

**NOTICE OF MEETING**  
**AND SUMMONS TO ATTEND**

The meeting of Sprowston Town Council  
will be held by remote means on Wednesday 16 September 2020 at 7.30pm

Members of the public may use the details below to attend this Zoom meeting  
(password not required)

Online: <https://us02web.zoom.us/j/87532444552>

By phone: +44 203 481 5240 United Kingdom

(Find additional local numbers): <https://us02web.zoom.us/j/87532444552>

Zoom Meeting ID: 875 3244 4552

**AGENDA**

Item No.

1. To receive declarations of interest.
2. To receive apologies for absence.
3. To confirm the minutes of the Council meeting held 26 August 2020. Pages 1 - 8
4. To agree action/response arising from the minutes.
  - (1) Premises Application 3 Hanson Close - Minute 2020/200 (4). Page 9
  - (2) Potential Road Names - Minute 20/207. Pages 10 - 11
5. To receive any Police Liaison Officer's report
6. To receive correspondence:
  - (1) Consultation on Coastal Adaptation Supplementary Planning Document Page 12
7. To receive any written/verbal reports from Sprowston County and District Councillors. Page 13
8. To adjourn the meeting to allow members of the public and Councillors with prejudicial interests to speak.
9. To receive the report of the Town Clerk. Pages 14 - 16
10. To consider planning applications to 16 September 2020. Page 17
11. Consultation White Paper: Planning for the Future. Page 18
- 11a. Attachment: The Planning White Paper on a Single Page. Page 19
12. To receive any written/verbal reports from the Council's Committees and Working Groups.
13. To receive any written and verbal reports from Members representing the Council on or at outside organisations.
14. To confirm the payment of accounts to 16 September 2020. Pages 20 - 21
15. To receive the schedule of direct debits. Page 22



**Guy Ranaweera**  
Town Clerk

**11 September 2020**

Footnote:

*<sup>1</sup> Councillors 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.*

*Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.*

*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](http://www.broadland.gov.uk) and follow the links through to planning.*

*It should be noted that Councillors Mr J F Fisher and Mr J M Ward (Town Mayor) 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 both 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](http://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 the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.*

## MEETING OF SPROWSTON TOWN COUNCILLORS – 26 AUGUST 2020

At the remote meeting of the Sprowston Town Council held by video conference on Wednesday 26 August 2020, the following Councillors were present: -

Mr J M Ward – Town Mayor

Mr A J Barton - Mrs B J Lashley  
Mr M G Callam - Mrs J Leggett  
Mr W F Couzens - Mr J H Mallen  
Mr R J Knowles - Ms C T Rumsby  
Mr N Shaw

In attendance

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

No members of the public were present

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### 20/197. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

| <b>Councillor</b> | <b>Minute No. and Heading</b>               | <b>Nature of Interest</b>                             |
|-------------------|---|---|
| Mrs J Leggett     | 20/203 - Sprowston Youth Engagement Project | Trustee - Sprowston Youth Engagement Project          |
|                   | 20/200 (4) Actions from Minutes             | Broadland District Council Portfolio Holder           |
| Ms C T Rumsby     | 20/203 - Sprowston Youth Engagement Project | Trustee - Sprowston Youth Engagement Project          |
| Mr N Shaw         | 20/200 (4) Actions from Minutes             | Broadland District Council Licencing Committee Member |

### 20/198. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mrs B Cook, Ms D Coleman, Mr J F Fisher and Mr I J Mackie.

### 20/199. MINUTES

The Minutes of the Council's meeting held on 5 August 2020, having previously been circulated to all Councillors were confirmed subject to the following amendments

20/186, paragraph 4, **delete** full stop **insert** question mark.

20/187 3.1, paragraph 2, **delete** month **insert** annum.

## **20/199. MINUTES (CONTINUED)**

and will be signed by the Town Mayor of the Council at the next appropriate opportunity.

## **20/200. ACTIONS FROM MINUTES**

- (1) Planning Application 2020/1260 - Installation of 8 x illuminated signs and 1 x non-illuminated sign at Starbucks, Chartwell Road, Sprowston NR6 7RB.

Further to Minute 20/173 (e), Council noted permission had been granted for planning application 2020/1260.

- (2) Planning Application 2020/1218 - Installation of clearance bar, order point canopy & HVAC condensers to exterior of drive thru unit at Starbucks, Chartwell Road, Sprowston NR6 7RB.

Further to Minute 20/173 (d), Council noted permission had been granted for planning application 2020/1218.

- (3) 2020/1228 - Extension to existing residential detached garage with change of use from garage to cattery at 23, Blithemeadow Drive, Sprowston NR7 8PY.

Further to Minute 20/173 (c), Council noted permission had been granted for planning application 2020/1228. Council had objected to the granting of this application.

- (4) Referring to Minute 20/189, the Town Clerk reported that the consultation period for the licence application for 3, Hanson Close, Sprowston had ended.

Representation from the Town Council was the only objection received by Broadland District Council in respect of this application

As a relevant representation had been received the application must be considered at a meeting of Broadland District Council's Licensing and Regulatory Committee within a further 20 working days.

Broadland District Council was asking if the Town Council would still like their representation to stand and if so, whether a representative of the Town Council would be prepared to attend the meeting and speak in relation to the objection.

**RESOLVED** to continue with Council's representation and the Town Clerk to attend the remote meeting of the Licensing and Regulatory Committee to reiterate the Councils objections.

## **20/201. POLICE LIAISON OFFICER'S REPORT**

Mrs B J Lashley commented that Current Neighbourhood Priorities listed were now out of date and enquired if the Police had indicated how to decide neighbourhood priorities in the future.

Mrs J Leggett advised that having asked this question, she had received no response. She had also encouraged the Beat Manager to remotely attend Council meetings but experienced reluctance.

