



## 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 20 February 2019 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 30 January 2019. Pages 1 - 6
4. To receive any Police Liaison Officer's report.
5. To receive correspondence & agree action/response arising from the minutes.  
(1) Letter from Thorpe St. Andrew Town Council (Enclosed)
6. To receive any written/verbal reports from Sprowston County and District Councillors. Page 7
7. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak<sup>1</sup>.
8. To receive the report of the Town Clerk. Pages 8 - 16
  - 1.1 Make Music Day 2019 - Broadland District Council
  - 1.2 Tree Health and Safety Survey
  - 1.3 Request to place a bench at Sprowston Recreation Ground in enclosed play area
  - 1.4 Windsor Park Gardens
  - 2.1 Consecration of Ground at Sprowston Cemetery
  - 4.1 Council's Insurance
  - 4.2 Request for donations to Broadland Tree Warden Network
  - 5.1 Norfolk County Council Overstrand Way, Sprowston - Double Yellow Lines
9. Adjourn the meeting for a short break.
10. To consider planning applications to 20 February 2019. Page 17
11. To receive any written/verbal reports from the Council's Committees and Working Groups. Pages 18 - 19
  1. Sprowston Heritage Meeting Notes 05.02.19
12. To receive any written and verbal reports from Members Representing the Council on or at outside organisations
13. To confirm the payment of accounts to 20 February 2019. Pages 20 - 21
14. To receive the schedule of credit card payments. Page 22
15. To receive the schedule of direct debits Page 23



**June Hunt  
Town Clerk**

**14 February 2019**

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

**Footnote:**

<sup>1</sup> *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](http://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](http://www.sprowston-tc.gov.uk) (go to Agenda and Minutes page). They are available (unless marked confidential) for public inspection at the Council Offices during public opening hours.*

*In the interests of openness and transparency, Councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.*

## **COUNCIL MEETING – 30 JANUARY 2019**

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 30 January 2019, the following Members were present:-

Mr I Moncur – Chairman

Mr R A Fowkes	-	Mrs J Leggett
Mr R J Knowles	-	Mr J H Mallen
Mrs B J Lashley	-	Mr B Osborne
Mr K Lashley	-	Mr J M Ward

In attendance

Mrs J Hunt	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer
Mrs K Vincent	-	District Councillor - Old Catton and Sprowston West
Mr J Fisher	-	County Councillor - Sprowston North East and Thorpe St. Andrew North West

1 member of the public was present

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### **19/017. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

<b>Member</b>	<b>Minute No. and Heading</b>	<b>Nature of Interest</b>
Mrs B J Lashley	Minute 19/024 1.1 - Settlement House Bowls Club	Chairman - Senior Citizens Bowls Club

### **19/018. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Mr W F Couzens, Mrs S L England, Ms G Landamore, Ms C T Rumsby and verbal apologies Mr N Shaw.

### **19/019. MINUTES**

The Minutes of the Council's meeting held on 19 December 2018, having previously been circulated to all Members, were subject to the following amendment

Minute 19/007 verbal report from Mrs Leggett item (1) delete PC Ross Tucker and insert PC Russ Tupper

confirmed and signed by the Chairman of the Council.

### **19/020. POLICE LIAISON OFFICER'S REPORT**

Mrs B J Lashley asked if there was a new Engagement Officer for Broadland.

Mrs J Leggett advised PC Vicky Bailey had taken up this post.

## **19/021. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr Ward also verbally reported:

- (1) at the last Norfolk County Council Environment, Development, Transport committee meeting it was agreed to recommend to full council the scrapping of the Norwich Joint Highways agency in 12 months time when all highways work currently done by Norwich City Council would revert to the County Council.
- (2) research published by the RAC Foundation show that Norfolk County Council repairs their potholes faster than Suffolk and Cambridgeshire. 8450 Norfolk potholes were repaired in 2018 which is almost double the previous year. A pothole needs to be 20mm deep to be considered in need of repair.
- (3) there will be a temporary road closure 21 - 25 February 2019 at North Walsham Road from its junction with Allens Lane for 30 yards northwards because of repairs to a fire hydrant.
- (4) three gritting runs were carried out during 29 and 30 January 2019 at 7.00pm, 1.00am and 5.00am in all areas of the county covering 2,200 miles on each run. There have now been 37 gritting runs since October using 8,000 tonnes of salt. Current stock holding is 12,500 tonnes.
- (5) we have been advised by the Local Government Commission that there will be a review of County Electoral arrangements i.e. number of councillors and boundaries prior to the 2021 Elections. Members will be briefed on 13 March 2019.

Mrs J Leggett verbally reported:

that the next meeting of the Safer Neighbourhood Action Panel Snap would be held on Tuesday 05 February 2019 commencing 7.00pm, at Old Catton Council Hall, Recreation Ground, Church Street, Old Catton, Norwich

## **19/022. RESIDENT'S QUESTIONS**

On the motion of Mr I Moncur, seconded by Mr J Ward 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 reported:

- (1) the planning appeal against the building of 300 houses in Racecourse Woods had been lost. Permission to build had conditions attached including Belmore Woods becoming a community woodland paid for by a charge on the proposed houses.
- (2) since the Broadland Northway had opened Salhouse Road was attracting an increase in HGV vehicles. Mr Fisher was to take this matter up with Norfolk County Council.
- (3) there is an application for double yellow lines on the White House Farm development.

## **19/022. RESIDENT'S QUESTIONS (CONTINUED)**

- (4) To help people live more independently IT was being used to assist the elderly i.e. alarms to feed back to a central unit.

