



**Minutes of the Sprowston Town Council meeting held Wednesday 22 November 2023
at the Council Chamber, Recreation Ground Road, Sprowston.**

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

B Baby - D Coleman
M A Booth - A L Parker
S D Booth - H W Tarlton
R H Tovell

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

Sprowston Youth Engagement: Clare Lincoln and six members of the group

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

23/294. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Cllr. J Leggett	Minute 23/300 - Sprowston Youth Engagement Project	Trustee - Sprowston youth Engagement Project
Cllr. A L Parker	Minute 23/308 - Planning Application 2023/1936	Acquainted with the applicant

23/295. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Cllrs. J H Mallen and E H Tovell and verbal apologies from Cllrs. M G Callam and A R Tipple.

23/296. 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.

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

23/297. MINUTES

The Minutes of the Council's meeting held on 25 October 2023, having previously been circulated to all Councillors were subject to the following amendments

Minute 23/277, **delete** stolen and **insert** stolen

Minute 23/279 (2) after confirmed **insert** sealed

Minute 23/288 **delete RESEOLVED** and **insert RESOLVED**

confirmed and signed by the Chair of the Council.

23/298. ACTION FROM MINUTES

There were no actions from the minutes.

23/299. POLICE AND CRIME COMMISSIONER - NEWSLETTER

Council noted the Police and Crime Commissioner's Newsletter September/October 2023.

23/300. SPROWSTON YOUTH ENGAGEMENT PROJECT (SYEP)

Clare Lincoln presented SYEP's annual report as follows:

- SYEP have agreed site usage at Aslake Close with Independence Matters and are in the process of signing off a Memorandum of Understanding.
- Tuesday and Thursday youth group sessions are getting busier with between 30 and 50 young people attending each week.
- Outreach and sports outreach sessions continue to run on a Monday, Wednesday, Friday and Saturday evening with sessions well attended.
- Whilst there have been some issues around substance abuse appropriate measures have been put in place.
- The LGBGT + Youth Group continues to run albeit with a volunteer group leader as no funding is available.
- The Bike Club has a good core group of young people who are building a pump track in the woodland area at the SYEP site, Church Lane, Sprowston.
- Funding has been secured for Community Ambassadors and we are looking to recruit new members.
- We now have three football teams, 1 U12's and 2 U14's. All teams will play in the Christian League.
- Funding to provide therapeutic support has been secured.
- There has been little progress with the urban adventure garden due to staffing issues however it is something SYEP will be looking to move forward.

23/300. SPROWSTON YOUTH ENGAGEMENT PROJECT (SYEP) (CONTINUED)

- We have relocated to a temporary office at the Pheonix Centre until the Viking Centre on Tills Road becomes available.

Two young Community Ambassadors also gave presentations on their experiences at SYEP.

23/301. CORRESPONDENCE

- (1) Notice of Consultation on the Greater Norwich Local Plan (GNLP) Proposed Modifications

The Town Clerk highlighted Policy GNLP0132 was the main modification in the GNLP that affected Sprowston.

Council were in favour of a secondary school to be located within site reference GNLP0132 Land off Salhouse Road, White House Farm, Sprowston however expressed concern as the site would only be safeguarded from development until 1 April 2026 or such time as a planning application including land for secondary school at Rackheath on GT16 is approved and land for the secondary school is secured through a planning obligation, or such time as a formal notification is received from the Local Education Authority that the secondary school is not required, whichever is sooner.

RESOLVED the Town Clerk draft a formal response conveying Council's reservations.

- (2) Review of Polling Districts and Places 2023-2024

Given the size of population in the South East ward Cllr. M A Booth proposed, seconded by Cllr. B Baby to request an additional Polling Station to be located at St. Cuthberts Church. On being put to the vote the motion was CARRIED.

23/302. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Further to his written report and in response to a question from Cllr. D Coleman Cllr. Booth confirmed a car park was situated to the North of Broadland Country Park with approximately 80 spaces.

He also advised he was still trying to get the litter bins emptied at Manor Park.

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

23/303. MILLENNIUM WOODLAND FOOT PATHS

Council carefully considered the report of the Town Clerk and it was **RESOLVED** to obtain an alternative quotation for installation of all identified footpaths in Millennium Woodland with binding gravel and apply to the Parish Partnership scheme for match funding for the most suitable option.

23/304. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Diamond Centre - Cinema and Sound System Upgrade

Council noted the upgrade of the School Room cinema and sound system.

1.2 Edwards Road Car Park

With reference to a complaint regarding driving instructors using the Recreation Ground Edwards Road end car park for driving practice, Councillors felt the situation should be monitored and results brought to a future meeting of the Council.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Grounds Maintenance Person Vacancy

Council noted interviews for the vacant post for Grounds Maintenance Person were scheduled for week commencing 20 November 2023.

4.2 Appointment of New HR Consultants

It was noted that Peninsula had been appointed as Council's new HR Consultants.

PLANNING AND TRANSPORTATION

5.1 No matters were reported

ATTACHMENTS

6.1 None

23/305. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

(1) Recreational Facilities Working Group

Referring to Minute 23/123 of the Recreational Facilities Working Group meeting, Councillor J Leggett emphasised the importance for Council to discuss and agree their requirements for recreational and health facilities at Beeston Park development prior to the group meeting with developers.

