



## 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 25 November 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 meetings held on 4 and 18 November 2015. Pages 1 - 8
4. To receive any Police Liaison Officer's report. Page 9
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 10
7. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak<sup>1</sup>.
8. "Young People's Ideas" (Mancroft Advice Project)
9. To receive the report of the Town Clerk and make decisions on: Pages 11 - 14
  - 5.2 Broadland District Council (Emerging) Local Plan: Recreational Provision in Residential Development Supplementary Planning Document (SPD) - Public Participation (Reg 12)
  - 5.3 Norfolk County Council - Norwich Water Surface Drainage Scheme
10. Report Harrisons Wood - Decision on Heath Restoration Project. Pages 15 - 18
11. Adjourn the meeting for a short break.
12. To consider planning applications to 25 November 2015. Page 19
13. To receive any written/verbal reports from the Council's Working Groups
14. To receive any written and verbal reports from Members representing the Council on or at outside organisations. (proforma enclosed)
15. To confirm the payment of accounts to 25 November 2015. Pages 20 - 21
16. To receive the schedule of credit card payments. Page 22
17. To receive the schedule of direct debits Page 23

*June Hunt*

June Hunt  
Town Clerk

20 November 2015

*JH*

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



## COUNCIL MEETING – 4 NOVEMBER 2015

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 4 November 2015, the following Members were present:-

Mr I Moncur – Chairman

Mr J W Bracey	-	Mrs J Leggett
Mr W F Couzens	-	Mr J H Mallen
Mr R A Fowkes	-	Mr C L Noble
Mr R J Knowles	-	Mrs J Poynter
Mrs B J Lashley	-	Mr N Shaw
Mr K Lashley	-	Mr J M Ward

In attendance

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

---

### **15/273. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of disclosable pecuniary and other interests were received.

### **15/274. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Mr T Landamore.

### **15/275. MINUTES**

The Minutes of the Council's meeting held on 14 October 2015, having previously been circulated to all Members were confirmed, subject to the following amendment:

Minute 15/263 (6) **delete** Henry VI and **insert** Henry V

and signed by the Chairman of the Council.

### **15/276. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

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

Mr Ward also verbally reported that

- (1) the County's Highways department were ready for the winter with 17,000 tonnes of salt stored in seven salt domes and 51 gritting lorries ready to go out on any given day to salt 2000 miles of Norfolk's roads, which is a third of the network.
- (2) the Beastly Machines Exhibition was being held at the Time and Tide Museum in Great Yarmouth which would appeal to all ages.

Mr I Moncur verbally reported that both he and Mrs J Leggett had attended a meeting of the Beeston Park Programme Board where they were informed that phase 1 development would take place in Old Catton and could take up to 6 to 7 years. Land for the link road from this development to North Walsham Road had not yet been secured and phase 3 would commence on completion of Phase 1.

## **15/276. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)**

Council discussed the above meeting and concerns were expressed with regard to:

- (1) additional traffic on Spixworth Road, Lodge Lane and White Woman Lane if the link road was not constructed.
- (2) phase one development in Old Catton would not provide for much needed housing association properties
- (3) the move to phase 3 following completion of phase 1 would lead to the main community area being left until last and probably not built resulting in a housing estate with no facilities or employment area.
- (4) the B1150 being diverted through a 30mph zone
- (5) the current road network could not support the number of proposed dwellings
- (6) no proposed improvements to the Park and Ride
- (7) Beeston Park will not be open early to the public

It was suggested that the new developer "TOWN" be invited to address the Town Council and publicise this event to residents.

Mrs J Leggett reported that:

- (1) she had been assured by Norfolk Constabulary that they were taking strong action on anti-social behaviour on roads in the Old Catton and Sprowston area.

Mr N Shaw reported that:

- (1) he would shortly be attending a meeting of the Strategic Aviation Special Interest Group (SASIG) and advised Members that Broadland District Council was to take over financial responsibility for this group from Surrey County Council.
- (2) he had attended a meeting of the Airport Consultative Committee where he had been informed that there was a problem with the new engine testing unit as heat from aircraft engines was causing the concrete to breakup. He had been assured that the facility would soon be operational following resurfacing and this would help reduce noise omissions.

## **15/277. 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.

The meeting was reconvened.

## **15/278. REPORT OF THE TOWN CLERK**

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

#### **1.1 Skatepark Design - Blue Boar Lane**

Having considered the report of the Town Clerk and skate park interpretation design prepared by the developer and Maveric Members raised a number of issues including:

- (1) fencing and cost of maintaining it
- (2) provision of rails





- (3) backing and support of potential users
- (4) provision of litter bins
- (5) insurance
- (6) height of proposed equipment being sufficiently challenging

Mr J W Bracey proposed, seconded by Mr N Shaw to invite an expert in this field to a future meeting of the Council to offer advice and answer questions on being put to the vote the motion was **CARRIED**.

## **1.2 Windsor Park Open Space**

Members carefully considered a complaint with regards to parking on an area of open space at Windsor Park Gardens and request for a skatepark and formal football pitch.

The Town Clerk expanded on her report giving details of current issues and planning regulations and financial implications of any change of use.

Following a lengthy debate it was

**RESOLVED** that no further action be taken.

## **CEMETERY**

### **2.1 No matters were reported**

## **STREET LIGHTING**

### **3.1 Christmas Holidays**

Having considered the report of the Town Clerk it was

**RESOLVED** that the Council office and grounds maintenance close at 12 noon 24 December 2015, reopening on Tuesday 29 December 2015 and close at 4.30pm 31 December 2015, reopening 4 January 2016.

## **CENTRAL ADMINISTRATION AND PERSONNEL**

**4.1 RESOLVED** that a donation of £250 be made to the Norwich Door to Door.

### **4.2 Norfolk ALC Annual General Meeting**

Mrs B J Lashley advised Members of her concerns with regard to Norfolk ALC's proposed new constitution and asked the Council to support her suggested amendments.

