

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 29 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 meetings held on 8 January 2020. Pages 1 - 7
4. To agree action/ response arising from the minutes
 - (1) 268, Blue Boar Lane, Sprowston - Planning App. 2019/1368 Page 8
 - (2) 52, Blackwell Avenue, Sprowston - Planning App. 2019/1776 Pages 9 - 16
 - (3) 3, Park Cottages, Wroxham Road - Planning App. 20191803 Page 17
5. Sprowston Youth Engagement Project - Proposal on Outreach Worker (Clare Lincoln and Reverend Canon Simon Stokes)
6. To receive any Police Liaison Officer's report. Pages 18 - 19
7. To receive correspondence:
 - (1) Proposal for Spixworth Neighbourhood Development Plan (Option to respond) Pages 20 - 21
 - (2) Claire Sharland - Sprowston Library (for information) Page 22
 - (3) Sprowston History Archive - (request for reimbursement) Pages 23 - 24
8. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak¹.
9. To receive any written/verbal reports from Sprowston County and District Councillors. Page 25
10. To receive the report of the Town Clerk and make decisions on: Pages 26 - 31
 - 2.1 St. Mary and St. Margaret's Church - Path Repair
 - 3.2 Land South off Salhouse Road - Barratt David Wilson Homes - Section 38 Street Lighting
 - 3.3 Land South off Salhouse Road (Kier Living Eastern) - Section 38 Street Lighting
 - 5.1 Land South off Salhouse Road (Kier Living Eastern) - Street Naming Scheme
11. Adjourn the meeting for a short break.
12. To consider planning applications to 29 January 2020. Pages 32 - 33
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 (Mr W F Couzens report enclosed).
15. Quarter 3 Bank Reconciliation to 31 December 2019. Pages 34 - 44
16. To confirm the payment of accounts to 29 January 2020. Pages 45 - 46
17. To receive the schedule of credit card payments. Page 47
18. To receive the schedule of direct debits. Page 48 - 49



Guy Ranaweera
Town Clerk

24 January 2020

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 – 8 JANUARY 2020

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 8 January 2020, the following Members were present: -

Mr J M Ward – Town Mayor

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

In attendance

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

1 member of the public was present

20/001. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

20/002. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr I Mackie and verbal apologies from Mrs B Cook.

20/003. MINUTES

The Minutes of the Council's meeting held on 18 December 2019, having previously been circulated to all Members were confirmed and signed by the Town Mayor of the Council.

20/004. ACTIONS FROM MINUTES

No actions from the minutes were received.

20/005. POLICE LIAISON OFFICER'S REPORT

Norfolk Constabulary's Newsletter was circulated at the meeting. The Town Clerk reported the breakdown of Burglary Business and Community Crimes as follows, being the updated figures at the time of meeting:

- 2 attempted burglary - business premises
- 3 burglary - business premises
- 2 residential - dwelling
- 6 residential - non dwelling

20/005. POLICE LIAISON OFFICER'S REPORT (CONTINUED)

Mrs J Leggett drew Members attention to the date of the next Safer Neighbourhood Action Panel meeting to be held 27 January 2020 at Gage Road Chapel, Gage Road commencing 7.00pm.

20/006. CORRESPONDENCE

- (1) Norfolk Police & Crime Commissioner Annual Budget Consultation 2020/21 Police Precept

Members noted the copy email from Norfolk Association of Local Councils regarding the Norfolk Police & Crime Commissioner Annual Budget Consultation.

20/007. RESIDENTS' QUESTIONS

On the motion of Mr J M Ward, seconded by Mr M G Callam 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.

No questions were raised.

The meeting was reconvened.

20/008. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

- (1) Norfolk Youth Offending Team is holding a public presentation of its work and a chance to meet the front-line practitioners at The Gallery, The Forum on 16 January 2020, 5.00pm - 7.00pm.

Broadland District Council

- (2) at the Place Shaping Committee on 6 January 2020 Broadland Councillors considered the Greater Norwich Local Plan and gave approval for it to go to consultation on 29 January 2020. This will last until 26 March 2020 and one of the consultation points for residents will be Sprowston Library.

Norfolk County Council

- (3) the Council has published its £427.7m budget proposals. This includes a 3.99% increase in Council Tax with 2% of that increase going to adult social services.

Mr W F Couzens was pleased to note in Mr Ward's written report the upgrade of the Bus Station.

Mrs B J Lashley asked if there would be travelling Place Shaping Exhibitions to which Mr Ward responded no however, exhibitions were taking place in a number of Towns.

20/009. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Diamond Centre - Enhancement Award: High Commendation

The Town Clerk reported that further to Sprowston Diamond Centre's entry into Broadland District Council Enhancement Awards 2019 the building had been awarded a Certificate of High Commendation which will be displayed at the centre.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Website redesign and new accessibility regulations

Having considered the report of the Town Clerk, Mrs B J Lashley advised that Norfolk Association of Local Councils provided, through a central provider, websites for Town and Parish councils.

Mr W F Couzens felt the Council's current website was due an upgrade as it was difficult to navigate.

Mrs J Leggett said documents to be added to the new site should be carefully considered to ensure they can be easily located.

4.2 Internal Audit 2019 - 20 First Interim Visit

Members noted the Internal Audit 2019-20 First Interim report and congratulated the Town Clerk.

PLANNING AND TRANSPORTATION

5.1 Draft Greater Norwich Local Plan (DGNLP)

RESOLVED that Mr W F Couzens and the Town Clerk attend a briefing event prior to consultation on the Greater Norwich Local Plan, to be held at Broadland District Council on 22 January 2020, 7.00pm - 8.00pm.

Referring to an agenda item to agree a response to the DGNLP at Town Council's February meeting, Mrs B J Lashley asked if the Town Clerk was drafting a response for Members to consider or if the item was for discussion.

The Town Clerk responded that the item was for discussion, any Members unable to attend the meeting could submit their comments in advance for consideration.

20/009. REPORT OF THE TOWN CLERK (CONTINUED)

ATTACHMENTS

6.1 Copy of interim internal audit report Audit Solutions Ltd

6.2 Invitation email from Victoria West (BDC)

20/010. SKATE PARK AND WHITE HOUSE FARM PHASE ONE

Having carefully considered the report of the Town Clerk Members made the following comments:

- the skate park should be relocated adjacent Harrisons Woodland to the rear of the car park in the south eastern corner of the open space. This area was identified in the Sprowston Neighbourhood Plan as a recreational area for residents and the youth of Sprowston in particular.
- the original location proposed for the skate park could become an informal kick about area.
- skate parks close to younger children's play areas create problems. It is also important to involve young people in the design of the skate park so they feel some ownership which helps prevent vandalism.
- maintain the skate park in its current position and pipe and cover the culvert.
- the senior football pitch is unnecessary, there are no changing rooms it is high maintenance and next to a school. Given its location access and parking could be an issue. The area would be better served as an open space suitable for informal play and possibly moveable goals.
- the west area is suitable for a Multi-Use Games Area (MUGA) as it is close to housing and overlooked, however, one super MUGA would be more appropriate with no floodlighting.
- the picnic area could have equipment suitable for younger children and seating.
- would like play equipment to be of a woodland variety.
- the car park to be brought closer to Blue Boar Lane to make it more visible from the road to avoid anti-social behaviour.
- there is no requirement for tennis courts as this sport is adequately catered for at Sprowston Recreation Ground.
- the south Local Equipped Area for Play (LEAP) should be for all ages, designed so that younger children's play equipment is situated away from older children's play equipment and provision of equipment suitable for adults.
- retention of North LEAP as no other play area within this part of the development.

20/010. SKATE PARK AND WHITE HOUSE FARM PHASE ONE (CONTINUED)

- if Local Areas for Play (LAPS) are to be removed assurance is required that these areas would remain as green space and not be used for housing.
- do not want building debris placed on open spaces and thinly earthed. There should be a good depth of topsoil with no contaminants.

In response to a query regarding the proposed football pitch adjacent White House Farm School the Town Clerk confirmed he had consulted with the Head Teacher who advised that the School had a football pitch and in her personal opinion felt a park might be suitable for the area.

Mr J M Ward proposed, seconded by Mr M G Callam that the skate park remains in the proposed location.

On being put to the vote the motion was **LOST**.

Mrs B J Lashley proposed the skate park be relocated adjacent Harrisons Woodland to the rear of the car park in the south eastern corner of the open space. The remaining open space to be grassed for future youth development. On being put to the vote the motion was **CARRIED**.

Mr J M Ward proposed, seconded by Mrs J Leggett to:

1. remove all LAPS but retain land as public open space
2. retain the North LEAP
3. upgrade the Neighbourhood Equipped Area for Play (NEAP) at land adjacent to White House Farm School to accommodate children of all ages. Remove proposed formal football pitches and create area of high-quality open space.
4. upgrade the LEAP at proposed skate park site to a NEAP to accommodate children of all ages.
5. remove proposed tennis courts at land west of withdrawn bus link and install large enclosed MUGA with screening from housing.

On being put to the vote the motion was **CARRIED**.

20/011. 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.

20/012. 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 planning application 2019/1368 and the accompanying plan the Council

RESOLVED

20/012. PLANNING (CONTINUED)

to remain opposed to the granting of planning application 2019/1368 - sub-division of existing garden to no. 286 to form 2 new semi-detached dwellings (outline) at 286, Blue Boar Lane on the grounds that there is no significant change to the original proposal and it is an over development of the site, detrimental to neighbours and an inappropriate development for this location. Concern was expressed regarding possible loss of mature indigenous trees and insufficient onsite parking causing obstruction to the highway.

20/013. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

20/014. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Members noted Mr K Lashley's report on his attendance at Norfolk Association of Local Councils AGM held 20 November 2019.

Mr K Lashley attended this meeting as an observer on behalf of the Council - Minute 19/265 refers.

Mrs B J Lashley explained that NorfolkALC wanted to reform itself as a co-operative and detailed why and how this would be achieved and answered Members questions therefrom.

Mrs B J Lashley asked if Council felt this was a good idea.

Mr M G Callam proposed, seconded by Mrs J Leggett that Norfolk Association of Local Councils should be encouraged to pursue its reform to a co-operative and on being to the vote the motion was **CARRIED**.

20/015. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule and supplementary schedule of accounts to 8 January 2020 totalling £9,768.45 and £1,904.00.

In response to queries on:

- (1) invoice Nos. 926023 and 926024 - Heritage Contract Services Ltd additional litter picks the Town Clerk explained these were additional to those agreed in the contract but he had queried them with Heritage and was awaiting their response.
- (2) invoice No. 10724 - Westcotec Limited Bus Shelter Condition Survey the Town Clerk confirmed 10 Bus Shelters were surveyed.
- (3) Cr. Note 6647 - Buy Back Plot no. 7.M.23B the Town Clerk advised it was a refund for the purchase of exclusive rights to a burial plot no longer required by the grantee.

