



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 7 August 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 17 July 2019. Pages 1 - 7
4. To receive any Police Liaison Officer's report. Pages 8 - 9
5. Traffic Statistics (SAM2) - Falcon Road, North Walsham Road and Russell Avenue. (Enclosed)
6. To receive correspondence & agree action/response arising from the minutes.
7. To receive any written/verbal reports from Sprowston County and District Councillors. Page 10
8. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak¹.
9. To receive the report of the Town Clerk. Pages 11 - 16
10. Adjourn the meeting for a short break.
11. To consider planning applications to 7 August 2019. Pages 17 - 18
12. Review of the Council's Accessibility Policy 2019 - 20 Pages 19 - 24
13. To receive any written/verbal reports from the Council's Committees and Working Groups.
14. To receive any written and verbal reports from Members representing the Council on or at outside organisations.
15. To confirm the payment of accounts to 7 August 2019. Pages 25 - 27
16. To receive the schedule of credit card payments. Page 28
17. To receive the schedule of direct debits. Page 29

Antennae
Relevant

Guy Ranaweera
Town Clerk

31 July 2019

Footnote:

¹ Members have a statutory legal duty under the Local Government Act 2000, to declare any personal or prejudicial interest they have in items contained in the above agenda. Failure to do so may result in the individual Councillor being reported to the Standards Board for England.

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

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

It should be noted that Councillors Mr J F Fisher and Mr J M Ward (Town Mayor) will or could be making comments on the planning applications at this meeting as a non-statutory consultee on behalf of the Town Council. However, as both Councillors are on the Planning Committee of Broadland District Council they would like it made clear that their views could change at those meetings when more information could lead them to a differing view than that expressed at this meeting. To this end they will be abstaining from voting on planning matters, apart from in the case of a tied vote when the Chairman will make the casting vote.

This Meeting is open to the Public and the Press. Copies of this Agenda and Draft Minutes referred to above are available from the Council Office. Signed copies of the Minutes may also be downloaded from the Council's website www.sprowston-tc.gov.uk (go to Agenda and Minutes page). They are available (unless marked confidential) for public inspection at the Council Offices during public opening hours.

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

COUNCIL MEETING – 17 JULY 2019

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 17 July 2019, the following Members were present:-

Mr J M Ward – Town Mayor

Mr M G Callam	-	Mr R J Knowles
Ms D Coleman	-	Mrs B J Lashley
Mr W F Couzens	-	Mrs J Leggett
Mr J F Fisher	-	Mr S C Walker

In attendance

Mr G Ranaweera	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer

1 member of the public was present

19/175. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

19/176. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr A J Barton, Mrs B Cook, Mr I Mackie and Mr J H Mallen and verbal apologies from Ms C T Rumsby and Mr N Shaw.

Mrs J Leggett had advised that she may arrive late.

19/177. MINUTES

The Minutes of the Council's meeting held on 26 June 2019, having previously been circulated to all Members, were confirmed subject to the following amendments

Minute 19/169, third paragraph, after July and **insert** the Hub

and signed by the Town Mayor of the Council.

19/178. POLICE LIAISON OFFICER'S REPORT

Norfolk Constabulary's Newsletter was unavailable. PC Russ Tupper had been intending to attend but had been called away last minute on Police business. However, PC Tupper had provided some crime updates from June/July, reported by the Town Clerk as follows:

- 1 count of possessing class A (Cocaine) - a vehicle was stopped due to intel and Cocaine found in the possession of the driver.
- 4 counts of possessing class B (Cannabis) - 4 youths found in possession of Cannabis at Church Lane/Barkers Lane field and wooded area.

19/179. CORRESPONDENCE

- (a) **Planning Application 2019/0392 - Use of Pool and approved Pool Building (Under Planning Permission 20181670) For Private Hire at 25, Cheney Drive, Sprowston, NR7 8RR**

Members noted the letter from Broadland District Council advising that Planning Application 2019/0392 had been withdrawn.

19/180. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr Ward also verbally reported:

Broadland District Council

- (a) there is an unauthorised encampment at Sprowston Park and Ride. The family have been spoken to by Mark Siddall, the Housing Enforcement officer and the County Council and other agencies are aware.

Norfolk County Council

- (b) an important early painting by J M W Turner titled Walton Bridges has been saved for the nation with a major grant from the National Lottery Heritage Fund and Art Fund. Norfolk Museums Service led on the fund raising of the £2.1m and the painting will be displayed first at Norwich Castle in September 2019 then following a tour of some Norfolk and Suffolk museums it will reside permanently at Norwich Castle from 2023.
- (c) Norfolk Police and Fire Services are now working more closely together with the two services sharing a control room at Police Headquarters at Wymondham.
- (d) I was present at the Cabinet meeting on 15 July 2019 when the Northern Western link road was agreed as Option C. This option limits environmental impact, has a high cost to benefit ratio, reduces congestion on existing roads and minimises the impact on communities and properties. This option will be submitted to the Department for Transport by the end of the month which will start the process required to secure funding.

Sprowston Town Council

- (e) on 2 July 2019 I hosted 60 children from Cecil Gowing Infant School at our Town Council offices to view the Sprowston Tapestries and the Town Clerk kindly put together a quiz on the tapestries which was very well received. Back in their classroom the children created a large wall panel as a result of this visit.
- (f) on 13 July 2019 I attended the Better Together event at Cannerby Lane Green. There were a number of stalls, including one from the library, all aimed at bringing people together for various activities.
- (g) on 16 July 2019 I was at the Cecil Gowing Year 2 end of term play "Robin Hood".

Referring to Mr Ward's report Mr W F Couzens noted that Norfolk's Police and Fire services were sharing a control room at Wymondham and enquired as to whether anything was happening with the site at Bowthorpe. Mr Ward responded that there was not.

