



**Minutes of the Sprowston Town Council meeting held Wednesday 24 January 2024
at the Council Chamber, Recreation Ground Road, Sprowston.**

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

B Baby	-	J H Mallen
M A Booth	-	A L Parker
S D Booth	-	R H Tovell
M G Callam	-	J Vasco
D Coleman	-	K Vincent

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

In attendance: Kristian Crittenden, Flight Lieutenant (RAFAC) 231 (Norwich) Squadron
K Daniels, Chairman 231 (Norwich) Squadron

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

24/001. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

There were no declarations of disclosable pecuniary and other interests.

24/002. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Cllr. H Tarlton and verbal apologies from Cllrs. A R Tipple and E H Tovell.

24/003. RESIDENTS' QUESTIONS

On the motion of Cllr. W F Couzens, seconded by Cllr. A L Parker, 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.

Mr D Alexander of Foxburrow Road expressed the following concerns with regard to planning Application 2023/3877 - single storey rear extension and loft conversion at 7, Elizabeth Close:

- It is an invasion of privacy, blocking light from properties on Foxburrow Road;

24/003. RESIDENTS' QUESTIONS (CONTINUED)

- The type of music to be played in the music room, live, recording practice etc. could be a potential noise nuisance given its close proximity to neighbouring properties;
- The flat roof extension could be accessible via external stairs and become a seating area and source for overlooking;
- The dormers and cladding material are out of keeping with existing properties;
- The inclusion of a patio door in the front dormer gives rise for further overlooking;
- Some work has already been undertaken;
- Elizabeth Close is a narrow cul-de-sac and the property is in the corner of the turning space. Any on-road parking would restrict vehicles in this turning area;
- The impact of protruding roof lights on night light;
- If the proposal was allowed it would set a precedent in the area;
- The rear extension will reduce natural water drainage and could impact on the properties in Foxburrow Road;
- Hip to gable creates a bigger roof.

24/004. PLANNING APPLICATION 2023/3877 - SINGLE STOREY REAR EXTENSION AND LOFT CONVERSION AT 7, ELIZABETH CLOSE, SPROWSTON

The Chairman brought forward consideration of planning application 2023/3877 from agenda item 13 (To consider planning applications to 24 January 2024).

Following discussion Council **RESOLVED** to strongly oppose the granting of this planning application on the following grounds:

- Overdevelopment of the site and unneighbourly;
- The change from hip to gable end roof is out of keeping with the surrounding properties and will increase the overall height of the dwelling;
- The front balcony has the potential for overlooking;
- There is insufficient on-site parking for a four-bedroom property and due to the nature of this narrow cul-de-sac no on-street parking is available;
- The music room has the potential to be a noise nuisance and impact on the amenities of neighbouring properties;
- The proposed render would cause the property to stand out as it does not match the rest of the street scene;

24/005. MINUTES

The Minutes of the Council's meeting held on 20 December 2023, having previously been circulated to all Councillors were confirmed and signed by the Chair of the Council.

24/006. ACTION FROM MINUTES

There were no actions from the minutes.

24/007. POLICE UPDATE

No Police update was received.

24/008. KRISTIAN CRITTENDEN, FLIGHT LIEUTENANT (RAFAC) 231 (NORWICH) SQUADRON

Flight Lieutenant Kristian Crittenden gave a comprehensive presentation on the activities, opportunities and benefits offered by the Royal Air Force to their cadets.

He explained there was a wide range of activities available and life in the air cadets was about adventure, opportunity and fun.

Subscriptions and training fees are kept to a minimum and a majority of the uniform is at no cost to cadets.

BTEC's are offered through their training programme.

Skills gained through structure, discipline and challenge can be applied to other aspects of life and improve wellbeing.

The number of cadets had doubled and his aim was to establish closer relations with the wider community.

In answer to Councillors' questions Flight Lieutenant Crittenden responded:

- Whilst he had no specific data on the number of cadets who went on to pursue a career in the Royal Air Force, he was aware it had reduced. However, many cadets did follow a career in uniformed services such as the Police Force.
- The interior capacity of their building was 110 people situated in a large area of open space. The Air Cadets have close relations with St. Williams Way primary school who offer access to their facilities.
- The ratio of girls and boys is 50/50. There are also increasing numbers of young people from minority backgrounds.
- He was not familiar with Sprowston Youth Engagement Project and welcomed the Town Clerk's offer to make an introduction.
- The eligible age group to join Air Cadets is 12 -20 years old.

