



## **NOTICE OF MEETING**

### **AND SUMMONS TO ATTEND**

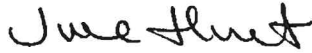
**The meeting of Sprowston Town Council  
will be held in the St. Quintin Room, at Sprowston Diamond Centre, School Lane  
Sprowston on Wednesday 15 March 2017 at 7.30pm**

### **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's meeting held on 22 February 2017. Pages 1 - 5
4. To receive any Police Liaison Officers Report. Pages 6 - 7
5. To receive a presentation from Jason Menezes - Sprowston Diamond Centre Phase 4 (Plans enclosed).
6. To receive correspondence & agree action/response arising from the minutes.
7. To receive any written/verbal reports from Sprowston County and District Councillors. Page 8
8. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak<sup>1</sup>.
9. To consider commencing all future Full Council meetings at 7.00pm (Mr Moncur).
10. To consider a request to provide a tree on the highway (Mr Ward).
11. Adjourn the meeting for a short break.
12. To receive the report of the Town Clerk and make decisions on: Pages 9 - 26
  - 4.1 Grant Aid - Sprowston Youth Engagement Project
  - 4.3 Tree Replacement Outside 43 Tiercel Avenue
  - 4.4 Pension Fund
13. To consider a proposal that the Council initiates a review to consider the state of grass verges in Sprowston and seek ways to remedy the current situation (Mr Lashley and Mr Couzens).
14. To consider planning applications to 15 March 2017. Pages 27 - 29
15. To receive any written/verbal reports from the Council's Working Groups.
16. To receive any written and verbal reports from Members representing the Council on or at outside organisations. (proforma enclosed)
17. To confirm the payment of accounts to 15 March 2017. Pages 30 - 33

18.	To receive the schedule of credit card payments.	Page 34
19.	To receive the schedule of direct debits.	Page 35
20.	Staff Salaries (Confidential Papers).	Page 36



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

**10 March 2017**

Council Office, Sprowston Diamond Centre . Sprowston . Norwich.NR7 8TR  
Tel: 0845 004 6227 or (01603 408063) . Fax: (01603) 418113 . Email: [townclerk@sprowston-tc.gov.uk](mailto:townclerk@sprowston-tc.gov.uk)

**Footnote:**

*<sup>1</sup> Members have a statutory legal duty under the Local Government Act 2000, to declare any personal or prejudicial interest they have in items contained in the above agenda. Failure to do so may result in the individual Councillor being reported to the Standards Board for England.*

*Planning Applications listed above are those in the office at the time of publication of the Agenda. The Council may consider others received up to the date of the meeting if appropriate. Plans may be viewed in the Council office during office hours, and are available from 7 pm on the date of the meeting. Alternatively, to view on line please go to [www.broadland.gov.uk](http://www.broadland.gov.uk) and follow the links through to planning.*

*It should be noted that Councillors Mr Knowles, Mr Moncur (Chairman) and Mr Ward will or could be making comments on the planning applications at this meeting as a non-statutory consultee on behalf of the Town Council. However, as all three Councillors are on the Planning Committee of Broadland District Council they would like it made clear that their views could change at those meetings when more information could lead them to a differing view than that expressed at this meeting. To this end they will be abstaining from voting on planning matters, apart from in the case of a tied vote when the Chairman will make the casting vote.*

*This Meeting is open to the Public and the Press. Copies of this Agenda and Draft Minutes referred to above are available from the Council Office. Signed copies of the Minutes may also be downloaded from the Council's website [www.sprowston-tc.gov.uk](http://www.sprowston-tc.gov.uk) (go to Agenda and Minutes page). They are available (unless marked confidential) for public inspection at the Council Offices during public opening hours.*

*In the interests of openness and transparency, Councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.*

## **COUNCIL MEETING – 22 FEBRUARY 2017**

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 22 February 2017, the following Members were present:-

Mr I Moncur – Chairman

Mr W F Couzens	-	Mr T Landamore
Mrs S L England	-	Mrs B J Lashley
Mr R A Fowkes	-	Mr K Lashley
Mr R J Knowles	-	Mrs J Leggett
Ms G Landamore	-	Mr J H Mallen
Mr J M Ward		

In attendance

Mrs J Hunt	-	Town Clerk and Responsible Financial Officer
------------	---	---

---

### **17/036. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of disclosable pecuniary and other interests were received.

### **17/037. APOLOGIES FOR ABSENCE**

Verbal apologies for absence were received and accepted by the Council from Mr C L Noble and Mr N Shaw.

