



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 28 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 7 August 2019. Pages 1 - 7
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. Pages 8 - 9
7. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak¹.
8. To receive the report of the Town Clerk. Pages 10 - 18
 - 1.1 Pavilion Hire Fee
 - 1.2 Sprowston Youth Engagement Project Plastic Sculpture Project
 - 1.3 Dogs in Windsor Park Gardens Open Space
9. Adjourn the meeting for a short break.
10. To consider planning applications to 28 August 2019. Page 19
11. To receive any written/verbal reports from the Council's Committees and Working Groups.
12. To receive any written and verbal reports from Members representing the Council on or at outside organisations.
13. To confirm the payment of accounts to 28 August 2019. Pages 20 - 22
14. To receive the schedule of credit card payments. Page 23
15. To receive the schedule of direct debits. Page 24
16. The Town Mayor will move that the press and public be excluded from the meeting for the remaining business because otherwise, information which is exempt information by virtue of Paragraph 1 of Part I 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.
17. To receive Broadland District Council's Planning Enforcement Update - July 2019 (Confidential). Pages 25 - 29

Guy Ranaweera
Town Clerk

22 August 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 – 07 AUGUST 2019

At the meeting of the Sprowston Town Council held in the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 7 August 2019, the following Members were present:-

Mr J M Ward – Town Mayor

Mr A J Barton	-	Mr J F Fisher
Mr M G Callam	-	Mr R J Knowles
Ms D Coleman	-	Mrs B J Lashley
Mrs B Cook	-	Mr N Shaw
Mr W F Couzens	-	Mr S C Walker

In attendance

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

2 members of the public were present

19/193. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

19/194. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mrs J Leggett, Mr I J Mackie, Mr J H Mallen and Ms C T Rumsby.

19/195. MINUTES

The Minutes of the Council's meeting held on 17 July 2019, having previously been circulated to all Members, were confirmed and signed by the Town Mayor of the Council.

19/196. POLICE LIAISON OFFICER'S REPORT

Members noted the Police Liaison Officer's report and crime updates from 1 June - 30 June 2019 together with an email from PC Tupper elaborating on some incidences reported.

Mr J M Ward mentioned that PC Tupper had joined Mrs J Leggett and himself for their monthly surgery at Sprowston Library on Saturday 27 July 2019.

Mrs B J Lashley commented that Police Community Support Officers (PCSO's) were greatly missed, they had proved invaluable during the holiday period.

Mr J F Fisher observed that the Chief Constable had stated that crime statistics had improved following restructuring and the abolition of PCSO's.

19/197. SAM2 STATISTICS

The Town Clerk reported a resident's request for traffic calming measures on Russell Avenue. This road being a 20 MPH zone with recent SAM2 data indicating speeding well above this limit.

Mrs B J Lashley felt the painting of 20MPH on the roadway at junctions with Russell Avenue should be considered.

Mr J M Ward suggested asking the opinion of the Sprowston Beat Manager.

It was agreed that the Town Clerk seek the opinion of PC Tupper, Beat Manager and make enquiries with the Highways Engineer as to the possibility of painting 20MPH on roadway junctions.

Mr J F Fisher advised that he would shortly be meeting Norfolk County Council Highways engineer and would also enquire about painting 20MPH at roadway junctions.

19/198. CORRESPONDENCE

(1) Sprowston War Memorial, St. Cuthbert's Church

Further to Minute 19/182, the Town Clerk reported that:

- (1.1) Reverend Cannon Simon Stokes had expressed his gratitude to the Town Council for agreeing to repoint the brickwork and install a security frame.
- (1.2) Broadland Council's Historic Environment Officer had agreed brickwork re-pointing and similar like-for-like repairs could proceed and he was continuing to work with Broadland to obtain listed building consent for installation of the security frame.

(2) Planning Application 2019/0485, reserved matters planning application 2019/0485 for details of appearance, layout, landscaping and scale of 365 dwellings to Land South of Salhouse Road, Sprowston

Further to Minute 19/081, the Town Clerk reported that Broadland District Council had taken into account Sprowston Town Council's comments in the determination of the proposal. Permission had now been granted for the development proposed.

19/199. PLANNING ENFORCEMENT

Further to Minute 20/174 and 20/192, the Town Clerk was requested to pursue this issue with Broadland District Council, as no action appeared to have been taken.

Mr Ward offered to follow this up with District Council officers as well.

19/200. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Referring to his written report Mr J M Ward advised of an amendment. Each Broadland District Council Member would now have a budget of £500.00 with immediate effect, not from 1 April 2020 as previously reported.

In response to a question Mr Ward confirmed that grants between £100.00 and £500.00 were to be spent on community groups within the ward represented.

19/200. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

Mr R J Knowles asked if any of the four vacant Assistant Directors posts had been filled from South Norfolk, to which Mr Ward replied there were two from South Norfolk and one external.

Mr Ward verbally reported:

Broadland District Council

- (1) on 31 July 2019 I attended a presentation and coffee morning by the Broadland Youth Advisory Board ambassadors at Carrowbeck House. They are making changes by young people, for young people, meeting others, developing new skills, training, creating opportunities and engaging in positive activities.

