



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 21 February 2018 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 31 January 2018. Pages 1 - 5
4. Co-option of Councillor. Page 6
5. To receive any Police Liaison Officers Report. Pages 7 - 8
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 9
8. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak¹.
9. Report of the Town Clerk:- Pages 10 - 17
 - 1.1 Non Turf Cricket Pitch
 - 4.1 Appointment of Data Protection Officer
10. Adjourn the meeting for a short break.
11. To consider planning applications to 21 February 2018. Page 18 - 20
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. (Minutes of WWI Centenary Meeting) Pages 21 - 22
14. Greater Norwich Development Partnership - CPRE Pages 23 - 26
15. Insurance Renewal - Zurich Municipal (Enclosed)
16. To confirm the payment of accounts to 21 January 2018. Pages 27 - 29
17. To receive the schedule of credit card payments. Page 30
18. To receive the schedule of direct debits Page 31

June Hunt
Town Clerk

14 February 2018

Footnote:

¹ 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 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 (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 – 31 JANUARY 2018

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 31 January 2018, the following Members were present:-

Mr I Moncur – Chairman

Mr W F Couzens	-	Mr K Lashley
Mr R A Fowkes	-	Mrs J Leggett
Mr R J Knowles	-	Mr B Osborne
Mrs B J Lashley	-	Mr N Shaw
Mr J M Ward		

In attendance

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

6 members of the public were present

18/016. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

18/017. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Ms Landamore and verbal apologies from Mrs S L England, Mr T Landamore and Mr J H Mallen.

18/018. MINUTES

The Minutes of the Council meeting held on 10 January 2018, having previously been circulated to all Members were confirmed and signed by the Chairman of the Council.

18/019. POLICE LIAISON OFFICER'S REPORT

Members noted the January 2018 Newsletter.

Mr W F Couzens commented on the level of criminal damage and enquired as to what Norfolk Constabulary was doing to improve the situation.

18/020. CORRESPONDENCE

- 1) Norfolk Campaign to Protect Rural England - Letter regarding the Greater Norwich Local Plan
- 2) Norfolk County Council - Letter regarding Norwich Western Link
- 3) In Good Company - Invitation to the loneliness summit
- 4) Sprowston Community High School and Sixth Form - update on converting to an Academy with Rightfor success

18/021. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr Ward also verbally reported:

- (a) four Norfolk County Farms are available for tenancy and applications are invited. These total 1000 acres from the County's total holding of 16,738 acres. Two farms are in the west of the county, one at Binham and one at North Burlingham. The closing date for applications is 12 noon, 19 March 2018. Details at www.norfolk.gov.uk/countyfarms
- (b) Norfolk Museums Service has secured £6.5m funding over the next four years from Arts Council England which will allow it to continue running all the programmes currently in place.
- (c) Mike Britch the MD of NPS and Norse has announced his retirement after 25 years of service. He will work part-time over the next 6 months during which time a replacement will be sought. In the meantime Dean Wetteland, currently MD of Norse Commercial will pick up oversight of the whole group.

Referring to Mr Ward's written report Mrs B J Lashley asked what right did the Police and Crime Commissioner have to review the governance of the Fire & Rescue Service?

Mr Ward replied that it was with the Governments authority however, Norfolk County Council were against the Fire Service coming under Lorne Greens control.

Mrs J Leggett:

- (a) circulated the minutes of the Safer Neighbourhood Action Panel (SNAP) held on 16 January 2018 advising that the future of the panel was unsure. Whilst Norfolk Constabulary had to consult with residents it did not have to be through the SNAP forum.
- (b) reported that she had attended the annual Parish and Town Council meeting held at Broadland District Council. This meeting had been in a different and more interesting format with groups able to discuss a number of subjects.

18/022. RESIDENT'S QUESTIONS

On the motion of Mrs J Leggett, seconded by Mr K Lashley 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.

Ms J Thompson expressed her objections to planning application 2018/0028.

Mr T Tomer explained that the sports and social club on Blue Boar Lane is run by volunteers for the community and they lease the site from the Gurney Trust. The lease is signed by members of the club and a fund was created to financially protect them. However the rent is currently £18,000 per annum and the Gurney Trust have requested £90,000 in advance. The club would like the Town and District Councils to purchase the land and lease it to the club.

Mr Tomer was asked if the premises were for sale to which he was not aware.

18/023. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sparhawk Park Play Equipment

Having considered the report of the Town Clerk it was

RESOLVED to accept the quotation from Wicksteed playscapes for a Surf Rider to replace the defective Roc "n" Cross at Sparhawk Park.

1.2 Sprowston Diamond Centre

RESOLVED to name the remaining unnamed room at Sprowston Diamond Centre the Jones Room after Miss Jones, Headmistress in 1929.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Caretaker/Cleaner

Further to Minute 17/276 4.3, it was **RESOLVED** to authorise the Town Clerk to appoint Mr Barry Thomas to the post of Caretaker/Cleaner commencing 1 March 2018 on NJC Scales spinal column point 16.

PLANNING AND TRANSPORTATION

5.1 Greater Norwich Local Plan

RESOLVED to place this item on the agenda for 21 February 2018.

18/024. MEETING ADJOURNMENT

Due to the early hour the Chairman moved to the next item of business.

