

NCC contact number: 0344 800 8020  
Textphone: 0344 800 8011

Via e-mail

Your Ref:  
Date: 28 March 2017My Ref:  
Tel No.:  
Email: [nick.tupper@norfolk.gov.uk](mailto:nick.tupper@norfolk.gov.uk)

Dear Town &amp; Parish Council

**Highways Maintenance - Your Local Area Teams**

Following our recent reorganisation I am updating you on your local Highways Maintenance Teams and how we can help you.

There are now three local Highways Maintenance Teams covering Norfolk, each with an Area Manager. They are based at Aylsham (North), Ketteringham (South), and Saddlebow (West). A plan is attached of the areas covered by each team, divided into ten sectors. These sector teams are each headed by a local Highway Engineer who you can contact to discuss any highway maintenance issues.

The best way to contact us and report a simple problem is via the web portal. If the report is about a defect, like a pothole, it will automatically be added to our list of defects and will be sent immediately to the Area teams for inspection. If the report is more a question that needs to be investigated, it will be recorded on our Customer Relationship Management system (CRM) and sent to the appropriate team.

The area offices are the working highway depots that our Highway Rangers, who carry out repairs on the ground, work from. They also construct most of the Parish Partnership schemes, with the exception of schemes which have electrical connections ie Vehicle Activated Signs (VAS). Winter maintenance activities are also co-ordinated from each of these main depots, which all have domes for storing salt (grit).

*Continued.../*

Your local team can advise you on a range of highway related issues or point you in the right direction. Primarily our local highway maintenance role is as follows:

- Regular inspections of the highway (including Public Rights of Way) to identify any problems or work needed, for example potholes that need to be filled, highway drainage that needs to be repaired or gullies that need to be emptied.
- Public liaison, which means dealing with the enquiries that come in from the public.
- Ordering highway maintenance work needed.
- Preparing Scheme Briefs, where we need more complex solutions to fix problems.
- First point of contact for wider local highway enquiries for example traffic and parking issues.
- Assessment and design of minor schemes.
- Supervise the construction of new roads etc being built by developers.
- Co-ordinate and carry out the winter maintenance (road gritting) for the local area.
- Help and support in developing and delivering Parish Partnership schemes.
- Help and support working with local councils, including investigating how problems and issues can be resolved and delivered locally.

The Area teams look forward to continuing their close working relationship with you and your Council over the coming year. This includes working with you to develop and bid for future Parish Partnership schemes to solve local issues.

Yours sincerely



Nick Tupper

Head of Highways



WHITE WOMAN LANE SCHOOL  
White Woman Lane  
Sprowston  
Norwich NR6 7JA



Nebula  
where stars are born

Telephone: 01603 419203  
Fax: 01603 424651  
Email: [office@whitewomanlane.norfolk.sch.uk](mailto:office@whitewomanlane.norfolk.sch.uk)  
Website: <http://www.whitewomanlane.norfolk.sch.uk/>  
SMS: 07624819075

Executive Headteacher: Mrs A. Best-White  
Executive Deputy: Mrs N. Pellatt  
Head of Upper School: Mr D. Richmond  
Head of Lower School: Mr N. Johnson

### Old Catton and White Woman Lane Federation

Dear Parent/Stakeholder

Date: 24 March 2017

#### Consultation for the federation of the Governing Boards of Old Catton and White Woman Lane Federation, Harnser Federation and Horsford VA Primary School

We are pleased to recommend this proposal to federate the Governing Boards of Old Catton and White Woman Lane Federation, Harnser Federation and Horsford VA Primary School.

Our current Nebula partnership of these 6 schools over the last two years has been very successful, ensuring the children receive the best possible teaching and educational opportunities.

All Governing Boards and staff teams believe that the partnership is working very effectively and want to strengthen the arrangement still further.

Federation will allow continuing benefits across all schools to happen and that is why we are recommending it.

The accompanying consultation paper outlines what we as governors believe are the benefits of federation. We welcome your views and as stakeholders feel it is important that you play a part in shaping the future of education in our area.

