



## **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 16 March 2016 at 7.30pm**

### **AGENDA**

#### **Item No.**

1. To receive declarations of interest.
2. To receive apologies for absence (proforma enclosed).
3. Appointment of Vice-Chairman of the Council for the ensuing year.
4. To confirm the minutes of the Council's meeting held on 24 February 2016. Pages 1 -5
5. To receive any Police Liaison Officer's report. Page 6
6. Presentation from Bidwells on redevelopment plans for Sprowston Diamond Centre.
7. To receive correspondence & agree action/response arising from the minutes.  
Birketts LLP Norwich - Minute 16/044 1.2, Sparhawk Park Page 7  
Sprowston Wanderers F.C. Page 8
8. To receive any written/verbal reports from Sprowston County and District Councillors. Page 9
9. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak<sup>1</sup>.  
5.2 Norwich Northern Distributor Local Forum
10. Community Asset Register - Sprowston Hub
11. To receive the report of the Town Clerk and make decisions on: Pages 10 - 33
12. Adjourn the meeting for a short break.
13. To consider planning applications to 16 March 2016. Page 34
14. To consider the schedule of meeting dates for 2016/17 Page 35
15. To receive any written/verbal reports from the Council's Committees and Working Groups.
16. To receive any written and verbal reports from Members representing the Council on or at outside organisations. (proforma enclosed)
17. To confirm the payment of accounts to 16 March 2016 (schedule to follow).
18. To receive the schedule of credit card payments (schedule to follow).

19. To receive the schedule of direct debits (schedule to follow).



**June Hunt**  
**Town Clerk**

**10 March 2016**

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](mailto: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.*

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

*It should be noted that Councillors Mr Knowles, Mr Moncur (Chairman) and Mr Ward 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 three 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, apart from in the case of a tied vote when the Chairman will make the casting vote.*

*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.*

*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.*

## COUNCIL MEETING – 24 FEBRUARY 2016

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 24 February 2016, the following Members were present:-

Mr I Moncur – Chairman

Mr J W Bracey	-	Mr K Lashley
Mr R A Fowkes	-	Mrs J Leggett
Mr T Landamore	-	Mr J H Mallen
Mrs B J Lashley	-	Mr C L Noble
Mr J M Ward		

In attendance

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

No members of the public were present

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### **16/038. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

Member	Minute No & Heading	Nature of Interest
Mrs J Leggett	Minute 16/044 1.1 - Sparhawk Park	Norfolk County Councillor
Mr J M Ward	Minute 16/044 1.1 - Sparhawk Park	Norfolk County Councillor

### **16/039. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Mr W F Couzens, Mr R J Knowles, Ms G Landamore, Mrs J Poynter and verbal apologies were received from Mr N Shaw.

### **16/040. MINUTES**

The Minutes of the Council's meeting held on 3 February 2016, having previously been circulated to all Members were, subject to the following amendments:

Members present **Delete** Mrs J Poynter and **insert** Mr J H Mallen  
Minute 16/026, **delete** (N.D.Willan), after CARRIED **insert** the Council was advised that the contractor was N.D.Willan  
Minute 16/027, **delete** Edinborough and **insert** Edinburgh  
**delete** Malga and **insert** Malaga  
Minute 16/029 6.1.2 **delete** Sprowston and **insert** Sparhawk  
Minute 16/037 **delete** CALK and **insert** CALC

confirmed and signed by the Chairman of the Council.

### **16/041. POLICE LIAISON OFFICER'S REPORT**

The Chairman welcomed to the meeting, PCSO Kane Kasburn who elaborated on some of the instances recorded in the crime statistics for Sprowston since the last meeting.

## **16/042. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr Ward also verbally reported:

- On 17 February 2016 outline planning permission was granted for the development of land to the north of Sprowston and Old Catton to provide up to 3,520 dwellings, up to 16,800 square metres of employment space, up to 8,800 square metres for shops, services, cafes, up to 1,000 square metres for hotel accommodation, 2 primary schools, a health centre, library and community halls.
- 5 weeks of work will begin on 29 February 2016 to reconstruct the footway along Salhouse Road costing £31,250.
- Norfolk County Council is recruiting a Blue Badge Investigating Officer to tackle fraud in the County. The new role will be funded by Norfolk Parking Partnership.
- with regard to devolution Cambridge and Peterborough, Norfolk and Suffolk with an elected Mayor appears to be the Governments preferred and only choice. Talks with the Leaders of their councils are continuing.
- at full Council on 22 February 2015 the budget for 2016 - 2017 of £338,960 million was approved almost unanimously by all parties except the Greens. There will be a total rise in council tax of 3.99% with 2% of this going to adult social care. No children's centres, libraries or nurseries will close in Norfolk.

Mr J W Bracey asked what provision was being made for medical care of the elderly within the planning application for development to the north of Sprowston.

Mr Ward advised that there was likely to be a Health Centre catering for all ages but that would be decided at a later date.

Mr K Lashley enquired about the archive service and was advised by Mr Ward that previous budget cut proposals would not be progressed.

Mrs B J Lashley asked if Tots to Teens, funded by Broadland District Council, were free and was advised that they were not free but highly subsidised

Mr I Moncor thanked Councillors for attending the official opening of Sprowston Pavilion changing facilities.

## **16/043. RESIDENT'S QUESTIONS**

As no members of the public were present the Chairman moved onto the next item of business.

## **16/044. REPORT OF THE TOWN CLERK**

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

#### **1.1 Skate Park Blue Boar Lane Play Area**



The Town Clerk reported that Norfolk Homes had been informed that planning permission would be required for the skate park. The requirement to provide a skate park was in the developer's Unilateral Undertaking and the

**16/044. REPORT OF THE TOWN CLERK (CONTINUED)**

trigger provision was that no more than 50 dwellings on phases 4 & 5 could be occupied before the skate park was provided.

**1.2 Sparhawk Park**

Members considered the letter and draft Deed of Easement from Nplaw regarding the entrance to Sparhawk Park and it was

**RESOLVED** that the Town Clerk obtain a price from Birketts LLP Norwich Solicitors to carry out all work associated with the Deed of Easement.

**CEMETERY**

**2.1 No matters were reported.**

**STREET LIGHTING**

**3.1 No matters were reported.**

**CENTRAL ADMINISTRATION AND PERSONNEL**

**4.1 Grant Aid - Cruse Bereavement Care**

**RESOLVED** that a donation of £150 be made to Cruse Bereavement Care.

**4.2 Norfolk ALC Spring Conference**

Members noted that the Norfolk ALC Spring Conference was to be held on Thursday 28 April 2016, at the King Centre, 30, Queen Anne's Road, Great Yarmouth.

