

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 8 January 2020 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 18 December 2019. Pages 1 - 7
4. Agree action/response arising from the minutes.
5. To receive any Police Liaison Officer's report.
6. To receive correspondence.
7. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak¹.
8. To receive any written/verbal reports from Sprowston County and District Councillors. Page 8
9. To receive the report of the Town Clerk and make decisions on:
5.1 Draft Greater Norwich Local Plan (DGNLP) Pages 9 - 15
10. To receive the report on the Skate Park and White House Farm Phase One (WHFP1) Development Update and make decisions on: Pages 16 - 18
 1. Larger Areas of Public Amenity Land - identify requirements for each of the four areas of public amenity land in the WHFP1 development.
 2. Equipped Play Areas - choose between option 1 or option 2, or identify a different option altogether.
11. Adjourn the meeting for a short break.
12. To consider planning applications to 8 January 2020. Page 19
13. To receive any written/verbal reports from the Council's Committees and Working Groups.
14. To receive any written and verbal reports from Members representing the Council on or at outside organisations.
15. To confirm the payment of accounts to 8 January 2020. Pages 20 - 21
16. To receive the schedule of credit card payments. Page 22
17. To receive the schedule of direct debits. Page 23



Guy Ranaweera
Town Clerk

3 January 2020

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

Tel: 01603 408063 . Email: townclerk@sprowston-tc.gov.uk

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 – 18 DECEMBER 2019

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 18 December 2019, the following Members were present: -

Mr J M Ward – Town Mayor

Mr A J Barton - Mr W F Couzens
Mr M G Callam - Mrs B J Lashley
Ms D Coleman - Mrs J Leggett
Mrs B Cook - Mr N Shaw

Mr S C Walker

In attendance

Mr G Rānaweera - Town Clerk and Responsible
Financial Officer
Mrs E Elliot - Committee Officer
Ray Houghton - Barratt David Wilson Homes
Daniel Fryd - Barratt David Wilson Homes
Alex Smith - Barratt David Wilson Homes

One member of the public was present

19/317. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Member	Minute No. and Heading	Nature of Interest
Mr W F Couzens	19/327.1.1	Sprowston Dementia Friendly Community Wellbeing Event (Volunteer)
Mrs B J Lashley	19/327.1.1	Sprowston Dementia Friendly Community Wellbeing Event (Volunteer)
Mrs J Leggett	19/327.1.1	Sprowston Dementia Friendly Community Wellbeing Event (Volunteer)
	19/327.1.2	Sprowston Youth Engagement Project

19/318. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr J F Fisher, Mr R J Knowles and Ms C T Rumsby.

19/319. MINUTES

The Minutes of the Council's meeting held on 20 November and 4 December 2019, having previously been circulated to all Members were, confirmed and signed by the Town Mayor of the Council.

19/320. PARISH PRECEPT/TAX BASE ESTIMATES 2020/21

Further to Minute 19/314, Members noted the response from Darren Slowther, Capital Accountant Broadland District Council, explaining how the tax base is calculated and why there is a variation between the estimate and actual figures.

19/321. BARRATT DAVID WILSON HOMES (BDWH)

Mr Daniel Fryd and Mr Ray Houghton gave a detailed presentation on a reserved matters application at Salhouse Road.

Mr Fryd and Mr Houghton responded to Members' questions as follows:

- (1) 2.5 storey buildings would not be erected on this site;
- (2) the development consists of 535 dwellings including a range of 1 to 4-bedroom properties of which 17% affordable, this is rented or shared ownership;
- (3) there are now two proposed access points from Salhouse Road. BDWH would prefer three but Norfolk County Council required the third access junction be removed due to safety concerns joining Salhouse Road.
- (4) a third of new properties in the United Kingdom are purchased with Help to Buy;
- (5) BDWH will contribute a proportion towards construction of the interconnecting roadway to other developments;
- (6) parking is fully compliant with planning regulations and there is also onsite parking;
- (7) estate pathways are 1.8m wide to allow a wheelchair and Buggy to pass;
- (8) play areas are located to the south-east of the site;
- (9) water is managed with use of underground crates, no ponds;
- (10) BDWH are looking into the provision of single storey dwellings;
- (11) all dwellings are provided with fibre optic connection;
- (12) there is an 8-metre buffer between the Salhouse Road and housing with cycle path incorporated;
- (13) the Council will have an input into S106 and provision of services;

Members advised Mr Houghton that Council supported the provision of footway lighting on all new developments.

19/321. BARRATT DAVID WILSON HOMES (BDWH) (CONTINUED)

The Town Mayor thanked Mr Fryd, Mr Houghton and Mr Smith for their attendance.

Mrs J Leggett joined the meeting during this item.

19/322. CORRESPONDENCE

(1) The Royal British Legion

Members noted the letter from The Royal British Legion thanking Council for their contribution to the 2019 Poppy Appeal.

19/323. POLICE LIAISON OFFICER'S REPORT

Norfolk Constabulary's Newsletter was unavailable.

19/324. RESIDENTS' QUESTIONS

As no residents were present at this point of the meeting the Chairman moved to the next item of business.

19/325. TRAFFIC STATISTICS (SAM2) - COUZENS HARDY ROAD

Members were pleased to note that SAM2 traffic statistics had recorded a majority of vehicles travelling within the speed limit on Couzens Hardy Road, however it was suggested that monitors be located away from junctions in the future.

19/326. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

Broadland District Council

(1) with regard to the Papillon Project's request for a grant. I submitted a request to Broadland District Council for £306.00 to be paid from my Councillor Grants, this was agreed and the money has been paid to the project.

Sprowston Town Council

(2) as Town mayor I have attended 3 events recently. On 22 November 2019, the launch of the Papillon allotment project at Sprowston Community Academy. On 29 November 2019 the Cecil Gowing School Christmas Fayre and on 12 December 2019 the Cecil Gowing Nativity Play.

Mrs J Leggett verbally reported:

(1) on her attendance at a meal with Sprowston Youth Engagement Project;

19/326. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

- (2) she had given her Broadland District Councillor grants to the Sprowston Church project, coffee morning at White House Farm School and Sprowston Youth Engagement Project.

19/327. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Dementia Friendly Community (SDFC) Wellbeing Event

Members considered a request from Sprowston Dementia Friendly Community for use of two rooms at Sprowston Diamond Centre free of charge to host a wellbeing event.

Ms D Coleman proposed, seconded by Mr M G Callam to offer Sprowston Dementia Friendly Community use of the Burrows Room, School Room or Beryl Read Sports Hall between 9.00am and 3.30pm on Thursday 29 October 2020, free of charge for the hosting of a wellbeing event. On being put to the vote the motion was CARRIED.