If you wish to comment on this consultation, please send your response in writing to "Clerk of Governors" at your school office. Letters should be clearly marked "Federation Consultation" and sent in a sealed envelope. These should be received at the schools no later than Wednesday 24 May 2017. All responses should be signed (anonymous responses will not be considered) and will remain confidential to the Clerk who will report to the governing boards.

You are invited to attend any of the meetings listed overleaf when there will be a question and answer session with Governors, the Executive Headteacher and Deputies, and your Head of School from the Nebula Partnership:



White Woman Lane School, NR6 7JA Wednesday 19 April 2017 at 6.30pm  
St Faiths' Primary School, NR10 3LF Thursday 20 April 2017 at 6.00pm  
Horsford Primary School, Mill Lane NR10 3ES Monday 24 April 2017 at 6.00pm

We wish to stress that federation is considered by the Governing Boards as a way of securing the future of our schools – this is not a bid to merge or amalgamate the schools and we would stress that each school will continue to maintain their individual identities – as they have up to now.

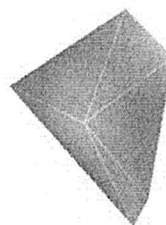
Yours faithfully

Judy Leggett (Chair of the Old Catton and White Woman Lane Federation Governing Board)  
Ben Moulton (Chair of the Horsford VA Primary School Governing Board)  
Toni Rhodes (Chair of the Harnser Federation Governing Board)



Frettenham Primary School  
Hainford Primary School  
Horsford Primary School  
Old Catton Junior School  
White Woman Lane School  
St. Faiths' Primary School



Nebula  
where stars are born

Ashley Best-White  
Executive Headteacher

**The Governing Boards of the Harnser Federation (Frettenham Primary School, Hainford Primary School, and St Faiths' Church of England Primary School), Horsford VA Primary School, and Old Catton and White Woman Lane Federation (Old Catton Church of England Junior School and White Woman Lane Junior School)**

The governing boards of the above schools have resolved to seek federation through a shared, strategic vision of the schools' future.

#### **Our Vision:**

We celebrate the unique qualities and characteristics that each school brings to the federation. We have common aims and values, and a mission to serve all the families and children who attend the schools. The governors and staff are committed to the long term success of education in our communities.

#### **What does Federation mean?**

Federation means the formation of one governing board, with representation from all schools. Each school will remain legally separate and retain their individual characteristics and ethos.

#### **Why form a Federation?**

On 1 September 2017, the Nebula Partnership will have been in place for two years. When we set up the partnership, it was accepted that partnerships could only last for 2 years after which we would have to regulate our structure and the way to do this is to become a federation. All of the Nebula schools acknowledge that the partnership has been a success and want this good partnership work to continue as a formal federation of the schools. Currently, this is the only legal way forward if we wish to maintain our co-operative working which has proved to be a successful, effective structure bringing benefits to all staff and pupils within the partnership. In day-to-day terms, children and their families will see no change in their daily school life.

The governing boards of these schools wish to sustain and continue to improve education for children in the schools and to protect educational provision. They feel federation is the best way to achieve these goals.

The schools are in an excellent position to federate for the following reasons:

- A successful partnership of these schools has existed since **1 September 2015**
- Our current partnership has been fully discussed with and owned by major stakeholders – staff, governors, the Local Authority, Diocese, parents and children
- The schools are close enough to allow us to continue sharing our resources and working together
- Standards have improved
- School policies have been reviewed and shared
- Resources and experiences have been shared and joint activities have taken place
- A number of combined school trips have taken place
- Increased governor liaison has taken place and has helped all schools to develop

- Additional financial resources have been secured and used for the benefit of all schools
- Some staff work across more than one school
- Combined staff and teaching assistant training takes place
- Staff from all schools hold regular meetings together
- Extended joint professional development has been undertaken
- Some governors' committee meetings are already held on a joint basis, serving all schools

### **Benefits of Federation**

- To strengthen the viability of all schools
- The involvement of the Church with the school community will continue
- Avoiding duplication of effort and resources will allow more time to devote to the core business of teaching and learning
- To continue to improve standards in teaching and learning
- A structured way for all schools to continue to collaborate
- Opportunities for staff, children and governors at each school to interact, learn from each other and share best practice
- Access for children to teacher specialist expertise from each school's current staff
- The opportunity to employ specialist teachers in subjects such as music, modern languages, art and physical education who will work across the federated schools
- A varied and co-operative approach to staff development
- Further development of a joint curriculum and sharing of existing good practice
- Flexible and more efficient use of resources and better value for money
- More efficient use of management time with reduced meetings at all levels
- Maintain and develop the relationship between the village communities
- To extend the range of services and opportunities available to children and their families
- A co-ordinated vision for the use of Pupil Premium

### **Admissions**

There will be no change to the admission arrangements and Norfolk County Council will continue to have overall authority for placing children in the schools.

