

MEETING OF SPROWSTON TOWN COUNCILLORS – 15 JULY 2020

At the remote meeting of the Sprowston Town Council held by video conference on Wednesday 15 July 2020, the following Councillors were present: -

Mr J M Ward – Town Mayor

Mr A J Barton	-	Mr R J Knowles
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 N Shaw

In attendance

Mr G Ranaweera	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer
Mrs N Harpley	-	Broadland District Councillor - Sprowston Central
Clare Lincoln	-	Sprowston Youth Engagement Project
Paul Wheeler	-	Ascend Adventure
Katie Fenwick	-	Sprowston Youth Engagement Project

4 members of the public

20/162. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Mrs J Leggett	20/168 - Sprowston Youth Engagement Project	Trustee - Sprowston Youth Engagement Project
Ms C T Rumsby	20/168 - Sprowston Youth Engagement Project	Trustee - Sprowston Youth Engagement Project

20/163. APOLOGIES FOR ABSENCE

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

20/164. MINUTES

The Minutes of the Council's meeting held on 24 June 2020, having previously been circulated to all Councillors were confirmed and will be signed by the Town Mayor of the Council at the next appropriate opportunity.

20/165. ACTIONS FROM MINUTES

(1) Sprowston Cricket Ground / Barkers Lane Open Space - Hole in Fence

20/165. ACTIONS FROM MINUTES (CONTINUED)

Further to Minute 20/147 (2), the Town Clerk confirmed the hole in the fence between Barkers Lane open space and the Sprowston Cricket Ground had been repaired.

(2) Police Liaison Officers Report

Further to Minute 20/148, the Town Clerk reported PC Gill had advised that bicycles stolen from dwellings were listed as burglary residential. Attempted theft from motor vehicles and possible crimes discussed by residents on community group pages on Facebook were not recorded.

Mrs J Leggett reported she had been informed of the cessation of Safer Neighbourhood Action Panel meetings at the moment and had received no response to her invitation for Norfolk Constabulary to join the Council meeting.

(3) Insurance Premium

(3.1) Further to Minute 20/153 (1), the Town Clerk reported that Council's insurers Zurich had increased the current insurance premium by £330.00 a 0.4% on the previous year.

(3.2) Further to minute 20/153 (3), the Town Clerk reported that Zurich had advised additions to the list of Statutory Notifiable Infectious Diseases (SNID) would not be covered under the Council's current insurance policy and Council would not be able to claim for any future outbreaks of COVID-19. However, the UK Financial Conduct Authority was seeking clarity on how policies should be interpreted in light of COVID-19 and had issued a test case in the High Court. If a new legal precedent was set this could allow a change to Council's policy.

Mrs B J Lashley suggested this should be taken into consideration when entering into any future long term polices.

(4) Sprowston Diamond Centre - Loss of Revenue due to Coronavirus lockdown

Referring to Minute 20/155 1.1, Mr A J Barton queried if there was an update following the extraordinary meeting of Norfolk Association of Local Councils.

Mrs B J Lashley responded that it was an extraordinary meeting of the National Association of Local Councils who would be asking Government for funds to help with loss of revenue.

20/166. POLICE LIAISON OFFICER'S REPORT

Having received a copy of Norfolk Constabulary's newsletter Mrs J Leggett verbally reported recent crime statistics for Sprowston as follows:

Arson	1
Burglary Residential	1
Criminal Damage	1
Domestic	5

20/166. POLICE LIAISON OFFICER'S REPORT (CONTINUED)

Possession of Controlled Substance	2
Public fear, alarm or distress	3
Theft from a motor vehicle	1
Theft or unauthorised taking of a motor vehicle	1

20/167. CORRESPONDENCE

- (1) Norwich Western Link Local Access Consultation - email

It was agreed Councillors respond individually to the consultation.

- (2) CPRE Norfolk calls for the value of our green spaces to be recognised - letter requesting support

Council considered the request from CPRE but did not support joining a lobbying group and it was

RESOLVED not to join or make a donation to CPRE

- (3) Breydon Road Traffic Calming Request email

The Town Clerk explained that Mr Smith's property was adjacent to part of the byway and ownership of the road was unknown. The byway was a right of way not a cut through. He had contacted Norfolk County Council regarding traffic calming measures but they would not implement any road works without agreement of the Town Council.