**4.3 Local Government Resource Centre (LGRC)**

**RESOLVED** to note the offer from LGRC to perform a Governance Health Check at a fixed cost of £2,950 plus VAT.

**PLANNING AND TRANSPORTATION**

**5.1 Norfolk County Council Road Closures at Salhouse Road, Sprowston**

Members noted that work was scheduled to begin 18 February to carry out carriageway resurfacing works on Salhouse Road as part of the Push the Pedalways project.

**6.1 ENCLOSURES**

6.1.1 Broadland District (Emerging) Local Plan: Growth Triangle Area Action Plan (AAP) Consultation on Proposed Modifications (Post Hearing). Circulated letter.

6.1.2 Sprowston, Spixworth and Old Catton SNAP meeting minutes 20 January 2016.

6.1.3 5517 Budget request printout

**RESOLVED** to instruct the Town Clerk to investigate the legislation surrounding Legionella testing and prospective testing suppliers.

**16/045. MEETING ADJOURNMENT**

Due to the early hour it was **RESOLVED** not to adjourn the meeting for a short break.

**16/046. 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:

2016/0153 - alterations to existing vehicular access at 20, North Walsham Road

2016/0195 - first floor side extension & remove existing conservatory & replace with a single storey extension at 9, Rosemary Road

2016/0171 - variation of condition 10 of planning permission 20080367 at land adjoining White House Farm, Salhouse Road

**16/047. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 24 February 2016 totalling £11,395.95 and answered Members' questions arising therefrom.

On the motion of Mr K Lashley, seconded by Mr J M Ward it was

**RESOLVED** that payment of the accounts to 24 February 2016 totalling £11,395.95 be approved and the schedule authorising payment signed by Mrs B J Lashley and Mr J H Mallen.

**16/048. SCHEDULE OF CREDIT CARD PAYMENTS**

The schedule of credit card payments totalling £243.97 was approved and noted.

**16/049. SCHEDULE OF DIRECT DEBITS**

The schedule of direct debit payments totalling £12,043.54 was approved and noted.

**16/050. REPORTS FROM COUNCIL'S WORKING GROUPS**

No written reports were received.

**16/051. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

No written reports were received.

**16/052. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** to exclude the Press and Public from the meeting for the remaining business because otherwise, information which is exempt information by virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.

**16/053. STAFF DISCIPLINE, GRIEVANCES AND CLERK'S REVIEW COMMITTEE**

**RESOLVED** to accept the recommendation of the Staff Discipline, Grievances and Clerk's Review Committee.

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

**16 March 2016**

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**CHAIRMAN**





Logged crimes on our Crime System:

17th Feb to 8th Mar 2016

Actual Bodily Harm	
Affray	
Aggravated taking of motor vehicle	
Arson (endangering life)	
Assault police	
Attempt to pervert the course of justice	
Blackmail	
Breach of Restraining Order	
Burglary dwelling (inc with intent & attempt)	1
Burglary other than dwelling (inc with intent & attempt)	
Causing intentional harassment, alarm or distress	
Common assault & battery	3
Cruelty or neglect of person lacking capacity	
Criminal damage (dwellings)	1
Criminal damage (other buildings)	
Criminal damage (other)	
Criminal damage (vehicles)	
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	2
Harassment, Alarm or Distress	
Hate incident	
Ill treatment/neglect person lacking capacity, responsible for person's care	
Indecent Images	
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	1
Robbery (personal)	
Sending letters etc with intent to cause distress or anxiety	
Sexual offences	1
Shoplifting	
Theft by employee	
Theft from motor vehicle	
Theft from the person of another	
Theft in a dwelling	
Theft of mail	
Theft of motor vehicle	
Theft of pedal cycle	
Theft other	1
Threats to damage or destroy property	
Threats to kill	
Unauthorised taking of motor vehicle	
Unlawful importation of a controlled drug	
Wounding with intent to do Grievous Bodily Harm	
Total:	12

No. of calls taken by our Control Room from/regarding the Town:	47
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**From:** Frances Berridge <frances-berridge@birketts.co.uk>  
**Sent:** 26 February 2016 17:02  
**To:** JHunt  
**Subject:** Deed of Easement - Sprowston Town Council [BIRKETTS-Legal.FID2107549]

Dear June,

Further to our conversation and your subsequent email of yesterday's date, I have had an initial look at the Deed of Covenant and I would draw your attention to the Grantee's covenants contained in Schedule 2, with particular reference to paragraphs, 5, 8, 9 and 10, all of which are more in the nature of lease covenants than the grant of an easement out of a freehold.

I believe you need to think carefully as to whether you are prepared to carry out the repairing obligation, particularly in view of the fact that the access way does, in fact, lead to the school itself and, presumably, other people have access and use it as well. A more reasonable take would be for the County Council to repair this, but recovering a fair proportion of the costs from yourselves.

Provided there is not too much negotiation on the document which, as you are aware, is a bold assumption, I would estimate my costs to be in the region of £800 plus VAT, which allows for just under four hours of my time in connection with this matter. There will be VAT and disbursements to pay as well. The disbursements will be Land Registry fees, which should be no more than £50.

If you would like me to take this forward, please do let me know.

In addition, I am arranging to send you out a cheque in the sum of £58.34, which was on the purchase file for the Diamond Centre and which was not required in respect of the purchase.

With kind regards.

Frances

**Frances Berridge | Associate | Commercial Property Team | Birketts LLP | [www.birketts.co.uk](http://www.birketts.co.uk)**  
Direct: +44 (0)1603 756481 | Mobile: +44 (0)7817 096874



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# SPROWSTON WANDERERS F.C.

2 Oak Avenue  
Thorpe St. Andrew  
Norwich NR7 0PD

5<sup>th</sup> March 2015

June Brown  
Town Clerk Sprowston Town Council  
School Lane  
Sprowston NR7 8TR

Dear June

## NEW CHANGING FACILITIES - SPROWSTON RECREATION GROUND

My apologies for not writing sooner.

Myself, John Blake and Andrew Borrett greatly enjoyed the launch ceremony for the new Changing rooms on 12-2-16. It was good to be able to talk to you, Ian Moncur, Council members, FA personnel, the architect and other attendees.

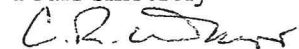
The outside of the development blends in well with the Pavilion to the extent that it is not obvious that anything has changed but on the inside it is very apparent that it has been impressively improved.

These Players and Officials Changing rooms far exceed the Standards set by the Anglian Combination and are far better than anything I have seen at other Grounds on our excursions around the County. The comments passed by all our Match officials and visiting teams have all been extremely positive. We appear the envy of most on having the benefit of these facilities.

In the forthcoming years the Changing rooms will be a great asset to Sprowston Town and to any Clubs playing at the Recreation Ground and that certainly includes Sprowston Wanderers.

The attention of yourself and the Council is totally appreciated.