18/025. 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 planning application:

2018/0067 - extend existing dwelling and subdivide curtilage to form new dwelling at 45, Tills Road

18/025. PLANNING (CONTINUED)

- (g) to oppose the granting of planning application 2018/0028 - two storey side extension at 58, Rosemary Road on the grounds that the height, size and closeness to the boundary would make this an unneighbourly form of development, it is out of keeping with the street scene, it is in contradiction to the Sprowston Neighbourhood Plan and would set a precedent. Whilst there are properties on this road with 2 storey side extensions they are not built to the boundary line which gives a visual element of separation between the properties.
- (b) to oppose the granting of planning application 2018/009 - conversion of detached garage to annexe (retrospective) at 101, Lone Barn Road on the grounds that it is an over development of the amenity space at the rear of the property.
- (c) to oppose the granting of planning application 2018/0017 - variation of condition 16 following grant of planning permission 20151802 at former Royal Observer Corps, Chartwell Road on the grounds of the narrow width of the carriageway at the pinch points. Concern was expressed as to whether the lanes would be wide enough for larger vehicles.
- (d) to oppose the granting of planning application 2018/0063 - two storey side extension, single storey front and rear extensions at 47, Cozens Hardy Road on the grounds that it is not subservient to the original dwelling and the design of the front elevation is out of keeping with the street scene.
- (e) to oppose the granting of planning application 2018/0094 - change of use from offices to children's day care centre (Class D1) and associated alterations at 12, Corbet Avenue on the grounds that there is insufficient outside play space, the suggested high fence would be detrimental to the street scene, there is a lack of parking given the number of vehicles visiting the site at the same time, access to the toilets are all through the reception area and children in play area 3 would also have to travel through play area 2 and there is no privacy in getting in/out of the accessible toilet.
- (f) to oppose the granting of planning application 2018/0096 - part change of use of conservatory area to a beauty treatment room at 78, Cozens Hardy Road on the grounds that the property is not considered a suitable premises for a beauty treatment room as access to the treatment room would be through the residential element of the premises, there is limited parking and the application does not state how many clients would be treated at one time or number of employees who would require parking.

18/026. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

Notes from the Heritage Working Group meeting would be circulated at the next meeting of the Council. Mr W F Couzens reported that information was disjointed and they were waiting to collect information from various people to progress with the project. The web host was due to be paid in March and the Administrator was to be contacted.

Mr N Shaw commented that problems with the computer system could be resolved with a free update from windows 10.

18/027. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Mr K Lashley reported on his attendance at the centenary meeting to discuss commemoration of the anniversary of WW1 ending. The group had contacted a number of schools who seemed very interested in participating. A copy of the minutes from this meeting would be circulated at the next meeting of the Council.

18/028. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 31 January 2018 totalling £57,670.34 and answered Members' questions arising therefrom.

On the motion of Mrs J Leggett, seconded by Mr K Lashley it was

RESOLVED that payment of the accounts to 31 January 2018 totalling £57,670.34 be approved and the schedule authorising payment signed by Mr R A Fowkes and Mr R J Knowles

18/029. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments were approved and noted.

18/030. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments 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.

21 February 2018

CHAIRMAN

JHunt

From: Christine Rumsby <crumsby63@gmail.com>
Sent: 06 February 2018 10:47
To: JHunt
Subject: coopted councillor

Dear Mrs Hunt, I would like to be considered for the position of Co-opted Town Councillor. I have previously served on the Town Council for 4 years and still live in Sprowston, where I have resided since 2007. I currently am elected to County Council,so I am an experienced Councillor and have a good general knowledge of local government.

I am also a trustee of Sprowston Youth Engagement project so have knowledge of issues that affect our youth. Thus I have a grounded base on issues that affect Sprowston, that come come being a resident, trustee and County Councillor.

I feel strongly that Councillors need to be a strong voice for their community and feel I could add by voice and knowledge base to those that are already on the council.

Kind regards
Chrissie Rumsby

Newsletter

Date: February 2018



Message from Inspector Lisa Hooper

Welcome to the newsletter for Sprowston. 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 January 18

Offence	Numbers	What could this entail
Arson	1	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	1	Harassment, alarm or distress is caused in a non-crime incident.
Burglary Business and Community	0	Business and community Burglaries will include shops, businesses and other property. In general, the purpose for which a building is designed will determine whether it should be classified as 'Residential' or 'Business and Community'.
Burglary Residential	2	Residential Burglary will encompass entry to any building within the curtilage/boundary of a residence, e.g. garden sheds and garages.
Criminal Damage	8	A person destroys or damages property belonging to someone else.
Domestic	2	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	7	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	3	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
Theft from a person	0	Purse being taken from a handbag, or a mobile phone from a shopping basket.

Message from PC Andy Mason

From double-award winners to charitable donators – Broadland Specials have been sharing the good vibes this winter. In October 2017, the team won the Broadland District Council's 'Community at Heart' award for the category of Safer Broadland. The award came with an £100 additional prize which the team decided to donate to charity. Broadland Specials were also then entered into the Stars of Norfolk and Waveney Awards for December after being shortlisted to the final three, winning in the 'Police Officer of the Year' category. The award was accompanied with £200 for a charity of the team's choice, as well as a food hamper and bottle of champagne. The team then raffled the hamper and champagne and held an auction, which raised a further £60. That came to a total of £360, which the team decided to donate to the East Anglian Air Ambulance. On Saturday 20 January, the specials visited their headquarters at Norwich Airport and presented a cheque for £360. This was followed by an informative talk on the roles and functions of the air ambulance and a tour of the facilities.

There are currently 26 Specials in the Broadland district and work 172.5 weeks (full-time equivalent) a year, which is equivalent to an additional 3.6 police officers in the Broadland area.

What is happening in your area

SNAP

The next Public Engagement meeting for Sprowston and Old Catton will be held on Monday 16th April 2018, 7pm at Old Catton Parish Council Office, Church Street, Old Catton. Why not come along and have your say? After the meeting the Safer Neighbourhood Action Panel will discuss and decide the priorities for all partners to act upon for the next three months. The adopted priorities will be published on the Norfolk Constabulary website, via Police Connect and Social Media.