On the motion of Mr R J Knowles, seconded by Mr J F Fisher it was **RESOLVED** that payment of the accounts and supplementary accounts to 8 January 2020 totalling

20/015. PAYMENT OF ACCOUNTS (CONTINUED)

£9,768.45 and £1,904.00 be approved and the schedule authorising payment signed by Mrs B J Lashley and Mr R J Knowles.

20/016. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAYS VISA DEBIT

In response to a query on invoice No. 141085971 - Telescopic Pole the Town Clerk explained it was to dislodge debris from the ceiling of the Beryl Reed Sports Hall.

The schedule of credit card payments totalling £245.10 was approved and noted.

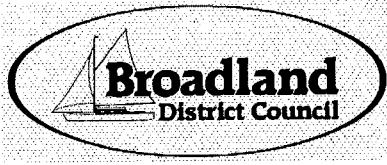
20/017. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments totalling £640.57 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.

29 January 2020

Town Mayor



www.broadland.gov.uk

Ask For : Sara Utting
Direct Dial : (01603) 430428
Email : Committee.services@broadland.gov.uk
Date : 22 January 2020

Evelyn Elliot
Sprowston Town Council

Application Number
20191368

Council Office

Norwich
NR7 8EW

Dear Sir/Madam

Description : Sub-division of Existing Garden to No. 286 to Form 2 New Semi-detached Dwellings (Outline)
Location : 286 Blue Boar Lane, Sprowston, NR7 8RZ
Application Type : Planning Application Outline

I write to advise you that this application is to be considered by the Council's Planning Committee at its meeting on Wednesday 05 February 2020. The meeting will commence at 9.30am in the Council Chamber, Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich, NR7 0DU.

Any letters making representations on the proposal will be summarised within the report presented to the committee, a copy of which will be available on the Council's website from the Wednesday in the week preceding the Committee www.broadland.gov.uk/committeemeetings

The meeting is open to the public to attend and applicants/agents, supporters and objectors, as well as a representative of the parish/town council/meeting, are entitled to address the committee. However, if you wish to attend the committee meeting, please do not arrive before 9.15am as you will not be able to access the room.

If you wish to address the meeting, you must register your intention to speak by 5pm on the Friday prior to the meeting. A leaflet is enclosed explaining how the scheme operates, which I strongly recommend that you read. Should you wish to speak at the meeting, it is essential that you contact the Democratic Services department, by either of the following methods:

Telephone: (01603) 430428
Email: committee.services@broadland.gov.uk

If you wish for further information or guidance, please do not hesitate to contact me.

Yours faithfully

Sara Utting
Senior Committee Officer





www.broadland.gov.uk

Ask For : Mr C Rickman
Direct Dial : (01603) 430548
Email : christopher.rickman@broadland.gov.uk
Date : 15 January 2020

Mr Guy Ranaweera
Clerk, Sprowston Town Council
Council Office
Recreation Ground Road
Sprowston
NORWICH
NR7 8EW

Application Number
20191776

Dear Mr Ranaweera

Description : Subdivision of Curtilage & Erection of 2 No Semi Detached Dwellings & Associated Access
Location : 52 Blackwell Avenue, Sprowston, NR7 8XW

Thank you for your letter concerning the above application. Your comments were taken into account in the determination of the proposal.

Permission has now been granted for the development proposed. Please find enclosed a copy of the determining officers Delegated Report for the application.

The decision notice is available to view online at www.broadland.gov.uk/plans by inserting the application number quoted above.

Yours sincerely

CR

Assistant Director – Planning
Broadland District Council,
Thorpe Lodge, 1 Yarmouth Road, Norwich, NR7 0DU



DELEGATED REPORT SHEET

APPLICATION NUMBER:	20191776
ADDRESS:	52 Blackwell Avenue, Sprowston, NR7 8XW
PROPOSAL:	Subdivision of Curtilage & Erection of 2 No Semi Detached Dwellings & Associated Access

CONSULTATIONS:

District's Environmental Contracts Officer: A bin storage point has been detailed which is in a good location. However, there is no evidence of a bin collection point. This will need to be at the boundary of the properties with Fairstead Road and have space for 2 bins for each property.

District's Pollution Control Officer: No objections.

Norfolk County Council as Principal Planner Mineral & Waster Policy: While the application site is underlain by a Mineral Safeguarding Area (Sand and Gravel), it is considered that as a result of the site area and location it would be exempt from the requirements of Policy CS16-safeguarding of the adopted Norfolk Minerals and Waste Core Strategy.

Highway Authority: This application seeks to sub divide a plot in order to create two semi-detached dwellings and associated access. The proposal will therefore generate additional traffic on the surrounding network, through two new accesses serving the site. As a result, I need to ensure the proposed accesses comply with current safety standards. In addition I also need the applicant to demonstrate adequate parking space is provided within the site which complies with current parking standards.

This proposal retains the existing dropped kerb access at the junction of Blackwell Avenue/Fairstead Road to serve the existing dwelling and proposes two new vehicular accesses on Fairstead Road to serve the proposed dwellings. This proposal follows a previous application for one new dwelling on the same plot (application reference 20160638). As previously specified we would strongly recommend a new access to be created to the existing dwelling on Blackwell Avenue to the north east and away from the junction in the interests of highway safety.

In addition to my concerns above, the site is contrived in terms of parking space. In accordance with the Broadland District Council document 'Parking Standards Supplementary Planning Document (SPD) adopted in June 2007, two parking spaces are required for each of the two new dwellings. Whilst it would appear that plot one can achieve the two spaces required plot two does not. In order to comply with standards, the garage needs to be 7m in length with sufficient space between the garage door and the highway for a car to park clear of the highway and still be able to open the garage door (a minimum of 6m).

Accordingly, I need the applicant to amend the submitted drawing to address the issues raised. I look forward to receiving an amended plan which will enable me to comment further.

Further comments received following discussion with Highway Authority:

Further to my recent letter I would like to amend my comments, please re-issue the Highway Conditions previously supplied under Planning Permission 20161501.

PARISH/TOWN COUNCIL:

Sprowston Town Council: My Council is opposed to the granting of this application on the grounds that it is an overdevelopment of the site and lack of amenity space.

REPRESENTATIONS:

52 Blackwell Avenue, Sprowston: The application doesn't detail the trees on the proposed site. One of which is a mature pear tree that will need to be removed as part of this development. Removal of the tree will negatively affect the outlook on Fairstead Road.

The two proposed houses will look out of character due to the limited proportions of each house and therefore very narrow frontage making them look, as they will be - 'shoehorned' into an inadequate sized plot. A single dwelling would be far more in-keeping with the area and neighbouring properties. Other 3 bedroom houses in the immediate area are afforded much more space.

54 Blackwell Avenue, Sprowston: The overdevelopment of this site will result in 2 houses very close to boundaries overlooking into the neighbouring bungalows and properties behind, to the side and in front of the development. The other end of fairstead road has been developed in a similar way resulting in traffic congestion and cars parked on the road. It will look out of keeping with other houses in the area.

56 Blackwell Avenue, Sprowston: There will be an element of overlooking rear gardens of existing properties as the proposed properties are two story and will be very close to boundaries.

SITE NOTICE:

Site notice displayed: 05/12/2019

Site notice expired: 28/12/2019

POLICY FRAMEWORK:

Joint Core Strategy for Broadland, Norwich and South Norfolk (2011) as amended (2014)

Policy 1 – Addressing climate change and protecting environmental assets

Policy 2 – Promoting good design

Policy 6 – Access and transportation

Policy 12 – The remainder of the Norwich urban area, including the fringe parishes

Development Management DPD (2015)

Policy GC1 – Presumption in favour of sustainable development

Policy GC2 – Location of new development

Policy GC4 – Design

Policy TS3 – Highway safety

Policy TS4 – Parking guidelines

Policy CSU5 – Surface water drainage

Sprowston Neighbourhood Plan (2014)

Policy 2 – Development will be well designed to fit in with the local area and contribute to creating a strong sense of place

Policy 3 – Housing development will be acceptable, in principle, within the settlement limits or on allocated sites, subject to meeting normal development criteria.

Other Material Considerations:

National Planning Policy Framework (NPPF) (2019)

Planning Policy Guidance (2014)

PRE-APPLICATION ADVICE: No pre-application advice sought.

PLANS AND DOCUMENTS:

Proposed Site Plan and Elevations (Amended), Dwg No: TL-3766-16-1A, received 09/01/2020

Proposed Layout Plans (Amended), Dwg No: TL-3766-16-2A, received 09/01/2020

CIL LIABILITY: New dwellings – CIL Liable –CIL Liability notice to be sent out with decision.

ISSUES:

This application has been considered against the Development Plan for the area, this being the Joint Core Strategy (JCS) for Broadland, Norwich and South Norfolk (2011) as amended (2014), The Development Management DPD (2015) and the Sprowston Neighbourhood Plan (2014). Other material considerations include The National Planning Policy Framework (NPPF) 2019 and The Planning Practice Guidance (2014).

The policies particularly relevant to the determination of this application are Policies 1, 2, 6 and 12 of the JCS, Policies GC1, GC2, GC4, TS3, TS4 and CSU5 of the Development Management DPD and Policies 2 and 3 of the Sprowston Neighbourhood Plan.

The application seeks planning permission for the sub-division of a garden plot and the erection of two semi-detached houses with associated garaging in Sprowston.

The site is located within the settlement limit of Sprowston where Policy GC2 seeks new development to be located and therefore the development is acceptable in principle. In addition, this application follows application 20161501, which was a near identical scheme for the sub-division of the site and the erection of a two semi-detached dwellings. This application was approved in October 2016 however development was never commenced and the three year expiry date has since elapsed. Therefore, the current application is effectively seeking to re-implement the previous 20161501 permission.

Concerns have been raised by Sprowston Town Council and some neighbouring residents that the proposals will result in overdevelopment of the site. No.52 Blackwell Avenue is a detached bungalow which sits on a corner plot and the garden, larger than those serving most adjacent dwellings, is mainly to the rear of the dwelling. Although the erection of two dwellings on the plot will reduce the amount of amenity space available, it is considered that there is still sufficient room to accommodate the proposals whilst still leaving sufficient amenity space for No.52.

There are other examples of sub-divisions in the area which have created plot sizes not dissimilar to that proposed for the dwellings in this application. The proposed dwellings are considered to be acceptable relative to surrounding dwellings and the highway, and sit only marginally in front of the building line of No.52 and relate acceptably with No.17 Fairstead Road to the south east.

Concerns have also been raised by some neighbouring residents that the proposed dwellings will appear out of character, will result in overlooking issues and result in the loss of trees on the site.

