

**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 18 December 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 meetings held on<br>20 November and 4 December 2019.   | Pages 1 - 15  |
| 4.  | To agree action/response arising from the minutes:<br>(1) Parish Precept/Tax Base Estimates 2020/21  | Pages 16 - 17 |
| 5.  | Briefing from Barratt David Wilson Homes - Proposals for Land<br>to the South of Salhouse Road   | Page 18       |
| 6.  | To receive correspondence:<br>(1) The Royal British Legion   | Page 19       |
| 7.  | To receive any Police Liaison Officer's report.  |               |
| 8.  | To adjourn the meeting to allow members of the public & Councillors<br>with prejudicial interests to speak.  |               |
| 9.  | To receive Traffic Statistics (SAM2) - Cozens Hardy Road.  | Pages 20 - 21 |
| 10. | To receive any written/verbal reports from Sprowston County and<br>District Councillors.   | Page 22       |
| 11. | To receive the report of the Town Clerk and make decisions on:<br>1.1 Sprowston Dementia Friendly Café (SDFC) Wellbeing Event<br>1.2 SYEP Plastic Sculpture Trail Exhibition<br>1.3 Recycling Contract<br>1.4 Sprowston Diamond Centre Cinema - Proposal to screen a Children's Film | Pages 23 - 28 |
| 12. | Adjourn the meeting for a short break.   |               |
| 13. | To consider planning applications to 18 December 2019.   | Page 29       |
| 14. | To receive any written/verbal reports from the Council's<br>Committees and Working Groups.   |               |
| 15. | To receive any written and verbal reports from Members<br>representing the Council on or at outside organisations.   |               |
| 16. | To confirm the payment of accounts to 18 December 2019.  | Pages 30 - 32 |
| 17. | To receive the schedule of credit card payments.   | Page 33       |
| 18. | To receive the schedule of direct debits.  | Page 34       |



**Guy Ranaweera**  
Town Clerk

**13 December 2019**

Council Office, Sprowston Recreation Ground, Recreation Ground Road Sprowston,  
Norwich, NR7 8EW

Tel: 01603 408063 . Email: [townclerk@sprowston-tc.gov.uk](mailto:townclerk@sprowston-tc.gov.uk)

Footnote:

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

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

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

It should be noted that Councillors Mr 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](http://www.sprowston-tc.gov.uk) (go to Agenda and Minutes page). They are available (unless marked confidential) for public inspection at the Council Offices during public opening hours.

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

## COUNCIL MEETING – 20 NOVEMBER 2019

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

Mr J M Ward – Town Mayor

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

In attendance

Mr G Ranaweera	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer
Broadland District Council		
Mr B Burgess	-	Planning Projects and Landscape Manager
Mrs S Hoare	-	Community Infrastructure Co-ordinator
Mr C Judson	-	Senior Planning Officer

1 member of the public was present

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### **19/290. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of disclosable pecuniary and other interests were received.

### **19/291. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Mrs B Cook, Mr J F Fisher, Mr I J Mackie, Ms C T Rumsby and Mr N Shaw.

### **19/292. MINUTES**

The Minutes of the Council's meeting held on 30 October 2019, having previously been circulated to all Members were, subject to the following amendment

Minute 19/278 (2), delete Mountby and insert Mautby

confirmed and signed by the Town Mayor of the Council.

### **19/293. APPOINTMENT OF SAFER NEIGHBOURHOOD TEAM BEAT MANAGER**

Referring to Minute 19/278, Mrs J Leggett clarified that the appointment of PC Graham Gill to Beat Manager was temporary.

### **19/294. POLICE LIAISON OFFICER'S REPORT**

Norfolk Constabulary's Newsletter was unavailable.

## **19/295. CORRESPONDENCE**

### (1) CPRE Norfolk - Norfolk Voice

The CPRE Norfolk - Norfolk Voice Newsletter was noted.

### (2) Norfolk County Council - Your views on Draft Integrated Risk Management Plan

Mrs B J Lashley reported that having recently attended a NorfolkALC meeting Margaret Dewsbury had commented that she was keen for everyone to have their say and comment on the draft Integrated Risk Management Plan, as the Fire service needed evidence of public support for their proposals.

The Fire Service plan to keep their specialist water rescue service. This was originally funded by central government but as this is no longer the case were proposing it be funded through council tax via Norfolk County Council.

**RESOLVED** that Councillors respond to the draft Integrated Risk Management Plan consultation on an individual basis.

## **19/296. 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 M Moore raised a number of issues including:

- (1) a streetlight on Neville Road previously reported as flickering was now out.
- (2) Norfolk County Council streetlights on Wroxham Road / Chartwell Road roundabout appear to come on late, particularly near St. Cuthbert's Church.
- (3) White Woman Lane streetlights near the roundabout appear to fade and flicker.
- (4) why do the same lights have continual problems?

Mr J M Ward advised that office staff would report the streetlight on Neville Road to Council's lighting contractors. Having looked at the lights on Wroxham Road following comments at a previous meeting he could see no problem with them.

The meeting was reconvened.

## **19/297. PRESENTATION - BROADLAND DISTRICT COUNCIL PLANNING AND CIL (COMMUNITY INFRASTRUCTURE LEVY) OFFICERS**

Mr Ben Burgess

Gave an overview of development in the Greater Norwich Growth Triangle advising that:

- the area would be of mixed use and include up to 13,500 houses, green infrastructure and educational facilities.

**19/297. PRESENTATION - BROADLAND DISTRICT COUNCIL PLANNING AND CIL  
(COMMUNITY INFRASTRUCTURE LEVY) OFFICERS (CONTINUED)**

- issues with drainage had now been addressed.
- Phase 2 of the White House Farm development will come forward with 515 houses, recreation and open spaces. Mixed use allocations will be residential, commercial or community.
- A1 uses could be beauty parlours, fish and chip shops, travel agencies etc. and D1 non-residential, commercial buildings, medical centres, crèches etc.
- development south of Salhouse Road is split between Sprowston and the Plumsteads and building will start soon.
- the Halsbury Homes site building will commence in the New Year.
- Beeston Park development has been re-phased and construction will now start in Old Catton.
- Broadland District Council is working with developers to implement the link road within the Beeston Park development.
- there will be up to 2000 square metres within this development for community uses located in the centre or adjacent Wroxham Road and the Park and Ride.
- it is hoped that Central Government funding will be announced in the Autumn statement which could bring forward phases 2 and 3. This could pay for the link road, realignment of North Walsham Road and drainage thus giving access to land which can then be parcelled up for development.
- a new local plan is to be published in January 2020 which will show additional areas proposed for development.

In response to the presentation by Mr Burgess a number of issues were raised including:

- GT7, as numbered in the Growth Triangle Area Action Plan Map 5, Keir Living, initially the children's play area was situated near a pond, it was then moved but is now well away from habitation. The area should be central, overlooked by housing and not adjacent to a ditch or pond.
- Mr Judson responded that the play area was not tucked away and was overlooked by proposed and existing housing. Although still next to a pond it would not be permanently wet, have shallow slopes, gated and secured.
- it was felt that public open space should be usable and not include ponds and ditches within.
- Mr Judson said the site needed lots of drainage and with the retention of trees did not leave much space.

