



Minutes of the Sprowston Town Council meeting held Wednesday 24 September 2025 at the Council Chamber, Recreation Ground Road, Sprowston commencing 7.30pm.

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

M G Callam - H W Tarlton
D Coleman - A R Tipple
A L Parker - R H Tovell
K Vincent

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

Norfolk County Councillor: J M Ward

Electrical Testing Ltd: Simon Hobbs

Persimmon Homes: Remi Clark - External Affairs Manager Eastern Counties
Debbi Sherman - Head of Planning
Matthew House - Technical Director

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

25/178. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
A R Tipple	25/187 (4) - Grant Application (1 st Sprowston Guides)	Related to applicant

25/179. APOLOGIES FOR ABSENCE

Written apologies were received from Cllrs. B Baby, M A Booth, S D Booth, J H Mallen, E H Tovell and J Vasco.

25/180. RESIDENTS' QUESTIONS

On the motion of Cllr. W F Couzens, seconded by Cllr. J Leggett, it was **RESOLVED**, that the meeting be adjourned to receive residents' and councillors' questions on matters concerning the town. Residents and councillors were reminded that their

25/180. RESIDENTS' QUESTIONS (CONTINUED)

questions should be addressed to the Chairman who would, assisted by the Town Clerk.

As there were no residents present and no Councillor's questions the Chairman moved to the next item of business.

25/181. MINUTES

The Minutes of the Council's meeting held on 20 August 2025 having previously been circulated to all Councillors were confirmed and signed by the Chair of the Council.

25/182. STREETLIGHT LED REPLACEMENT PROGRAMME

Referring to his email, included in the agenda papers for this meeting, Simon Hobbs of Electrical Testing Ltd gave a further verbal update on the streetlight replacement programme advising that some of the existing LED lanterns might not be dimmable. This could not be confirmed until the system was installed.

Cllr. W F Couzens asked about outreach to Schools.

Simon Hobbs gave examples of previous interaction Electrical Testing Ltd had with schools. It was agreed this would be an item for future discussion.

25/183. COMPLAINT FROM S COUZENS

With regard to a complaint from Steve Cozens of Cozens (UK) Ltd, Simon Hobbs confirmed that Electrical Testing uses a mix of PAYE, CIS and self-employed workers.

Council noted that staffing was not a criterion of the original tender.

RESOLVED the response to Steve Cozens to:

- reiterate the main terms of the original response;
- include Simon Hobbs assurances at the meeting;
- clarify all decisions relating to the contract were made by either a panel of Councillors or full Council not by the Chairman or any single individual.

25/184. BEESTON PARK AND WHITEHOUSE FARM DEVELOPMENTS

Debbie Sherman gave a detailed presentation on Persimmon Homes plans for the development of Phase 1, land parcel A, Beeston Park located in the parish of Old Catton advising that:

- The energy centre is no longer required;
- The development will be of average density with on-plot parking and dwellings up to 3 storeys high;
- It will be a crated underground SUDS solution, due to the proximity to the airport;
- There will be 15% affordable housing of which 60% rent and 40% shared ownership.

25/184. BEESTON PARK AND WHITEHOUSE FARM DEVELOPMENTS (CONTINUED)

In answer to Councillors questions Debbie responded:

- Solar panels, swift bricks and hedgehog highways will be incorporated in the development;
- There is no intention to remove any mature trees;
- The spinal road will stop at Buxton Road and not go through to the airport;
- She will confirm which route HGV delivery vehicles will take to access the site during the build phase;
- Streetlighting will be provided subject to Norfolk County Council or the parish council requiring it;
- Open space will be delivered when all service infrastructure has been completed;
- The size of school required by the Education Authority will dictate the size of the remaining open space available;
- The compound will be situated in the corner of the open space and cleared when no longer required; to avoid those issues experienced by Council at the White House Farm development;
- There is no opportunity to provide walking routes on the southern boundary to connect with existing facilities as it is in private ownership. Access will be via the Buxton Road.
- Work is unlikely to commence on land parcels Phase 1, B and C until 2028.

Councillors reiterated their concerns with regard to HGV access as most routes were compromised and residential roads should be avoided.

25/185. ACTION FROM MINUTES

There were no actions resulting from the minutes.

25/186. POLICE UPDATE

Council noted the crime figures covering Sprowston between June and August 2025.

Cllr. J Leggett mentioned she had attended the police priority meeting held on 17 September 2025 and would forward details for Councillors information.

25/187. CORRESPONDENCE

(1) Norfolk ALC - LGR Review Update

Council noted the Norfolk ALC Local Government Update.

(2) Pronunciation of Sprowston

Council considered the request regarding the pronunciation of Sprowston.

