



NOTICE OF MEETING

AND SUMMONS TO ATTEND

**The Annual meeting of Sprowston Town Council
will be held in the St Quintin Room, at Sprowston Diamond Centre, School Lane
Sprowston on Wednesday 18 May 2016 at 7.30pm**

AGENDA

Item No.

1. Appointment of Chairman of the Council for the ensuing year.
2. Declaration of Acceptance of Office of Chairman of the Council.
3. Appointment of Vice-Chairman of the Council for the ensuing year.
4. To receive declarations of interest.
5. To receive apologies for absence (proforma enclosed).
6. To confirm the minutes of the Council's meeting held on 27 April 2016. Pages 1 - 7
7. To receive any Police Liaison Officer's report.
8. To receive correspondence & agree action/response arising from the minutes.
Thank you letter from EACH Page 8
9. To receive any written/verbal reports from Sprowston County and District Councillors. Page 9
10. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak¹.
11. Broadland District Council/Norfolk Homes presentation on Skate park Design, Blue Boar Lane
12. Appointment of Members to serve on the Staffing Committee (4 Members)
13. Appointment of Members to represent the Council on the following organisations:
(a) Norwich Airport Consultative Committee (1 Member plus substitute)
(b) Senior Citizens Welfare Committee (2 Members)
14. Review and adoption of appropriate Standing Orders*.
15. Review and adoption of appropriate Financial Standing Orders*.
16. To review the eligibility to exercise the General Power of Competence for the ensuing term of office.
17. Review and adoption of the Council's Policies and Procedures - Index*. Pages 10 - 11
18. Review of the Council and or/staff subscriptions to other bodies.
19. Determining the time and place of ordinary meetings of the full Council up to and including the annual meeting of full Council.
20. To receive the report of the Town Clerk and make decisions on: Pages 12 - 14
 - 3.1 Structural & Electrical Safety Test of Streetlights
 - 3.2 Falcon Road West Street Light
 - 6.1 Broadland District Council Enhancement Awards 2016

21. Adjourn the meeting for a short break.
22. To consider planning applications to 18 May 2016. Pages 15 - 17
23. To receive any written and verbal reports from Members representing the Council on or at outside organisations. (proforma enclosed)
24. To confirm the payment of accounts to 18 May 2016. Pages 18 - 21
25. The Chairman will move that the press and public be excluded from the meeting for the remaining business because otherwise, information which is exempt information by virtue of Paragraph 1 of Part I 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.
26. To confirm the Minutes of the Council's Staff Working Group and consider their confidential report. Pages 22 - 23
27. To consider the confidential report of the Town Clerk. Pages 24 - 27



June Hunt
Town Clerk

12 May 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

Footnote:

- *Standing Orders and Policies have been previously circulated.
- *Lone Working policy enclosed
- *Scheme of Delegation policy amended version enclosed

¹ 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 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 (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 – 27 APRIL 2016

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 27 April 2016, the following Members were present:-

Mr I Moncur – Chairman

Mr J W Bracey	-	Mr K Lashley
Mr W F Couzens	-	Mrs J Leggett
Mr R A Fowkes	-	Mr J H Mallen
Mr T Landamore	-	Mr N Shaw
Mrs B J Lashley	-	Mr J M Ward

In attendance

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

2 members of the public were present

Mr K Leggett	-	Chairman Broadland District Council
Mr L Powell	-	EDP Reporter

16/096. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

16/097. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr R J Knowles, Ms G Landamore, Mr C L Noble and Mrs J Poynter.

16/098. MINUTES

The Minutes of the Council's meeting held on 6 April 2016, having previously been circulated to all Members were confirmed and signed by the Chairman of the Council.

16/099. POLICE LIAISON OFFICER'S REPORT

Members noted the instances recorded in the crime statistics for Sprowston since the last meeting.

16/100. SKATE PARK DESIGN

Having viewed plans presented by Norfolk Homes for a proposed skatepark at Blue Boar Lane Members did not feel they could make a decision at the meeting as there was insufficient detail on equipment, landscaping, noise attenuation, siting of the park within the allocated area, distance from adjacent housing and S106 funding.

RESOLVED to invite a representative from Norfolk Homes and Broadland District Council to attend a future meeting of the Council to clarify specific details.