19/180. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

Mr Couzens also commented on Broadland District Council's decision not to provide spaces for travellers and questioned whether the provision of a small site should be reconsidered.

Mr Ward replied that Broadland District Council had considered this but decided not to provide additional spaces at that time.

Mr J F Fisher advised that there had not previously been a need to provide spaces but this was being relooked at.

Having noted the number of events involving Cecil Gowing school in Mr Ward's report, Members commented on the lack of contact with other schools in the area.

Mr Ward explained that he was a Governor at Cecil Gowing school.

The Town Clerk was asked to invite other Sprowston schools to view the tapestries and learn the history behind them.

19/181. RESIDENTS' QUESTIONS

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

As there were no residents questions the meeting was reconvened

Mrs J Leggett joined the meeting.

19/182. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Watercourse at Hall Wood Road

Members noted the Town Clerk's report regarding permission being granted for Broadland District Council to access land at Hall Wood Road to install a new anti-blockage grating over the mouth of the culvert to alleviate problems which could lead to localised flooding.

1.2 Sprowston War Memorial, St. Cuthbert's Church

Referring to Minute 18/256, Mrs B J Lashley explained that agreed work to supply and fit a bronze security frame had not been carried out and would like the Town Council to honour their commitment.

The Town Clerk reported that the previous Town Clerk had instructed Omnis to carry out the agreed works but they had not done so.

He also reported that Minute 18/162, resolved that the Council, subject to the permission of the church, become custodians of the war memorial at St. Cuthbert's Church, Wroxham Road. However, he had no evidence that this had been officially progressed. Councillors observed there was also a query regarding insurance of the memorial.

19/182. REPORT OF THE TOWN CLERK (CONTINUED)

Members questioned whether Council would require permission to carry out work as the monument was now grade II listed.

It was noted that the plaques were not brass, as suggested in the letter from Reverend Canon Simon Stokes, but were of a composite material. Council were also not aware of any current or previous evidence of tampering or attempted theft.

Mrs B J Lashley proposed, seconded by Mr W F Couzens to authorise the Town Clerk to:

- (a) organise for the supply and fitting of a bronze security frame at a cost of £2,375 plus inflation and VAT.
- (b) obtain a quotation for repointing.

On being put to the vote the motion was CARRIED.

1.3 Sprowston Recreation Ground Tennis Courts

Having considered the actions of the Town Clerk regarding reports of anti-social behaviour on tennis courts at Sprowston Recreation Ground Members were pleased to note that Police were working closely with the Town Clerk to resolve this and other issues in the area.

CEMETERY

2.1 Plastic Free Cemetery

Members noted that options were being explored by the Town Clerk for eliminating single use plastic from the cemetery and that a report would be brought to a future meeting of the Council.

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Grounds Staff

Members noted that a member of grounds staff would be on sick leave until early August and an agency temporary worker had been sourced to provide partial cover during the summer season.

PLANNING AND TRANSPORTATION

5.1 One-way system, Wroxham Road shopping parade

Further to his report and Minute 19/164, the Town Clerk advised that he had not received any objections from the proprietors, or landlords of the parade of shops on Wroxham Road following his visit and letter outlining proposals for a one-way system. Objections were requested by 5 August 2019. A further update would be brought by the Town Clerk to the next meeting of the Council.

19/182. REPORT OF THE TOWN CLERK (CONTINUED)

5.2 Temporary closure of Plumstead Road in the Parish of Great and Little Plumstead - drainage improvement works

The Temporary Traffic Order from Norfolk County Council affecting Plumstead Road in the parish of Great and Little Plumstead was noted.

ENCLOSURES

6.1 Letter from Reverend Canon Simon Stokes

6.2 Copy of letters page Norwich Evening News July 4 2019

6.3 Notification of temporary closure of Plumstead Road in the Parish of Great and Little Plumstead - drainage improvement works

6.4 Sprowston Senior Citizens Club Newsletter - Summer 2019, Issue 17

19/183. MEETING ADJOURNMENT

Due to the early hour it was **RESOLVED** not to adjourn the meeting for a short break.

19/184. 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:

2019/0824 - change of use class A1 (Undertakers) to D1 (Physiotherapy Clinic) at 4 - 5, Shopping Centre, Corbet Avenue

2019/0911 - single storey side extension (car port) and two / single storey side and rear extension (revision of planning permission 20180847) at 24, Blenheim Crescent.

2019/0958 - single storey side and rear extension at 48, Linacre Close

2019/1064 - extension to existing detached chalet / new workshop at 26, Rosemary Road

(b) to oppose the granting of planning application 2019/1057 - erection of new front wall (retrospective) at 126, Wroxham Road and suggest the wall along its complete length be reduced to the height determined by legislation for a wall next to a highway used by vehicles (or footpath of such a highway).

(c) to oppose the granting of planning application 2019/1037 - loft conversion including hip to gable end and rear dormer at 60, Rosemary Road on the grounds of design as the dormer is almost at ridge height and the change from gable to hip on an adjoining pair of houses would be out of character.

19/184. PLANNING (CONTINUED)

Furthermore, the number of windows overlooking the adjacent property is an unneighbourly form of development.

19/185. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

19/186. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Mr R J Knowles verbally reported that a meeting of the Broadland Older Peoples' Partnership (Bopp) was being held on Friday, 19 July 2019 at Gage Road Chapel where a talk was taking place on mental health issues.

19/187. SUMMARY OF INCOME AND EXPENDITURE AND BALANCE SHEET TO 30 JUNE 2019

RESOLVED to approve and adopt the Statement of Accounts and Balance Sheet and Detailed Income and Expenditure to 30 June 2019.

