

MEETING OF SPROWSTON TOWN COUNCILLORS – 23 JUNE 2021

At the meeting of the Sprowston Town Council held at the School Room, Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 23 June 2021, the following Councillors were present: -

Mr J M Ward – Town Mayor

Mr M G Callam - Mr R J Knowles
Ms D Coleman - Mrs B J Lashley
Mr J F Fisher - Mrs J Leggett
Ms C T Rumsby

In attendance

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

1 member of the public was present

21/150. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Mrs J Leggett	21/159 1.3	SYEP Trustee
Ms C T Rumsby	21/159 1.3	SYEP Trustee

21/151. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr A J Barton, Mrs B Cook Mr W F Couzens Mr I J Mackie, Mr J H Mallen, and Mr S C Walker and verbal apologies were received from Mr N Shaw.

21/152. MINUTES

The Minutes of the Council's Annual meeting held on 26 May 2021, having previously been circulated to all Councillors were confirmed and signed by the Chairman / Town Mayor of the Council.

21/153. ACTION FROM MINUTES

(1) Planning Application 2021/0652 - to change existing hip roof to gable end. Extension to existing first floor bedroom and new dormers at 113, Moore Avenue

Further to Minute 21/141, the Town Clerk reported that permission had been granted by the Planning Authority for planning application 2021/0652 prior to receiving Councils comments due to the timing of Council meetings not coinciding with the closing date of the application for comment.

21/153. ACTION FROM MINUTES (CONTINUED)

(2) Sprowston Youth Engagement Project (SYEP) Urban Garden

Further to Minute 21/142, the Town Clerk reported that SYEP had confirmed sufficient funding had been secured to make their urban garden viable, and a £1,000 grant had been included in the Council's payment sheet as previously agreed.

(3) Land North of Salhouse Road

Further to Minute 21/142, the Town Clerk reported Cambridge University's Management Agent had advised him that land north of Salhouse Road was not available for lease or sale at the moment. He would contact the agent in three months-time for an update.

(4) Minute 21/070 (c) - Sprowston high School, Cannerby Lane, NR7 8NE: Planning Application FUL/2021/0006 - Approved

Councillors noted that planning application FUL/2021/0006 - removal of existing modular classbase and shipping containers; erection of a new 2 storey 14 classbase and library building with associated group rooms, staff room and ancillary accommodation; provision of additional 30 new car park spaces through conversion of existing hard standing; creation of 2nr new multi-use games areas on existing playing field; creation of temporary 41 space car park for duration of proposed works at Sprowston High School, Cannerby Lane had been approved.

21/154. POLICE LIAISON OFFICER'S REPORT

Council noted:

- (1) the Old Catton and Sprowston West Ward crime updates for May 2021.
- (2) Sprowston Central and East Ward crime updates for May 2021
- (3) the Sprowston and Old Catton Safer Neighbourhood Team virtual priority setting meeting to be held Friday, 25 June 2021 at 7.00pm.

Mrs J Leggett advised she had previously circulated details of the incidences of public fear, alarm and distress.

She asked if and where SAM2 was being deployed to which the Town Clerk confirmed one of the SAM2's was currently on Pioneer Road.

It was agreed Mrs J Leggett to raise Councillors concerns at the Sprowston and Old Catton Safer Neighbourhood Team meeting regarding:

- the timing of crime updates to Council
- policing of parking at the parade of shops on Wroxham Road particularly around 3.00pm - 3.30pm.
- recent raids at Wilks Farm Drive

21/155. CORRESPONDENCE

(1) Norwich Western Link project update (Norfolk County Council)

Council noted the Norwich Western Link Update from Norfolk County Council.

21/156. QUEENS PLATINUM JUBILEE BEACONS 02.06.22

Mr J M Ward verbally reported Mr I J Mackie's suggestions for celebrating the Queens Platinum Jubilee 2022 as follows:

1. Sprowston Pageant/Parade down Wroxham Road. Theme could be 1950s (coronation decade), 1970s (silver jubilee decade) and the "Future?"
2. Tea Party at Sprowston Recreation Ground. 70-year-olds or under 10s children's jubilee street party at Sprowston Diamond Centre?
3. Civic Service at Church
4. Engage the schools to make something, perhaps a tapestry or painting (each school paints a panel?)
5. Grants for Trees - a theme for the jubilee
6. As the Council has the Diamond Centre, could the Viking PH be "Platinum Place"?
7. The Mayor has suggested a beacon or bonfire
8. A Sprowston commemorative item, such as a mug?
9. A new Jubilee Rose Garden
10. Street sign?

