

COUNCIL MEETING – 9 OCTOBER 2019

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 9 October 2019, the following Members were present:-

Mr J M Ward – Town Mayor

Mr M G Callam - Mrs B J Lashley
Ms D Coleman - Mrs J Leggett
Mr W F Couzens - Ms C T Rumsby
Mr J F Fisher - Mr S C Walker
Mr R J Knowles - Mr N Shaw

In attendance

Mr G Ranaweera - Town Clerk and Responsible
Financial Officer
Mrs E Elliot - Committee Officer
Sergeant A Youd - Norfolk Constabulary

2 members of the public were present

19/248. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Member	Minute No. and Heading	Nature of Interest
Mr J F Fisher	19/257 - S358 Street Lighting Requirements	Norfolk County Councillor
Mr J M Ward	19/257 - S358 Street Lighting Requirements	Norfolk County Councillor

19/249. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr A J Barton, Mrs B Cook, Mr I J Mackie and Mr J H Mallen.

19/250. MINUTES

The Minutes of the Council's meeting held on 18 September 2019, having previously been circulated to all Members, were confirmed and signed by the Town Mayor of the Council.

19/251. POLICE LIAISON OFFICER'S REPORT

The Town Mayor welcomed Sergeant Youd to the meeting.

Sergeant Youd explained she was the part of the Broadland Local Policing Neighbourhood Team and responsible for co-ordinating Beat Managers across Broadland.

Mr N Shaw joined the meeting.

19/251. POLICE LIAISON OFFICER'S REPORT (CONTINUED)

She reported that a recruitment process was under way to replace PC Russ Tupper, assisted by Mrs J Leggett. It would be for a temporary officer as PC Tupper's promotion to Sergeant was a pro tem position. As soon as the successful candidate was in post, she would introduce them to Council.

Referring to recent issues of anti-social behaviour Sergeant Youd advised that names of 17 individuals had been identified, some of which were actively engaged in anti-social behaviour and some by association. The three main offenders were from Heartsease, Norwich and were now on bail under curfew.

As to the remaining persons, letters had been sent to parents or responsible adult. These letters were of different stages dependant on continued anti-social behaviour.

Targeted Patrols would continue.

In response to a question Sergeant Youd confirmed that Police were liaising with the educational institutions associated with the individuals and working with the Youth Offending Team.

With regard to other crime reports Sergeant Youd advised that most were domestic related and did not affect the wider community.

Ms C T Rumsby referred to comments on Facebook regarding incidences of anti-social behaviour and asked if these were being reported to the Police to which Sergeant Youd replied no.

19/252. EDWARDS ROAD BUS STOP - LITTER BIN

Further to Minute 19/201, the Town Clerk reported that as Broadland District Council had not received any reports of a litter problem at the Edwards Road Bus Stop on the city-bound side of North Walsham Road they declined to install a litter bin and residents had been asked to report litter to Broadland District Council.

19/253. PLANNING APPLICATION 2019/1193 CHANGE OF USE FROM A1 OFFICE TO D1 EDUCATION AT 1F, SAPPHIRE BUSINESS PARK, SAPPHIRE HOUSE, ROUNDTREE WAY

Referring to Minute 19/233, Mr W F Couzens expressed concern regarding mixed usage of a premises incorporating an educational facility.

19/254. PLANNING APPLICATION 2019/1370 - RESIDENTIAL DEVELOPMENT OF UP TO 516 DWELLINGS, A LOCAL CENTRE COMPRISING UP TO 0.25ha OF A1 - A5 & D1 USES, WITH ASSOCIATED INFRASTRUCTURE & LANDSCAPING AT LAND AT WHITE HOUSE FARM, SALHOUSE ROAD

Further to Minute 19/240 (d) 4, Mrs J Leggett reported that she had spoken to the Planning Authority regarding the above planning application.

With regard to the location of the Local Centre, part of the layout was delivered in the 2016 Growth Triangle Area Action Plan, Strategic Policy GT20 identifies the shopping area.

19/254. PLANNING APPLICATION 2019/1370 - RESIDENTIAL DEVELOPMENT OF UP TO 516 DWELLINGS, A LOCAL CENTRE COMPRISING UP TO 0.25ha OF A1 - A5 & D1 USES, WITH ASSOCIATED INFRASTRUCTURE & LANDSCAPING AT LAND AT WHITE HOUSE FARM, SALHOUSE ROAD (CONTINUED)

The Planning Authority is to revisit the unlinked green structure.

The Town Council is requested to quantify their comment "no provision for community buildings with adequate parking".

