



## 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 13 March 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 20 February 2019. Pages 1 - 6
4. To receive any Police Liaison Officer's report.
5. To receive correspondence & agree action/response arising from the minutes.
6. To receive any written/verbal reports from Sprowston County and District Councillors. Page 7
7. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak<sup>1</sup>.
8. Sprowston Neighbourhood Plan - Monitoring Report March 2015 (Draft) Page 8 - 11
9. Sprowston Town Council Business Plan 2015 - 2019 Completed Actions 3 April 2019 (Draft) Pages 12 - 30
10. To receive the report of the Town Clerk. Pages 31 - 35
  - 4.1 Electricity
  - 4.2 Grant Aid - Sprowston Nursery Playgroup
  - 4.4 Broadland Community Clean Up Network
  - 5.1 Broadland District Council Licensing
11. Adjourn the meeting for a short break.
12. To consider planning applications to 13 March 2019. Page 36 - 37
13. To consider the Schedule of Meeting Dates for 2019/20 Page 38
14. To receive any written/verbal reports from the Council's Committees and Working Groups.
15. To receive any written and verbal reports from Members representing the Council on or at outside organisations
16. To confirm the payment of accounts to 13 March 2019. Pages 39 - 40
17. To receive the schedule of credit card payments. Page 41
18. To receive the schedule of direct debits Page 42
19. Staff Salaries as of 1 April 2019 Page 43

*June Hunt*

June Hunt  
Town Clerk

8 March 2019

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 – 20 FEBRUARY 2019

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 20 February 2019, the following Members were present:-

Mr I Moncur – Chairman

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

In attendance

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

5 members of the public were present

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### **19/036. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

<b>Member</b>	<b>Minute No. and Heading</b>	<b>Nature of Interest</b>
Mr N Shaw	19/040 (1)	Thorpe St. Andrew Town Councillor
Mr J M Ward	19/040 (1)	Thorpe St. Andrew Town Councillor

### **19/037. APOLOGIES FOR ABSENCE**

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

### **19/038. MINUTES**

The Minutes of the Council's meeting held on 30 January 2019, having previously been circulated to all Members, were confirmed and signed by the Chairman of the Council.

### **19/039. POLICE LIAISON OFFICER'S REPORT**

Members noted the February Police Newsletter.

The Town Clerk reported that three break-ins had occurred at the cemetery with forced entry into the container. On the first occasion no further damage was caused, on the second occasion there was an attempted hot wire of the lawn tractor grass cutter resulting in approximately £2,000 of damage and stolen diesel. On the third occasion the trailer was moved into the allotment site. The Council's insurers had been informed and the Town Clerk was waiting for a response on whether the cost of repair was viable or if new equipment should be sourced given the age of the tractor, purchased 2003. All incidences had been reported to the Police.

## **19/040. CORRESPONDENCE**

### **(1) Letter from Thorpe St. Andrew Town Council**

Members considered the letter from Thorpe St. Andrew Town Council

A number of concerns were raised including future management issues, youth rivalry and distance from the majority of residents in Thorpe St. Andrew. Furthermore, should it become a destination skatepark, as suggested, it would attract larger numbers of users to the facility than planned and cause problems with parking and access through a residential estate.

Mrs B J Lashley proposed, seconded by Mr W F Couzens that the Council thank Thorpe St. Andrew Town Council for their offer but decline to take it up. On being put to the vote the motion was **CARRIED**.

### **(2) Resignation of Groundstaff**

The Town Clerk reported the resignation of Thomas Newenham, part time grounds person, and proposed that the Council agree for the appointment of a replacement to be postponed until the new Council and possible Council employees' structure is identified at that time.

On the motion of Mr I Moncur, seconded by Mr K Lashley it was **RESOLVED** to agree to keep the position open but postpone an appointment until after council elections.

## **19/041. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr Ward also verbally reported:

- (1) Broadland District Council had agreed to adopt new legislation which will see council tax on long-term vacant homes quadruple in 2021. This is currently 50% for homes empty for 2 years. This will rise to 100% on 1 April 2019 and 200% in April 2020 for homes empty 5 years and 300% in 2021 for homes empty 10 years.
- (2) protesters from Extinction Rebellion occupied the Council Chamber for over 4 hours on 11 February 2019. Four people were arrested, 3 received a caution and one has been charged with a public order offence. The Council finally set its revenue budget at £409.3m which includes £31.1m of savings and a 2.9% council tax increase. The tax increase will add £40.00 to the annual tax bill for a Band D property.
- (3) Councillor Garrod has resigned from the Council and there will be a by election for his Wroxham seat.
- (4) Norfolk County Councils Trading Standards department have successfully prosecuted a Mr Ping of Notykin Street, Norwich for assembling counterfeit tobacco products. 29.5 large bin bags of tobacco were seized along with tobacco pouches and boxes. The haul has a retail value of £300k.

## **19/041. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)**

Mrs J Leggett verbally reported:

- (1) that as Chairman of Broadland District Council she had attended the launch of the Great British Cycling Festival which will take place in Norfolk in June 2019.
- (2) a charity event "Songs, Music and Mirth" will be taking place on 9 March 2019 at Hellesdon Community Centre to raise funds for Leeway, her chosen charity of the year.

Mr W F Couzens asked Mr Ward, given the charges at recycling centres had this led to an increase in fly tipping and at what cost to land owners, farmers and the Council?

Mr Ward responded that there was no evidence to suggest an increase in fly tipping.

## **9/042. RESIDENT'S QUESTIONS**

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

Ben Jervis thanked the Council for appointing both Christine Hipperson and himself to the position of Tree Wardens for Sprowston. He said he was looking forward to working with Members and to contact him if they had any queries.

The meeting was reconvened.

## **19/043. REPORT OF THE TOWN CLERK**

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

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

Members noted the Make Music Day event to be held on Friday 21 June 2019.

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

Having considered the Tree Health and Safety Survey and following a number of questions it was **RESOLVED**

To authorise the Town Clerk to programme, work as identified and in accordance with the risk criteria against cost to be carried out.

#### **1.3 Request to place a bench at Sprowston Recreation Ground in the Play Area**

The Town Clerk explained that there was adequate provision of seating in the small play area at Sprowston Recreation Ground and additional furniture could cause a safety hazard given the space required around play equipment. She suggested that a plaque could be placed on an existing bench and the funds raised to pay for a new bench be given to the charity being setup by Sophies parents.

## **19/043. REPORT OF THE TOWN CLERK (CONTINUED)**

Mr J M Ward proposed, seconded by Mr W F Couzens to discuss the idea of a plaque on an existing bench with the applicant and on being put to the vote the motion was **CARRIED**.

### **1.4 Windsor Park Gardens**

**RESOLVED** to accept the quotation from G&G Fencing to supply and erect 254.6 metres of 500mm high knee rail fencing at Windsor Park Gardens at a total cost of £6,950.60 plus VAT.

## **CEMETERY**

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

**RESOLVED** to consecrate the prepared portion of the cemetery extension and authorise the Town Clerk to prepare a Consecration Sentence and Petition at a cost of £250.00 plus VAT.

