



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 25 April 2018 on the arising of the Annual Town
Meeting

AGENDA

Item No.

1. To receive declarations of interest.
2. To receive apologies for absence (proforma enclosed).
3. To confirm the minutes of the Council's meeting held on 4 April 2018. Pages 1 - 6
4. Jason Menezes - Bidwells (Council Office)
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 - 18
 - 1.1 Windsor Park Gardens Open Space Paths
 - 1.2 Blue Boar Lane Open Space (un-adopted)
 - 4.1 Grant Aid - Sprowston Youth Engagement Project
 - 4.2 Grant Aid - Norfolk Age UK
10. Adjourn the meeting for a short break.
11. To consider planning applications to 25 April 2018. Page 19
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 -
14. To confirm the payment of accounts to 25 April 2018. Pages 20 - 21
15. To receive the schedule of credit card payments. Page 22
16. To receive the schedule of direct debits. Page 23

June Hunt
Town Clerk

17 April 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.sproyston-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 – 4 APRIL 2018

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 4 April 2018, the following Members were present:-

Mr I Moncur – Chairman

| | | |
|-----------------|---|---------------|
| Mr W F Couzens | - | Mrs J Leggett |
| Mrs S L England | - | Mr J H Mallen |
| Mr R A Fowkes | - | Mr B Osborne |
| Mr R J Knowles | - | Ms C T Rumsby |
| Mrs B J Lashley | - | Mr N Shaw |
| Mr K Lashley | - | Mr J M Ward |

In attendance

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

No members of the public were present
Mrs K Vincent Broadland District and Norfolk County
Councillor

18/067. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

18/068. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Ms G Landamore and verbal apologies from Mr T Landamore.

18/069. MINUTES

The Minutes of the Council meeting held on 14 March 2018, having previously been circulated to all Members were confirmed and signed by the Chairman of the Council.

18/070. POLICE LIAISON OFFICER'S REPORT

The Police Newsletter for April was unavailable

No response had been received by the Town Clerk with regard to the increase in residential burglaries in Sprowston.

18/071. CORRESPONDENCE

- (1) Power Networks Councillor Newsletter Spring 2018
- (2) Sprowston Senior Citizens Club Newsletter
- (3) Invitation to the celebration to mark the completion of the A1270 Norwich Northern Distributor on Wednesday 11 April 2018, from 12 noon to 2.15pm.
- (4) Consultation on the draft Norfolk Access Improvement Plan

18/072. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Referring to Minute 18/055, and in response to Councillors questions Mrs J Leggett advised that Broadland District Council had a funding of £160,000 for 22 new homes of which 36% were affordable, a mixture of rented, discount purchase or shared equity and the income generated returned to the District Council. Developers made a 20% profit on an open book basis, if they built less than the required amount of affordable housing there was a claw back facility when work was completed.

Mrs Lashley thanked Mrs Leggett for the information and responding to Councillors questions.

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

Mr Couzens remarked that tickets for Cliff Jordan's roadshow had sold out.

Mr Ward advised that he was not aware of this but stated there was a limited supply.

Mr Couzens commented that it seemed a very long distance from where the wind turbine power cables came ashore to the proposed substation at Swardeston.

Mr Ward agreed advising that details were available on the website.

Mr Ward also verbally reported:

20 extra Retained Firefighters are reporting for duty this week following a recruitment drive. There are still 41 vacancies across rural Norfolk. Retained Firefighters must live or work within 5 minutes of a fire station they are paid per call out. On average they earn £7,000 per year. Full details are available on the Norfolk County Council website.

The 5 year land supply calculated using the Joint Core Strategy is 92.2% i.e. 4.61 years. The Government now allow us to use the Strategic Houses Market assessment as a calculator and that gives us 6.82 years. All the recent planning applications which took into account our lack of a 5 year land supply and were approved but have not yet been determined have to be brought before the planning committee again. 5 such applications were brought before the committee on 28 March 2018 with 4 of those being approved.

The Norwich Northern Distributor Route now renamed Broadland Northway officially opens on 11 April 2018.

Mr R A Fowkes questioned whether retained firefighters in rural areas was practical as people tended to work away from home and suggested more fire stations in West Norfolk would be preferable.

Mr Ward agreed in an ideal situation but the Council had to manage within budget adding that the retained fire fighters had never missed a call, if one could not cover another one does.

Mrs B J Lashley suggested contacting the Norfolk Association of Local Councils to advertise these positions as they had a lot of contact with local parish councils.

Mr N Shaw advised that he had received a letter from a resident regarding Lorries driving on the verges and churning them up. It appears to happening more often all over the place and something should be done about it.

