



## NOTICE OF MEETING

### AND SUMMONS TO ATTEND

The meeting of Sprowston Town Council  
will be held in the St. Quintin Room, at Sprowston Diamond Centre, School Lane  
Sprowston on Wednesday 14 October 2015 at 7.30pm

### AGENDA

Item No.

1. To receive declarations of interest
2. To receive apologies for absence (proforma enclosed).
3. To confirm the minutes of the Council's meeting held on 23 September 2015. Pages 1 - 5
4. To receive any Police Liaison Officer's report. Page 6
5. To receive correspondence & agree action/response arising from the minutes.
6. To receive any written/verbal reports from Sprowston County and District Councillors. Page 7
7. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak<sup>1</sup>.
8. To receive the report of the Town Clerk and make decisions on: Pages 8 -19
  - 1.1 Sparhawk Park termination of lease
  - 4.1 Council's Insurance
  - 4.2 Grant Aid - Royal British Legion
  - 5.2 Broadland District Council Annual Meeting for Town and Parish Councils
9. Adjourn the meeting for a short break.
10. To consider planning applications to 14 October 2015. Page 20 - 21
11. To confirm the payment of accounts to 14 October 2015. (supplementary to follow) Pages 22 - 23
12. To receive the schedule of credit card payments. Page 24
13. To receive the schedule of direct debits Page 25
14. To receive any written/verbal reports from the Council's Working Groups.  
Verbal report from the Finance Working Group papers enclosed, discussion on future identified projects to be included in the 2016/17 budget.
15. To receive any written and verbal reports from Members representing the Council on or at outside organisations. (proforma enclosed)

June Hunt  
Town Clerk

9 October 2015

Council Office. Sprowston Diamond Centre . Sprowston . Norwich.NR7 8TR  
Tel: 0845 004 6227 or (01603 408063) . Fax: (01603) 418113 . Email: townclerk@sprowston-tc.gov.uk

Footnote:

*<sup>1</sup> Members 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.*

*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](http://www.broadland.gov.uk) and follow the links through to planning.*

*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](http://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.  
Going ahead*



#### 15/241. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

- two weeks of Talks and Walks on the North East Norfolk Coast was to be held from 17 October to 1 November 2015 as part of the Norfolk Walking Festival.
- 14 companies were now at Scottow Enterprise Park employing 64 full time equivalent staff.
- she had attended a presentation on recycling and advised that recycling products enclosed in a bag prior to being placed in a recycle bin are considered to be contaminated.
- she had visited Saffron House following refurbishment.

Mr N Shaw reported that:

- he had attended a Joint Highways Committee where the main subject for discussion was road closures in Norwich City centre, all part of the Norwich Transportation Strategy
- phase 4 of the Blue Boar Lane development had been approved with provision of a skatepark on the site.

#### 15/242. RESIDENT'S QUESTIONS

On the motion of Mr K Lashley, seconded by Mr R J Knowles it was **RESOLVED**, that the meeting be adjourned to receive residents' questions on matters concerning the town. Residents were reminded that their questions should be addressed to the Chairman who would, assisted by the Town Clerk, reply.

Sue Harper - Chairman of School Lane Pre-School referred to the extension plans for Sprowston Diamond Centre and progress. She advised Members that the Pre-School had been awarded two grants towards extending their facilities as they were currently at capacity with an increasing waiting list.

The Chairman stated that this item would be discussed later in the agenda.

#### 15/243. PRESENTATION BY ISOBEL HORNER

Isabel Horner, Capital Programme Manager Children's Services Norfolk County Council gave a presentation on future placement requirements in schools across Sprowston and answered Members questions arising therefrom.

She also asked if land at Sparhawk Park could be returned to Sparhawk Primary school sooner than had been agreed.

**RESOLVED** that this request be made in writing and considered at a future meeting of the Council.

#### 15/244. SCHOOL LANE PRE-SCHOOL

Further to Minute 15/229 3.2, the Town Clerk reported that School Lane Pre-School had been awarded a £3,000 grant from Broadland District Council and £6,000 grant from Geoffrey Watling Charity. The grants were available for 12 months subject to the Pre-School's confirmation that they would be progressing with development and their acceptance of the grants.



## COUNCIL MEETING – 23 SEPTEMBER 2015

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 23 September 2015, the following Members were present:-

Mr I Moncur – Chairman

Mr J W Bracey	-	Ms T Landamore
Mr W F Couzens	-	Mrs B J Lashley
Mr R A Fowkes	-	Mr K Lashley
Mr R J Knowles	-	Mrs J Leggett
Mr G Landamore	-	Mrs J Poynter
Mr N Shaw		

In attendance

Mrs J Hunt	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer

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### **15/237. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of disclosable pecuniary and other interests were received.

### **15/238. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Mr J H Mallen, Mr C L Noble and Mr J M Ward.

### **15/239. MINUTES**

The Minutes of the Council's meeting held on 2 September 2015, having previously been circulated to all Members were, subject to the following amendment:

Minute 15/224 - delete shoes in bags.

confirmed and signed by the Chairman of the Council.

### **15/240. POLICE LIAISON OFFICER'S REPORT**

The Chairman welcomed to the meeting, PC Keith Lambert who elaborated on some of the instances recorded in the crime statistics for Sprowston since the last meeting.

### **15/241. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward, District and County Councillor.

Mrs J Leggett reported that:

- she was pleased to have given out certificates to children at Sprowston Library who had completed the summer reading challenge.
- she wanted to know if parish and town Councils were using Norfolk Country Council Rangers to the full extent.
- Norfolk County Council is considering engaging a waste consultant to look at how to dispose of the County's waste post 2020.

**15/244. SCHOOL LANE PRE-SCHOOL (CONTINUED)**

She went over the cost of build and asked Council to consider either building an extension to the pre-school, proceed with phase 3 development of Sprowston Diamond Centre or alternative option.

Mr N Shaw proposed seconded by Mr K Lashley to proceed with an extension to the pre-school.

On being put to the vote the motion was **CARRIED**.