19/188. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 17 July 2019 totalling £13,125.75 and answered Members' questions arising therefrom.

Following a query regarding Invoice no. 5069714: Bottled Water Angel Springs Ltd (T/A Waterlogic) and referring to Minute 19/071, the Town Clerk advised that signage had been erected at Sprowston Diamond Centre inviting visitors to refill their reusable water receptacles and paper cups ordered to replace use of plastic cups.

On the motion of Mr J M Ward, seconded by Mr R J Knowles it was **RESOLVED** that payment of the accounts to 17 July 2019 totalling £13,125.75 be approved and the schedule authorising payment signed by Mr R J Knowles and Mr J M Ward.

19/189. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £89.90 was approved and noted.

19/190. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments totalling £4,258.84 was approved and noted.

19/191. EXCLUSION OF PRESS AND PUBLIC

Mr J M Ward proposed, seconded by Mr W F Couzens to exclude the Press and Public from the meeting for the remaining business because otherwise, information which is exempt information by virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 would be disclosed to them and on being put to the vote the motion was **CARRIED**.

20/192. PLANNING ENFORCEMENT UPDATE - JUNE 2019

Members noted Broadland District Councils Planning Enforcement Update June 2019 and expressed concern that details of neighbouring parishes were included. The Town Clerk was asked to contact the Planning Authority and request they provide only details pertinent to Sprowston.

Further to Minute 20/174, the Town Clerk then reported on actions taken by the enforcement team with regard to two properties in Sprowston.

There being no other necessary business the Town Mayor of the Council thanked Members for their attendance and declared the meeting closed.

07 August 2019

Town Mayor

Newsletter

Welcome to the newsletter for Sprowston



Message from A/Inspector Matt Stuart

I'm pleased that local officers, working with other police teams, have increased proactive, high visibility patrols in priority areas and this has seen a number of good results. We will continue to target areas where there is repeated anti-social behaviour, crime, or other issues requiring a police presence. The team will also be visiting many events during the summer months to engage with the local community and keep everyone safe. In particular this provides the ideal opportunity to meet lots of young people and let them know that the police are friendly, approachable and here to help.

Crime Updates 1st-30th June 2019

Offence	Numbers	What could this entail
Arson	0	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	0	Harassment, alarm or distress is caused in a non-crime incident.
Burglary Business and Community	2	A person commits theft in a building or structure that is not lived in.
Burglary Residential	0	Entry and theft in a building or a structure that is lived in.
Criminal Damage	5	A person destroys or damages property belonging to someone else.
Domestic	5	Domestic incidents where a crime has not occurred. Parties are aged 16 or over and have been intimate partners or family members regardless of sexuality.
Hate Incident	0	Any incident where a crime has not occurred which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender.
Race or Religious aggravated public fear	0	Any crime determined to have a hate element as per above.
Possession of controlled substance	2	Unlawful possession of a drug classified in class A, B or C.
Possession of weapons	0	Unlawful possession of an article used as a weapon.
Public fear, alarm or distress	0	Public order offences e.g. from a verbal altercation to offences just short of violence.
Robbery	0	Includes a range of offences where force is used, threatened or the victim is put in fear.
Theft from a motor vehicle	1	Any item stolen that was in, on or attached to a motor vehicle.
Theft or unauthorised taking of a motor vehicle	0	Any motor vehicle including those abandoned.
Theft of pedal cycle	2	From a public place.
Theft from a person	0	Purse being taken from a handbag, or a mobile phone from a shopping basket.

Broadland Engagement Officer PC Vicky Bailey



Norfolk Constabulary are trialling the social network called "Nextdoor" and I am using this as a platform to report local concerns and issues directly to local communities.

About Nextdoor.

Nextdoor is the private social network for you, your neighbours and your community. It's the easiest way for you and your neighbours to talk online and make all of your lives better in the real world. And it's free.

People are using Nextdoor to:

Borrow from a neighbour, organise a Neighbourhood Watch Group, track down a trustworthy babysitter, find out who does the best paint job in town, ask for help keeping an eye out for a lost dog, find a new home for an out-grown bike, finally call that nice man down the street by his first name

Nextdoor's mission is to provide a trusted platform where neighbours work together to build stronger, safer, happier communities, all over the world.

What is happening in your area Local Beat Manager, PC Russ Tupper



I am based at Sprowston Police Station and can be contacted by calling 101.

Work is ongoing regarding the priorities set out in the last SNAP meeting.

I have been working alongside the local response teams to conduct high visibility patrols in the local open spaces within the area. This has in turn led to positive results within the area.

Also, suspects have been identified with regards to the thefts from vehicles occurring within local beauty spots and are currently being dealt with. This will hopefully ease local dog walkers within the community, who use the facilities. Please feel free to contact me if you have any concerns or other matters you believe I can help with.

I will also be assisting at a number of local summer fetes over the coming months, so if you see me please say hi.

Neighbourhood Priorities

- 1) High Vis Patrols of Open Spaces to monitor & challenge Anti-Social Behaviour & related offences, due to light evenings in the summers months
- 2) Monitor & challenge any Drug Use in the Barkers Lane and Church Lane areas of Sprowston
- 3) Monitor & challenge any parking/safety issues at the Wroxham Road, Sprowston retail development (Tesco Express and Charity Shop etc.)

Point of contact



Follow us on social media

@BroadlandPolice
www.crimestoppers.co.uk
www.norfolk.police.co.uk

Non Emergency: 101

Partner contacts



111 NHS

County Council 03448008012

District Council 01603 431133

Parking Issues 01553 616222



28th July 2019

Report from Councillor John Ward

Broadland District Council

From 1st April 2020, each Council Member will have a budget of £500 to spend in their Ward for community groups
Grants of between £100 and £500 can be made.