Mrs B J Lashley enquired if there was a Beacon holder in St. Mary and St. Margarets Churchyard.

She also commented that other groups might consider holding events and suggested the Council contact them to avoid duplication.

Mrs J Leggett said she would like the Council to have a Beacon to celebrate the Platinum Jubilee.

A number of Councillors thought a Beacon could provide a central focus for holding various community events throughout the year.

Ms D Colman said she did not want £500.00 spent on a Beacon as it could be better used elsewhere.

RESOLVED

(1) the Town Clerk

(1.1) to contact other groups to ascertain if they were considering organising an event to celebrate the Platinum Jubilee;

(1.2) enquire into the purchase price and or loan of a Beacon.

(2) form a working group if other organisations were interested in collaborating to arrange an event.

21/157. 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) I visited our Castle Museum on 15 June 2021. It is well worth a visit to see the new exhibitions. There was a large school visit taking place whilst I was there and I heard that the previous week Sprowston Junior School had 60 pupils visiting and taking part in "a day with the romans and Iceni" event;
- (2) the County Council has been awarded £250,000 from the Department of Transport to promote the use of E-Bikes across Norfolk. There will be trial free loan period, with the bikes available from bicycle shops;
- (3) on Monday 21 June 2021 I raised the flag for the start of Armed Forces week at Sprowston and later joined others at a flag raising and short service at Thorpe St. Andrew Parish Church;
- (4) I would like to report that Councillor Mackie's family trust, The Ivy Child Charitable Trust has made a grant of £3,000 to the SYEP in support of their urban garden project. We are very grateful to Cllr. Mackie and his family for this generous act;
- (5) food vouchers for children eligible for free school meals will continue in the summer holidays after Norfolk County Council received additional Covid support funding from the Government;

Mrs J Leggett verbally reported that Broadland District Council Cabinet had agreed:

- (1) to implement an empty houses policy targeting properties that had been empty for a long period of time;
- (2) multi occupancy properties will have to be licenced where appropriate;
- (3) £0.75m would be available for green projects.

Mr J F Fisher verbally reported:

- (1) Sprowston High School would not be located at the Sprowston Park and Ride site as negotiations were taking place with developers in Rackheath.

Mrs B J Lashley asked for clarification of multi-occupancy and was advised it was properties where more than 5 unrelated people lived.

21/158. RESIDENTS QUESTIONS

On the motion of Mr J M Ward, seconded by Mr R J Knowles it was **RESOLVED**, that the meeting be adjourned to receive residents' questions on matters concerning the

town. Residents were reminded that their questions should be addressed to the Chairman who would, assisted by the Town Clerk, reply.

21/158. RESIDENTS QUESTIONS (CONTINUED)

Mr M Moore raised the following issues:

- (1) dog fouling on School Lane and Neville Road, suggesting signage to the nearest dog waste bin:
- (2) is the Town Council doing anything to celebrate Norfolk Day?
- (3) overgrown trees on North Walsham Road.

Mr Moore was advised that the Town Council was not proposing to celebrate Norfolk Day this year and the Town Clerk would again raise the issue of overgrown trees on North Walsham with Norfolk County Council Highways.

21/159. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Room Hire Fees for Police Drop-in Sessions

During a debate regarding a request from the local Police Beat Manager to host community engagement drop-in sessions at Sprowston Diamond Centre free of charge the following issues were raised:

- Police should not be offered free room hire as they are a public funded body and have a building on Wroxham Road which could be utilised;
- if there are concerns with the police offer them free room hire for this activity and request, they attend Council meetings;
- room hire should be given free temporarily while Covid restrictions are in place;
- it is good opportunity to develop Council's relationship with local police

Mrs J Leggett proposed, seconded by Mr J F Fisher to offer a room free of hire fees for community engagement drop-in sessions for six months. On being put to the vote the motion was CARRIED.