1.2 Sprowston Youth Engagement Project (SYEP) Plastic Sculpture Trail

Members considered the report of the Town Clerk and request from Sprowston Youth Engagement Project to reduce the hire rate of Sprowston Pavilion.

Mr Couzens felt this would be a good opportunity to promote the Pavilion as a venue for multi-use hire.

Mr M G Callam said it was a wonderful event and proposed room hire should be offered free of charge. This proposal was not seconded.

Mrs B J Lashley queried if there were bookings during the period SYEP required use of the building and would the event be manned.

The Town Clerk advised there were no hirers of Sprowston Pavilion during the Easter Holidays.

Mrs B J Lashley proposed, seconded by Mr W F Cozens a nominal fee of £100.00 for hire of Sprowston Pavilion from 4 April to 18 April 2020 subject to the event being manned at all times. On being put to the vote the motion was CARRIED.

1.3 Recycling Contract

Further to Minute 19/280, the Town Clerk reported that Broadland District Council could not accept recycling collected from public recycling bins as cleanliness and low levels of contamination could not be guaranteed.

However, he had received a quotation from Norse Waste for rental of 1100 litre wheeled bin and fortnightly collections. Loads containing contaminated waste would be treated as general waste and subject to an emptying fee of £20.95.

19/327. REPORT OF THE TOWN CLERK (CONTINUED)

In answer to questions the Town Clerk advised that additional recycling bins, with appropriate signage, would be placed around Sprowston Recreation Ground and if the scheme proved successful it would be expanded to Sparhawk Park and other open spaces.

Mr M G Callam proposed, seconded by Mr A J Barton 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. On being put to the vote the motion was CARRIED.

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

Members considered the Town Clerk's proposal to screen a children's film during February half term holidays together with cost analysis.

Mrs B Cook volunteered to help with supervision of the event.

Mr M G Callam proposed, seconded by Mr N Shaw to authorise the Town Clerk to arrange a children's film screening in accordance with the appropriate logistical details and ticket price of £2.00. On being put to the vote the motion was CARRIED.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 No matters were reported

PLANNING AND TRANSPORTATION

5.1 The Better Broadband for Norfolk (BBfN) Project

Members noted the installation of a new communications cabinet on Glenburn Avenue as part of the Better Broadband for Norfolk Project.

5.2 Verges

Having received several complaints about the poor condition of verges in Sprowston, and being advised by Norfolk County Council that no action will be taken the Town Clerk reported that he would be exploring this issue in more depth and bringing a report to a future meeting of the council.

19/327. REPORT OF THE TOWN CLERK (CONTINUED)

ATTACHMENTS

6.1 Email from Sandra Hughes Re: SDFC Health and Wellbeing event

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

19/328. MEETING ADJOURNMENT

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

19/329. 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:

2019/1899 - single storey rear extension at 3, Allerton Close;

2019/1915 - change of use of unit 6 from retail (use class A1) to dance studio (use class D2) (prior notification) at White House Farm, Salhouse Road.

(b) to oppose the granting of planning application 2019/1867 - rear balcony extension and raised decking area to rear at 3, Blackwell Avenue on the grounds that it was an unneighbourly form of development and impinges on the privacy of adjacent properties.

19/330. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

19/331. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written reports were received.

19/332. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 18 December 2019 totalling £160,810.14.

In response to queries on:

- (1) invoice No. 2874 - A.T. Coombes Associates Ltd: Aerial Inspection Oak (T807) Millennium Loke the Town Clerk explained concern had been expressed about a limb overhanging a resident's garden and a Tree Surgeon was engaged to inspect

19/332. PAYMENT OF ACCOUNTS (CONTINUED)

and check the safety of the tree. The tree was found to be safe but some minor pruning was recommended and will be carried out.

- (2) invoice No. 925934 - Heritage Contract Service Ltd: unlocking Cemetery gates: November 2019 the Town Clerk explained that Council had requested Church Lane car park gates be locked daily at 8.00pm following reports of anti-social behaviour.

On the motion of Mr J M Ward, seconded by Mr M G Callam it was **RESOLVED** that payment of the accounts to 18 December 2019 totalling £160,810.14 be approved and the schedule authorising payment signed by Mr J M Ward and Mrs B J Lashley.

19/333. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAYS VISA DEBIT

Mr N Shaw suggested original Canon Toners could be purchased at a more competitive price from the Cartridge People.

The schedule of credit card payments totalling £458.49 was approved and noted.

19/334. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments totalling £18,683.28 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.

08 January 2020

Town Mayor

29th December 2019

Report from Councillor John Ward

Broadland District Council

It has been agreed by Council that the new Domain name to be submitted will be 'South Norfolk and Broadland'

Rodney Fincham has been appointed as the Council's Chief Financial Officer (Section 151 Officer) with immediate effect.

The next Sprowston Safer Neighbourhood Action Panel meeting will be on Monday 27th January, 7pm, at Gage Road Chapel.

Norfolk County Council

NCC's plans for 137 new homes in Acle were approved at BDC's planning committee on 18.12.19. This is the first scheme submitted by NCC's company Repton Homes and includes 45 affordable homes, 33% of the total. The development will comprise 2/3/4/ bedroom houses and bungalows. The next application is for 200 homes in Hopton.

Norwich Bus Station is to be upgraded with work commencing 6.1.20 on the toilets and waiting area. Outdoor seating will also be provided and there will be a new voice activated bus service information board in real time. All works are scheduled to be completed in April 2020.

The draft version of the Greater Norwich Local Plan has been published. The plan provides opportunities for 44,500 new homes over the next 20 years. 80% of these are carried forward from previous plans but the new plan identifies sites for the remaining 8,000. 4395 will be in Norwich with 1200 on the Colman site, another 1200 in Sprowston near White House Farm. 1400 near Thorpe Marriott, 1200 in Anglia Square, 670 on the Deal Ground. The rest to be spread around the Market Towns of Aylsham, Wymondham, Diss, Harleston and various villages.

COUNCIL MEETING – 08th January 2020

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Diamond Centre – Enhancement Award: High Commendation

Further to Sprowston Diamond Centre's entry into Broadland District Council's Enhancement Awards 2019, the Diamond Centre has been awarded a Certificate of High Commendation.

CEMETERY

2.1 No matters to report

STREET LIGHTING

3.1 No matters to report

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Website redesign and new accessibility regulations

New website accessibility regulations have come into force which will necessitate a major overhaul of the Town Council website by September 2020.

Our current website was designed in 2012. Irrespective of the new regulations it would benefit from an update to improve user-friendliness, ease of navigation, reduce complexity of behind-the-scenes maintenance, and possibly handle on-line payments.

A budget for website redevelopment has been included in the agreed Income and Expenditure Plan for 2020/21 and so I will continue to investigate suitable solutions. In the meanwhile I would welcome Councillor's suggestions and recommendations regarding our website.

