



**Minutes of the Sprowston Town Council meeting held Wednesday 28 February 2024  
at the Council Chamber, Recreation Ground Road, Sprowston.**

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

M A Booth	-	A R Tipple
D Coleman	-	E H Tovell
A L Parker	-	R H Tovell
H W Tarlton	-	K Vincent
J Vasco		

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

**Members of the Public:** Two members of the public were present

---

**24/024. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

There were no declarations of disclosable pecuniary and other interests.

**24/025. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Cllr. M G Callam and J H Mallen and verbal apologies from Cllr. B Baby and S D Booth.

**24/026. RESIDENTS' QUESTIONS**

On the motion of Cllr. W F Couzens, seconded by Cllr. J Leggett, 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 2023/3877, a resident from Foxburrow Road raised the following concerns:

The garage extension and roof height are imposing and will reduce light from the garden of 60, Foxburrow Road.

Potential noise nuisance from the extractor fan which vents into the neighbouring garden.

The revised plans still refer to stairs and their specification.

## **24/026. RESIDENTS' QUESTIONS (CONTINUED)**

Lack of parking which has already led to the removal of the boundary wall and parking on highway land and the pedestrian pavement.

## **24/027. PLANNING APPLICATION 2023/3877**

The Chairman brought forward consideration of planning application 2023/3877 - single storey rear extension and loft conversions amended plans at 7, Elizabeth Close, Sprowston.

Following discussion, it was **RESOLVED**

To remain strongly opposed to the granting of application 2023/3877 on the grounds that:

It is an overdevelopment of the site and unneighbourly.

There is insufficient on-site parking and due to the nature of this narrow cul-de-sac no on-street parking is available. This has already led to the removal of the front wall and parking on highway land and across the pavement preventing pedestrian access.

The music room has the potential to be a noise nuisance and impact on the amenities of neighbouring properties.

The proposed render is out of keeping with the surrounding area.

The reference to stairs should be removed from the application as Council is of the understanding that the dormers and balcony have been withdrawn.

## **24/028. MINUTES**

The Minutes of the Council's meeting held on 24 January 2024, having previously been circulated to all Councillors were subject to the following amendments

Councillors Present; **insert** R H Tovell

Minute 24/002, APOLOGIES FOR ABSENCE after Tipple **insert** E H Tovell

confirmed and signed by the Chair of the Council.

## **24/029. ACTION FROM MINUTES**

(1) Kristian Crittenden, Flight Lieutenant (RAFAC) 231 (Norwich) Squadron

Further to Minute 24/008, Cllr. M A Booth advised that he had not received any contact from the Air Cadets as yet.

The Town Clerk said he was in receipt of an email from Flight Lieutenant Crittenden and would place an item on the agenda of the next Council meeting.

Cllr. A R Tipple expressed an interest in becoming a Council representative for the Air Cadets.

## **24/029. ACTION FROM MINUTES (CONTINUED)**

### (2) Insurance Renewal

Referring to minute 24/010 4.2, Cllr. J Leggett enquired if the procurement tender for insurance renewal had been sent out. The Town Clerk confirmed it had been advertised.

## **24/030. POLICE UPDATE**

No Police update was received.

## **24/031. CORRESPONDENCE**

### (1) Police - Serious Violence Duty

Council noted the information provided by the Norfolk Community Safety Partnership on the Serious Violence Duty.

## **24/032. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

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

Cllr. D Coleman asked Cllr. K Vincent if she was aware of when dead trees on the Broadland Northway would be replaced.

Cllr. K Vincent agreed to make enquiries in her capacity as Norfolk County Councillor for Old Catton and Sprowston West.

Cllr. M A Booth reported:

- (1) Broadland District Council had approved their 2024/25 base budget without cuts and increased the Band D level of Council Tax by £5.00.
- (2) on his attendance at a meeting to discuss the Beeston Park development advising
  - that infrastructure was to be in place prior to development
  - construction of a link Road from the A1151 Wroxham Road to Old Catton
  - realignment of the North Walsham Road into the town centre
  - Next steps are to consult with parish and town councils.

He expressed concern with regard to boundary changes as he did not want Sprowston to incur all the cost and Beeston St. Andrew gain all the housing and subsequent revenue from council tax.

## **24/033. SCHEDULE OF COUNCIL MEETINGS - 2024/25 MUNICIPAL YEAR**

**RESOLVED** to approve the proposed schedule of meeting dates for municipal year 2024-2025.

## **24/034. VIKING CENTRE**

Councillors considered the proposed internal finishes and colour schemes for the Viking Centre and raised a number of questions to which the Town Clerk replied:

- (1) All appliances in the community café will be supplied by the vendor.
- (2) He would clarify which walls were to be painted in Green.
- (3) He would discuss the provision of adequate sockets in the café kitchen with the architect.

## **24/035. REPORT OF THE TOWN CLERK**

### **COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES**

- 1.1 Sprowston Diamond Centre Community Cinema - Childrens' Film Screening of 'Wonka' on 4<sup>th</sup> April 2024 (Easter School Holidays)

**RESOLVED** to donate 5 tickets to the screening of "Wonka" to Sprowston Infant School Friends.

- 1.2 Harrisons Wood - Tree Safety Report

Council noted the Harrisons Woodland Tree Safety Report.