Mrs K Vincent reported:

- (1) that she welcomed Sprowston Town Council using her County Councillor's budget to purchase a Westcotec Traffic Safety System (SAM2) but would like it to be sited in Sprowston West Ward.
- (2) that consideration of the Beeston Park Planning Application by Broadland District Council Planning Committee had been postponed due to drainage information out to consultees. It would probably be held in March 2019 and only residents who had previously commented could speak at this meeting. Mr I Moncur reported this was under review at Broadland.

## **19/023. PARISH TREE WARDENS**

Mr J M Ward proposed, seconded by Mr I Moncur that the position of Tree Warden for Sprowston be offered to Ben Jervis and Christine Hipperson, to be reviewed annually. On being put to the vote the motion was CARRIED.

## **19/024. REPORT OF THE TOWN CLERK**

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

#### **1.1 Settlement House Bowls Club**

Members noted that Settlement House Bowls Club would longer be hiring the Bowls Green at Sprowston Recreation Ground.

### **CEMETERY**

#### **2.1 No matters were reported**

### **STREET LIGHTING**

#### **3.1 No matters were reported**

### **CENTRAL ADMINISTRATION AND PERSONNEL**

#### **4.1 Norfolk County Council Children's Services**

Members noted the response from Andrew Proctor, Leader of Norfolk County Council to their letter regarding proposed restructuring of children's centres.

### **PLANNING AND TRANSPORTATION**

#### **5.1 Broadland District Council - Action on Empty Property**

Mr I Moncur proposed, seconded by Mr J M Ward to support Broadland District Council's intervention by means of an Empty Dwelling Management Order on an empty property in Sprowston. On being put to the vote the motion was CARRIED.

**19/025. MEETING ADJOURNMENT**

On the motion of Mr I Moncur, seconded by Mr R J Knowles it was **RESOLVED** not to adjourn the meeting due to the early hour.

**19/026. 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:

2018/2080 - two and single storey rear extension at 10, St. Marys Grove

2018/2074 - single storey extension to front, side and rear at 42, Lowry Cole Road

2018/2092 - proposed two storey side extension and internal alterations at 283, Wroxham Road

2018/2095 - single storey rear extension & front open porch at 203, North Walsham Road

2019/0018 - single storey front extension at 9, Falcon Road

2019/0020 - single storey front extension at 61, Blithemeadow Drive

2019/0075 - single storey front extension & garden room/workshop to rear garden at 11, Blackwell Avenue

**19/027. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

**(1) Town Clerk Interview Panel**

Mr I Moncur outlined the interview process that took place for the position of Town Clerk and Responsible Financial Officer and made a recommendation to the Council, on behalf of the Panel, to appoint Mr Guy Ranaweera effective 4 March 2019 on spinal column grade 45 - 57 with a starting salary of spinal column point 46. This grade will change on 1 April 2019 to spinal column point 39 - 51 with Mr Ranaweera on spinal column point 40.

Mrs B J Lashley requested that the Local Government Association be thanked for their support on behalf of the Council.

**RESOLVED** to accept the recommendation of the Interview Panel to appoint Mr Guy Ranaweera to the post of Town Clerk and Responsible Financial Officer effective 4 March 2019 on spinal column grade 45 - 57.

**(2) Grow Your Communities Network - Minutes 27.11.18**

Mr K Lashley verbally reported that:

**19/027. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**  
**(CONTINUED)**

- (1) Claire Lincoln now had a role at Sprowston High School involving one to ones with young people, enlarging on the excellent work that she already does.
- (2) following a suggestion from Mike Ellard to contact The Conservation Foundations Tools Shed, the group had received approximately 20 reconditioned tools. The organisation, working in association with HM Prisons and funded by The Big Lottery, repairs broken and unwanted garden hand-tools and offers them to local school children and community volunteers.

**(3) Sprowston Heritage - Minutes 11.12.18**

Mr B Osborne reported that work to upload archive images to the website was ongoing and a further meeting of the group was to be held on Tuesday 5 February 2019.

**19/028. ADOPT THE DRAFT FLEXIBLE WORKING POLICY**

Having requested and considered the draft Flexible Working Policy, it was

**RESOLVED** to thank the Town Clerk for preparing the draft policy but not adopt the Flexible Working Policy.

**19/029 REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

No written reports were received.

**19/030. SUMMARY OF INCOME AND EXPENDITURE AND BALANCE SHEET TO 31 DECEMBER 2018**

**RESOLVED** to approve and adopt the Statement of Accounts and Balance Sheet and Detailed Income and Expenditure to 31 December 2018.

**19/031. SPROWSTON DIAMOND CENTRE - EXPENDITURE TO 23 JANUARY 2019**

**RESOLVED** to approve and note the Sprowston Diamond Centre expenditure to 23 January 2019.

**19/032. COUNCIL OFFICE REFURBISHMENT - EXPENDITURE TO 23 JANUARY 2019**

**RESOLVED** to approve and note the Council Office Refurbishment expenditure to 23 January 2019.

**19/033. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 30 January 2019 totalling £14,277.34 and answered Members' questions arising therefrom.

On the motion of Mr I Moncur seconded by Mr K Lashley it was **RESOLVED** that payment of the accounts to 30 January 2019 totalling £14,277.34 be approved and the schedule authorising payment signed by Mr R J Knowles and Mrs B J Lashley.

**19/034. SCHEDULE OF CREDIT CARD PAYMENTS**

The schedule of credit card payments totalling £376.45 was approved and noted.

**19/035. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments totalling £7,254.06 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.

