

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 11 March 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 19 February 2020. Pages 1 - 8
4. To agree action/response arising from the minutes: Pages 9 - 11
 - (1) Minute 20/041 (3) - option to agree revised Section 38 streetlighting scheme for Land to the South of Salhouse Road, Barrett David Wilson Homes Development draft 3.
 - (2) Barkers Lane - Proposal for New Dog Waste Bin
5. Developers sports and allotments off-site contributions - presentation Sally Hoare, Broadland District Council and Ian Grange, Norfolk Football Association.
6. To receive any Police Liaison Officer's report.
7. To receive correspondence: Pages 12 - 19
 - (1) Sprowston Day Centre - request for grant aid
 - (2) Priscilla Bacon Hospice - request for grant aid
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 20
10. To receive and accept the Internal Audit Report (Interim Update) arising from Auditing Solutions Ltd visit of 12 February 2020 Pages 21 - 27
11. To receive the report of the Town Clerk and make decisions on: Pages 28 - 33
 - 4.1 Norfolk Association of Local Councils (NALC) - Spring Conference
12. Adjourn the meeting for a short break.
13. To consider planning applications to 11 March 2020. Pages 34 - 36
14. Greater Norwich Local Plan - to agree responses to enclosures D, E and F (previously Circulated) and (consider emails from Mr R Craggs re: flooding) Pages 37 - 55
15. To receive any written/verbal reports from the Council's Committees and Working Groups.
16. To receive any written and verbal reports from Members representing the Council on or at outside organisations.
17. To confirm the payment of accounts to 11 March 2020 Pages 56 - 58
18. To receive the schedule of credit card payments. Page 59
19. To receive the schedule of direct debits. Page 60
20. The Town Mayor will move that the press and public be excluded from the meeting for the remaining business because otherwise, information which is exempt information by virtue of Paragraph 1 of Part I of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.
21. Confidential Report of the Town Clerk Pages 61 - 62



Guy Ranaweera
Town Clerk

6 March 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 – 19 FEBRUARY 2020

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 19 February 2020, the following Members were present: -

Mr J M Ward – Town Mayor

Mr A J Barton - Mr W F Couzens
Mr M G Callam - Mr J F Fisher
Ms D Coleman - Mrs J Leggett
Mrs B Cook - Mr S C Walker

Ms C T Rumsby

In attendance

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

2 members of the public were present

20/038. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Member	Minute No. and Heading	Nature of Interest
Mr M G Callam	Minute 20/046 1.2	Trustee Sprowston Methodist Church
Mrs J Leggett	Minute 20/041 (1)	Trustee - Sprowston Youth Engagement Project
Ms C T Rumsby	Minute 20/041 (1)	Sprowston Youth Engagement Project

20/039. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr R J Knowles, Mrs B J Lashley, Mr I J Mackie and Mr J H Mallen and verbal apologies from Mr N Shaw.

20/040. MINUTES

The Minutes of the Council's meeting held on 29 January 2020, having previously been circulated to all Members were, subject to the following amendment

Minute 20/028, **delete** Blue Boar Lane and Woodland Drive in Old Catton and **insert** White Woman Lane and Wroxham Road

confirmed and signed by the Town Mayor of the Council.

20/041. ACTIONS FROM MINUTES

(1) Option to approve £10,000 funding for a Sprowston Youth Engagement Project (SYEP) Community Outreach Worker

Further to Minute 20/022, presentation by Clare Lincoln, Reverend Cannon Simon Stokes and Paul Wheeler on behalf of SYEP

Mr J M Ward proposed, seconded by Mr A J Barton to approve a request for an additional grant of £10,000 (as provisionally included in 2020-21 budget) to majority-fund a Youth Community Outreach Worker.

RESOLVED that a donation of £10,000.00 be made to Sprowston Youth Engagement Project to majority-fund a Youth Community Outreach Worker based primarily in Sprowston in accordance with its powers under section 137 of the Local Government Act 1972, to be paid in four instalments commencing April 2020.

(2) St Mary and St Margaret's Church - Emergency Path Repair

Further to Minute 20/023, the Town Clerk reported having, with the Head Groundsman, examined the footpath it was his opinion a potential health and safety hazard to visitors; particularly to wheelchair users or those with mobility difficulties. He had obtained a second quote for the repair, and in view of the risk to the public and to protect the Town Council from possible liability, he had authorised the cheaper quote of £1,700 plus VAT from Council's emergency funds to commence this repair as soon as possible.

(3) Option to agree revised Section 38 streetlighting scheme for Land to the South of Salhouse Road, Barrett David Wilson Homes Development (BDWH)

Further to Minute 20/031 3.2, Council considered a revised streetlighting scheme from BDWH which took into account the County Ecologist's concerns about the effect of light pollution on wildlife and habitats in the retained hedgerows and wooded areas.

It was Council's opinion that the adoptable road adjacent woodland should be lit for the safety of residents. If this was felt to be ecologically unsound, they questioned the layout of the development suggesting that rear gardens should face the woodland.

Mr M G Callam proposed, seconded by Mr A J Barton not to accept the proposed lighting scheme. On being put to the vote the motion was CARRIED.

19/042. POLICE LIAISON OFFICER'S REPORT

Council noted the incidents recorded in the crime statistics for Sprowston from 1 January 2020 to 18 February 2020 circulated at the meeting and high number of reported criminal damage.

Mr W F Couzens commented that having attended the drop-in Police Engagement Session at Sprowston Library, and following discussion with PC Graham Gill it was obvious that many incidences of anti-social behaviour were not being reported.

19/043. CORRESPONDENCE

- (1) Flood Risk Supplementary Planning Document for the Broads

Council noted the Flood Risk Supplementary Planning Document for the Broads.

- (2) Amenity Land at Blithewood Gardens, Sprowston

Council noted Broadland District Council's intention to plant seven trees on amenity land owned by them at Blithewood Gardens.

- (3) Norwich Western Link Update

The update on the Norwich Western Link was noted by Council.

19/044. RESIDENTS' QUESTIONS

On the motion of Mr J M Ward, seconded by Mrs J Leggett 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.

As there were no resident's questions the meeting was reconvened.

19/045. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

Norfolk County Council

- (1) Storm Clara on the night of 8 February 2020 brought more than 350 incidents for Norfolk's Highways Teams who were in action from 4.40am dealing with 160 tree related issues, debris from buildings in the highway, floods and failed lights.

Norfolk Fire and Rescue were called to an additional 100 incidents.

- (2) Beryl bicycles will shortly be available, launch date 17 March 2020, to hire at locations across Norwich and one in Broadland, Yarmouth Road near South Avenue. The bicycles will be in fixed bays, similar to the way Boris's bicycles operate in London.

580 bikes will be available including some electronically assisted ones.

- (3) Plans for a £2.75m recycling centre off the junction of the A140/Broadland Northway are progressing and a planning application will be open for comment later this week. This replaces the Mile Cross site which will close 2021. Plans are also currently available for the £1.9m recycling centre at Harford.

- (4) Norfolk County Councils budget for 2020/21 was passed by full Council on 17 February 2020. The recommendations from cabinet are unchanged from what I

19/045. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

reported to you on 19 January 2020. The budget passed unchanged despite there being 10 amendments from Labour, one from the Liberal Democrats and two from the Independents. All amendments failed.

Referring to Mr Ward's verbal report, Mr W F Couzens commented that there were no bike bays located in Sprowston yet the push the pedal ways route came through the parish.

He also reiterated a resident's concern that there were no suitable safe crossings over the Broadland Northway.

Mr J F Fisher advised that pathways did run adjacent the Broadland Northway which were hidden from the roadway by the bund. A map was available.

Mr M G Callam asked if storm Clara had caused any flooding in Sprowston.

Mr J M Ward responded that he was not aware of any but many places across the county had flooded due to the extreme weather conditions.

Mr A J Barton enquired about the Food Enterprise Zone in Honingham mentioned in Mr Wards written report.