## **20/201. POLICE LIAISON OFFICER'S REPORT (CONTINUED)**

Having received a recent update from PC Gill she reported:

- 2 burglaries
- 5 criminal damage to vehicles
- Public fear, alarm or distress numbers in the report mainly related to neighbourhood disputes

Mr W F Couzens reported:

- that Temporary Sergeant Russell Tupper had moved on and the post of Beat Manager might now be advertised.
- PC Gill had confirmed numbers of domestic incidences were increasing.
- he was aware that some residents were experiencing difficulties in getting through to 101.
- SNAP meetings would no longer be held in current format but through the District Council, process yet to be clarified.

Mr M G Callam noted Sprowston West Ward was not included in the crime updates and asked if this could be corrected.

Mrs J Leggett advised the easiest way would be to circulate Old Catton and Sprowston West crime update.

## **20/202. BROADLAND DISTRICT COUNCIL LICENSING POLICY REVIEW**

Mrs J Leggett stated there were very minor changes to Broadland's Licensing Policy and the element relating to town and parish councils being notified of all applications for new or full variations of Premises Licence and Club Premises Certificates remained.

Mrs B J Lashley commented Council had always been assured that Broadland District and South Norfolk Councils shared officers but continued as two separate councils. Why are they aligning policy documents?

Mrs J Leggett replied that where there were similarities, they would be included within the policy document. She invited Mrs Lashley to respond to the review if she felt there were elements not applicable to Broadland.

## **20/203. SPROWSTON YOUTH ENGAGEMENT PROJECT (SYEP)**

Councillors considered the interim report from SYEP.

Mrs B J Lashley remarked it was interesting to see younger people's perspectives.

It would also be good to hear about their experiences of outdoor expeditions and what they gained from it.

Mr J H Mallen thought it would be beneficial to get young people involved with the opening of the skatepark. However, he was disappointed to see issues highlighted in the report relating to older people and police.

## **20/203. SPROWSTON YOUTH ENGAGEMENT PROJECT (SYEP) (CONTINUED)**

Mr M G Callam commented that some older people's perception of the younger generation was not always accurate.

Mr W F Couzens expressed his thanks to Clare and her team and was keen for them to be involved with the skatepark and equipment prior to installation.

## **20/204. 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) Transport for Norwich has been approved by the Department of Transport to take part in the Government's 12-month e-scooter trial. This will be partnered with Beryl using the existing bike bay infrastructure.

There will be a maximum of 100 scooters, they will be regulated to 12.5mph, a driving licence will be required. They will not be permitted on pavements.

- (2) 450,000 leaflets entitled Help Prevent the Spread of Coronavirus will be going out to all Norfolk residences within one month.
- (3) The Local Government Services pay award has been agreed. It is a one-year deal and staff will receive a 2.75% increase backdated to 1 April 2020.
- (4) 300 workers at Banham poultry in Attleborough have been tested for COVID-19 and 46 were positive. Norfolk's Public Health team is working with their management, Breckland Council and the Department of Health to control this outbreak.
- (5) Norfolk County Council today launched a campaign "Let's Get Back to School" to encourage parents to support their children's return to all of our 422 schools.
- (6) This afternoon Cllr. Leggett, Cllr Harpley, myself and other Broadland District Councillors joined the Broadlands Youth Advisory Board's meeting on Zoom where we heard of the work they have been doing and had a general discussion on how they could be more involved with the Councils.

Referring to Mr Ward's written report Mr M G Callam expressed concern with regard to changes to the planning system where developments in Growth Areas, identified in the Local Plan, would automatically receive outline planning permission. Given current difficulties in getting recreational facilities on developments he felt it would be detrimental not to have a consultation process.

Mrs J Leggett verbally reported that Aslake Close Community Hub sessions for people with learning difficulties held on Mondays had now ceased.

## **20/205. RESIDENT'S QUESTIONS**

As no residents were present the Chairman moved to the next item of business.

## **20/206. WHITE HOUSE FARM PLAY EQUIPMENT**

The Town Clerk reported he had forwarded the Councils requirements for public amenity land at White House Farm to Broadland District Council and presented their draft proposals.

Referring to L5 (park to rear of White House Farm School) the Town Clerk asked Council to consider prohibiting dogs from this area as it was in the middle of a family development, similar to Sparhawk Park, and there was lots of recreational and community space available nearby for dog walking.

Mrs B J Lashley noted there was insufficient provision of wheelchair accessible equipment and requested Council pursue this.

She thought it had been agreed to locate the skatepark adjacent Harrisons Woodland with remaining open space grassed for future youth development. It should be sited furthest away from the younger children's play area whereas adult equipment would be better sited near the skatepark.

Referring to the Neighbourhood Equipped Area for Play (NEAP) at L18 Mrs J Leggett suggested procuring the views of SYEP members to ensure the right type of equipment was selected.

With regard to items placed to the southern corner of L5 Mrs Leggett queried the distance of 20m from the nearest dwelling as she thought it was 30m.

She also questioned the size of the MUGA being 20m x 10m asking if this was standard. Compared to a tennis court which is 24m x 11m it seemed a bit small.

Mr M G Callam asked for clarification that it was only equipment being omitted from the Local Areas for Play (LAPS) not the open space.

The Town Clerk advised it was his understanding that green space was to be retained but equipment removed and items added to NEAPS.

He also explained that the Planning Authority did not think it advisable to locate a skatepark or play area next to a woodland, or close to housing.

Mrs B J Lashley said on the original plans the Sports and Social Club was included in the green space but no longer. The development now wraps around the club and the green space seemed smaller. If green space is 15% of housing, she queried how this had got smaller and suggested referring back to the original plans as housing TW4 had appeared.

