



NOTICE OF MEETING

AND SUMMONS TO ATTEND

The meeting of Sprowston Town Council
will be held in the St. Quintin Room, at Sprowston Diamond Centre, School Lane
Sprowston on Wednesday 22 February 2017 at 7.30pm

AGENDA

Item No.

1. To receive declarations of interest.
2. To receive apologies for absence (proforma enclosed).
3. To confirm the minutes of the Council meeting held on 1 February 2017. Pages 1 - 4
4. To receive correspondence & agree action/response arising from the minutes.
5. To receive any written reports from Sprowston County and District Councillors. Page 5
6. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak¹.
7. To receive the report of the Town Clerk and make decisions on: Pages 6 - 34
 - 1.1 Building Services Report Recreation Ground and Sparhawk Park
 - 4.2 DCK Beavers Ltd Accounting Solutions VAT Report
 - 4.4 Broadland District Council Overview and Scrutiny Committee - Work Programme Survey
8. Adjourn the meeting for a short break
9. To consider planning applications to 22 February 2017 Pages 35 - 36
10. To receive any written/verbal reports from the Council's Committees and Working Groups.
11. To receive any written and verbal reports from Members representing the Council on or at outside organisations. (proforma enclosed)
12. To confirm the payment of accounts to 22 February 2017. Pages 37 - 39
13. To receive the schedule of Direct Debits Pages 40
14. To receive the schedule of credit card payments. Pages 41

June Hunt
Town Clerk

17 February 2017

Council Office. Sprowston Diamond Centre . Sprowston . Norwich.NR7 8TR
Tel: 0845 004 6227 or (01603 408063) . Fax: (01603) 418113 . Email: townclerk@sprowston-tc.gov.uk

Footnote:

¹ Members have a statutory legal duty under the Local Government Act 2000, to declare any personal or prejudicial interest they have in items contained in the above agenda. Failure to do so may result in the individual Councillor being reported to the Standards Board for England.

Planning Applications listed above are those in the office at the time of publication of the Agenda. The Council may consider others received up to the date of the meeting if appropriate. Plans may be viewed in the Council office during office hours, and are available from 7 pm on the date of the meeting. Alternatively, to view on line please go to www.broadland.gov.uk and follow the links through to planning.

It should be noted that Councillors Mr Knowles, Mr Moncur (Chairman) and Mr Ward will or could be making comments on the planning applications at this meeting as a non-statutory consultee on behalf of the Town Council. However, as all three Councillors are on the Planning Committee of Broadland District Council they would like it made clear that their views could change at those meetings when more information could lead them to a differing view than that expressed at this meeting. To this end they will be abstaining from voting on planning matters, apart from in the case of a tied vote when the Chairman will make the casting vote.

This Meeting is open to the Public and the Press. Copies of this Agenda and Draft Minutes referred to above are available from the Council Office. Signed copies of the Minutes may also be downloaded from the Council's website www.sprowston-tc.gov.uk (go to Agenda and Minutes page). They are available (unless marked confidential) for public inspection at the Council Offices during public opening hours.

In the interests of openness and transparency, Councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

COUNCIL MEETING – 1 FEBRUARY 2017

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 1 February 2017, the following Members were present:-

Mr I Moncur – Chairman

Mr W F Couzens	-	Mr R J Knowles
Mrs S L England	-	Mrs J Leggett
Mr R A Fowkes	-	Mr J H Mallen
Mr J M Ward		

In attendance

Mrs J Hunt	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer

No members of the public were present

17/021. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

17/022. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Ms G A Landamore, Mrs B J Lashley, Mr K Lashley and Mrs J Poynter and verbal apologies from Mr T Landamore, Mr C L Noble and Mr N Shaw.

17/023. MINUTES

The Minutes of the Council meeting held on 11 January 2017, having previously been circulated to all Members were subject to the following amendment

Minute 17/006, **delete** Monday 31 January 2017 and **insert** Tuesday 31 January 2017

confirmed and signed by the Chairman.

17/024. POLICE LIAISON OFFICER'S REPORT

Members noted the incidences recorded in the crime statistics for Sprowston since the last meeting.

Mrs J Leggett reported work was ongoing to establish who was responsible for a recent spate of bicycle thefts at Mountbatton Drive and Wilks Farm Drive and a leaflet drop had been carried out in the area.

17/025. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr Ward also verbally reported that:

- (1) Norfolk County Council Social Care Committee passed the budget proposals by casting vote from the Chairman. The proposals will put an extra £25m into adult

17/025. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

social care but there will still be £11m of cuts. This will go to full Council on 20 February 2017 for full approval.