**20 February 2019**

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**CHAIRMAN**



10<sup>th</sup> February 2019

## Report from Councillor John Ward

### Broadland District Council

Rising sports stars in Broadland can apply for a Sports Champion Grant from BDC to help with the cost of their training or competing. Grants of up to £125 are available – closing date 25.2.19. To apply email [sport@broadland.gov.uk](mailto:sport@broadland.gov.uk)

The Chairman of BDC, Cllr Judy Leggett is holding a charity event at Hellesdon Community Centre on Saturday 9<sup>th</sup> March at 7pm entitled Songs, Music & Mirth, in aid of Leeway. Tickets £5 from Judy or the Leeway website.

The Council will not receive a Revenue Support Grant for the next year but additional Business Rates will be retained as a result of the Council taking part in a pilot of 75% Business Rate Retention. The surplus predicted is £43,000. New Homes Bonus legacy payments would continue to be paid but any new payments after 2020 are dependant on the next Spending Review.

### Norfolk County Council

On 31<sup>st</sup> January I attended the launch of the “Lets Scrap Fly Tipping” campaign. This is a joint initiative of the County and District Councils, The National Farmers Union, Environment Agency, County Land & Business Association and Norfolk Constabulary, all working together to combat fly tipping.

We recently had a presentation at County Hall on the activities of Norse. This Company is wholly owned by NCC and is the largest local authority trading company in the U.K. It employs 9680 staff (6195 in Norfolk) in 35 joint venture partnerships. It has a £3bn forward order book, a turnover of £279.9m and an underlying profit of £2.039m. It paid a dividend to NCC of £850k last year. It supports 142 apprenticeships and 160 work placements. Norse Care provides 1450 beds in 19 care homes and employs 1400 staff.

I was present at the opening of the new “Viking: Rediscover the Legend” exhibition at Norwich Castle. This is a British Museum and York Museum Partnership exhibition with additional items from our own collection. It is a magnificent exhibition and runs until September. It is hoped it will maintain visitor numbers when the Castle Keep is closed from May for redevelopment.

## COUNCIL MEETING – 20 FEBRUARY 2019

### Report of the Town Clerk

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

##### **1.1 Make Music Day 2019 – Broadland District Council**

Attached, is an email from Nicola Pye, the Economic Development (Play and Arts) Officer at Broadland District Council, highlighting Make Music Day which will take place on June 21 2019.

**Option:** to discuss the participation in Make Music Day.

##### **1.2 Tree Health and Safety Survey**

Enclosed, for Members consideration is the tree health and safety survey dated November 2018.

The following trees identified by their tag number corresponding to the survey are in need of professional work and a quotation for same has been requested from A.T.Coombes Associates Limited, as follows:-

4 (tag 126) Reduce height by 4-5m – My records do not show that there is a TPO on this tree. Also crown lift this tree

G1 Fell suppressed trees marked in magenta on the plan

784 Reduce crown over garden by 203m allowing for 4m clearance from property (applying as stated to T783 if necessary)

797 Reduce height by 3m and reduce lateral branches by 2m

921 Inspect bracing

805 Remove dead wood

807 Carry out tomography investigation at or around the 3m point to assess for internal decay which may jeopardise the structural integrity of the scaffold unions. Also clean out to remove dead wood.

808 Carry out aerial inspection of main primary union for signs of decay. Climber to report back to A.T.Coombes Associates Limited / the Council.

810 Remove upper stem at 5m and, going forward, manage as a 'living monolith'

811 Clean out and remove deadwood especially over path and reduce ONLY the outmost and uppermost extents by 3m. This is not an overall canopy reduction, rather an exercise in bringing in the most pronounced, wind-exposed limbs

812 Reduce the outermost and uppermost extents by 3m. This is not an overall canopy reduction, rather an exercise in bringing in the most pronounced, wind-exposed limbs.

815 Reduce the outermost and uppermost extents by 3m. This is not an overall canopy reduction, rather an exercise in bringing in the most pronounced, wind-exposed limbs.

817 Reduce the outermost and uppermost extents by 3m. This is not an overall canopy reduction, rather an exercise in bringing in the most pronounced, wind-exposed limbs.

826 Pollard to old failure point reducing height by approximately 8-10 m

827 Remove deadwood. Reduce crown by 4-5m

828 Remove deadwood

834 Reduce height to trifurcated stem at approximately 6m  
835 Remove upright growth throughout crown, radial crown reduction of 4-5m to balance  
842 Reduce height by 4-5m  
845 Reduce limb by 2-3m to reduce end weight, remove loose and dangerous deadwood over road  
921 Inspect bracing with sulphur tuft in stem wood and deadwood.

Tree No. Wooded Area off Gurney Drive, Sprowston  
(second area report to follow)

1 Remove Tree  
3 Reduce main limbs by 5m radially  
7 Clean out over path. Reduce over extended limb over path by 5m.  
12 Reduce canopy by 5m over highway side only  
13 Remove deadwood over road. Sever ivy at base  
14 Fell and leave as a low dead stump not taller than 2m height  
15 Remove any loose and dangerous dead wood that's capable of affecting house or highway. Also reduce to clear adjacent house by 4m.

The resultant quotation would give an indication of costs and would allow the Council to carry out works in priority of need over a time period.

Those recommendations made in the report referring to other identified trees have been carried out by our own grounds staff.