Following a debate where it was suggested that ownership of the byway be established and gating was muted.

RESOLVED that as it was an unadopted road it was the residents' responsibility to put their own measures in place.

- (4) First Bus - Linacre Avenue response to Town Council

The Town Clerk verbally reported the response from First Bus Customer Care Team to his correspondence with regard to buses not serving Linacre Avenue since lockdown.

First Bus replied that COVID-19 had necessitated they relook at the timetable and route in Sprowston. Since the opening of Tesco and more recently substantial housing development along Atlantic Avenue the timetable and route currently operating was much more logical than previous, both for existing requirements and future developments.

However, they were currently in discussions with Norfolk County Council on the subject, and potential alternative solutions which might be available.

Councillors comments included:

20/167. CORRESPONDENCE (CONTINUED)

- Disagreement with suggested average numbers using the service
- It was a useful and frequently used service to people living in the area
- For a lot of people, it would mean not going out
- Wroxham Road, the nearest stop, was a long way for some residents to walk particularly when carrying shopping
- First Bus was a private business
- Council ought to support local residents and make strong representations

It was agreed that the Town Clerk write to Norfolk County Council and First Bus to express the Council's views.

20/168. SPROWSTON YOUTH ENGAGEMENT PROJECT

Clare Lincoln verbally reported on the activities of Sprowston Youth Engagement Project (SYEP) and how they had kept young people involved and active during the Coronavirus lockdown.

Katie, a young member explained how she had personally benefitted since joining SYEP.

Paul Wheeler advised Council that the Community Outreach Programme had been mapping hotspots since 1 July 2020 and would be going live next week based at Sprowston Recreation Ground on Wednesday and Saturday evenings making contact with young people.

On Tuesday their leadership programme would start and run throughout the summer holidays.

Intensive work was being carried out to increase numbers.

It was agreed that Clare would report progress through the Grow Your Own Community Group.

Reporting a £725.00 underspend of the Outreach Programme grant donated by the Town Council, Clare asked if this could be used to purchase equipment for future outdoor expeditions.

Mr J M Ward proposed, seconded by Mr M G Callam to approve the purchase of equipment from the £725.00 underspend.

On being put to the vote the motion was CARRIED.

20/169. 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

20/169. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

- (1) Norfolk Fire and rescue Service has launched a recruitment drive to fill full time posts across the county. Anybody interested should visit www.norfolk.gov.uk/beafirefighter
- (2) Firefighters across Norfolk have received £1.44m of new kit plus five new tactical response vehicles at a cost of £187,000.

Broadland District Council

- (1) Broadland District Council's Coronavirus Help Hub which at its peak dealt with 967 community deployments in a week has seen this fall to only 17 last week.
- (2) The planning application for 456 dwellings and a local centre adjoining Atlantic Avenue came before Broadland District Council Planning Committee this morning and was unanimously approved.

Mrs J Leggett verbally reported that she continued to support Sprowston Community Help Group with administrative work, and they were moving towards a more formal operation.

Mr J F Fisher reported temporary mobiles were in place at Falcon Road School whilst investigations continued and the School would be open from the beginning of September 2020.

20/170. RESIDENT'S 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.

Ms A Dale expressed her opposition to planning application 19/1875 amended plan as the only change was opening hours.

She also commented that restricted byway signage erected by Norfolk County Council was unclear and being ignored and asked if the application went ahead a weight restriction be implemented.

It was agreed the Town Clerk would explore.

Whilst noting the amended planning application had implemented a few changes Mr D Wright voiced his continued opposition to the application on the grounds of noise, dust, fumes and inappropriate heavy goods vehicles on a restricted byway and residential roads.

Mr G Watson felt it would be dangerous to pedestrians and cyclists if increased volumes of heavy goods vehicles used the single-track restricted byway for access.

20/170. RESIDENT'S QUESTIONS (CONTINUED)

He also advised vehicles from a freight company previously based nearby did not observe the correct route for access and cut through residential roads. This was likely to be replicated.

Mr G Clements asked if Temporary "School Streets" were to be introduced in Sprowston and if Council knew of plans to connect the cycle network to the Manor Park development.

It was agreed the Town Clerk would investigate.

The meeting was reconvened.

20/171. FIANANCE

- (1) Annual Internal Audit Report (AGAR Part 3)

RESOLVED to accept the Annual Governance and Accountability Return 2019/20 Part 3.