**19/297. PRESENTATION - BROADLAND DISTRICT COUNCIL PLANNING AND CIL  
(COMMUNITY INFRASTRUCTURE LEVY) OFFICERS (CONTINUED)**

- as a majority of open space would be taken up with S.U.D.S (Sustainable Drainage Systems) Members questioned if this was peculiar to this site or if all future developments would be the same.
- Mr Judson advised different developers used different systems depending on ground conditions. Not all sites would have open water features. Planners do not have any influence on the system used by developers unless it created a fundamental planning problem.
- having been told that the water table was half a metre below the surface it was felt that the play area was likely to be very wet.
- Mr Judson replied that the area would be dry during normal rain conditions.
- it was suggested there was no such thing as normal rain conditions anymore.
- Mr Judson said all new developments must accommodate climate change and cope with an extra 45% of water.
- referring to generation of appropriate jobs Members queried how many jobs had been generated within the current development so far as they were not aware of any employment facilities.
- Mr Burgess confirmed that no employment facility had been built within the current development. Employment areas in the Greater Norwich Growth Triangle would be Sprowston industrial estate, Norwich Airport, Rackheath industrial estate and Broadland Business Park.
- Members asked what percentage of affordable housing had been built so far, and would be across the Growth Triangle.
- Mr Burgess advised 15% affordable housing Phase 1 Salhouse Road, 35% White House Farm, 28% Phase 2 White House Farm, 33% Beeston Park at the moment with 17.5% Phase 1 and the rest open for discussion, but no lower than 17%. Overall approximately 25% - 35% affordable rent and shared ownership.
- with regard to community facilities Members enquired if these would be offered to the Town Council or managed by a management company.
- Mr Burgess said options were open if the Town Council was interested in taking on responsibility.
- in response to a question regarding Beeston Park Mr Burgess confirmed that it would be open to the public in phase 2A, which would be dependent on the availability of funding to put infrastructure in place.
- referring to employment areas within the Beeston Park Mr Burgess advised they would be located opposite Sprowston Manor and within the Town Centre.

**19/297. PRESENTATION - BROADLAND DISTRICT COUNCIL PLANNING AND CIL (COMMUNITY INFRASTRUCTURE LEVY) OFFICERS (CONTINUED)**

- with regard to GT7 land for a Bus Rapid Transport scheme Mr Burgess reported that Norfolk County Council wanted to retain the land. £10m was available, some to support bus improvements but there will not be a bus lane on Salhouse Road. It would depend on funding.

As to replanting trees, cut down at the no longer required bus gate at Blue Boar Lane, this land is currently owned by developers. A path would be constructed from Blue Boar Lane to the new development and land transferred to Broadland District Council and in turn to Sprowston Town Council, who could replant trees if desired.

- Members asked how planners could ensure buyers, in GT20 opposite Wyvale Garden Centre, were aware there will be a skatepark.
- Mr Burgess stated that Broadland District Council had got agreement with developers but no one was responding to their contact. He would continue to pursue.
- in response to what will happen when the Rugby club moves to the UEA Mr Burgess explained that the club needed a buyer but there were issues with access. Norfolk County Council are pushing for a roundabout as the North Walsham Road is due to be realigned. However, the solution is traffic lights with calming measures and there is now an interested developer.
- Mr Burgess shared the Council's frustration with the delayed transfer of Harrison's Woodland and assured members he would continue to try and resolve this issue.
- the Town Clerk noted that across all current housing developments in Sprowston there was a large number of family homes attracting a more youthful demography. He asked what potential there was for youth facilities like a community centre, and what contribution would developers make.
- Mr Burgess responded that if the Council wanted this type of facility they should work with Mrs Hoare, look at all S106 and CIL monies and identify the Council's priorities. Broadland planners would try to identify a location where such a facility could be placed.
- it was suggested that there should be sizeable areas of public open space such as a recreation ground or park.
- having been told that land behind the School was to be used for playing pitches and play areas the Council expressed an interest in adopting this land.

## **19/298. TRAFFIC STATISTICS (SAM2) WROXHAM ROAD**

Members queried why week day average and week day 85<sup>th</sup> percentile average speed figures were the same.

The Town Clerk to report back to Council at a future meeting.

## **19/299. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

### **Norfolk County Council**

- (1) the first Big stroll in Norwich is hosted by "The Goode Life UK" and takes place on Friday 22 November 2019 at 10.00am at Plumstead Road Library. It is a free walk around Mousehold lasting about one hour with free refreshments at the end.

### **Sprowston Town Council**

- (2) on Sunday 10 November 2018 I represented the Council, along with Councillors Leggett and Couzens at the annual Remembrance Service at St. Mary and St. Margarets Church. I did a reading and laid the Town Council Wreath.
- (3) I have been invited to Sprowston Library on Saturday 23 November 2019 where Mama G will be performing a story time with a difference.
- (4) the recent photograph of Town Councillors has been framed and is now on the wall in the Council Chamber.
- (5) on Monday this week I attended the Share museums East conference in Hitchin, Hertfordshire. We heard from many inspiring speakers and discussed the future in the East. We also had the opportunity to tour the newly opened Hitchin museum.

## **19/300. REPORT OF THE TOWN CLERK**

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

#### **1.1 Assist Trust**

The Town Clerk reported that Assist Trust had recently begun hiring the Beryl Reed Sports Hall for five-a-side football sessions. The trust, which is a local charity supporting adults with learning difficulties to become independent is based at Lazar House on Sprowston Road in Norwich

#### **1.2 Rough Sleeper Count 13<sup>th</sup> November 2019**

The Town Clerk reported that Broadland District Council conducted a rough sleeper count on 13 November 2019. Towns and parishes were asked to assist by reporting numbers of rough sleepers within their boundaries. Sprowston Town Council put out a request via Facebook asking residents to report any rough sleepers within Sprowston. One report of a rough sleeper within the Norwich City



## **19/300. REPORT OF THE TOWN CLERK (CONTINUED)**

boundary (Sprowston Road) was received and forwarded on to the city authorities to offer assistance, but no reports were received from within Sprowston.

### **CEMETERY**

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

### **STREET LIGHTING**

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

### **CENTRAL ADMINISTRATION AND PERSONNEL**

#### **4.1 Grant request - Papillon Project**

Members considered a grant request received from the Papillon Project (a new private ltd company aiming to become a registered charity) to support a new school allotment at Sprowston Community Academy through purchase of a plastic cover for an old polytunnel frame.

Mr J M Ward reported that each Broadland District Councillor has an annual budget of £500.00 to spend on projects and activities within their wards and he would support this request or a grant from the Town Council.

Mrs B J Lashley did not feel that Council should give grants to projects on private land and that it was inappropriate to support schools in this way. There had previously been allotments on this site which had been left to decay.

Mr J M Ward proposed seconded by Mr M G Callam to give a donation of £306.00 to the Papillon Project to purchase a new polytunnel cover.

On being put to the vote the motion was LOST.

### **PLANNING AND TRANSPORTATION**

#### **5.1 Norfolk ALC bus meeting**

Having considered the report of the Town Clerk and request for any "broad brush" problems relating to buses the following issues were raised:

- (1) the stop on Wroxham Road close to Beeston Lane is not wide enough for a bus to stop and the layby should be widened.
- (2) busses only travel along arterial roads and not across Sprowston. A community vehicle scheme was suggested.
- (3) unreliability of services.
- (4) insufficient shelters with real time information.

### **ATTACHMENTS**

**19/300. REPORT OF THE TOWN CLERK (CONTINUED)**

**6.1 The Papillon Project - Application for Financial Assistance.**

**19/301. 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.

**19/302. 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**

to raise no objection to the following applications:

2019/1657 - single storey side extension at 1, Saint George Loke

2019/1737 - erection of front porch and single storey side and rear extension at 14, Blenheim Road

2019/1760 - first floor side extension at 37, Cromwell Road

Mr R J Knowles and Mr S C Walker left the meeting.