- (2) Cannerby Lane from junction with Allerton Road for 60 metres north will be closed except for access 13 - 17 February 2017 for drainage works.
- (3) School crossing patrols have been saved after the Conservatives proposed that plans to scrap them be abandoned.
- (4) Norfolk County Council is looking for Master Composters to join the current team of 80 volunteers committed to spending just 30 hours per year passing on their knowledge. Details at mastercomposter@norfolk.gov.uk

Mrs J Leggett verbally reported that:

- (1) the Environment Development and Transport Committee were considering giving County Councillors a modest budget which could be spent on areas within the division.
- (2) a well-attended Safer Neighbourhood Action Panel meeting was held on 31 January 2017. The main priorities agreed at the meeting included anti-social behaviour at the Paddocks and Morrisons car park and speeding along St. Faiths Road.

A number of issues were raised by residents including parking at Tesco Express, speeding on Linacre Avenue and Gage Road, difficulties in crossing Church Lane and rubbish and anti-social behaviour at Barkers Lane.

The Parking Partnership will be invited to attend a future meeting of the Safer Neighbourhood Action Panel and PC Roberts had offered to stand with a speed gun on Linacre Avenue and Gage Road with any resident that was interested.

The Engagement Officer had advised that reporting to Town and Parish Councils was due to change detail yet unknown

17/026. RESIDENT'S QUESTIONS

As there were no residents present the Chairman moved to the next item of business.

17/027. RESPONSE TO QUESTIONS FROM ANDY BUNTON

RESOLVED to defer this item to a future meeting of the Council in liaison with Mr Bunton.

17/028. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Diamond Centre - Front Car Park Markings

Having considered four quotations for road marking at Sprowston Diamond Centre Front Car Park and following advice from the Council's development consultant Bidwells, it was

17/028. REPORT OF THE TOWN CLERK (CONTINUED)

RESOLVED to accept the quotation from RoadArt Road Markings at a cost of £594.00 inclusive of VAT.

1.2 Edwards Road Car Park Surface and Lining

Having considered the report of the Town Clerk it was

RESOLVED to remove the small trees in the centre of Edwards Road car park and accept the quotation from MW Surfacing to carry out resurfacing and associated works at a cost of 29,520.00 plus VAT; subject to investigation into drainage at the site.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 Lighting Authority

Members noted that Norfolk County Council would no longer require or adopt footway lighting on new developments and Broadland District Council's request for confirmation that Sprowston Town Council would take responsibility for footway lighting on new developments in Sprowston.

RESOLVED that Sprowston Town Council take responsibility for footway lighting on all new developments in Sprowston.

CENTRAL ADMINISTRATION

4.1 No Matters were reported

PLANNING AND TRANSPORTATION

5.1 No matters were reported

17/029. MEETING ADJOURNMENT

On the motion of Mr I Moncur, seconded by Mr J M Ward it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

17/030. PLANNING

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

Having considered each application and the accompanying plans the Council

RESOLVED

(a) to raise no objection to the following application:

17/030. PLANNING (CONTINUED)

2016/5025 - new standalone 4 classbase building, new hard standing, extended car parking area, resurfacing and change of use of former caretakers bungalow to school use and associated works at Falcon Junior School, Falcon Road West.

- (b) to oppose the granting of planning application 2016/2165 - first floor south-west side extension at 156, Wroxham Road on the grounds that it is an overdevelopment of the site, unneighbourly, detrimental to the street scene, not subservient to the original dwelling and in contravention to the Sprowston Neighbourhood plan.
- (c) to oppose the granting of planning application 2017/0038 - alterations and extensions to side and rear incorporating rooms in roof at 12, Greenborough Road on the grounds that it is an overdevelopment of the site, unneighbourly, not subservient to the original dwelling and there would be insufficient off road parking for the size of the property.

17/031. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

17/032. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written reports were received.

17/033. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 1 February 2017 totalling £39,393.27 and answered Members' questions arising therefrom.

On the motion Mr I Moncur, seconded by Mr J M Ward it was

RESOLVED that payment of the accounts to 1 February 2017 totalling £39,393.27 be approved and the schedule authorising payment signed by Mrs R A Fowkes and Mr R J Knowles.

17/034. SCHEDULE OF DIRECT DEBITS

The schedule of Direct Debit payments totalling £2,525.23 was approved and noted.