16/101. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr Ward also verbally reported:

16/101. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

- (1) that Broadland District Council's Tax collection rate was 98.97%, one of the best in Norfolk, as was the collection of business rates at 99.17%.
- (2) last year Norfolk County Council was successful in its bid for £9.1 million to fund surface water drainage in the city and the north city fringe area. The Council is contributing an additional £1.2 million to the costs of this scheme. The first phase commences in Sprowston and involves the installation of a large network of carrier pipes linked to existing soakaways and boreholes which will discharge into existing watercourses. This will involve work between May and September in the following roads:

Cozens Hardy,
Foxburrow,
Dixon,
Edwards,
Adams,
Rushmore,
Recreation Ground,
Stonehouse,
Blenheim Road, Crescent and Close
Elizabeth Close.

- (3) that a free conference was being arranged in Norwich on 13 May 2016 for business people and investors in Norfolk to recognise the potential offered by our older population and to develop products aimed at this market.

Mrs J Leggett reported:

- (1) that she had attended a meeting of the Road Casualty Reduction Partnership Board where last year's road safety figures were reviewed. In the year to the end of January there were 371 people reported killed or seriously injured on the roads, which was a 20pc drop from a baseline figure of 462 from 2005-2009. Norfolk had its lowest number of motorcyclist fatalities, just 3 in 2015 the number of incidences involving pedestrians was also reducing but there was no change in the numbers involving elderly or young people.
- (2) that the Safer Neighbourhood Action Panel had met on 20 April 2016, the minutes of which would be circulated when available. Mrs Leggett advised that Broadland District Council was taking the lead on parking issues outside schools. Smiley Sid had been deployed in Old Catton and Sprowston and speed monitoring would continue on Proctor Road, Gage Road and Linacre Avenue. With the lighter nights anti-social behaviour in parks and open spaces would also be targeted.

Mr N Shaw reported:

- (1) that on 14 April 2016 the Strategic Aviation Special Interest Group (SASIG) had met with the Secretary of State where Norwich Airport was discussed, and the promotion of more work within regional airports. He had also attended a Technical Group meeting which was looking at noise pollution stating that noise from helicopters was the biggest problem at Norwich Airport.
- (2) that he was trying to get a bus service in the north east of Sprowston where a lot of elderly people lived who did not drive.

16/102. RESIDENT'S QUESTIONS

On the motion of Mr I Moncur, seconded by Mr K Lashley 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.

Helen Ollett-Nash of the Norfolk Association of Local Councils presented the Chairman with the Local Council Quality Gold Award and congratulated the Town Council on their achievement.

Broadland District Council Chairman, Mr K Leggett also congratulated Sprowston Town Councillors and staff on achieving this prestigious award and hoped that other Town and Parish Councils in the Broadland area would follow Sprowston's lead.

Marie Newson, expressed concern with regard to the provision of a skatepark on land adjacent to Blue Boar Lane and the impact it would have on nearby residents. The Chairman of the Council advised that this item was on the agenda and would be discussed by Council later in the meeting.

The meeting was reconvened.

16/103. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Harrisons Plantation

The Town Clerk reported that Broadland District Council was to hold an event on 11 May 2016 to launch the opening of Harrisons Woodland, however signage asking people not to enter the woodland had already been removed following confirmation that the District Council's insurance included public liability for this area of open space.

1.2 Sprowston Youth Engagement Project

Members noted with thanks the report from Sprowston Youth Engagement Project Leader Clare Lincoln.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 (i) Falcon Road West

Members considered a request to improve the street lighting at Falcon Road West together with a quotation from the Council's contractor Cozens (UK) Ltd.

A number of suggestions were made including asking Norfolk County Council to cut back the trees before considering additional lighting columns and to prepare a phased plan to increase lighting stock, to be implemented when funds became available in a future budget.

Following a debate it was

16/103. REPORT OF THE TOWN CLERK (CONTINUED)

RESOLVED to obtain a quotation for the installation of one lighting column to be erected between columns 2935 and 2925.

(ii) Quotation for installation of new post top LED 19W Lanterns for street lighting stock

Having considered the Town Clerk's report and quotations for changing the Council's lighting stock from sodium to LED it was agreed not to progress with any changes to lanterns until the scheduled column survey had been completed.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Broadland Overview and Scrutiny Committee Work Programme Survey

RESOLVED that Mr K Lashley be registered to attend the training event "Basics of Overview and Scrutiny" to be organised by Broadland District Council.

