



**Minutes of the Sprowston Town Council meeting held Wednesday 27 September 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
M G Callam - E H Tovell
D Coleman - R H Tovell

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

Norfolk County Councillor: J M Ward

Members of the Public: No members of the public were present

23/249. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
B Baby	23/264 - Premises Licence Edwards Road Convenience Store	Broadland District Council - Licensing and Regulatory Committee Member
M G Callam	23/263 - Planning 2023/2345	Managing Trustee of Sprowston Methodist Church

23/250. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Cllr. J H Mallen and Cllr. K Vincent.

23/251. 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.

As there were no residents' or councillors' questions the meeting was reconvened.

23/252. MINUTES

The Minutes of the Council's meeting held on 23 August 2023, having previously been circulated to all Councillors were subject to the following amendments

Minute 23/228

Delete Cannery and **insert** Cannerby

Delete muted and **insert** mooted

confirmed and signed by the Chair of the Council.

23/253. ACTION FROM MINUTES

- (1) Minute 23/195, Planning Application 2023/1519 - change of use to include coffee shop within estate agents and internal alterations at shop, 199, Wroxham Road, Sprowston.

The Town Clerk reported that the applicant had withdrawn the planning application. As the existing use of the shop at 199, Wroxham Road is estate agent class E (c) (iii) and a café falls under class E (b) there is no requirement for a change of use, providing certain criteria is met by the applicant.

- (2) County Councillor Highway Allowance - Sprowston Central Ward

Referring to Minute 23/232, the Town Clerk reported Norfolk County Council's Network Safety team had requested a pedestrian/vehicle count to be carried out on Blue Boar Lane. A report to follow. Funded through Norfolk County Councillor J M Ward's 2022/23 highway's allowance.

- (3) Financial Year Ending 31 March 2024 - First Quarter Bank Income and Expenditure Report to June 2023

Further to Minute 23/241, the Town Clerk explained Cost Codes 4101 Allotment Rental and 4102 Allotment Water Charges negative figures were due to a refund for a resident who did not take up tenancy of their plot and was subsequently replaced with a new tenant.

- (4) Planning Enforcement

Further to Minute 23/247, the Town Clerk confirmed penalties cannot be applied to developers for late delivery and installation of play equipment at the White House Farm development.

23/254. CORRESPONDENCE

- (1) Police and Crime Commissioner 2024-25 Budget Consultation

RESOLVED that each Councillor respond individually to the Police Budget 2024/25 consultation.

- (2) H Bar Lines on Recreation Ground Road

23/254. CORRESPONDENCE (CONTINUED)

Mrs J Leggett proposed, seconded by Mr M G Callam to support the painting of White H Bars on Recreation Ground Road outside the driveway to 115, Wroxham Road, Sprowston. On being put to the vote the motion was carried.

23/255. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Cllr. M A Booth verbally reported Broadland District Council:

- (1) Is to register with the Regulator for Social Housing as a "Registered Provider".
- (2) Has successfully obtained a substantial local authority grant and will match fund to purchase nine more properties.
- (3) Is expanding their ownership of social housing and intends to form a property company who will have their own portfolio and maintenance.
- (4) Homes for Ukraine roadshows are taking place throughout September 2023. The scheme will pay hosts £500.00 tax free per month for hosting an individual or family of refugees. If the refugees have work and contribute to the household this is also non-taxable.

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

Cllr. Ward verbally reported he had raised the matter of grass growing in the gutters with Norfolk County Council Highways who had responded they now spray once a year not twice as in previous years.

Cllr. M A Booth commented on complaints he had received from residents of Cere Road and Linton Crescent.

No schedule had been offered by Norfolk County Council on when spraying takes place.

23/256. A "D-DAY 80" BEACON - 6 JUNE 2024

Cllr. W F Couzens advised he had contacted the church with regard to their beacon and possibility of replicating the successful event held in St. Mary and St Margarets Church in 2022 to celebrate the Queens Platinum Jubilee for D-Day 80.

Should the beacon not be available he suggested Council commission their own beacon.

RESOLVED to await the response from the church and bring this item to a future meeting of the Council.

23/257. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Diamond Centre Fixed Wiring Test

23/257. REPORT OF THE TOWN CLERK (CONTINUED)

Council noted the issues identified by the recent fixed wiring test carried out at Sprowston Diamond Centre including extraneous live cables and only two of the three supply phases connected. UK Power Networks will attend to restore a proper connection.

1.2 Sprowston Diamond Centre - Car Park for Christmas Lights Switch-On

Referring to his written report the Town Clerk clarified the correct date for the Christmas Lights switch-on was Sunday 26 November 2023.