**15/245. CHILD AND VULNERABLE ADULT PROTECTION POLICY**

**RESOLVED** to adopt the revised Child and Vulnerable Adult Protection Policy.

**15/246. ACTION PLAN**

**RESOLVED** to approve the Action Plan subject to the following amendments:

- insert Street Lighting
- insert review IT office equipment maintenance contract

**15/247. COUNTY ASSOCIATION FOR THE LOCAL COUNCIL AWARD SCHEME QUALITY GOLD STATUS**

With minor amendments the Council

**RESOLVED** to approve the criteria check sheet and authorise the Town Clerk to apply for quality gold status.

**15/248. REPORT OF THE TOWN CLERK**

**COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES**

**1.1 Sport England**

Members noted that the Council had not been accepted for the next round of submission towards receiving a grant for the redevelopment of Sprowston Diamond Centre from Sport England.

**1.2 Sprowston Diamond Centre**

Having considered the report of the Town Clerk it was

**RESOLVED** to authorise the Town Clerk to accept the quotation from T. Gill & Son (Norwich) Ltd, option 2 at a total cost of £2,870.43 plus VAT for roof repairs at Sprowston Diamond Centre.

**1.3 Post Mill Close Open Space**

**RESOLVED** to authorise the Town Clerk to accept the quotation from A. Waterfield & Sons Ltd to construct a brick wall around the open space at Post Mill Close at a total cost of £9,000 plus VAT and asphalt the surface at a total cost of £4,757 plus VAT, to be financed from the Council's savings on current budget or reserves.

**CEMETERY**

**15/248. REPORT OF THE TOWN CLERK (CONTINUED)**

**2.1 No matters were reported**

**STREET LIGHTING**

**3.1 No matters were reported**

**CENTRAL ADMINISTRATION AND PERSONNEL**

**4.1 No matters were reported**

**PLANNING AND TRANSPORTATION**

**5.1 Appeal against Broadland District Council Decision**

Members noted the appeal to the Secretary of State against the decision of Broadland District Council to refuse outline planning permission for a single story front/side extension at 2, Blenheim Crescent, Sprowston NR7 8AW.

**15/249. MEETING ADJOURNMENT**

On the motion of Mr R J Knowles seconded by Mrs J Leggett it was

**RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

**15/250. 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:

2015/1435 - first floor rear extension at 37, Neville Road

2015/1476 - two storey side & rear extension at 136, Wroxham Road

2015/1519 - rear extension & rooms in the roof at 5, Russell Avenue

(b) to raise no objection to planning application 2015/1386 - sub-division of plot and erection of dwelling (outline) at Grange Cottage, Salhouse Road subject to Norfolk County Council Highways approval following concerns expressed with regard to road safety.

(c) to oppose the granting of planning application 2015/1441 - erection of 2 flats at 3, Clover Road on the grounds that it is a gross over development of the site, detrimental to neighbours amenities, insufficient parking provision and it is contrary to the Sprowston Neighbourhood Plan.

**15/251. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 23 September 2015 totalling £39,550.24 and answered Members' questions arising therefrom.



**15/251. PAYMENT OF ACCOUNTS (CONTINUED)**

On the motion of Mr K Lashley, seconded by Mrs J Poynter it was

**RESOLVED** that payment of the accounts to 23 September 2015 totalling £39,550.24 be approved and the schedule authorising payment signed by Mr R J Knowles and Mrs B J Lashley.

**15/252. SCHEDULE OF CREDIT CARD PAYMENTS**

The schedule of credit card payments totalling £275.42 was approved and noted.

**15/253. SCHEDULE OF DIRECT DEBITS**

The schedule of direct debit payments totalling £473.19 was approved and noted.

**15/254. REPORTS FROM COUNCIL'S WORKING GROUPS**

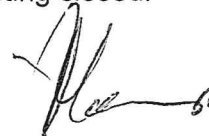
No written reports were received.

**15/255. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

No written reports were received.

There being no other necessary business the Chairman of the Council thanked Members for their attendance and declared the meeting closed.

14 October 2015



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CHAIRMAN



Logged crimes on our Crime System:

17th Sept to 6th Oct 2015

Actual Bodily Harm	3
Affray	1
Aggravated taking of motor vehicle	
Arson (not endangering life)	
Assault police	
Attempt to pervert the course of justice	
Blackmail	
Breach of Restraining Order	
Burglary dwelling (inc with intent & attempt)	
Burglary other than dwelling (inc with intent & attempt)	2
Causing intentional harassment, alarm or distress	
Common assault & battery	3
Cruelty or neglect of children	
Criminal damage (dwellings)	2
Criminal damage (other buildings)	
Criminal damage (other)	2
Criminal damage (vehicles)	6
Disposal/realisation of stolen goods	
Drugs offences	2
Exposure	
Fear or Provocation of Violence	
Fraud/deception	
Going equipped to steal	
Grievous Bodily Harm (without intent)	
Handling stolen goods	
Harassment	
Harassment, Alarm or Distress	1
Hate incident	
Intimidating a Witness	
Interference with motor vehicle	
Making off without payment	
Offences relating to notification	
Owner or person in control allowing dog to be dangerously out of control	
Permitting premises to be used for unlawful purposes - class B Cannabis	
Possession of drugs	
Possess drugs with intent to supply	
Possession of an Offensive Weapon	
Racially/regligiously aggravated intentional harassment, alarm or distress	
Robbery (personal)	
Sending letters etc with intent to cause distress or anxiety	
Sexual offences	
Shoplifting	3
Theft from conveyance	
Theft by employee	
Theft from motor vehicle	
Theft from the person of another	
Theft in a dwelling	1
Theft of motor vehicle	
Theft of pedal cycle	1
Theft other	
Threats to damage or destroy property	
Threats to kill	1
Unauthorised taking of motor vehicle	
Unlawful importation of a controlled drug	
Use of words or behaviour or displaying written material	
Wounding or inflicting Grievous Bodily Harm with or without weapon	
Total:	28

No. of calls taken by our Control Room from/regarding the Town:

134

4<sup>th</sup> October 2015

## **Report from Councillor John Ward**

### **Broadland District Council**

The Pinebanks Development will be getting two entrances after all; Hillcrest Road and Henby Way after the Cabinet agreed to take ownership of the disputed land at Henby Way and quash the restrictive covenants if there is no agreement between the parties by Nov 3<sup>rd</sup>.