4.2 Appraisals and Schedule of Identified Training

Members noted the schedule of identified training following appraisals and it was

RESOLVED to authorise the Town Clerk to select priority areas of training to the value of £2,000 in financial year 2016/17 and schedule the remaining training for the financial year 2017/18.

4.3 Personnel

Further to Minute 16/053 it was

RESOLVED to confirm the appointment of Mr Mark Anderson as Caretaker/Cleaner (15 hours per week) commencing 18 April 2016 at SCP 16.

PLANNING AND TRANSPORTATION

5.1 Broadland District Council - Community Infrastructure Levy

Members noted the demand of £8,562.50 made by Broadland District Council under regulation 65, Community Infrastructure Levy Regulations (2010) as development had commenced at Sprowston Diamond Centre.

5.2 Broadland District Council - Consultation on revised Statement of Community Involvement

Mr N Shaw commented that there was no Broadband provision within the new housing developments adjacent to Blue Boar Lane.

6.1 ENCLOSURES

16/104. MEETING ADJOURNMENT

On the motion of Mr K Lashley, seconded by Mrs B J Lashley it was **RESOLVED** to adjourn the meeting for a short break.

16/104. MEETING ADJOURNMENT (CONTINUED)

The meeting was reconvened.

16/105. 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:

2016/0492 - single storey front and rear extension at 126, Wroxham Road

2016/0519 - single and two storey side extension and two storey rear extension at 42, Rushmore Close

2016/0504 - single storey front extension at 96, Cozens Hardy Road

2016/0557 - change of use of class B2 industrial site to bus depot and modification to existing adjoining bus depot.

2016/0545 - single story rear extension at 11A, Blenheim Crescent

2016/0499 - outline planning permission is sought for part of the proposed orbital link road south of Salhouse Road to facilitate link to Plumstead Road

2016/0560 - first floor rear extension to No. 12 and two storey rear extension and single storey front extension to No. 14 at 12 and 14, Blue Boar Lane

2016/0546 - change of use from B8 (storage distribution) to D2 (Gym) at Unit 8, Caston Industrial Estate, Salhouse Road

2016/0638 - sub-division of plot and erection of 1 No. residential dwelling at 52, Blackwell Avenue

2016/0636 - loft conversion with dormer windows to front and rear at 13, Carleton Road

(b) had no objection to the granting of planning application 2016/0540 - first floor side extension and garage conversion at 15, Plantation Drive but expressed concern about the reduction in available off road parking.

(c) had no objection to the granting of planning application 2016/0498 - proposed residential development of a minimum 803 dwellings with access roads and associated infrastructure, site for new primary school, land for bus rapid transport (BRT) scheme 4, section of orbital link road and retained areas of woodland and creation of open space (outline) at Lane South of Salhouse Road subject to the new development being kept completely separate from the existing development at Greenborough Road/Hammond Way and Harrisons Drive.

16/106. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

16/107. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written reports were received.

16/108. INCOME AND EXPENDITURE AND BALANCE SHEET 2015/16

This item was deferred to a future meeting of the Council.

16/109. REVIEW OF ASSET INVENTORY LIST

Members reviewed the inventory of land and assets including buildings and equipment and it was

RESOLVED to adopt without amendment.

16/110. BUDGET ALLOCATIONS 2016/17

Members reviewed the 2016/17 budget allocations and it was

RESOLVED to accept without amendment.

16/111. REVIEW OF ACTION PLAN 2016/17

Members reviewed the 2016/17 action plan and it was

RESOLVED to adopt without amendment.

16/112. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

Members reviewed the Council's insurance cover and it was

RESOLVED to accept the arrangements for insurance cover in respect of all risks contained within the current policy with Zurich Municipal.

16/113. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 27 April 2016 totalling £56,648.04 and answered Members' questions arising therefrom.

On the motion of Mr I Moncur, seconded by Mr K Lashley it was

RESOLVED that payment of the accounts to 27 April 2016 totalling £56,648.04 be approved and the schedule authorising payment signed by Mr R A Fowkes and Mrs B J Lashley. .

16/114. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card and supplementary credit card payments totalling £38.85 was approved and noted.

16/115. 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.

16/116. SUSPENSION OF STANDING ORDER 1Y

On the motion of Mrs B J Lashley, seconded by Mr K Lashley it was **RESOLVED** to suspend Standing Order 1Y to complete the business of the evening.

16/117. STAFFING

(1) Financial Officer

The Town Clerk reported the resignation of the Council's part-time Finance Officer. In view of this the Council felt it inappropriate to consider the personal application for regrading previously submitted..

