



## 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 26 April 2017 on the rising of the Annual Town Meeting

### 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 5 April 2017. Pages 1 - 5
4. To ratify the proposal of the Chairman regarding the naming of roads after Councillors who have died whilst serving on the Council.
5. To receive any Police Liaison Officer's report. Pages 6 - 7
6. To receive correspondence & agree action/response arising from the minutes.  
(i) Invitation to attend the Norfolk Local Councils Summer Conference (enclosed)
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 receive the report of the Town Clerk and make decisions on: Pages 9 - 13
  - 4.1 Grant Aid - Norfolk Family Mediation
  - 4.2 Appraisals and Schedule of Identified Training
  - 5.1 Broadland District Council - Design and Enhancement Awards
  - 5.2 Community Infrastructure Levy (CIL) payment from Broadland District Council to the Town Council
10. To consider the draft policies (enclosed)  
Councillor Casual Vacancy Policy  
Closed Circuit Television (CCTV) Policy
11. Adjourn the meeting for a short break.
12. To consider planning applications to 26 April 2017. Pages 14 - 15
13. To receive any written/verbal reports from the Council's Committees and Working Groups.
14. To receive any written and verbal reports from Members representing the Council on or at outside organisations. (proforma enclosed)
15. To receive and adopt the Statement of Accounts and Balance Sheet for the year ended 31 March 2017. Pages 16 - 25
16. Review of the Council's Asset Inventory List. Pages 26 - 29
17. To receive review and accept the Budget Allocations for 2017/18. (enclosed)
18. To receive and adopt the Action Plan for 2016/17. (enclosed)
19. To receive and adopt the Action Plan for 2017/18. (enclosed)

20. Confirmation of arrangement for insurance cover in respect of all insured risks. (enclosed)
21. To confirm the payment of accounts to 27 April 2017 including Loan Payment Schedule. Pages 30 - 33
22. To receive the schedule of credit card payments. Page 34
23. To receive the schedule of direct debits. Pages 35 - 36



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

**21 April 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

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.*

*Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.*

*Planning Applications listed above are those in the office at the time of publication of the Agenda. The Council may consider others received up to the date of the meeting if appropriate. Plans may be viewed in the Council office during office hours, and are available from 7 pm on the date of the meeting. Alternatively, to view on line please go to [www.broadland.gov.uk](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 – 5 APRIL 2017

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 5 April 2017, the following Members were present:-

Mr I Moncur – Chairman

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

In attendance

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

No Members of the public were present

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The Chairman of the Council reported the death of Mr C L Noble and Members stood for two minutes silence out of respect.

Mr I Moncur proposed, seconded by Mr R J Knowles that family of Members who died whilst serving on the Council should have the option of a future Sprowston road named after them.

### **17/072. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of disclosable pecuniary and other interests were received.

### **17/073. APOLOGIES FOR ABSENCE**

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

### **17/074. MINUTES**

The Minutes of the Council meeting held on 15 March 2017, having previously been circulated to all Members were confirmed and signed by the Chairman.

### **17/075. POLICE LIAISON OFFICER'S REPORT**

No Police Liaison Officer's report was received.

Mr W F Couzens expressed his disappointment that the report detailing crime statistics in Sprowston was no longer produced.

The Town Clerk advised that Norfolk Constabulary intended to produce a News Letter and that Mrs J Leggett had already expressed her displeasure to the Police Commissioner.

Mrs J Leggett reported that St. Mary and Margarets Church will be featured on future Newsletters and that the next meeting of the Safer Neighbourhood Action Panel was to be held on Tuesday 11 April 2017 at the Pavilion, Old Catton Recreation Ground commencing 7.00pm.

**17/075. POLICE LIASON OFFICER'S REPORT (CONTINUED)**

**RESOLVED** that the Town Clerk write to the Police Commissioner to convey the Town Council's dissatisfaction with this change.

**17/076. CORRESPONDENCE**

No items of correspondence were received.