**Recommendation:** to receive the tree health and safety survey and instruct the Town Clerk.

### **1.3 Request to place a bench at Sprowston Recreation Ground in the play area**

The Council has received a request for a bench to be placed with an engraved plaque as a memorial to Sophie Grace Taylor. Sophie recently died as a result of cancer at the age of 5. This request has come prior to a collection being made but her parents wish to commemorate her enjoyment of playing at the Recreation Ground.

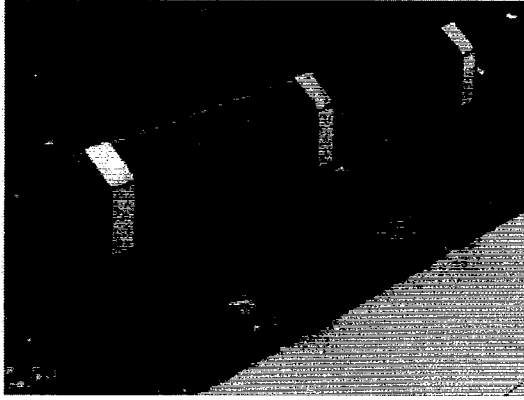
The residents have been informed that it is the practice of the Council to place recycled material seating at the Recreation Ground and the cost of the last bench was approximately £500, not including brass plaque.

For information, we currently have a picnic bench donated by a family identified by a plaque in our play area at Recreation Ground Road.

**Recommendation:** to consider the request and placing of a bench at the Recreation Ground in the play area.

### **1.4 Windsor Park Gardens**

Further to Minute 18/301 1.1 attached is a quotation for 500mm high knee rail fencing with galvanised post strap nailed over the rail to post.



Implications of turning area into a car park. Planning permission would need to be sought from the local authority to change open space to a car park.

**Option:** to consider the attached quotation and implications of restriction of this area and instruct the Town Clerk.

## **CEMETERY**

### **2.1 Consecration of Ground at Sprowston Cemetery**

In order to ask a Bishop to consecrate burial land there are formal processes and information needed to complete and prepare a Consecration Sentence and Petition which attracts a £250 + VAT fee.

At present the Bishop of Lynn is carrying out duties due to the retirement of the Bishop of Norwich, before replacement of this post.

**Option:** To enable this process to commence Members are asked to formally resolve to consecrate the laid out portion of the cemetery extension and advise a suitable month for such a ceremony.

## **STREET LIGHTING**

### **3.1 Streetlighting Column Test**

The Council's streetlighting contractor has returned his survey of columns in the Sprowston area which are our responsibility. The survey has highlighted 448 out of a streetlight stock of 839 in need of consideration as "lead to danger". Our records in the past have identified 856 street lights, 44 of which have led lanterns. Work has now commenced to analysis the columns which have failed testing, the severity of failure and map their location. It is proposed that a comprehensive report is available with recommendations for the new Council after May.

The report did contain 4 street lights which were in a poor condition and due to the deterioration of these due possibly from car collision damage a replacement column and light will be sourced as soon as possible.

## **CENTRAL ADMINISTRATION AND PERSONNEL**

### **4.1 Council's Insurance**

The Council's insurance is due for renewal on 1 April 2019.

The Local Council Policy Schedule of cover is enclosed for Members information, which follows previous years cover.

Details of the renewal costs with Zurich Insurance plc are attached for a 1 year agreement, together with proposal of the long term agreement over 3 years with an option to extend for a further 2 years (5 years).

Came and Co (Insurance brokers) have submitted a quotation for one year and the documentation is enclosed from Hiscox. The accompanying email does refer to an annual Motor policy which would be provided by MS Amlin.

**Option:** for Members to instruct the Town Clerk with regard to the level of cover offered by the Policy Schedule and insurer.

### **4.2 Request for donations to the Broadland Tree Warden Network**

Attached, for Members consideration, is an email from John Fleetwood requesting an annual donation of £25 to the Broadland Tree Warden Network. I do not consider this to be a donation and would suggest that this is a subscription to the network.

**Option:** to consider the request for an annual payment of £25 to the Broadland Tree Warden Network.

## **PLANNING AND TRANSPORTATION**

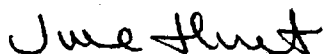
### **5.1 Norfolk County Council Overstrand Way, Sprowston – Double Yellow Lines**

Attached, is a consultation letter from Norfolk County Council regarding the proposed implementation of double yellow lines on Overstrand Way.

**Recommendation:** to consider the consultation and respond to the proposal.

## **ENCLOSURES**

- 6.1** (i) **Sapientia Education Trust** letter re White House Farm Primary School.  
(ii) Town Council schedule of meetings 2018/2019 change of Annual Town Meeting to coincide with end of purdah period for May elections.



**June Hunt**  
Town Clerk

**JHunt**

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**From:** Nicola Pye <[nicola.pye@Broadland.gov.uk](mailto:nicola.pye@Broadland.gov.uk)>  
**Sent:** 23 January 2019 14:28  
**Cc:** Chloe Griffin  
**Subject:** Make Music Day 2019

Good afternoon,

I hope that this email finds you well?

I would like to let you know the details of an exciting event that you may wish to consider when you are programming your areas event schedule for the coming year.

Make Music Day (MMD) is a celebration of music that takes place around the world on June 21st, the summer solstice. This year, the date falls on a Friday.

Make Music began in France as *Fête de la Musique*, a national musical holiday inaugurated in 1982. Ever since, the festival has become an international phenomenon, celebrated on the same day in more than 800 cities across 120 countries, including Argentina, Australia, Brazil, China, Italy, Nigeria, and the United Kingdom. The name Make Music comes from the French *Fête (or Faites) de la musique*, which means both "festival of music" and "make music!". It is the world's largest annual music event.

