



**Minutes of the Sprowston Town Council meeting held Wednesday 23 August 2023
at the Council Chamber, Recreation Ground Road, Sprowston.**

Councillors (Cllrs.) Present: W F Couzens (Chair),

B Baby - J H Mallen
M A Booth - A L Parker
S D Booth - H W Tarlton
M G Callam - R H Tovell
J Vasco

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

Members of the Public: One member of the public was present

23/223. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Cllr. B Baby	23/230 (3) - Community at Heart Awards	Member – Broadland District Council's Community at Heart Awards Selection Panel
Cllr. M G Callam	23/238 - Community at Heart Awards	Trustee - Sprowston Methodist Church
Cllr. W F Couzens	23/238 - Planning Application 2023/1591	Committee Member - Sprowston Senior Citizens Club

23/224. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Cllr. D Coleman, Cllr. J Leggett, Cllr. E H Tovell and Cllr. K Vincent.

23/225. RESIDENTS' QUESTIONS

On the motion of Cllr. W F Couzens, seconded by Cllr. M G Callam, 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.

Referring to planning application 2023/1591 Mr K Lashley of Neville Road commented:

23/225. RESIDENTS' QUESTIONS (CONTINUED)

The gates to the rear of the property mentioned in the application were not in regular use and there had been no sign of any movement for a number of years.

If planning permission for a new 2-bedroom bungalow was granted the only access and egress from the property would be on the bend in a busy road opposite a school.

The developer cannot lower the fence on the north east boundary to improve visibility as it is owned by the Senior Citizens Club.

It is a vast overdevelopment of the site with little amenity space for four properties with ten bedrooms.

The meeting was reconvened

23/226. MINUTES

The Minutes of the Council's meeting held on 19 July 2023, having previously been circulated to all Councillors were subject to the following amendments

Minute 23/216, delete manged and insert managed

Minute 23/218, delete ewit and insert Bewit

confirmed and signed by the Chair of the Council.

23/227. POLICE LIAISON OFFICERS REPORT

PC Graham Gill presented incidences of recorded crimes from 1 July 2023 to 23 August 2023 as follows:

- 8 Criminal Damage
- 3 Anti-Social Behaviour
- 1 Residential Burglary
- 1 Burglary Other Than Dwelling
- 22 Assaults
- 1 Robbery

He said that incidences of anti-social behaviour were relatively low in comparison to the previous year however play equipment at Windsor Park Gardens had been graffitied and there had been reports of items being removed from graves at Sprowston cemetery.

Issues regarding parking to the east of Falcon Road School could be resolved with painted Zig Zag lines.

Zig Zag lines had been painted in the layby opposite Sprowston Academy to restrict parking.

White H lines had been painted on the north side of Wroxham Road from the pedestrian crossing to opposite Falcon Road West.

23/227. POLICE LIAISON OFFICERS REPORT (CONTINUED)

Cllr. J H Mallen said whilst H lines were working well similar parking problems were now occurring on the opposite side of the road and a resident had requested H lines be painted outside their properties.

PC Graham Gill observed that actions often moved a problem elsewhere. He noted implementation of H lines would be the responsibility of Norfolk County Council Highways however the Police would support it.

In response to Cllr. M G Callam's question PC Graham Gill advised no one had been apprehended for the robbery.

Cllr. B Baby asked what could be done to reduce speeding and associated noise on Wroxham Road particularly early in the morning.

PC Gill replied he had recently carried out speed checks. There might be some changes regarding 20mph limits. He would look to see what he could do.

23/228. STEVE GRINT - NHS FIRST RESPONDER KIT DEMONSTRATION

Steve Grint thanked Council for facilitating purchase of the first responder kit bag.

Having been invited by the Chair for the benefit of new Councillors he explained the responsibilities of first responders.

He further reported that in the last three months first responders had taken the kit bag to 57 jobs.

41 Category 2 - Serious condition such as stroke
12 Category 1 - Life threatening situation
4 Code 9 - In cardiac arrest

In answer to Councillors questions Mr Grint replied:

- Volunteers, login to the ambulance service when they are available for duty.
- Volunteers are mainly on duty evenings and weekends as they generally also have fulltime jobs.
- If more volunteers became available there will be a requirement for more kits.
- Community defibrillators are located at the Co-Op Cannerby Lane (formally the Beehive Public House) Sprowston Diamond Centre and Sprowston Recreation Ground.

Cllr. M A Booth mooted that District Councillors have £1,000 ward funding to spend on projects and recommended Mr Grint approach them for funding should a further defibrillator be required in Sprowston.