### **17/038. MINUTES**

The Minutes of the Council meeting held on 1 February 2017, having previously been circulated to all Members were confirmed and signed by the Chairman.

### **17/039. CORRESPONDENCE**

The Chairman would place an item on the agenda of the meeting to be held on 15 March 2017 to discuss the Full Council meetings commencing at 7pm instead of 7.30pm as advertised.

### **17/040. PERSONNEL**

Further to Minute 16/225, it was **RESOLVED** to authorise the Town Clerk to appoint Mr Kurt Massen to the post of Caretaker / Cleaner 37 hours commencing on 9 February 2017 on NJC Scales spinal column point 16.

### **17/041. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr Ward also verbally reported that:

- (1) at the County Council budget meeting on Monday 20 February, a 4.8% increase in Council Tax was agreed, this equates to a £57 increased on Band D property. 3% of this increase, £25m is earmarked for adult social care.
- (2) Norfolk County Council no longer adopts new street lighting and Broadland District Council will vote at full council on 23 February on whether to take on that responsibility or pass it down to the parish.

## **17/041. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)**

Mrs J Leggett verbally reported that:

- (1) she had spoken on Radio Norfolk last week about an extra £11m for the Broadland (BBfN) initiative; details can be found on [www.betterbroadbandnorfolk.co.uk](http://www.betterbroadbandnorfolk.co.uk) and via information sheets updated every three months; £11m of new funding in the BBfN programme has allowed us to further extend the reach of the programme. This had been made possible by the five Norfolk District Councils, Central Government and a rebate from British Telecom for this money. In addition, around £10m of underspend from the first contract will be re-invested into this phase of the broadband roll-out and as a result it is expected high-speed broadband will be available to more than 95% of Norfolk homes and businesses by Spring 2020. To put this in context, in December 2012 only 42% of Norfolk's premises could get high-speed broadband and currently 87% can buy a high-speed broadband service. BBfN continues to reach more remote parts of Norfolk which poses more difficulties to BT's engineers, where there are fewer premises in the radius of the new cabinets. There is a need for users to request higher speed from ISP providers.
- (2) work begins on 6 March 2017 on the Felbrigg roundabout at a cost of £600,000 brought about by partners pooling funds.

## **17/042. REPORT OF THE TOWN CLERK**

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

#### **1.1 Building Services Report Recreation ground and Sparhawk Park**

The Council considered the report of Ingleton Wood together with the circulated email setting out costs to produce outline tender documentation; tender management fee and inspection of contractors' works.

**RESOLVED:** to instruct the Town Clerk to accept the quotation at a cost of £3,262.50 plus Vat and act accordingly within the recommendations of the report from Ingleton Wood.

### **CEMETERY**

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

### **STREET LIGHTING**

#### **3.1 No matters were reported**

### **CENTRAL ADMINISTRATION AND PERSONNEL**

#### **4.1 Norfolk Constabulary Report**

An email from PC Nick Roberts was circulated to Members regarding Police Crime Statistics. Discussion took place to explore the possibilities of the new reporting newsletter containing crime statistics and the best way to keep Councillors informed of the reported incidences in the area. It was confirmed to the Council that domestic incidences reported are analysed to aid police practices but the Council did not feel these were separated enough to be informative within the analysis presented in the newsletter. There was a concern that Sprowston and Old Catton statistics were being shown together

## **17/042. REPORT OF THE TOWN CLERK (CONTINUED)**

and violent crime previously reported on last month's statistics did not show within the newsletter figures.

PC Nick Roberts expanded upon the role of the Engagement Officer and the role of MASH (Norfolk Multi-Agency Safeguarding Hub) whose contribution was invaluable in assisting police activities.

The Council's agenda would continue to reflect Police reporting.

### **4.2 DCK Beavers Ltd Accounting Solutions VAT Report**

Members discussed the content of the report submitted by DCK Beavers Ltd Accounting Solutions confirming the VAT applied to the Council's services, and in particular the VAT to be refunded as part of the development of Sprowston Diamond Centre.

**RESOLVED:** to instruct the Town Clerk to implement the suggested changes to VAT from 1 April 2017.

### **4.3 Broadland District Council Environmental Health Hygiene Rating**

Members were pleased to receive the 5 health hygiene rating for Sprowston Diamond Centre.

