

COUNCIL MEETING – 9 AUGUST 2017

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 9 August 2017, the following Members were present:-

Mr I Moncur – Chairman

Mr W F Couzens	-	Mr K Lashley
Mrs S L England	-	Mrs J Leggett
Mr R A Fowkes	-	Mrs J Poynter
Mr T Landamore	-	Mr N Shaw
Mrs B J Lashley	-	Mr J M Ward

In attendance

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

1 member of the public was present

Also Present

Mr K Leggett	-	Broadland District Councillor Old Catton and Sprowston West Ward
Mr B Woolner	-	Sprowston Heritage

17/194. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

17/195. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr B Osborne and Ms G A Landamore and verbal apologies from Mr R J Knowles.

17/196. MINUTES

The Minutes of the Council meeting held on 19 July 2017, having previously been circulated to all Members were confirmed and signed by the Chairman of the Council.

17/197. POLICE LIAISON OFFICER'S REPORT

No Police report or newsletter was available.

17/198. BIDWELLS

Tim Neaves of Bidwells presented to the Council the agreed design for Phase 4 development of Sprowston Diamond Centre and tender to which he had applied to three builders of a good range. Full documentation of works as part of the tenders were returned and opened on 28 July 2017.

The tender analysis, following regularisation to ensure like for like, is as follows:

Contractor A	-	£1,605,727.00
Contractor B	-	£1,464,115.00
Contractor C	-	£1,348,969.00

17/198. BIDWELLS (CONTINUED)

All tender sums exclude VAT.

Mr Neaves answered a number of questions relating to the design, contingency arrangements and timing of the build.

Mr I Moncur proposed, seconded Mr J M Ward to:

- (a) award the contract to Contractor C (Omnis Construction Ltd) for the sum of £1,348,969.00 plus VAT with an estimated period of works at 30 weeks.
- (b) authorise the Town Clerk to project manage, in conjunction with Bidwells, within the £50,000 contingency.

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

17/199. BARCLAYS BANK PLC

The Town Clerk reported the written response from Barclays Bank PLC who advised that they were working with local organisations to mitigate the impact of the closure of the Sprowston Road branch.

17/200. EXTERNAL AUDITOR'S REPORT 2016/17

Members were pleased to note that the External Auditor's report from Mazars Ltd had been received with a clear opinion, and not listed any points requiring action.

17/201. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr Ward also verbally reported that:

- (i) up to 750 people could benefit from the Council's new "Learn to read for free" service at all Norfolk libraries. This project is supported by £98,000 of arts council funding.
- (ii) a public consultation has just begun on the Norfolk Strategic Framework which sets out plans for the county's 9 local authorities District, County and Broads Authority to co-operate on key planning matters across administrative boundaries to 2036 and beyond. Details at www.norfolk.gov.uk/nsf.
- (iii) checks by Norfolk County Councils Road Safety team find that 1 in 3 child safety seats are incorrectly fitted. The car safety check team are in Sprowston next week doing free safety checks at Tesco, Blue Boar Lane on Tuesday 15 August 2017.
- (iv) work to resurface sections of the footpath on Linacre Avenue has been brought forward and is currently under way. It should be finished by the end of next week, weather permitting.
- (v) the Nelson exhibition at Norwich Castle is proving very popular and that having attended earlier in the day the museum had already had 1300 visitors by 2.00pm.

Referring to Mr Ward's written report regarding waste collection, street cleaning, grounds maintenance and WC cleaning Mr R A Fowkes commented that he hoped

17/201. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

that negotiations between Broadland District Council and North Norfolk District Council did not lead to a cut in waste collections and street cleaning.

Mr Ward responded that the Council might carry out a trial with longer periods between collections in one area to ascertain the reaction of residents.

17/202. RESIDENT'S QUESTIONS

On the motion of Mr K Lashley, seconded by Mr J M Ward 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.

Members **RESOLVED** to suspend Standing Orders for the next item of business.

17/203. SPROWSTON HERITAGE

As Sprowston Heritage Group was struggling to maintain a healthy membership and a disbanding was being mooted. Mr B Woolner asked the Council to give safe haven to the work carried out by the group, including digital and non-digital records. The archives could be transferred with a financial contribution towards their upkeep. If the Council agreed in principle to this request Mr Woolner would present this to the groups Committee at a public meeting.

RESOLVED

- (i) to agree in principle that the Council take responsibility for the storage of Sprowston Heritage archives and that they be made available for residents to view free of charge.
- (ii) that should Sprowston Heritage Committee and public meeting agree to the Council storing the archives a Working Group be formed to look at how this could be achieved and maintained.

The Chairman moved to item 11 on the Agenda.

17/204. MEETING ADJOURNMENT

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

The meeting was reconvened.

The Chairman moved to item 12.

17/205. 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:

17/205. PLANNING (CONTINUED)

2017/1100 - two storey rear extension, single storey west side/rear extension, re-site existing shed to south-eastern corner, front porch and extend vehicle hardstanding at 93, Proctor Road.