## **STREET LIGHTING**

### **3.1 Streetlighting Column Test**

The Town Clerk reported the completion of the column survey carried out by the Council's lighting contractor Cozens (UK) Ltd, and the ongoing work to analyse the columns which had failed testing. A comprehensive report with recommendations would be brought to the new Council for consideration.

## **CENTRAL ADMINISTRATION AND PERSONNEL**

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

**RESOLVED** to renew the Council's insurance with Zurich Insurance PLC on a 5 year agreement subject to clarification of the cost.

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

**RESOLVED** to make a one-year subscription to Broadland Tree Warden Network at a total cost of £25.00.

## **PLANNING AND TRANSPORTATION**

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

Members noted Norfolk County Council's consultation letter regarding the proposed implementation of double yellow lines at Overstrand Way.

### **6.1 ENCLOSURES**

- (i) **Sapientia Education Trust**
- (ii) **Amended Schedule of Town Council Meetings 2018/19**

**19/044. MEETING ADJOURNMENT**

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

The meeting was reconvened.

**19/045. 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:

2019/0113 - part exchange of use of office (B1) to gym and sports rehabilitation centre (D2) at Unit H, Sapphire House, Roundtree Way

2019/0184 - two storey rear extension and front porch at 17, Chenery Drive

(b) to oppose the granting of planning application 2019/2131 - single storey side and front extension and single storey rear extension (revised proposal) at 54, Lone Barn Road on the grounds that there is no significant change to the original proposal and the positioning of the garage continues to be out of keeping with the street scene and had not been set further back from the highway.

**19/046. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

A written report was received from Sprowston Heritage Group. Mr B Osborne clarified points within the notes.

**19/047 REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

No written reports were received.

**19/048. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 20 February 2019 totalling £65,395.90 and answered Members' questions arising therefrom.

On the motion of Mr I Moncur seconded by Mr R A Fowkes it was **RESOLVED** that payment of the accounts to 20 February 2019 totalling £65,395.90 be approved and the schedule authorising payment signed by Mr R A Fowkes and Mr R J Knowles.

**19/049. SCHEDULE OF CREDIT CARD PAYMENTS**

The schedule of credit card payments totalling £21.52 was approved and noted.

**19/050. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments totalling £6,677.70 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.

**13 March 2019**

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**CHAIRMAN**



3<sup>rd</sup> February 2019

## **Report from Councillor John Ward**

### **Broadland District Council**

Over the past year 160 new affordable units have been built across Broadland with a good mix of rent and ownership.

An application has been received from the Co-Op at Cannerby Lane to vary the hours for the retail sale of alcohol to 6.00 to 23.00 Mon-Sun.

Due to the elections taking place on May 2<sup>nd</sup> certain restrictions will apply in the pre-election period (purdah) from 19<sup>th</sup> March. The primary restriction is on productive publicity by the Council which particularly relates to candidates involved in the election.

Broadland staff have set up a volunteer gardening group of employees called Broadland Gardening Guardians and their aim is to improve the external planting around Thorpe Lodge to create a natural space for the benefit of wildlife and the enjoyment of staff and visitors.

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### **Norfolk County Council**

Blenheim Road from its junction with Wroxham Road will be closed from 11<sup>th</sup> March for 4 days for BT cabling works.

NCC & Norfolk's Clinical Commissioning Groups are jointly putting in £510k to Speech and Language services to boost children's communication skills. At the same time £120m is being invested in Specialist School places and doubling the size of specialist teams that carry out assessments for education, health and care plans.

NCC has secured £8m from the Government's Digital Media fund to upgrade 370 of Norfolk's public-sector buildings, including 38 libraries, to the latest ultra-fast connection speeds. Local businesses, using private funding, will be able to access this upgraded fibre network.

SPROWSTON TOWN COUNCIL – SPROWSTON NEIGHBOURHOOD PLAN - MONITORING REPORT

MARCH 2019

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

Policy 7	Promotion of faster broadband connections throughout area.	Broadland Council have invested over £500k in securing faster broadband connections being rolled out.	Monitor new developments and their contribution to this objective.
Policy 8	For development to maintain or enhance the quality of life and wellbeing for the local community.	Sites for community locations being sought by the Council.	Continue to work with all residents.
Policy 9	Protect current health facilities and plan for easily accessible new provision.	No change.	Monitor through planning applications the additional provision in Beeston Park development to ensure that it is easily accessible and central.
Policy 10	To ensure that developments reduce the need to travel and promote more sustainable lifestyles.	New pink pedal way crossing on Salhouse Road terminating at Harrisons Wood, now in place. Plans are available for the cycle path into the woodland at Blue Boar Lane.	Monitoring through planning application and working with developers. Monitor bus transport to service new development. Investigate alternative use for abandoned "bus" gate at White House Farm development.
Policy 11	To encourage more community use of schools.	Taking part in discussions with Norfolk County Council to include school and nursery provision, with community land at White House Farm. Met with Sprowston Community High School to discuss greater community usage of facilities.	Ongoing. Encourage liaison with all schools in the area. Planning permission for new junior school received. Local schools being enhanced to take more pupils.
Policy 12	To retain cultural assets including buildings of architecture and heritage importance.	Taking part in Broadland Council initiative to locally protect valued buildings by Heritage Rangers.	Ensure community assets are listed and protected. Wroxham Road Police Station added to community asset list.
<b>Site-specific Policies</b>		<b>Monitoring indicator</b>	<b>Action Required</b>
Relocation of the Park and Ride Policy 13	What specific effect is occurring? Use of the site for uses that complement the area	Norwich Northern Distributor road nearing completion.	Identify potential uses for the land if park and ride relocates. Identified in Broadland DC Sites Specific document GNLPO383 NPS Sprowston Park and Ride, Wroxham Road 5ha –high school or, if not required for this purpose, residential development of approximately 150 dwellings.

<p>Improved local centre on Wroxham Road Policy 14 Policy 15</p>	<p>Create a neighbourhood and commercial centre  Introduction of tree planting in the local centre and on Wroxham Road.  An area at Harrison's Plantation, off Blue Boar Lane, is identified for a woodland activity park.  The Woodland Park would be made accessible by creating additional cycling/walking facilities throughout the woodlands and a new connection from Plantation Drive through Cottage Plantation and across Blue Boar Lane. This could include a new puffin crossing on Blue Boar Lane.</p>	<p>Completion of the Norwich Northern Distributor Road</p>	<p>Carry out traffic counts in conjunction with Norfolk County Council. Consider progressing the neighbourhood plan. See Policy 14 above.</p>
<p>Sprowston Woodland Park Policy 16  Policy 17</p>	<p>An area of approximately 2.4 hectare (6 acres) at School Lane is identified for redevelopment for residential, community and other uses appropriate to the area.  A community hub building for the south side of Sprowston Parish at the Sprowston Diamond Centre on School Lane.  Traffic calming measures at School Lane to improve the environment for pedestrians and cyclists. Planting should be used as part of this approach, to enhance the aesthetic look of the area;</p>	<p>% net change in local recreational open space with in the neighbourhood plan area.</p>	<p>See Policy 1 above.  See Policy 10 above.  2018/19 budget provision for enhancement to car park and skatepark / community facility.</p>
<p>School Lane Site Policy 18  Policy 19  Policy 20</p>	<p>Full % of ownership of site to be sold to developers. Partial site available at present.  Redevelopment nearing completion.  To be evaluated on completion of Sprowston Diamond Centre building and refurbishment.</p>	<p>Redevelopment nearing completion.</p>	<p>See Policy 3 above.  Marketing of facilities to commence during 2019.  Completion of Sprowston Diamond Centre works.</p>

	and on-street parking reviewed to increase safety.		
The Great Heart Policy 21	Open areas at or near to Barkers Lane/Church Lane will be retained and enhanced as an integrated network of green and open spaces for the community.	Submission of reserved matters planning application for Beeston Park.	Ongoing review reserved matters planning application.
Policy 22	An area of 2.4 hectares is allocated as an extension to the existing burial ground at Church Lane.	% of free burial space is limited in existing cemetery layout. 50% of land laid out ready for burials.	Continue monitor space available for burials. 50% of land laid out with trees for sustainable chipping.