Neighbourhood Priorities

The priorities adopted on 16th January were:

- Parking on Wroxham Road outside Tesco fully obstructing the pavement
- Speeding in Sprowston and Old Catton

Point of contact

Follow us on social media



@BroadlandPolice

www.crimestoppers.co.uk

www.norfolk.police.co.uk

SNTSprowston@norfolk.pnn.police.uk

Non Emergency: 101

Partner contacts



111 NHS

County Council 03448008012

District Council 01603 431133

Parking Issues 01553 616222



12th February 2018

Report from Councillor John Ward

Broadland District Council

Jack Sadler, a regular attendee at our Council meetings has recently died. His funeral is at 11.45am at Christ Church, Magdalen Rd, Norwich followed by a 1.15pm burial at the Rosary Cemetery.

£7,150 is still available in the Community Green Grants Fund for projects that improve the energy efficiency of a community building. Details from The Energy Team at BDC.

The Food Waste Collection Scheme has been extended from 5th February to take in an additional 1080 properties in areas including Sprowston and Thorpe St. Andrew.

Norfolk County Council

A £2.6m project to change traffic flows, cycle and pedestrian links in the Prince of Wales Road, Rose Lane, King St., Mountergate areas is out for consultation until 10am March 5th. Details at www.norfolk.gov.uk/princeofwalesroad

At Full Council on Monday 12th February, after many hours of debate of the Budget Motion by the Leading Group and consideration of Amendments by four other groups, the Budget was agreed by a majority of the 84 Councillors. The Net Revenue Budget is £388.799m based on a general Council Tax increase of 2.99% with an additional precept of 3.0% for Adult Social Care. On Wednesday of last week we heard of the Final Local Government Finance Settlement for 2018-19 which gave us an Adult Social Care Support Grant of £2.612m and a Rural Services Delivery Grant of £786k. The leading group decided that this money should be transferred to reserves to support the following year's budget. Most of the items in the amendments proposed by other parties are funded from this money leaving little if nothing for reserves. The current reserves at some £19m are on the lowest limit of what it is prudent and legal to hold, and these have been reduced from some £100m a few years ago.

The above is all about the Revenue Budget, there is also a Capital Budget of £238.097m and a Schools Budget of £599.457m

COUNCIL MEETING – 21 FEBRUARY 2018

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Non Turf Cricket Pitch

Attached, for Members consideration is a draft service level agreement between this Council, Norfolk Cricket Board and Active Norfolk.

Members' attention is drawn to 4.1 which give projections of participation at Sprowston Recreation Ground in numbers of people playing cricket year on year as expected by the Norfolk Cricket Board and Active Norfolk.

Recommendation: to instruct the Town Clerk to sign the agreed service level agreement.

CEMETERY

2.1 No matters to report.

STREET LIGHTING

3.1 No matters to report.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Appointment of Data Protection Officer

There is a requirement for the Council to appoint a Data Protection Officer (DPO) in line with the Data Protection Regulations changes on 25 May, to which the Council must be compliant. For the purposes of the General Data Protection Regulation (GDPR) every public authority must designate a DPO. The DPO can be an employee or a contractor, needs expert knowledge and must be involved in all data protection and personal data issues, being fairly independent and report directly to the full council. The DPO can have other duties, but no conflict of interests on data protection must arise. Considering the criteria for this appointment it is felt that the responsibility cannot fall below the role of Clerk and Members of the Council are unable to take up this position.

The Council has now been informed by Norfolk Association of Local Councils and the Society of Clerks that the DPO can be the Clerk. If Council's do not appoint their Clerks then they must contract a DPO from an outside organisation, several might be available for this task in the future. There is no detail at present from the Norfolk Association of Local Councils and a single DPO can act for a group of public authorities.

Enclosed is the 12 steps required to prepare for the implementation of the GDPR on 25 May 2018 including the designation of someone to take responsibility for data protection compliance.

If the Council were to appoint me to the position of DPO then this would be an additional responsibility to my current duties and I would request the Council

to consider a remuneration reward of one spinal point. The grade assigned by the Council to the position of Town Clerk is SCP 55-60 with a personal position of SCP 58.

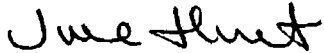
Irrespective of the appointment of a DPO the Council must satisfy itself that it discharges its obligations under the GDPR and the Information Commissioners website gives useful information on the GDPR and how it must be applied.

Recommendation: to appoint a DPO to Sprowston Town Council.

PLANNING AND TRANSPORTATION

5.1 Broadland District Council Food Waste Service

Following funding for food caddies, from Norfolk County Council, Broadland District Council is extending the food waste collection service by 1080 properties. Therefore, the new roads added are Wilks Farm Drive and North Walsham Road with the first collection week commencing 5 February.



**June Hunt
Town Clerk**

DATED

[25.01.2018]

PARTY (1)

Active Norfolk

PARTY (2)

SPROWSTON TOWN COUNCIL

SERVICE LEVEL AGREEMENT

This Service Level Agreement (the “Agreement”) is dated 25.01.2018 and is made

between:

- (1) Active Norfolk (the “CSP”); and
- (2) Sprowston Town Council (the “Applicant”).

Each a **party** and, together, the **parties**.

1. BACKGROUND

- 1.1 The outcome of the GNDP PPS strategy highlighted the growing need for more capital growth in Norwich for cricket. The ECB with Norfolk Cricket Board (‘NCB’) applied for funding for an NTP pilot programme to be delivered in Norwich. 7 pitches will be installed across the city at 6 different sites to facilitate both casual and more formal (e.g. leagues) play.
- 1.2 Due to the nature of the facilities suitable for NTP installation in Norwich and those meeting the strategic need, pitches will be installed at multiple locations owned and run by different organisations, each requiring their own SLA.