The Chair thanked Mr Grint and his colleagues for all their hard work.

23/229. ACTION FROM MINUTES

Referring to:

Minute 23/210, Cllr. J H Mallen remarked on the possibility of the Western Link being cancelled due to super colonies of bats.

Minute 23/211, Cllr. J H Mallen enquired as to when the consultation concluded.

Minute 23/216, Cllr. J H Mallen requested an update on the White House Farm open spaces.

Cllr. M A Booth advised play area safety inspections are to be carried out at WHF open spaces on 21 August 2023, assuming they pass inspection developers will open the facilities.

Cllr. A Parker asked if there was any recourse as developers did not provide the facilities when agreed.

Cllr W F Couzens and the Town Clerk to discuss the possibility of penalties with Broadland District Council.

23/230. CORRESPONDENCE

(1) "H" Lines on Wroxham Road

Having considered a request from a resident for H lines to be painted on the south side of Wroxham Road opposite those recently painted Mr M G Callam proposed seconded by Mr J H Mallen to support the request. On being put to the vote the motion was CARRIED.

(2) Broadland District Council's Consultation on a new public space's protection order - Vehicle Related ASB

RESOLVED to support the proposed Public Spaces Protection Order (vehicle related ASB)

(3) Community at Heart Award

RESOLVED

(i) to nominate Sprowston Methodist Church Veg Bank.

(ii) Councillors to forward any further ideas to the Town Clerk.

23/231. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Cllr. M A Booth.

Cllr. M G Callam asked if the Town Council should declare a Climate and Biodiversity Emergency.

It was decided to place this subject as an item on a future agenda.

23/231. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

Cllr. M A Booth agreed to send a copy of the motion passed at District Council for clarity to the Town Clerk.

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

23/232. CLLR. J M WARD - REQUESTS NOMINATIONS FOR USE OF 2023-24 COUNTY COUNCILLOR HIGHWAY ALLOWANCE, WITHIN SPROWSTON CENTRAL AND SOUTH EAST, COUNTY COUNCIL WARDS

The Town Clerk reported Norfolk County Councillors had an £11,000 2023 - 24 highway allowance to spend within the ward they represent. He had received a request from County Cllr. J M Ward for Town Councils suggestions on suitable projects to support.

Cllr. W F Couzens noted there was no safe crossing point between the roundabouts on Wroxham Road and Blue Boar Lane and suggested the allowance could fund a survey for implementation of a crossing in this location.

The Town Clerk to clarify which County Councillor represents this ward.

It was also put forward that District Councillors could use their ward allowance to support any agreed project.

Cllr. W F Couzens proposed, seconded by Cllr. M G Callam to request the relevant Norfolk County Council representative of the ward to fund a survey and provision of a controlled pedestrian crossing between roundabouts at Wroxham Road and Blue Boar Lane.

23/233. MEETING ADJOURNMENT

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

Cllr. J Vasco left the meeting during this item.

The meeting was reconvened.

23/234. APPOINTMENT OF REPRESENTATIVE TO NORWICH AIRPORT CONSULTATIVE COMMITTEE

Cllr. H W Tarlton proposed, seconded by Cllr. J H Mallen to appoint Cllr. M A Booth as Sprowston Town Council's representative to Norwich Airport Consultative Committee. On being put to the vote the motion was CARRIED.

23/235. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Diamond Centre Community Cinema

Council noted the Autumn/Winter film programme.

23/235. REPORT OF THE TOWN CLERK (CONTINUED)

1.2 Summer Fete - 29 July 2023

Further to his written report the Town Clerk confirmed he would bring a financial break down to a future meeting of the Council.

1.3 Litter Picking

Councillors noted a community litter pick had taken place at Harrisons Woodland and Cottage Plantation on 27 August 2023 with equipment loaned by Town Council.

1.4 Police Community Engagement Event at Sparhawk Park

Council was pleased to note the local Policing team were holding a community engagement event at Sparhawk Park on 1 September 2023.

The Town Clerk advised PC Gill had informed him there had been one small incident of Arson at Wilks Farm Drive open space.

CEMETERY

2.1 New CCTV Camera at the Cemetery

Further to his written report on the installation of a 4G CCTV Camera at Sprowston Cemetery and in response to Councillors' Questions the Town Clerk confirmed the CCTV Camera was portable and it was a requirement to erect signage in public spaces advising CCTV was in operation.

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 No matters were reported

PLANNING AND TRANSPORTATION

5.1 No matters were reported

ATTACHMENTS

6.1 Autumn/Winter Film Programme Poster

23/236. REVIEW OF SPROWSTON NEIGHBOURHOOD PLAN

Cllr. M A Booth mentioned there were funds available from Broadland District Council to review a Neighbourhood Plan.

