



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 4 April 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 14 March 2018. Pages 1 - 6
4. To receive any Police Liaison Officers Report.
5. To receive correspondence & agree action/response arising from the minutes.
6. To receive any written/verbal reports from Sprowston County and District Councillors. Page 7
7. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak¹.
8. Report of the Town Clerk:- Pages 8 - 18
 - 2.1 St. Cuthbert War Memorial, St. Cuthbert's Church Wroxham Road
 - 4.1 Appointment of Groundsman
 - 5.1 Norfolk County Council - Consultation on the draft Norfolk Access Improvement Plan
9. Sprowston Neighbourhood Plan DRAFT Monitoring Report Pages 19 - 22
10. Adjourn the meeting for a short break.
11. To consider planning applications to 4 April 2018. Pages 23 - 24
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 - WWI Centenary Meeting Notes. Pages 25 - 26
14. To confirm the payment of accounts to 4 April 2018. Pages 27 - 28
15. To receive the schedule of credit card payments. Page 29
16. To receive the schedule of direct debits. Page 30
17. Staff Salaries as of 1 April 2018 (Confidential Item). Page 31

June Hunt
Town Clerk

28 March 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 – 14 MARCH 2018

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 14 March 2018, the following Members were present:-

Mr K Lashley – Chairman

Mr W F Couzens	-	Mrs B J Lashley
Mrs S L England	-	Mrs J Leggett
Mr R A Fowkes	-	Mr J H Mallen
Ms G Landamore	-	Mr B Osborne
Mr T Landamore	-	Mr N Shaw

In attendance

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

2 members of the public were present
Mr J Fisher Broadland District and Norfolk County Councillor

18/049. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

18/050. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr R J Knowles, Mr J M Ward and verbal apologies from Mr I Moncur.

18/051. MINUTES

The Minutes of the Council meeting held on 21 February 2018, having previously been circulated to all Members were, subject to the following amendment

Minute 18/037, **insert** Mr W F Couzens asked why the 50% cuts in Children's Services were not included in Mr Ward's report.

Mr Ward responded that Children's Services would not be affected by the cuts.

confirmed and signed by the Chairman of the Council.

18/052. CO-OPTION OF TOWN COUNCILLOR

The Chairman explained that as five applications had been received for the position of Town Councillor ballot papers would be circulated for Members to vote for one candidate. A second ballot would take place for the three candidates with the majority of votes. Balloting would continue until one candidate had more than 50% of the votes.

Referring to the centenary of the Representation of the People Act 1918 Mr W F Couzens commented that when Janet Poynter resigned from her position on the Council it left three women and eleven men. He felt that women should be properly represented.

18/052. CO-OPTION OF TOWN COUNCILLOR (CONTINUED)

Mr N Shaw stated that Mr J Fisher would be an ideal candidate as he was already a County and District Councillor and a Councillor at Thorpe St. Andrew, and had a lot of experience which makes a difference.

Mrs B J Lashley thought it was good to have as many people from Sprowston representing the community as possible. Norfolk County and Broadland District Councillors have gained experience but if they wanted to know what goes on in Sprowston they could attend the meetings and listen to what the residents have to say. Whilst everybody has their merits she agree with the equality point raised by Mr Couzens

Mr J H Mallen said he was delighted that there were five candidates for the vacancy of a Sprowston Town Councillor.

Following the first ballot Mr J Fisher had 5 votes, Ms C T Rumsby 3 and Mrs C Couzens 3. The Chairman had the casting vote and Ms Rumsby was put through to the second ballot. The second ballot resulted in Ms C T Rumsby being co-opted onto the Council.

18/053. POLICE LIAISON OFFICER'S REPORT

Members noted the March 2018 Newsletter.

Mr W F Couzens and Mrs J Leggett expressed their concerns about the number of incidences of residential burglaries and possession of controlled substances.

Mr W F Couzens also commented that despite this increase in crime there was no additional Police support.

With regard to the dissolution of the Police Community Support Officer's, Mrs S L England observed that only 17 had not been redeployed within the force.

18/054. CORRESPONDENCE

The Town Clerk:

- (1) reported the resignation of Mr B Thomas from his post as Caretaker/Cleaner advising that she would bring a report to a future meeting of the Council.
- (2) circulated Broadland YAB News - Spring 2018
- (3) circulated copy email from Sprowston Youth Engagement Project - Invitation to Teddy Bear's Picnic and land for gardening project
- (4) reported that Broadland District Council Planning Authority
 - (4.1) Planning Application 2018/0017 - variation of condition 16 following grant of planning permission 2015/1802 - highway improvements works at former Royal Observer Corps, Chartwell Road had been withdrawn at the applicants request.
 - (4.2) Planning application 2018/0094 - change of use from offices to children's day care centre (class D) and associated alterations at 12, Corbet Avenue had been refused planning permission.

18/054. CORRESPONDENCE (CONTINUED)

- (4.3) Planning application 2018/0133 - double sided internally illuminated totem sign at 185, Wroxham Road had been refused planning permission.
- (4.4) Planning Application 2018/0208 - two storey side and rear extension at 58, Rosemary Road had been granted under delegated authority as the call-in was not made until after the closing date.

18/055. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Members noted the written report from County Councillor K Vincent regarding the North Walsham Road closure.

A written report was received from District and County Councillor Mr J M Ward.

Mr K Lashley questioned the building of 22 homes for £160,000.

