



**Minutes of the Sprowston Town Council meeting held Wednesday 19 July 2023
at the Council Chamber, Recreation Ground Road, Sprowston.**

Councillors (Cllrs.) Present: W F Couzens (Chair),
J Leggett (Vice-Chair)

B Baby - A L Parker
M A Booth - H W Tarlton
S D Booth - A R Tipple
D Coleman - E H Tovell
J H Mallen - R H Tovell
K Vincent

Officers: G Ranaweera (Town Clerk and Responsible Financial Officer)
E Elliot (Committee Officer)

Members of the Public: Sixteen members of the public were present

County Councillor: J M Ward

23/203. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Cllr. A R Tipple	23/218 - Planning Applications	Member of Broadland District Council's Planning Committee

23/204. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Cllr. M G Callam.

23/205. RESIDENTS' QUESTIONS

On the motion of Cllr. W F Couzens, seconded by Cllr. M A Booth it was **RESOLVED**, that the meeting be adjourned to receive residents' and councillors' questions on matters concerning the town. Residents and councillors were reminded that their questions should be addressed to the Chairman who would, assisted by the Town Clerk, reply.

A resident of Aslake Close expressed his concern with regard to the vast increase in traffic and subsequent inconsiderate and potentially dangerous parking caused by the relocation of services from Norfolk County Council's site on Ipswich Road to Sprowston Community Hub.

23/205. RESIDENTS' QUESTIONS (CONTINUED)

He had spoken to both the manager of the Hub and Norse and was told to contact the Town Council.

Cllr. W F Couzens explained that having spoken to the Hub's manager he had been advised that their Ipswich Road site had been temporarily closed due to a sinkhole and some services relocated to Sprowston. The organisation was currently trying to arrange for staff parking at Tesco Extra on Blue Boar Lane to alleviate congestion.

The resident also commented on cars regularly advertised for sale in this area which was adding to the traffic problem.

Cllr. W F Couzens replied that Council had no legal powers to address this situation however, requested details be sent to Council to contact the person responsible.

Residents of Neville Close, Terence Avenue, Tusting Close and Neville Road voiced their objection to Mitchells Demolition Ltd planning application for 30 new dwellings at Lushers, Lushers Loke commenting:

- Potential development of this site has been ongoing since 2019;
- There is no significant change to the previous application with the exception of two additional dwellings and affordable housing thus all previous concerns stand;
- Land in the vicinity of Tusting Close is not crushed properly and underground air pockets remain, consequently vibration from any development on the site can be felt in properties on Tusting Close;
- The sewers on Breydon Road are already inadequate and any additional housing will further exacerbate this problem. Surface water is also an issue;
- The Arboricultural report highlights there are trees of value on-site. Their loss would have a significant impact on the area;
- Parking for the terraced properties identified as affordable housing should be located adjacent to the dwellings;
- The Loke is not registered and has been a restricted byway since 1934.

Residents also questioned if land owned by the Scout Group had been purchased by Mitchells Demolition Ltd to widen the loke and if the status of a restricted byway could be changed.

23/206. PLANNING APPLICATION 2022/1460

The Chairman brought forward consideration of planning 2022/1460 Residential development (30 new dwellings) from agenda item 15. (To consider planning applications to 19 July 2023)

Following discussion, it was **RESOLVED**

That whilst Council noted the applicant's intention to hand over building units 19 - 23 and 24 - 28 to an approved housing association or an alternative scheme, they did not consider the revised plans submitted addressed any of the concerns previously raised and therefore remained opposed to the granting of this application on the same grounds as before, listed below.

23/206. PLANNING APPLICATION 2022/1460 (CONTINUED)