## **RESOLVED**

- (1) to support Mrs B J Lashley's suggested amendments to Norfolk ALC's proposed new constitution.
- (2) that Mr J W Bracey, Mr W F Couzens, Mr K Lashley and Mrs J Leggett attend the Norfolk ALC Annual General Meeting to be held Wednesday 6 January 2016 in the Edwards Room at County Hall, Martineau Lane commencing 6.30pm.

- (3) Mr K Lashley represents the Council at this meeting and put forward the amendments suggested by Mrs B J Lashley.

**4.3 Norfolk Constabulary Policing Statistics and Presence at this Meeting**

Members noted that there would be no Police statistics or presence at the Council meeting due to the introduction of a new system for recording and collating statistics, which was proving problematic.

**PLANNING AND TRANSPORTATION**

**5.1 Norfolk County Council - Re-imaging - Strategic and financial planning 2016/19**

Members noted the letter from Norfolk County Council outlining the consultation of strategic and financial planning 2016/19 opening on Friday 30 October 2015

**5.2 NALC Newsletter October 2015**

Members noted the press release from NALC regarding Devolution Deals.

**5.3 Beeston Park Programme Board Meeting**

This item was discussed under Minute 15/276.

**5.4 Norfolk County Council - Minerals Site Specific Allocations Plan Document (DPD): Single Issue Review of Silica Sand - preferred options consultation document.**

Members noted the email from Norfolk County Council's Principle Planner (Minerals and Waste Policy) setting out the consultation - Minerals Site Specific Allocations Plan Document (DPD): Single Issue Review of Silica Sand - preferred options on the above, which closes 21 November 2015.

**5.5 Licensing Act 2003**

**RESOLVED** to strongly oppose the granting of the premises licence requested by Sprowston Sports and Social Club on the grounds that:

The premise is in a residential area which is currently being developed with additional housing and a junior school to be located in close proximity.

Extended opening hours, up to 24 hours a day on any given day of the week, is unneighbourly particularly when considering noise generated by people leaving the premises in the early hours of the morning and potentially under the influence of alcohol.

The applicant states that they will conduct perimeter sound checks when hosting outside entertainment to prevent public nuisance. There are many forms of nuisance and this only addresses one of them.

Excessive access to alcohol is likely to promote anti-social behaviour, on and off the premises, which could impact on crime, public safety and become a noise nuisance.



**15/278. REPORT OF THE TOWN CLERK (CONTINUED)**

This is a sports and social club where children are welcome and participate in various activities. This licence will increase the likely hood of children being in the company of adults under the influence of alcohol and there is no reference in the application to checking proof of age of consumers of alcohol or what safeguarding measures would be implemented to prevent under aged drinking.

The applicant describes themselves as a recognised club and thus should be subject to applying for an events licence not a premises license which is more applicable to a public house or night club.

**6. ENCLOSURES**

- (i) Safer Neighbourhood Action Panel Minutes (draft) 21.10.2015.
- (ii) Dementia Training Flyer.

Mr C L Noble left the meeting on conclusion of this item.

**15/279. MEETING ADJOURNMENT**

On the motion of Mr J W Bracey, seconded by Mr J M Ward it was

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

The meeting was reconvened.

**15/280. 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:

2015/1622 - two storey rear extension at 13, Mousehold Lane

2015/1650 - erection of cart shed style car port at 10, Cannerby Lane

**15/281. REPORTS FROM COUNCIL'S WORKING GROUPS**

No written reports were received.

**15/282. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

Mr J M Ward reported on his attendance at a dementia training event which he highly recommended.

**15/283. TO RECIEVE THE SUMMARY OF INCOME AND EXPENDITURE AND BALANCE SHEET TO 30 SEPTEMBER 2015.**

**RESOLVED** to approve and adopt the Statement of Accounts and Balance Sheet and Detailed Income and Expenditure for the year ended 30 September 2015.

**15/284. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 4 November 2015 totalling £63,655.24 and answered Members' questions arising therefrom.

On the motion of Mr R J Knowles, seconded by Mr W F Couzens it was

**RESOLVED** that payment of the accounts to 4 November 2015 totalling £63,655.24 be approved and the schedule authorising payment signed by Mr R J Knowles and Mr J H Mallen.

**15/285. SCHEDULE OF CREDIT CARD PAYMENTS**

The schedule of credit card payments totalling £470.62 was approved and noted.

**15/286. SCHEDULE OF DIRECT DEBITS**

The schedule of direct debit payments totalling £45,114.70 was approved and noted.

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

25 November 2015

---

CHAIRMAN



At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 18 November 2015, the following Members were present:-

I Moncur – Chairman

Mr W F Couzens	-	Mrs J Leggett
Mr R A Fowkes	-	Mr C L Noble
Mr R J Knowles	-	Mr N Shaw
Mr T Landamore	-	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 attended

---

**15/287. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of disclosable pecuniary and other interests were received.

**15/288. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Mrs B J Lashley, Mr K Lashley and Mrs J Poynter, and verbal apologies from Mr J W Bracey and Ms G Landamore.

**15/289. RESIDENT'S QUESTIONS**

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

**15/290. 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**

To raise no objection to the following applications:

2015/1595 - 2 x non-illuminated signs at 1 - 1A, Caston Industrial Estate, Salhouse Road

2015/1720 - siting of 3 No. storage containers at Gresham House, Pinetrees Road

2015/1792 - front porch and roof alterations at 4, Breck Road

**15/291. REVIEW OF CURRENT FEES AND CHARGES**

**(a) Cemetery and Memorial Fees**

Mr J M Ward proposed, seconded by Mr N Shaw that effective 1 April 2016 Part 1, 1 (i) and Part 2, 1 fee to remain unchanged and a 3% increase be applied to all other cemetery and memorial fees, rounded.

