



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 5 April 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's meeting held on 15 March 2017. Pages 1 - 7
4. To receive any Police Liaison Officers Report.
5. To receive correspondence & agree action/response arising from the minutes.
6. To receive any written/verbal reports from Sprowston County and District Councillors. Page 8
7. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak¹.
8. Adjourn the meeting for a short break.
9. To receive the report of the Town Clerk and make decisions on: Pages 9 - 21
 - 1.1 Wilks Farm Drive Open Space
 - 1.2 Sprowston Infant School Use of Recreation Ground
 - 5.2 Federation of the Governing Boards of White Woman Lane Junior School
10. To consider planning applications to 5 April 2017. Pages 22 - 24
11. To receive any written/verbal reports from the Council's Working Groups.
12. To receive any written and verbal reports from Members representing the Council on or at outside organisations. (proforma enclosed)
13. To confirm the payment of accounts to 5 April 2017. Pages 25 - 27
14. To receive the schedule of credit card payments. Page 28
15. To receive the schedule of direct debits. Page 29

June Hunt
Town Clerk

31 March 2017

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 or take photographs at the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.***

COUNCIL MEETING – 15 MARCH 2017

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 15 March 2017, the following Members were present:-

Mr I Moncur – Chairman

Mr W F Couzens	-	Mr K Lashley
Mr R A Fowkes	-	Mr T Landamore
Mr R J Knowles	-	Mrs J Leggett
Mrs B J Lashley	-	Mr J M Ward

In attendance

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

3 Members of the public

17/050. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Member	Minute No & Heading	Nature of Interest
Mrs J Leggett	Minute 17/062 4.1, Grant Aid - Sprowston Youth Engagement Project	Chairman of the Youth Advisory Board, Old Catton Parish Councillor Youth contact
Mr J M Ward	Minute 17/063 - Grass Verges in Sprowston	Norfolk County Councillor

17/051. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Ms G Landamore and verbal apologies from Mrs S L England, Mr J H Mallen, Mr C L Noble, Mrs J Poynter and Mr N Shaw.

17/052. MINUTES

The Minutes of the Council meeting held on 22 February 2017, having previously been circulated to all Members were confirmed and signed by the Chairman.

17/053. POLICE LIASON OFFICER'S REPORT

Members noted the crime updates from 1 - 28 February 2017 but felt unable to comment as it was difficult to differentiate between Old Catton and Sprowston.

Mrs J Leggett advised that she had written to the Police Commissioner expressing her displeasure.

17/054. PHASE 4 SPROWSTON DIAMOND CENTRE

Jason Menezes of Bidwells, the Council's architect and Ben Lyng of Ingleton Wood LLP, Associate Building Services Engineer gave a detailed presentation on the Phase 4 development of Sprowston Diamond Centre and answered Members questions therefrom.

17/054. PHASE 4 SPROWSTON DIAMOND CENTRE (CONTINUED)

RESOLVED

To authorise the Town Clerk to progress, in conjunction with the Council's appointed consultants, the phase 4 development of Sprowston Diamond Centre as detailed in the planning application presented and the agreed budget with 10% contingency

17/055. CORRESPONDENCE

- (i) Invitation to Norwich Northern Distributor Road Forum at County Hall, Martineau Lane, Norwich on Thursday 23 March 2017, 6.00pm to 8.00pm.
- (ii) Digital Briefing Note
- (iii) Parish Precepts - National Association of Local Councils

17/056. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr Ward also verbally reported:

- (1) that at Thorpe Lodge at 10.00am on Monday 13 March 2017 he had raised the flag for Commonwealth Day reading an affirmation from the Commonwealth Secretary General and a message from the Queen.

The Commonwealth has some 2.5 billion people, a third of the world's population in its 52 member states. This year's theme is "A peace building Commonwealth" and flying the flag is an occasion to acknowledge publicly and collectively the continuing aspiration of the Commonwealth to build on common traditions and uphold our shared values of democracy, inclusion, development and respect for diversity.

