

NOTICE OF MEETING
AND SUMMONS TO ATTEND

**The meeting of Sprowston Town Council
will be held on Wednesday 23 October 2024
in the Council Chamber Recreation Ground Road Sprowston NR7 8EW at 7.30pm**

AGENDA

Item No.

1. To receive declarations of interest.
2. To receive apologies for absence.
3. To adjourn the meeting to allow members of the public and Councillors with prejudicial interests to speak. (Speakers names will appear on public record).
4. To confirm the minutes of the Council meeting held 25 September 2024. Pages 1 - 8
5. To agree action/response arising from the minutes.
6. Sprowston Youth Engagement Project (SYEP) update on Urban Garden and request for funding - Clare Lincoln (enclosed report and funding proposal) .
7. Police Update.
8. To receive correspondence:
 - (1) Broadland Design Code Consultation. Pages 9 - 10
 - (2) Broadland Winter Pressure Grant. Page 11
 - (3) Confirmation of Removal of Property Name - The Vicarage
2 Wroxham Road. Page 12
9. To receive any written/verbal reports from Sprowston County and District Councillors. Page 13
10. To receive the report of the Town Clerk and make decisions on: Pages 14 - 15
 - 4.1 2024 Christmas Opening Times
 - 4.2 Donation to Royal British Legion
11. Adjourn the meeting for a short break.
12. To receive any written/verbal reports from the Council's Committees and Working Groups:
 - (1) Neighbourhood Plan Review Working Group (NPRWG)
 - (2) Recreational Facilities Working Group (RFGW) - Minutes enclosed.
 - (2.1) to receive RFGW Update Paper and make decisions on: Pages 16 - 27
 - (2.1.1) WW1 and WW2 Commemorative Tree Planting Scheme.
 - (2.1.2) Venue for the VE Day 80 celebration and beacon lighting event.
 - (2.1.3) Setting the public opening hours for the 2025 summer fete.
13. To receive any written and verbal reports from Councillors representing the Council on or at outside organisations.
 - (1) Report from Cllr. W F Couzens; Pages 28 - 29
 - (2) Sprowston Heritage Group
 - (2.1) Make a decision on Heritage Open Day/Meet your elected representatives
(School Room - Saturday 21 December 2024, 9.00am-12noon or Sunday 22
December 2024, 2.30pm - 5.30pm).
14. To consider planning applications to 23 October 2024. Page 30

15. To receive planning decisions weeks ending 20 September 2024, 27 September 2024, 4 October 2024 and 11 October 2024. Pages 31 - 32
16. The Chairman will move that the press and public be excluded 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.
17. To consider the quotation for Grounds Team Welfare Facilities. Pages 33 - 34
18. To consider and make a decision on the quotation for repair to Cricket Pavilion thatched roof. Pages 35 - 37
19. Planning Enforcement:
 - (1) List of current cases. Pages 38 - 41
 - (2) List of closed cases. Page 42
 - (3) Closed Enforcement Cases - Further Information. Pages 43
 - (4) Closed Enforcement Cases - Further Information (2024-8350). Pages 44 - 45
 - (5) Closed Enforcement Cases - Further Information (2024-8358). Pages 46 - 47



Guy Ranaweera
Town Clerk

18 October 2024

Council Office. Sprowston Recreation Ground . Recreation Ground Road Sprowston .
Norwich.NR7 8EW
Tel: 01603 408063 . Email: townclerk@sprowston-tc.gov.uk

Footnote:

¹ Councillors have a statutory legal duty under the Local Government Act 2000, to declare any personal or prejudicial interest they have in items contained in the above agenda. Failure to do so may result in the individual Councillor being reported to the Standards Board for England.

Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Planning Applications listed above are those in the office at the time of publication of the Agenda. The Council may consider others received up to the date of the meeting if appropriate. Plans may be viewed in the Council office during office hours, and are available from 7 pm on the date of the meeting. Alternatively, to view on line please go to www.broadland.gov.uk and follow the links through to planning.

It should be noted that Councillors B Baby, A R Tipple, E H Tovell and K Vincent will or could be making comments on the planning applications at this meeting as a non-statutory consultee on behalf of the Town Council. However, as all four Councillors are on the Planning Committee of Broadland District Council, they would like it made clear that their views could change at those meetings when more information could lead them to a differing view than that expressed at this meeting. To this end they will be abstaining from voting on planning matters.

This Meeting is open to the Public and the Press. Copies of this Agenda and Draft Minutes referred to above are available from the Council Office. Signed copies of the Minutes may also be downloaded from the Council's website www.sprowston-tc.gov.uk (go to Agenda and Minutes page). They are available (unless marked confidential) for public inspection at the Council Offices during public opening hours.

In the interests of openness and transparency, Councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.



**Minutes of the Sprowston Town Council meeting held Wednesday 25 September 2024
at the Council Chamber, Recreation Ground Road, Sprowston commencing 7.30pm.**

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

B Baby - A L Parker
M G Callam - E H Tovell
S D Booth - R H Tovell
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

24/189. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Cllr. M G Callam	Minute 24/197 1.1, Viking Centre Redevelopment	Requested hire of hall prior to fees being set.

24/190. APOLOGIES FOR ABSENCE

Written apologies for absence were received from Cllrs. M A Booth, D Coleman, J H Mallen, H W Tarlton and K Vincent.

24/191. RESIDENTS' QUESTIONS

On the motion of Cllr. W F Couzens, seconded by Cllr. S D 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.

24/192. MINUTES

The Minutes of the Council's meeting held on 4 September 2024, having previously been circulated to all Councillors were confirmed subject to the following amendment

Minute 24/182 (1) (b), delete 19 July 2024 and insert 19 July 2025

24/193. ACTION FROM MINUTES (CONTINUED)

and signed by the Chair of the Council.

(1) SAM2 Request

Referring to Minute 24/172, the Town Clerk explained that the Council's Compliance Officer had completed a risk assessment for the installation of SAM2's on Wroxham Road, by groundsmen. The Town Clerk now considered the pavement too narrow for the equipment to be erected safely without undue risk from passing vehicles and busses. However, Wescotec offered a data collection device, at a cost of £1,800 each, which County Councillor J M Ward had agreed to fund from his Norfolk County Council highways allowance subject to the Highways Authority giving permission for their installation.

Cllr. W F Couzens added that PC Gill had not witnessed cars or motorbikes racing along Wroxham Road when he recently carried out monitoring in the area.

(2) Gold Level Bus Stop

Further to Minute 24/179, the Town Clerk reported that having attended a meeting with Paul Young from Westcotec he had been advised there was sufficient space to relocate the existing bus stop, or accommodate a bus stop of up to 6-metres.

Concern was expressed with regard to safety if the open side of the bus stop faced the road. There was also more chance of people waiting at the stop to get road splash from passing vehicles.

(3) RoSPA Annual Play Area Inspections

Further to Minute 24/175 (2), and in response to a question from Cllr. W F Couzens the Town Clerk confirmed he was waiting for a reply from the Council's insurers regarding RoSPA annual play area inspections being organised through Broadland District Council for a flat fee of £75.00.

(4) Wash Room and Dry Room Facility at Sprowston Recreation Ground

Further to 24/179 1.4 (b), Cllr. W F Couzens asked if a quotation had yet been received for the development of a new wash room and dry room facility at Sprowston Recreation Ground.

The Town Clerk confirmed a quotation had been received and he would place this as an item on the agenda at the next Council meeting.

(5) Planning Application 2024/2439

Referring to Minute 24/184 (b), Cllr. W F Couzens advised that planning application 2024/2439 - single storey rear extension, full width dormer with 2m deep balcony, 2 Velux windows, single storey garden/games room at end of garden, new render and change of tiles from red to grey at 13, Blackwell Avenue, Sprowston had been refused by the Planning Authority.