Mr Ward explained that a large percentage of food produced in Norfolk was processed in other counties. The centre at Honingham will become a central cluster of food related businesses to encourage food production and processing in the county.

Mrs B Cook verbally reported on the screening of the Lion King at Sprowston Diamond Centre advising that it was well attended and comments from parents and children had been very positive.

Mr J F Fisher reported that a letter had been sent to parents and grand-parents of children attending Falcon Road School explaining what work had already been carried out to resolve flooding issues. Despite testing and remedial work, the underlying problem still remained a mystery.

If the situation continued Norfolk County Council would look at providing mobile classrooms so that some pupils could return to the school.

19/046. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Barkers Lane - Proposal for New Dog Waste Bin

Council considered the report of the Town Clerk and it was

RESOLVED that Ms D Coleman monitor the two dog bins located at the entrance to Barkers Lane open space, opposite Church View Close, and on the bend opposite St Margaret's Drive and bring a report to the next meeting of the Council.

19/046. REPORT OF THE TOWN CLERK (CONTINUED)

1.2 Praise in the Park

RESOLVED to grant use of Sprowston Recreation Ground and Pavilion, at no cost, for the Praise in the Park worship event to be held Sunday 19 July 2020.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 HOME FARM (TAYLOR WIMPEY) PHASES 3 AND 4 SECTION 38 STREET LIGHTS

The Town Clerk presented the Section 38 Street Lighting scheme for Home Farm (Taylor Wimpey) Phases 3 and 4.

RESOLVED to adopt footway lighting on Pheasant Loke, Waxwing Way, Tern Drive and Oystercatcher Close.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Name That Tractor!

Council noted the Town Clerk's intention, as a way of increasing the reach of Council's Facebook posts, to run a light hearted public Facebook competition and poll to name the Council's new mini-tractor.

PLANNING AND TRANSPORTATION

5.1 Installation of Posts to Address Dangerous Parking on the Grass Verge Outside Falcon Road Junior School

Council carefully considered the report of the Town Clerk with regard to the purchase of additional posts to be erected on the corner of the junction of Falcon Road and Blithewood Gardens to prevent dangerous driving and parking.

The Town Clerk explained that Norfolk County Council had installed five wooden posts and whilst this had improved visibility to vehicles using the junction it did not prevent drivers accessing the main stretch of grass and parking was still occurring.

Norfolk County Council had confirmed they were agreeable to the Town Council installing further posts but at the Town Council's expense.

Responding to a question the Town Clerk advised that Council would have liability for the posts which was covered by their insurance.

Mr J M Ward proposed, seconded by Mr M G Callam Option 1 in the Town Clerk's report at a total cost of £1,700.00. On being put to the vote the motion was carried.

19/046. REPORT OF THE TOWN CLERK (CONTINUED)

5.2 Land South of Salhouse Road (Kier Living Eastern) - Street Naming Scheme - Additional Road Name

RESOLVED to agree the proposed additional street name of Corsican Way for Land South of Salhouse Road (Kier Living Eastern).

ATTACHMENTS

6.1 Options for verge posts, with photos of the verge area

20/047. MEETING ADJOURNMENT

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

The meeting was reconvened.

20/048. 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:

2020/0153 - demolition of existing conservatory and erection of single storey rear extension at 119, Proctor Road

2020/0230 - erection of storage shed at communal area at Woodland Place, Pinetrees Road

2020/0282 - proposed demolition of conservatory and garage and construction of single storey rear extension at 31, Lambert Road

(b) to oppose the granting of planning application 2020/0215 - two storey side extension and new front driveway with dropped kerb at 214, Salhouse Road on the grounds that the proposed extension is not subservient to the original dwelling and should be set back.

(c) to oppose the granting of planning application 2020/0273 - hip to gable conversion, front and rear dormers and front porch (revised proposal) at 153, Moore Avenue on the grounds that it is out of keeping and detrimental to the street scene given all other properties in this area have a hipped roof and this application proposes a gable end roof.

20/049. GREATER NORWICH LOCAL PLAN CONSULTATION

Council noted the following anomalies in the Draft GNLP Sites, Sprowston Site Assessment Booklet - Residential Settlement Hierarchy as follows:

- Sprowston has three wards not two as stated
- there is not a designated district centre
- housing allocations were included in the Sprowston Neighbourhood Plan - Policy 18.

Having considered site reference:

(1) GNLP0132 Land off Blue Boar Lane/Salhouse Road, Council commented that:

- developments should include suitable access for public transport vehicles
- all forms of public transport should be catered for
- Drs surgeries / health centres are already oversubscribed and further provision should be made for an increasing population. This development would be a good location given the access from Atlantic Avenue.
- as the highest population growth is currently the over 60's focus should be on delivering better public transport
- there is no provision for civic buildings or other community activities
- infrastructure for electric vehicles should be available on private driveways and also included in communal parking areas
- if the open space is to be allocated for the siting of a new High School there will be no space left for civic/community buildings or recreational facilities
- the Park and Ride should remain the preferred site for a new school
- if the Park and Ride is not to be the location for a new school it should be allocated for civic use

Concern was expressed regarding the wider issue of additional hospital provision and mental health care.

(2) GNLP0042 Land at Rear of Hill Farm House, Wroxham Road, Council agreed with the assessment that this site was not suitable for allocation.

(3) GNLP2178 Lushers Loke - Council strongly opposed the suggestion that this was an unreasonable site for residential development and supported its inclusion as a preferred site.

As to Non-Residential, Council noted there was no industrial or employment land provision.

20/050. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

20/051. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written reports were received.

20/052. SCHEDULE OF MEETING DATES 2020/21

RESOLVED to accept the schedule of meeting dates for 2020/21.

20/053. NORFOLK PENSION FUND EMPLOYER CONTRIBUTION RATES

Council acknowledged receipt of the Norfolk Pension Fund new employer contribution rates.

20/054. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule and supplementary schedule of accounts to 19 February 2020 totalling £10,853.07 and £2,040.00.

On the motion of Mr J M Ward, seconded by Mr M G Callam it was **RESOLVED** that payment of the accounts and supplementary accounts to 19 February 2020 totalling £10,853.07 and £2,040.00 be approved. The schedule authorising payment was signed by Mr J M Ward and Mr R J Knowles.

20/055. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAYS VISA DEBIT

The schedule of credit card payments totalling £558.58 was approved and noted.

20/056. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments totalling £6,605.02 was approved and noted.

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

11 March 2020

Town Mayor

Guy Ranaweera

From: Houghton, Ray
Sent: 28 February 2020 15:02
To: Guy Ranaweera
Cc: Clark, Danny; Jackson, Gavin
Subject: Adoptable Street Lighting Extents
Attachments: Scanned from a Xerox Multifunction Printer.pdf

Dear Guy

Barratt David Wilson Homes met with Charlotte Robotham, Norfolk County Ecologist on 13 December 2019. This pre-application meeting was central to informing the site layout. The County Ecologist initially wanted there to be no street lighting then agreed that there could be some "on the spine road and at the school / desire lines to the school". This is based on the precautionary approach to lighting near bat corridors and areas of wildlife habitat such as the woods on the south edge of the site.

The attached drawing Gavin sent you on Tuesday represents, in our view, the common ground between the Town Council, the County Council and Rackheath Parish Council. Even so, we may receive some resistance from the ecologist but we have sought to ensure all parties views have been taken into account against the ultimate objective of proposing a safe and secure place for people to live whilst being sensitive to ecological receptors and the growing requirement for clear night skies and reducing light pollution/energy use.

I hope the Town Council finds the attached acceptable and thank you for your time in this matter.

Regards
Ray



Ray Houghton MRTPI
Head of Planning
BARRATT DAVID WILSON HOMES

Eastern Counties

7 Springfield Lyons Approach, Chelmsford, Essex, CM2
5EY

Guy Ranaweera

From: Jackson, Gavin
Sent: 02 March 2020 16:29
To: Guy Ranaweera
Cc: Clark, Danny; Houghton, Ray
Subject: RE: Adoptable Street Lighting Extents

Afternoon Guy,

Further to Ray's email below and our telephone conversation, there will be individual carriage lights to the front of the houses fronting onto the Woodland in this area creating an element of light to the houses and access.