- Some of the proposed properties to the south of the site share a boundary with, and are too close to, an existing commercial freight business. Occupiers of these properties would suffer a detriment to their residential amenity due to legitimate noise and light from the business.
- The proposed housing is not in keeping with the styles of housing in the immediate surrounding area (Sprowston Neighbourhood Plan policy 2). For example, there are no other 3 storey townhouse properties in the vicinity.
- The proposal is an overdevelopment of the site; no provision has been made for public amenity space; inadequate provision has been made for parking adjacent to homes (especially bungalows which may be occupied by residents with reduced mobility).
- Piecemeal development of this site in isolation from the adjacent commercial sites contradicts Sprowston's Neighbourhood plan Policy 18. The Neighbourhood plan allocates this site together with adjacent commercial sites (total 2.4 hectares) for housing on the basis that development of the wider site would allow a new vehicle access road to be created from School Lane thereby deconflicting use of the restricted byway. Residential development of the Lusher Loke site without concurrent residential development of the adjacent commercial sites precludes access from School Lane and instead relies on access via Breydon Road, which is inadequate for several reasons.
- The proposed new access road from Breydon Road is inadequate and unacceptable for the following reasons:
 - The new road would require metalling a section of the Public Right of Way (PROW). Norfolk County Council have confirmed the PROW (also known as Sprowston Restricted Byway 5) is not maintainable at the public expense to a vehicular standard. This raises questions as to who would pay for the ongoing maintenance of any future vehicular road?
 - Vehicular access to the PROW is only available for those enjoying existing rights of access. Council questions whether new residential properties would automatically benefit from a right of access, and requests that BDC planning ensures the developer obtain clarification as to the existence of such rights or the likelihood of their legitimate creation.
 - The new road, being tightly bounded on both sides by private properties and involving a sharp 90- degree turn-in from Breydon Road, is too narrow for two lanes of vehicles to pass. The route is also unsuitable for even a single large delivery vehicle, refuse collection vehicle or construction vehicle. It is therefore unworkable as the sole accessway into a residential development of this size.
 - Contrary to the application which states "The proposal is not likely to generate significantly more traffic movements than would have been expected for the builder's yard", it is this Council's opinion that the volume of vehicle movements that would be generated by a development of now 30 dwellings is realistically likely to very greatly exceed the current low levels.
 - The Public Right of Way does not offer any means of public vehicular access and as a result is heavily used by pedestrians. Therefore, the increased number of vehicular movements likely to result from this development would have a detrimental impact on the safety of pedestrians using this PROW.
 - The application does not appear to make provision for a separate footway or pavement along the PROW. This will contribute further to the decrease in

23/206. PLANNING APPLICATION 2022/1460 (CONTINUED)

pedestrian safety. It will also increase surface wear and maintenance needs on the sections of the PROW that are to remain unmade.

- Inadequate mitigation of flood risk (as per Anglian Water's objection).
- Council is concerned about the stability of the ground at the site and PROW; specifically, how use of soakaways and/or SUDs may detrimentally affect the condition of the ground at the site and nearby properties. The site is built on rubble and infill thus the developer should be compelled to provide appropriate reassurances and guarantees that infiltration of water into the ground from the soakaways or SUDs will not undermine or otherwise weaken the raised embankment on which the PROW is built, or the ground on which housing is proposed, or any of the existing surrounding properties.
- Inadequate site contamination survey (site is an old brick works)
- The PROW which provides access to this site runs adjacent to a number of residential properties. Those properties lay at a level approximately 6 foot lower than the PROW. The passage of heavy vehicles along the PROW causes these adjacent properties to shake. Residents have expressed concern about their properties sustaining vibration damage from the large number of heavy construction vehicles that would use the PROW during development of the site. The application contains no information as to how this risk to residents' property will be mitigated, thus the developer has not discharged their duty of care to the site's neighbours.
- The PROW, not being intended for use by heavy vehicles, may become structurally weakened by heavy construction traffic. With the PROW being on an embankment above several adjacent residential properties there is a danger that should the embankment give way, heavy construction vehicles or machinery will fall into people's gardens or homes, with potentially catastrophic consequences.
- The application appears to show residential properties overlapping the footprint of an earlier application 20220639 "20m monopole mast with headframe accommodating 6No antennas, 2No dish (1No 300mm; 1No 600mm), 4No cabinets and all ancillary development" at WS Lusher and Son Ltd, Lushers Loke, Norwich, NR7 8TH. Clarification is required as to whether this application is compatible with application 20220639 20m monopole mast.

Council also raised the following additional reasons for opposing this application:

- The supporting statement states there are no trees on the site and proposals will not impact on any that stand on adjacent land. Yet the Arboricultural Impact Assessment prepared for Mitchell Demolition Ltd by A.T. Coombes Associates Ltd states eight individual trees and three tree groups will need to be removed for development purposes. Councillors would like these trees retained and appropriate root protection areas incorporated into the plans.
- Two additional properties have been included on the revised plans reducing available parking provision and increasing potential for further traffic movements.
- Continued absence of a contamination survey and an acceptable Flood Risk Assessment, Drainage Strategy and supporting information relating to drainage.

23/207. MINUTES

The Minutes of the Council's meeting held on 31 May 2023, having previously been circulated to all Councillors were subject to the following amendments

23/207. MINUTES (CONTINUED)

Minute 23/190, **delete** No written or verbal reports were received and **insert** A written report was received from Cllr. M A Booth.