**15/291. REVIEW OF CURRENT FEES AND CHARGES (CONTINUED)**

Mr R A Fowkes proposed, seconded by Mr C L Noble an amendment that effective 1 April 2016 Part 1, 1 (i) and Part 2, 1 fee to remain unchanged and a 1% increase be applied to all other cemetery and memorial fees, rounded.

On being put to the vote the amendment was **LOST**.

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

**(b) Sports Hire Fees**

Mr J M Ward Proposed, seconded by Mr N Shaw that effective 1 April 2016 all sports hire fees be increased by 3% rounded.

Mr C L Noble proposed, seconded by Mr W F Couzens an amendment that effective 1 April 2016 all sports hire fees be increased by 1% rounded.

On being put to the vote the amendment was **LOST**.

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

**(c) Facility Hire Fees**

Mr N Shaw proposed, seconded by Mrs J Leggett that effective 1 April 2016 all facility hire fees remain unchanged and on being put to the vote the motion was **CARRIED**.

**(d) Allotment Rents and Water Charges**

Mr R J Knowles proposed, seconded by Mr J M Ward that effective 1 October 2016 allotment rents for 2016/17 be increased by £2.00 and on being put to the vote the motion was **CARRIED**.

**14/292. DRAFT REVENUE AND CAPITAL EXPENDITURE PROGRAMME 2016/17**

Having considered the 2016/17 draft budget and following a lengthy debate it was

**RESOLVED** to accept the proposed 2016/17 budget presented and 2.7% increase on the previous year.

**14/293. PRECEPT**

**RESOLVED** to authorise the Town Clerk to submit, under Section 50 of the Local Government Finance Act 1992, a precept requirement to Broadland District Council of £547,332 to meet the Council's funding requirement for 2016/17.

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

25 November 2015

---

CHAIRMAN





Logged crimes on our Crime System:

7th Oct to 17th Nov 2015

Actual Bodily Harm	5
Assault	
Aggravated taking of motor vehicle	
Arson (endangering life)	1
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)	1
Causing intentional harassment, alarm or distress	1
Common assault & battery	11
Cruelty or neglect of children	
Criminal damage (dwellings)	2
Criminal damage (other buildings)	
Criminal damage (other)	3
Criminal damage (vehicles)	5
Disposal/realisation of stolen goods	
Drugs offences	2
Exposure	
Fear or Provocation of Violence	2
Fraud/deception	
Going equipped to steal	
Grievous Bodily Harm (without intent)	
Handling stolen goods	
Harassment	2
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	1
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	1
Racially/religiously aggravated intentional harassment, alarm or distress	
Robbery (personal)	
Sending letters etc with intent to cause distress or anxiety	
Sexual offences	4
Shoplifting	5
Theft from conveyance	
Theft by employee	
Theft from motor vehicle	1
Theft from the person of another	
Theft in a dwelling	
Theft of motor vehicle	
Theft of pedal cycle	1
Theft other	4
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:	54

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

234

14



15<sup>th</sup> November 2015

## **Report from Councillor John Ward**

### **Broadland District Council**

As Vice Chairman of the Council I attended the Norfolk Sports Award ceremony at the Forum on 11<sup>th</sup> November, sponsored by Archant, Active Norfolk and Norse it honoured the very best sporting talent in our county as well as local people and organisations who have dedicated their time to helping others in the field of sport. The Winner of Winners was Frances Rayner who founded the Downham Games in 2012 and has been honoured for getting her local community involved in sport.

At the last Cabinet meeting it was agreed that, in line with other local district councils, a free pest control service would no longer be provided. Enquiries from residents would be referred to the Council's preferred pest control supplier.

Devolution: - the leader of our Council together with the leaders of Norfolk County Council and two Suffolk leaders met this month with Michael Hesseltine at Westminster, to put before him the case for a joint Norfolk/Suffolk bid for devolved powers. He gave an encouraging response and work will continue between the two counties and the government to draw up an acceptable agreement.

### **Norfolk County Council**

The County's Warm & Well campaign was launched on 13<sup>th</sup> November. This is a project targeted at vulnerable groups. This year the Council is working with Community Action Norfolk which has received a £378k grant from the British Gas Energy Trust to support a number of solutions to reduce fuel poverty and help vulnerable people. The Council also launches its Warm and Well Fund with ten grants of £1000 available to assist community projects.

At the full meeting of the County Council on 6<sup>th</sup> November, Councillors voted overwhelmingly to confirm that the Council will provide the final funding of £10.4m for the Northern Distributor Road, completing a funding package of £178.95m for this 20km dual carriageway. Work will start this month.

On 13<sup>th</sup> November I attended the Thorpe St. Andrew School Sixth Form 'Celebrating Success Evening'. The sixth form students come not only from TSA but also from Sprowston and the surrounding parishes. I heard many inspiring stories;- one student is now an army officer, one working in a finance company, one is an assistant manager at a nursery and one has been sponsored by Rolls Royce on an engineering course at a USA university.



## COUNCIL MEETING – 25 NOVEMBER 2015

### Report of the Town Clerk

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

1.1 No matters to report.

#### 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 Norfolk County Council – Salhouse Road Crossing**

For Members information, the statutory consultation and public consultation period for the Salhouse Road Toucan Crossing and Woodside Road Zebra Crossing / 20 mph and conversion of footways to shared-use facilities, has now passed, with no raised objections. Norfolk County Council commenced work on Monday 9 November 2015. Members will recall that this crossing and cycleway terminate inside Harrisons woodland, where signage will give directional use to cyclists.

##### **5.2 Broadland District Council (Emerging) Local Plan : Recreational Provision in Residential Development Supplementary Planning Document (SPD) – Public Participation (Reg.12)**

Enclosed, for Members consideration, is the draft SPD together with supporting documents and a copy of the response form. The consultation closes at 5.00pm on Wednesday 23<sup>rd</sup> December.

**Option:** to make observations to Broadland District Council on the draft SPD.

##### **5.3 Norfolk County Council – Norwich Surface Water Drainage Scheme**

Attached, for Members consideration is an email from our local Norfolk County Council Highway Engineer detailing the surface water drainage infrastructure improvement for the Sprowston area.