2. PROJECT DESCRIPTION

- 2.1 NTP Pilot project to install NTPs across Norwich strategically to help increase the growth of cricket within the city, with a focus on informal, casual and cameo cricket. Target groups are Women & Girls, South Asian Communities, Workplace Cricket, lapsed players, friendly teams, and other casual participants.

3. LEAD OFFICERS ACROSS THE PARTIES

- 3.1 Kieron Tuck, Cricket Development Director, NCB.
- 3.2 Aaron Roberts, NGB Lead, Active Norfolk
- 3.3 Venue contact: June Hunt, Sprowston Town Council.

4. BASELINE AND PROJECTIONS – PARTICIPATION (Retaining and growing the number of people playing cricket)

4.1 The Applicant aims to achieve the following numbers of people playing cricket year on year: (These are not legally binding figures and will not affect funding. However with the level of investment, ECB, NCB and Active Norfolk expect venue support and activity to promote projected levels of participation).

Target Audience	Products	Projections (no of participants)				
		2018	2019	2020	2021	2022
Women & Girls	Women's Softball Festivals	0	20	25	50	50
	NCB Women's Leagues	0	0	22	22	22
Juniors/Seniors	All Stars Cricket	0	0	20	25	25
	Last Man Stands (LMS)	0	16	16	32	32
	Midweek – T20 (various)	22	22	22	22	44
	Corporate / Fit4Work matches – shorter format match play	0	16	16	32	32
	O40 Leagues	0	0	22	44	44
	High Schools Cricket	0	22	22	22	44
	Junior Club Cricket	0	0	22	22	44
Casual	Friendly Cricket	22	44	44	44	66
	Asian Communities	0	22	44	44	66
HE/FE	Casual use	0	0	32	64	64

5. IMPACT MEASURES

- 5.1 Over the period of the Agreement, the parties agree the following impact measures will be achieved:
- 5.1.1 Standard of ancillary equipment facilities will be improved where applicable and encourage increased use
 - 5.1.2 Sites will be easier to maintain to a good standard
 - 5.1.3 There will be a significant increase in the amount of play that can be accommodated.
 - 5.1.4 There is a large latent demand for cricket in the areas where the NTP's will be installed. This initiative will accommodate this demand.
 - 5.1.5 Evidence of participation levels and frequency amongst the chosen target audiences.
 - 5.1.6 A piloted approach to different forms of data capture – for example the use of digital platforms to capture opinions, views and satisfaction. NCB and Active Norfolk will work in partnership with venues to capture this information.

6. THE COUNTY CRICKET BOARD WILL:

- 6.1 The CCB agrees to do the following to support the Applicant deliver the impact measures listed in section 5:
- 6.1.1 Programme Activity Lead (NCB)
 - 6.1.2 Strategic lead partner (Active Norfolk)
 - 6.1.3 Lead on delivery, insight and recording of impact measurements

7. THE APPLICANT WILL:

- 7.1 The Applicant agrees to do the following to support the NCB & CSP to deliver the impact measures listed in section 5:
- 7.1.1 Ensure the facilities are maintained and available for community use and to support development initiatives and programmes of the ECB

- 7.1.2 Work with the NCB to ensure the facilities are fully utilised and participation increased, through community engagement, marketing/promotion and communication via key stakeholders.
- 7.1.3 To ensure a simple and robust booking process for all potential users
- 7.1.4 Ensure a fair and reasonable booking rate for the facility in line with demand and local need, and also reflective of the low maintenance of the facility
- 7.1.5 Align the programme to any local strategic projects as applicable
- 7.1.6 Support club, commercial and league activities where applicable
- 7.1.7 Carry out regular reviews in conjunction with the NCB on the success and impact of the project and adapt operations as appropriate.

8. REVIEW

The aims and objectives set out in sections 4 to 7 of this Agreement shall be reviewed on a regular basis by the parties. As a minimum this Agreement will be reviewed by the parties once per calendar year.

9. VARIATIONS

This Agreement may only be varied in writing by a document executed by the parties

10. DURATION OF AGREEMENT

- 10.1 This Agreement will remain active for a period of 5 years from the date of signature.
- 10.2 For the duration of this agreement, a maintenance contract will be in place for the NTP as detailed by the chosen contractor. Costs of this programme and the benefits accessible are included within the cost of installation paid for by the ECB funding. Any maintenance falling outside the normal scope of agreed programme maintenance will be the responsibility of the venue.

11. OWNERSHIP

All installed NTP's will be owned by the venue concerned. Active Norfolk, ECB, and NCB will have no stake in the ownership of these facilities.