Completely different from a typical music festival, MMD is open to anyone who wants to take part. Thousands of amateur musicians play in public spaces, often for their first time. Professional musicians perform for new audiences, who come out from under their headphones to hear unfamiliar groups risk-free. World-wide themes for this year include rural events, DJing and electronic music, international collaborations and digital (live streaming of performances).

The Economic Development department at Broadland would like to support our communities to put on music events on Friday 21<sup>st</sup> June 2019 to link in with this world-wide celebration. Events could range from performances in local spaces to instrument taster sessions and from DJ sets to street musicians. Events also provide an opportunity for members of the community to volunteer and gain skills in event management.

We are keen to hear from any communities, schools or businesses who are interested in putting on a music event (this could be a new event or scheduling something that was due to happen already to take place on 21<sup>st</sup> June). All genres of music are encouraged, the events must be free to attend and they must take place in public spaces.

If you would like to find out more, talk through an idea, register your communities interest or find out about what support may be available, please contact us using the details below.

Nicola Pye (Economic Development Officer Play & Arts) [nicola.pye@broadland.gov.uk](mailto:nicola.pye@broadland.gov.uk) or 01603 430538

Chloe Griffin (Tourism Officer) [chloe.griffin@broadland.gov.uk](mailto:chloe.griffin@broadland.gov.uk) or 01603 430496

Kind regards,

Nicola and Chloe

**Nicola Pye**  
**Economic Development Officer (Play & Arts)**  
t 01603 430538 e [nicola.pye@broadland.gov.uk](mailto:nicola.pye@broadland.gov.uk)

Dear Clerk to the Council,

### **REQUEST FOR DONATIONS TO THE BROADLAND TREE WARDEN NETWORK**

As you are no doubt aware, Broadland District Council, in common with the majority of local authorities throughout the country, has closed its Parish Tree Warden Scheme. Therefore, under the umbrella of the Tree Council, the Broadland Tree Wardens created their own, independent Network on 14 November 2018. It is an Unincorporated Association associated to the Tree Council which is registered with the Charity Commission.

We are most fortunate in as much as we have maintained a very close, cordial relationship with Broadland District Council which has agreed to continue to provide us with a tree planting budget. Therefore, we shall be responsible for planting trees, shrubs and hedges on publicly accessible land to the value of £3,000 in this current financial year. That will be repeated next year and, hopefully, in future years.

Whilst we realise how fortunate we are in being able to serve our parishes in such a manner, we are faced with inevitable "administration" costs despite making every effort to avoid costs such as postage, telephone and web site management, etc. I am sure that you will understand our reluctance to spend tree planting funds on such items which, regretfully, although kept to a minimum are to a great extent unavoidable.

Therefore, we have decided to ask all Broadland parishes to make an annual donation of £25 to this Network. I have deliberately refrained from using the expression "minimum donation" although some parishes I have spoken to have indicated that they would be willing to make a larger donation.

If your council is willing to support this Network, please feel free to donate what you feel is appropriate making cheques payable to "The Broadland Tree Warden Network". We shall be extremely grateful and you will assist us in helping to make Broadland an even better place to live.

In addition, we wish to hold quarterly meetings for the Network when we hope to have expert speakers. However, the cost of hiring venues is somewhat prohibitive and so we ask you all if you are able to provide us with accommodation for a mid-week evening meeting (19:00 – 21:00) in your village hall or similar building free of charge. If all parishes with Tree Wardens are able to do this then I would envisage that each council would only have to host us once every, say, five years.

Please remember that we are enthusiastic unpaid volunteers, dedicated to protecting our precious trees and hedges and planting for the future benefit of all. We are committed to serving our parishes in such matters and ask you to support us as much as you are able.

Kindest regards,

John

John Fleetwood  
4 Oakhill, Brundall, Norwich NR13 5AQ.  
Tel: 01603 716297  
Mobile: 07555 535741

Sprowston Town Council  
Council Office  
Recreation Ground Road  
Sprowston  
NORWICH  
NR7 8EW

NCC contact number: 0344 800 8020  
Textphone: 0344 800 8011

Your Ref:  
Date: Thursday 24<sup>th</sup> of January 2019

My Ref: PR3801-HD2-JP  
Tel No.: 01603 222606  
Email: [jodie.price@norfolk.gov.uk](mailto:jodie.price@norfolk.gov.uk)

Dear Sir or Madam,

**Overstrand Way, Sprowston – Double Yellow Lines**

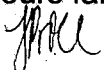
Norfolk County Council is looking to implement double yellow lines on Overstrand Way on the eastern side from the centre line of the junction with Randall Road for a distance of 28m northwards and 31m south. As well as on Randall Road for a distance of 15m north east of the junction on either side as detailed on the attached drawing numbered **PR3801-HD2-001**.

Before progressing with the advertisement of the Traffic Regulation Order associated with this proposal I am hoping to receive your support for the scheme. I would be grateful therefore if you could complete and return the enclosed reply slip before **Monday 4<sup>th</sup> of March**. If you would like to request an extension of this deadline, please contact me as soon as possible to agree an alternative date. I shall assume you have no comments if you do not contact me within the above mentioned date. However, it should be noted that the opportunity to object will still be available during the formal advertising period.

The scheme is being funded by Taylor Wimpey East Anglia as part of the planning conditions associated with their housing development situated at Castle House, Kempson Way, Bury St Edmunds, Suffolk, IP32 7AR. The highway work will be carried out by Norfolk County Council's Community and Environmental Services Department and their contractors.

