



NOTICE OF MEETING

AND SUMMONS TO ATTEND


The meeting of Sprowston Town Council
will be held in the Council Chamber at the Council Office, Recreation Ground
Road, Sprowston NR7 8EW on Wednesday 17 October 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 meeting held on 26 September 2018. Pages 1 - 5
4. To receive any Police Liaison Officer's report.
5. Presentation - Clair Lincoln (SYEP) Pages 6 - 19
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 20
8. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak¹.
9. To receive the report of the Town Clerk. Pages 21- 31
 - 1.1 Footpath Between Library and Tennis Court
 - 4.1 Grant Aid - Royal British Legion
 - 4.2 Grant Aid - Nation Accident rescue Service (NARS)
 - 4.3 Personnel
 - 4.4 Broadland District Council Annual Parish/Town Council Meeting
 - 5.1 Environmental Agency - Flood & Coastal Management Strategy
 - 5.2 Sprowston / Old Catton Beat Manager
10. Proposed renaming of Council Chamber to John Bracey Room
11. Adjourn the meeting for a short break.
12. To consider planning applications to 17 October 2018. Pages 32 - 33
13. To receive the summary of income & expenditure and balance sheet to 30 September 2018. Pages 34 - 43
14. To receive the schedule of fixed loan repayments. Page 44
15. To identify capital projects to be included in the 2019/20 budget.
16. To confirm the payment of accounts to 17 October 2018. Pages 45 - 47
17. To receive the schedule of credit card payments. Page 48
18. To receive the schedule of direct debits Page 49
19. To receive any written/verbal reports from the Council's Committees and Working Groups.

20. To receive any written and verbal reports from Members Representing the Council on or at outside organisations (Minutes WWI Centenary Meeting 04.10.18)



**June Hunt
Town Clerk**

11 October 2018

Council Office, Sprowston Recreation Ground . Recreation Ground Road Sprowston . Norwich.NR7 8EW
Tel: 01603 408063 . Email: townclerk@sprowston-tc.gov.uk

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.

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

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

It should be noted that Councillors Mr Knowles 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 both 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 – 26 SEPTEMBER 2018

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 26 September 2018, the following Members were present:-

Mr J M Ward – Chairman

Mr W F Couzens	-	Mrs J Leggett
Mr R A Fowkes	-	Mr J H Mallen
Mr R J Knowles	-	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
Mr J Fisher	-	Norfolk County Councillor - Sprowston North East and Thorpe St. Andrew West

1 member of the public was present

18/216. APPOINTMENT OF CHAIRMAN

Mr N Shaw proposed, seconded by Mrs J Leggett the nomination of Mr J M Ward to act as Chairman for the duration of the meeting and on being put to the vote the motion was carried.

18/217. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

18/218. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Ms G Landamore, Mrs B J Lashley, Mr K Lashley and Mr I Moncur.

18/219. MINUTES

The Minutes of the Council's meeting held on 5 September 2018, having previously been circulated to all Members were confirmed subject to the following amendments

Insert verbal apologies were received from Mr J H Mallen

Minute 18/202, delete 5 September 2018 and insert 8 August 2018

Minute 18/206, delete Mrs J Leggett verbally reported that the new joint and insert Mrs J Leggett verbally reported that the recruitment of the new joint Managing Director

and signed by the Chairman of the Council.

18/220. POLICE LIAISON OFFICER'S REPORT

Members noted the September Newsletter.

The Town Clerk reported additional permissible details on the incidences of criminal damage and public alarm recorded in the August Newsletter as requested.

Mrs J Leggett advised that Broadland District Council had appointed a Neighbourhood Team Sergeant. She had asked the Sergeant to attend the next meeting of the Safer Neighbourhood Team and noted the Sergeant's comments on the importance of attending parish and town council meetings.

Mr N Shaw asked if the incidences of anti-social behaviour were linked to the incidences of criminal damage or public fear advising that he would like to see this detail included in future Newsletters.

Mr W F Couzens did not feel that the statistics reflected the number of reported incidences of anti-social behaviour at Barkers Lane.

Mr J H Mallen felt that there would be more clarity if the Neighbourhood Team Sergeant attended future Council meetings.

18/221. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr Ward also verbally reported:

- (1) a recent traffic survey has recorded that 21,000 vehicles a day are using Broadland Northway.
- (2) the UEA have agreed to become the academic partner to the Gateway to Medieval England Project at Norwich Castle, and will work closely with the castle in a number of areas over the next 3 years.
- (3) Councillor Penny Carpenter has stepped down as Chairman of the Children's Services Committee a new chairman will be appointed at the next full council meeting on 15 October 2018 this is likely to be Councillor Stuart Dark who is currently Vice-Chairman. The nomination for Vice-Chairman is Judy Oliver.

Mr J H Mallen asked if there were any further statistics regarding motor vehicle accidents on the Broadland Northway roundabouts.

Mr Ward responded that work was ongoing.

Mrs J Leggett verbally reported that:

- (1) the appointment of the new joint Managing Director would be ratified at Broadland District Council's Meeting to be held on 4 October 2018.
- (2) the Broadland Dementia Action Alliance has launched the first "Dementia" in Broadland survey. It is for anyone living with or affected by dementia in Broadland. The survey is available on line and is open until 28 October 2018.
- (3) she had attended Hemblington School's launch of a Bike, Walk, Scoot Club. The idea is to help keep pupils fit and healthy through an active journey to school.

18/221. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

- (4) Broadland District Council is thinking of introducing a Public Spaces Protection Order (PSPO) under the Antisocial Behaviour Crime and Policing Act 2014. This will replace the use of current legislation, namely the Dogs (Fouling of Land) Act 1996 and will apply to the whole of the Broadland District. The purpose of this is to simplify where a dog fouling offence can be committed, covering more areas of the district than the existing legislation currently does. The level of fine that can be issued to an offender will also double from £50 to £100.