**Recommendation:** to identify Members who wish to attend a meeting at Sprowston Diamond Centre on 8 December 2015, time to be arranged as most convenient to those attending.

#### ENCLOSURES

6.1.1 Better Broadband for Norfolk Information Sheet 22 (3 November 2015)

- 6.1.2 Letter from Mrs C. Goodson, regarding street naming
- 6.1.3 Letter from The Royal British Legion

*June Hunt*

June Hunt  
Town Clerk

*M*

**From:** Mayes, Christopher <christopher.mayes@norfolk.gov.uk>  
**Sent:** 17 November 2015 13:49  
**To:** JHunt  
**Subject:** Norwich Surface Water Drainage Scheme

Dear June

## **Norwich Surface Water Drainage Scheme**

In April this year 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 last summer as flash floods hit communities in Norwich and the Northern City fringe 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 last year. 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.

This funding will allow us to upgrade and improve 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 with Norwich City Boundary are currently included within the scope of the project. It is anticipated the installation of a new positive pipework drainage system with new manholes and gulley pots will improve existing arrangements.

During most of 2015 we are undertaking a range of surveys and collating data and information 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 will commence in December and run for up to 18 months.

The significant large scale works linked to the project will commence in early 2016 in Sprowston, Thorpe St Andrew, Taverham and Drayton and within the City, some smaller scale works are also planned for this current year. It is intended that all of the proposed works will continue through 2016/17. Further phases in Old Catton and Hellesdon will be constructed during 2017.

We are now able to confirm the first phases of work which will be commence in April 2016, this will be in and around the area of Cozens Hardy Road , Sprowston.

Primarily the work will involve open trench excavation and large diameter pipe laying within the carriageway and several hundred manholes and gulley pots on many of the roads in the areas mentioned. 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. There will be dedicated Norfolk County Council Highways supervising staff who will be on hand and contactable if issues arise.

With this in mind, we should be grateful to meet with representatives from your Parish Council to outline the proposals and seek your support and feedback for these important works.

We would like to arrange this meeting for either 7<sup>th</sup> or 8<sup>th</sup> of December, at a convenient time for your representatives between 09.00 and 17:00 at the Sprowston Town Council Offices. I would be grateful if you can let me know whether these dates and times are suitable.

I look forward to hearing from you.

Kind Regards

Chris Mayes  
Highway Engineer  
North Area Operations  
Environment and Community Services  
**Norfolk County Council**  
Highways enquiries: 0344 800 8020 or  
[Highways@norfolk.gov.uk](mailto:Highways@norfolk.gov.uk)  
[www.norfolk.gov.uk](http://www.norfolk.gov.uk)

--

To see our email disclaimer click here <http://www.norfolk.gov.uk/emaildisclaimer>



# Harrisons Wood, Sprowston - Heathland Restoration Project

## Report for Sprowston Town Council

10 November 2015

### 1. Introduction

- 1.1 This report is being presented to Sprowston Town Council for its consideration. It has been produced by Broadland District Council and Norwich Fringe Project.
- 1.2 Whilst Sprowston Town Council has previously stated its approval of and commitment to the heathland restoration element of the wider Harrisons Wood project (in August 2015), the high costs of this work (based on recent quotes from contractors), not to mention ongoing labour costs, have made it necessary to report back to the Town Council to set out the implications and options for taking this work forward.

### 2. Background

- 2.1 Broadland District Council has employed Norwich Fringe Project to carry out some initial, remedial works in order to ensure that Harrisons Wood is in a suitable state for being opened up to the public at the end of this year.
- 2.2 This follows the publication of a management plan in June 2015 that was produced by Norfolk County Council in consultation with Sprowston Town Council and Broadland District Council. The plan makes several recommendations for work required on site.
- 2.3 The finance for this work comes from a limited loan to Broadland District Council from the Greater Norwich Growth Board. This loan of £35,000 has been agreed for covering the production of the woodland management plan, the initial programme of necessary works resulting from this, and ongoing maintenance. This loan covers 5 years from 2014 to 2019, at which time it is expected that the developers of the White House Farm site will pay a maintenance contribution of approx. £100,000 for the woodland sites to Broadland District Council / Sprowston Town Council. This contribution will obviously cover the re-payment of the loan as well as including some remaining money for ongoing maintenance of the site.
- 2.4 One of the recommendations that the management plan makes (although it is not an element of 'necessary' work for opening the site) is the restoration of an area of heathland in the north-east of Harrisons Wood. The plan states that this area '*has many characteristics of a heathland type habitat*' and goes on to list the presence of several species which are typical of heathland areas. The plan also highlights that this area resembles an enclosed section of uncultivated land in this location that is shown on an OS map of 1879-1886. The area is now dominated by 'self-sown' native tree species, although there is an opportunity to

tailor the management of this part of the site to promote a heathland-type habitat on what was once a part of Mousehold Heath.

- 2.5 The management plan recommends that this area is fenced with stock-proof fencing to limit public access and dog walking.
- 2.6 Following receipt of the management plan, Sprowston Town Council was asked for its view on whether it would like to see this element of the project progressed and, if so, whether it would like to see the area fenced. The restoration would be a long-term, fairly costly project, and fencing (in particular) would obviously incur a significant, additional cost, despite the minimised disturbance that would result on the site.
- 2.7 The response from the Town Council meeting of August 2015 was that the Council would like to see this element of work progressed and that they would like to see the area fenced, with stiles.