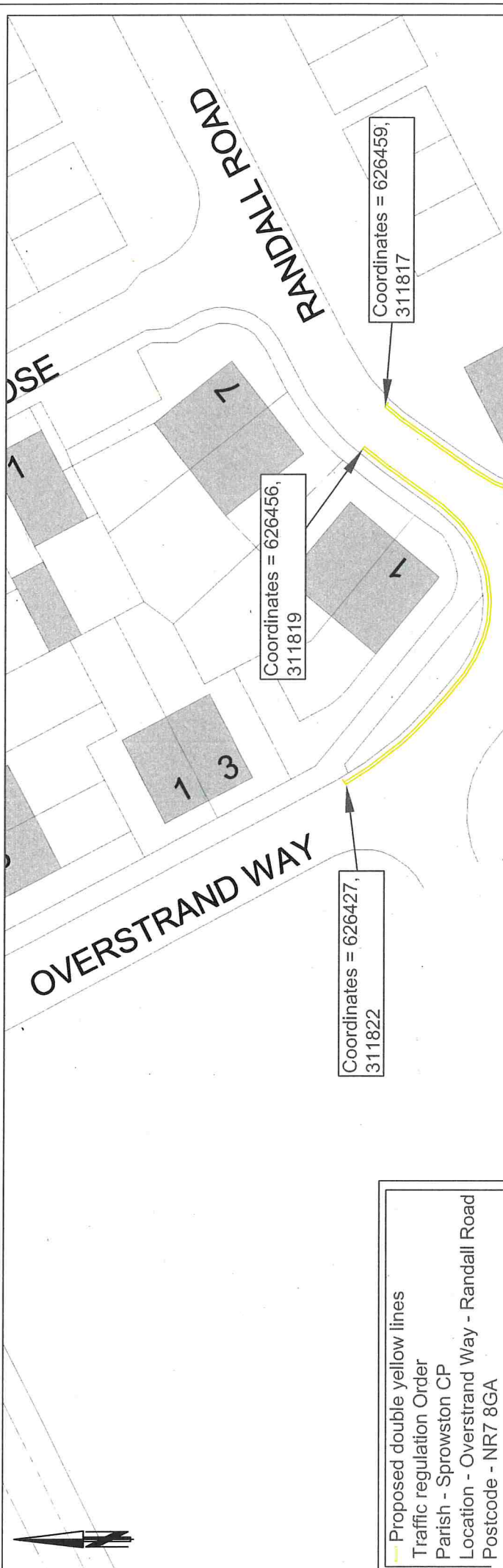
I trust the above information will be useful, however, should you wish to further discuss the matter please do not hesitate to contact me on 01603 222606.

Yours faithfully,



Jodie Price (Trainee Technician)





Coordinates = 626456,  
311819

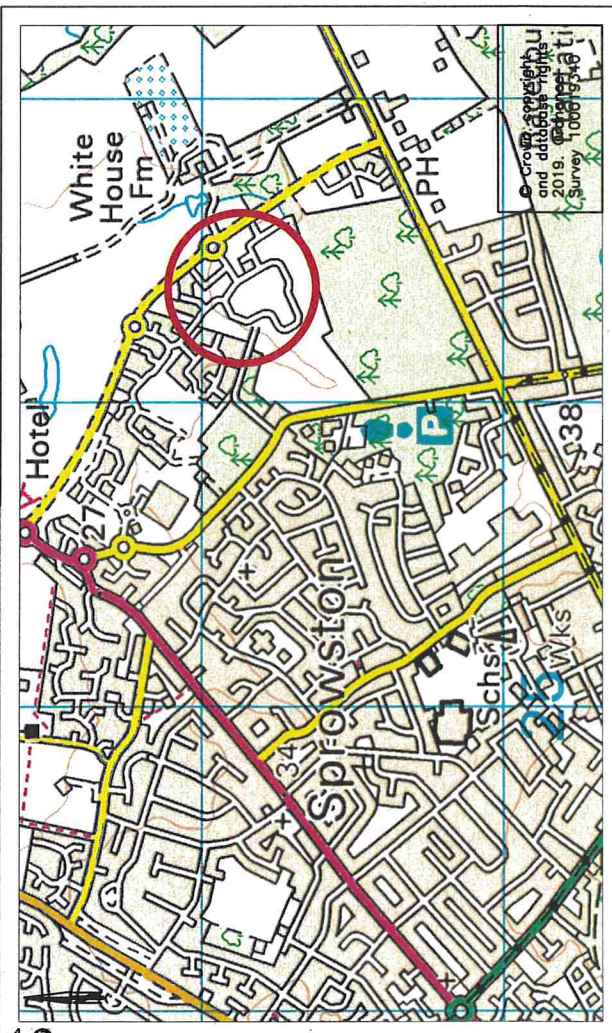
Coordinates = 626459,  
311817

Coordinates = 626462,  
311785

Coordinates = 626427,  
311822

Proposed double yellow lines  
Traffic regulation Order  
Parish - Sprowston CP  
Location - Overstrand Way - Randall Road  
Postcode - NR7 8GA

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2019, Ordnance  
Survey 100019340



INITIALS	DATE	DRAWING NO.
OS	0119	1330-143-001
JP	0119	PROJECT TITLE
JP	0119	Overstrand Way, Sprowston
JP	0119	Double Yellow Lines
		SCALE
		1:500 @ A4
		FILE NO.
		PRJ001

REV.	DESCRIPTION	DRAWN BY	CHECKED	DATE

DRAWING TITLE  
Overstrand Way, Sprowston  
Double Yellow Lines  
Site Location Plan