18/222. RESIDENT'S QUESTIONS

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

Mr J Fisher verbally reported:

- (1) it was National Recycling Week and to mark the event Norwich Castle would be lit to remind people of the importance of recycling. Broadland residents recycle 46.7% of their household waste through their home recycling bins. The Government is to launch a strategy on waste in the Autumn and it is likely that there will be a tax on incineration which will put the cost up but he did not know if this would apply to exports. All Councils will be looking to increase recycling.
- (2) Children's Services will close 46 of their 53 centres and the remaining 7 will become District Hubs. This will bring the services into the community to the children and families who need it most making it easier for families to access the information and advice they need.
- (3) repairs to pavements and surface dressing continues.

The meeting was reconvened.

18/223. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 No matters were reported

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Standing Orders - Proposed Amendments

Members considered The National Association of Local Council's proposed amendments to Standing Orders and it was

RESOLVED to adopt the changes to the Councils Standing Orders with immediate effect.

18/223. REPORT OF THE TOWN CLERK (CONTINUED)

PLANNING AND TRANSPORTATION

5. No matters were reported

18/224. MEETING ADJOURNMENT

On the motion of Mr J M Ward, seconded by Mr T Landamore it was **RESOLVED** not to adjourn the meeting due to the early hour.

18/225. PLANNING

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

Having considered each application and the accompanying plans the Council

RESOLVED

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

2018/1441 - loft conversion including dormer on roof slope and roof lights in front slope at 7, Parana Road

2018/1468 - two storey single storey rear extension, garage, conversion & front porch at The Oaks, 34 North Walsham Road

2018/1507 - first floor and single storey rear extensions at 42, Alford Grove

(b) to oppose the granting of planning application 2018/1449 - double sided totem sign (revised proposal) at 185, Wroxham Road on the grounds that it is too large and obtrusive.

(c) to raise no objection to the granting of planning application 2018/1473 - hip to gable side extension and rear dormer (revised proposal) at 8, Cuthbert Close subject to the side window (bedroom 4) not to overlook the neighbouring property.

(d) to oppose the granting of planning application 2018/1490 - two storey side extension, single storey front and side extension and single storey rear and side extension at 23, Lambert Road on the grounds that the proposed development is too close to the neighbouring property.

18/226. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

18/227. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Members noted the Minutes of the WWI Centenary Meeting held on 06.08.18.

Mr N Shaw reported on his attendance at the Department for Transport Meeting where he had made a suggestion to reduce noise disturbance from helicopters at airport facilities.

The Town Clerk reported on her attendance at a meeting with Broadland District Council advising that:

18/227. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS (CONTINUED)

- (1) Norfolk County Council no longer required the bus gate on Blue Boar Lane
- (2) areas to be adopted by Sprowston Town Council at Millers Field had been identified with the smaller areas near the culverts being the responsibility of a management company
- (3) there would be a revised plan for the area of land abutting Harrisons Woodland identified for community use to which the consortium of developers were favourable.
- (4) there would be a footpath/cycleway along Blue Boar Lane through Harrisons Woodland.
- (5) the open space adjoining the proposed School Playground will be adopted by the Council for football pitches with no shared use.

18/228. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 26 September 2018 totalling £12,787.06 and answered Members' questions arising therefrom.

On the motion of Mr J M Ward, seconded by Mr W F Couzens it was

RESOLVED that payment of the accounts to 26 September 2018 totalling £12,787.06 be approved and the schedule authorising payment signed by Mr R J Knowles and Mr J H Mallen.

18/229. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £1,827.92 was approved and noted.

18/230. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments totalling £12,482.48 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.

17 October 2018

CHAIRMAN

Sprowtston Youth Engagement Project 2018 (updated)

This has been another great year in terms of engagement and development for SYEP. The project has engaged with 164 (124 from Sprowtston) young people through the various different opportunities we provide for young people.

Community Green House Project

Our joint intergenerational gardening project has been running successfully for a year and we have engaged with 16 different young people, averaging 8 young people attending on a regular basis. Although numbers have not been high, the quality of the work that has been delivered with this group has been delivered to a high standard. The project would not have been as successful in terms of outcomes for our young people if we had worked with large groups. This is why the project works really well for young people who struggle with confidence, self-esteem, mental health issues and learning difficulties. It's a nice, friendly and relaxed environment, where young people can be themselves and learn how to grow plants. It's been amazing to see the positive relationships formed between the young people and our older volunteers, who have worked in a collaborative way to ensure the green houses can continue to run.

I love coming to the project on Mondays, I have been coming since the beginning and I love watching my plants grow. It gives me great satisfaction knowing I planted the seed that grew in to the vegetable that I can take home to eat at the end. I also really enjoy spending time with the older volunteers and learning from them. I enjoy listening to Allen's wars story's and to Mike teaching us about the different plants, I have learnt so much. Sam 16



Funded by The Youth Social Action Fund via the Norfolk Community Foundation.

Sprowtston Teen Café

Sessions have been well attended over the past year with 130 young people attending the project. We have a core group of around 65 young people who attend on a regular basis and sessions are accessed by between 35 and 45 young people weekly, with new young attending each week. We have run a number of activities which includes - indoor and outdoor sports, cake making sessions, music sessions, pizza nights, sumo suits and lots more. Sessions have also been delivered by outside organisations, including the Matthew Project, Know your Pride, The Sprowtston Dementia Friendly community, the Fire and Rescue Service and Lola Stafford.

Funded by Sprowston Town Council, SYEP fund raising and Donations via the Norfolk Community Foundation.

Old Catton Teen Café

Over the last year S.Y.E.P has delivered 48 sessions in old Catton. Two sessions were cancelled, one due to a holiday and the other was due to not having enough volunteers. Sessions have continued to be well attended and the project has engaged with 52 different young people. Out of the 52 young people 39 were from Old Catton and 13 were from other areas. Sessions averaged at 25 young people per session. Our busiest session was attended by 31 young people and our quietest by 5. There have been 3 x sessions where only 5 young people attended, these were due to a parents evening and exam revision. Sessions have been delivered at St Margret's church Hall and Old Catton recreation ground, using both venues continues to have its benefits and has worked well. We have delivered the same sessions as we have delivered in Sprowston.

