



## 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 13 September 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 30 August 2017. Pages 1 - 5
4. To receive any Police Liaison Officers Report.
5. Kieron Tuck, Development Director, Norfolk Cricket Board Limited. Pages 6 - 14
6. To receive the building services report from Ingleton Wood (to be circulated)
7. To receive correspondence & agree action/response arising from the minutes.
8. To receive any written/verbal reports from Sprowston County and District Councillors. Page 15
9. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak<sup>1</sup>.
10. Adjourn the meeting for a short break. Page 16
11. To consider planning applications to 13 September 2017. Page 16
12. To receive any written/verbal reports from the Council's Working Groups.
13. To receive any written and verbal reports from Members representing the Council on or at outside organisations. (proforma enclosed)
14. To confirm the payment of accounts to 13 September 2017. Pages 17 - 18
15. To receive the schedule of credit card payments. Page 19
16. To receive the schedule of direct debits Page 20

**June Hunt**  
Town Clerk

**8 September 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> Membes 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 – 30 AUGUST 2017

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 30 August 2017, the following Members were present:-

Mr I Moncur – Chairman

Mr W F Couzens	-	Mr K Lashley
Mrs S L England	-	Mrs J Leggett
Mr R A Fowkes	-	Mr J H Mallen
Mr R J Knowles	-	Mr N Shaw

Mr J M Ward

In attendance

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

2 members of the public were present

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### **17/214. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of disclosable pecuniary and other interests were received.

### **17/215. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Mrs B J Lashley and Mr B Osborne and verbal apologies from Ms G Landamore, Mr T Landamore and Mrs J Poynter.

### **17/216. MINUTES**

The Minutes of the Council meeting held on 9 August 2017, having previously been circulated to all Members were, subject to the following amendment

Minute 17/209, delete Mr and insert Mrs

confirmed and signed by the Chairman of the Council.

### **17/217. CORRESPONDENCE**

- (a) Letter from Norfolk Accident Rescue Service
- (b) Broadland YAB Newsletter circulated at the meeting.

### **17/218. POLICE LIAISON OFFICER'S REPORT**

Members noted the:

- (a) Police Newsletter
- (b) incidences recorded in the crime statistics for Sprowston from 1 to 29 August 2017, circulated at the meeting.

### **17/219. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr Ward also verbally reported:

## **17/219. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)**

- (a) that 62.3% of students achieved a grade 4 or above in both GCSE Maths and English. Last years' figure was 60.9% although due to changes to the examinations the results are not directly comparable.
- (b) to celebrate 200 years of the bicycle Norfolk County Council have arranged a cycle rally from Whitwell Station to the former Marlpit Arms public House on Sunday 6 September 2017 between 11.00am and 4.00pm. There will be events at both ends and free cycle hire at Whitwell.
- (c) a new approach to social work, to help adults live as independently as possible is set to be launched this autumn. It will be called "Living Well" and 50 additional social workers are being recruited to deliver it.
- (d) local shops, pubs, parish and town councils and other community based organisations are reminded to apply for the new "In Good Company" Quality Mark which has been launched to recognise and reward the work they do to combat loneliness in Norfolk.

Mrs J Leggett verbally reported that:

- (a) a new campaign had been launched to help people 'Recycle Right' by following three simple rules. Leaflets would be delivered to households asking residents to make sure items are clean, dry and not bagged when put into their recycling bin.
- (b) the 2017 Summer Reading Award Ceremony would be held 16 October 2017 at the library.

Mr N Shaw verbally reported that:

- (a) the Government was ignoring environmental concerns in favour of growth around airports. Members of Parliament were being contacted across the house to highlight the importance of both issues.

Referring to Mr Ward's written report Mr W F Couzens asked how many of the affordable homes were to be built in Sprowston. Mr Ward advised no figures were given.

Referring to Mr Ward's verbal report Mr K Lashley asked if "Living Well" included dementia sufferers. Mr Ward responded no details were given.

Mr I Moncur verbally reported that the Norwich Northern Distributor Road will be numbered A1270.