The Council has seen an increase in the number of abandoned vehicles reported. Action will not be taken until a vehicle has been stationary for a minimum of 21 days. A vehicle's tax and MOT status can be checked at <https://www.vehicleenquiry.service.gov.uk>

Broadland has launched Top Dog where residents are asked to sign a pledge saying they will pick up after their pet and will report those who do not. A free dog ribbon and poo bags will be given to all those who sign up.

A pilot scheme for the kerbside collection of recyclable electricals in Reepham has been very successful and will be rolled out to other areas shortly.

### **Norfolk County Council**

Norfolk has a new Chief Fire Officer following the appointment of Roy Harold to replace Nigel Williams who has retired. Mr Harold has 25 years fire and rescue service experience and has been Norfolk's Deputy Chief Fire Officer since 2013. He will also take on the role of Assistant Director for Fire and Community Resilience which encompasses Trading Standards, Community Safety and Emergency Planning.

Norfolk's seven-year-olds have posted record results in reading with the County moving ahead of the national average for the first time. 91% of pupils achieved expected level two or above, up from 89% in 2014 and above the national average of 90%.

With regards to "Devolution", the press got it wrong when they stated there is to be a combined or merged Suffolk & Norfolk County Council. This is not the case; the two Councils are seeking new/additional decision making power and resources from Central Government which would be exercised jointly by the two Councils.

## COUNCIL MEETING – 14 OCTOBER 2015

### Report of the Town Clerk

#### COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

##### **1.1 Sparhawk Park Termination of Lease**

Attached, is a formal request from Norfolk County Council requesting this Council to agree to early termination of the lease for hire of Sparhawk Park, with immediate effect. The attached map shows the 1.8m fencing and gate arrangement for the future.

**Recommendation:** to instruct the Town Clerk accordingly.

#### CEMETERY

##### **2.1 No matters to report.**

#### STREET LIGHTING

##### **3.1 No matters to report.**

#### CENTRAL ADMINISTRATION AND PERSONNEL

##### **4.1 Council's Insurance**

The Council's Insurance is due for renewal on 1 April 2016. The Policy Schedule of cover is enclosed for Members information, which follows previous years cover with addition to the premium for the Pavilion following recent works. Details of the renewal costs with Zurich Insurance plc are attached for a 1 year agreement, together with explanation of the long term agreement over 3 years with an option to extend for a further 2 years.

**Option:** for Members to instruct the Town Clerk with regard to the level of cover offered by the Policy Schedule and insurer.

##### **4.2 Grant Aid - Royal British Legion**

The Remembrance Service will be held at St Mary and St Margaret Church on **SUNDAY 8th NOVEMBER AT 10:45am** where the Chairman of the Council, Mr I Moncur, will lay a wreath on behalf of Sprowston Town Council.

**Recommendation:** to consider a donation to the Royal British Legion. For information the Council made a donation of £200.00 in 2014.

#### PLANNING AND TRANSPORTATION

##### **5.1.1 Appeal against Broadland District Council decision 37 Blenheim Road, Sprowston, NR7 8AL**

The appeal made to the Secretary of State against the decision of Broadland District Council to refuse outline permission for a semi-detached bungalow occupying a corner plot on the south side of Blenheim Road, adjacent with

Blenheim Crescent, has been dismissed and the enforcement notice is upheld.

**5.1.2 Appeal against Broadland District Council decision 49 Cozens Hardy Road, Sprowston, NR7 8QF**

An appeal has been made to the Secretary of State against the decision of Broadland District Council to refuse sub division of garden to form a new dwelling (outline). The representations made by this Council have been forwarded to the Planning Inspectorate.

**5.2 Broadland District Council Annual Meeting for Town and Parish Councils**

Attached, for Members information is an email from the Administration Manager at Broadland District Council outlining the annual meeting for Town and Parish Councils which will take place on Thursday 12<sup>th</sup> November with a buffet served from 6.30pm, meeting to start at 7.30pm.

**Option:** for Members to identify attendance at the annual meeting.

**5.3 Norfolk County Council – 20mph Speed Limit Zone Order Notice**

Attached, for Members information, is a schedule of 20mph speed limit zone Order for various Sprowston roads following the conversion to cycletrack/ footway and pedestrian and cyclist crossings.



June Hunt  
Town Clerk



NCC general enquiries: 0344 800 8020  
Textphone: 0344 800 8011Sprowston Town Council  
c/o June Hunt  
ClerkYour Ref:  
Date: 7 October 2015My Ref:  
  
Tel No.: 01603 222246  
Email: Isabel.horner@norfolk.gov.uk

Dear Councillors

**Sprowston Sparhawk – playing field adjacent to school**

You will be aware that the lease is due to terminate in December 2015.

I would like to formally request on behalf of the school that the land be returned before this date.

In discussion with Kevin Brown from NPS I understand that the rent is paid in two instalments during the year and the next payment is expected on 8 October. We propose that the invoice for this is cancelled and no further payment be collected. If this can be agreed at the next meeting of the Town Council this month no further rent will be required.