# **BUSINESS PLAN**

2015 - 2019

COMPLETED ACTIONS 3<sup>RD</sup> APRIL 2019



# Contents

## **APPENDIX 1 : ACTION PLAN OUTCOMES**

## **APPENDIX 2 : SPECIFIC ACTIONS FROM THE BUSINESS PLAN**

## **APPENDIX 3 : PARKS AND OPEN SPACES ACTION PLAN OUTCOMES**

The Business Plan was adopted by Sprowston Town Council on 12 August 2015, to be realised in conjunction with the Five Year Financial Forecast accompanying this Business Plan 2015 – 2019 reviewed annually.

Sprowston Town Council will produce a business plan for the term of office of Councillors after the parish council elections on 2 May 2019.

## APPENDIX 1 : ACTION PLAN OUTCOMES

TOWN COUNCIL GOVERNANCE	LEAD/ PARTNERS	REF	ACTIVITY	TIMESCALE Short term: up to March 2016; Medium term: April 2016 to March 2017; Long term: 2017 onwards	OUTCOME ACHIEVED YES/NO	COMMENTS
OBJECTIVE						
Improved communication	Sprowston Town Council (STC)	1.1	Maintain the Town Council website	Short term	Yes	Information provided about the Town Council and also signposting people to other service providers
	STC	1.2	Produce a regular update of Town Council initiatives on new website	Short term and ongoing	Yes	
	STC	1.3	Distribute the Town Council's newsletter	Short term and ongoing	Yes	Continue to make better use of local media. Facebook increased.
	STC	1.4	Provide opportunity at each Town Council meeting for public questions and comments	Ongoing – three weekly	Yes	
	STC	1.5	Provide updated versions of the Town Council Business Plan on the website	Ongoing - annual	Yes	Action Plan updated and outcomes provided at each year end.
	STC	1.6	Provide annual report at Town Meeting	Ongoing - annual	Yes	Action Plan was provided and updated monthly but Business Plan as a whole



						updated annually through Chairman's address.
Improved effectiveness of Council	STC	1.7	Carry out a Governance Review	Short term - annual	Yes	Effectiveness/speed of decision-making completed by Full Council and Time and Task Panels.
	STC	1.8	Conduct a review of training needs of both Councillors and staff following Governance Review and annually	Short term and ongoing	Yes	Retained budget for training. Appraisals identified needs and reported to Council.
	STC	1.9	Seek re-accreditation of Foundation Level Local Council Award Scheme and progress to Quality and Quality Gold	Short / Medium term	Yes	Quality Gold accreditation March 2016 until March 2020.
Increased influence/coordination in matters that impact on Sprowston	STC STC/BDC/NCC, Police and other service providers	1.10	Invite representatives of outside agencies to address the Council on key matters of interest	Short term and then ongoing	Yes actively encouraged	Encourage proactive round table discussions with key service providers, (particularly on parking, new Business Rate Retention Scheme, parks and youth activities; also increased involvement with Housing Group); with NCC on highways planning,

						public transport, with BDC increased coordination and proactive discussions ref Development Control, LDF and Housing)
	STC and other service providers	1.11	Set up new working groups in order to facilitate coordinated effort	Short term	Yes	e.g. Youth engagement wider membership of Grow Your Community.
	STC	1.12	Appoint representatives to appropriate external agencies and committees	Ongoing	Yes	STC representation on local group committees
	STC	1.13	Attend relevant conferences and meetings	Ongoing	Yes	
<b>Improved quality of Sprowston's Open Spaces, Parks and Woodland Areas</b>	STC / BDC	2.1	Continue to improve dog fouling enforcement in open spaces, parks and woodland areas	Short term - ongoing	Yes	Information provided to users of resultant policy decisions
	STC / BDC	2.2	Continue to provide ongoing financial support to play equipment through grants and lobbying BDC	Short term	Yes	
	STC / BDC (developers) / Members of the Public	2.3	Support initiatives for improving teenage / young adult provision in parks and open spaces, in partnership with BDC and members of the community	Medium term	Yes	Income from loss of s106 area on Blue Boar Lane site received towards centre funding
	STC	2.4	Encourage and facilitate the use of parks and open spaces as a site for events with a	Ongoing	Yes	Income from sports is low and sporadic

			view to generating rental income for the park			
	STC	2.5	Improve cross-marketing of the parks and open spaces	Short term	Yes	e.g. promote the parks and open spaces so that people using the facilities know about it
	STC	2.6	Continue to monitor the provision of toilets in Sparhawk and Recreation Ground Park	Long term	Yes	Cost of toilets and no long term supervision of use resultant in cleaning contract
	STC / BDC Developers	2.7	Pursue creative options for improving the management and development of the parks	Medium term	Yes	Review CIL and S.106 monies towards existing play area equipment
	STC	2.8	Consider options for increasing community involvement in Open Spaces, Parks and Woodland areas	Medium term	Yes	Blue Boar Lane play areas adopted. Talks in progress re skatepark area
	STC	2.9	Review the equipment at Wilks Farm Drive and Windsor Park Gardens. Future of open space at Post Mill Close	Medium term	Yes	All refurbished
	STC	2.10	Review the use of the changing facilities at the Pavilion	Medium term	Yes	Refurbished
<b>Protection and management / maintenance of Sprowston's assets</b>	STC / BDC / Developers	2.11	Include information on the Town Council website to clarify the allocation process	Short term and ongoing	Yes	This will also help distinguish between the Town Council managed site and the desire to increase provision.
	STC / BDC	2.12	Draw up a list of key community assets in Sprowston (key	Medium term	No	Prioritised Cottage Plantation Woods and

			community buildings and land) to be submitted to BDC for inclusion on a Community Asset list			Blue Boar Public House; acquisition of Gurney Drive woodland, Police station and Hub building
	STC	2.13	Keep in good condition any assets which are managed by the Town Council (e.g. Parks and Open Spaces, Sprowston Diamond Centre and bus shelters	Ongoing	Yes	
<b>Increased youth engagement and support</b>	STC – working with SYEP, BDC, Schools, activity providers, Youth services etc.	2.14	Form a Town Council Working Group on young people to facilitate increased engagement with Sprowston Schools	Medium term	Yes	Engagement with SYEP through funding and inclusion
	STC Youth Working Group – BDC	2.22	Work together to facilitate access to leisure activities for young people, particularly during the summer break	Medium term	Yes	Use of community centre and park
	STC	2.23	Work with Sprowston Schools to help improve access to information about leisure activities / clubs for their students	Medium term	Yes	
	STC	2.24	Form a working relationship with the youth to bring forward facilities which will be used by that age group	Medium term	Yes	Engagement towards skatepark. Greenhouse and orchard project.
<b>Improved quality of STC events and improved</b>	STC	2.25	Continue to fund and support community events	Short term	Yes	STC to provide funding. Consider outsourcing