I love youth, that's why I come every week. We get to go on trips and I get to spend time with my friends. Clare and the volunteers do a lot for us, thank you. Tallulah 15

Funded by Old Catton Parish Council and the Alderman Norman Foundation.

YSA Young Volunteer Programme/ Young Committee

This year we merged our young committee and young volunteer programme. 17 young people have taken part in these activities. Our volunteer programme involves young people designing and delivering two events over the funding year. The first event young people joined forces with the Sprowston Dementia Friendly Community and held a 1950's tea dance for people living with dementia and their families, which was attended by over a 100 people throughout the day. The young people visited a 1950's tea dance in Sheringham for research purposes, attended planning meetings, designed posters and completed risk assessments, so was an opportunity to learn new skills as well as doing something positive for their community. They also completed Dementia Friends training and are now Dementia Friends.

For the second project they delivered a Teddy Bear's picnic for families that had been struggling in some kind of way, for example a single parent or they may have lost a family member. The project was advertised via the Spixworth and Sprowston Sure Start Centre and the Norwich Food bank and was a great day. 31 parents and 50 children attended the day. The day was attended by children with learning difficulties and a girl who had terminal cancer. It was amazing that we could give her, her brother who had autism and her mum a special day together.

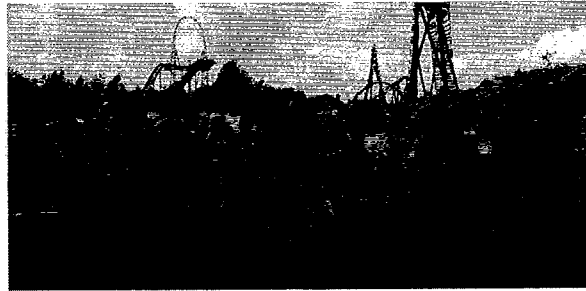
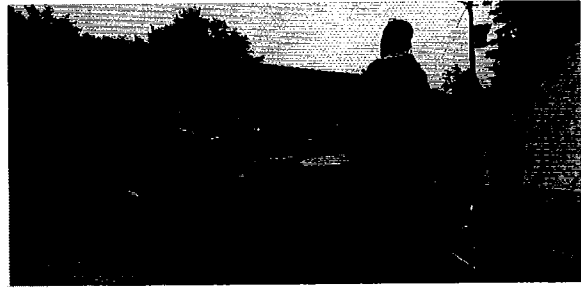
This project has been refunded and our young volunteers are currently in the process of organising a Themed Armistice Centenary Commemoration event that will take place on the 10th of November.

Funded by the Clarion Housing, Youth Social Action Fund via the Norfolk Community Foundation and supported by the Sprowston Dementia Friends, Senior Citizens Club, the CO OP, Tesco's and the Norwich Food Bank.

Holiday provision

Over the summer the young people accessing our projects have taken part in a number of positive activities which includes - Camping and three visits to Bitten Meadow with Ascend Adventure where young people took part in a number of outdoor activities. 6 young people took part in a mountain

climbing trip that was aimed at building confidence and self-esteem. 45 young people attended a trip to Thorpe Park.



Activities funded by Old Catton Parish Council, The Alderman Norman Foundation, Sprowston Town Council and Comic Relief via the Norfolk Community Foundation. Sponsored walk fund by Momentum Norfolk.

SYEP FC

This year we set up a football team at the request of some of the boys who attend our youth groups and is managed by Andy Bunter. These boys are some of our more challenging young people in terms of behaviour. By giving them something positive to focus on, in turn has had a positive impact on their behaviour. They play in the Christian League and have played some amazing games of football, winning the league with scores of 11- 1 and 12 -1 and only losing two matches.



We have now set up an under 14's football team that starting playing October.

Funded by SYEP.

Open Youth Awards

Both SYEP FC and our volunteers have been nominated and shortlisted for Team of the Year at the Open Youth Awards and our young volunteers won the category.



Norfolk Youth Awards 2018 at OPEN, Norwich. Photo credit Simon Finlay Photography.



Like



Comment



Share

Feedback -

'At the beginning of this year I had a break down and I had to drop out of college and stopped seeing friends and went in on myself. For a few months I was agoraphobic and only went outside when I only really needed to but for many of the time I would just stay in my house but more than likely I would just stay in my room. I heard of syep through my old youth worker Clare and she brought me along to the gardening club, at first I was terrified, I didn't know what to expect and was shaking; when i arrived there that was the first and last time I have ever felt like that. I looked and still look forward to getting there because it has given me a space to grow independent again without feeling pressured. It is always a calm fun time going there, never have I once felt judged or felt any negativity while being there. It's given me a life again where I don't need to constantly depend on other people, it's given me the opportunity to feel a part of something again. I enjoy the fact I have something to focus on, the enjoyment of giving back to community and the enjoyment of just going there every Monday when I always know I'm wanted and missed if I'm not there. It's made me feel stable and alive again and I can't help but thank syep for that'.. Rachel 19