Mrs Lashley asked if there were events to be held in Old Catton to celebrate the bicentenary of Humphry Repton as Catton Hall Estate was his first commission as a landscape gardener.

Mrs J Leggett advised that there was a guided walk and exhibition in Hayman Lodge, Catton Park.

Mr R A Fowkes commented on the number of accidents at the roundabouts on the Norwich Northern Distributor Route and felt that it was due to a design problem as the chevrons cannot be seen from the outside lane.

Mr K Lashley remarked on the lack of lane markings.

Mr N Shaw said there should be Reduce Speed Now signage before the approach to each roundabout.

With regard to the 36% affordable housing mentioned in Mr Ward's report Mr Lashley asked if Broadland District Council was building houses for profit.

Mr R A Fowkes asked if the developers who reneged on the percentage of affordable housing they were supposed to build contributed financially to this project.

Mrs B J Lashley asked if there would be any social housing included within the development and conditions for local people.

Mrs J Leggett agreed to bring a response to these questions at the next meeting of the Council.

Mrs J Leggett reported that there had been an increase in contributions to the disabled facilities grant which she advised was to help residents to adapt their homes commenting that it was a means tested scheme.

Mr W F Couzens asked if there was a cap.

Mrs Leggett replied that some elements such as the Handyman Plus Scheme was capped.

Mrs Leggett requested an article be placed in the next edition of the Sprowston Newsletter to advertise the Disabled Facilities Grant and Handyman Plus Scheme.

18/056. RESIDENT'S QUESTIONS

On the motion of Mr T Landamore, seconded by Mr N Shaw 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.

County Councillor J Fisher reported that:

- (1) gritting services across Norfolk had been well attended and the main roads were kept open as much as possible during the recent snow.
- (2) Broadland District Council's refuse collection service was up to date by Monday 12 March 2018. Their next publicity drive will be to prevent contamination of recycle bins by targeting midwives and young families to not put nappies into the recycling.

18/057. COUNCILLOR PRIVACY NOTICE AND CONSENT

The Chairman reminded Members to sign and return the Councillor Privacy Notice Consent Form to ensure that the Council complied with the General Data Protection Regulation to be implemented on 25 May 2018.

18/058. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Diamond Centre

The Town Clerk reported that due to freezing temperatures the new pipework at Sprowston Diamond Centre ruptured with resultant damage caused to the St. Quintin room and adjacent hallway. The decision was taken to either cancel, or move those room hirings that could be accommodated elsewhere, however it took a day to repair the damage to the pipework and the drying out considerably longer. Recompense for the damage was being progressed with the Council's contractor.

1.2 Sprowston Pavilion

The Town Clerk reported that as a result of adverse weather conditions burst pipes caused damage to the disabled toilet at Sprowston Recreation Ground. A schedule of repairs had been prepared and commenced.

The Altro flooring at the pavilion showers had become raised due to either failure of water pipes, blocked drains or excessive laying water. Investigations and exploratory quotations to establish repairs were being sought and action to repair the damage would be carried out.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Broadland Youth Advisory Board

18/058. REPORT OF THE TOWN CLERK (CONTINUED)

Members noted the invitation to join the Broadland Youth Advisory Board on Wednesday, 4 April 2018, 4 - 6pm.

PLANNING AND TRANSPORTATION

5.1 No matters were reported

18/059. REVIEW AND ADOPTION OF COUNCIL'S POLICIES

(1) Fair Processing Notice - Employee Data

(2) Computer and Telephone Misuse Policy

(3) Information and Data Policy

- Quality Policy Statement
- Information & Communications Technology (ICT) Policy

(4) Information Protection Policy

(5) Information Security Incident Policy

(6) Social Media Policy

(7) Retention of Documents Policy

(8) Social Media and Electronic Communication Policy

RESOLVED to approve the above policies subject to the inclusion of (GDPR) Data Protection Bill 2017, Ransomware and the abbreviation WARP (Warning, Advice and Reporting Point) to be written in full where appropriate.

18/060. MEETING ADJOURNMENT

On the motion of Mr N Shaw, seconded by Mr W F Couzens it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

18/061. 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

(1) to raise no objection to the following planning applications:

2018/0142 - removal of hedge to improve access for farm machinery at Hill Farm, Wroxham Road

2018/0266 - single storey side extension at 64, Wroxham Road

2018/0295 - demolition of single storey side extension and erection of new dwelling at 14, Adams Road

18/061. PLANNING (CONTINUED)

2018/0302 - two storey side and rear extension at 29, Rosemary Road

2018/0304 - first floor/two storey rear extension and single storey south-west side extension at 307, Wroxham Road

- (2) to remain opposed to the granting of planning application 2018/0063 - two storey side extension and single storey front and rear extensions at 47, Cozens Hardy Road on the grounds that the design of the front elevation (the large flat area next to the garage) is out of keeping with the street scene. Should the front elevation be redesigned to include a window in this area in keeping with the rest of the house, the Council would be minded not to oppose a future amended plan with these alterations.
- (3) to oppose the granting of planning application 2018/0344 - front porch, rooms in roof including hip to side gable and front dormer windows and rear extension with rooms in roof at 57, Mousehold Lane on the grounds that it is an over development of the site, not subservient to the original dwelling and unneighbourly in terms of scale given that the property is a semi-detached dwelling.

18/062. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

18/063. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Mrs S L England gave a verbal report on her attendance at the National Association of Local Councils.