**19/303. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

**Business Plan 2020 - 2024 Action Plan**

The Town Clerk explained that the document being considered by Council was the actions of the Business Plan and consisted of two items:

- Small Cost items and actions that could be funded through the annual Revenue Budget
- Larger Aspiration which will require accrual, Section 106, CIL or PWLB loan.

The Town Clerk responded to Councillors queries and requests as follows:

Ref No. 5.1 - this item was left in from the previous Business Plan and relates to the housing allocation.

Ref No. 5.2 - will request Fatsos restaurant and Sprowston Sports and Social Club to be added to the Community Asset Register.

Ref No. 5.9 - CCTV was located at the Pavilion overlooking the car park and grounds men's work area.

**19/303. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**  
**(CONTINUED)**

Referring to Ref No. 5.3b, Mrs B J Lashley commented that she would like to see the Council's streetlighting updated funded by a Public Works Loan Board loan.

Furthermore, she would need proof that LED lamps were safe and asked where she could view warm LED lighting.

The Town Clerk advised that the next step was for Council to prioritise items on the Action Plan.

On the motion of Mr J M Ward, seconded Mrs J Leggett it was

**RESOLVED** to accept the Business Plan 2020 - 2024 Action Plan.

**19/304. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

No written reports were received.

**19/305. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 20 November 2019 totalling £16,732.47.

On the motion of Mr J M Ward, seconded by Mr M G Callam it was **RESOLVED** that payment of the accounts to 20 November 2019 totalling £16,732.47 be approved and the schedule authorising payment signed by Mrs B J Lashley and Mr J M Ward.

**19/306. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAYS VISA DEBIT**

Responding to a query regarding Lowestoft Police Station Fence, the Town Clerk explained that it was postage for CCTV footage sent to the Police at Lowestoft Station after a collision between a vehicle and the Bowls Green Fence at Sprowston Recreation Ground.

The schedule of credit card payments totalling £105.08 was approved and noted.

**19/307. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments totalling £5,582.53 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.

18 December 2019

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Town Mayor

## COUNCIL MEETING – 4 DECEMBER 2019

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 4 December 2019, the following Members were present: -

Mr J M Ward – Town Mayor

Mr M G Callam	-	Mrs B J Lashley
Ms D Coleman	-	Mrs J Leggett
Mrs B Cook	-	Mr J H Mallen
Mr W F Couzens	-	Mr I J Mackie
Mr J F Fisher	-	Ms C T Rumsby
Mr R J Knowles	-	Mr S C Walker

In attendance

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

3 members of the public were present

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### **19/308. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

<b>Member</b>	<b>Minute No. and Heading</b>	<b>Nature of Interest</b>
Mrs B J Lashley	Minute 19/313 (b)	Chairman of the Senior Citizens Bowls Club
Mrs J Leggett	Minute 19/314	Sprowston Youth Engagement Project (SYEP)
Ms C T Rumsby	Minute 19/314	SYEP

### **19/309. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Mr A J Barton.

### **19/310. 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 Town Mayor who would, assisted by the Town Clerk, reply.

Mrs Laws of Lowry Cole Road commented on the lack of seating at bus stops. Her nearest stop was Edwards Road which was used by a lot of elderly people who could not stand for any length of time, particularly after a long walk to get there.

Mr Ward responded that seating would be included in future bus stops purchased by the Council subject to budget constraints and sufficient space being available.

## **19/310. RESIDENTS' QUESTIONS (CONTINUED)**

The Town Clerk advised that the 2020/21 budget included funding for installation of seats at the bus stop at Edwards Road / North Walsham Road.

Mr Moore reported seating was too high in a number of bus stops for some elderly and disabled people.

The meeting was reconvened.

## **19/311. REPORT OF THE TOWN CLERK**

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

#### **1.1 No matters were reported**

### **CEMETERY**

#### **2.1 Replacement mini-tractor**

Members considered two quotations for a replacement mini-tractor and the Town Clerk answered questions as follows:

- (1) there were no quality issues with the ernestDOE, it was fortuitous timing as they had a surplus stock tractor ready to sell.
- (2) the John Deer would have at minimum a one-year warranty.
- (3) the Head Grounds man had been consulted and confirmed either tractor would be suitable.
- (4) ernestDOE had recently purchased Bartram's Mowers.

Mr M G Callam proposed, seconded by Mr J M Ward the Council accept the quotation from ernestDOE for supply of one TXG237 Iseki Tractor at a total cost of £7,195.00 plus VAT including trade in

on being put to the vote the motion was CARRIED.

### **STREET LIGHTING**

#### **3.1 Streetlighting Replacement Programme (Business Plan item)**

This item was taken under Minute 19/315.

### **CENTRAL ADMINISTRATION AND PERSONNEL**

#### **4.1 Christmas Opening Times**

Mrs B J Lashley proposed, seconded by Mr R J Knowles to agree the Christmas opening times suggested in the Town Clerk's report and the Council office and grounds maintenance close at 12 noon on Tuesday 31 December 2019 in recognition of the hard work of Council staff.

## **19/311. REPORT OF THE TOWN CLERK (CONTINUED)**

On being put to the vote the motion was CARRIED.

### **PLANNING AND TRANSPORTATION**

#### **5.1 Bus Shelters: Priority Replacement of Shelter on North Walsham Road opposite Pioneer Road**

Members considered three quotations for a replacement bus shelter on North Walsham Road, opposite Pioneer Road.

The Town clerk reported that quotation 3 on the pink pages was higher as it referred to a bigger shelter than required. The quotation for a 3-metre shelter was £6,785.00 plus VAT.

In response to questions the Town Clerk clarified that the bus stop would be setback behind the pavement and that quotation 1 did indeed include hardstanding.

Mrs B J Lashley suggested that bench seating was preferable to perch seating and should be of a suitable height. She also asked if there was a rail to help people stand.

The Town Clerk advised that it was not standard in installation.

Mr W F Couzens suggested an upright pole however, this would reduce available seating.

Mrs B J Lashley queried if access was big enough for a powered wheelchair or scooter.

It was agreed that this be considered when ordering future bus stops.

Mr M G Callam proposed, seconded by Mr J M Ward quotation 3 for a 3-metre shelter, subject to the provision of bench seating and it was

**RESOLVED** to accept the quotation from Westcotec at a cost of £6,785.00 plus VAT.

### **ATTACHMENTS**

- 6.1 Quotation 1 for new Tractor**
- 6.2 Quotation 2 for new Tractor**
- 6.3 Quotation 1 for replacement bus shelter**
- 6.4 Quotation 2 for replacement bus shelter**
- 6.5 Quotation 3 for replacement bus shelter**

## **19/312. 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 oppose the granting of planning application 2019/1795 - extension to side at 156, Wroxham Road on the grounds that it is an over development of the site, out of character with the street scene and an unneighbourly form of development.
- (b) to oppose the granting of planning application 2019/1776 - subdivision of curtilage & erection of 2 no. semi-detached dwellings & associated access at 52, Blackwell Avenue on the grounds that it is an over development of the site and lacks amenity space.
- (c) to oppose the granting of planning application 2019/1803 - replacement dwelling, garaging and new garden wall at 3, Park Cottages, Wroxham Road on the grounds that it is an inappropriate dwelling within its setting and out of keeping with surrounding properties.

