

MEETING OF SPROWSTON TOWN COUNCILLORS – 17 NOVEMBER 2021

At the meeting of the Sprowston Town Council held at the School Room, Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 17 November 2021, the following Councillors were present: -

Mr J M Ward – Town Mayor

Mr A J Barton - Mrs J Leggett
Mr M G Callam - Mr J H Mallen
Mr W F Couzens - Mr N Shaw
Mr J F Fisher - Mr G S Tingle
Mrs B J Lashley - Mrs K Vincent

In attendance

Mr G Ranaweera - Town Clerk and Responsible
Financial Officer

Clare Lincoln - Sprowston Youth Engagement Project
Paul Wheeler - Sprowston Youth Engagement Project
Reverend Cannon Simon Stokes
Cara - Sprowston Youth Engagement Project

1 member of the public was present

21/290. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Mr M G Callam	Minute 21/303 (1) - Queen's Jubilee	Sprowston Methodist Church - Managing Trustee
Mr J F Fisher	Minute 21/294 - Street Naming Policy	Member of Broadland District Council Planning Committee
Mrs J Leggett	Minute 21/293 - Sprowston Youth Engagement Project	Trustee
Mr J M Ward	Minute 21/294 - Street Naming Policy	Member of Broadland District Council Planning Committee

21/291. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Ms D Coleman, Mrs B Cook, Mr R J Knowles and Mrs C T Rumsby.

21/292. MINUTES

The Minutes of the Council's meeting held on 27 October 2021, having previously been circulated to all Councillors were subject to the following amendment

21/292. MINUTES (CONTINUED)

Councillors Present, **insert** Mr J F Fisher

Minute 21/275 **delete** 19 January 2021 and **insert** 19 January 2022

confirmed and signed by the Chairman / Town Mayor of the Council.

21/293. SPROWSTON YOUTH ENGAGEMENT PROJECT (SYEP)

Paper copies of SYEP's presentation were circulated at the meeting

Clare Lincoln reported during 2021 school summer holiday and October half term, SYEP delivered 3 hours of outreach in the day time and 3 hours in the evening, 6 days a week, on Sprowston Recreation Ground. During term time SYEP delivered two evening sessions per week. Over this period 163 young people were engaged. SYEP youth workers were initially met with suspicion by the young people but over time and by using activities such as sport and litter picking SYEP were able to overcome this.

Being located on Sprowston Recreation Ground over summer has raised SYEP's profile and allowed parents to also be engaged. Many parents have said they now feel more comfortable taking their children to the bike track on the recreation ground.

SYEP will be starting up a bike repair club in December as an alternative to a 'traditional' youth club

The SYEP caravan being located at the Church Lane car park from late October/November is working very well with young people and has allowed good liaison with PC Gill when necessary.

A large number of young people use the Edwards Road-end car park for scooters, bikes and skates. SYEP wanted to do something for them and organised two Activity Days held in September and October. 85 young people engaged in the first day, with 65 on the second day.

Cara, a young person, addressed Council to report she had experienced increased confidence and her communication skills had improved massively as a result of attending SYEP youth groups. She now supports SYEP's Saturday outreach.

Mrs B J Lashley asked if SYEP's urban garden would be able to make use of any of the now-unwanted items such as benches from the community garden at Sprowston library.

Clare replied that SYEP would be able to put the items to community use.

Paul Wheeler gave an update on SYEP's Urban Adventure Garden project advising the timeline had slipped due to several unforeseen technical issues such as signing the lease and preparing the planning application. The ideal time of year to start work would be February/March

SYEP wants the garden to be an intergenerational facility that also interacts with allotment holders.

Mrs K Vincent asked if SYEP had secured all the funding it required.

Paul Wheeler replied "not quite, but we can make it work"

21/293. SPROWSTON YOUTH ENGAGEMENT PROJECT (SYEP) (CONTINUED)

Council thanked Clare, Paul, Reverend Canon Simon, Clara and all involved with SYEP for their hard work.

21/294. ACTION FROM MINUTES

(1) Street Naming Policy

Further to Minute 21/216 (3), Council noted the email from Stuart Pontin, Business Improvement Team Manager at South Norfolk District Council and Broadland District Council (SNDC and BDC) confirming that there had not been a change in policy.

Mr J Ward advised that the Broadland District Council Place Shaping Committee had agreed that town and parish councils should be asked to provide a list of names before any development commences

Mr W F Couzens commented the policy seemed to have already changed, as can be seen in the street naming request for the development on North Walsham Road, later on in this agenda, to which Mrs B J Lashley agreed.