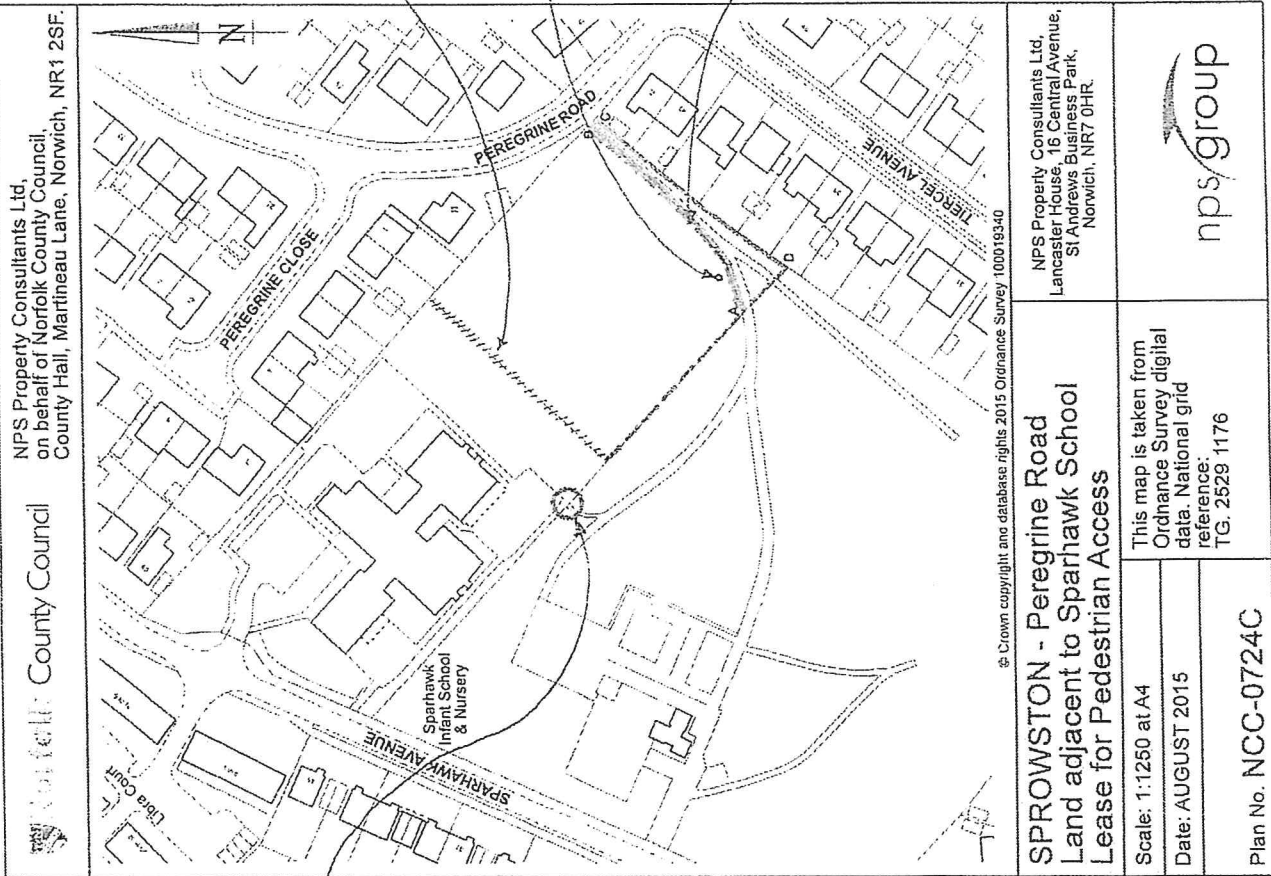
I attach a map with the proposed boundary line against the remaining land for the Town Council's use. The fence will run from A to B but also from the existing school boundary to this line. It is the intention of the school to retain an access gate towards Peregrine Way to allow a managed pedestrian access for parents and children at the beginning and end of the school day.

I hope this meets with your approval and I await your decision.

Yours sincerely

Isabel Horner  
Capital Programme Manager  
Children's Services

24



<p>NPS Property Consultants Ltd, on behalf of Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2SF.</p>		<p>NPS Property Consultants Ltd, Lancaster House, 16 Central Avenue, St Andrews Business Park, Norwich, NR7 0HR.</p>
<p><b>SPROWSTON - Peregrine Road</b> Land adjacent to Sparhawk School Lease for Pedestrian Access</p>		<p>This map is taken from Ordnance Survey digital data. National grid reference: TG. 2529 1176</p>
<p>Scale: 1:1250 at A4 Date: AUGUST 2015</p>		<p>Plan No. NCC-0724C</p>
<p>© Crown copyright and database rights 2015 Ordnance Survey 100019340</p>		<p>nps/group</p>

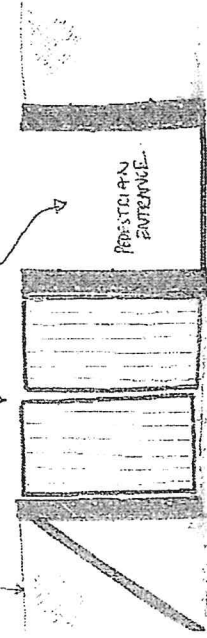
SCHOOL WILL UNLOCK THIS GATE BETWEEN 08:30 AND 09:00 AND BETWEEN 14:50 AND 16:00 TO ALLOW PARENTS TO ACCESS THE SCHOOL.

