

MEETING OF SPROWSTON TOWN COUNCILLORS – 28 SEPTEMBER 2022

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 28 September 2022, the following Councillors were present: -

Mr W F Couzens – Chairman

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

In attendance

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

One member of the public was present

A minutes' silence was held as a mark of respect to the late monarch Her Majesty Queen Elizabeth II before beginning the main business of the meeting.

The Chair noted the proclamation for the accession of King Charles III had been read at St. James Palace on 10 September 2022 and South Norfolk and Broadland District Council on 11 September 2022 and advised Councillors copies were available from the Council office or on-line.

22/247. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Mrs J Leggett	Minute 22/257 Barkers Lane Open Space Shelter	Trustee - Sprowston Youth Engagement Project

22/248. APOLOGIES FOR ABSENCE

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

22/249. RESIDENTS' QUESTIONS

On the motion of Mrs B J Lashley, 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 Chair reconvened the meeting and moved to the next item of business.

22/250. MINUTES

The Minutes of the Council's meeting held on 7 September 2022, having previously been circulated to all Councillors were confirmed and signed by the Chair of the Council.

22/251. GRANT APPLICATION FROM NORWICH COMMUNITY FIRST RESPONDER

This item was deferred to the next meeting of the Council to be held 19 October 2022.

22/252. ACTION FROM MINUTES

(1) Sprowston Litter Pick

Further to Minute 22/207 (2), Council considered additional information submitted and **RESOLVED** to take no further action.

(2) Broadland District Council Community at Heart Awards

Referring to Minute 22/230, the Town Clerk thanked Mr A J Barton and Mr W F Couzens for providing detailed information in support of Town Council's nomination for Trustees of the Sprowston Senior Citizens Club Welfare Committee for a Broadland District Council Community Heart Award.

As Chrissy Stone had previously won a Community at Heart Award she could not be re-nominated.

(3) Further to Minute 22/234 1.2, the Town Clerk reported following a review by Broadland District Council the Blue Boar Public House would remain an asset of community value. However, an appeal could follow.

(4) Request for Reduced Room Hire Rate Sprowston Pavilion

Further to Minute 22/246, Council was of the opinion that South Norfolk and Broadland District Council and Orwell Housing Association Ltd who fund the Freedom Programme should include within their funding the cost of facilities hire and **RESOLVED** to refuse the application for reduced room hire rate.

22/253. CORRESPONDENCE

(1) Sprowston Nursery Playgroup - Grant Request

RESOLVED that a donation of £100.00 be made to Sprowston Nursery Playgroup to assist with the purchase of a replacement shed in accordance with the Council's powers under section 137 of the Local Government Act 1972.

(2) Norfolk Support Ukraine UK - Email

Council noted the email from Emma Tipple thanking them for their support on behalf of Norfolk Support Ukraine UK. It was **RESOLVED** to offer further assistance if required.

22/254. NOTICE OF BY- ELECTION - NORTH EAST WARD

Council noted an election is to be held for Sprowston Town Council North East Ward on 20 October 2022.

22/255. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mrs J Leggett.

Mrs J Leggett verbally reported:

The District Council's food waste collection service will be available to all Broadland households from 3 October 2022. Whilst some people might have minimal food waste it is more beneficial to recycle than place it in the general waste bin. For some properties collection dates will change.

She had attended the launch of the Food Innovation Centre at Easton which offers food grade-units, test kitchens, office space and meeting spaces amongst other facilities for food and drink related businesses.

She was assisting Sprowston Sports and Social Club with regard to a boundary issue following the removal of fencing by the developers of the White House Farm estate.

As Portfolio Holder for Environmental Excellence, she was liaising with officers at the District Council regarding rubbish left by people camping in Harrisons Woodland.

She had joined Sprowston Youth Engagement Project for their 10th birthday celebrations.

A resident had enquired about the Sprowston Heritage archives.

Broadland District Council's Cabinet:

- had approved funding to establish a Business Intelligence Service to improve customer service.
- ratified the Norfolk Strategic Flood Alliance Strategy 2022.
- renewed the Public Space Protection Order - Dog Fouling.

A written report was received from Mr J M Ward.

Mr J M Ward verbally reported:

In 21 September 2022 I attended a briefing on nutrient neutrality at Thorpe Lodge. There is still a lot of uncertainty over this. A mitigation package will be finalised in the spring. It looks like larger developments will provide some wetlands and/or contribute to Anglian Water Filtration systems. Smaller developers may be allowed to buy credits in these schemes. All developers will contribute £x per property (to be decided).

22/255. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

On 22 September 2022 I attended the launch of the new Flagship development “Trinity Meadow” on Salhouse Road, Rackheath. This comprises 157 dwellings all of them either affordable rent or shared ownership.

Broadland District Council has now completed on the sale of the Horizon Building.