### 3. Issues

- 3.1 The Norwich Fringe Project has asked contractors for quotes to progress the heathland restoration project. The quotes they have subsequently received are far higher than originally expected and the scale of the operation has become more apparent, with the costings just to create the area (incl. tree felling and stump clearance, scraping the site, possible bringing in seed etc) reaching between £15-20,000, with at least another £5,000 needed for the installation of fencing and gates.
- 3.2 These costs don't take into account the ongoing management of the area which will need to be quite intensive. The proposed heathland area is surrounded on both sides by woodland and there is likely to be a seed bank of birch, oak, pine etc. in the ground and seed coming in from the surrounding woodland. There would need to be an ongoing management cost for managing the young saplings. Grazing would be the cheapest solution, although an alternative would be pulling by hand. The costs for using volunteers to do this work could be in the region of £1,500 per year. In the long term the heathland would need managing by grazing or by cutting and topping with a tractor mounted topper or a pedestrian mower.
- 3.3 With these figures in mind, it is clear that this element of the scheme is something that cannot be funded using the loan from the Greater Norwich Growth Board (GNGB), which was agreed on the basis of remedial works and ongoing maintenance. The remedial works needed in order to make the woodland safe and fit for opening to the public have already exceeded the agreed loan from GNGB for this financial year. Therefore this element of the project, if it is to be progressed, will need to be delivered via alternative financial means (e.g. grant schemes for woodland projects).
- 3.4 The management plan recommends fencing the heathland area, to limit public access and dog walking. The plans states that this would reduce disturbance and allow a greater



biodiversity. Whilst this might be true, it is not essential that the area is fenced. The only real reasons to fence off this area would be to allow grazing of the heathland as part of the long-term management or to keep people and dogs out. There are many examples of heathlands which are open to the public (e.g. Mousehold Heath, most locally).

- 3.5 If grazing animals were not to be used to manage the heathland, the long term management (i.e. mowing) would need to be carried out using a tractor mounted topper every 3 to 5 years or more, depending on growing conditions. Having open access to the area, with no fencing, would make this task much easier (and cheaper).
- 3.6 In addition there is a risk that including the element of fencing in this project, thus restricting access to this area, would limit the range of funding opportunities from grant providers. It is very likely that grant providers will want to see the public benefits of such a project, including access to the heathland and particularly access for those with disabilities.
- 3.7 If it is decided that fencing is preferential, then it would be easier to carry out the initial works to the area before any fencing is erected, as this would make it easier for contractors to gain access. There would also be no risk of damaging fencing during the restoration work.
- 3.8 As a slight aside, the management plan also refers to other longer term aspirations for the site, such as a dedicated car park and a BMX track for young people in the area. Clearly, the scale and nature of these projects means that they will also need to be viewed as discreet pieces of work within the wider initiative and, at such a time that the Town Council would like them to be delivered, they will also require funding from an alternative source to the loan that is being provided by GNGB.

#### 4. Options

- 4.1 Clearly there are a number of options for taking this work forward. The starting point is the recognition that the creation and ongoing management of a heathland site will not be particularly cheap, but that it will result in an area which has a very high ecological value and which will have the potential to support reptiles, amphibians, a wide range of invertebrates and nesting birds. The financing for the heathland restoration project would need to be sought via appropriate sources of grant aid.
- 4.2 Sprowston Town Council has the following options:
  - Option 1: Decline to implement the heathland restoration project for the foreseeable future.
  - Option 2: Seek funding to implement the heathland restoration project as previously agreed, including the installation of fencing around the site (with stiles).
  - Option 3: Seek funding to implement the heathland restoration project, but without the added element of fencing.

IM

## 5. Recommendation

- 5.1 It is recommended that Sprowston Town Council adopt option 3, to implement the heathland site (without fencing) bringing great ecological benefits to the area whilst allowing public access. This would involve working alongside Broadland District Council officers to seek appropriate funding sources and to plan and deliver the project, with the support of Norwich Fringe Project.

Report authors: Richard Squires, Broadland District Council  
Matthew Davies, Norwich Fringe Project



**Sprowston Town Council**  
**PLANNING APPLICATIONS – 25 NOVEMBER 2015**

<b>Broadland DC App.No.</b> 2015/1605	<b>Applicant</b> Mr Awat Ahmed as location	<b>Location</b> 11 Caston Industrial Estate, Salhouse Road, Sprowston, NR7 9AG
<b>Classification:</b> Minor dwellings <b>Type:</b> Full Permission		
<b>Description:</b> 1 No Non-Illuminated Freestanding Sign (Retrospective)		
<b>Broadland DC App.No.</b> 2015/1802	<b>Applicant</b> SIGMA (Marlborough) Ltd	<b>Location</b> Former Royal Observer Corps, Chartwell Road, Sprowston, NR6 7RB
<b>Classification:</b> Minor dwellings <b>Type:</b> Full Permission		
<b>Description:</b> Demolition of Existing Buildings, Redevelopment to Provide an A1 (Shop) Unit and an A3 Drive-Through Café, Alterations to Vehicular Access, Parking, Landscaping and External Works		
<b>Broadland DC App.No.</b> 2015/1804	<b>Applicant</b> Mr & Mrs Bulmer as location	<b>Location</b> 160 Proctor Road, Sprowston, NR6 7EU
<b>Classification:</b> Minor dwellings <b>Type:</b> Full Permission		
<b>Description:</b> Erection of Detached Double Garage		
<b>Broadland DC App.No.</b> 2015/1866	<b>Applicant</b> Mr P Semmence as location	<b>Location</b> 14 Blue Boar Lane, Sprowston, NR7 8RS
<b>Classification:</b> Minor dwellings <b>Type:</b> Full Permission		
<b>Description:</b> 1. Two Storey & Single Storey Rear Extension. 2. Single Storey Front Extension		