GATE CAN BE USED BY SCHOOL FOR GROUNDS ACCESS TO CUT GRASS ETC

PEDESTRIAN ENTRANCE WILL BE USED BY SCHOOL CHILDREN BEING PICKED UP AND PICKED UP FROM SCHOOL

11

EXISTING FENCE 1800MM HIGH



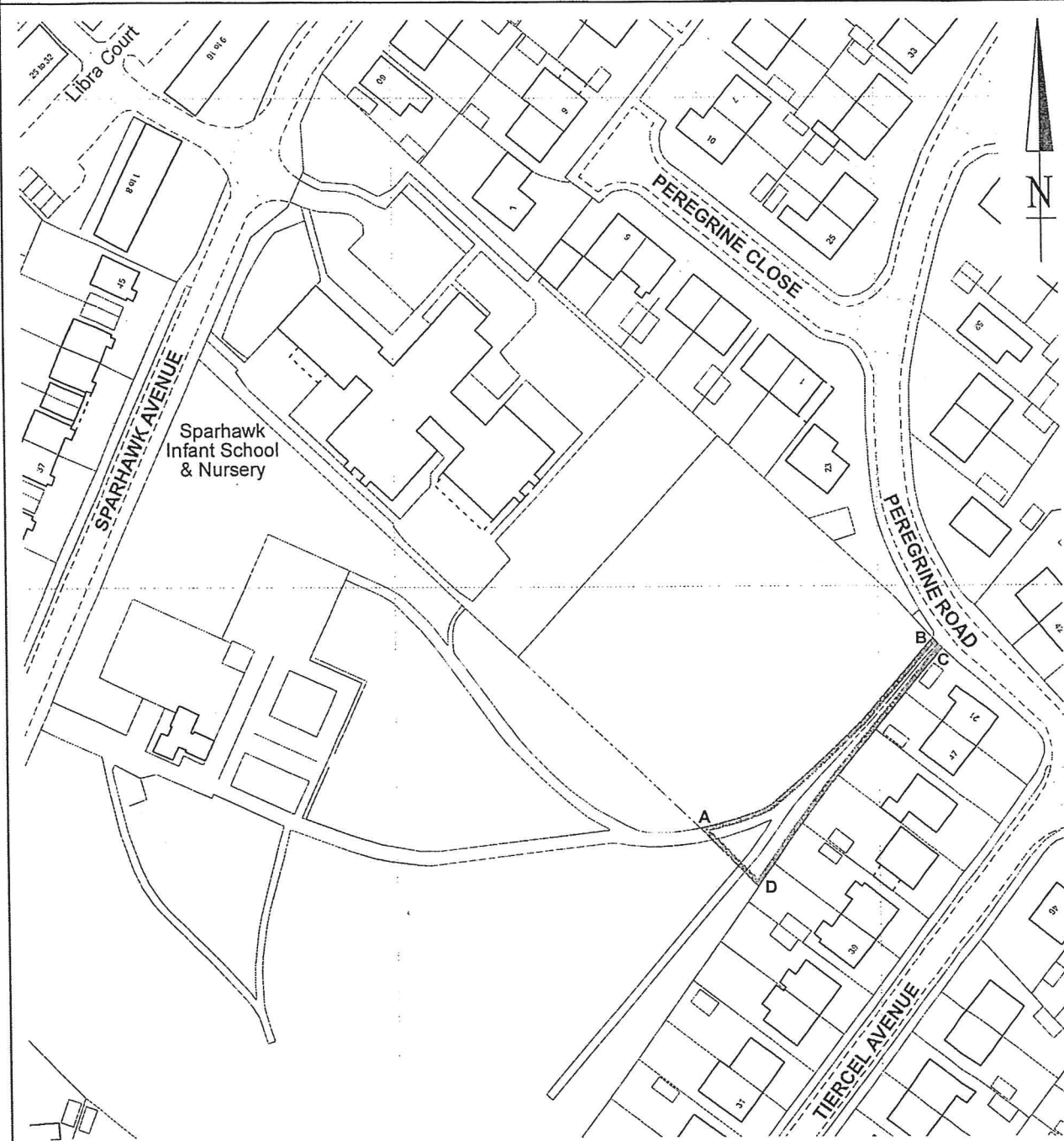
FENCE LINE WILL RUN FROM THIS GATE POST

VIEW FROM PARK SCHOOL SIDE



Norfolk County Council

NPS Property Consultants Ltd,  
on behalf of Norfolk County Council,  
County Hall, Martineau Lane, Norwich, NR1 2SF.



© Crown copyright and database rights 2015 Ordnance Survey 100019340

## SPROWSTON - Peregrine Road Land adjacent to Sparhawk School Lease for Pedestrian Access

NPS Property Consultants Ltd,  
Lancaster House, 16 Central Avenue,  
St Andrews Business Park,  
Norwich, NR7 0HR.

Scale: 1:1250 at A4

Date: AUGUST 2015

Plan No. NCC-0724C

This map is taken from  
Ordnance Survey digital  
data. National grid  
reference:  
TG. 2529 1176

nps group

Mrs June Hunt  
Sprowston Town Council  
Council Office  
Sprowston Diamond Centre  
School Lane  
Sprowston, Norwich  
Norfolk  
NR7 8TR

Zurich Town, Parish and Community  
Council Team  
PO Box 726  
Chichester Date  
PO19 9PS

2nd October 2015

Direct Phone: 01243 832117

Direct Fax: 01243 210101

E-mail:

jonathan.meiseles@zurichtownandparish.co.uk

Policy Numbers: YLL-272003-6303  
Renewal Date: 1st April 2016

Communications will be monitored  
regularly to improve our service and  
for security and regulatory purposes

Dear June,

Zurich Insurance plc, a public limited  
company incorporated in Ireland.  
Registration No. 13460. Registered  
Office: Zurich House,  
Ballsbridge Park, Dublin 4, Ireland.  
UK Branch registered in England and  
Wales

Registration No. BR7985.

UK Branch Head Office:

The Zurich Centre,

3000 Parkway,

Whiteley, Fareham, Hampshire PO15  
7JZ.

Thank you for your time to discuss the renewal of the above named policy. As discussed, I will detail below the alternative premiums based on a one year agreement together with the premiums for entering into a Long Term Agreement over 3 and 5 years. I am enclosing an explanation leaflet about the Long Term Agreement terms.

1 year Agreement	£6,920.70
3 year Long Term Agreement – with the 3 year agreement, the Council has the option to extend for a further 2 years.	£6,335.02

(All premiums are annual and inclusive of Insurance Premium Tax @ 9.5%)

**Please note with effect from the 1st November 2015 Insurance Premium Tax has risen from 6% to 9.5%.**

I can confirm that your property sums insured have been uplifted by the appropriate index-linking percentages for 2016 (3% for All Risks, Buildings and Contents).

I have increased the Pavilion sum insured to £1 million for the quotation purposes although the work has not yet been completed.

I have increased the Public Liability cover to £15 million at no extra cost to the Council.



I am enclosing a copy of the Policy Schedule detailing the cover for the Council. I would ask you to check the details to ensure these are all correct. It is important to have adequate levels of cover for all sections of the policy so that the Council is not left exposed in the event of a claim.

Once the decision has been made, all I will need is an email to confirm on which basis you would like to renew and then I can organise all the documentation to be sent.