Norfolk County Council

- (2) on 19 July I wore my Chair of Office at the Norfolk County Council Chairman's Reception at Kings Lynn Town Hall.

In answer to a query regarding his attendance at an event in Kings Lynn Mr Ward confirmed that he had been officially invited to wear the Mayoral Chain.

Mr J F Fisher verbally reported:

- (1) on the annual review of Children's Services advising that first time offenders were at an all-time low resulting from focus on prevention and early years intervention.
- (2) Early Childhood and Family Services, the replacement for Children's Services, will be on-line in October working more closely with Norfolk Health.

Responding to a question Mr Fisher confirmed that Spixworth and Sprowston Children's Centre had already closed.

19/201. RESIDENTS' QUESTIONS

On the motion of Mr J M Ward, seconded by Mr R J Knowles 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 Town Mayor who would, assisted by the Town Clerk, reply.

Mr Moore suggested a litter bin be placed at the bus stop on North Walsham Road near the junction with Edwards Road as there was regularly rubbish laying on the ground in this area. He proposed that the bin at a nearby bus stop, which was underused, be relocated for this purpose. Mr Moore advised that he had already discussed this with Broadland District Council.

It was agreed that the Town Clerk liaise with Broadland District Council and recommend, on behalf of the Council, that a bin be erected at this site.

Mr Moore also raised concern regarding an LED light located in the alleyway between Barkers Lane and Foxburrow Road, commenting that the area was underlit.

Mr Lashley referred to comments on social media regarding speeding on School Lane and Neville Road. He was not personally aware of an issue but requested the Council place their speed monitoring device on these roads.

19/201. RESIDENTS' QUESTIONS (CONTINUED)

It was agreed that School Lane and Neville Road be added to the list for speed monitoring.

Mr Lashley also commented on incidences of crime since the PCSO's were abolished and questioned if the Chief Constable, as referred to earlier in the meeting, was looking at the same statistics. In view of the Prime Ministers (PM) commitment to increase funding for police forces Mr Lashley suggested the Council write to the PM requesting the reinstatement of PCSO's as they were more economical.

Mr J M Ward responded this was an issue for the Safer Neighbourhood Action Panels, however the Chief Constable of Norfolk was adamant he would not reinstate PCSO's.

The meeting was reconvened

19/202. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Fact Finding Visit to the Sprowston Diamond Centre

The Town Clerk reported that on 26 July 2019 members of Old Catton Parish Council Community Centre Committee paid a fact finding visit to the Sprowston Diamond Centre. The committee had been formed to oversee the redevelopment of Old Catton's own community centre. They were accompanied on the visit by Town Mayor John Ward, Mrs B J 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. Mrs J 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

The Town Clerk reported that the above survey was advertised to Sprowston residents on Facebook and he was pleased to report no rough sleepers were reported on the census night of 24 July 2019.

1.3 Sprowston Diamond Centre Field

Further to Minute 19/078, Future of Sprowston Diamond Field, the Town Clerk reported that he had met with Broadland Council officer and a representative of Clarion Futures to explore options for the field.

He explained the field was easily accessible to Clarion Housing's tenants in the nearby Clover Road estate and as such Clarion Futures, the charity arm of Clarion, 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 having initially been identified as play equipment for 6-year olds and under (pre-school / infants) and adult fitness equipment.

19/202. REPORT OF THE TOWN CLERK (CONTINUED)

The Town Clerk had also met with two equipment providers to obtain illustrative costings which would be used to inform the new business plan.

Mrs B J Lashley queried why Clarion Housing Group were not considering the green spaces at Clover Road for play equipment. She expressed concern about provision of equipment for 6-year olds and under but nothing for parents. However, she could understand how adult fitness equipment complimented activities at Sprowston Diamond Centre.

Mrs Lashley asked if the field would be unlocked all day.

The Town Clerk explained the field was rarely hired. He did not envisage vehicles driving onto the field except on the existing overflow car park. The area was of sufficient size to provide for a children's play area, adult fitness equipment, tables and seating. Broadland District Council had assessed the green spaces at Clover Road as too small to accommodate a children's play area.

Mr W F Couzens agreed with Mrs Lashley and also felt that equipment suitable for a wider age range was required. If the car park was to be retained it would need proper surfacing.

Mrs Lashley pointed out that equipment required ongoing maintenance and queried whether Clarion Housing would be prepared to contribute funding.

Mr J M Ward suggested this item be deferred until consideration of the Business Plan 2019 - 2023.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Broadland District Council's Review of Polling Districts

Members considered the District Council's review of polling districts and polling places. Mr M G Callam highlighted problems which occurred during the European Elections as a cricket match was underway at the same time as voting was taking place. Whilst the situation was not ideal Mr Callam appreciated there were no public buildings in the west ward polling area.

It was agreed that Mr M G Callam submit his response directly to Broadland District Council.

PLANNING AND TRANSPORTATION

5.1 One-way system, Wroxham Road shopping parade

Further to Minute 19/182, Members noted no objections had been received regarding the proposed one-way system at Wroxham Road shopping parade.