"Broadland Growth", a development company owned jointly by BDC and Norse, is currently building 22 houses at Gt. Plumstead. Two of these are "affordable" with a further four "affordable" being built off site in conjunction with this development. The showhouse is complete and now open.

The 4 vacant Assistant Director positions have now been filled:-
Helen Mellors A/D Planning
Rodney Fincham A/D Finance
Simon Phelan A/D Community Services
Nick Howard A/D Regulatory Services

Norfolk County Council

To celebrate Norfolk Day on 27th July, all Councils in Norfolk came together for a relay cycle ride to promote their support for the day. A 170 mile circular route carrying the Norfolk Flag ended at the EDP offices in Norwich.

A successful bid to the European regional Development Fund by Norfolk C.C. and the UEA will see at least £22m invested in small and medium sized businesses in the region. The new programme will allow for the setting up of an investment fund to support businesses developing products and services which will have a beneficial environmental impact.

Our Council Leader Andrew Proctor has written to the new Prime Minister Boris Johnson congratulating him on his appointment and asking for fairer long term funding for Councils and also for more investment in infrastructure, the duelling of the A47 and the building of the Norwich Western Link. Norfolk County Council currently has a funding gap of £71m over the next two years.

Road Safety training in schools was at threat in the budget cuts but will now continue and there will be a free Road Safety resource pack to support children's' learning which will be made available to all Norfolk schools.

COUNCIL MEETING – 7th August 2019

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Fact finding visit to the Sprowston Diamond Centre

In the evening of Friday 26th July, members of Old Catton Parish Council Community Centre Committee paid a fact finding visit to the Sprowston Diamond Centre. The committee has been formed to oversee the redevelopment of Old Catton's own community centre. They were accompanied on the visit by Town Mayor Cllr J Ward, Cllr B Lashley, Mr K Lashley (former Town Council Chairman during part of the Diamond Centre redevelopment), Broadland Council Community Infrastructure Coordinator Sally Hoare, and the Town Clerk. Cllr Leggett, through the Town Clerk also verbally passed on her observations and advice. The Committee expressed their thanks to all those from Sprowston who gave up some of their Friday evening to facilitate the visit and answer questions on the redevelopment project.

1.2 Broadland District Council annual rough sleeper count (night of 24th July 2019)

Town Council supported this survey by advertising it to Sprowston residents on Facebook. No rough sleepers were reported on the census night the 24th July 2019.

1.3 Sprowston Diamond Centre Field

Further to minute **19/078 Future of Sprowston Diamond Field**, on 25th July, options for the field are being explored. Town Clerk meet with Broadland Council officer and a representative of Clarion Futures. The field is easily accessible to Clarion Housing's tenants in the nearby Clover Road estate and as such Clarion Futures may be willing to use some of its 2020-21 financial year budget to match-fund equipment that meets the needs of their residents. These needs have initially been identified as play equipment for 6 year olds and under (pre-school / infants), and adult fitness equipment. Town Clerk has also meet with two equipment providers to obtain illustrative costings which will be used to inform the new business plan.

CEMETERY

2.1 No matters to report

STREET LIGHTING

3.1 No matters to report.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Broadland District Council's review of polling districts and polling places

Broadland is undertaking a review of all polling districts and polling places within its administrative boundary. Anyone can submit comments on their current polling stations or indicate whether there are any other suitable premises that could be used.

The review will not consider ward boundaries, divisions or parliamentary constituencies.

Responses can be submitted directly to Broadland via the contact details given in the related enclosure.

- **See attachment 6.1**

PLANNING AND TRANSPORTATION

5.1 One-way system, Wroxham Road shopping parade

Further to **minute 19/182** during which Town Clerk undertook to bring a further update on this matter to this Council meeting, Town Clerk can report that as of time of writing no objections to the proposed one-way system have been received.

Town Clerk will now liaise with the NCC highways engineer to progress this work.

ATTACHMENTS

- 6.1** Review of polling districts and polling places (email and webpage printouts)



Guy Ranaweera
Town Clerk

Guy Ranaweera

From: Election Services <election.services@Broadland.gov.uk>
Sent: 15 July 2019 09:47
To: Linda Mockford
Cc: Tanya Rowlandson; Anna Butler
Subject: Review of polling districts and polling places

Dear Parish/Town clerk,

We are currently carrying out a review of polling districts and polling places (stations) in the district. Every Council is required to carry out such a review every five years, and our last review was completed in January, 2015.

Polling districts are the geographical area created by sub-dividing an electoral area (e.g. ward or county division). Most polling districts are defined by parish or town boundaries but there are exceptions, such as Thorpe St Andrew North West and South East which are both split into two polling districts.

The aim of the review is to ensure that, where practical, electors have reasonable facilities for voting and polling stations are accessible. The review cannot make changes to parish/town boundaries, wards, divisions or parliamentary constituencies.

You can find more information on the review using the following link.

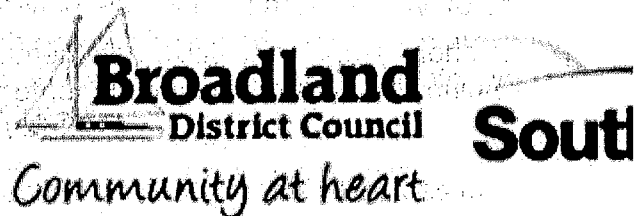
https://www.broadland.gov.uk/info/200145/voting_and_elections/590/review_of_polling_district_and_places_2019

I would be interested to hear from you if you have any comments on existing polling stations in your parish or town whether you have any suggestions for other suitable premises that could be used. The deadline for responses is **Wednesday 21 August 2019**.