- (2) Report of the Internal Auditor (Final) 2019/20

RESOLVED to accept the Internal Audit Report (Final) for 2019/20.

- (3) Statement of Accounts (Income & Expenditure) and Balance Sheet for the Year Ended 31 March 2020

RESOLVED to approve and adopt the Statement of Accounts and Balance Sheet for year ended 31 March 2020

- (4) Annual Governance Statement 2019/20 (Section1)

Having considered a sound system of internal control and arrangements for the preparation of the accounting statements the AGAR Section 1 was completed, question 1 to 8 in the affirmative and 9 not applicable.

RESOLVED to adopt the Annual Governance and Accountability Return and authorise the Chairman of the meeting to sign all accounting documents and supporting statements to the accounts for year ended 31 March 2020 on behalf of the Council.

- (5) Accounting Statements for 2019/20 (Section 2)

Having reviewed the Annual Governance and Accountability Return for the year ended 31 March 2020 it was

RESOLVED to adopt the Annual Governance and Accountability Return for the year ended 31 March 2020 and authorise the Chairman of the meeting to sign all accounting documents and supporting statements to the accounts for the year ended 31 March 2020 on behalf of the Council.

20/172. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Play Areas

Council noted that inspections had been carried out and notices displayed prior to the reopening of all play areas

1.2 Public Toilets

Council noted public toilets at the Cemetery, Sparhawk Park and Sprowston Recreation Ground had reopened.

1.3 Sprowston Diamond Centre (SDC)

Council noted that Sprowston Diamond Centre would be COVID secure in time to reopen on 20 July 2020. Income from room hire would unlikely recover this calendar year as hirers would be impacted by social distancing requirements. The Councils financial position remained secure as the streetlight replacement programme and tractor purchase had been delayed.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 No matters were reported

PLANNING AND TRANSPORTATION

5.1 Highway Inspection Visit

Referring to the Norfolk County Council Highway Inspectors visit on 10 August 2020 Ms D Coleman queried why highway maintenance issues reported in November had not been carried out.

Mr J M Ward asked Ms Coleman to resubmit reported issues together with any new ones as work to repair the highways was now getting back to normal. However, focus would be on cut throughs, potholes and roads.

SPROWSTON CORONAVIRUS UPDATE

6.1 Volunteers Shopping

20/172. REPORT OF THE TOWN CLERK (CONTINUED)

Council noted that at close of business on 7 July 2020 the Town Council had acted as financial intermediary for 336 shopping deliveries made to vulnerable residents totalling £10,204.81.

ATTACHMENTS

None

20/173. 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:

2020/1128 - rear two storey extension with single storey section to side elevation and two storey extension to front at 179, Wroxham Road

2020/1266 - front single storey pitched extension to enlarge living room at 30, Rushmore Road

(b) to strongly oppose the granting of planning application 020/1222 - erection of dwelling at 56, Colindeep Lane on the grounds that it is an undesirable form of back land development. An inappropriate development, particularly a driveway the full length of the rear garden impinging on the amenities of all neighbouring properties. Insufficient parking would create highway issues with additional vehicles parked on a bend in the roadway. It was considered out of keeping with the area.

(c) to oppose the granting of 2020/1228 - extension to existing residential detached garage with change of use to cattery at 28, Blithemeadow Drive on the grounds that it is an inappropriate use of a residential property, storage and disposal of trade waste not clarified, increased traffic movements on residential roads, no parking provision for visitors, no reference to heating, lighting or ventilation and possible impact these would have on neighbouring properties.

(d) whilst not opposed to the granting of planning application 2020/1218 - installation of clearance bar, order point canopy & HVAC condensers to exterior of drive thru unit at Starbucks, Chartwell Road Council expressed concern regarding possible noise nuisance to neighbours from the HVAC condensers.

(e) were not opposed to the granting of planning application 2020/1260 - installation of 8 x illuminated signs and 1 x non-illuminated sign at Starbucks, Chartwell Road

20/173. PLANNING (CONTINUED)

subject to the illumination of signage being restricted to opening hours of the business.