management of external events						events such as WW1 and Praise in Park
	STC	2.26	Encourage and support the establishment of an independent Town Events Management Group	Short term	No	Project failed due to lack of involvement of volunteers.
	STC	2.27	Include information about local clubs and societies on the Town Council website and link through to other websites which promote events	Medium term	Yes	Working in the community.
	STC External events providers, NCC, BDC, local groups	2.28	Work with BDC, NCC and other stakeholders to influence the improved scheduling of general, externally-run events, and to encourage better management of problems / issues such as parking, noise etc.	Medium term	Yes	Church Lane car park; Safer Neighbourhood Panels
Increased impact of Community Grant Scheme	STC	2.28	Continue to fund Community Grants Scheme	Ongoing	Yes	
	STC	2.29	Review grant policy in terms of assessing the likely impact of the grant	Medium term	Yes	Feedback provided
	STC	2.30	Increase active promotion of the Community Grants Scheme on the Town Council website	Short term	Yes	
	STC	2.31	Work with neighbouring parishes to consider opportunities for and potential benefit of	Medium term	Yes	Opportunities limited due to constraints of CIL funding

			additional joint parish community fund			
<b>Improved environmental services and appearance</b>	STC works with BDC	3.1	Monitor the effectiveness of street cleaning (including dog fouling) and litter collection services in the town and raise any problems with BDC	Ongoing	Yes	Parks financed by STC included.
	STC works with BDC	3.2	Work with BDC to ensure local complaints are directed to BDC Environmental Services	Ongoing	Yes	Information given on contacting Environmental Services and on STC website
	STC	3.3	Promote and facilitate STC 'Town Tidy Up' days on STC website, at Council meetings etc.	Ongoing	No	Volunteers and constraints of public liability proved onerous.
	BDC	3.4	Signpost community groups and individuals to BDC for support with community litter picks	Ongoing	Yes	BDC held area event
	STC	3.5	Continue to provide and finance dog and litter bins on recreational sites	Ongoing	Yes	
	STC	3.6	Monitor the litter collection at recreational sites and innovative ways to improve	Long term	Yes	Signs erected at acquired sites
<b>Consistent safety of Sprowston's residents, workers, students and visitors</b>	STC	3.7	Continue to work with Norfolk Constabulary to share information on local crime and safety issues. This includes Sprowston PCSOs attending Town Council meetings and the Town	Ongoing	Yes	

			Council forwarding any enquiries and concerns submitted to them			
	STC	3.8	Facilitate access to the Police by including Police contact information on the Town Council's website	Ongoing	Yes	
	STC	3.9	Continue to support and work together with the Safer Neighbourhood Area Meetings	Ongoing	Yes	Regular attendance
	NCC / BDC Flood and Emergency Recovery Group	3.10	Continue to work with other members of the Flood and Emergency Recovery Group at BDC and NCC to build up community resilience and emergency preparedness	Ongoing	Yes	
	STC	3.11	Provide information on the STC website related to Community Emergency Planning	Medium term	No	
<b>Improved standards in highways management and maintenance</b>	Lead NCC  Lead BDC on road nameplates	4.1	Work with NCC on a long-term plan for road and pavement repairs in the town, including effective maintenance of roadside verges and appropriate and well-maintained signage	Medium term	Yes	Working with Parish Rangers and provide regular schedules of works in the Sprowston area
	STC	4.2	Forward any complaints STC receives about	Ongoing	Yes	

			road, pavement or kerb damage to NCC			
	Lead STC to lobby NCC	4.3	Liaise with NCC to influence scheduling of major road works so that, as far as possible, disruption to residents is minimised and peak commuter periods are avoided.	Ongoing	No	
	STC	4.4	Provide information on the STC website related to NCC	Ongoing	Yes	
	Lead STC to lobby NCC	4.5	Lobby NCC to ensure that adequate budget is set aside for ongoing maintenance within any future capital works	As required	Yes	
	NCC - STC	4.6	Work with NCC to maintain an adequate supply to winter gritting bins	Medium term	Yes	Considered purchase of additional bins requested. Facilitate NCC in the appropriate locating of winter gritting bins
	STC	4.7	Allocate Town Council budget for emergency gritting into earmarked reserves to be available to supplement gritting in case of a severe winter, for example to improve the gritting of pavements	Short term	Yes	
	STC – NCC	4.8	Monitor and promote the public rights of	Ongoing	Yes	Ensure Parish Rangers cut public rights of



			way in the town in conjunction with NCC			way when in Sprowston
<b>Improved local transport provision</b>	STC – Passenger Transport Services NCC – House Builders	4.9	Lobby Passenger Transport Services NCC both directly and jointly with neighbouring parishes to improve the quality of service, particularly in terms of cost and scheduling	Short term and ongoing	Yes	Sprowston service to Tesco's and railway station explored also hospital route.
	STC	4.10	To increase use of park and ride.	Short term	Yes	Future of Park and Ride to be explored through Sprowston Neighbourhood Plan
	STC	4.11	To support Bus Rapid Transit system to be introduced along Salhouse Road	Medium term	Yes	Harrisons Woodland entry point for cyclists maintained with signage
<b>Improved parking provision</b>	Lead STC – BDC - developers	4.12	Lobby BDC (LPA) to ensure planning for any future housing developments includes adequate provision for parking	As required	Yes	
<b>Increased local influence on planning decisions and development</b>	Lead STC – to lobby BDC, NCC and House Builders	5.1	Lobby County and District authorities to ensure Sprowston benefits from a fair distribution of support/ spend	Ongoing	Yes	
	STC - BDC	5.2	Continue to comment on all key strategic planning documents and consultations that affect Sprowston, ensuring that the Council's knowledge and	Ongoing	Yes	

			understanding of the local context is taken into account in decisions and conforms to the Sprowston Neighbourhood Plan			
	STC	5.3	Review the way in which the Town Council currently considers and approves planning applications, ensuring that its recommendations are robust and clear	Medium term	Yes	Participation in training for new Members
	STC	5.4	Establish closer working relations with LPA (BDC) in particular with the Officers and Members on the Planning Committee and Beeston Park Programme Board	Medium term	Yes	Invited representatives to attend a meeting with Town Council. Encouraged representation on the BDC Planning Committee
	STC	5.5	Encourage local residents to participate in any strategic planning consultations which impact upon Sprowston	Ongoing	Yes	
	Lead STC to lobby BDC	5.5	Work with LPA (BDC) to review retail mix	Long term	Yes	
	STC	5.6	Consider options for proactively targeting specific new businesses which meet the needs of local residents and support the economic sustainability of Sprowston	Medium term	Yes	