2017/1105 - remodel dwelling by raising eaves and ridge; erecting two storey east side/rear extension, single storey east side/rear extension and two storey west side extension; and adding external wall insulation at 12, Alford Grove.

2017/1106 - single storey flat roof rear extension at 64, Stonehouse Road.

017/1174 - two storey side extension, raising of eaves & ridge height including provision of dormer on existing rear workshop to provide first floor habitable accommodation over (Revised Proposal) at 144, North Walsham Road.

2017/1093 - erection of single storey rear extension at 29, Allerton Road.

2017/1262 - display of 1 internally illuminated fascia sign at 7, Sprowston Retail Park, Salhouse Road.

2017/1299 - single storey rear extension at 60, Cannerby Lane.

2017/1304 - dual pitched roof over existing flat roof garage, single storey front extension of dual pitched roof garage and single storey front extension (porch) outside front door at 30, Larch Close.

- (b) to oppose the granting of planning 2017/1196 - two & single storey rear extension at 35, Rushmore Close on the grounds that it is not subservient to the original dwelling out of keeping with surrounding area, unneighbourly and in contravention to the Sprowston Neighbourhood Plan. Furthermore the vast bulk and shape would have an adverse impact on the amenities of both neighbouring properties.

17/206. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Woodland at Gurney Drive, Cottage Plantation

Having considered the report of the Town Clerk it was

RESOLVED

To engage the Fringe Project at their estimate of £500 per annum to maintain the woodland area at Gurney Drive to be reviewed and combined with Cottage Plantation should the Council take over the lease of Cottage Plantation.

1.2 Hall Wood Road Open Space

The Town Clerk reported that residents were erecting no parking signage on roadways at Manor Reach development and on the Town Council's open space at Hall Wood Road as their driveways were being obstructed.

17/206. REPORT OF THE TOWN CLERK (CONTINUED)

She explained that visitors to the open space were parking in the development and as the roadways were primarily cul de sacs with narrow pavements caused an obstacle.

The Town Clerk then referred Members to the 6' chain link fencing at the front of the open space adjacent to Blue Boar Lane, suggesting this could be replaced with bull nose fencing and self-closing gate giving access to the area away from residential roadways.

Following discussion it was

RESOLVED

- (i) that suitable signage be erected by the Council at Manor Reach development and residential signage removed.
- (ii) that the Town Clerk provide a safe, welcoming plan with suggestions for fencing, pedestrian and maintenance access at the open space adjacent Blue Boar Lane.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

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.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Grant Aid - Sprowston Church of England

RESOLVED not to make a donation as it was contrary to the Council's Grant Policy.

PLANNING AND TRANSPORTATION

5.1 Harrison's Wood - new footpath proposal

Mr T Landamore proposed, seconded by Mrs J Leggett to give financial support of £3,600 plus VAT to Broadland District Council to develop a new pathway at Harrison's wood. On being put to the vote the Motion was **LOST**.

5.2 Norfolk County Council - Norwich Northern Distributor Road - Development Consent Order (DCO) Requirement 30 - Traffic Monitoring

Members noted the monitoring programme to be carried out by Norfolk County Council prior to the opening to traffic of the Norwich Northern Distributor Road.

17/206. REPORT OF THE TOWN CLERK (CONTINUED)

5.3 Communications Cabinet Glenburn Avenue

Members noted that a new communications cabinet was to be installed by 2020 at Glenburn Avenue near the junction with Wroxham Road.

5.4 Norwich Airport Masterplan

Mr N Shaw gave a comprehensive report on the main objectives in the draft Norwich Airport Master Plan.

It was agreed that the Council participate in the Norwich Airport draft Master plan consultation. Comments made at the meeting were to oppose any extension in hours with further comments to be emailed to the Town Clerk prior to submission of the Councils full response.

5.5 Norfolk Strategic Framework Document

The Norfolk Strategic Framework Document was noted.

17/207. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

17/208. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written reports were received.

17/209. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 9 August 2017 totalling £2,306.77 and answered Members' questions arising therefrom.

On the motion of Mrs J Leggett, seconded by Mrs J Poynter it was

RESOLVED that payment of the accounts to 9 August 2017 totalling £2,306.77 be approved and the schedule authorising payment signed by Mr R A Fowkes and Mr B J Lashley.

17/210. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £176.68 was approved and noted.

17/211. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments totalling £2,691.49 was approved and noted.

17/212. EXCLUSION OF PRESS AND PUBLIC

RESOLVED to exclude the Press and Public from the meeting for the remaining business because otherwise, information which is exempt information by virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.

17/213. PERSONNEL REPORT OF THE TOWN CLERK

RESOLVED to agree the request from the Finance and Administrative Officer for a reduction in hours from 37 to 30 per week effective 1 August 2017.

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

30 August 2017

CHAIRMAN