 07873 756 239 RFO/Burials Clerk: 07751 444 904 Office: 01493 738 474

**Minutes of the Extra Ordinary Full Council Meeting held on Monday 10 August 2026 at
7.00pm at The Council Hall, 1 Yarmouth Road, Caister-On-Sea, Norfolk, NR30 5DL.**

In attendance:

Parish Councillors – Kevin Wood (Chair), Jan Jarzembksi, Christopher Kirk, John Hemsworth, Alan Walker, Robin Wilkinson, Sandy Griffiths, Lorna Cutler, Danny Godbolt, David Bailey, Katie Batchelor and Susan Wilkinson.

Borough Councillors – Cllr Jon Wedon

County Councillors – Cllr Daniel McGrath

Guests – Michele O’Keefe (Responsible Finance Officer/Burials Clerk) **Parishioners** – None

Parish Clerk – Karina Barker

These minutes are ‘draft’ until approved at the next meeting of Full Council.

1. To consider apologies for absence

Apologies received from **Cllr Nick Keable**.

2. Declarations of interest not previously disclosed

No declarations of interest regarding agenda items or requests for dispensation received. To **note** that Cllr Wood has previously been granted **dispensation** to remain in attendance for matters relating to Caister Playing Field but will not vote on these matters. Minute ref: Full Council/4.8.25/5/f

3. To approve the minutes of the previous meeting held on 3.8.26

The minutes were **agreed** and **signed** as a true record of proceedings.

4. Public participation

- a. No parishioners present.
- b. No reports from Councillors present.

5. Financial Matters

- a. Council **received** and **considered** the follow-on report regarding the front porch structure at the Council Hall, noting the updated position following the meeting held on 3 August 2026. It was recorded that Contractors B and C declined to provide revised quotations for the expanded scope of works, and that Contractor D is currently unavailable and has not yet supplied the additional information requested by Council. The Clerk’s actions in obtaining further quotations from alternative contractors were

noted, together with the detailed submissions received from Contractors E and F, as set out in Appendices 2 and 3 respectively. Council reviewed the comparative costs, scope of works, and warranty information for the expanded repair and full rebuild options. It was further noted that Contractor F's repair quotation was not directly comparable to the expanded structural repair scope identified by Contractor D.

Following discussion, Council **resolved**:

- i. To **allow** Contractor D the opportunity to provide a quotation for the removal and rebuild of the porch, once they return and are able to respond.
- ii. To **delegate** authority to the Clerk to determine, upon receipt of Contractor D's quotation, whether Contractor D or Contractor E offers the best value option, and to progress the works accordingly.
- iii. That the matter be brought back to Council if any further clarification or variation to the agreed scope is required.

Clerk to progress accordingly.

- b. Council discussed and **resolved** to **approve** the cost of £104.99 to renew Microsoft 365 Subscription. **Clerk to progress.**

6. To receive and comment on planning applications received

- a. **06/26/0574/HH (12 Gedge Road Caister-on-sea Great Yarmouth NR30 5LR):** Part two-storey, part single-storey rear extension; Side extension to create porch. **NO COMMENTS / OBJECTIONS**
- b. **06/26/0465/HH (5 Marina Flats Beach Road Caister-on-sea NR30 5HD):** 1. Rooms in Roof including front and rear dormers 2. First floor rear extension 3. Alterations to external appearance at front and rear. **NO COMMENTS / OBJECTIONS**
- c. **06/26/0052/HH (16 Seafield Road South Caister-on-sea NR30 5LF):** Single-storey side/rear extension; Single-storey rear extension; Two-storey front extension and single-storey porch; Demolition of existing outbuilding and garage and erection of detached garage. Cllr Wood abstained from commenting/voting. **OBJECT - OVER DEVELOPMENT.**

Clerk to respond accordingly.

*Council **resolved** to suspend the following provision of its Standing Orders: "Public (including press and district, borough and county councillors)" to allow County Councillor Daniel McGrath to speak in relation to the following agenda item.*

7. Council considered potential high-priority pedestrian crossing locations within the Parish, following correspondence from Norfolk County Councillor Daniel McGrath regarding ongoing discussions with Norfolk Highways about a possible crossing point on Norwich Road near Brooke Avenue. Councillors discussed alternative locations including Yarmouth Road and Beach Road. Council **resolved** that Yarmouth Road should be considered alongside Beach Road (Allendale

Road area) ahead of Norwich Road which already has pedestrian crossings in place. **Cllr**

McGrath to feedback and instruct accordingly, updating the Parish of any progress.