### **4.4 Broadland District Council Overview and Scrutiny Committee - Work Programme Survey**

Members noted the email from Broadland District Council requesting work to be identified to be considered by the Overview and Scrutiny Committee; and

**RESOLVED:** any future projects would be forwarded by this Council as and when they arise.

## **PLANNING AND TRANSPORTATION**

### **5.1 No matters were reported**

## **ENCLOSURES**

### **6.1 National Association of Local Councils - Message from Chairman Councillor Janet Holdom**

## **17/043. MEETING ADJOURNMENT**

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

Mr W F Couzens left the meeting.

The meeting was reconvened.

#### **17/044. 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 application:

2017/0072 - erection of garage and new roof to neighbours existing attached garage at 23, Bracey Avenue.

2017/0107 - single storey front, side and rear extension at 55, Corbet Avenue.

2017/0199 - single storey flat roof rear extension at 29, Blenheim Crescent.

2017/0197 - temporary planning permission for a period of 1 year to allow up to 8 assembly and leisure events (Use Class D2) to take place alongside existing B1 and D1 uses permitted by planning permission 2012/1331 at The Space, Roundtree Way.

- (b) to oppose the granting of planning permission 2017/0104 - outline planning application for the erection of up to 380 residential dwellings (inc. affordable housing) with new vehicular, cycle and pedestrian access from Salhouse Road and new pedestrian and cycle access from Plumstead Road incorporating an emergency vehicular access, the provision of open space, sustainable urban drainage systems, associated landscaping, infrastructure and earthworks at land south of Salhouse Road on the grounds that the application cannot be considered in isolation of details being available on the east / west link road infrastructure. Further, that the indicative 4.5 heights of properties on the street scene are out of keeping with the location of the development.
- (c) to oppose the granting of planning permission 2017/0038 (amended plan) - change east facing hipped end over side extension by reducing the width and height of the ridge; extend flat roof to cover the portion uncovered by the reduced hipped end; alteration to original east facing hipped end by adding a gable end to allow for the retention of the rear facing dormer with a portion of the original hipped end retained to the eaves point below at 12, Greenborough Road on the grounds that the application is an overdevelopment of the site, unneighbourly, not subservient to the original dwelling and there would be insufficient off road parking for the size of the property.
- (d) to oppose the granting of planning permission 2017/0201 - erection of 1.76m fence to front boundaries (retrospective) at 96, Cozens Hardy Road on the grounds that the existing fence is intimidating in the front garden compromising the corner plot and street scene which is both unneighbourly and unsightly against the previous general open aspect of neighbouring properties boundaries.

#### **17/045. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

No written reports were received.

**17/046. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

The Council received the report and verbal update by Mrs B J Lashley, of the meeting of Sprowston Grow Your Community meeting. There had been two areas of success as a result of this Council's participation in Grow Your Community the use and development of Sprowston Hub greenhouses, with involvement from Sprowston Youth Engagement Project, and the Dementia Café held on the third Thursday of each month.

Broadland District Council was embarking on bringing together a local Dementia Action Alliance to improve the lives of people with dementia in their area.

Sprowston had two champions in its area who would be instrumental in developing a dementia friendly community.

**RESOLVED** to support Sprowston Dementia Friendly Community and Councillors to initially participate in a dementia friend's session to better understand what is involved. With the aim to produce an action plan for what the Council will do as an organisation, alongside promoting our own community premises to be dementia friendly.

**17/047. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 22 February 2017 totalling £14,433.77 and answered Members' questions arising therefrom.

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

**RESOLVED** that payment of the accounts to 22 February 2017 totalling £14,433.77 be approved and the schedule authorising payment signed by Mr R J Knowles and Mrs B J Lashley.

**17/048. SCHEDULE OF DIRECT DEBITS**

The schedule of Direct Debit payments totalling £8,412.82 was approved and noted.

**17/049. SCHEDULE OF CREDIT CARD PAYMENTS**

The schedule of credit card payments totalling £645.77 was approved and noted.