23/236. REVIEW OF SPROWSTON NEIGHBOURHOOD PLAN (CONTINUED)

RESOLVED to place an item on the agenda of the September meeting to select a working group to review Sprowston Neighbourhood Plan for Council's consideration.

23/237. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

A written report was received from Cllr. J Leggett on the Recreational Facilities Working Group (RFGW) meeting held 8 August 2023.

Cllr. M G Callam suggested the Town Clerk include the pros and cons of holding a fete in 2024 in his financial breakdown of the 2023 fete.

Councillors noted the long term aims of Sprowston Football Club and the RFGW's intention to further consider this topic.

Cllrs. B Baby and H W Tarlton gave a written report on the Sprowston Heritage meeting held 2 August 2023.

Cllr. H W Tarlton also verbally reported

- Council would require a web designer.
- Consolidating the site into approximately 10 articles.
- Thorpe St. Andrew School had an Archaeology A level course, it might be more relevant to ask them for assistance.
- Council's website is not mobile friendly and is in need of updating.
- The possibility of including Sprowston Heritage as a subsidiary to the Council's website and fund one project. Updates to be limited to office staff only.

It was agreed to place an item on the agenda for the Council's September meeting.

Cllr. M A Booth asked if Community Infrastructure Levy Receipts could be used to fund a website update.

Town Clerk to clarify.

Town Clerk to also contact Norwich City College and Thorpe St. Andrew School to ascertain if they were able to offer any assistance.

Cllr. B Baby mentioned there was also the expense of additional equipment.

Cllrs. B Baby and H W Tarlton to bring further information for Council's consideration.

23/238. 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.

23/238. PLANNING (CONTINUED)

Having considered each application and the accompanying plans the Council

RESOLVED

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

2023/2016 - single storey glass roof canopy on rear elevation at 3, Thornham Close, Sprowston.

2023/2070 - erection of a single storey office/garden room at 5, Linton Crescent, Sprowston

2023/2111 - erection of cart lodge at 10, Blackwell Avenue, Sprowston

2023/2274 - proposed rear/side single storey extension and loft conversion at 60, Linacre Avenue, Sprowston

2023/2347 - demolition of existing garage and erection of a new detached double garage at 13, Lone Barn Road, Sprowston.

(b) To oppose the granting of planning applications:

2023/1591 - Hybrid application for conversion of an existing police station into 3 dwellings with outline consent for construction of a new 2 bed bungalow at 105 - 109, Wroxham Road (Police Station) on the grounds that a change of use from Sui-Generis to private residential would result in the loss of a public building with potential public amenity.

If the planning authority is minded to grant this application Council would further object on the following grounds:

The addition of a bungalow to the rear of the dwelling would constitute an overdevelopment of the site, a cramped form of development and loss of outdoor facilities to the proposed residential dwellings in the existing building.

Dangerous access and ingress as the proposed entrance is on a tight narrow bend with limited vision onto a notoriously busy road with two schools and adjacent senior citizens club.

There is limited on-street parking and any additional parking requirement would further exacerbate an already difficult situation given the close proximity of this site to Sprowston Infant and Sprowston Junior Schools.

2023/1999 - erection of five dwellings with garages and associated works, including; creation of access, drainage and landscaping at Land Adj. 158, Blue Boar Lane, Sprowston on the grounds it is an overdevelopment of the site, dangerous access and ingress into the proposed estate on a blind bend with limited visibility and loss of trees and wildlife habitat.

2023/2386 - garage conversion at 14, Archer Close, Sprowston on the grounds that it is back land development. The proposed conversion of the garage to a bedroom

23/238. PLANNING (CONTINUED)

and ensuite is unconnected to the main dwelling and could lead to subdivision of the plot and an unapproved separate dwelling.

- (c) To note planning appeal APP/G2625/W/23/3316809 (Original 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).

23/239. PLANNING DECISIONS

Council noted Broadland District Council's planning decisions for weeks ending 4 August 2023 and 11 August 2023.

23/240. FINANCIAL YEAR ENDING 31 MARCH 2024 - FIRST QUARTER BANK RECONCILIATION TO 30 JUNE 2023

The Town Clerk explained the cheque held in the drawings account was waiting to be cashed.

RESOLVED to approve and adopt the Bank Reconciliation to 30 June 2023.

