

## **COUNCIL MEETING – 26 JUNE 2019**

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 26 June 2019, the following Members were present:-

Mr J M Ward – Town Mayor

Mr A J Barton	-	Mrs B J Lashley
Ms D Coleman	-	Mrs J Leggett
Mr W F Couzens	-	Mr J H Mallen
Mr R J Knowles	-	Mr S C Walker

In attendance

Mr G Ranaweera	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer

2 members of the public were present

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### **19/155. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of disclosable pecuniary and other interests were received.

### **19/156. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Mr M G Callam, Mr I Mackie and Ms C T Rumsby and verbal apologies were received from Mrs B Cook, Mr J F Fisher, and Mr N Shaw.

### **19/157. MINUTES**

The Minutes of the Council's meeting held on 5 June 2019, having previously been circulated to all Members, were confirmed subject to the following amendments

Minute 19/140, written apologies were received from Mrs B J Lashley

Minute 19/145, after the Town Clerk assented **insert** a new paragraph. The meeting was reconvened.

Minute 9/149 (e) 2, after unsafe. **insert** Pedestrian access to School could be difficult.

and signed by the Town Mayor of the Council.

### **19/158. POLICE LIAISON OFFICER'S REPORT**

Members noted the Police Liaison Officer's report and crime updates from 1 - 31 May 2019.

Mr W F Couzens raised concern regarding the number incidences of criminal damage, possession of controlled substances and theft from a motor vehicle and suggested this might be due to the absence of PCSO's.

The Town Clerk had requested further details form PC Vicky Bailey which would be available at the next Town Council meeting.

## **19/159. CORRESPONDENCE**

- (a) Planning Application 2019/0588 - Change of Use from B1 (Business) to D1 (State Funded School) at 1a, Sapphire House, Roundtree Way, Sprowston, NR7 8SQ**

The Town Clerk reported that Sprowston Town Council's comments objecting to the granting of Planning Application 2019/0588 had been taken into account in the determination of the proposal however permission had now been granted for the development proposed by the Planning authority.

- (b) Planning application 2019/0637 - Change of Use from B1 (Business) to D1 (Registered Nursery) at Unit 3, Sapphire House, Roundtree Way, Sprowston, NR7 8SQ**

The Town Clerk reported that Sprowston Town Council's comments objecting to the granting of Planning Application 2019/0637 had been taken into account in the determination of the proposal however permission had now been granted for the development proposed by the Planning authority.

- (c) Planning application 2019/0392 - Use of Pool and approved Pool Building for Private Hire at 25, Chenery Drive, Sprowston NR7 8RR**

Further to Minute 19/0143 (c), the Town Clerk reported that this planning application had been called in to Broadland District Council's Planning Committee meeting scheduled for Wednesday 12 June 2019 but was subsequently withdrawn from the Planning Committee's agenda. Broadland's Senior Committee Officer advises that this was due to "outstanding highways issues which have not been satisfactorily resolved via the Highway Authority's latest comments". The application will be reported to committee in due course and the Town Clerk will be notified of the date of the meeting so that he may attend to represent the Town Council.

- (d) Planning application 2019/0425 - Variation of Condition 2 of Permission 20151802 - Alterations to the Elevations and Floorplans for Proposed A3 Unit at Former Royal Observer Corps, Chartwell Road, Sprowston, NR6 7RB**

The Town Clerk reported that Sprowston Town Council's comments objecting to the granting of Planning Application 2019/0425 had been taken into account in the determination of the proposal however permission had now been granted for the development proposed by the Planning Authority.

