

## **COUNCIL MEETING – 19 SEPTEMBER 2012**

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 19 September 2012, the following Members were present:-

Mr K Lashley – Chairman

|                  |                |
|------------------|----------------|
| Mr W F Couzens   | Ms M Ho        |
| Mr C E Cutting   | Mr R J Knowles |
| Mr R B Dyball    | Mr C L Noble   |
| Mrs S A A Dyball | Ms C T Rumsby  |
| Mrs H Tovell     |                |

|               |   |  |
|---------------|---|--|
| Mrs J Hunt    | - | Town Clerk and Responsible Financial Officer |
| Mrs E Elliot  | - | Committee Officer                            |
| Jason Menezes | - | Bidwells                                     |

3 Members of the public

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### **12/226. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of disclosable pecuniary and other interests were received.

### **12/227. APOLOGIES FOR ABSENCE**

Written apologies for absence were received from Mr J H Mallen and Mrs B J Lashley and verbal apologies from Mr J W Bracey, Mrs A Harper and Mrs M R Roberts.

### **12/228. MINUTES**

The Minutes of the Council meeting held on 29 August 2012, having previously been circulated to all Members, were confirmed and signed by the Chairman of the Council.

### **12/229. POLICE LIAISON OFFICER'S REPORT**

The Chairman welcomed to the meeting PCSO Josh McBride who elaborated on some of the incidents recorded in the crime statistics for Sprowston, previously circulated.

### **12/230. RESIDENT'S QUESTIONS**

On the motion of Mr R J Knowles, seconded by Mr R B Dyball it was **RESOLVED** that the meeting be adjourned to receive residents' questions on matters concerning the town. Residents were reminded that their questions should be addressed to the Chairman who would, assisted by the Town Clerk, reply.

The meeting was reconvened.

### **12/231. SPROWSTON DIAMOND CENTRE REDEVELOPMENT**

Jason Menezes of Bidwells gave a detailed presentation on the design and tender process for phase 1 of the redevelopment of Sprowston Diamond Centre. Members carefully considered the tenders, previously circulated and it was

**RESOLVED**

**12/231. SPROWSTON DIAMOND CENTRE REDEVELOPMENT (CONTINUED)**

to accept the tender from Contractor A, (Pentaco Construction Ltd) subject to full value engineering to the value of £150,000, excluding professional fees, being applied across the scheme and for Bidwells to work with the Town Clerk to facilitate the build.

**12/232. VILLAGE GREEN RURAL TOURING CINEMA**

Referring to Minute 12/114 4.4, the Town Clerk advised that the Cinema showing of The Best Exotic Marigold Hotel had been a success with every ticket being sold and 15 people having to be turned away at the door. There was an opportunity to increase the showings into the evenings if the Council thought viable. Live performances were also available from Creative Arts Live including puppet theatre and Louise Jamieson (One woman show) or Jan Farmery at a cost of between £400 and £600. There is a £350 (or 100% for new groups) guarantee against loss available depending on choice of performance.

Concern was expressed with regards to Bank Holidays as it was felt that continuity should be maintained with the show times of film, which are the first Monday of each month, but the Council Office would be closed.

Mr C L Noble suggested the formation of a cinema club to reduce the impact on officer time which will be included as an agenda item for a future meeting of the Council.

**12/233. ADMINISTRATIVE & FINANCE OFFICER (P/T)**

Further to Minute 12/150 4.1 it was

**RESOLVED**

to confirm the appointment of Caroline Butler, NJC Scales Spinal Point 16 - 21, 17 hours per week - Administrative & Finance Officer (p/t)

**12/234. NEIGHBOURHOOD PLAN**

Further to Minute 12/213, the Town Clerk reported that The Prince's Foundation had held a meeting with Members of the Neighbourhood Working Group and officers from Broadland District Council. Having been given a copy of the draft Neighbourhood Plan they were now looking at various ways to move forward.

**12/235. BEYOND GREEN IN BROADLAND - OUTLINE PLANNING APPLICATION BRIEFING**

An invitation from Beyond Green to attend an outline planning application briefing on Friday 5 October at Sprowston Diamond between 3pm and 5pm was circulated at the meeting.

**12/236. DISPENSATION REQUEST**

The Town Clerk circulated a Dispensation Request for Members to complete enabling them to fulfil their duties in respect of matters relating to the setting of council tax or a precept under the Local Government Finance Act 1992 and setting the Scale of Members allowances in circumstances where they may have a registered disclosable pecuniary interest.

## **12/237. REPORT OF THE TOWN CLERK**

### **ALLOTMENTS, PARKS AND OPEN SPACES**

#### **1.1 Air Conditioning Meeting Room at Sprowston Diamond Centre**

Members considered the report of the Town Clerk with regard to installing air conditioning in the meeting room.

The Town Clerk reported that initial finances available from the budget for the redevelopment of Sprowston Diamond Centre were as follows but further savings could be made:

- £37,893 new homes bonus
- £25,000 s106 open space corner of School Lane and Neville Road
- £88,000 loan after fees
- £4,283 room hire April - August 2012
- £15,500 hire of Council Offices

In view of the increased popularity in room hire, opportunity to increase capacity and available funding it was

#### **RESOLVED**

to proceed with the installation of air conditioning to be incorporated in Phase 1 of the redevelopment of Sprowston Diamond Centre, managed by Bidwells in liaison with the Town Clerk.

