

MEETING OF SPROWSTON TOWN COUNCILLORS – 15 JUNE 2022

At the meeting of the Sprowston Town Council held at the School Room, Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 15 June 2022, the following Councillors were present: -

Mr W F Couzens – Chairman

Ms D Coleman - Mrs J Leggett
Mr J F Fisher - Mr C T Rumsby
Mrs B J Lashley - Mrs K Vincent
Mr J M Ward

In attendance

Mr G Ranaweera - Town Clerk and Responsible
Financial Officer

Mr B Woolner - Sprowston Heritage

3 members of the public were present

22/161. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

22/162. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr A J Barton, Mr M G Callam, Mrs B Cook, Mr R J Knowles, J H Mallen, Mr N Shaw and Mr G T Tingle.

22/163. RESIDENTS' QUESTIONS

On the motion of Mr W F Couzens seconded by Mrs J Leggett 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.

Mr M Moore asked if a vending machine selling drinks and snacks could be provided at Sprowston Diamond Centre.

Mr W F Couzens advised that it was a Council decision and would be considered at a future meeting.

Mr Moore also enquired if additional dog fouling signage could be placed in suitable locations around the town.

It was agreed the Town Clerk arrange for additional and replacement signage to be placed in dog fouling hotspots.

The meeting was reconvened.

22/164. MINUTES

The Minutes of the Council's annual meeting held on 18 May 2022, having previously been circulated to all Councillors were confirmed and signed by the Chairman of the Council.

22/165. ACTION FROM MINUTES

(1) Planning Press Notice

Further to Minute 22/135 the Town Clerk reported Broadland District Council will be advertising planning applications in the press on Thursdays.

(2) Reports from Council's Committees and Working Groups

Mrs B J Lashley asked what plans were in place for advertising the Sprowston summer fete.

In response the Town Clerk advised there was an advert in the next issue of Sprowston Matters, to be delivered shortly. Banners will be erected on Sprowston Diamond Field and Sprowston Recreation Ground. Details of the fete were already on Council's Facebook and website and would also be placed on Council's noticeboards. An article will also be placed in Just Sprowston.

RESOLVED to advertise Sprowston summer fete in the Eastern Evening News and or Eastern Daily Press subject to it being free to do so.

22/166. PRESENTATION - SPROWSTON HERITAGE

Bev Woolner explained there was too much work for one person to research, write, edit and publish articles on behalf of Sprowston Heritage. Assistance was required to check facts and carry out research. He appreciated this would be a voluntary role however emphasised the right candidate must have the appropriate skills for the position.

It was agreed Mr Woolner would prepare a Job Specification and the Town Council advertise for a volunteer.

Mrs B J Lashley mentioned Voluntary Norfolk advertised voluntary roles. She also suggested approaching Norfolk Family History Society to ascertain if they could advertise the post.

The Chair invited Councillors who would like to be involved in Sprowston Heritage to contact the Town Clerk.

The Chair thanked Mr Woolner for all his hard work.

22/167. TO RECEIVE CORRESPONDENCE

(1) Changes to Police Newsletters

Mrs B J Lashley commented that suggested changes were not very inclusive as everything in the document referred to accessing information on-line. Not everyone was confident browsing websites on the internet.

22/167. TO RECEIVE CORRESPONDENCE (CONTINUED)

Mr W F Couzens agreed to raise this point during a conference call arranged with the community police.

Mrs B J Lashley said she would be interested to know how thinly stretched policing was across the area in which Sprowston was included.

(2) Consultation on Draft Broads Plan 2022 - 27

RESOLVED that Councillors respond on an individual basis to the Draft Broads Plan 2022 - 27 Consultation.

(3) Consultation on Norfolk County Council Local List for Validation of Planning Applications

The Town Clerk explained that Norfolk County Council was legally obliged to give applicants a list of all documents necessary to accompany a planning application submitted to them.

RESOLVED that Councillors respond on an individual basis to the Norfolk County Council Local List for Validation of Planning Applications Consultation.

(4) Norwich Western Link Project Update

Council noted the Norwich Western Link update.