19/202. REPORT OF THE TOWN CLERK (CONTINUED)

The Town Clerk would now liaise with Norfolk County Council Highways engineer to progress implementation.

ENCLOSURES

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

19/203. MEETING ADJOURNMENT

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

The meeting was reconvened.

19/204. 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:

2019/1075 - conversion of 4 No. flats into 5 No. two-storey town houses with two-storey side extension at 1, Vicarage Court, Mousehold Lane

2019/0938 - single storey side extension at 15, Allens Lane

2019/1145 - ground and first floor extensions at 34, Gage Road

2019/1082 - garden room to side elevation at 5A, Recreation Ground Road

19/01009/F - extension and recladding of existing hangar and mezzanine floor, construction of car park with associated landscaping at Hangar 14, Gambling Way, Norwich

(b) to oppose the granting of application 2019/1051 - single storey rear extension, dual pitched roof over existing roof and extension and loft conversion with front and side at 8, Virginia Close on the grounds of design as it is out of keeping with the surrounding area. Furthermore, the dormer windows are at ridge height and oversized.

19/205. REVIEW AND ADOPTION OF ACCESSIBILITY POLICY 2019 - 20

The Town Clerk reported that the Accessibility Policy 2019 - 20 had been revised to include current legislation.

Having reviewed the policy, it was

RESOLVED to re-adopt the policy subject to the following:

- change title to Accessibility of Information Policy 2019 - 20

19/205. REVIEW AND ADOPTION OF ACCESSIBILITY POLICY 2019 - 20 (CONTINUED)

- 1.3 **insert** full stop after language and change please to Please
- 4.3 **delete** 11 and **insert** 12
- 4.4 **delete** paragraph and **insert** Aim for a clear colour contrast. Black text on a white background
- 4.11 **delete** RNIB and **insert** Royal National Institute of Blind People
- Town Clerk to investigate use of Interpreting and Translation Services

19/206. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

19/207. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written reports were received.

19/208. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 7 August 2019 totalling £31,777.05.

In answer to members questions the Town Clerk advised that:

Invoice No. 18865 related to the purchase of two character litter bins sited at Blue Boar Lane play area.

Invoice No. 4446 referred to the fitting of individual photo cells to three bollards located in the pathway between 297A and 299 Wroxham Road.

On the motion of Mr J M Ward, seconded by Mr M G Callam it was **RESOLVED** that payment of the accounts to 7 August 2019 totalling £31,777.05 be approved and the schedule authorising payment signed by Mr R J Knowles and Mr J M Ward.

19/209. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £134.90 was approved and noted.

19/210. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments totalling £662.99 was approved and noted.

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

28 August 2019

Town Mayor

18th August 2019

Report from Councillor John Ward

Broadland District Council

Plans for a new £6.5m railway halt at Broadland Business Park have been put on hold due to the current financial climate, but it remains an aim of the Council to have this delivered at some point in the future.

The case of the Untidy Garden in North Walsham Road has now been given to our Senior Planning Investigation Officer to progress. She will try to work with the resident to resolve the matter prior to taking Enforcement action.

Nominations are invited for BDC's 2019 Design Awards and Enhancement Awards. One of the previous winners was the Manor Reach housing Development. Nominations to conservation@broadland.gov.uk by 9th September.

The integration of BDC and South Norfolk DC continues with the new Staffing Structure, Terms & Conditions, Pay Scales and Job Descriptions ready for consultation on 2nd September.

Norfolk County Council

Norfolk Fire & Rescue Service reported 2605 fires in 2018/19, the highest since 2011/12 and a small increase in house fires to 467.

A passing out parade has just been held for Norfolk's newest on-call firefighters as they completed the first stage of their training.

The Castle Keep has now been completely cleared ready for building work to start next month. The model castle has been redisplayed in Castle Mall.

I recently visited the Nelson Museum, Great Yarmouth which is sadly due to close permanently on 31st October. Whilst not part of the Norfolk Museum Service (NMS) it does belong to Share East which is in umbrella group covering museums across the East of England and in which NMS plays a leading role. At the present time the Nelson Collection is scheduled to go into storage but other options are being explored.

Accessibility improvements have been made on Norfolk's National Trails with all stiles being removed from the Peddars Way and Norfolk Coast Path.

Report from District Councillor Judy Leggett

SNAP

The next SNAP meeting will be held on Tuesday 10th September at 7.00pm at

The Pavilion, Old Catton Recreation Ground, Old Catton .

I hope to see you there.

PC Tupper will be taking up a temporary Sergeants role away from Sprowston in September and I have not heard who will be Beat Manager in his absence.

Recycling

I have been asked questions about recycling shredded paper. I have spoken to the staff who manage the recycling contract and they assure me that taking shredded paper is part of that contract.

The definitive list of what can be recycled is on the website

www.norfolkrecycles.com

Please publicise this website to residents .