#### **1.2 Dog Gloves Usage**

Having considered the cost per dog glove and their usage around the parish it was

#### **RESOLVED**

To continue the measures already taken by the Town Clerk such as painting stencils, leafleting, and include monitoring the cost and quality of dog bags and to erect signage adjacent to glove holders at Sprowston Recreation Ground wording:

Sprowston Town Council welcomes responsible dog owners - these emergency dog bags are provided in the event that you have forgotten your own

#### **1.3 Norwich Fringe Project**

**RESOLVED** to decline the request from Norwich Fringe Project to complete a survey regarding funding.

#### **1.4 GNDP (Greater Norwich Development Partnership) Green Infrastructure Management and Maintenance**

Having considered the set of key principles that might be used as a context for establishing an appropriate framework for the long term management and maintenance of GI in the GNDP area it was suggested that they should be more stretching and imaginative rather than continuing with the status quo, cost effective, sustainable with native materials and labour locally sourced. It was agreed that these views be taken forward by the Chairman to the Green Infrastructure meetings he attends.

## **12/237. REPORT OF THE TOWN CLERK (CONTINUED)**

### **1.5 Donation of Park Bench by Brethren Christian Fellowship**

**RESOLVED** to accept the offer of a park bench (millennium metal) from the Brethren Christian Fellowship to be placed at Wilks Farm Drive open space.

### **1.6 Tree Survey of Council's Liability on Open Spaces**

Having considered the report of the Town Clerk is was

**RESOLVED** to accept the quotation from A T Coombes Associates at a cost of £1,940 plus VAT.

## **CEMETERY**

### **2.1 Report on Cemetery Building**

Members noted the report of the Council's Cemetery Consultant Mr Martin Lilley and the Town Clerk's actions to minimise use of the storage of vehicles at the cemetery.

## **STREET LIGHTING**

### **3.1 No matters were reported**

## **CENTRAL ADMINISTRATION AND PERSONNEL**

### **4.1 Broadland District Council Annual Meeting with Town and Parish Councils**

**RESOLVED** that Mr K Lashley together with the Town Clerk attend this meeting on behalf of the Council and that their proper expenses be met in accordance with the Council's scheme of allowances.

### **4.2 Localism, Neighbourhood Planning and Self Build Conference**

Members noted that the Localism, Neighbourhood Planning and Self Build Conference would be held on Saturday 10 November 2012 at Haughley Park Barn.

## **PLANNING AND TRANSPORTATION**

### **5.1 No matters were reported**

### **6.1 Enclosures**

Broadland District Council Parish Pages September 2012 Issue No.56.

## **12/238. REVISED ALLOTMENT TERMS AND CONDITIONS**

**RESOLVED** to adopt the revised Allotment Terms and Conditions September 2012.

## **12/239. MEETING ADJOURNMENT**

On the motion of Mr R B Dyball, seconded by Mrs H Tovell it was

**RESOLVED** to adjourn the meeting for a short break.

**12/239. MEETING ADJOURNMENT (CONTINUED)**

The meeting was reconvened.

**12/240. PLANNING**

The Town Clerk reported that observations had been requested by the District Council's Head of Development Management & Conservation on planning applications received since the last meeting.

Having considered each application and the accompanying plans the Council

**RESOLVED**

(a) to raise no observations or objection to the granting of the following applications:

12/1085 - single storey front extension at 5, Lambert Road

12/1148 - single storey rear extension at 64, Rosemary Road

12/1204 - proposed extension to dwelling at 83, Couzens Hardy Road

12/1223 - extension at rear to form dining/kitchen area at 29, Falcon Road East

12/1281 - flat to pitched roof on single storey front extension (retrospective) at 2, Falcon Road West

12/1308 - detached house at 5, Mousehold Lane

(b) to object to the granting of planning application 12/1278 - variation of conditions 16 & 17 of planning permission ref. 20101381 timing junction improvement works at land to the east of crown U C P Salhouse Road on the grounds that heavy construction traffic will be using the site without a junction to support it.

**12/241. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 19 September 2012 totalling £37,692.52 and answered Members' questions arising therefrom.

On the motion of Mr R J Knowles, seconded by Mrs S A A Dyball it was

**RESOLVED** that payment of the accounts to 19 September 2012 totalling £37,692.52 be approved and the schedule authorising payment signed by Ms M Ho and Mr R J Knowles.

**12/242. SCHEDULE OF CREDIT CARD PAYMENTS**

The schedule of credit card payments totalling £741.59 was approved and noted.

**12/243. REPORTS FROM COUNCIL'S WORKING GROUPS**

No written reports were received.

**12/244. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

Written reports were received from Mr J Ward, County Councillor.

**12/245. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

No written reports were received.

**12/246. QUESTIONS UNDER STANDING ORDER NO. 8**

No questions under Standing Order 8 were received.

There being no other necessary business the Chairman of the Council thanked Members for their attendance and declared the meeting closed.

**10 October 2012**

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**CHAIRMAN**