18/064. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule and supplementary schedule of accounts to 14 March 2018 totalling £382,218.25 and £29,568.00 and answered Members' questions arising therefrom.

On the motion of Mr N Shaw, seconded Mrs J Leggett it was

RESOLVED that payment of the accounts and supplementary accounts to 14 March 2018 totalling £382,218.25 and £29,568.00 be approved and the schedule authorising payment signed by Mrs B J Lashley and Mr J H Mallen.

18/065. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule and supplementary schedule of credit card payments totalling £624.71 and £104.91 were approved and noted.

18/066. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule and supplementary schedule of direct debit payments totalling £1,178.68 and £4,334.65 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.

4 April 2018

CHAIRMAN

25th March 2018

Report from Councillor John Ward

Broadland District Council

Broadlands residents will be able to save money whilst enjoying and exploring their district thanks to Broadland's second annual Buy in Broadland discount voucher booklet which has gone to every household.

Iona Lake of Hainford, a young steeplechase runner, has been awarded a £1000 grant by BDC to help her with training and competitions. In April she will be competing in the Commonwealth Games in Australia. Another 13 people were awarded grants of £125.

Norfolk County Council

North Walsham road closure has been extended to 4th April due to exceptional circumstances encountered during the start of the works.

Cliff Jordan is holding a road show with some senior officers and hosted by Nick Conrad. This is to give residents the chance to hear about the Council's suggestions for the future, ask questions and offer ideas. It will be held at Diss Corn Hall 7-9pm Tuesday 24th April. Tickets are obtainable from the Council's website 'Eventbrite' page.

Plans for a new build 420 place, 2 form entry, Primary School, on land to the south of Mallard Way, Sprowston currently sit with the planning department at County Hall.

An application has been submitted to the Planning Inspectorate by Orsted (previously Dong) for 300 off-shore wind turbines with power cables coming ashore at Weybourne and travelling through Saxthorpe, past Reepham and Weston Longville to Swardston where there will be a substation with the capacity to power 2m homes.

COUNCIL MEETING – 4th APRIL 2018

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 White House Farm Development

Attached, is a map showing the open space allocation (yellow) of the White House Farm development, which this Council has indicated to adopt from the developer through Broadland District Council. For further information L8 is shown in the attached photograph. The green areas (green) have been allocated to a management company for maintenance and Norfolk County Council will under a Section 38 be responsible for the (pink) areas.

In addition to the above and as agreed by this Council we will adopt responsibility for the footway lighting on this development.

CEMETERY

2.1 St Cuthbert War Memorial, St Cuthbert's Church Wroxham Road

Attached, for Members consideration is a consultation letter on behalf of the Secretary of State for Digital, Culture, Media and Sport, as Historic England is currently considering whether the above has special architectural or historic interest. A copy of the consultation report is attached for reference.

Option: to respond to the consultation.

STREET LIGHTING

3.1 No matters to report.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Appointment of Groundsman

Interviews for the above post have been held and Members are requested to confirm the appointment of Mr Matthew Green on (NJC scale SCP 21-25 £20,138-£22,658) at spinal point 22 with an effective start date of 16th April 2018.

Recommendation: to appoint Mr Matthew Green to the Council's staff.

PLANNING AND TRANSPORTATION

5.1 Norfolk County Council – Consultation on the draft Norfolk Access Improvement Plan

Attached, for Members consideration, is a flyer with details of the above.