Paula Hughes

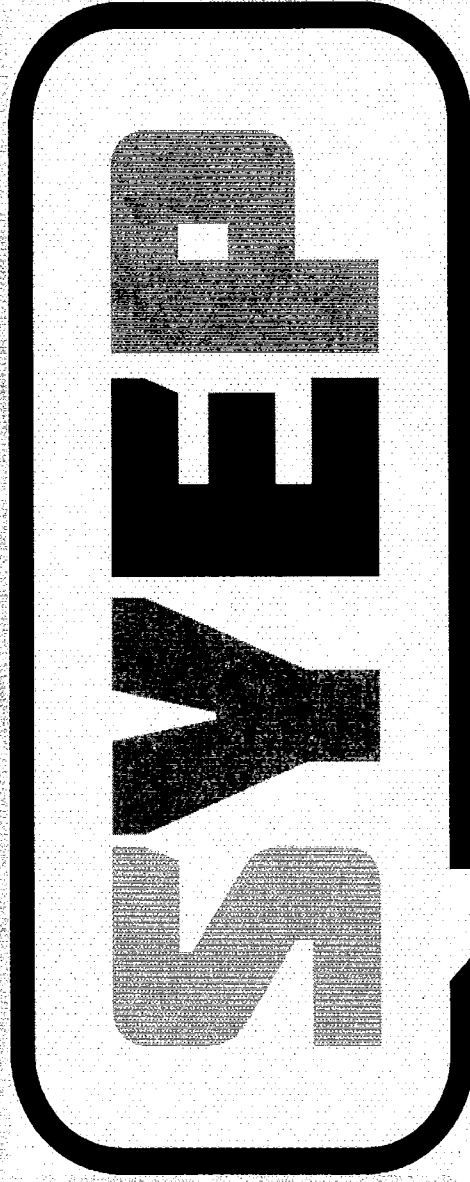
I have been attending the youth project at the greenhouse since soon after it began. It has been a pleasure to engage with these adolescents on a regular basis and see their skills and confidence grow, their interactions and communication has increased and I believe benefitted them as a whole. Team work has been demonstrated also and the rewards are obvious. I believe having a few individuals, (rather than many)has encouraged their ability with often one to one support to try tasks they wouldn't usually put themselves forward for. Such as building raised beds, using unfamiliar tools, planting and growing plants and vegetables. Then selling these product and therefore seeing the whole circle. I shall continue to support the group for the foreseeable future.

Clare Temple

I love being involved in the project it has definitely made me happier in my own life and I love getting together with everyone and getting involved in the events we do, it is a hobby which has enriched my life and I would be lost without it. It is often said that more and more people are feeling lonely and isolated, not just the elderly but young people as well and without community projects like this it would be worse.

Mike Ellard

SYEP have been a great asset to the glasshouses, they have gained a wide array of skills from sowing, cuttings and growing crops to maturity, even having a go at seasonal skills, Christmas wreaths and planting up presentation pots for the Christmas and Easter periods. They have tackled communication, funding, selling and advertising. Not to mention some carpentry skills on the way. May this continue. These are all good strengths for the future, but enjoying what they do along the way, is what it's all about.



**SPROWSTON YOUTH
ENGAGEMENT PROJECT**

PRESENTATION

INTRODUCTION



Year One

- Engaged with 164 young people (124 from Sprowston)
- Secured 1st year funding
- Built links with high school and about to start delivering 1:1 support
- Employing sessional worker who will be in post by November
- Built closer links with the police and have started taking referrals
- Co locating at the Help Hub at Broadland District Council
- Completed the National Three Peaks Challenge to raise own funds
- Launching event on the 20th November

8th October 2018

Report from Councillor John Ward

Broadland District Council

A Joint Managing Director for Broadland and South Norfolk District Councils was appointed on October 4th. He is Trevor Holden, Norfolk born and bred he attended Wymondham High School, worked at Lotus and served in the RAF as Wing Commander. He moved to local government in 2004 and is currently Chief Executive of Luton Borough Council. He takes on his new role in January.

At the planning meeting on 3rd October permission was granted for the Greater Norwich Food Zone at Honingham to go ahead. The first occupant of the site will Condominum Ltd who process mint and mustard from 2,000 acres of Norfolk farmland and sell it under contract to Colmans. The site should be operational by the time Colmans at Carrow closes in December 2019.

Norfolk County Council

NCC's Public Health Department has launched a Quit Smoking Campaign for the month of October called STOPTOBER. A free personal quit plan can be obtained via the NCC website.

Norwich Castle has received £9.2m from the Heritage Lottery Fund and £3.5m from public and private sources for the Keep Development Project which enables the project to proceed as originally planned. Building work will commence next summer with completion in 2020.

A courtroom drama 'Votes for Women- Suffragette on trial' will be performed in the old Shirehall Courthouse on various dates in Oct/Nov/Dec. Free with museum entry. Details from Castle Museum.

COUNCIL MEETING – 17 OCTOBER 2018

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Footpath Between Library and Tennis Court

Attached, is a quotation from A. Waterfield & Sons Ltd for the footpath between the Library and Tennis Courts.

Recommendation: to consider the received quotation.

CEMETERY

2.1 No matters to report.

STREET LIGHTING

3.1 No matters to report.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Grant Aid - Royal British Legion

The Remembrance Service will be held at St Mary and St Margaret Church on **SUNDAY 11th NOVEMBER AT 10:45am** where the Chairman of the Council, Mr I Moncur, will lay a wreath on behalf of Sprowston Town Council.

For information the Council's donation in 2017 was £300.

Recommendation: to consider a donation to the Royal British Legion.

4.2 Grant Aid – National Accident Rescue Service (NARS)

Attached, is a letter requesting grant aid for NARS Norwich Office.

For information the Council's donation in 2017 was £100.

Recommendation: to consider a donation to NARS.

4.3 Personnel

Further to Minute 18/190 4.1 interviews have taken place for a member of the Groundsman team and it is

Recommended to Council that Mr Taylor Street be appointed to the post of Groundsman for 37 hours per week commencing 29 October 2018 on NJC Scales spinal column point 21 (SCP 21-25).

4.4 Broadland District Council Annual Parish/Town Council Meeting

Attached, for information is notification of the Annual Parish/Town Council meeting, including workshops, to be held on the evening of Thursday 29 November 2018.

Recommendation: for Members to identify attendance, together with preferred workshop, so that a booking can be made with Broadland Council.