The Town Clerk also reported that following the resignation in May 2014 of the Assistant Clerk and Senior Finance Officer, Mr R Worlidge had been, with the Council's permission, providing financial training advice and consultancy. She requested the Council give permission for this to continue until the new member of staff and she was fully self-sufficient, which it was hoped to be at year end 16/17.

The Town Clerk then verbally presented the rational for increasing the hours of the Financial Officer post to full-time to accommodate for growth and additional administrative responsibilities.

During the debate it was suggested that the financial element of the post be replaced with like for like, additional administrative duties be included and the Town Clerk test the market.

RESOLVED

- (i) that Mr R Worlidge continue to provide the Council with financial training advice and consultancy.
- (ii) that the Town Clerk test the market through Hays employment agency.
- (iii) to authorise the Town Clerk to appoint a full-time Financial and Administrative Officer subject to (ii) above.

(2) Head Groundsman

Members considered the request from the Council's Head Groundsman for a salary increase.

The Town Clerk advised that the Council's staffing structure had been reviewed within the last two years for office staff and caretaker /cleaners but not grounds staff.

RESOLVED

- (i) to form a working group to review the structure of grounds staff.
- (ii) that the following Members serve on this Working Group:

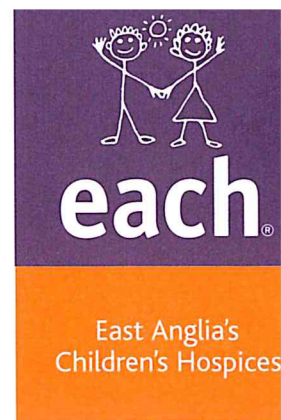
Mr K Lashley
Mrs J Leggett
Mr J H Mallen
Mr I Moncur

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

18 May 2016

CHAIRMAN

Sprowston Parish Council
Recreation Ground Road
NORWICH
Norfolk
NR7 8EW



06 May 2016

Dear Sir/Madam,

Thank you so much for your kind donation of £100.00, your support is much appreciated.

The demand for our services – *short-break care, emotional & psychological support, symptom management, care at end of life, bereavement support and many activities & therapies* – continues to increase.

Thanks to our supporters we're able to care for nearly 1,000 children, young people and family members including Bethany:

"We can't put into words how much of a difference EACH makes to our family. The team there are absolutely fantastic and have included Bethany in so many different events and activities; we can all see her confidence and independence has grown.

"When people ask us about EACH we can't sing higher praise than we do – for what they have been able to do for us as a family has been truly amazing and we couldn't thank them enough.

"Making a donation, however large or small, really does make a big, big difference to so many children and families and helps EACH to continue doing their amazing work." Caroline and Steve, Bethany's parents.

Without the generosity of our supporters, we couldn't do what we do – THANK YOU.

Yours sincerely,

Judy Strike
Finance Department
Telephone 01223 205 186 / 197
EACH House, 42 High Street, Milton, Cambridge, CB24 6DF

PS. If you need any help or support with your fundraising activities, please don't hesitate to get in touch with a member of our fundraising team.

Our fundraising offices

Cambridgeshire: 01223 204916 Essex: 01206 848450 Norfolk: 01953 666767 Suffolk: 01473 276196

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and Prince Harry



8th May 2016

Report from Councillor John Ward

Broadland District Council

The new showhouse at Carrowbreck Meadow, Drayton High Road opens on 27th May. This is the first development of Broadland Growth Ltd which is a company set up by the District Council in partnership with Norfolk Property Services.

The two Gogodragons owned by the District Council have just returned from Bure Valley House in Aylsham and are now looking for a community group who may wish to paint/decorate them as part of a project.

From 1st April none of the paper banks in the Broadland area will be managed by the council.

Voluntary groups may continue to retain their banks and claim the recycling credits from Norfolk County Council themselves.

Norfolk County Council

On 28th April I attended the unveiling of the Northern Distributor Road information Board at the Postwick Hub. The 12.5 mile road costing £179m will have 12 new roundabouts and 8 new bridges. 30,000 trees are being planted and 1.1m cubic metres of soil will need to be moved. The gas main at Fakenham road will be moved at a cost of £2.5m. To protect endangered newts and toads, 10 Kilometres of special fencing has been erected and already 500 newts and 600 toads have been relocated to safe sites.