1.3 Viking Centre - Update on Redevelopment

The Town Clerk confirmed the expression of interest was now open and he had received a few enquiries.

RESOLVED to appoint Cllrs. M A Booth, M G Callam and J Leggett to witness and assist the opening of any competitive tenders received for the Viking Centre Redevelopment Project.

1.4 Sprowston Recreation Ground - Rough Sleepers

Council noted the Town Clerks report on two rough sleepers found bedded down in the undergrowth at Sprowston Recreation Ground and action he had taken.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Budget and Precept Setting

RESOLVED to carry out a review of the Business Plan in November 2023.

PLANNING AND TRANSPORTATION

5.1 Verge Rewilding

Council approved the agreement for residents to plant small groups of bulbs on the grass verge areas on Cannerby Lane and Allerton Road junction.

ATTACHMENTS

6.1 None

There was discussion on why Council should hold a fete in 2024, potential employment of temporary staff to help organise the fete and possible funding from reserves.

23/258. SPROWSTON FETE

RESOLVED to hold a fete on Saturday 13 July 2024, 1.00pm - 5.00pm.

23/259. APPOINTMENT OF SPROWSTON NEIGHBOURHOOD PLAN REVIEW WORKING GROUP

RESOLVED to appoint Cllrs. B Baby, M G Callam, J Leggett, J H Mallen and A R Tipple to the Sprowston Neighbourhood Plan Review Working Group.

23/260. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

- (1) Notes of the Recreational Facilities Working Group (RFGW) held 15 September 2023 were previously circulated.

The Town Clerk to visit sites to compare installed equipment against plans, inspect surfacing and equipment.

Cllr. D Coleman commented that playgrounds had to be signed off and as documents were in the public domain asked if Council could view them.

Cllr. J Leggett expressed concern as to how residents from Mallard Way could access the play area at L5. It was agreed the Town Clerk to approach Persimmon Homes to request access from Swan Lane.

Cllr. D Coleman reported on her visit to Burston organised by Norfolk Wildlife Trust demonstrating how parish and town councils can rewild and make the most of their green spaces.

She referred to how an accessible path around the perimeter of a field had revolutionised its use. Areas of land remained as rough pasture, trees were planted including a blossom circle to create interest.

Cllr. Coleman asked Council to consider the benefits a hardstanding footpath around Barkers Lane field could have on increasing use of this open space and making it more accessible to a wider community.

She said Norfolk Wildlife were looking to promote wildlife friendly towns.

It was agreed the RFGW add this item to their agenda.

- (2) Council considered the notes of the Heritage Working Group held 2 August 2023.

In answer to Councillors questions Cllr. H W Tarlton responded as follows:

- Existing Data could be transferred;
- The website should be accessible and easy to search;
- The website should not be an open source and contributions should be held in a holding pen awaiting approved by an authorised person;

23/260. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS **(CONTINUED)**

- Cost will depend on how much data Council would like to be available;
- Heritage and Council website to remain separate entities;
- He is inclined to use Apple rather than Samsung and suggested Council purchase a phone.

Cllr. B Baby mentioned District Councillors had ward funding and Broadland District Council's Pride in Place scheme also offered community funding.

RESOLVED Cllrs. B Baby and H W Tarlton write a specification for the replacement of the Heritage website with a new version.

23/261. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS

A written report was received from Cllr. W F Couzens.

Cllr. J Leggett reminded Council that the next meeting of the Police was 8 December 2023 at 7.00pm in the Jones Room, Sprowston Diamond Centre.

Cllr. A R Tipple reported that if significant improvements are not made to planning application 2022/1460 - residential development (30 new dwellings) Lushers Loke, Sprowston it will not be approved by the Planning Authority.

23/262. MEETING ADJOURNMENT

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

The meeting was reconvened.

23/263. 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

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

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

(b) 2023/2531 - single storey front extension at 2, Blenheim Crescent, Sprowston

(c) 2023/2535 - alterations to existing garage to include new roof, reduction in length and increased width at 16, Tills Close, Sprowston.