- (2) that at Broadland District Council's Communities Committee on 8 March 2017 one of the agenda items was Trading Standards where members heard of their work in ensuring the quality and safety of the food chain, including animal food and fertilisers, safeguarding the standards of animal health and welfare, tackling the supply of alcohol, tobacco etc. to underage young people, ensuring the safety of consumer products and tackling rogue traders and scams.

Mrs J Leggett verbally reported that:

- (1) at the Environment Development and Transport Committee meeting there was a paper to bring forward the idea for Councillors to be given a budget of £6,000 to spend in the area they represent.
- (2) there was to be an independent enquiry into 16 - 18 years olds living in unregulated accommodation.

Mrs B J Lashley commented that she could understand how an individual budget could work for a Councillor who represented a small area but questioned how this would work for a Councillor representing several parishes.

Mrs J Leggett responded that every effort would be made to ensure fair distribution.

17/057. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

Mrs B J Lashley asked District Councillor's what additional services the District intended to provide given their increase in Council Tax.

Mr J M Ward replied that the increase was to maintain services and to purchase two properties to house homeless families.

17/058. RESIDENT'S QUESTIONS

On the motion of Mrs J Leggett, seconded by Mr K Lashley 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.

Mrs Tipple of Wroxham Road reported that she was representing the views of over 200 people who had voted on facebook regarding the state of the verges in Sprowston, commenting that she felt that the Town Council should take some responsibility to improve them.

Claire Lincoln, Lead Youth Worker Sprowston Youth Engagement Project (SYEP) asked the Council to support a funding application for £2,500. She gave a presentation on the group's activities, projects and successes and read a statement from one of the committee members.

Presentations were also received from Sam on his experience as an attendee at SYEP and Cath Evans, the longest running volunteer, who said she felt that young people had benefitted in many ways from this project including improved confidence, and that numbers were increasing with regularly over 40 attendees.

Reverend Canon Simon Stokes underlined what had been said stating that the model created had been seen as good practice across the county. He urged the Council to support SYEP commenting that they were trying to fund this in partnership with the Town Council and other groups in Sprowston.

17/059. FULL COUNCIL MEETINGS

Mr I Moncur proposed, seconded by Mr R J Knowles to commence Full Council Meetings at 7.00pm and on being to the vote the motion was **LOST**.

17/060. PROVISION OF TREE IN HIGHWAY

Mr J M Ward reported that he had been approached by a resident of 43, Tiercel Avenue regarding the replacement of a tree in the verge outside her property which was diseased and had blown down in the wind a while ago.

Norfolk County Council would like it replaced but does not have the funding however would have no objection to the Town Council purchasing and planting a replacement tree.

Mr J M Ward proposed, seconded Mr I Moncur to replace the tree outside 43, Tiercel Avenue.

Mrs B J Lashley felt it would set a precedent; it was not the right time of year for bare root planting and would require a pot contained tree which would have to be maintained by town council staff. Furthermore if the tree was diseased and the root and stump remained it could be difficult to replant.

17/060. PROVISION OF TREE IN HIGHWAY (CONTINUED)

On being put to the vote the motion was **LOST**.

17/061. MEETING ADJOURNMENT

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

The meeting was reconvened.

17/062. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 No matters were reported

CEMETERY

2.1 Headstone Damage

Members noted the incident at Sprowston Cemetery, which resulted in damage to four memorials, had been reported as an insurance claim to the involved motorist's insurance company.

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Grant Aid

Mr R A Fowkes expressed concern that Sprowston Youth Engagement Project's request for grant aid appeared to be for general running costs and that he would prefer the Town Council to give a grant for a specific project but supported the request in principle. .

Mr T Landamore proposed, seconded by Mr K Lashley

- (i) that a grant of £2,500 be made to Sprowston Youth Engagement Project, to be vired from the 2017/18 Fete budget heading, and paid in two instalments, April and October 2017.
- (ii) to suggest that SYEP return with a three year business plan to ascertain if the Town Council could contribute from the 2018/19 budget.