## **19/313. TO REVIEW FEES AND CHARGES FOR 2020/21**

### **(a) Cemetery and Memorial Fees**

**RESOLVED** that effective 1 April 2020 a 3% (rounded) increase be applied to all cemetery and memorial fees.

### **(b) Sports Hire Fees**

**RESOLVED** that effective 1 April 2020 a 3% (rounded) increase be applied to block booking bowls and senior football. All youth and casual fees to remain unchanged.

### **(c) Venue Hire Fees**

**RESOLVED** that effective 1 April 2020:

- (1) a separate corporate rate be introduced;
- (2) part day fees be deleted except for Beryl Read Sports Hall (9.00am - 12.00am);
- (3) Town Clerk to have flexibility to offer a day rate for hire of Sprowston Pavilion;
- (4) Photocopy Fees and all other non-corporate fees remain unchanged.

### **(d) Allotment Rents and Water Charges**

**RESOLVED** that effective 1 October 2020 allotment rents for 2020/21 be increased to £38.00 per annum, and water charges to £8.00 reflecting previous year's billed usage.

#### **19/314. DRAFT REVENUE AND CAPITAL EXPENDITURE PROGRAMME 2020/21**

The Town Clerk reported Broadland District Council had sent revised Tax Base figures and referred Members to an updated Summary Income & Expenditure Budget by Budget Heading tabled at the meeting.

The Town Clerk was requested to ask the District Council why the Tax Base had been reduced and to compare the current figure with last years to establish the difference.

Referring to Administration - Cost Centre 6001, Mrs B J Lashley queried why the wages and salaries budget had been decreased for 20/2021.

The Town Clerk explained that the 2019/20 budget had to accommodate Mrs J Hunt as Town Clerk and himself as Town Clerk designate for several months.

With regard to Grants - Cost Centre 5307, Mrs B J Lashley asked if the £10,000 allocated to SYEP had been agreed and if this was in addition to the £5,000 previously agreed. If so, she felt that a donation of £15,000 to one organisation in a year was a lot of money.

The Town Clerk confirmed that these amounts had been included in the Business Plan.

Mrs B J Lashley expressed an interest in SYEP's proposal, if there were other contributors to funding an outreach worker, whether Sprowston Town Council's contribution was proportionate and if this would be an annual contribution.

Mr W F Couzens referred to comments on social media made by residents concerned about anti-social behaviour by young people, suggesting that funding of an outreach worker was trying to improve this situation.

Mr I J Mackie commented that Council did not have to use the £10,000 allocation and could remove it later if desired.

Mr W F Couzens queried why the bus shelter on North Walsham Road, opposite Pioneer Road, was more expensive than those suggested in the proposed budget.

The Town Clerk replied that the space available at this location allowed for a more substantial structure to better suit the needs of users.

A resolution on the budget was deferred for consideration of Minute 19/315.

#### **19/315. LOAN SCHEDULE AND OPTIONS FOR FUNDING STREET LIGHTING REPLACEMENT PROGRAMME**

The Town Clerk explained his recommendation to pay off in full loans 498274 - Cemetery Extension, 491908 - Machine Store, 489751 - Bowls Pavilion and 499163 - Renovations at School Lane from the capital fund, currently around £142,000. This would reduce the annual loans repayment by approximately £27,337.16 and generate a revenue saving which could be used to fund a new Public Works Loan to implement a streetlight replacement programme, should Council so wish.

On the motion of Mr I J Mackie, seconded by Mr S C Walker it was



**19/315. LOAN SCHEDULE AND OPTIONS FOR FUNDING STREET LIGHTING REPLACEMENT PROGRAMME (CONTINUED)**

**RESOLVED** to repay in full loans 498274, 491908, 489751, 499163 at a total surrender value of £142,097.39 as of 26 November 2019.

The Town Clerk then referred Members to streetlight replacement programme funding and streetlight survey advising there were no units in the red category but further detail could not be established for those 448 units in the amber category.

A loan of approximately £520,000 would be needed to cover the cost of the Streetlight Replacement programme and Members considered six borrowing options from the Public Works Loan Board.

It was suggested that the Streetlight replacement programme be phased.

The Town Clerk advised that columns could be replaced in phases over several years commencing with the oldest ones and loan funds allocated to future phases would be invested in a high interest rate account.

The Town Clerk confirmed that because of the amounts involved, the replacement programme would need to go out to tender.

Mr J M Ward proposed, seconded by Mr M G Callam option 2, Annuity over 25 years and on being put to the vote the motion was CARRIED.

Members then returned to consideration of the Draft Revenue and Capital Expenditure Programme 2020/21.

Mr I J Mackie proposed, seconded by Mr J F Fisher Option D a 5.79% increase in the precept, on the previous year, equating to a 5.00% increase in the charge on a band D property based on an estimated Tax Base for 2020/21 of 5,600 and on being put to the vote the motion was CARRIED.

**19/316. PRECEPT 2020/2021**

**RESOLVED** to authorise the Town Clerk to submit, under Section 50 of the Local Government Finance Act 1992, a precept requirement to Broadland District Council of £688,011 to meet the Council's funding requirement for 2020/21.

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

**18 December 2019**

\_\_\_\_\_  
**Town Mayor**

## Guy Ranaweera

---

**From:** Darren Slowther <darren.slowther@Broadland.gov.uk>  
**Sent:** 10 December 2019 13:32  
**To:** Guy Ranaweera  
**Subject:** RE: Parish Precept/Tax Base Estimates 2020/21

Good Afternoon Guy

Many thanks for sending this through, much appreciated, and thanks in advance for sending in your form.

In response to your queries;

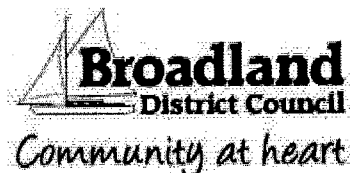
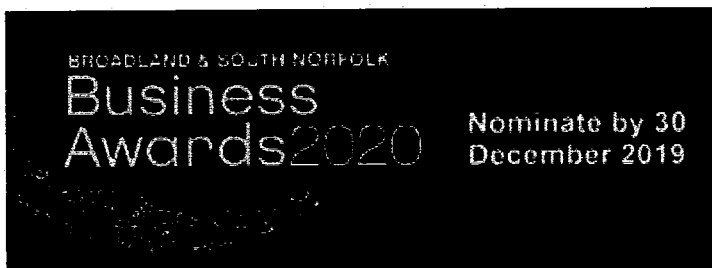
1. The final tax base for 2019-20 was 5,558, this will be the same as the draft figure (once the tax base has been calculated it has to be approved before being officially released, but it very rarely changes). Prior to this I issued estimated figures to assist with planning, the estimate for Sprowston was 5,623.
2. The actual tax base as calculated will always differ to the estimate, which I base on patterns of increase over previous years. If you'd like to know specifically the reasons for the rise from 5,558 to 5,600 I can forward your email on to the revenues team?

Kind Regards

Darren

**Darren L Slowther**  
**Capital Accountant**

e [darren.slowther@broadland.gov.uk](mailto:darren.slowther@broadland.gov.uk)



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**From:** Guy Ranaweera [mailto:GuyRanaweera@sprowston-tc.gov.uk]  
**Sent:** 06 December 2019 15:17  
**To:** Darren Slowther  
**Subject:** RE: Parish Precept/Tax Base Estimates 2020/21

Dear Darren

Following the Sprowston Town Council meeting on 4<sup>th</sup> December 2019, Council has set our precept requirement for financial year 2020-21 at £688,011.