Having considered the best way to involve SYEP it was agreed the Town Clerk report location and size of community space and proposed equipment to Clare Lincoln and arrange a meeting between SYEP and the Recreational Facilities Working Group.

### **RESOLVED**

(1) To prohibit dogs at L5 park to rear of White House Farm School.

## **20/206. WHITE HOUSE FARM PLAY EQUIPMENT (CONTINUED)**

- (2) Town Clerk to incorporate all Councillors comments in the response to Broadland District Council.
- (3) Town Clerk to liaise with Clare Lincoln (SYEP) and arrange a remote meeting between Councillors on the Recreational Facilities Working Group and SYEP members.
- (4) Town Clerk to enquire if the location of the skatepark was immovable.

## **20/207. REQUEST FOR STREET NAMES**

Council noted invitations from Persimmon Homes Consortium and Barratt David Wilson Homes to provide suggestions for street names in two developments off Salhouse Road.

The Town Clerk advised 21 names were required. He had a prepared list of Curates and Chaplains dating from 1481 provided by the Heritage Group but permission would be required where there were living relatives.

In addition to Curates and Chaplains a number of themes were suggested including:

- Wildflowers
- Items related to Horse Racing
- Wildlife in general

It was agreed Councillors to forward their suggestions to the Town Clerk.

## **20/208. 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:

2020/0968 - single storey hipped roof front extension to include a rear dormer and loft conversion to existing bungalow at 42, Carleton Road.

2020/1508 - single storey flat roof extension to replace the existing conservatory to rear (revised proposal) at 52, Blackwell Avenue.

2020/1536 - proposed first floor side extension over existing garage at 27, Cromwell Road.

2020//1538 - propose single storey front and rear extension at 5, Hornbeam Close.



## **20/208. PLANNING (CONTINUED)**

- (b) not to oppose the granting of planning application 2020/1432 - 1. Convert existing ground floor extension adding first floor bedroom accommodation 2. Remove existing conservatory and construct new single storey extension at 6, Blenheim Crescent subject to the new side window overlooking the neighbouring property to be opaque glass.
- (c) not to oppose the granting of planning application 2020/1448 - single storey rear extension and conversion of garage to habitable space at 7, Lindsay Road but expressed concern with regard to the lack of remaining amenity space and possible noise nuisance to neighbours. A restriction on time of use was suggested.
- (d) to oppose the granting of planning application 2020/1455 - conversion of double garage to annex at 97, North Walsham Road on the grounds that it is back land development and not subservient to the original dwelling. There is no indication as to where vehicles associated with the annex would be parked and it has all the facilities of a separate self-contained unit. However, should the Planning Authority be minded to approve the application Council suggested a condition to link the annex to the occupancy of the main dwelling.

## **20/209. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

Mrs J Leggett reported that a meeting of the Recreation Facilities Working Group was scheduled for Friday 28 August 2020.

## **20/210. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

Mr W F Couzens reported that the Senior Citizens Club Committee had agreed they could not open to all activities however, clubs could use their facilities subject to suitable evidence of COVID-19 social distancing etc.

## **20/211. PAYMENT OF ACCOUNTS 26 AUGUST 2020**

The Town Clerk and Responsible Financial Officer presented the schedule accounts to 26 August 2020 totalling £7,062.11.

The Town Clerk responded as follows to Councillors queries on the Schedule of Accounts:

Invoice No. 5195 - Electrical works Diamond Centre were repairs to emergency lighting, car park lights, timers and a light switch.

Invoice No. 5196 - Electrical Works Council Office and Sparhawk Park - were repairs to emergency lighting at the Council Office and replacement of faulty lights with LED's in the lady's toilets at Sparhawk Park.

Invoice No. 2704 - Laptop Screen was a replacement screen for the Council's laptop which had ceased to function.

Invoice No. PJI/18746 - Diamond Centre Leaks Boiler Room was completion of a temporary repair following receipt of parts. There was no damage to fixtures and fittings.

**20/211. PAYMENT OF ACCOUNTS 26 AUGUST 2020 (CONTINUED)**

On the motion of Mr J M Ward, seconded by Mrs J Leggett it was **RESOLVED** that payment of the accounts to 26 August 2020 totalling £7,062.11 be approved and the schedule authorising payment signed by the appropriate signatories at the first opportunity

**20/212. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT TO 26 AUGUST 2020**

The Town Clerk responded as follows to a Councillors query on the Schedule of Credit Card Payments and Barclay Visa Debit as follows:

Invoice No. 30029 - 6 x Alexander Rose Broadfield Benches were Council's standard benches for re-sale and installation at Sprowston Cemetery.

The schedule of credit card payments totalling £1,743.00 was approved and noted.

**20/213. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments totalling £517.71 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 8.43pm.

**16 September 2020**

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**Town Mayor**

## Guy Ranaweera

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**From:** WordPress <website@sprowston-tc.gov.uk>  
**Sent:** 27 August 2020 10:16  
**To:** JHunt  
**Subject:** Enquiry from Sprowston Town Council web site

From: Ellice Fennell <ellicefennell@gmail.com>  
Telephone:  
Subject: Premises Application 3 Hanson Close

Message Body:  
Dear Sirs

I have received notification of your objection to my alcohol premises application for 3 Hanson Close. I wanted to write to explain more about the venture and offer a better understanding.

I understand your objection on ground of public nuisance, however want to reassure that our business is a small operation, in sociable hours and operating from the side of the house which is not attached to any property. There are many home bakers to emerge from lockdown, up at 4am every morning baking in their kitchens and then delivering in a similar fashion. The only difference is our product contains alcohol, but in fact we are only 'operating' at the moment from starting the day at 11am to make syrups in the kitchen, working from the spare room from 3-6pm and out delivering in one trip (so no cars coming back and forth and certainly no public on the property), usually home by 7:30.