	STC	5.7	Work with BDC to determine and ensure the best use of any retained business rate income	Short term	Yes	BDC Policy on Business Rate retention.
	STC / Stakeholders in Development and Members of the Public	5.8	Work in partnership with all stakeholders interested in the development of land at Sprowston to consider the merits of a neighbourhood agreement	Medium term	Yes	Neighbourhood Plan adopted and monitored resultant in 25% BDC CIL receipts
<b>Improved coordination both between Sprowston businesses and between businesses and the Town Council</b>	STC	5.9	Improve liaison with local businesses and encourage and facilitate coordinated initiatives, such as the setting up of a Town Team	Long term	Yes	Lobby local and national authorities for improved support and conditions for local businesses
<b>Improved local housing provision</b>	STC - BDC	6.1	Establish a closer working relationship with the HA's and BDC in order to increase local influence and work together to improve satisfaction with housing provision in Sprowston	Long term	Yes	Influence expanded by local neighbourhood plan
	STC	6.2	Include information about local Housing Policy and Provision on Town Council website	Short term	Yes	
	STC - BDC	6.3	Support the development of affordable homes on sites identified in the LDF Sites Specific Allocations of Land Plan and on appropriate new sites	Ongoing	Yes	

	STC	6.4	Continue to look for and review possible sites for affordable housing	Medium term	No	
<b>Retain quality health and social care services</b>	STC – BDC – Stakeholders through Grow Your Community	6.5	Work in partnership with the relevant statutory and voluntary bodies, groups and agencies to ensure health and social care services meet residents' needs and expectations	Ongoing	Yes	STC lead in cohesion of Grow Your Community
	STC	6.6	Include information about Grow Your Community on Town Council website	Short term	Yes	

## APPENDIX 2 : SPECIFIC ACTIONS FROM THE BUSINESS PLAN

TOWN COUNCIL GOVERNANCE	GREATER DETAIL / CURRENT POSITION		PRIORITY	REVIEW: Medium term: April 2016 to March 2017; Long term: 2017 onwards	OUTCOME ACHIEVED YES/NO	COMMENTS
OBJECTIVE						
Staffing – employment and Health and Safety policies and procedures; fire risk assessments; employee handbook	H&S policy in place, fire and risk assessments undertaken, Staff Handbook completed – annual reviews required	1.1	High	Short term	Yes	Handbook; Risk Assessments; Fire Risk Appraisals all in place.
Seeking external funding sources	Current funding for Sprowston Pavilion refurbishment Sprowston Diamond Centre	1.2	High	Short term	Yes	External funding applied where appropriate
Council structure	Continuing reviews	1.3	Low	Short term	Yes	Time and task applied
On-going activities <ul style="list-style-type: none"> <li>• Noticeboards</li> <li>• Committee support</li> <li>• Administration</li> <li>• Council finances, end of year accounts, audit etc.</li> <li>• Personnel matters, staff management</li> <li>• IT and office equipment</li> <li>• Publicity and website</li> <li>• Annual Report</li> <li>• Newsletter</li> <li>• Annual Town Council</li> <li>• Emergency Planning</li> <li>• New legislation</li> <li>• Responding to consultations</li> <li>• Policy Reviews</li> <li>• Contract Reviews</li> <li>• Training Strategy</li> <li>• Community Forums</li> </ul>	Maintenance        Preparation Preparation            On-going    Arrangements / Administration	1.4	High	Short term	Yes All	Street lights
Cemetery	Maintenance	1.5	Low	Short term	Yes	
Allotments	Maintenance	1.6	Low	Short term	Yes	

Recreation Ground	Maintenance	1.7	Low	Short term		
Wilks Farm Drive	Maintenance	1.8	Low	Short term	Yes	Replacement
	Play Equipment	1.9	High	Long term		
Windsor Park Gardens	Maintenance	1.10	Low	Short term	Yes	Replacement
	Play Equipment	1.11	High	Long term		
Sparhawk Park	Maintenance	1.12	Low	Short term	Yes	
Blue Boar Lane Play Areas	Maintenance	1.13	Low	Short term	Yes	Adopted
Blue Boar Lane Amenity Area	Skateboard facility	1.14	High	Short term	Yes	Ongoing
Post Mill Close	Open Space	1.15	High	Short term	Yes	Wall Repair
Barkers Lane Open Space	Maintenance	1.16	Low	Short term	Yes	Refurbished shelter
Millennium Woodland	Maintenance	1.17	Low	Short term	Yes	
Harrisons Wood	Cycle Track	1.18	Medium	Medium term	No	Ongoing
	Car Park	1.19	Medium		No	
Youth Forum	School involvement	1.20	Low	Short term	Yes	
Area within Parks and Open Spaces	Outdoor Gym Equipment	1.21	Low	Long term	No	Priority re-evaluated
Solar energy installations for Council buildings	Maintenance	1.22	High	Short term	Yes	Funded installation
Neighbourhood Plan	Monitoring	1.23	High	Short term	Yes	Ongoing
Consultation with Developers	On-going	1.24	High	Short term	Yes	Constant

## APPENDIX 3 : PARKS AND OPEN SPACES ACTION PLAN OUTCOMES

### PARKS AND OPEN SPACES

#### 1. Original Overview of the Business Plan for Parks and Open Spaces with Outcomes

This section of the business plan was prepared for Members to form a 5-year action plan for the improvement and maintenance of recreational facilities in Sprowston.

It identified the current condition of the Council's parks and open spaces, where located and existing play equipment, against the budget and resources available to the Council at that time. In addition, the community's expectations were sought and taken into consideration throughout this report.

ACTIONS	GREATER DETAIL / CURRENT POSITION	REF	PRIORITY	REVIEW: Medium term: April 2016 to March 2017; Long term: 2017 onwards	OUTCOME ACHIEVED YES/NO	COMMENTS
<b>OBJECTIVE</b>						
Fit for Life Apparatus	Residents requested received		Low	Long term	Yes	
Seating at Cannerby Lane	Monitor requests		Low	Long term	Yes	
Barrier restriction public safety existing Barkers Lane onto public highway (two areas)	Monitor usage of field area		Low	Long term	Yes	Survey of area proved inconclusive of need
Seating Wilks Farm Drive	Identify seating and budget		Low	Long term	Yes	
Signage Wilks Farm Drive Play area	Policy of usage on signage	1.10		Short term	Yes	
Swing barriers at Sparhawk Park and repairs to wetpour	Consultation on Health and Safety to show need		Low	Long term	Yes	Small play area barrier Installed
Play equipment renewals	Decision on timescale of renewals awaited		Medium	Medium term	Yes	New equipment at Wilks Farm Drive and Windsor Park Gardens.
Sprowston Diamond Centre development Phase 3	Working group to identify phased development		High	Medium term onwards	Yes	Project completed
Tennis court refurbishment	General Maintenance		Medium		Yes	
Footpaths Windsor Park Gardens	General Maintenance		Medium		Yes	

Replacement Street Lighting	Consult with lighting contractor as to need		High to Low	Long term survey and decision on LED lights	Yes	Column survey completed
Harrisons Woodland Maintenance	Fit for purpose of public use		High	Medium term onwards	Yes	Not adopted but fit for purpose
Skateboard Park	Identify with young people design aspirations		High	Medium term onwards	Yes	Assured capital funding
Sprowston Events	Working party aspirations		High		Yes	