## **17/220. RESIDENT'S QUESTIONS**

On the motion of Mr K Lashley, seconded by Mr I Moncur it was **RESOLVED**, that the meeting be adjourned to receive residents' questions on matters concerning the town. Residents were reminded that their questions should be addressed to the Chairman who would, assisted by the Town Clerk, reply.

Mr Peruzzi referred to his planning application at St. Margarets Drive to be considered later in the meeting.

The meeting was reconvened.

The Chairman moved to item 11.

## **17/221. PLANNING**

The Town Clerk reported that observations had been requested by the District Council's Head of Planning on applications received since the last meeting.

Having considered each application and the accompanying plans the Council

### **RESOLVED**

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

2017/1041 - single storey front extension, two storey rear extension and single storey side/rear extension at 18, Tusting Close.

2017/1319 - two storey side extension, single storey rear extension and garage conversion at 46, St. Marys Drive.

2017/1321 - sub-division of plot and erection of 2 detached dwellings and garages (outline) at Woodview, Salhouse Road.

2017/1331 - single storey rear extension at 11, Allens Lane.

2017/1368 - erection of garden trellis (retrospective) at 8, Mantle Close.

2017/1369 - single storey rear extension at 21, Glenburn Avenue.

2017/1370 - two storey rear extension, single storey rear extension & single storey side & rear extensions at 30, Cozens Hardy Road.

- (b) to oppose the granting of planning application 2017/1336 - one internally illuminated sign and solar powered illuminated sign at Sprowston Retail Park, Salhouse Road on the grounds that the sign on the corner of Salhouse Road and Mousehold Lane would cause a distraction to drivers and pedestrians at this very busy junction.
- (c) to oppose the granting of planning application 2017/1342 - single storey north-east & south-west side/south east rear extension at 230, Wroxham Road on the grounds that that it is an over development of the site, not subservient to the original dwelling, unneighbourly and there would be a lack of amenity space to the rear of the property.
- (d) to oppose the granting of planning application 2017/1347 - side & rear extensions including rooms in roof (revised proposal) at 9, Cuthbert Close on the grounds that it is an unneighbourly form of development and not subservient to the original dwelling.
- (e) to strongly oppose the granting of planning application 2017/1375 - first floor south-west side extension at 156, Wroxham Road on the grounds that it is an over development of the site, unneighbourly, not subservient to the original dwelling, out of character with the street scene and is in contradiction to the Sprowston Neighbourhood Plan.

## **17/222. REPORT OF THE TOWN CLERK**

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

1.1 No matters were reported.

**17/222. REPORT OF THE TOWN CLERK (CONTINUED)**

**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 Consultation for proposed telecommunications radio base station installation at Chartwell Road, Sprowston**

Mr W F Couzens proposed, seconded by Mr K Lashley to support the proposed location at Chartwell Road, Sprowston, Norwich NR6 7RD for the installation of a telecommunications radio base station.

On being put to the vote the motion was **CARRIED**.

**17/223. MEETING ADJOURNMENT**

**RESOLVED** due to the early hour not to adjourn the meeting.

**17/224. REVISED SCHEDULE OF MEETING DATES**

**RESOLVED** to accept the revised schedule of meeting dates.

**17/225. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

No written reports were received.

**17/226. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

Mr I Moncur reported that he had been elected president of the Sprowston branch of the Royal British Legion.

**17/227. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 30 August 2017 totalling £14,785.90 and answered Members' questions arising therefrom.

On the motion of Mr K Lashley, seconded by Mr W F Couzens it was

**RESOLVED** that payment of the accounts to 30 August 2017 totalling £14,785.90 be approved and the schedule authorising payment signed by Mr R J Knowles and Mr J H Mallen.

**17/228. SCHEDULE OF CREDIT CARD PAYMENTS**

The schedule of credit card payments totalling £261.37 was approved and noted.