## Payments and Transfers

## Sprowston Town Council

Invoice Date	Invoice No.	Invoice Detail	Net £	VAT £	Total £	BACS Ref
27.10.2015	20945	<b>Supplier : Colour Print</b> <i>Sprowston Matters No.43 and questionnaire printing</i>	538.00	33.40	571.40 571.40	1051
14.11.2015	INV-1588	<b>Supplier : Cozens (UK) Ltd</b> <i>Street light maintenance October</i>	600.00	120.00	720.00 720.00	1052
09.11.2015	5307867	<b>Supplier: CPL Petroleum</b> <i>Machinery fuel 1,001 litres red diesel</i>	407.91	20.40	428.31 428.31	1053
31.10.2015	0102192	<b>Supplier : East Anglian Watercooler Co.</b> <i>SDC room hire water bottles and cups</i>	44.50	8.90	53.40 53.40	1054
06.11.2015	3769300/3778108	<b>Supplier: Eastern Shires Purchasing Organisation</b> <i>Cleaning Products</i>	139.76	27.95	167.71 167.71	1055
31.10.2015	600644 600653 600704 600777	<b>Supplier : InTouch Systems</b> <i>IT Sage upload to server</i> <i>IT Domain and Word Press annual charge</i> <i>IT Hosted exchange Dec. charge</i> <i>IT Internet Nov. charge</i>	100.00 220.00 60.00 40.00	20.00 44.00 12.00 8.00	120.00 264.00 72.00 48.00 504.00	1056
04.11.2015	5016	<b>Supplier : Just Regional Publishing</b> <i>SDC room hire advertising</i>	20.00	4.00	24.00 24.00	1057
03.11.2015	A Royal Night Out	<b>Supplier : Moviola Ltd</b> <i>SDC film hire Nov.</i>	107.78	19.67	127.45 127.45	1058
03.11.2015	1008385659	<b>Supplier: Sage (UK) Limited</b> <i>Office Sage Payroll annual charge</i>	698.00	139.60	837.60 837.60	1059

Carried Forward

2,975.95	457.92	3,433.87
----------	--------	----------

Invoice Date	Invoice No.	Invoice Detail	Net £	VAT £	Total £	BACS Ref
		Brought Forward	2,975.95	457.92	3,433.87	
		<b>TOTAL OF INVOICES</b>	<b>2,975.95</b>	<b>457.92</b>	<b>3,433.87</b>	
			<u>£2,975.95</u>	<u>£457.92</u>	<u>£3,433.87</u>	
		Transfer: STC General a/c to STC Drawings a/c			<u>£3,433.87</u>	Trfr 223



## Barclaycard Payments

## Sprowston Town Council

Invoice Date	Ref No	Invoice Detail	Net £	Vat £	Amount paid £
03.11.2015	BCP 324	<b>Supplier:</b> Sainsbury's SDC room hire catering	58.16	-	58.16
10.11.2015	BCP 325	<b>Supplier:</b> Sainsbury's SDC room hire catering	55.68	-	55.68
12.11.2015	BCP 326	<b>Supplier:</b> Homebase Pavilion door paint	7.99	-	7.99
17.11.2015	BCP 327	<b>Supplier:</b> Sainsbury's SDC room hire catering	43.29	-	43.29
To be paid by direct debit 27 December. 2015			<u>165.12</u>	<u>-</u>	<u>165.12</u>



Invoice Date	Ref No	Invoice Detail	Net £	Vat £	Amount paid £
31.10.2015	433604	<b>Supplier:</b> Anglia Farmers Limited <i>Tel./Elec/Dec.mats charge October</i>	405.13	32.58	437.71
03.11.2015	191498761	<b>Supplier:</b> British Gas <i>SDC field electricity chq. to 01 Nov.</i>	10.17	0.50	10.67
03.11.2015	490373147	<i>SDC electricity chq. to 01 Nov.</i>	259.31	51.86	311.17
27.03.2015	6	<b>Supplier:</b> Broadland District Council <i>SDC Business rates Oct-Mar16</i>	3,480.00	-	3,480.00
27.03.2015	27	<i>Rec.Grd Business rates Oct-Mar16</i>	2,256.00	-	2,256.00
27.03.2015	26	<i>Cemetery Business rates Oct-Mar16</i>	1,224.00	-	1,224.00
27.03.2015	11	<i>Rec.Bowls Business rates Oct-Mar16</i>	486.00	-	486.00
27.10.2015	63061702	<b>Supplier:</b> PHS Group <i>Rec.Grd cleaning contract 15/16</i>	304.20	60.84	365.04
27.10.2015	63061703	<i>S'hawk WC cleaning contract 15/16</i>	304.20	60.84	365.04
27.10.2015	63061704	<i>SDC WC cleaning 2015/16</i>	1,274.71	254.94	1,529.65
03.11.2015	52	<b>Supplier:</b> Southern Electric <i>Street lights Cont./Dawn to dusk Oct</i>	2,331.25	456.54	2,787.79
31.10.2015	SIO1037638	<b>Supplier:</b> Veolia Environmental Services (UK) Plc <i>All sites skip hire October</i>	249.78	49.96	299.74
Total Direct Debits			<u>12,584.75</u>	<u>968.06</u>	<u>13,552.81</u>

## Supplementary Payments and Transfers

## Sprowston Town Council

Invoice Date	Invoice No.	Invoice Detail	Net £	VAT £	Total £	BACS Ref
10.11.2015	INV-30145	Supplier : Harveyson Haulage Ltd Cemetery cess pit emptying	107.00	21.40	128.40 128.40	1060
17.11.2015	Grant	Supplier : Norwich Door to Door Grants Donation	250.00	0.00	250.00 250.00	1061
TOTAL OF INVOICES			<u>357.00</u>	<u>21.40</u>	<u>378.40</u>	
Transfer: STC Drawings a/c to Petty Cash Imprest a/c					1,000.00	Trfr 224
Transfer: STC General a/c to STC Drawings a/c					<u>£1,378.40</u>	Trfr 225

**NORFOLK ALC and NORFOLK COUNTY COUNCIL**  
**Re-imagining Norfolk – Strategic and Financial Planning 2016-17**

Norfolk County Council is not alone in the UK in being obliged to operate under conditions of severe financial restraint. This situation is exacerbated by the rising demand for services and the increasing cost of delivering these, which it often has no option other than to deliver. It is the case that as both the public and private sector emerge from the shadow of the economic crisis of 2007/8 into a new social, economic and political landscape that new ways of delivering services and doing business are being identified and implemented.