4.2 Internal Audit 2019-20 - First Interim Visit

A first internal audit interim visit was conducted by Auditing Solutions Ltd on 18th November 2019.

No issues were reported. A second visit will be undertaken in the new year.

A copy of the interim internal audit report is attached for Members to note (see attachment 6.1).

PLANNING AND TRANSPORTATION

5.1 Draft Greater Norwich Local Plan (DGNLP)

Broadland District Council, Norwich City Council and South Norfolk Council are working with Norfolk County Council to prepare the Greater Norwich Local Plan (GNLP). The Greater Norwich Local Plan will build on the current Joint Core Strategy (JCS) which plans for the housing and jobs needs of the area to 2026. The GNLP will extend this planning to 2036.

The current GNLP timetable will see the draft plan go out to consultation from January 29th to March 16th 2020.

The consultation will be Town Council's opportunity to make strong representation to the Local Planning Authority to address the up-coming lack of land for civic or formal recreation use in the vicinity of the newer Blue Boar Lane and Salhouse Road developments.

Agreement of a response to the consultation will be an agenda item on Town Council's February 19th meeting. However, should Councillors wish to view the documents related to the GNLP before then these can be found online here:

<http://www.greaternorwichgrowth.org.uk/planning/greater-norwich-local-plan/>

Prior to consultation on the GNLP, Council has been invited to send up to two delegates to a briefing event at Broadland District Council on 22nd January, 19.00 – 20.00 (see attachment 6.2)

Recommendation: Agree two delegates to attend the Draft GNLP briefing on 22 January, 19.00 – 20.00.

ATTACHMENTS

- 6.1** Copy of interim internal audit report by Audit Solutions Ltd.
- 6.2** Invitation email from Victoria West (BDC)



Guy Ranaweera
Town Clerk

Sprowston Town Council

Internal Audit 2019-20

Summary of Work Undertaken at First Interim Visit on 18th November 2019

Accounting Records and Bank Reconciliations

- The Council remains a full Sage software user, with three main cashbooks for the Current, Drawings and Active Saver bank accounts operated at Barclays. In addition, there are supplementary periodic term deposit holdings and a separate account for the payments of salaries;
- We have again verified that an appropriate cost centre and nominal ledger structure remains in place for 2019-20;
- We have checked the opening Trial Balance in the accounting software for 2019-20 to the closing Financial Statements for 2018-19 to ensure that all the detailed balances have been properly rolled forward;
- We have checked and agreed two sample months' receipts and payments transactions (April and September 2019) from all cashbooks to relevant bank statements, including all periodic inter a/c transfers to and from the Active Saver for the full year to date; and
- Finally in this area, we have checked and agreed the closing bank reconciliations as at 30th September 2019 on all accounts with no long-standing or other anomalous entries arising.

Review of Corporate Governance

- We have commenced our examination of the minutes of Full Council meetings to early October 2019, noting that there were no salient issues which may affect the Council's financial stability in the near or longer term future; and
- We have previously noted during 2018-19 that the Council's Standing Orders and Financial Regulations had been the subject of periodic review and re-adoption and, subsequently note that no revisions were considered necessary at the annual review held at the May 2019 Council meeting.

Review of Payments

- We are pleased to note that there continues to be sound control over the authorisation of, and payments for, supplier invoices and other similar expenditures (still primarily by Bacs transfers);
- We have commenced our testing of payments at this first interim stage, examining a sample of all those items individually in excess of £2,000 together with a further selection of every 20th cashbook transaction (irrespective of value) to 31st October 2019. This sample comprised approximately 40 payments covering more than 80 individual invoices, totalling just over £287,000 and representing 83% of all non-pay related expenditure in the year to that date;
- We identified that each payment was supported by a relevant invoice, that an official order had been placed for all goods and services where appropriate (a number of utilities and other services are already contractually provided), that VAT had been properly separated and accounted for via the standard nominal ledger control account and that the items had been correctly analysed to the correct expenditure code; and
- Other than noting that VAT returns continue to be submitted on a regular quarterly basis, utilising the HMRC on-line facility as required under extant legislation, no further testing was considered necessary at present with just two quarters having elapsed since our previous detailed consideration of the 31st March 2019 Statement of Accounts.

Assessment and Management of Risk

- We note that the Council's insurance cover continues to be provided by Zurich (under a reasonably standard long term agreement) and have examined a copy of the current policy schedule for the year to March 2020. We note that Public Liability stands at £15 million, that Employer's Liability stands at £10 million, that Fidelity Guarantee stands at £500,000 and that adequate Loss of Revenue is in place at £75,000; and
- We have previously noted in our final report for 2018-19 that the Council has sound Financial Risk Assessments in place and, subsequently from examination of minutes and other documentation provided, note these were re-adopted in May 2019 for the current financial year.

Precept Determination and Budgetary Control

Other than noting from examination of current Council and Committee minutes that periodic budget monitoring reports continue to be considered by members (generally quarterly with Q2 due for submission to Full council on 30th October 2019), no further work was undertaken in this area, the first visit being too early for any meaningful variances to be identified or for any deliberations of the Precept for 2020-21.

Review of Income

- We note that members continue to ensure that fees and charges for various activities such as Diamond Centre lettings, Pavilion hires, Cemetery burials / inscriptions, sports facilities, etc are reviewed regularly and properly recorded (most recently in April and August 2019);
- As noted earlier in this resume, we have checked and agreed two months receipt transactions from cashbooks to relevant bank statements; and
- We have tested Cemetery activities by reference to the Burial Register for three sample months (August, September & October 2019) to ensure the fees and charges were in accord with the published scales for the different ashes, interments and exclusive right purchases and that settlements were made in a timely manner with no matters arising.

Petty Cash and Credit Card Transactions

- The Council operates an extremely limited petty cash scheme, with a maximum holding of £50, which is “topped up” as and when required (with just one such transaction in the year from April to October 2019) and have tested a sample month’s payments for October 2019 to ensure that all were properly supported by supplier invoices / till receipts.
- Additionally, the Council holds a corporate Barclaycard with one authorised user, an overall credit limit of £6,000 and settlement in full by monthly direct debits. We have also tested a sample month’s payments (September 2019) to supporting invoices / till receipts with no matters arising.

Salaries and Wages

We have examined the payroll procedures in place and the physical payments made to staff to date in 2019-20 by reference to the October 2019 documentation, the underlying detail of which continues to be produced internally utilizing bespoke Sage payroll software.