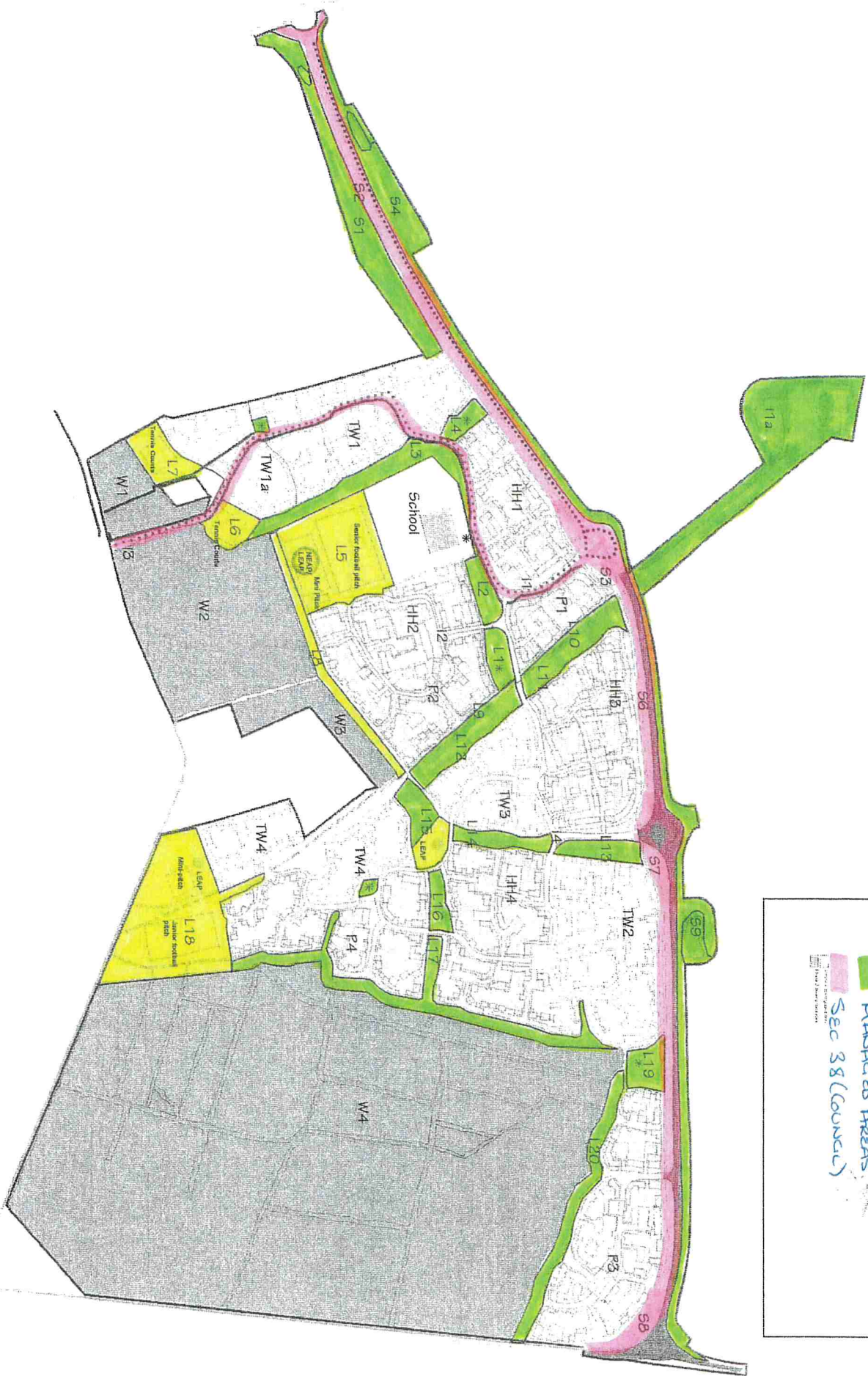
Recommendation: to comment on the draft plan.

ENCLOSURES

6.1 UK Power Networks Spring 2018 newsletter
Sprowston Senior Citizens Club Newsletter Issue 12 Spring 2018

June Hunt

**June Hunt
Town Clerk**



■ COUNCIL TAKEOVER
■ HANDOVER AREAS
■ SEC 38 (COUNCIL)



JHunt

From: Bob.Hawkins@HistoricEngland.org.uk
Sent: 19 March 2018 16:05
To: JHunt
Subject: Sprowston St Cuthbert War Memorial: Invitation to comment on Consultation Report

Ms June Hunt
Town Clerk
Sprowston Town Council
Sprowston Diamond Centre
School Lane
Sprowston
Norwich
NR7 8TR

Our Ref: 1447642
Direct Line: 07730 050987
Email: Bob.Hawkins@HistoricEngland.org.uk

19 March 2018

Dear Ms Hunt,

**Sprowston St Cuthbert War Memorial, St Cuthbert's Church, Wroxham Road,
Sprowston, Norfolk**

Invitation to Comment

I am writing to inform you that on behalf of the Secretary of State for Digital, Culture, Media and Sport, Historic England is currently considering whether the above building has special architectural or historic interest.

Please click on the link below to download a copy of our consultation report, which sets out the factual information upon which we will base our recommendation to the Secretary of State:

<http://services.historicengland.org.uk/webfiles/GetFiles.aspx?av=ABC28132-1D5E-489F-B2B3-07CAD16D61A9&cn=24DAE4D8-4720-44B1-853D-7E136D927478>

If you have any further information or observations on the consultation report which you believe might be relevant to our assessment we would be pleased to hear from you. You can send these to us by email or post within 21 days from the date of this correspondence. If you do not intend to send us any comments we would be grateful if you could let us know so that we can proceed with the case. We will consider all representations made before finalising our assessment and making our recommendation. We will notify you of the Secretary of State's decision in due course.

If you have any questions please do not hesitate to contact me, quoting our reference 1447642. Further guidance on how to respond to this consultation and the type of information we are interested in can be found on our website at www.historicengland.org.uk. We look forward to hearing from you.

Yours sincerely

Bob Hawkins

Listing Adviser - East

Listing Team East
Historic England
24 Brooklands Avenue
Cambridge
CB2 8BU

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Files for Case Number: 1447642

Sprowston St Cuthbert War Memorial, St Cuthbert's Church,
Wroxham Road, Sprowston, Norfolk

Latest Correspondence

Monday, March 19, 2018

-  Sprowston St Cuthbert War Memorial: Invitation to comment on Consultation Report
-  Report for Case 1447642. [Download](#)
-  Consultation Map. [Download](#)

Previously Sent Correspondence

Case Name: Norfolk War Memorials: Sprowston St Cuthbert War Memorial

Case Number: 1447642

Background

The war memorial in Sprowston, Sprowston St Cuthbert, Norfolk is being assessed for listing as part of Historic England's First World War Commemoration Project.

Asset(s) under Assessment

Facts about the asset(s) can be found in the Annex(es) to this report.

Annex	Name	Heritage Category
1	Sprowston St Cuthbert War Memorial	Listing

Visits

None: Data from other sources: Sprowston St Cuthbert War Memorial, Norfolk War Memorials Project, Norfolk War Memorials Project

Annex 1

The factual details are being assessed as the basis for a proposed addition to The National Heritage List for England.