We have a great relationship with our neighbours whose property is attached to us (they were round on Christmas Day) and have been in contact the whole time, where I know they would raise any objections (we set out a plan B to them if they felt this was necessary but they confirmed they have not been disturbed or even knew anything was happening in the room).

We have successfully operated for various weeks on TENs) with no complaints. We specifically started with TENs to check the viability of operating from home, and consider the last few months of this a success. Our product is becoming very popular and it would be disappointing to shut the operation down at this stage.

We have been in contact with the police who have no objection, and we are aware of identical applications in other parishes (i.e a semi detached house with an alcohol license) which were successful.

I want to reassure we respect the neighbourhood, our home is on the outskirts of the estate, facing a main road and then woodland.

This business is intended to be a full time job for my partner, and with no licensing we obviously cannot continue.

There is no excessive noise from the operation, with no heavy lifting, we make 1 trip each down the stairs with a box of cocktails each and cool bag of ice. We do not buy in bulk or have deliveries at the home every day. It is a modest operation, designed to support my partner with employment and test the waters with the product. We have plans in the future if we feel this works to move into a unit, but financially we need to be able to run from home first.

Please do contact me if you have any further concerns or wish for any more clarification. I understand a virtual hearing will take place, and wanted to offer more context in readiness.

Kind Regards

Ellice Fennell

## White House Farm development off Blue Boar Lane

### Potential Road Names (unknown number of road names required at present)

| WILD FLOWERS on heathland<br>(supplied by Cllr Leggett) | WILDFLOWERS preferring clay<br>soil | Relating to the RACECOURSE<br>(supplied by Cllr Leggett) |
|---|-------------------------------------|--|
| Aspen   | Autumn Hawkbit                      | Ascot  |
| Bell Heather  | Bladder Campion                     | Bridle   |
| Betony  | Coltsfoot                           | Chase  |
| Bilberry  | Cowslip                             | Cheltenham   |
| Bracken   | Field Woodrush                      | Epsom  |
| Cornflower  | Fleabane                            | Furlong  |
| Crowberry   | Goat Willow                         | Haydock  |
| Daisy   | Great Burnet                        | Milepost   |
| Flax  | Gipsywort                           | Ryder  |
| Harebell  | Lesser Knapweed                     |  |
| Juniper   | Meadow Buttercup                    |  |
| Ling  | Meadow Vetchling                    |  |
| Mallow  | Ragged Robin                        |  |
| Myrtle  | White Clover                        |  |
| Rosebay   |                                     |  |
| Sedge   |                                     |  |
| Sorrel  |                                     |  |
| Tormentil   |                                     |  |
| Whin  |                                     |  |

### “LOST WORDS” (a book by Robert Macfarlane and Jackie Morris)

Theme recommended by Norfolk Wildlife Trust (text paraphrased from [www.thelostwords.org/book](http://www.thelostwords.org/book))

The book began as a response to the removal of everyday nature words - among them "acorn", "bluebell", "kingfisher" and "wren" - from a widely used children's dictionary, because those words were not being used enough by children to merit inclusion. But The Lost Words then grew to become a much broader protest at the loss of the natural world around us, as well as a celebration of the creatures and plants with which we share our lives, in all their wonderful, characterful glory

Since the Lost Words' publication in October 2017, this book has had a transformative effect on all who have come in contact with it. Described as a 'cultural phenomenon', it has taken root in thousands of schools across Britain, been widely acclaimed as an instant classic, won numerous prizes, and inspired many creative thinkers, young and old. It was shortlisted in 2017 as one of Britain's favourite books of all time on the natural world. The Lost Words is a 'book of spells' that seeks to conjure back the near-lost magic and strangeness of the nature that surrounds us. There are also campaigns to get copies into all state primary schools in five London boroughs, in all of North Yorkshire, **Norfolk**, all of Wales, Cornwall, Bedfordshire, Cambridgeshire, Peterborough, Suffolk, Cornwall, Gloucestershire and Warwickshire.

Examples of the once common 'lost words' recollected in the book include:

Acorn, Adder, Bluebell, Bramble, Conker, Dandelion, Fern, Heather, Heron, Ivy, Kingfisher, Lark, Magpie, Newt, Otter, Raven, Starling, Weasel, Willow, Wren

**Barratt David Wilson Homes development off Salhouse Road (shared with  
Rackheath Parish Council)**

**Potential Road Names (21 road names required)**

**Sprowston Parish Church – Chaplains and Curates**

1. Elham (Brother) – 1481
2. Cottyng – 1501
3. Keyberde – 1511
4. Claxton, Rector – 1543
5. Graves – 1609-1611
6. Gallard - 1635
7. Morley – 1664-1667
8. Paynter (Curate) – 1679
9. Ostler – 1680
10. Bainbridge (Dean) – 1687
11. Chase – 1742
12. Buckle – 1784
13. Rash - 1787
14. Humprey – 1795
15. Linley – 1795
16. Day (Dean) – 1816
17. Banfather – 1817-1881
18. Linton – 1881-1888
19. Woolaston – 1897-1909
20. Reith – 1909-1930
21. Edwards (Canon) – 1930-1935
22. Metcalf – 1935-1943
23. Aitken – 1943-1954

**From:** Natalie Beal <Natalie.Beal@broads-authority.gov.uk>  
**Sent:** 04 September 2020 13:56  
**Subject:** Consultation on Coastal Adaptation Supplementary Planning Document

## **Consultation on Coastal Adaptation Supplementary Planning Document**

**Covering the coast from Holkham in Norfolk to Felixstowe in Suffolk**

**Consultation Period 4th September to 5pm 16th October 2020**

### **What is this consultation about?**

A partnership of East Suffolk Council, Great Yarmouth Borough Council, North Norfolk District Council, the Broads Authority, and the Coastal Partnership East Team is seeking views on the proposed content of the draft Coastal Adaptation Supplementary Planning Document.