### **Staffing**

Federation in itself will not imply any change in the schools' current staffing teams. Staffing levels will continue to be determined by a school's budget. Federation will allow employment of specialists and new staff across all schools

### **The Governing Board**

A new governing board will be formed as detailed below:

#### **Name of the federation -The Nebula Federation**

- 2 elected parent governors
- 1 elected staff governor
- 1 head teacher
- 1 Authority governor
- 7 co-opted governors
- 4 foundation governors

This would give the governing body a total of **16** members

**Proposed date for the start of Federation 1 September 2017**

Do you support the proposal to federate Frettenham Primary School, Hainford Primary School, St Faiths Church of England Primary School, Horsford VA Primary School, Old Catton Church of England Junior School and White Woman Lane Junior School?

Yes  No  Please tick one box

Comments:

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Name:

Address:

Sign:

**Please tick one box that you feel most appropriately represents your interest in this matter:**

- Parent/Carer/ of a child at Frettenham Primary School
- Parent/Carer of a child at Hainford Primary School
- Parent/Carer of a child at St Faiths Church of England Primary School
- Parent/Carer of a child at Horsford VA Primary School
- Parent/Carer of a child at Old Catton Church of England Junior School
- Parent/Carer of a child at White Woman Lane Junior School
- Member of staff at \_\_\_\_\_ (please specify which school)
- Local resident of \_\_\_\_\_ school (please specify which school)
  
- Parent/Carer of a child at another local school (please specify)
- Other (please specify)

**Thank you for your time**

**Please sign the form and return it to the school in a sealed envelope by  
Wednesday 24 May 2017 at the latest.**

**Sprowston Town Council**  
**PLANNING APPLICATIONS – 5 APRIL 2017**

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**Broadland DC App.No.** 2017/0359      **Applicant** Harveys as location      **Location** 6 Sprowston Retail Park, Salhouse Road, Sprowston, NR7 9AZ

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

**Description:** Installation of New HVAC Condensers to Rear of existing Retail Unit

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**Application for Members Information Only**

**Broadland DC App.No.** 2017/0375      **Applicant** Sprowston Town Council as location      **Location** Sprowston Diamond Centre, School Lane, Sprowston

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

**Description:** 1) Part Demolition & Erection of Replacement Extension & Alterations to Sprowston Diamond Centre  
2) Provision of Temporary 40 Space Car Park off Neville Road for Staff & Visitors during Construction Period

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**Broadland DC App.No.** 2017/0379      **Applicant** Mr O Gurney as location

**Location** White House Farm, Salhouse Road, Sprowston, NR13 6LB

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

**Description:** Change of use of Unit 5 from approved retail use (Use Class A1) to dance studio (Use Class D2)

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**Broadland DC App.No.**  
2017/0401

**Applicant**  
Wren Kitchens  
as location

**Location**  
Sprowston Retail Park, Salhouse Road, Sprowston

**Classification:** Retail  
**Type:** Full Permission

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**Description:** Consent to Display 4 Signs to Front of Building

**Broadland DC App.No.**  
2017/0372

**Applicant**  
Mr Alessio Pagliano  
as location

**Location**  
5 Sparhawk Avenue, Sprowston, NR7 8BX

**Classification:** Minor Dwellings  
**Type:** Full Permission

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**Description:** Rear extension including rooms in roof and front dormer

**Broadland DC App.No.**  
2017/0384

**Applicant**  
Mr Kenneth & Mrs Patricia Buck  
as location

**Location**  
4 Cuthbert Close, Sprowston, NR7 8QL

**Classification:** Minor Dwellings  
**Type:** Full Permission

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**Description:** Single Storey Side & Rear Extensions & Hip to Part Gable South-East Facing End