18/072. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

Mrs Leggett reported that:

- (1) the next Safer Neighbourhood Action Panel meetings would be held on 16 April 2018 at Old Catton and that PC Nick Roberts would be back.
- (2) the launch of the Repton Season went well and Broadland District Council was hoping to increase business.
- (3) White Woman Lane School Ofstead inspection result was good however a two day inspection had been recommended to prove the school is outstanding. There is a need to stretch potential mathematicians and additional reading with vulnerable children.

Mrs B J Lashley suggested contacting the charity Schoolreaders who improve childhood literacy by providing volunteers to give one-to-one reading practice to children in primary Schools.

18/073. RESIDENT'S QUESTIONS

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

Mrs K Vincent reported that she had received complaints regarding Heavy Goods Vehicles mounting the verge at Chartwell Road roundabout and concern that there was insufficient room for them to turn the corner safely. She had flagged this to Norwich City Council and Norfolk County Council Highways who agreed to carry out a survey.

She had also received a number of concerns about cars driving into the Norwich Northern Distributor Route roundabouts. The Highways authority had advised that appropriate signage was in place but they would monitor the situation.

18/074. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 White House Farm Development

The Town Clerk presented a map of the White House Farm development showing the open space allocation, areas which the Council had indicated to adopt from the developer, areas to be allocated to a management company for maintenance and Norfolk County Council under a Section 38.

Members raised a number of issues including:

- (1) what was the intended use of W1, W2 and W3
- (2) L8 should be in good repair if the Council is to take on responsibility
- (3) L18 is this the pipework to the water pump and access for vehicles going to the water pumping station.
- (4) L18 does a ditch (waterway) run through or from this area
- (5) why would a management company maintain the boundary of W4 but not W2 and W3
- (6) L6 and L7 the tennis courts should all be located in one place

18/074. REPORT OF THE TOWN CLERK (CONTINUED)

- (7) shared use of L5 with the proposed primary school
- (8) the standard of maintenance could be different between Council and Management Company maintained areas which would cause confusion for residents
- (9) if residents pay a maintenance company and Council Tax is this not a form of double taxation
- (10) as residents will automatically contact the Council regarding issues relating to verges and open spaces is it likely the developers will ask the Town Council to be the Management Company

CEMETERY

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

Having considered the consultation letter inviting the Council to comment on whether Sprowston St Cuthbert War Memorial, St Cuthbert's Church, Wroxham Road is of special architectural or historic interest Members

RESOLVED to support the St. Cuthbert War Memorial being considered as a building of special architectural or historic interest as it is a very visible memorial located on the entrance into Sprowston from Norwich on a major arterial road and can be clearly seen whether travelling on foot or by vehicle.

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Appointment of Ground Maintenance Person

RESOLVED to authorise the Town Clerk to appoint Mr Matthew Green to the post of Grounds Maintenance Person on (NJC scale SCP 21-25) at spinal point 22 commencing 16 April 2018.

PLANNING AND TRANSPORTATION

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

Members were invited to comment on the Consultation of the draft Norfolk Access Improvement Plan, a flyer with the link to be emailed to Councillors.

ENCLOSURES

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

18/075. SPROWSTON NEIGHBOURHOOD PLAN DRAFT MONITORING REPORT

Members reviewed the Sprowston Neighbourhood Plan Draft Monitoring Report and it was

RESOLVED to adopt the plan.

18/076. MEETING ADJOURNMENT

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

The meeting was reconvened.

18/077. 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:

2018/0386 - 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 at Asia, 19, War Memorial Bungalows, Mousehold Lane.

2018/0412 - details for condition 21 of planning permission 201601058 - site wide design and sustainability code at Beeston Park land north of Sprowston and Old Catton

2018/0416 - front extension at 80, Blithemeadow Drive

2018/0447 - proposed side extension at 163, Wilks Farm Drive

(2) to make the following comments on planning application Y/5/2018/5004 - new build two storey 420 place (2FE) primary school including car parking for staff and visitors, external hard and soft formal and informal play areas at Land to the South of Mallard Way, White House Farm. There are insufficient parking spaces and a drive through drop off/pick up facility would be beneficial to avoid the inevitable and constant issues of parking around schools. A suggestion was made to contact Tesco Stores to ascertain if they would be willing to participate in Park and Stride with parents parking at their store and accessing the school through the residential development. Concern was expressed regarding the toilet directly located off the kitchen. It was also felt that there were limited small and large group rooms available for non-class room based activities, meetings and one to one teaching.

(3) to oppose the granting of planning application 2018/0443 - 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 on the grounds that there is very limited open space, two of the main green areas are effectively soakaways and the play area is between soakaways, a potentially dangerous location considering the likely hood of lagoons forming and flooding of the area particularly as this is a clay site and the report states drainage is poor to moderate. The site is on the Norwich Airport flight path and it is this Council's understanding that there should be no open water to avoid conflict with wildlife. Regarding the access over the cycle path it was felt that the proposed link (spine) road should be built prior to the development which would offer more suitable and safer access. It was noted that Broadland District Council's affordable housing target is 33% yet this development only offers

18/077. PLANNING (CONTINUED)

20% and there are no details as to why the developer cannot provide the full requirement of affordable housing. There is no mention of any social housing.