Mr J M Ward and Mr J F Fisher believed the policy had not changed as a developer's suggestions were just suggestions and town and parish councils did not need to agree to them.

(2) Offshore Windfarms update

Further to minute 21/216 (2), Councillors noted the October update email from Alison Shaw, Convener for the Norfolk Parish Movement for an Offshore Transmission Network (OTN)

Mrs B J Lashley felt Norfolk County Councillors should be urged to join the new group of East Anglian MPs and County Councillors (OffSET)

Mr J F Fisher replied County Councillors were considering it.

(3) Street Lighting - Barratt David Wilson Homes Development on Land South of Salhouse Road

Further to Minute 20/031 (3.2), Councillors considered the request from Charles Judson, Principal Planning Officer at SNDC and BDC to remove four proposed streetlights within a bat corridor on this development.

Mrs B J Lashley deemed pedestrian safety and crime prevention to be of paramount importance.

Mr M G Callam observed that the developer must have been aware of the bat corridor at the time the layout for the site was initially designed, and therefore the developer should have, from the outset, created a design that fully accommodated the bat corridor without compromising the lighting scheme.

21/294. ACTION FROM MINUTES (CONTINUED)

Mr J F Fisher noted that some residents prefer not to have street lights near their homes.

Several councillors suggested a compromise could be reached for the four lights in question.

Mrs J Leggett proposed, seconded by Mr W F Couzens to alternate low-height lighting that provides a reduced level of lighting, closer to ground level. On being put to the vote the motion was CARRIED.

(4) Summary of Income and Expenditure and Balance Sheet to 30 September 2021

Referring to Minute 21/285, Mr M G Callam queried if payment from Norfolk County Council had been received for the delegated function of verge cutting.

The Town Clerk responded that payment had been received. It has initially been posted to the wrong income nominal code but this had now been rectified.

(5) Verge Rewilding and Planting

Referring to Minute 21/274, Mr W F Couzens queried if clarification had been obtained from Norfolk County Council (NCC) regarding the 50cm strip of verge adjacent the footway that, under the restrictions of the current NCC license, would need to be 'kept clear' and therefore still need to be mowed.

The Town Clerk confirmed that NCC highways had agreed to reduce the required 'keep clear' distance to 50cm from the roadway (instead of footway). This should accommodate most, if not all verges in the pilot.

21/295. TO RECEIVE THE POLICE LIAISON OFFICERS REPORT

(1) Old Catton & Sprowston West Ward (Sprowston SNT) October

(2) Sprowston Central & East Ward (Sprowston SNT) October

Mr M G Callam queried if more detail was available on the incidences of arson, and public fear, alarm and distress noted in the Crime statistics update.

The Town Clerk replied that the arson relates to a car that was set alight for which a suspect has been identified and interviewed. There was also a small spate of Arsons a while ago; 3 incidents where bushes were set alight - a suspect has not been identified for these. All apart from 1 of the public fear, alarm, distress are neighbour issues, 4 of which are from the same parties where the suspect has been sectioned.

21/296. TO RECEIVE CORRESPONDENCE

(1) Halsbury Homes Development - Proposals for Street Names

Mrs B J Lashley remarked the proposed names bore no relevance to Sprowston and that the names represented a change in street naming policy.

21/296. TO RECEIVE CORRESPONDENCE (CONTINUED)

Mr W F Couzens noted that previously Sprowston Town Council put forward street names to developers and he did not feel it was acceptable for developers to put names forward for rubber stamping.

Mr N Shaw thought the names were too focused on London and Kent.

Mrs J Leggett proposed seconded by Mr J F Fisher to reject the street names proposed by Halsbury Homes and submit a selection from Council's existing list of potential street names. If a further decision was required regarding street names, the Town Clerk to choose from Council's list of names. On being put to the vote the motion was CARRIED.

(2) Land Adjacent 120, North Walsham Road - New Road Name

Mr M G Callam commented Plum Close was not related to the area and proposed, seconded by Mrs J Leggett Royal Oak Mews, or if not acceptable to the Planning Authority, the Town Clerk to choose from Council's list of names. On being put to the vote the motion was CARRIED.

(3) Christmas Decoration Locations - Request from Councillor Harpley

Council considered the request from Councillor N Harpley for Council to encourage Sprowston residents to give details of their Christmas decoration location, and for Town Council to create a map so people could follow a trail if desired.

Mr W F Couzens proposed, seconded by Mrs B J Lashley to invite residents to advise Sprowston Town Council of any Christmas Lights and for the locations to be publicised on the Council's website and Facebook.