22/256. 2022 FETE - FINANCIAL ANALYSIS

In answer to Councillors questions the Town Clerk responded:

The budget for the 2022 fete was £13,000 of which £9,425.72 was spent.

Local Flavours pulling out five days prior to the event reduced the range of stallholders, although there was no appreciable increase in cost to Council.

A list of potential stallholders was obtained from Local Flavours and contacted. A few subsequently attended.

Feedback from the public has been overwhelmingly positive.

Areas for improvement include better management of inflatables. These were a free activity and consequently oversubscribed.

The team can cope with organisation of a fete in 2023 in conjunction with the redevelopment of The Viking Centre providing there is a full complement of permanent staff.

Mr J M Mallen questioned if stallholders pitch fee should be increased.

Mrs J Leggett did not feel it would generate a great increase in overall revenue and could dissuade stallholders from attending.

Mr M G Callam proposed, seconded by Mr G S Tingle that in principle Council hold a summer fete in 2023. On being put to the vote the motion was CARRIED.

22/257. BARKERS LANE OPEN SPACE SHELTER

Mrs J Leggett reported Sergeant Ketteridge felt there were equal arguments for keeping and removing the shelter at Barkers Lane open space.

Having spoken to the Local Beat Manager PC Gill, Mr W F Couzens advised he was of the opinion if the shelter was removed anti-social behaviour would likely transfer elsewhere and could impact on a greater number of residents.

It was suggested the shelter could be adopted by Sprowston Youth Engagement Project (SYEP) and painted, possibly by a street artist.

Mr J M Ward mentioned that following painting of a mural on the shelter at Thorpe St. Andrew graffiti stopped.

22/257. BARKERS LANE OPEN SPACE SHELTER (CONTINUED)

Mrs B J Lashley did not feel graffiti was an issue providing it was not offensive. As Councillor for Sprowston central ward she had never been contacted about the shelter.

Mr J H Mallen observed that other groups used the shelter.

Ms D Coleman questioned where young people were supposed to go if the shelter was removed.

Mr M G Callam said if SYEP were interested in adopting the shelter they could involve young people in the project decreasing the likelihood of vandalism.

Mrs B J Lashley proposed, seconded by Mrs J Leggett for Council to welcome the involvement of SYEP on a trial basis and the shelter remain in-situ. On being put to the vote the motion was CARRIED.

22/258. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Delay to start of Football season

Further to his written report the Town Clerk confirmed the football season would commence at Sprowston Recreation Ground on 1 October 2022.

1.2 Removal of Water Tanks at the Cricket Pavilion

Council noted Anglian Water would be inspecting pipework laid to date and providing it was considered satisfactory, connection of the water main would proceed within 10 - 14 days.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Vacant Posts of Administration and Finance Officer; Groundsman

Further to his written report the Town Clerk advised the temporary agency person covering the Finance Post was leaving and currently training another temporary agency person.

PLANNING AND TRANSPORTATION

5.1 Carriageway Surfacing work on A1151 Wroxham Road

22/258. REPORT OF THE TOWN CLERK (CONTINUED)

Council noted the major carriageway surfacing works to be conducted on Wroxham Road and Blue Boar Lane in October 2022.

ATTACHMENTS

6.1 Plan of Resurfacing Works

22/259. MEETING ADJOURNMENT

On the motion of Mr W F Couzens, seconded by Ms D Coleman it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

22/260. POSITION OF SKATE PARK IN L18

Council discussed the various positions for a skate park within the L18 area of open space at White House Farm development as presented.

Mrs B J Lashley referred to Sprowston Neighbourhood Plan which identified Harrison's Woodland for a woodland activity park and to provide useful recreation resource for residents and youth of Sprowston.

She felt there was reasonable provision of football pitches in Sprowston and preferred option 2 as it was nearest the woodland and furthest from housing and younger children's play area.

Mrs J Leggett noted provision of a football pitch had been recently suggested by the Recreational Facilities Working Group. However, as land was now limited priority should be the provision of a skate park given Council had been looking for a suitable location for decades. She favoured option 2.

Mr M G Callam was disappointed the indicative plan was so incorrect that developers could not provide all equipment Council wanted. He felt option 2 would make the best use of available space.

Ms D Coleman suggested removing unnecessary bunds would create more room for equipment.

Mrs B J Lashley said developers should provide an updated plan incorporating option 2 and relook at their noise attenuation bunds which should serve a purpose and not be included as a disposal site for waste soil.

Mr G S Tingle advised bunds were essential to reduce noise to neighbouring houses, they gave the landscape feature and could also attract wildlife.

Mrs B J Lashley proposed, seconded by Mr M G Callam:

- (1) Preferred site option 2.

