



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 1 February 2017 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 meeting held on 11 January 2017. Pages 1 - 5
4. To receive any Police Liaison Officer's report. Page 6
5. To receive correspondence & agree action/response arising from the minutes.
6. To receive any written reports from Sprowston County and District Councillors. Page 7
7. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak¹.
8. To respond to the following questions from Mr Andy Bunton:
 1. Would it be possible to engage with the Town Council in a dialogue over how "Church" is delivered on the new development site?
 2. How would the Council like to see "Church" being delivered on the new development site?
 3. Are the Town Council open to supporting the provision of State Church Services and opening a dialogue on how this could be done?
9. To receive the report of the Town Clerk and make decisions on: Pages 8 - 21
 - 1.1 Sprowston Diamond Centre - Front Car Park Markings
 - 1.2 Edwards Road Car Park Surface and Lining
 - 3.1 Lighting Authority
10. Adjourn the meeting for a short break.
11. To consider planning applications to 1 February 2017 Page 22
12. To receive any written/verbal reports from the Council's Committees and Working Groups.
13. To receive any written and verbal reports from Members representing the Council on or at outside organisations. (proforma enclosed)
14. To confirm the payment of accounts to 1 February 2017. Pages 23 - 25

COUNCIL MEETING – 11 JANUARY 2017

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 11 January 2017, the following Members were present:-

Mr I Moncur – Chairman

| | | |
|-----------------|---|---------------|
| Mr W F Couzens | - | Mr K Lashley |
| Mrs S L England | - | Mrs J Leggett |
| Mr R A Fowkes | - | 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 |

1 member of the public was present

17/001. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

| Member | Minute No & Heading | Nature of Interest |
|-----------------|---|--|
| Mrs B J Lashley | Minute 17/008 4.2, Parish and Town Council Support in 2017 - 18 | Broadland Parishes representative on the Norfolk Association of Local Councils |

17/002. APOLOGIES FOR ABSENCE

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

17/003. MINUTES

The Minutes of the Council meeting held on 7 and 14 December 2016, having previously been circulated to all Members were confirmed and signed by the Chairman.

17/004. PRECEPT CONSULTATION

Referring to Minute 16/247 4.1, the Town Clerk reported that the National Association of Local Councils had confirmed that council tax referendum principles had not been extended to parish and town councils in 2017/18. The Secretary of State for communities announced the provisional local government finance settlement for 2017/18 in the House of Commons, and in his speech he stated "we have decided that we will defer our proposals this year, while keeping the level of precepts set by town and parish councils under close review. He expects all town and parish councils to clearly demonstrate restraint when setting increases that are not as a direct result of taking on additional responsibilities and is actively considering with the sector ways to make excessive increases more transparent to local taxpayers." The work of town and parish councils was recognised in his speech.

17/005. PERSONNEL

Further to Minute 16/225, it was **RESOLVED** to authorise the Town Clerk to appoint Mr Robert Meads to the post of Caretaker/Cleaner 37 hours commencing 10 January 2017 on spinal column point 16.

17/006. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr Ward also verbally reported that:

- (1) members of Broadland District Council's planning meeting voted 8 to 7 to approve an outline application for 803 houses at Salhouse Road, next to John Fairclough Motors. This will include a primary school.
- (2) Matt Dunkley OBE, former Director of Children's Services in East Sussex, had been appointed as the new interim Director for Children's Services in Norfolk and was due to start in February 2017.
- (3) The next phase of the £10.3m Norwich flood alleviation scheme was now underway in Thorpe St. Andrew. This 10 month phase of the project follows work already completed in Taverham, Drayton and Sprowston. 7km of pipe will be laid in TSA on 27 roads. The overall project has been made possible through a 9.1m grant from the Department of Transport and an additional £1.2m from Norfolk County Council.

Mrs J Leggett verbally reported that the next meeting of the Safer Neighbourhood Action Panel would be held on Monday 31 January 2017, Gage Road Chapel, Gage Road, Sprowston commencing 7.00pm.

Mr N Shaw verbally reported on his attendance at the Strategic Aviation Special Interest Group Chairman's Advisory Group Meeting and advised that he would shortly be attending further meetings with SASIG and would report back to Council.

17/007. RESIDENT'S QUESTIONS

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

Mr Andy Bunton introduced himself as the new student minister for Sprowston with Beeston St. Andrew and asked the following questions.

1. Would it be possible to engage with the Town Council in a dialogue over how "Church" is delivered on the new development site?
2. How would the Council like to see "Church" being delivered on the new development site?
3. Are the Town Council open to supporting the provision of State Church Services and opening a dialogue on how this could be done?

17/008. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Value Added Tax

Members considered the report of the Town Clerk to appoint a VAT consultant to ensure that the Council's full refund of VAT was correct and in line with the guidance for retrieval, particularly in view of the commencement of the project to redevelop and extend Sprowston Diamond Centre at a cost of £1.5m.

On the motion of Mrs B J Lashley, seconded by Mr W F Couzens it was

RESOLVED to authorise the Town Clerk to appoint Accounting Solutions DCK Beavers Ltd at a cost of £1,201.10 plus VAT.

CEMETERY

2.1 No Matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION

4.1 Norfolk Association of Local Councils - Consultation on Video Conferencing

In response to the Norfolk Association of Local Council's consultation on video conferencing the Council felt that whilst video conferencing may be of use for some councils and committees it should not be introduced at town and parish council level.