Kier Living Ltd is to provide a pathway to Harrisons Woodland.

19/255. CORRESPONDENCE

No correspondence received.

19/256. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

Norfolk County Council

- (1) On 1 October 2019 the transfer of the operational aspects of the highways service to Norse highways commenced. This is expected to save the council £500k per year whilst maintaining quality and service delivery standards.
- (2) 1 October 2019 also sees the launch of the Council's Early Childhood and Family Service across Norfolk. Run in partnership with Action for Children, the service will focus on helping families who need extra support. There will be a range of activities and courses on offer and one-to-one support will be available. Details at www.norfolk.gov.uk/earlychildhood.
- (3) a £10K fund was launched to mark the WWII anniversary. Grants of up to £500 are available to community groups to commemorate in 2020 the 75th anniversary of VE Day, VG Day and the 80th anniversary of the Battle of Dunkirk and Operation Dynamo. Details available at Norfolk Community Foundation website.
- (4) a new bike share scheme supported by Norfolk County Council has been launched in Norwich. It is called "BERYL" and manual and electric assist bikes can be hired at various locations around the city. It will cost a £1 unlock fee and 5 pence per minute or 24 hours for £12.00.
- (5) this week and next week Norfolk libraries will be celebrating Libraries Week with 100 events to help people learn digital skills. Details from the local library.

Sprowston Town Council

- (6) On Sunday 6 October I represented this Council at the Mayor of Thorpe St. Andrew's Civil Service which was held in conjunction with the Harvest Festival at St. Andrews Parish Church.

19/256. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

Referring to Mr Ward's written report Mr W F Couzens queried the 3.99% Council Tax raise and a shortfall in funding for Social Care.

Mrs J Leggett verbally reported that:

- (1) she had visited the NEST, a sports hub at Horsford, to hear about phase 2 of their project which will include a full size 3G artificial football pitch, 2 multi-use spaces, IT learning space, 4 Changing rooms and accessible café and social area operational Autumn 2020 at a cost of £4.2m. £1m is still needed and any money raised within the next four months will be match funded by Norwich City Football Club. Details at www.thenest.org.uk

Mr N Shaw verbally reported that he had attended the:

- (1) Security Awareness Special Interest Group's (SASIG) Chairman's advisory meeting. This group would be meeting with the Department of Transport, and Minister, with regard to noise and infrastructure around airports.
- (2) Norwich Airport Consultative Committee meeting where he had been advised that:
 - (2.1) work on two new hangers at a cost of £8m had started this week.
 - (2.2) KLM were bringing their engineering division to Norwich.
 - (2.3) flights to Malaga, Tenerife and Exeter had ceased
 - (2.4) flights to Edinburgh had increased from 3 to 6 a week.
 - (2.5) Passenger turnover was down by 10% as a result of Thomas Cook yet profits were improving in other areas.

19/257. S38 STREET LIGHTING REQUIREMENTS

The Town Clerk reported a request from Norfolk County Council for Sprowston Town Council to identify if they wanted street lighting installed on Halsbury Homes and Kier Living Developments at Salhouse Road, and for the Council to accept future responsibility.

He explained there were 365 dwellings on the Halsbury Homes development and 251 dwellings on the Kier Living development.

In comparison the Windsor Park Gardens development, planning permission granted in 2002, had 287 dwellings with 81 LED lights. The cost of replacement columns on this estate would be 81 x £1,400 a total of £113,400.

He further commented that as the Halsbury Homes development straddled Sprowston and Thorpe St. Andrew it would only be lights in Sprowston under consideration.

The cost of installation would be borne by the developer.

19/257. S38 STREET LIGHTING REQUIREMENTS (CONTINUED)

Mrs B J Lashley remarked that it had been a long tradition of the Council to request installation of footway lighting on new developments and to take on future responsibility. She felt this was appreciated by residents.

Mr R J Knowles asked what type of lighting would be installed. Mrs B J Lashley suggested guidance be sort on this issue and it be discussed with the developer as LED lighting was not good for everybody.

Mrs B J Lashley proposed, seconded by Mr J F Fisher to request that footway lighting by installed by the developers at the Halsbury Homes development (Sprowston) and Kier Living development at Salhouse Road and for the Council to accept future responsibility.

On being put to the vote the motion was CARRIED.

19/258. COMMUNITY, WELL-BEING, ENVIRONMENT AND PARISH & TOWN COUNCILS

Referring to correspondence from John Pennell the Town Clerk reported that Norfolk Association of Local Councils (NorfolkALC) were contacting all Parish and Town Clerks about a new initiative to help the wellbeing of citizens in Norfolk, and requesting representation from Councillors to support this across the districts.