**17/229. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments totalling £3,355.38 was approved and noted.

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

**13 September 2017**

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**CHAIRMAN**

**JHunt**

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**From:** Kieron Tuck <kieron.tuck@norfolkcricket.co.uk>  
**Sent:** 31 August 2017 14:53  
**To:** J.Skeet@uea.ac.uk; richhoey@norwich.gov.uk; clerk@draytonparishcouncil.org.uk; cherylward@inspirationtrust.org; thomas.foreman@thorpestandrew-tc.gov.uk; JHunt  
**Cc:** aaron.roberts@activenorfolk.org; Jenni Jordan  
**Subject:** Non Turf Cricket Pitch projects  
**Attachments:** ECB Local Authority NTP Scheme Guidance Ver2.pdf

Dear partners,

With regard to the Non-turf pitch project, I need to inform you of a slight change of plan with regard to the tendering process for the pitches. ECB have asked that the tendering is now to be completed locally by Active Norfolk and NCB, leading (probably) to one appointed contractor to complete installation at all 6 sites.

If you have already started contacting contractors from the ECB list then please accept my apologies, but you do not need to do this now. I would still like to see any quotations that you have received and we can use these in our own tendering. Ultimately of course this should save you a bit of work! Payments to contractors would be made by Active Norfolk, and not by your organisation.

You will still need to satisfy the criteria within section 7.e of the attached document and Active Norfolk / NCB will collate these items from you (eg planning permissions, bank details, governing documents etc). Please continue without delay to meet these items. It is just the tendering that will be completed by Active Norfolk and NCB.

I will keep you all posted of course as things develop. We still hope to have all the projects confirmed and booked in by Christmas and fully expect this project to go ahead at each of your venues.

Any questions please let me know.

Kind regards  
Kieron

Kieron Tuck | Development Director | Norfolk Cricket Board Limited  
t: 07785 722281 | 01603 486250  
e: [kieron.tuck@norfolkcricket.co.uk](mailto:kieron.tuck@norfolkcricket.co.uk)  
w: [www.norfolkcricket.co.uk](http://www.norfolkcricket.co.uk)  
a: c/o Horsford Cricket Club, Manor Park, Holt Road, Horsford, Norwich, NR10 3AQ



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CRICKET

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# CRICKET UNLEASHED

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## ECB Local Authority Non-Turf Pitch Scheme 2017

### 1. Aims

The scheme aims to create a substantial number of sustainable new cricket pitches in areas of strategic need and facilitate a partnership approach between local authorities and County Cricket Boards to deliver outcomes aligned to the *More Play* strand of *Cricket Unleashed*.

### 2. Strategic Need

It is expected that the primary source of identified strategic need will be an up-to-date Playing Pitch Strategy (PPS) produced in line with Sport England guidance (October 2013). ECB will consider other strategy work and evidence of clear need where Local Authorities have committed to the process of producing a PPS.

A project may include the replacement of existing non-turf pitches or the replacement of grass provision that is scheduled for closure as part of a wider scheme to provide sustainable growth for cricket in a local authority area.

### 3. The Offer

The scheme will offer capital grants towards the cost of construction of ECB Approved Non-Turf match pitches, periodic (specialist) maintenance for a period of 5 years and equipment to engage new participants.

Further detail on the package of support:

- a. ECB Approved Non-Turf Cricket Pitches – locations are anticipated to be predominantly forming new spaces to play in open access sites (parks, recreation grounds, playing fields).
- b. Maintenance Package – periodic maintenance may include base formation checks and repairs, carpet re-tensioning and patch repair.
- c. Equipment – this can include softball and hardball kit (including bats, balls, stumps and protective equipment) but may also incorporate innovative solutions such as kit repository boxes or dugouts.

Broadly, the package can be estimated at circa £12,000 per pitch.

The scheme will not fund internal procurement costs or grass cutting.

### 4. Revenue Generation

Whilst it is anticipated that some sites may be chosen specifically or predominantly for casual or informal usage, revenue may be generated by the facilities (through pitch hire to formal leagues or other entities) and it is anticipated this will be used to create sustainable facilities.

### 5. Partnership Working

Local Authorities will be expected to work in partnership with County Cricket Boards (CCBs) and (where applicable) First Class County Cricket Clubs (FCCCs). Further partners may be included subject to local need (e.g. Last Man Stands franchises, Education or Charitable sector).

England and Wales Cricket Board  
From Playground to Test Arena

Emirates Old Trafford, Manchester, M16 0PX  
Tel: +44 (0)161 877 6643 Web: ecb.co.uk

A Service Level Agreement (SLA) or similar document will be expected to be provided as evidence at the formal application stage (in principle or draft documents may be conditioned as part of capital grant awards).