1.2 Dog Waste Bins

Council noted the increase in frequency of dog bin emptying at Barkers Lane during the summer months to twice weekly due to heavy usage, at an additional cost of £194.40 for 18 weeks.

1.3 Anti-Social Behaviour on the Recreation Ground and Public Open Spaces

Further to his report and referring to increased incidences of anti-social behaviour in public open spaces during school holidays and summer months in general, the Town Clerk acknowledged that anti-social behaviour reduced at Sprowston

Recreation Ground when SYEP were in attendance. Whilst there were several options available to Council, SYEP had indicated they were able to increase their

21/159. REPORT OF THE TOWN CLERK (CONTINUED)

presence to six evenings a week until September and six days a week during the summer holidays, subject to additional funding of £6,500 to cover staffing costs.

Council agreed engagement was preferable to policing and in principle supported the funding of SYEP for extra sessions however, were aware there was no allocated budget for this additional activity.

RESOLVED Town Clerk to investigate financial assistance to extend SYEP's outreach programme during the summer months.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Temporary Grounds Staff

Council noted that two part-time temporary groundsmen had been sourced to cover the vacancy for a fifth Groundsman within the Grounds Team. To be employed for the duration of the team's busiest period over the summer.

PLANNING AND TRANSPORTATION

5.1 Update on White House Farm Play Areas and Skatepark

The Town Clerk reported that staff changes at Persimmon continued to delay provision of the public open space behind Whitehouse Farm School and the skatepark, and they had now hired a consultant to progress these facilities.

5.2 Update on Skate Park

Council noted a recent Facebook post asking for suggestions on Skate Park equipment and recommendations had received 85 comments, 31 shares and several offers of detailed assistance. The process of reviewing comments and speaking to those residents and other knowledgeable contacts who offered assistance would begin shortly. A draft report to be presented to the Recreational Facilities Working Group before a final version is brought before Council.

ATTACHMENTS

6.1 None

21/160. MEETING ADJOURNMENT

Due to the early hour, it was **RESOLVED** not to adjourn the meeting and move to the next item of business.

21/161. TO REVIEW THE RESULTS OF THE RECREATIONAL FACILITIES SURVEY

The Town Clerk presented the results of the Recreational Facilities Survey commenting:

- results were very different depending on the age of respondents;
- a majority of respondents had no children or dependents in their household;
- a majority of responses were from an older age group;
- is the desire for more outside space due to Covid or a permanent change?
- all age groups showed a strong preference for a swimming pool. There are already two pools in Sprowston but there are clearly access issues with current provision.

Mrs J Leggett presented the comments of the Recreational Facilities Working Group suggesting some of the facilities could be implemented within the year.

RESOLVED the Recreational Facilities Working Group identify which facilities could be delivered within the year and present them to full Council.

Ms D Coleman commented on rewilding of verges and suggested signage to prevent regular mowing by the Council.

RESOLVED Ms D Coleman to bring a report to the next meeting of the Council.

21/162. 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:

2021/0764 - erection of two storey side extension and a single storey rear extension at 183, Wroxham Road.

2021/0790 - demolition of existing garage and rear section of property. New extension, replacement windows and render of existing dwelling at 41, Colindeep Lane.

2021/0794 - remove current kitchen door and replace with a sash window to match existing, remove larger of two windows and extend area to floor to allow replacement with a French door to kitchen at 88, Wroxham Road.

2021/0811 - erection of first floor extension to side at 1, Cuthbert Close.

21/162. PLANNING (CONTINUED)

2021/0823 - garage conversion at 4, Allens Avenue.

2021/0924 - two storey pitched roof and single storey flat roof extensions to the rear elevation at 35, Mountbatten Drive.

2021/0927 - porch extension to new entrance and side extension to form wheelchair accessible wet room at 28, St. Marys Grove.

2021/0959 - demolition of existing utility to side conservatory to rear. Rear single storey extension. Attic conversion to bedroom. Removal of flat roof over existing kitchen and replacement with pitched roof at 55, Alford Grove.