17/035. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £182.33 was approved and noted.

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

22 February 2017

CHAIRMAN

12th February 2017

Report from Councillor John Ward

Broadland District Council

The next Business Rates revaluation comes into effect on 1st April 2017 with almost all properties being assigned a new rateable value based on rental values as at 1st April 2015. The revaluation is carried out by an independent Government agency – the Valuation Office Agency. The overall increase in the 3,555 businesses across Broadland is expected to be 4.6%.

Broadland has contributed £560,000 to the Better Broadband for Norfolk Programme and this is match funded by the Government. 87% of Broadland residents now have access to speeds over 24 Mbps and a further 10% will achieve this in the next few years.

The Service Level Agreement with Norwich Fringe Project (NFP) has been extended to 2023. NFP manage all the Council's woodland assets as well as Marriott's Way and the Bure Valley Railway footpath.

Norfolk County Council

NDR bridge construction over the Norwich-Sheringham railway at Rackheath will result in all trains being cancelled on Sundays April 9th & 16th. A replacement bus service will operate. Plumstead road will also need to be closed for some of this time.

Salhouse Road will be closed from the Blue Boar Lane/ Woodside Road junction to the Sole & Heel roundabout at Rackheath 27th Feb – 1st Mar to enable a 3m deep drainage ditch to be dug across the road.

A national touring exhibition "Titanic Honour & Glory" will be at the Time & Tide Museum, Great Yarmouth 1st April – 24th September. John Balls who runs the Titanic Society in Thorpe St. Andrew has been consulted and will be loaning some additional items.

COUNCIL MEETING – 22 FEBRUARY 2017

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Building Services Report Recreation Ground and Sparhawk Park

Attached, is the report from our engaged consultant at Ingleton Wood.

The report makes recommendations of works following findings of suggested alterations and improvements to the buildings at the Recreation Ground and Sparhawk Park.

It is felt prudent to carry out, as soon as possible, the recommendations on water hygiene risk reduction and the leased building boiler replacement. It is further proposed that the other works eg. boiler replacement in the Pavilion are carried out at a later date. To obtain best value I have been advised that the most prudent way forward would be to tender all the works to a contractor with a clear breakdown which essentially provides a shopping list, this list allows the Council to decide which part of the works, with the exception of two items listed above, should be carried out and when.

Recommendation: to engage Ingleton Wood to procure a boiler replacement for the leased building and to tender all remaining works with costs for further consideration by the Council.

CEMETERY

2.1 No matters to report.

STREET LIGHTING

3.1 No matters to report.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Norfolk Constabulary Report

Norfolk Constabulary will in future be engaging with this Council through new Community Engagement Officers' and for the Broadland District Council area is PC Andy Mason. The crimes and calls to the Constabulary, as a newsletter, will be available to councils on the second Thursday of each month and circulated with our most appropriate agenda. The statistics included in the January 2017 newsletter have already been received by this Council at a previous meeting. The heading for Police Report will be deleted from any future agenda.

4.2 DCK Beavers Ltd Accounting Solutions VAT Report

Following the visit to these offices of DCK Beavers Ltd Accounting Solutions their report is submitted to this Council for consideration. The identified compliance with VAT will be introduced into the Council's practices on 1 April 2017.

Recommendation: to receive the report of DCK Beavers Ltd Accounting Solutions and instruct the Town Clerk accordingly.

4.3 Broadland District Council Environmental Health Hygiene Rating

On 9 February 2017 a Broadland District Council District Environmental Health Officer attended Sprowston Diamond Centre to perform an unannounced hygiene rating check.

Following the inspection this Council was awarded a 5; which is the maximum award for hygiene rating for the kitchen and nursery premises at Sprowston Diamond Centre, with all facilities passing to a good standard.

4.4 Broadland District Council Overview and Scrutiny Committee – Work Programme Survey

Reference is made to the attached email from Broadland District Council giving information of their Overview and Scrutiny Committee's next programme of work and requesting input from the town and parish councils.

Option: to make recommendations of suggested topics for discussion.

PLANNING AND TRANSPORTATION

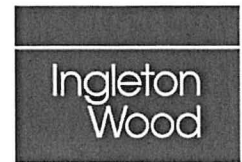
5.1 No matters to report.