Hopefully this will go a little way to relaxing the town councils concerns with security for the residents.

Kind regards,



Gavin Jackson
Technical Co-Ordinator
BARRATT DAVID WILSON HOMES

Barratt Homes Eastern Counties, Chelmsford, Essex, CM2
5EY



Sprowston Day Centre

St Cuthbert's Church Centre
Wroxham Road
Sprowston
Norwich
NR7 8TZ
01603 419682

The Town Clerk
Sprowston Town Council
Council Office
Recreation Ground Road
Norwich
NR7 8EW

6th February 2020

Reference: Application for Financial Assistance

Dear Mr Ranaweera

I enclose our application with attachments and trust you will deal favourably with our request.

Thank you

Yours faithfully

Richard Streeter
Sprowston Day Centre
Trustee, Hon. Treasurer and Fundraiser

APPLICATION FOR FINANCIAL ASSISTANCE

1	Name of Organisation: SPROWSTON DAY CENTRE
2	Name and address of correspondent (and office held): RICHARD STREETER - TRUSTEE, TREASURER & FUNDRAISER ST CUTHBERTS CENTRE WROXHAM ROAD SPROWSTON NR7 8TZ
3	What are the objectives of your organisation? WE ARE A REGISTERED CHARITY. PLEASE SEE OUR CONSTITUTION ENCLOSED
4	Is membership/support open to any resident of Sprowston, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, please give reason: NO - MEMBERSHIP IS OPEN TO ELDERLY PEOPLE + DISABLED PER OUR CONSTITUTION
5	Amount of grant applied for £ 1000 APRIL '20 to MARCH '21
6	Purpose for which the money will be used. Please explain clearly and simply the reason for your request. WE REQUEST A CONTRIBUTION TO ENTERTAINMENT COSTS AS THESE ARE NOT RECOVERED FROM MEMBERS. WE ESTIMATE THE COST FOR THE NEXT FINANCIAL YEAR TO BE £4000 -
7	Have you applied for grant aid to any other organisation (including local authorities)? If so, to whom (please give details of the decision on your application): WE HAVE NOT MADE ANY APPLICATION FOR OUR FINANCIAL YEAR APRIL '20 to MARCH '21.
8	Is there anything else you wish the Town Council to take into account when considering this application? WE GIVE A VALUABLE SERVICE TO THE COMMUNITY. THE CENTRE IS OPEN WEDNESDAY + FRIDAY. WE HAVE 30 MEMBERS ON WEDNESDAY + 19 MEMBERS ON FRIDAY. 7 PART TIME STAFF + 23 VOLUNTEERS COVERING BOTH DAYS.
9	Please ensure that you have attached up to date examined accounts in support of this application.

I agree to the Principles of Grant Aid as set out by Sprowston Town Council

Signed



Dated

27th January 2020

Patron Lady Bacon
Vice Patron Rt Rev Graham James

Mr Guy Ranaweera
Sprowston Parish Council
Recreation Ground Road
Sprowston
Norwich
NR7 8EW

5 February 2020

Dear Mr Guy Ranaweera

PRISCILLA BACON HOSPICE

I hope that you will have heard something of the appeal in support of Priscilla Bacon Hospice – a new hospice for Norfolk. Replacing Priscilla Bacon Lodge, which has touched the lives of so many across the county and beyond, the new hospice will offer 24 specialist palliative inpatient beds alongside significantly increased day care facilities, a hub for the ‘Hospice at Home’ service, space for education, research and training and room for families and friends to visit or stay alongside their loved ones.

The fundraising campaign in support of Priscilla Bacon Hospice was launched to the public in February 2019, and already well over £5 million has been raised in cash and pledges towards the project, almost all from local sources. I am writing to ask if Sprowston Parish Council would be prepared to make a grant to the new hospice, recognising the value it will have to communities throughout Norfolk. Your support will also help us demonstrate to national donors the importance placed locally on the new hospice.

As well as seeking support through grants and cash gifts, we would be grateful for anything you are able to do to raise the profile of Priscilla Bacon Hospice and the fundraising campaign in your area. We have been delighted by the number and range of fundraising activities taking place across the community and the difference they have made to the campaign. So if you know of anyone who might like to open their garden, run a marathon, host a coffee morning, organise a concert or support us in any way, please do point them in our direction!

I have enclosed a brochure which tells you a little more about plans for Priscilla Bacon Hospice and all that it will offer. We would be delighted to come and speak to one of your meetings if that would be of interest, or to provide any more information that would be useful in enabling Sprowston Parish Council to come to a decision.

With thanks and best wishes,



Mark Nicholas MBE

Chief Executive Officer, Priscilla Bacon Norfolk Hospice Care Limited

Mobile: 07917 200320 | **Office:** 03302 234514 | **Email:** marknicholas@priscillabaconhospice.org.uk

1st March 2020

Report from Councillor John Ward

Broadland District Council

At BDC Full Council on 20.2.20 the net Budget of £12.3m was passed but it was pointed out that there is a £1m funding gap for each of the next 4 years. The Council currently has £8.2m of earmarked Reserves and £1.86m of this will be set aside to provide a building at the Food Hub at Honingham which will act as a catalyst to unlock the site.

BDC will borrow £5m next year with the potential for borrowing a further £5m the following year, to expand the operation of our property development Company, Broadland Growth to enable it to deliver a significant number of mixed housing developments across the district and bring an investment return to the Council.

BDC's recycling rate at 48.2% continues to be the best in Norfolk and is above England's average of 44.7% (SNDC 41.3%). There will be no increase in the brown bin charge this year.

Norfolk County Council

Ofsted has rated NCC's Adult Learning Service as "Good" following a recent inspection. They praised the "effective curriculum that meets the needs of the local community well".

NCC have renewed their commitment to keep all 47 of the county's libraries open and state that £1 invested in libraries returns £8 in social value.

NCC's property company, Repton, are planning to build 600 homes in the next 5 years.

On 11.2.20 I attended a briefing on Children's Services. Their new slogan "Vital Signs for Children" covers 3 priorities, Signs of Safety, Signs of Wellbeing and Signs of Success.

NCC currently has 1112 children in Care, a drop of 125 on last year. The priority now is to keep children in their families by engaging the help of the wider family and members of the local community.

Also on 11.2.20 we had a briefing on Adult Social Care. There are currently 8,500 service users in Norfolk. On 6.4.20 the Minimum Income Guarantee goes down to the government recommended level of £151.45 (previously £165) meaning most people will be paying a bit more for their care and 234 people will be charged for the first time.

Sprowston Town Council

Internal Audit Report: 2019-20 (Interim Update)

Prepared by Nigel Archer

*For and on behalf of
Auditing Solutions Ltd*

Background and Scope

The Accounts and Audit Arrangements introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with the requirements in terms of independence from the Council decision making process from the outset, appointing Auditing Solutions Ltd to provide the function to the Council annually. This report sets out those areas examined during the course of our recent interim update visit to the Council, which was undertaken on 12th February 2020, supplements the initial work on 18th November 2019, and will be subject to further update following the final visit at a date yet to be arranged after the year-end close down of the Accounts in May or June 2020.

Internal Audit Approach

In continuing our review of the Council's processes and records for 2019-20 we have again examined a selection of the Council's fundamental central financial control functions in order to provide assurance to members and the electorate that the systems continue to operate in accordance with best practice and approved Council procedures: we have also had regard to the materiality of those transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts.

As in previous years, we have assessed the risks associated with each financial system, based on previous experience of the extent of potential for those risks coming to fruition and tailored our review programme accordingly.