## **6. Partnership Funding**

A particular level of partnership funding is not an essential requirement for an application to the scheme and is not a barrier to entry.

Applicants who provide (or commit to seeking) partnership funding to extend the scope and scale of the scheme may be prioritised for investment.

## **7. Process and Timescales**

- a. Expression of Interest / Solicitation – Local Authorities / CCBs / FCCCs will be contacted by ECB Regional teams to consider interest in February / March. If there is potential for a project to be initiated in 2017 then headline scoping will be undertaken by the end of March.
- b. Headline Scoping / Site Identification – to be completed with ECB Regional teams using the strategic need evidence base. Consideration should be given to the number of pitches that may be applied for, possible site identification (see Appendix 1) and consideration of partnership funding available or that may be applied for.
- c. Pre-Approval – an initial round of schemes for 2017 will be pre-approved on **28<sup>th</sup> March 2017**. A budget figure will be ring fenced but may be adjusted at the formal application stage (subject to detailed costs and successful or unsuccessful partnership funding applications). Further rounds may take place later in the year.
- d. Tendering / Procurement (See Section 8 for further details) – Six weeks should be allowed for the tendering process to enable the suppliers to visit sites and provide a high quality tender. It is anticipated that tender analysis will account for qualitative elements and not be assessed solely on price.
- e. Formal Online Application - the applicant will need to complete a short online form and provide the following supporting evidence:
  - i. Constitution or governance documents
  - ii. Equity and Safeguarding policies
  - iii. Service Level Agreement
  - iv. Accounts
  - v. A bank statement for an account the grant can be paid to
  - vi. Evidence of Public Liability Insurance
  - vii. Evidence on planning permission (usually this type of scheme has been classed as 'de minimis' but applicants should confirm this with their planning department).
  - viii. Site location plans
  - ix. Quotes / tenders
  - x. Tender analysis
- f. Approval – formal applications will be approved within 30 days.
- g. Construction, purchase of equipment and claim of grant funds – must take place before 31<sup>st</sup> January 2018.

## **8. Tendering / Procurement Guidance**

### **ECB Approved Non-Turf Pitch Systems**

The ECB has an approval scheme in place for Non-Turf Pitch Systems (NTPs) to demonstrate they meet our technical standard for this type of pitch (ECB TS6) to ensure safe and quality provision for play. The system is an open application process without restriction or preference to any individual company. Pitch systems are typically made up of a base formation (may be multiple layers), shock pad and carpet. Base formations are typically hard porous or engineered (bound). Pitches submitted for certification are tested in the field and under laboratory conditions (using an ECB Accredited Test House). Any company can submit a (propriatorially designed) pitch system for testing under the scheme. There are currently seven companies which own certified ECB Approved Non-Turf Pitch Systems and a total of 17 different Approved Systems. It should be noted that the system is certified, not the company which provides it.

### **Code of Practice**

In 2007, ECB introduced the Code of Practice for suppliers of Approved Systems. The Code of Practice is a methodology for best practice in provision and marketing of Non-Turf Pitch Systems. Companies which satisfactorily evidence to ECB that they comply with the code are licenced to use the Code of Practice.

### **Design and Build**

It is most common for Non-Turf Pitch projects to be tendered as a 'design and build' scheme due to the small scale of the build process and the expertise required in the design.

Design of the pitches should be informed by a site survey and account for identified issues presented in the tender request. While all ECB Approved Non-Turf Pitch Systems meet the minimum standards, different types of pitches have different playing and maintenance characteristics.

The tender request should identify each individual site and location of the proposed pitch and may include additional information such as:

- Proposed formal usage
- Level of play
- Projected casual or informal use
- Flood risk
- Level of available site management (or otherwise)

Designers should be required to propose one solution per site and, where they own more than one ECB Approved System, specify the particular option for each site (and reasoning for this).

Where companies operate a licenced distributor network, it is recommended that the parent company (owner of the Non-Turf Pitch System) be responsible for the design process.