Judy Leggett

August 2019

COUNCIL MEETING – 28th August 2019

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Pavilion Hire fee

Pavilion has very few bookings. 1 regular hirer. Pricing is currently a flat rate of £18 per hour which is at odds with the hourly rate of our other similar venues. For example, the St Quintin Room (Sprowston Diamond Centre) which is of comparable size but has Wifi, better/newer kitchen and better/newer toilet facilities, has the following pricing structure:

- Weekdays: £15.00 per hour
- Weekend / Bank Holidays 9.00am to 6.00pm: £17.00 per hour
- Weekend / Bank Holidays 6.00pm to 11.00pm: £80.00 per session

Recommendation: To amend Pavilion hire fee to match fee structure of the St Quintin room.

1.2 Sprowston Youth Engagement Project Plastic Sculpture Project

Sprowston Youth Engagement Project (SYEP) intend to create from waste plastic 13 sculptures of sea creatures affected by plastic waste pollution. Over the 2020 Easter holiday they would like to install these at locations around Sprowston to form a sculpture trail. SYEP has therefore requested permission to install sculptures at several Town Council locations.

See Attachment 6.1

Option: To grant SYEP permission to temporarily install plastic sculptures on Council property, subject to health and safety requirements and Town Clerk's final approval.

1.3 Dogs in Windsor Park Gardens Open Space

A letter from a resident has been received detailing two incidents involving dogs not under proper control, in or near to the children's play area at this open space.

See Attachment 6.2

Option: To consider resident's request to implement a 'dogs on leash' policy at Windsor Park Gardens Open Space.

CEMETERY

2.1 No matters to report.

STREET LIGHTING

3.1 No matters to report.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 No matters to report.

PLANNING AND TRANSPORTATION

5.1 Community Woodland Park at Racecourse Plantation

Site Address: Racecourse Plantation, Plumstead Road East, Thorpe St Andrew, NR7 9LW

Proposal: Erection of up to 300 New Homes and the Creation of a New Community Woodland Park (Outline)

Parish: Thorpe St Andrew

Current Status: APPEAL DECIDED

Sprowston Town Council has been invited, as a key stakeholder, to attend a site meeting to begin preliminary consultation with the developer.

See Attachment 6.3

Option: To authorise a delegation to attend the site meeting, represent the Council's views and report back to Council.

ATTACHMENTS

6.1 SYEP Plastic Sculpture Project


Email from SYEP; example photos demonstrating proposed size and dimensions of sculptures

6.2 Dogs in Windsor Park Gardens Open Space

Resident's letter "Re: Dog owners/Walkers on Windsor Park Gardens, Norwich"

6.3 Community Woodland Park at Racecourse Plantation

Text of email invitation from Senior Planner at Broadland District Council; plans of site; map of immediate area



Guy Ranaweera
Town Clerk

Guy Ranaweera

From: Clare Lincoln <clare.lincoln@syep.co.uk>
Sent: 20 August 2019 09:50
To: Guy Ranaweera
Subject: Re: Plastic Sculpture Project

Hi Guy,

I am well thanks. So potential areas would be -

Library - confirmed

Recreation ground

Diamond centre

Social club

Put side the schools x 4

St Cuthberts - confirmed

Tescos

Aslake Close - confirmed

Spawhawk park

We was going to have a walk around to look for potential sites. We have approached everyone we can in terms of sites and getting permission.

We said around 13 sculptures.

We have changed the theme slightly and instead of endangered animals we are going to focus on animals most affected by plastic waste. The animals are -

Sea turtles

Seals - as we have an issue in norfolk with plastic and our seals

Sea lions

Albatross

Sperm wale

Dolphins

Sharks

Penguins

Ducks

Swans

Coral reef

Fish

Platterpus

We have Cecil Gowin, Falcon and the high school on board. Have contacted other schools.


I have attached a picture as an idea for size (we are not making the sculptures out of paper mache)


It will be difficult to know how we can secure them until sculptures are made, but the guys were thinking plinths similar to the attached photos I guess we just need to work put how we secure those.





Was there anything else??

Thanks

SYEP – Plastic Sculpture Project

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[savethewaves.ncs](#) Daphné the dolphin @ncsyes

Limited quantity remaining

1 of 3



**Wooden base plinth display stand
column pedestal art var. sizes, NEW**

Spowston Town Council
Council Office
Recreation Ground Road
Spowston
Norwich
NR 78EW

[REDACTED]
[REDACTED] Windsor Park Gardens
Spowston
Norwich, Norfolk
[REDACTED]

Dear Whom this Concerns

Re: Dog Owners/Walkers on Windsor Park Gardens, Norwich

My purpose in writing to you today is to discuss the possibility of dogs being leashed as a lawful requirement around the estate of Windsor Park Gardens. In this letter I will detail a couple of incidents that happened today as evidence that action needs to be taken.

For background purposes, I am a married mother of two children aged 3 and 6 years old who regularly play on the play area on the estate and who ride their bikes and scooters on the newly laid pathways leading to it.