## **19/160. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr Ward also verbally reported:

### **Broadland District Council**

- (1) the merging of the Paid Service of South Norfolk District Council and Broadland District Council into a single entity should be largely complete by 1 September 2019 but there are no proposals to merge the two councils.
- (2) the Tots2Teens holiday programme has now been finalised. There are numerous activities at a very modest cost. Those arranged for Sprowston are as follows:

## 19/160. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

- 26 July 2019 - Multi sports, Sprowston Community Academy
  - 1 August 2019 - Junior Vegan Cookery, Sprowston Community Academy
  - 5 August 2019 - Fairy Tale Puppets, Falcon Junior School
  - 7 August 2019 - Dream Catchers Workshop, Sprowston Sports and Social Club
  - 9 August 2019 - Football - Referees and Players, Sprowston Diamond Centre
  - 13 August 2019 - Introduction to British Sign Language - Falcon Junior School
  - 14 August 2019 - Jewellery Making and Floristry, Sprowston Diamond Centre
  - 15 August 2019 - Senior Greek Cooking, Sprowston Community Academy
  - 21 August 2019 - Weaving Workshop, Sprowston Sports and Social Club
  - 22 August 2019 - Mediterranean Cooking, Sprowston Community Academy
- (3) there is a free conference for parish and town councils in Broadland and South Norfolk on Thursday 18 July 2019, 9.30am - 5.00pm at the Space, Roundtree Way, Sprowston entitle Your housing in your hands - Developing Community Land Trusts. To book a place email [neighbourhood.plans@broadland.gov.uk](mailto:neighbourhood.plans@broadland.gov.uk)

### **Norfolk County Council**

- (4) HM Inspection Report of Norfolk Fire Service states that it requires improvement, although the service was rated "Good" on how it responds to incidents and risks. The County Council is committed to supporting the improvements required and has full confidence in Chief Fire Officer Stuart Ruff.

### **Sprowston Town Council**

- (5) On 17 June I attended the morning assembly at Sprowston Junior School to welcome, as Town mayor, 3 visitors from Kenya. They were the Head and two teachers from Racecourse Primary School in Nairobi and they are here for a week as part of the British Council Connecting Classrooms project supported by Norfolk County Council.

Mrs J Leggett verbally reported that:

- (1) a pilot site, [www.norfolkreuse.com](http://www.norfolkreuse.com), was available to help people pass on items in good condition directly to other people and to ask for items needed.
- (2) [norfolkrecycles.com](http://norfolkrecycles.com) goes in to greater depth as to what can be placed in the recycle bin.
- (3) there is increasing publicity to reduce fly tipping by reminding residents of their responsibility for the correct disposal of their rubbish and use of Trusted Traders.
- (4) a Love Norfolk Hate Litter campaign, supported by the Lord Lieutenant of Norfolk, was being launched to keep the county tidier. Norfolk's councils are supporting the campaign and providing materials, equipment and downloadable resources.

Mrs D Colman wondered if the advertised pricing structure was putting people off using the appropriate facilities as in her recent experience the cost of disposing of some waste was considerably less than advertised.

#### **19/161. RESIDENTS' QUESTIONS**

On the motion of Mr J M Ward, seconded by Mr R J Knowles 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 Town Mayor who would, assisted by the Town Clerk, reply.

Marcus Moore remarked that the streetlight located in the alleyway off Foxburrow Road continued to have the same ongoing problems.

He also commented that one of the bus stops on North Walsham Road did not have sides and subsequently shakes and rattles when heavy traffic passing and water dripped on rainy days. He had previously been advised that a seat could not be provided due to insufficient access for wheelchair users but he did not feel this was the case as he had noticed they did not use the area in question for access. Less abled bodied people need a seat at the bus stop.

The Town Clerk was requested to reinvestigate the possible provision of seating at the bus stop.

The meeting was reconvened

#### **19/162. BUSINESS PLAN 2019 - 2023 WORKING GROUP**

It was **RESOLVED** to form a Working Group to work with the Town Clerk to draft a new four-year Business Plan form 2019 - 2023. Membership to consist of Mr W F Couzens, Mrs J Leggett and Mr J M Ward

#### **19/163. MONTHLY MEETINGS**

Mr J M Ward suggested altering the frequency of Town Council meetings to monthly.

The Town Clerk reported that he had been asked to look into the potential impact of monthly meetings. The number of meetings would reduce from approximately 17 ordinary meetings to 12 ordinary meetings, resulting in a saving in officers and Members time. A significant factor would be the potential impact on planning applications. Having consulted with the district planning department he confirmed that whilst an extension to the 21-day deadline on any given application could not be guaranteed, extensions were possible more often than not. Indeed, it was not uncommon to receive extensions of 1 or 2 weeks.