The Town Clerk was requested to notify Councillors when Norfolk County Council's Cabinet report on the Norwich Western Link became available.

(5) To consider grant request from the National Accident and Rescue Services (NARS)

RESOLVED that a donation of £100.00 be made to the National Accident and Rescue Service to ensure their life-saving charity remained operational, in accordance with the Council's powers under section 137 and 139 of the Local Government Act 1972.

22/168. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mrs K Vincent verbally reported:

- (1) She had reported an overgrown hedgerow adjacent the bus stop on White Woman Lane having received concerns from residents
- (2) The Old Catton Deer Park was registered as an asset of community value on 8 June 2022. The consultation is due to end on 3 August 2022 when a decision will be made.

22/168. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

She is supporting the Deer Park Action Group with their endeavours and has launched a petition encouraging people to sign it against development on any part of the deer park.

One of the organisers of the action group would potentially like a stall at Sprowston summer fete to raise awareness.

Enquiries for stalls at Sprowston summer fete to be sent to the Town Clerk.

Mr J M Ward responded to questions regarding his written report as follows:

- (1) The First Homes Pilot Scheme 30% discount was paid for by the developer.

It was noted this could lead to a reduction in the provision of social housing elsewhere.

- (2) Whilst it was traditional to appoint a chairman to the Overview and Scrutiny Committee from the opposition party this had not always been the case and the District Council Leader appointed the best person for the job.
- (3) Cherwell was in Oxfordshire.
- (4) Vacancies occur on County Farms as tenants retire or move to bigger holdings outside the county.

Mrs Vincent clarified the element of the deer park referred to in her verbal report was adjacent to Moore Avenue, Burma Road, Spixworth Road and the Warren.

Mr W F Couzens expressed his disappointment that the new Chairman of the Overview and Scrutiny Committee was not from an opposition party as this would offer a valuable balance for the District Council.

22/169. TRAFFIC DATA

- (1) School Lane, 2021 December, facing traffic from Chartwell Road
- (2) School Lane, 2021 December, facing traffic from North Walsham Road

Council expressed concern at the validity of the December data as the SAM2 had been obscured by parked lorries.

- (3) School Lane, 2022 April - both directions

Council noted that April data highlighted a majority of vehicles travelling from North Walsham Road were exceeding the speed limit whereas a majority of vehicles travelling from Chartwell Road were within the speed limit.

22/169. TRAFFIC DATA (CONTINUED)

The volume of traffic using School Lane to avoid the roundabouts on the A1042 was thought to be part of the problem.

It was questioned as to how enforceable a 20mph speed limit was.

Mr W F Couzens agreed to raise Council's concerns regarding speed of traffic on School Lane at the Community Police meeting.

(4) St. Mary and St. Margaret's estate 2022 May - both directions

It was noted that whilst a majority of vehicles were travelling within the 30mph speed limit those exceeding it were leaving the estate.

There was discussion regarding the fact St. Mary and St Margarets estate and Chenery Drive did not have the same 20pmph speed limit as all other residential roads in Sprowston.

Mr W F Couzens had informed those residents requesting a change of speed limit that SAM2 data was available on Council's website and the matter was to be discussed at this meeting. He would deliver the additional data now available to them.

Mrs B J Lashley noted Council had already requested a 20mph zone but Norfolk County Council Highways had refused.

As the data did not demonstrate excessive speeding it was felt unlikely that Norfolk County Council would support a reduction in the speed limit.

RESOLVED to measure traffic speed in six months to ascertain if there was any change.

22/170. DISABLED PARKING SPACE AND TURNING SPACE AT ST. MARY AND ST. MARGARETS

Council considered proposed draft plans for paths and parking at St Mary and St Margaret's and raised a number of questions with regard to who would pay for the works, ongoing maintenance, possible movement of monuments, location of the turning space for hearses and location of parking spaces.

Mrs J Leggett proposed, seconded by Mrs K Vincent that a meeting be arranged with Reverend Canon Simon Stokes, Mr W F Couzens, Mrs B J Lashley and Mrs J Leggett to discuss further details of the proposed draft plans. On being put to the vote the motion was CARRIED.