Today (Friday 19th July), around 4pm, my children and some of their friends were playing in the play area and on the grass and paths outside the gate when two Labrador dogs appeared on the grass on the "common land" outside of the play area. One dog ran over to the play area gate and urinated up the litter bin just outside. These dogs then met in the middle of the common land grass and began to growl, bark, bite and brawl aggressively with each other; at this point there were no owners in view. The children were called and gathered into the safety of the gated park. A few minutes later, **only one** of the owners arrived and collected their dog; the other ran off towards an unseen owner that was on the road who hadn't even entered the park. This exchange was very scary for the small children in our care; there was clearly little control over the dog's behaviour and a complete disregard for the safety of the children playing nearby.

Within 30 minutes, another unknown unleashed black labrador came from the direction of Mountbatten Drive, along the gate and bounded, fully of energy, into the play-area where approximately 10 children aged between 3 and 8 years old were playing on the equipment. Once again some of the children became very distressed. When the female owner finally arrived, I told her to remove her dog. She was instantly verbally aggressive stating that it wasn't her fault that the dog had entered the park and, when I asked her to stop shouting at me and to remove the dog, she assaulted me by hitting my arm. When she finally left, she refused to leash her dog, she told my friend to "[REDACTED] off" in front of the children and her dog urinated up the litter bin outside the gate. I believe she then continued to walk her dog over the private land belonging to Norwich High School. This route past the play-area to the school's land, sadly, is commonly used by dog walkers and dogs often come in.

To keep the play-area's gate shut all the time is very difficult. There are two gates on opposite sides of the area with children running in and out of them constantly. Spring-loaded, self closing gates would be helpful but having dogs on the lead would be better

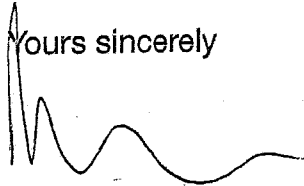
as the problem isn't just about the dogs entering the park, its their behaviour on the common land as well.

These, unfortunately, are not isolated incidents. My husband and I are homeowners and have lived on this estate, that is designed for families, for 5 years. Dogs are constantly left to run about and bound up to children. We have had a constant battle with the ignorance and lack of responsibility of many dog owners who have little to no control over their animals. The area is continuously littered with dog mess where the animal has bounded off and done its business without the owner even knowing. I have lost count of how many times an owner has said "Oh he's really friendly, he won't hurt you". There seems to be little understanding of how frightening it is to a child to have an unknown dog, sometimes twice the size of them, with sharp teeth, hurtle towards them at speed; they have no way of knowing if that animal's intention is to play or attack.

As parents, we have a responsibility to keep our children safe and protect them from danger and distress. The play area and common land are supposed to be a safe zone for children's play. With the summer holidays arriving, I fear that this problem is set to escalate. Please help by enforcing a leash policy and keeping the children safe.

I look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.A black rectangular redaction mark covering the name of the sender.

Racecourse Plantation - Community Woodland Park

Dear All

I have been contacted by Socially Conscious Capital (SCC) who are the promoters behind the above development, allowed on appeal under ref APP/K2610/W/17/3188235 (**Broadland reference 20161896**).

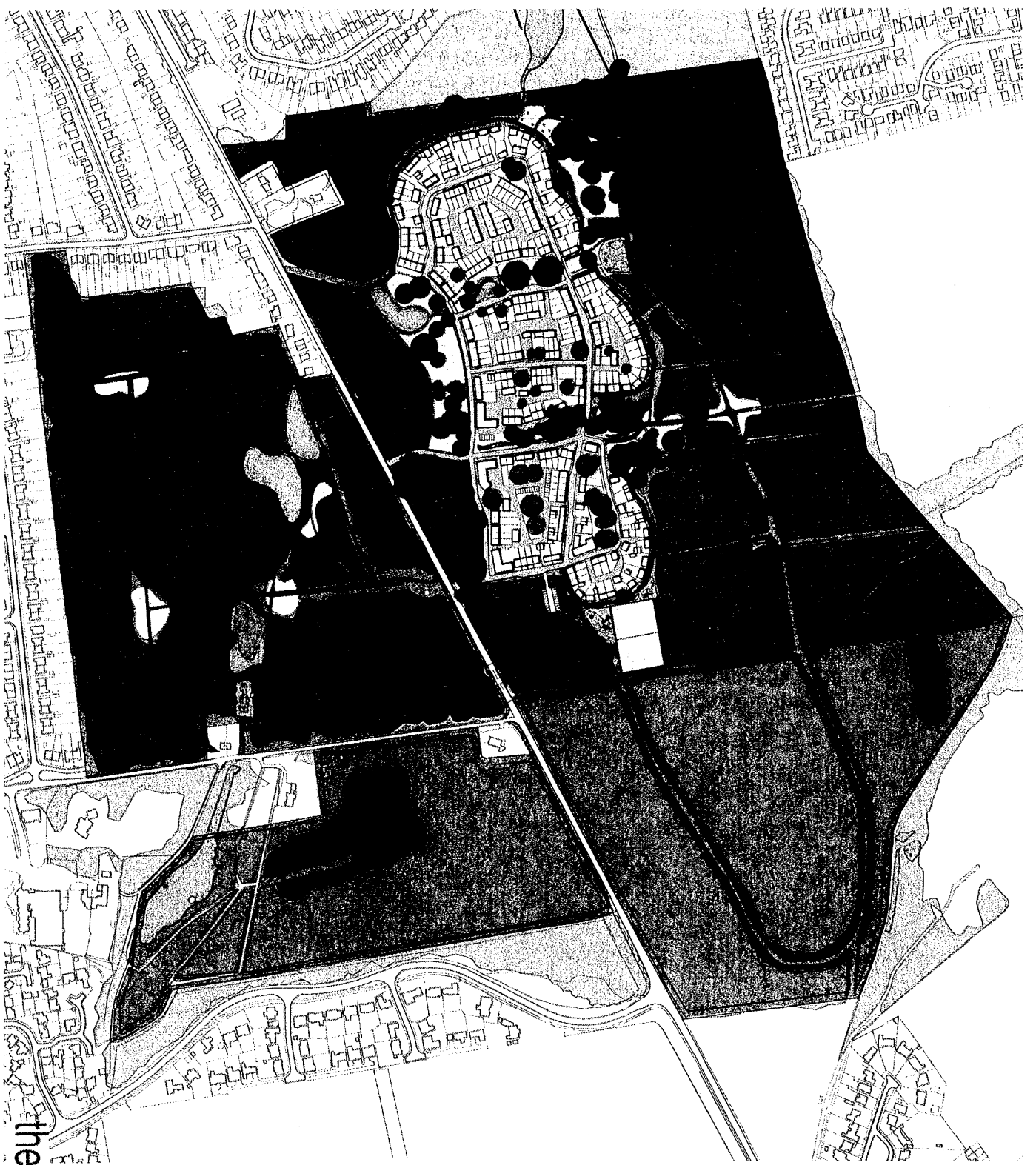
SCC would like to arrange a site meeting (on the **25th September, 11.30 – 3.00**) to begin a conversation around the creation of the Community Woodland Park (CWP) and have requested your attendance as a key stakeholder. This will be a preliminary consultation discussing ideas and general objectives rather than trying to finalise or agree detailed plans. If you feel as though a colleague would be more suitable to attend, I would be grateful if you could forward this email.