Yours sincerely



Colin Whurr

Secretary Sprowston Wanderers F.C



3<sup>rd</sup> March 2016

## **Report from Councillor John Ward**

### **Broadland District Council**

Councillors and Staff are being registered for an Emergency Text Alert System which will keep us up to date with any emergencies within the district as they unfold.

Grants for Heating and Insulation improvements are only available until 31<sup>st</sup> March 2016. Grants for heating are £500 with 50% client contribution. Grants for loft and cavity wall insulation can be 70-85% of the total cost. Details at [energy@broadland.gov.uk](mailto:energy@broadland.gov.uk)

The Council's Handyman Service is available to anyone over the age of 65. The charge is £15 for two hours work. Those in receipt of Council benefits may be entitled to free labour.

### **Norfolk County Council**

There are now 1128 more young people participating in further education and training than a year ago. The number of 16-18 year olds classified as NEETS (Not in education, employment or training) has fallen from 6.6% to 4.2%.

On 22<sup>nd</sup> February after a 3 hr meeting, Full Council agreed the 2016/17 Budget which results in a council tax increase of 3.9% with 2% of this going to Adult Social Care. This was supported by all parties except the Greens.

The Conservative Group gained agreement on their proposals to:-

- Reverse the closure of fire stations
- Restore Norfolk Arts Service Grants
- Reverse Norfolk Museums Service lone-working proposal
- Reverse Museum Service redesign
- Reverse savings at Norfolk Record Office
- Restore Libraries materials spend and associated staff
- Historic Environment service
- Highways maintenance standards
- Re-open Docking recycling centre
- Restore bank-holiday opening at recycling centres
- Restore full-time opening at 3 west county recycling centres.

Additionally a new Conservative proposal was agreed:-

To create a new pot-hole and small projects fund of £1.5m



## **COUNCIL MEETING – 16 MARCH 2016**

### **Report of the Town Clerk**

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

##### **1.1 Legionella L8 Testing and associated works**

Further to minute no 16/044 6.1.3 of the meeting held 24 February 2016 the following information is presented for Members consideration.

Zurich Insurance plc has confirmed that should any claims be made against the Council, it is the Council's duty of care to have processes in place to mitigate against such action being taken.

Attached, is a response from Elcons, the Council's retained Health and Safety advisor, to my request for clarity on the Council's responsibilities with regard to Legionella, L8 risk assessments and testing.

Taurus Monitoring currently carries out Legionella monitoring services in accordance with L8 Risk Assessment on behalf of the Council at a cost of £725 + vat each month.

In May 2014, when Taurus was engaged L8 Risk Assessments identified a schedule of maintenance works and testing required at all sites. These works were prioritised and the majority have been carried out over the past two years which have been fully documented.

Attached, is a schedule of work still required.

It is recommended that L8 Risk Assessments are carried out every two years, confirmed by Elcons in their email and new risk assessments are due in May 2016.

I have contacted NPS as another prospective testing supplier but have not had a response to date.

#### **CEMETERY**

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

#### **STREET LIGHTING**

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

#### **CENTRAL ADMINISTRATION AND PERSONNEL**

##### **4.1 No matters to report.**

#### **PLANNING AND TRANSPORTATION**

##### **5.1 Appeal against Broadland District Council decision**

An appeal under reference APP/K2610/D/16/3144953 has been made to the Secretary of State against the decision of Broadland District Council to refuse

permission for 3X Non-Illuminated Signs at 1-1A Caston Industrial Estate, Salhouse Road, Sprowston, NR7 9AQ, for Gorgeous Medi Spa.

This Council's comments will be considered as written representations which have been forwarded by Broadland to the Planning Inspectorate.

**5.2 Norwich Northern Distributor Local Forum**

Attached, is a copy of the previously circulated email inviting Members to the event to be held on Thursday 17 March 2017 at 6.30pm at County Hall (Edwards Room), Martineau Lane, Norwich.

**Option:** for Members to identify attendance at this meeting.

**5.3 Norfolk County Council – Highway Projects Team – Sprowston Phase 1**

Attached, for Members information, is an email with attached press release and map from the Highway Projects Team of Norfolk County Council advising of Sprowston Phase 1 drainage improvements.



**June Hunt**  
Town Clerk



**From:** Martin Blythe <martinb@elcons.co.uk>  
**Sent:** 03 March 2016 10:55  
**To:** JHunt  
**Subject:** Re: Public Analyst Scientific Services Results Email (1/1)

June,

This is a tricky issue and I have considered it carefully.

When the water supply arrives into a building the water companies will say that it carries no inherent risk of legionella. ( as the hand over reports you sent me confirm).

There is a nominal amount of legionella bacteria in the water but not in anything like the quantities which make it a risk. So, for it to become a risk there has to be conditions present in the system which allow the legionella bacteria to grow into cultures in significant quantities. So rust, slime, waste (food), standing water and temperature between 20 and 50 degrees.

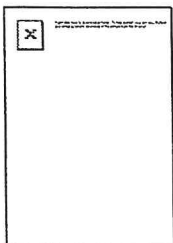
Once the Legionella risk assessments are done they should tell you that the systems are ok and that these conditions do not exist or recommend that actions are taken to make it so.

Once the system is free of significant risk it is then a matter of checking at regular intervals that the system is still risk free.

The core matter is how much a company are charging you for this and what level of testing and actions are actually required by law rather than doing things which are just good practice. This is why I asked you for the quotes from the water companies which would outline exactly what they were proposing to do.

With your assets being public buildings, and where there are showers (which is really where the risk lies) it is more important to do this than some other businesses.

The guide for all this is contained in the document L8 <http://www.hse.gov.uk/pubns/books/l8.htm>



Legionnaires' disease. The control of legionella bacteria ...

[www.hse.gov.uk](http://www.hse.gov.uk)

Legionnaires' disease. The control of legionella bacteria in water systems Approved Code of Practice and guidance

A legionella risk assessment should be reviewed every 2 years and the program of monitoring as recommended by it carried out in between.

I think the way forward is to firstly make sure that all the actions are done as highlighted in the Legionella Risk Assessments to make the systems inherently safe. (getting rid of dead legs, insulating pipes, replacing tanks or water heaters etc. Then, with your council, look at the maintenance actions which have been proposed (such as temperature testing, running off water in little used outlets, cleaning shower heads and TMV's etc) sit down with your council and decide whether you are going to pay the water company to do them or train someone up internally to do it.

The economics of this are dependent on how much you would have to pay the water company to do this for you against the cost of training and buying a digital water temp. tester

<http://www.videotilehost.co.uk/hs/ojhealthandsafety/purchaseCourse.php?cid=LEG>

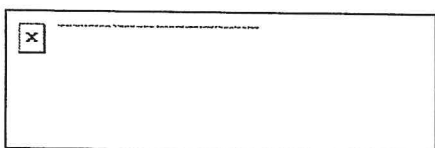
<https://www.thermometersuperstore.co.uk/thermometers/industrial-and-workplace/legionella-testing.html>



Legionella Thermometer | Legionnaires Temperature ...