24/008. KRISTIAN CRITTENDEN FLIGHT LIEUTENANT (RAFAC) 231 (NORWICH) SQUADRON (CONTINUED)

- Reasonable adjustments are made for disabled and young people with learning difficulties.
- The Air Cadets no longer have a brass band due to lack of instructors. This is something he was hoping to reinstate.
- The Air Cadets do not have any links with the music hub and he would welcome Cllr. Vincents offer of an introduction.

Councillor M A Booth expressed an interest in becoming the Council's representative for the Air Cadets.

24/009. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Broadland District Councillor M A Booth.

Cllr. Booth also verbally reported:

- (1) Cottage Plantation car park had been repaired.
- (2) On Thursday 25 January 2024 he was attending a meeting with Quinn Estates and Victors Properties the new developers of Beeston Park.
- (3) The District Councils Review Committee had declined to introduce a second polling station in Sprowston East Ward at St. Cuthberts Church.

Cllr. K Vincent verbally reported that she would also be attending the Beeston Park meeting with developers.

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

24/010. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Diamond Centre Nursery Annex - Lease Extension

Having considered the report of the Town Clerk it was

RESOLVED to authorise the Town Clerk to grant a five-year lease at the Sprowston Diamond Centre Nursery Annex, to include appropriate rental increases.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

24/010. REPORT OF THE TOWN CLERK (CONTINUED)

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Peninsula - New HR Consultants

Council noted the appointment of new HR consultants Peninsula was progressing well.

4.2 Insurance Renewal

Council noted their multi-insurance contract with Zurich was due to end on 31 March 2024 and the Town Clerk's intention to prepare a procurement tender to be advertised on the 'Contract Finder' and 'Find a Tender' websites. With any new insurance contract commencing on 1 April 2024 to provide continuity of cover.

PLANNING AND TRANSPORTATION

5.1 Gritting Atlantic Avenue

Council was disappointed that despite early indications that the developer would be willing to contract Norfolk County Council to undertake limited gritting of Atlantic Avenue on a 'paid-for' basis, no further progress had been made.

Further to his written report the Town Clerk verbally reported:

5.2 White House Farm Development

Phase 2 and 3 of the White House Farm development was quickly approaching and developers had expressed an interest to meet and discuss phase two preliminary plans with Council before they were submitted to the Planning Authority. He requested Councillors availability.

5.3 D-Day Celebrations

The Town Clerk reported that the Air Cadets had agreed to assist with the D-Day celebrations. The Hellesdon and Sprowston brass band and marquee tent had been booked.

5.4 Sprowston Fete

The Town Clerk requested volunteers to help on the day with the fete.

24/011. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

(1) Recreational Facilities Working Group

No written or verbal reports were received.

(2) Heritage Working Group

24/012. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS

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

In answer to a question from Cllr. A L Parker, the Town Clerk replied cars were still being parked on the Viking Centre car park. He would be placing further leaflets on these vehicles advising of imminent development works.

Cllr. J H Mallen expressed concern as to where these cars would migrate to and suggested a watching brief.

The Town Clerk confirmed he would inform PC Graham Gill of the timescale for building works to commence and possible impact on alternative parking arrangements.

Cllr. K Vincent verbally reported should would be attending the Sprowston Youth Engagement meeting to be held week commencing 29 January 2024. She would be working with Clare Lincoln to apply for funding from Broadland District Council's Pride in Place Scheme.

24/013. 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.

The meeting was reconvened.

24/014. 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:

2023/3847 - installation of air source heat pump in the front garden of 66, School Lane, Sprowston.

2024/0069 - reduction in size to existing window and creation of 2 new additional window openings to first floor with installation of UPVC window frames and alterations to roof at 74, Blackwell Avenue, Sprowston.

2024/0089 - loft conversion with associated alteration including dormer window and hip-to-gable roof at 32, Greenborough Road, Sprowston.

2024/0133 - variation of conditions 5 (Visibility Splays) & 7 (Highway Improvement Works) of 20221806 - delay implementation by 6 months at Deepwell Lodge, Beeston Lane, Rackheath.