### **Maintenance**

A periodic maintenance package should be included in the tender process. This should encompass periodic, specialist maintenance to keep the pitches in excellent condition – it is not intended to include day to day costs such as grass cutting or marking out crease lines. All pitch systems will have individual maintenance programmes so an Authority may wish to shape the tender request to allow the designer to propose the scale of periodic maintenance. Periodic maintenance should be specified to take place in a reasonable pre-season window.

*Can be included in the tender request:*

- Annual or bi-annual base formation and shock pad checks and restoration
- Annual carpet checks and re-tensioning
- Provision for a reasonable number of patch repairs

*Cannot be included in the tender request:*

- Grass cutting
- Day-to-day or week-to-week maintenance such as brushing off debris or crease marking
- Site management costs

### **Testing**

As a minimum, pitches should be tested 'in house' upon completion and evidence provided by the contractor that they comply with expectations for ECB TS6. Some types of pitch may require a period of play / compaction to perform at optimum standards and, in these instances, they should be re-tested to confirm compliance after three months of play. Where a degree of independent testing is required, an ECB Accredited Test House should be commissioned. This testing can be included in the grant application if built into the tender process or tendered separately.

### **Equipment**

The equipment options for the scheme can vary considerably and this should be considered in conjunction with the partner County Cricket Board(s). There are no restrictions upon options for supply but a detailed cost should be submitted at the point of application.

### **Form of Tender**

Applicants must evidence three competitive quotes from suppliers of ECB Approved Systems.

### **Internal Fees**

Applicants should note that internal (inter-departmental or otherwise) procurement (or other) costs and fees are not eligible for direct support, but may be counted as partnership funding.

### **Tender Analysis / Review**

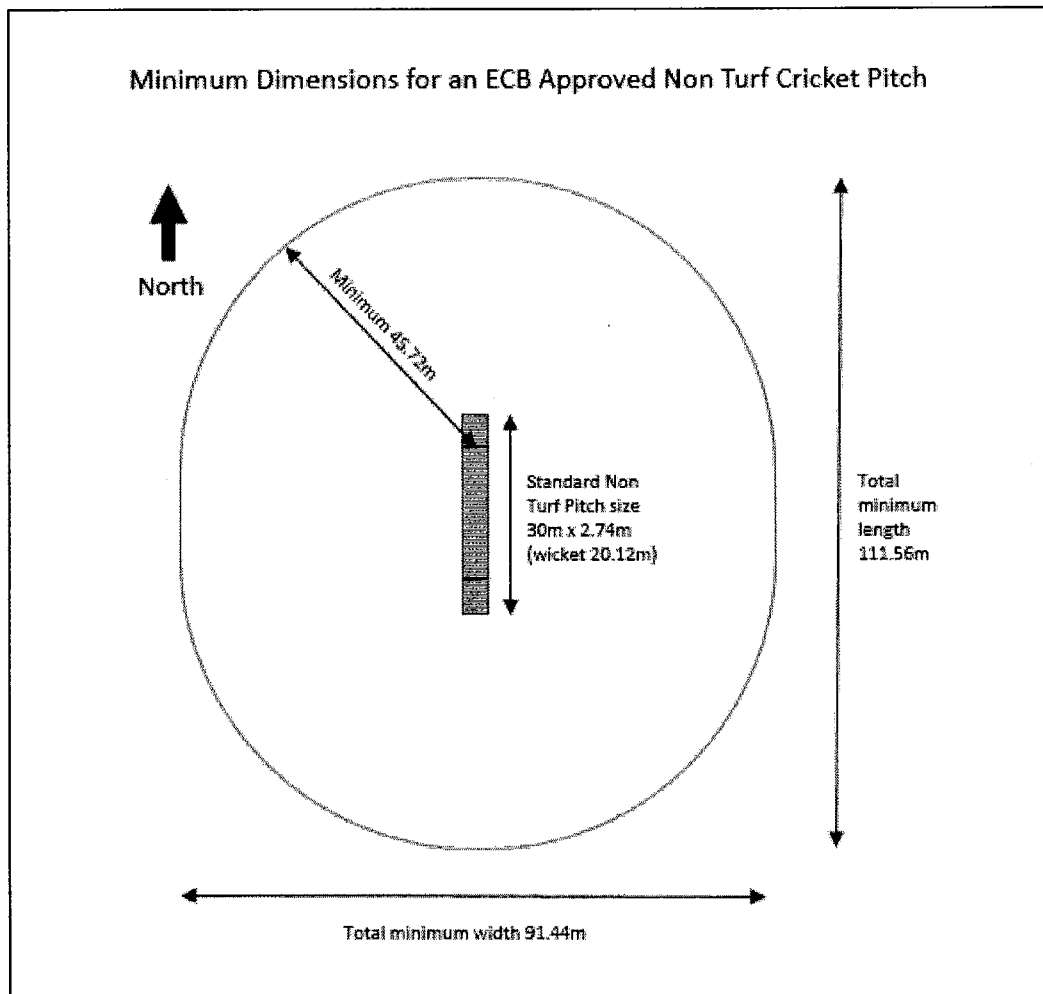
Local Authorities will necessarily utilise their own processes for tender analysis. Evidence of reasoned tender analysis must be presented to ECB as part of the application. It is strongly recommended that tender analysis includes a significant qualitative component in order to ensure the solution best fits the needs of the project. Qualitative measures may include (but are not limited to) design of pitches, maintenance programme, construction programme, component quality, warranties and customer service.