Factual Details**Name: Sprowston St Cuthbert War Memorial****Location**

Sprowston St Cuthbert War Memorial, St Cuthbert's Church, Wroxham Road, Sprowston, Norfolk, NR7 8TZ

County	District	District Type	Parish
Norfolk	Broadland	District Authority	Sprowston

History

The aftermath of the First World War saw the single biggest wave of public commemoration ever experienced in England, with tens of thousands of memorials erected across the country, both as a result of the huge impact of the loss of three quarters of a million lives had on communities throughout the nation, and the official policy of not repatriating the dead, which meant that the memorials provided the main focus of the grief felt at this great loss.

One such memorial was originally installed within the entrance to St Cuthbert's Church in Sprowston, Norwich. This memorial, thought to date to 1919, was a temporary wooden structure to commemorate local servicemen who lost their lives in the First World War. A replacement memorial was erected on 2 October 1938 and unveiled by the Royal British Legion. It took the form of a stone pylon with a cross at its head to which a bronze plaque bearing the names of those commemorated was affixed.

This was replaced by the present memorial, which stands in the northern section of the approach drive to St Cuthbert's Church. It is thought to have been constructed in the 1970's, possibly at the same time as the new church centre completed in 1979, as the memorial's form appears to replicate the detailing of the building's curved walling. The memorial commemorates the 82 servicemen who fell in the First World War and the 48 who fell in Second World War.

Details

A memorial to the Fallen of the First and Second World Wars, thought to date to around 1979, the third such memorial, replacing an earlier memorial of 1938, itself a replacement of a temporary memorial of 1919.

MATERIALS.

The memorial is built of brick, with stone, flint and bronze elements and detailing.

DESCRIPTION:

The memorial is located in the entrance driveway of St Cuthbert's Church at Sprowston in Norfolk. It takes the form of an L-shaped, asymmetrically-curved wall formed of rubble stone, brick, tile and flint standing on a red brick plinth. The main section of wall on the left-hand side has a curved eyebrow-like upper section, into which are set three brick-framed panels with cast bronze plaques. The wall has tile creasing at its head, supporting half-round red clay copings.

The tall central bronze plaque bears the names of those men who fell in the First World War, whilst the smaller flanking plaques record those who died in the Second World War. At the base of the central plaque, below the names, is an epitaph. On either side of the flanking plaques are small terra-cotta crosses, set into the walling. On the right-hand side of the memorial is a built-in seat, clasped by a low return section of the wall to its right.

The central panel inscription reads '1914-1918 /MEN/OF/SPROWSTON /(NAMES)'. Each of the flanking plaque inscriptions read '1939-1945 (names)' The epitaph reads 'WE WILL REMEMBER THEM'.

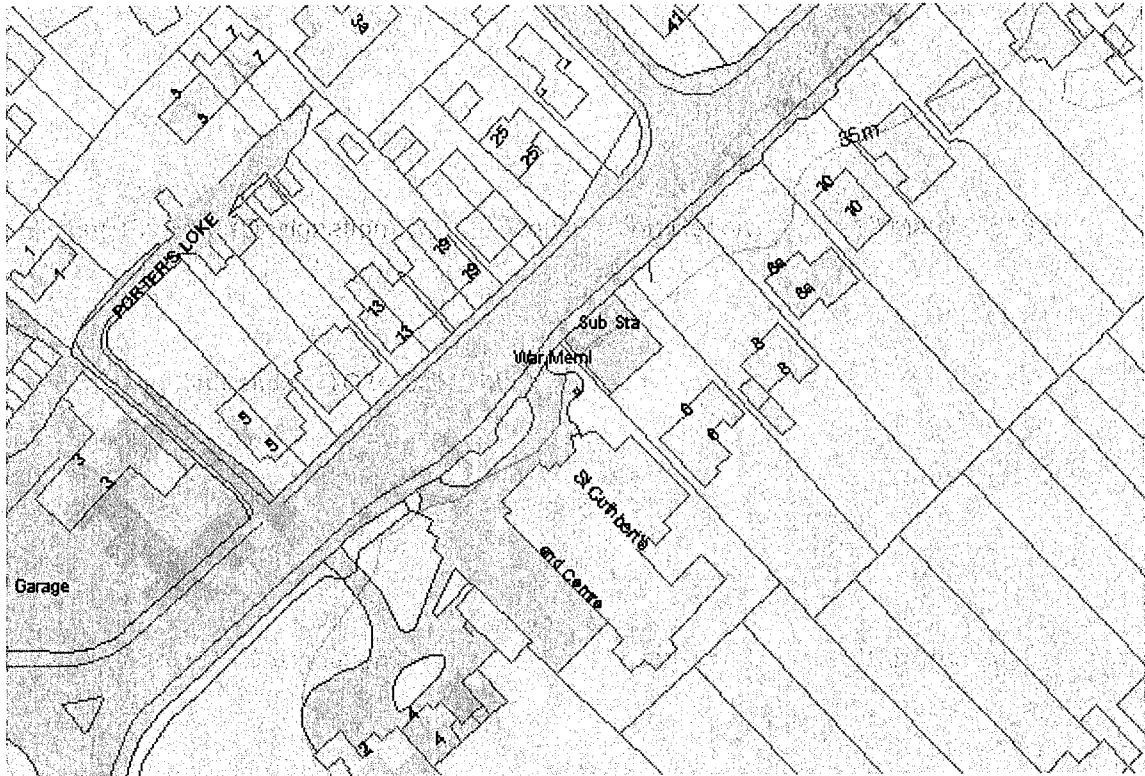
Selected Sources

Other

War Memorials Online <https://www.war memorials online.org.uk/memorial/214112> .