**17/077. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mrs J Leggett verbally reported:

- (1) that following a recent visit by Ofsted, Norfolk County Council had received a letter stating that the Council had taken decisive action to speed up improvements in Children's Services including support for foster carers and for those leaving care.
- (2) on the A47 consultation.
- (3) on her attendance at the Casualty Reduction Partnership meeting stating that there was a continuing rise in the number of older driver and pedal cycle related casualties.

**17/078. RESIDENT'S QUESTIONS**

As there were no residents present it was **RESOLVED** to move to the next item of business.

**17/079. MEETING ADJOURNMENT**

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

The meeting was reconvened.

**17/080. REPORT OF THE TOWN CLERK**

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

**1.1 Wilks Farm Drive Open Space**

Members considered a request to place gravel boards at the bottom and overlay feather edged fencing slats above to the newly replaced post and rail fence abutting the open space at Wilks Farm Drive and raised a number of concerns including:

- (1) a solid surface would catch the wind and weaken the posts.
- (2) the proposed feather boarding would be unsightly and remove the open aspect of the area.
- (3) the post and rail fence was in keeping with the setting and gave a rural feel.

**17/080. REPORT OF THE TOWN CLERK (CONTINUED)**

**RESOLVED** to decline this request and authorise the Town Clerk to remove such structures should any be attached to the post and rail fence at Wilks Farm Drive.

**1.2 Sprowston Infant School Use of Recreation Ground**

In view of Sprowston Infant School no longer requiring the hire of Sprowston Recreation Ground to deliver their curriculum it was **RESOLVED**

- (1) to invoice Sprowston Junior School £710.50 for their 2017/18 hire of Sprowston Recreation Ground
- (2) to divide the annual hire fee by number of uses and calculate labour costs to establish a per use fee for future reference should the Infant School require sessional hire of the Sprowston Recreation Ground.

**CEMETERY**

**2.1 No matters were reported**

**STREET LIGHTING**

**3.1 No matters were reported**

**CENTRAL ADMINISTRATION AND PERSONNEL**

**4.1 No matters were reported**

**PLANNING AND TRANSPORTATION**

**5.1 Norfolk County Council Highways Maintenance**

Members noted the letter from Norfolk County Council giving details of the reorganisation of the Highways Maintenance Teams covering the Sprowston area.

**5.2 Federation of the Governing Boards of White Woman Lane Junior School**

It was agreed that Councillors respond individually to the consultation for the Federation of the Governing Boards of White Woman Lane Junior School.

**ENCLOSURES**

**6.1 Sprowston Senior Citizens Club Newsletter Issue 8 Spring 2017**

**17/081. 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

## **17/081. PLANNING (CONTINUED)**

### **RESOLVED**

(a) to raise no objection to the following applications:

2017/0359 - installation of new HVAC condensers to rear of existing retail unit at 6, Sprowston Retail Park, Salhouse Road

2017/0401 - consent to display 4 signs to front of building at Wren Kitchens, Sprowston Retail Park, Salhouse Road

2017/0372 - rear extension including rooms in roof and front dormer at 5, Sparhawk Avenue

2017/0384 - single storey side & rear extensions & hip to part gable south-east facing end at 4, Cuthbert Close

2017/0407 - first floor rear extension at 4, Tills Road

2017/0394 - change of use from A1 (retail) to Tattoo Studio (Sui Generis) at Cannerby Lane

2017/0430 - single storey rear extension at 35, Windsor Park Gardens

- (b) to make no comment on planning application 2017/0375 - part demolition & erection of replacement extension & alterations to Sprowston Diamond Centre. Provision of temporary 40 space car park off Neville Road for staff & visitors during construction period at Sprowston Diamond Centre, School Lane.
- (c) to strongly oppose the granting of planning application 2017/0379 - change of use of unit 5 from approved retail use (use class A1) to dance studio (use class D2) on the grounds that this would create significant grouped traffic movement over a condensed period of time and any increase in traffic at the junction with Blue Boar Lane would be dangerous.
- (d) to oppose the granting of planning application 2017/0397 - sub-division of plot and erection of chalet bungalow at 58, Russell Avenue on the grounds that it was a cramped form of development with lack of amenity space and out of keeping with the surrounding area.