**Broadland DC App.No.**  
2017/0407

**Applicant**  
Mr & Mrs Shane Hall  
as location

**Location**  
4 Tills Road, Sprowston, NR6 7QP

**Classification:** Minor Dwellings  
**Type:** Full Permission

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**Description:** First Floor Rear Extension

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**Broadland DC App.No.**  
2017/0394

**Applicant**  
Mr Christopher Mills  
as location

**Location**  
45 Cannerby Lane, Sprowston, NR7 8NG

**Classification:** Minor Dwellings  
**Type:** Full Permission

**Description:** Change of Use from A1 (Retail) to Tattoo Studio (Sui Generis)

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**Broadland DC App.No.**  
2017/0397

**Applicant**  
Mrs Beverly Jenkins  
as location

**Location**  
58 Russell Avenue, Sprowston, NR7 8XF

**Classification:** Minor Dwellings  
**Type:** Full Permission

**Description:** Sub-Division of Plot and Erection of Chalet Bungalow

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**Broadland DC App.No.**  
2017/0430

**Applicant**  
Mr Adam Spurling  
as location

**Location**  
35 Windsor Park Gardens, Sprowston, NR6 7PR

**Classification:** Minor Dwellings  
**Type:** Full Permission

**Description:** Single Storey Rear Extension

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<b>Sprowston Town Council</b>	<b>Payments</b>	<b>Meeting</b>	<b>Date:</b>	<b>5th April 2017</b>
<u>Invoice Date</u> 20/03/2017	<u>Invoice No.</u> 36266	<u>Net</u> 34.00	<u>VAT</u> 6.80	<u>Amount</u> 40.80
	Bartlett Signs <u>Details</u> No Parking In Driveway Sign			BACS 1
<u>Invoice Date</u> 09/03/2017	<u>Invoice No.</u> 564664	<u>Net</u> 4,755.73	<u>VAT</u>	<u>Amount</u> 4,755.73
	Broadland D. C. <u>Details</u> Recharge South East ward By Elect. 17/11/2011			BACS 2
<u>Invoice Date</u> 13/03/2017	<u>Invoice No.</u> 29056715	<u>Net</u> 137.38	<u>VAT</u> 6.87	<u>Amount</u> 144.25
	Calor Gas Limited <u>Details</u> Propane Cylinders			BACS 3
<u>Invoice Date</u> 10/03/2017	<u>Invoice No.</u> 2531	<u>Net</u> 600.00	<u>VAT</u> 120.00	<u>Amount</u> 720.00
	Cozens (u.k) Ltd <u>Details</u> Streetlighting;February 2017			BACS 4
<u>Invoice Date</u> 01/04/2017	<u>Invoice No.</u>	<u>Net</u> 25.00	<u>VAT</u> 5.00	<u>Amount</u> 30.00
	Creative Arts East <u>Details</u> Annual Membership : 01/04/2017-31/03/2018			BACS 5
<u>Invoice Date</u> 28/03/2017	<u>Invoice No.</u> STC21	<u>Net</u> 99.00	<u>VAT</u>	<u>Amount</u> 99.00
	Dazzle Cleaning Co.UK <u>Details</u> Bus Shelter Cleaning March 2017			BACS 6
<u>Invoice Date</u> 20/03/2017	<u>Invoice No.</u> 4381722	<u>Net</u> 141.82	<u>VAT</u> 28.36	<u>Amount</u> 170.18
	Espo <u>Details</u> H/Towels, T/Tiss, Refuse Sacks, Copy Paper, Etc			BACS 7
<u>Invoice Date</u> 28/03/2017	<u>Invoice No.</u> 214595	<u>Net</u> 103.36	<u>VAT</u> 20.67	<u>Amount</u> 124.03
	Flameskill.co.uk <u>Details</u> Annual Service: Fire Extns, Blankets, Wall Moun			BACS 8
<u>Invoice Date</u> 13/03/2017	<u>Invoice No.</u> 34233	<u>Net</u> 107.00	<u>VAT</u> 21.40	<u>Amount</u> 128.40
	Harveyson Haulage Ltd <u>Details</u> Cemetery : cess pit emptying Narch 17			BACS 9