It is proposed to meet on site and walk the site which may take approximately 90 minutes before going to the Broadland Council offices for a further discussion. Socially Conscious Capital will prepare and circulate an agenda and draft "vision" document ahead of the meeting.

List of Invited attendees:

Dr David White – Natural Environment Team, NCC
Annie Sommazzi - Green Infrastructure Officer, BDC
Mark Symonds – Arboriculture and Landscape Officer, BDC
Thorpe St Andrew and Sprowston Town Councils
Norwich Fringe Project
Norfolk Wildlife Trust
Friends of Thorpe Woodlands (blind copied in due to personal email address)

Charles Judson
Senior Planning Officer
Broadland District Council



Key

- Application site boundary
- Wider site boundary
- Woodland
- Managed / Informal green space
- Open heathland
- Woodland reserve with restricted access
- Woodland rides / trails
- Children's play
- Allotments
- Sports pitches

ADDITIONAL PLAN

BROADLAND DISTRICT COUNCIL
 5 May 2017
 20161396
PLANNING CONTROL

Rev A: Landscape layout to east of residential area amended to accommodate sports pitches and relocate parking area closer to the sports pitches. LH 20-01-17

Racecourse Plantations

Drawing
 Illustrative Masterplan

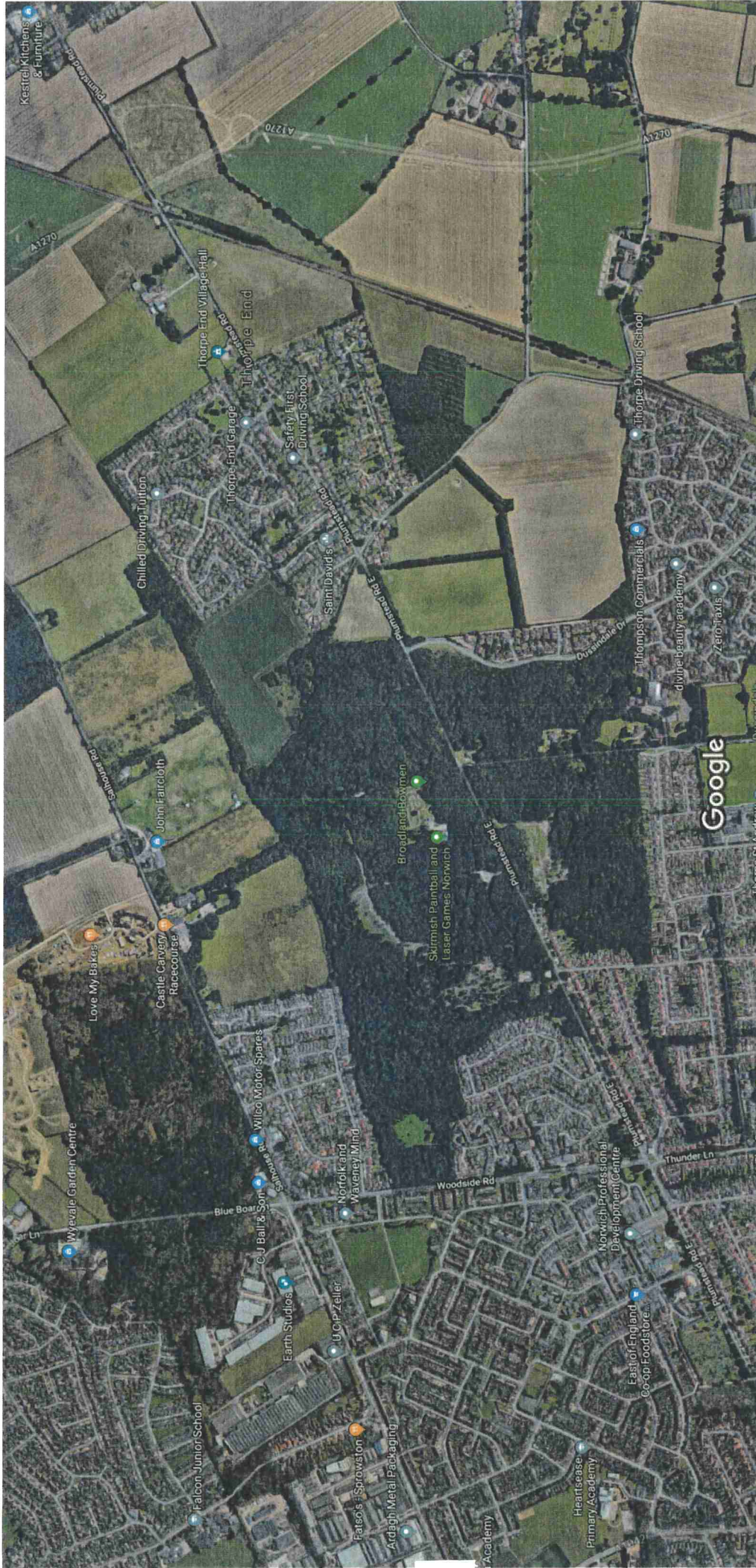
STATUS
 PLANNING

The Draft plans of Planning Applications 16/0001 to 16/0005 are to be prepared on the basis of the information provided to the planning authorities and the applicant. THE LANDSCAPE PARTNERSHIP LTD

Project	0234 36135
Reference	024 36000
Location	020 2000 0000
Author	01903 200177
Date	16/03/17
Drawn	LH
Checked	OL
Date	21-10-2018

the landscape partnership

Google Maps Community Woodland Park (CWP)



Imagery ©2019 Google, Map data ©2019 200 m

Sprowston Town Council
PLANNING APPLICATIONS – 28 AUGUST 2019