I trust this to be in order but if you have any queries or questions concerning your policy then please do not hesitate to contact me.

Yours sincerely,

**Mr Jonathan Meiseles**  
**Customer Account Manager**  
**jonathan.meiseles@zurichtownandparish.co.uk**  
**Tel: 01243 832117**



## LONG TERM AGREEMENT

### Explanatory Note

Discounts are given off annual premiums where the Insured enters into a Long Term Agreement, normally of five years duration. If the Company does not change any terms (including premium rates) then the Insured must offer the business for renewal. The following would not be considered as changes in terms:

- (i) Premium changes because of alterations to policy estimates (sums insured, wages & salaries, etc.)
- (ii) Inflationary increases (Average Earnings Index applies) on Motor, Engineering & Risk & Financial Management Programme (Premium/fees/deductible)
- (iii) Any market agreed restrictions in cover e.g. Terrorism
- (iv) The imposition by Government of any levy or tax

Any changes to terms or conditions other than those stated above releases the Insured from the agreement & the business need not be renewed. If, however, the Insured accepts the new terms then the agreement continues without interruption.

An offer by the Company during the currency of a Long Term Agreement involving a lower premium or less onerous conditions does not constitute a valid reason for terminating the agreement.

Each Part is considered to be a separate contract for the application of the Long Term Agreement. Likewise each part of a combined policy incorporating a Long Term Agreement is treated as a separate contract, i.e. a break on a part of the policy does not affect Agreements on other parts.

The existence of a Long Term Agreement clause in the policy is evidence of the contract & hence it is not necessary to have a signed form.

**From:** Malcolm Black <malcolm.black@broadland.gov.uk>  
**Sent:** 01 October 2015 16:57  
**To:** Malcolm Black  
**Subject:** FW: Annual Meeting for Town & Parish Councils

I am writing to invite you to the Annual Meeting for Town & Parish Councils which this year will be held on **Thursday 12<sup>th</sup> November**.

The theme of the evening is "Community Matters" and within this theme we will be focussing particularly on the Community Infrastructure Levy (CIL). CIL payments in respect of the second half of 2015, are about to be paid to towns and parishes with some considerable amounts due to be paid eg one parish will receive in excess of £100,000. And, as development continues in Broadland, other towns/parishes may well find that they too receive significant amounts.

Clearly this will bring great opportunities to develop infrastructure initiatives in your parish or town but it will also bring challenges. We believe that many parishes and towns will find advice and guidance valuable – even, on occasion, legal advice to avoid the possibility of any challenges that may arise.

So the evening will be a forum to address the above topics and an opportunity to ask questions or raise concerns. It should be stressed that, even if your parish has no development imminent, CIL money can also arise from planning applications. For example, one of our smallest rural parishes is expecting the possibility of an income stream from barn conversions.

To support parish and town councils' plans for infrastructure developments, Broadland's Cabinet has approved the launch of a fund - the Community Infrastructure Fund – which will provide towns/parishes with a borrowing facility (against future CIL payments) to bid for local infrastructure projects. More information about this fund will be provided on the night.

As always the formal part of the evening will **commence at 7:30 with a buffet served from 6:30pm**. Members of Broadland's Cabinet will be attending together with the Council's senior officers so there will be plenty of opportunities to ask questions and raise matters both formally and informally.

The size of the Council Chamber governs the size of the attendance so, in the first instance, I have to limit the numbers to 3 per parish/town. I look forward to hearing from you if you wish to attend and would appreciate responses by no later than **Friday 6<sup>th</sup> November** so I can arrange the catering.


In the meantime, should you wish to contact me about the event for any reason, do feel free to do so.

**Malcolm Black**

Admin Manager, Democratic Services, Broadland DC

Ext 2532 or (01603) 430532

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 Cycling to work can improve your health and is kinder on the environment

*This email and any attachments are intended for the addressee only and may be confidential. If they come to you in error you must take no action based on them, nor must you copy or show them to anyone. Please advise the sender by replying to this email immediately and then delete the original from your computer. Unless this email relates to Broadland District Council business it will be regarded by the council as personal and will not be authorised by or sent on behalf of the council. The sender will have sole responsibility for any legal actions or disputes that may arise. We have taken steps to ensure that this email and any attachments are free from known viruses but in keeping with good computing practice, you should ensure they are virus free. Emails sent from and received by members and employees of Broadland District Council may be monitored*



**NORFOLK COUNTY COUNCIL (SPROWSTON, VARIOUS ROADS)**  
**(20 M.P.H. SPEED LIMIT AND SPEED LIMIT ZONE) ORDER 2015**  
**NORFOLK COUNTY COUNCIL – SPROWSTON, VARIOUS ROADS – FOOTWAY**  
**CONVERSION TO CYCLETRACK/FOOTWAY AND PEDESTRIAN AND CYCLIST**  
**CROSSINGS**

The Norfolk County Council proposes to make two Orders under the Road Traffic Regulation Act, 1984, the effect of which will be to:-

- (i) prohibit any vehicle from exceeding 20 miles per hour along the lengths of road specified in Schedules 1 and 2 below;
- (ii) consolidate the remaining lengths of 30 mile per hour along the C256 Woodside Road into a new 30 m.p.h. speed limit order.

The following Order will become partially revoked in so far as it relates to Woodside Road, Sprowston on the date of commencement of this Order as follows:-

“THE NORFOLK COUNTY COUNCIL (THORPE ST ANDREW AND SPROWSTON, WOODSIDE ROAD) (30 M.P.H. SPEED LIMIT) ORDER 2001”

The Norfolk County Council is also proposing to convert lengths of existing footway to combined cycleway/footway using powers under Section 66(4) and Section 65(1) of the Highways Act 1980 along the:-

- (i) 5F188 footpath from its junction with the U51140 Hammond Close between Property Numbers 23 and 38 Hammond Close to its junction with the C283 Salhouse Road.
- (ii) the southern footway of the C283 Salhouse Road from its junction with the 5F188 footpath north-eastwards for a distance of 20 metres.