Overall Conclusion

We are pleased to conclude that, in the areas examined to date, the Council continues to have effective systems in place to ensure that transactions are free from material misstatement. The Clerk and his colleagues are again to be commended on the quality of work produced and the high standards of documentation provided for the purposes of our audit visits

We are also pleased to report that no issues have been identified from the work completed to date to warrant formal comment or recommendation: consequently, it has not been considered necessary to append an Action Plan currently.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. The Council remains a Sage software user, with four Current, Drawings, Salaries and Active Saver accounts operated at Barclays Bank with periodic Treasury Term deposit “investments”.

- 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.

Conclusions

There are no matters arising in this area to warrant formal recommendation currently.

Review of Corporate Governance

Our objective in this area is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and Financial Regulations and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation.

- 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 note that this continues to be the case with both documents considered “fit for purpose” with no revisions necessary at the Full Council meeting in May 2019; and
- We have extended our examination of the minutes of Full Council meetings held to date (mid-January 2020) to ensure that, as far as we can practically be expected to be aware no issues exist affecting the Council’s financial stability in the short, medium or long-term exist.

Conclusions

There are no matters arising in this area to warrant formal recommendation currently.

Review of Expenditure

Our objective here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- An official order has been raised for supply of goods and services on each occasion where one would be anticipated;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have extended testing in this area and examined a sample of payments in the year to 31st January 2020, including all those individually in excess of £2,000 together with a further selection of every 20th cashbook transaction (irrespective of value) during the period. Our test sample comprised approximately 120 invoices in all, totalled just under £585,000 and represented 88% of all non-pay expenditure incurred during the year to that date.

With regard to VAT, we note that the Council continues to make timely, electronic return submissions: we have previously examined the detail of the March 2019 debtor and return and verified the disclosure in the Statement of Accounts, and subsequently at this interim update visit we have noted the appropriate conclusion of the December 2019 submission in accord with the underlying Sage control account balances as required.

Conclusions

There are no matters arising in this area to warrant formal recommendation currently.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health / safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage any risks identified in order to minimise the opportunity for their coming to fruition.

- 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;

- 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 that these were re-adopted in May 2019 for the current financial year; and
- We note that third party safety inspections are periodically undertaken by Zurich, supplementing the day-to-day reviews by grounds staff who provide sound regular reports and photographic evidence where applicable to the Administrative Officer for retention.

Conclusions

There are no matters arising in this area to warrant formal recommendation currently.

Precept Determination and Budgetary Control

We aim, in this area of our work, to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be precepted on the District Council, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans. Consequently:

- We note from examination of current Council and Committee minutes that periodic budget monitoring reports and accompanying variance analyses continue to be considered by members of the full Council (most recently to 31st December 2019) and there are no significant, un-explained variances arising therein to warrant further enquiry or explanation by officers; and
- We also note from examination of minutes for meetings held in November and December 2019 that members had been provided with the proposed budgets and Precept for 2020-21 and, subsequently, their deliberations were concluded at Full Council on 4th December 2019 with the Precept being formally adopted and properly recorded at £688,011.

Conclusions

There are no matters arising in this area to warrant formal recommendation currently.

Review of Income

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure the identification of all income due to the Council from its various sources, to ensure that it is invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies due to the Council.

- We are pleased to note that members continue to review the Council's scales of fees and charges annually, those for 2019-20 having been re-affirmed in the previous municipal year;
- As noted earlier in this report, we have checked and agreed two sample months' receipts transactions from cashbooks to relevant bank statements;

- We have examined a sample of Cemetery activities (August, September & October 2019) by reference to the detailed Burial Registers maintained by the appropriate officer to ensure that the fees charged for each interment were in accord with the published scales depending on Ashes or Full Burial, with or without Exclusive Rights and so on and that there was no undue delay in settlements of funds and relevant entries in the Sage nominal ledgers;
- A sample week's Diamond Centre hires (18th to 24th November 2019 totalling approx. 30 separate bookings) was tested by reference to the diary entries and sales ledger invoicing to ensure rates charged were in accord with the published scales and were settled without undue delay; and
- We have examined the current Aged Debtors report (as at 31st January 2020) and are pleased to note that there was just £1,588 in outstanding balances with no long standing matters of note.

Conclusions

There are no matters arising in this area to warrant formal recommendation currently.

Petty Cash and Credit Card Usage

We are required, as part of the Internal Audit Certification process in the AGAR to assess and give a view on the effectiveness of control over any petty cash account in use by the Council.

- 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 we have tested a sample month's payments for October 2019 to ensure that all were properly supported by supplier invoices or 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 or till receipts with no issues.

Conclusions

There are no matters arising in this area to warrant formal recommendation currently.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation was being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenues and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme as further revised from 1st April 2019 in relation to the employee contribution percentage bandings. Consequently, we have:

- Ensured that the Council reviews and approves pay scales for staff annually and has duly implemented the NJC award for the current year;

- Noted previously that the payroll service continues to be produced “in house” using bespoke Sage software and this remains the case in 2019-20;
- Agreed the amounts paid to employees by reference to the approved pay scales on the council’s establishment list, examining a sample of all those salary payments made in October 2019;
- Ensured that Tax and National Insurance deductions for all employees have been made applying the appropriate PAYE code and NIC Table;
- Checked that the correct superannuation percentage deductions are being applied where applicable;
- Ensured that any variations to standard payments, such as overtime and sickness and mileage, have been subject to formal timesheet records and approval by senior officers;
- Verified the net payments to staff from payslips to the summary Bacs settlement reports; and
- Checked and agreed the payment over of deductions to HMRC and Norfolk County Council from copy payroll reports to cashbooks and have, as part of the supplier payments testing noted earlier, summarised the month by month total payments with explanations obtained for any variances arising therein.

Conclusions

There are no matters arising in this area to warrant formal recommendation currently.

Investments and Loans

Our objectives here are to ensure that the Council is “investing” surplus funds, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made and that interest earned is brought to account correctly and appropriately in the accounting records. We also aim to ensure that any loan repayments due to or payable by the Council are processed in accordance with the respective and relevant loan agreements.

- The Council previously had eight outstanding PWLB liabilities and we checked and agreed the instalment repayments in May and November 2019 from their third party “demand notices” to cashbook entries as part of the higher value supplier payments testing noted earlier in this report. Subsequently, following a detailed report and proposal from the Clerk in conjunction with considerations of potential future borrowings in relation to a street lighting project, we note that members approved the settlement in full (including future interest payments) of four of these loans and this was duly executed in December 2019; and
- As noted earlier in this report, the Council currently has two periodic Treasury Term deposits and we have verified those due to mature in 2020-21 to the Barclays “deal confirmations”.

Conclusions

No matters warranting formal comment or recommendation arise in this area currently.

COUNCIL MEETING – 11th March 2020

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 No matters to report

CEMETERY

2.1 Cemetery Foot Path

Further to the emergency resurfacing of the footpath at St Mary and St Margaret's closed churchyard, the Reverend Cannon Simon Stokes will be arranging to contribute £500 towards the £1700 cost incurred by Council.

STREET LIGHTING

3.1 No matters to report

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Norfolk Association of Local Councils (NALC) – Spring Conference

Titled 'Looking After Our Residents' Needs and Aspirations', Norfolk ALC's 2020 Spring Conference, in partnership with the Campaign to Protect Rural England will take place on Saturday 4th April. (See *attachment A*).

Option: To send delegate or delegates to the Norfolk ALC Spring Conference at a cost of £20 per head

4.2 Corona Virus COVID-19

Attached for Council's information is a briefing paper from ELCONS Employment Law Consultants Ltd giving general Corona virus-related help and advice for employers. (See *attachment B*).