RESOLVED to include the debate on the pronunciation of Sprowston.
in the Heritage Group Displays

(3) Consultation on the Local Plan for the Broads

25/187. CORRESPONDENCE (CONTINUED)

Council noted the Local Plan for the Broads public consultation 28 July to 26 September 2025.

(4) Grant Request - 1st Sprowston Guides

RESOLVED that a grant of £213.60 be made to 1st Sprowston Guides, St. Cuthbert's Church, Wroxham Road to assist with the purchase of bird house kits in accordance with Council's powers under section 137 of the Local Government Act.

25/188. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Council noted the written report from County Councillor J M Ward.

Cllr. J M Ward verbally reported:

A £13.8m investment by Norfolk County Council and First Bus will bring an additional 24 brand new electric double-decker buses to Norfolk to complement the current fleet of 76 buses.

Ref: Corbet Avenue: I am not in favour of speed humps, anywhere in fact. They damage vehicles and will lead to complaints about noise from adjacent households when commercial vehicles go over them. Road narrowing does work as a speed reducer but I don't think it suitable for Corbet Avenue, a road where there are normally quite a lot of cars parked. Does the Council have any vehicle speed data on this road?

I still have £4,000 left of my £5,000 Community grant. Grants can be made of up to £2,500 but anything over £500 needs to be match funded.

The grants available are for community groups or charities putting on events that bring people together.

I have already given £500 to SYEP for a Halloween event and £500.00 to an event at Sprowston Park and Ride.

Local Government Review - County are keen on a single unitary for Norfolk which gives by far the greatest savings. In response to a question from Cllr. A R Tipple Cllr. Ward advised there are no plans for Parish councils to have to take on road repairs.

County Councillor K Vincent said she also had £2,500 remaining of her Community grant. She agreed to clarify if it was only available for capital projects.

25/189. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Cottage Plantation

Having considered the Town Clerk's report, it was **RESOLVED** to explore accepting the lease and/or purchase of Cottage Plantation.

25/189. REPORT OF THE TOWN CLERK (CONTINUED)

1.2 Visit to Sprowston Academy

Councillors expressed an interest in attending a brief tour of facilities for potential community use at Sprowston Academy. It was **RESOLVED** the Town Clerk to canvass Councillors via email as to their availability on 6 October 2025 and 20 October 2025, and to then organise a visit.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 Streetlight Replacement and LED Upgrade Programme

Update given under Agenda Item 25/182.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 No matters were reported

PLANNING AND TRANSPORTATION

5.1 Bus Stop on Wroxham Road, Near Cannerby Lane

Council noted the bus stop on Wroxham Road near Cannerby Lane had been replaced with a Gold Standard bus shelter.

Attachments

6.1 Cottage Plantation - Email from BDC

6.2 Cottage Plantation - Location Map

6.3 Cottage Plantation - Five Year Spend

Further to his written report the Town Clerk advised:

- (1) He had requested lighting in the bus stop opposite the Blue Boar however, there was no connection for the electricity supply. Westcotec are trialling Solar Power lighting which could be an option in the future.
- (2) A resident has requested improved lighting on School Lane following incidents of his car being keyed. The incidents had been reported to PC Darryl Robinson.
- (3) Halsbury Homes had paid their Community Infrastructure Levy (CIL) to the District Council. The Town Council could expect approximately £25,000 followed by a further £75,000 at a later date, which he thought might also be delayed.
- (4) He had recently given permission for two people to metal detect on Barkers Lane playing field subject to conditions.

25/190. MEETING ADJOURNMENT

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

The meeting was reconvened.

25/191. SKATEPARK PROJECT

(1) Review of Feedback and Specifications from October 2021

Council reviewed the feedback and suggestions for Sprowston Skatepark as collected in 2021.

The Town Clerk reported that Harrison's Woodland and land for the skatepark should be transferred to the Town Council in Spring 2026. This would attract two amounts of approximately £250,000 plus £75,000 funded by Section 106.

(2) Appointment of Lawyers to Advise on tendering process and Draw up Contracts

RESOLVED to authorise the Town Clerk to engage lawyers to advise on the tendering process and to prepare a contract.

(3) Appointment of Panel to work with the Town Clerk to Evaluate Tenders and make recommendations to Full Council

RESOLVED to appoint a Working Group (which may include non-Councillor specialists), to work with the Town Clerk, evaluate contractor's tenders, and make recommendations to full Council.

25/192. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

(1) Neighbourhood Plan Review Working Group (NPRWG)

Cllr. W F Couzens was pleased to report the Beeston St. Andrew Survey had been delivered.

