

MEETING OF SPROWSTON TOWN COUNCILLORS – 3 AUGUST 2022

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 3 August 2022, the following Councillors were present: -

Mr W F Couzens – Chairman

Mr A J Barton - Mrs J Leggett
Mr M G Callam - Ms C T Rumsby
Ms D Coleman - Mr G S Tingle
Mrs B J Lashley - Mr J H Mallen

In attendance

Mr G Ranaweera - Town Clerk and Responsible
Financial Officer
Mrs E Elliot - Committee Officer
Mr M Wright - Persimmon Homes Anglia

1 member of the public was present

22/201. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Mr M G Callam	Minute 22/223	Trustee of organisation
Mrs J Leggett	Minute 22/210	Trustee of Sprowston Youth Engagement Project
Ms C T Rumsby	Minute 22/210	Trustee of Sprowston Youth Engagement Project

22/202. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mrs B Cook, Mr R J Knowles, Mrs K Vincent and Mr J M Ward.

22/203. RESIDENTS' QUESTIONS

As there were no residents' questions the Chairman moved to the next item of business.

22/204. MINUTES

The Minutes of the Council's meeting held on 6 July 2022, having previously been circulated to all Councillors were subject to the following amendments:

Minute 22/188, **delete** lighted and **insert** blighted

Minute 189 (1), **delete** functions and **insert** grounds maintenance

Minute 189 (2), **delete** Norse and **insert** Veolia

22/204. MINUTES (CONTINUED)

Minute 189 (3), **delete** verge cutting will continue to be a delegated function and **insert** Street cleaning by Veolia will follow verge cutting by Norfolk County Council shortly

Minute 22/190 (3), **delete** 9.00am and **insert** 9.00pm

confirmed and signed by the Chair of the Council.

22/205. ACTION FROM MINUTES

- (1) Further to Minute 22/183, Mr W F Couzens, reported on a meeting he had attended with the Town Clerk, PC Graham Gill, representatives from Heritage Contract Services and Clare Lincoln from SYEP to discuss increasing incidents of arson and anti-social behaviour on Sprowston Recreation Ground.

One solution being considered was installation of CCTV on the SYEP caravan.

Police, including response and plain clothes officers, continue to patrol the Recreation Ground.

- (2) Further to Minute 22/189, and in answer to a question from Mrs B J Lashley, Mrs J Leggett explained Broadland District Council had awarded the new Strategic Environmental Contract to Veolia who will work with the district council to set up parish champions groups to carry out litter picks in the district, supporting them with equipment. This had yet to be confirmed.
- (3) Referring to Minute 22/192, the Town Clerk reported the Viking Centre was progressing. The distance between the external wall and EE mast was being measured to ensure sufficient access was available. This was causing a slight delay.

22/206. WHITE HOUSE FARM DEVELOPMENT

Matthew Wright of Persimmon Homes Anglia representing the consortium as the lead developer advised Council:

- He appreciated developers had been on-site for a long time however the last house was due for completion in August 2023;
- Having met with the Town Clerk fortnightly he had an up-to-date remit of equipment required by Council for each area of open space;
- Whilst two quotations for play equipment had been received a third was awaited, should the company respond;
- Areas of open space are in an unacceptable condition and in need of rectification before installation can take place. Focus would be on areas L6 and L7;
- Contracts had been awarded for permanent fencing to L6 and L7, Taylor Wimpey was removing their debris and he was in receipt of a quotation for ground works;

22/206. WHITE HOUSE FARM DEVELOPMENT (CONTINUED)

- It was hoped L5 could be cleared and opened soon. As the ground was uneven topsoil would be added, levelled and when seeded handed over to Council;
- L6 and L7 also required the removal of hardcore and subsoil, topsoil added, levelled and seeded before installation of equipment. Quotations had been received for this work;
- He was pushing forward with L18 the site of the future skatepark;
- As to the car park, this was classed as small highways works. The junction with Blue Boar Lane had been approved by Norfolk County Council and quotations invited. The car park entrance was essential to prepare the land for the development of L18.

In answer to Councillors' questions, Matthew responded:

- He was expecting to receive quotations the following week for L18 car park works and would appoint immediately;
- Construction of a junction from Blue Boar Lane to access the new car park was urgent as it impacted on the installation of the cycle path. It was hoped work would commence in October;
- L5, L6 and L7 will be fenced preventing public access before work commences in the first week of September;
- September or October was a good time to seed. Once carried out it would then be Council's decision as to when these areas were opened to the public;
- With regard to the football pitch, he would like to see work started in this area before Christmas;
- The skatepark is approximately 15m x 30m in size;
- Consideration would need to be given on how to prevent motorbikes riding across the skatepark and play areas.
- A compound was created in the areas of L6 and L7 and during early building works hardcore and sub-soil was deposited there;
- Two agreements are required for the provision of the cycle link. Only BBL 278 (off-site works) has been agreed at the moment. It is hoped to start delivery of the cycle route in March 2023;
- He would clarify responsibility for areas W1, W2 and W3;

Councillors expressed their disappointment and frustration at the delays in providing the public open space.