It will probably be Tuesday 10<sup>th</sup> Dec before I can complete and return the Section 50 form to Deborah Jeffs, but in the meanwhile I hope this email will be sufficient for your purposes.

## Guy Ranaweera

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**From:** Darren Slowther <darren.slowther@Broadland.gov.uk>  
**Sent:** 12 December 2019 10:33  
**To:** Guy Ranaweera  
**Subject:** RE: Parish Precept/Tax Base Estimates 2020/21

Good Morning Guy

I have some details from the revenues team as follows;

***The starting point for the taxbase is the number of properties actually in the Valuation list at a common date for all parishes at the end of November each year. This would include any new builds which have been constructed and finished whether occupied or not up to this point, again which are in the Valuation List. This figure is then adjusted to get it to a band D equivalent figure which also takes account of predicted new build over the next 12 months.***

***The taxbase only provides a best estimate as it is projecting forward for the following financial year. Properties undergoing construction are at different stages of the build process. For example a property at base stage or not even started will be highly unlikely to generate a full charge in the year beginning 1 April as it will not be finished and in the Valuation List until perhaps well after that date so an estimate will be made of the fraction of a charge that it may generate. Another complicating factor is that we have to try to predict the valuation bands that new builds will be likely to fall into which again affect the taxbase. Estimating the effect of new build every year is therefore extremely difficult.***

***A general explanation of calculation of the band D figure which I have sent to others before is shown below.***

***The taxbase has to be calculated by working out the number of equivalent band D properties for each Parish taking account of the number of discounts and exemptions within the Parish and from 2013/14 by taking into account the number of properties in each Parish which are in receipt of the Council Tax Reduction (formerly Council Tax Benefit). This is because they are now classed as discounts and therefore reduce the taxbase.***

***The taxbase calculation for each Parish starts with the number of properties in each band on the valuation list; this is the total number that would, if there were no reductions or exemptions, be due for a full bill. Allowances then have to be made for the number of dwellings in each band that do not have a full charge to pay. So the total number is reduced by those that are exempt and allow for those that may only have to pay 75% due to receiving single resident discount or being charged in a lower band due to the residents being allowed a reduction for being disabled. Other adjustments have to be made for those paying a premium on long term empties and for those receiving a means tested reduction from the Council Tax reduction scheme.***

***The end result will be the equivalent number of whole properties in each band and at that point, because everything is worked out on a band D equivalent, the totals for each band are taken and multiplied by the fraction of band D laid down in the regulations. Band A properties are worth 6/9ths of a band D, band B properties are worth 7/9ths and so on up to band H which are worth double a band D. For example, 100 band A properties multiplied by 6/9ths equals a band D equivalent of 67 properties. Once the Band D equivalents have been calculated for each band they are aggregated up and the total is used for the taxbase.***

There is a spreadsheet that is used which shows how these different elements combine for each parish to arrive at the result that I can forward you if you wish.

Kind Regards

Darren



Mr Guy Ranaweera  
Sprowston Town Council  
Recreation Ground Road  
Sprowston  
NR7 8EW

Friday 29<sup>th</sup> November 2019

Dear Mr Ranaweera,

**Barratt David Wilson Homes' proposals for Land to the south of Salhouse Road, Sprowston**

As you may be aware, Barratt David Wilson Homes (BDWH) is currently developing detailed proposals for the delivery of 534 new homes on Land to the south of Salhouse Road, Sprowston.

Our proposals will deliver high-quality properties in a range of sizes, built to BDWH's rigorous high standards, and will supplement the new primary school and associated infrastructure.

This infrastructure would include large areas of public open space within retained hedgerows and trees, new pedestrian and cycle links, plus two new highway junctions onto Salhouse Road. These new junctions bring with them the potential to improve traffic flow in the area and to reduce the speed limit along Salhouse Road, improving highway safety.

We are committed to engaging with the local community regarding our proposals for this site, and in the coming days will commence a programme of pre-application community consultation. This will include sending local residents an update newsletter outlining our detailed proposals. We will also make this information available through a dedicated project website, and will provide contact details for members of the public to provide feedback and ask questions.

Prior to submitting a planning application, we would like to offer a private briefing on our proposals to members of Sprowston Town Council. We would propose holding this briefing prior to the scheduled full council meeting of Wednesday 18<sup>th</sup> December.

**If this would be of interest, please get in touch on [REDACTED] to arrange.** Alternatively, a member of the project team will be in touch in the coming days to discuss this opportunity further with you.

We will keep you updated as our plans for Salhouse Road progress. If you require any further information please do not hesitate to get in touch.

Yours sincerely,

**Alex Smith**

On behalf of Barratt David Wilson Homes









Patron Her Majesty The Queen

**POPPY APPEAL**  
**The Royal British Legion Village**  
Aylesford  
Kent ME20 7NX

Telephone 01622717172  
Fax 0203 207 2172  
[www.britishlegion.org.uk](http://www.britishlegion.org.uk)

Sprowston Town Council  
Recreation Ground Road  
NORWICH  
NR7 8EW

CARE : 20283596

Date: 27 November 2019

Dear Sirs

I would like to thank you for your contribution to the Poppy Appeal.

The Royal British Legion was founded by veterans after the First World War. A century on from the start of that conflict, we are still helping today's Service men and women, veterans, and their families in almost every aspect of daily life. We also champion Remembrance, safeguarding the memory of those who have given their lives for our freedom through Remembrance education and events.

The Poppy Appeal is the major source of revenue for the Royal British Legions' Benevolent Fund. Every penny donated makes a difference to the lives of our beneficiaries so I would once again like to thank you on their behalf.

At The Royal British Legion we take your privacy seriously and we will only use the information you have provided for the purpose intended. We will not share your data and promise to keep your personal information safe and secure. It may be stored electronically or manually and will only be used by those authorised to access it. For information about how The Royal British Legion processes personal information and about your rights under the data protection law please see our Privacy Policy at <https://www.britishlegion.org.uk/about-us/our-privacy-policy-and-promise/>

Yours faithfully,

**Ben Martin**  
**Interim Head of Fundraising Operations – Poppy Appeal**

Donation Value £19.25

Incoming Monthly Speeds  
Cozens Hardy Road  
Outside number 39 Cozens Hardy Road (Measuring ~~to~~ from Wroxham Road)