18/078. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

18/079. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Members noted the minutes of the WWI Centenary Meeting and made a number of suggestions to commemorate this event. Following a lengthy debate it was **RESOLVED**

- (a) to appoint Mr K Lashley to represent the Council at the WWI Centenary Meetings.
- (b) that a line of native trees at Wilks Farm Drive, to include existing mature trees, be created. The planting of these trees to represent the 84 Sprowston residents who died in WW1.

18/080. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 4 April 2018 totalling £7,952.53 and answered Members' questions arising therefrom.

On the motion of Mrs K Leggett, seconded Mr J H Mallen it was

RESOLVED that payment of the accounts to 4 April 2018 totalling £7,952.53 be approved and the schedule authorising payment signed by Mrs B J Lashley and Mr J H Mallen.

18/081. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £3.99 was approved and noted.

18/082. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments totalling £9,090.81 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.

18/083. STAFF SALARIES

The schedule of staff salaries as of 1 April 2018 was noted.

25 April 2018

CHAIRMAN

Newsletter

Date: April, 2018

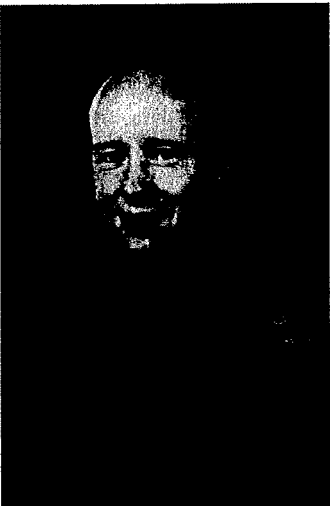


Message from Inspector Lisa Hooper

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 March 2018

| Offence | Numbers | What could this entail |
|---|---------|--|
| Arson | 0 | 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 | 1 | A person commits theft in a building or structure that is not lived in. |
| Burglary Residential | 3 | Entry and theft in a building or a structure that is lived in. |
| Criminal Damage | 4 | A person destroys or damages property belonging to someone else. |
| Domestic | 6 | 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 | 0 | 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 | 2 | 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 | 1 | Any item stolen that was in, on or attached to a motor vehicle. |
| Theft or unauthorised taking of a motor vehicle | 1 | Any motor vehicle including those abandoned. |
| Theft of pedal cycle | 1 | From a public place. |
| Theft from a person | 0 | Purse being taken from a handbag, or a mobile phone from a shopping basket. |



Engagement Officer PC Andy Mason

Police are warning drivers to keep their cars, particularly vans, locked and secure after a spate of thefts in Broadland and North Norfolk. It's after more than 10 vans were targeted by thieves between Friday 30th March and Friday 6th April. The public are reminded to keep unattended vehicles locked and secure at all times and not to leave valuables either on show or inside the vehicle if it can be avoided. Where possible park vehicles overnight close to street lighting and use a garage if you have one. Anyone with any information should contact Norfolk Police on 101 or call CrimeStoppers anonymously on 0800 555 111.

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.

Specials Information Evening - 3rd May, 19.00 - Brundall Memorial Hall

Please call 01953 425699 Ext 2371 or e-mail BeSpecial@norfolk.pnn.police.uk to confirm your place.

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

Beat Manager, PC Nick Roberts



I am the local officer for Sprowston and Old Catton. I am based at Sprowston Police Station and can be contacted through the 101 number.

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



15th April 2018

Report from Councillor John Ward

Broadland District Council

The Better Broadband for Norfolk contract within the Broadland Area now has 93% coverage of premises to have access to superfast broadband i.e. speeds of 15mbps or faster. By March 2020 coverage will increase to 97%. Details at <https://www.betterbroadbandnorfolk.co.uk/can-i-get-faster-broadband/>

There are within the district some means tested Disabled Facilities Grants available to help with home adaptations and such things as stair lifts. These are available to social tenants and owner occupiers

Norfolk County Council

14 free Compost Workshops will be taking place across Broadland, North Norfolk and Norwich and 4000 compost bins have been made available at reduced price.

The official opening of the final section of the 20km Broadland Northway (NDR) took place on Wednesday 11th April with the ribbon being cut by Broadland MP Keith Simpson, The road opened to public traffic on 17th April. The estimated total cost is £205m (10.25m per km). 30,000 trees were planted and 10 barn owl boxes, 81 bat roost boxes and 100 bird boxes were installed.