ENCLOSURES

- 6.1** Norfolk Association of Local Councils – Message from Chairman Councillor Janet Holdom
- 6.2** Norfolk Constabulary Report update for January 2017



**June Hunt
Town Clerk**



Billericay
Cambridge
Colchester
London
Norwich

www.ingletonwood.co.uk

Sprowston Town Council Properties
Sprowston Town Council
31537

Brief overview of Heating and Hot Water condition

Author: BL
Checked by: SN
Date: 31/01/2017
Status: ISSUE 2

architecture
building surveying
building services
planning
interior design
sustainability
civil and structural
quantity surveying

Vision, form and function

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1.0 Executive Summary

Sprowston Town Council have instructed Ingleton Wood to carry out a visual survey of the existing services at two of their sites and provide a brief overview of the existing conditions and recommendations to make improvements.

The survey focussed on the heating and water services of the building as these elements are the priority for keeping the buildings operable, safe from poor water hygiene and useable.

During the survey, it was found that the services providing hot and cold water and heating were generally operable but would benefit from improvement works.

Some of the recommended improvement works are quite simple and some a little more involved. For example, simple priority improvements could include: -

1. The changing of water storage to mains supply to prevent potential water hygiene risks of the stored water.
2. Recharging the solar hot water system with a water/glycol mix to ensure the building benefits from solar heating of the water and therefore reduced heating bills.

Some of the more involved works could include: -

1. Replacement of the leased building oil fired boiler with new more efficient condensing type.
2. Overhaul and replacement of the boiler within the pavilion building.
3. Replacement of the boiler controls in the main pavilion and leased building with new (matched with boiler) to help minimise costs.

It is advised that the Town Council continue to undertake regular flushing of the water outlets (at least weekly), water temperature monitoring (at least weekly) and routine testing of the water storage and outlets (visual and laboratory inspections at least twice per year).

The potential water hygiene risk can be managed with the current arrangement but can be further reduced as part of the recommended works.

To ensure best value in the procurement of the works it is recommended to package up the works in separate tendered schemes for pricing by three contractors.

Following the completion of the works a single maintenance contract can be let to ensure a best value maintenance contract is in place for the council across the sites.

2.0 Introduction

Sprowston Town Council have instructed Ingleton Wood LLP to undertake an engineering survey and assessment of the existing building services associated with the Space and hot water heating and water supply services.

Ingleton Wood have reviewed the boiler certification dated 18th November 2016.

The survey focussed on the heating and water services of the building as these elements are the priority for keeping the buildings operable, safe from poor water hygiene and useable.

2.1 Limitations

The survey was undertaken by visual inspection only and no intrusive investigations were carried out.

There have been no investigations carried out to identify the presence or absence of Asbestos or other hazardous materials.

3.0 Recreation Ground Road

3.1 Overview

Recreation Ground Road site is a park with three main buildings and a maintenance shed which houses the bunded GRP oil storage tank.

There is a mains cold water supply to the site which serves each building and any stored water is within each of those buildings.

The oil storage tank is bunded and uses a sight glass to monitor the oil level. Protection against damage of the sight glass is recommended to prevent potential damage and loss of oil.

The supply of oil to each building is metered to allow for monitoring of the heating and sub charging to tenants.

3.2 Lease Building

3.2.1 Overview

The leased building is owned by Sprowston Town Council and leased to an educational organisation.

The building is heated by a single oil fired conventional fan assisted boiler. The details of the boiler are listed below: -

Manufacturer	Boulter
Model	Camray 5 65/90A
Serial No.	011079032
Heat Output	23.4kW
SAP Seasonal efficiency	85.1%

The heating system is fed by a feed and expansion tank in the loft space.

The boiler provides heated water to radiators around the building, each radiator has a thermostatic radiator valve (TRV) to allow for room control of temperature.

The condition of the heat exchanger within the boiler is poor and replacement is recommended.

The heating distribution pipework is generally constructed from copper.

A single Honeywell boiler controller with timer and thermostat provides the control of heat from the boiler to both the hot water cylinder and the radiators.

Hot water is provided from a single indirect hot water cylinder which is supported by water heating from a solar thermal panel arrangement on the roof. The solar thermal system offers the benefits of reducing the heating demand of the building used to generate stored hot water.

Mains cold water enters the building via a stop cock in the toilet before serving some water outlets and the cold water storage tank in the loft space. The cold water storage tank in the loft provides a supply of cold water to the hot water cylinder and the cold water outlets generally.

4.0 Pavilion Building

The pavilion building is owned by Sprowston Town Council.

The building is heated by a single oil fired conventional fan assisted boiler. The details of the boiler are listed below: -

Manufacturer	Boulter
Model	Camray 5 150/200K
Serial No.	041037315
Heat Output	50kW
SAP Seasonal efficiency	85.3%

The heating system is fed by a feed and expansion tank.