from Fri-Nov-15-2019-12-00-AM to Mon-Nov-25-2019-08-59-AM

Hour	Nov 2019							Week Day 85% Avg Speed	
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
0-1	18.17	18.2	17	18.09	15.64	17.2	17.09	17.42	21.34
1-2	17.62	14	13.67	19.5	9.5	14.17	18.06	14.86	20.5
2-3	22	12	15.75	17	17	17.21	17.85	16.75	19.66
3-4	20.67	0	0	18.67	11.2	10	22	10.11	13.5
4-5	14.5	0	0	0	12	9.8	16.93	5.3	7.66
5-6	0	0	0	0	0	16.38	21.2	0	0
6-7	16.76	15	16.36	16.73	17.17	15.56	17.2	16.4	19.04
7-8	14.45	15.27	14.6	16.32	9.25	16.59	18.43	13.98	18.44
8-9	16.96	16.41	17.19	17	16.82	16.62	20.56	16.88	20.14
9-10	16.87	16.12	16.88	16.87	16.77	16.31	16.16	16.7	19.64
10-11	16.26	16.86	16.86	17.38	16.82	17.33	16.51	16.83	19.78
11-12	16.2	17.11	17.23	17.11	11.57	16.71	16.76	15.84	20.18
12-13	16.54	16.14	17.9	16.57	16.51	16.96	17.15	16.73	20.16
13-14	17.2	16.79	16.96	17.77	17.14	17.37	17.17	17.17	20.8
14-15	17.39	17.21	17.88	17.31	17.36	17.18	16.93	17.43	20.82
15-16	16.96	16.75	17.24	17.03	16.45	17.23	17.52	16.89	19.92
16-17	15.49	15.94	15.87	15.82	15.56	16.98	16.63	15.74	19.36
17-18	16.74	16.55	16.81	16.44	16.81	17.66	16.42	16.67	19.78
18-19	17.29	16.45	16.94	17.28	17.27	16.83	16.71	17.05	19.82
19-20	16.74	16.43	17.86	16.84	17.24	16.7	17.12	17.02	20.44
20-21	17.02	17.05	17.47	17.63	17.17	17.73	16.97	17.27	20.8
21-22	17.7	16.36	17.52	17.36	17.42	17.35	18.26	17.27	20.76
22-23	17.52	17.45	19.5	17.24	17.21	16.88	17.22	17.78	21.04
23-24	15.83	18.78	16.38	18.55	17.38	16.79	18.03	17.38	22.16

Incoming Monthly Speeds  
 Cozens Hardy Road Outside 46 Cozens Hardy Road  
 (Measuring Traffic from Barkers Lane)

from Fri-Nov-15-2019-12-00-PM to Mon-Nov-25-2019-11-59-PM

Hour	Nov 2019							Weekend Avg	Week Day Avg	Week Day 85% Avg Speed
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday			
0-1	19.5	17.14	15	15.71	17.25	14.67	13.35	16.92	14.01	20.46
1-2	7	0	0	17	14	13.57	15.71	7.6	14.64	10
2-3	17	0	14.5	0	0	13.5	17	6.3	15.25	8
3-4	0	0	0	0	0	17	17	0	17	0
4-5	15.75	0	0	0	17	17	17	6.55	17	7.66
5-6	0	0	0	0	17	17	17.33	3.4	17.17	4
6-7	14	15.33	14.7	15.71	16	15.33	17.2	15.15	16.27	19.02
7-8	16.23	17.27	15.16	15.45	15.09	17.09	15.47	15.84	16.28	19.2
8-9	15.86	14.8	15.77	15.96	15.26	15.62	15.22	15.53	15.42	19.28
9-10	15.62	15.82	15.9	16.08	15.6	16.27	15.55	15.8	15.91	19.3
10-11	15.97	15.6	15.22	15.82	15.65	15.78	15.87	15.65	15.82	19.48
11-12	15.82	15.58	16.19	15.33	15.95	15.16	15.56	15.77	15.36	19.54
12-13	15.89	17.08	16.87	16.48	15.23	15.71	15.63	16.31	15.67	19.64
13-14	15.85	16.55	16.6	14.68	16.43	15.86	16.18	16.02	16.02	19.52
14-15	16.33	16.34	16.44	15.6	15.64	16.35	16.24	16.07	16.3	19.88
15-16	15.85	16	16.56	15.55	15.42	15.38	15.57	15.88	15.47	19.44
16-17	16.05	15.97	15.76	16.57	15.71	15.07	16.54	16.01	15.8	19.66
17-18	15.69	16.15	15.14	15.32	15.14	16.11	16	15.49	16.06	19.16
18-19	15.83	16.14	15.52	15.79	15.71	15.63	15.34	15.8	15.48	19.24
19-20	15.57	16.37	15.44	15.76	15.85	15.92	16.07	15.8	15.99	19.56
20-21	16.09	15.09	14.35	14.43	16.68	15.8	15.92	15.33	15.86	19.08
21-22	16.53	15.72	14.35	15.47	16.84	16.29	15.95	15.78	16.12	19.7
22-23	16.12	16.89	15.77	16	16.09	15	16.67	16.17	15.83	19.66
23-24	16	17	15.12	14	14.05	15.92	17	15.24	16.46	19.56



8<sup>th</sup> December 2019

## **Report from Councillor John Ward**

### **Broadland District Council**

On 22.11.19 I attended the launch of The Papillon Project at Sprowston Community Academy. This is a project to put sustainable allotments in High Schools. It started in Reepham last year where there is a very successful allotment, including chickens and lambs, up and running. It will be rolled out to other High Schools, the next being Thorpe St. Andrew.

The November meeting of the Environmental Excellence Panel considered the Working Group Report on the Waste Services Review which presented three different, costed, options, the details of which are currently confidential but a decision will be made and published in the Spring.

The 'One Team' of BDC and SNDC progresses with Terms and Conditions, Structures and Pay all agreed with staff and Unions and these are expected to be implemented by 2<sup>nd</sup> January 2020. The next stage will be to look at practices and procedures of both Councils.

### **Norfolk County Council**

In the recently completed National Highways & Transport Survey, Norfolk County Council came 1<sup>st</sup> out of the 28 participating Councils (We were 4<sup>th</sup> last year). The condition of highways was 9% above average, Traffic levels and congestion 8% above average and Ease of Access, without a car, 5% above average.

Norfolk Museum Service was successful in its application to be included in the Arts Council England's National Portfolio Organisation family for the period 2018-22 and was awarded £4.812m for the 4 year period.

Sparhawk Infant School & Nursery have received an Outstanding Ofsted report. They were outstanding under all headings.

On Monday 25<sup>th</sup> November Norfolk County Council passed a motion committing it to plant one million trees in Norfolk in the next 5 years.

## COUNCIL MEETING – 18<sup>th</sup> December 2019

### Report of the Town Clerk

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

##### **1.1 Sprowston Dementia Friendly Café (SDFC) Wellbeing Event**

SDFC proposes to organise and host a wellbeing event on 29<sup>th</sup> October 2020 bringing together multiple organisations and agencies offering assistance to residents living with dementia and other conditions.

SDFC have approached the Town Council to request free of charge use of two rooms at the Sprowston Diamond Centre. Exact room requirements will be based on interest from participating organisations nearer the time but current thinking assumes the need for one large room and one smaller break out room. (*see attachment 6.1*)

October 29<sup>th</sup> 2020 falls within a school half term holiday, hence the Beryl Reed sports hall, School room and Burrows rooms are not being used by their regular day time hirers.

***Option: To offer the Sprowston Diamond Centre Burrows room plus School room or Beryl Reed sports hall, between 9am and 3.30pm on Thursday 29<sup>th</sup> October 2020, free of charge to SDFC for the hosting of a wellbeing event.***

##### **1.2 SYEP Plastic Sculpture Trail Exhibition**

SYEP are looking for an indoor venue to exhibit the smaller sculptures produced by schools and other organisations participating in the plastic sculpture trail.

The exhibition would be in situ for a period of approximately 15 days, from Saturday 4<sup>th</sup> April to Saturday 18<sup>th</sup> April 2020 (exact dates to be confirmed).

Sprowston recreation ground Pavilion is available for the duration of that period.

Usual hire rate for the Pavilion are £12 per hour weekdays and £15 per hour weekends and Bank Holidays.

Assuming 8 hours per day, this gives a cost of:

- 8 weekdays at £12 per hour = £768,00
- 7 weekend days/Bank Hols at £15 per hour = £840.00
- Total for all 15 days = £1,608.00

In order to make the exhibition viable, SYEP have asked if Town Council would consider reducing the hire rate.