22/171. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Legionella - New Mains Water Supply to the Recreation Ground

22/171. REPORT OF THE TOWN CLERK (CONTINUED)

RESOLVED to:

- (1) Accept the quotation from Anglia Water at a cost of £1,765 plus VAT.
- (2) Accept the quotation from P J Plumbing, Heating and Maintenance Ltd at a cost of £22,305 plus VAT.
- (3) To investigate the possibility of additional conduit to accommodate a larger electricity cable to service future electric vehicle charging points.

1.2 Play Area Safety Surface Repairs

Council noted the repair to safety surfacing at Sprowston Recreation Ground at a cost of £4,424.80 plus VAT and programmed repairs to the safety surface under the basket swing at Sparhawk Park.

1.3 Her Majesty the Queen's Platinum Jubilee - Beacon Lighting Celebration Event, Thursday 2 June 2022

Council noted the success of the Beacon lighting event held at St Mary and St Margarets Church in celebration of Her Majesty the Queen's Platinum Jubilee.

1.4 Her Majesty the Queen's Platinum Jubilee - Picnic Lunch, Sunday 5 June 2022

Council noted the Town Clerk's report on the picnic lunch at St Mary and St Margarets Church held on 5 June 2022.

CEMETERY

2.1 Survey of the Old Cemetery Wall at St Mary and St Margaret's Church

Council noted the perimeter wall at St Mary and St Margarets Church required repair and results of the survey carried out were awaited.

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Compliance and Administration Officer - Review of 1 Year Fixed Term Post and Recommendation to Make Permanent

Mrs B J Lashley proposed, seconded by Mr J M Ward to change the post of Compliance and Administration Officer from a 1-year fixed term post to a permanent post. On being put to the vote the motion was carried.

PLANNING AND TRANSPORTATION

5.1 No matters were reported

22/171. REPORT OF THE TOWN CLERK (CONTINUED)

ATTACHMENTS

6.1 Anglia Water survey and quotation

6.2 PJ Plumbing, Heating and Maintenance Ltd quotation

6.3 Platinum Jubilee Beacon Lighting Celebration Event 2 June 2022 - selection of photographs

6.4 Platinum Jubilee Picnic Lunch 5 June 2022 - selection of photographs

6.5 Compliance and Administration Officer - Job description

22/172. TO CONSIDER AND ADOPT STANDING ORDERS 2022-23, DRAFT OF SECTION 4

The Town Clerk reported he had received some welcome feedback on the draft section 4 of Standing orders 2022-23 as follows:

E8 "Any member of the Council who is not also a member of the working group may attend the meeting as an observer and not be entitled to speak" add "unless invited to do so by the Chair".

E10 - Council may dissolve the working group add "the reason for which must be recorded".

Mrs B J Lashley proposed, seconded by Mrs J Leggett to adopt the draft section 4 and proposed amendments. On being put to the vote the motion was CARRIED.

22/173. MEETING ADJOURNMENT

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

The meeting was reconvened.

22/174. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

Council offered their formal thanks to the Town Clerk and team for the excellent organisation of the Jubilee celebrations.

Recreational Facilities meeting notes to be circulated. The next meeting to be held remotely via Zoom at 7.00pm on Tuesday 21 June 2022.

22/175. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Mr R J Knowles submitted a written report advising the next public meeting of Broadlands Older Peoples Partnership (BOPP) will be held on 15 July 2022 at Gage Road Chapel at 9.30am. The title of the meeting is "To bin or not to bin" and is about recycling and charity shops. The meeting will last approximately 3 hours. Parking and refreshments available

22/176. 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:

20220773 - two storey side extension at 3, Moorhen Close, Sprowston.

20220784 - demolition of existing extension and garage. New single storey rear extension at 14, Greenborough Road, Sprowston.

20220811 - variation of condition 3 and 4 of planning permission 20211589 - changes to opening hours and number of dogs permitted in any one day at The White House, Salhouse Road, Sprowston.

20220826 - single storey rear extension at 12, Elizabeth Close, Sprowston.

20220831 - proposed single storey rear and front extension at 61, Corbet Avenue, Sprowston.