## **17/082. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

Further to Minute 17/063, Mr I Moncur reported that Mr K Lashley, Mr W F Couzens, Mrs J Leggett and himself had met with Chris Mayes, Norfolk County Council's Highways Officer to discuss what options and funding was available to improve highway verges in Sprowston.

At this meeting they were advised that:

- verges were purely cosmetic and their duty was to ensure the safety of the highway.
- the cost of planting a sapling was approximately £300.
- the 50/50 programme could be applied for and schemes considered on their merit, however, Norfolk County Council did not have funding for the rectification of grass verges.

**17/082. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS - (CONTINUED)**

- erection of posts in the verge would not be countenanced as it would prevent proper use of the highway and the verge was part of the highway. However posts to protect pedestrians particularly at junctions were acceptable subject to Norfolk County Council approval.
- verges were useful for drainage and should not be concreted over.
- verges could not be replaced by parking spaces but could become passing spaces with possibly a 2 hour parking restriction but the surface would have to be permeable.
- there should be no planting of shrubs in the verges.

**RESOLVED**

that previously designated Councillors meet to discuss and agree a scheme or schemes and location or locations for consideration by full Council to be presented to Mr Mayes.

**17/083. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

No written reports were received.

**17/084. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 5 April 2017 totalling £6,627.06 and answered Members' questions arising therefrom.

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

**RESOLVED** that payment of the accounts to 5 April 2017 totalling £6,627.06 be approved and the schedule authorising payment signed by Mr R A Fowkes and Mr J H Mallen.

**17/085. SCHEDULE OF CREDIT CARD PAYMENTS**

The schedule of credit card payments totalling £915.02 was approved and noted.

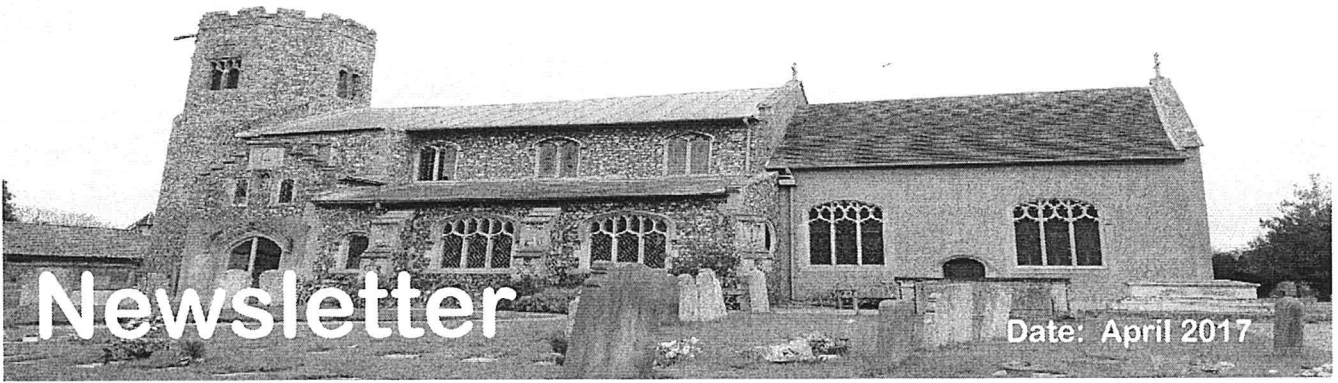
**17/086. SCHEDULE OF DIRECT DEBITS**

The schedule of Direct Debit payments totalling £3,686.01 was approved and noted.