**Recommendation:**

**To review the draft appendix outcomes of actions identified in the Business Plan adopted by the Council for 2015 – 2019. These follow the paragraph numbers in the Business Plan.**



## COUNCIL MEETING – 13 MARCH 2019

### Report of the Town Clerk

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

1.1 No matters to report.

#### CEMETERY

2.1 No matters to report.

#### STREET LIGHTING

3.1 No matters to report.

#### CENTRAL ADMINISTRATION AND PERSONNEL

##### 4.1 Electricity

At present ESPO supply us with electricity for Sprowston Diamond Centre and the adjoining field and streetlights (unmetered supply). This is through Total Gas and Power. Our contract ends 30 September 2020. ESPO have requested within the next two months the Council commits, unconditionally, to use them from 2020 to 2024, in order for ESPO to purchase pockets of electricity on a regular basis to build up their supply which they will then sell to us between 2020 and 2024. This is eighteen months in advance in order for them to know how many clients they are purchasing for as they are a Public Sector Procurement Company. The price to the Council will fluctuate annually. ESPO have advised that electricity will be increasing next year between 7-10% and this is an effort on their behalf to stabilise costs as when large companies join together there can be a major saving over the three years. However, this is not certain and plateau of charges through greater combined buying power cannot be guaranteed.

To show differences between those contracts on ESPO and the utility supply through Anglia Farmers Ltd I have attached detail with this report.

An alternative would be to investigate fixed contracts to be sourced from a limited number of suppliers for unmetered electricity for the streetlights.

**Recommendation:** to instruct the Town Clerk.

##### 4.2 Grant Aid – Sprowston Nursery Playgroup

Attached, is a letter requesting grant aid on behalf of Sprowston Nursery Playgroup at the Methodist Church, Wroxham Road, Sprowston.

**Option:** to consider a donation to Sprowston Nursery Playgroup.

**4.3 Reserved Matters applications for Phase One strategic infrastructure on land to the north of Sprowston and Old Catton between Wroxham Road and St Faiths Road**

Broadland District Council at its planning committee on 6 March 2019 considered the above planning application.

**4.4 Broadland Community Clean Up Network**

This Council has received an invitation from Broadland Community Network Clear Up (under Broadland District Council) to participate in holding litter pick sticks and high viz jackets available to volunteer litter picking groups who need this equipment. This would avoid local people travelling to the office at Thorpe Lodge to pick up and return equipment. Guidance of the scheme to be issued with the equipment together with the clearance of litter collected is available. Broadland will publicise the network on their website and also highlight activities taking place across the district.

From the Council's side there would be no implication for insurance or health and safety of the "pickers".

**PLANNING AND TRANSPORTATION**

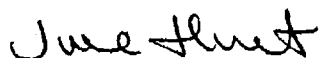
**5.1 Broadland District Council Licensing**

An application has been made to Broadland District Council for a variation of the premises licence for East of England Co-Op, 57 Cannerby Lane, Sprowston, NR7 8NF to "vary the hours for the sale by retail of alcohol to 06.00 to 23.00 hours Monday to Sunday".

**Option:** to consider the above change of hours for the sale of alcohol.

**ENCLOSURES**

Norfolk County Council email – Consultation Analysis Update 5 March 2019.



**June Hunt  
Town Clerk**

ESPO

**Total Gas & Power**

	Contract period to September 2020 Costs change October 18 to September 19		Average
	Weekday Rate	Eve/weekend Rate	Monthly cost
Diamond Centre	13.1980	11.3507	£366.71+VAT
Sportsfield	12.3922	29.917 pence	£9.27+VAT
Streetlights :	Day Units	Night Units	
Sensors	16.1813	12.1396	£3492.+VAT
	13.4437	11.1784	
Diamond Centre	Contract period to September 2020 Costs change October 17 to September 18		
	11.0496	27.2590 pence	£232.17+VAT
Sportsfield	11.0496	27.2590 pence	£8.18+VAT
Streetlights :	Day Units	Night Units	
Sensors	14.2682	10.8257	£2210.30+VAT
	11.8423	9.9216	
Sparhawk Park/Haven Power	Contract Period 01/10/2018-30/09/2019		
	13.5500	5.475pence	£21.03+vat
Cemetery/Haven Power	13.5500	5.475pence	£18.00+vat
Recreation Ground/ Southern Electric	13.687	5.48pence	£581.57+VAT
		02/10/-28/12/18	

Anglia Farmers Ltd

Contract Period 01/10/2018-30/09/2019

13.5500

Sparhawk Park/Haven Power

13.5500

Cemetery/Haven Power

13.687

Recreation Ground/  
Southern Electric

All other  
11.669



Sprowston Nursery Playgroup  
Methodist Church ~ Wroxham Road ~ Norwich, Norfolk, NR7 8AD  
Registered Charity Number: 1107494  
Phone 01603 441529  
[info@sprowston-nursery-playgroup.org.uk](mailto:info@sprowston-nursery-playgroup.org.uk)  
[www.sprowston-nursery-playgroup.org.uk](http://www.sprowston-nursery-playgroup.org.uk)

Mrs J Hunt  
Clerk, Sprowston Town Council  
Council Office  
Sprowston Diamond Centre  
School Lane  
Sprowston  
Norwich  
NR7 8TR

30<sup>th</sup> January 2019

Dear Clerk and Councillors of Sprowston Town Council

Re: Funding for Sprowston Nursery Playgroup.

I am writing to provide you with some information about our playgroup and the type of care we provide to local children.

Sprowston Nursery Playgroup are a community-based charity run playgroup providing early years provision for children between two and a half to five years of age.

We are based in The Methodist Church on Wroxham Road having rented 3 rooms from the church for the past 45 years.

The premises have a large outdoor play area which is not only utilised by Sprowston Nursery Playgroup but also other community groups such as parent and toddler groups, girl guides and messy church to name a few. We provide activities within the outdoor area such as sand/water play, painting, horticulture, sporting activities, games etc, which benefit the children in their learning and development. Outdoor play is a requirement of the Early Years Foundation Stage (EYFS), which states that outdoor play has a positive effect on children's overall sense of wellbeing and that it aids all aspects of development.

A number of children attending our playgroup live in homes that do not have an outside area and/or have limited experience of the outdoors. An outdoor canopy/cover would enable us to maximise usage of the outdoor area by providing shelter during all weather conditions, maximising the children's opportunities. As the canopy would be a permanent fixture it would also be of benefit to the wider local community who utilise the premises.

I am writing to ask if your Parish Council would consider supporting our work.

If you have any queries about Sprowston Nursery Playgroup or would like further information about our group please feel free to contact me.

Yours Sincerley

*Amanda Churcher*

Amanda Churcher  
Admin



**From:** Norwich Western Link <Norwichwesternlink@norfolk.gov.uk>  
**Sent:** 05 March 2019 15:49  
**To:** Norwich Western Link  
**Subject:** Norwich Western Link - consultation analysis update

Dear all,

I wanted to provide an update on our analysis of the Norwich Western Link options consultation, which ran between November 2018 and January 2019 and sought people's opinions on four shortlisted route options for a new or improved road link between the A47 and the western end of Broadland Northway (formerly known as the NDR).