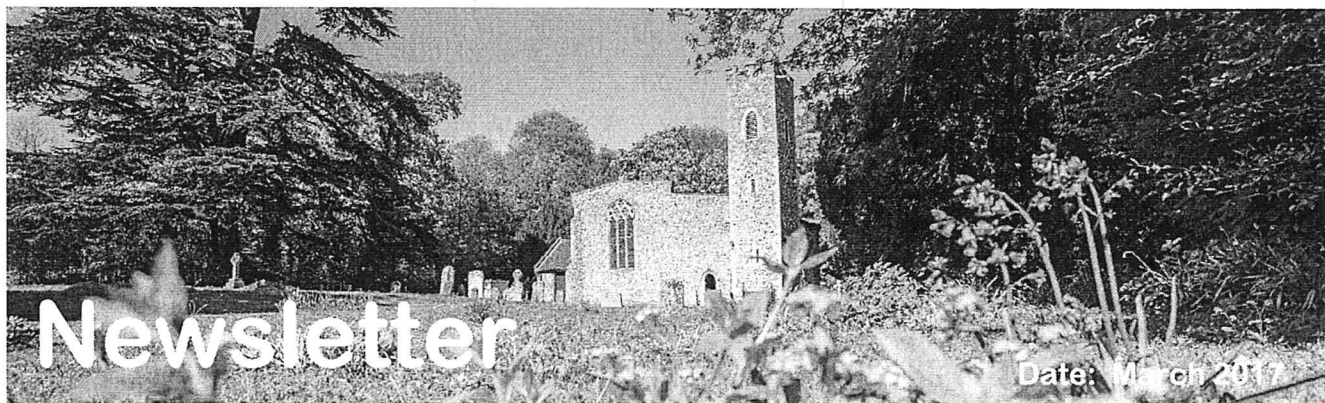
There being no other necessary business the Chairman thanked Members for their attendance and declared the meeting closed.

**15 March 2017**

---

**CHAIRMAN**





### Message from Inspector Lisa Hooper

Welcome to the ward newsletter for Sprowston and Old Catton. Our aim is to ensure you receive regular updates on crime levels along with relevant news and crime prevention advice. We will inform you of any opportunities to meet the local policing team and encourage you to advertise these within your parish newsletters and magazines. Working together helps the police understand the issues and concerns that matter to the public helping us to maintain a place to live that we can all be proud of.

## Crime Updates 1st – 28th February 17

Offence	Numbers	What could this entail
Arson	0	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	2	Harassment, alarm or distress is caused in a non-crime incident.
Burglary non dwelling (BOTD)	1	A person commits theft in a building or structure that is not lived in.
Burglary dwelling	4	Entry and theft in a building or a structure that is lived in.
Criminal Damage	8	A person destroys or damages property belonging to someone else.
Domestic	9	Domestic incidents where a crime has not occurred. Parties are aged 16 or over and have been intimate partners or family members regardless of sexuality.
Hate Incident	1	Any incident where a crime has not occurred which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender.
Race or Religious aggravated public fear	0	Any crime determined to have a hate element as per above.
Possession of controlled substance	1	Unlawful possession of a drug classified in class A, B or C.
Possession of weapons	0	Unlawful possession of an article used as a weapon.
Public fear, alarm or distress	0	Public order offences e.g. from a verbal altercation to offences just short of violence.
Robbery	1	Includes a range of offences where force is used, threatened or the victim is put in fear.
Theft from a motor vehicle	2	Any item stolen that was in, on or attached to a motor vehicle.
Theft or unauthorised taking of a motor vehicle	0	Any motor vehicle including those abandoned.
Theft of pedal cycle	0	From a public place, if stolen from a shed or garage this would be a BOTD.
Theft from a person	1	Purse being taken from a handbag, or a mobile phone from a shopping basket.





## Message from your Engagement Officer

Community Speed Watch requires a minimum of six volunteers in the scheme, each willing to contribute a minimum of one hour per week. Small communities who are unable to reach this figure are encouraged to link with other interested local councils/groups, with a view to joining together for a wider-area scheme and sharing the equipment. Volunteers must be over 18 years of age and will be subject to a vetting procedure. Volunteers who do not wish to be involved in speed monitoring may assist with administrative support, and each scheme must include at least one person in this category. Some volunteers may, of course, be able to do both. Please contact me at [masonad@norfolk.pnn.police.uk](mailto:masonad@norfolk.pnn.police.uk) to find out more.

## What is happening in your area

### Street Surgeries

**Old Catton** - Tuesday 14th March, 4pm-6pm, *Morrison's, The Paddocks*- PCSO Steve Downes

**Sprowston** - Saturday 11th March, 3pm-5pm, Saturday 1st April, 5pm-7pm, Sunday 9th April, 12pm-2pm, *Tescos, Blue Boar Lane* - PCSO Kane Casburn

### SNAP

The next Public Engagement meeting for Sprowston and Old Catton will be held on Tuesday 11th April 2017, 7pm at the Council Office, Church Street, Old Catton.