21/297. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

- (1) Wroxham Road at the junction of Chartwell Road is currently closed at certain times for urgent gas main repairs until 18 November 2021.
- (2) An exciting programme to keep children active during Christmas holidays is now open for booking. These activities are free for children who receive free school meals and for others there is a small charge. Details www.activenorfolk.org/bigholidayfun
- (3) Norwich museums have a new Spring Programme for schools and are encouraging teachers to bring their classes to the castle, Strangers Hall and the Museum of Norwich. Topics include EYFS Animal Explorers, KS2 Ancient Civilisations: Farming to Philosophy.
- (4) Ofsted have just completed a focussed visit to Norfolk County Council's Children's Services and were pleased with their findings and the progress that has been made. These findings will be taken into account at the next official visit.

21/297. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

- (5) Norfolk County Council Farms are seeking tenants for 6 farms across Norfolk totalling 750 acres. Full details of each farm and application details are available at www.norfolk.gov.uk/countyfarms. Closing date for application is 28 February 2022.
- (6) On Sunday 14 November 2021, Councillor Leggett, Councillor Lashley and I represented the Town Council at the remembrance service at St. Mary and St. Margaret's church. I did a reading and laid a wreath. It was a very well attended service with the church almost full.
- (7) I am still looking for a community group or charity in Sprowston East to give my £500 Broadland District Councillor Community allowance to. It cannot be anybody who has received anything from myself or the District Council in the last 3 years.

Mrs J Leggett verbally reported:

- (1) Broadland District Council (BDC) Environmental Excellence Policy Development Panel are reviewing and updating the Environmental Enforcement Penalties (fixed penalty charges) imposed when Fixed Penalty Notice enforcement is deemed appropriate for specific environmental and antisocial behaviour offences.
- (2) BDC have secured £100,000 from Government to fund Household Support payments. Support payments can be made to eligible households requiring assistance with the cost of food, energy and other essentials.
- (3) she also had her Broadland District Councillor Community Grant available for eligible recipients based in the Sprowston East ward.

Mrs B J Lashley and Mr W F Couzens put forward some suggestions for possible grant recipients and will forward details to Mr Ward and Mrs Leggett.

21/298. RESIDENTS QUESTIONS

On the motion of Mr J M Ward seconded by Mr W F Couzens 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.

As there were no residents questions the Chairman moved to the next item of business and the meeting was reconvened.

21/299. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Viking Consultation Drop in Sessions

Council noted the two public consultation drop-in sessions to be held at the Viking Centre on Tuesday 18 January 2022 (10.00am - 1.00pm) and Wednesday 19 January 2022 (6.00pm - 8.00pm).

1.2 Park Opening - Christmas and New Year 2021-22

21/299. REPORT OF THE TOWN CLERK (CONTINUED)

Council noted the public toilets at Sprowston Recreation Ground and Sparhawk Park would be open on Christmas Day and Boxing Day.

CEMETERY

3.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 We Transfer Software

The Town Clerk verbally reported that the office will be trialling the use of new file sharing software called 'We Transfer'. The intention is to allow easy sharing of very large planning and agenda pdfs which are often too large to send via email.

PLANNING AND TRANSPORTATION

5.1 Footpaths Sprowston FP2 and Sprowston FP3

Mr W F Couzens said he was pleased the 'kissing gates' at the St Mary and St Margaret's Church end of footpath 2 and at the Wroxham Road end of footpath 3 were being removed as they had been a problem for many years and previous requests to remove them had been unsuccessful.

21/300. MEETING ADJOURNMENT

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

The meeting was reconvened.

21/301. 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:

2021/1859 - loft extension with dormer at 7, Carleton Road, Sprowston

2021/1992 - alterations and single storey front extension at 4, Varvel Avenue, Sprowston

21/301. PLANNING (CONTINUED)

2021/2011 - proposed rear extension and attic conversion at 25, Mousehold Lane, Sprowston

- (b) to oppose the granting of planning application 2021/1882 - erection of 6 dwellings and associated works with parking access at Tills Road, The Garage Site, Sprowston on the following grounds:

1. Over-development of the site: The scale of development is out of keeping with the area and size of the plot.
2. Insufficient vehicular access from the highway: In particular, the accessway from the highway is narrow and only sufficient for a single vehicle at a time, with no passing places. It is unclear if the accessway could accommodate a fire tender or rubbish collection vehicle, especially if vehicles were to be parked close to either end of the accessway causing it to narrow further.
3. Right to serve notice on garage tenants: Garage occupiers should not be evicted until ownership of the land and garages is clarified and the right (or otherwise) of the owner to evict the occupiers is established.
4. Road Safety: Currently, pedestrian access to nos. 56 & 57 Tills Road is via the accessway to the garages. This accessway presently has a very low level of vehicle movements, hence vehicle risk to pedestrians entering and exiting nos. 56 & 57 is very low. The proposed development, which contains parking spaces for up to 15 vehicles and will generate other additional vehicular traffic, would cause the accessway to become much busier. The accessway itself is insufficiently wide to accommodate a dedicated footway pavement separate from the roadway. Together these factors pose an unacceptably high road safety risk to pedestrians entering and exiting nos. 56 & 57 Tills Road.

21/302. PLANNING DECISIONS - WEEK ENDING 24 OCTOBER 2021 AND 5 NOVEMBER 2021

Council noted Planning Decisions to 24 October 2021 and 5 November 2021.

21/303. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

- (1) Queen's Jubilee - Contact List

It was agreed the Recreational Facilities Working Group to draft a letter to organisations listed on page 35 of the agenda papers. St Georges Catholic Church on Sprowston Road to be added to the list. Although technically located within Norwich and outside of the civil parish of Sprowston, St George's Church parish extends to cover the civil parish of Sprowston. An article publicising the jubilee to be included in next edition of Sprowston Matters

- (2) Tiny Forest - Sprowston Recreation Ground

Mrs J Leggett proposed, seconded by Mr J F Fisher to proceed with the Tiny Forest proposal for Sprowston Recreation Ground, as detailed in the email from Emma

21/303. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS (CONTINUED)

Cross dated 05/11/2021 (on pages 43 and 44 of the agenda papers. On being put to the vote the motion was CARRIED.

(3) Review Arrangements for Presentation of Memorial Plaque

Mr J M Ward proposed, seconded by Mrs J Leggett to request the Deputy Lieutenant present the commemorative plaque at a special reception to be held at Sprowston Diamond Centre, 6.00pm - 7.00pm Wednesday 15 December 2021, prior to the Council meeting of the same evening. Members of Sprowston Supporting Our Community to be invited. On being put to the vote the motion was CARRIED

21/304. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Mr W F Couzens reported he had met with SYEP, Sprowston Dementia Friendly Community and other stakeholders to discuss the fate of the sensory garden at Sprowston Library. A further meeting with the library will be necessary to discuss the proposed building extension. Current thinking is to just extend the library and not extend the toilet facilities.

21/305. PAYMENT OF ACCOUNTS 17 NOVEMBER 2021

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 17 November 2021 totalling £10,565.64.

In response to Councillors questions the Town Clerk explained:

Invoice 140274 E-Fire related to intruder alarm and emergency light repairs at the Sprowston Diamond Centre.

Invoice 1779114 - PRS PPL was for the annual license for Council and room hirers to play copyrighted music at the Sprowston Diamond Centre

Invoice 6141 - Cozens was the cost of fitting deflectors to a streetlight on Chopyngs Dole as a resident had complained of the newly replaced light shining into their bedroom.

On the motion of Mr J M Ward, seconded by Mrs K Vincent it was **RESOLVED** that payment of the accounts to 17 November 2021 totalling £10,565.64 be approved and the schedule authorising payment signed by Mr J M Ward and Mrs B J Lashley.

21/306. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments to 17 November 2021 totalling £1,685.49 was approved and noted.

21/307. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT TO 17 NOVEMBER 2021

In response to Councillors questions the Town Clerk explained:

Invoice 597 - Timpson (items 1 and 3) was for an additional office safe key for the newly created staff post of Administration and Compliance officer, and spare keys for the Pavilion changing rooms.

Invoice 1 - Tesco was for a SIM card and phone credit for the office's emergency mobile phone.

The schedule of credit card and Barclay Visa Debit payments to 17 November 2021 totalling £503.36 was approved and noted.

21/308. EXCLUSION OF PRESS AND PUBLIC

Mr J M Ward proposed, seconded by Mr M G Callam 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**.

21/309. SPARHAWK PARK PLAY EQUIPMENT

Having considered two schemes to replace the bespoke vista and slide at Sparhawk Park, Mr W F Couzens proposed, seconded by Mr J F Fisher to accept the quotation for a replacement play unit and associated works from Kompan at a total cost of £15,897.78 plus VAT.

There being no other necessary business the Chairman / Town Mayor of the Council thanked Councillors for their participation and declared the meeting closed at 9.37pm.

15 December 2021

Town Mayor