Norfolk County Council DPS 70576 - footway conversion to cycleway / footway and toucan pedestrian and cyclist crossing at Blue Boar Lane / Salhouse Road.

Norfolk County Council PHA008-TS-003 - traffic signal and pedestrian improvements at Sprowston, Constitution Hill / School Lane. *Note: Scheme has been pushed back to 25th of October 2021 due to issues with contractor's programmes.*

Norwich City Council 21/00745/EIA2 - Environmental Impact Assessment (EIA) Scoping Request for a total of 120,000sqm of aviation and non-aviation related employment floorspace at Norwich Airport, Amsterdam Way.

- (b) to oppose the granting of planning application 2021/0813 - extensions and alterations to dwelling, proposed car port, conversion of store into annexe and associate works at 54C, School Lane on the grounds that it is an over development of the site, out of keeping with the surrounding area and unneighbourly given the proximity of the dwelling in the rear garden to Clover Court,

21/163. BLUE BOAR LANE TO MALLARD WAY SHARED CYCLEWAY: STREET LIGHTING

RESOLVED to adopt the footway lighting on the shared use cycle way linking Blue Boar Lane to Mallard Way and request the lamps are timed for all night lighting.

21/164. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

Mrs J Leggett verbally reported on the meeting of the Recreational Facilities Working Group held 11 June 2021 and:

- advised they had agreed the core principles on what they would like to achieve from the re-development of former-Viking Public House project, acknowledging it would be significantly different from Sprowston Diamond Centre;
- presented their comments on feedback from the Recreational Facilities Survey;

- confirmed they were monitoring and updating the Sprowston Neighbourhood Plan.

21/165. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Mrs B J Lashley verbally reported on her remote attendance at the Annual General meeting of the Norfolk Association of Local Councils commenting on the presentations by Giles Orpen-Smellie, Police and Crime Commissioner and Jackie Weaver.

21/166. PAYMENT OF ACCOUNTS 23 JUNE 2021

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 23 June 2021 totalling £13,864.28.

On the motion of Mr R J Knowles, seconded by Mr M G Callam it was **RESOLVED** that payment of the accounts to 23 June 2021 totalling £13,864.28 be approved and the schedule authorising payment signed by the appropriate signatories at the first opportunity.

21/167. SCHEDULE OF DIRECT DEBIT PAYMENTS

In response to Councillors questions the Town Clerk advised that:

Invoice nos. 234902431/21CR and 236659846/21CR were credits following revised estimated electricity bills.

The schedule of direct debit payments to 23 June 2021 totalling £6,346.51 was approved and noted.

21/168. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT TO 23 JUNE 2021

The schedule of credit card and Barclay Visa Debit payments to 23 June 2021 totalling £187.81 was approved and noted.

21/169. EXCLUSION OF PRESS AND PUBLIC

Mr J M Ward proposed, seconded by Mrs J Leggett 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**.

21/170. PERSONAL INJURY CLAIM

The Town Clerk reported that a court date to consider a personal injury claim against the Council had been set for 7 July 2021. He would be attending remotely.

21/171. FORMER VIKING PUBLIC HOUSE - CONSIDER VAT ADVICE

- (1) **RESOLVED** to authorise the Town Clerk to accept the quotation from DCK Accounting Solutions for VAT Consultancy at a total cost of £1,368.80 plus VAT.
- (2) The Town Clerk reported that if a public works loan was to be considered by Council for the redevelopment of the former Viking Public House a community consultation was mandatory. This could be included in the July issue of Sprowston Matters, subject to a delay in publication to enable the Architect to produce designs, proposed layout and pictures depicting possible applications.

RESOLVED to delay the publication of Sprowston Matters by two weeks to incorporate the consultation on the former Viking Public House.

21/172. CONSIDER BUSINESS CASE FOR A NEW POST OF COMPLIANCE AND ADMINISTRATIVE OFFICER

Having reviewed the business case, job description and person specification for a Compliance and Administration Officer Council **RESOLVED** to authorise the Town Clerk to advertise, interview and engage a suitable candidate.

There being no other necessary business the Town Mayor of the Council thanked Councillors for their participation and declared the meeting closed at 8.30pm.

14 July 2021

Town Mayor