NCC commissioned a specialist company, AWTG, to gather information on the extent and quality of mobile phone coverage in the County. The survey was conducted on 3,400 miles of Norfolk's roads and also 30 railway stations, main railway lines and tourist sites.

The results show that only 82% of call attempts were successful. Attempts to browse the web and stream videos were successful 85% of the time.

NCC will use the information to improve mobile phone coverage in Norfolk. This is being driven by our Digital Innovation & Efficiency Committee chaired by Cllr Tom Garrod.

COUNCIL MEETING – 25 APRIL 2018

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Windsor Park Gardens Open Space Paths

Attached, for Members consideration are two quotations for the resurfacing and edging of the paths on the open space at Windsor Park Gardens. Members will recall that there is an allocation in the 2018/19 budget.

Recommendation: to consider the quotations and instruct the Town Clerk accordingly.

1.2 Blue Boar Lane Open Space (unadopted)

As part of the agreement of providing the s.106 monies for the open space at Blue Boar Lane the developers, Norfolk Homes, requested that this Council set out their agreed layout of the open space and kept residents informed. A copy of the landscaping scheme agreed by this Council is attached for further consideration. The residents in the neighbouring area adjoining the open space were sent a copy of the scheme by letter drop and those that originally commented on the skatepark at this open space were emailed. Out of these residents responses have been received by the Council.

These responses show concern that the new entrance hard pad onto the footway at the roundabout would be unsafe. However, the pink marking on the plan would be bull nosed fencing with a safety gate and barrier to prevent access to the road without due care of opening a gate. Residents requested that the planting of tree groups was increased. Also, that the entrance to the open space shown as a "pad" was pathed to the fenced play area, and this has been showed hatched on the attached plan (A, B, C) as an addition to the scheme.

There was a request for benches in the open space.

Concern has been expressed by one resident that the open space is attracting youths after sunset with motor cycles being driven around the area. Advice has been given that this is a matter for the police if it is felt that any form of anti-social activity is taking place and very little this Council can do in such cases.

The transfer agreement between this Council and Norfolk Homes has not yet been received; so there is no movement on the landscaping at present. However, work continues with Broadland District Council as the developer for Lidl has identified that the boundary fence has been placed wrongly at 1.5m between the open space and their land.

The s.106 monies remaining from the landscaping have been identified for the provision of a skate park. A verbal update report will be presented to the Council, at the meeting, following information from the developers, your Chairman and Town Clerk.

Recommendation: Council are asked to consider the proposed amendments to the original landscaping design proposed by the residents of Manor Reach.

CEMETERY

2.1 Child Burial Fees Waived in England

An announcement has been made that the costs of child burials are to be waived in England and met by a new Children's Funeral Fund for children under 18 years of age. At present this Council keeps cemetery fees for children to a minimum.

STREET LIGHTING

3.1 No matters to report.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Grant Aid – Sprowston Youth Engagement Project

Sprowston Youth Engagement Project attended a previous meeting requesting the Council to assist in this organisation providing youth support to the young residents of Sprowston. A provisional sum, in two instalments, of £2500 in the 2018/19 budget.

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

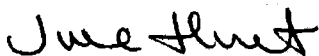
4.2 Grant Aid – Norfolk Age UK

Attached is an application letter from Michelle Jay, Fundraising Officer at Norfolk Age UK requesting the Council to assist in this charity providing support assistance to the residents of Sprowston.

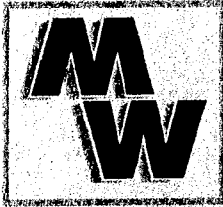
Recommendation: to consider a donation to Norfolk Age UK.

PLANNING AND TRANSPORTATION

5.1 No matters to report.


June Hunt
Town Clerk





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FOR QUALITY DRIVEWAYS, FOOTPATHS AND TRENCH REINSTATEMENTS

Sprowston Town Council
Sprowston
Norwich

6th April 2018
Our Ref: DW2218

For the attention of June Hunt

Dear Madam

RE: Proposed new footpath on playing field adjacent to Windsor Gardens

Further to your recent enquiry, please accept for your consideration our quotation to carry out the following works

To supply and erect all necessary signing, guarding and welfare facilities throughout the duration of the works

To excavate approximately 364m² of existing footpath / sub-soil and dispose of waste materials

To supply and lay approximately 366 meters of 150 x 50mm pre-cast concrete edging kerbs

To supply, lay and compact crushed hardcore sub-base, at a total depth of 100mm

To supply, lay and roll 6mm aggregate DBM wearing course, at a total depth of 50mm, to an area of approximately 364m²

For the sum of £20,910.00 + Vat

If you have any queries or require any further information, please do not hesitate to contact me

Yours Faithfully

Daniel Wilkinson

Tel: 01953 459778

Fax: 01953 459778

email: mwsurfacing@aol.com

www.mwsurfacing.co.uk

Owl Barn, Norwich Road, Besthorpe, Attleborough, Norfolk NR17 2LA

Bank Details: Account Name: MWSurfacing Ltd A/C No: 15378810 Sort Code: 602452

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Sprowston Town Council
School Lane
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NR7 8TR

13th March 2018

FAO: June Hunt

Dear June

RE: Blue Boar Lane & Windsor Park Gardens

Further to my recent visit to the above mentioned premises, we have pleasure in submitting the following quotation.