24/194. POLICE UPDATE

No Police update was received. It was suggested the Police Priority Setting meetings be advertised in Sprowston Matters.

24/195. CORRESPONDENCE

(1) Broadland & South Norfolk District Council Design Code

Cllr. J Leggett expressed an interest in attending the Broadland & South Norfolk Design Code second stage engagement workshop on Monday 30 September 2024.

24/196. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

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

Cllr. J Leggett speculated on the cost of constructing a visitor centre with toilets and café with improved parking at Broadland Country Park, and whether it would produce an income.

Cllr. E H Tovell agreed to ask Cllr. M A Booth and report back to Council.

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

Referring to Broadland Business Park being named as a priority location for a new railway station, Cllr. J Vasco enquired as to what constituted priority and when the station was likely to be implemented.

Cllr. E H Tovell questioned how the station would be funded.

24/197. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Viking Centre Redevelopment - Proposed Schedule of Hire Fees

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

In response to a question from Cllr. A L Parker regarding the proposed "Community Club Rate" the Town Clerk said there had been enquiries from two Guide groups and a Bridge club.

Cllr. B Baby proposed, seconded by Cllr. J Vasco to accept the proposed 2024-25 schedule of room hire fees for the Viking Centre. On being put to the vote the motion was CARRIED.

Cllr. M G Callam returned to the meeting.

1.2 Sparhawk Park - Renovation of Small Play Area

Council noted the requirement for major remedial works at Sparhawk Park small play area, costings for grounds work and replacement play equipment and the Town

24/197. REPORT OF THE TOWN CLERK (CONTINUED)

Clerk's decision to wait until 2025 to reassess the funding situation provided weekly inspections confirmed the park remained safe.

1.3 Sparhawk Park - Winter Closing Time

RESOLVED to close Sparhawk Park at 4.15pm during those winter months in which it would otherwise close at 4.30pm to allow the Grounds Team to finish work on time.

1.4 Ministry of Justice Probation Service - Community Payback Scheme

Council noted the community payback scheme's progress with the various painting jobs they had undertaken at Sprowston Recreation Ground.

CEMETERY

2.1 Widening of Sprowston Cemetery's Vehicle Gate

RESOLVED to accept the quotation to widen the existing opening at the cemetery gates, surfacing works and installation of new larger metal gates at a total cost of £7,377.40 plus VAT.

It was noted the cost of £1,247.00 plus VAT to rebuild the damaged pillar would be reimbursed.

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Role of Administration and Finance Officer

The Chair asked the Town Clerk to formally thank the former Finance Officer on behalf of the Council and wish her well in her future endeavours.

PLANNING AND TRANSPORTATION

5.1 Adoption of the Norfolk Homes Ltd Development, off Blue Boar Lane, Sprowston - Phase 5

Council noted that Norfolk County Council had completed adoption of the Norfolk Homes Ltd development, off Blue Boar Lane, Sprowston - Phase 5.

ATTACHMENTS

6.1 Viking centre - Schedules of Proposed Hire Fees 2024/25

6.2 Sparhawk Park - Visualisation of Renovated Play Area

6.3 Map and Quotation for Widening Cemetery Vehicle Access Gate

24/198. MEETING ADJOURNMENT

On the motion of Cllr. W F Couzens, seconded by Cllr. R H Tovell it was **RESOLVED** to adjourn the meeting after item 12 on the agenda.

24/199. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

(1) Neighbourhood Plan Review Working Group (NPRWG)

- (a) Reconfirmation of resolution to delegate to the NPRWG authority to conduct a tendering exercise to identify suitable Neighbourhood Planning Consultants and bring recommendations to Council for final decision

Cllr. A L Parker proposed, seconded by Cllr. S D Booth to delegate to the NPRWG authority to conduct a tendering exercise to identify suitable Neighbourhood Planning Consultants and bring recommendations to Council for final decision. On being put to the vote the motion was CARRIED.

- (b) NPRWG recommendation to appoint a consultant to manage and support Neighbourhood Plan Review

Cllr. J Vasco, seconded by A L Parker to appoint consultant #2 at a fee of £14,800, to manage and support the Council's Neighbourhood Plan Review, in accordance with the agreed consultant brief. On being put to the vote the motion was CARRIED.

The Town Clerk revealed that Consultant #2 was Rachel Leggett and Associates.

(2) Recreational Facilities Working Group (RFWG)

Cllr. W F Couzens reported the Viking Pub sign had been assessed as beyond refurbishment. However, it could be encapsulated in resin at a cost of £500 - £600. Alternatively, a new sign could be made.

Cllr. Couzens favoured a frame with deep recess for the existing sign to be hung on an interior wall.

Cllr. J Leggett reported that developers had submitted a planning application to complete the final stages of the White House Farm site. The majority of issues related to the verges. However, the RFWG had concerns regarding:

- the square footage, varying and inadequate height of the fencing and angled corners of the Multi Use Games Area (MUGA);
- play equipment described as ages 3 - 12 years except for the zip wire could encourage older children and young adults to congregate and potential inappropriate use of younger children's play equipment;
- adult equipment is unfenced;
- the possibility of deciduous trees being planted in close proximity to the MUGA causing leaves on the surface;

24/199. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS (CONTINUED)

- size of football pitch (7 V 7 requested);
- height of bunds (plans state 2m high);
- ambiguous speed limit signage on Atlantic Avenue.

The Town Clerk to scrutinise documentation and compare provision by developers to the plans submitted and agreements with the Town Council.

Cllr. W F Couzens had requested a visit to all sites.

With regard to the Beeston Park development Cllr. J Leggett commented on a planning application for the installation of a raw sewerage treatment works with four settlement tanks discharging into reed beds before entering Dobbs Beck and the river. Noting that sewerage from properties in this area is currently taken away by tanker.

She also reported that a 2024 fete debrief and VE Day 2025 celebrations were discussed at the RFWG held on 9 August 2024.

Cllr. R H Tovell asked what issues had been identified with regard to the licenced area.

The Town Clerk explained there were no issues per se, but clearer instructions needed to be given to volunteer stewards so they knew it was okay to admit under 18s as long as they were accompanied by an adult.

24/200 REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS

Council received a written report from Cllr. W F Couzens and noted a request made at the Town and Parish Forum to co-site major bleed kits with defibrillators.

24/201. RESIDENTS' QUESTIONS

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.

24/202. 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:

24/202. PLANNING (CONTINUED)

2024/2502 - two storey side extension at 2, Clover Road, Sprowston.

2024/2557 - two storey rear extension and single storey front extension at 2A, Allens Avenue, Sprowston.

2024/2559 - single storey SIP extension to the rear of the property with internal and external alterations at 10, Breydon Road, Sprowston.

2024/2607 - erection of extension to ground and first floors, extending to the side and rear of the property at 27, Archer Close, Sprowston

2024/2636 - erection of car port and a storage shed, demolish existing timber garage at 88, Wroxham Road, Sprowston.

- (b) to oppose the granting of planning application 2024/2445 - relocation of 3 A/C units from north-east elevation of no.185 further to the rear of 185 and installation of 5 additional A/C units, 3 to the rear of 183/185 and 2 to the front of 183/185 at 183-185, Wroxham Road, Sprowston on the grounds of the positioning of air conditioning units on the North-East elevation of 185 Wroxham Road (i.e. on the boundary with 187 Wroxham Road) as it does not address the noise concerns raised by the previous proposal and thus continues to constitute an unneighbourly form of development. The new position of units 1 - 3 is still in very close proximity to the neighbouring property and has potential to be a noise nuisance. These units should be relocated to the rear of the property where they would be less intrusive.