We're continuing to analyse the responses we've received through the consultation, particularly the letter and email responses and the 'free text' elements of the consultation survey, so we don't have a complete picture of the consultation responses as yet. We plan to publish the full results when we announce our preferred route, alongside all the other information which has informed our decision-making – the date is to be decided due to a change in the County Council's constitution (which will see us move from a committee system to a cabinet system later this spring).

However, because we know there is likely to be significant interest in the consultation results, we wanted to share some of the headline facts and figures with you at this point. These are:

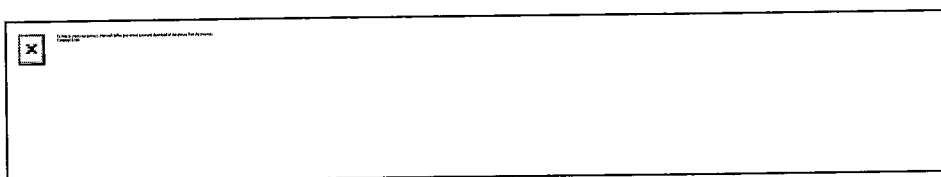
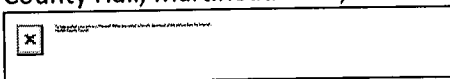
- The consultation website was viewed by 3,475 people and a total of 1,245 people came to 17 consultation events staffed by members of the Norwich Western Link project team.
- We received more than 1,900 responses in total, with 1,825 responding via the consultation survey available on the consultation website and 104 sending their responses by letter or email.
- Initial analysis of the responses to the consultation survey suggests there is strong agreement among respondents that there is a need for a Norwich Western Link road, with Option D ranking as the most popular solution, Option C the second most popular and Option A the least popular.

As mentioned, there is still a lot of important information we need to consider which will help us identify a preferred route for the Norwich Western Link. The project team are continuing to work hard to gather and take account of all this information before any conclusions are made.

Best wishes,

Chris

**Chris Fernandez, Norwich Western Link**  
Infrastructure Delivery, CES department, Norfolk County Council  
| Dept: 0344 800 8020 | Website: [www.norfolk.gov.uk/nwl](http://www.norfolk.gov.uk/nwl)  
County Hall, Martineau Lane, Norwich, NR1 2DH



**Sprowston Town Council**  
**PLANNING APPLICATIONS – 13 MARCH 2019**

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**Broadland DC App.No.**  
**2019/0253**

**Location**

57 Falcon Road West, Sprowston, NR7 8NX

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

**Description:** Single Storey Front and Rear Extensions

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**Norfolk County Council App.No.**  
**Y/5/2019/5005**

**Location**

Sprowston Community Academy, Cannerby Lane, Sprowston, NR7 8NE

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

**Description:** Installation of Solar Photovoltaics (PV) panels on the roofs of Sprowston Community Academy, with a total capacity of 245.3kWp

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**Broadland DC App.No.**  
**2019/0301**

**Location**

28 Allens Lane, Sprowston, NR7 8EJ

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

**Description:** Rear Extension including Rooms in Roof

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**Broadland DC App.No.**  
**2019/0320**

**Location**  
16 Blenheim Crescent, Sprowston, NR7 8AW

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

**Description:** Replacement of Garden Room Including Infill Extension at Rear

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**Broadland DC App.No.**  
**2019/0326**

**Location**  
5 Terence Avenue, Sprowston, NR7 8EH

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

**Description:** Single Storey Rear Extension

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**SCHEDULE OF TOWN COUNCIL MEETINGS**

**TO BE HELD AT**

**THE COUNCIL OFFICE**  
**SPROWSTON RECREATION GROUND**  
**RECREATION GROUND ROAD**  
**SPROWSTON**

**STARTING AT 7:30 PM (except the Annual Town Meeting)**

**MUNICIPAL YEAR 2019/2020**

05 June 2019	18 December 2019
26 June 2019	08 January 2020
17 July 2019	29 January 2020
07 August 2019	19 February 2020
28 August 2019	11 March 2020
18 September 2019	01 April 2020
9 October 2019	22 April 2020 (Annual Town Meeting 7.00pm)
30 October 2019	22 April 2020 (Council Meeting to be held on the rising of the Annual Town Meeting)
20 November 2019	13 May 2020 Annual Council Meeting
04 December 2019 (Precept/Planning)	

*All meetings of the Council are open to the public, who are welcome to attend, and there is an opportunity for residents to ask questions on any matters concerning the Town of Sprowston*

*Copies of the agenda and minutes for each meeting are available free of charge either on request from the Council Office when they are published or at the meeting.*

*Other background papers and reports can also be viewed or copies supplied on payment of a small charge.*

*June Hunt*

June Hunt  
Town Clerk

February 2019



**Sprowston Town Council**

**Payments**

**Meeting Date: 13 March 2019**

<b>Ben Burgess &amp; Co.Ltd</b>					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
18/02/2019	445247	745.13	149.03	894.16	239
25/02/2019	445437	912.66	182.54	1,095.20	
		<b>1,657.79</b>	<b>331.57</b>	<b>1,989.36</b>	
<b>Broadland Tree Warden Network</b>					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
20/02/2019		25.00		25.00	240
<b>Communicorp</b>					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
06/03/2019	Subscription	100.00		100.00	241
<b>DD Health &amp; Safety Supplies Ltd</b>					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
22/02/2019	2002142	14.70	2.94	17.64	242
22/02/2019	183481	73.85	14.77	88.62	
		<b>59.15</b>	<b>11.83</b>	<b>70.98</b>	
<b>ESPO</b>					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
11/02/2019	5165347	43.80	8.76	52.56	243
22/02/2019	5179432	24.78	4.96	29.74	
03/03/2019	5186942	32.64	6.53	39.17	
		<b>101.22</b>	<b>20.25</b>	<b>121.47</b>	
<b>Heritage Contract Services Ltd</b>					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
04/03/2019	925242	5,464.64	1,092.93	6,557.57	244
31/01/2019	925201	43.80	8.76	52.56	
		<b>5,508.44</b>	<b>1,101.69</b>	<b>6,610.13</b>	

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
26/02/2019	658800	Intouch Systems Desk top ram:4 Computers	148.00	29.60	177.60	245
26/02/2019	658824	Filestream	420.00	84.00	504.00	
Cr Note	05/03/2019	Hosted Exchange x1 (inv 658612)	-	1.40	8.40	
Cr Note	05/03/2019	Hosted Exchange x1 (inv 656616)	-	1.40	8.40	
Cr Note	05/03/2019	Hosted Exchange x1 (inv 654827)	-	1.40	8.40	
Cr Note	05/03/2019	Hosted Exchange x1 (inv 654597)	-	1.40	8.40	
			<b>540.00</b>	<b>108.00</b>	<b>648.00</b>	

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
06/03/2019		Moviola Ltd The Wife 04/03/2019	117.92	22.58	140.50	246

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
18/02/2019	311	Phase 3 Electrical Contractors Ltd Sparhawk:work re Anglia Water improve.Notic	234.00	46.80	280.80	247

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
06/03/2019	AW-7379	A Waterfield & Sons Ltd Blue Boar Lane open Space footpaths	15,805.00	3,161.00	18,966.00	248