<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
01/04/2017	620824	Intouch Systems	1,792.20	358.44	2,150.64	10
01/04/2017	620822	Annual Support Agreement Apr17-Mar 18 Hosted Exchange 01/04/2017-01/05/2017	60.00	12.00	72.00	
			<b>1,852.20</b>	<b>370.44</b>	<b>2,222.64</b>	
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
17/03/2017	Inv 4800	Magdalan Medical Practice	60.00		60.00	11
		M Durrant : Medical Report				
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
21/03/2017	37951	NVCS Ltd	21.37		21.37	12
		Demerara/White Sugar				
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
07/03/2017	1409732	Norfolk County Council	380.56		380.56	13
		Installation Signs Blue Boar Lane				
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
01/04/2017		Society of Local Council Clerks	356.00		356.00	14
		Membership renewal 2017/2018				
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
01/04/2017		Sprowston Youth Engagement project	1,250.00		1,250.00	15
		Grant Aid				
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
28/03/2017	109190204	Watson Fuels	485.00	24.25	509.25	16
		1000 Litres Red Diesel				
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
27/02/2017	25539782	Zurich Municipal	6544.06		6544.06	17
06/03/2017	25638953	Annual Insurance 01/04/2017-31/03/2018 Revised Schedule: 01/04/2017-31/03/2018	83.00		83.00	
			<b>6627.06</b>		<b>6627.06</b>	

TOTAL OF INVOICES	17,035.48	603.79	17,639.27	Trf 271
<b>Transfer:</b> STC Drawings a/c to Salaries a/c	30,000.00		30,000.00	Trf 272
<b>Transfer:</b> STC Drawings a/c to Petty Cash Imprest a/c	-	-	-	
	<u>47,035.48</u>	<u>603.79</u>	<u>47,639.27</u>	
<b>Transfer:</b> STC General a/c to STC Drawings a/c			<u>47,639.27</u>	

..... Councillor  
..... Councillor  
..... Town Clerk

Sprowston Town Council      Barclaycard Payments      Meeting Date:      5th April 2017

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
23/03/2017	285649692	Amazon uk Memory Joggers Flashcards	15.58	3.12	18.70
24/03/2017	321403733	Bingo,Name Badges,Memory Cards	62.19	12.43	74.62
24/03/2017	321403733	The 1950,s Scrapbook	13.45		13.45
24/03/2017		Pin Combi Name Clips	12.00	2.40	14.40
			<b>103.22</b>	<b>17.95</b>	<b>121.17</b>
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
16/03/2017	229136	Post Office First/Second class stamps	124.00		124.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
06/03/2017	102480	Thomsons Sawmills Posts,Rails, Timber	337.11	67.42	404.53
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
09/03/2017	2797540	Viking-Direct Canon 725 Tonor Cartridges	221.1	44.22	265.32
<b>Total of Payments</b>			<b>785.43</b>	<b>129.59</b>	<b>915.02</b>

Due by Direct Debit 28th April 2017

<b>Sprowston Town Council</b>		<b>Direct Debits</b>		<b>Meeting</b>	<b>Date:</b>	<b>5th April 2017</b>	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>	
28/02/2017	408053	Anglia Farmers Ltd Screwfix, Comm Tech, Vodafone	177.29	35.47	-	212.76	
<b>Total Gas &amp; Power</b>							
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>	
05/03/2017	144979774/17	Sportsfield Floodlights:01/02/2017-28/02/2017	10.48	0.53		11.01	
05/03/2017	144979785/17	Diamond Centre:01/02/2017-28/02/2017	265.40	53.08		318.48	
09/02/2017	144082559/17	Streetlighting:01/01/2017-31/01/2017	2,919.95	583.99		3,503.94	
26/03/2017	146413228/17	Streetlighting 01/02/2017-28/02/2017	62.23	3.11		65.34	
			<b>3,258.06</b>	<b>640.71</b>		<b>3,898.77</b>	
<b>Total Direct Debits</b>			<b>3,080.77</b>	<b>605.24</b>		<b>3,686.01</b>	