Council questions the criteria used for the noise assessment.

Council does not object to the proposed positioning of air conditioning units at the front and rear of 183-185 Wroxham Road.

24/203. PLANNING DECISIONS

Council noted the planning decisions for weeks ending 30 August, 6 September and 13 September 2024.

24/204. ANNUAL GOVERNANCE STATEMENT AND ACCOUNTABILITY RETURN (AGAR) 2023-24 - EXTERNAL AUDITORS REPORT

Council noted and accepted the External Auditor's AGAR report for year ending March 2024.

24/205. 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.

24/206. PLANNING ENFORCEMENT

- (1) Current Enforcement Cases

24/206. PLANNING ENFORCEMENT (CONTINUED)

Council noted the list of current planning enforcement cases were all out of date and there had been no follow-up for months.

Cllr. B Baby to raise with officers at Broadland & South Norfolk District Council.

(2) Closed Enforcement Cases

Council noted the list of closed planning enforcement cases and requested explanatory details on the closure of 2024/8272.

The Town Clerk to request detail from the planning authority.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 9.10pm.

23 October 2024

Chair

Guy Ranaweera

From: Local Plan (SNC) <localplan.snc@southnorfolkandbroadland.gov.uk>
Sent: 02 October 2024 12:01
To: Local Plan (SNC)
Subject: Broadland & South Norfolk Design Code - 2nd public consultation now open
Attachments: BDC & SNC Design Code FAQs.pdf

Importance: High

Dear Sir/Madam,

A second consultation has now commenced in relation to the emerging **Broadland and South Norfolk Design Code**. The Design Code is being produced by Broadland District Council and South Norfolk Council, through Tibbalds Planning and Urban Design Ltd. This current consultation follows the initial stage of engagement that you may have taken part in during summer this year.

This stage of consultation focuses on the draft vision for the Design Code, and the priorities and opportunities for the different types of coding area that have been identified.

To take part in this consultation, which finishes at **5pm on Monday 11th November**, please visit [Broadland and South Norfolk district-wide Design Codes | Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](https://broadlandandsouthnorfolk.gov.uk) and follow the link to the consultation page.

For further background on this project, please take a look at the FAQs document which accompanies this email.

Kind regards,

Richard Squires

Richard Squires

Senior Community Planning Officer

t 01508 533805 e localplan.snc@southnorfolkandbroadland.gov.uk



Our Broadland and South Norfolk Councils offices are now based at Broadland Business Park in the [Horizon Centre](#). Find out how you can access our services by visiting our website or by calling us on 01508 533633

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Broadland & South Norfolk Design Code FAQs

What is a Design Code?

A Design Code establishes clear design requirements for the physical development of a site or area. It provides straightforward guidance to ensure high quality and appropriate development. Design Codes may cover themes such as the height of buildings, their design and materials, landscaping, the design of bin stores, and the design of parking spaces.

Output

It is intended the new Code will eventually be adopted by each Council as a Supplementary Planning Document (SPD) independently. SPDs are used to provide further guidance on planning policies. Whilst many aspects of the Design Code are likely to be common to both districts, we want to make sure that the local differences, character and identities between the two districts are identified.

Project Timeline

As part of the development process, the team has developed an iterative, three stage engagement strategy to allow for key stakeholders to inform the priorities, content and structure of the Design Code as it develops.

This is stage two, and over the next six months or so, there will be several more opportunities for you to input into this process. The team will use the feedback to inform the draft coding plan, and update the priorities for the Design Code, which will directly help in the drafting in the content of the Code.

Summary of Stage 1 Engagement

As part of our first round of engagement on the Design Code, we undertook a series of engagement exercises to understand how people feel about what makes the areas distinctive, and what they would like a Design Code to prioritise across the two authorities. As part of this process, we:

- Held six online workshops with Council officers, Council members, Parish and Town Councils, and local developers, agents and architects, with approximately 75 attendees in total;
- Hosted a six-week online engagement period on the Placechangers website. We had a significant level of response to the website, and 147 individual respondents left 155 responses. There were a range of comments, ranging from the importance of character in the rural context, to the use of appropriate local materials, to the need for new development that is sustainable and resilient to climate change;
- Received written feedback from a range of statutory consultees and stakeholders.

Guy Ranaweera

From: Kate Squires <Kate.Squires@southnorfolkandbroadland.gov.uk>
Sent: 01 October 2024 13:18
Cc: communities
Subject: Winter Pressures Grant
Attachments: Winter_pressures_application_form.docx

Good Afternoon,

I'm getting in touch to make you aware of a new fund opening this week available for community groups in both South Norfolk and Broadland to apply to.

To continue supporting our residents throughout the winter months, we're reopening the Winter Pressures Grant for 2024/2025. The aim of the grant is to aid communities to support themselves with a focus on supporting the more vulnerable residents in their local area.

Groups can apply for up to £500 which can be spent on resources that enable them to hold community cafe's, create Christmas hampers or supply those in need with warm clothing. We welcome innovative ideas and projects that link in with the Help Hub and other local support services.

The fund will go live on the council website this week and will be listed [here](#). The application form and further criteria can be found on the webpage but I have also attached the application form to this email. Applications can be sent in to communities@southnorfolkandbroadland.gov.uk.

Please share with any community organisations you're in touch with.

Kind regards,
Kate

Kate Squires (She/Her)
Lead Communities Officer
t 01603 430591 e kate.squires@southnorfolkandbroadland.gov.uk

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Confirmation of a Change of an Official Address

THIS IS TO CONFIRM that the following official property address was changed:

FROM:

**The Vicarage
2 Wroxham Road
Sprowston
NORWICH
NR7 8TZ**

TO:

**2 Wroxham Road
Sprowston
NORWICH
NR7 8TZ**

Dated: 02 October 2024

Broadland District Council, Street Naming and Numbering:
streetnaming.bdc@southnorfolkandbroadland.gov.uk

www.southnorfolkandbroadland.gov.uk

12th October 2024

Report from Councillor John Ward

Norfolk County Council

At the National Highways Awards held at Park Plaza, Westminster, Norfolk County Council's Herring Bridge in Great Yarmouth, which opened in February, won the Major Project of the Year Award.

A Norfolk Business Board tasked with developing a vibrant economy has been set up following the integration of the New Anglia L.E.P. into Norfolk & Suffolk Councils. The first chairman is Nick Steven-Jones, C.E.O. Of Jarrolds.

Norfolk County Council has awarded 8-year contracts to run its Park & Ride services, with First Bus running the Airport & Thickthorn sites and Simonds running Harford & Postwick. The Sprowston site will be opened up to local bus services as a transport hub. All sites will benefit from earlier and later services and Sunday services.

An extra 76 places for children with Special Educational Needs have been created across Norfolk. Locally there are extra places at Lionwood Infants and Junior, and Falcon and Sprowston Junior schools.

Norfolk Museums Service has been chosen as one of eight leading museums to receive a share of a £1m investment from Art Fund & Nesta for a new cultural innovation project "Mini Wonders" supporting young children and families.

A major new exhibition on JMW Turner opens in Norwich Castle Museum & Art Gallery on 19th October.

Subsidised trees, grown at Gressenhall Community Tree Nursery, are available to order at 50% off original price. Details at www.norfolk.gov.uk/subsidisedtreepacks

Sections of the NDR will be closed 8pm-5am Mon-Fri from 21.10.24- 10.11.24 for verge and vegetation cutting, gully cleaning, weed spraying, graffiti removal and some small carriageway repairs.

Norfolk County Council is encouraging smokers to stop smoking in October. The campaign is called Stoptober and details are at smokefreenorfolk.