[www.thermometersuperstore.co.uk](http://www.thermometersuperstore.co.uk)

Legionella thermometer testing kits are ideal for testing water towers and water systems in businesses, schools, dental practices, residential homes and other ...



OJ Health and Safety Solutions Ltd - Health and Safety ...

[www.videotilehost.co.uk](http://www.videotilehost.co.uk)

£65 per license Basic Legionella Management. Approved by RoSPA. Explaining the background to Legionella and Legionnaires' Disease, the potential risks associated ...

I hope this clarifies the situation

Martin

**From:** JHunt <JuneHunt@sprowston-tc.gov.uk>  
**Sent:** 02 March 2016 08:07  
**To:** Martin Blythe  
**Subject:** FW: Public Analyst Scientific Services Results Email (1/1)

Dear Martin

Further to our conversation about Legionella, and our recent redevelopment of the Pavilion at Recreation Ground Road with more showers and toilets, basins etc in our new changing rooms, I attach a copy of the public analyst water testing results which have been presented to me by the builder as a handover.

These might be useful or I might be on another track completely.

Regards June

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**From:** Steve Jolly [mailto:[stevejolly@gillbuilding.co.uk](mailto:stevejolly@gillbuilding.co.uk)]  
**Sent:** 02 March 2016 08:05  
**To:** JHunt  
**Subject:** FW: Public Analyst Scientific Services Results Email (1/1)

Morning June

The water analyst results are attached and copies will be within the manual

Regards  
Steve Jolly  
Special Projects Manager



Tel: 01603 880812  
Fax: 01603 881219  
Mobile: 07880 731675  
Email: [stevejolly@gillbuilding.co.uk](mailto:stevejolly@gillbuilding.co.uk)



Public Analyst  
Scientific Services

Philip Neeve  
P Neeve  
67 Crown Road  
Dereham  
Norfolk  
NR20 4AE

Cert No: AR-16-SW-001277-01  
Date: 01/03/2016  
Order No: None Supplied  
Lab No: 402-2016-26000963

Page 1 of 1

**CERTIFICATE OF ANALYSIS OF WATER**

Date received: 15/02/2016 Date commenced: 15/02/2016  
Date sample taken: 15/02/2016  
Sample Identifier: Hot Basin Tap - Sprowston Pavilion

Determination	Units	Result
Legionella not pneumophila		ND
Legionella Pneumophila 1		ND
Legionella Pneumophila 2-14		ND
Legionella species cfu/litre	cfu/l	<50 (ND)

Key: < less than, > greater than, ~ approximately equals, cfu colony forming units, MPN most probable number, ND Not Detected

**Comments**

ANALYSIS: 00 Satisfactory

The sample satisfied the tests applied.

for Public Analyst Scientific Services Ltd

Alan Richards, Head of Scientific Services

Unless otherwise stated, Public Analyst Scientific Services Ltd was not responsible for sampling.

Unless requested otherwise, samples are discarded 14 days after the certificate date.

Information on methods of analysis may be obtained by written application to the address given in the page footer.

In accordance with our agreement relating to the analysis of this sample the above analysis has been subcontracted to another laboratory.

Public Analyst Scientific Services Ltd  
70-80 Oak Street  
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Wolverhampton WV9 5GB  
Regd in England No: 07444185



Philip Neeve  
P Neeve  
67 Crown Road  
Dereham  
Norfolk  
NR20 4AE

Cert No: AR-16-SW-001278-01

Date: 01/03/2016

Order No: None Supplied

Lab No: 402-2016-26000964

Page 1 of 1

### CERTIFICATE OF ANALYSIS OF WATER

Date received: 15/02/2016

Date commenced: 15/02/2016

Date sample taken: 15/02/2016

Sample Identifier: Cold Basin Tap - Sprowston Pavilion

Determination	Units	Result
Legionella not pneumophila		ND
Legionella Pneumophila 1		ND
Legionella Pneumophila 2-14		ND
Legionella species cfu/litre	cfu/l	<50 (ND)

Key: < less than, > greater than, ~ approximately equals, cfu colony forming units, MPN most probable number, ND Not Detected

#### Comments

ANALYSIS: 00 Satisfactory

The sample satisfied the tests applied.

for Public Analyst Scientific Services Ltd

Alan Richards, Head of Scientific Services

Unless otherwise stated, Public Analyst Scientific Services Ltd was not responsible for sampling.

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In accordance with our agreement relating to the analysis of this sample the above analysis has been subcontracted to another laboratory.



**From:** Taurus Monitoring <taurusml@hotmail.co.uk>  
**Sent:** 07 March 2016 13:18  
**To:** JHunt  
**Subject:** FW: Servicing Update  
**Attachments:** Bowls pavilion PPM V3.xlsx; Daimond Centre PPM V1.xlsx; Leased unit (School) PPM V3.xlsx; Site storage unit PPM V3.xlsx; Sparhawk Park Office PPM V3.xlsx; Thatched Pavilion PPM V3.xlsx

Dear June,

**Summary of Servicing and PPM: Review at 01.03.2016**

**MECHANICAL TASKS: KGB Spreadsheets**

**Diamond Centre**

Mechanical Services Logbook awaiting handover meeting.

See Diamond Centre Mechanical Services spreadsheet Update February 2016.

Overdue from 2015: Water Heater Inspections/ UVDHWSS Certificates x 9

Due February 2016: Boilers, Gas Safety Certificates, Mechanical PPM as spreadsheet: 2 x boilers @ £145.00, Gas safety pipe check £42.50, 2 x Pressurisation Units and Vessels @ £44.00 ea: £420.50

Water Heater Inspections rescheduled to 2016 due now: (9 x £22.00): £198.00

**Diamond Centre 2016 quoted at (£420.00 + £198.00) £618.00**

Gas 5 Yearly Tightness Test to be scheduled in Summer 2016.