PLANNING AND TRANSPORTATION

5.1 Environmental Agency – Flood & Coastal Risk Management Strategy

The Environment Agency is currently reviewing the Flood & Coastal Erosion Risk Management (FCERM) National Strategy and have circulated the attached feedback form to all local Councils and anyone else it is felt would be interested in commenting.

The Environment Agency is working with different organisations to decide how flooding and coastal change should be managed over the next 25 years. They are also talking to people who live in areas that have suffered from flooding or coastal change and/ or may be at risk. This feedback will be used to inform a national strategy for the future management of flooding and coastal change in England to 2050.

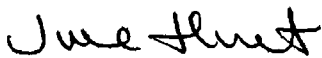
Feedback forms can be returned to the office for passing back to the FCERM strategy team.

More information is available at
<https://consult.environment-agency.gov.uk/fcrm/fcerm-national-strategy-info/>

Attached, is a completed consultation form submitted by one of our Sprowston residents, circulated to this Council for information.

5.2 Sprowston / Old Catton Beat Manager

Attached, for Members information, is an open letter to the residents of Sprowston and Old Catton.



**June Hunt
Town Clerk**

REC
17/9/18



Mrs Hunt
Clerk to Sprowston Town Council
Recreation Ground Road
Sprowston
Norwich
NR7 8EW

17 Rainsborough Rise
Thorpe St Andrew
Norwich
NR7 0TR

12 September 2018

Dear Mrs Hunt,

I am writing on behalf of the Norfolk Accident Rescue Service, a charity which, as you may know, provides emergency medical care to people who have suffered traumatic or life-threatening injuries or serious medical conditions, such as cardiac arrest. NARS provides this service throughout Norfolk, and all of our Critical Care Paramedics and Doctors provide their services voluntarily in their spare time.

We are delighted to announce that we have just launched our brand new response vehicle to replace our ageing Audi estate car (Medic 22) - which is now nearly 10 years old and has over 90,000 miles on the clock. This represents a great step forward for NARS. It will increase our capability and ensure that we will have a reliable, fast and capable Critical Care Unit available for the next 7 years at least. The Audi will be relegated to secondary duties, but will remain fully equipped and in service. The capital purchase of the new vehicle has been made possible by way of a generous legacy, but it is vital that we keep 'running funds' coming in. We will continue to garage our vehicle in Dereham, located at the geographical centre of Norfolk and very well placed to access the A47, A11 and other main routes. In addition to this our individual responders have standardised, up to date, equipment and their own cars are equipped with blue lights and sirens to enable them to respond directly from home.

During the last year, we have successfully fund-raised for, and have purchased, an additional six Lucas automatic CPR machines, together with two advanced monitor/defibrillators. This life-saving equipment helps to make a great difference at the scene of cardiac arrests – our biggest single category of call.

Last year NARS medics responded to 593 calls, 466 of these calls were for patients who required critical care. These calls were to places all over Norfolk – on major roads, places of work and in tiny villages. These figures alone demonstrate the value of maintaining the NARS service. Indeed, there are many people alive in Norfolk today, who quite literally, owe their lives to NARS personnel.

For some time, NARS has recognised that it can only continue to deliver effective Critical Care services in Norfolk, if we have an adequate number of highly trained responders. We are running an ambitious training programme, which will eventually result in an additional 15 Critical Care paramedics to help the people of Norfolk. It is vital that we raise additional funds to support this programme.

NARS has recently moved into its new permanent headquarters in Dereham. The new premises will function as an operational base for the response vehicles as well as offices and crew facilities. Most importantly, it will be developed as an advanced training centre to provide first aid training for the public and clinical training for our own team.

The building will still require significant further investment to adapt and equip it as required, which will take some time, but this represents a significant step in consolidating the future of the charity and its ability to deliver life-saving services.

NARS receives no funding from the NHS or the Ambulance Trust, so we rely entirely upon donations from councils, individuals and businesses to maintain this vital service. In August 2017 Sprowston Town Council very kindly made a £100.00 donation, we would therefore like to ask the Parish Council to consider making a further donation to continue to support this life-saving service.

I will be sending, by e-mail, a link to our new website which is now live. Please take the time to have a look.

Yours faithfully



Mandy Moore
Fundraising Administrator
E : mandy@nars.org.uk
M: 07508 712145
W: www.nars.org.uk
Reg Charity 261666

JHunt

From: Linda Mockford <Linda.Mockford@broadland.gov.uk>
Sent: 08 October 2018 10:16
To: parish
Cc: Dawn Matthews; Tanya Rowlandson; Shirley Angel
Subject: Annual Parish/Town Council meeting - Thursday 29 November @ 7pm

Dear Parish/Town Clerk,

We are arranging to hold the Annual Parish/Town Council meeting on the evening of **Thursday 29 November 2018**.

Following the success of the last meeting, we propose to hold informal breakout sessions again where parish clerks and councillors can speak to relevant officers about matters they need information on or that are concerning them. It is anticipated to have similar breakout sessions as last year, as follows, but we are open to suggestions on different subjects that you think are relevant:

- Planning
- Governance including the 2019 elections
- Environmental issues
- Finance and precept setting
- Community grants, funding and CIL
- Community safety and policing
- Community engagement

If you have any suggestions for other areas that you'd like to see covered, please email me details.

Further information will follow in due course but at this stage, I wanted to get the date in your calendars.

Regards,

Linda

Linda Mockford
Electoral Services Manager
Broadland District Council

Tel: 01603 430424
Fax: 01603 430411
www.broadland.gov.uk
linda.mockford@broadland.gov.uk



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FCERM Strategy Feedback - Community Groups/ Flood Wardens

August 2018

Context

We are working with different organisations to decide how flooding and coastal change should be managed over the next 25 years.

We are also talking to people who live in areas that have suffered from flooding or coastal change and /or may be at risk.

This feedback will be used to inform a national strategy for the future management of flooding and coastal change in England to 2050.

It's been predicted that flooding and changes to our coast will increase over the next 25 years. If you could do one thing to change or help how this is managed, what would that be?