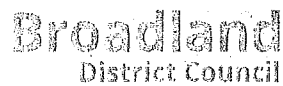
Best regards,

Linda Mockford
Electoral Services Manager
t 01603 430424 e linda.mockford@broadland.gov.uk

Two Councils
One Team



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Review of Polling District and Places 2019

Every Council is required to undertake and complete a review of all polling districts and polling places within its administrative boundary at least once every five years. The last review was completed in January 2015.

Definitions

- **Polling district** - the geographical area created by sub-dividing an electoral area. All wards within Broadland are divided into polling districts, which form the basis upon which the register of electors is produced. Most polling districts are defined by parish boundaries but there are exceptions. Unless there are special circumstances, each parish must be in a separate polling district.
- **Polling place** - the designated area for a polling district in which a polling station is located.
- **Polling station** - the actual area where the process of voting takes place, e.g. a room in a community centre or school.

The aim of the review is to ensure that:

- electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances
- as far as is reasonable and practicable, the polling places they are responsible for are accessible to all electors, and when considering the designation of a polling place, must have regard to the accessibility needs of disabled persons.

The review will not consider ward boundaries, divisions or parliamentary constituencies.

We are now looking for your thoughts and views about our existing arrangements to help us decide what, if any, changes should be made in this review.

You can download the Polling District Schedule showing the existing polling districts and polling places (stations) for the entire district. This gives the location of our current polling stations that we plan on using at all future elections.

Review Timetable

10 July to 21 August 2019	Consult for representations and comments on the existing and proposed (if any) arrangements
26 to 30 August 2019	Consider all the representations and alternative proposals

17 September 2019	Recommendations to Council
1 December 2019	Publish new Register of Electors to include any amendments following conclusion of review

How to respond

You can submit comments on your current polling stations or indicate whether there are any other suitable premises that could be used.

When making representations it would be helpful if you could provide as much relevant information as you can about your current polling place/station, including:

- how convenient (or not) the location is in relation to where you live
- whether there is adequate parking
- what access is available for disabled and/or wheelchair users
- how suitable overall it is for voting.

Comments can be made in the following ways:

Email us: election.services@broadland.gov.uk

You can also write to us:

Electoral Services
Thorpe Lodge
1 Yarmouth Road
Norwich
NR7 0DU

The deadline for commenting on the review is **21 August 2019**

Trevor Holden

Electoral Registration Officer

Elections



01603 430483



election.services@broadland.gov.uk

NORWICH NORTH PARLIAMENTARY CONSISTUENCY

POLLING DISTRICT	POLLING STATION	ELECTORATE	NORFOLK COUNTY DIVISION	BROADLAND DISTRICT/WARD	BROADLAND PARISH/TOWN	COMMENTS/ RECOMMENDATIONS
HC1	HELLESDON COMMUNITY CTR. WOOD VIEW ROAD HELLESDON	4559	HELLESDON	HELLESDON NORTH WEST	HELLESDON NORTH WEST	Due to the large number of electors this station is split into two
HD1	CORONATION HALL HAWTHORNE AVENUE HELLESDON	4144	HELLESDON	HELLESDON SOUTH EAST	HELLESDON SOUTH EAST	Due to the large number of electors this station is split into two
HE1	OLD CATTON SCOUT HEADQUARTERS LODGE LANE	2968	OLD CATTON	OLD CATTON & SPROWSTON WEST	CATTON NORTH	Due to the large number of electors this station is split into two
HE2	RECREATION GROUND PAVILION CHURCH STREET OLD CATTON	1925	OLD CATTON	OLD CATTON & SPROWSTON WEST	CATTON SOUTH	
HE3	CRICKET PAVILION BARKERS LANE SPROWSTON	1721	OLD CATTON	OLD CATTON & SPROWSTON WEST	SPROWSTON WEST	
HF1	SENIOR CITIZEN CLUB RECREATION GROUND ROAD, SPROWSTON	4226	SPROWSTON	SPROWSTON CENTRAL	SPROWSTON CENTRAL	Due to the large number of electors this station is split into two
HG1	SPORTS & SOCIAL CLUB BLUE BOAR LANE SPROWSTON	1611	WOODSIDE	SPROWSTON EAST	SPROWSTON NORTH EAST	
HG2	GAGE ROAD CHAPEL SPROWSTON	4974	SPROWSTON	SPROWSTON EAST	SPROWSTON SOUTH EAST	Due to the large number of electors this station is split into two
HK1	ST ANDREWS CENTRE BRENDA JAMES CLOSE OFF THUNDER LANE THORPE ST ANDREW	2746	WOODSIDE	THORPE ST ANDREW NORTH WEST	THORPE ST ANDREW NORTH WEST	Due to the large number of electors this station is split into two Problems finding suitable station in polling district - investigate possible boundary change
HK2	OUR LADY MOTHER OF GOD CHURCH HALL CHURCHFIELD GREEN ST WILLIAMS WAYS THORPE ST ANDREW	3175	WOODSIDE	THORPE ST ANDREW NORTH WEST	THORPE ST ANDREW NORTH WEST	Due to the large number of electors this station is split into two
HL1	DUSSINDALE CENTRE POUND LANE THORPE ST ANDREW	3429	THORPE ST ANDREW	THORPE ST ANDREW SOUTH EAST	THORPE ST ANDREW SOUTH EAST 1	Due to the large number of electors this station is split into two
HL2	THORPE ST ANDREW VILLAGE HALL, YARMOUTH ROAD THORPE ST ANDREW	1999	THORPE ST ANDREW	THORPE ST ANDREW SOUTH EAST	THORPE ST ANDREW SOUTH EAST 2	Due to the large number of electors this station is split into two