PLANNING AND TRANSPORTATION

5.1 No matters to report

ATTACHMENTS

- A. Norfolk Association of Local Councils AGM programme (Norfolk ALC)
- B. Corona Virus Help and Advice – Briefing paper (ELCONS Ltd)



Guy Ranaweera

Town Clerk



2020 Joint Spring Conference



"Looking After Our Residents' Needs and Aspirations"
Saturday 4th April: 10.15 a.m. until 4 p.m.
In the Costessey Community Centre

MORNING SESSION AT 10:15 "The Journey to Net Zero"

- Welcome & Introduction** (10 minutes)
Professor Tim O'Riordan: President of both Norfolk ALC & Norfolk CPRE
- **Irene Lorenzoni**, Environmental Sciences UEA (20 minutes)
 - **Dominic Allen**, Head of Sustainability, Norfolk County Council (20 minutes)
 - **The National Picture: Charlotte Eisenhart** : Head of Member services National Association of local Councils (10 minutes)

Breakout Session: delegates choose one of at least 6 different groups –
Topics will include: "Top down or bottom up ~ better Governance in Norfolk" ~ "Raising public knowledge of household carbon budgets" ~ "Redesigning mobility & buses" ~ "Not all trees are equal" ~ "low cost, low carbon, electric heating"

Workshop feedback & Actions

LUNCH & Networking – 55 minutes

AFTERNOON SESSION AT 2:00 P.M. "Health and Well-Being"

- Welcome & Introduction** (10 minutes)
Cllr John Fisher: Cabinet Member for Children's Services and member of Norfolk Well-Being Board.
- **Sarah Weir**, (20 minutes) Public Health Consultant, NCC
 - **Arnie McConnell** (10 minutes) "Wymondham Community Kitchen"
 - **Kate Jones & Josh Elms** (10 minutes) "The Well-Being Service"

Breakout Session: delegates choose one of at least 6 different groups –

Topics will include:
"Nature, mental health, peace and security" ~ "Diet and exercise" ~ "Communication and action plans" ~ "Companionship. Mentoring for addressing loneliness" ~ "Community Kitchens" ~ "Well-Being Service"

Workshop feedback & Actions

Close: A Summary of the day by Professor Tim O'Riordan

Costs: Norfolk ALC & Norfolk CPRE Members : £20.00 ~ Non-Members : £65.00

Refreshments: Coffee & Tea on tap all day until 4.15 p.m.

Lunch is included BUT, as it is being provided by the staff of the Wymondham Community Kitchen, **everyone** must pay them what they think it is worth so they can buy a good dishwasher to cope with the 200 plus dirty plates they collect after every meal.

Booking : Please book via this link <https://www.norfolkalc.gov.uk/events-booking-form.html>

Exhibitors Include: Groundwork, Finn Geotherm, CCLA, Westcotec, Scribe, Waveney CCG, Voluntary Norfolk and Norfolk CC

The Teams : Officers and Committee members from both the ALC and the CPRE will be present all day to answer your questions.

Corona Virus Help and Advice

There is a currently a lot of information and media coverage of this virus outbreak around the world. At Elcons we try to put together information that is easy to understand and helps you to filter out the 'noise' that you do not need to know!

Here is our breakdown of the current information and advice from both the Health and Safety Executive and Public Health England.

1. Background and scope of guidance

This guidance will assist employers and businesses in providing advice to staff on:

- the novel coronavirus, COVID-19
- how to help prevent spread of all respiratory infections including COVID-19
- what to do if someone with suspected or confirmed to have COVID-19 has been in a workplace setting
- what advice to give to individuals who have travelled to specific areas
- advice for the certification of absence from work resulting from Covid-19.

2. Information about the virus

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020. The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected.

3. Signs and symptoms of COVID-19

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- cough
- difficulty in breathing
- fever

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

4. How COVID-19 is spread

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Respiratory secretions produced when an infected person coughs or sneezes containing the virus are most likely to be the main means of transmission.

There are 2 main routes by which people can spread COVID-19:

- infection can be spread to people who are nearby (within 2 metres) or possibly could be inhaled into the lungs.
- it is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face)

Our current understanding is that the virus doesn't live on surfaces for longer than 72 hours. There is currently little evidence that people who are without symptoms are infectious to others.

5. Preventing spread of infection

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus.

Public Health England (PHE) recommends that the following general cold and flu precautions are taken to help prevent people from catching and spreading COVID-19:

- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- put used tissues in the bin straight away
- wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.
- try to avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- do not touch your eyes, nose or mouth if your hands are not clean

If you are worried about symptoms, please call NHS 111. Do not go directly to your GP or other healthcare environment.

6. How long the virus can survive

How long any respiratory virus survives will depend on a number of factors, for example:

- what surface the virus is on
- whether it is exposed to sunlight
- differences in temperature and humidity
- exposure to cleaning products

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours.

Once similar viruses are transferred to hands, they survive for very short lengths of time. Regular cleaning of frequently touched hard surfaces and hands will, therefore, help to reduce the risk of infection.

7. Guidance on facemasks

Employees are not recommended to wear facemasks (also known as surgical masks or respirators) to protect against the virus. Facemasks are only recommended to be worn by symptomatic individuals (advised by a healthcare worker) to reduce the risk of transmitting the infection to other people.

PHE recommends that the best way to reduce any risk of infection is good hygiene and avoiding direct or close contact (closer than 2 metres) with any potentially infected person.

8. What to do if an employee or a member of the public becomes unwell and believe they have been exposed to COVID-19

If the person has not been to specified areas in the last 14 days, then normal practice should continue.

If someone becomes unwell in the workplace and has travelled to China or other affected countries, the unwell person should be removed to an area which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated behind a closed door, such as a staff office. If it is possible to open a window, do so for ventilation. The individual who is unwell should call NHS 111 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and explain which country they have returned from in the last 14 days and outline their current symptoms.

Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow. If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.

9. What to do if a member of staff or the public with suspected COVID-19 has recently been in your workplace

For contacts of a suspected case in the workplace, no restrictions or special control measures are required while laboratory test results for COVID19 are awaited. In particular, there is no need to close the workplace or send other staff home at this point. Most possible cases turn out to be negative. Therefore, until the outcome of test results is known there is no action that the workplace needs to take.

10. What to do if a member of staff or the public with confirmed COVID-19 has recently been in your workplace

Closure of the workplace is not recommended.

The management team of the office or workplace will be contacted by the PHE local Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken.

A risk assessment of each setting will be undertaken by the Health Protection Team with the lead responsible person. Advice on the management of staff and members of the public will be based on this assessment.

The Health Protection Team will also be in contact with the case directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the case to provide them with appropriate advice.

11. Certifying absence from work

By law, medical evidence is not required for the first 7 days of sickness. After 7 days, it is for the employer to determine what evidence they require, if any, from the employee. This does not need to be fit note (Med 3 form) issued by a GP or other doctor.

Your employee will be advised to isolate themselves and not to work in contact with other people by NHS 111 or PHE if they are a carrier of, or have been in contact with, an infectious or contagious disease, such as COVID-19.

We strongly suggest that employers use their discretion around the need for medical evidence for a period of absence where an employee is advised to self-isolate due to suspected COVID-19, in accordance with the public health advice being issued by the government.

Sprowston Town Council
PLANNING APPLICATIONS – 11th March 2020

Broadland DC App. No.: 20191370 **Location:** Land at White House Farm, Salhouse Road, Sprowston

Type: Planning Application Outline

Description: Residential Development of up to 516 Dwellings, A Local Centre comprising up to 0.25ha of A1-A5 & D1 Uses, with associated Infrastructure & Landscaping

Amendments in accordance with additional covering letter received 03 03 2020.

Broadland DC App. No.: 20200331 **Location:** 52 Blackwell Avenue, Sprowston, NR7 8XW

Type: Householder

Description: Single storey flat roof extension to replace the existing conservatory to rear

Broadland DC App. No.: 20200349 **Location:** The White House, White House Farm, Salhouse Road, Sprowston, NR13 6LB

Type: Full Planning

Description: 1. Change of Use of Dwelling (C3) to Children's Nursery (D1), Including Demolition of Outbuildings, Proposed Extensions and Alterations and Realignment of Existing Driveway to Provide Additional 'Drop Off' Parking Spaces.
2. Change of Use of Existing Children's Nursery (D1) Back to Retail Use (A1).