Mrs B J Lashley commented that Tim O'Riordan, the current Chairman of NorfolkALC, felt that Neighbourhood plans did not consider wellbeing and he was keen to progress something in Norfolk, with Councils participating and taking on initiatives of their own.

Whilst wellbeing is a wide subject it includes help with tackling loneliness, housing, particularly affordable housing, and green issues.

To participate NorfolkALC would like all councils to nominate Members interested in partaking in this programme.

Mr N Shaw mentioned that a Wellbeing meeting had taken place at Broadland District Council and that the District Council was forming with South Norfolk and Breckland Councils.

The Town Mayor asked if Council were interested in participating in this proposal to which there was agreement.

The following Councillors expressed an interest in participating with regard to the topics listed below:

Mr M G Callam - (2) Loneliness & Community Care (including mentoring and supporting through community-based action)

Ms D Coleman - (4) Trees, Hedges and Open Spaces (for safe and easy access for nature)

Mr W F Couzens - (1) Housing (including affordable, community building trusts, carbon footprint, self-build, etc.)

**19/258. COMMUNITY, WELL-BEING, ENVIRONMENT AND PARISH & TOWN COUNCILS
(CONTINUUED)**

Mrs J Leggett - (4) Trees, Hedges and Open Spaces (for safe and easy access for nature)

The Town Mayor suggested that anyone attending meetings as part of this project, travel together where possible.

19/259. RESIDENTS' QUESTIONS

On the motion of Mr J M Ward, seconded by Mr M G Callam 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.

Mr K Lashley noted in Mr J M Ward's verbal report the reference to the 75th anniversary of VJ Day and hoped people would still remember it was also the 75th anniversary of the atomic bombing of Hiroshima and Nagasaki.

He also asked what the current position was on the proposed skate park.

The Town Clerk responded there had been no progress. He had pursued this with Broadland District Council who had in turn been in touch with Persimmon Homes.

The Town Clerk agreed to continue pressing this issue with the District Council and developers.

Mr Moore raised a number of issues including:

- (1) a broken hand soap container in the male public toilet on Sprowston Recreation Ground.
- (2) hooks attached to the wall adjacent the School Room external fire doors at Sprowston Diamond Centre could be mistaken for keys.
- (3) was there an incident involving the car wash on North Walsham Road?
- (4) has there been illegal parking at the Woodman Public House?

The Town Clerk advised that the hand soap container was in the process of being replaced and he thanked Mr Moore for bringing this to his attention.

The meeting was reconvened

19/260. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Bowling Green at Sprowston Recreation Ground

Members noted:

19/260. REPORT OF THE TOWN CLERK (CONTINUED)

- (1) that two insurance claims were in progress following two vehicle collisions with the Bowling Green perimeter fence.
- (2) new number-pad locks had been installed to improve security at the Bowls Pavilion.

1.2 Anti-Social Behaviour at Sprowston Recreation Ground

Members noted:

- (1) that the local policing team had implemented extra uniformed and plain clothed patrols following several incidences of youths on the Pavilion and Bowls Pavilion.
- (2) Anti-climb paint, with appropriate signage, would be applied to structural points via which youths were gaining access to the Pavilion roof and Compound.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Swaffham Town Council's Staff & Contractor Review 2019

Having considered the request from the Clerk to Swaffham Town Council to complete a Contractor and Staff Review 2019 survey it was

RESOLVED

To decline the invitation to participate in the Contractor and Staff Review 2019 Survey but welcome Swaffham Town Clerk to use any information publicly available on the council's website.

4.2 The Local Government Boundary Commission for England: Consultation on division boundaries for Norfolk County Council

RESOLVED that Councillors respond to the local Government Boundary Commission for England: Consultation on division boundaries for Norfolk County Council consultation on an individual basis.

PLANNING AND TRANSPORTATION

5.1 Community Woodland Park at Racecourse Plantation - Planning ref 20161896

19/260. REPORT OF THE TOWN CLERK (CONTINUED)

Members considered the report of the Town Clerk on his attendance at a site meeting with the developer of the Community Woodland Park at Racecourse Plantation and resulting observations.

RESOLVED that the Town Clerk submit his observations to Broadland District Council unaltered.

5.2 Norfolk Minerals and Waste Local Plan: Preferred Options Consultation (Norfolk County Council)

Having considered the Norfolk Minerals Waste Local Plan: Preferred Options Consultation it was

RESOLVED to note there were no sites in Sprowston but request assurance that HGV's used appropriate roads to transfer minerals.