Tom McCabe  
Executive Director of  
Community and Environmental Services  
Norfolk County Council  
County Hall, Mildenhall Lane  
Norwich NR7 2BS



**Sprowston Town Council**  
**PLANNING APPLICATIONS – 20 FEBRUARY 2019**

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**Broadland DC App.No.**  
2019/0131

**Location**

54 Lone Barn Road, Sprowston, NR7 8HY

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

**Description:** Single Storey Side and Front Extension and Single Storey Rear Extension (Revised Proposal)

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**Broadland DC App.No.**  
2019/0113

**Location**

Unit H, Sapphire House, Rountree Way, Sprowston NR7 8SQ

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

**Description:** Part Exchange of Use of Office (b1) to Gym and Sports Rehabilitation Centre (D2)

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**Broadland DC App.No.**  
2019/0184

**Location**

17, Chenery Drive, Sprowston, Norwich NR7 8RR

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

**Description:** Two Storey Rear Extension and Front Porch

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## Notes of a meeting to discuss the Sprowston Heritage Archives on 5 February 2019

Present: Judy Leggett, Bev Woolner, Barrie Osborne.

Apologies Bill Couzens, June Hunt

### Sprowston Heritage WIKI Site

1. The work on adding information from the Comma system to the WIKI site was completed by Harriet . There were some anomalies in the Comma information but corrections are being made.
2. The next task is to add search tags to each of the images, once we have determined what the tags should be. The search tags enable quicker navigation of the Wiki pages. Bev agreed to undertake this work.
3. Some images may well have several tags, for example an image may have a tag for the address, a separate tag for the people in the image and a separate tag for the date.
4. We had a further discussion about the generic search tags to be used and decided upon the following:
  - Advert                   ie. advertisements from local publications.
  - Farm                     ie. images relating to agriculture, horticulture or farm buildings.
  - Building                ie. images relating to a building.
  - School                 ie. images relating to a School.
  - Event                   ie. images relating to an event, for example a Summer Fete.
  - Industry                ie. images relating to local industry.
  - Shop                    ie. images relating to shops.
  - Map                     ie. images that are maps.
  - Directory               ie. images that are directories, for example for local trades people.
  - Military                ie. images relating to the armed forces.
  - Church                 ie. images relating to buildings or activities ran by religious groups.

- People                   ie. the names of individuals in an image, where known.
  - Address                ie. the address of an image, for example the Road or Street.
  - Sport                    ie. images relating to sports.
  - WW1                    ie. images relating to WW1.
  - WW2                    ie. images relating to WW2.
  - Date                    ie. the date of the event, in full date, or year, or decade.
  - Organisation           ie. images portraying the activities of an organisation or group.
5. We discussed the possibility of adding a “memories” section to the system, where additional information relating to an image could be added. For example where a resident identified someone in a photograph or could provide a date for an event. Initially such extra information would be added by Bev. It was assumed any such comments would come either directly to Bev or via the Office of the Town Clerk.
  6. We looked at any potential issues around attributing the comments to the person delivering the extra information. Considering current data protection legislation we decided that it would probably be better to not attribute the comments.
  7. We had a further discussion about what would happen to the surplus PC and laptop computer from the Heritage Society, that were no longer needed now the Wiki pages were fully functional. We noted that the information on the Wiki system was backed up and that earlier versions of the information were available on data sticks. Given that the equipment was probably past its usable life and the operating system was no longer supported by Microsoft, we would like to ask the Town Clerk to retain the equipment, subject to available space being located. The equipment to then be disposed of at the end of the current Project.

### **Issues**

1. The link to the Heritage site has briefly been moved from the Town Council website but will be available from the Town Council website shortly.
2. Some of the new functionality on the website didn't seem to work on Apple devices but seemed OK on Microsoft computers and Android devices. Bev has agreed to speak to William Hannant and attempt to get this resolved.

### **Next Meeting**

To be determined.

Sprowston Town Council		Payments	Meeting	Date: 20 February 2019
<u>Invoice Date</u>	<u>Invoice No.</u>	Bartlett Signs	<u>Net</u>	<u>Amount</u> <u>BACS</u>
25/01/2019	38454	<u>Details</u> 3 Stickers, Woodland Interpretation artwork	292.50	351.00 227
<u>Invoice Date</u>	<u>Invoice No.</u>	Ben Burgess & Co Ltd	<u>Net</u>	<u>Amount</u> <u>BACS</u>
30/01/2019	444367	<u>Details</u> Hire Verdrain 14/01/2019-27/01/2019	1,050.00	1,260.00 228
<u>Invoice Date</u>	<u>Invoice No.</u>	Copy it Digital Solutions	<u>Net</u>	<u>Amount</u> <u>BACS</u>
12/12/2019	8070121063	<u>Details</u> Photocopies:20/12/2018-31/01/2019	56.11	67.33 229
<u>Invoice Date</u>	<u>Invoice No.</u>	Cozens (uk) Ltd	<u>Net</u>	<u>Amount</u> <u>BACS</u>
08/02/2019	4067	<u>Details</u> Street Lighting Maintenance: January 2019	600.00	720.00 230
08/02/2019	4065	Column Door: Lowry Court Rd/Raynes Close	85.00	102.00
30/01/2019	4031	Safety Test & Clean Streetlights	22,792.00	27,350.40
			<b>23,477.00</b>	<b>28,172.40</b>
<u>Invoice Date</u>	<u>Invoice No.</u>	DD Health & Safety	<u>Net</u>	<u>Amount</u> <u>BACS</u>
28/01/2019	182563	<u>Details</u> Polyco Reflex Gloves	25.20	30.24 231
<u>Invoice Date</u>	<u>Invoice No.</u>	ECOSORBA Ltd	<u>Net</u>	<u>Amount</u> <u>BACS</u>
31/01/2019	09451-866b	<u>Details</u> Acoustic Panels: Delves Room	2,033.91	2,440.69 232
<u>Invoice Date</u>	<u>Invoice No.</u>	Heritage Contract Services Ltd	<u>Net</u>	<u>Amount</u> <u>BACS</u>
06/02/2019	925175	<u>Details</u> Caretaking/Cleaning Services Mar 2019	5,464.64	6,557.57 233
<u>Invoice Date</u>	<u>Invoice No.</u>	Ingleton Wood	<u>Net</u>	<u>Amount</u> <u>BACS</u>
31/01/2019	301695/BL	<u>Details</u> Professional Services : Diamond Centre	340.00	408.00 234