The proposed dwellings are considered to be of an acceptable size and scale and there is considered to be a sufficient degree of separation between the proposals and the neighbouring dwellings. The layout and appearance of the dwellings is almost identical to those approved under application 20161501. Although clearly visible, the proposals will not be viewed as a discordant feature in this street scene and are not considered to have a detrimental impact upon the general character and appearance of the area. The application is considered to comply with Policy 2 of the JCS, Policy GC4 of the DMD DPD and Policy 2 of the Sprowston Neighbourhood Plan.

The first floor windows proposed on the front of the dwellings will be a good distance from neighbouring dwellings and will gain a view which will be similar to those which would have been gained from the first floor windows to the front of the dwellings approved under the previous application and No.17 Fairstead Road. The first floor windows to the rear are considered to have a view to the rear part of the gardens to the north east in particular No.54 however these windows shouldn't result in any direct overlooking of No.54 or the garden area immediately to the rear of No.54. Notwithstanding this, during the course of the application and following concerns raised regarding overlooking by the neighbouring residents at No's 54 and 56 Blackwell Avenue, the Local Planning Authority requested that the plans were amended to seek to lessen any potential overlooking of the rear gardens associated with these properties. The plans in their amended form have made alterations to the internal layout of the dwellings and the fenestration on the rear elevation. On the rear elevations there are now first floor bathroom windows which are proposed to be obscure glazed and this will be conditioned to ensure that they remain so in perpetuity. In addition the first floor bedrooms which have windows on the rear elevation are now either high level windows or rooflights which should ensure that there is no overlooking towards any of these neighbouring properties. There are no windows proposed to either side elevation of the proposed dwellings and overall it is considered that the proposals will not result in any significant overlooking issues.

The proposed dwellings should not appear dominating or overbearing or result in any significant loss of light for neighbouring properties. Overall, it is considered that the application will not result in any significant detrimental impact upon residential amenity. The application is therefore considered to accord with Policy GC4 of the DM DPD in this regard.

One neighbouring resident did object to the loss of a tree on the site. Although this is regrettable, it is considered that the loss of this single fruit tree would not outweigh the benefits of a development located within a sustainable location and that doesn't cause any significant harm to residential amenity, the character and appearance of the area and highway safety.

Although the dwellings will have limited on-site parking the Highway Authority does not object to this proposal whilst suitable conditions relating to highway safety are imposed and the proposals are not considered to have any detrimental impact upon

Highway Safety. The application therefore complies with Policies TS3 and TS4 of the DM DPD.

The Council's Environmental Contracts Officer provided comment on the application and requested that bin collection points were shown on the plans. Both bin storage and collection points are now shown clearly on the plans and therefore it is considered that this issue has been addressed.

In light of the above information the application represents an acceptable form of development which also accords with Policies 1, 2 and 6 of the Joint Core Strategy, Policies GC1, GC2, GC4, TS3, TS4 and CSU5 of the Development Management DPD and Policies 2 and 3 of the Sprowston Neighbourhood Plan.

The proposal is considered to be a sustainable form of development and as such is considered to be in accordance with the National Planning Policy Framework. The Local Planning Authority has taken a proactive and positive approach to decision taking in accordance with the requirements of paragraph 38 of the National Planning Policy Framework.

RECOMMENDATIONS:

FULL APPROVAL, subject to the following condition:

1. TL01 - The development hereby permitted must be begun before the expiry of **THREE YEARS** from the date of this decision.

Reason for the condition:

Required to be imposed by Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. AD01 - The development hereby permitted shall be carried out in accordance with the application form, plans and drawings and other documents and details received as listed below.

Reason for the condition:

For the avoidance of doubt and to ensure the satisfactory development of the site in accordance with the specified approved plans, as required by the Spatial Vision and Spatial Planning Objectives of the Joint Core Strategy and the Broadland Development Management DPD 2015.

3. P01 - No enlargement, improvement or other alterations of the dwellings [Class A]; no additions or alterations to the roof/s [Class B & C]; no provision of porches [Class D]; nor the provision within the curtilage of the dwellings of any building or enclosure, swimming or other pool [Class E]; or any other works as defined by Classes A, B, C, D and E of Part 1 of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking and re-enacting that Order) (with or without modification), shall be erected or brought onto the land unless an appropriate planning application is first submitted to and approved by the Local Planning Authority.

Reason for the condition:

To prevent overdevelopment of the site and in the interests of the satisfactory appearance of the development and the amenities of adjoining residents in accordance with Policy GC4 of the Broadland Development Management DPD 2015.

4. D02 - Development shall not progress above slab level until details, including colours where required, of the materials used in the construction of the external surfaces of the development hereby permitted have been submitted to and approved in writing by the local planning authority. The development shall then be constructed in accordance with the approved details [or materials which are visually similar to the approved details].

Reason for the condition:

To enable the Local Planning Authority to control the colour, tone, texture and appearance of the materials used to ensure the satisfactory appearance of the development, as required by Policy GC4 of the Broadland Development Management DPD 2015.

5. HC09 - Prior to the first occupation of any of the dwellings hereby approved, the vehicular access shall be provided and thereafter retained at the positions shown on the approved plan TL-3766-16-1A in accordance with the highway specification (DWG. No TRAD 1) attached. Arrangement shall be made for surface water drainage to be intercepted and disposed of separately so that it does not discharge from or onto the highway carriageway.

Reason for the condition:

To ensure construction of a satisfactory access and to avoid carriage of extraneous material or surface water from or onto the highway in the interests of highway safety and traffic movement in accordance with Policy TS3 of the Broadland Development Management DPD 2015.

6. HC21 - Prior to the first occupation of any of the dwellings hereby approved the proposed accesses /on-site car parking areas shall be laid out in accordance with the approved plan reference TL-3766-16-1A and retained thereafter available for that specific use.

Reason for the condition:

To ensure the permanent availability of the parking / manoeuvring areas, in the interests of satisfactory development and highway safety in accordance with Policies TS3 and TS4 of the Broadland Development Management DPD 2015.

7. Before the first occupation of the dwellings hereby approved, the first floor windows on the rear elevation serving the bathrooms shall be obscured to a specification of not less than the equivalent of classification 3 of Pilkington Glass and shall remain so in perpetuity.

Reason for the condition:

To prevent overlooking and to protect the amenity and living conditions of adjacent residential property, as required by Policy GC4 of the Broadland Development Management DPD 2015.

SIGNATURE: Christopher Rickman

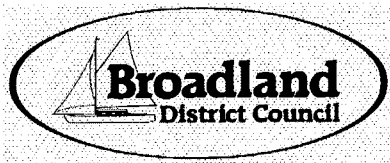
DATE: 15/01/2020

SIGNATURE: Christopher Rickman

DATE: 15/01/2020

SIGNATURE: Christopher Rickman

DATE: 15/01/2020



www.broadland.gov.uk

Ask For : Miss E Yarham
Direct Dial : 01603 430136
Email : ellie.yarham@broadland.gov.uk
Date : 16 January 2020

Mr Guy Ranaweera
Clerk, Sprowston Town Council
Council Office
Recreation Ground Road
Sprowston
NORWICH
NR7 8EW

Application Number
20191803

Dear Sir/Madam

Description : Replacement Dwelling, Garaging and New Garden Wall
Location : 3 Park Cottages, Wroxham Road, Sprowston, NR13 6LZ

I am writing to inform you that the above described planning application has now been withdrawn at the applicant's request.

Yours faithfully

Assistant Director – Planning
Broadland District Council,
Thorpe Lodge, 1 Yarmouth Road, Norwich, NR7 0DU



Newsletter

Welcome to the newsletter for Sprowston



Local Policing
Commander -
Sprowston

Message from T/Inspector David Taylor

On behalf of my team I would like to wish you all a happy and healthy New Year, I hope that you all had a lovely time over the festive period. Policing like the other public sector jobs does not stop over Christmas ensuring that we continue to meet the needs of the community.

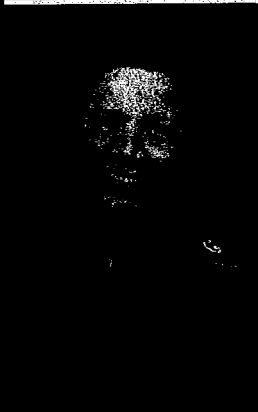
The dark, wet evenings have led to an increase in road traffic collisions, please ensure that you leave plenty of time to complete your journey, factoring in weather conditions. Broadland Police Officers have been actively involved in the ongoing drink drive campaign and are sadly still stopping persons who have consumed alcohol above the legal limit, if you decide to drink then please do not drive seeking alternative ways to get home.

Common with all policing areas we are receiving sporadic reports relating to ASB and drug use which has led to Hi-visibility patrols and stop searches, thereby disrupting such behaviour. Should you have information relating to this or any other crime please share the information with the police or you want to remain anonymous you can contact Crimestoppers on **0800 555111**

Crime Updates 1st - 31st December 2019

Offence	Numbers	What could this entail
Arson	0	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	0	Harassment, alarm or distress is caused in a non-crime incident.
Burglary Business and Community	0	A person commits theft in a building or structure that is not lived in.
Burglary Residential	1	Entry and theft in a building or a structure that is lived in.
Criminal Damage	5	A person destroys or damages property belonging to someone else.
Domestic	5	Domestic incidents where a crime has not occurred. Parties are aged 16 or over and have been intimate partners or family members regardless of sexuality.
Hate Incident	0	Any incident where a crime has not occurred which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender.
Race or Religious aggravated public fear	0	Any crime determined to have a hate element as per above.
Possession of controlled substance	2	Unlawful possession of a drug classified in class A, B or C.
Possession of weapons	0	Unlawful possession of an article used as a weapon.
Public fear, alarm or distress	3	Public order offences e.g. from a verbal altercation to offences just short of violence.
Robbery	0	Includes a range of offences where force is used, threatened or the victim is put in fear.
Theft from a motor vehicle	0	Any item stolen that was in, on or attached to a motor vehicle.
Theft or unauthorised taking of a motor vehicle	0	Any motor vehicle including those abandoned.
Theft of pedal cycle	1	From a public place.
Theft from a person	1	Purse being taken from a handbag, or a mobile phone from a shopping basket.

Broadland Engagement Officer PC Vicky Bailey



I will be hosting the following Drop-in Engagements Surgery "Cuppa with a Copper" where you are invited to join me for a cuppa and you can discuss any local issues or concerns you may have.

Hellesdon Library, Woodview Road, Hellesdon, Norwich, NR6 5QB

26/02/2020 10:00hrs – 12:00hrs

(Occurs the fourth Wednesday of every month)

Sprowston Library, Recreation Ground Road, Sprowston, Norwich, NR7 8EW

25/02/2020 10:00hrs – 12:00hrs

(occurs the last Tuesday of every month)

St Williams Way Library, Williams Loke, St Williams Way, Norwich, NR7 0AJ

18/02/2020 12:30hrs – 14:00hrs

(occurs the third Thursday of every month)

Your New local Beat Manager, PC Graham Gill



Happy New Year, As part of the Neighbourhood Priorities I have been completing ASB/Burglary patrols, both in a semi marked car and on foot. This has given me the opportunity to meet some of the Sprowston community.