- The Council has duly implemented the previously agreed national pay awards for 2019-20 and we have agreed the salary rates of each employee to the published scales;
- PAYE Tax Codes have been checked to ensure that appropriate allowances are being applied for the year following the annual budgetary increases in personal allowances with effect from April 2019;
- National Insurance Table deduction rates have been checked to ensure that computations are made accurately;

- Local Government Pension Scheme deduction rates have been checked to ensure they are in accord with the current bandings (virtually unchanged this year compared with 2018-19); and
- We have checked and agreed the individual's deductions and net pay values from individual payslips to the payroll summaries provided by the software and the cashbook transactions.

Investments and Loans

- We noted previously in our 2018-19 that the Council has adopted a formal Treasury Management Policy and have not considered it necessary to consider this area again currently; and
- We have verified the first instalment repayments of existing PWLB liabilities (in May and September 2019) from cashbooks to their third party "demand notices" as part of the higher value supplier payments testing noted earlier in this resume.

Guy Ranaweera

From: Victoria West <vicky.west@broadland.gov.uk>
Sent: 23 December 2019 10:40
To: John Walchester
Subject: GNLP Briefing

Dear Parish or Town Council

The Draft Greater Norwich Local Plan (GNLP), if endorsed by the Greater Norwich Development Partnership (GNDP) Board and approved for consultation by district councils in mid-January, will be consulted upon from 29 January to 16 March 2020.

You are invited to a briefing on 22 January, 19.00 – 20.00 to explain the Draft Local Plan and associated consultation and give you an opportunity to ask questions about the plan. The venue is Broadland District Council, Council Chamber.

Please let us know details of who will be attending and bring this invitation with you. As space will be limited, we ask you to limit attendance to two representatives.

In the meantime, the documents for the Greater Norwich Development Partnership (GNDP) Board meeting, which will be held at Broadland on 6 January 2020, are available [here](#). Please follow the instructions at the top of the web page. These papers are published now to allow members, development interests, partners and the public the opportunity to view them ahead of the GNDP meeting.

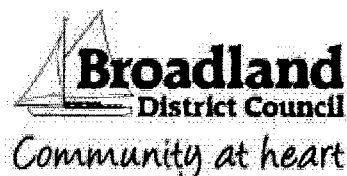
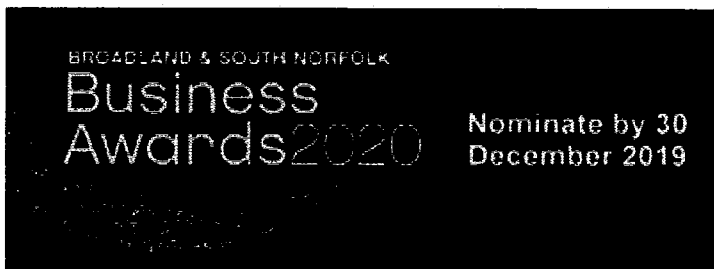
We look forward to seeing you.

Please reply to:

Jean Brittain
Project Manager
Greater Norwich Local Plan
Room 063, County Hall, Norwich NR1 2DH
jean.brittain@norfolk.gov.uk
Telephone: 01603 223413

Regards

John Walchester
Spatial Planning Manager
t 01603 430622 e john.walchester@broadland.gov.uk



This email and any attachments are intended for the addressee only and may be confidential. If they come to you in error you must take no action based on them, nor must you copy or show them to anyone. Please advise the sender by replying to this email immediately and then delete the original from your computer. Unless this email relates to Broadland District Council or South Norfolk Council business it will be regarded by the council as personal and will not be authorised by or sent on behalf of the councils. The sender will have sole responsibility for any legal actions or disputes that may arise. We have taken steps to ensure that this email and any attachments are free from known viruses but in keeping with good computing practice, you should ensure they are virus free. Emails sent from and received by members and employees of Broadland District Council and South Norfolk Council may be monitored.

Report to Sprowston Town Council (STC)

Skate Park and White House Farm Phase One (WHFP1) Development Update

On 10th December the Town Clerk met with Broadland District Council (BDC) Officers and Persimmon Homes to progress the skate park and to discuss options for public amenity land within WHFP1.

Current Position

The skate park, as it is current proposed, is to be part of the White House Farm Phase One (WHFP1) development located on Blue Boar Lane (opposite the former Wyevale garden centre and adjacent to the Sprowston sports and social club).

Persimmon Homes have recently drawn up and shared landscaping plans for the skate park site, which includes a car park, a turfed open area and a Local Equipped Area for Play (LEAP)¹ - See attachments SP1 and SP2

The fence and culvert running though the skate park site will remain responsibility of a management company.

A second foot bridge across the culvert will be added nearer to the car park.

Persimmon have confirmed that prospective property buyers are being informed of the skate park site. In addition, buyers will be sent plans of the skate park.

BDC recommend consideration be given to how the skate park will complement the equipped play areas and public amenity land within WHFP1.

The larger areas of public amenity land in WHFP1 are as follows:

- #1 Open space behind White House Farm School - currently identified for 1 nos. senior football pitch, 1 nos. mini pitch, Neighbourhood Equipped Play Area (NEAP)² and areas of wildflower seeds - see attachment A
- #2 Amenity space to WEST of aborted bus link - currently identified for 2 nos. All-Weather tennis courts, some areas of grass and some areas of wildflower seed - see attachment B
- #3 Amenity space to EAST of aborted bus link - currently identified for EITHER: an area of grass with picnic tables and an area of wildflower seeds, OR single All-Weather tennis court - see attachment B
- #4 North LEAP - see attachment C

In addition to the larger areas detailed above, the original development plans proposed several smaller Local Areas for Play (LAP)³ throughout WHFP1.

¹ A LEAP is a play area equipped for children of early school age, mainly 4 - 8 years old

² A NEAP is a play area equipped for children 8 - 14 years old and includes a kickabout area and open space for other activities

³ A LAP is a small area of open space for young children, mainly 4 -6 years old

Report to Sprowston Town Council (STC)

Skate Park and White House Farm Phase One (WHFP1) Development Update

Next Steps

BDC have requested STC's requirements and instruction concerning the two issues given below. It is recommended that both issues are considered together as they are closely interlinked:

1. Larger Areas of Public Amenity Land

How would STC wish the larger areas of public amenity land to be equipped (if at all) and used?

Points to consider:

- **Area #1:** How appropriate is a formal senior football pitch without changing rooms, and how frequently will it be used? Will it put-off other park users?
- **Area #1:** Formal football pitches require significant grounds maintenance
- **Area #1:** There is a lack of a large informal open space on WHFP1, or anywhere nearby. Area #1 could be landscaped into an attractive pocket park with natural open space and well-equipped play area providing a desirable destination for residents of all ages
- **Areas #2 and #3:** Would tennis courts see adequate use? Tennis court users tend to be adults who are willing to travel. With that in mind, the tennis courts at Sprowston rec are only 5 minutes away by car or bicycle. Would a Multi-Use Games Area (MUGA) appeal to a wider range of residents and young people who may not be able to travel far?
- **Areas #2 and #3:** These could be left as open spaces and/or may provide good locations for adult gym equipment
- **Area #4:** The key question for this area is whether or not it is retained as a LEAP or given over to open space

Recommendation: So that BDC may be instructed accordingly, and subject to final costings, Council are asked to identify its requirements for each of the four larger areas of public amenity land (as listed earlier) in the WHFP1 development.