## Appendix 1 – Site Identification

### Minimum Boundary Sizes and Risk Assessment

The diagram below shows the minimum boundary size and ideal orientation for a non-turf pitch. Where pitches are to be located between winter sports pitches (e.g. rugby or football) then a 3m run off area should be allowed.

Pitches should be ideally located on unconstrained sites, but where there are any risk areas (such as roads, property, playgrounds) within an 80m radius of the pitch then a risk assessment should be considered (further advice on this can be obtained from the ECB Regional team).



## Appendix 2 – ECB Approved Non-Turf Pitch Systems



### ECB APPROVED NON-TURF PITCH (NTP) SYSTEMS

SUPPLIER	ECB APPROVED NTP SYSTEMS	CONTACT DETAILS
ClubTurf Limited	ClubTurf International Pitch ClubTurf Natural Pitch	<a href="http://www.clubturf.com">www.clubturf.com</a>
Dura-Sport Limited 	DSI-pro Cricket System DSI-pro Vision Cricket System	<a href="http://www.dura-sport.co.uk">www.dura-sport.co.uk</a>
Exclusive Leisure Limited 	Cricketweave Hard Porous Synthetic Turf Pitch Cricketweave 'T' Base Synthetic Turf Pitch	<a href="http://www.exclusiveleisure.co.uk">www.exclusiveleisure.co.uk</a>
Notts Sport Limited 	NottsBase® D System NG7 NottsBase® D System NG12 Envelope System® NG7 Envelope System® NG12	<a href="http://www.nottssport.co.uk">www.nottssport.co.uk</a>
Stuart Canvas Products Limited	SCP Deluxe Synthetic Turf System	<a href="http://www.stuartcanvascricket.com">www.stuartcanvascricket.com</a>
total-play Limited 	total-play 'tp365' Synthetic Turf Pitch total-play 'tp 5T' Synthetic Turf Pitch total-play 'tp B1' Synthetic Turf Pitch	<a href="http://www.total-play.co.uk">www.total-play.co.uk</a>
Verde Sports (Cricket) Limited 	Premier System Synthetic Turf Pitch Test Match Synthetic Turf Pitch	<a href="http://www.artificialgrass.org.uk/verde-sports-cricket">www.artificialgrass.org.uk/verde-sports-cricket</a>

### **Appendix 3 – ECB Accredited Test Houses**

#### **Labosport UK**

Unit 3, Aerial Way, Hucknall Business Park  
Watnall Road  
Hucknall  
Nottingham  
NG15 6DW  
+44 (0) 115 968 1998  
[info@labosport.co.uk](mailto:info@labosport.co.uk)

#### **Sports Labs**

1 Adam Square  
Brucefield Industrial Park  
Livingston  
Scotland  
EH54 9DE  
+44 1506 444 755  
[info@sportslabs.co.uk](mailto:info@sportslabs.co.uk)



3<sup>rd</sup> September 2017

## **Report from Councillor John Ward**

### **Broadland District Council**

BDC have warned businesses to make sure they are able to account for waste after a local firm was fined £300 for failing to show the necessary paperwork for their waste which had been found dumped by another company. A Waste Transfer Note must be obtained in cases where waste is passed to another company for disposal.