4.2 Parish and Town Council Support in 2017 - 18

Members considered the report of the Town Clerk and it was noted that part of the subscription paid to the Norfolk Association of Local Councils went to the National Association giving the Council access to further support.

Following debate it was

RESOLVED that Sprowston Town Council continue membership with Norfolk Association of Local Councils.

PLANNING AND TRANSPORTATION

5.1 Norfolk County Council - Better Broadband for Norfolk Project

Members noted that two new communications cabinets were being installed on the verge at the junction of Mallard Way and Atlantic Way, Sprowston to serve residents and businesses in the immediate surrounding area.

17/009. MEETING ADJOURNMENT

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

The meeting was reconvened.

17/010. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

17/011. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written reports were received.

17/012. SCHEDULE OF MEETING DATES

On the motion of Mr I Moncur, seconded Mr K Lashley it was **RESOLVED** to accept the schedule of meeting dates for 2017/2018.

17/013. SUMMARY OF INCOME AND EXPENDITURE

The Town Clerk presented the summary of income and expenditure to 31 December 2016 and answered Members questions arising therefrom.

On the motion of Mr I Moncur, seconded Mr J M Ward it was

RESOLVED to accept the summary of income and expenditure to 31 December 2016.

17/014. 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 £590,000 to meet the Council's funding requirement for 2017/18.

16/015. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 11 January 2017 totalling £34,553.15 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 11 January 2017 totalling £34,553.15 be approved and the schedule authorising payment signed by Mr R A Fowkes and Mrs B J Lashley.

16/016. SCHEDULE OF DIRECT DEBITS

The schedule of Direct Debit payments totalling £1,240.53 was approved and noted.

16/017. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £239.37 was approved and noted.

17/018. INTERNAL AUDIT REPORT INTERIM 2016/17

Members congratulated the Town Clerk on an excellent audit report and on the motion of Mr K Lashley, seconded by Mrs S L England it was

RESOLVED to accept the Internal Audit Report Interim for 2016/17.

17/019. 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:

2016/2052 - rear conservatory at 39, Lambert Road

2016/2115 - fence, 1.8m of closeboard panels and 15cm gravel board underneath with concrete posts between them and a pier made of bricks at 16, Lone Barn Road.

2016/2119 - installation of weather protection canopy within existing garden centre at Homebase Ltd, Roundtree Way

2016/2166 - replace 4 existing illuminated signs with 4 new internal illuminated ss signs at SCDS, Unit 10, Sprowston Retail park, Salhouse Road

2016/2180 - change of use from B & B to domestic dwelling at 102, Wroxham Road

2016/2196 - proposed single storey side extension at 6, Moorhen Close

16/020. POLICE LIAISON OFFICER'S REPORT

The Chairman welcomed to the meeting Kane Casburn who elaborated on the incidences of crime since the last meeting.

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

1 February 2017

CHAIRMAN

22nd January 2017

Report from Councillor John Ward

Broadland District Council

Apprenticeships Broadland have announced that to support the continued professional development and qualification progression they are now offering Business Administration Level 4 qualification. Details at apprenticeships@broadland.gov.uk

Work on the Greater Norwich Local Plan continues. The Call for Sites resulted in a large number of sites being submitted but they would not all be found suitable for development.

The Public Health Strategy for Norfolk 2016-20 was committed to working with district councils to address the wider determinants of health focussing on the following five priorities for which a grant of £17k pa will be available;-
Housing, Planning and the Environment
Leisure and Green Spaces
Community Safety
Protection and Environmental Health
Economic Development

Norfolk County Council

Following last July's vote by the Council to accept 50 vulnerable Syrian refugees to the county, the first 5 families, all with young children, will arrive in February. Extensive preparatory work has been carried out with district councils, health authorities, schools and voluntary groups. £40,000 has been raised by the CofE Norwich Diocese, Avenue Road Junior School raised over £1000 at a carol concert and Sanctuary Norfolk has received over 250 offers of furniture.

During Feb/Mar 2017, Sprowston Library will be converted to an 'Open Library' with extended opening hours. Library members can sign up to become Open Library users and will then have access to the library during the extended opening hours when it will be unmanned. There will be no reduction in staff hours.

Norfolk County Council will receive an additional £5.1m from Central Government to spend on road and transport improvements in the 2017/18 financial year. This is new funding to support local economic growth.



Logged crimes on our Crime System:

5th to 24th Jan 2017

| | | |
|--|-----------|--------------|
| Actual Bodily Harm | 2 | 1 x Domestic |
| Affray | | |
| Aggravated taking of motor vehicle | | |
| Arson (not endangering life) | | |
| Assault police | | |
| Attempted kidnapping | 1 | |
| Blackmail | | |
| Breach of Restraining Order | | |
| Burglary dwelling (inc with intent & attempt) | 2 | |
| Burglary other than dwelling (inc with intent & attempt) | | |
| Causing intentional harassment, alarm or distress | | |
| Common assault & battery | 5 | 3 x Domestic |
| Cruelty/neglect of children | 1 | |
| Criminal damage (dwellings) | 1 | |
| Criminal damage (other buildings) | | |
| Criminal damage (other) | 1 | |
| Criminal damage (vehicles) | 1 | |
| Dangerous Dogs | | |
| Drugs offences (supply) | 1 | |
| Engage in controlling/coercive behaviour within intimate/family relationship | | |
| Fear or Provocation of Violence | | |
| Fraud/deception | | |
| Going equipped to steal | | |
| Grievous Bodily Harm (without intent) | | |
| Handling stolen goods | | |
| Harassment without violence | | |
| Harassment, Alarm or Distress | | |
| Have article with blade on school premises | | |
| Ill treatment/neglect person lacking capacity, responsible for person's care | | |
| Indecent Images | | |
| Interference with motor vehicle | | |
| Making off without payment | 1 | |
| Obstruct a Constable in execution of duty | | |
| Owner or person in control allowing dog to be dangerously out of control | | |
| Possession of drugs | | |
| Possess drugs with intent to supply | | |
| Possession of an Offensive Weapon | | |
| Putting people in fear of violence | | |
| Racially/regligiously aggravated common assault | | |
| Robbery (business) - including attempted | | |
| Robbery (personal) | | |
| Sending letters etc with intent to cause distress or anxiety | 2 | 1 x Domestic |
| Sexual offences | 2 | |
| Shoplifting (including attempt) | 2 | |
| Theft by Employee (inc. attempted) | | |
| Theft from motor vehicle | 1 | |
| Theft from the person of another | | |
| Theft in a dwelling | | |
| Theft of motor vehicle | | |
| Theft of pedal cycle | | |
| Theft other | | |
| Threaten with a blade in a public place | | |
| Threats to damage or destroy property | | |
| Threats to kill | | |
| Unauthorised taking of motor vehicle | | |
| Witness Intimidation | | |
| Total: | 23 | |

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

99

COUNCIL MEETING – 1 FEBRUARY 2017

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Diamond Centre – Front Car Park Markings

Attached, is a map showing the proposed front car park markings as designed by Bidwells. This drawing has been used to obtain quotations from the following, for thermo plastic lining:

J.S.Asphalt
Bayline UK
A.Waterfield & Sons Ltd
RoadArt Roadmarkings

The quotations have been compared and a recommendation from Bidwells will be available at the meeting.

Recommendation: to instruct the approved contractor subject to consideration of the received quotations.

1.2 Edwards Road Car Park Surface and Lining

Eurovia Infrastructure Limited working under contract of Norfolk County Council has finished using Edwards Road Car Park as part of the Sprowston drainage project. The gentlemen's agreement for use of this area was that the car park would be repaired of any damage, swept and thermo plastic white lined, to the existing layout, to a cost to Norfolk County Council in the region of approximately £1,500.00.

The car park has been patch repaired where damage occurred and swept; however, the surface is poor and Members will recall that this area has been identified as in need of an improved surface and bay lines. It is felt at this time that marking out this car park would not be of benefit with the current surface and Eurovia have submitted for consideration the attached quotation from their supply chain partner, MW Surfacing, to carry out surfacing and associated works in the car park at Sprowston Recreation Ground. Included in this quotation is kerbing works to the entrance way and western perimeter of the car park as the existing edgings face would be lost if a 40mm overlay was carried out. If this is not required it could be removed from the quotation.

Norfolk County Council has offered to produce the layout of the car park, to an agreed drawing, carried out free of charge.

A previous quotation supplied in 2014, which would be subject to a three year increase, of a similar specification had been received by this Council at £35,240.00 +VAT.

If Members decide to continue with the resurfacing of this car park our Head Groundsman would suggest that the small trees are removed from the centre of the car park to make this easier and more area for parking. The trees were planted a long time ago and have not grown to their expectations and remain quite small.

Recommendation: to consider the quotation from MW Surfacing.

CEMETERY

2.1 No matters to report.

STREET LIGHTING

3.1 Lighting Authority

For Members information, Broadland Council is the lighting Authority in five parishes across their district. It is responsible for the maintenance and energy costs of footway lighting which are recovered through a special expense charged through the Council Tax of the residents living in those parishes. Sprowston is not included.

For the last ten years Norfolk County Council has adopted and managed all footway lighting across the district through a Private Finance Initiative (PFI) Contract. However, in September 2015 the County Council agreed a number of budget savings, one of which was that they would no longer require or adopt footway lighting on new developments. In light of the County Council decision, Broadland Council needs to review its approach and decide whether it would require footway lighting on new developments in the parishes for which this Council is the Lighting Authority.

Broadland Council, in view of the County Council decision, have requested confirmation of this Council to take on responsibility for footway lighting on new developments in the Sprowston area. For information, the Broadland Council Environmental Excellence Panel has recommended to Cabinet that they should take on the management and maintenance of new footway lighting in any area where the Town or Parish Council is not willing or able to, and recharge the cost as a special expense charged through the Council Tax of all residents living in those parishes. In addition, that Panel has also recommended that any new and replacement footway lighting managed by Broadland should be operated so as to provide part night or dimmed lighting.

Recommendation: for Sprowston Town Council to continue to adopt footway lighting on any new developments in their area.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 No matters to report.

PLANNING AND TRANSPORTATION

5.1 No matters to report.



June Hunt
Town Clerk

MULTI USE



client: Sprowston Town Council

project: Phase IV - Sports Hall Extension

dwg title: Proposed Plan - Ground Floor - Car Park (Front)

BIDW

| | | | | | |
|--------------------|--------------|-------|---------|----------|------------|
| discipline | | drawn | chk'd | date: | scale @ A1 |
| BUILDING SURVEYING | | CED | JM | 22/11/16 | 1:50 |
| project no. | dwg no. | rev. | status. | | |
| 28384 | PL - CP - 01 | | | | |

Trumpington
Cambridge
1 0122
F 01223
bidvet

Trumpling
Cambridge
1.01223
1.01223
bidwell



Tel: 07896 655 959
Email:
enquiries@baylineuk.co.uk
glen@baylineuk.co.uk

Bayline UK
31 London Road
Roade
Northants
NN7 2NL

21st December 2016

Sprowston Town Council
Council Office
Sprowston Diamond Centre
School Lane
Sprowston
NR7 8TR

Ref 211216QA

QUOTATION

RE: Car park marking

Following your recent enquiry with regard to the road markings, we can now offer you the following quotation.