**Recreation Ground Properties**

**1.0 Thatched Pavilion**

1.1 Boiler-only serviced 30.09.15: costs reduced from £434.00 to £134.00

**2.0 Site Storage Unit**

2.1 - 2.2: oil storage review recommended

2.3 Kitchen Water heater discharge pipe corrected 02.02.15. **UVDHWSS Certificate now due £22.00**

2015 costs on service: Zero

**3.0 Leased Unit**

3.1 Boiler-only serviced 30.09.15: costs reduced from £344.00 to £144.00

**4.0 Bowls Pavilion**

4.1 Kitchen Water Heater **UVDHWSS Certificate overdue from 2015: £22.00**

4.2 External Cupboard Water Heater: not in use.

2015 costs on service: Zero

**5.0 Sparhawk**

5.1 - 5.4 Water heaters: **4 x UVDHWSS Certificates overdue from 2015: £88.00**

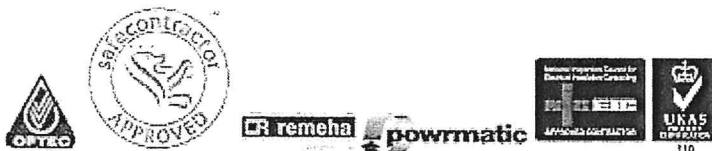
2015 costs on service: Zero

**TOTAL OF MECHANICAL TASKS QUOTED: £750.00**



Thank you for your kind attention, we wait your instructions.

Kevin Bush ENGTECH MCIPHE, MSOE MIPlantE, MIDHEE, MWMSoc. AaSP, Aff:IGEM, Managing Partner.  
KGB Commercial Heating, Diamond House, Vulcan Road North, Norwich, NR6 6AQ.  
Tel: 0845 2300 696 / Fax: 0845 2300 697 / Mobile: 07787 158557  
Registrations: HVCA/B&ES NICEIC GasSafe OFTEC CHAS BSRIA SafeContractor APHC Watersafe IGEM.  
Service Agents for: Broag-Remeha, Powrmatic, Firewatch Gas Proving Systems, Mikrofill, MHS.



Mechanical & Electrical Services: Design & Installation of Biomass, Heating, Gas & Gas Proving Systems, Hot & Cold Water, All Plumbing & Pipework including Mapress, Air Conditioning & Refrigeration, Solar Pv, Gas & Oil Boilers Commissioning and Servicing, Electrical Wiring, Control Panels including Open Protocol Upgrades, Energy Saving Surveys, Maintenance Consultancy including paperless PPM Systems, Legionella Consultancy L8 Services including Risk Assessments, Water Management Programs, Control Schemes and on-site monitoring with site logbook or paperless option. Budgets and Legislation Advice.

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REF	LOCATION	EQUIPMENT DETAILS	WORK REQUIRED	FURTHER INFORMATION	COST OPTION	
					QUOTED	BUDGET
1	Leased Unit	CWS storage tank in loft	Clean, chlorinate issue certificate	Due Nov 2015, rescheduled for Easter Holidays 2016		345.00
2 (a)	Thatched Pavilion	CWS storage tanks x 4 in loft	2 Men required	2015 cleaning delayed due to refurbishment		675.00
2 (b)	Thatched Pavilion	CWS storage tanks x 4 in loft		Scaffold required for accessing 2 x tanks		300.00
2 (c)	Thatched Pavilion	HWS/CWS System	New HSG274 Risk Assessment	Refurbishment included modifications to system		
3	Diamond Centre	Water heater tanks x 2	Clean, chlorinate issue certificate	Reschedule for 2016 date TBA		230.00
4	Various Sited	TMVs x 15 (separate Logsheet)	6M Service	Due March 2016 price included in monitoring	INC.	
5	Thatched Pavilion	L8 Risk Assessment	Assessment in accordance with the Approved Code of Practice and Guidance, L8		445.00	

Remarks :

Thatched Pavilion modifications to hot & cold water systems, drawings awaited.

Also method of operation, equipment manuals, handover documentation etc. ready for HSG274 (2014).

New Risk Assessment required as these are now 'live'. This will include Asset List, General risk, legionella Risk Level, Corrective works, New Schematic Diagram, new Control Scheme. If possible do this day visit with 4 x tank cleaning works.

## 1.0 Thatched Pavilion- Recreation Ground- Mechanical PPM- Annual

REF	LOCATION	EQUIPMENT DETAILS	WORK REQUIRED	FURTHER INFORMATION	COST OPTION	
					QUOTED	BUDGET
1.1	Compartment	BOILER: BOULTER CAMRAY 3 (OIL)	Service & replace the nozzle. Local oil supply check. Issue Oil Landlords Certificate	Check the system water corrosion inhibitor level and advise. <b>DONE 30/09/2015</b>	9.00 125.00	
1.2	Cupboard	HWS Cylinder with primary (heating) coil and solar coil	Functional checks	Include solar pump set and secondary pump.		
1.3	Roof	Solar Panel & external pipe circuit including Expansion Vessel	Inspect Solar Panel, check Expansion Vessel, check antifreeze level. <b>Antifreeze done 27/2/15</b>	Panel cleaning is excluded, not generally required annually <b>DONE 2015</b>	112.00	<b>NOT</b>
1.4	Compartment	HWS primary pump now UPS 15-50/60	Visual checks/ check running amps	Found failed on 15/8/14 no data plate. Replaced with variable speed model	Inc	
1.5	Cupboard	HWS Secondary Pump	Visual checks/ check running amps		Inc	
1.6	Compartment	Boiler Pump: Heating pump for radiators	Visual checks/ functional checks		Inc	
1.7	Various	2 No. Zone Valves for heating circuits	Visual check/ functional checks	One found failed on 15/08/14- to be replaced	Inc	
1.8	Various	24 No. Radiators (steel panel)	Visual & fixing checks, report if loose	Visual inspection to heating pipework <b>. NOT DONE 2015</b>	44.00	
1.9	Various	Controls to heating & hot water	Functional checks	Include any Immersion Heater Elements. <b>NOT DONE 2015</b>	44.00	
1.10	Various	Hot & Cold water services	Visual Inspection (minimal) whilst on site	Hot & Cold services are checked under L8 Water Management Program	Inc	
Total this Page					134.00	
1.1 INVOICE 10050 2015 INSTRUCTIONS ONLY FOR BOILER						

2



REF	LOCATION	EQUIPMENT DETAILS	WORK REQUIRED	FURTHER INFORMATION	COST OPTION	
					QUOTED	BUDGET
1.1	Internal Plantroom	Boiler No. 1 Hamworthy Purwell Variheat 70	Service & Certificate . Check Inhibitor level	Due Feb 2016	145.00	
1.2	External Plantroom	Boiler No. 2 Hamworthy Purwell Variheat 70	Service & Certificate . Check Inhibitor level	Due Feb 2017	145.00	
1.3	Site	U25 gas meter & Gas distribution pipework	Annual visual inspection & Risk Assessment	Issue Gas Safety Record last 2015 see remarks	42.50	
1.4	Site	U25 gas meter & Gas distribution pipework	5 yearly tightness test	Due 2015 rescheduled for 2016	42.50	
1.5	Site	U25 gas meter & Gas distribution pipework	5 yearly Gas Line diagram update	Completed 04/05/14 next due 2019		
1.6	Internal Plantroom	Pressurisation Unit No1 and Expansion vessel	Service & functional checks. Drain EV and check gas charge	Due Feb 2016	44.00	
1.7	External Plantroom	Pressurisation Unit No2 and Expansion vessel	Service & functional checks. Drain EV and check gas charge	Due Feb 2016	44.00	
1.8	Internal Plantroom	Boiler No1 controls & Pumps	Safety & Functional Checks	Due Feb 2016	22.00	
1.9	External Plantroom	Boiler No2 controls & Pumps	Safety & Functional Checks	Due Feb 2016	22.00	
1.10	Main Gents WC	Flatback water heater WHFB1	Annual Inspection excludes chlorination	Due Sept 15 rescheduled for 2016	22.00	

Remarks at 29.02.16

- 1.3 Gas Supply: Boiler rooms recommend that the drop weight valves are replaced with electric types preferably Black Powerseat. Pipe in underground void to be verified regarding condition pipe supports and labelling required.
- 1.4 5 -Yearly Tightness Test due best out of heating season.