Report to Sprowston Town Council (STC)

Skate Park and White House Farm Phase One (WHFP1) Development Update

Next Steps (continued)

2. Equipped Play Areas

What would STC wish provided in terms of equipped play areas on the skate park and within the White House Farm Phase One development?

Approaches to play area provision have moved on since the original WHFP1 plans were submitted. Unless specific reasons to the contrary exist, current play design thinking favours (where practicable) combining play opportunities for multiple age groups into one larger area, rather than separating age groups into smaller play areas in physically different locations.

Accordingly, BDC have made the following suggestions:

Option 1

1. Remove all LAPs
2. Remove the North LEAP (#4) and lay to open space
3. Upgrade the NEAP in the open space behind WHF school (#1) into a high-quality super-NEAP
4. Upgrade the NEAP in the open space behind WHF school (#1) to also accommodate younger children
5. Upgrade the LEAP at the skate park site to a NEAP that can also accommodate younger children

Option 2

1. Remove all LAPs
2. Retain the North LEAP (#4 above)
3. Upgrade the NEAP in the open space behind WHF school (#1) to also accommodate younger children
4. Upgrade the LEAP at the skate park site to a NEAP that can also accommodate younger children

Recommendation: So that BDC may be instructed accordingly, and subject to final costings, Council are asked to choose between option 1 or option 2 above, or identify a different option altogether.

Guy Ranaweera

Town Clerk

GENERAL NOTES - REFER ALSO TO THE MEASURED WORKS SCHEDULE

A) Setting out

- Planting shall be set out exactly as shown on the drawing, and measured from existing fixed points. Control points shall be set out using a minimum of 3 points per planting area. The junction between control and concrete areas shall be set out from a minimum of 500mm centres, 500mm at edges and beds less than 1m. The width of the concrete shall be a minimum of 100mm. The concrete shall be set out from a minimum of 500mm centres, 500mm at edges and beds less than 1m. The width of the concrete shall be a minimum of 100mm. The concrete shall be set out from a minimum of 500mm centres, 500mm at edges and beds less than 1m. The width of the concrete shall be a minimum of 100mm.

B) Ground preparation

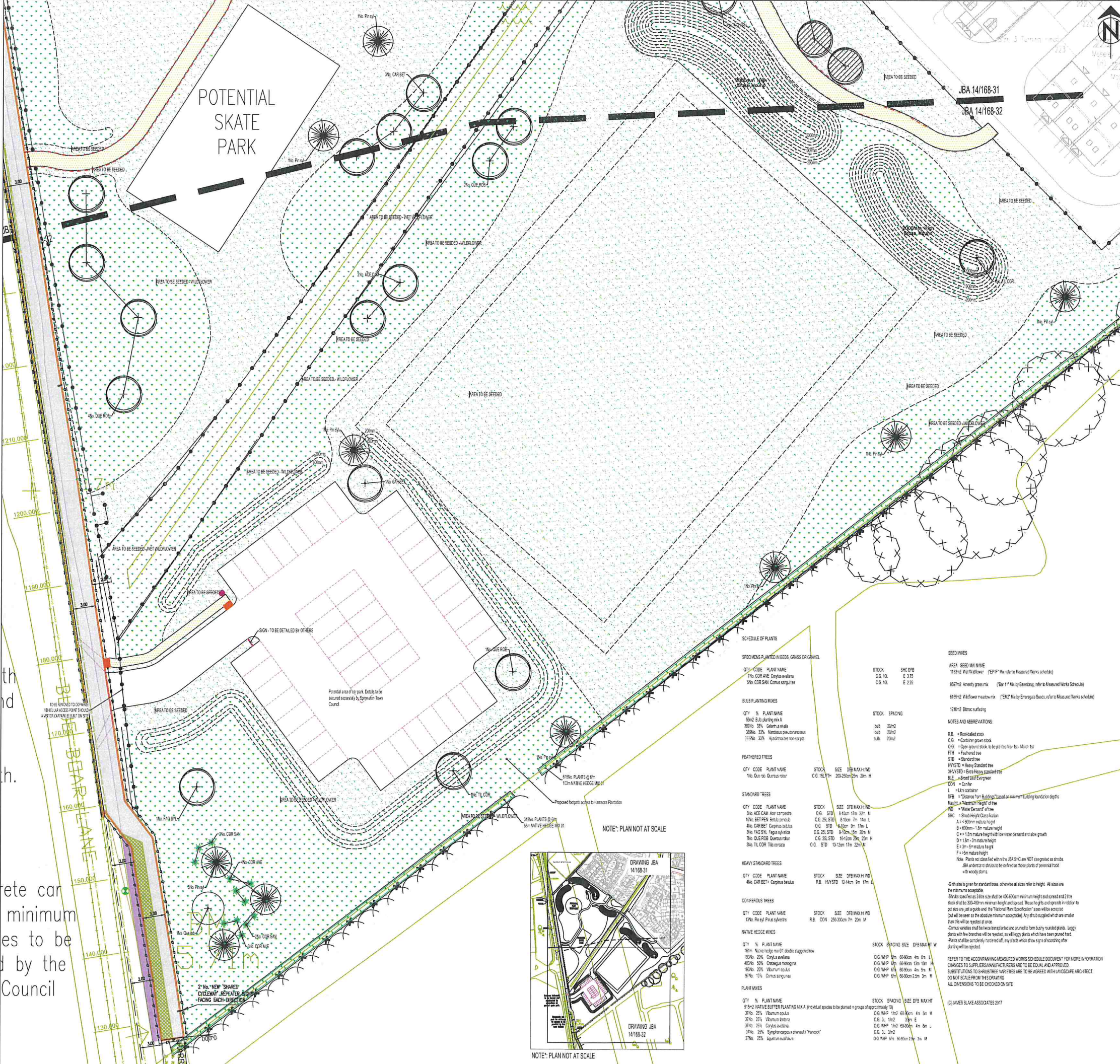
- Preparing the landscape application - Apply by suitable spraying machine, an approved trademarked systemic herbicide to the manufacturer's instructions and to 1997 Control of Pesticides Regulations and 2003 Control of Pesticides Regulations on all areas where weeds are present. If weeds are present, but there may be a delay before planting, it is to be sprayed immediately after the weeds have been identified. An application shall be carried out by a suitably qualified person using appropriate clothing, in suitable weather (no wind and any rain caused by spray drift from the application of the herbicide shall be the responsibility of the contractor). Repeat as necessary to ensure complete kill and take off all dead material from site.