Norfolk Museum Service has received the green light from the Heritage Lottery Fund to transform Norwich Castle Keep into the regions premier heritage attraction representing the keep as it appeared at the time of Norman King Henry 1 and featuring a dedicated British Museum Gallery. An initial £462k development grant is being released and a further £8.7m has been earmarked towards the project.

INDEX OF POLICIES

Accessibility Policy
Annual Parish Council Meetings Guidance Notes
Appraisal Policy
Appraisal Guidelines
Business Plan 2015-2019
Business Plan – Action Plan
Child and Vulnerable Adult Protection Policy
Safeguarding Children and Vulnerable Adult Statement
Community Engagement Strategy
Complaints Procedure
Corporate Business Continuity Plan
Corporate Governance Policy
Crime Disorder and Community Policy
Customer Service Policy
Efficiency and Value for Money Policy
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Recording of Decisions made by officers (delegated decisions) Policy
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Risk Management Strategy
Risk Management Register

Scheme of Delegation
Statement of Internal Control
Strategic Aims & Objectives
Training 'Statement of Intent'
Treasury Management Strategy
Tree Policy
Values and Behaviours Charter

COUNCIL MEETING – 18 MAY 2016

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 No matters to report.

CEMETERY

2.1 Spowston Cemetery Layout

Attached, for Members information is the latest plot layout for the cemetery extension which has been prepared by Martin Lilley, the Council's cemetery consultant. The layout has been prepared using the Council's current numbering system and makes maximum use of the land available. This map will now be sent to Pear Technology to be linked to our mapping system in preparation for use when required.

STREET LIGHTING

3.1 Structural & Electrical Safety Test of Streetlights

Attached, is a quotation from our lighting contractor Cozens (UK) Limited for the structural and electrical safety test of the Council's lighting stock. This test will provide the Council with a certificate and also test the thickness of the wall of metal which in time can decrease particularly below ground, caused mainly by corrosion from dog's urine. The test would also give this Council a health and safety certificate for the lamp posts.

At present a faulty street light receives a repair which includes a visual inspection with a report on condition as appropriate, this is part of the contract with our lighting contract, but should not be confused with the above suggested full test.

Option: instruct the Town Clerk with regard to the above.

3.2 Falcon Road West Street Light

Cozens (UK) Limited has advised that to place an additional column on Falcon Road West would cost in excess of an estimate of £2500 for the column, light and includes a small allowance for the electricity connection.

They are confident that the change of lights to LED at their original quotation of £1,860 plus VAT would light the woodland area in question as the splay of the light is directionally superior to the current lanterns.

Option: instruct the Town Clerk with regard to the above.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 No matters to report.

PLANNING AND TRANSPORTATION

5.1 APP/K2610/D/16/3149137 Appeal against Broadland District Council decision

An appeal has been made to the Secretary of State against the decision of Broadland District Council to refuse planning permission for a first floor rear extension at 11 Inman Road, Sprowston, NR7 8JT.

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

6.1 Broadland District Council Enhancement Awards 2016

Broadland District Council are seeking nominations for this year's Enhancement Awards. This award relates to conversions, extensions and alterations to existing buildings within the district that have been completed in the last couple of years.

Option: for Members to nominate any buildings within the Sprowston area.

ENCLOSURES

- 6.1.1** Broadland District Council Housing Enabler flyer Blue Boar Lane affordable home ownership
- 6.1.2** Norfolk County Council NDR informal update 5 May 2016
- 6.1.3** Sprowston Community Dementia Café 19 May 2016



**June Hunt
Town Clerk**



Design – Supply – Installation - Maintenance

Sprowston Town Council
Diamond Centre
School Lane
Norwich
Norfolk
NR7 8TR

HEAD OFFICE:
10 Stanley Close, Cantley
Norwich, Norfolk. NR13 3RW

TEL/FAX: (01493)701085

info@cozens.uk

www.cozens.uk

PLEASE ASK FOR: Roy Cozens

DIRECT DIAL: 07919024037

E.MAIL: roy@cozens.uk

OUR REF: Sprowston Town Council

YOUR REF: STREETLIGHT QUOTE

DATE: 10/05/2016

Re: Structural & Electrical Safety Test of Sprowston Town Council Streetlights

Attention of :- June

Further to our recent survey ,we now have pleasure in providing our estimate as follows;

- 1) Carry out a full Structural & Electrical Safety test to each Column.
- 2) Provide a full Highways Certificate and Report to each column passed.