<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
Intouch Systems						
		<b>Details</b>				
30/01/2019	656935	Server Backup:18/01/2019-18/02/2019	49.00	9.80	58.80	235
30/01/2019	657042	Cabling:Remote Access Heating STC	50.00	10.00	60.00	
06/02/2018	658612	Hosted Exchange : March 2019	60.00	12.00	72.00	
06/02/2018	658227	Broadband Diamond Centre:Feb 2019	150.00	30.00	180.00	
06/02/2018	658412	Broadband Recreation Grd:Feb 2019	50.00	10.00	60.00	
08/02/2019	658673	Server Back up	49.00	9.80	58.80	
08/02/2019	658755	Line Rental Feb.2019,Calls Jan 2019	30.39	6.08	36.47	
			<b>438.39</b>	<b>87.68</b>	<b>526.07</b>	
		<b>Details</b>				
05/02/2019		Moviola Ltd King of Thieves	101.88	19.37	121.25	236
		<b>Details</b>				
28/01/2019	60728	NVCS Ltd Coffee sachets/Filters	73.71		73.71	237
		<b>Details</b>				
18/01/2019	273	Phase3 Electrical repairs:Recreation Ground Toilets	323.03	64.61	387.64	238
		<b>TOTAL OF INVOICES</b>	<b>33,676.37</b>	<b>6,719.53</b>	<b>40,395.90</b>	Trf 38
		<b>Transfer:</b>				
		STC Drawings a/c to Salaries a/c	25000.00		25000.00	Trf 39
		<b>Transfer:</b>				
		STC Drawings a/c to Petty Cash				Trf
		<b>Transfer:</b>				
		STC General a/c to STC Drawings a/c	<b>58,676.37</b>	<b>6,719.53</b>	<b>65,395.90</b>	
					<b>65,395.90</b>	Trf 40

.....  
Councillor

.....  
Councillor

.....  
Town Clerk

Sprowston Town Council      Barclaycard Payments

Meeting Date:      20/02/2019

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
28/01/2019		Lunch: Interview Panel	15.34		15.34
12/02/2019	257384811	Teabags, Coffee	6.18		6.18
			<b>21.52</b>		<b>21.52</b>

**Total of Payments  
Due by Direct Debit**

**21.52      0.00      21.52**

Sprowston Town Council		Direct Debit Payments		Meeting	Date: 20 February 2019	
<u>Invoice Date</u>	<u>Invoice No.</u>	Angel Springs Ltd (T/A Waterlogic) <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
31/01/2019	4794036	Bottled Water :January 2019	48.73	9.75	58.48	DEBIT
07/02/2019	4804193	Cr bottled Water (Inv 4794036)	0.80	0.16	0.96	
			<b>47.93</b>	<b>9.59</b>	<b>57.52</b>	
<u>Invoice Date</u>	<u>Invoice No.</u>	Anglia Water Business <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
03/02/2019	9072933556	Sparhawk Park:04/11/2018-03/02/2019	375.74		375.74	DEBIT
06/02/2019	9073082169	Recreation Grd :10/11/2019-09/02/2019	560.04		560.04	
06/02/2019	9073056338	Diamond Centre :10/11/2018-09/02/2019	186.72		186.72	
			<b>1,122.50</b>	-	<b>1,122.50</b>	
<u>Invoice Date</u>	<u>Invoice No.</u>	PHS Group <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
25/01/2019	66431036	Rec:01/03/2019-31/05/2019	60.13	12.03	72.16	DEBIT
25/01/2019	66431037	Sparhawk:01/03/2019-31/05/2019	60.13	12.03	72.16	
25/01/2019	66431038	SDC:01/03/2019-31/05/2019	311.16	62.23	373.39	
			<b>431.42</b>	<b>86.29</b>	<b>517.71</b>	
<u>Invoice Date</u>	<u>Invoice No.</u>	Total Gas & Power <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
09/02/2019	185269298/19	Floodlights:January 2019	9.38	0.47	9.85	DEBIT
09/02/2019	185269287/19	Diamond Centre:January 2019	366.71	73.34	440.05	
09/02/2019	185269276/19	Streetslights:January 2019	3,492.82	698.55	4,191.37	
			<b>3,868.91</b>	<b>772.36</b>	<b>4,641.27</b>	
<u>Invoice Date</u>	<u>Invoice No.</u>	Veolia Enviromental Services <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
31/01/2019	SIO1137493	All sites skip hire : January 2019	282.25	56.45	338.70	DEBIT
Total Direct Debits			<b>5,753.01</b>	<b>924.69</b>	<b>6,677.70</b>	