REF	LOCATION	EQUIPMENT DETAILS	WORK REQUIRED	FURTHER INFORMATION	COST OPTION	
					QUOTED	BUDGET
1.11	Main Female WC	Flatback water heater WHFB2	Annual Inspection excludes chlorination	Due Sept 15 rescheduled for 2016	22.00	
1.12	Nursery Staff WC	Unvented water heater UV WH3 (Ariston)	Safety Inspection. Issue UVDHWSS certificate	Due Sept 15 rescheduled for 2016	22.00	
1.13	Male WC near reception	Unvented water heater UV WH6 (Ariston)	Safety Inspection. Issue UVDHWSS certificate	Due Sept 15 rescheduled for 2016	22.00	
1.14	Boiler Room for main kitchen	Unvented water heater UVWH7 (Zip)	safety Inspection. Issue UVDHWSS certificate	Due Sept 15 rescheduled for 2016	22.00	
1.15	Playgroup WC	Unvented water heater UV WH8 (Ariston)	safety Inspection. Issue UVDHWSS certificate	Due Sept 15 rescheduled for 2016	22.00	
1.16	Playgroup Kitchen	Unvented water heater UV WH9 (Ariston)	safety Inspection. Issue UVDHWSS certificate	Due Sept 15 rescheduled for 2016	22.00	
1.17	Staffroom	Over sink water heater POU4	safety Inspection.	Due Sept 15 rescheduled for 2016	22.00	
1.18	Staffroom	Over sink water heater POU5	safety Inspection.	Due Sept 15 rescheduled for 2016	22.00	
1.19	Site	Radiators & Pipework	Walk round visual inspection check pipes and valves	advise of loose fixings signs of leakage etc.	FOC	
<p>Remarks at 29.02.16</p> <p>1.13: Fault noted : restricted hot water flow to taps. investigation required/ disconnect downpipe, budget £100.00</p> <p>1.19 Nursery is being extended, radiator modifications are planned. (Bidwells)</p>						



REF	LOCATION	EQUIPMENT DETAILS	WORK REQUIRED	FURTHER INFORMATION	COST OPTION	
					QUOTED	BUDGET
3.1		Boiler: Boulter Camray 5 (Oil)	Service & replace the nozzle. Local oil supply pipe check. Issue Landlord Certificate	Check the system water corrosion inhibitor level and advise. <b>DONE 30/9/15</b>	9.00 135.00	
3.2	Loft	HWS Cylinder with Primary Heating Coil and Solar Coil	Functional checks	Include Solar Pump set and Secondary Pump (advise: access will require roof boards)		
3.3	Roof	Solar panel including Expansion Vessel, Safety Valve External pipe circuit	Inspect Solar Panel as practicable. Check Expansion Vessel Pressure & antifreeze level	Panel cleaning is excluded as not generally required annually. <b>NOT DONE 2015</b>		
3.4		HWS Primary 2-Port Valve	Visual checks/Functional Check	Supplied from Boiler Primary Pump		
3.5		HWS Secondary Pump	Visual checks/check running amps			
3.6		Boiler Pump: Heating Pump: UPS 15- 50	Visual checks/check running amps			
3.7		2 No. Zone Valves for heating circuits	Visual checks/functional checks	1 x 28mm 1 x 22mm		
3.8	Various	12 No. Radiators (Steel Panels)	Visual fixing checks, report if loose	Visual inspection to heating pipework. <b>NOT DONE 2015</b>		
3.9		Controls to Heating & Hot Water Services	Functional checks	Include the immersion heater element. <b>NOT DONE 2015</b>		
3.10	Various	Hot & cold water service	Visual inspection (minimal) whilst on site	Hot & Cold services are checked under L8 Water Management Program		
3.1 INVOICE# 10050						



REF	LOCATION	EQUIPMENT DETAILS	WORK REQUIRED	FURTHER INFORMATION	COST OPTION	
					QUOTED	BUDGET
2.1	Internal Storage	Oil Storage Tank (Heating) 5000L	Risk assess/visual inspection/Oil Landlords Certificate	No external air vent	46.00	
2.2	Internal/external	Oil distribution pipework	Inspect/risk assess	Pipes to Thatched Pavilion and Leased Unit (School) points of entry	Inc	
2.3	Kitchen	Heatrae P.O.U Water Heater	UVDHWSS inspection certificate	Safety discharge pipe is non-compliant. 15/08/12. <b>CORRECTED ON 02/02/15</b>	23.00	
2.4	Various	Hot & Cold pipework	Visual Inspection whilst on site	Hot & cold services monitored under L8	Inc	
Notes	(1) Item 2.3 P.O.U water heater was checked under L8 Corrective Works, found Expansion Vessel at zero pressure, raised to 2.0 BAR. Discharge pipework non-compliant hence carried out this PPM in order to issue UVDHWSS Certificate 15/8/14.					
	(2) Item 2.1/2.2 Expect a separate report for the 2014 inspection. Oil landlords Certificate will be required and issued along with Risk Assessment forms					
				NOT DONE 2015		

REF	LOCATION	EQUIPMENT DETAILS	WORK REQUIRED	FURTHER INFORMATION	COST OPTION	
					QUOTED	BUDGET
5.1	Ground Floor office	POU Water Heater (Over Sink)	Inspection	Vented Water Heater	24.00	
5.2	Male Toilet	POU Water Heater (Under Sink)	Inspection	Issue UVDHWSS Certificate Santon Aquaheat	24.00	
5.3	Female Toilet	POU Water Heater (Under Sink)	Inspection	Issue UVDHWSS Certificate Santon Aquaheat	24.00	
5.4	General	HWS & CWS Pipework, Sanitary Appliances	Visual Inspection During PPM Visit	For pipe Security & Leakage etc.	24.00	
5.5	Ground Floor office	POU Water Heater	Repair/Replacement	Thermostat not working extremes of temp so caution hot water sign has been added for now	TBA	
			NOT DONE 2015 NO SAFETY CERTIFICATES			
				Total Nett	96.00	
				Total VAT	19.20	
				Total Gross	115.20	

**From:** Birchall, John <john.birchall@norfolk.gov.uk>  
**Sent:** 09 March 2016 14:29  
**To:** JHunt  
**Subject:** Invitation to NDR local authority forum 17 March

Dear June

On 23 Feb I sent out invitations to an NDR local authority forum, to be held on 17 March at County Hall (6.30), and have been collating responses. I found I had not received one from Sprowston TC, and on checking the email distribution list, it is clear that several were left off. This is almost certainly my fault by failing to save changes when creating the lists. This also means you have probably not been receiving the informal updates and early warnings I have been sending on issues such as road closures (eg Plumstead Road). This has now been put right, but of course it has given you very little notice of next week's event, for which I apologise.