Map

National Grid Reference: TG2413311213



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The above map is for quick reference purposes only and may not be to scale. For a copy of the full scale map, please see the attached PDF – 1455208_1.pdf.

SPROWSTON TOWN COUNCIL – SPROWSTON NEIGHBOURHOOD PLAN - MONITORING REPORT

MARCH 2018

Neighbourhood Policies	Aim of Policy	What has happened in last 12 months	Action required
Policy 1	Protection of open space and wildlife. Protection of locally important open space from development.	No environmental assets lost to development. Harrison's Wood continues to be open for public access. The opportunity to take leasehold of Cottage Plantation and ownership of residual woodland has been presented.	Continue to progress Harrison's Wood project. Broadland DC to relinquish lease of Cottage Plantation; STC has desire to secure residual woodland with continued management by Norwich Fringe Project. Woodland at Gurney Drive acquired by STC. Continue to give further protection to other sites in Sprowston.
Policy 2	Development designed to fit the local area and create a strong sense of place.	Housing development design approved at planning application stage for White House Farm and Manor Reach. Beeston Park TOWN development to be explored.	More affordable housing and to meet the needs of the elderly and those with disabilities.
Policy 3	Housing development to be within settlement limits or on allocated sites.	All development has been within the settlement limited or on allocated sites. Additional sites outside allocation for 2023 onwards being explored.	See Policy 18.
Policy 4	Encouragement of businesses at Wroxham Road and School Lane local centres.	No new businesses have been developed at these locations. No loss of retail businesses in any location.	Continue encouraging businesses working with Broadland Council Economic Development Team.
Policy 5	To encourage vacant buildings to be used for start-up businesses, retail, corner shops	No vacant buildings apparent.	Continue to monitor.
Policy 6	Support the new and expansion of businesses and/or working from home to increase employment opportunities.	A number of planning applications have been approved with evidence of working from home.	Monitor % of change of use of part of a dwelling or erection of building within curtilage of property. Make sure all new developments have Broadband and parking spaces for works vehicles in curtilage of property.
Policy 7	Promotion of faster broadband connections throughout area.	Broadland Council have invested over £500k in securing faster broadband connections being rolled out.	Monitor new developments and their contribution to this objective.

Policy 8	For development to maintain or enhance the quality of life and wellbeing for the local community.	Sites for community locations being sought by the Council.	Continue to work with all residents.
Policy 9	Protect current health facilities and plan for easily accessible new provision.	No change.	Monitor through planning applications the additional provision in Beeston Park development to ensure that it is easily accessible and central.
Policy 10	To ensure that developments reduce the need to travel and promote more sustainable lifestyles.	New pink pedalway crossing on Salhouse Road terminating at Harrisons Wood, now in place. Plans are available for the cycle path into the woodland at Blue Boar Lane.	Monitoring through planning application and working with developers. Bus transport and new "gate" at White House Farm imminent to service new development.
Policy 11	To encourage more community use of schools.	Taking part in discussions with Norfolk County Council to include school and nursery provision, with community land at White House Farm. Met with Sprowston Community High School to discuss greater community usage of facilities.	Ongoing. Encourage liaison with all schools in the area. Planning permission for new junior school received. Local schools being enhanced to take more pupils.
Policy 12	To retain cultural assets including buildings of architecture and heritage importance.	Taking part in Broadland Council initiative to locally protect valued buildings by Heritage Rangers.	Ensure community assets are listed and protected. Wroxham Road Police Station added to community asset list.
Site-specific Policies	What specific effect is occurring?	Monitoring indicator	Action Required
Relocation of the Park and Ride Policy 13	Use of the site for uses that complement the area	Norwich Northern Distributor road nearing completion.	Identify potential uses for the land if park and ride relocates. Identified in Broadland DC Sites Specific document GNLPO383 NPS Sprowston Park and Ride, Wroxham Road 5ha –high school or, if not required for this purpose, residential development of approximately 150 dwellings.
Improved local centre on Wroxham Road Policy 14	Create a neighbourhood and commercial centre	Completion of the Norwich Northern Distributor Road	Carry out traffic counts in conjunction with Norfolk County Council. Consider progressing the neighbourhood plan.

Policy 15	Introduction of tree planting in the local centre and on Wroxham Road.		See Policy 14 above.
Sproston Woodland Park Policy 16	An area at Harrison's Plantation, off Blue Boar Lane, is identified for a woodland activity park.	% net change in local recreational open space with in the neighbourhood plan area.	See Policy 1 above.
Policy 17	The Woodland Park would be made accessible by creating additional cycling/walking facilities throughout the woodlands and a new connection from Plantation Drive through Cottage Plantation and across Blue Boar Lane. This could include a new puffin crossing on Blue Boar Lane.		See Policy 10 above. 2018/19 budget provision for enhancement to car park and community facility.
School Lane Site Policy 18	An area of approximately 2.4 hectare (6 acres) at School Lane is identified for redevelopment for residential, community and other uses appropriate to the area.	Full % of ownership of site to be sold to developers. Partial site available at present.	See Policy 3 above.
Policy 19	A community hub building for the south side of Sproston Parish at the Sproston Diamond Centre on School Lane.	Redevelopment nearing completion.	Marketing of facilities to commence during June / July.
Policy 20	Traffic calming measures at School Lane to improve the environment for pedestrians and cyclists. Planting should be used as part of this approach, to enhance the aesthetic look of the area; and on-street parking reviewed to increase safety.	To be evaluated on completion of Sproston Diamond Centre building and refurbishment.	Completion of Sproston Diamond Centre works.