A survey has just been undertaken of the eight councils in Broadland that have adopted Neighbourhood Plans to see how they are being used following adoption. It was clear from the results that the predominant role of the plans is to inform responses to local planning applications. Further details of the results and analysis can be obtained from [richard.squires@broadland.gov.uk](mailto:richard.squires@broadland.gov.uk)

The Norwich Airport Masterplan was considered by Cabinet and was positively endorsed for the economic benefits it will bring but a number of areas of concern requiring further clarification were highlighted. These are:-  
Noise pollution in the surrounding area.  
Proposed extension of Night hours.  
Increased traffic flow on the A140.  
Air quality.

### **Norfolk County Council**

Entries for the Norwich & Norfolk Eco Awards are now open until 1<sup>st</sup> December. This is the 10<sup>th</sup> anniversary of the scheme hosted jointly by City & County Councils. There are six categories :- eco home, eco food producer, eco school, eco community group and eco small business. Further information at [www.eco-awards.co.uk](http://www.eco-awards.co.uk)

Both Norwich Castle Museum and Gressenhall Rural Life Museum have won a prestigious National Sandford Award for Heritage Education which will be formally presented at an Award Ceremony in November.

On 31.8.17, as Chairman of NCC, I hosted a reception at Norwich Castle for almost 200 delegates from around the world who were attending the Genome 10K Conference which was running for four days at the Earlham Institute. This is the first time the Conference has been held outside the USA and it is recognition of the world class research taking place here at the Norwich Park.

**Sprowston Town Council**  
**PLANNING APPLICATIONS – 13 SEPTEMBER 2017**

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**Broadland DC App.No.** 2017/1487      **Applicant** S Carruthers as location      **Location** Land adj 60 Russell Avenue, Sprowston, NR7 8XF

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

**Description:** Proposed New Dwelling (Outline) (Revised Proposal)

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**Broadland DC App.No.** 2017/1502      **Applicant** Peter Colby Commercials Ltd as location      **Location** Land at Roundtree Way, Sprowston, NR7 8SQ

**Classification:** Commercial  
**Type:** Full Permission

**Description:** Change of use of land and office to driver training business (retrospective)

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<b>Sprowston Town Council</b>	<b>Payments</b>	<b>Meeting Date:</b>	<b>13th September 2017</b>
<u>Invoice Date</u> <u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>Amount</u> <u>BACS</u>
11/08/2017    37193	Bartlett Signs Tray Sign:Wilks Farm Drive	289.00	346.80    112
<u>Invoice Date</u> <u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>Amount</u> <u>BACS</u>
06/09/2017    107836	Bartram Mowers Ltd 2 Honda Mowers	560.00	672.00    113
<u>Invoice Date</u> <u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>Amount</u> <u>BACS</u>
31/05/2017    S117-06126	Bidwells Professional Services:Phase 4 sports Hall	12195.75	14634.91    114
31/08/2017    S117-09855	Professional Services:Phase 4 sports Hall	7,617.14	9,140.57
		<b>19,812.89</b>	<b>23,775.48</b>
<u>Invoice Date</u> <u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>Amount</u> <u>BACS</u>
04/09/2017    2873	Cozens (U.K.) Ltd Streetlight hit by fallen tree:White Woman Lane	465.00	558.00    115
06/09/2017    2874	Streetlighting : August 2017	600.00	720.00
		<b>1,065.00</b>	<b>1,278.00</b>
<u>Invoice Date</u> <u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>Amount</u> <u>BACS</u>
01/09/2017    8490601	CPL Petroleum 1000 litres red diesel	471.50	495.08    116
<u>Invoice Date</u> <u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>Amount</u> <u>BACS</u>
18/08/2017    4540835	ESPO Cleaning Materials,Soap,Gloves,T.duck	250.74	300.89    117
<u>Invoice Date</u> <u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>Amount</u> <u>BACS</u>
04/09/2017	Moviola Ltd Their Finest	101.88	121.25    118
<u>Invoice Date</u> <u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>Amount</u> <u>BACS</u>
30/05/2017    126263	Rossi Long Consultancy Services 65%	4,842.50	5,811.00
28/06/2017    126330	Consultancy Services 20%	1,490.00	1,788.00
		<b>6,332.50</b>	<b>7,599.00</b>