Minute 23/194,

delete Cllr. J H Mallen reported:

- (1) That notices had been erected at the Vets on Constitution Hill to encourage patrons to park in their car park.
- (2) He had been in conversation with residents of School Lane about heavy goods vehicles.
- (3) He had attended Sprowstonbury at the Sports and Social Club and noted the level of volunteer support to ensure its success. He observed that if each Councillor volunteered to help at the fete and brought family and friends to assist it would reduce the number of hours for each shift.

insert a Councillor reported:

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delete Norwich City College were willing to update it and **insert** Norwich City College might be willing to update it.

confirmed and signed by the Chair of the Council.

23/208. STEVE GRINT - NHS FIRST RESPONDER KIT DEMONSTRATION

This item was deferred to the next meeting of the Council.

23/209. ACTION FROM MINUTES

- (1) Planning Application 2023/1666 - CK Hutchison Networks (UK) Ltd

Further to Minute 23/185, Cllr. W F Couzens reported the consultation period for planning application 2023/1666 had been extended to 20 July 2023. The application had not yet been considered by the District Councils Planning Committee.

- (2) Safer Neighbourhood Police Meeting

23/209. ACTION FROM MINUTES (CONTINUED)

Referring to Minute 23/194, Cllr. W F Couzens advised the date of the September Safer Neighbourhood Police meeting had been changed from Wednesday 27 September 2023 to Wednesday 13 September 2023. The time and location remained the same.

(3) Barratt David Wilson Homes - Woodland Play Area

Council considered the revised play equipment plan from Barratt David Wilson Homes and it was **RESOLVED** to:

- (i) Request the entire play area be fenced and gated in similar or same manner as Councils other parks in Sprowston in the interests of safeguarding and to prohibit dogs.
- (ii) Question if the play equipment is suitable for a 9 - 13 age group as it appears to be of a very junior nature.
- (iii) Acknowledge the swing seat meets motor and sensory criteria however not inclusive for wheelchair users and request one item of fully wheelchair accessible equipment be incorporated into the scheme.
- (iv) Request access to all reports.

23/210. CORRESPONDENCE

(1) Thorpe St. Andrew Neighbourhood Plan Reg 16 Consultation

Council noted the proposal for Thrope St. Andrew Neighbourhood Plan - Statutory Consultation on Submitted Plan (Reg. 16).

(2) Western Link

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

23/211. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Cllr. M A Booth

In response to a Councillors comment Cllr. M A Booth confirmed that homelessness was a significant problem in the district.

A written report was received from County Councillor J M Ward.

Cllr. Ward also verbally reported:

The libraries Summer Reading Challenge has now begun, entitled Ready, Set, Read, it celebrates play, sport and games and is open to 4 -11-year-olds.

The County Council is working with the NHS to promote the Free NHS Health Checks available for ages 46 - 74. Booking via GP surgeries, some pharmacies and libraries or book direct at www.norfolk.gov.uk/nhscheck

23/211. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

The Postwick Park and Ride will reopen on Monday 4 September 2023 for a trial period. Busses will run from 7.30am finishing at 6.10pm Monday - Saturday.

The County Council has issued a statement saying it opposes Greater Anglia's proposed Railway Ticket Office closures, which includes Norwich.

I have just come from a Governors meeting at Cecil Gowing Infant School where we said farewell to Head Isabel Stubbs who is retiring after 11 years in that post. The new Head Amy Bullman starts in September.

Cllr. K Vincent verbally reported:

Norfolk County Council is seeking views of residents and communities about the future of Adult Social Care.

More people are needing help and the Council wants to ensure it has the right plans in place so it can support them in the right way.

Its consulting/asking for views on three key themes

- Prevention and early help
- Being and staying independent
- Living with complex needs

You can get involved by completing the online survey on the County Council website or get a paper copy of the survey from the Sprowston library and local libraries. Other formats available on request.

23/212. MEETING ADJOURNMENT

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

The meeting was reconvened.

23/213. SCHEME OF DELEGATION 2023 - 24

RESOLVED to adopt the Scheme of Delegation 2023-24 as presented subject to 3.3.3 being renumbered to 3.3.2.

23/214. REVIEW OF OVERTIME POLICY

Responding to Councillors questions the Town Clerk confirmed:

Overtime is only offered on special occasions and although not capped is subject to available budget;

A policy change will ensure all job roles receive a standard overtime treatment;

23/214. REVIEW OF OVERTIME POLICY (CONTINUED)

Taking time off in lieu is not restricted to a time period. This is to ensure the efficient functioning of the Council.