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

**26 April 2017**

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**CHAIRMAN**



# Newsletter

Date: April 2017



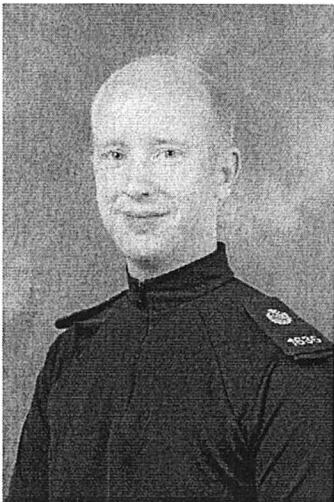
## Message from Inspector Lisa Hooper

Welcome to the 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 – 31st March 17

Offence	Numbers	What could this entail
Arson	0	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	3	Harassment, alarm or distress is caused in a non-crime incident.
Burglary non dwelling (BOTD)	4	A person commits theft in a building or structure that is not lived in.
Burglary dwelling	3	Entry and theft in a building or a structure that is lived in.
Criminal Damage	10	A person destroys or damages property belonging to someone else.
Domestic	11	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	0	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	4	Public order offences e.g. from a verbal altercation to offences just short of violence.
Robbery	0	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	0	Purse being taken from a handbag, or a mobile phone from a shopping basket.





## Message from your Engagement Officer

Broadland Police are now recruiting Police Cadets. Young people who join our police cadet scheme will get the chance to develop skills that will assist them in the job market. Cadets will be recruited between the ages of 13 to 16 years but can remain a cadet until their 18th birthday. The scheme welcomes young people of all abilities and if a recruit has special requirements this will be accommodated wherever possible. Cadets assist with leaflet drops, crime prevention initiatives, community safety events and street surveys. Cadets will also get an insight into how to deal with a road traffic collision, first aid, officer safety and conflict management. As cadets they also have the opportunity to visit different departments in the police service, such as Air Support, Dog Section, Firearms Unit, Roads Policing and CSI. Cadet meetings will take place on a weekly basis during term time on a Thursday evening between 6.30pm and 8.30pm at a venue to be confirmed in Broadland. We provide a uniform to cadets who only need to supply their own black boots. Please contact Broadland Engagement Officer PC Andy Mason at Sprowston on 101 or e-mail [masonad@norfolk.pnn.police.uk](mailto:masonad@norfolk.pnn.police.uk) if you would like to apply or find out more.

## What is happening in your area

### Street Surgeries

**Old Catton** - Tuesday 25th April, 4pm-6pm, *Morrison's, The Paddocks*- PCSO Steve Downes

**Sprowston** - Friday 28th April, 5pm-7pm, *Tescos, Blue Boar Lane* - PCSO Kane Casburn

### SNAP

The next Public Engagement meeting for Sprowston and Old Catton will be held on Monday 10th July 2017, 7pm at Gage Road Chapel, Gage Road, Norwich (TBC).

## Neighbourhood Priorities

- Anti-social behaviour in Old Catton
- Speeding in St Faiths Road

### 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



16<sup>th</sup> April 2017

## **Report from Councillor John Ward**

### **Broadland District Council**

The Choices Programme – Helping those Out of Work Gain Confidence and Raise Aspirations has been started by this Council in Hellesdon. It is a 12 week programme and details are available from Jane Bagley 01603 430449.

This is one of the few Councils in the country that gives financial assistance to residents for Tree Surgery. Some changes to the scheme have just been made and full details can be found on the Planning & Conservation page at [www.broadland.gov.uk](http://www.broadland.gov.uk)

Planning Application fees will rise by 20% from July 2017 following a recommendation from the Department for Communities and Local Government.

### **Norfolk County Council**

Earlier this month I visited Scottow Enterprise Park (ex RAF Coltishall) which is owned by the County Council. We were given a tour of this 600 acre site, 200 acres of which are now a Solar PV Farm, one of the largest in Europe and producing £500k pa for the Council. There are 128 lettable buildings on site of which 79% are occupied and employ 312 people. The Council made a profit of £270k on the whole site last year.

The County's £10.4m road dressing programme starts 18<sup>th</sup> April and continues through to September. Over 320 miles of road will be surface dressed with bitumen and chippings to extend the life of the existing road surface and to provide a new skid-resistant surface to help reduce the risk of accidents.