12. SIGNATURES

SIGNED by (<i>name</i>) on behalf of [Norfolk Cricket Board]	
PRINT NAME	
POSITION	
DATE	

SIGNED by (<i>name</i>) on behalf of [Active Norfolk]	
PRINT NAME	
POSITION	
DATE	

SIGNED by (<i>name</i>) on behalf of [APPLICANT]	Venue: Sprowston Town Council
PRINT NAME	
POSITION	
DATE	

Sprowston Town Council
PLANNING APPLICATIONS – 21 FEBRUARY 2018

Broadland DC App.No. 2018/0133 **Applicant** Michael Wright **Location** 185 Wroxham Road, Sprowston, NR7 8AG

as location

Classification: Minor dwellings
Type: Full Permission

Description: Double Sided Internally Illuminated Totem Sign

Broadland DC App.No. 2018/0141 **Applicant** Mr J Taylor **Location** 26 Blenheim Road, Sprowston, NR7 8AH

as location
Classification: Minor dwellings
Type: Full Permission

Description: Single Storey Side and Rear Extension and Addition of Lean-to Roof Over Existing Flat Roof Single Storey Side Extension

Broadland DC App.No. 2018/0151 **Applicant** Mrs Sarah Watts **Location** 42 Russell Avenue, Sprowston, NR7 8XF

as location
Classification: Minor dwellings
Type: Full Permission

Description: Single Storey Extension to Rear

Broadland DC App.No. 2018/0153 **Applicant** Mrs Catherine Munns **Location** 62 Blithewood Gardens, Sprowston, NR7 8PN

as location
Classification: Minor dwellings
Type: Full Permission

Description: Single Storey Front Extension

Broadland DC App.No.
2018/0187

Applicant
Mrs Kirsty Eaglen
as location

Location
5 Dixon Road, Sprowston, NR7 8QJ

Classification: Minor dwellings
Type: Full Permission

Description: Single Storey Extension to Side and Rear

Broadland DC App.No.
2018/0199

Applicant
Mr Nick Bowen
as location

Location
49 Moore Avenue, Sprowston, NR6 7LE

Classification: Minor dwellings
Type: Full Permission

Description: Single Storey Rear Extension

Broadland DC App.No.
2018/0205

Applicant
Mr & Mrs A Wilde
as location

Location
104A Moore Avenue, Sprowston, NR6 7LG

Classification: Minor dwellings
Type: Full Permission

Description: Single Storey Front Extension

Broadland DC App.No.
2018/0228

Applicant
Mrs Emma Peck
as location

Location
40 Cozens Hardy Road, Sprowston, NR7 8QF

Classification: Minor dwellings
Type: Full Permission

Description: Single Storey Front, Two Storey & Single & Two Storey Rear Extensions

Broadland DC App.No.
2018/0067

Applicant
Mr S Rowley
as location

Location
45 Tills Road, Sprowston, NR6 7QZ

Classification: Minor dwellings
Type: Full Permission

Description: Extend Existing Dwelling & Subdivide Curtilage to Form New Dwelling

Minutes – WW1 Centenary Meeting – Sprowston Community Partners

Attending: Councillor Ken Lashley. Rev. Canon Simon Stokes. Rev. Dean Akrill. Pastor Michael Graves. Bill Sayer(Scouts), Alistair McDougall (Scouts), Martin Callam, Kirsty Deary. Andy Bunter.

Apologies: Isabelle (School contact). Emma Davies. Andrew John. Matt Walton. Sarah Cox.

17:00 start.

WW1 services will be on and around Sunday 11th November 2018. We would like to do something together to mark this under the united theme of Commemoration and Education.

Q. How do we do tis across our patch

17:03:

Open to ideas. Bill – scouts will support the event. Alistair – idea presented around making home made poppies. One per man and displayed in the community. Idea furthered in collaboration that there could be a poppy for every man fallen from this community, with reference also to who is on the memorial plaques and roll.

Scouts in the July camp will undergo the idea giving enough time for the poppies to be created, dried and collated. There was a suggestion that the poppies would be displayed next to the path at the entrance to ST Mary and Margaret's Church.

The idea was broadened to consider displaying educational and community items at various key places across the town to facilitate the theme of commemorate and educate.

17:10

Another idea was presented regarding joining with the Royal Anglicans event at the Sprowston memorial cottages. Councillor K. Lashley offered to get in contact and identify an event leader.

17:15

We agreed to produce a flyer for the event (or collection of events) advertising the activities and highlighting the theme and community feel and focus.

Other ideas then were offered around a board of names with assistance from the Sprowston Memorial Book – copyright to be established with author Peter Sneddon.

Video linking the main service at the parish church to the Methodist church for unity.

Possibility of a 10:30 service at ST Cuthbert's as per traditional practice.

The local schools to come under the theme of educate through a week of learning and focus on the centenary.

The graves commission to identify local war graves for commemoration.

For a display to be created for the cemetery building.

After the event there could be a giving of the poppies to the families or connected people of the fallen from Sprowston as identified through the memorial sources.

There could be a possible memorial certificate for attendees of the event(s). This could involve the schools.

Discussion of celebration not quite being the appropriate theme hence commemoration and education seeming to fit better.

17:28:

The library has reminiscence kits? We would need to contact the Sprowston News and Sprowston Now with a view to advertising the event(s) as soon as possible.

Buildings for displays: Diamond Centre, Sprowston Churches of all denominations RC- Church-TBC with Father Sean.

There was a query over how we identify families of the fallen. TBC.

17:33:

The British Legion need to be involved as soon as possible. Rev. Akrill stated a few years ago a show was put on which followed a number of war characters and their journeys through story, poetry and experience. This would really fit the educate theme.

All parties agreed to go away and get idea and come and report back at a further meeting on Thursday 1st March at 17:00 in St Cuthbert's.

Councillor K. Lashley suggested also the idea of planting an avenue of trees. This was agreed to be a nice idea that would involve the community, future generations and add a special commemorative note to whatever the location, maybe the new cemetery.

Rev. Simon requested that someone if willing chair the meeting.

Many thanks to all who attended and are involved.