5.3 Notification of consultation - three planning documents (The Broads Authority)

Members noted the consultation on planning documents:

- (1) Flood Risk Supplementary Planning Document
- (2) Marketing and Viability Supplementary Planning Document (SDP)
- (3) Statement of Community Involvement (SCI)

and it was **RESOLVED** not to respond.

ATTACHMENTS

- 6.1 Swaffham Town Council's Staff & Contractor Review 2019 survey (email from Swaffham Town Clerk; survey form)**
- 6.2 Consultation on division boundaries for Norfolk County Council (Local Government Boundary Commission for England information poster)**
- 6.3 Community Woodland Park, Racecourse Plantation, Map 19-0508**
- 6.4 Norfolk Minerals and Waste Local Plan: Preferred Options Consultation (email from Norfolk County Council; list of proposed sites)**
- 6.5 Notification of Consultation - Three Planning documents Norfolk (email from the Broads Authority)**

ENCLOSURES

- 7.1 Sprowston Senior Citizens Club Newsletter**
- 7.2 Broadleaf - The magazine for Tree Wardens**

19/261. MEETING ADJOURNMENT

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

The meeting was reconvened.

19/262. 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

to raise no objection to the following applications:

- (a) 2019/1467 - installation of two electric vehicle charging stations along with associated equipment and works at Former Royal Observer Corps, Chartwell Road

2019/1522 - single storey rear extension & front dormer & porch at 28, Greenborough Road

2019/1525 - single storey rear extension & internal alterations at 21, Edwards Road

- (b) whilst not raising an objection to planning application 9/1472 - Matters Reserved by Conditions 2 (Layout, Scale, Appearance and Landscaping), 14 (Landscaping) and 16 (Layout) of Outline Approval 20152035 - Development of 19 x Dwellings with Associated Access, Open Space, Landscaping, Pumping Station and Drainage Infrastructure at Land South of Moorsticks, Buxton Road Council felt this proposed development should be linked by a public footpath to the proposed development on land to the south.

19/263. ROAD NAMING PLAN - RESIDENTIAL DEVELOPMENT LAND SOUTH OF SALHOUSE ROAD

RESOLVED to agree the proposed road names of butterflies for the residential development, land south of Salhouse Road, Sprowston put before Council.

19/264. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

Mrs J Leggett verbally reported that the Business Planning Group had met and hoped to report to full Council at their next meeting.

19/265. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written reports were received.

19/265. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS (CONTINUED)

Mrs B J Lashley verbally reported that Norfolk Association of Local Councils (NorfolkALC) AGM was to be held on 20 November 2019, the same evening as Sprowston Town Council's meeting.

Proposals to restructure NorfolkALC will be explained at the AGM and she invited Councillors to attend or suggested the Council nominate someone outside the Council to observe and report back to Council.

On the motion of Mr J M Ward, seconded by Mrs J Leggett it was **RESOLVED** that Mr K Lashley (former Chairman of the Town Council) attend NorfolkALC AGM as an observer and report back to Council.

19/266. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 9 October 2019 totalling £14,991.04.

In response to a query from Mr W F Couzens the Town Clerk explained that Invoice No. 45.36 - Bollards Wroxham, Road, was for repair to three footway lights on the path leading from St. Mary and St. Margarets Church to Wroxham Road. New LED bulbs had been installed and subsequently vandalised.

Referring to Invoice No. STC24/GR - Signage for anticlimb paint and unsafe roof Mr M G Callam asked if the paint had been applied. The Town Clerk advised that the areas where paint was to be applied had to be free of moss and other detritus and were awaiting cleaning.

Mrs B J Lashley queried Invoice No. Z2419077 - Data Protection Fee. The Town Clerk responded that it was a registration fee.

On the motion of Mr J M Ward, seconded by Mr M G Callam it was **RESOLVED** that payment of the accounts to 9 October 2019 totalling £14,991.04 be approved and the schedule authorising payment signed by Mr R J Knowles and Mr J M Ward.

19/267. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £215.80 was approved and noted.

19/268. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments totalling £3,719.99 was approved and noted.

19/269. 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**.

20/270. PLANNING ENFORCEMENT UPDATE - SEPTEMBER 2019

Mr R J Knowles asked if any progress had been made with regard to a property in Sprowston and was advised by the Town Clerk that Broadland District Council officers were likely to take enforcement action.

Members noted Broadland District Council's Planning Enforcement Update September 2019.

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

30 October 2019

Town Mayor