23/305. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS **(CONTINUED)**

She also said more detailed work was required by members of the group on the White House Farm Development and Planning Application 2023/1943 (Details of Condition 21 of 20140652 - (21)) Landscape proposals) Land at Blue Boar Lane.

(2) Heritage Working Group

Cllr. H Tarlton reported work to condense the Heritage website had been carried out and he had found a web developer in Sprowston.

As yet he did not have prices for website development however, hoped to supply the Town Clerk with approximate costings at the next meeting for inclusion in the 2024/25 budget.

23/306. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS

Council noted the written report from Cllr. W F Couzens.

23/307. 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.

23/308. 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:

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

2023/3221 - single storey side and rear extensions and alterations at 240A, Wroxham Road.

2023/3299 - single storey side and rear extension with loft conversion and associated internal remodelling at 10, Lindsay Road.

(b) As the only change to the original application was in the description, Council remained opposed to the granting of planning application 2023/2386 - proposed garage conversion to form annexe at 14, Archer Close on the same grounds as before:

23/308. PLANNING (CONTINUED)

The proposed conversion of the garage to a bedroom and ensuite is unconnected to the main dwelling and could lead to subdivision of the plot and an unapproved separate dwelling.

- (c) Council had no objection to the granting of planning application 2023/2646 - subdivision of curtilage to provide new separate dwelling, including porch to existing dwelling at 82, Blithemeadow Garden subject to a condition that the fence on the perimeter of the properties is maintained to prevent vehicles exiting across the pavement and verge.
- (d) Council was strongly opposed to the granting of planning application 2023/3197 - installation of 3 air conditioning units to north east side elevation at 185, Wroxham Road on the grounds that the already installed air conditioning units in a narrow domestic ally way only a few metres from the windows and door of the neighbouring property are extremely intrusive. The noise and potential obnoxious fumes will adversely impact on the amenities of the residents of 187, Wroxham Road.

It is regrettable the applicant did not adhere to the conditions of planning consent 2023/0684 and 2022/0724 as follows:

No additional air extraction equipment shall be installed on the site without precise details of the equipment being submitted to and approved in writing by the local planning authority.

Reason for the condition - In the interests of the amenities of adjoining residents in accordance with Policy GC4 of the Broadland Development Management DPD 2015

The Town Council is of the opinion a thoroughly documented assessment should take place, the units relocated to a more suitable and less disruptive location and retrospective planning permission be denied

23/309. PLANNING DECISIONS

Council noted Broadland District Council's planning decisions for weeks ending 20 and 27 October 2023.

23/310. 2020-2024 BUSINESS PLAN AND BUDGET PLANNING FOR FINANCIAL YEAR 2024-25

The Town Clerk invited Councillors to consider and identify any additional projects, works or purchases for inclusion in a new 2024-2028 Business Plan and / or the financial year 2024-25 budget.

Cllr. J Leggett asked if there were named reserves for streetlight renewals and how Council intended to fund a new streetlighting scheme.

The Town Clerk advised there were no named reserves specifically for the streetlight replacement scheme however to the best of his recollection £20,000 - £30,000 was available in the general streetlight replacements reserve.

23/310. 2020-2024 BUSINESS PLAN AND BUDGET PLANNING FOR FINANCIAL YEAR 2024-25 (CONTINUED)

As Suffolk County Council were now able to give more detailed figures, he had included tentative figures in the budget proposals. However, these were dependant on how Council would like to proceed i.e., only replace lanterns with LED's or replace both columns and lanterns.

Whilst Council had in excess of £1.6 million in CIL receipts a majority of this would be spent on redevelopment of the Viking centre. An alternative would be a public works loan board loan.

It was agreed for Councillors to present any ideas with approximate costings at the Council meeting to be held 6 December 2023.

23/311. SCHEDULE OF DIRECT DEBIT PAYMENTS

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

23/312. PAYMENT OF ACCOUNTS

(1) Invoices to pay 22 November 2023

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to 22 November 2023 totalling £67,446.52.

In response to a question from Councillor A L Parker the Town Clerk confirmed:

Invoice No. 928578 Heritage Contract Services Ltd - supply of 18 Urinal screen deodorisers delivered in March 2023 and invoiced 31 October 23 was due to delayed invoicing on the part of the contractor.

He explained Heritage Contract Services Ltd were Council's caretaking contractors and clarified their responsibilities.

On the motion of Cllr. R H Tovell, seconded by Cllr. J Leggett it was **RESOLVED** that payment of the schedule of invoices paid to 22 November 2023 totalling £67,446.52 be approved.

(2) Invoice payments made 22 November 2023

The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 22 November 2023 totalling £2,100.42.

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 22 November 2023 totalling £2,100.42 be approved.

23/313. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT

The schedule of credit card and Barclay Visa Debit payments to 22 November 2023 totalling £1,057.43 was approved and noted.

23/314. EXCLUSION OF PRESS AND PUBLIC

Cllr. W F Couzens proposed, seconded by Cllr. S D Booth 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.

23/315. PLANNING ENFORCEMENT

Council noted the list of current and closed planning enforcements .

Cllr. M A Booth agreed to report a business in Sprowston still in operation at a residential premises despite the enforcement case being closed with the reason of no further breaches incurred.

23/316. RECOMMENDATIONS OF STAFFING COMMITTEE – 14 NOVEMBER 2023

RESOLVED to fully support and implement the recommendations of the Staffing Committee.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 9.57.

06 December 2023

Chair