Norfolk Record Office have been awarded £647k to work with the British Library to save almost half a million rare and unique recordings that are threatened by physical degradation.

The County Council Elections take place on May 4<sup>th</sup>. 84 Councillors are to be elected. Turnout last time was 32.14%. The Council has a budget of £1.5 billion and it is hoped that people will take the opportunity to vote and help shape the County Council for the next 4 years.

## COUNCIL MEETING – 26 APRIL 2017

### Report of the Town Clerk

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

1.1 No matters to report.

#### CEMETERY

2.1 No matters to report.

#### STREET LIGHTING

3.1 No matters to report.

#### CENTRAL ADMINISTRATION AND PERSONNEL

##### 4.1 Grant Aid – Norfolk Family Mediation

Attached is a request from the Development Director of Norfolk Family Mediation requesting the Council to assist in this organisation providing support to the residents of Sprowston.

**Recommendation:** to consider a donation to Norfolk Family Mediation.

##### 4.2 Appraisals and Schedule of Identified Training

All staff appraisals have now been completed.

Attached is the schedule of identified training needs during 2017/18.

**Recommendation:** for Members to consider the requests for training, from staff, as identified in recent appraisals.

#### PLANNING AND TRANSPORTATION

##### 5.1 Broadland District Council – Design and Enhancement Awards

Broadland District Council's Design Awards celebrating high standards of design found in new buildings within the district and the Enhancement Awards recognising buildings that have been converted or extended in a manner that enhances the local area and the original building, have been combined and are open for nominations.

**Option:** to nominate buildings to either category award.

##### 5.2 Community Infrastructure Level (CIL) payment from Broadland District Council to the Town Council

The list below is those planning applications which have attracted CIL payments payable to this Council.

Development	Plan No.	Received	Gross £	25% net £
Sprowston Retail Park	20160283	15.12.16	16,735.10	4,183.77

Sprowston Retail Park	20160283	31.03.17	50,295.30	12,551.32
Total				<b>16,735.09</b>

The criteria of use will be (1) the provision, improvement, replacement, operation or maintenance of infrastructure; or (2) anything else that is concerned with addressing the demands that development places on an area.

**Recommendation:** to confirm the use of CIL receipts to Phase 4 Sprowston Diamond Centre development.

**6.0 ENCLOSURE**

Guidelines and restrictions on decision making and publicity during the pre-election period (letter)



**June Hunt  
Town Clerk**

Mrs J Hunt  
Clerk, Sprowston Town Council  
Council Office  
Sprowston Diamond Centre  
School Lane  
Sprowston  
NR7 8TR

27 March 2017

Dear Clerk and Councillors of Sprowston Town Council

**RE: FUNDING FOR NORFOLK FAMILY MEDIATION SERVICE**

I am writing to provide you with some information about our charity and the services that we offer to support families across Norfolk. We support couples going through divorce and separation, our service improves children and young people's lives. We have a large geographical spread and are dependent on donations to keep our work going.

Research into the impact of separation on Children's lives in the long term tells us Children are statistically likely to perform worse at school and have poorer future employment prospects, linked with increased engagement in substance misuse.

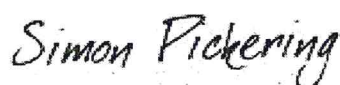
In addition, research tells us that children of separated couples are less likely to have successful relationships themselves as adults. Reducing the impact of divorce and separation for children and young people is key to securing their future success and realising their full potential.

We have seen a significant increase in referrals to our service in the last year. We are helping more couples reach agreements quickly and without great expense. In the last year we have worked with 121 families and held assessments with 593 individuals.

I am writing to ask if your Parish Council would consider supporting our work. We are currently looking to raise funding to recruit and train more mediators to meet our growing demand. We are the only organisation offering this work that is affordable for all families in Norfolk.

If you have any queries about Norfolk Family Mediation Service or would like further information about our work please contact me.

Yours sincerely



Simon Pickering  
Development Director

## SPROWSTON TOWN COUNCIL

### TRAINING SCHEDULE 2017/18

The Town Council is committed to providing training for all staff as identified. The following schedule is not exhaustive and other required courses are attended.