Broadland DC App.No. 2019/1193	Location 1F, Sapphire Business Park, Sapphire House, Roundtree Way, Sprowston, NR7 8SQ
Classification: Minor dwellings Type: Full Permission	
Description: Change of Use from A1 Office to D1 Education	
Broadland DC App.No. 2019/1223	Location Friends Dental Practice, 185, Wroxham Road, Sprowston NR7 8AG
Classification: Minor dwellings Type: Full Permission	
Description: Rear Extension and Outbuilding	
Broadland DC App.No. 2019/1253	Location 2, Yew Court, Sprowston NR7 8LQ
Classification: Minor dwellings (Householder) Type: Full Permission	
Description: Proposed Front Extension	
Broadland DC App.No. 2019/1287	Location 35, Cromwell Road, Sprowston NR7 8XH
Classification: Minor dwellings (Householder) Type: Full Permission	
Description: Rear Conservatory	

Sprowston Town Council

Payments

Meeting Date: 28th August 2019

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
W.Barlow					
Details					
08/08/2019	3	74.52		74.52	371
15/08/2019	4	74.52		74.52	
22/08/2019	5	74.52		74.52	
29/08/2019	6	74.52		74.52	
		298.08		298.08	
Bartlett Signs					
Details					
04/07/2019	39171	49.00	9.80	58.80	372
Please do not obstruct driveways signage					
Ben Burgess					
Details					
31/07/2019	453010	196.06	39.21	235.27	373
Blades, Wheels, Chain case screw					
Boyd Sports & Play Equipment					
Details					
13/08/2019	30418	51.10	10.22	61.32	374
Goalpost Hub Caps					
Copy it Digital Solutions					
Details					
08/08/2019	8070370966	29.32	5.86	35.18	375
Photocopies 31/07/2019-28/06/2019					
Cozens (uk) Ltd					
Details					
09/08/2019	4479	600.00	120.00	720.00	376
Street Lighting Maintenance: 2019					
ESPO					
Details					
25/07/2019	5349515	96.28	19.25	115.53	377
Paper towel, card, cable ties, batteries, hazard ta					
Fenland Leisure Products Ltd					
Details					
13/08/2019	SIN032143	3,063.00	612.60	3,675.60	378
Slide : Sparhawk Park					