### **CEMETERY**

- 2.1 No matters were reported

### **STREET LIGHTING**

- 3.1 No matters were reported

### **CENTRAL ADMINISTRATION AND PERSONNEL**

- 4.1 Neighbourhood Plan Review Group

Council noted a meeting of the Neighbourhood Plan Review Group would be arranged shortly to draft the Terms of Reference on which to engage a Neighbourhood Planning consultant.

### **PLANNING AND TRANSPORTATION**

- 5.1 Council considered the proposal to amend the closing times of Church Lane Car Park.

The Town Clerk informed Councillors that since writing his report he had been notified by Heritage Contract Services that there would be no additional cost as the closing times coincided with other duties.

Cllr. R H Tovell proposed, seconded by E H Tovell to implement the proposed amended closing times. On being put to the vote the motion was carried.

## **24/035. REPORT OF THE TOWN CLERK (CONTINUED)**

### **ATTACHMENTS**

#### **6.1 Proposed Adjustments to Church Lane Car Park Opening Times 2024**

## **24/036. TREE MANAGEMENT POLICY**

Referring to the proposed Tree Management Policy the Town Clerk clarified that trees are not pruned or felled for aesthetic reasons. Overhanging trees could be cut back by residents provided the tree was not endangered by these works.

It was **RESOLVED** to adopt the proposed Tree Management Policy subject to the inclusion of the following wording:

The Council will look to replace any felled trees as appropriate.

## **24/037. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

### **(1) Recreational Facilities Working Group**

Minutes of the Recreational Facilities Working Group held 2 February 2024 were previously circulated.

Cllr. A R Tipple enquired about the provision of football pitches within the Beeston Park development.

The Town Clerk explained original plans had indicated an area of land to the rear of the cemetery as suitable for two football pitches.

Cllr. Tipple said Sprowston FC were desperate to secure land for football pitches in the Beeston Park development.

The Town Clerk advised Broadland District Council's Planning Officer Chris Raine was well aware of Sprowston Football Club's requirements for quality pitches with changing rooms as Council had discussed this with him on numerous occasions.

Cllr. J Leggett reported:

- (i) that equipment stored on land identified for the skate park would be for a period of five months.
- (ii) Council was waiting for Persimmon to agree the requested changes to the Multi Use Games Area.

### **(2) Heritage Working Group**

No written or verbal reports were received.

## **24/038. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS**

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

## **24/038. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS (CONTINUED)**

Cllr. Couzens also verbally reported that an article on the Viking Centre had been included in the recent issue of Just Sprowston.

In response to a question from Cllr. A R Tipple the Chairman replied there had been no expression of interest in running a community café as yet.

The Town Clerk observed that now Council has a potential completion date for the project, he could follow-up on previous enquiries.

Cllr. K Vincent verbally reported that she had been working with Clare Lincoln (Sprowston Youth Engagement Project) in preparing an application for a Pride in Place grant which had now been submitted.

Cllr. M A Booth reported on his attendance at the Norwich Airport Consultative Committee Meeting advising that:

- KLM usage is down due to unreliability however, they are now leasing a new plane and holiday services are running smoothly
- Helicopter journeys are down by 15%
- Ryanair will begin operations at Norwich Airport commencing April 2024 flying to Alicante, Faro and Malta. 60,000 passengers are expected annually with 30 additional staff employed.

Cllr. M A Booth left the meeting following this item.

## **24/039. MEETING ADJOURNMENT**

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

The meeting was reconvened.

## **24/040. 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:

2024/0106 - single storey front extension at 11, Martin Close, Sprowston.

2024/0247 - Two storey side extension, single storey front and rear extensions and a loft conversion with rear dormer at 59, Corbet Avenue, Sprowston.

2024/0323 - part conversion of existing garage and extension over existing garage footprint at 106, Couzens Hardy Road, Sprowston.

## **24/040. PLANNING (CONTINUED)**

2023/0344 - single storey rear extension with flat roof at 78, Moore Avenue, Sprowston

2024/0428 - change of use of existing dwelling (No. 183) to enlarge adjoining Dental Practice (No. 185), provision of additional car parking spaces within combined curtilage and relocation of 3 A/C units from the North-East Elevation of No. 185 to the rear of No. 183 at 183, Wroxham Road, Sprowston.

2024/0464 - proposed replacement porch at 47, Harrisons Drive, Sprowston.

2024/0475 - proposed siting of 2 portable cabins within courtyard to accommodate new small business at White House Farm Shop and Café, White House Farm, Sprowston.

## **24/041. PLANNING DECISIONS**

Council noted Broadland District Council's planning decisions for weeks ending 19 January and 9 February 2024.

## **24/042. FINANCIAL YEAR ENDING 31 MARCH 2024 - THIRD QUARTER BANK INCOME AND EXPENDITURE REPORT TO 30 DECEMBER 2023**

In response to Councillors questions the Town Clerk explained

Cost Centre 7020 - Postage 171% of budget spent was due to bulk purchase of stamps prior to a price increase

Cost Centre 7025 - Subscriptions 156.8% of budget spent was a result of NALC significantly increasing their subscription with no prior notice.