The details are below. Although we have said three per parish, if you have more than that, I am sure there will be space.

John

**Invitation to Norwich Northern Distributor Local Authority Forum**  
**6.30pm Thursday 17 March 2017, County Hall (Edwards Room), Martineau Lane, Norwich.**

In January I told you that I was organising a Local Authority Forum for elected Members of parish councils and parish clerks, and for Broadland and Norfolk County Council Members who represent parishes directly affected by the Northern Distributor Road. I can now confirm the date and time (above), and formally invite you to attend or send representatives – up to three per parish council please.

The exhibition material including the route plan and latest construction programme, will be on display, and there will be short presentations on what has been achieved so far, and what lies ahead.

The Forum is to provide an opportunity to hear directly from some of the key people involved in building the road, so find out more about the programme, progress to date, environmental measures and archaeology, and to raise issues that are of concern.

We know that traffic management around road closures and through the works, including the speed limits on busy routes, can be contentious issues, so we will be sounding out views on the possibility of local representatives joining regular **Traffic Management Clinics**.

If there are other items you think should be raised, please let me know. Further details will be issued the week before the Forum meets.

I am arranging for tea, coffee and biscuits to be available from 6pm.

**Could you please let me know by email if you plan to attend, or who will be representing your Parish Council (up to three).**

I look forward to hearing from you.

John

John Birchall



**From:** Winter, James <james.winter@norfolk.gov.uk>  
**Sent:** 08 March 2016 09:25  
**To:** JHunt  
**Subject:** Sprowston Drainage Works  
**Attachments:** Norwich SW COMMS jan 16 (002).docx; just sprowston from autocad.pdf

Dear June

Please find the attached word document and plan showing our proposed drainage improvements which Chris Mayes and I discussed at the Town Council meeting in December. The first phase of these improvements, Sprowston Phase 1 is expected to take place from Mid-April 2016 for approximately 16 weeks, weather permitting. The plan attached shows the locations where new drainage infrastructure is due to be installed.

This information was recently sent to the publisher of the 'Just Sprowston' magazine and it will be published in their next magazine so local residents will be aware of this planned work. We will also be distributing public information notices nearer to the time to the affected properties.

If you have any queries relating to this work, please do not hesitate to contact me.

Regards

**James Winter**  
**Project Engineer**  
Highway Projects Team 3  
Community and Environmental Services  
Direct dial telephone number: 01603 638047  
E-mail: [james.winter@norfolk.gov.uk](mailto:james.winter@norfolk.gov.uk)  
**Norfolk County Council**  
General enquiries: 0344 800 8020 or [highways@norfolk.gov.uk](mailto:highways@norfolk.gov.uk)  
[www.norfolk.gov.uk](http://www.norfolk.gov.uk)

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## **Norwich Surface Water Drainage Scheme**

In April 2015 Norfolk County Council were successful in its bid for Department for Transport Challenge funding and has been awarded £9.1 million to fund surface water drainage infrastructure improvement in the city and north city fringe area.

The funding will allow us to improve the drainage systems in the Greater Norwich area in order to offer better protection to domestic and business properties during times of heavy rain.” More than 100 properties were left under water during summer 2014 as flash floods hit communities in Norwich, Thorpe St Andrew and Costessey causing £2m worth of damage.

Surface water flooding can have a huge detrimental effect on properties and therefore local communities, as we saw in Broadland and North Norwich in 2014. The northern suburbs of Norwich have experienced substantial housing growth since the 1950s and the surface water drainage systems currently struggle to cope with high rainfall levels.

Rainfall which lands on solid (impervious) surfaces within private land such as roofs, driveways and on the highway including the carriageway, footways and verges can lead to flooding if it is not channeled away through drainage systems.

In most urban areas this is achieved through gullies positioned regularly on the highway which connect into small scale pipe networks which through gravity discharge to existing water courses.

In many residential areas on the northern fringes of Norwich the existing gullies do not work this way. They discharge to soak-aways and boreholes which connect to underground aquifers. Unfortunately these systems are old and no longer work efficiently. This can lead to flooding incidents during prolonged or heavy rainstorms.

The funding will allow us to upgrade and improve the surface water drainage systems and offer some reassurance to local residents that their quality of life will improve substantially once the work has been carried out.

At present, we have outline draft plans identifying those areas around the City where the new drainage systems need to be assessed. Areas of Hellesdon, Old Catton, Sprowston, Thorpe St Andrew and within the Norwich City boundary are currently included within the scope of the project.

During most of 2015 a range of surveys were undertaken (residents may have seen coloured markings sprayed on the road identifying existing utility apparatus) and information collated to allow design work to go forward on the assessment of solutions. This will also include computer surface water run off modelling.

Final detailed design commenced in December and will run for up to 18 months.

The significant large scale works linked to the project will commence in 2016 in Sprowston, Thorpe St Andrew, Taverham and Drayton and within the City. It is



intended that all of the proposed works will continue through 2016/17 with further phases in Old Catton and Hellesdon being constructed during 2017/18.

