



**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

24/192. MINUTES (CONTINUED)

and signed by the Chair of the Council.

24/193. ACTION FROM MINUTES

(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 external sign will 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