Thermoplastic road markings to –

5no. car parking bays
1no. disabled bay
50m² of hatched areas

Our price would be £550.00 £550.00

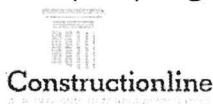
| | |
|---------------|----------------|
| Total | £550.00 |
| VAT | £110.00 |
| Invoice total | £660.00 |

Yours sincerely

Glen Evans

**Terms: Priced for Mon-Fri works
Weekends/nights @ 20% extra**

VAT no. 143 9931 90
UTR no. 77035 20591 Company reg. 08103952



JHunt

From: Glen Evans <glen@baylineuk.co.uk>
Sent: 21 December 2016 10:55
To: JHunt
Subject: Car Park
Attachments: Sprowston Town Council quote 211216QA.pdf

Hello June

Quote as requested for your car park markings, any queries please don't hesitate to contact me

Many thanks

Glen Evans

Director

Bayline U.K.

31 London Road

Roade

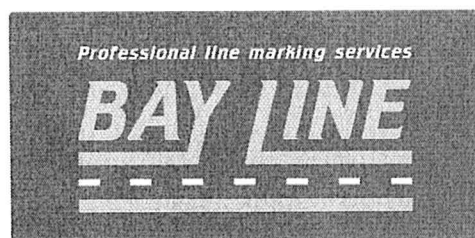
Northamptonshire

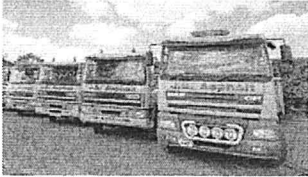
NN7 2NL

Tel. 07896 655 959

Email - glen@baylineuk.co.uk

Web - www.baylineuk.co.uk





J S Asphalt

**Surface Dressing & Surfacing Contractors
Sunnyside Farm, Golf Links Road,
Morley St Peter, NR18 9SU**



22.12.16

Dear June,

Re : White/yellow lining, Sprowston.

Thank you for your time today and I am pleased to set out below our proposed specification and prices:

1. To carry out work as per your plan

Our cost for this will amount to £590 plus vat

All work is fully guaranteed and our invoice payable on completion of work when you have inspected and are happy with all aspects, subject to our terms and conditions.

I hope this is helpful and please do give me a call if you need any more information or I can be any further help.

Best wishes

J S Asphalt

- *All work is subject to VAT at the standard rate wherever applicable.*
- *All rates quoted are strictly Net unless specifically stated otherwise.*
- *Payment terms for account customers are 30 days from date of invoice/application for payment. You do not have the right to operate on a pay when paid basis. Non account customers to pay on receipt of a pro-forma invoice or upon completion of work; exact option to be agreed prior to commencement of work.*
- *Although open for acceptance for 3 months, prices quoted cannot be fixed, due to the volatile nature of the world oil market, Material prices can be subject to fluctuations, usually at short notice.*
- *Prices are based on information available at the time of quotation. We reserve the right to change our rates at any time if information provided to us is changed or proved to be incomplete at time of tender*
- *All goods supplied by this company will remain the property of the company until such times that payment is received in full. Failure to pay for such materials may result in them being removed by this company at its own discretion.*
- *In order to conform to our Quality Assurance Procedures, a written order must be received at this office prior to commencement of work.*
- *Whilst we endeavour to meet target dates/programme, we cannot be held responsible, financially or otherwise, for any costs or charges incurred by yourselves due to our lack of attendance.*
- *Prices quoted allow for work being undertaken Mon-Fri 0800 - 1700hrs. Works carried out at alternative hours may be subject to additional charges.*
- *Rates quoted are based on suitable access/egress for all plant, machinery and materials.*
- *A nearby water supply must be made available by you to this company for the duration of the works.*
- *Unless otherwise stated, Traffic Management is to be the responsibility of the customer. Chapter 8 Regulations apply.*
- *No allowance in our quotation for any sundries such as Bituminous Grit, Bituminous Emulsion, cleaning existing surfaces or rolling of foundations unless specifically stated.*
- *We can accept no liability for damage to newly laid Material if it is trafficked during its curing period.*
- *All works carried out by J S Asphalt Ltd, will carry a guarantee.*
- *Any works undertaken by this company is subject to all of the above terms and conditions. Acceptance of quotation automatically signifies acceptance of terms and conditions.*

A Waterfield & Sons Ltd

Specialists in all
Tarmacadam Work
Hot Bitumen Spraying
Brickweaving

*Bungay Road, Scole
Diss, Norfolk
IP21 4DT*

Road Construction
Factory Maintenance
& Building and
Concrete

TELEPHONE
01379 740255

ROAD SURFACING CONTRACTOR

FACSIMILE
01379 741181

www.awaterfield-sons.co.uk

Sprowston Town Council
School Lane
Sprowston
Norwich
NR7 8TR

20th December 2016

FAO: June

Dear June

Further to my recent visit to the above mentioned premises, we have pleasure in submitting the following quotation.