Blue Boar Lane – The Footpaths & Pads – 177 sqm

- To break up and excavate the existing surface area to an approximated average depth of 150mm
- To cart all spoil off site to tip
- To supply and lay two hundred and seventy concrete edging kerbs, applied bedded and backed in concrete to the perimeter edges of the area
- To backfill and level the excavated area with well compacted crushed hardcore, applied to an approximated average depth of 100mm, after compaction, well tracked and rolled to form a solid level base surface
- To cover area overall with 10mm dense bitmac surface wearing course, applied to an approximated average depth of 50mm

The above works could be carried out for the sum of:

£ 11,995.00 + VAT



Windsor Park Gardens – The Footpaths – 270 sqm

- To break up and excavate the existing surface area to an approximated average depth of 150mm
- To cart all spoil off site to tip
- To supply and lay three hundred and eighty one linear metres of concrete edging kerbs, applied bedded and backed in concrete to the perimeter edges of the area
- To backfill and level the excavated area with well compacted crushed hardcore, applied to an approximated average depth of 100mm, after compaction, well tracked and rolled to form a solid level base surface
- To cover area overall with 10mm dense bitmac surface wearing course, applied to an approximated average depth of 50mm

The above works could be carried out for the sum of:

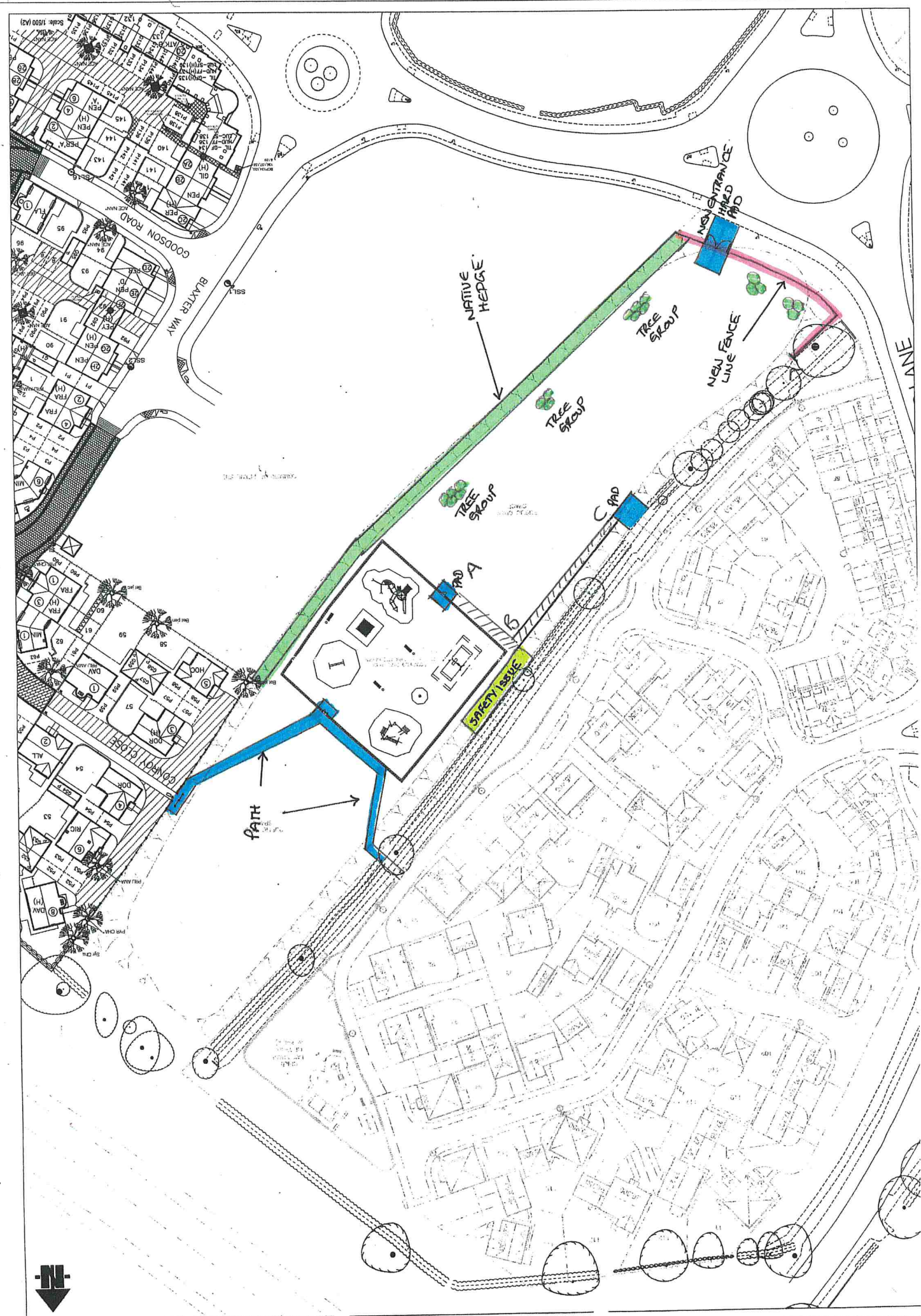
£ 17,865.00 + VAT

I trust the above meets with your requirements, however, if you have any further questions or queries please do not hesitate to contact me.

Yours sincerely


Roy Waterfield
A. Waterfield & Sons Ltd





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

Thursday 29th March 2018

Dear June Hunt

In the last year, Age UK Norfolk has experienced a marked increase in the demand for our services supporting older people in Norfolk. Finding and accessing reliable information and advice, making the difficult decision whether to 'heat or eat' due to diminished incomes and facing a lonely, isolated future have all been recurring issues for older people in our county.

I am writing to ask if you would consider donating to help us tackle these issues in your community. Age UK Norfolk provides free, impartial information and advice, an accredited telephone befriending service, dementia services, and assistance with money matters, including practical help filling out complicated forms such as Attendance Allowance.

In 2016-2017, the number of calls to our advice line rose to 14,856, a 25% increase on the previous year; we helped boost the income of older people in Norfolk by £4,133,339 and provided 7,644 hours of telephone befriending.