### **What is the Coastal Adaptation Supplementary Planning Document?**

The purpose of this joint document is to provide guidance on how to interpret and implement planning policy in relation to coastal matters. Following this early consultation on what should be included in the joint document, the partnership will prepare a draft document for public consultation. Once adopted, the joint document will be a material consideration in the determination of planning applications.

### **Why am I being consulted?**

At this early and informal consultation stage, we welcome comments on the proposed content of the joint document from anyone who has an interest in the coast or may be affected by changes to the coast. The consultation will run for 6 weeks, beginning on **4th September 2020** and closing at **5pm 16th October 2020**.

### **How can I view the Coastal Adaptation initial consultation document and respond?**

Visit the [consultation portal](#) to view the Coastal Adaptation Supplementary Planning Document and make a comment online.

Alternatively, email your response to [planningpolicy@eastsoffolk.gov.uk](mailto:planningpolicy@eastsoffolk.gov.uk) or post your comments to East Suffolk Council, Planning Policy and Delivery Team, Riverside, 4 Canning Road, Lowestoft, Suffolk NR33 0EQ. Comments must be received by 5pm on the 16th October 2020.

Physical copies of the document template are available to inspect at Great Yarmouth Town Hall on a pre booked appointment basis. This can be arranged by emailing [localplan@great-yarmouth.gov.uk](mailto:localplan@great-yarmouth.gov.uk) or calling 01493 846483. Alternatively to request a copy to be sent by post (free of charge) please email [planningpolicy@eastsoffolk.gov.uk](mailto:planningpolicy@eastsoffolk.gov.uk) or telephone 01394 444557.

### **What happens next?**

The partnership will consider all comments received and make changes to the content where this is considered necessary. A draft document will be prepared for public consultation before being adopted by all of the partnership authorities. Once adopted the joint document will be a material consideration in the determination of planning applications.



6<sup>th</sup> September 2020

## Report from Councillor John Ward

### CORONAVIRUS TRUSTED SOURCES FOR INFORMATION

[www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus)

[www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

### Broadland District Council

Under the Green Homes Grant Scheme, homeowners and landlords are able to apply for vouchers worth up to two thirds of the cost of upgrading the energy efficiency of their home. Details at

[www.simpleenergyadvice.org.uk/pages/green-homes-grant](http://www.simpleenergyadvice.org.uk/pages/green-homes-grant)

The scheme finishes at the end of September.

The 140 acre Houghen Plantation which is located between Felthorpe and Horstead was purchased by BDC for £700k earlier this year, The public are being asked to provide a new name for what will be a public park, The Council will spend another £1m to provide paths, signposting etc. To submit a name for the park, email [comms@broadland.gov.uk](mailto:comms@broadland.gov.uk)

The Council has launched a Solar Panel buying scheme to help residents and small businesses in Broadland generate their own energy. The scheme is in partnership with other Norfolk Councils and the bulk buying specialist "i choosr". Last year's scheme saved households approx 30% against market prices. Details at [www.solartogether.co.uk/broadland](http://www.solartogether.co.uk/broadland)

### Norfolk County Council

NCC's Norfolk Assistance Scheme can help people with money problems because of Coronavirus. They can help with daily living expense, food, fuel, household items, school uniforms/meals, essentials. Details at [www.norfolk.gov.uk/NAS](http://www.norfolk.gov.uk/NAS) or phone 01603 223392,option 5.

Norfolk has been made an area of Enhanced Support following the coronavirus outbreak at Banham Poultry. Government support will give swifter data and testing. Our Director of Public Health Dr Louise Smith believes the outbreak has been contained and there is no threat to the wider community. Even with this outbreak, Norfolk's current rate of infection is only 8.85 per 100,000 compared to England's 13.5.

## COUNCIL MEETING – 16 September 2020

### Report of the Town Clerk

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

##### **1.1 Sprowston Diamond Centre**

September venue hire at the Sprowston Diamond Centre has generated in the region of two thirds of its pre-COVID levels of income. Larger rooms such as Beryl Reed and the School Room have proven popular with dance and exercise organisations whose regular venues have not yet reopened and thus have had to relocate. Hire of smaller rooms remains flat, most likely due to the reduced occupancy numbers necessitated by COVID social distancing restrictions. Given the uptick in room hire activity I have agreed for our caretaking contractor (Heritage) to return to a full pre-COVID staffing rota and invoice accordingly.

#### CEMETERY

##### **2.1 No matters to report**

#### STREET LIGHTING

##### **3.1 No matters to report**

#### CENTRAL ADMINISTRATION AND PERSONNEL

##### **4.1 Council office**

All staff are working from the Council office however it remains closed to the public except by appointment. The office was manned by a member of staff throughout the lockdown so that any time-critical issues could be dealt with.

##### **4.2 Remote meetings**

The Nation Association of Local Councils (NALC) is recommending continuing with remote meetings wherever possible. Having recently conducted a thorough risk assessment of the Sprowston Diamond Centre in order to make it COVID secure and thus experienced first-hand the lengths required to make any gathering as safe as reasonably practicable, I am in complete agreement with NALC's reasoning. Therefore, unless there is a significant change in circumstances, or a majority of Councillors wish for Council to meet in person, meetings shall continue to be held remotely for the foreseeable future.