C) Planting

- Planting shall be carried out in accordance to the specification and schedule of quantities accompanying these drawings. Refer to the specification for the preparation of existing ground and measure depths for planting, turfing and standard trees, and also for maintenance requirements.
- No excavations shall be accepted without the prior agreement of the responsible landscape architect. The contractor shall replace in one or two lifts any soil stock which, in any of the planting areas, has not been specified on the planting plan and schedule, unless prior agreement is obtained by the contractor. The contractor shall be responsible for the removal of all plants and materials not specified in the schedule of plants and materials. All plants shall be true to size specified in the schedule of plants and materials. All shrubs (over 10m high) shall be planted in the ground by the contractor. All shrubs (over 10m high) shall be planted in the ground by the contractor. All shrubs (over 10m high) shall be planted in the ground by the contractor.

D) Maintenance

- Planting shall be carried out in accordance to the specification and schedule of quantities accompanying these drawings. Refer to the specification for the preparation of existing ground and measure depths for planting, turfing and standard trees, and also for maintenance requirements.



KEY

- PROPOSED STANDARD TREE, INCLUDING DOUBLE STAKE AND TIE. SEE SPECIFICATION NOTES A1, B2-3, B5, C1-4, D1-2 AND E1.
- PROPOSED HEAVY STANDARD TREE, INCLUDING DOUBLE STAKE AND TIE. SEE SPECIFICATION NOTES A1, B2-3, B5, C1-4, D1-2 AND E1.
- PROPOSED COVER OR BROAD LEAF EVERGREEN TREE, INCLUDING DOUBLE STAKE AND TIE. SEE SPECIFICATION NOTES A1, B2-3, B5, C1-4, D1-2 AND E1.
- NATIVE WHP AND SHRUB PLANTING IN MIXES, INCLUDING BIODIVERSIFIABLE SHEET AND BANK MIX (ACCORDING TO SPECIFICATION). SEE SPECIFICATION NOTES A1, B2-3, C1-3, D1-2 AND E1.
- CULTIVATED TURF UNLESS OTHERWISE STATED ON PLAN. SEE SPECIFICATION NOTES B5, C2 AND E1.
- WET W/LOWER SEEDED AREA. REFER TO PLANT SCHEDULE FOR SPECIFICATION OF MIX.
- W/LOW SEEDED AREA. REFER TO PLANT SCHEDULE FOR SPECIFICATION OF MIX.
- BULB PLANTING IN MIXES, SPRING FLOWERING VARIETIES. REFER TO SCHEDULE FOR FURTHER INFORMATION.
- SPECIMEN SHRUBS IN SHRUB BEDS OR PLANTING IN GRASS/GRANVILLE AREAS. SPECIMEN SHRUBS IN GRASS ARE MEASURED SEPARATELY IN SCHEDULE OF QUANTITIES, SEE SPECIFICATION NOTES A1, B2-3, C1-3, D1-2 AND E1.
- EXISTING TREE TO BE RETAINED. SEE GENERAL NOTE A1 AND E1. IF PREPARED, SEE ALSO JAMES BLAKE ASSOCIATES PLAN AND SCHEDULE FOR ANY SURVEY WORKS.
- EXISTING VEGETATION GROUP OR HEDGE TO BE RETAINED. SEE GENERAL NOTE A1 AND E1. IF PREPARED, SEE ALSO JAMES BLAKE ASSOCIATES PLAN AND SCHEDULE FOR ANY SURVEY WORKS.
- BOSTON THIMBER LITTER BIN B50 490 TL, AVAILABLE FROM FURNITURES INTERNATIONAL LTD. TEL: 020 829 3200. SIMILAR AND APPROVED BY THE LOCAL PLANNING AUTHORITY.
- TARMACADAM FOOTPATHS WITHIN THE PUBLIC OPEN SPACE TO INCLUDE FLAT TOP POCE EDGE (80 TO STRAIGHT SECTIONS AND CONCRETE EDGE (80) IN LANE STRONG COURSE TO CURVED SECTIONS. BLOCKS TO BE ALL EDGING FLUSH WITH FINING AND 15mm ABOVE ADJACENT GRASS AND BANK LEVELS.
- POST AND DOUBLE RAIL FENCE.
- POST AND WIRE FENCING, AS BUILT.

SCHEDULE OF PLANTS

QTY	CODE	PLANT NAME	STOCK	SIZE	DFE MAX H/D
115	ST	115-22 Wet Willow (EPIP) (Mixer as Measured Works Schedule)	115-22	1.5m	1.5m
115	ST	115-22 Wet Willow (EPIP) (Mixer as Measured Works Schedule)	115-22	1.5m	1.5m
115	ST	115-22 Wet Willow (EPIP) (Mixer as Measured Works Schedule)	115-22	1.5m	1.5m

SEED MIXES

AREA SEED MIX NAME	AREA SEED MIX NAME
115-22 Wet Willow (EPIP) (Mixer as Measured Works Schedule)	115-22 Wet Willow (EPIP) (Mixer as Measured Works Schedule)
115-22 Wet Willow (EPIP) (Mixer as Measured Works Schedule)	115-22 Wet Willow (EPIP) (Mixer as Measured Works Schedule)

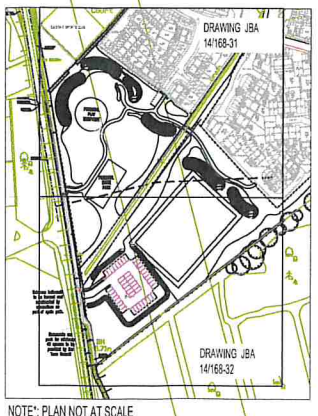
NOTES AND OBSERVATIONS

- 1. All plants shall be planted in the ground by the contractor.
- 2. All plants shall be planted in the ground by the contractor.
- 3. All plants shall be planted in the ground by the contractor.

CLIENT INFORMATION

CLIENT: JAMES BLAKE ASSOCIATES LTD
 PROJECT: [REDACTED]
 DATE: [REDACTED]

ete car
 minimum
 es to be
 by the
 Council



James Blake Associates

LANDSCAPE ARCHITECTURE • ARBORICULTURE • ECOLOGY

HEAD OFFICE
 The Black Barn, Hill Road, Lymington, South, CO19 9JN
 Tel: (01783) 24216 Fax: (01783) 24764
 james@jamesblake.co.uk www.jamesblake.co.uk

PREPARATION NOTES - REFER ALSO TO THE MEASURED WORKS SCHEDULE

A) Setting out
1. Planting shall be set out exactly as shown on the drawing...
2. All planting shall be set out exactly as shown on the drawing...