COUNCIL MEETING – 23 October 2024

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Ministry of Justice Probation Service, Community Payback Scheme – Cemetery and Sparhawk Park

After several weeks working at the Recreation Ground the probation team will be moving on to the cemetery and Sparhawk park. Although the probationers will be doing some painting at these sites, most of the work will involve tidying the grounds by pulling up weeds, scraping pathways clear and trimming back bushes etc.

1.2 The Closed Church Yard St Mary and St Margarets Church

The team at St Mary and St Margarets Church have asked if the leylandii trees outside the back door could be reduced in height and generally tidied up. They have also found one of the brick pillars at the vehicle entrance to the front of the church (*for clarity: this is not the damaged pillar at the entrance to the cemetery*) exhibits some loose brickwork. As maintenance of the closed church yard is the Council's responsibility, I shall arrange for these issues to be rectified as appropriate.

CEMETERY

2.1 No matters to report

STREET LIGHTING

3.1 No matters to report

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 2024 Christmas Opening Times

Below are proposed opening times for the 2024 Christmas period. In addition to bank holidays, it is proposed to close the office on days which all office staff wish to take annual leave. The Christmas period is very quiet for the office; hence I do not believe closing the office at that time would have an adverse effect on residents or customers. Our 24-hour emergency contact phone number will remain available over this period. In addition, various grounds team members will be on site each working day.

Friday	20.12.2024	Office open as usual. Parks open as usual.
Monday	23.12.2024	Office closed (emergency number available). Parks open as usual.
Tuesday	24.12.2024	Office closed (emergency number available). Parks open as usual.
Wednesday (Christmas Day)	25.12.2024	Office closed (emergency number available). Rec & Sparhawk park open 10.00am to 4.00pm. Other parks open as usual.
Thursday (Boxing Day)	26.12.2024	Office closed (emergency number available). Rec & Sparhawk park open 10.00am to 4.00pm. Other parks open as usual.
Friday	27.12.2024	Office closed (emergency number available). Parks open as usual.

Monday	30.12.2024	Office closed (emergency number available). Parks open as usual
Tuesday	31.12.2024	Office closed (emergency number available). Parks open as usual.
Wednesday (New Years Day)	01.01.2025	Office closed (emergency number available). Rec & Sparhawk park closed. Other parks open as usual.
Thursday	02.01.2025	Office open as usual. Parks open as usual.
Friday	03.01.2025	Office open as usual. Parks open as usual.

Sprowston Town Council Decision Requested:

- ***To agree the Proposed 2024 Christmas Opening Times***

4.2 Donation to the Royal British Legion

It is this Council's custom, each November, to make an annual donation of £200 to the Royal British legion.

Sprowston Town Council Decision Requested:

- ***To agree a donation of £200.00 to the Royal British Legion (under section 137 of the LGA 1972)***

PLANNING AND TRANSPORTATION

5.1 Proposed 'Gold Stop' Bus Shelter, Wroxham Road near Cannerby Lane

I have meet with the County Council's preferred bus shelter provider (Westcotec) to inspect the site of this 'Gold Stop'. I have requested (subject to satisfactory survey of underground services) that a larger 6 metre shelter with Real Time Information display be installed to replace the existing 4 metre shelter. Westcotec will forward design drawings when available.

Attachments

6.1 None



Guy Ranaweera
Town Clerk

Update from the Recreational Facilities Working Group

1. WW1 and WW2 Commemorative Tree Planting Scheme

Please see attached plans for the Working Group's recommended scheme for planting 'standard' trees (e.g.: not saplings or whips) in each of the four wards of Sprowston.

Costs to be obtained (grant funding is available from BDC and NCC)

Sprowston Town Council Decision Requested:

- ***To agree the proposed WW1 and WW2 Commemorative Tree Planting Scheme***

2. Viking Centre Update

The contractor has advised us that they now expect to complete the building works by the end of January. This is due to a number of significant delays, including; delays in the manufacture and delivery of the steel work; delays in the manufacture, delivery and import of the Velux windows; minor alterations to the layout of some rooms; delays in deciding the finish of the acoustic ceiling in the hall and a longer than expected lead time for its delivery; bad weather preventing work.

Bidwells recommends submission of any planning application to extend the car park be postponed until after the building work is complete and the current planning permission signed off. Submitting planning for an extended car park at the present time will be considered an amendment of our current planning permission. It would therefore require us to go through the application process again and would trigger a repeat of Community Infrastructure Levy liability that we have already paid.

Broadland District Council Election Services has booked the Viking Centre as a polling station for polling day on Thursday 1st May 2025.

On 15/10/2024 Cllr Couzens, Cllr Leggett, the Town Clerk, Jason Menezes of Bidwells and several others meet with Claire Butcher of the Circinus organisation to discuss the layout of the café and community shop. 'Fitting out' of the café was intentionally excluded from the original refurbishment contract as at the time no tenant had been identified for the café and thus it was not guaranteed to go ahead. A floor plan for the café has now been agreed and the contractor shall put together a proposal for Council's consideration.

3. VE Day 80 Celebration and Beacon Lighting (Thursday 8th May 2025)

Following an enquiry by the Town Council, the Methodist Church on Wroxham Road has very kindly agreed in principle to host a joint VE Day 80 celebration event, should the Town Council so wish.

Previous beacon lighting events have been held at St Mary and St Margarets Church, with the Sprowston Parish Church team generously lending us their beacon for the occasion.

Sprowston Town Council Decision Requested:

- ***To decide a venue for the VE Day 80 celebration and beacon lighting event.***

4. Sprowston Summer Fete 2025 – Saturday 19th July

After considerable discussion of the pros and cons of extending the duration of the fete, the working group recommends the fete hours remain unchanged at 1:00pm to 5:00pm.

It was felt that visitor numbers and participation at the fete declined towards 5:00pm – especially amongst families with younger children. Stallholders may not wish to attend for a longer event; this year several were packed up and ready to leave before 5:00pm. Longer events also require more volunteers (which are difficult to source and manage). They also impact staff who, for an event running between 1:00pm and 5:00pm, were already required to be on site from 8.00am to 7.00pm.

The Working Group felt the Foolhardy Circus was a very big hit and should be asked to attend in 2025 with an offer similar to this year. The total cost for this would be £2200.

To tie-in with the opening year of the Viking Centre, the Clerk has provisionally booked a local Viking reenactment group to provide a historical Viking tent village and show battle. The village provides demonstrations of authentic Viking lifestyles and traditional crafts. The cost for all of this would be approximately £500.

Sprowston Town Council Decision Requested:

- ***To set the public opening hours for the 2025 summer fete at 1:00pm to 5:00pm***