The Recreation Ground, Sprowston

- To create 57 standard parking bays
- To create 210m of double yellow lines
- To create 3 hatched areas

The above works could be carried out for the sum of:

£ 960.00 + VAT

The Diamond Centre, Sprowston

- To create 6 standard parking bays
- To create 1 disabled parking bay complete with symbol and hatching
- To create 100swm yellow cross hatching

The above works could be carried out for the sum of:

£ 785.00 + VAT



I trust the above meets with your requirements, however, if you have any further questions or queries please do not hesitate to contact me.

Yours sincerely

Craig Trudgill
A. Waterfield & Sons Ltd`





Making anything possible

RoadArt Ltd
109 Gaskell Way
Kings Lynn
Norfolk
PE30 3SG
Tel: 01553 673979
roadartltd@tiscali.co.uk
www.roadartltd.co.uk

Quote N° RA2828
June Hunt
Sprowston Town Council
Council Office
Sprowston Diamond Centre
School Lane
Sprowston
NR7 8TR

22nd December 2016

Dear June

QUOTATION

Thank you for your enquiry into Road Markings in Sprowston, your quotation is as follows:

To supply and apply hot thermoplastic road marking material and tack coat concrete primer where necessary to:

- 1) Parking bays totalling 6
- 2) Disabled parking bays totalling 1
- 3) Hatched areas in two locations totalling approximately 58m²

All areas of works are requested to be clean, clear and free from obstruction, all works are to be completed within one visit to site, any further visits required, not the fault of this company (Except inclement weather) will be charged at £495.00 the minimum charge rate for the Norwich area. Please note that we charge an extra 15% for weekends and 20% for bank holidays.

Payment terms:

Payment is due within 30 days of invoicing,

Payment received after 30 days will be subject to an 8% penalty.

No retentions.

Total Net Amount

Total Vat @ 20%

Invoice Total

| |
|---------|
| £495.00 |
| £99.00 |
| £594.00 |

P.S. If you would like to change any of the quantities or items in this quote, please contact me personally on 07979690810 and I will recalculate it for you.

Yours Sincerely

Richard Wareham
Managing director

JHunt

From: RoadArt Limited <roadartltd@tiscali.co.uk>
Sent: 22 December 2016 09:13
To: JHunt
Subject: Quotation RA2828
Attachments: Quote RA2828 Sprowston Town Council.docx



Hello June

Thank you for your enquiry, please find attached your quotation.
Wishing you a very merry Christmas and a happy New Year.

Yours
Richard 07979690810
RoadArt Ltd

From: JHunt [<mailto:JuneHunt@sprowston-tc.gov.uk>]
Sent: 21 December 2016 08:46
To: info@roadartltd.co.uk
Subject: Request for quotation

I have a car park that needs lining out, I attach a copy of the plan of this, could you please send me a quotation.

Regards

June

June Hunt
Town Clerk

Sprowston Town Council
Council Office
Sprowston Diamond Centre
School Lane
Sprowston
NR7 8TR

T: 01603 408063
F: 01603 418113
E. june.hunt@sprowston-tc.gov.uk

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Surfacing Ltd

Domestic &
Commercial Surfacing



FOR QUALITY DRIVEWAYS, FOOTPATHS AND TRENCH REINSTATEMENTS

Eurovia Contracting
Bulls Lodge Quarry
Boreham
Chelmsford

23rd January 2017
Our Ref: DW1693

For the attention of Christian Larter

Dear Sir
RE: Recreation ground car park, Sprowston

Further to my recent site visit, please accept for your consideration our quotation to carry out the following work

To supply and lay approximately 28 meters of HB2 kerbs, bedded and haunched using readymixed concrete

To supply, lay and compact 20mm aggregate, DBM base course at a total depth of 60mm, to an area of approximately 16m²

To sweep area clean and apply a coat of k1-40 cationic bituminous emulsion

To supply, lay and roll 10mm aggregate SMA wearing course, at a total depth of 40mm, to an area of approximately 2,445m²

For the sum of £29,520.00 + Vat

If you have any queries or require any further information, please do not hesitate to contact me

Yours Faithfully

Daniel Wilkinson

From: Peter Leggett <peter.leggett@broadland.gov.uk>
Sent: 12 January 2017 16:16
To: 'paulinejames@aol.com'; 'trevor@trevorsmith.org'; Town Clerk;
'paulinejames@aol.com'; 'belaugh@btinternet.com'; 'jacinth.rogers@gmail.com';
'blofieldpc@gmail.com'; 'sarahcarolinefisher@hotmail.com'; 'bopc@hotmail.co.uk';
'mkrichardson1508@gmail.com'; 'brundallparishcouncil@hotmail.co.uk';
'burgh.tuttingtonparishcouncil@gmail.com'; 'council@buxtonwithlamas.co.uk';
'cantleyparishcouncil@gmail.com'; 'cawstonpc@yahoo.co.uk';
'coltpc_clerk@coltishall.org.uk'; 'dolphin_62@hotmail.co.uk';
'clerk@draytonparishcouncil.org.uk'; 'felthorpe_pc@yahoo.co.uk';
'foulshamparishclerk@live.co.uk'; 'freethorpe.pc@gmail.com';
'frettenham.p.c@btinternet.com';
'mail@greatandlittleplumsteadparishcouncil.co.uk';
'greatwitchinghamparishcouncil@gmail.com'; 'robin@bepl.co.uk';
'haynfordpc@live.co.uk'; 'pcclerk.halvergate@gmail.com';
'haveringland.clerk@gmail.com'; 'contact@hellesdon-pc.gov.uk';
'hemblingtonpc@gmail.com'; 'hevinghampc@live.co.uk';
'teresa66.rogers@gmail.com'; 'g.f.middleton@btinternet.com';
'horsfordpc@gmail.com'; 'parishcouncil@jimgravesltd.co.uk';
'clerk@horsteadparishcouncil.org.uk'; 'sgdickinson@btinternet.com';
'marsham_pc@outlook.com'; 'stevee8a@btinternet.com';
'oldcattonpc@btconnect.com'; 'oultonpc@gmail.com'; 'su.allport@gmail.com';
'clerk@rackheathparishcouncil.org.uk'; 'reedhampc@outlook.com';
'reephamtc@gmail.com'; 'parishclerk@ringlandparishcouncil.com';
'salhousepcclerk@btinternet.com'; 'grevesie@hotmail.com';
'debra.dennis@btconnect.com'; 'spc.clerk@spixworth-pc.org.uk'; JHunt;
'stclerk@hotmail.co.uk'; 'paulinejames@aol.com'; 'salw@btinternet.com';
'clerk@taverhamparishcouncil.org.uk'; 'jane@rsl-sys.co.uk'; 'office@thorpestandrew-
tc.gov.uk'; 'paulinejames@aol.com'; 'weston.longville@yahoo.co.uk';
'woodbastwickpc@gmail.com'; 'wooddallingpc@yahoo.co.uk';
'wroxham_pc@btinternet.com'
Cc: Sarah Bruton; Richard Block
Subject: Footway Lighting Provision