Other options were available. Standing Orders allow the Proper Officer to refer a planning application received by the council to the Chairman or in his absence the Vice-Chairman of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application required consideration before the next ordinary meeting of the council.

A lengthy debate ensued where a number of comments were made including:

1. people feel more involved when regular meetings are held;
2. the agenda would be bigger and meetings take longer;
3. meetings held on a given day each month might raise awareness with residents and could increase attendance;
4. meetings held on a given day each month could preclude Councillors attending given other commitments;
5. the Councils business is dealt with more effectively when meetings are held three-weekly.

### **19/163. MONTHLY MEETINGS (CONTINUED)**

Mr J M Ward proposed, seconded by Mr S C Walker to alter the frequency of Town Council meetings to monthly and on being put to the vote the motion was **LOST**.

### **19/164. ONE-WAY SYSTEM WROXHAM ROAD SHOPPING PARADE**

The Town Clerk reported that he had met with Norfolk County Council's Highways Engineer, Ben Rayner who had suggested an entry sign be erected on the access point opposite Golden Plaice and an exit sign erected on the access point opposite Occasions both on Norfolk County Council land so there would be no private land issues. However, the signage would be advisory as not enforceable.

Mr W F Couzens suggested signage should be the opposite way around due to poor visibility when vehicles are parked on the double yellow lines adjacent the car park.

Questions were raised as to whether Norfolk County Council would consult with the proprietors' parade of shops and who would take responsibility if there was an accident.

#### **RESOLVED**

- (a) that the Town Clerk consults with the proprietors of the parade of shops.
- (b) to support the idea of a one-way system if there was agreement from the proprietors of the parade of shops.

### **19/165. REPORT OF THE TOWN CLERK**

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

##### **1.1 Falcon Road West**

The Town Clerk reported on his attendance at a meeting with Norfolk County Council Highways engineer and Head Teacher of Falcon Road West School where it had been agreed that:

- (a) Norfolk County Council would erect posts on the verge opposite the school and repaint the yellow lines.
- (b) the Head Teacher would continue to encourage considerate parking by parents.
- (c) the Town Council would place their westcotec traffic safety system (Sam2) on Falcon Road West in close proximity to the School.

#### **CEMETERY**

##### **2.1 No matters were reported**

#### **STREET LIGHTING**

##### **3.1 Street Light Maintenance Contract**

Having considered the report of the Town Clerk it was

## **19/165. REPORT OF THE TOWN CLERK (CONTINUED)**

**RESOLVED** to continue the street light maintenance contract with Cozens UK Ltd at a cost of £600.00 plus VAT per month for a further 12 months to the 31 July 2020.

### **CENTRAL ADMINISTRATION AND PERSONNEL**

#### **4.1 AF Group (formerly Anglia Farmers) 2019 General Meeting**

**RESOLVED** that individual Councillors forward their views on the Agenda for the above meeting to the Town Clerk who would convey them to The AF Group Limited.

### **PLANNING AND TRANSPORTATION**

#### **5.1 Update on Blue Boar Lane Skate Park**

Members considered the report of the Town Clerk commenting that the provision of recreational facilities for older youths was in the Sprowston Neighbourhood Plan and the District Council should be urging developers to implement this facility. Members were keen to realise the plan as soon as possible and requested the Town Clerk to pursue the District Council for an implementation date.

#### **5.2 Great & Little Plumstead Parish Council's comments to Broadland District Council**

Mr W F Couzens commented that Great and Little Plumstead Parish Council and Thorpe End Garden Village Residential Association had made comprehensive comments to Broadland District Council on Planning Application 2019/0485 and felt the Council should support them as much as possible.

#### **5.3 Moore Avenue, Sprowston**

Members noted that Norfolk County Council proposed to make a temporary traffic order temporarily closing off Moore Avenue.

### **ENCLOSURES**

#### **6.1 AF Group (formerly Anglia Farmers) 2019 Annual General Meeting**

#### **6.2 Great and Little Plumstead Parish Council and Thorpe End Garden Village Residents Association**

#### **6.3 Temporary Traffic Order**

## **19/166. MEETING ADJOURNMENT**

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

The meeting was reconvened.