Our information and advice, telephone befriending and dementia services are free at the point of delivery and are our key priorities for the forthcoming year. We are only able to continue to deliver these services thanks to donations from our generous supporters and donors.

I realise that you have many calls on limited funds, but do hope that you will feel able to join with us in making a difference to the lives of older people in your community by donating and helping us to continue making Norfolk a great place to grow older.

Yours sincerely



MICHELLE JAY
Fundraising Officer
T 01603 787 111
E fundraising@ageuknorfolk.org.uk

Case Studies

- How We Help

Vera* lives by herself in private rented accommodation; the cost of her rent is only just covered by her pension. As a result, she found the cost of heating her home sufficiently through winter *"a dread, year on year"*.

We undertook a benefits check and identified a potential entitlement to Council Tax and Housing Benefit, which were both later awarded. A grant was also awarded from the Surviving Winter Appeal thanks to Age UK Norfolk

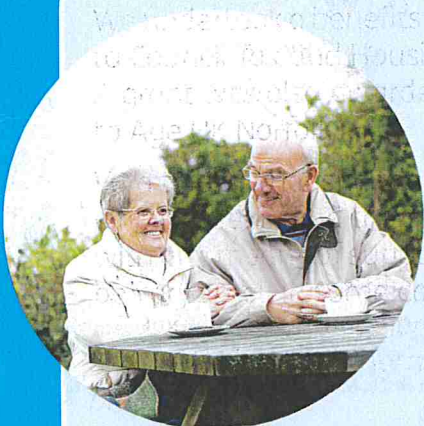
Vera told us that she thought her story was probably typical of many who suddenly find themselves entirely alone and have not been left with any means of support other than their own pension – which can be very small in some cases.



After David's wife, Jean*, was diagnosed with dementia, David steadily spent more and more of his time caring for her, resulting in him having on average, only 15 hours a week to himself.

David found out about our Pabulum dementia cafes and began visiting with Jean. David said he felt that, *"People who don't socialise or join groups might find it harder and harder to care for their loved ones and if the group wasn't there, it would be difficult. I wouldn't know what other services are available."*

David is also a telephone befriending member and has received assistance from our information and advice team with filling out attendance allowance forms. A successful application means the beneficiary can claim up to £83.10 a week.



When we first went to visit Betty*, she was quite tearful and said how lonely she can get even though she has a loving family.

We explained that there was no pressure with our telephone befriending service, it would just be someone to chat, smile and have some light hearted conversation with, but if she needed to just talk we were good at listening too.

Betty agreed to sign up and give it a go and hasn't looked back since.

"The telephone befriending service is lovely, it is so nice knowing someone is out there contacting you to see if you are OK. If I had a problem I couldn't see my way through, I know I can either phone or wait for my call and they will listen and help me."