Dear Parish and Town Council Clerks,

As you may know, Broadland Council is the lighting Authority in five parishes across the District. It is responsible for the maintenance and energy costs of footway lighting which are recovered through a special expense charged through the Council Tax of the residents living in those parishes.

For the last ten years Norfolk County Council has adopted and managed all footway lighting across the district through a Private Finance Initiative (PFI) Contract. However, in September 2015 the County Council agreed a number of budget savings, one of which was that they would no longer require or adopt footway lighting on new developments.

In light of the County Council decision, Broadland Council needs to review its approach and decide whether it would require footway lighting on new developments in the parishes for which this Council is the Lighting Authority.

The reason for this note to all Town and Parish Councils is to find out whether, in view of the County Council decision, they would take on responsibility for footway lighting on new developments in their area. For your information, The Broadland Council Environmental Excellence Panel has recommended to Cabinet that this Council should take on the management and maintenance of new footway lighting in any area where the Town or Parish Council is not willing or able to, and recharge the cost as a special expense charged through the Council Tax of all residents living in those parishes. In addition, the Environmental Excellence Panel has also recommended that any new and replacement footway lighting managed by this Council should be operated so as to provide part night or dimmed lighting.

I would be most grateful for your response to this issue by 13 February 2017.

Regards

Pete Leggett

Pete Leggett
Senior Environmental Contracts Officer
Broadland District Council

Tel: 01603 430506
Fax: 01603 430616
www.broadland.gov.uk
peter.leggett@broadland.gov.uk

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Sprowston Town Council
PLANNING APPLICATIONS – 1 FEBRUARY 2017

| | | |
|---|--|---|
| Broadland DC App.No. 2016/2165 | Applicant Mr and Mrs Hansell as location | Location 156 Wroxham Road, Sprowston, NR7 8DE |
| Classification: Minor dwellings Type: Full Permission | | |
| Description: First Floor South-West Side Extension | | |
| Broadland DC App.No. 2017/0038 | Applicant Mr Simon Linstead as location | Location 12 Greenborough Road, Sprowston, NR7 9HQ |
| Classification: Minor dwellings Type: Full Permission | | |
| Description: Alterations and Extensions to Side and rear incorporating rooms in roof | | |
| Norfolk County Council App No Y/5/2016/5025 | Applicant Falcon Junior School Norfolk County Council | Location Falcon Road West, Sprowston, NT7 8NT |
| Classification: Minor Type: Full Permission | | |
| Description: New Standalone 4 Classbase Building. New Hardstanding. Extended Car Parking Area. Resurfacing and Change of Use of Former Caretakers Bungalow to School Use and associated works. | | |

| Sprowston Town Council | | | Payments | Meeting Date: | 1st February 2017 | | |
|------------------------|---------------------|--------------------|--|---------------|-------------------|---------------|------|
| Cr Note | <u>Invoice Date</u> | <u>Invoice No.</u> | Calor Gas limited | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | BACS |
| | 05/01/2017 | 28796602 | Price increase refunded | 11.28 | - | 11.84 | 1403 |
| | 18/01/2017 | 28854549 | Propane gas Cylinders | 137.38 | 6.87 | 144.25 | |
| | | | | 126.10 | 6.31 | 132.41 | |
| | <u>Invoice Date</u> | <u>Invoice No.</u> | Communicorp | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | BACS |
| | 10/01/2017 | Subscription | Local Councils;wedsservice and Updates | 100.00 | | 100.00 | 1404 |
| | <u>Invoice Date</u> | <u>Invoice No.</u> | Collyer Turf Care Ltd | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | BACS |
| | 10/01/2017 | 126337 | Fertilizer,Lawnsand | 431.70 | 86.34 | 518.04 | 1405 |
| | <u>Invoice Date</u> | <u>Invoice No.</u> | Co-operative:Funerla Services | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | BACS |
| | Refund | Inv 4757 | Duplicated payment 05/01/2017 & 12/01/2017 | 626.00 | | 626.00 | 1406 |
| | <u>Invoice Date</u> | <u>Invoice No.</u> | Copy IT Digital Solutions Ltd | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | BACS |
| | 13/01/2017 | OP/0488053 | Photocopies:17/10/2016-19/12/2016 | 42.78 | 8.56 | 51.34 | 1407 |
| | <u>Invoice Date</u> | <u>Invoice No.</u> | Cozens (U.K.) Ltd | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | BACS |
| | 16/01/82017 | 2406 | Streetlighting :December 2016 | 600.00 | 120.00 | 720.00 | 1408 |
| | <u>Invoice Date</u> | <u>Invoice No.</u> | Dazzle Cleaning Co.uk | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | BACS |
| | 19/01/2017 | STC19 | Bus Shelter cleaning:January 2017 | 99.00 | | 99.00 | 1409 |
| | <u>Invoice Date</u> | <u>Invoice No.</u> | East Anglian Water Coolers co. | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | BACS |
| | 31/12/2016 | 109177 | Bottled water | 19.00 | 3.80 | 22.80 | 1410 |