The converted cycletrack/footpath and cycletrack/footway will have a width of 3 metres. Pedestrians and cyclists will have joint use and will not be segregated;

- (iii) the western footway of the C256 Woodside Road from a point 20 metres north of its junction with Lishman Road southwards to its junction with Lishman Road;
- (iv) the northern footway of Lishman Road from its junction with the C256 Woodside Road westwards for a distance of 13 metres.

The converted cycletrack/footpath and cycletrack/footway will have a width of 3.5 metres. Pedestrians and cyclists will have joint use and will not be segregated;

Any objection and representation relating to the above proposals must be made in writing and must specify the grounds on which they are made. All correspondence for these proposals must be received at the office of the Department of Legal Services, Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH, marked for the attention of Mr Panchal by 30<sup>th</sup> October 2015. They may also be emailed to [TrafficOrders@norfolk.gov.uk](mailto:TrafficOrders@norfolk.gov.uk).

The Norfolk County Council also give Notice they intend to construct the following pedestrian and cycle crossings under s23 and s25 of the Road Traffic Regulation Act at the following locations:

- (v) A Zebra pedestrian crossing and associated Zebra controlled area and cycle crossing providing segregated crossing facilities for pedestrians and cyclists on the C256 Woodside Road at a point 15 metres north of its junction with Lishman Road;
- (vi) A Toucan Pedestrian and cyclist crossing and a Toucan controlled area along the C283 Salhouse Road at a point 120 metres north-east of its junction with the U57339 Hammond Way.

Distances measured are to the centre point of the pedestrian crossings.

A copy of the Orders and plans may be inspected at Norfolk County Council, County Hall, Norwich, and at the offices of Broadland District Council, Thorpe Lodge, Yarmouth Road, Norwich, NR7 0DU, during normal office hours, and online on Norwich city Council's website: <http://www.norwich.gov.uk/TransportAndStreets/Transport/Cycling/Pages/Salhous eRoad.aspx>

The officer dealing with public enquiries concerning the proposal is Mr Cole telephone 01603 212110.

## SCHEDULE 1

### In the Town of Sprowston

#### 20 m.p.h. Speed Limit Zone

U57337 Breck Road	- From its junction with the U57344 Greenborough Road to its junction with the U57339 Hammond Way
U57515 Greenborough Close	- From its junction with the U57344 Greenborough Road for its entire length
U57344 Greenborough Road	- From its junction with the C256 Woodside Road for its entire length
U57699 Greenwood Way	- From its junction with the U57344 Greenborough Road for its entire length
U51140 Hammond Close	- From its junction with the U57339 Hammond Way for its entire length
U57339 Hammond Way	- From its junction with the C283 Salhouse Road to its junction with the U57344 Greenborough Road
U57700 Woodcroft Close	- From its junction with the U57344 Greenborough Road for its entire length
C256 Woodside Road	- From a point 135 metres north of its junction with the U57455 Greenborough Road southwards to a point 138 metres south of its junction with Lishman Road



SCHEDULE 2

In the Town of Sprowston

20 m.p.h. Speed Limit

U51182 Harrisons Drive - From its junction with the C283 Salhouse Road for its entire length including all the short lengths of cul-de-sac

Victoria McNeill

Victoria McNeill  
Head of Law

County Hall,  
Martineau Lane,  
Norwich. NR1 2DH

Note: Information you send to the Council will be used for any purpose connected with the making or confirming of this Order and will be held as long as reasonably necessary for those purposes. It may also be released to others in response to freedom of information requests.

DP/PE4087/SprowstonNotice

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**Sprowston Town Council**  
**PLANNING APPLICATIONS – 14 OCTOBER 2015**

<b>Broadland DC App.No.</b> 2015/1408	<b>Applicant</b> Mr John Lincoln as location	<b>Location</b> First Floor Rear Extension (Revised Proposal)
<b>Classification:</b> Minor dwellings <b>Type:</b> Full Permission		
<b>Description:</b> 4 Neville Close, Sprowston, NR7 8DT		
<b>Broadland DC App.No.</b> 2015/1498	<b>Applicant</b> Mr Jones as location	<b>Location</b> 18 Parana Close, Sprowston, NR7 8BQ
<b>Classification:</b> Minor dwellings <b>Type:</b> Full Permission		
<b>Description:</b> Conservatory to Rear		
<b>Broadland DC App.No.</b> 2015/1541	<b>Applicant</b> Ms Kate Biles as location	<b>Location</b> 49 Wroxham Road, Sprowston, NR7 8TN
<b>Classification:</b> Minor dwellings <b>Type:</b> Full Permission		
<b>Description:</b> Single Storey Rear Extension		
<b>Broadland DC App.No.</b> 2015/1583	<b>Applicant</b> Royal London Mutual Insurance Society as location	<b>Location</b> Sprowston Retail Park, Salhouse Road, NR7 9AZ
<b>Classification:</b> Alterations <b>Type:</b> Full Permission		
<b>Description:</b> 1. Alterations to Building Façade and Associated Walkways/Entrances 2. Extension and Sub-Division of Units 7 and 8 3. Construction of Mezzanine Floor in Units 7A and 7B		

  
Broadland DC App.No.  
2015/1613

**Applicant**  
Mr & Mrs Stephen Plane  
as location

**Location**  
1 Surrey Close, Sprowston, NR7 8AX

**Classification:** Minor dwellings  
**Type:** Full Permission

**Description:** Rear Extension (Part Two Storey), Replacement Attached Garage to Side and Conversion of Remaining Loft Space