From Robert Craggs 297A Wroxham Road Sprowston Norwich NR7 8RN Tel 01603 402428

Dear Tina,

Suggestion: Relevant Information in order to Manage a situation

We are up against mother nature and she is not as predictable as we would like. The best indication of what we face in the future, regarding this issue, is in my opinion, what has happened in the past. And if the factors influencing this situation can be identified, even simple factors, such as things tending to get better or get worse, and what these factors are that contribute to things getting better or getting worse, such as increased development, then we need to be able to plot and insert this information into a dynamic model - in order to best manage the situation.

This requires sophisticated IT modelling and this can be very expensive that it appears to be prohibitive. However, there will be some companies who have developed models for Marketing or Metriology for predictive purposes, who just might be community minded and disposed to help to minimise (y)our costs. Even loaning an IT specialist programmer.

The task needs to have a holistic approach of course, to combine the effects of flooding from the sea combined with run-off from the land and where groundwater is present under the land.

I have had a very keen interest in flooding and been involved with flood risk in my area for many years.

That is my best thinking at this stage, and I am sorry if it does not offer much. However, I am very interested to learn more because with increased knowledge of the subject I do feel able to contribute more.

I am a qualified mining engineer with good geological understanding.

Kind Regards

Robert Craggs MiMin E C.Eng

If you are interested, a consultation document will be published in winter/spring 2019. Details will be available online: <https://consult.environment-agency.gov.uk/fcrm/fcrm-national-strategy-info/>

Question

Thank you for your feedback!

Please send this to your local Flood Resilience team, who will ensure your thoughts and ideas are captured.

FCERM Strategy Feedback - Community Groups/ Flood Wardens

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Question

It's been predicted that flooding and changes to our coast will increase over the next 25 years. If you could do one thing to change or help how this is managed, what would that be?

Thank you for your feedback!

Please send this to your local Flood Resilience team, who will ensure your thoughts and ideas are captured.

customer service line
03708 506 506

incident hotline
0800 80 70 60

floodline
03459 88 11 88

Dear residents of Sprowston and Old Catton

Following the departure of our PCSOs our new neighbourhood team is up and running. I would like to hear from any local residents who think there is a problem in their area which police should be aware of/taking action on. I have a new pool of police officers ready to assist with appropriate issues in our area, and am keen to use this resource.

Current neighbourhood priorities are speeding on Church Lane and Pioneer Road Sprowston, and anti-social behaviour on Barkers Lane Playing Field Sprowston and Taylors Lane Old Catton. Some good work has recently been done on these issues with numerous speed checks conducted on the roads in question, 14 formal anti-social behaviour letters and warnings issued to people creating issues in the area, and 4 arrests/court summons for more serious offences.

If you have any ideas please email me at SNTSprowston@norfolk.pnn.police.uk, write to me Nick Roberts, Sprowston Police Station, Wroxham Road, Sprowston NR7 8TU or come to our next meeting at Old Catton Council Hall, Recreation Ground, Old Catton on 22nd October at 19:00.

Nick Roberts

Sprowston/Old Catton Beat Manager PC 1628

Sprowston Police Station

Norfolk Constabulary

Wroxham Road

Sprowston NR7 8TU

Tel: 01603 276721

Email: robertsn@norfolk.pnn.police.uk

Sprowston Town Council
PLANNING APPLICATIONS – 17 OCTOBER 2018

Broadland DC App.No.
2018/1000

Location
11 Falcon Road East, Sprowston, NR7 8XZ

Classification: Minor dwellings
Type: Full Permission

Description: Single Storey Rear Extension with Loft Bedroom

Broadland DC App.No.
2018/1528

Location
Land Adjacent The Grange, Salhouse Road, Sprowston, NR13 6LA

Classification: Minor dwellings
Type: Full Permission

Description: Removal of Conditions 4 & 5 of Planning Permission 20151386 (Footway Link and Off-site Highway Improvements)

Broadland DC App.No.
2018/1592

Location
Blenheim Villa, 110 Wroxham Road, Sprowston, NR7 8EY

Classification: Minor dwellings
Type: Full Permission

Description: Single Storey Side and Rear Extension

Broadland DC App.No.
2018/1593

Location
126 Wroxham Road, Sprowston, NR7 8EY

Classification: Minor dwellings
Type: Full Permission

Description: Erection of New Front Wall (Retrospective) and Erection of Freestanding Garden Room in Rear Garden

Broadland DC App.No.
2018/1179

Location
64 Cannerby Lane, Sprowston, NR7 8NF

Classification: Minor dwellings
Type: Full Permission

Description: Single Storey Side and Rear Extension

Broadland DC App.No.
2018/1613

Location
3 Tills Road, Sprowston, NR6 7QP

Classification: Minor dwellings
Type: Full Permission

Description: Raise Ridge, Convert Loft and Add Rear Extension

Broadland DC App.No.
2018/1617

Location
Land Adjacent The Grange Salhouse Road, Sprowston, NR13 6LA

Classification: Minor dwellings
Type: Amendment Section 73

Description: Removal of Conditions 3, 4 & 9 of Planning Permission 20171961 (Footway Link, Off-Site Highway Improvements and Arboricultural Method Statement for Construction of Footpath)

Sprowston Town Council

Fixed Loan Repayments (Annuity Basis - combining both interest & principal)