Sprowston Town Council
PLANNING APPLICATIONS – 25 APRIL 2018

Broadland DC App.No. 2018/0434 **Applicant** Mrs Anne Friend
as location **Location** Sprowston Court, 90 Wroxham Road, NR7 8EX

Classification: Minor dwellings
Type: Full Permission

Description: Replacement of Attic Casement Windows – Opening Parts Only

Broadland DC App.No. 2018/0529 **Applicant** Mr & Mrs McCann
as location **Location** 53 Cozens Hardy Road, Sprowston, NR7 8QG

Classification: Minor dwellings
Type: Full Permission

Description: Two Storey Side and Rear Extension

Broadland DC App.No. 2018/0563 **Applicant** Mr & Mrs Chapman
as location **Location** 4 Sursham Avenue, Sprowston, NR6 7LD

Classification: Minor dwellings
Type: Full Permission

Description: Single Storey Rear Extension and Hip to Gable End

Sprowston Town Council

Payments

Meeting Date: 25th April 2018

| | | | | | | |
|---------------------|--------------------|---|-----------------|---------------|-----------------|------|
| <u>Invoice Date</u> | <u>Invoice No.</u> | | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | BACS |
| 10/04/2018 | 45412 | Baileys Of Norfolk <u>Details</u> Topdressing, Renovation Mix | 414.00 | 82.80 | 496.80 | 9 |
| <u>Invoice Date</u> | <u>Invoice No.</u> | | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | BACS |
| 17/04/2018 | SI18-04604 | Bidwells <u>Details</u> Professional Services: Phase 4 sports Hall Recreation Ground | 3,013.20 | 602.64 | 3,615.84 | 10 |
| 11/04/2018 | SI18-04538 | | 1,200.00 | 240.00 | 1,440.00 | |
| | | | 4,213.20 | 842.64 | 5,055.84 | |
| <u>Invoice Date</u> | <u>Invoice No.</u> | | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | BACS |
| 13/04/2018 | 804017166 | Copy IT Digital Solutions Ltd <u>Details</u> Photocopies: 19/06/2017-31/07/2017 | 16.37 | 3.27 | 19.64 | 11 |
| <u>Invoice Date</u> | <u>Invoice No.</u> | | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | BACS |
| 06/04/2018 | 3360 | Cozens (U.K.) Ltd <u>Details</u> Streetlighting : March 2018 | 600.00 | 120.00 | 720.00 | 12 |
| 09/04/2018 | 3374 | Led Lantern: 18 Gurney Drive | 425.00 | 85.00 | 510.00 | |
| | | | 1,025.00 | 205.00 | 1,230.00 | |
| <u>Invoice Date</u> | <u>Invoice No.</u> | | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | BACS |
| 04/04/2018 | 581687 | Hugh Crane Cleaning Equipment Ltd <u>Details</u> Breaker Cleaner/Descaler | 21.84 | 4.37 | 26.21 | 13 |
| <u>Invoice Date</u> | <u>Invoice No.</u> | | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | BACS |
| 12/04/2018 | STC34 | Dazzle Cleaning co <u>Details</u> Bus Shelter cleaning: April 2018 | 99.00 | | 99.00 | 14 |
| <u>Invoice Date</u> | <u>Invoice No.</u> | | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | BACS |
| 23/03/2018 | 4794618 | ESPO <u>Details</u> Refuse sacks, Gloves, Centrefeed Rolls, T. Tissue | 51.98 | 10.4 | 62.38 | 15 |
| 06/04/2018 | 4800743 | Cleaning Materials/Laminated Pouch's | 70.96 | 14.2 | 85.16 | |
| 06/04/2018 | 4800744 | Cleaning Materials | 267.74 | 53.55 | 321.29 | |
| | | | 390.68 | 78.15 | 468.83 | |
| <u>Invoice Date</u> | <u>Invoice No.</u> | | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | BACS |
| 11/04/2018 | 219295 | Flameskill Limited <u>Details</u> Annual Service fire equipment | 108.95 | 21.79 | 130.74 | 16 |