Sprowston Town Council
PLANNING APPLICATIONS – 7 AUGUST 2019

Broadland DC App.No.
2019/1075

Location
1, Vicarage Court, Mousehold Lane, Sprowston NR7 8HG

Classification: Minor dwellings
Type: Full Permission

Description: Conversion of 4 No. Flats into 5 No. Two-Storey Town Houses with Two-Storey Side Extension

Broadland DC App.No.
2019/0938

Location
15, Allens Avenue, Sprowston, NR7 8EP

Classification: Minor dwellings
Type: Full Permission (Householder)

Description: Single Storey Side Extension

Broadland DC App.No.
2019/1051

Location
8, Virginia Close, Sprowston, NR7 8JJ

Classification: Minor dwellings
Type: Full Permission (Householder)

Description: Single Storey Rear Extension, Dual Pitched Roof over Existing Roof & Extension & Loft Conversion with Front & Side Dormers

Broadland DC App.No.
2019/1145

Location
34, Gage Road, Sprowston, NR7 8EN

Classification: Minor dwellings
Type: Full Permission (Householder)

Description: Ground and First Floor Extensions

Broadland DC App.No.
19/01009/F

Location

East Anglian Air Ambulance, Hangar 14, Gambling Close, Norwich NR6 6EG

Classification:
Type:

Description: Extension and recladding of existing hangar and mezzanine floor. Construction of car park with associated landscaping



Accessibility Policy 2019-20

This policy provides guidelines to make sure the Town Council is accessible to everyone. This includes:

- The Public
- Employees
- Elected Members
- Partner Organisations

The policy has been written both for staff and elected Members in the Council. The policy has also been written so members of the public can access it. Finally, the policy has been written for partner organisations, with the aim of developing future protocols on accessibility that would cut across organisations.

This policy provides an overall framework for people to access us through:

- Printed information
- Electronic information
- Face to face contact
- Telephone

We will cover all areas of access to information including:

- Alternative formats
- Translators
- Interpreters
- Other support for people at meetings

Our policy aims to make accessible services and information:

- Straightforward
- Part of the Council's day to day work

1 Information is a right

Every member of the public has a right to access our service.

The Equality Act 2010 introduced a single Public Sector Equality Duty (PSED) (sometimes also referred to as the 'general duty') that applies to public bodies. Part of this duty is the requirement to make our information accessible to everyone.

The Freedom of Information Act 2000 gives every member of the public a right to request information on any aspect of our work. This means that people have a right to Town Council information in a language or format that suits them, within reason.

1.1 How this will make a difference for the public

Our policy is committed to making information and services available:

- To individuals
- On request
- In alternative formats
- In alternative media

This applies to everything produced – website, letters, emails, leaflets, minutes, reports etc.

1.2 Accessibility and Council policies

The Council Constitution sets out for the public its key goals and its values as a local authority. Promoting ethnic integration and diversity in Sprowston is one of our key values and this policy helps make us accessible to all.

This policy is part of our approach to equality and diversity. For more information please read the equality section of the Employee Handbook.

At Sprowston Town Council, we do not discriminate when people want to access information and services.

1.3 Commitment to accessibility

The Town Council's policies, procedures and protocols on our website will state:

A copy of this document is also available in different formats such as large print, Braille, audio or in a different language, please contact the office if this is required.

And also have the details of our address, telephone contact number, fax number and website addresses.

2 Accessing Interpreters and Translators

This part of the policy focuses on making services accessible to people whose first language is not written or spoken English.

Interpreters are needed where a person finds that communicating in English is a barrier to getting the information, advice or service they need.

The Council has the following responsibilities regarding interpreters:

- To provide them on request
- To only use them with a person's consent

Due to the low level of request for this service, the Council does not have direct access to interpreters, however if required, we will endeavour to respond within a reasonable timescale to find a suitable person who can provide an adequate level of interpretation.

2.1 Translators

At any point in time someone may want a document translated into a language other than English. The Council does not as a matter of course translate documents into other languages. However, if required, we hold details of translators for French, German and Polish and in the case of other languages; we will endeavour to respond within a reasonable time to find a suitable person who can provide an adequate level of translation. There are also several good websites that provide electronic translation but care must be taken as these translations are not always completely accurate.

2.3 Confidentiality

Staff will ensure that both translators and interpreters sign a written undertaking that they will keep all information being translated or interpreted as confidential.

3 Accessible Information: Using Plain Language

Plain language is about making sure that everything we write is clear to read.

The Plain English Campaign define Plain English as 'something that the intended audience can read, understand and act upon the first time they read it'.

The Plain English Campaign, as detailed on their website www.plainenglish.co.uk, list what they consider plain language to be:

- Using 'you' and 'we'
- Not being afraid to give instructions
- Using positive language
- Avoiding jargon
- Explaining what acronyms stand for, such as Citizen's Advice Bureau instead of CAB
- Using words rather than abbreviations or symbols, for example care of, not c/o
- Keeping sentences and paragraphs short (aim for maximum sentences of 15-20 words)
- Using headings to break up writing
- Using the active voice 'I will eat jelly' rather than the passive voice 'jelly will be eaten by me'
- Choosing a photograph, diagram or illustration to replace long written descriptions
- Only using basic punctuation. ,;:/()
- Avoiding phrases such as inter alia and raison d'être, where an English equivalent can be used.

4 Accessible Information: Keeping documents clear

Clear print is a design that takes into account a wider audience.

4.1 Type size

The Royal National Institute for the Blind (RNIB) and Action for Blind People recommend font size 14 as a minimum. The Council's documents will be supplied in this font upon request.

4.2 Type weight

Medium or **bold weight fonts** are more accessible than light ones.

4.3 Typeface

The Council uses Arial minimum font size 11 for day to day use. Simulated handwriting and elaborate typefaces are difficult to read and should not be used.