24/014. PLANNING (CONTINUED)

- (b) Council had no objection to the granting of 2023/3863 - proposed new garage and rear single storey extension at 3, Oaktree Drive, Sprowston however, supported the condition proposed by the Highway Development Management Officer as follows:

SHC21 Prior to the first occupation of the development hereby permitted the proposed access/on-site car parking and turning area shall be laid out in accordance with the approved plan and retained thereafter available for that specific use.

24/015. PLANNING DECISIONS

Council noted Broadland District Council's planning decisions for weeks ending 1, 8 and 15 December 2023 and 12 January 2024.

24/016. SCHEDULE OF DIRECT DEBIT PAYMENTS

The Town Clerk explained:

Invoice IV00229113 (SSE Energy Solutions) - Electricity supply to Sparhawk Park for period 11/03/2023 to 20/12/2023 net cost £18,458.86 was an error on the supplier's invoice and under investigation.

Invoice NRW1289219 (Veolia) - refers to waste collection including skips.

Invoice 12850890 (Wave) - water charges for Sprowston Pavilion includes the changing rooms, public toilets and any works requiring water on the Recreation Ground. However, there is a possibility of a water leak which is to be investigated.

The schedule of direct debit payments to 22 November 2023 totalling £5,551.07 was approved and noted.

24/017. PAYMENT OF ACCOUNTS

(1) Invoices to pay 24 January 2024

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to 24 January 2024 totalling £43,993.30.

In response Councillors question's the Town Clerk confirmed:

Invoice No. 707248 (Adcock Refrigeration Air Conditioning) related to the maintenance of six air conditioning units at Sprowston Diamond Centre.

Invoice Invoice 2023/426 (Gale Building & Maintenance Ltd) was for the repair of ceilings in the Pavilion changing rooms following a water leak.

Invoice 12889 (G&G Fencing Ltd) was for the supply and fitting of three gates to secure the tennis courts at Sprowston Recreation Ground.

24/017. PAYMENT OF ACCOUNTS (CONTINUED)

On the motion of Cllr. J H Mallen, seconded by Cllr. M A Booth it was **RESOLVED** that payment of the schedule of invoices paid to 24 January 2024 totalling £43,993.30 be approved.

(2) Invoice payments made 24 January 2024

The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 24 January 2024 totalling £7,146.30.

On the motion of Cllr. B Baby, seconded by Cllr. A L Parker it was **RESOLVED** that payment of the schedule of invoices paid to 24 January 2024 totalling £7,146.30 be approved.

24/018. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT

In answer to a question from Cllr. J Leggett the Town Clerk advised

Invoice 0045878 (Jarrod Training) Introduction to Supervisory Skills would be attended by a member of staff.

The schedule of credit card and Barclay Visa Debit payments to 24 January 2024 totalling £2,054.80 was approved and noted.

24/019. 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.

24/020. PLANNING ENFORCEMENT

Council noted the list of current and closed planning enforcements for weeks ending 4 December 2023 and 4 January 2024.

The Town Clerk agreed to obtain an update on the installation of air conditioning units at a property on Wroxham Road.

24/021. ALTERNATIVE OPTIONS FOR THE STREETLIGHTING REPLACEMENT PROGRAMME

Council carefully considered alternative options for the streetlight replacement programme and following a lengthy debate it was **RESOLVED** to put the contract out to tender.

24/022. LEASE AND SERVICE CONTRACT FOR UTILITY VEHICLE

Having considered a lease and service contract for a replacement utility vehicle Cllr. B Baby proposed, seconded by Cllr. J H Mallen to purchase a new utility vehicle (Gator).

On being put to the vote the motion to purchase a utility vehicle was LOST.

24/022. LEASE AND SERVICE CONTRACT FOR UTILITY VEHICLE (CONTINUED)

Cllr. M A Booth proposed, seconded by Cllr. R H Tovell a 60-month lease plus service contract.

On being put to the vote the motion to lease a utility vehicle plus service contract was CARRIED

24/023. OCCUPANCY AND LANDOWNERSHIP - WROXHAM ROAD SHOPPING PARADE RESOLVED

Council noted details of occupancy and land ownership at the Wroxham Road Parade of Shops.

Cllr. J H Mallen reiterated the urgency for white lines to be painted on the south side of Wroxham Road opposite existing ones.

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

28 February 2024

Chair