Norfolk ALC in conjunction with Norfolk County Council have arranged two meetings at which senior members of Norfolk County Council will present some of the options under consideration as part of the process of identifying new ways to deliver services and writing the Budget for the three years from 2016 to 2019. This is under the heading of, "Re-imagining Norfolk".

Representatives of Parish and Town councils in Norfolk are cordially invited to attend either of the two meetings which have been arranged for this purpose on either;

**Thursday 3 December 2015, 7-8.30pm**

Swaffham Town Hall, 4 London St, Swaffham PE37 7DQ

or

**Monday 11 January 2016, 7-8.30pm**

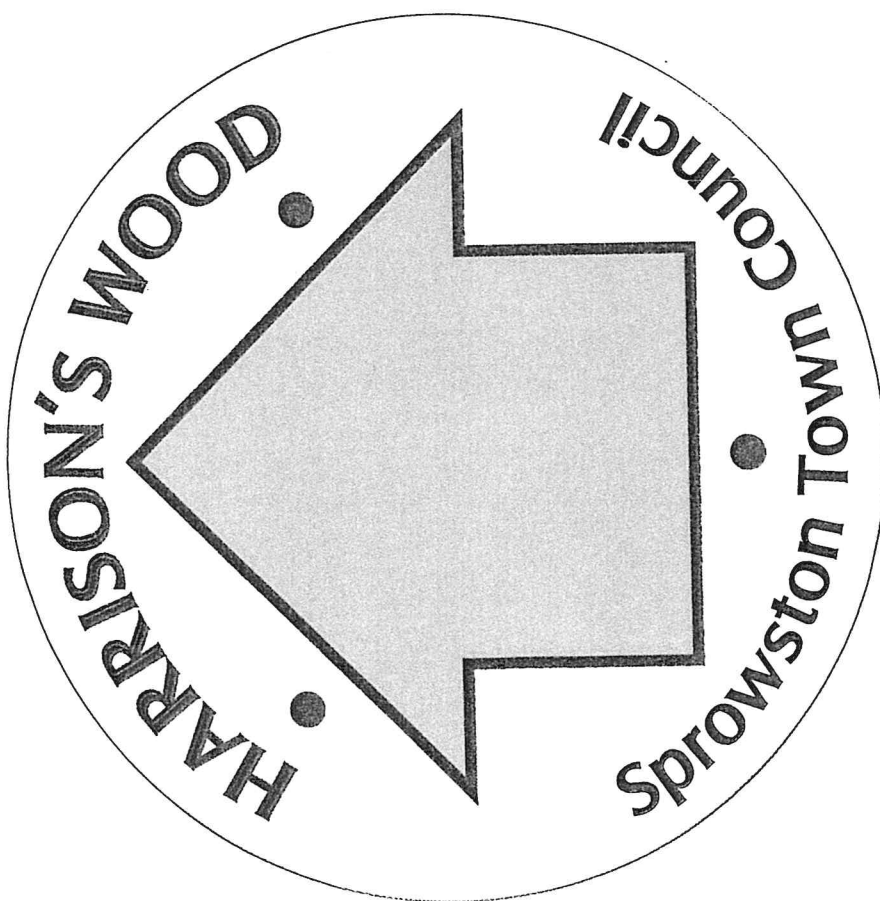
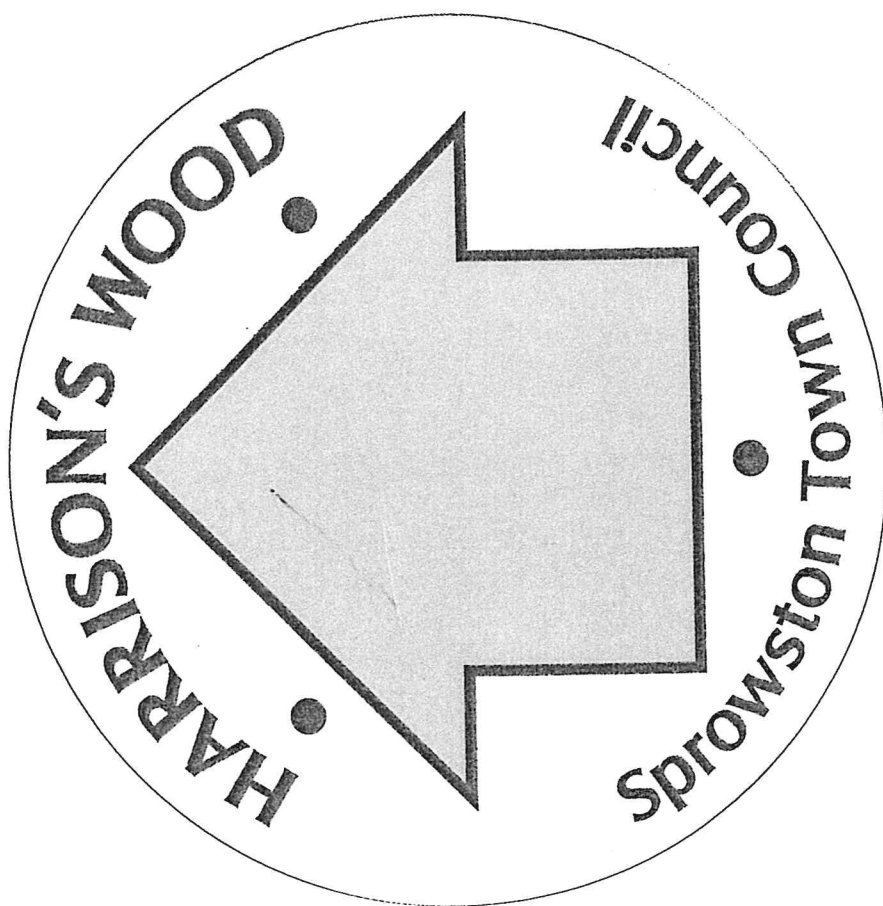
The Edwards Room, County Hall, Martineau Lane, Norwich, NR1 2DH

Representatives will receive a presentation from Norfolk County Council on the Re-imagining Norfolk agenda, have an opportunity to discuss all aspects of this and to put forward their own ideas for change.