***Option: To offer SYEP a free or reduced hire rate for the Pavilion between 4<sup>th</sup> April and 18<sup>th</sup> April 2020 in order that they may use it to mount an exhibition of sculptures from the Sprowston plastic sculpture trail.***

### **1.3 Recycling Contract**

Further to minute 19/280 - contract with Broadland District Council (BDC) for collection of household recycling from Council office and works yard - we not yet initiated this contract and have continued to explore options for collecting a wider range of mixed recycling from recycling bins on our public open spaces. Due to the fact that recycling collected from public recycling bins could not be guaranteed to be of the same cleanliness or low levels of contamination as domestic recycling, most waste disposal companies and Broadland District Council themselves were unable to accept it.

I am pleased to advise that after direct discussions with Norse Waste who run the recycling facility in West Costessey a suitable way forward has been identified.

Norse Waste have quoted an annual cost of £279.50 for rental of 1100 litre wheeled bin and fortnightly recycling collections. Loads containing contaminated waste will be treated as general waste and subject to an emptying fee of £20.95.

This contract amount is more than the £133.00 per annum quoted by BDC but includes a much larger bin and the facility to accept recyclables from public recycling bins (subject to some basic contamination checks) which was not the case with Broadland's contract.

***Recommendation: To no longer pursue a recycling collection contract with Broadland District Council and instead accept a recycling collection contract with Norse Waste at an annual cost of £279.50, subject to contaminated loads being treated as general waste attracting an emptying fee of £20.95.***

### **1.4 Sprowston Diamond Centre Cinema – Proposal to screen a Children's Film during February 2020 Half Term**

The monthly Sprowston Diamond Centre cinema provides a local and convenient entertainment option for people who may not otherwise be able (or wish to) attend a mainstream cinema. The monthly cinema is mostly attended by older residents, but local parents may also appreciate the convenience and lower cost of a local child-friendly film screening – especially over school half terms.

Our film supplier's spring programme includes the new Lion King film which would make an ideal screening in the February 2020 half term.

Logistical details:

- Film: The Lion King (2019) Family musical remake. PG certificate
- Date: Monday 17<sup>th</sup> February. Doors open at 1pm for 1.30pm show
- Children must be accompanied at all times
- Families are welcome to bring own food and drink but a selection of snacks and drinks will also be available to purchase
- One member of Town Council staff would be present at all times (as is the case with the current monthly cinema) but due to the possible number of customers that could be present a volunteer from Council would be appreciated

Council is invited to review the Children's Film Cost Analysis (see attachment 6.2).

***Recommendation: To agree a ticket cost and authorise the Town Clerk to arrange a children's film screening in accordance with the appropriate logistical details and cost analysis.***

## **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 The Better Broadband for Norfolk (BBfN) Project**


Norfolk County Council advises that as part of the Better Broadband for Norfolk (BBfN) Project which facilitates provision of Superfast Broadband in areas of Norfolk where installation is not commercially viable, a new communications cabinet is to be installed on Glenburn Avenue to serve residents & businesses in the immediate surrounding area. No date for installation is currently available, however the BBfN Programme is due to complete by the end of March 2020.

## **5.2 Verges**

I have received several complaints about the poor condition of verges in Sprowston, exacerbated by heavy rain and inconsiderate car parking. These have been reported to County Council Highways but I have been advised that no action will be taken. Therefore, I will be exploring the issue in more depth and will bring a report with potential options to Council in due course.

## **ATTACHMENTS**

- 6.1 Email from Sandra Hughes Re SDFC Health and Wellbeing event**
- 6.2 Sprowston Diamond Centre Cinema - Children's Film Cost Analysis**



**Guy Ranaweera  
Town Clerk**

## Guy Ranaweera

---

**From:** Sandra Hughes [REDACTED]  
**Sent:** 26 November 2019 11:23  
**To:** JHunt  
**Subject:** SDFC Health and Well being event.

Dear Guy,

Following on from our discussion last week.

What Sprowston Dementia Friendly Community is proposing is an event showcasing the agencies in and around Sprowston that can offer help and support to those living with dementia, as well as other conditions, so for example healthy ageing.

At the moment this event is only in the very early planning stages and yet to be confirmed which of course we can only do once we have a venue, date and timings etc.

However at the moment we are looking to host about 20 tables, with maybe a second room being used for talks or speeches.

As you know we have decided on a provisional date of Thursday October 29<sup>th</sup> 2020, at the Diamond Centre, with us having access from 9am until approximately 3-3.30pm, with the event running from 10-2.

We would also like to have access to kitchen facilities, so that we can offer coffee and biscuits, which we are hoping to fund ourselves.

We have some ideas of agencies to invite, so for example the AS, Churches, Sprowston Day Centre, Libraries, Mabel Rose, Home Instead, Wiltshire Farm Foods, possibly the police, Assistive technology, and you yourself mentioned Citizens Advice. We have lots of other contacts between us as well. However we would welcome other ideas as well.

Thank you for your support

Sandra

# Sprowston Diamond Centre Cinema - Children's Film Cost Analysis

As at 12th December 2019

Kids club ticket cost

Kids club ticket cost

**Proposed ticket cost £2.50**

Proposed ticket cost 2 £2.00

## Ticket Cost Comparators

	Adult	Teen	Child
Odeon	2.50	2.50	2.50
Vue	2.50	2.50	2.50
<b>SDC 1</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>
SDC 2	2.00	2.00	2.00

Online booking fee per ticket
0.75
0.75
0.00
0.00

## Scenarios

A	B	C	D
50	40	30	20
<b>£125.00</b>	<b>£100.00</b>	<b>£75.00</b>	<b>£50.00</b>
<b>£100.00</b>	<b>£80.00</b>	<b>£60.00</b>	<b>£40.00</b>
£17.50	£14.00	£10.50	£7.00
£40.00	£40.00	£40.00	£41.00
£2.50	£2.00	£1.50	£1.00
£5.00	£5.00	£5.00	£6.00
<b>£65.00</b>	<b>£61.00</b>	<b>£57.00</b>	<b>£55.00</b>
<b>£60.00</b>	<b>£39.00</b>	<b>£18.00</b>	<b>-£5.00</b>
<b>£35.00</b>	<b>£19.00</b>	<b>£3.00</b>	<b>-£15.00</b>

### Box Office

Number of customers

**Box Office takings £2.50 per ticket**

**Box Office takings £2.00 per ticket**

### Overheads

Film hire fee to distributor (inc VAT) 35%

Moviola fee pt1 (£40 + VAT)

Moviola fee pt2 (% box office) 5%

Postage

**Sub total of overheads**

**Profit/Loss at £2.50 per ticket**

**Profit/Loss at £2.00 per ticket**

### Does not include:

Staff time (as per monthly cinema)

Volunteer time (1 recommended)

Children's snacks and drinks purchases

Adult tea and coffee purchases

Children's snacks and drinks sales (approx. 50p per item)

Adult tea and coffee sales (50p per cup)

**Sprowston Town Council**  
**PLANNING APPLICATIONS – 18<sup>th</sup> December 2019**

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**Broadland DC App.No.**  
2019/1867

**Location**  
3 Blackwell Avenue, Sprowston, NR7 8XL

**Type:** Householder

**Description:**  
Rear Balcony Extension and Raised Decking Area to Rear.

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**Broadland DC App.No.**  
2019/1899

**Location**  
3 Allerton Close, Sprowston, NR7 8NH

**Type:** Householder

**Description:**  
Single Storey Rear Extension

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**Broadland DC App.No.**  
2019/1915

