



**Minutes of the Sprowston Town Council meeting held Wednesday 26 June 2024
at the Council Chamber, Recreation Ground Road, Sprowston commencing 7.30pm.**

Councillors (Cllrs.) Present: J Leggett (Vice-Chair)

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

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

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

24/128. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Cllr. M G Callam	Minute 24/134, Sprowston Methodist Church - Grant Request	Managing Trustee - Sprowston Methodist Church

24/129. APOLOGIES FOR ABSENCE

Written apologies of absence were received from Cllrs. W F Couzens, E H Tovell, R H Tovell and K Vincent and verbal apologies from Cllr. A R Tipple.

24/130. RESIDENTS' QUESTIONS

On the motion of Cllr. M G Callam, seconded by Cllr. J H Mallen, 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.

Cllr. M G Callam referred Councillors to a grant request from Sprowston Methodist Church, Agenda item 7 (1) and explained the proposed garden scheme.

The meeting was reconvened.

24/131. MINUTES

The Minutes of the Council's Annual meeting held on 22 May 2024, having previously been circulated to all Councillors were confirmed subject to the following amendment

Minute 24/121, **delete** 2023/1493 and **insert** 2023/1943

and signed by the Chair of the Council.

24/132. ACTION FROM MINUTES

(1) White House Farm Development - RoSPA Report

Further to Minute 24/104, the Town Council reported receipt of the RoSPA report for play equipment at the White House Farm development. He would circulate it to all Councillors.

(2) The Royal British Legion

Referring to Minute 24/106, the Town Clerk confirmed Councils previously agreed donation of £200.00 to The Royal British Legion had been paid.

(3) White House Farm Development - Standard of Equipment

The Town Clerk advised Council's comments on the poor standard of equipment and workmanship at the White House Farm development had been uploaded to South Norfolk and Broadland District Council's planning portal.

24/133. POLICE UPDATE

Cllr. J Leggett reported on her attendance at the Police Priority Setting Meeting held 25 June 2024:

- There had been 10 incidences of domestic violence;
- An Action Day was held on roads in Sprowston and Old Catton on 7 June 2024;
- 109 engagements had been made under the banner of walk and talk;
- Incidences of anti-social behaviour included neighbours smoking cannabis and young people knocking on residents' doors, throwing liquids at properties and running away;
- Police have stopped asking residents for priorities via on-line poll;
- The local neighbourhood team now have a car with lights and siren;
- Date of next meeting is 13 September 2024 in Old Catton.

Cllr. A L Parker observed that although the on-line poll for residents had stopped suggestions could still be made, in person, at the priority setting meetings.

24/134. CORRESPONDENCE

(1) Sprowston Methodist Church - Grant Request

Cllr. M G Callam left the meeting room for consideration of this item.

Following discussion, it was **RESOLVED** that a donation of £200 be made to Sprowston Methodist Church in accordance with the Council's powers under Section 137 of the Local Government Act 1972.

Cllr. M G Callam returned to the meeting.

(2) Western Link

Council noted the Norwich Western Link Project update.

24/135. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

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

Cllr. M A Booth reported dog waste and litter bins had not been emptied at the White House Farm development and open space areas remained uncut. South Norfolk and Broadland District Council (SN&BDC) Section 106 officer had raised this with Persimmon. Persimmon reported the Residential Management Group (RMG) was under the impression that Sprowston Town Council had taken over responsibility for these functions. They will arrange for the bins to be emptied.

With regard to the Beeston Park development, Cllr. J Leggett commented that SN&BDC officer, Chris Raines, was pressing on with nutrient neutrality and the associated wetlands however, had not yet organised any meetings.

24/136. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 D-Day 80 Anniversary Event, 6 June 2024

The Town Clerk thanked those Councillors who were available to assist with the D-Day 80 event.

He asked Councillors for suggestions to commemorate VE80 in May 2025.

Cllr. J H Mallen advised that if a VE80 event is to be held at St. Mary and St. Margarets church cones should be placed in the passing spaces on Church Lane to prevent parking and safeguard residents.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

24/136. REPORT OF THE TOWN CLERK (CONTINUED)

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Community Payback Scheme (The Probation Service)

Councillors actively supported the Probation Service's Community Payback Scheme and **RESOLVED** to allow probationers to undertake agreed works on Council's property.