The boiler provides heated water to radiators around the building, each radiator has a thermostatic radiator valve to allow for room control of temperature.

There have been reports of the thermostatic radiator valves becoming clogged with debris preventing the radiator from working. This is likely to be a result of dirty valves and debris within the system.

The heating distribution pipework is generally constructed from copper.

A single Honeywell boiler controller with timer and thermostat provides the control of heat from the boiler to both the hot water cylinder and the radiators. The controls have been reported as not working effectively and require replacement.

Hot water is provided from a single indirect hot water cylinder which is supported by water heating from a solar thermal panel arrangement on the roof. The solar thermal system offers the benefits of reducing the heating demand of the building used to generate stored hot water. The solar system circuit has been depleted of water glycol mix and requires refilling and testing.

Mains cold water enters the building via a stop cock in the plant room before serving some water outlets and the cold water storage tank in the loft space. The cold water storage tank in the loft provides a supply of cold water to the hot water cylinder and the cold water outlets generally. Access to the cold water storage tank within the loft space requires access equipment to inspect the tank.

Much of the hot and cold water demand is by the showers within the changing facilities which are used by football teams at the weekends.

5.0 Bowls Building

The bowls building is provided with an electrical and water supply only which is used to provide power, lighting and space heating. Hot and cold water is provided by mains supplied water and direct electric water heating.

The Heatrae Sadia, direct electric unvented hot water heater has failed and is need of replacement.

6.0 Sparhawk Park

6.1 One permanent brick built arrangement of buildings used for storage and toilet facilities

- Redundant Copper Hot Water Cylinder
- Two gravity tanks
- Recommend linking out and converting to mains
- Existing toilet facilities are in good condition

7.0 Recommendations

Recreation Ground Road

7.1 Lease Building

1. Replace existing boiler with new high efficiency oil fired condensing boiler, offering a potential efficiency improvements of around 7-8%.
2. Ensure all existing pipelines in loft are adequately insulated.
3. Power flush system to remove any debris.

4. Install a filtration device to continually remove debris and increase longevity of the system.
5. Convert heating system to unvented arrangement thereby removing feed and expansion tank.
6. Dose system with chemical inhibitor to protect the system.
7. Remove cold water storage tank and link out converting the system to mains water supply. This will reduce the water hygiene risk of the site.
8. Chlorinate all water supply pipework and test quality of water by laboratory bacteriological testing.

7.2 Pavilion

Recommended works

1. Design and tender works to replace boiler with new high efficiency condensing boiler, offering a potential efficiency improvements of around 7-8%.
2. Top up solar system with water glycol mix.
3. Replace heating circulation pumps with new high efficiency inverter driven pumps.
4. Power flush heating system to remove any debris.
5. Replace radiator Thermostatic Radiator Valves where appropriate
6. Pressure test pipelines to ensure they are sound.
7. Install a filtration device to continually remove debris and increase longevity of the system.
8. Convert heating system to unvented arrangement thereby removing feed and expansion tank.
9. Dose system with a chemical inhibitor to protect the system.
10. Replace controls with a simple new intuitive controls system.
11. Insulate all pipelines to reduce heat loss of heating and hot pipelines and heat gain or condensation occurrence of cold water pipelines.
12. Remove cold water storage tank and link out converting the system to mains water supply by the use of an accumulator. This will reduce the water hygiene risk of the site.
13. Chlorinate all water supply pipework and test quality of water by laboratory bacteriological testing.

7.3 Bowls Building

1. Change existing direct electric unvented hot water heater for new.
2. Insulate all pipelines.

7.4 Sparhawk Park

1. Remove any water storage tanks and ensure that all supplies of water are from mains.

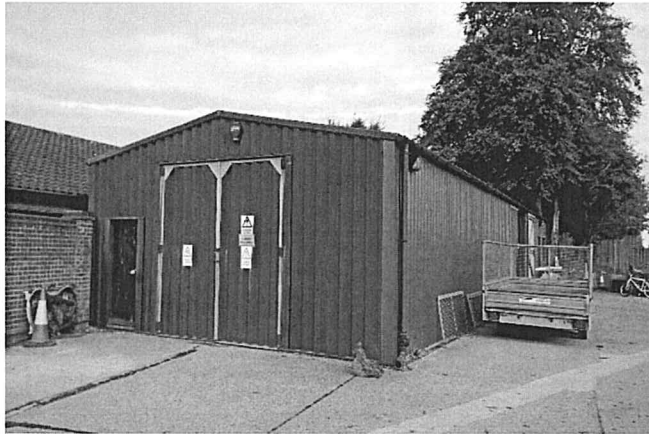
8.0 General Maintenance Recommendations

It is important that measures are in place to control the risk of legionnaires disease, such measures should include: -