4.4 Contrast

Aim for a clear colour contrast. Black text on a white background and **strong blue text on a yellow background** provide the best contrast. Inks which are of a darker tone of the same colour as the paper should be avoided. People with colour blindness may have problems distinguishing reds or greens. **When using white type, make sure the background is dark to provide good contrast.**

4.5 Using paper

Avoid using glossy paper because the glare makes it difficult to read and choose uncoated paper or matt. Thin paper should not be used when printing documents on both sides. If the text is showing through from the reverse side, then the paper is too thin and bold and large text is more likely to show through. Alternatively, we will use a paper with a minimum density of 90sgm for double sided printing.

4.6 Type styles

Avoid sentences using CAPITAL LETTERS, *italics* or underlined text as these are generally harder to read. **Bold** is more accessible but only in small amounts.

4.7 Page layout and word spacing

To make a document accessible:

- Keep the same space between each word
- Do not condense or s t r e t c h words
- Try not to write more than 60-70 letters per line
- Do not split words at the end of lines
- Align text to the left margin so it is easy to find the start and finish of each line
- Avoid justified text as it creates uneven spacing between words
- Break information down into sections with titles and sub titles.

4.8 Navigational aids

It is good practice to use numbered headings and paragraphs in long documents, also to use a contents list or index to guide readers to relevant sections and pages. It is also helpful to place clear page numbers in the same position on each page, and leaving a space between paragraphs make reading easier.

4.9 Illustrations

Where possible try not to write letters over pictures.

4.10 Watermarks

Watermarks can be confusing to a reader, although it is very useful tool especially for DRAFT or CONFIDENTIAL documents. An alternative is to state DRAFT or CONFIDENTIAL in large bold print at the beginning of the document and on top of each page.

4.11 Large print

Large print documents must be made available on request. The RNIB defines large print as a minimum font size of **Point 16**. Action for Blind People recommend anything between **Point 16 to Point 22**. It is good practice to ask people what size they would like, as no single size suits everyone. With long documents it is a good idea to ask the person whether they want all or part of a document made available in large print. In some cases, they may only want a summary.

5 Accessible Information in alternative formats

The Council has a responsibility to make available materials in alternative formats.

5.1 Electronic information

Electronically held information can be adapted or translated before being sent out. In some cases, readers will have adaptations to their computers so all they will need is an e-mail or CD-ROM.

5.2 Coloured paper

Printing material in a different colour or onto coloured paper can help some readers with dyslexia. It is important to ask the individual reader what is best for them.

5.3 Audio tape and CD

When putting information onto tape the Council will consider commissioning a professional firm to do it. Appendix 1 is a list of helpful organisations.

5.4 Braille

Some people prefer information in Braille. Before responding to requests for information in Braille it is important to check that the person would rather have information in Braille than on tape. The appendix gives details of organisations that can translate documents into Braille.

5.5 Translation

Translation is a critical way to make documents accessible to people who read in other languages. All requests for translation must be met in the language requested.

5.6 British sign language in video clips

British Sign Language is recognised by government as a language in its own right and should be treated on par with any other language. The best way to make documents

Review History Issue 1 / Adopted July 2002

Latest reviewed July 2019

Date of next review May 2020

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accessible in British Sign Language is to pay for an interpreter to sign the document in front of a camcorder. This can then be used as a video, DVD or on a computer.

5.7 Using pictorial information

Many people may find information easier to understand if text is supported by illustrations. These could include:

- Photos
- Flow charts
- Tables
- Diagrams

MENCAP provide helpful information on how to make printed information accessible for people with learning difficulties and literacy difficulties – www.mencap.org.uk

Key points to remember when illustrating a printed text:

- Make sure the text is in plain language.
- Make sure the font is a large size.

APPENDIX 1: Useful Information and Guidance

Learning disabilities: Mencap
www.mencap.org.uk

Visual impairments/blindness: Royal National Institute for the Blind
www.rnib.org.uk

The Norfolk and Norwich Association for the Blind
www.nnab.org.uk

Hearing impairments/deafness: Royal National Institute for the Deaf
www.rnid.org.uk

Plain English Campaign
www.plainenglish.co.uk

Norwich Citizens Advice Bureau
Tel: 01603 660857

Sprowston Town Council

Meeting Date: 07 August 2019

Payments

<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
16/07/2019	51450	The Alarm Company	384.00	76.80	460.80	354
18/07/2019	51552	Alteration to security system:Workshop Overcharge on invoice 51450	24.00	4.80	-28.80	
			360.00	72.00	432.00	
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
15/07/2019	18865	Amberol Limited	812.00	162.40	974.40	355
		Chick/Parrot Litter Bins & Fixing Kits				
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
25/07/2019	1	W.Barlow	74.52		74.52	356
01/08/2019	2	Temp ground staff w/e 28/07/2019 Temp ground staff w/e 04/08/2019	74.52		74.52	
			149.04		149.04	
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
23/07/2019	617986	Birketts LLP	461.8	84.36	546.16	357
		Legal Fees:Transfer of land Manor Reach				
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
12/07/2019	625108	Broadland District Council	5,642.00		5,642.00	358
		Litter Bins/Dog Bins:01/04/2019-31/03/2020				
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
15/07/2019	200	Burlingham Memorial Solutions	143.40	28.68	172.08	359
		Memorial Plaque (recharged inv.6149)				
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
17/07/2019	4446	Cozens (uk) Ltd	295.00	59.00	354.00	360
25/07/2019	4456	MiniCell Replacement:Bollards off Wroxham F	6,380.00	1,276.00	7,656.00	
26/07/2019	4459	Replacement of 4 defective columns & LED's Relocation of light Colindeep Lane(recharged)	2,925.00	585.00	3,510.00	
			9,600.00	1,920.00	11,520.00	