## Neighbourhood Priorities

- Anti-social behaviour in The Paddocks
- Speeding in St Faiths Road, Spixworth Road and Russell Avenue

### Point of contact

#### Follow us on social media



@BroadlandPolice

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

[www.norfolk.police.co.uk](http://www.norfolk.police.co.uk)

[SNTSproston@norfolk.pnn.police.uk](mailto:SNTSproston@norfolk.pnn.police.uk)

Non Emergency: 101

### Partner contacts



111 NHS

County Council 03448008012

District Council 01603 431133

Parking Issues 01553 616222



5<sup>th</sup> March 2017

## **Report from Councillor John Ward**

### **Broadland District Council.**

We are advised that at BT Call Protect you can stop most of the nuisance calls by contacting them on 0800 389 1572. This is a free service.

The next monthly charity book sale at Thorpe Lodge will be held in the Trafford Room, Wednesday 15<sup>th</sup> March from 12.00 noon.  
Donations of books are welcome.

The Chairman's Civic Service in conjunction with the Mayor of Thorpe St. Andrew was held at Thorpe Parish Church on Sunday 5<sup>th</sup> March and was attended by Civic Dignitaries from across Norfolk. Funds were raised for both the Parish Church and the Chairman's charity, The Norwich MS Therapy Centre.

### **Norfolk County Council**

Highways England will shortly be launching a public consultation on options for major improvement schemes on the A47 including the Thickthorn Junction which I am sure will be of interest to our local residents.

I have recently had many emails and seen much comment on Facebook regarding the grass verges in Sprowston and Thorpe St. Andrew. Following my discussions with the Highways Engineer I can confirm that the County Council will not install any further Bollards/posts or allow residents to do so as it is considered a traffic hazard and causes problems when grass cutting. The County Council will not consider bringing in legislation to prohibit parking on verges as the roads in the area are quite narrow and this would cause congestion.

The Council will however reinstate verges when they become very poor and it is also happy to engage in dialogue with Parish/Town Councils that would like to plant trees on the verges at their own expense.

As Chairman of the Norfolk Joint Museums Committee I was present this week at the opening of "Small Stories: At home in a doll's house" This is a fascinating exhibition at both the Castle and Strangers Hall which will appeal to all age groups. I recommend you pay a visit with your families.

## **COUNCIL MEETING – 15 MARCH 2017**

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

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

##### **1.1 No matters to report.**

#### **CEMETERY**

##### **2.1 Report of Headstone Damage**

An incident at the cemetery, which resulted in damage to four memorials, has been reported as an insurance claim to the involved motorist's insurance company.

#### **STREET LIGHTING**

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

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

##### **4.1 Grant Aid – Sprowston Youth Engagement Project**

Attached is an application from Sprowston Youth Engagement Project requesting the Council to assist in this organisation providing youth support to the young residents of Sprowston. Supporting documents to this application have been enclosed for Members information.

**Recommendation:** to consider a donation to Sprowston Youth Engagement Project.

##### **4.2 Wi-Fi Access**

InTouch have advised the Council that for an additional £10 per month the allocation of Wi-Fi access can be increased to accommodate the usage currently available to our users. As we are encountering an increase in demand for training bookings of our premises the Wi-Fi access has exceeded our standard quota.

##### **4.3 Tree Replacement Outside 43 Tiercel Avenue**

Mr Ward has requested that consideration is given by the Council to replace a tree outside 43 Tiercel Avenue in the grass verge.

Norfolk County Council, as the landowner, has confirmed the following:

1. A parish or town council wishing to plant a tree in the grass verge would be expected to cover the initial cost and future maintenance costs when planting a new tree for a 2-3 year period.
2. Once an exact spot is decided for a tree Norfolk County Council would check for utilities etc. and grant permission.
3. The species of tree would be decided by a member of the environment team at County. Advice on structures to support the tree would be dependent on the age of the sapling planted.

This Council has a budget for planting bare root trees each year during autumn and has recently completed the seasons planting.

This Council does have a tree policy however, this does not cover trees other than in its own open spaces; therefore, the policy would need updating.

**RECOMMENDATION:** to instruct the Town Clerk accordingly.

#### **4.4 Norfolk Pension Fund**

Attached, for Members information, is the Norfolk Pension Fund valuation for Sprowston Town Council.

**RECOMMENDATION:** for Members to accept this information and authorise the Town Clerk to sign the acknowledgement requested by Norfolk Pension Fund.