Loan Number	Start Date	End Term Date	Scheme	Original Loan £	Interest Rate	Bal o/s at 31.03.2018 £	Charges + Interest Due £	Principal Due £	Bal o/s at 30/09/2018 £
Annuity Basis - combining both interest & principal									
481134	14.07.98	2018	20yrs Streetlighting	60,000.00	5.88	-	-	-	-
489751	21.03.05	2030	25yrs Bowls Pavilion & Works	100,000.00	4.90	62,776.62	1,538.03	1,952.63	60,823.99
491908	28.07.06	2021	15yrs Machinery Store	65,000.00	4.85	19,577.59	474.76	2,599.81	16,977.78
EIP - Equal instalments of principal									
497743	03.09.10	2035	25yrs Cemetery Extension	100,000.00	3.46	70,000.00	1,211.00	2,000.00	68,000.00
498274	11.01.11	2036	25yrs Cemetery Extension	50,000.00	4.99	36,000.00	898.20	1,000.00	35,000.00
498275	11.01.11	2021	10yrs Rec. Grd BMX & Play	125,000.00	3.53	37,500.00	661.88	6,250.00	31,250.00
499162	01.12.11	2031	20yrs Acquisition School Lane	314,000.00	3.31	219,800.00	3,637.69	7,850.00	211,950.00
499163	01.12.11	2021	10yrs Renovation School Lane	100,000.00	2.24	40,000.00	448.00	5,000.00	35,000.00
502857	13.03.14	2064	50yrs Cemetery Groundworks (260,000.00	4.50	239,200.00	5,382.00	2,600.00	236,600.00
505463	19/10/2016	2036	20Yrs SDC:Sports Hall	1,500,000.00	2.26	1,409,375.96	15,925.95	30,893.27	1,378,482.69
				2,134,230.17	30177.51	60145.71	2,074,084.46	90,323.22	

Sprowston Town Council Payments **17th October 2018**

Meeting Date:

<u>Invoice Date</u>		<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
04/10/2018		38264	312.00	62.40	374.40	124
Bartlett Signs <u>Details</u> Stickers: Play Equip, Signage :Diamond Centre						
<u>Invoice Date</u>		<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
20/09/2018		126693	207.12	41.42	248.54	125
27/09/2018		126985	139.20	27.84	167.04	
27/09/2018		127022	4.15	0.83	4.98	
Bartram Mowers Ltd <u>Details</u> Bearings,Blades,Air Filters Bearings,Switch,Stay Rope						
			350.47	70.09	420.56	
<u>Invoice Date</u>		<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
24/09/2018		1294753	604.50	30.23	634.73	126
Certas Energy t/a CPL Petroleum <u>Details</u> 1000 litres Red Diesel						
28/09/2018		140964	635.79	100.85	736.64	127
Collier Turf Care Ltd Turf Initiate,Barenbrug,Gallup Biograde,Belchin						
<u>Invoice Date</u>		<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
04/10/2018		3764	600.00	120.00	720.00	128
Cozens (U.K.) Ltd <u>Details</u> Streetlighting Maintenance:September 2018						
<u>Invoice Date</u>		<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
03/10/2018		79475	209.50	41.90	251.40	129
Contractors Equipment Sales Ltd <u>Details</u> Digger:Relay Timer Repair						
<u>Invoice Date</u>		<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
10/10/2018		8040369215	22.73	4.55	27.28	130
Copy It Digital Solutions <u>Details</u> Photocopies:30/08/2018-27/09/2018						
<u>Invoice Date</u>		<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
18/09/2018		4986999	49.56	9.91	59.47	131
01/10/2018		5008715	25.14	5.03	30.17	
ESPO <u>Details</u> Pens,Copy Paper,Laminated Pouches Blu Tack,Copy paper,Cable Ties,Hook loop Tai						
			74.70	14.94	89.64	

		Heritage Contract Services Ltd					
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
Cr	05/09/2018	924800	Refund: Invoice 924730 Bin Liners	38.99	7.80	46.79	132
Cr	17/09/2018	924821	Refund: Invoice 924730 Overcharge Jumbo Rol-	59.78	11.96	71.74	
	10/10/2018	924930	Caretaking/Cleaning services: November 2018	5,669.80	1,133.96	6,803.76	
				5,571.03	1,114.20	6,685.23	
		In Touch Systems					
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
	04/10/2018	651060	Hosted Exchange x6: Nov 2018	60.00	12.00	72.00	133
	02/10/2018	650681	Diamond Centre Internet: October 2018	50.00	10.00	60.00	
	07/09/2018	649033	Recreation Ground: Broadband Connection	285.48	57.10	342.58	
	25/09/2018	649495	Server Backup 18/09/2018-18/10/2018	49.00	9.80	58.80	
	02/10/2018	650881	Broadband: Recreation Ground office: Oct. 18	150.00	30.00	180.00	
	25/09/2018	649314	IT Relocation & upgrade	11,744.00	2,348.80	14,092.80	
				12,338.48	2,467.70	14,806.18	
		G Morris					
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
	10/10/2018		Cleaning Services 6th & 10th October 2018	85.00		85.00	134
		Moviola Ltd					
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
	02/10/218		The Leisure Seekers	106.25	20.25	126.50	135
		NVCS Ltd					
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
	24/09/2018	56552	Filter Coffee	73.71		73.71	136
		OJ Health and Safety Ltd					
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
	08/10/2018	1001891	Risk Assessments	700.00	140.00	840.00	137
		Reflex Sports Ltd					
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
	18/09/2018	2796	Reflex Temp Tape	12.00	2.40	14.40	138
		Sprowston Youth Engagement Project					
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
	17/10/2018		Grant aid (50%)	1,250.00		1,250.00	139

Invoice Date 10/10/2018 **Invoice No.** AW-7238
Details
 A Waterfield & Sons Ltd
 Resurface:Car Park, New dropped kerb