| | | | | | | | | | |
|--|---------------------------|----------------------------|----------------------|-------------------|-------------------|----------------------|--------------------|--|--|
| ESPO | | | | | | | | | |
| <u>Details</u> | <u>Invoice No.</u> | <u>Invoice Date</u> | <u>Amount</u> | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | <u>BACS</u> | | |
| Children Chairs : Blue/Lime Green | 4295415 | 09/01/2017 | 270.00 | 225.00 | 45.00 | 270.00 | 1411 | | |
| Markers, Polish, Wipes, Gloves, Centrefeed Roll, | 4294308 | 09/01/2017 | 81.12 | 67.61 | 13.51 | 81.12 | | | |
| Hyfoam Soap Cartridges, Multi Cleaner | 4303542 | 16/01/2017 | 111.55 | 92.96 | 18.59 | 111.55 | | | |
| Photocopy Paper, Writing Pads | 4303543 | 16/01/2017 | 40.68 | 33.90 | 6.78 | 40.68 | | | |
| | | | 503.35 | 419.47 | 83.88 | | | | |
| Felthorpe Forest Nursery Ltd | | | | | | | | | |
| <u>Details</u> | <u>Invoice No.</u> | <u>Invoice Date</u> | <u>Amount</u> | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | <u>BACS</u> | | |
| Trees, Hedges | 4270 | 16/01/2016 | 800.40 | 681.00 | 119.40 | 800.40 | 1412 | | |
| Fenland Leisure Products Ltd | | | | | | | | | |
| <u>Details</u> | <u>Invoice No.</u> | <u>Invoice Date</u> | <u>Amount</u> | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | <u>BACS</u> | | |
| Egg Clip, Playground Rope Repair Tape | SIN020047 | 10/01/2017 | 26.00 | 21.67 | 4.33 | 26.00 | 1413 | | |
| Glasdon U.K.Limited | | | | | | | | | |
| <u>Details</u> | <u>Invoice No.</u> | <u>Invoice Date</u> | <u>Amount</u> | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | <u>BACS</u> | | |
| 2 Pheonix Wooden seats & Fixing Kits | 722574 | 12/01/2017 | 975.54 | 812.95 | 162.59 | 975.54 | 1414 | | |
| Harveyson Haulage Ltd | | | | | | | | | |
| <u>Details</u> | <u>Invoice No.</u> | <u>Invoice Date</u> | <u>Amount</u> | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | <u>BACS</u> | | |
| Cem; Cess pit emptying December 2016 | 33851 | 15/12/2016 | 128.40 | 107.00 | 21.40 | 128.40 | 1415 | | |
| Intouch Systems | | | | | | | | | |
| <u>Details</u> | <u>Invoice No.</u> | <u>Invoice Date</u> | <u>Amount</u> | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | <u>BACS</u> | | |
| Hosted Exchange February 2017 | 617351 | 31/12/2016 | 72.00 | 60.00 | 12.00 | 72.00 | 1416 | | |
| Office Internet: January 2017 | 617461 | 10/01/2017 | 48.00 | 40.00 | 8.00 | 48.00 | | | |
| | | | 120.00 | 100.00 | 20.00 | | | | |
| Moviola Ltd | | | | | | | | | |
| <u>Details</u> | <u>Invoice No.</u> | <u>Invoice Date</u> | <u>Amount</u> | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | <u>BACS</u> | | |
| Hunt for the Wilderpeople | | 09/01/2017 | 119.50 | 100.42 | 19.08 | 119.50 | 1417 | | |
| Southern Electric | | | | | | | | | |
| <u>Details</u> | <u>Invoice No.</u> | <u>Invoice Date</u> | <u>Amount</u> | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | <u>BACS</u> | | |
| 661666224/0001 Flood Lights, School Lane: Jul 2016 | | 05/01/2017 | 22.95 | 19.13 | 3.82 | 22.95 | 1418 | | |
| 661666224/0002 Flood Lights, School Lane: Aug 2016 | | 05/01/2017 | 17.36 | 14.47 | 2.89 | 17.36 | | | |
| 661666224/0003 Flood Lights, School Lane: Sep 2016 | | 05/01/2017 | 17.36 | 14.47 | 2.89 | 17.36 | | | |
| 661666224/0004 Flood Lights, School Lane: Oct 2016 | | 05/01/2017 | 17.36 | 14.47 | 2.89 | 17.36 | | | |
| | | | 75.03 | 62.54 | 12.49 | | | | |