#### **4.5 UK Power Networks “Help Vulnerable People in Your Community Access Free Extra Support during a Power Cut”**

Attached, for Members information is a letter from UK Power Networks giving details of a Priority Services Register which vulnerable people can sign up to, that enables the company to identify them quickly and help if there is a power cut.

The accompanying leaflet with request pro-forma will be available on request, with an article appearing in Sprowston Matters to highlight who should sign up to this service, as well as advertising its availability through posters.

### **PLANNING AND TRANSPORTATION**

#### **5.1 No matters to report.**



**June Hunt  
Town Clerk**

## APPLICATION FOR FINANCIAL ASSISTANCE

<p><b>1 Name of Organisation: Sprowston Youth Engagement Project (SYEP)</b></p>
<p><b>2 Name and address of correspondent (and office held):</b></p> <p>SYEP @ The Annexe C/O St Cuthberts Church Sprowston NR7 8TZ</p>
<p><b>3 What are the objectives of your organisation?</b></p> <ul style="list-style-type: none"> <li>• to provide an environment for which the local youth can feel comfortable and safe in;</li> <li>• to encourage good relations and involvement between the local community and the youth in the area;</li> <li>• to provide ongoing support to its membership;</li> <li>• to foster community spirit and personal development of the local youth;</li> <li>• to build upon good relations between the agencies involved in the group and the local youth;</li> <li>• to aid in reducing Anti-Social Behaviour and fear of Anti-Social Behaviour in the area;</li> </ul>
<p><b>4 Is membership/support open to any resident of Sprowston, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, please give reason:</b></p> <p>Projects are aimed at young people aged between 12 years up to 18 years of age, (25 if young person has learning difficulties). We also run a young volunteer project for 16 to 19 year olds. The project does not provide activities for anyone younger as there are lots of groups in the area providing activities for this age group and the project is aimed at teenagers.</p>
<p><b>5 Amount of grant applied for £2500.00</b></p>
<p><b>6 Purpose for which the money will be used. Please explain clearly and simply the reason for your request.</b></p> <p>We are applying for this grant to ensure the continued running of our Sprowston Teen cafe. The money will be used for the weekly running costs for a period of one year and pay part of our youth worker costs.</p> <p>Rent, 4 hour session @ £18 x 50 weeks (running time) = £900</p> <p>Volunteer costs - £500 (training and dbs costs, an example of this is, it costs a £100 for a volunteer to attend a Level 1 Youth Work Course through Momentum Norfolk, DBS check costs £25 per check).</p> <p>The project relies heavily on the support of volunteers and would not be able to deliver projects without their weekly support. It is essential that they attend regular</p>

training which includes safeguarding training, youth worker training with the aim to go on and complete other courses. DBS checks will need to be undertaken when new volunteers join the project and then updated every three years to fall in line in with good practice guide lines.

Young Committee costs - £500 (room hire £10 per meeting x 15 meetings per year =£150, refreshments £5 per meeting £75 plus £25 for stationary (folders etc.) =£100, community based project £250, based on previous year costs).

Our young committee mirrors our adult committee and has been running for 4 years alongside the project. The young committee chair is voted in by the young people who attend the group and chairs the young committee for a year. The young committee are the voice for the young people who attend and ensure the group stays young person focused. They attend bi monthly adult committee meetings and have a slot on the meeting agenda to ensure they have an opportunity to feedback at each meeting. They are encouraged to attend networking meeting and events and deliver a community based project every year. In the past the group have delivered a Warm and Well Project where they made up warm and well packs and a leaflet with emergency contract numbers on. These were delivered with the support of one of our volunteers Kath Evens. Young people gain certificates and a Vinspired Award, which is a nationally recognised youth volunteering accreditation and can be used towards UCAS points if the young person decides to go to university.

£600 – towards youth worker costs (£15ph x 4hr session = £60 x 10 sessions =£600)

7 Have you applied for grant aid to any other organisation (including local authorities)? If so, to whom (please give details of the decision on your application):

The running of our weekly teen café links into our positive activity programme, which we have successfully run for the past 2 years. We have applied to other organisations for various different aspects of the project – if unsuccessful in any of these grants; this will not affect the weekly running of the teen café. There are also smaller grants we can apply to, for planned activities. This includes the Broadland YAB, Momentum Norfolk and Broadland District Council. All of which will be applied for in this case.