Cost Centre 7030 - Chairmans Allowance expenditure included refreshments for Council meetings.

Two new cost codes will be included in the 2024/2025 budget under the heading of Administration - Maintenance and Sprowston Neighbourhood Plan.

Viking Community Hub Expenditure 639.3% budget spent represented monthly capital expenditure to date. As there is no capital budget set for the redevelopment project the expenditure will be more than small revenue budget set. However, the expenditure will be balanced by CIL receipts.

As to the 86.6% of overall budget spent, the overspend is related to extreme increases in energy and water costs. Although there will be an overspend it will not be significant.

Cost Centre 5220 - 591.4% of budget spent was an unexpected repair of the flint lime wall at St. Mary and St. Margarets Churchyard, rebuild of the brick cemetery gate pillar following a collision and resurfacing of the car park.

Cost Centre 5512 - Sports Pitches and Consumables 271.3% budget spent was due to the Cricket Club joining us part way through 2023 and the cricket square requiring a

**24/042. FINANCIAL YEAR ENDING 31 MARCH 2024 - THIRD QUARTER BANK INCOME AND EXPENDITURE REPORT TO 30 DECEMBER 2023 (CONTINUED)**

considerable amount of equipment and horticultural supplies to bring it back up to standard.

Cost Centre 5502 - Sundries and Contingencies was largely the provision of a water fountain on Sprowston Recreation Ground.

As to reserves and the Diamond Centre Phase 4 Fund this is the retention fee due to be paid to the contractor on completion of the redevelopment. The contractor went into liquidation and has not requested the £35,000 to be refunded.

There will be approximately £290,000 left in the CIL budget after completion of the Viking Centre. Council is expecting two further payments of CIL receipts of approximately £50,000 and upwards of £100,00 from the Salhouse Road developments.

The Street lighting programme will be funded from general reserves.

**24/043. FINANCIAL YEAR ENDING 31 MARCH 2024 - THIRD QUARTER BANK RECONCILIATION TO 30 SEPTEMBER 2023**

**RESOLVED** to approve and adopt the Bank Reconciliation to 30 September 2023.

**24/044. SCHEDULE OF DIRECT DEBIT PAYMENTS**

Referring to:

Invoice 6643432 British Gas Sprowston Diamond Centre £4,993.60 for a 9-month period, the Town Clerk advised billing for all the utilities were haphazard.

**24/045. SCHEDULE OF DIRECT DEBIT PAYMENTS (CONTINUED)**

The schedule of direct debit payments to 28 February 2024 totalling £31,364.24 was approved and noted.

**24/046. PAYMENT OF ACCOUNTS**

**(1) Invoices to pay 28 February 2024**

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to 28 February 2024 totalling £23,265.19.

On the motion of Cllr. A L Parker, seconded by Cllr. J Vasco it was **RESOLVED** that payment of the schedule of invoices to pay 28 February 2024 totalling £ 23,265.19 be approved.

**(2) Invoice payments made 28 February 2024**

The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 28 February 2024 totalling £31,937.14.



#### **24/046. PAYMENT OF ACCOUNTS (CONTINUED)**

In response to a Councillors question the Town Clerk explained:

Invoice 251872 - Hacer Fluent in Lighting was the purchase of 2 LED downlighters for Sprowston Diamond Centre kitchen.

It was noted Invoice SI-64817 - Bidwells LLP VAT was omitted and should read £5,196.99.

On the motion of Cllr. K Vincent, seconded by Cllr. H Tarlton it was **RESOLVED** that payment of the schedule of invoices paid to 28 February 2024 totalling £31,937.14 be approved.

#### **24/047. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT**

The Town Clerk clarified that payments to Land Registry GOV was for the Title Register and title plans for land at Wroxham Road parade of shops.

The schedule of credit card and Barclay Visa Debit payments to 28 February 2024 totalling £565.38 was approved and noted.

#### **24/048. 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.

#### **24/049. PLANNING ENFORCEMENT**

Council noted the list of current and closed planning enforcements.

#### **24/050 TABLE TENNIS AT SPROWSTON DIAMOND CENTRE**

##### **(1) Beryl Reed Sports Hall - Installation of Blinds**

Following discussion, it was **RESOLVED** to defer consideration of this item to a future Council meeting pending further information.

##### **(2) Block Booking hire Rates**

Following discussion, it was **RESOLVED** to defer consideration of this item to a future Council meeting pending further information.

#### **24/051. SPECIFICATION FOR STREET LIGHT REPLACEMENT AND MAINTENANCE CONTRACT TENDER**

Having carefully considered the proposed Street light Replacement and Maintenance Contract Tender Specification it was

**RESOLVED** to accept the proposed Street Light Replacement and Maintenance Contract Specification.

**24/052. ADDITIONAL AMENITY SPACE**

Council considered the proposal from Broadland District Council with regard to maintenance of additional amenity space and it was

**RESOLVED** in principle, to adopt both sites at the same time subject to due diligence.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 10.00pm.

27 March 2024

---

Chair