#### PLANNING AND TRANSPORTATION

##### **5.1 No matters to report**



## CORONAVIRUS UPDATE

### 6.1 Discretionary Business Support Grants Scheme

Central Government recently changed the eligibility rules for the above-named scheme which had previously been closed to Local Councils. Local Councils are now able to apply to the scheme for funding to offset COVID-related expenses arising from fixed property costs and loss of income, up to a maximum of £10,000 per eligible property. In Norfolk the fund is administered by the District Councils. As a result of a recent application to BDC/SNDC for a grant under this scheme, Sprowston Town Council has been awarded £10,000 to offset COVID-related costs and losses at Sprowston Diamond Centre, plus a further £10,000 to offset the same at the Recreation Ground (total **£20,000**).

COVID related loss of income from property, and fixed property costs for the period 23rd Mar (start of lock-down) to 31st Aug 2020 (month end for date of grant submission) are as follows:

- Total loss of income from Sprowston Diamond Centre (room hire) and Recreation Ground (i.e.: hire of bowls/football/cricket/pavilion) is **£27,740.30**
- Total property related costs at Sprowston Diamond Centre and Recreation Ground (including utilities at the SDC only and Business Rates at both sites) is **£12,544.26**
- Grand total (loss of income + property costs) = **£40,284.56**

### 6.2 Sprowston Supporting our Community Together (SSoCT), formerly Sprowston Coronavirus Help Group (SCHG)

As of close of business 9<sup>th</sup> September 2020, Town Council had acted as facilitator for 460 financial transactions for shopping and other key services between vulnerable residents and SSoCT/SCHG volunteers. The total amount transacted is £14,658.33.

See Attachment 'A' for a breakdown of SSoCT/SCHG activity and expenses supported by Council

SSoCT were recently successful in securing a £1000 grant from Clarion Futures. The group held its first AGM on 8<sup>th</sup> September 2020 and is making progress towards becoming fully independent.

## ATTACHMENTS

- A Breakdown of SCHG/SSoCT activity and expenses supported by Council, 1<sup>st</sup> April 2020 – 9<sup>th</sup> Sept 2020



Guy Ranaweera  
Town Clerk

**Attachment A: Breakdown of SCHG/SSoCT activity and expenses supported by Council,  
1st April 2020 – 9th Sept 2020**

**Sprowston Coronavirus Help Group / SSoCT**

Funded by Sprowston Town Council + Norfolk Community Foundation.

|                 | <u>Expenses:</u>                              | <u>Amount</u>        |
|-----------------|---|----------------------|
| 09/04/2020      | Amazon PDQ Rolls                              | 7.08                 |
| 18/04/2020      | Volunteer :7 reams copy paper                 | 20.65                |
| 21/04/2020      | Volunteer :Printing Ink                       | 38.00                |
| 22/04/2020      | Amazon :Plastic Bottles                       | 15.96                |
| 20/04/2020      | Espo:Gloves                                   | 13.96                |
| 15/04/2020      | Liquid 11 Ltd: Switchboard Free               | 12.00                |
| 24/04/2020      | Volunteer :Sanitiser bottles                  | 6.00                 |
| 27/04/2020      | Liquid 11 Ltd: Switchboard Free               | 12.00                |
| 27/04/2020      | Liquid 11 Ltd: Switchboard Free               | 24.00                |
| 22/04/2020      | Amazon :Sanitiser bottles                     | 7.59                 |
| 01/05/2020 May  | Barclaycard transaction costs                 | 48.06                |
| 01/06/2020 June | Barclaycard transaction costs                 | 62.37                |
| 08/06/2020      | Volunteer :Printing Ink                       | 35.00                |
| 07/06/2020      | Volunteer :Printer costs                      | 27.84                |
| 05/06/2020      | Liquid 11 Ltd: Switchboard Free               | 24.00                |
| 14/07/2020      | Liquid 11 Ltd: Switchboard Free               | 24.00                |
| 31/07/2020 July | Barclaycard transaction costs                 | 56.78                |
| 02/09/2020      | Espo :Hand Sanitiser 5L                       | 19.97                |
| 02/09/2020      | Espo :Photocopy Paper 5 reams                 | 16.90                |
| 02/09/2020      | Photocopying: 572@.472p per copy              | 27.00                |
| 03/09/2020      | Travel Expenses : Volunteer                   | 17.28                |
| 10/09/2020      | Photocopies :135 @.472p per copy              | 6.37                 |
|                 |   | <b>522.81</b>        |
|                 | <b><u>Food Bank @ St Cuthberts Church</u></b> |                      |
| 18/04/2020      | Sack Barrow                                   | 29.99                |
| 22/04/2020      | Amazon :Sanitiser bottles                     | 7.59                 |
|                 |   | <b>37.58</b>         |
| Total           |   | <b><u>560.39</u></b> |

**Shopping trips by volunteers**

|                           |        | <b>NO.OF<br/>Payment<br/>Receipts*</b> | <b>Amounts<br/>Transacted</b> | <b>Refunds</b>         | <b>Bacs Refunds</b>  | <b>Expenses</b>      |
|---------------------------|--------|--|-------------------------------|------------------------|----------------------|----------------------|
| Shopping                  | Apr-20 | 88                                     | 2544.38                       | 2292.44                | 244.36               | 58.65                |
| Shopping                  | May-20 | 122                                    | 3611.76                       | 3121.39                | 105.39               |                      |
| Shopping                  | Jun-20 | 103                                    | 3212.53                       | 3363.24                | 126.44               | 68.84                |
| Shopping                  | Jul-20 | 80                                     | 2790.62                       | 2947.82                |                      |                      |
| Shopping                  | Aug-20 | 51                                     | 1759.27                       | 1693.09                |                      |                      |
| Shopping<br>to 09/09/2020 | Sep-20 | 16                                     | 739.77                        | 519.03                 |                      |                      |
|                           |        | <b><u>460</u></b>                      | <b><u>14658.33</u></b>        | <b><u>13937.01</u></b> | <b><u>476.19</u></b> | <b><u>127.49</u></b> |

\* This figure relates to payment receipts received not amount of shopping trips as some payments were for multiple volunteer shopping trips.