| <u>Invoice Date</u> | <u>Invoice No.</u> | <u>Details</u> | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | <u>BACS</u> |
|---------------------|--------------------|--|------------------|-----------------|------------------|-------------|
| Refund | | Peter Taylor Funeral Service | 92.00 | | 92.00 | 1419 |
| | | Duplicated payment 05/07/2016 & 03/08/2016 | | | | |
| | | Total Gas & Power | | | | |
| <u>Invoice Date</u> | <u>Invoice No.</u> | <u>Details</u> | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | <u>BACS</u> |
| 25/11/2016 | 139786993/16 | Streetlighting:01/10/2016-31/10/2016 | 2,265.35 | 453.07 | 2,718.42 | 1420 |
| 13/12/2016 | 141078096/16 | Streetlighting:01/11/2016-30/11/2016 | 2,659.35 | 531.87 | 3,191.22 | |
| 07/01/2017 | 141915086/17 | Streetlighting:01/12/2016-31/12/2016 | 2,811.51 | 562.31 | 3,373.82 | |
| | | | 7,736.21 | 1,547.25 | 9,283.46 | |
| | | TOTAL OF INVOICES | 12,177.84 | 2,215.43 | 14,393.27 | Trf 262 |
| Transfer: | | STC Drawings a/c to Salaries a/c | 25,000.00 | | 25,000.00 | Trf 263 |
| Transfer: | | STC Drawings a/c to Petty Cash Imprest a/c | - | - | - | |
| | | | 37,177.84 | 2,215.43 | 39,393.27 | |
| Transfer: | | STC General a/c to STC Drawings a/c | | | 39,393.27 | Trf 2264 |

Councillor

Town Clerk

| Sprowston Town Council | | Direct Debits | Meeting Date: | 1st February 2017 |
|------------------------|--------------------|---|---------------|-------------------|
| <u>Invoice Date</u> | <u>Invoice No.</u> | | <u>Net</u> | <u>VAT</u> |
| 31/12/2016 | 508023 | Anglia Farmers Ltd | 225.60 | 45.12 |
| 31/12/2016 | 508023 | Vodafone 5 Alcatel Pixi Phones/Sims | 145.00 | 29.00 |
| 31/12/2016 | 508023 | Annual Subscription | 1,267.41 | 253.48 |
| 31/12/2016 | 508023 | Comm Tech:Relocation Anolque :Server | 48.90 | 5.03 |
| 31/12/2016 | 508023 | Screwfix:Wellingtons,Jacket | 52.75 | 2.86 |
| 31/12/2016 | 508023 | SSE:Sparhawk Park | 35.86 | 1.95 |
| 31/12/2016 | 508023 | SSE:Cemetery:01/10/2016-29/12/2016 | 5.73 | 1.15 |
| 31/12/2016 | 508023 | Vodafone :Service Dec 16,Charges Nov 16 | | |
| | | | 1,781.25 | 338.59 |
| | | | | 2,119.84 |
| | | Anglia Water Services Ltd | | |
| <u>Invoice Date</u> | <u>Invoice No.</u> | <u>Details</u> | <u>Net</u> | <u>VAT</u> |
| 10/01/2017 | 106596638 | Water Sparhawk Park:12/10/2016-10/01/2017 | 99.58 | |
| | | | | 99.58 |
| | | Veolia Enviromental Services | | |
| <u>Invoice Date</u> | <u>Invoice No.</u> | <u>Details</u> | <u>Net</u> | <u>VAT</u> |
| 31/12/2016 | SI01073382 | All Sites Skip hire December 2016 | 254.84 | 50.97 |
| | | | | 305.81 |
| Total Direct Debits | | | 2,135.67 | 389.56 |
| | | | | 2,525.23 |

1st February 2017

| Sprowston Town Council | | Barclaycard Payments | | Meeting Date: | |
|--|--------------------|----------------------------------|---------------|---------------|---------------|
| | | Amazon U.K. | | | |
| <u>Invoice Date</u> | <u>Invoice No.</u> | <u>Details</u> | <u>Net</u> | <u>VAT</u> | <u>Amount</u> |
| 13/01/2017 | P00008288 | Collins A4 day to page Diary | 9.16 | 1.83 | 10.99 |
| 13/01/2017 | 9083508 | Burco 2L Kettle | 41.66 | 8.33 | 49.99 |
| 12/01/2017 | 40300 | Control Switch | 10.31 | 2.06 | 12.37 |
| | | | 61.13 | 12.22 | 73.35 |
| | | Norwich Glass Co.Ltd | | | |
| <u>Invoice Date</u> | <u>Invoice No.</u> | <u>Details</u> | <u>Net</u> | <u>VAT</u> | <u>Amount</u> |
| 12/01/2017 | 1514069 | Glass replacement: Bus shelter | 20.00 | 4.00 | 24.00 |
| | | Post Office | | | |
| <u>Invoice Date</u> | <u>Invoice No.</u> | <u>Details</u> | <u>Net</u> | <u>VAT</u> | <u>Amount</u> |
| 18/01/2017 | 595989 | Large Stamps,Postage | 30.99 | | 30.99 |
| | | Sainsbury,s Plc | | | |
| <u>Invoice Date</u> | <u>Invoice No.</u> | <u>Details</u> | <u>Net</u> | <u>VAT</u> | <u>Amount</u> |
| 26/01/2017 | | Lunch:Recharged to Norfolk Homes | 53.99 | | 53.99 |
| Total of Payments | | | 166.11 | 16.22 | 182.33 |
| Due by Direct Debit 28th February 2017 | | | | | |