On Friday 24th January, I will be at Sprowston Library, between 16:00 – 18:00. You are invited to come along and meet me. I'll be there to discuss any issues or concerns you may have where you live or just come along for a chat.

Neighbourhood Priorities

Next SNAP meeting: 27th Jan 2019 at Gage Road Chapel, Gage Road, Sprowston

The current area priorities are:

- High visibility patrols of Sprowston Recreational Ground to prevent and deter ongoing Anti-Social Behaviour in the area.
- High visibility patrols of all recreational/green spaces in the Sprowston & Old Catton area to prevent and deter drug use.

Point of contact



Follow us on social media

@BroadlandPolice

www.crimestoppers.co.uk

www.norfolk.police.co.uk

E-mail SNTSprowston@norfolk.pnn.police.uk

Non Emergency: 101

Partner contacts



111 NHS

County Council 03448008012

District Council 01603 431133

Parking Issues 01553 616222





Ask for : Richard Squires
Extension : 2637
Direct Dial : 01603 430637
E-mail : richard.squires@broadland.gov.uk
Date : 20th December 2019

TO: Spixworth Neighbourhood Plan consultees

Dear Sir/Madam,

Proposal for Spixworth Neighbourhood Development Plan – Statutory Consultation on Submitted Plan (Reg. 16)

In accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012, Broadland District Council is undertaking a period of consultation on the proposed Spixworth Neighbourhood Plan. **This consultation commences on Friday 20th December 2019 and closes at 5.00pm on Friday 14th February 2020.**

This follows an initial assessment of the Plan and supporting documents by the local planning authority, from which it was concluded that these comply with the criteria specified within the amended Town and Country Planning Regulations 1990.

The proposed Spixworth Neighbourhood Plan has been produced by a working group, on behalf of Spixworth Parish Council, in consultation with residents, businesses, landowners, developers and other stakeholder organisations. The Neighbourhood Plan covers the civil parish of Spixworth and seeks to guide the future development of the parish up until 2039. It includes a vision and a set of objectives for the parish, as well as a series of policies that look to shape development within this time period.

Please note that this is a separate consultation to the one previously run by the Parish Council. If you made comments during that consultation, then the Parish Council response can be found within their submitted Consultation Statement, available via the locations specified below. If you feel that your comments have not been adequately addressed then you may wish to resubmit them and/or make new comments during this consultation period. All comments received will subsequently be sent to the examiner for consideration.

If you wish to view and make comments on the proposed Plan, please visit Broadland District Council's Consultation Portal (<http://consult.broadland.gov.uk/portal/neighbourhoodplans/>) to submit your comments online.

Broadland District Council
Thorpe Lodge, 1 Yarmouth Road
Norwich NR7 0DU

Switchboard tel: (01603) 431133



Alternatively you can view hard copies of the documents and supporting information at the following venues during normal office hours:

- **Broadland District Council offices**, 1 Yarmouth Rd, Norwich, NR7 0DU
- **Sprowston Library**, Recreation Ground Road, Sprowston, Norwich, NR7 8EW

Also available at these venues are copies of consultation response forms, which can be completed and returned as an alternative to using the online portal.

Any completed response forms should be sent to the following address before the deadline specified above:

Spatial Planning Team
Broadland District Council
Thorpe Lodge
1 Yarmouth Road
Thorpe St. Andrew
Norwich
NR7 0DU

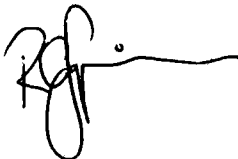
Email: neighbourhoodplans@broadland.gov.uk

As part of your consultation response, please also state whether you wish to be notified if and when the Neighbourhood Plan has been adopted by the District Council.

Further information (including next steps) and PDF copies of the Neighbourhood Plan, the response form and other supporting documents, is available at www.broadland.gov.uk/neighbourhoodplans.

If you have any queries regarding this consultation, please do not hesitate to contact me.

Yours sincerely,



Richard Squires
Senior Community Planning Officer

Guy Ranaweera

From: Sharland, Claire
Sent: 18 December 2019 13:51
To: Guy Ranaweera
Subject: Feedback from Mama G event.

Dear Guy,

I meant to do this earlier but you know how time gets away with one! I would like to share with you and the Town Council the feedback we got from the Mama G event. I and the library team much appreciated Sprowston Town Council supporting the library by sponsoring this event– I wouldn't have been able to programme it otherwise.

We had a healthy audience of around 30 – 14 adults and 13 children, and they all loved it. On feedback forms, all those that came gave the event 10 out of 10 on the points 'I enjoyed today event's', 'I feel more cheerful' and 'I feel proud to live in a diverse community'. All but one who came, rated the occasion 10 out of 10 on the point 'I feel part of the community', and their comment was 'I don't live in this community but I thought it was a great way to get people to feel part of the community. I hope to get Mama G to come to a venue near me. It was so fabulous.' Other comments were; 'Really brilliant. Great positive stories for children and adults too.' 'What a wonderful event to put on with a great meaning. Many more hopefully. My children loved it.' 'What a great event! Thank you Sprowston Library and Mama G! Lovely stories, we enjoyed the singing and the puppets.' 'Wonderful event.' 'Fab event – such an important message – vital in today's society.' 'Absolutely fabulous!! 'Mama G was absolutely amazing!' 'Great to see so many children enjoying the stories and joining in!'

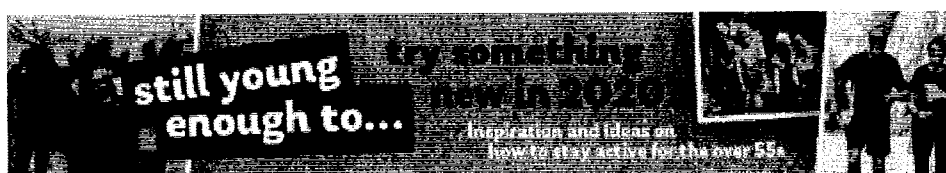
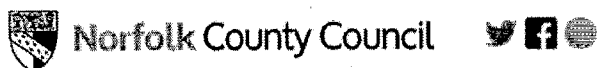
I programmed Mama G alongside the 'Pride of the People – helping history out of the closet' exhibition, together with an adult event 'A Queer History of Norfolk', to make a sort of mini 'Pride' festival; in an increasingly diverse community such as Sprowston, it is important I think to celebrate and encourage inclusivity. This couldn't have been proved better by one of the comments received in relation to the 'Queer History' event – 'Thank you – events like this are incredibly important to me. You have helped me to feel more included and proud of my community, and identity as a lesbian.'

So a big thank you to the Town Council for seeing their way to supporting this event, and promoting well-being, inclusion and diversity in the community of Sprowston in doing so. I hope they all agree it was money well spent!

A Happy Christmas and New Year to one and all,

Best wishes

Claire Sharland, Library Manager, Sprowston, St William's Way and Wroxham Library Cluster
Norfolk Library and Information Service
Sprowston Library, Recreation Ground Road, NR7 8EW



Guy Ranaweera

From: Beverley Woolner [REDACTED]
Sent: 07 January 2020 21:16
To: Bill Couzens; Guy Ranaweera; Judy Leggett
Subject: The Wiki

Hello All,
Firstly wishing you all a Happy New Year and hope Christmas went well.

At long last all the images that are of a reasonable quality have been put into galleries so the first task is now complete.

Now comes improving the suspect images (if possible) for their inclusion and adding the links for gallery images to the relevant articles. Unfortunately this is rather a long drawn out process but at least it can be fitted in piecemeal as time allows.

Quite happy to just soldier on with these tasks, if you are happy for me to continue, or do you wish to have a meeting.

One final query, as I use Office 365 to do much of the work, it saves direct to cloud. Any chance of reimbursement for the years subscription?

My kind regards,

Bev

08/01/2020

Thanks for collecting your Argos order, here's your order info and receipt...

From: info <info@argos.co.uk>

To: bevthebinder

Subject: Thanks for collecting your Argos order, here's your order info and receipt...

Date: Fri, 25 Oct 2019 10:31



YOU'VE COLLECTED YOUR ITEM

KEEP THIS EMAIL HANDY AS IT'S YOUR RECEIPT



You collected this item on Fri 25 October



883/7505

Microsoft Office 365 Home &
McAfee Total Protection 6
Device

Quantity

1

£49.99

Subtotal (excluding any discounts & promotions):

£49.99

Total (including discounts & promotions):

£49.99

Returns & Refunds

You've got until the Mon 25 November to return this item, just pop into any Argos store. [View policy](#)

Your order details

Order number

635498

Payment method

PayPal 0000

Billing address

Bev Woolner

Order date

Sat 19 October

NORWICH



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We can help



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The small print...

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Broadland District Council

The Council's Energy Team have been promoting the benefits of Smart Meters at Flu Clinics and Community Group Meetings and have engaged with 7614 local residents.

Work is on-going to develop a full business case to explore a joint commissioning model with South Norfolk D.C. for Waste Services including the provision of a shared depot, to deliver waste collection, grounds maintenance and street cleaning services to wholly replace both current operating models.

Broadland's Recycling rate is now over 50% but each household still generates 104kg of residual waste p.a.
From July- December 540 tonnes of food waste were collected.
The number of brown bins increased by 1300 on last year to 30,700.

Norfolk County Council

NCC Public Health Dept is commissioning 'Smokefree Norfolk' – a stop smoking service. Full details at www.smokefreenorfolk.nhs.uk or 0800 0854113 where specialist advisors will book an appointment with you to create your personalised quit plan.

Norfolk Museum's very successful 'Kick the Dust' project for 11-25 yr olds has now engaged with 3842 youngsters and was a finalist in the National Youth Awards getting into the final six from 600 entries.

Cabinet is recommending to Council a 3.99% increase in Council Tax for 2020/21, 2% of which will be ring fenced for Adult Social Care. The £427.7m Revenue Budget includes £34.6m more for Adult Social Care but the dept's budget also includes £23m of savings. Next year's budget will also put £23.3m more into children's Services but with £7.3m of savings on how the service is delivered. A Band D property bill will rise by about £50 per year.

£536m investment in physical and digital infrastructure, schools and services across Norfolk has been announced by the Cabinet, to be funded by grants, land sales and prudent borrowing:-

£96.3m between 2020-23 towards the 3rd river crossing at Great Yarmouth.

£95.6m over the next 3 years in S.E.N. Schools

£39.2m over 3 years for Adult Social Care including £28m for extra Care Housing,

£11.9m for Better Broadband. £5m Transforming Cities Fund.

£7.7m Local Fibre Network bringing high speed broadband to schools, libraries and the Council's Corporate Estate.

£3m developing Social Infrastructure to benefit local organisations.