22/260. POSITION OF SKATE PARK IN L18 (CONTINUED)

- (2) Request developers to review the number and siting of bunds and only retain those used for noise attenuation purposes.
- (3) Position play equipment to maximise available open space.

On being put to the vote the motion was **CARRIED**.

22/261. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

Council considered the report of the Town Clerk to trial a concession for catering pitch on Sprowston Recreation Ground.

Mrs B J Lashley advised if a licence was drawn up it should be looked at by a solicitor or similar professional.

Mr W F Couzens proposed, seconded by Mr J M Ward to source a caterer in principal and investigate options to avoid incurring £800.00 solicitors' fees. On being put to the vote the motion was **CARRIED**.

Mrs J Leggett proposed, seconded by Mr G S Tingle the main terms of licence to include:

- (1) 10% of profit pitch fee
- (2) minimum attendance of Fridays (times to be agreed), Saturday and Sunday mornings and afternoons with flexibility for additional times.
- (3) six months tenure with one month notice by either party.

Further to his written report Mr W F Couzens verbally reported on:

- (1) his attendance at the Funeral of Nigel Shaw on behalf of the Council.
- (2) 28 September 2022 he attended a photo shoot at Sprowston Diamond Centre, as part of Sprowston Dementia Friendly Community's shortlisting for a Community at Heart Award.

22/262. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written or verbal reports were received.

22/263. 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

22/263. PLANNING (CONTINUED)

(a) to raise no objection to the following applications:

20221381 - construction of electrification works to power electric busses at Eastern Counties Omnibus Co Ltd. Roundtree Way, Sprowston.

20221412 - demolition of existing rear single storey lean-to extension with conservatory and erect single storey rear flat roof extension at 69, Foxburrow Road, Sprowston.

20221506 - single storey side extension at 38, Hammond Close, Sprowston.

(b) to oppose the granting of planning application 20221257 - application for a sales area with associated landscaping and parking for the period August 2022 - August 2025 at Land South of Salhouse Road, Sprowston on the grounds the proposal reduces the available public open space.

The public open space allocation should be open and accessible to all residents from the outset. Residents should not have to wait for the showroom and car park to be removed in order for the full public open space allocation to be usable.

(c) to oppose the granting of planning application 20221438 - single storey front and side extension at 15, Neville Road on the grounds there is no pedestrian access via the side of the building to the rear of the property.

22/264. PLANNING DECISIONS

Council noted planning decisions for week ending 9 September 2022.

22/265. EXTERNAL AUDITOR'S AGAR REPORT FOR YEAR ENDING MARCH 2022

Council noted the External Auditor's AGAR report for year ending March 2022 and congratulated all staff involved.

22/266. PAYMENT OF ACCOUNTS 28 SEPTEMBER 2022

The Town Clerk and Responsible Financial Officer presented the schedule and supplementary schedule of accounts to 28 September 2022 totalling £17,987.69 and £9,833.69.

Responding to Councillors' questions the Town Clerk advised:

Invoice no. 420634 Ben Burgess was replacement light and bumper on the John Deer tractor.

Invoice No. Inv-6846 Cozens UK was to make safe a leaning lamp post likely to have been caused by vehicular collision.

Grant Payments was part payment of annual grant to Sprowston Youth Engagement Project.

22/266. PAYMENT OF ACCOUNTS 28 SEPTEMBER 2022 (CONTINUED)

On the motion of Mr G S Tingle, seconded by Mr M G Callam it was **RESOLVED** that payment of the accounts and supplementary accounts to 28 September 2022 totalling £17,987.69 and £9,833.69 be approved and the schedule authorising payment signed by Mr W F Couzens and Mrs J Leggett.

The Town Clerk and Responsible Financial Officer presented the schedule of invoice payments made to 28 September 2022 totalling £2,233.69.

On the motion of Mr A J Barton, seconded by Mr J M Ward it was **RESOLVED** that the schedule of invoice payments to 28 September 2022 totalling £2,233.69 be approved and the schedule authorising payment signed by Mr W F Couzens and Mrs J Leggett.

22/267. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments to 28 September 2022 totalling £15,121.98 was approved and noted.

22/268. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT

The schedule of credit card and Barclay Visa Debit payments to 28 September 2022 totalling £306.06 was approved and noted.

22/269. EXCLUSION OF PRESS AND PUBLIC

Mr W F Couzens proposed, seconded by Mrs B J Lashley 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.

22/270. PLANNING ENFORCEMENT

It was **RESOLVED** Town Clerk to contact Planning Enforcement:

- (1) concerning the length of time taken to resolve enforcement reference 2018ENF480.
- (2) to ascertain if the property referred to in 2020ENF297 had been occupied given occupation conditions had not been met.
- (3) to urge for a response from the developer with regard to enforcement reference 2022ENF226.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 9.50pm.

19 October 2022

Chair