23/263. PLANNING (CONTINUED)

- (d) 2023/2646 - subdivision of curtilage to provide new dwelling including porch to existing dwelling at 82, Blithewood Gardens, Sprowston.
- (e) 2023/2695 - removal and replacement of existing cladding and insulation of stud wall at 52, Linacre Close, Sprowston
- (f) 2023/2766 - single storey side extensions with internal and external alterations at 276, Constitution Hill, Sprowston
- (g) 2023/2767 - replace 4 x internally illuminated LED signs with 4 x new internally illuminated LED signs at 10, Sprowston Retail Park, Salhouse Road, Sprowston.
- (h) To oppose the granting of planning applications:

2023/1204 - illuminated fascia sign and new 5m high double sided non illuminated Totem sign at Norfolk Trucks Ltd, School Lane, Sprowston on the same grounds as before:

1. Un-neighbourly form of development.
2. A 6.5m totem sign (whether illuminated or not) is not in keeping with the residential character of the area.
3. The development contradicts Sprowston Neighbourhood Plan Policy 18 ("An area of approximately 2.4 hectares at School Lane is identified for redevelopment for residential, community and other uses appropriate to the area"); and is in opposition to the aim of Policy 20 ("Traffic management measures at School Lane to improve the environment for pedestrians and cyclists. Planting should be used as part of this approach, to enhance the aesthetic look of the area").
4. The signage is not for Norfolk Trucks itself. The signs advertise another company with which Norfolk Trucks has a business relationship. Town Council views the signage as unnecessary and the illumination times as unreasonable within a residential area as there is no 'passing trade' to which to advertise.
5. Town Council is concerned that light pollution from the illuminated signage will blight the residential properties opposite the installation site, preventing the quiet and peaceful enjoyment of those residents' homes. Some residential properties (opposite the site) are built on a ground level lower than the Norfolk Trucks site. Since the tall 'barrier' hedges have been removed from the School Lane boundary of the Norfolk Trucks site, there will be nothing to prevent the illuminated signs shining light into the upper storeys (usually bedrooms) of these 'lower' properties.

2023/2820 - demolition of existing garage, link, utility and shower room. Erection of a two-storey side extension, single storey rear extension and detached garden room on the grounds that it is piecemeal development leading to a form of terracing. There is no access to the rear garden and it is an unneighbourly form of development with the garden room built up to the boundary of the adjacent property.

23/264. PREMISES LICENCE - EDWARDS ROAD CONVENIENCE STORE

RESOLVED to raise no objection to the application for a premises licence for Edwards Road Convenience Store, Edwards Road, Sprowston.

23/265. TELECOM MAST - CHARTWELL ROAD

RESOLVED to raise no objection to the proposed telecommunications base station to Land at grass verge adjacent to Chartwell Road, Norwich NR7 8TR

23/266. PLANNING DECISIONS

Council noted Broadland District Council's planning decisions for weeks ending 25 August, 1, 8 and 15 September 2023.

23/267. EXTERNAL AUDITOR'S AGAR REPORT FOR YEAR ENDING MARCH 2023

Council noted the External Auditor's AGAR report for year ending March 2023.

23/268. SCHEDULE OF DIRECT DEBIT PAYMENTS

In response to a question from Cllr. M G Callam the Town Clerk explained:

Invoice No. 28389857 Opus Energy - Viking Centre gas bill for period 14 July 23 to 13 August 23 was a standing charge.

The schedule of direct debit payments to 27 September 2023 totalling £17,891.14 was approved and noted.

23/269. PAYMENT OF ACCOUNTS

(1) Invoices to pay 27 September 2023

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to 27 September 2023 totalling £18,847.55.

In response to a Councillors question the Town Clerk confirmed:

Invoice No. 15130 Westcotec Street Lighting Solutions - Repair of bus shelter SP5 was on North Walsham Road.

On the motion of Cllr. M A Booth, seconded by Cllr. H W Tarlton it was **RESOLVED** that payment of the schedule of invoices paid to 27 September 2023 totalling £18,847.55 be approved.

(2) Invoice payments made 27 September 2023

The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 27 September 2023 totalling £3,710.04.

On the motion of Cllr. J Leggett, seconded by Cllr. B Baby it was **RESOLVED** that payment of the schedule of invoices paid to 27 September 2023 totalling £3,710.04 be approved.

23/270. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT

The schedule of credit card and Barclay Visa Debit payments to 27 September 2023 totalling -£141.18 was approved and noted.

23/271. 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.

23/272. PLANNING ENFORCEMENT

Council questioned the meaning of Non-Standard Reason for Closure. The List of Enforcements Closed and Current Enforcement Cases was noted.

23/273. ALLOTMENT TENANCY - OFFICER DECISION RECORD

Council noted the Officer Decision Record relating to termination of an allotment tenancy.

23/274. STAFFING UPDATE

The Town Clerk updated Councillors on the conclusion of 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 9.46pm.

25 October 2023

Chair