£1m to plant one million trees (with some match funding)

COUNCIL MEETING – 29th January 2020

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sparhawk Park Building Maintenance

Significant maintenance has recently been carried out to the roof and plumbing at the Sparhawk park buildings. This will cause the Parks building repairs budget for 2019/20 to be exceeded (as at Dec 31st: £3251 spent against a budget of £3000). However, the overall Parks budget should come in on target (discounting the loan over-payments).

Roof leaks and slipped tiles have been an issue for many years at Sparhawk park and further repairs are likely to be necessary. I will report back to Council once the roofing contractor has fed back to me.

1.2 Request from a local Girl Guide Group

A request has been received from a local Girl Guide Group. They would like to assist with fund raising or community and environmental improvement activities around Sprowston, such as planting and gardening. They have also enquired about evening group screenings of children's film (such as the Lion King) at the Sprowston Diamond Centre.

The Council grounds team has a planting programme across our open spaces. This may be a suitable activity in which the Guides could participate, subject to health and safety, and liability assessments.

An evening closed-group film screening could be arranged. This would require a representative of the Council to be present - either an Officer (which may incur overtime costs or TOIL) or a Councillor volunteer.

Option: To respond to the Girl Guide Group's requests.

CEMETERY

2.1 St Mary and St Margaret's Church – Path repair

The Parish of St Mary & St Margaret's and St Cuthbert's has requested Council's assistance meeting the cost of repairing a damaged and dangerous footpath. The footpath runs from the cemetery, through the closed churchyard to the north door of the church.

As the churchyard is closed, Council has some obligation to its safe upkeep.

Total cost of repairs is estimated at £1,700 + vat

See attachment 6.1

Recommendation: To use Council Reserves to meet some or all of the cost of making safe the footpath from the cemetery to the north door of St Mary and St Margaret's Church.

STREET LIGHTING

3.1 Street Lighting Update

Over the longer winter nights Sprowston has experienced an unusually high level of street light failures compared with previous years:

- **1st Aug - 31st Dec 2019 = 166 faults**
- 1st Aug - 31st Dec 2018 = 91 faults
- 1st Aug - 31st Dec 2017 = 131 faults

Our street lighting contractor has struggled to keep up with demand for repairs and on occasion our 10-working day repair time target has not been achieved. I have met with our contractor and received assurances that they will improve. The situation will be monitored closely.

An underlying cause of the increased fault rate is the advanced age of our lighting stock. The recently agreed street lighting replacement programme (at approximate cost of £520,000) will replace 53% (448) of our entire lighting stock. This 53% represents a significant proportion of our older street lights. Because of the high value of the replacement work, procurement legislation requires us to hold an open and competitive tender before awarding the contract. I have met with a 3rd party streetlighting engineer to discuss a suitable specification for street lighting to be included in the tender. A further update will be brought to Council in due course.

3.2 Land South off Salhouse Road (Barratt David Wilson Homes (BDWH) - Section 38 Street Lighting

Further to the Council meeting of 18th December 2019, BDWH request confirmation that Council would be willing to adopt the lighting columns shown along the school loop-route highlighted purple on the attached plan.

As this development straddles the boundary between Sprowston Town and GT and Lt Plumstead parish BDWH advise that the proposed lighting plan, which covers areas within Sprowston only, is a compromise between Sprowston's policy of adopting street lighting and GT and Lt Plumstead's dark skies lighting policy.

See attachment 6.2

Option: To respond to the proposed street lighting scheme on the Barratt David Wilson Homes development on land South of Salhouse Road, and if streetlighting is to be adopted by this Council; delegate the Clerk to sign a Section 38 agreement in accordance with Council's wishes, and further delegate the Clerk to agree with the developer specific details of the streetlighting scheme as may become necessary.

3.3 Land South off Salhouse Road (Kier Living Eastern) - Section 38 Street Lighting

Further to minute 19/257 which confirmed Council required section 38 streetlighting on this development, Kier has now submitted a plan indicating areas proposed to be lit and adopted.

Note: The plan does not propose to light any footpaths, for example the path linking from Road 3 to end of Road 2, or the path running along the southern boundary.

See attachment 6.3

Recommendation: To respond to the proposed street lighting scheme on the Kier Living Eastern development on land South of Salhouse Road, and authorise the Clerk to agree with the developer specific details of the streetlighting scheme as may become necessary.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 No matters to report

PLANNING AND TRANSPORTATION

5.1 Land South off Salhouse Road (Kier Living Eastern) – Street Naming Scheme

Kier Living Eastern have put forward the following street naming scheme for STC's agreement:

- Willow; Sycamore; Poplar; Hawthorne; Chesnutt; Maple; Walnut; Ash

Option: To respond to the proposed street naming scheme for Land South of Salhouse Road (Kier Living Eastern).

ATTACHMENTS

- 6.1** Email from Sprowston Parish Churches
- 6.2** Plan of Barratt David Wilson Homes on land South of Salhouse Road showing proposed street lit areas
- 6.3** Plan of Kier Living Eastern development on land South of Salhouse Road showing proposed street lit areas



**Guy Ranaweera
Town Clerk**

Guy Ranaweera

From: Parish Administrator <office@sprowston.org.uk>
Sent: 20 January 2020 11:33
To: Guy Ranaweera
Cc: Simon Stokes
Subject: FW: Sprowston Parish Church

Dear Guy,

Following Simon's conversation with you regarding the path from the cemetery to the north door of the church. It is now so damaged that it is a health and safety risk, is it possible the Town council could contribute towards the costs as they have some responsibility for the maintenance of the close churchyard. The contractor quoting (see quotation below) is someone Simon has used for over 20 years and can assert to his reliability and quality of his work.

Kind regards,
Julie

PA to Reverend Canon Simon Stokes, Vicar of Sprowston and Rural Dean (Norwich North)
&
Parish Administrator
St Mary & St Margaret's and St Cuthbert's, Sprowston

Tel: 01603 411194
Office hours: 9.30am - 1.30pm
St Cuthbert's Church Office
Wroxham Road
Sprowston
Norwich NR7 8TZ



St. Mary & St. Margaret's and St. Cuthbert's

Like us on facebook: <https://en-gb.facebook.com/sprowstonchurch/>
website: www.sprowston.net

From: Stuart Douglass [mailto:dougie56@talktalk.net]
Sent: 13 January 2020 13:21
To: Parish Administrator
Subject: Re: Sprowston Parish Church

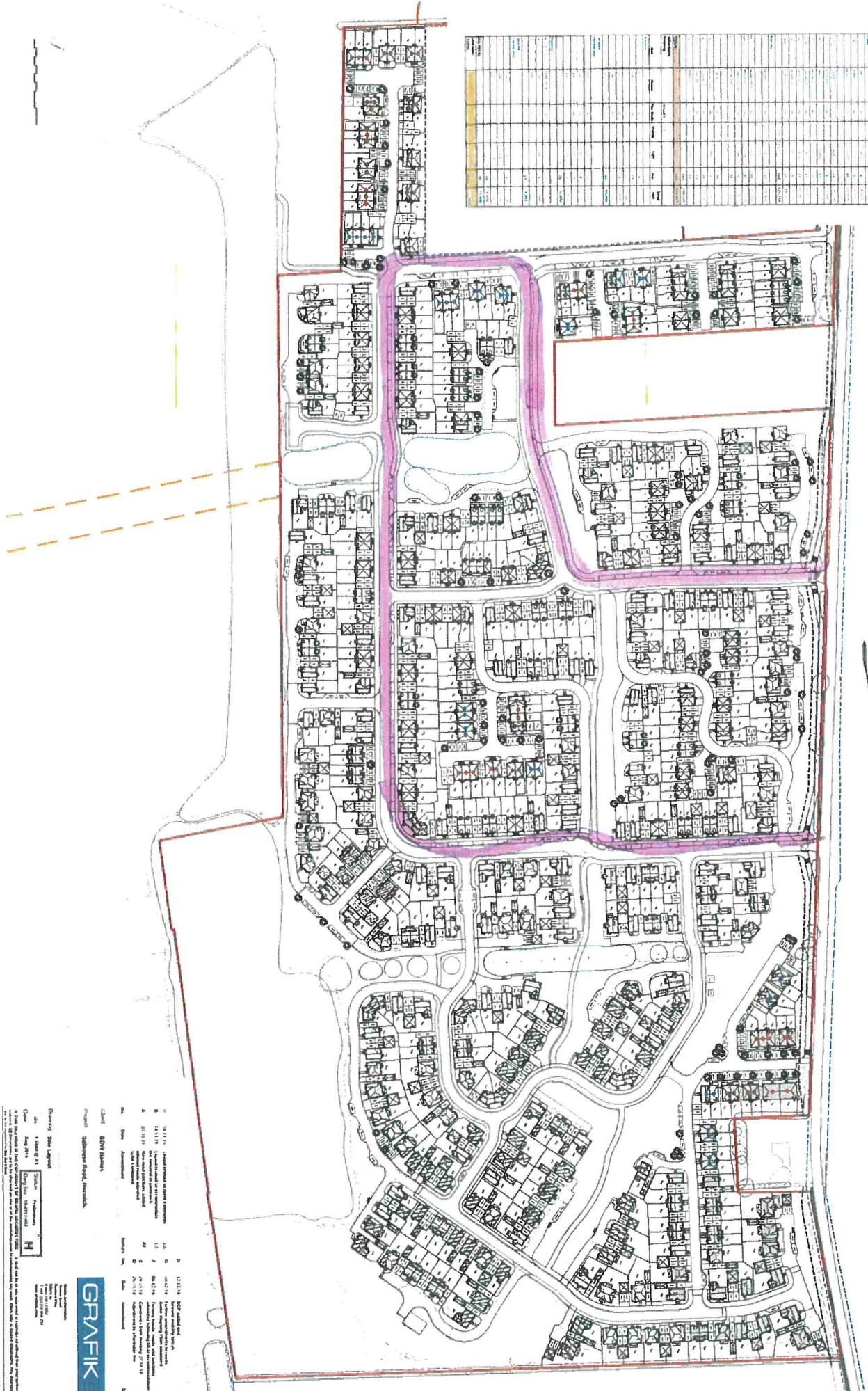
Hi Simon

Price for footpath at St Mary's and St Margaret's Sprowston. Cut the grass back to the edge of the path. Supply and fix 50mm x 25mm timber edge. Apply glue, fill in low areas and surface with 6mm dense bitmac @ 30mm thickness.
£1,700 + vat

Any questions please call

Extent of street lighting

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GRAFIK

10.11.19 100% Entwurf
 09.11.19 90% Entwurf
 08.11.19 70% Entwurf
 07.11.19 50% Entwurf
 06.11.19 30% Entwurf
 05.11.19 10% Entwurf
 04.11.19 0% Entwurf

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 05.11.19 10% Ausführung
 04.11.19 0% Ausführung

10.11.19 100% Realisation
 09.11.19 90% Realisation
 08.11.19 70% Realisation
 07.11.19 50% Realisation
 06.11.19 30% Realisation
 05.11.19 10% Realisation
 04.11.19 0% Realisation