On being put to the vote the motion was **CARRIED**.

4.2 Wi-Fi Access

RESOLVED to authorise the Town Clerk to increase the allocation of Wi-Fi access at Sprowston Diamond Centre to accommodate the usage available to customers at an additional cost of £10.00 per month.

17/062. REPORT OF THE TOWN CLERK (CONTINUED)

4.3 Tree Replacement Tree Outside 43 Tiercel Avenue

Members noted:

- (i) Norfolk County Council's requirements should the Council plant a tree in the verge outside 43, Tiercel Avenue.
- (ii) the budget for bare root trees and completion of this seasons planting.
- (iii) the Council's current tree policy.

4.4 Norfolk Pension Fund

Having considered the Norfolk Pension Fund valuation for Sprowston Town Council it was

RESOLVED to authorise the Town Clerk to sign the acknowledgement requested by Norfolk Pension Fund..

4.5 UK Power Networks "help Vulnerable People in Your Community Access Free Extra Support during a Power Cut"

Members noted a letter from UK Power Networks giving details of a Priority Services Register which vulnerable people could sign up to and that an article would be placed in Sprowston Matters with leaflets and associated pro-forma available from the Council office.

PLANNING AND TRANSPORTATION

5.1 No matters were reported

17/063. GRASS VERGES IN SPROWSTON

Mr K Lashley commented on the state of the verges in Sprowston advising that he felt the Town Council should do something to improve the situation. He proposed that the Town Council consult with residents and discuss all their suggestions with Norfolk County Council's Highways Officer to ascertain what was acceptable and qualify what was available within the 50/50 scheme then present recommendations to full council.

Mr I Moncur proposed, seconded by Mr K Lashley that designated Councillors meet with Norfolk County Council's Highways Officer for Sprowston on Thursday 30 March 2017 at 9.00am. Members identified:

Mr W F Couzens	-	Mr K Lashley
Mr R A Fowkes	-	Mrs J Leggett
Mr T Landamore	-	Mr I Moncur

17/064. SUSPENSION OF STANDING ORDER 3W

On the motion of Mr K Lashley, seconded by Mr W F Couzens it was **RESOLVED** to suspend Standing Order 3W to complete the business of the evening.

17/065. 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 applications:

2017/0232 - replacement single storey side and rear extension at 28, Corbet Avenue

2017/0247 - single storey rear extension at 17, Tiercel Avenue

2017/0254 - single storey rear extension to replace conservatory at 12, St Marys Grove

2017/0307 - two storey rear extension at 20, Glenburn Court

(b) to raise no objection to planning application 2017/0171 - part change of use from unit 7 from approved office use B1 to Children's Nursery D1 at White House Farm, Salhouse Road but express concern regarding access as a Nursery would increase traffic and currently the only access is via a narrow route from Blue Boar Lane.

(c) to oppose the granting of planning application 2017/0240 - erection of boundary fence - retrospective at 95, Foxburrow Road on the grounds that at least four panels facing Cozens Hardy Road should be reduced to a height appropriate to a front garden.

(d) to oppose the granting of planning application 2017/0279 - proposed new dwelling at Land adj. 60, Russell Avenue on the grounds that it is an over development of the site and out of keeping with the street scene.

17/066. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

17/067. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written reports were received.

17/068. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 15 March 2017 totalling £55,611.27 and answered Members' questions arising therefrom.

On the motion Mr W F Couzens, seconded by Mr I Moncur it was

RESOLVED that payment of the accounts to 15 March 2017 totalling £55,611.27 be approved and the schedule authorising payment signed by Mr R A Fowkes and Mrs B J Lashley.

17/069. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £408.07 was approved and noted.

17/070. SCHEDULE OF DIRECT DEBITS

The schedule of Direct Debit payments totalling £825.00 was approved and noted.

17/071. STAFF SALARIES 2017/18

The 2017/18 staff salaries were noted.