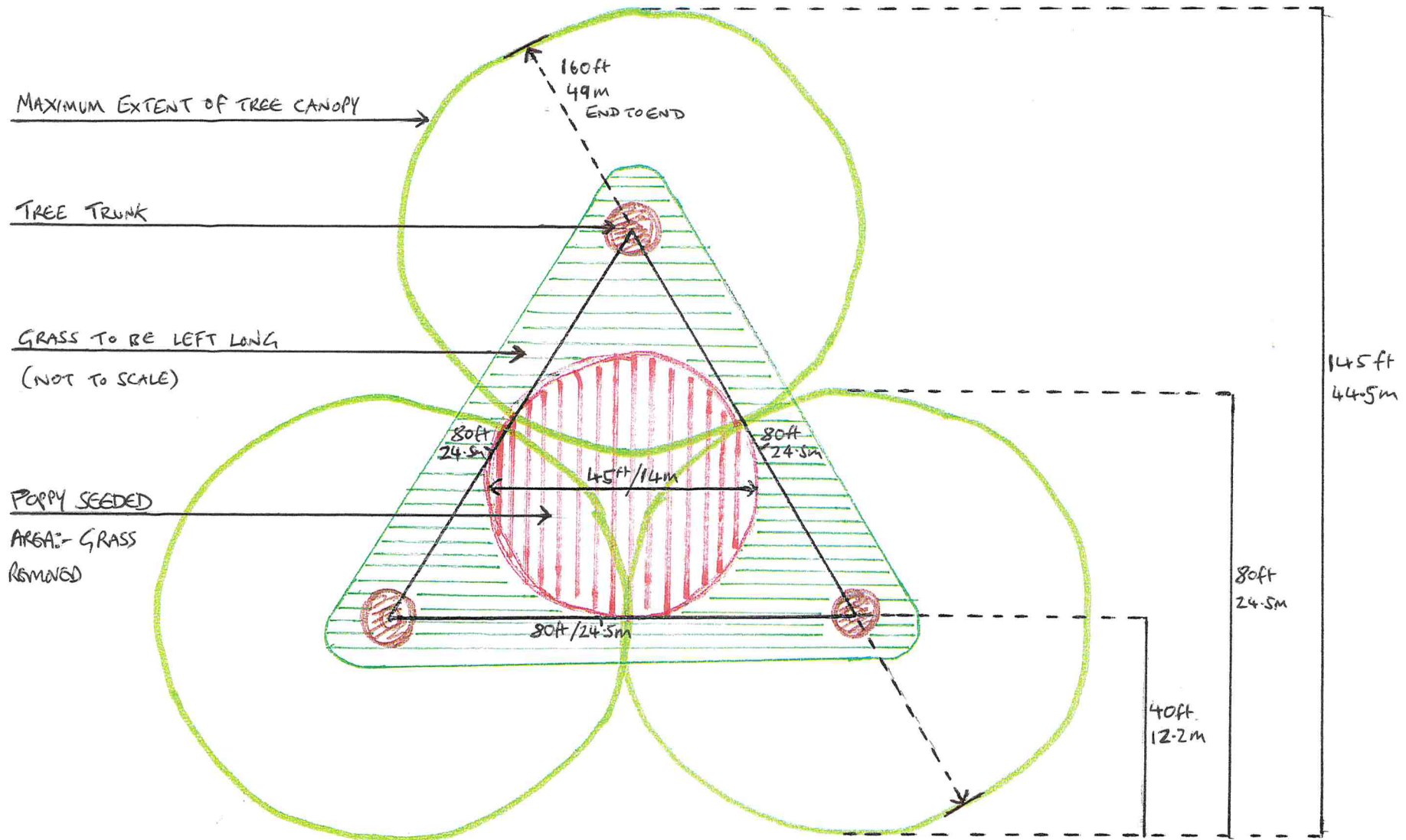
SPROWSTON TOWN COUNCIL

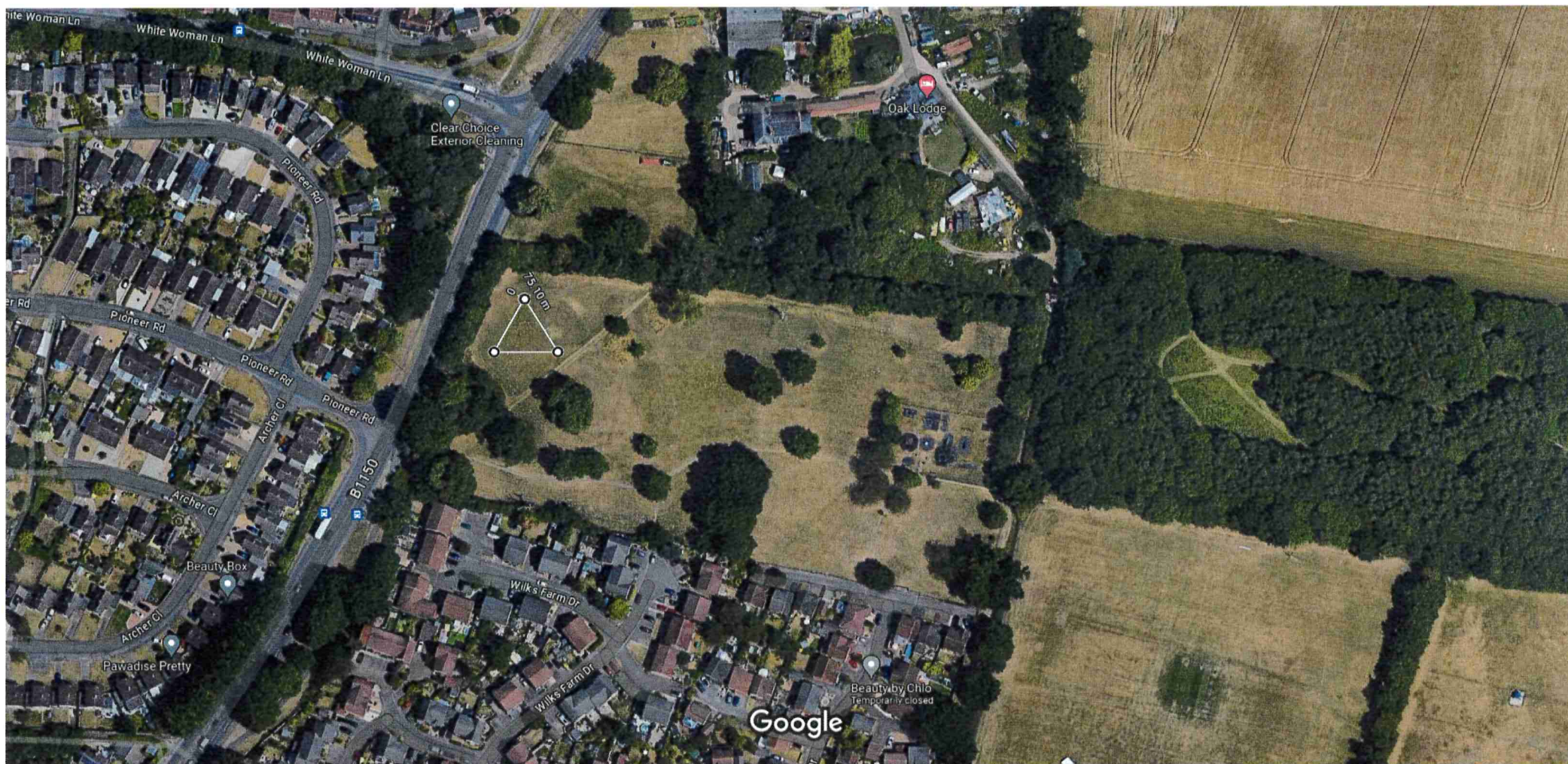
WW1 and WW2 Commemorative Trees

Based on Planting in an Equilateral Triangle

Ward	Location of Trees	Type of Tree	Indicative Size Classification	Distance Between Trees	Max. Extent of Canopies
Central	Wilks Farm Drive Open Space	Oak x1, London Plane x1, Horse Chestnut x1	Large	80ft / 25m	160ft x 145ft / 49m x 44.5m
North East	White House Farm LS Open Space	TBC	TBC	TBC	TBC
South East	Sparhawk Park	Silver Birch (3 different varieties)	Small	24ft 7.5m	48ft x 45ft / 15m x 14m
West	Windsor Park Gardens	Maple x1, Rowan x1, Other x1	Medium	30ft / 9m	60ft x 50ft / 18mx 17m

WILKS FARM DRIVE





Imagery ©2023 Airbus, CNES / Airbus, Getmapping plc, Infoterra Ltd & Bluesky, Maxar Technologies, The GeoInformation Group, Map data ©2023 20 m