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## Payments and Transfers

## Sprowston Town Council



Invoice Date	Invoice No.	Invoice Detail	Net £	VAT £	Total £	BACS Ref
24.09.2015	Claim 31	<b>Supplier: Mrs J Hunt</b> <i>Travel costs to 24 September</i>	1,108.48	197.31	1,305.79	
		<b>Brought Forward</b>				
01.09.2015	598334	<b>Supplier: InTouch Systems</b> <i>Office hosted exchange October charge</i>	60.00	12.00	72.00	
16.09.2015	4500	<b>Supplier: Just Regional Publishing</b> <i>SDC room hire advertising</i>	20.00	4.00	24.00	1025
30.09.2015	143	<b>Supplier: Martin Lilley Associates</b> <i>Cemetery Ext. management fees no 5</i>	1,950.50	390.10	2,340.60	1026
23.09.2015	15251	<b>Supplier: Norfolk Parishes Training Partnership</b> <i>Cllr. G. Landamore induction training</i>	50.00	0.00	50.00	1027
28.09.2015	29149	<b>Supplier: Pest Express Limited</b> <i>Allotment pest control to September</i>	125.10	25.02	150.12	1028
					150.12	1029

## TOTAL OF INVOICES

3,351.43	628.43	3,979.86
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Transfer: STC Drawings a/c to Salaries a/c

25,000.00	0.00	25,000.00	Tftr 218
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Transfer: STC General a/c to STC Drawings a/c

£28,351.43	£628.43	£28,979.86
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Tftr 219

## Payments and Transfers

## Sprowston Town Council

Invoice Date	Invoice No.	Invoice Detail	Net £	VAT £	Total £	BACS Ref
18.09.2015	36723	<b>Supplier : The Alarm Company</b> <i>Rec. Grd office alarm repair</i>	65.00	13.00	78.00 <b>78.00</b>	1013
11.09.2015	35250	<b>Supplier : Bartlett Signs</b> <i>Pavilion signs x 6</i>	120.40	24.08	144.48 <b>144.48</b>	1014
28.09.2015	9816	<b>Supplier: Baylis Landscape Contractors Ltd</b> <i>Bowls Green repair materials</i>	250.00	50.00	300.00 <b>300.00</b>	1015
18.09.2015	Claim 4	<b>Supplier : Mrs C. Butler</b> <i>Travel costs to 24 August</i>	3.60	0.00	3.60 <b>3.60</b>	1016
24.09.2015	115459	<b>Supplier: Collier Turf Care Ltd</b> <i>Parks horticultural consumables</i>	140.00	28.00	168.00 <b>168.00</b>	1017
28.09.2015	368025/6	<b>Supplier : Copy IT Digital Solutions Ltd</b> <i>Office copier charges and toner to 7 September</i>	165.05	33.01	198.06 <b>198.06</b>	1018
24.09.2015	September 2015	<b>Supplier : Dazzle Cleaning</b> <i>Bus shelter cleaning September</i>	99.00	0.00	99.00 <b>99.00</b>	1019
15/18.09.2015	3695793/3505728/9	<b>Supplier : Eastern Shires Purchasing Organisation</b> <i>Cleaning products</i>	59.08	11.82	70.90 <b>70.90</b>	1020
23.09.2015	Claim 32	<b>Supplier: Mrs E Elliot</b> <i>Travel costs to 18 September</i>	19.35	0.00	19.35 <b>19.35</b>	1021
07.09.2015	601062	<b>Supplier: FlameSkill Ltd</b> <i>SDC fire alarm repair</i>	80.00	16.00	96.00 <b>96.00</b>	1022
16.09.2015	INV-29670	<b>Supplier : Harveyson Haulage Ltd</b> <i>Cemetery Cess Pit emptying</i>	107.00	21.40	128.40 <b>128.40</b>	1023
<b>Carried Forward</b>			<b>1,108.48</b>	<b>197.31</b>	<b>1,305.79</b>	

## Barclaycard Payments

Sprowston Town Council

Invoice Date	Ref No	Invoice Detail	Net £	Vat £	Amount paid £
24.09.2015	BCP 314	<b>Supplier:</b> Canon <i>Office printer toners x 6</i>	201.48	40.32	241.80
29.09.2015	BCP 315	<b>Supplier:</b> Progress Fuels <i>Machinery unleaded fuel</i>	66.67	13.33	80.00
To be paid by direct debit 27 October 2015			<u>268.15</u>	<u>53.65</u>	<u>321.80</u>

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Invoice Date	Ref No	Invoice Detail	Net £	Vat £	Amount paid £
31.08.2015	424539	<b>Supplier:</b> Anglia Farmers Limited <i>Parks building maintenance/phones</i>	312.77	62.54	375.31
10.09.2015	122941891	<b>Supplier:</b> Anglian Water Services Ltd <i>Allotments water chq to 09 Sep.</i>	264.85	-	264.85
02.09.2015	50	<b>Supplier:</b> Southern Electric <i>Street light electric charge to 01 Sep.</i>	2,217.34	434.12	2,651.46
Total Direct Debits			<u>2,794.96</u>	<u>496.66</u>	<u>3,291.62</u>

Supplementary Payments and Transfers

Sprowston Town Council

Invoice Date	Invoice No.	Invoice Detail	Net £	VAT £	Total £	BACS Ref
06.10.2015	1524/5	<b>Supplier : Cozens (UK) Ltd</b> <i>Street light maintenance Sep.</i>	685.00	137.00	822.00 <b>822.00</b>	1030
05.10.2015	12053	<b>Supplier : T. Gill &amp; Son (Norwich) Ltd</b> <i>Pavilion valuation No. 3</i>	36,015.25	7,203.05	43,218.30 <b>43,218.30</b>	1031
12.10.2015	Maddening Crowd	<b>Supplier: Moviola Ltd</b> <i>SDC film hire October</i>	106.33	19.37	125.70 <b>125.70</b>	1032
28.09.2015	107892216	<b>Supplier : Watson Fuels</b> <i>Machinery fuel-999 litres red diesel</i>	418.58	20.92	439.50 <b>439.50</b>	1033
07.10.2015	407001883	<b>Supplier: Zurich Management Services Ltd</b> <i>LCAS membership fee 2015</i>	95.00	19.00	114.00 <b>114.00</b>	1034
<b>TOTAL OF INVOICES</b>			<b>37,320.16</b>	<b>7,399.34</b>	<b>44,719.50</b>	
<b>Transfer: STC General a/c to STC Drawings a/c</b>					<b>£44,719.50</b>	Trfr 220