PLANNING AND TRANSPORTATION

5.1 No matters were reported

ATTACHMENTS

Photos of D-Day 80Anniversary Event held at St. Mary and St. Margaret's Church.

24/137. NEIGHBOURHOOD PLAN REVIEW WORKING GROUP

(1) Recommendations to Council

Council considered the recommendation from the Neighbourhood Plan Review Working group.

Cllr. M A Booth observed Council would require professional support.

Whilst SN&BDC had grants available the Town Clerk recommended Council apply to Locality Neighbourhood Planning for a grant in the first instance.

(2) Neighbourhood Plan Consultant Brief

RESOLVED to agree the proposed Neighbourhood Plan Consultant Brief

(3) Consultant Evaluation

RESOLVED to agree the proposed Neighbourhood Plan Consultant Evaluation Scheme.

(4) Minutes of Neighbourhood Plan Review Working group held 24 May 2024

Council noted the minutes of the Neighbourhood Plan Review Working group meeting held 24 May 2024.

Council thanked the Town Clerk for his hard work on the brief and evaluation scheme to enable a quick response.

24/138. VIKING CENTRE

Council considered the proposed flooring material, ceiling material, lighting and colour scheme for the main hall at the Viking Centre.

24/138. VIKING CENTRE (CONTINUED)

Cllr. J Leggett reported that developers were behind schedule due to weather conditions and delayed steel works.

A planning application is due to be submitted for construction of a pathway around the exterior of the perimeter of the car park. A land registry search has not identified ownership of this land and legal advice advises for the Council to enclose it and register for ownership.

Issues with the car park soakaway have been resolved.

Cllr. S D Booth felt the wall colouring was too dark and referred to the presentation by Lorraine Ewing of the Hamlet Charity who had advised lighter wall colours were better for people with disabilities.

Cllr. H W Tarlton questioned if there was sufficient lighting. He also felt the wall colouring was too dark.

The black ceiling was thought to be oppressive.

Cllr. B Baby enquired if the lighting was cool white or warm white .

Cllr. J H Mallen asked if suggestions made by Lorraine Ewing could be incorporated into the scheme. The Town Clerk advised all achievable suggestions had been included in the design.

Cllr. J H Mallen commented that the concrete plinth uncovered on the grass verge could be the foundation of a public house sign, and could imply the unregistered land was originally within the Viking Centre curtilage.

The Town Clerk confirmed that Cllr. W F Couzens had been in contact with the Repair Shop about possible restoration of the public house sign or preserving it and making a new one.

RESOLVED that the Recreational Facilities Working group consider colour combinations at their next meeting and bring their recommendations to full Council for decision.

24/139. MEETING ADJOURNMENT

On the motion of Cllr. D Coleman, seconded by Cllr. M A Booth it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

24/140. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

(1) Heritage Group

Cllr. H W Tarlton gave a presentation on potential branding and logo for Sprowston Heritage.

24/140. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS **(CONTINUED)**

It was agreed to hold a Sprowston Heritage meeting. Date to be agreed. The agenda to include discussion on a map donated to the group.

Cllr. B Baby to discuss with the Town Clerk the possibility of holding a Sprowston Heritage Exhibition at the summer fete.

(2) Recreational Facilities Working Group (RFGW)

Minutes of the RFGW meeting held on 30 May 2024 were discussed.

Responding to a question from Cllr. J H Mallen, Cllr. J Leggett advised there was no update on suitable trees to be planted on the green at Cannerby Lane and meetings with SN&BDC officer Chris Raine were due to start the following week.

The Town Clerk invited Councillors to place posters in shops and other businesses in and around Sprowston to advertise the summer fete. He also asked for volunteers on 13 July 2024.

Referring to the donation of a Women's Institute banner it was **RESOLVED** this be mounted on the corridor wall leading to the Council Chamber, opposite the tapestries.

24/141. 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:

2023/3560 - installation of 1 no. 20m telecommunications street works pole, 1 no. equipment cabinet, 1 no. meter cabinet and associated ancillary development at verge at North Walsham Road, Sprowston.