It is important to book your place and this can be done on the following e-mail [countyofficer@norfolkalc.gov.uk](mailto:countyofficer@norfolkalc.gov.uk)

I hope that those parish and town councils able to send representatives will find this opportunity for dialogue about our shared future with Norfolk County Council worthwhile.

Kind regards  
Stephen Teverson  
Chairman, Norfolk ALC





**Sprowston Town Council Meeting 4 November 2015**

**Below is additional information supplied by Sprowston Sports and Social Club for amendment i  
their application for a licence in response to this Council's representations Minute 15/278.**

**A, Plays, B. Films**

Monday to Friday 11.00 to 24.00

Saturday 11.00 to 02.00

Sunday 12.00 to 24.00

Christmas Eve, New Year's Eve until 02.00 Bank holidays, end of season sports presentations, charity events and fun days – an additional hour to the timings specified above (as agreed with the Police – restricted to 12 a year with at least 1 weeks written notification)

**C. Indoor Sporting Events**

Monday to Friday 11.00 to 24.00

Saturday 11.00 to 02.00

Sunday 12.00 to 24.00

**E. Live Music**

Outdoor live music restricted to 14.00 to 18.00 Monday to Sunday 11.00 to 24.00 Christmas Eve, New Year's Eve until 02.00 Bank holidays, end of season sports presentations, charity events and fun days – an additional hour to the timings specified above (as agreed with the Police – restricted to 12 a year with at least 1 weeks written notification)

**F. Recorded Music**

Outdoor live music restricted to 14.00 to 18.00 Monday to Friday 11.00 to 24.00 Saturday 11.00 to 02.00 Sunday 12.00 to 24.00 Christmas Eve, New Year's Eve until 02.00 Bank holidays, end of season sports presentations, charity events and fun days – an additional hour to the timings specified above (as agreed with the Police – restricted to 12 a year with at least 1 weeks written notification)

**G. Performances of Dance**

Outdoor dance to be restricted to 14.00 to 18.00 Monday to Thursday 11.00 to 24.00 Withdraw performances of dance for Friday, Saturday and Sunday Bank holidays, end of season sports presentations, charity events and fun days – an additional hour to the timings specified above (as agreed with the Police – restricted to 12 a year with at least 1 weeks written notification)

**H. Anything of a similar description to that falling in (E), (F), (G) above Monday to Friday 11.00 to 24.00 Saturday 11.00 to 02.00 Sunday 12.00 to 24.00**

**I. Late Night Refreshment**

Sunday to Thursday 23.00 to 24.00

Friday 23.00 to 01.00

Saturday 23.00 to 02.00

Christmas Eve, New Year's Eve 23.00 until 02.00

**J. Supply of Alcohol**

Monday to Friday 11.00 to 24.00

Saturday 11.00 to 02.00

Sunday 12.00 to 24.00

Bank holidays, end of season sports presentations, charity events and fun days – an additional hour to the timings specified above (as agreed with the Police – restricted to 12 a year with at least 1 weeks written notification)

Opening hours

Monday to Friday 11.00 to 01.00

Saturday 11.00 to 03.00

Sunday 12.00 to 01.00

Bank holidays, end of season sports presentations, charity events and fun days – an additional hour to the timings specified above.

In addition the Club has agreed a number of conditions with the Police

**From:** Central Support Team Maintenance  
<centralsupportteammaintenance@norfolk.gov.uk>  
**Sent:** 25 November 2015 09:52  
**Subject:** Information about Works - A1151 Route Improvement Works, Sprowston, Rackheath and Wroxham  
**Importance:** High

## Public Information

from  
**Norfolk County Council**

**Ref: HP3/S38/R1/W55/PG4327/JR/FP**

**25 November 2015**

### **A1151 Route Improvement Works, Sprowston, Rackheath and Wroxham**

Work will begin on the 30 November 2015 in three places along the A1151 Wroxham Road between Sprowston Park and Ride and Wroxham.

The three sites are - the layby next to Beeston Lane, the Muck Lane/Swash Lane junction and the unmade layby just south of Wroxham Railway Bridge.

The Beeston Lane Layby works will mainly be lining and tree trimming. Traffic will be controlled using 2 way stop/go boards which will be manually controlled.

At Muck Lane we will be constructing a nearside passing bay on the A1151 Wroxham Road, opposite its junction with Muck Lane. To facilitate the works it will be necessary to close Muck Lane between Wroxham Road and Salhouse Railway Station. This will mean that we can manage the traffic on the Wroxham Road using 2 way lights, keeping any delays to a minimum. A fully signed diversion will be in place and those vehicles which are unable to negotiate Salhouse Railway Bridge will be afforded access via Muck Lane. Gatemen will be on hand to advise drivers.

The third site is the unmade layby just south of the Wroxham Railway Bridge. We will be permanently closing this layby, constructing a farm access and carrying out some lining works. 2 way lights with manual control will be used to manage the traffic.

The works will take approximately 2 weeks to complete. Please note that adverse weather conditions, plant breakdown, and the like, may delay the programme.

The work which will cost £31,000.00 will be carried out by Norfolk County Council's Community and Environmental Services Department and their contractors.

The County Council apologises for any inconvenience the works may cause.

### **For Further Information**

Mark Childerhouse, Structural Maintenance Agent, 0344 800 8020.

Up-to-date information about roadworks in Norfolk is available on the County Council website at [www.norfolk.gov.uk/roadworks](http://www.norfolk.gov.uk/roadworks)



If you need this report in large print, audio, Braille, alternative format or in a different language please contact 0344 800 8020 and ask for Kath Walpole or textphone 0344 800 8011 and we will do our best to help.