Measure distance

Total area: 271.94 m² (2,927.14 ft²)

Total distance: 75.10 m (246.39 ft)



WILKS FARM
DRIVE
EXTENT OF CANOE



×

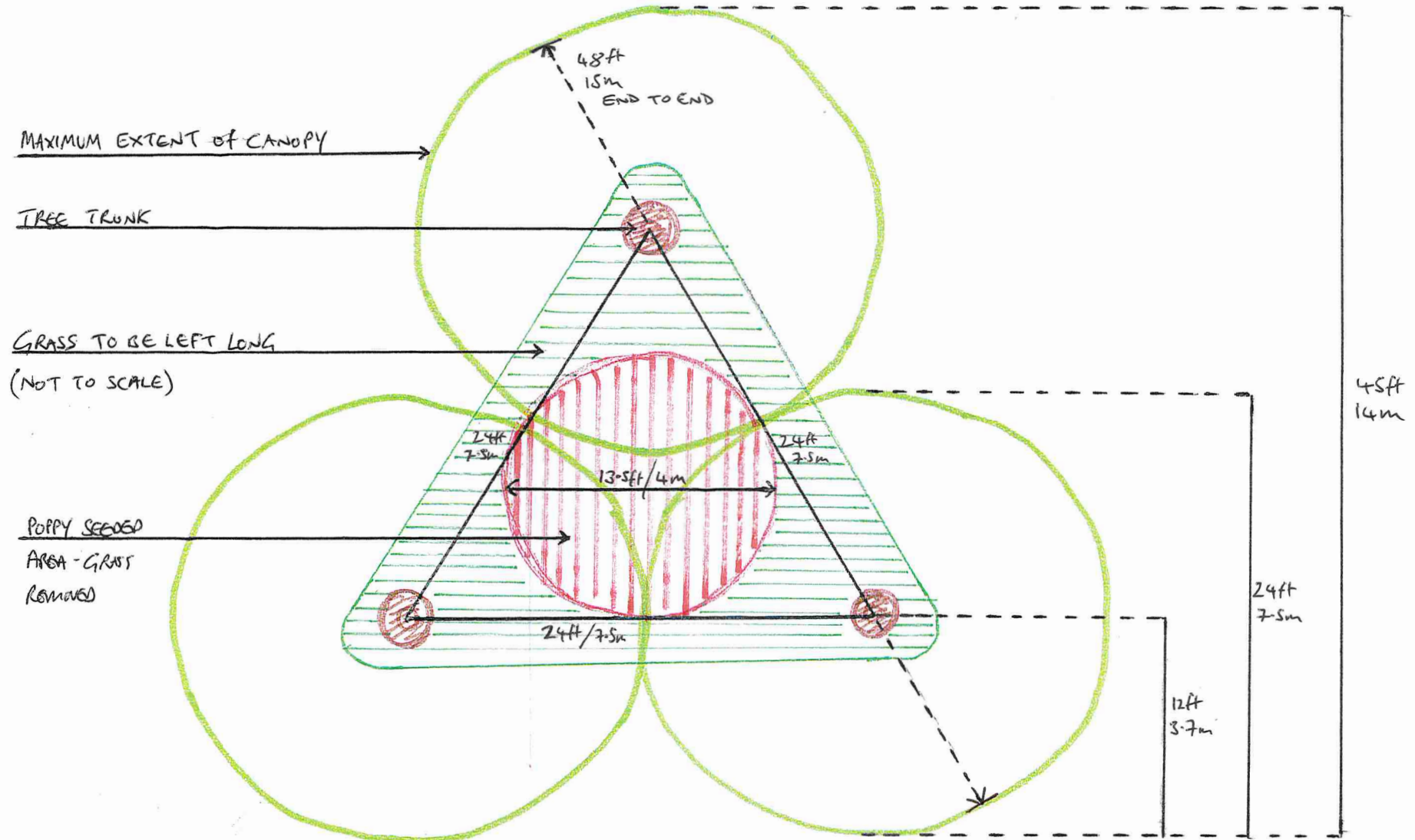
Measure distance

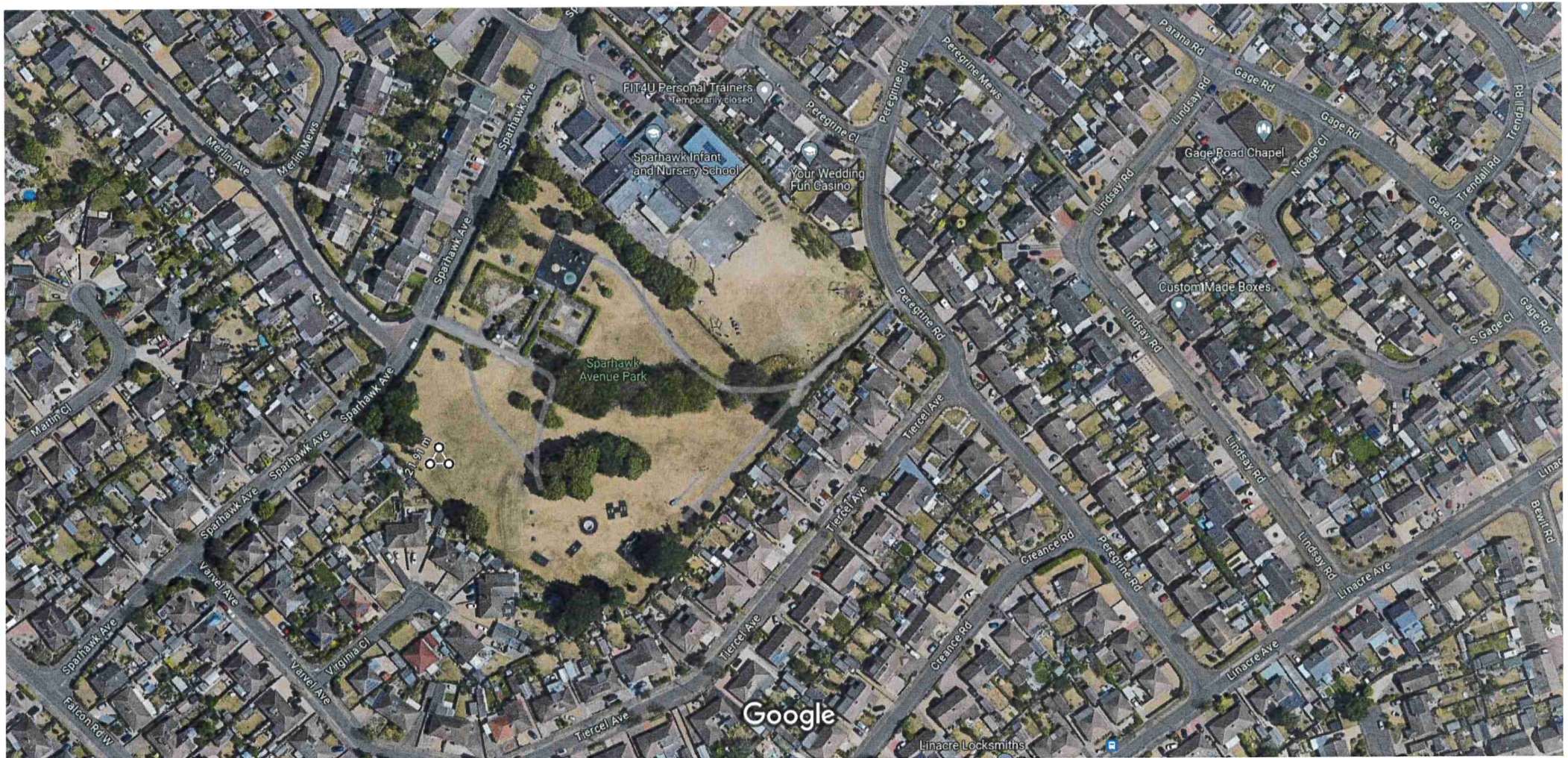
Click on the map to add to your path

Total area: 2,195.07 m² (23,627.58 ft²)