<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
19/07/2019	2724798	Certas Energy t/a CPL Petroleum	674.45	33.72	708.17	361
		<u>Details</u>				
		1000 litres Red Diesel				
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
01/07/2019	SC441	Creative Arts East	20.00		20.00	362
		<u>Details</u>				
		Screen:Basic Membership				
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
11/07/2019	109	Simon Dazeley Construction Services	63.75		63.75	363
		<u>Details</u>				
		Repair: 1)Leak under sink, 2) Faulty sensor tap				
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
25/07/2019	998939	Eyre Building Services Group Ltd	87.22	17.44	104.66	364
26/07/2019	998997	Attend:Leaking disabled toilet Council Offices	247.00	49.40	296.40	
		Supply & install New Cistern:Disabled toilet				
			334.22	66.84	401.06	
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
19/07/2019	1009861408	Hays Recruitment Ltd	192.90	38.58	231.48	365
10/07/2019	1009833470	D.P.D.Temp.Grounds Staff w/e 12/07/2019	122.17	24.43	146.60	
24/07/2019	1009868742	D.P.D.Temp.Grounds Staff w/e 05/07/2019	96.45	19.29	115.74	
			411.52	82.30	493.82	
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
01/08/2019	925622	Heritage Contract Services Ltd	5,569.58	1,113.92	6,683.50	366
01/08/2019	925584	Caretaking/Cleaning Services September 201:	32.92	6.58	39.50	
01/08/2019	925583	Litter Picking Blue Boar Lane:Jul/Aug 19	395.04	79.01	474.05	
01/08/2019	925585	Litter Picking Recreation Ground:Jul/Aug 19	119.64	23.93	143.57	
01/07/2019	925562	Locking Church Lane Cemetery:August 19	48.00	9.60	57.60	
01/07/2019	925579	Call out & Service:Scrubber Machine	50.12	10.02	60.14	
01/08/2018	925582	Azure Hand Wash	449.16	89.83	538.99	
		Jul/Aug 2019 increase in Contract Price (adj.)				
			6,664.46	1,332.89	7,997.35	
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
18/07/2019	127230	HVV Ltd	15.35	3.07	18.42	367
		<u>Details</u>				
		Polo Shirt				

<u>Invoice Date</u> 16/07/2019	<u>Invoice No.</u> 669712	Intouch Systems <u>Details</u> Server Backup :18/07/2019-18/08/2019	<u>Net</u> 49.00	<u>VAT</u> 9.80	<u>Amount</u> 58.80	<u>BACS</u> 368
<u>Invoice Date</u> 12/07/2019	<u>Invoice No.</u> 3185	Norfolk Association of Local Councils <u>Details</u> CILCA Training	<u>Net</u> 150.00	<u>VAT</u> 30.00	<u>Amount</u> 180.00	<u>BACS</u> 369
<u>Invoice Date</u> 31/07/2019	<u>Invoice No.</u> SB20190279	PKF Littlejohn LLP <u>Details</u> 2018/2019 External Audit	<u>Net</u> 2,000.00	<u>VAT</u> 400.00	<u>Amount</u> 2,400.00	<u>BACS</u> 370
TOTAL OF INVOICES			27,550.99	4,226.06	31,777.05	Trf 64

Transfer: STC Drawings a/c to Petty Cash

27,550.99 4,226.06 31,777.05

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

31,777.05 Trf 64

Transfer: STC Active a/c to Salaries a/c

20,000.00 20,000.00 Trf 65

.....
Councillor

.....
Councillor

.....
Town Clerk

Sprowston Town Council	Barclaycard Payments	Meeting Date:	07/08/2019
<u>Invoice Date</u> 31/07/2019	Amazon <u>Invoice No.</u> 9854768 <u>Invoice Detail</u> Safety Footwear	<u>Net</u> 37.49	<u>VAT</u> 7.50
		<u>Amount</u> 44.99	
<u>Invoice Date</u> 29/07/2019	Makro Self Service <u>Invoice No.</u> 371595 <u>Invoice Detail</u> Biscuits	<u>Net</u> 59.96	<u>VAT</u>
		<u>Amount</u> 59.96	
<u>Invoice Date</u> 17/07/2019	Timpson Ltd <u>Invoice No.</u> 597 <u>Invoice Detail</u> Key Cut:Pavilion	<u>Net</u> 24.96	<u>VAT</u> 4.99
		<u>Amount</u> 29.95	
	Total of Payments	122.41	12.49
	Due by Direct Debit		134.90

Sproston Town Council

Direct Debit Payments

Date: 07 August 2019

Meeting

<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
						<u>DEBIT</u>
Anglia Farmers Ltd						
<u>Details</u>						
01/07/2019	690750	Haven Power : Cemetery June 2019	56.64	3.08	59.72	
01/07/2019	690750	Haven Power : Nursery June 2019	16.73	0.91	17.64	
01/07/2019	688433	Vodafone: Mobile June 2019	1.73	0.35	2.08	
01/07/2019	688433	Screwfix: Tap, Cable ties, Oil, Woodstain, Bracke	54.96	10.98	65.94	
			130.06	15.32	145.38	

PHS Group

<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
						<u>DEBIT</u>
<u>Details</u>						
28/07/2019	66845156	Recreation Ground:01/09/2019-30/11/2019	60.13	12.03	72.16	
28/07/2019	66845157	Sparhawk:01/09/2019-30/11/2019	60.13	12.03	72.16	
28/07/2019	66845158	Diamond Centre:01/09/2019-30/11/2019	311.16	62.23	373.29	
			431.42	86.29	517.61	

Total Direct Debits

561.48	101.61	662.99
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