23/241. FINANCIAL YEAR ENDING 31 MARCH 2024 - FIRST QUARTER BANK INCOME AND EXPENDITURE REPORT TO 30 JUNE 2023

In response to Councillors' questions the Town Clerk explained:

Summary of Income and Expenditure - Viking Community Hub 280.6% of £10,056 budget spent. A nominal amount was allocated to this budget to cover known and expected expenditure on utilities etc. No defined budget for other costs as these will be met from Community Infrastructure Levy Receipts and defined after tender.

Summary of Income and Expenditure Held Funds of £433.00 is money held on behalf of the Dementia Café and Heritage Society.

Cost Code 7025 Administration - Subscriptions budget spent 113.09% is due to Norfolk ALC increasing their prices by an unexpectedly large amount.

Cost Codes 4101 Allotment Rental and 4102 Allotment Water Charges Received, he would clarify why these were negative figures.

Cost Code 7205 Cemetery - Opening/Closing Gates, Councils Contractors Heritage invoice separately for opening and closing of the Church Lane car park gates as this function was not included in the original contract.

Cost Code 5422 Diamond Centre - Equipment/Purchases 281.6% budget spent following purchase and installation of a new projector for the St. Quintin Room.

Cost Code 5502 Parks - Sundries and Contingencies 448.4% of budget spent resulting from purchase and installation of a drinking fountain on Sprowston Recreation Ground.

23/241. FINANCIAL YEAR ENDING 31 MARCH 2024 - FIRST QUARTER BANK INCOME AND EXPENDITURE REPORT TO 30 JUNE 2023 (CONTINUED)

Cost Code 7517 Parks - Events an underspend on the fete and jubilee in 2022/23 was used to extend the Chairman's Chain, including Platinum Jubilee link and Coronation link. Funds brought forward from the previous year's budget.

Cost Code 4513 Street Scene - Delegated Verge Cutting the annual income from Norfolk County Council has not yet been received.

RESOLVED to approve and adopt the Summary of Income and Expenditure to 30 June 2023 for year ended 31 March 2024.

23/242. STANDING ORDERS

Cllr. W F Couzens proposed, seconded by Cllr. J H Mallen to suspend Standing Order 3W to enable Council to complete the business of the evening. On being put to the vote the motion was carried.

23/243. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments to 23 August 2023 totalling £14,077.41 was approved and noted.

23/244. PAYMENT OF ACCOUNTS

(1) Invoices to pay 23 August 2023

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to 23 August 2023 totalling £26,800.64.

In response to a Councillors question the Town Clerk explained:

Invoice No. 9076661 Bowls Pavilion - supply and fit mortice sash lock, Council is unable to request a reimbursement as it has not proved possible to identify which clubs had retained keys.

Invoice No. 2023/350 Gale Building and Maintenance Ltd - Repairs to damaged brick gate pillar at Sprowston Cemetery Council will be reimbursed by the Haulage Company who caused the damage.

Invoice No. OP/122468 Sutcliffe Play - Flexi chain assembly x 2, hand/foot hold plastic x 5, scramble net x 6, inclusive seat and 2.4m high chain, carriage and packing charges and small bits to repair play parks are replacement parts for worn playequipment.

On the motion of Cllr. J H Mallen, seconded by Cllr. A Parker it was **RESOLVED** that payment of the schedule of invoices to 23 August 2023 totalling £26,800.64 be approved.

(2) Invoice payments made 23 August 2023

23/244. PAYMENT OF ACCOUNTS (CONTINUED)

The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 23 August 2023 totalling £7,944.32.

On the motion of Cllr. M A Booth, seconded by Cllr. J H Mallen it was **RESOLVED** that payment of the schedule of invoices paid to 23 August 2023 totalling £7,944.32 be approved.

23/245. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT

In response to a Councillors questions the Town Clerk clarified:

Invoice 671-42304 Temporary Event Licence - FETE, the fee was for the fete event licence incorporating the licenced area.

Invoice Norwich Camping - Benches, are resold to customers for installation in the cemetery.

Cllr. J H Mallen commented that he did not feel the toilet facilities were used very much.

The schedule of credit card and Barclay Visa Debit payments to 23 August 2023 totalling £4,991.64 was approved and noted.

23/246. EXCLUSION OF PRESS AND PUBLIC

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

23/247. PLANNING ENFORCEMENT

Council considered the list of current and closed planning enforcements. It was agreed the Town Clerk to establish if monthly meetings to discuss all majors' sites were taking place with the Majors team manager at Broadland District Council.

23/248. STAFFING UPDATE

The Town Clerk updated Councillors on an ongoing staffing matter.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 10.10pm.

27 September 2023

Chair