## **19/167. 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:

2019/0815 - first floor extension at 25, Mountbatten Drive

2019/0837 - replacement of existing conservatory with flat-roofed single storey extension at Warren Residential Home, 157A, Wroxham Road

2019/0968 - erection of a single storey front and rear extension and garage at 126, Moore Avenue

- (b) the Council remained opposed to the granting of planning application 2019/0392 - use of pool and approved pool building (under planning permission 20181670) for private hire at 25, Chenery Drive on the grounds that it is an inappropriate location for such a facility, an unneighbourly form of development and detrimental to residential amenities. Furthermore, concerns were expressed regarding the highway given the additional traffic this proposal will attract and lack of parking in a narrow cul de sac. Other issues included noise nuisance, impact of building works, size of development considering the size of the pool, and the ability of the drainage system to cope.
- (c) whilst the Council did not object in principle to the granting of planning application 2019/0874 - Conservatory at 20, Greenborough Road they commented that the proposed windows to the side elevations were very large and in the absence of suitably high boundary fencing or hedging to the side boundaries the neighbours on either side may be excessively overlooked.
- (d) whilst not opposed to the principle of changing from business to residential, planning application 2019/0969 - demolition of the existing premier convenience store and erection of 3 Bungalows (Outline) at 16 - 22, Linacre Avenue it was felt that three dwellings were an overdevelopment of the site and two dwellings would be more appropriate. This would also reduce the number of driveways exiting onto a 3-way junction and bus route in close proximity to a school. The Council were also concerned that the footpath should remain and be maintained but queried who would have responsibility for its upkeep. Members regretted the loss of another local shop.

## **19/168. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

No written reports were received.

## **19/169. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

Mrs J Leggett circulated the Minutes of the Safer Neighbour Action Panel Meeting held on 3 June 2019.

Mrs B J Lashley reported on her attendance at the Grow Your Community meeting held on 25 June 2019 advising Members that:

**19/169. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS (CONTINUED)**

A Better Together event was to be held on Saturday 13 July 2019 on the green at Cannerby Lane, 10.00am - 3.00pm.

The creation of a sensory garden at the Library was progressing well and volunteers were receiving help from the Royal Horticultural Society. However, the group needed to put together a friends committee to ensure they were properly constituted and were also looking for volunteers to help with watering. Other requirements included a water butt, funding for a gate and a solution to an issue with a gas pipe, to which Mrs Leggett was investigating.

The Greenhouse project was having an open day in July and were also looking for support to maintain their own sensory garden.

**19/170. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule and supplementary schedule of accounts to 26 June 2019 totalling £2,709.73 and £572.45 and answered Members' questions arising therefrom.

On the motion of Mr R J Knowles, seconded by Mr J H Mallen it was **RESOLVED** that payment of the accounts to 26 June 2019 totalling £2,709.73 and £572.45 be approved and the schedule and supplementary schedule authorising payment signed by Mr R J Knowles and Mr J M Ward.

**19/071. SCHEDULE OF CREDIT CARD PAYMENTS**

The schedule and supplementary schedule of credit card payments totalling £38.84 and £117.02 was approved and noted.

Referring to Invoice No. 5016398 and use of plastic cups Members suggested that a notice be placed on the water coolers welcoming users to bring their own receptacles. The Town Clerk advised that he was looking into alternatives to single use plastic.

**19/172. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule and supplementary schedule of direct debit payments totalling £3,868.52 and £214.84 was approved and noted.

**19/173. EXCLUSION OF PRESS AND PUBLIC**

Mr J M Ward proposed, seconded by Mr R J Knowles 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 and on being put to the vote the motion was **CARRIED**.

**20/174. PLANNING ENFORCEMENT UPDATE - MAY 2019**

Having viewed Broadland District Councils outstanding planning enforcements, the Town Clerk was requested to obtain an update regarding two properties referred to in the report.

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

**17 July 2019**

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**Town Mayor**