Grants applied for –

£10,000 – Awards for all National Lottery (applied waiting outcome)

£5000 – Youth Social Action Fund (applied awaiting outcome)

£1000 – Comic Relief – through the Norfolk Community Foundation (will apply in March once the fund reopens – They have supported the project by providing £1000 a year for the past 3 years)

The overall cost for the positive activity program will cost £18,400 – this includes staff costs, volunteer costs, young committee costs, activity Costs, use of our community outreach vehicle, rent, room hire for meetings and positive activity costs – I will include break down in evidence. We aim to have funding in place for the whole project by the end of April to mid may.

This year, on September the 23<sup>rd</sup> we will be completing a 26 mile sponsored walk which workers, trustees, volunteers, young people and parents will be taking part in. We are aiming to raise £1000 for the project.

8 Is there anything else you wish the Town Council to take into account when considering this application?

We would also like the town council to consider setting aside a yearly budget to support the continued running of the project. Over the past 4 years the project has grown and developed the services it delivers for the young people in the Sprowston



area, to the point we have now become a community asset. The project is supported by the local community and local authorities. I have provided letters from the local police, Broadland District Council and the Broadland YAB to evidence this. The project has successfully run its positive activity program for the past 2 years and has engaged with 219 young people, of which 180 are from Sprowston. Of the 219 young people that attend the project, 200 attended Sprowston High.

We would like to make you aware, that we are in the process of putting together a three year business plan. By 2020 we aim to be providing a full time service that runs weekly, from Monday to Saturday in the Sprowston area. As the area continues to grow, the numbers of young people accessing the project grows and ongoing support from the town council will become essential. Old Catton Parish Council have recognised our value and have supported the project by providing £2000 initially and now continues to support the project by budgeting £2000 a year to support the services we provide in Old Catton. We have applied to the Town Council for slightly more money, as we are engaging with a higher number of Sprowston young people.

The project has made a massive impact to young people's lives. Members of the young committee will be helping us to deliver our presentation on the 15<sup>th</sup> of March and will feedback about the difference the project has made to them.

9 Please ensure that you have attached up to date examined accounts in support of this application.

I agree to the Principles of Grant Aid as set out by Sprowston Town Council

Signed 

Dated: 18/02/2017



30<sup>th</sup> January 2017

Dear Clare and Simon,

The Broadland YAB would like to thank you for your hard work and dedication following the grant we awarded you. You have consistently delivered to over 100 young people in the Broadland area. Your sessions have been both diverse and engaging achieving the desired outcomes alongside fantastic feedback from your young people. You have facilitated the development of young people via a means of music, art and outreach work; all alongside your established and successful youth club SYEP.

Congratulations on all your hard work. We look forward to working with you in the future on further projects and would highly recommend you in working with other agencies. Please feel free to share these comments accordingly.

Yours sincerely

Emma Rush

Senior Youth and Community Worker

[Emma.rush@ymcanorfolk.org](mailto:Emma.rush@ymcanorfolk.org)

Broadland Youth Advisory Board





**NORFOLK**  
CONSTABULARY

*Our Priority Is You*

Miss Clare Lincoln  
Lead Youth Worker  
Sprowston Youth Engagement Project

Norfolk Constabulary

Sprowston Police Station  
107-109 Wroxham Road  
Sprowston NR7 8TU

Tel:

Fax:

17/01/17

[www.norfolk.police.uk](http://www.norfolk.police.uk)  
Non-Emergency Tel: 101

Dear Clare

I am writing to you in response to your request for letters in support of the Sprowston Youth Engagement Project.

Since I began working in Sprowston I have heard good things about your youth project. Personally I have been pleased to find your group receptive to our visits, and the young people who attend are all very polite and friendly.

I am aware that when opening your Old Catton Youth Club you encountered some local issues. I was particularly impressed with your young people, who acted responsibly in reporting the problems to you rather than taking action themselves. I wish this kind of behaviour was typical of all of the people I came across.

I find your youth clubs to be well organised and well run. Whenever I attend I see a multitude of volunteers present and a variety of activities which look fun and inclusive.

I am aware that many other policing areas suffer from issues caused by young people. I am pleased to say this isn't the case in Sprowston and Old Catton, and I am confident that a good portion of this success is thanks to organisations like yours.