22/206. WHITE HOUSE FARM DEVELOPMENT (CONTINUED)

Councillors expressed concern regarding the size of the skatepark and if large enough to be fit for purpose. The Town Clerk confirmed it was smaller than Loddon skatepark and he would compare it to Eaton.

It was noted the size of the park could be changed.

The Town Clerk reminded Matthew that Sprowston Town Council did not take on responsibility for land with water features. In this development the water course transects L18.

The Chairman thanked Matthew for his attendance and answering Councillors questions.

22/207. CORRESPONDENCE

(1) Letter From Lady Dannatt, Lord Lieutenant

Council noted the letter from Lady Dannatt MBE thanking Norfolk Parishes for making the jubilee celebrations a resounding success.

(2) Sprowston Litter Pick

Council considered the request to start a bi-monthly litter pick in Sprowston and made the following comments:

- There is a need for litter picking in Millennium Woodland;
- It would be better if Sprowston residents litter picked the parish
- Residents already litter pick in Sprowston however this organisation might coordinate them;
- How is the litter disposed of as Broadland District Council will not collect litter from a town or parish council;
- Who is this organisation and how are they funded.

Mr M G Callam proposed, seconded by Mr A J Barton for the Town Clerk to ascertain what TLC Enterprise could offer Sprowston and how they are funded.

(3) Disabled Parking Bay - outside 28, St Marys Grove

RESOLVED to support a request to line mark an allocated disabled parking space outside 28, St. Mary's Grove.

(4) Norwich Community First Responders - Grant Application

22/207. CORRESPONDENCE (CONTINUED)

Mr J H Mallen proposed, seconded by Mrs J Leggett for the Town Clerk to contact the NHS Trust to verify the grant application and to determine how kits are funded. On being put to the vote the motion was CARRIED.

22/208. PREMISES LICENCE APPLICATION - 3, SHOPPING CENTRE, CORBET AVENUE

Council raised no objection to an application for a premises licence to be granted under the Licensing Act 2003 at 3, Shopping Centre, Corbet Avenue, Sprowston.

22/209. BROADLAND DISTRICT COUNCIL - TAXIMETER TARIFF CONSULTATION

RESOLVED to support the revised policy for licensed hackney carriages to be fitted with a sealed calendar-controlled taximeter.

22/210. SPROWSTON YOUTH ENGAGEMENT PROJECT - AGM REPORT 2022

Council noted Sprowston Youth Engagement Project 2022 AGM report and requested their appreciation of all the hard work the group does in the community be recorded.

22/211. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

22/212. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Replacement of Water Tanks and Installation of New Water Main

Further to his written report the Town Clerk advised installation works were on schedule. The next stage was to get the current extent of works signed off by Anglian Water. Once signed off work could move into the Pavilion, hopefully in time for the start of the football season at the beginning of September.

Mr J H Mallen asked if a water fountain could be installed in the Recreation Ground as part of these works.

It was agreed the Town Clerk to enquire.

1.2 Sprowston Diamond Centre Community Cinema

Council noted the list of films requested for the Autumn Cinema season.

CEMETERY

2.1 Perimeter Wall at St Mary and St Margaret's Church Yard

In response to Councillors' questions regarding repairs required to the perimeter wall at St Mary and St Margaret's Church Yard the Town Clerk explained:

- (1) The kissing gate had been removed to enable easier access;

22/212. REPORT OF THE TOWN CLERK (CONTINUED)

(2) A gap cannot be created behind the mature trees as constrained by land.

(3) Trees cannot be cut down without Council authority.

STREET LIGHTING

3.1 Streetlight Column Replacement and LED Upgrade Programme

Considered under Minute 22/222.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Summer Fete, Saturday 23 July 2022

Council noted the Town Clerk's comments and discussed this item under Minute 22/216.

PLANNING AND TRANSPORTATION

5.1 No matters were reported

Ms D Coleman left the meeting following this item.

22/213. MEETING ADJOURNMENT

On the motion of Mr M G Callam, seconded by Mrs B J Lashley it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

22/214. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

Minutes of the Recreational Facilities Working Group meeting held on 12 July 2022 were previously circulated.

Mrs J Leggett reported that now the summer fete had taken place the working group could focus on progressing other projects and updated Council as follows:

- the running track was proving popular;
- it was suggested provision of adult gym equipment should be deferred until the success of similar equipment to be provided at White House Farm development is assessed;
- Broadland District Council (BDC) were determined to ensure parish and town councils were kept informed of progress on the Beeston Park development. She had asked for reinstatement of the Beeston Park Programme Board to no avail however, BDC had set up a programme group to keep parishes up-to-date. The Recreational Facilities Working Group (RFWG) had a list of amenities for the open space however, were concerned there was insufficient open space to support these facilities;

22/215. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

- Tree grants were still available from Broadland District Council.