(2) Recreational Facilities Working Group (RFWG)

Cllr. J Leggett confirmed the next RFWG meeting was scheduled for 14 October 2025.

25/193. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS

(1) Sprowston Heritage

Cllr. W F Couzens advised the next Heritage meeting was scheduled for 17 October 2025.

(2) Cllr. W F Couzens Report

25/193. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS (CONTINUED)

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

(3) Nation Association of Local Councils

Cllr. J Leggett said NALC were now holding monthly meetings and concentrating on getting things in order, recently recruiting a new Communications Officer.

25/194. 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:

2025/2518 - proposed side and rear extensions at 15, Allerton Road, Sprowston.

2025/2521 - proposed single-storey ground floor side and rear extension at 15, Higham Close, Sprowston.

2025/2522 - raising of warehouse roof at Fitzmaurice Warehouse, Avian Way, Sprowston.

2025/2532 - two storey extension at 132, Linacre Avenue, Sprowston.

2025/2625 - two storey extension at 14, Parkland Road, Sprowston.

(b) To strongly oppose the granting of planning application 2025/2416 - change of use from (C3) residential dwelling house with two annexes to (C1) Bed and Breakfast, single storey rear extension and rear dormer at 186, North Walsham Road, Sprowston on the grounds that it is:

- An unacceptable change of use;
- Out of keeping with the surrounding area;
- An overdevelopment of the site and not subservient to the original dwelling.

Furthermore, there is insufficient parking provision, only 4 parking spaces for a proposed property of 5 suites and two staff.

(c) To oppose the granting of planning application 2025/2833 - G001: Common holly x4 (Ilex Aquifolium), Pedunculate oak x6 (Quercus robur) - Reduce canopies of x2 trees by up to 3m to reduce encroachment into site. T006: Pedunculate oak

(Quercus robur) - Reduce canopy overhang by up to 4m to reduce site encroachment at 1 Roundtree Way Sprowston on the grounds that:

25/194. PLANNING (CONTINUED)

- Oak is part of an established bat run and reduction works of T006: Pedunculate Oak (*Quercus Robur*) should not be considered without a ground level tree inspection by a qualified ecologist and bat specialist.

Council has no objection to the proposed works to G001: Common Holly x4 (*Ilex Aquifolium*)

- (d) To oppose the granting of planning application 2025/2760 - 1no. new self-build bungalow and associated external works at Land adjacent 60, Russell Avenue, Sprowston on the grounds that it is an over development of the site and an undesirable form of back land development.

25/195. PLANNING DECISIONS

Council noted the planning decisions for weeks ending 15 August, 29 August and 5 September 2025.

25/196. SCHEDULE OF DIRECT DEBIT PAYMENTS

The Town Clerk and Responsible Financial Officer presented the schedule of direct debits totalling £21,258.12.

The schedule of direct debit payments to 24 September 2025 totalling £21,258.12 was approved and noted.

25/197. PAYMENT OF ACCOUNTS

(1) Invoices to pay 24 September 2025

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to pay to 24 September 2025 totalling £34,131.51.

In response to questions from Cllr. A R Tipple the Town Clerk explained:

Invoice 2025/655 - Repair resident's front wall on Colindeep Lane was caused by a member of the grounds team cutting too close to a resident's boundary resulting in damage to the wall.

Invoice 152075 - Hire costs for 4M Concrete barriers were monthly. He was in the process of obtaining quotations for a more permanent solution.

On the motion of Cllr. J Leggett, seconded by Cllr. R H Tovell it was **RESOLVED** that payment of the schedule of invoices to pay to 24 September 2025 totalling £34,131.51 be approved.

(2) Invoices Paid to 24 September 2025

The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 24 September 2025 totalling £121,119.68.

25/197. PAYMENT OF ACCOUNTS (CONTINUED)

On the motion of Cllr. J Leggett, seconded by Cllr. M G Callam it was **RESOLVED** that payment of the schedule of invoices paid to 24 September 2025 totalling £121,119.68 be approved.

25/198. SCHEDULE OF CREDIT CARD PAYMENTS - 24 SEPTEMBER 2025

The schedule of credit card payments to 24 September 2025

- (1) July Purchases totalling £1,742.53 was approved and noted.
- (2) August Purchases totalling £457.60 was approved and noted.

25/199. EXCLUSION OF PRESS AND PUBLIC

Cllr. W F Couzens 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.

25/200. PLANNING ENFORCEMENT

- (1) Current Enforcement Cases

Council noted the list of current planning enforcement cases.

- (2) Closed Enforcement Cases

No closed planning enforcement cases were presented.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 9.56pm.

22 October 2025

Chair