18th January 2018

Dear Parish/Town Council as a CPRE Norfolk pledge signatory,

We are writing with regard to the recently launched consultation for the new Greater Norwich Local Plan (GNLP) which runs until 5.00pm on 15th March 2018. It is very important that you respond to this consultation as this is your opportunity to influence the future development of our area. Topics include housing, infrastructure, the environment and the economy. The consultation documentation and how to respond are available online at: <http://www.gnlp.org.uk/>

Whilst your parish will have its own views on these topics, we thought it would be useful to circulate CPRE Norfolk's position as part of our Alliance campaign. We have met with members of the GNDP team on several occasions and are pleased to see that some of our thinking has emerged in the consultation document, but need continued pressure if any of these ideas are to be included in the final GNLP.

As signatories to our pledge you have already made clear that your council wants to see sites allocated for housing in the existing plan (the Joint Core Strategy or JCS) developed before any new sites that are likely to be added in to the emerging GNLP are built on. It will not be possible to prevent new sites being included in the plan, but we are asking that these extra land allocations for housing are treated as phased development and that building should not occur on these sites until all the JCS sites have been used up. We think this is a sensible approach because not only does it protect the countryside, but also at current rates of house building there is enough land already allocated in the JCS to cater for the building that is likely to occur over the next 20 years.

The problem with the consultation is that phasing is not specifically offered as an option within the documentation. Your answers to questions 4, 5 and 6 will be crucial in this regard, in order that phasing is considered. While accepting the logic on which the OAN is based, we note that there are already current commitments (April 2017) of 35,665 houses. As the average house-building rate in the plan area 2001-2016 was 1,537 per annum, and this is likely to continue into the future, it will take almost 24 years before this existing allocation is used up. In these circumstances we consider that there is no reason why new sites allocated in the GNLP should not be phased. They would then be available for development should building rates increase, but if house completions remain at existing rates these sites could stay on a reserve list and valuable countryside would be protected. We will be making this case in our answer to question 4 and you may wish, as members of the Alliance, to adopt this position and answer in a similar manner.

If the new sites are not phased but made available for development as soon as the plan comes into effect (2020) then developers are likely to cherry-pick the more attractive rural sites, while continuing to land bank sites that were allocated to them in the JCS. In these circumstances green fields will be lost at a much quicker rate.

In answer to question 5 we will be saying that we welcome the fact that windfalls will be counted towards the delivery buffer, but we note that when windfalls are added in the buffer rises to 24%. Therefore, even allowing for NPPF requirements, this figure represents a 4% over-supply. This means that 1,560 (4% of the OAN of 38,988) could be deducted from the housing allocation requirement for 7,200 dwellings, reducing it to 5,640. For the reasons stated in our answer to question 4, this additional buffer allocation should be phased. It is worthwhile repeating the request for phasing in the answer to question 5. Phasing means that sites are available if needed, but can remain undeveloped if not.

For question 6 we do not agree that windfalls should be in addition to the 7,200 homes. The GNLP Authorities have to consider a 20% buffer because they failed to meet housing delivery targets set in the JCS. This has resulted in the absurd situation where because targets were set at too high a level in the past, they have to be increased to an even higher level in the future. Given that the likely rate of house completions will continue at around 1,500 per annum and current commitments will be sufficient to cover this, there really is no need for a 20% buffer. It is worthwhile making this point.

Other questions which we consider to be most relevant to the Alliance are 9, 10, 11 and 12 relating to the growth options. CPRE Norfolk strongly favours option 1: concentration close to Norwich. You may also like to refer to the table on page 80 of the GNDP papers of 23rd June 2017 (available at: <http://www.greaternorwichgrowth.org.uk/planning/greater-norwich-local-plan/>) which summarises a range of factors, including environmental impacts, relevant to each option, which unfortunately is not included in the consultation document, although a much-changed evaluation table is included in the Sustainability Appraisal. The original table shows that the urban concentration option is the best performing, whilst the dispersal option scores lowest. Once again you can repeat the point that if new sites are phased, the development outlined in the growth options will not be required if build rates remain as at present.

In answer to question 10 clearly the concentration option would require the least amount of new infrastructure, another reason why we support this approach.

For questions 11 and 12, given the clear benefits of urban concentration as identified in the above table, we will not be supporting any of the other strategic growth options. It is also worth repeating that if phasing is adopted, newly allocated sites will not need to be developed and therefore there is no need to build a new settlement. Furthermore, with phasing, the concentration option if chosen, would still not see the need for any new sites in parishes close to Norwich.

In the context of our support for a concentrated urban option, we strongly favour retention of the Norwich Policy Area, and will be making this clear in our answer to question 26. The existence of the Rural Policy Area has proved very beneficial in preventing large-scale estate development in rural parishes. This is another good reason to retain the present system, where the area is divided into the NPA and the RPA.

CPRE Norfolk considers it extremely important to maintain the existing JCS settlement hierarchy, which is almost the same as option SH1 on pages 54-55 of the consultation document. This hierarchy offers maximum protection to rural areas from estate development.

CPRE supports a Green Belt for Norwich. The consultation document contains three options for a green belt for Norwich. The establishment of a Green Belt in whatever form it would eventually take, in combination with a growth option which concentrates development in and close to Norwich, represents the most sustainable form of development. In answering question 13 we would welcome your support for a Green Belt and your comments on the exceptional circumstances that might apply as detailed at 4.70 on page 36 of the consultation document.

The consultation document covers many other aspects. This communication is intended to offer some guidance in regard to the key aim of those who signed the pledge and we hope that you will involve yourself in the consultation and reflect our comments in your response. You are not alone as there are about 60 parishes in Broadland and South Norfolk which are pledge signatories, and if we all make a strong response particularly with regard to phasing, this really could make a difference. Indeed, this is the best opportunity we have for our voices to be heard in helping to determine future housing in Greater Norwich and the remainder of Broadland and



Norfolk

Campaign to Protect Rural England

15 Pigg Lane
NORWICH
NR3 1RS

Telephone: 01603 761660
Email: michaelr@cprenorfolk.org.uk

Working locally and nationally to
protect and enhance a beautiful,
thriving countryside for everyone
to value and enjoy

South Norfolk up to 2036. Do contact us if you wish to discuss these points further, or indeed other aspects of the GNLN consultation.