<p>The Great Heart Policy 21</p>	<p>Open areas at or near to Barkers Lane/Church Lane will be retained and enhanced as an integrated network of green and open spaces for the community.</p> <p>An area of 2.4 hectares is allocated as an extension to the existing burial ground at Church Lane.</p>	<p>Submission of reserved matters planning application for Beeston Park.</p> <p>% of free burial space is limited in existing cemetery layout.</p> <p>50% of land laid out ready for burials.</p>	<p>Review reserved matters planning application.</p> <p>Monitor space available for burials.</p> <p>50% of land laid out with trees for sustainable chipping.</p>
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Sprowston Town Council
PLANNING APPLICATIONS – 4 APRIL 2018

Norfolk County Council App.No.
Y/5/2018/5004

Applicant
 Director of Children's Services
 Norfolk County Council

Location
 Land to the South of Mallard Way, White House
 Sprowston

Classification: Education Premises
Type: Full Permission

Description: New build two storey 420 place (2 FE) Primary School including car parking for staff and visitors, external hard and soft formal and informal play areas

Broadland DC App.No.
2018/0386

Applicant
 Mr A Halfpenny
 as location

Location
 Asia, 19 War Memorial Bungalows, Mousehold Lane
 Sprowston, NR7 8SN

Classification: Minor dwellings
Type: Full Permission

Description: Internal alterations to rear of the property. To include partial demolition of internal wall to create an opening, removal of internal door and blocking up and installation of double doors to existing opening.

Broadland DC App.No.
2018/0416

Applicant
 Mr & Mrs L Durrant
 as location

Location
 80 Blithemeadow Drive, Sprowston, NR7 8PZ

Classification: Minor dwellings
Type: Full Permission

Description: Front extension.

Broadland DC App.No.
2018/0412

Applicant
TOWN

Location
Beeston Park, Land north of Sprowston & Old Catton

Classification: Major development
Type: Full Permission

Description: Details for Condition 21 of Planning Permission 20161058 - site Wide Design and Sustainability Code

Broadland DC App.No.
2018/0457

Applicant
Mr & Mrs M Bell

Location
163 Wilks Farm Drive, Sprowston, NR7 8RQ

Classification: Minor development
Type: Full Permission

Description: Proposed Side Extension

Broadland DC App.No.
2018/0443

Applicant
Orbit Homes

Location
Land East of Buxton Road, Spixworth

Classification: Major development
Type: Full Permission of Outline Permission

Description: Application for Approval of Reserved Matters (Appearance, Scale, Landscaping and Layout) for 225 Dwellings including Details Reserved by Conditions 20 (Site Investigation) 26 (Archaeology), 29 (Landscaping), 30 (Landscaping), 34 (Ecology) and 36 (Surface Water Drainage) following Outline Application 20141725

15.3.18 WW1 Centenary Meeting

5pm

Present : Simon Stokes (St. M & St. C), Dean Akrill (St. M & St. C), Rosemary Clarke (St. Cuthbert's), Bill Sayers (Scouts), Kirsty Deary (Methodist Church), Margaret Young (Dementia Friendly Group), Alistair McDougall (Scouts), Chris Anderson (Neatishead), Karen Goldsworthy (Guides & School), Ken Lashley (Sprowston Town Council)

Apologies: Catherine Hutton, Martin Callam, Michael Graves

Simon briefly updated the group with last meeting details – minutes circulated.

- Diamond centre to be used for a display over the Nov weekend
- It is hoped that local schools will engage with the project
- Normal remembrance day service at St. Mary & St. Margaret, video link to Wroxham Rd Methodist as large numbers anticipated (Technology is available from Methodist church).
- Scouts to make 'pop bottle' poppies – 160 for St. M&M. Possible addition of knitted poppies (Knit & natter group) for other displays.
- Suggestion of posters for Sprowston homes to show solidarity – could the local schools be involved in colouring these?
- Chris (serving RAF officer) offered to attend parade, lay a wreath.
- Avenue of trees – one for every life lost – is there anywhere long enough for this to be achieved? Council will continue to discuss this.
- If trees are not possible other ideas could include – Pairs of boots, outline silhouettes of soldiers (available from a military charity).
- Ken to contact Val Kibble from Heritage group
- Photos from the Memorial Book could be enlarged for display. An appeal could be made locally for additional photos (also available online – War Graves Commission) – also artefacts from the period. Could local groups such as Aslake Close Hub or 'Men's Sheds' be involved in making a display?
- Important to collect peoples stories too – could be collated to be read/as part of a performance/ as an exhibition/ as part of a service ...depending on the nature of the stories collected. Dean will coordinate this – may become part of a presentation for the Sunday evening. This could extend to filming which may be something the High School could assist with.
- Ken has researched the graves in the churchyard - 6 are war graves . All second world war.
- Other organisations to be encouraged to get involved. Senior citizens club – hall will be available on the Saturday for teas etc.
- Ken approached the war memorial cottages – despite various emails and conversations there is nothing forthcoming as yet. Ken will continue to investigate.
- Ken spoke to the council about a memorial for the children – it was decided that this could cause issues as children from outside the area attend school in Sprowston as well as Sprowston children being educated elsewhere.
- A chain of bells will be rung across the country in the evening (Kirsty to find the information)