<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
09/08/2019	1009917099	Hays Recruitment Ltd	96.45	19.29	115.74	379
14/08/2019	1009928163	D.P.D. Temp Grounds staff w/e 02/08/2019	96.45	19.29	115.74	
		D.P.D. Temp Grounds staff w/e 09/08/2019	192.90	38.58	231.48	
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
29/07/2019	127298	HWV Ltd	146.30	29.26	175.56	380
		Details Workwear:Sweatshirts,Polo shirts				
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
02/08/2019	670627	Intouch Systems	50.00	10.00	60.00	381
02/08/2019	670628	Broadband Rec.Grd office:August 2019	150.00	30.00	180.00	
02/08/2019	671438	Broadband Diamond Centre:August 2019	53.00	10.60	63.60	
11/08/2019	671563	6x hosted Exchange:01/09/2019-01/10/2019	49.00	9.80	58.80	
		Server back up 18/08/2019-18/09/2019	302.00	60.40	362.40	
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
22/07/2019	49535	Millennium Pest Control Ltd	120.00	24.00	144.00	382
		Details Wasp Nest Treatment:Sparhawk Park				
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
06/08/2019	190824	Moviola Ltd	104.79	19.96	124.75	383
		Details Sometimes Always Never 05/08/2019				
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
09/08/2019	67033	NVCS Ltd	73.71		73.71	384
		Details Filter Coffee				
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
24/07/2019	RC005110	Rigby Taylor	391.00	78.20	469.20	385
		Details Line Marker				
TOTAL OF INVOICES			5,713.54	1,067.34	6,780.88	Trf 66

TOTAL OF INVOICES 246.45 49.29 295.74 Trf 66

Transfer: STC Drawings a/c to Petty Cash - - -

5,713.54 1,067.34 6,780.88

6,780.88 Trf 66

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

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

Trf

..... Councillor Councillor Town Clerk

Sprowston Town Council		Barclaycard Payments		Meeting Date: 28/08/2019	
<u>Invoice Date</u> 07/08/2019	<u>Invoice No.</u> 90310254	Homebase <u>Invoice Detail</u> Padlocks :Allotments, Sam 2	<u>Net</u> 17.14	<u>VAT</u> 3.43	<u>Amount</u> 20.57
<u>Invoice Date</u> 07/08/2019	<u>Invoice No.</u> S1566934	A C Leigh (Norwich) Ltd <u>Invoice Detail</u> Keys	<u>Net</u> 4.00	<u>VAT</u> 0.80	<u>Amount</u> 4.80
<u>Invoice Date</u> 12/08/2019	<u>Invoice No.</u> 1348-70699	Progress Fuels <u>Invoice Detail</u> Petrol	<u>Net</u> 83.35	<u>VAT</u> 16.67	<u>Amount</u> 100.02
<u>Invoice Date</u> 07/08/2019	<u>Invoice No.</u> 90784490	Tesco <u>Invoice Detail</u> 1m Aux Cable	<u>Net</u> 4.17	<u>VAT</u> 0.83	<u>Amount</u> 5.00
<u>Invoice Date</u> 12/08/2019	<u>Invoice No.</u> 452664	M.D. Thompson <u>Invoice Detail</u> Assorted Light Bulbs	<u>Net</u> 29.00	<u>VAT</u> 5.80	<u>Amount</u> 34.80
Total of Payments Due by Direct Debit			137.66	27.53	165.19

Sprowston Town Council		Direct Debit Payments		Meeting	Date: 28th August 2019	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT DEBIT</u>
31/07/2019	693947	The AF Group Ltd	1.39	0.28	1.67	
31/07/2019	693947	Vodafone July 2019	1,598.01	319.59	1,917.60	
31/07/2019	693947	Southern Electric Recreation Ground July 19	33.47	6.69	40.16	
31/07/2019	697315	Screwfix: Bolts, Washers, Glue, Pliers, Steel wood	57.10	3.10	60.20	
31/07/2019	697315	Haven Power Cemetery July 2019	16.91	0.92	17.83	
		Haven Power Sparhawk July 2019				
			1,706.88	330.58	2,037.46	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT DEBIT</u>
31/07/2019	5124238	Angel Springs Ltd (T/A Waterlogic)	63.93	12.79	76.72	
		Bottled Water July 2019				
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT DEBIT</u>
09/08/2019	5888367	Anglian Water Business (National) Ltd	299.09		299.09	
09/08/2019	5891510	Diamond Centre :09/05/2019-08/08/2019	500.36		500.36	
03/08/2019	5859181	Recreation Ground:09/05/2019-08/08/2019	342.90		342.90	
		Sparhawk :03/05/2019-02/08/2019				
			1,142.35		1,142.35	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT DEBIT</u>
10/08/2019	196461875/19	Total Gas & Power	9.34	0.46	9.80	
10/08/2019	196461864/19	Floodlights: July 2019	182.28	36.45	218.73	
10/08/2019	196461820/19	Diamond Centre: July 2019	2,423.75	484.74	2,908.49	
		Streetsights: July 2019				
			2,615.37	521.65	3,137.02	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT DEBIT</u>
31/07/2019	SIO1153370	Veolia Environmental Services	252.78	50.56	303.34	
		All sites skip hire				
Total Direct Debits			5,781.31	915.58	6,696.89	