20220832 - loft conversion with rear dormer and Velux's to the front and single storey rear extension with lantern at 95, Saint Marys Grove, Sprowston.

20220834 - single storey front extension at 16, Blithemeadow Drive, Sprowston.

20220863 - single storey rear extension at 15, Thornham Road, Sprowston.

20220873 - single storey rear extension with pitched roof at 30, Alford Grove, Sprowston.

20220883 - rear extension and loft conversion at 52, Falcon Road West, Sprowston.

20220891 - placement of an electric vehicle charging point at 16, War Memorial Bungalows, Gristock, Mousehold Lane, Sprowston.

(b) to oppose the granting of planning application 20220782 - variation of condition 3 of planning permission 20201880 - revisions to layout at Land South of Salhouse Road on the grounds of a reduction of affordable housing, being the replacement of 8 affordable flats in favour of 2 five-bedroom houses at full market value.

(c) whilst not opposed to planning application 22/00610/F - erection of a freestanding restaurant with drive-thru facility, car parking, landscaping and associated works, including Customer Order Displays (COD) and Play Frame (Class E/Sui Generis at Land at Mousehold Lane, Norwich, request the following points be taken into account when a determination is made:

22/176. PLANNING (CONTINUED)

1. Town Council supports the Norfolk County Council Highways holding objection and further asks that safe vehicular access onto Mousehold Lane is assured for residents using Corbet Avenue, Blackwell Avenue, Alford Grove, Oaktree Drive, Playford Road and Moorland Close.
2. Part of the site shares a boundary with Mousehold Heath. The heath is a well-known habitat for bats. Town Council requests any lighting visible from the Mousehold Heath side of this site should be of a type that is not disruptive to bats. Furthermore, any lighting on this side of the site should not be switched on 24 hours a day (i.e., it should be switched off at the times when artificial lighting is most likely to interfere with bat activity).
3. Town Council acknowledges Mousehold Heath is not within Sprowston's boundary, but is nonetheless concerned about a possible increase in littering within this sensitive natural area, which is enjoyed by many Sprowston residents. Council notes the application makes reference to regular litter picking in Mousehold Heath within 150 metres of the proposed restaurant. Council suggests this area is insufficient and requests litter picking be extended to cover as wide an area of Mousehold Heath as practicable.
4. Town Council requests that any disruption experienced by nearby residents, as caused by noise, odour, traffic and light pollution be mitigated by restricting restaurant opening hours not beyond midnight.

22/177. PLANNING DECISIONS

Council noted planning decisions for week ending 20 May 2022 and 27 May 2022.

22/178. PAYMENT OF ACCOUNTS 15 JUNE 2022

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 15 June 2022 totalling £15,755.13.

In response to Councillors' questions the Town Clerk explained:

Invoice Nos. 769 and 816 Norfolk Drainage Services was corrective maintenance work to drains at Sprowston Diamond Centre. Exploratory excavations previously carried out identified a drain servicing some sinks was not connected to the main foul water drainage. This work was to excavate a trench, lay a new foul water drainage pipe insert a chamber, connect up to the existing drainage system and backfill.

Mrs K Vincent left the meeting.

On the motion of Mr J F Fisher, seconded by Mrs J Leggett it was **RESOLVED** that payment of the accounts to 15 June 2022 totalling £15,755.13 be approved and the schedule authorising payment signed by Mr W F Couzens and Mrs B J Lashley.

22/179. EXCLUSION OF PRESS AND PUBLIC

Mr W F Couzens proposed, seconded by Mrs J Leggett to exclude the Press and Public from the meeting for the remaining business because otherwise information prejudicial

22/179. EXCLUSION OF PRESS AND PUBLIC (CONTINUED)

to the public interests which is exempt by virtue of the Public Bodies (Admission to meetings Act) 1960 Section 1 (2) would be disclosed to them.

22/180. PLANNING ENFORCEMENT

Council noted the outstanding enforcement cases for Sprowston.

There being no other necessary business the Chairman of the Council thanked Councillors for their participation and declared the meeting closed at 9.49pm.

6 July 2022

Chairman

DRAFT