Total distance: 187.61 m (615.53 ft)

SPARHAWK PARK





Imagery ©2023 Airbus, CNES / Airbus, Getmapping plc, Infoterra Ltd & Bluesky, Maxar Technologies, The GeoInformation Group, Map data ©2023 20 m

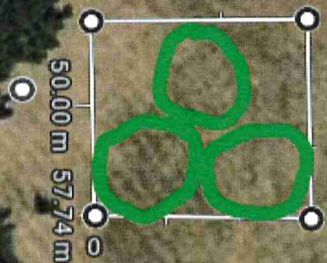
Measure distance

Total area: 23.12 m² (248.83 ft²)

Total distance: 21.91 m (71.89 ft)

SPARHAWK PARK
EXTENT OF CANOPY

Sparhawk
Avenue Park



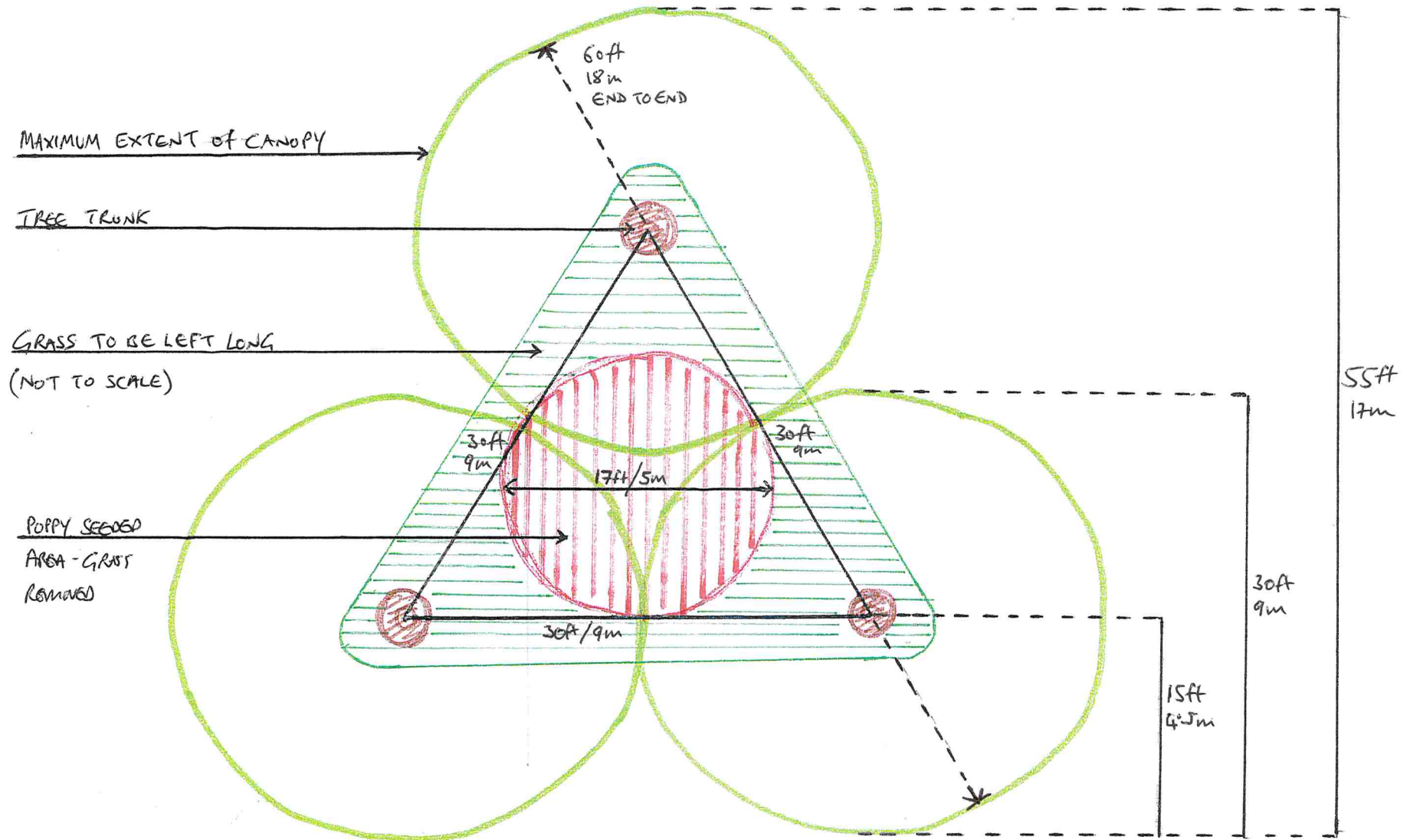
Measure distance

Click on the map to add to your path

Total area: 207.96 m² (2,238.49 ft²)

Total distance: 57.74 m (189.44 ft)

WINDSOR PARK GARDENS





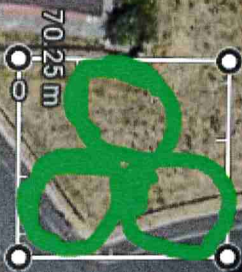
Imagery ©2023 Airbus, CNES / Airbus, Getmapping plc, Infoterra Ltd & Bluesky, Maxar Technologies, The GeoInformation Group, Map data ©2023 20 m

Measure distance

Total area: 35.88 m² (386.21 ft²)

Total distance: 27.46 m (90.09 ft)

WINDSOR PARK GARDENS
EXTENT OF CANOPY



Measure distance
Click on the map to add to your path
Total area: 308.27 m² (3,318.21 ft²)
Total distance: 70.25 m (230.49 ft)

Report to Town Council 23rd October 2024

Update on Viking Centre. As previously reported the Repair Shop has decided not to help with the restoration of the old sign, so we need to find an alternative. Cllr John Mallen found a signwriter to have a look and he has said it's too far gone for him to help but a friend could encapsulate it in resin at a cost of approx. £400. However, this means that if the resin is damaged e.g. with graffiti or burning, then that would be very difficult to repair so a simple frame with plastic screen would be preferable. At our monthly meeting with the contractors for the centre on the 8th October we had a look round. All the floors have now been screeded to provide a level surface throughout the whole of the ground floor. On the first floor the newer, much larger cupboard spaces have been built in the roof spaces which are great. The roof is almost finished and the scaffold has now been reduced to eaves level. The external rendering of the building is due to take place 20th October and the groundworks for the car park is due to commence 28th October for 6 weeks. 4th November the Velux windows in the roof of the hall are due to be installed. Now the big issue. There is a long delay with the acoustic lining to the roof of main hall which will delay completion until mid-January. There also ongoing discussions about lighting within the main hall. On the 15th October the Vice Chair, Town Clerk and myself met with the representatives of the community cafe and community shop. They are very enthusiastic and we were able to finalise the layout of the cafe. I'm feeling very positive about the venture.

On the 23rd September the Town Clerk and myself inspected the new cycleway through Harrisons Wood with the contractors for Persimmon Homes. While the surface is generally good, we observed several patches where there are loose and large stones which have led to complaints from residents. The "field" which will be home to the skatepark has been levelled but I'm not sure it is level enough for the proposed mini football pitch. We are still awaiting a date when the Town Council can take over the area and start work on the skatepark and installation of the play equipment. This is likely to be next spring.