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 06.11.19 30% Abnahme
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 04.11.19 0% Abnahme

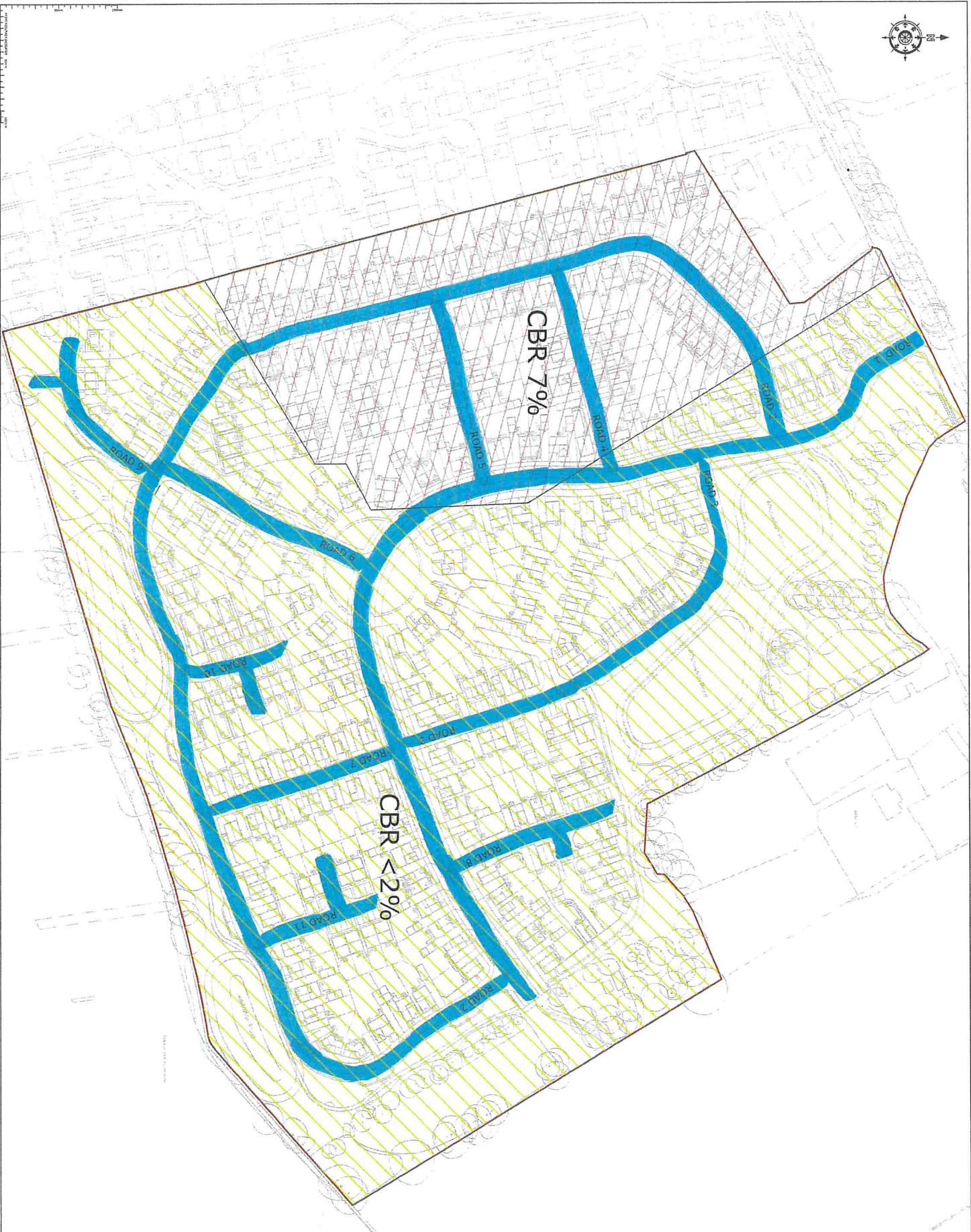
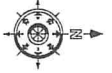
10.11.19 100% Abnahme
 09.11.19 90% Abnahme
 08.11.19 70% Abnahme
 07.11.19 50% Abnahme
 06.11.19 30% Abnahme
 05.11.19 10% Abnahme
 04.11.19 0% Abnahme

10.11.19 100% Abnahme
 09.11.19 90% Abnahme
 08.11.19 70% Abnahme
 07.11.19 50% Abnahme
 06.11.19 30% Abnahme
 05.11.19 10% Abnahme
 04.11.19 0% Abnahme

10.11.19 100% Abnahme
 09.11.19 90% Abnahme
 08.11.19 70% Abnahme
 07.11.19 50% Abnahme
 06.11.19 30% Abnahme
 05.11.19 10% Abnahme
 04.11.19 0% Abnahme

10.11.19 100% Abnahme
 09.11.19 90% Abnahme
 08.11.19 70% Abnahme
 07.11.19 50% Abnahme
 06.11.19 30% Abnahme
 05.11.19 10% Abnahme
 04.11.19 0% Abnahme

10.11.19 100% Abnahme
 09.11.19 90% Abnahme
 08.11.19 70% Abnahme
 07.11.19 50% Abnahme
 06.11.19 30% Abnahme
 05.11.19 10% Abnahme
 04.11.19 0% Abnahme



- NOTES**
1. THE PLAN IS FOR INFORMATION ONLY AND IS NOT TO BE USED FOR CONSTRUCTION.
 2. THE PLAN IS FOR INFORMATION ONLY AND IS NOT TO BE USED FOR CONSTRUCTION.
 3. THE PLAN IS FOR INFORMATION ONLY AND IS NOT TO BE USED FOR CONSTRUCTION.
 4. THE PLAN IS FOR INFORMATION ONLY AND IS NOT TO BE USED FOR CONSTRUCTION.
 5. THE PLAN IS FOR INFORMATION ONLY AND IS NOT TO BE USED FOR CONSTRUCTION.

**CONSTRUCTION DESIGN AND
CONSTRUCTION REGULATIONS 2015**

**DESIGNER'S HAZARD INFORMATION FOR
CONSTRUCTION DESIGN AND
CONSTRUCTION REGULATIONS 2015**

THE DESIGNER HAS CONDUCTED A VISUAL INSPECTION OF THE SITE AND HAS IDENTIFIED THE FOLLOWING HAZARDS:

1. THE DESIGNER HAS CONDUCTED A VISUAL INSPECTION OF THE SITE AND HAS IDENTIFIED THE FOLLOWING HAZARDS:
2. THE DESIGNER HAS CONDUCTED A VISUAL INSPECTION OF THE SITE AND HAS IDENTIFIED THE FOLLOWING HAZARDS:
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4. THE DESIGNER HAS CONDUCTED A VISUAL INSPECTION OF THE SITE AND HAS IDENTIFIED THE FOLLOWING HAZARDS:
5. THE DESIGNER HAS CONDUCTED A VISUAL INSPECTION OF THE SITE AND HAS IDENTIFIED THE FOLLOWING HAZARDS:

DATE	DESCRIPTION	BY	CHKD BY
15/01/2024	PRELIMINARY	MLM	MLM

PRELIMINARY

PROJECT INFORMATION

MLM Group
 15/01/2024
 15/01/2024
 15/01/2024
 15/01/2024
 15/01/2024

KIER
 Part of Skanska

MLM Group
 15/01/2024
 15/01/2024
 15/01/2024
 15/01/2024
 15/01/2024

ADAPTABLE HIGHWAY
 S38 KET PLAN

15/01/2024
 15/01/2024
 15/01/2024
 15/01/2024
 15/01/2024

Sprowston Town Council

PLANNING APPLICATIONS – 29th January 2020

Broadland DC App.No.: 2020/0150 **Location:** 27 Church Lane, Sprowston, NR7 8AY

Type: Householder

Description: Two Storey Side and Rear Extensions

Broadland DC App.No.: 2020/0133 **Location:** 26 Rosemary Road, Sprowston, NR7 8ER

Type: Householder

Description: Extensions to existing detached house (revised proposal)

Broadland DC App.No.: 2019/1991 **Location:** 67 Cromwell Road, Sprowston, NR7 8XJ

Type: Householder

Description: Two Storey Side Extension & Single Storey Rear Extension

Broadland DC App.No.: 2019/1875 **Location:** Land at Lushers Loke, Sprowston, NR7 8TH

Type: Full Permission

Description: Demolition of Derelict Building, Replacement of Existing Office Block with Portacabin Office, New Building, New Weighbridge and Weighbridge Hut & Siting of 52 Storage Containers

Sprowston Town Council

PLANNING APPLICATIONS – 29th January 2020

Broadland DC App.No.: 2019/1978

Location: 11 Greenborough Road, Sprowston, NR7 9HQ

Classification: Minor dwellings

Type: Full Permission

Description: Single Storey Rear Extension

Sprowston Town Council year ending 31st March 2020

Summary Income & Expenditure by Budget Heading year to date to

31st December 2019

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<u>Administration</u>						
Expenditure	132,891	206,850	73,959	0	73,959	64.2%
Income/Precept	188,247	173,942	-14,305			
<u>Allotments</u>						
Expenditure	3,868	8,300	4,432	0	4,432	46.6%
Income/Precept	8,238	8,300	62			
<u>Cemetery</u>						
Expenditure	114,370	119,050	4,680	0	4,680	96.1%
Income/Precept	112,115	117,550	5,435			
<u>Grants</u>						
Expenditure	6,170	6,500	330	0	330	94.9%
Income/Precept	6,543	6,500	-43			
<u>Diamond Centre</u>						
Expenditure	241,743	317,200	75,457	0	75,457	76.2%
Income/Precept	249,081	273,950	24,869			
<u>Parks</u>						
Expenditure	223,795	227,200	3,515	0	3,515	98.5%
Income/Precept	194,467	194,605	138			
<u>Street Scene</u>						
Expenditure	46,211	72,600	26,389	0	26,389	63.7%
Precept	60,000	60,000	0			
<u>Held Funds</u>						
Expenditure	1,187					
Income	669					
<u>Totals</u>						
Expenditure	770,235	957,700	188,762	0	188,762	80.4%
Income	169,005	184,492	16,156			
Precept	650,355	650,355				
Transfers from reserves		122,853				
<u>Surplus / (Shortfall)</u>	49,125	0				