| | | | | | | |
|--|--------------------|--|-----------------|-----------------|-----------------|--------------|
| Invoice Date | Invoice No. | | Net | VAT | Amount | BACS |
| 01/04/2018 | 4321/2018/19 | Annual Membership | 90.00 | | 90.00 | 17 |
| ICCM Details | | | | | | |
| Intouch Systems Co.UK | | | | | | |
| Invoice Date | Invoice No. | | Net | VAT | Amount | BACS |
| 06/04/2018 | 639662 | Office Internet:May 2018 | 60.00 | 12.00 | 72.00 | 18 |
| 06/04/2018 | 639441 | Hosted Exchange x6 : April 2018 | 50.00 | 10.00 | 60.00 | |
| | | | 110.00 | 22.00 | 132.00 | |
| H Morris Details | | | | | | |
| Invoice Date | Invoice No. | | Net | VAT | Amount | BACS |
| 11/04/2018 | | Cleaning Services:Holiday Cover | 275.00 | | 275.00 | 19 |
| Moviola Ltd Details | | | | | | |
| Invoice Date | Invoice No. | | Net | VAT | Amount | BACS |
| 10/04/2018 | | Murder on the Orient Express | 113.54 | 21.71 | 135.25 | 20 |
| Norfolk Association of Local Councils Details | | | | | | |
| Invoice Date | Invoice No. | | Net | VAT | Amount | BACS |
| 01/04/2018 | 1890 | Annual Subscription 2018/2019 | 1,280.55 | | 1,280.55 | 21 |
| Society of Local Council Clerks Details | | | | | | |
| Invoice Date | Invoice No. | | Net | VAT | Amount | BACS |
| 05/04/2018 | 10786 | ALCC Membership | 364.00 | | 364.00 | 22 |
| TOTAL OF INVOICES | | | | | | Trf 3 |
| | | | 8,522.13 | 1,281.73 | 9,803.86 | |
| Transfer: | | STC Drawings a/c to Salaries a/c | | | | Trf |
| Transfer: | | STC Drawings a/c to Petty Cash Imprest a/c | | | | |
| | | | 8,522.13 | 1,281.73 | 9,803.86 | |
| Transfer: | | STC General a/c to STC Drawings a/c | | | 9,803.86 | Trf 3 |

.....
Councillor

.....
Councillor

.....
Town Clerk

Meeting Date: 25th April 2018

Sprowston Town Council Barclaycard Payments

| <u>Invoice Date</u> | <u>Invoice No.</u> | <u>Amazon Details</u> | <u>Net</u> | <u>VAT</u> | <u>Amount</u> |
|--------------------------|--------------------|-------------------------------------|---------------|--------------|---------------|
| 30/04/2018 | 155753631 | Urinal Deoderisers | 25.79 | 5.16 | 30.95 |
| <u>Invoice Date</u> | <u>Invoice No.</u> | <u>Thomson Sawmills Ltd Details</u> | <u>Net</u> | <u>VAT</u> | <u>Amount</u> |
| 06/04/2018 | 117645 | Rails, Posts | 149 | 29.8 | 178.8 |
| Total of Payments | | | 174.79 | 34.96 | 209.75 |

Due by Direct Debit 27 th April 2018

Sprowston Town Council

Direct Debits

Meeting Date: 25th April 2018

| | | | | | | |
|---|--------------------|--|------------|------------|---------------|-------------|
| Invoice Date | Invoice No. | | Net | VAT | Amount | BACS |
| 31/03/2018 | 4258826 | Angel Springs Ltd (T/A Waterlogic) | 3.57 | 0.71 | 4.28 | |
| Details Environmental Charge:Bottled Water March 2018 | | | | | | |
| | | | | | | |
| Invoice Date | Invoice No. | | Net | VAT | Amount | BACS |
| 01/04/2018 | 592757 | Anglia Farmers | 20.81 | 4.16 | 24.97 | |
| 01/04/2018 | 592757 | Screwfix:Brackets,Silicone Glue | 144.16 | 28.83 | 172.99 | |
| 01/04/2018 | 592757 | Vodafone:Telephones February 2018 | 55.17 | 11.03 | 66.20 | |
| 01/04/2018 | 592757 | Vodafone:Credit Note WLR DIR.Oct-Dec17 | 21.09 | 4.21 | 25.30 | |
| 130.89 26.17 157.06 | | | | | | |

| | | | | | | |
|---------------------------------------|--------------------|-----------|------------|------------|---------------|-------------|
| Invoice Date | Invoice No. | | Net | VAT | Amount | BACS |
| 10/04/2018 | 65768646 | PHS Group | 43.75 | 8.75 | 52.50 | |
| Details Micro Toilet Tissue | | | | | | |

| | | | | | | |
|---|--------------------|--------------------------|------------|------------|---------------|-------------|
| Invoice Date | Invoice No. | | Net | VAT | Amount | BACS |
| 10/04/2018 | 167840546/18 | Total Gas & Power | 8.96 | 0.45 | 9.41 | |
| 10/04/2018 | 167840557/18 | Sportsfield FloodLights | 1,014.09 | 202.83 | 1,216.92 | |
| 10/04/2018 | 167996889/18 | Sprowston Diamond Centre | 2,884.93 | 576.98 | 3,461.91 | |
| 3,907.98 780.26 4,688.24 | | | | | | |

| | | | | | | |
|--|--------------------|--------|------------|------------|---------------|-------------|
| Invoice Date | Invoice No. | | Net | VAT | Amount | BACS |
| 01/04/2018 | S101109671 | Veolia | 225.80 | 45.16 | 270.96 | |
| Details All sites skip hire March 2018 | | | | | | |

Total Direct Debits **4,311.99** **861.05** **5,173.04**