Sprowston Town Council
PLANNING APPLICATIONS – 11th March 2020

Broadland DC App. No.: 20200352 **Location:** 10 Yew Court, Sprowston, NR7 8LQ

Type: Householder

Description: Extension to front of existing garage to form study/en-suite.

Broadland DC App. No.: 20200353 **Location:** 60 Blenheim Road, Sprowston, NR7 8AJ

Type: Householder

Description: Two storey side extension, extension to front porch and single storey rear extension

Broadland DC App. No.: 20200355 **Location:** 41 Meadow Gardens, Sprowston, NR6 7RJ

Type: Householder

Description: Single storey side and part rear extension

Broadland DC App. No.: 20200365 **Location:** 50 Blenheim Road, Sprowston, NR7 8AJ

Type: Householder

Description: Two storey side extension and single storey rear extension

Sprowston Town Council
PLANNING APPLICATIONS – 11th March 2020

Broadland DC App. No.: 20200371 **Location:** 8 Cannerby Lane, Sprowston, NR7 8NQ

Type: Householder

Description: Two storey side extension

Broadland DC App. No.: 20200393 **Location:** 9 Lowry Cole Road, Sprowston, NR6 7QT

Type: Full Planning

Description: Sub-division of garden and erection of 2no semi detached dwellings with associated parking and amenity space

Broadland DC App. No.: 20200394 **Location:** 9 Wilks Farm Drive, Sprowston, NR7 8RG

Type: Householder

Description: Two storey side extension, front porch & conversion of existing garage

Broadland DC App. No.: 20200396 **Location:** Norwich Motor Company, 1 Wroxham Road, Sprowston, NR7 8TN

Type: Prior Notification - Office to Residential

Description: Prior approval notification for change of use from offices (Class B1(a)) to residential 2 bedroom flat (Class C3)

GREATER NORWICH LOCAL PLAN CONSULTATION - RESIDENTIAL

(1) Draft GNLPS Sites, Sprowston Site Assessment Booklet - Residential Settlement Hierarchy

STC Response:

1. COMMENT as follows:

- Sprowston has three wards not two as stated
- there is not a designated district centre
- housing allocations were included in the Sprowston Neighbourhood Plan - Policy 18.

(2) GNLPO132 Land off Blue Boar Lane/Salhouse Road

STC Response:

1. SUPPORT the GNLPS assessment that this site should be classified as a PREFERRED RESIDENTIAL SITE

2. COMMENT as follows:

- developments should include suitable access for public transport vehicles
- all forms of public transport should be catered for
- Drs surgeries / health centres are already oversubscribed and further provision should be made for an increasing population. This development would be a good location given the access from Atlantic Avenue.
- as the highest population growth is currently the over 60's focus should be on delivering better public transport
- there is no provision for civic buildings or other community activities
- sufficient space should be allowed on private driveways for the charging of electric vehicles. Infrastructure for electric vehicles charging should also be included in communal parking areas
- the Park and Ride should remain the preferred site for a new school
- if the open space on GNLPO132 is to be allocated for the siting of a new High School this should not in any way be permitted to reduce or compromise space available for civic/community buildings or formal and informal recreational facilities
- Broadland District Council's current planning policy on recreational provision as stated in "Recreational Provision in Residential Development – Supplementary Planning Document (SPD) April 2016" is not fit for purpose in towns or parishes with multiple large developments below 1000 dwellings, as is the case in Sprowston. Page 6, table 4 "Indicative thresholds for provision" states:
 - 150-399 dwellings, provision for formal recreation: "Children's play space on site, remainder on/off site"
 - 400-999 dwellings, provision for formal recreation: "Children's play space on site, remainder on/off site"
 - 1000+ dwellings, provision for formal recreation: "On-site where characteristics allow"

- This has led to the current situation in Sprowston with three developments off Salhouse Road and White House Farm Phase 2 (dwellings 251, 245, 500, 516 = 1512 dwellings in total) all providing contributions to formal recreation/allotment provision off-site. Dwelling numbers should be calculated as a total across the whole of a development site (e.g.: whole of GNLP0132) and not per individual developers' parcels
- Dwelling numbers in separate development sites located contiguously or in close proximity to each other should also be calculated as a total across all sites and not per individual developers' parcels
- In addition to revising how dwelling numbers are calculated Sprowston Town Council queries the "where characteristics allow" clause for developments of 1000+ dwellings and would like it removed entirely
- The "Recreational Provision in Residential Development – Supplementary Planning Document (SPD) April 2016" gives a Threshold Land Value of £100k per hectare (4x agricultural land value). This is the amount the developer must pay a local council to enable the council to purchase land for off-site recreational/allotment use. This amount is insufficient as owners of the few remaining areas of agricultural land in Sprowston know their land is worth more if sold for residential development and consequently are unlikely to sell at this price, instead waiting for future "calls for sites" in future Local Plans.
- As a key residential development area, pressure for land in Sprowston is increasing and with it land value. Town Council now faces extreme difficulty buying sufficient new land on which to spend the forecast high levels of developer contributions to off-site formal recreation and/or allotments
- This leaves Town Council in the position of not being able to provide the space required for formal recreation/allotment provision and puts the spend of Section 106 contributions at risk
- On the current trajectory the net result will be that there will not be sufficient recreational provision for the estimated 5000-6000 extra residents that the new developments will bring
- Council feels it to be of the utmost importance that any future developments are only granted approval if sufficient formal recreation and/or allotment space is included as part of the development

(3) GNLP0042 Land at Rear of Hill Farm House, Wroxham Road.

STC Response:

1. SUPPORT the GNLP assessment that this site should be classified as an UNREASONABLE RESIDENTIAL SITE

2. COMMENT as follows:

- the site is too remote – it is outside the current settlement boundary
- the site is not well served by public transport or other necessary infrastructure

(4) GNLP2178 Lushers Loke, Sprowston

STC Response:

1. OBJECT to the GNLP assessment that this site should be classified as an UNREASONABLE RESIDENTIAL SITE

2. COMMENT as follows:

- Council strongly opposes the suggestion that this is an unreasonable site for residential development and fully supports its inclusion instead as a **preferred residential site**
- Sprowston Town Neighbourhood Plan Policy 18 makes specific reference to an area that includes this site. Policy 18 states:

An area of approximately 2.4 hectares (6 acres) at School Lane is identified for redevelopment for residential, community and other uses appropriate to the area.

Redevelopment would enable the removal of current uses that conflict with the main residential use of the area.

The development could include:

- A mix of house types and tenures
- Retail provision fronting School Lane, including customer parking.
- Recreational areas and open space.
- Pedestrian and cycle links within the suite and to neighbouring areas.
- Extensive landscaping

GREATER NORWICH LOCAL PLAN CONSULTATION – NON-RESIDENTIAL

(A) GNLP0383 Sprowston Park and Ride

STC Response:

1. OBJECT to the GNLP assessment that this site should be classified as a REASONABLE ALTERNATIVE NON-RESIDENTIAL SITE

2. COMMENT as follows:

- Council opposes the suggestion that this is a reasonable alternative site for non-residential development and supports its inclusion as a **preferred non-residential site**
- if the Park and Ride is not to be the location for a new school it should be allocated for civic use, and not (as proposed in the draft) for housing
- Council notes the GNLP has identified no preferred non-residential (e.g.: industrial/commercial or other employment) sites in Sprowston, either as discrete sites or as part of residential development

(B) GNLP3024 White House Farm

STC Response:

1. SUPPPORT the GNLP assessment that this site should be classified as a REASONABLE ALTERNATIVE NON-RESIDENTIAL SITE

Guy Ranaweera

From: robert craggs
Sent: 20 February 2020 09:32
To: Guy Ranaweera
Subject: Fwd: Possible consequences of Repetitive flooding on Tesco Car Park

Dear Guy,

This email will amplify points I was describing to you in my last email.