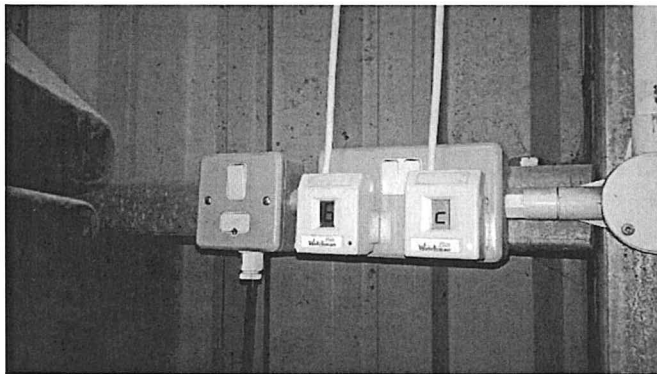
- Regular flushing of water outlets to remove potentially stagnant water
- Regular water temperature monitoring of the water outlets
- Routine stored water inspections
- Routine water quality tests

APPENDIX A – Photographs

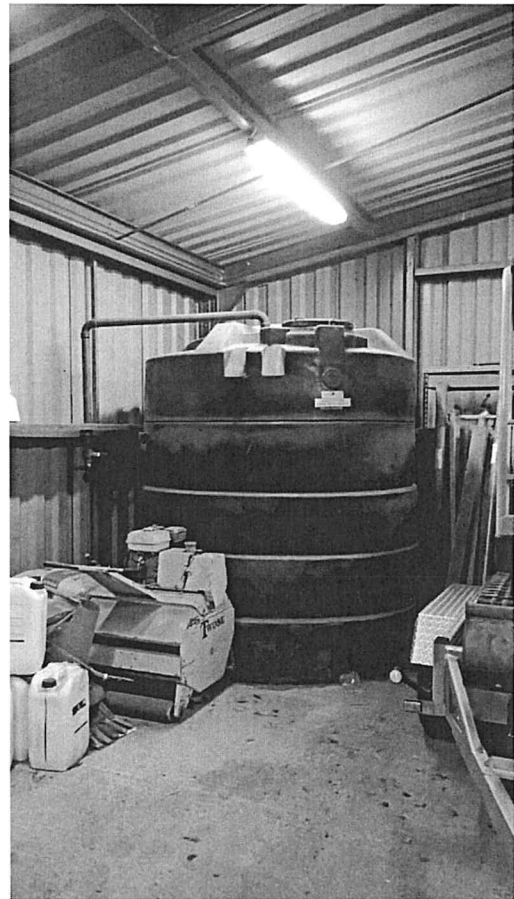
Recreation Ground Road



1. Building containing oil storage tank.