To do

- Dean will produce an appeal for stories/artefacts etc. via Just Sprowston, Life in Sprowston
- Karen will motivate Sparhawk school to create something
- Karen will contact the ARC guiding centre for information relevant to Sprowston
- Kirsty will contact the library
- Simon will motivate other schools – possible link with RAF – schools can contact Chris Anderson
- Andy Hudson to be asked to involve Air Cadets
- Bill and Simon to produce a letter for schools – to create a poster commemorating the centenary. Winning design to be used as the background for a poster to be printed for every home in Sprowston.
- Ken will contact the Royal Anglian Regiment museum.
- Alistair will contact the local film archive.
- Simon to contact Peter Sneddon to arrange another print run of the Memorial book.
- Chris to speak with colleagues and his chain of command to check what they can offer.

Date of next meeting

Thursday 19th April 5pm,

St. Cuthbert's

Sprowston Town Council

Meeting Date: 04th April 2018

Payments

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
19/03/2018	37508	44.00	8.80	52.80	1
Bartlet Signs					
Details					
Please do not obstruct driveways sign					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
14/03/2018	804141423	28.35	5.67	34.02	2
Copy IT Digital Solutions Ltd					
Details					
Photocopies 31/01/2018-21/02/2018					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
18/03/2018	3332	75.00	15.00	90.00	3
23/03/2018	3331	1,700.00	340.00	2,040.00	
Cozens (UK) Ltd					
Details					
New Photocell: 194 Blithewood Gardens					
4 New LED Lights: Bracey Ave, Coughtrey Clos					
Windsor Park Grds, Wilks Farm Drive					
		1,775.00	355.00	2,130.00	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
20/03/2018	9529422	480.64	24.03	504.67	4
20/03/2018	9529224	1,789.50	357.90	2,147.40	
CPL Petroleum					
Details					
864 Litres red diesel					
2999 litres Heating Oil					
		2,270.14	381.93	2,652.07	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
06/03/2018	605496	147.50	29.50	177.00	5
Flameskill Limited					
Details					
Call Out : Emerg Lighting. Rec.disabled toilets					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
20/03/2018	37225	117.00	23.40	140.40	6
Harvey Haulage Ltd					
Details					
Cem:Cess pit emptying 20/03/2018					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
01/04/2018	637861	1,792.20	358.44	2,150.64	7
22/03/2018	638122	33.00	6.60	39.60	
Intouch Systems					
Details					
Annual Support 01/04/2018-31/03/2019					
Phone: Top up credit					
		1,825.20	365.04	2,190.24	

Pest Express Ltd
Details
 Pest Control :Apr 18-Mar 19

Invoice Date 01/04/2018
Invoice No. SI-3921

Net 480.00
VAT 96.00
Amount BACS 576.00 8

TOTAL OF INVOICES 6,687.19 1,265.34 7,952.53 Trf 1

Transfer: STC Drawings a/c to Salaries a/c 30,000.00 30,000.00 Trfr 2

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

36,687.19 1,265.34 37,952.53

Transfer: STC General a/c to STC Drawings a/c 7,952.53 Trf 1

.....
 Councillor

.....
 Town Clerk

Sprowston Town Council Barclaycard Payments

Meeting Date: 04/04/2018

Invoice Date **Invoice No.** **Invoice Detail**
15/03/2018 2598722 Amazon
2018 Diary

Net	VAT	Amount
3.32	0.67	3.99

**Total of Payments
Due by Direct Debit**

3.32	0.67	3.99
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Sproston Town Council

Invoice Date Invoice No.
 28/02/2018 588042

Invoice Date Invoice No.
 21/03/2018 8063745235
 21/03/2018 8063703235
 16/02/2018 8062674802

Invoice Date Invoice No.
 05/03/2018 100893746
 05/03/2018 115952849
 05/03/2018 100888826

Direct Debit Payments

Anglia Farmers Limited
Details
 Vodafone, Scewfix

Anglian Water : Business

Details
 Allotments: 31.12.2017-21.03.2018
 Cemetary : 31.12.2017-21.03.2018
 Diamond Centre :22/11/2017-15/02/2018

Broadland District Council

Details
 Recreation Ground:Rates Apr-Sep 18
 Diamond Centre:Rates Apr-Sep 18
 Cemetary :Rates Apr-Sep 18

Meeting Date: 04th April 2018

Net VAT Amount DIRECT
 196.94 39.38 236.32 DEBIT

196.94 39.38 236.32

Net VAT Amount DIRECT
 79.24 24.00 79.24 DEBIT
 24.00 267.25 24.00 DEBIT
 267.25

370.49 370.49

Net VAT Amount DIRECT
 3,540.00 3,780.00 3,540.00 DEBIT
 3,780.00 1,164.00 3,780.00 DEBIT
 1,164.00

8,484.00 8,484.00

Total Direct Debits

9,051.43 39.38 9,090.81

Due by Direct Debit

Broadland District Council 15/05/2018
 Anglia Farmers 27/03/2018
 Anglian Water 22/02/2018,23rd,24th April 2018