STRUCTURAL & ELECTRICAL TEST X 814 STREET LIGHT COLUMNS :-

TOTAL = £22,792.00 + VAT

This quotation is valid for 30 days and VAT will be added at current rate at date of invoice. All costs listed within tender are net. If you require any further information concerning the above then please do not hesitate to contact me personally assuring you of our closest attention at all times.

Yours sincerely

Roy Cozens
Project Manager – (Director)



VAT Registration Number: 552 65 84 25

STREET LIGHTING – FLOOD LIGHTING – CAR PARK LIGHTING – FESTIVE LIGHTING
DOMESTIC – COMMERCIAL – RETAIL – INDUSTRIAL – HOLIDAY RESORTS

Sprowston Town Council
PLANNING APPLICATIONS – 18 MAY 2016

Broadland DC App.No. 2016/0470	Applicant United Closures & Plastics Ltd as location	Location U C P Zeller Plastik, Salhouse Road, Sprowston NR7 9AL
Classification: Minor dwellings Type: Full Permission		
Description: Installation of 3 No. Diesel Generators		
Broadland DC App.No. 2016/0699	Applicant Mr George Harper as location	Location 9 Edwards Road, Sprowston, NR7 8QN
Classification: Minor dwellings Type: Full Permission		
Description: Single Storey Front Extension & Porch to Side		
Broadland DC App.No. 2016/0701	Applicant Ms Tracey Mickleburgh as location	Location 5 Church Lane, Sprowston, NR7 8AY
Classification: Minor dwellings Type: Full Permission		
Description: Front & Rear Extensions		
Broadland DC App.No. 2016/0741	Applicant Mr Philip Dixon-King as location	Location 3 Church Green, Sprowston, NR7 8BA
Classification: Minor dwellings Type: Full Permission		
Description: Erection of 2.05m high wall adjacent highway used by vehicular traffic		

Broadland DC App.No. 2016/0751	Applicant Hopkins Homes Ltd as location	Location Land at Blue Boar Lane, Sprowston
Classification: Reserved Matters Application Type: Full Permission		
Description: submission of details pursuant to Condition 4 of Outline Planning Permission 20080367 Relating to Layout, Appearance, Landscaping & Scale for 254 Dwellings in Phase 2 / Development parcels HH3 and HH4		
Broadland DC App.No. 2016/0759	Applicant Mr Gary & Mrs Susan Fenn as location	Location Foxley Wood, Buxton Road, Spixworth, NR10 3FJ
Classification: Outline Planning Type: Full Permission		
Description: Erection of 4 No. Detached Dwellings with Garages (Outline – Revised Proposal)		
Broadland DC App.No. 2016/0761	Applicant Mr Jack Rowe as location	Location 9 Corbet Avenue, Sprowston, NR7 8HS
Classification: Minor dwellings Type: Full Permission		
Description: Erection of Single Storey Rear Extension		
Broadland DC App.No. 2016/0762	Applicant Mr Jon Moore as location	Location 96 Falcon Road West, Sprowston, NR7 8NY
Classification: Minor dwellings Type: Full Permission		
Description: Erection of single storey rear extension		

Broadland DC App.No.
2016/0792

Applicant
Mr & Mrs Hubbard
as location

Location
14 Lone Barn Road, Sprowston, NR7 8HZ

Classification: Minor dwellings

Type: Full Permission

Description: Single storey rear extension

Sprowston Town Council		Payments	Meeting	Date: 18 MAY 2016	
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
13/04/2016	38814	The Alarm Company <u>Details</u> Rec.Grd & S'hawk security alarm maintenance	182.00	36.40	218.40 1197
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
16/04/2016	400145	Ben Burgess Garden Equip. <u>Details</u> Machinery engine oil	15.53	3.11	18.64 1198
26/04/2016	400499	Machinery Timberwold chipper hire	120.83	24.17	145.00
29/04/2016	400838	Machinery repair JD2032 AU15 AZT	427.31	85.47	512.78
					676.42
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
29/04/2016	SI16-05301	Bidwells <u>Details</u> SDC Phase 3a Nursery Ext. professional fees	1,934.35	386.87	2,321.22 1199
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
06/05/2016	467707	Birketts LLP <u>Details</u> Professional charges	500.00	100.00	600.00 1200
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
10/03/2016	156	Burlingham Memorial Solutions <u>Details</u> Memorial wall tablets	346.20	69.24	415.44 1201
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
21/04/2016	67450	Contractors Equipment Sales Ltd <u>Details</u> Machinery Volvo excavator service	181.43	36.29	217.72 1202
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
04/05/2016	1927	Cozens (UK) Ltd <u>Details</u> Street light repair Falcon Road West	195.00	39.00	234.00 1203
04/05/2016	1928	Street light maintenance April	600.00	120.00	720.00
					954.00
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
19/04/2016	SIO3383516	Dulux Decorator Centre <u>Details</u> Pavilion fence paint	85.34	17.07	102.41 1204
28/04/2016	SIO3447502	Pavilion paint	65.95	13.19	79.14
					181.55