B) Ground preparation
1. The planting holes shall be prepared in accordance with the specification...
2. The planting holes shall be prepared in accordance with the specification...

C) Planting
1. All planting must be carried out in accordance to the specification...
2. No substitutions will be accepted without the prior agreement...

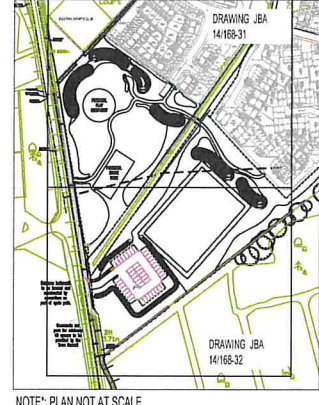
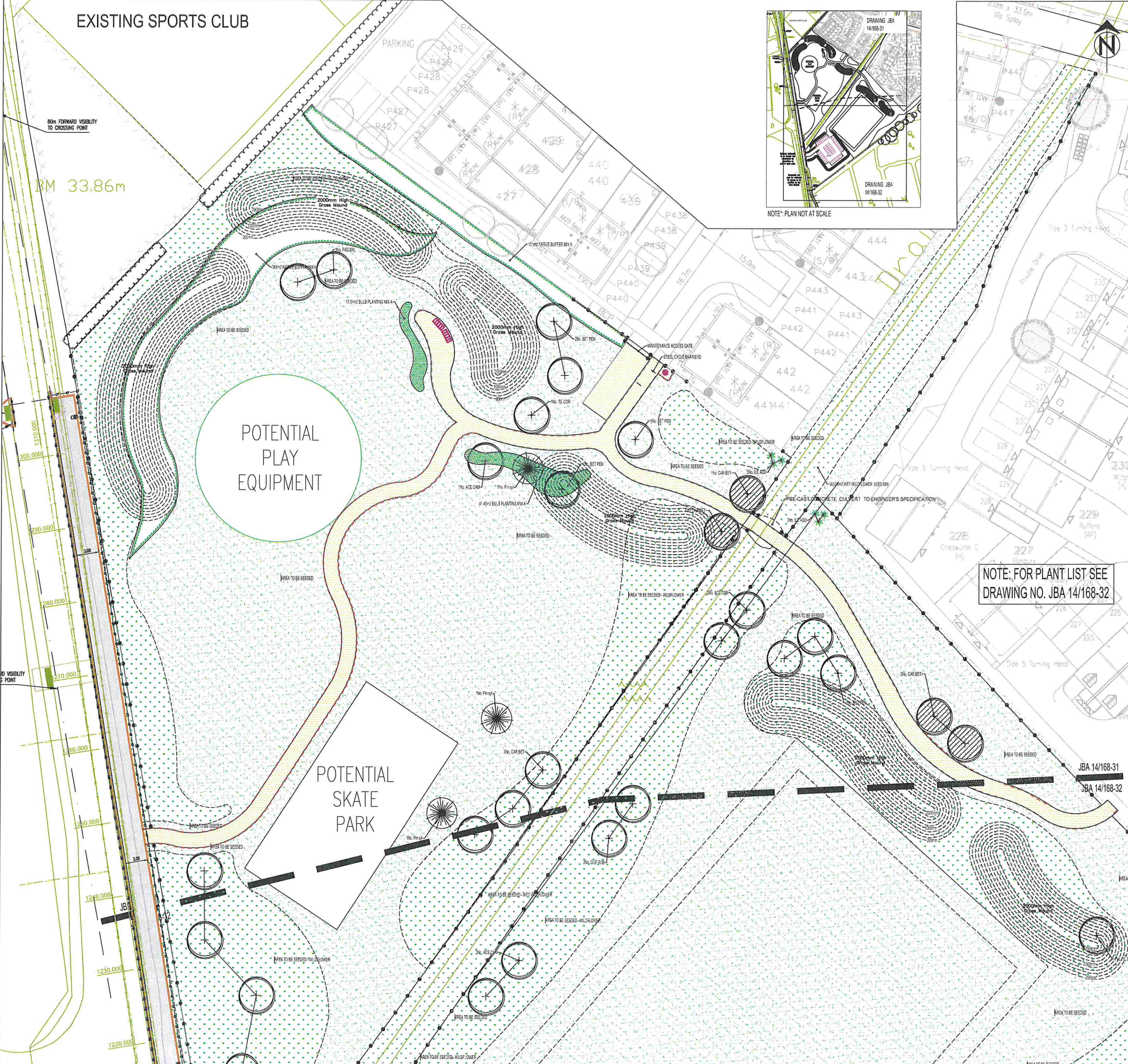
D) Hardwork
1. All hardwork shall be carried out in accordance to the specification...
2. All hardwork shall be carried out in accordance to the specification...

E) Watering
1. All planting shall be watered in accordance to the specification...
2. All planting shall be watered in accordance to the specification...

F) Maintenance
1. All planting shall be maintained in accordance to the specification...
2. All planting shall be maintained in accordance to the specification...

G) General Notes
1. All dimensions are in millimetres...
2. All dimensions are in millimetres...

EXISTING SPORTS CLUB



KEY

- PROPOSED STANDARD TREE INCLUDING DOUBLE STAKE AND THE...
PROPOSED HEAVY STANDARD TREE INCLUDING DOUBLE STAKE...
PROPOSED CONIFER OR BROAD LEAF EVERGREEN TREE...
NATIVE WHEAT AND SHRUB PLANTING MIXES INCLUDING BIODIVERSE...
CULTIVATED TURF (L5S AND STATED ON PLAN...
WET WILDOVER SEEDED AREA...
WILDFLOWER SEEDED AREA...
BULB PLANTING IN MIXES...
SPECIMEN SHRUBS IN SHRUB BEDS OR PIT PLANTED IN GRASS...
EXISTING TREE TO BE RETAINED...
EXISTING VEGETATION GROUP OR HEDGE TO BE RETAINED...
BOSTON TIMBER LITER BIRN...
TARMACQUAD FOOTPATHS WITHIN THE PUBLIC OPEN SPACE...
CONCRETE BLOCK EDGING...
POST AND DOUBLE RAIL FENCE...
POST AND WIRE FENCING...

NOTE: FOR PLANT LIST SEE DRAWING NO. JBA 14/168-32
NOTE: SEE SEPARATE EXTERNAL LAYOUT DRAWINGS BY DEVELOPER FOR SPECIFICATIONS AND ARRANGEMENT OF FENCING AND OTHER HARDWORKS

Table with columns for E, D, C, B, A, REV, DATE, and DRAWING/ISSUE information. Includes drawing number JBA 14/168-31 and issue dates.