<b>TOTAL OF INVOICES</b>			<b>24,148.52</b>	<b>4,803.72</b>	<b>28,952.24</b>	Trf 41
<b>Transfer:</b>		STC Drawings a/c to Salaries a/c	35,000.00		35000.00	Trf 42
<b>Transfer:</b>		STC Drawings a/c to Petty Cash	-	-	-	Trf
<b>Transfer:</b>		STC General a/c to STC Drawings a/c	<b>59,148.52</b>	<b>4,803.72</b>	<b>63,952.24</b>	
					<b>63,952.24</b>	Trf 43

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Councillor

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Councillor

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Town Clerk

**Sprowston Town Council**

**Barclaycard Payments**

**Meeting Date: 13/03/2019**

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
06/02/2019	2019-10765	Caution Hot water safety Signs	6.15	1.22	7.37
08/02/2019	2019-46643	Audio aux cables	4.98	1.00	5.98
06/02/2019	2019-10747	Fire Assembly Point Signs	4.98	1.00	5.98
			<b>16.11</b>	<b>3.22</b>	<b>19.33</b>
		Homebase			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
08/02/2019	270254	Hatchets	26.67	5.33	32.00
28/02/2019	90970254	Fuses	4.38	0.87	5.25
			<b>31.05</b>	<b>6.20</b>	<b>37.25</b>
		A.C.LEIGH			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
26/02/2019	23648	Key Locking Cabinet	340.60	68.12	408.72
		Norwich Camping & Leisure			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
15/02/2019	1898	6 Broadfield Mahogany 4ft Bench's	1100.00	220.00	1320.00
		Timpson			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
27/02/2019	000597	Engraving:Chairmans Chain	8.29	1.66	9.95
		<b>Total of Payments Due by Direct Debit</b>	<b>1496.05</b>	<b>299.20</b>	<b>1795.25</b>

Sproston Town Council

Direct Debit Payments

Meeting

Date: 13 March 2019

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
						<u>DEBIT</u>
28/02/2019	4854777	Angel Springs Ltd (T/A Waterlogic) Bottled Water February 2019	62.13	12.43	74.56	
		Anglia Farmers Limited				
		<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
Cr Note	31/01/2019	Sparhawk Park 01/10/2018-31/01/2019 cr note -	72.12	3.61	75.73	<u>DEBIT</u>
Cr Note	31/01/2019	Cemetery 01/10/2018-31/01/2019 cr notes -	455.27	91.06	546.33	
	31/01/2019	Sparhawk Park 01/10/2018-31/01/2019 Invoice	83.65	4.18	87.83	
	31/01/2019	Cemetery 01/10/2018-31/01/2019 Invoice	154.79	7.75	162.54	
	31/01/2019	Vodafone Mobile Dec 2018	0.64	0.13	0.77	
	31/01/2019	SSE:Recreation Ground:02/10/2018-28/12/20	599.02	119.80	718.82	
	31/01/2019	SSE:Cemetery Final Bill 29/06/2018-01/10/201	60.18	3.26	63.44	
			<b>370.89</b>	<b>40.45</b>	<b>411.34</b>	
		<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
	28/02/2019	All Sites skip hire : February 2019	225.80	45.16	270.96	<u>DEBIT</u>
Total Direct Debits			<b>658.82</b>	<b>98.04</b>	<b>756.86</b>	

**Sprowston Town Council**

**Supplementary Payments and Transfers**

Invoice Date	Invoice No.	Invoice Detail	Net £	VAT £	Total £	Bacs
11/03/2019	446070	<b>Supplier : Ben Burgess</b> Repair X595 Lawn Tractor :Insur.Claim	713.12	142.62	855.74	249
11/03/2019	446073	Service X940 Lawn Tractor	271.53	54.30	325.83	
08/03/2019	143797	<b>Supplier : Collier Turf Care Ltd</b> Landsand,Wetting Agent,Fertilizer	1,412.91	282.58	1,695.49	250
13/03/2019	8070156945	<b>Supplier : Copy IT Digital Solutions</b> Photocopies:31/01/2019-28/02/2019	44.48	8.90	53.38	251
10/03/2019	4160	<b>Supplier : Cozens (U.K) Ltd</b> Maintenance February 2019	600.00	120.00	720.00	252
18/02/2019	1000877	<b>Supplier : East of England LGA</b> Recruitment Support:Town Clerk	5,733.00	1,146.60	6,879.60	253
04/03/2019	660197	<b>Supplier : Intouch Systems Co.Ltd</b> Diamond Centre Broadband Mar 19	150.00	30.00	180.00	254
04/03/2019	660377	Recreation Centre Broadband Mar 19	50.00	10.00	60.00	
04/03/2019	660525	Hosted Exchange x7 April 219	53.00	10.60	63.60	
04/03/2019	660593	Server Backup:18/03-18/04/2019	49.00	9.80	58.80	
06/03/2019	2472	<b>Supplier : Norfolk ALC</b>	302.00	60.40	362.40	
13/03/2019	2488	Spring Conference 14/03/2019 Mrs Lashley Role of Clerk Training	55.00		55.00	255
			110.00	22.00	132.00	
12/03/2019		<b>Supplier : Richard Powell</b> 51 Edition Sprowston Matters	165.00	22.00	187.00	
			60.00		60.00	256

**Sproston Town Council**

**Supplementary Payments and Transfers**

13/03/2019	24445	<b>Supplier :</b> <i>Teleshore(U.K.) Ltd</i> <i>Grave Shoring</i>	2,768.00	553.60	3,321.60	<b>Bacs</b> 257
12/03/2019	AW-7380	<b>Supplier :</b> <i>A Waterfield &amp; Sons Ltd</i> <i>Windsor Park Gardens:Footpaths</i>	17,865.00	3,573.00	21,438.00	<b>Bacs</b> 258
06/03/2019	I10859158	<b>Supplier :</b> <i>Watson Fuels</i> <i>2000 Litres Heating Oil</i> <i>998 Litres Red Diesel</i>	970.00	48.50	1,018.50	<b>Bacs</b> 259
06/03/2019	I10859159		573.85	28.69	602.54	
			<b>1,543.85</b>	<b>77.19</b>	<b>1,621.04</b>	
		<b>TOTAL OF INVOICES</b>	<b><u>31,478.89</u></b>	<b><u>6,041.19</u></b>	<b><u>37,520.08</u></b>	<b>Trf 44</b>

**Transfer:** STC Active a/c to STC Drawings a/c

Trf 45

**£37,520.08**

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Councillor

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Councillor

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Town Clerk

Direct Debits		13th March 2019			
Invoice Date	Invoice No.	Invoice Detail	Net £	VAT £	Total £
		<b>Supplier: Total Gas &amp; Power Ltd</b>			
		Streetlighting: February 2019	2,870.60	574.12	3,444.72
09/03/2019	3004722699	Floodlight: February 2019	8.47	0.42	8.89
09/03/2019	3004806090	Diamond Centre: February 2019	274.48	54.89	329.37
09/03/2019	3004806101				
			<b>3,153.55</b>	<b>629.43</b>	<b>3,782.98</b>
<b>Total Direct Debits</b>			<b>3,153.55</b>	<b>629.43</b>	<b>3,782.98</b>