Net 38,150.00 **VAT** 7,630.00 **Amount** 45,780.00 **BACS** 140

TOTAL OF INVOICES 61,096.16 11,819.51 72,915.67 **Trf 23**

Transfer: **STC Drawings a/c to Salaries a/c** 20,000.00 20,000.00 **Trf 24**

Transfer **Petty Cash** 150.00 150.00 **Trf 25**

81,246.16 11,819.51 93,065.67

Transfer: **STC General a/c to STC Drawings a/c** 73,027.10 **Trf 23**

..... Councillor Councillor Town Clerk

Sproweston Town Council

Barclaycard Payments

Meeting Date: 17th October 2018

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
23/09/2018	804898	Amazon Co Uk	42.34	8.48	50.82
23/09/2018	805113	2 Radio Controlled Clocks	84.68	16.96	101.64
24/09/2018	320475	4 Radio Controlled Clocks	31.14	6.23	37.37
27/09/2018	4271565	Cricket Stumps	26.21		26.21
28/09/2018	23467	Card Holders	79.10	15.85	94.95
		Desk Pads			
			263.47	47.52	310.99

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
21/09/2018	S1562664	A.C. Leigh (Norwich)Ltd	16.50	3.3	19.80
		Cylinder Key (2)			

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
04/10/2018	64763	Progress Fuels	82.50	16.5	99.00
		Diesel			

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
21/09/2018	2583	Timpson Ltd	28.75	5.75	34.50
11/09/2018	597	Cylinder/Mortice Keys (4)	33.33	6.67	40.00
		Cylinder Keys:Pavilion external lock			
			62.08	12.42	74.50

Total Direct Debits 424.55 79.74 504.29

Total Payments

Due by Direct Debit 27th October 2018

Sprowston Town Council

Meeting Date: 17th October 2018

Direct Debits

Angel Springs Ltd					
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>
30/09/2018	4581044	Environmental Charge: September 2018	3.57	0.71	4.28
Details					
Broadland District Council					
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>
15/11/2018	100893746	Recreation Grd:Rates Oct18-Mar19	3540.00		3540.00
15/11/2018	115952849	Diamond Ctre:Rates Oct 18-Mar 19	3780.00		3780.00
15/11/2018	108888826	Cemetery:Rates Oct 18- Mar 19	1164.00		1164.00
8484.00					
Siemens					
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>
18/10/2018	A8458652	sharp Lease Rental	265.00	53.00	318.00
Details					
Total Gas & Power					
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>
10/10/2018	3004722699	Streetlights 01/09/201/-30/09/2018	2,210.30	442.07	2,652.37
10/10/2018	3004806090	Floodlights 01/09/201/-30/09/2018	7.70	0.39	8.09
10/10/2018	3004806101	Diamond Centre 01/09/201/-30/09/2018	232.17	46.44	278.61
2,450.17					
2,939.07					
Veolia Enviromental Services					
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>
30/09/218	SIO1123787	All sites skip hire September 2018	191.93	38.39	230.32
Details					
Total Direct Debits					
			11,394.67	581.00	11,975.67

Sprowston Town Council

Supplementary Payments

Meeting Date: 17th October 2018

Craftwork Upholstery Limited
Details
2: 3 Seater Settees

Invoice Date Invoice No.
04/10/2018 45862

Net	VAT	Amount	BACS
959.75	191.95	1,151.70	141

TOTAL OF INVOICES

959.75	191.95	1,151.70	Trfr 26
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Transfer: STC General a/c to STC Drawings a/c

<u><u>1,151.70</u></u>

.....
Councillor

.....
Councillor

.....
Town Clerk

Minutes WW1 Centenary meeting 4.10.18

Present: Simon Stokes (St. M & St. C) Ian Moncur (Chairman Town Council), Dean Akrill (St. M & St. C), Rosemary Clarke (St. Cuthbert's), Sheila Tuffield (Sprowston Church), Peter Savage (Sprowston Church). Michaels Graves (Gage Rd Chapel), Jim Taylor (RRH Neatishead), Bill Sayer (Scouts)

Apologies: Val Hill, Kirsty Deary (Methodist Church), Alistair McDougall (Scouts), Roy Hill, (British Legion), Ken Lashley (Sprowston Town Council), Philip Harvey (St. M & St. C).

- Ken will meet with Dean at Senior citizens club later this month – deferred from sept.
- Posters are done – prizes have been given with certificates. Check phil has sent info to Just Sprowston. Ian will deliver posters to local shops.
- Simon made contact with Air Cadets – response still pending
- digital copy of the book is at the council. Simon requested to buy 10 books. Will be on display at Diamond centre and Senior citizens. Individual pages can be ordered.
- Wooden bench organised. Will be near the shelter in the cemetery. Vegetation on memorial will be removed soon.
- Poppies from scouts are done. Will hopefully spell out 100 WW1 just through gates at St M&M.
- Bill will put the missing cup hook back on the St Cuthbert's memorial.
- Simon spoke to June about coordination of events in Diamond Centre. St Quintin room will be made available. Signs will be needed to direct visitors. 8 large Display boards will be needed for school art. Further ones needed for historical display. Ian will check availability.
- Rosemary will organise names on the crosses.
- Knitted poppies to be on net - finished
- Technical relay – will be shown on screen outside St M&M. Dean in liaison about this. All going ok. Tech people will be invited to the rehearsal on the Friday. (7pm)
- RRH Neatishead group will also attend rehearsal and on the Sunday morning to lay a wreath.
- Rosemary has written to invite local businesses to lay a wreath – police unable to attend but replied.
- Dementia café speaker not available, however painting produced by the group will displayed at the event. Article in Just Sprowston explained about it.
- Dean updated: actors in place for the drama, community choir will perform, separate poster will be created by Dean.
- Rosemary has produced laminated war poems to go on posts near the crosses outside St Cuthberts on the grass.
- Val Kibble forwarded 'welcome home' menu from Blue Boar Inn – Julie (Church Office) will be asked to enlarge it for Diamond centre & Senior citizens.
- Ken shared – Alan Morris (gardener @ hub) has written a poem – given to Dean
- Ashley will play trumpet at 9am wreath laying.
- Displays will be set up in St Quintin room, diamond centre Friday 9th November. Can stay up until Monday 12th.
- Timetable of people to man the event will ensure security of the artefacts. tba
- Ian will check timings for unlocking.
- **Date of next meeting Thursday 1st November 5pm St. Cuthbert's**