**Sprowston Town Council**  
**PLANNING APPLICATIONS – 16 SEPTEMBER 2020**

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**Broadland DC App. No.:** 2020/1572

**Location:** 32, Allens Lane, Sprowston NR7 8EJ

**Type:** Householder

**Description:** Single storey rear extension

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**Broadland DC App. No.:** 2020/1579

**Location:** 101, Wroxham Road, Sprowston NR7 8TU

**Type:** Full Planning

**Description:** Change of use of part of building from D1 (Chiropractors) to C3 (Residential)

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**Broadland DC App. No.:** 2020/1619

**Location:** 9, Lowry Cole Road, Sprowston NR6 7QT

**Type:** Reserved Matters

**Description:** Sub-division of Curtilage to Erect Detached Dwelling (Reserved Matters)

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**Broadland DC App. No.:**

**Location:**

**Type:**

**Description:**

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## **White Paper: Planning for the Future**

The Ministry of Housing, Communities and Local Government has published a White Paper titled "Planning for the Future", setting out its 'new vision for England's planning system'.

The full 63 page consultation document can be found here:

- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/907956/Planning\\_for\\_the\\_Future\\_web\\_accessible\\_version.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907956/Planning_for_the_Future_web_accessible_version.pdf)

The Royal Town Planning Institute (RTPI) has produced a one-page summary of the Planning for the Future White Paper proposals (see attachment 11.A).

**Consultation on the White Paper will last for 12 weeks from 6 August 2020.**

The consultation document poses 26 questions.

- Responses may be submitted online directly to Government here: <https://www.gov.uk/government/consultations/planning-for-thefuture>
- Alternatively, the National Association of Local Councils (NALC) is collating responses from Local Councils and requests Councils send any responses to [policycomms@nalc.gov.uk](mailto:policycomms@nalc.gov.uk) by 15<sup>th</sup> October 2020.

### **Topic and scope of the consultation (taken from page 4 of the consultation document)**

**Topic of the consultation:** This consultation seeks any views on each part of a package of proposals for reform of the planning system in England to streamline and modernise the planning process, improve outcomes on design and sustainability, reform developer contributions and ensure more land is available for development where it is needed.

**Scope of this consultation:** This consultation covers a package of proposals for reform of the planning system in England, covering plan-making, development management, development contributions, and other related policy proposals. Views are sought for specific proposals and the wider package of reforms presented.

**G Ranaweera**

Town Clerk

# Planning for the Future

## The Planning White Paper on a single page

The government are consulting on a 'new vision for England's planning system' with proposals grouped under three pillars. This briefing sets out some of the key changes.

| Pillar 1: planning for development  | Pillar 2: planning for beautiful and sustainable places   | Pillar 3: planning for infrastructure and connected places  | Delivering change  |
|---|---|---|--|
| <p>A nationally set target of 300,000 homes per annum, with 'binding' targets for local authorities which factor in land constraints</p> <p>Five year land supply and Duty to Cooperate removed</p> <p>Interactive map-based Local Plans produced on a statutory 30-month timeframe, identifying Growth, Renewal and Protected land over a minimum 10-yr period</p> <p>NPPF as the primary source of development management policies</p> <p>Emphasis on engagement at the plan making stage</p> <p>A single statutory 'sustainable development' test to replace the existing tests of soundness</p> <p>A digital-first approach</p> | <p>A new National Model Design Code and a revised Manual for Streets, to complement the existing National Design Guide</p> <p>Local design codes and guides to be prepared with community involvement by Local Planning Authorities</p> <p>A national design body to support the use of design codes and guides, and exploration of a new role for Homes England in delivering beautiful places</p> <p>The introduction of a 'fast track process for beauty'</p> <p>NPPF changes to require all new streets to be tree-lined</p> <p>A chief officer for design and place-making in each local authority</p> | <p>A new fixed rate Infrastructure Levy to replace S106 and Community Infrastructure Levy, based on the final value of development</p> <p>Increased flexibility for Local Authorities on how the Levy is spent</p> <p>Extending the Levy to capture changes of use through some permitted development rights</p> <p>Local authorities able to borrow against the new Levy to forward fund infrastructure</p> <p>Affordable housing can be used to offset the levy</p> | <p>A comprehensive resources and skills strategy for the planning sector</p> <p>Cost of operating the planning system to be principally funded by the beneficiaries of planning gain (landowners and developers) rather than the taxpayer</p> <p>Strengthened planning enforcement powers and sanctions</p> <p>A focus on digital planning and freeing up development management resources</p> <p>A new performance framework for Local Planning Authorities</p> <p>A regulatory review to identify and eliminate outdated regulations which increase costs for Local Planning Authorities</p> |
| <p><a href="#">Click to read more</a></p>   | <p><a href="#">Click to read more</a></p>   | <p><a href="#">Click to read more</a></p>   | <p><a href="#">Click to read more</a></p>  |

Next steps: [Read the RTPI's initial analysis](#) | [Contribute to the RTPI's response](#)