Also I am attaching a photo of a blocked drain in the road between Tesco and Lidl. One has to realise the significance of this in the overall drainage of the area because it is not a minor issue. Blocked drains on the Tesco Car Park was the result of negligence in failing to keep drainage (oil interceptors) clear. On this occasion it was a failure of the Highways Authorities to keep these drains clear. *↳ SP. SOIL INTERCEPTORS CA*

Obviously, dust in the atmosphere from nearby construction is going to exacerbate the problem but this is well known and a stipulated requirement of developers and the problem of silting-up is a severe one in any case.

The land beyond the Norfolk Homes Hoarding that you see in the picture - which was graciously gifted to STC as recreation ground - because it is waterlogged - will always be waterlogged as long as this mentality of ignoring blocked drains prevails.

Developers have a lot to answer for - but in reality refuse get away with answering the questions the community has - this is a major failing in this country. People in the Netherlands think we are crazy

Kind Regards

Bob



Begin forwarded message:

From: Robert Craggs

Subject: Possible consequences of Repetitive flooding on Tesco Car Park

Date: 27 November 2016 at 13:10:12 GMT

To: JHunt <JuneHunt@sprowston-tc.gov.uk>

Dear June,

For your interest and file.

This past week a neighbour mentioned that the Tesco car park had experienced flooding again near their front entrance, preventing cars from parking.

A member of staff told me that it is a common occurrence that "one would always see after a heavy rainfall". I do not believe that this was always the case and I put this down to a failure with their drainage system, - possibly silting up. But we have been here before on this "silting up" issue. I do know that silting up is a characteristic problem in this area - however, it could also be a case of surface water not being able to drain away fast enough for another reason.

Incidentally, I noticed that someone had ploughed up the area opposite the Tesco Fuel Station, (the proposed skateboard area I believe), and which is really permanently waterlogged. After ploughing, it still showed surface water - ploughing will at best only have a cosmetic effect and building on it will only transfer the problem elsewhere, but not necessarily downstream heading northwards

Draining northwards towards the Bure is how Sprowston has dealt with flooding for a great many

years, and long before Sprowston was developed to anything like the extent it is now. This drainage strategy obviously worked when there was minimal development, but like the law of diminishing returns, this cannot carry on without problems. - and these are not unforeseen problems.

This drainage strategy will encounter more back pressure with development, causing upstream flooding. As you know I have experienced this with repeated flooding at the "UCP drainage lagoon with bore holes", despite reaming out these boreholes, deepening them and increasing the height of the surrounding bund. This backing up of surface water, on ground that was already saturated, or more sinisterly, where groundwater (or a water table) is present, - will not be relieved unless pumping is resorted to.

A water table around Tesco was observed at 4-5 feet below ground when the store was extended, the car park was moved and the Fuel Station constructed.

This backing up of surface water has been best observed from the main drain that runs from the drainage sump with boreholes in Roundtree Way, via the UCP sump and boreholes, via Wyevale Garden Centre, via the 1 in 600 main drain heading towards the Sprowston Manor Golf course, and onwards northwards---

Eventually the amount of water trying to escape builds up causing overflows upstream where existing homes are vulnerable. And one cannot expect this drain, or the one that runs parallel with Wroxham Road through Home Farm to be a sustainable long term solution as more land is developed,

Just think of this in a simplistic way. This main drain is a 1 in 600 decline, the water level only has to rise by 1 ft to cause overflow 600 ft upstream. This is a very simplistic illustration and does not describe what happens when all of the land is saturated. These drains or culverts are not the only drainage pathways.

People think they understand surface water because they can see it, what they fail to understand is the effect of groundwater. That said, weather forecasters today frequently give out warnings because the ground is saturated. When people see a sudden build up of water outside their homes, they fail to understand that further drainage at that point, is not immediately possible because drainage downstream was impeded because it could not cope with the volume waiting to be drained.

Lidl putting another large slab of concrete and tarmac down can only add to the problem, there is no way that they can mitigate this unless they have pumps installed and I do not even believe that this is a sensible idea so far in land.

What I am saying is that the FRA for this site needs to be not only scrutinised but assurances obtained. As always I am at your service in this.

I am not opposed to Lidl, far from it, from a consumers point of view, but the effect of flood risk and traffic congestion in this immediate location and the wider area, is very obvious.

Kind Regards
Bob

A Basic Appraisal of Flood Risk in Sprowston and the need for Existing Homes to be assured Protection

(By Robert Craggs a member of the Sprowston T.C. Flood Risk Working Party)

Summary & Purpose

The dramatic increase in development in Sprowston has progressively raised concern about the increased propensity for flooding to existing homes and fundamentally because it is in a flood plain. New homes and buildings can be sited and constructed to avoid flooding but not existing homes. Hence the focus on preventative action and assurance.

Climate change is blamed for the flooding generally in the UK but in reality it is more attributable to building on flood plains where one can expect the ground to saturated

Introduction:

The purpose of this description is to remind residents of the difficult situation we have been put in by the failure of authorities to ensure proper protection of existing homes, and worthy though the work now being done by the Greater Norwich Local Plan Team, this should have preceded the approval of the massive developments approved for Sprowston.

It is very apparent now that the initiative taken by Sprowston Parish Council in 2011 in forming their Flood Risk Working Party should have been adopted years ago by both Broadland DC and Norfolk CC because consultation and input of local knowledge is vital to such a strategy

You will see the Interactive Mapping System displayed on the Greater Norwich Local Plan Regulation 18 Draft Plan and it will be very worthwhile to explore this in detail at the forthcoming Roadshow. To make sense of these maps one needs computer facilities to navigate, zoom in and try and understand the interaction of the dynamics in play.

Trying to superimpose massive developments on a map of a flood plain where the presence of groundwater is unknown - in order to understand flood risk - is not easy. Understandably, many will not be up to the task and given the complexity, I tend to put myself in that category. However, the anecdotal evidence of residents is crucial to compiling an authentic map despite the reluctance they may have to disclosing information that might affect the value of their homes.

By way of my own contribution to understanding the propensity of flood risk in this area, I am submitting this basic description of the dynamics of surface water and **groundwater** in this area, because of the importance but hidden nature of the latter. This description is but of one part of Sprowston but hopefully it may assist residents in identifying key factors contributing to flooding. This description therefore is a microcosm of a wider problem but the principles are the same.

My concerns about flood risk to existing homes spans over two decades where I have been very critical of the failure of Developers, Planning Authorities and the Environment Agency because of their failure to consult on such a critical issue and where due diligence has not

been exercised. Consequently, when appeals become complaints and these are still ignored, residents need to exercise their own due diligence to get proper assurances.

Description of drainage systems and propensity of flood risk to some areas of Sprowston. What follows is a brief description showing how water can travel above and below ground and backing-up to cause flooding.

I do not know when the drainage culverts in Sprowston were created, but it is over thirty years since 'old timers' informed me that these had 'always been there'. It is possible that they preceded the days when clay was extracted for brick-making. Then, drainage channels would have been dug to get access to further deposits but adding to the difficulty now, in understanding where water is coming from and where it is going.

This could explain the dilemma admitted by Peter Brett Associates when they could not understand the flooding dynamics around the Sprowston P&R site when they carried out the FRA in 2012 for the consortium of Developers represented by Beyond Green's Planning Application 20121516. The old-fashioned drainage pipes I observed appeared to suggest this

The previous FRA carried out before this re-sited P&R was approved, was a disaster when the site was designated as having a 1 in a 100 -year risk of flooding when local residents told them that it was a regular occurrence, just as it was on Home Farm before the area adjacent Wroxham Road was developed.