(f) to strongly oppose the granting of planning application 2019/1875 change of use of an existing builder's yard to a mixed commercial use to include the storage and sale of new and reclaimed building materials, the manufacture and sale of timber products and joinery, the storage and sale of aggregates, the storage of plant and machinery and a self-storage facility. This will involve the demolition of a derelict building, the demolition and replacement of the existing office building with a portacabin office, the erection of a new storage building, a weighbridge, a weighbridge hut and the siting of 52 storage containers at land at Lushers Loke, Sprowston on the grounds that:

- The amended application describes a change of use which is a significant departure from the previous use of this site. The site was previously used as a builder's yard, however the mode and hours of operation, and nature of the previous business were - in terms of impact on the neighbouring residential area, local road network and other users of the restricted byway - markedly dissimilar to those proposed in the application.
- It is not possible, as suggested in the application, to estimate the traffic movements on this site on the information available given the application includes the sale of new and reclaimed building materials, manufacture and
- sale of timber products from the joinery shop and sawmill, storage and sale of aggregates, storage of plant and machinery and the provision of containers for a new self-storage facility open 7.30am - 4.30 Monday to
- Friday and 8.00am - 1.00pm Saturday. It is Council's opinion that the quantity of vehicle movements to and from the site are likely to be substantially higher than claimed in the application.
- Noise nuisance to nearby residential properties from the sawmill, aggregate deliveries and collections, heavy plant machinery, metal containers for self-storage and likely volume and type of vehicles accessing the site following a change to mixed commercial use. No noise attenuation measures are proposed in the application.
- Access is via a Restricted Byway, unsuitable for the size and weight of vehicles associated with proposed usage of the site: Trees on adjacent properties have already been damaged as a result of large vehicles attempting to navigate the byway; the road surface is not designed to withstand the volume and weight of the proposed traffic; pedestrian users of the byway will be endangered by large vehicles sharing the same road space.
- The applicant has not provided proof of the existence of a private right of access (via the Restricted Byway) to the site. It is Council's understanding

20/173. PLANNING (CONTINUED)

that any such private right of access enjoyed by the previous site owners may be transferred to a new owner but that this is not automatically the case.

- The application is an unneighbourly and inappropriate form of development given that the site borders residential properties on three boundaries. Householders will be subjected to noise, dust and fumes for the majority of each week degrading use of their amenities and the quiet and peaceful enjoyment of their homes.
- The main route to the development is via the ring road and School Lane, which presents its own difficulties. Parking outside and opposite business premises on School Lane reduces the roadway to single lane during peak hours and larger vehicles already find it difficult to navigate. Increased volumes of HGVs would only further exacerbate this situation.
- The turn from School Lane into Lushers Loke would also prove difficult for larger vehicles such as articulated, flatbeds and aggregate HGV's and dangerous to cyclists and pedestrians in the area.
- This proposal would not achieve the objectives of Policy 12, the need to regenerate tired suburbs, improve townscape and retain local character. Sprowston is a vibrant and growing town; most certainly not a tired suburb.
- The application is in contradiction of the Sprowston Neighbourhood Plan, Policies 18 and 20 which identifies the preferred use of this site as being residential homes.

20/174. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

Mrs J Leggett asked if the minutes of the Recreational Facilities Working Group Meeting had been completed and advised Council that the date for the next meeting had been rearranged. The Town Clerk confirmed he was in receipt of draft minutes for his approval.

20/175. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written reports were received.

20/176. PAYMENT OF ACCOUNTS 15 JULY 2020

The Town Clerk and Responsible Financial Officer presented the schedule accounts to 15 July 2020 totalling £8,333.35.

On the motion of Mr J M Ward, seconded by Mrs J Leggett it was **RESOLVED** that payment of the accounts to 15 July 2020 totalling £8,333.35 be approved and the

20/176. PAYMENT OF ACCOUNTS 15 JULY 2020 (CONTINUED)

schedule authorising payment signed by the appropriate signatories at the first opportunity.

20/177. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT TO 15 JULY 2020

The schedule of credit card payments totalling £69.45 was approved and noted.

20/178. SCHEDULE OF DIRECT DEBIT PAYMENTS

In answer to a question on energy usage the Town Clerk advised there might be a small saving as some Council buildings had been closed during lockdown.

The schedule of direct debit payments totalling £2,415.89 was approved and noted.

There being no other necessary business the Town Mayor of the Council thanked Councillors for their participation and declared the meeting closed at 9.14 pm.

5 August 2020

Town Mayor