**Sprowston Town Council**

**Payments**

**Meeting Date: 16th September 2020**

| <u>Invoice Date</u> | <u>Invoice No.</u> | <u>Details</u>  | <u>Net</u>      | <u>VAT</u>    | <u>Amount</u>   | <u>BACS</u> |
|---------------------|--------------------|---|-----------------|---------------|-----------------|-------------|
| 31/08/2020          | 73639/mf           | Anglia Air Conditioning Ltd<br>SDC:1/2 Yrly Maintenance air Conditioning    | 348.00          | 69.60         | 417.60          | 78          |
| 04/09/2020          | 5249               | Cozens (uk) Ltd<br>Street Lighting Maintenance: August 2020                 | 600.00          | 120.00        | 720.00          | 79          |
| 21/08/2020          | 5224               | Streetlight: Allens Lane, Call out door off                                 | 80.00           | 16.00         | 96.00           |             |
| 01/09/2020          | 5241               | SDC:replace Floodlight, Repair Wall light                                   | 220.00          | 44.00         | 264.00          |             |
| 09/09/2020          | 5270               | Led replacement:3 Edwards Court   | 395.00          | 79.00         | 474.00          |             |
|                     |                    |   | <b>1,295.00</b> | <b>259.00</b> | <b>1,554.00</b> |             |
| 01/09/2020          | 467094             | CPS Fuels Ltd<br>1000 Litres Red Diesel                                     | 428.10          | 21.41         | 449.51          | 80          |
| 01/09/2020          | 926629             | Heritage Contract Services Ltd<br>Caretaking/Cleaning Services October 2020 | 4,453.67        | 890.73        | 5,344.40        | 81          |
| 01/09/2020          | 926630             | Locking Cemetery Gates: September 2020                                      | 119.64          | 23.93         | 143.57          |             |
| 31/07/2020          | 926580             | Hand Sanitiser,Black BagsT.Rolls,Soap                                       | 136.23          | 27.25         | 163.48          |             |
|                     |                    |   | <b>4,709.54</b> | <b>941.91</b> | <b>5,651.45</b> |             |
| 01/09/2020          | 694518             | Intouch Systems<br>7x hosted Exchange 01/10/2020-01/11/2020                 | 55.00           | 11.00         | 66.00           | 82          |
| 01/09/2020          | 694557             | Broadband:Recreation Ground.Sep 2020  | 50.00           | 10.00         | 60.00           |             |
| 01/09/2020          | 694558             | Broadband:Diamond Centre.Sep 2020   | 150.00          | 30.00         | 180.00          |             |
| 08/09/2020          | 696077             | Server Back-up 18/09/2020-18/10/2020  | 49.00           | 9.80          | 58.80           |             |
| 10/09/2020          | 696096             | Telephone line Rental Sep 20/Calls Aug 20                                   | 30.21           | 6.04          | 36.25           |             |
|                     |                    |   | <b>334.21</b>   | <b>66.84</b>  | <b>401.05</b>   |             |
| 08/09/2020          | SIN1491180         | PPL/PRS Ltd<br>PPL/PRS :01/07/2020-30/06/2021                               | 689.03          | 137.81        | 826.84          | 83          |

**Invoice Date** **Invoice No.**  
 18/08/2020 WC-1103407

J.Parker's Dutch Bulbs WS Ltd  
**Details**  
 Narcissi Bulbs & Crocus Bulbs

| <u>Net</u> | <u>VAT</u> | <u>Amount</u> | <u>BACS</u> |
|------------|------------|---------------|-------------|
| 215.00     | 43.00      | 258.00        | 84          |

**Invoice Date** **Invoice No.**  
 03/09/2020  
 03/09/2020

Sprowston Youth Engagement Project  
**Details**  
 Community Outreach Worker 3/4  
 Donation 2/2

| <u>Net</u>      | <u>VAT</u> | <u>Amount</u>   | <u>BACS</u> |
|-----------------|------------|-----------------|-------------|
| 2,500.00        |            | 2,500.00        | 85          |
| 2,500.00        |            | 2,500.00        |             |
| <b>5,000.00</b> | -          | <b>5,000.00</b> |             |

**TOTAL OF INVOICES**

|                  |                 |                  |        |
|------------------|-----------------|------------------|--------|
| <b>13,018.88</b> | <b>1,539.57</b> | <b>14,558.45</b> | Trf 13 |
|------------------|-----------------|------------------|--------|

**Transfer:**

STC Drawings a/c to Petty Cash

|                  |                 |                  |
|------------------|-----------------|------------------|
| <b>13,018.88</b> | <b>1,539.57</b> | <b>14,558.45</b> |
|------------------|-----------------|------------------|

**Transfer:**

STC Active a/c to STC Drawings a/c

|                  |        |
|------------------|--------|
| <b>14,558.45</b> | Trf 13 |
|------------------|--------|

**Transfer:**

STC Active a/c to Salaries a/c

|                  |                  |        |
|------------------|------------------|--------|
| <b>25,000.00</b> | <b>25,000.00</b> | Trf 14 |
|------------------|------------------|--------|

.....  
 Councillor

.....  
 Councillor

.....  
 Town Clerk

Sprowston Town Council

Direct Debit Payments

Meeting

Date: 16th September 2020

Invoice Date    Invoice No.  
31/08/2020    14844360820

Barclaycard Payment Solutions  
Details  
PDQ Rental & Transaction Charges Aug 2020

Net  
66.52

VAT  
3.46

Amount    DIRECT  
69.98    DEBIT

Cr.Note    Invoice Date    Invoice No.  
18/08/2020    714231184  
18/08/2020    714231189

British Gas  
Details  
SDC:Inv. Adj.meter reading 18/08/2020    -  
SDC:Revised bill(meter read)9/07/20-18/08/20  
Diamond Centre:09/07/2020-31/07/2020

Net  
139.66 -  
88.00

VAT  
27.93 -  
4.40

Amount    DIRECT  
167.59    DEBIT  
92.40

-    **51.66** -    **23.53** -    **75.19**

Invoice Date    Invoice No.  
31/08/2020    NWS00180908

Norse Waste Solutions  
Details  
Recycling :August 2020

Net  
24.00

VAT  
4.80

Amount    DIRECT  
28.80    DEBIT

Total Direct Debits

**38.86** -    **15.27**    **23.59**