<u>Invoice Date</u>	<u>Invoice No.</u>	East Anglian Watercooler Company	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
30/04/2016	105146	<u>Details</u> SDC room hire water bottles/sanitisation	71.10	14.22	85.32	1205
<u>Invoice Date</u>	<u>Invoice No.</u>	E.S.P.O.	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
18/04/2016	3969491	<u>Details</u> Cleaning	39.27	7.85	47.12	1206
<u>Invoice Date</u>	<u>Invoice No.</u>	FlameSkill	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
20/04/2016	210709	<u>Details</u> Recreation Ground fire equip. annual service	89.10	17.82	106.92	1207
<u>Invoice Date</u>	<u>Invoice No.</u>	InTouch Systems	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
20/04/2016		<u>Details</u> Office-Hosted exchange May	60.00	12.00	72.00	1208
30/04/2016		SDC new projector	565.00	113.00	678.00	
02/05/2016		Office-Hosted exchange June	60.00	12.00	72.00	
					822.00	
<u>Invoice Date</u>	<u>Invoice No.</u>	KGB Commercial Heating	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
31/03/2016	10822	<u>Details</u> SDC 2 x boiler service	290.00	58.00	348.00	1209
<u>Invoice Date</u>	<u>Invoice No.</u>	Moviola Ltd	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
10/05/2016	Dad's Army	<u>Details</u> SDC film show DVD May	112.92	22.58	135.50	1210
<u>Invoice Date</u>	<u>Invoice No.</u>	Pear Technology Ltd	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
29/04/2016	115201	<u>Details</u> Office PT Mapper and Maplink IT support	400.00	80.00	480.00	1211
TOTAL OF INVOICES			6,341.33	1,268.28	7,609.61	Trfr 239

Transfer:	STC Drawings a/c to Salaries a/c	40,000.00	-	40,000.00	Trfr 239
Transfer:	STC Drawings a/c to Petty Cash Imprest a/c	500.00	-	500.00	Trfr 240
		<u>40,500.00</u>	<u>-</u>	<u>40,500.00</u>	
Transfer:	STC General a/c to STC Drawings a/c			<u>48,109.61</u>	Trfr 238

Sprowston Town Council		Direct Debit Payments		Meeting	Date: 18 MAY 2016	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT DEBIT</u>
19/04/2016	101920049/A	Anglian Water DD		1,061.78	-	1,061.78
26/04/2016	147008429/A	Rec.Grd Office water chg to 19 April		250.63	-	250.63
		SDC water chg to 26 April				1,312.41
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT DEBIT</u>
03/05/2016	958103224	British Gas DD		14.15	0.70	14.85
03/05/2016	971107056	SDC field elec. chg to 29 April		258.45	51.69	310.14
		SDC elec. chg to 30 April				324.99
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT DEBIT</u>
08/03/2016	100893746	Broadland District Council DD		2,662.00	-	2,662.00
08/03/2016	115912966	Half year rates due 15 May Recreation Gnd		490.10	-	490.10
08/03/2016	115952849	Half year rates due 15 May bowls pavilion		3,509.00	-	3,509.00
08/03/2016	100888826	Half year rates due 15 May SDC		1,234.40	-	1,234.40
		Half year rates due 15 May Cemetery				7,895.50
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT DEBIT</u>
19/04/2016	63690772	PHS Group plc DD		43.75	8.75	52.50
		Supplies				
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT DEBIT</u>
18/04/2016	PWLB Ref. 510 0899	Public Works Loans Acc. DD		39,514.69	-	39,514.69
		'Loan Charges due 10 May				
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT DEBIT</u>
04/05/2016	58	Southern Electric DD		2,332.31	456.75	2,789.06
		St.light cont. energy to 01 May				
Total Direct Debits				51,371.26	517.89	51,889.15