Council **resolved** to reinstate the provision of its Standing Orders relating to "Public (including press and district, borough and county councillors)" following the conclusion of the preceding agenda item.

8. Parish Office

- a. Council **reviewed** and **approved** the Event Management Plan and Risk Assessment for the Caister Seaside Summer Trail, with the addition of a residual risk rating column to the risk assessment, confirming these documents and their appendices as the formal safety and operational framework for the event, and authorised their implementation.
- b. Council **noted** the resignation of Cllr Sleet and recorded its thanks to him for his service to the Council and to parishioners. Members expressed appreciation for his contributions during his term of office. The Clerk confirmed that the appropriate notifications and statutory processes relating to the vacancy had been undertaken in accordance with electoral regulations. **Clerk to write to Cllr Sleet on behalf of the Parish Council, conveying Members' thanks and appreciation for his service and contribution to the Council and the parish.**

9. Council **considered** a report providing an update on work undertaken to date in relation to the former Youth Club site and the wider aspiration to deliver a new community facility. Council **noted** the expenditure and commitments incurred to date and considered the legal and governance implications arising from the independent legal advice received, which indicates that the former Youth Club site should be treated as public open space for the purposes of Section 123 of the Local Government Act 1972.

During discussion, members **noted** that the former Youth Club site offers significantly better access and parking potential for a future community facility when compared with both King George V Field and the current Council Hall. Members observed that while King George V Field could theoretically accommodate parking, the access road is narrow, residential and constrained, limiting suitability for regular community-facility traffic. The current Council Hall has no dedicated parking provision due to its location on the High Street. In contrast, the former Youth Club site could provide substantial space for parking, superior vehicular access, and additional land that may support a hall, sports areas, and potentially cemetery or allotment provision, subject to further research and statutory considerations.

Council discussed additional potential options requiring exploration as part of the strategic review, including:

- o the **Old School building / Independence Matters** site as a possible alternative location, with **Cllr McGrath to investigate feasibility and availability;**
- o whether, if the boundary adjustment requested from Persimmon Homes is approved, a community facility could be located on the **new Persimmon site;**

- whether the Parish Council could enquire about the possibility of **retrieving part of King George V Field**, noting that the land was originally gifted from the Parish. **Clerk to investigate this matter further.**

Council acknowledged that a formal comparative options appraisal had not yet been undertaken to consider alternative sites, development opportunities involving existing Council-owned land, partial disposal or mixed-use options, or wider strategic land requirements including future cemetery provision. Following discussion, Council **agreed** that no final decision had been made regarding the disposal of the former Youth Club site, the acquisition or development of alternative land, or the final location and delivery model for any future community facility.

It was **resolved** to:

- a. **Note** the contents of the report and the expenditure and commitments incurred to date.
- b. **Note** the independent legal advice received regarding the status of the former Youth Club site as public open space and the associated statutory and governance implications.
- c. **Recognise** the need for a structured strategic options appraisal before any final decision is made regarding the future use or disposal of the former Youth Club site or the location and delivery of a future community facility.
- d. **Defer** further substantive project progression beyond currently commissioned work pending completion of the strategic options review and further consideration by Full Council.
- e. **Authorise** the Proper Officer and Working Group to develop a structured options appraisal for consideration by Full Council, including:
 - i. development opportunities involving existing Council-owned land;
 - ii. the current proposal involving disposal of the former Youth Club site and development on alternative land;
 - iii. potential partial disposal and mixed-use options;
 - iv. future cemetery land requirements;
 - v. legal, planning and environmental considerations;
 - vi. financial and viability considerations;
 - vii. potential grant funding and land ownership implications;
 - viii. the accessibility and parking advantages of the former Youth Club site;
 - ix. feasibility of the Old School / Independence Matters building;
 - x. feasibility of the Persimmon boundary-adjusted site;
 - xi. the potential to retrieve part of King George V Field.
- f. **Require** the findings of the options appraisal to be reported back to Full Council before any further substantive commitment is made to a preferred site or delivery strategy.
- g. **Confirm** that this minute and the associated recommendations shall form the framework for the next stages of the project, guiding all further investigative and preparatory work.

10. **No** agenda items for the next Full Council meeting.

11. **Council agreed dates of next meetings**

- a. Full Council – 7 September, 7pm
- b. Finance Committee – 21 September, 7pm
- c. Full Council – 5 October, 7pm
- d. Personnel Committee – 2 November 6.30pm
- e. Full Council – 2 November, 7pm
- f. Finance Committee – 23 November, 7pm
- g. Full Council – 7 December, 7pm

12. **Closure of meeting 20:12**