Sproston Town Council year ending 31st March 2020

Detailed Income & Expenditure by Cost Centre year to date to

31st December 2019

Administration

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>	
Expenditure							
6001	Wages/Salaries	81,246	121,000	39,754	39,754	67.1%	
6002	Employers Ni	8,336	12,600	4,264	4,264	66.2%	
6003	Employers Speranuuation	18,280	38,000	19,720	19,720	48.1%	
7005	Administration - Building Repairs	338	800	462	462	0.0%	
7008	Administration - Insurance	6,281	6,600	319	319	95.2%	
7009	Administration - Legal Fees	1,844	3,000	1,156	1,156	61.5%	
7010	Administration - Bank Charges & Interest Charges	374	500	126	126	74.8%	
7012	Administration - Audit Fees	2,788	3,500	713	713	79.6%	
7013	Administration - Parish News Letter	1,862	2,000	138	138	93.1%	
7014	Administration - Election Expenses	0	4,000	4,000	4,000	0.0%	
7015	Administration - Travelling	231	400	169	169	57.6%	
7016	Administration - Phone/Communications	0	0	0	0	0.0%	
7017	Administration - IT	6,340	7,500	1,160	1,160	84.5%	
7018	Administration - Website	0	300	300	300	0.0%	
7020	Administration - Postage	16	100	84	84	15.6%	
7021	Administration - Stationery	938	1,000	62	62	93.8%	
7022	Administration - Printing & Photocopying	322	600	278	278	53.7%	
7023	Administration - Recreation Ground Council Office	0	0	0	0	0.0%	
7024	Administration - Advertising	0	100	100	100	0.0%	
7025	Administration - Subscriptions	2,011	2,500	489	489	80.4%	
7026	Administration - Publications	56	50	-6	-6	111.0%	
7027	Administration - Training	595	850	255	255	70.0%	
7028	Administration - Health & Safety	0	50	50	50	0.0%	
7029	Administration - Equipment Lease	845	1,100	255	255	76.8%	
7030	Administration - Chairmans Allowance	159	200	41	41	79.6%	
5002	Administration - Sundries & Contingencies	29	100	71	71	28.7%	
Total Expenditure		132,891	206,850	73,959	0	73,959	64.2%
Income							
4006	Administration - Bank & Investment Income	3,149	2,000	-1,149			
4020	Administration - CIL	15,099	1,942	-13,157			
4090	Administration - Precept	170,000	170,000	0			
			0	0			
Total Income		188,247	173,942	-14,305			
Transfer from reserves		0	0				
Surplus / (Shortfall)		55,357	(32,908)				

Sprowston Town Council year ending 31st March 2020

Detailed Income & Expenditure by Cost Centre year to date to

31st December 2019

Allotments

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>						
6101	Allotments - Gross Pay	2,136	4,000	1,864		1,864	53.4%
6102	Allotments - Ers Ni	167	420	253		253	39.8%
6103	Allotments - Superannuation	426	1,380	954		954	30.8%
5101	Allotments - Vermin Control	600	600	0		0	100.0%
7104	Allotments - Water	521	800	279		279	65.1%
7106	Allotments - General Repairs	0	1,000	1,000		1,000	0.0%
5102	Allotments - Sundries & Contingencies	18	100	82		82	18.4%
	<u>Total Expenditure</u>	3,868	8,300	4,432	0	4,432	46.6%
	<u>Income</u>						
4101	Allotments - Allotment Rental	3,298	3,350	52			
4102	Allotments - Water Charges Received	440	450	10			
4091	Allotments - Precept	4,500	4,500	0			
			0	0			
	<u>Total Income</u>	8,238	8,300	62			
	<u>Surplus / (Shortfall)</u>	4,370	0				

Sprowston Town Council year ending 31st March 2020

Detailed Income & Expenditure by Cost Centre year to date to

31st December 2019

Cemetery

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<u>Expenditure</u>						
6201 Cemetery - Gross Pay	37,174	57,000	19,826		19,826	65.2%
6202 Cemetery - Ers Ni	3,011	6,000	2,989		2,989	50.2%
6203 Cemetery - Superannuation	7,924	18,000	10,076		10,076	44.0%
5201 Cemetery - Vermin Control	0	1,200	1,200		1,200	0.0%
5211 Cemetery - Trees, Shrubs & Plants	390	2,000	1,610		1,610	19.5%
5215 Cemetery - Waste Disposal & Skip Hire	1,702	2,000	298		298	85.1%
5220 Cemetery - Equipment	115	2,000	1,885		1,885	5.7%
5221 Cemetery - Memorial Wall Expenses	177	1,000	823		823	17.7%
5223 Cemetery - Memorial Safety Repairs	150	150	0		0	100.0%
7202 Cemetery - Rates	2,381	3,000	619		619	79.4%
7203 Cemetery - Heat & Light	-8	450	458		458	-1.8%
7204 Cemetery - Water	123	150	27		27	81.7%
7211 Cemetery - Loan Charges	61,195	26,000	-35,195		-35,195	235.4%
5202 Cemetery - Sundries & Contingencies	37	100	63		63	37.1%
<u>Total Expenditure</u>	114,370	119,050	4,680	0	4,680	96.1%
<u>Income</u>						
4203 Cemetery - Graves	41,954	45,000	3,046			
4204 Cemetery - Interment	27,918	30,000	2,082			
4205 Cemetery - Memorials & Inscriptions	9,693	10,000	307			
4092 Cemetery - Precept	32,550	32,550	0			
	0	0	0			
<u>Total Income</u>	112,115	117,550	5,435			
<u>Transfer from reserves</u>	0	0				
<u>Surplus / (Shortfall)</u>	(2,255)	(1,500)				

Sproston Town Council year ending 31st March 2020

Detailed Income & Expenditure by Cost Centre year to date to

31st December 2019

<u>Grants</u>		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
5307	<u>Expenditure</u> Grants - Donations	6,170	6,500	330		330	94.9%
	<u>Total Expenditure</u>	6,170	6,500	330	0	330	94.9%
4307	<u>Income</u> Grants Textile Recycling Credits 2018/19	43	0	-43			
4321	Grants	6,500	6,500	0			
4093	Precept - Grant Element	0	0	0			
	<u>Total Income</u>	6,543	3,500	-43			
	<u>Surplus / (Shortfall)</u>	373	0				

Sprowston Town Council year ending 31st March 2020

Detailed Income & Expenditure by Cost Centre year to date to

31st December 2019

Diamond Centre

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>	
<u>Expenditure</u>							
6401	Diamond Centre - Gross Pay	0	0	0	0	0.0%	
6402	Diamond Centre - Ers Ni	0	0	0	0	0.0%	
6403	Diamond Centre - Superannuation	0	0	0	0	0.0%	
5415	Diamond Centre - Waste Disposal & Skip Hire	494	600	106	106	82.3%	
5421	Diamond Centre - Room Hire Expenses	2,659	3,500	841	841	76.0%	
5422	Diamond Centre - Equipment/Purchases	502	4,000	3,498	3,498	12.6%	
5424	Diamond Centre - Nursery Costs	4,537	1,000	-3,537	-3,537	453.7%	
5425	Diamond Centre - Phase 4 Retention	1,209	35,000	33,791	33,791	3.5%	
7402	Diamond Centre - Rates	20,581	22,000	1,419	1,419	93.6%	
7403	Diamond Centre - Heat & Light	9,644	18,000	8,356	8,356	53.6%	
7404	Diamond Centre - Water	855	2,000	1,145	1,145	42.8%	
7405	Diamond Centre - Building Repairs	0	0	0	0	0.0%	
7407	Diamond Centre - Cleaning & Supplies	52,597	75,000	22,403	22,403	70.1%	
7408	Diamond Centre - Maintenance	1,618	9,000	7,382	7,382	18.0%	
7411	Diamond Centre - Loan Charges	147,020	147,000	-20	-20	100.0%	
7416	Diamond Centre - Phone/Communications	0	0	0	0	0.0%	
5402	Diamond Centre - Sundries & Contingencies	27	100	74	74	26.5%	
Total Expenditure		241,743	317,200	75,457	0	75,457	76.2%
<u>Income</u>							
4415	Diamond Centre - Hire of	46,410	70,000	23,590			
4416	Diamond Centre - Field Hire	0	0	0			
4417	Diamond Centre - Cinema Receipts	1,221	2,500	1,279			
4418	Diamond Centre - Grants Received	0	0	0			
4094	Diamond Centre - Precept	201,450	201,450	0			
		0	0	0			
Total Income		249,081	273,950	24,869			
Transfer from reserves		0	0				
Surplus / (Shortfall)		7,338	(43,250)				

Sprowston Town Council year ending 31st March 2020

Detailed Income & Expenditure by Cost Centre year to date to

31st December 2019

Parks	Actual Year to Date	Annual Budget	Variance to Annual Total	Committed Expenditure	Funds Available	% Budget Spent
Expenditure						
6501 Parks - Gross Pay	43,374	66,500	23,126		23,126	65.2%
6502 Parks - Ers Ni	3,513	7,000	3,487		3,487	50.2%
6503 Parks - Superannuation	9,259	21,600	12,341		12,341	42.9%
5508 Parks - Machinery Tool Repair/Replace	11,983	25,000	13,017		13,017	47.9%
5509 Parks - Playground Equipment Repairs	3,591	10,000	6,409		6,409	35.9%
5510 Parks - Horticultural Consumables	1,557	2,000	443		443	77.9%
5511 Parks - Trees, Shrubs & Plants	616	5,000	4,384		4,384	12.3%
5512 Parks - Sports Pitches Consumables	450	1,000	550		550	45.0%
5513 Parks - Paths, Seats & Signs	4,150	9,000	4,850		4,850	46.1%
5514 Parks - Fencing, Gates & Walls	9,085	10,000	915		915	90.8%
5515 Parks - Waste Disposal & Skip Hire	1,402	2,500	1,098		1,098	56.1%
5516 Parks - Fuel for Machinery	2,319	4,000	1,681		1,681	58.0%
5517 Parks - Health & Safety inc Protective Clothing	1,957	5,000	3,043		3,043	39.1%
5518 Parks - Pavilion	110					0.0%
7502 Parks - Rates	14,239	15,000	761		761	94.9%
7503 Parks - Heat & Light	3,944	4,400	456		456	89.6%
7504 Parks - Water	3,055	6,000	2,945		2,945	50.9%
7505 Parks - Building Repairs	3,251	3,000	-251		-251	108.4%
7507 Parks - Cleaning & Supplies	2,029	2,000	-29		-29	101.5%
7511 Parks - Loan Charges	103,786	26,000	-77,786		-77,786	399.2%
7516 Parks - Phone/Communications	16	100	84		84	15.7%
7519 Parks - Training	100	2,000	1,900		1,900	5.0%
5502 Parks - Sundries & Contingencies	10	100	90		90	10.0%
Total Expenditure	223,795	227,200	3,515	0	3,515	98.5%
Income						
4508 Parks - Bowling Green Fees	2,068	2,500	432			
4509 Parks - Cricket Square Fees	100	0	-100			
4510 Parks - Football Pitch Fees	4,509	4,000	-509			
4511 Parks - Tennis Court Fees	0	0	0			
4512 Parks - Pavillion Hire Fees	737	700	-37			
4513 Parks - Delegated Verge Cutting	10,936	10,750	-186			
4514 Parks - Grants Received	0	0	0			
4519 Parks - Recreation Ground Hire	762	800	38			
4520 Parks - Hire of Recreation Ground Office	0	500	500			
4095 Parks - Precept	175,355	175,355	0			
		0	0			
Total Income	194,467	194,605	138			
Transfer from reserves	0	0				
Surplus / (Shortfall)	(29,328)	(32,595)				