**Invoice Date** 29/08/2017    **Invoice No.** 28017479  
 Zurich Municipal  
**Details**  
 Works in progress:Insurance

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
3,021.69		3,021.69	120

<u>31,905.20</u>	<u>5,704.99</u>	<u>37,610.19</u>	Trf 286
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**Transfer:**    STC Drawings a/c to Salaries a/c    30,000.00    30,000.00    Trf 287

**Transfer:**    STC Drawings a/c to Petty Cash Imprest a/c    -    -    -

<u>61,905.20</u>	<u>5,704.99</u>	<u>67,610.19</u>
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**Transfer:**    STC General a/c to STC Drawings a/c    -    67,610.19    Trf

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

**Sprowston Town Council**

**Barclaycard Payments**

**Meeting Date: 13th September 2017**

<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>
29/08/2017	11666	Amazon	74.97		74.97
		<u>Details</u>			
		Extra strong packing Boxes			
29/08/2017	140049	Tippec Pocket mouse	17.48	3.49	20.97
29/08/2017	3582	Bubble wrap	23.92	4.78	28.70
29/08/2017	8345962	Brown Packaging Tape	8.69	1.74	10.43
			<b>125.06</b>	<b>10.01</b>	<b>135.07</b>
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>
31/08/2017	215495	Crown Decorating Centres	109.94	21.99	131.93
31/08/2017	125913	<u>Details</u>	36.97	7.39	44.36
		Wood Preserve:Pre school			
		Paint: Pre school			
			<b>146.91</b>	<b>29.38</b>	<b>176.29</b>
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>
01/09/2017	90020059	Homebase	16.00	3.20	19.20
		<u>Details</u>			
		Gorilla Tape			
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>
04/09/2017	7901014	Sainsburys co uk	55.78		55.78
		<u>Details</u>			
		Lunch:Norfolk Homes: rech.Inv 509			
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>
31/08/2017		Tesco,s	3.33	0.67	4.00
		<u>Details</u>			
		Jeyes Drain Cleaner			
			<b>347.08</b>	<b>43.26</b>	<b>390.34</b>
		<b>Total of Payments</b>			
		<b>Due by Direct Debit 27 th September 2017</b>			

Sprowston Town Council	Direct Debits	Meeting Date:	13th September 2017		
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
Anglia Water Business					
<b>Details</b>					
21/08/2017	8058238713	937.33		937.33	
	Recreation Ground:19/04/2017-21/08/2017				
21/08/2017	8058223085	362.03		362.03	
	Diamond Centre:27/04/2017-21/08/2017				
		<b>1,299.36</b>		<b>1,299.36</b>	
PHS GROUP					
<b>Details</b>					
27/08/2017	65084972	76.05	15.21	91.26	
	Sparhawk:01/09/2017-30/11/2017				
27/08/2017	65084973	76.05	15.21	91.26	
	Recreation Ground:01/09/2017-30/11/2017				
27/08/2017	65084974	250.75	50.15	300.90	
	SDC:01/09/2017-30/11/2017				
29/08/2017	65190611	113.18	22.64	135.82	
	SDC:01/09/2017-30/11/2017: Hand Driers(7)				
31/08/2017	65197524	14.29	2.86	17.15	
	SDC:01/09/2017-30/11/2017: Hand Driers(1)				
31/08/2017	65197662	15.22	3.04	18.26	
	Sparhawk:01/09/2017-30/11/2017( waste)				
31/08/2017	65197663	15.22	3.04	18.26	
	Recreation Grd:01/09/2017-30/11/2017 (Waste -				
31/08/2017	65197525	28.44	5.69	34.13	
	SDC:01/09/2017-30/11/2017: Hand Driers(1)				
		<b>273.38</b>	<b>54.68</b>	<b>328.06</b>	

Total Direct Debits 1,572.74 54.68 1,627.42