Blake Associates logo and contact information including address, phone, and website.

MIRACLE DESIGN AND PLAY LIMITED
 14 Duncan Close, Redhouse Square,
 Maulton Park, Northampton, NN9 6WL
 TEL: +44 (0)1604 658240
 FAX: +44 (0)1604 390370
 E-MAIL: enquiries@miracleplay.co.uk
 WEBSITE: www.miracleplay.co.uk

PROJECT TITLE:
**Blue Boar Lane,
 Sprövston**

SHEET TITLE:
Master Plan

LEGEND

- Dimensions: Finding dimensions from post centre to post centre
- CC: CC dimensions from the FCC strip
- FCC: FCC strip
- REVISIONS

Materials

- Grass
- Grass with trees
- Grass with shrubs
- Grass with flowers
- Grass with lawn
- Grass with lawn and trees
- Grass with lawn and shrubs
- Grass with lawn and flowers
- Grass with lawn and lawn
- Grass with lawn and trees and shrubs
- Grass with lawn and trees and flowers
- Grass with lawn and trees and lawn
- Grass with lawn and trees and shrubs and flowers
- Grass with lawn and trees and lawn and shrubs
- Grass with lawn and trees and lawn and flowers
- Grass with lawn and trees and lawn and shrubs and flowers

NO.	DATE	DESCRIPTION

DESIGNED BY: G. MEDICA
 SCALE: 1:500
 DRAWING NO: Q3556 & Q4338
 DATE: 13/06/17

© 2017 MIRACLE DESIGN AND PLAY LTD. ALL RIGHTS RESERVED. NO PART OF THIS DOCUMENT IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, WITHOUT THE WRITTEN CONSENT OF MIRACLE DESIGN AND PLAY LIMITED.



On completion of site, any hot items that have been checked and subject to a safety inspection to be carried out before installation.

© Copyright 2011 All rights reserved. Licence number 100020449

EXACT LOCATION OF EQUIPMENT TO BE AGREED ON SITE. ALL SURFACING TO BE FLAT AND LEVEL. ANY DISCREPANCIES IN LEVELS TO BE REPORTED TO MIRACLE DESIGN & PLAY IMMEDIATELY.

Logos for various organizations and standards, including ISO 9001, ISO 14001, and others.

Sprowston Town Council
PLANNING APPLICATIONS – 8th January 2020

Broadland DC App.No.
2019/1368

Location
286 Blue Boar Lane, Sprowston, NR7 8RZ

Type: Planning Application Outline

Description: Sub-division of Existing Garden to No. 286 to Form 2 New Semi-detached Dwellings (Outline)

Note: Re-consultation due to revised layout and tree report.

Sprowston Town Council		Payments	Meeting	Date: 8th January 2020	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>
11/12/2019	A6285	Auditing Solutions Internal Audit (interim) 18/11/2018	400.50	80.10	480.60	462
18/12/2019	Claim 59	E.Elliott Travel Expenses:07/10/2019-16/12/2019	26.25	5.25	31.50	463
16/12/2019	5517138	ESPO Batteries, Photocopy paper	39.75	7.95	47.70	464
16/12/2019	10310	G & G Fencing Ltd New Gateway : BMX track	973.00	194.60	1167.60	465
01/01/2020	926021	Heritage Contract Services Ltd Caretaking/Cleaning Services February 2020	5,569.58	1,113.92	6,683.50	466
31/12/2019	926022	unlocking Cemetery gates: December 2019	119.64	23.93	143.57	
01/01/2020	926023	Additional Litter Picking Blue Boar Lane Dec.19	16.46	3.29	19.75	
01/01/2020	926024	Additional Litter Picking Rec.Grd Lane Dec.19	197.52	39.50	237.02	
			5,903.20	1,180.64	7,083.84	
13/12/2019	2788	HH Tankering Services Ltd Septic Tank Emptying	117.00	23.40	140.40	467
17/12/2019	PJI/18185	P J Plumbing Heating & Maintenance Ltd Servicing boilers: Diamond Centre & Pavilion	348.80	69.76	418.56	468
20/12/2019	Claim 60	G Ranaweera Travel Expenses:01/11/2019-18/12/2019	31.88	6.37	38.25	469

Westcotec Limited

Details

Bus Shelter Condition Survey

Invoice Date 16/12/2019
Invoice No. 10724

Net 300.00
VAT 60.00
Amount 360.00
BACS 470

8,140.38 **1,628.07** **9,768.45** Trf 77

TOTAL OF INVOICES

STC Drawings a/c to Petty Cash

Transfer:

8,140.38 **1,628.07** **9,768.45**

STC Active a/c to STC Drawings a/c

Transfer:

9,768.45 Trf 77

STC Active a/c to Salaries a/c

Transfer:

20,000.00 20,000.00 Trf 78

.....
Councillor

.....
Town Clerk

Sprowston Town Council Barclaycard Payments

Meeting Date: 8th January 2020

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
03/12/2019	809947	Amazon co uk Key safe cabinet	59.99		59.99
17/12/2019	141085971	Telescopic Pole: Beryl Reed Hall	25.83	5.17	31.00
18/12/2019	326737571	Calender, Table tennis bats	23.14	4.63	27.77
19/12/2019	100011451	Set football corner flags	24.98	5.00	29.98
			133.94	14.80	148.74
		Homebase			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
23/12/2019	347613521	Gravel : Cemetery	27.08	5.42	32.50
		Norfolk Trailers			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
20/12/2019	23627	Handle, Brake away : Trailer	20.50	4.10	24.60
		Tesco			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
16/12/2019	32897	Council meeting buffet, Coffee, Teabags	35.76	3.50	39.26
		Total of Payments	217.28	27.82	245.10

Paid by Barclays: Visa Debit

Sprowston Town Council		Direct Debit Payments		Meeting	Date: 8th January 2020	
Invoice Date	Invoice No.	The AF Group Limited Details	Net	VAT	Amount	DIRECT DEBIT
30/11/2019	93177747	Vodafone Ltd November 2019	0.99	0.19	1.18	
30/11/2019	1030599262	Screwfix:Resin, Threaded Rods,Oakey Sanding	41.63	8.31	49.94	
30/11/2019	15 Invs/Cr notes	Cemetery:Haven Power Apr19-November 19 A	(180.18)	(9.81)	(189.99)	
30/11/2019	3 Inv/Credit Notes	Sparhawk:Haven Power Sept19-November 19	83.46	4.53	87.99	
30/11/2019	LGWFFPNB	N Power :Recreation Ground Electric	576.19	115.26	691.45	
			522.09	118.48	640.57	
Total of Payments Due by Direct Debit			522.09	118.48	640.57	