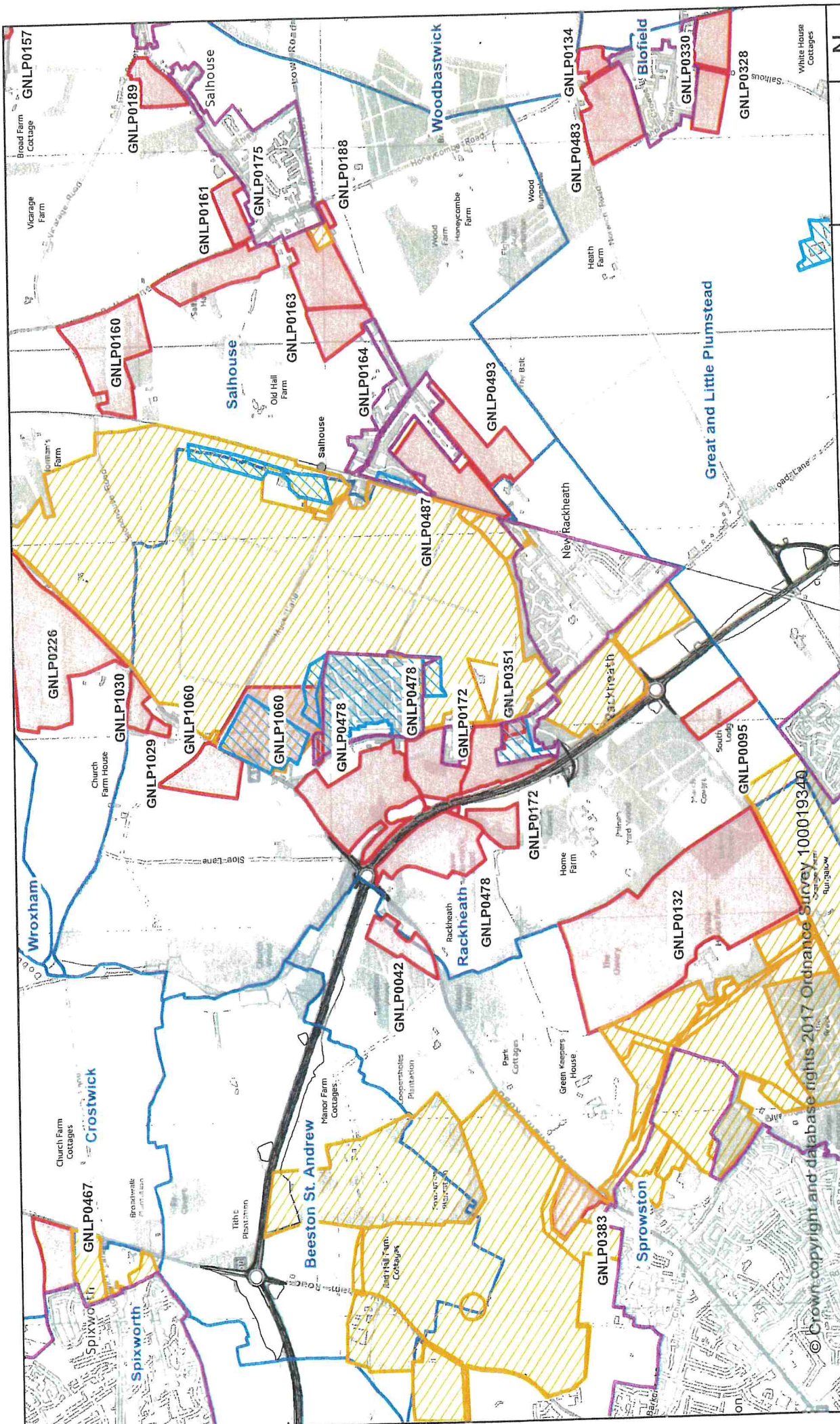
Yours faithfully,

David Hook, Chair, Vision for Norfolk Committee, CPRE Norfolk
Michael Rayner, Planning Campaigns Consultant, CPRE Norfolk



President: Professor Tim O'Riordan



Chairman: Christopher Dady
Registered charity number 210706

Treasurer: Graham Sillett



Date created:
22-12-2017
1:25,537
@ A4

-  GN Strategic Employment Sites
-  Broads Authority Area

-  Settlement Boundaries
-  Commitments

-  Call for Sites
-  Parish Boundary

Rackheath CP

Greater Norwich Local Plan Regulation 18 Consultation

This map was made by the Norfolk County Council Information Exploitation Team. gis@norfolk.gov.uk

Sprowston Town Council		Payments		Meeting	Date:	21st February 2018	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
26/01/2018	579646	Adcocks Refrigeration air Conditioning		365.72	73.14	438.86	1512
		6 Monthly air conditioning Maintenance					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
09/12/2017	A5271	Auditing Solutions Ltd		840.00	168.00	1,008.00	1513
		Internal Audit 5th & 6th December 2017					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
29/01/2018	428873	Ben Burgess & Co Ltd		657.16	131.44	788.60	1514
		Tractor AU14 BJF: Water pump fault					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
06/02/2018	134949	Collier Turf Care Ltd		241.22	48.24	289.46	1515
		Lawnsand					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
13/02/2018	8040108782	Copy it Digital Solutions		52.66	10.53	63.19	1516
		Photocopies:30/11/2017-31/01/2018					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
08/02/2018	3203	Cozens (U.K.) Ltd		600.00	120.00	720.00	1517
		Streetlighting Maintenance January 2018					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
30/01/2018	576953	Hugh Crane		20.63	4.13	24.76	1518
		Stain Pro, Comet Extraction Liquid					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
30/01/2018	STC31	Dazzle Cleaning		99.00		99.00	1519
		Bus shelter Cleaning : January 2018					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
26/01/2018	4732867	ESPO		41.99	8.40	50.39	1520
05/02/2018	4742917	Refuse Sacks, Batteries		46.24	9.24	55.48	
		Lever Arch files, Copier Paper					
				88.23	17.64	105.87	