23/215. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Future Maintenance in Parks

Further to his written report the Town Clerk reported he would bring a detailed costing to a future meeting of the Council.

CEMETERY

2.1 Vandalism

The Town Clerk reported CCTV had now been installed at the cemetery following reports of flowers, crosses and other tributes being removed from graves.

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Volunteers needed for Summer Fete - 1.00pm to 5.00pm, Saturday 29 July 2023

Councillors provided their availability to assist with the summer fete to the Town Clerk.

PLANNING AND TRANSPORTATION

5.1 No matters were reported

ATTACHMENTS

6.1 None

23/216. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

Cllr. B Baby agreed to bring a report on the progress of the Heritage Group to the next meeting of the Council.

Cllr. J Leggett reported on her attendance at the Recreational Facilities Working Group meeting held 4 July 2023 advising:

The timeline for redevelopment of the Viking Centre is as follows:

- July - Mechanical and Electrical and Design and Tender
- August - Tender

23/216. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUP (CONTINUED)

- September - View tenders and agree a price
- October - Select contractor
- November - Commence work
- May 2024 - Completion

The group discussed the summer fete and recommended inflatables be managed by height and time.

The arena will comprise of baton twirlers, agility dogs and traditional games of sack racing and egg and spoon racing.

Having carried out a site visit at the White House Farm (WHF) development the group were concerned about the number of stones on land in the open spaces and had passed these concerns on to the Persimmon Homes representative.

Play areas on the WHF estate will not open until mid to end of August

The suitability of an avenue of commemorative trees along the pathway adjacent the school at Sparhawk Park was being considered.

There is a requirement to hold a special meeting to formally discuss revision of the Sprowston Neighbourhood Plan.

23/217. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Cllr. K Vincent verbally reported on her attendance at Sprowston Youth Engagement Project Annual General Meeting commenting on how well it was supported by both young people and adults.

SYEP had supported approximately 600 young people last year.

A successful lottery grant application had allowed them to employ four staff which they had match funded.

Further funding was required to complete the urban garden.

Cllr. Leggett agreed to clarify if SYEP Annual Report could be circulated to Councillors.

23/218. 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:

23/218. PLANNING (CONTINUED)

2023/1546 - single storey rear extension, side porch and new dormer window at 9, Sursham Avenue, Sprowston

2023/1807 - single storey extension and open car port at 7, Bewit Road, Sprowston

2023/1936 - erection of front porch, single storey rear extension, first floor side extension and extension to annexe at 66, Blenheim Road, Sprowston

2023/1978 - single storey rear extension and alterations (Resubmission of 2023/0899) at 103, Lone Barn Road, Sprowston.

23/219. PLANNING DECISIONS

Council noted Broadland District Council's planning decisions for weeks ending 23 June 2023 and 30 June 2023.

23/220. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments to 19 July 2023 totalling £9,641.13 was approved and noted.

23/221. PAYMENT OF ACCOUNTS - INVOICES TO PAY 19 JULY 2023

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to 19 July 2023 totalling £25,646.14.

In response to a Councillors question the Town Clerk explained:

Invoice 0000192011 - Collier Turf Care Ltd the loam was for general use in Council's parks and the Cricket Square.

Invoice 10426 - Exclusive Leisure Ltd was a repair to the artificial cricket wicket which had ripped.

On the motion of Cllr. J H Mallen, seconded by Cllr. B Baby it was **RESOLVED** that payment of the schedule of invoices to 19 July 2023 totalling £25,646.14 be approved and the schedule authorising payment signed by Cllr. W F Couzens and Cllr. J Leggett.

23/222. PAYMENT OF ACCOUNTS - INVOICES PAID 19 JULY 2023

The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 19 July 2023 totalling £1,675.64.

On the motion of Cllr. H Tarlton, seconded by Cllr. K Vincent it was **RESOLVED** that payment of the schedule of invoices paid to 19 July 2023 totalling £1,675.64 be approved and the schedule authorising payment signed by Cllr. W F Couzens and Cllr J Leggett.

23/223. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT

The schedule of credit card and Barclay Visa Debit payments to 19 July 2023 totalling £651.45 was approved and noted.

23/224. EXCLUSION OF PRESS AND PUBLIC

Cllr. W F Couzens proposed, seconded by Cllr. J Leggett 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.

23/225. PLANNING ENFORCEMENT

Council considered the list of current and closed planning enforcements.

23/226. STAFFING UPDATE

RESOLVED to delegate authority to Cllr. W F Couzens, Cllr. J Leggett and the Town Clerk to agree an outcome at the upcoming staff related meeting.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 9.40pm.

23 August 2023

Chair