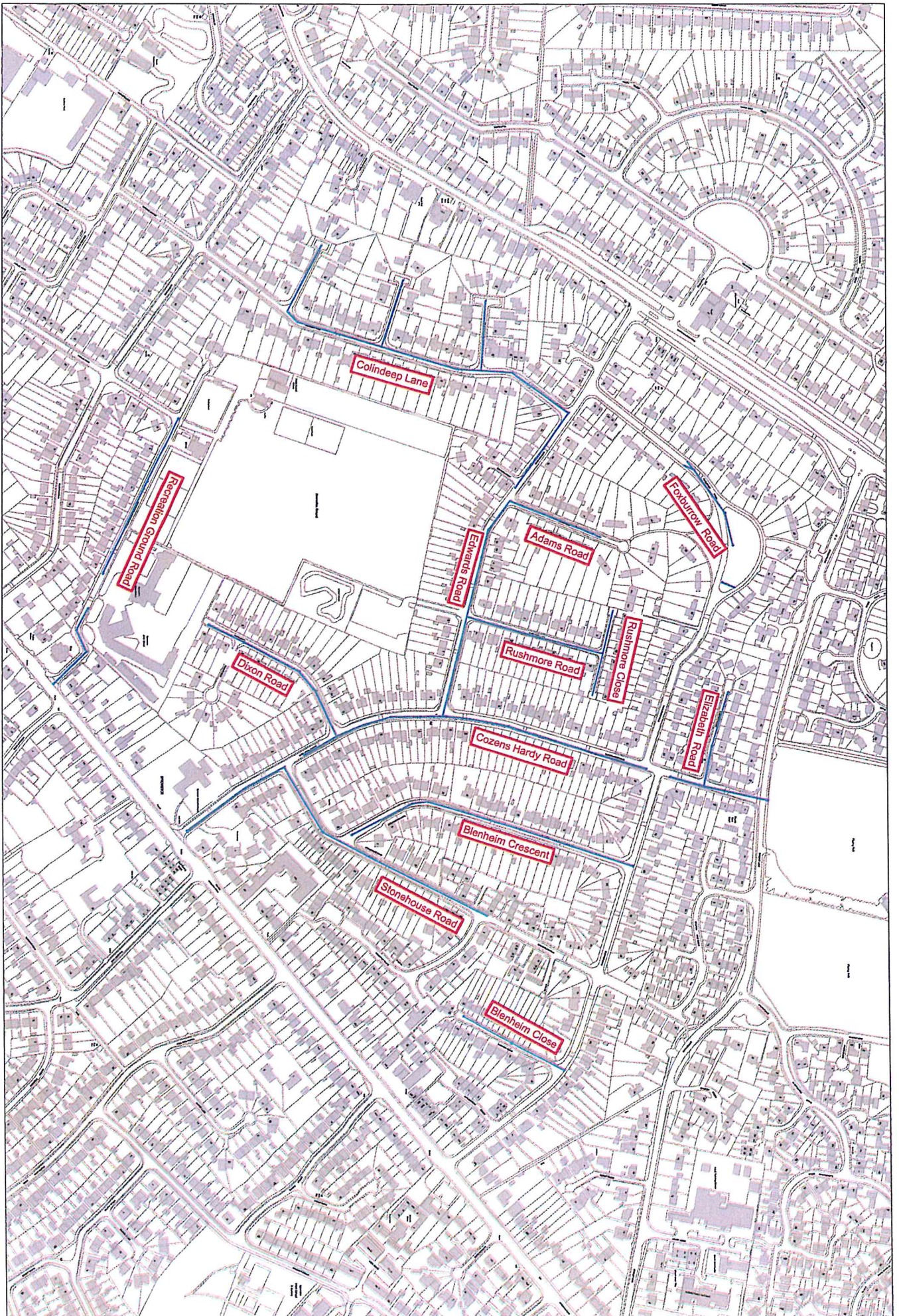
The first phase of the work which is expected to commence in April 2016 will be in and around the area of Cozens Hardy Road, Sprowston. The second phase which will be in the Thorpe St Andrew area is expected to commence in June 2016.

Primarily the work will involve open trench excavation with large carrier pipes being installed within the carriageway. This will cause some disruption to residents and will be the subject of temporary road closures and diversion routes. We will aim to minimise the impact of the works where ever possible and there will be dedicated Norfolk County Council Highways staff who will be on hand and contactable if issues arise.

Further local information will be circulated to Residents and Parish Council's ahead of the planned works.

Further information can be found on Norfolk County Council's website :  
[www.norfolk.gov.uk/Travel and transport/Roads/Road Maintenance/Department of Transport funding/Local highways maintenance challenge fund](http://www.norfolk.gov.uk/Travel%20and%20transport/Roads/Road%20Maintenance/Department%20of%20Transport%20funding/Local%20highways%20maintenance%20challenge%20fund)







**Sprowston Town Council**  
**PLANNING APPLICATIONS – 16 MARCH 2016**

<b>Broadland DC App.No.</b> 2016/0266	<b>Applicant</b> Ms A Bailey as location	<b>Location</b> 24 Breck Road, Sprowston, NR7 9HR
<b>Classification:</b> Minor dwellings <b>Type:</b> Full Permission		
<b>Description:</b> Demolition of Existing Rear Extension & Garage, Existing Main Roof Raised in Height. New Extension to Rear & Associated Works		
<b>Broadland DC App.No.</b> 2016/0283	<b>Applicant</b> Royal London Mutual Insurance Society as location	<b>Location</b> Sprowston Retail Park, Salhouse Road, NR7 9AZ
<b>Classification:</b> Minor dwellings <b>Type:</b> Full Permission		
<b>Description:</b> Variation of Condition 2 of Planning Permission 20151583 – 1. Alterations to Building Façade & Associated Walkways / Entrance 2. Extension & Sub-Division of Units 7 & 8 3. Construction of Mezzanine Floor in Units 7A & 7B 4. Additional Mezzanine Floor in Unit 8		
<b>Broadland DC App.No.</b> 2016/0329	<b>Applicant</b> Mr Mike Chapman as location	<b>Location</b> 48 Linacre Close, Sprowston, NR7 8PQ
<b>Classification:</b> Minor dwellings <b>Type:</b> Full Permission		
<b>Description:</b> Loft conversion including construction of south-west facing dormer; erection of single storey rear extension; erection of single storey side extension; and alteration of flat roof over existing detached garage to pitched roof		







**SCHEDULE OF TOWN COUNCIL MEETINGS**

**TO BE HELD AT**

**SPROWSTON DIAMOND CENTRE**  
**SCHOOL LANE**  
**SPROWSTON**

**STARTING AT 7:30 PM**

**MUNICIPAL YEAR 2016/2017**

08 June 2016	14 December 2016
29 June 2016	11 January 2017
20 July 2016	01 February 2017
31 August 2016	22 February 2017
21 September 2016	15 March 2017
12 October 2016	05 April 2017
02 November 2016	26 April 2017 (Annual Town Meeting - 7.00pm)
23 November 2016	26 April 2017 (Council Meeting to be held on the rising of the Annual Town Meeting)
7 December 2016 (Precept/Planning)	17 May 2017 Annual Council Meeting

*All meetings of the Council are open to the public, who are welcome to attend, and there is an opportunity for residents to ask questions on any matters concerning the Town of Sprowston*

*Copies of the agenda and minutes for each meeting are available free of charge either on request from the Council Office when they are published or at the meeting.*

*Other background papers and reports can also be viewed or copies supplied on payment of a small charge.*

June Hunt  
Town Clerk

February 2016