<u>Invoice Date</u>	<u>Invoice No.</u>	Easton+ Otley College <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
12/02/2018	SLINV/19236	D. Bircham: Tree Felling/Chainsaw Course	1,000.00		1,000.00	1521
<u>Invoice Date</u>	<u>Invoice No.</u>	Fenland Leisure Products Ltd <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
31/01/2018	SIN024436	Play Equipment Repairs	507.00	101.40	608.40	1521
<u>Invoice Date</u>	<u>Invoice No.</u>	Forethought Marketing <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
30/01/2018	12750	Delivery: Sprowston Matters	238.97	47.80	286.77	1522
<u>Invoice Date</u>	<u>Invoice No.</u>	Harveyson Haulage Ltd <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
24/01/2018	36769	Cem: Cess Pit emptying 24/01/2018	117.00	23.40	140.40	1523
<u>Invoice Date</u>	<u>Invoice No.</u>	Intouch Systems <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
06/02/2018	634503	Hosted Exchange x6 :Mar 18	60.00	12.00	72.00	1524
06/02/2018	634534	Upgrade: Sage Accounts to V24 version	100.00	20.00	120.00	
06/02/2018	634619	Office Internet: February 2018	50.00	10.00	60.00	
<u>Invoice Date</u>	<u>Invoice No.</u>	JRB Enterprises Ltd <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
05/02/2018	17887	1600 Dog gloves	210.00	42.00	252.00	1525
<u>Invoice Date</u>	<u>Invoice No.</u>	Moviola Ltd <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
06/02/2018	Moviola	The Exception	113.54	21.71	135.25	1526
<u>Invoice Date</u>	<u>Invoice No.</u>	NVCS Ltd <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
30/01/2018	48611	Filter Coffee Sachets	110.54		110.54	1527
<u>Invoice Date</u>	<u>Invoice No.</u>	Omnis Construction Ltd <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
		New sports Hall & Refurbishment Works	50,225.81	10,045.16	60,270.97	1528
<u>Invoice Date</u>	<u>Invoice No.</u>	Ridgeons Ltd <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
09/02/2018	059/7162573	Ballast, sand, cement	100.08	20.02	120.10	1529

Invoice Date 05/02/2018 **Invoice No.** 126651
Details
 Rossi Long Consulting Ltd
 Civil & Structural Consultancy Services

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
372.50	74.50	447.00	1530

TOTAL OF INVOICES	<u>11,038.11</u>	<u>67,443.17</u>	Trf 307
-------------------	------------------	------------------	---------

Transfer:	STC Drawings a/c to Salaries a/c	15,000.00	trf 308
------------------	----------------------------------	-----------	---------

Transfer	STC Petty Cash	<u>11,038.11</u>	<u>82,443.17</u>
-----------------	----------------	------------------	------------------

Transfer:	STC General a/c to STC Drawings a/c	<u>67,443.17</u>	Trf 307
------------------	-------------------------------------	------------------	---------

.....
Councillor

.....
Councillor

.....
Town Clerk

Sproston Town Council

Barclaycard Payments

Meeting Date: 21st January 2018

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
30/01/2018	274190	Makro Wholesalers Biscuits, Sugar	58.55		58.55
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
30/01/2018	229136	Post Office 200x2nd,25x 2nd Large, Rec.Deliver	245.84		245.84
<u>Total Direct Debits</u>			304.39	0.00	304.39

Total Payments

304.39

Due by Direct Debit 27th February 2018

Sprowston Town Council

Meeting Date: 21st February 2018

Direct Debits

Angel Springs Ltd					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
31/01/2018	4141830	Bottled Water: January 2018	58.14	11.63	69.77
Anglia Water Business					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
07/02/2018	8062501168	Sparhawk Park: 08/11/2017-06/02/2018	68.48		68.48
PHS Group					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
25/01/2018	65579876	Recreation Ground: 01/03/201/-31/05/2018	60.13	12.03	72.16
25/01/2018	65579877	Sparhawk Park: 01/03/201/-31/05/2018	60.13	12.03	72.16
25/01/2018	65579878	Diamond Centre: 01/03/201/-31/05/2018	311.16	62.23	373.39
			431.42	86.29	517.71
PWLB					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
13/03/2018	313-08991	Loan Charges Due 13/03/2018	8,040.50		8,040.50
Total Gas & Paper Ltd					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
10/02/2018	164605116/1£	Streetlighting: 01/01/2018-31/01/2018	3,071.15	614.24	3,685.39
10/02/2018	164741472/1£	STC: 01/01/2018-31/01/2018	632.06	126.41	758.47
10/02/2018	164741461/1£	Floodlights: 01/01/2018-31/01/2018	9.01	0.45	9.46
			3,712.22	741.10	4,453.32
Veolia					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
31/01/2018	SIO1105010	All sites skip hire January 2018	248.38	49.68	298.06

12,559.14 888.70 13,447.84

Total Direct Debits