Responding to a request from Mrs B J Lashley it was agreed the RFWG place an item on the agenda for their next meeting to consider planting an avenue of trees at the rear of Wilks Farm Drive open space, previously discussed by Council, and revisit The Queen's Green Canopy initiative.

A written report was received from Mr W F Couzens.

Further to Mrs J Leggett's written report it was agreed she would clarify how Parish and Town Council Forum meetings were advertised.

As Council's Armed Forces Champion, Mr G S Tingle verbally reported he had registered the Council's vacancies of Finance Officer and Grounds Person with the Conversation Partnership. If ex-service people become available in the area the Council would be contacted.

22/216. SUMMER FETE 2022

The Town Clerk reported the Recreational Facilities Working group had already carried out an initial debrief.

Councillor's comments on the Summer Fete included:

- A good, successful event with lots of free activities;
- Suggest involving other groups such as the Scouts should Council hold future events;
- Location of the licenced area near the music worked well;
- The Mothers Union have offered to run a Tea Room in Sprowston Pavilion should there be a 2023 fete;
- The arena might benefit from music, such as a country band to encourage dancing;
- Council was misled by Local Flavours who agreed to organise up to 30 stallholders for the event and pulled out on Monday 18 July 2022 less than a week before the Fete. The Town Clerk was left to find food vendors and other stallholders at very short notice and did a sterling job;
- Additional volunteers required and rota in place with name of relief person;
- Advertising should be carried out earlier;
- Closing the Bowls Green would reduce congestion;
- Possible use of facilities around tennis courts;

22/216. SUMMER FETE 2022 (CONTINUED)

- Inform residents of roads around the Recreation Ground in advance of the fete;
- More signage for toilets and parking areas;
- Provision of an information centre;
- Pitches to be numbered.

The Town Clerk advised a summary of costs for the event would be presented at the next meeting of the Council.

Councillors formally thanked the Town Clerk and his wife for all their hard work to make the event such a success.

Mrs J Leggett agreed to produce a report on the fete.

22/217. 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:

20220957 - demolish existing room at the side of the house and replace by larger modern two-section single storey lean-to multi-purpose room and extend the kitchen and shower room to the rear at 19, School Lane, Sprowston.

20221002 - single storey rear extension forming new living room and conversion of existing living room into new bathroom (Listed Building) at 19, War Memorial Bungalows, Asia, Mousehold Lane, Sprowston.

20221031 - single storey side extension at 68, Rosemary Road, Sprowston.

20221054 - proposed two storey front and side extensions and single storey flat roof extension at 34, Foxburrow Road, Sprowston.

2022154 - single storey front extension and new projected canopy at 96, Falcon Road West, Sprowston.

(b) to oppose the granting of planning application 20220999 - side and rear extension, raise roof to form a dorma bungalow at 69, Neville Road, Sprowston on the grounds that:

- it would be detrimental to the amenities of the neighbouring property with potential for overlooking;
- is out of keeping with the distinctive design of this row of properties and detract from the street scene;

22/217. PLANNING (CONTINUED)

- if the application was granted it would set a precedent for similar conversions;
 - it would reduce on-site parking.
- (c) to oppose the granting of planning application 20220957 - first floor extension to form residential flat over part of the shop unit at 1B, Cannerby Lane, Sprowston on the grounds that:
- it is an overdevelopment of the site lacking in amenity space;
 - it would be detrimental to the amenities of the neighbouring property;
 - the addition of an external staircase would lead to a loss of parking and further exacerbate parking issues associated with Cannerby Lane at a busy junction and compromise road safety.

22/218. PLANNING DECISIONS

Council noted planning decisions for week ending 1, 15 and 22 July 2022.

22/219. PAYMENT OF ACCOUNTS 3 AUGUST 2022

The Town Clerk and Responsible Financial Officer presented the schedule and supplementary schedule of accounts to 3 August 2022 totalling £ 17,286.22 and £11,260.56.

On the motion of Mrs J Leggett, seconded by Mr J H Mallen it was **RESOLVED** that payment of the accounts and supplementary accounts to 3 August 2022 totalling £17,286.22 and £11,260.56 be approved and the schedule authorising payment signed by Mr W F Couzens and Mrs J Leggett.

22/220. EXCLUSION OF PRESS AND PUBLIC

Mr W F Couzens proposed, seconded by Mr M G Callam to exclude the Press and Public from the meeting for the remaining business because otherwise information prejudicial 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.

22/221. SUSPENSION OF STANDING ORDER 3W

On the motion of Mrs B J Lashley, seconded by Mr M G Callam it was **RESOLVED** to suspend Standing Order 3w to complete the business of the evening.

22/222. STREETLIGHTING

Council discussed a proposal for the streetlight replacement and LED upgrade programme.

Mrs B J Lashley proposed, seconded by Mr M G Callam that the Town Clerk continues to seek further information, obtain more accurate costs and gain further details of the proposal and how the system was operating. On being put to the vote the motion was CARRIED.

22/223. PLANNING ENFORCEMENT

Council noted the closed and outstanding enforcement cases for Sprowston.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 10.09pm.

7 September 2022

Chair