Ref.	Course	Content	Provider	Member of Staff	Attended	Cost
INT1	Health & Safety incl.	DVD and discussion	Internal / Elcons	All		
INT2	Fire Safety	DVD and discussion	Internal / Elcons	All		
INT3	Manual Handling	DVD and discussion	Internal / Elcons	All		
INT4	COSHH	Hazardous substances training	Internal / Elcons	All		
CPCS	CITB Course	Workplace certificate training	In house with external examination	All		£150 each
HABC BDC	Level 2 award in emergency first aid at work	3 year certificate in first aid	Broadland District Council Training	First Aider to be identified		Free
0020-03	* NPTC Maintenance	CS30/31 needed to progress to CS48	Easton or Otley College / andychainsawtraining.co.uk	David Bircham		£700
0020-09	* NPTC Crosscutting	Duration 1 day	Easton College	Nicholas Barlow Matthew Fisher		£250 each
CS48	NPTC Pole Pruner	NPTC or Easton College Certificate Duration 3 days	Easton College	Nicholas Barlow Matthew Fisher David Bircham Michael Pigott		£360 (NPTC) or £250 Each
	* Safe Use of Ride on Mowers	Integrated NPTC Assessment Duration 1 day	Easton College	Nicholas Barlow Matthew Fisher David Bircham Michael Pigott Barry McPherson		£250 Each

CPCS	Digger Training Basic Safety Part 1	Duration 1 day	On-line course	Nicholas Barlow Matthew Fisher David Bircham Michael Pigott Barry McPherson	£20 Each
CPCS	Red Card for Digger Use (current for 2 years) Part 2, Part 1 needed.	Duration 1 day for course and 1 day for test	TBA	Nicholas Barlow Matthew Fisher Dave Bircham	£600 training £400 test Each
NVQ	Plant Operators	CPCS Qualification	Monk Plant Hire	Nicholas Barlow Matthew Fisher Dave Bircham	£500 Each

#### TRAINING RECORD FOR MEMBERS OF STAFF

All staff must complete the training set out above in a single 12 months period apart from those courses which issue a longer dated certificate.

\* Priority Training

**Sprowston Town Council  
PLANNING APPLICATIONS – 26 APRIL 2017**

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**Broadland DC App.No.**  
2017/0449

**Applicant**  
Mrs A Selwyn  
as location

**Location**  
31 Cromwell Road, Sprowston, NR7 8XH

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

**Description: Proposed infill Extension to Rear**

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**Broadland DC App.No.**  
2017/0461

**Applicant**  
Wren Kitchens  
as location

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

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

**Description: Display of 1 No Set of Vinyl Graphics to Front Elevation**

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**Broadland DC App.No.**  
2017/0501

**Applicant**  
Mr Perry  
as location

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

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

**Description: Single storey west side and north rear extension and addition of north rear dormer and west side hip to gable**

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**Broadland DC App.No.**  
2017/0507

**Applicant**  
Mr and Mrs Jefferies  
as location

**Location**  
59 Colindeep Lane, Sprowston, NR7 8EQ

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

**Description: Single Storey Side & Rear Extension**

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**Broadland DC App.No.**  
2017/0487

**Applicant**  
Mr Beer  
as location

**Location**  
13 Adams Road, Sprowston, NR7 8QT

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

**Description:** Proposed Two Storey Extension & Erection of Garage to the Rear

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**Broadland DC App.No.**  
2017/0490

**Applicant**  
Mr Marius Mihai Munteanu  
as location

**Location**  
110 Blithewood Gardens, Sprowston, NR7 8PW

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

**Description:** Erection of Fence on the Rear Boundary (Retrospective)

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**Broadland DC App.No.**  
2017/0545

**Applicant**  
Mr Allen  
as location

**Location**  
3 Sursham Avenue, Sprowston, NR6 7LD

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

**Description:** Side Conservatory (Rear of Garage)

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