2024/1097 and 2024/1098 - rebuilding of listed boundary wall at War Memorial Cottages, Mousehold Lane, Sprowston

2024/1515 - loft conversion with front and rear dormers and a single storey rear extension at 32, Creance Road, Sprowston

2024/1544 - single storey rear extension at 2, Blackwell Avenue, Sprowston

2024/1578 - two storey side extension at 193, Wroxham Road, Sprowston

2024/1628 - new external ramp access. Replacement of one existing entrance door with window, replacement of 2 existing windows with doors and infill 2 existing

24/141. PLANNING (CONTINUED)

openings with brickwork at East Norwich Medical Partnership, Aslake Close, Sprowston

2024/1645 - demolition of sub-standard conservatory and garage, erection of single storey side and rear extension at 72, Blenheim Road, Sprowston,

2024/1711 - single storey side and rear extensions to existing garage at Park House, Wroxham Road, Sprowston.

2024/1666 - single storey front extension at 5, Surrey Close, Sprowston.

2024/1809 - single storey rear extension with a flat roof at 14, Meadow Gardens, Sprowston.

- (b) to support the existing conditions and strongly oppose any changes to these conditions with regard to planning application 2024/1794 - variation of condition 18 of 20161058 - transport monitoring report at Redmayne Field, North Walsham Road, Sprowston on the grounds that the proposal to replace condition 18 with a new condition to allow the occupancy of 1250 dwellings in Phase 2 before a Transport Monitoring Report is submitted would greatly reduce the opportunity for mitigation measures to be implemented.
- (c) to oppose the granting of planning application 2023/2646 - subdivision of curtilage to provide new dwelling, including porch to existing dwelling at 82, Blithewood Gardens, Sprowston on the grounds that it is an overdevelopment of the site, lack of amenity space for both properties, inappropriate parking provision and vehicular access to the proposed new property would be across a grassed verge.
- (d) to note planning application 24/00648/D the discharge of Planning Condition 25: lighting of previous permission 22/00610/F (allowed at appeal reference APP/G2625/W/23/3316809) at Richard Nash Drive In, Mousehold Lane, Norwich.

24/142. PLANNING DECISIONS

Council Noted the planning decisions for weeks ending 10 May 2024, 17 May 2024, 25 May 2024 and 14 June 2024.

24/143. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS

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

24/144. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023 - 24

- (1) Annual Internal Audit Report

Council received and noted the Internal Audit Report 2023/24.

- (2) Section 1 - Annual Governance Statement

24/144. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023 - 24 (CONTINUED)

Having considered the Town Council's system of internal control and arrangements for the preparation of the accounting statements to be sound, the AGAR Section 1 was completed, question 1 to 8 in the affirmative and 9 not applicable.

RESOLVED to adopt the Annual Governance and Accountability Return and authorise the Chairman of the meeting to sign the Annual Governance Statement for year ended 31 March 2024 on behalf of the Council.

(3) Section 2 - Accounting Statements

Having reviewed the Annual Governance and Accountability Return Accounting Statements for the year ended 31 March 2024 it was

RESOLVED to authorise the Chairman of the meeting to sign all accounting documents and supporting statements to the accounts for the year ended 31 March 2024 on behalf of the Council.

24/145. INTERNAL AUDIT FINAL UPDATE REPORT 2023 - 2024

Cllr. J H Mallen commented that overall, it was a good audit report and observed that recommendations to transfer to Council provided emails were already in progress.

Cllr. J Leggett said residents will be advised by the Chairman, on commencement of Council meetings, that their name could appear in the minutes as a matter of public record.

Cllr. Mallen questioned what the auditor required with regard to "The verification by a member could be made more explicit in the minutes" and "more explicit minuting of the quarterly verification of bank reconciliations by cheque signatory at meetings."

24/146. LETTER OF ENGAGEMENT - INTERNAL AUDITOR

On the motion of Cllr. M G Callam, seconded by Cllr. M A Booth it was **RESOLVED** to appoint J Miller of Norfolk ALC as its internal auditor for financial year 2024/25.

24/147. EXCLUSION OF PRESS AND PUBLIC

Cllr. J Leggett 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.

24/148. PLANNING ENFORCEMENT

(1) Closed Enforcement Cases

Council noted the list of closed planning enforcement cases.

(2) Current

24/148. PLANNING ENFORCEMENT (CONTINUED)

Council noted the list of current planning enforcement cases.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 9.44pm.

24 July 2024

Chair