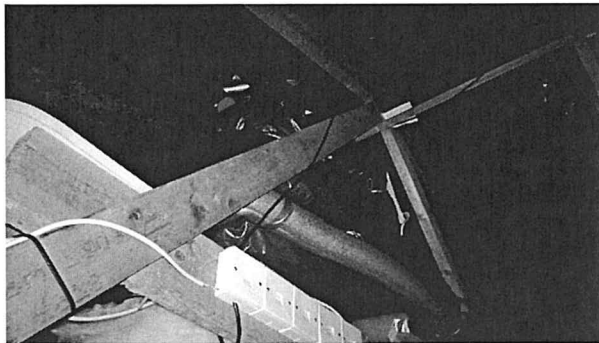


3. Oil watchman system.

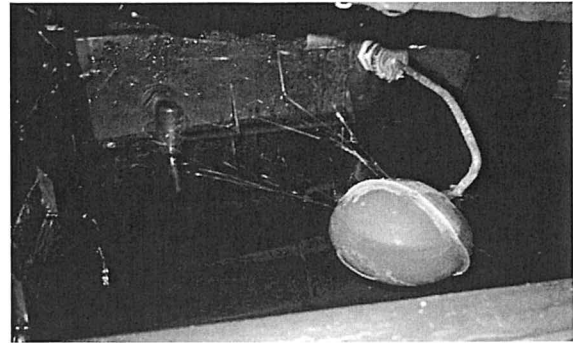


2. Existing bunded GRP oil tank.

Leased Building



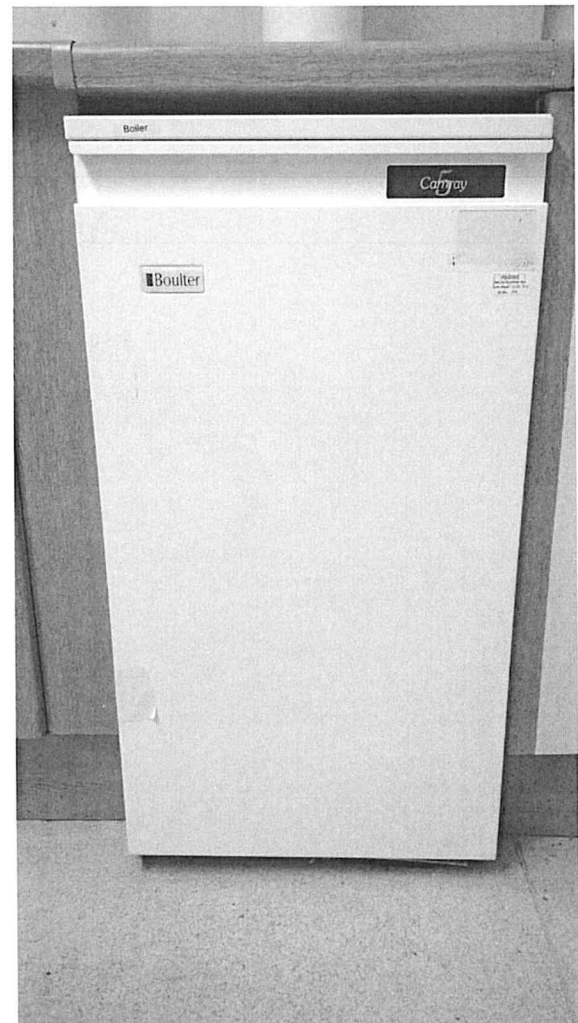
1. Cold water storage tank.



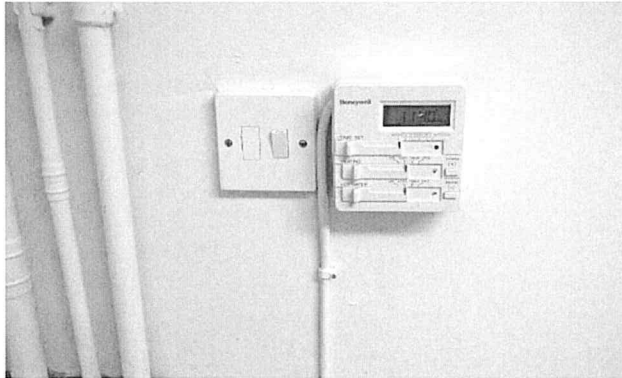
2. Cold water tank condition.



3. Existing boiler located in kitchen.



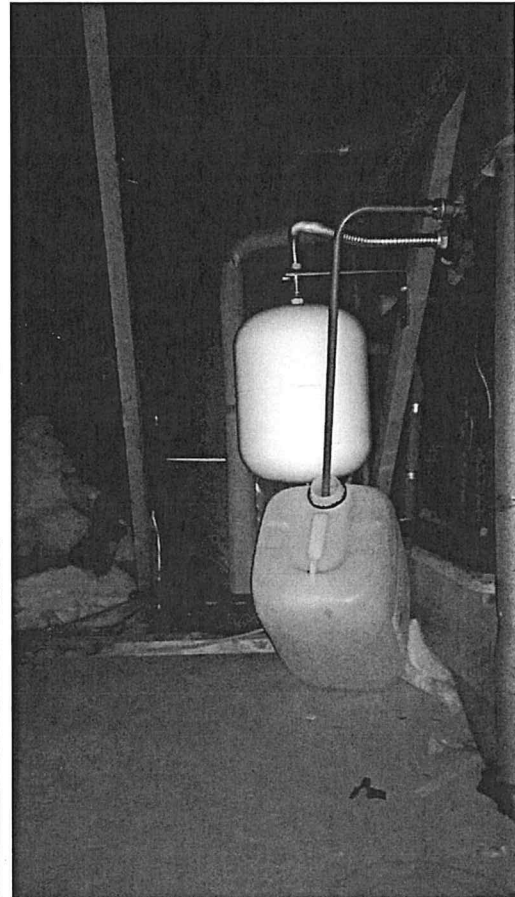
4. Existing Boulter.