At our regular update meetings with Broadland District Council planning department, we continued to raise concerns with the open areas of the Manor Park development especially the state of the playing fields and other grassed areas which should have been completed ready for use last May but were only opened to the public at the end of the summer holidays but are even now full of weeds and not much grass! We are also still discussing the provision of the MUGA. Persimmon wants to sign all areas off but we are not happy to do so in their current state. We were told that if we don't accept them then Persimmon will look for an alternative maintainer.

We are still awaiting a meeting with the developers to discuss their plans for Beeston Park, formerly TOWN and originally Beyond Green. The proposed new sewerage plant will be built by Seven Trent Water, not Anglian Water. So, occupants will be receiving one bill (as per the legislation) but water supply and sewerage will be itemised separately. This item is taking a lot of the developer's time at the moment so that they can get the scheme passed by Norfolk County Council before moving forward.

The illegal fence across the open area near Waxwing Way on the Manor Park development has yet to be removed despite continued efforts by Broadland District Council officers and especially Cllr Martin Booth. Hopefully this will be done soon so the grass can be cut and the area put back to public use.

On the 3rd October I attended the regular Town and Parish Forum with officers from Broadland District Council. The devolution deal offered by the previous government where councils were to receive £6m per year for 30 years with no indexing has been dropped by the current Labour Government, which is great news for Norfolk. They are looking for more

regionally based proposals and a standard model for future proposals. We had a presentation from the Emergency Planning officer. The main issue for Broadland is coastal flooding, flash flooding and flu pandemic. Councils are category 1 responder and are therefore at the heart of any efforts under the Civil Contingencies act 2004. Their duties include: Undertaking risk assessments, managing business continuity, carrying out emergency planning, warning and advising the public during times of emergency. We need to think about what networks exist in our community and be ready to co-ordinate during an emergency. Also identify the risks in our own community. It is National Flood Safety Week commencing 14th October.

The Senior Citizens Club are holding a Coffee Morning from 10am to 12 noon on 13th November. All councillors will be very welcome to attend. It is to raise funds to support this club now in its 76th year and is open to all over 55 living in or near Sprowston. As one of two Town Council representatives on their Welfare Committee I was invited to present the trophies at their bowls section presentation on the 8th October in my capacity as Chair of the Town Council. The Town Council and especially their ground staff were thanked for providing the bowls green in such a good condition. A new bench for the garden is being provided by the Arlington House charity. It is to replace one of two benches currently in the garden. They are still looking for a source of funds to replace the second bench.

On the 16th October the Town Clerk and myself met online with a representative of AECOM which is a consultancy for councils wanting to revise or write their Design Codes for use with Neighbourhood Plans. Their role is technical support, and effectively, project management for the technical aspects of a Neighbourhood Plan (such as Design Codes). The representative agreed that we meet the criteria for government funding. He will put the case to Locality (which is the Government's arms-reach agency responsible for supporting councils to write or review their Neighbourhood Plans). Locality will apply for funding from Central Government and once that funding is in place Locality will approve AECOM's technical support package and AECOM can then start giving our Neighbourhood Plan steering group technical support through a local team. That should be in place by mid-November. This is for the Design Code only. The service is entirely funded by Central Government at no cost the local councils. Also, we told that we could have a Housing Needs Assessment by exactly the same route to inform our Neighbourhood Plan and will also be entirely free of charge to use. The Housing Needs Assessment would use secondary data focused on our own local area and not the wider Broadland District Council area. We will have to decide whether we want this.

Bill Couzens
Chair of Sprowston Town Council.

Sprowston Town Council
PLANNING APPLICATIONS – 23 OCTOBER 2024

Broadland DC App. No	Location	Description	Type
2024/0475	White House Farm Shop And Cafe White House Farm Salhouse Road Sprowston, Norfolk	Permanent retention of one portable cabin	Full Planning Permission
2024/2445	183-185 Wroxham Road Sprowston Norfolk NR7 8AG	Relocation of 3 A/C units from north-east elevation of no. 185 further to the rear of 185 and installation of 5 additional A/C units, 3 to the rear of 183/185 and 2 to the front of 183/185 <i>Note: Town Council objected to the previous version of this application – see attached objection dated 26/09/2024</i>	Full Planning Permission
2024/2783	24 Varvel Avenue Sprowston Norfolk NR7 8JH	Proposed single storey rear extension	Householder
2024/2846	9 Lambert Road Sprowston Norfolk NR7 8XP	Single storey side extension with flat roof	Householder
2024/2894	15 Dovedales Sprowston Norfolk NR6 7QE	Conversion of garage into habitable room with access and additional wet room, external wall clad with bricks to match existing brickwork	Householder
2024/2939	56 Rosemary Road Sprowston Norfolk NR7 8ER	Proposed rear corner extension. New foul drainage to be connected into existing chamber in driveway	Householder
2024/3022	101 North Walsham Road Sprowston Norfolk NR6 7QG	Single storey extension to front elevation	Householder

Broadland District Council

Application Decisions made during the Week Ending 20 September 2024

Appl Number : 2024/2230
App Type : Householder
Parish: Sprowston
Location : 43 Blackwell Avenue Sprowston Norfolk NR7 8XN
Proposal : Erection of front porch
Decision : Approval with Conditions
(Delegated)
Date of decision : 20 September 2024

Application Decisions made during the Week Ending 27 September 2024

Appl Number : 2024/0693
App Type : Approval of Condition Details
Parish: Sprowston
Location : Land To The North Of Sprowston And Old Catton BTN
Wroxham Road & St Faiths Road
Proposal : Details of condition 2 and 3 (Phase 1) of 20180708 - Surface
water drainage
Decision : Approval of details - Approved
(Delegated)
Date of decision : 27 September 2024

Appl Number : 2024/2255
App Type : Full
Parish: Sprowston
Location : Tesco Stores Ltd Blue Boar Lane Sprowston Norfolk NR7 8AB
Proposal : Proposed new click & collect parking & double canopy above
finished in Red RAL 3020, with galvanized steel post for
support, 5x new 7 bollards, new 3.13 m high timber access gate
for entry & exit of Dot Com vans
Decision : Approval with Conditions
(Delegated)
Date of decision : 27 September 2024

Appl Number : 2024/2364
App Type : Householder
Parish: Sprowston
Location : 3 Sursham Avenue Sprowston Norfolk NR6 7LD
Proposal : Single storey rear extension
Decision : Approval with Conditions
(Delegated)
Date of decision : 25 September 2024

Application Decisions made during the Week Ending 4 October 2024

Appl Number : 2023/2369
App Type : Approval of Condition Details
Parish: Sprowston
Location : Deepwell Lodge Beeston Lane Sprowston Norfolk NR13 6ND
Proposal : Details of conditions 4, 5, 7 and 8 of 2024/0133 - vehicular access, visibility splay, off-site highway improvement works, travel information plan
Decision : Approval of details - Approved (Delegated)
Date of decision : 4 October 2024

Application Decisions made during the Week Ending 11 October 2024

Appl Number : 2024/1563
App Type : Non Material Amendment
Parish: Sprowston
Location : Land To The North Of Sprowston And Old Catton BTN Wroxham Road & St Faiths Road
Proposal : Non material amendment of permission 20161058 - Approval of a revised version of the Development Phasing and Infrastructure Improvement Strategy (DPIIS) v3.5 and parameter plans, updated by modest changes to the text and parameter plans
Decision : Approval with no Conditions (Delegated)
Date of decision : 8 October 2024

Appl Number : 2024/2559
App Type : Householder
Parish: Sprowston
Location : 10 Breydon Road Sprowston Norfolk NR7 8EE
Proposal : Single storey SIP extension to the rear of the property with internal and external alterations
Decision : Approval with Conditions (Delegated)
Date of decision : 9 October 2024