Sprowston Town Council year ending 31st March 2020**Detailed Income & Expenditure by Cost Centre year to date to****31st December 2019****Street Scene**

	<u>Actual</u> Year to Date	<u>Annual</u> Budget	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>	
<u>Expenditure</u>							
5603	15,034	15,000	-34		-34	100.2%	
5604	0	3,500	3,500		3,500	0.0%	
5605	6,242	6,000	-242		-242	104.0%	
5606	372	10,000	9,628		9,628	3.7%	
7603	24,555	38,000	13,445		13,445	64.6%	
7611	0	0	0		0	0.0%	
5602	8	100	92		92	7.9%	
	<u>Total Expenditure</u>	46,211	72,600	26,389	0	26,389	63.7%
<u>Income</u>							
4096	60,000	60,000	0				
		0	0				
	<u>Total Income</u>	60,000	60,000	0			
	<u>Surplus / (Shortfall)</u>	13,789	(12,600)				

Sprowston Town Council year ending 31st March 2020

Detailed Income & Expenditure by Cost Centre year to date to

31st December 2019

Dementia Café/Heritage

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<u>Expenditure</u>						
5309 Dementia Café	1,019					
5309 Heritage Society	168					
<u>Total Expenditure</u>	<u>1,187</u>		<u>0</u>	<u>0</u>	<u>0</u>	
<u>Income</u>						
4321 Dementia Café	669					
4321 Heritage Society		0	0			
<u>Total Income</u>	<u>669</u>		<u>0</u>			
<u>Surplus / (Shortfall)</u>	<u>(518)</u>					
Held funds @ 31/12/2019						
Dementia Café Fund	1852.70					
Heritage Fund	3284.73					

Sprowston Town Council year ending 31st March 2020

Bank Accounts & Cash

31st December 2019

1200	STC - General Account	4,330
1201	STC - Business Premium Account	125,000
1202	STC - Drawings Account	0
1203	STC - Salaries Account	3,893
1204	STC - Petty Cash Imprest Account	0
1205	STC - Treasury Deposits	250,000
1206	STC - Business Saver Account	4,743
1207	STC - Active Saver Account	274,459
1209	STC - Barclaycard Account	-215
1210	STC - Petty Cash Account	58

Total Bank & Cash Balances **662,268**

Cash Book

Opening Balance 01/04/2019	615,852
Add: Total Cash Receipts in year	803,486
Deduct: Total Cash Payments in year	(757,070)
Round Up	0
	<u>662,268</u>

Sprowston Town Council year ending 31st March 2020

Balance Sheet as at

31st December 2019

Current Assets

Sales Ledger	8,358
Other Debtors	0
Prepayments	-100
Vat Refund	7,616
Cash at Bank & in Hand	662,268

678,143

Current Liabilities

Purchase Ledger	13,165
Receipts in Advance	0
Sundry Creditors	0
Salaries	0
Paye & Ni	0
Pensions	0

13,165

664,978

Reserves

Play Equipment Renewals Fund	0
Machinery Renewals Fund	20,000
Maintenance	25,000
Town Council Election Fund	6,000
Street Lighting Renewals Fund	45,000
Contingency Reserve Fund	200,000
Capital Fund	1,661
Diamond Centre Phase 4 Fund	50,000
Heritage Fund	3,285
Dementia Café Fund	1,853
General Fund	263,054
General Fund (P&L Acc) - current year	49,125
Round up	1

664,978

Sprowston Town Council		Meeting	Date: 29th January 2020	Payments	Net	VAT	Amount	BACS
<u>Invoice Date</u>	<u>Invoice No.</u>			<u>Details</u>				
31/12/2019	SI-02520	1,453.20	290.64	Bidwells LLP			1743.84	473
				Professional Services:SDC Phase IV				
<u>Invoice Date</u>	<u>Invoice No.</u>			<u>Details</u>				
15/01/2020	8070617759	37.35	7.47	Copy IT Digital Solutions Ltd			44.82	474
				Photocopies 29/11/2019-31/12/2019				
<u>Invoice Date</u>	<u>Invoice No.</u>			<u>Details</u>				
16/01/2020	Subscription	100.00		Commicorp			100.00	475
				Local Council Update April 2020-March 2021				
<u>Invoice Date</u>	<u>Invoice No.</u>			<u>Details</u>				
09/01/2020	4818	600.00	120.00	Cozens (UK) Ltd			720.00	476
08/01/2020	4815	790.00	158.00	Maintenance:December 2019			948.00	
11/01/2020	4840	165.00	33.00	LED lights:Windsor Park Gdns,Rushmore Road			198.00	
11/01/2020	4841	80.00	16.00	Diamond Centre:New Pir Detector			96.00	
				Call Out :Make Safe: Windsor Park Gdns				
		1,635.00	327.00				1,962.00	
<u>Invoice Date</u>	<u>Invoice No.</u>			<u>Details</u>				
15/01/2020	608752	234.00	46.80	Flameskill Ltd			280.80	477
15/01/2020	608753	95.00	19.00	6 mthy:F/Alarm,Lighting Test,Batteries Pavilion			114.00	
15/01/2020	608754	177.00	35.40	6 mthy:F/Alarm,Lighting Test,Groundsmen Stor			212.40	
				6 mthy:F/Alarm,Lght.Test,Batteries Coun.Office				
		506.00	101.20				607.20	
<u>Invoice Date</u>	<u>Invoice No.</u>			<u>Details</u>				
31/12/2019	926060	43.86	8.77	Heritage Contract Services Ltd			52.63	478
01/12/2019	926069	(16.46)	(3.29)	Toilet Rolls			(19.75)	
01/12/2019	926070	(197.52)	(39.50)	Invoice 925935:Extra Litterpicking Blue Boar			(237.02)	
01/01/2020	926067	(16.46)	(3.29)	Invoice 925936:Ext.Litterpicking Recreation Grc			(19.75)	
01/01/2020	926068	(197.52)	(39.50)	Invoice 926023:Extra Litterpicking Blue Boar			(237.02)	
				Invoice 926024:Ext.Litterpicking Recreation Grc				
		(384.10)	(76.81)				(460.91)	

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
Intouch Systems						
01/01/2020	679407	Broadband Recreation Grd. January 2020	50.00	10.00	60.00	479
01/01/2020	679408	Broadband Diamond Centre. January 2020	150.00	30.00	180.00	
02/01/2020	680829	Hosted Exch x 7 01/02/2020-01/03/2020	53.00	10.60	63.60	
08/01/2020	680902	Server Back up: 18/01/2020-18/02/2020	49.00	9.80	58.80	
			302.00	60.40	362.40	
Moviola Ltd						
07/01/2020	191838	Judy 06/01/2020	91.25	18.25	109.50	480
Norfolk Association of Local Councils						
17/01/2020	3473	Clerks Manual	24.95		24.95	481
Norfolk Trailers						
17/01/2020	23793	Service: Tipper V6 Trailer	225.45	45.09	270.54	482
17/01/2020	23795	Service: Plant V20 Trailer	229.20	45.84	275.04	
17/01/2020	23796	Service: Flat Bed Trailer	212.65	42.53	255.18	
			667.30	133.46	800.76	
TOTAL OF INVOICES			4,432.95	861.61	5,294.56	Ttf 80
Transfer:		STC Drawings a/c to Petty Cash	50.00		50.00	
			4,482.95	861.61	5,344.56	
Transfer:		STC Active a/c to STC Drawings a/c				Ttf 79
Transfer:		STC Active a/c to Salaries a/c				Ttf

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Councillor

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Town Clerk

Sprowston Town Council Barclaycard Payments Meeting Date: 29th January 2020

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
23/12/2019	100011451	Amazon UK Set of Corner Flags not delivered	-24.98	-5.00	-29.98
07/01/2020	7203536	Set of Corner Flags	31.98		31.98
13/01/2020	7203536	Set of Corner Flags not delivered	-31.98		-31.98
21/01/2020	6330625	Mole Scissor Traps	18.32	3.67	21.99
			-6.66	-1.33	-7.99

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
13/01/2020	70009387	J Parker's Wholesale Winter Aconites, Galanthus Nivalis	112.95	22.59	135.54

Total of Payments 106.29 21.26 127.55

Paid by Barclays: Visa Debit

Sprowston Town Council		Direct Debit Payments		Meeting	Date: 29th January 2020	
Invoice Date	Invoice No.	Details	Net	VAT	Amount	DIRECT DEBIT
		A.F. Group Ltd				
		Details				
31/12/2019	727100	Annual Subscription	240.00	48.00	288.00	
16/12/2019	93431699	Vodafone Dec 2019	1.08	0.21	1.29	
29/12/2019	LGWFP53W	Npower:Recreation Grd 1st Oct- 25th Nov. 2019	(132.89)	(26.58)	(159.47)	
18/11/2019	1104050452	Haven Power: Sparhawk October 2019	66.65	3.62	70.27	
29/11/2019	1001047759	Haven Power: Adj: Cemetery April 2019	(59.58)	(3.24)	(62.82)	
			115.26	22.01	137.27	
		Angel Springs Ltd				
		Details				
31/12/2019	5393232	Bottled Water December 2019	33.62	6.72	40.34	
		Anglian Water Business				
		Details				
15/12/2019	6485246	Allotments :15/09/2019-14/12/2019	162.02		162.02	
15/12/2019	6484782	Cemetery :15/09/2019-14/12/2019	44.50		44.50	
			206.52		206.52	
		Sage UK Limited				
		Details				
01/01/2020	8405338	Sage 50, Sage payroll:01/01/20-31/12/20 Cover	1,104.00	220.80	1,324.80	
		Siemens Financial Services Ltd				
		Details				
18/01/2020	A8458652	Lease Rental:Sharp Copier 11th Instalment	265.00	53.00	318.00	
		Total Gas & Power Limited				
		Details				
14/01/2020	205782417/20	Diamond Centre December 2019	317.04	63.41	380.45	
14/01/2020	205782472/20	Streetlights: December 2019	3,540.10	708.03	4,248.13	
14/01/2020	205782428/20	Floodlights : December 2019	9.56	0.48	10.04	
			3,866.70	771.92	4,638.62	

<u>Invoice Date</u>	<u>Invoice No.</u>	Veolia Environmental Services	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
31/12/2019	SIO1166878	<u>Details</u>	195.33	39.07	234.40	DEBIT
31/12/2019	SIO1166878	All Sites Skip Hire December 2019	336.36	67.27	403.63	
		Green Waste :Skip 10/12/2019	531.69	106.34	638.03	
		Total of Payments	6,122.79	1,180.79	7,303.58	
		Due by Direct Debit				