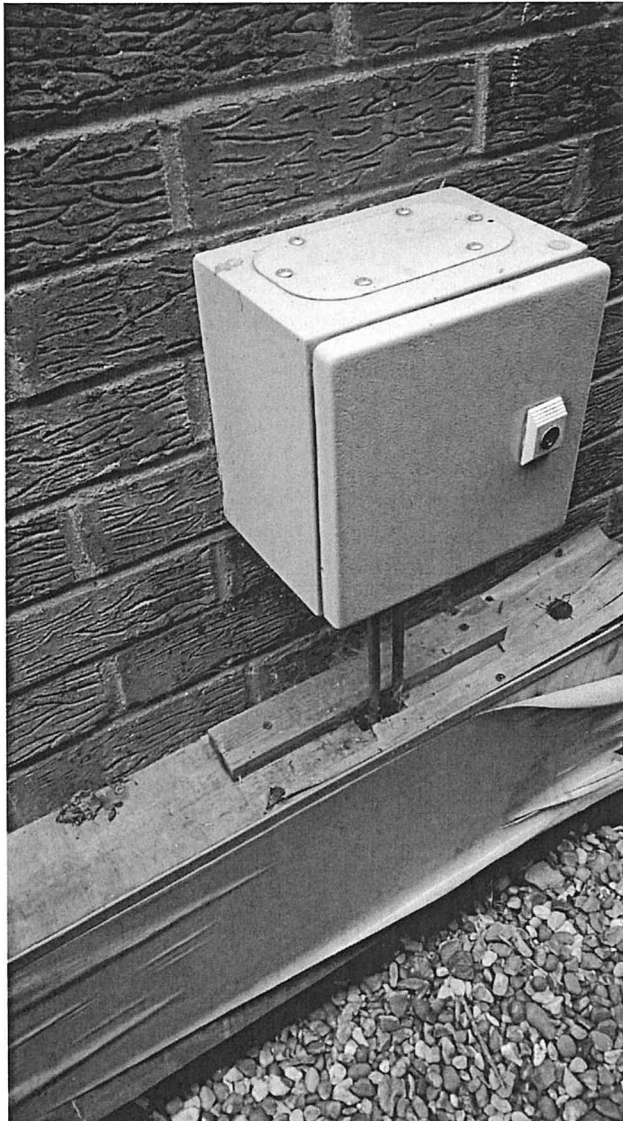
5. Existing Honeywell heating controller.



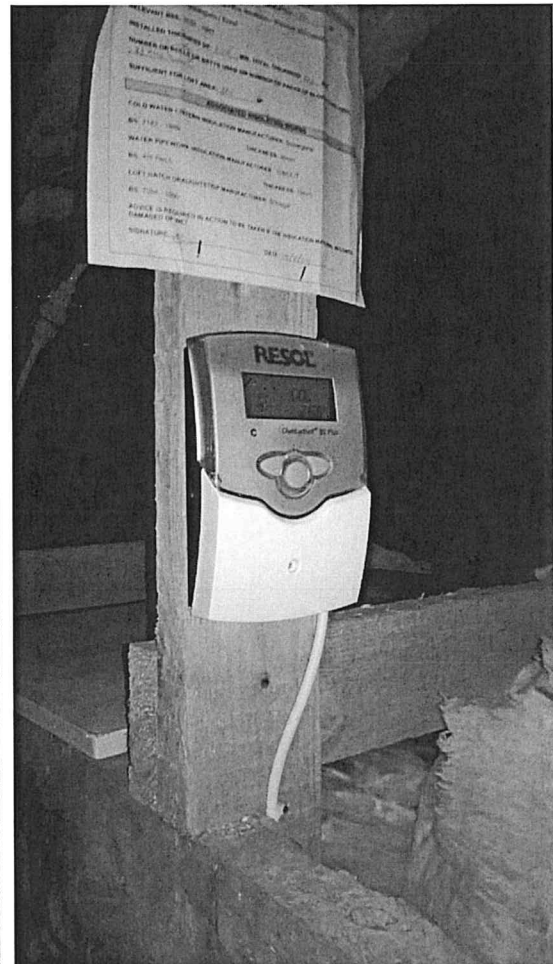
7. Mains cold water incoming.



6. Hot water cylinder and unvented solar system.



8. Oil supply meter enclosure.



9. Solar heating controller.