**Location**  
White House Farm, Salhouse Road, Sprowston, NR13 6LB

**Type:** Prior Notification - Retail to Assembly and Leisure

**Description:**  
Change of Use of Unit 6 from Retail (Use Class A1) to Dance Studio (Use Class D2) (Prior Notification)

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Sprowston Town Council		Payments	Meeting	Date: 18th December 2019	Amount	BACS
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
24/10/2019	2874	A. T. Coombes Associates Ltd Aerial Inspection Oak(T807) Millennium Loke	280.00	56.00	336.00	450
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
11/12/2019	8070570567	Copy IT Digital Solutions Ltd Photocopies 31/10/2019-29/11/2019	24.03	4.81	28.84	451
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
11/12/2019	4715	Cozens (UK) Ltd Maintenance:November 2019	600.00	120.00	720.00	452
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
22/11/2019	K85537	Ernest Doe & Sons Ltd T/Cable,Plate Deck Shell,Roller Front	147.21	29.44	176.65	453
09/12/2019	J50055	TXG237 Iseki Tractor	7,995.00	1,599.00	9,594.00	
09/12/2019	J90849	Trade in:John Deere X595	(800.00)	(160.00)	(960.00)	
			<b>7,342.21</b>	<b>1,468.44</b>	<b>8,810.65</b>	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
02/12/2019	ESI1085976	ESE Direct Ltd Dog Waste Bin:Barkers Lane	97.35	19.47	116.82	454
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
26/11/2019	10273	G & G Fencing Ltd Bowls Pavilion Fencing	353.70	70.74	424.44	455
26/11/2019	10274	Bowls Pavilion Fencing	309.90	61.98	371.88	
			<b>663.60</b>	<b>132.72</b>	<b>796.32</b>	

Cr note

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
Heritage Contract Services Ltd					
<b>Details</b>					
Caretaking/Cleaning Services January 2020	925933	5,569.58	1,113.92	6,683.50	456
unlocking Cemetery gates: November 2019	925934	119.64	23.93	143.57	
Additional Litter Picking Blue Boar Lane Nov. 19	925935	16.46	3.29	19.75	
Additional Litter Picking Rec.Grd Lane Nov. 19	925936	197.52	39.50	237.02	
Cleaning Materials	925890	129.76	25.95	155.71	
Invoice 925808: Face Masks	925871	(3.06)	(0.61)	(3.67)	
Invoice 925336 (Feb 19) Cleaning Mat.	925948	(70.68)	(14.14)	(84.82)	
unlocking Cemetery gates: June 2019	925461	119.64	23.93	143.57	
		<b>6,078.86</b>	<b>1,215.77</b>	<b>7,294.63</b>	
Intouch Systems					
<b>Details</b>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
Broadband Recreation Grd.December 2019	677528	50.00	10.00	60.00	457
Broadband Diamond Centre.December 2019	677529	150.00	30.00	180.00	
Hosted Exch x 7 01/01/2020-01/02/2020	678953	53.00	10.60	63.60	
Server Back up:18/12/2019-18/01/2020	679049	49.00	9.80	58.80	
		<b>302.00</b>	<b>60.40</b>	<b>362.40</b>	
Moviola Ltd					
<b>Details</b>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
All is true	191652	80.00	15.00	95.00	458
Norfolk Association of Local Councils					
<b>Details</b>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
Cilca Registration fee	3364	175.00		175.00	459
Councilor Training	3294	60.00	12.00	72.00	
Arnold Baker loc.Coun.Administration:Edition 1	3373	55.50		55.50	
		<b>290.50</b>	<b>12.00</b>	<b>302.50</b>	
Norfolk Parish Training & Support					
<b>Details</b>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
The Essential update Seminar	18431	60.00		60.00	460

<b>PWLB: Loan repayments in full</b>				
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <b>BACS</b>
12/12/2019	Loan 498274	43,409.65		43,409.65
12/12/2019	Loan 491908	9,178.98		9,178.98
12/12/2019	Loan 489751	68,204.39		68,204.39
12/12/2019	Loan 499163	20,439.72		20,439.72
		<b>141,232.74</b>		<b>141,232.74</b>

<u>Details</u>	
Cemetery Extension	
Machinery Store	
Bowis Pavilion	
Renov. School Lane	

<b>Ridgeons Timber &amp; Builders Merchants</b>				
<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <b>BACS</b>	
Grey slabs, cement, sharp sand	545.20	109.04	654.24	461

<u>Invoice Date</u>	<u>Invoice No.</u>
08/11/2019	IA034112

**TOTAL OF INVOICES**      157,596.49      3,213.65      160,810.14      **Tf 75**

STC Drawings a/c to Petty Cash

157,596.49      3,213.65      160,810.14

STC Active a/c to STC Drawings a/c

160,810.14      **Tf 75**

STC Active a/c to Salaries a/c

20,000.00      20,000.00      **Tf 76**

.....  
Councillor

.....  
Councillor

.....  
Town Clerk



<b>Sprowston Town Council</b>		<b>Direct Debit Payments</b>		<b>Meeting</b>		<b>Date: 18th December 2019</b>	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT DEBIT</u>	
31/10/2019	55467	The AF Group Limited	1.16	0.23	1.39		
31/10/2019	55467	Vodafone Ltd October 2019	167.25	33.45	200.70		
31/10/2019	55467	Screwfix:Anti climb paint,Assorted Materials	(689.64)	(199.74)	(889.38)		
		SSE:Recreation Ground Electric					
			<b>(521.23)</b>	<b>(166.06)</b>			<b>(687.29)</b>
		Angel Springs Ltd					
		<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT DEBIT</u>	
31/10/2019	5286485	Bottled Water October 2019	46.93	9.39	56.32		
29/11/2019	5340004	Bottled Water November 2019	31.93	6.39	38.32		
			<b>78.86</b>	<b>15.78</b>			<b>94.64</b>
		Anglian Water Business					
		<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT DEBIT</u>	
09/11/2019	6295360	SDC: 09/08/2019-09/11/2019	314.16		314.16		
09/11/2019	6298724	Recreation Grd: 31/08/2019-09/11/2019	625.48		625.48		
03/11/2019	6287998	Spathawk :03/08/2019-02/11/2019	287.87		287.87		
			<b>1,227.51</b>				<b>1,227.51</b>
		Broadland D.C.					
		<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT DEBIT</u>	
15/11/2019	115952849/12	SDC: Rates 08/10/2018-01/04/2019	4,487.67		4,487.67		
15/11/2019	115952849/14	SDC: Rates 01/09/2019-01/04/2020	8,360.08		8,360.08		
			<b>12,847.75</b>				<b>12,847.75</b>
		Total Gas & Power Limited					
		<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT DEBIT</u>	
07/12/2019	203815881/19	Diamond Centre November 2019	337.20	67.44	404.64		
07/12/2019	203783376/19	Streetsights: November 2019	3,471.54	694.30	4,165.84		
07/12/2019	203815870/19	Floodlights : November 2019	9.26	0.47	9.73		
			<b>3,818.00</b>	<b>762.21</b>			<b>4,580.21</b>
		Veolia Environmental Services					
		<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT DEBIT</u>	
31/10/2019	SIO1161827	All Sites Skip Hire October 2019	287.25	57.45	344.70		
30/11/2019	SIO1164368	All Sites Skip Hire November 2019	229.80	45.96	275.76		
			<b>517.05</b>	<b>103.41</b>			<b>620.46</b>
		<b>Total of Payments Due by Direct Debit</b>	<b>17,967.94</b>	<b>715.34</b>			<b>18,683.28</b>