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

5 April 2017

CHAIRMAN

26th March 2017

Report from Councillor John Ward

Broadland District Council

The Council sponsored Wellbeing Fair was held on 22nd March at Roxley Hall. It was a popular event especially the free Slow Cooker Workshop.

On that same day I attended Sprowston Community High School to present Broadland's Sporting Award cheques of £1000 each to Tiegan Poynter for baton twirling and Serena Grace for athletics. Both these local girls are competing nationally and internationally.

Norfolk County Council

On 17th March I was present at an event at County Hall to mark the 5th Anniversary of the signing of the Armed Forces Covenant. The armed forces community in Norfolk numbers some 2850 and the County Council allocates £20k per year to support them with a number of projects.

Arts Council England has given the Library Service £98k to set up the Norfolk Reading Pathway which will help more than 750 residents learn to read. To deliver the scheme, the service will be recruiting 150 volunteers. The library service is also running its Great Big Read 20th March to 22nd April. The theme is 'Norfolk's Most Wanted' and features a list of 20 of the most popular books asked for by library customers. Preparations are currently underway to convert Sprowston Library to 'Open Plus' which will give unmanned extended opening hours. This should be completed in April.

The Norfolk Youth Fund is now live for applicants. £20,000 is available and charitable organisations and community groups involving young people have the opportunity to apply for a grant of up to £2k. Details from ben.dunne@norfolk.gov.uk

Norwich Castle's ambitious plans to restore the castle keep have received a major boost with the award of £500,000 from the Garfield Weston Foundation. This National Lottery supported, £13m project, is scheduled for completion in 2020.

COUNCIL MEETING – 5 APRIL 2017

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Wilks Farm Drive Open Space

A request has been received from one of the residents on behalf of the occupants of the houses 120-122 Wilks Farm Drive to place gravel boards at the bottom of the fence and overlaying feather edged slats above them attached to the newly replaced post and rail fence abutting the open space at Wilks Farm Drive.

The rail and post fence has been replaced by this Council (photographs attached) as high winds from the storm on 23 February caused the existing fence and residents attached panels to weak and need repair. The residents, who wish to protect their property against dog fouling outside their homes, would cover the cost themselves of the attachment to this Council's rail and post fence as identified above.

Recommendation: to advise the Town Clerk to act accordingly.

1.2 Sprowston Infant School Use of Recreation Ground

Norfolk County Council Estates Portfolio / Infrastructure Officer of Children's Services has informed this Council that as of 1 April 2017 Sprowston Infant School, who have historically paid this Council for use of the playing field, will no longer require the use of the field to deliver their curriculum.

Sprowston Junior School will continue with the current arrangement of use of the Recreation Ground. The combined invoice for both schools for 2016/17 was £1339.81 which was split equally by Norfolk County Council between both schools.

The 2017/18 budget includes a 3% increase on recreational hire and it is therefore suggested that Sprowston Junior School are charged this year £710.50.

Should the Infants School wish to arrange a sessional usage of the field for their summer sports day event then an approach will be made to this Council and charged. Currently, this Council has a daily rate for bowls, cricket and football but no charge for the recreation ground, so Members would need to consider the basis of any future hiring of the recreation ground by the school.

Recommendation: to advise the Town Clerk to act accordingly.

CEMETERY

2.1 No matters to report.

STREET LIGHTING

3.1 No matters to report.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 No matters to report.

PLANNING AND TRANSPORTATION

5.1 Norfolk County Council Highways Maintenance

Attached, for Members information is a letter from Norfolk County Council's Head of Highways giving details of reorganisation of the Highways Maintenance Teams covering our area.

5.2 Federation of the Governing Boards of White Woman Lane Junior School

Attached, is the consultation documentation for the above. The closing date for comments is Wednesday 24 May 2017.

Option: to respond to the consultation.

ENCLOSURES

6.1 Sprowston Senior Citizens Club Newsletter Issue 8 Spring 2017



June Hunt
Town Clerk







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