Yours Sincerely

Nick Roberts  
Sprowston Beat Manager PC1628

# SYEP ACCOUNTS for 1st April 2015 to 31st March 2016

## RECEIPTS

### Year 2015 to 2016

### Year 2014 to 2015

£

£

£

£

## Unrestricted

Donations

£ 511.03

Grants

Raffle

£ 86.00

Parachute Jump (2014/15) via Transfer from Desig

£ 434.00

Sponsored Walk via Transfer from Desig a/c

£ 564.90

Misc Income

£ 15.00

Petty Cash

-£ 55.44

Banked Petty Cash

£ 15.25

### Unrestricted Receipt Total

£ 1,524.93

£ 45.81

## Designated

Donations

Grants

£ -

£ 600.00

Raffle

Parachute Jump

Sponsored Walk

£ 1,914.00

£ 684.00

Misc Income

### Designated Receipt Total

£ 1,914.00

£ 1,284.00

## Restricted

Donations

£ 1,725.36

Grants

£ 4,163.00

£ 7,180.00

Raffle

Parachute Jump

Sponsored Walk

Misc Income

£ 2,500.00

### Restricted Receipt Total

£ 8,388.36

£ 7,180.00

### TOTAL RECEIPTS

£ 11,827.29

£ 8,509.81

**PAYMENTS****Year 2015 to 2016****Year 2014 to 2015**

£

£

£

£

**Unrestricted**

Donations

£ 326.37

Fundraising Costs

Youthworker Fees

Membership Fees

£ 25.00

£ 40.00

£ 366.37

Youth Café Running Expenses

Insurance

£ 259.98

£ 252.55

Room Hire

Equipment

Resources

£ 560.60

£ 252.55

Activities

Buying in Services

£ 50.00

Trips and Events

£ -

Printing

Training

£ 30.00

DBS Checks

£ 40.00

Repairs and Maintenance of Facilities

£ -

**Unrestricted Payments Total**

£ 965.58

£ 618.92

**Designated**

Donations

£ 537.00

Donations Transferred to Unrest a/c (2015/16)

£ 564.90

Donations Transferred to Unrest a/c (2014/15)

£ 434.00

Fundraising Costs

£ 250.00

Youthworker Fees

Membership Fees

£ 250.00

Youth Café Running Expenses

Insurance

Room Hire

Equipment

Resources

£ -

Activities

Buying in Services

Trips and Events

£ 812.10

£ -

Printing

Training

DBS Checks

Repairs and Maintenance of Facilities

£ -

**Designated Payment Total**

£ 2,348.00

£ 250.00

**Restricted**

Donations			
Fundraising Costs			
Youthworker Fees	£ 4,315.12	£ 3,513.00	
Membership Fees			£ 3,513.00
<u>Youth Café Running Expenses</u>			
Insurance			
Room Hire	£ 714.00	£ 924.00	
Equipment	£ 136.27	£ 747.55	
Resources		£ 137.18	
			£ 1,808.73
<u>Activities</u>			
Buying in Services	£ 40.69	£ 3,420.00	
Trips and Events	£ 404.00	£ 2,675.02	
			£ 6,095.02
Printing			
Training			
DBS Checks			
Repairs and Maintenance of Facilities			£ -
<b><u>Restricted Payment Total</u></b>	<b><u>£ 5,610.08</u></b>		<b><u>£ 11,416.75</u></b>
 <b><u>TOTAL PAYMENTS</u></b>	 <b><u>£ 8,923.66</u></b>		 <b><u>£ 12,285.67</u></b>



## Balance Sheet for 2015/2016

	Totals	
Opening Balance on 1st April 2014	£ 2,828.97	<u>£ 2,828.97</u>

### Receipts

Unrestricted Receipts	£ 1,524.93	
Designated Receipts	£ 1,914.00	
Restricted Receipts	£ 8,388.36	
		<u>£ 11,827.29</u>

<b>Final Receipts Total =</b>	<b><u>£ 14,656.26</u></b>
-------------------------------	---------------------------

### Payments

Unrestricted Payments	£ 965.58	
Designated Payments	£ 2,348.00	
Restricted Payments	£ 5,610.08	
		<u>£ 8,923.66</u>

<b>Final Payment Total =</b>	<b><u>£ 8,923.66</u></b>
------------------------------	--------------------------

<b><i>Total Balance for Year 2015/16</i></b>	<b>£ 14,656.26</b>	<b>-£ 8,923.66</b>	<b>=</b>	<b><u>£ 5,732.60</u></b>
--	--------------------	--------------------	----------	--------------------------

	Bank Account	£5,732.60
--	--------------	-----------

	Total	<u>£ 5,732.60</u>
--	-------	-------------------

<b><i>Total Asset in Bank Accounts for 2015/16</i></b>	<b>=</b>	<b><u>£ 5,732.60</u></b>
--	----------	--------------------------