Water falling on or draining into Sprowston, drains in a northerly direction towards the River Bure, except in the south where it drains into the Wensum and the Yare

Reference to an Ordnance Survey map will help to follow this description. GNDP SFRA Index Grid map GN 35, can also be consulted but the area discussed is slightly off this map – in fact this GN35 map fails to show what is described here what in effect is a drainage path:

- 1. There is a drainage lagoon with boreholes off Roundtree Way which I assume links with:**
- 2. The Drainage Lagoon with 16 boreholes adjacent the UCP/Crown Cork Factory off Salhouse Road.** Which has overflowed several times causing flooding
- 3. This lagoon in turn drains via 3 x 300mm pipes situated under Blue Boar Lane adjacent Wyevale Garden Centre.** Also there is another 300mm pipe /drain under the the junction of Blue Boar Lane and Wroxham Road this delivers into the culvert between Wroxham Road and the Tesco Fuel Station
- 4. These three 300mm pipes deliver into the main drainage culvert on Home Farm that has a 1 in 600 drop running past Tesco Supermarket.** When the height of this water increases it obviously starts to back-up and if it meets saturated ground it will back-up much faster which is known to be the case causing the lagoon in 2 above to spill over

5. This main culvert runs past Tesco en-route to the golf course. A water table one metre below ground level was 'discovered when Tesco re-sited their car park, and where:

6. Frequent overflows have been experienced near Tesco Fuel Station in the vicinity of the bridge over the other drainage culvert that runs parallel with Wroxham Road. Described in 4. above

7. Even before this very large area was asphalted to extend the Tesco Car Park and construct the Fuel Station water drained into this area of Home Farm that left it waterlogged for several months of the year and even evidenced by an abandoned tractor on more than one occasion, besides flooding the sewer pipe

8. This area described in para 7 is now developed with houses that stand on significantly elevated footings to avoid flooding. And under the road system on this development large diameter concrete pipes are installed forming an underground reservoir in conjunction with a large collection chamber on the Blue Boar Lane side of the bridge. This water collection system operates a controlled release into the culvert. This has been overwhelmed in the past

9. This culvert drains into the lagoon created at the junction of Wroxham Road and Marriott Way. This makes three lagoons at this juncture, with the two at the Park & Ride with boreholes that drain into a culvert on that western side of Wroxham Road en-route to the Springs at Rackheath. The other lagoon drains into the series of lagoons off Marriott way

10. Similar drainage facilities on the Sprowston Golf Course will be well known to golfers.

11. There has been a significant increase in the number of drainage lagoons/SuDs systems created in the past few years and it is noticeable how rapidly these fill up as will be observed by drivers along Mallards way.

12. And drainage carries on en-route to Rackheath Industrial Estate that has experienced flooding (as has Rackheath Hall in the past).

13. What is not fully known is the presence and extent of groundwater. It is there under the Sprowston Park & Ride and has even been evident after a drought. Groundwater was not only not plotted or monitored by the Environment Agency, but they never even kept files on what was reported to them about groundwater. Indeed, they did not even monitor flooding unless it occurred near rivers or the sea.

The drainage system or series of systems described above, constitutes but one 'drainage path' so to speak, within Sprowston and where flooding has been reported in recent years. To what extent these incidents can be linked to the drainage path described above is a matter of conjecture. For certain, part of this flow of water is linked and most likely this linkage is continuous This can mean that water trying to drain can be impeded and back up, this is not just a possibility but a likelihood, irrespective of the distance involved.

The attenuation of water upstream is a classic means of preventing flooding, but the attenuation of water downstream can do the opposite.

The biggest threat to flooding as we know is saturated ground and this entire area is low lying in a flood plain where groundwater will present a barrier to drainage; while simultaneously surface water run-off, accelerated by ever more hard surfacing, with less land for water to percolate - is a fair description of Sprowston

There are now considerably more drainage lagoons/ SuDs systems between us and the Broads and the sea generally but this does not constitute a safeguard for water backing up, and surface run-off will back up when it meets saturated ground. And it needs to be borne in mind that the Wensum is tidal in Norwich which is an indicator in itself.

Also, water from Old Catton and Spixworth where developments are also planned increase the vulnerability for flooding to existing homes which makes the careful mapping of surface and groundwater behaviour in Sprowston all the more critical.

That the wider area can be designated arid from an agricultural point of view does not detract from the propensity of flooding, on the contrary these environmental conditions are well known bed-fellows.

The Greater Norwich Strategic Flood Risk Assessment is the right approach that we all need to contribute to, but I am dismayed that so little has been achieved in getting to grips with the actual details of drainage within Sprowston and which it expected to now see mapped, for example on Index Grid GN 35 map having dedicated a meeting in August 2017 discussing this at some length.

What cannot be ignored is the flawed approach to approving Planning Applications.

The Greater Norwich Strategic Flood Risk Assessment acknowledged that previous FRA's and SFRA's were flawed and this were critical to planning applications. The GNLP SFRA lists only 5 incidents of flooding in the Sprowston Area but this cannot be a true representation of the situation and facts such as those described above which were well reported but were not analysed to ascertain their potential effect.

Arbitrary but erroneous assessments of 'once in a hundred-year event' of risk of flooding occurring have been wrongly stated: For example, the Sprowston P&R site and the Home Farm Development were negligently given such assessments when evidence to the contrary was presented and scrutiny of FRA's denied despite protest.

This SFRA is assembled by Norfolk County Council as the Lead Local Flood Authority (LLFA), and it is drawn from information from District Councils and the City Council; but Broadland DC Planners stated categorically that they 'know next to nothing about flood risk'. This may explain why there is an absence of the information about flood risk in Sprowston described above?

The situation was always complex as the river system shows, however, it is now considerably more complicated as a result of very large developments being approved what is disappointing about the JBA Consulting Report for the Greater Norwich Area Strategic Flood Risk Assessment Final Report: Level 1 November 2017 – viz

https://gnlp.oc2.uk/docfiles/46/2017s5962_greater_norwich_area_sfra_final_v2.0.pdf

is that instead of providing actual and progressive analyses of potential flood risk, it largely restates what we called for years ago. Even Planning Policy Statement 25 Development & Flood Risk Dec 2006 served the purpose in stating what should be done before planning applications were approved. This was best done by listening to local anecdotal evidence and scrutinising Developer's FRA's and SFRA's but for reasons yet to be explained this is precisely what was not done.

Statements in this Final report Nov 2017.

Such as, quote: “*---how interacting sources of water can have a profound effect on the extent of flood risk.*” end quote: These were the very grounds of our concerns, especially where there are contiguous developments. Isn't this precisely what we stressed years ago when the preferred solution was to export water or change the dynamics of drainage.

Major flooding in the Norwich area is a fact of history, and the primary factor in predicting where flooding will occur in the future is where it has occurred in the past. However, minor areas of flooding become much more important where developments are planned and it is imperative to examine these in relation to FRA's. That only 5 instances of flooding have been reported in the Sprowston area cannot be a true representation.

Site-specific Flood Risk Assessments

Page 11/152 of the above link states that quote: “*Developers should, where required, undertake more detailed hydrological and hydraulic assessments of water courses to verify flood extent*” end quote. This identifies the biggest single failure because local residents have 'site-specific' knowledge, therefore an important source of information and they are best placed to scrutinise FRA's; but there has been a conspicuous failure here.

Surface water management and SuDS

Page 12/152 of the above link states quote: “*Planners should be aware of the conditions and local requirements set by Norfolk County Council, the Lead Local Flood Authority (LLFA), for surface water management for major and minor developments and ensure development proposals and applications are compliant with LLFA's policy*” end quote

Yet the presiding Planning Officer for the Beyond Green Consortium Planning Application 20121516 that includes land owned by Norfolk County Council publicly stated in the Planning Committee Meetings in May 2013 when this application was approved that he 'knew next to nothing about flood risk' and did not believe anyone else in Planning did either and stressed this by stating that he did not even know what SuDS were. Despite this creating considerable dismay and complaint, he repeated this virtually verbatim at the Reconsideration Planning Committee Meeting on 11 March 2015. And this despite personal

protest about not being allowed to see the Peter Brett Associates FRA before this meeting because I had previously seen a draft that was patently flawed.

Impact of additional development on flood risk. Page 48/152 - also shown as is page 24 of the JBA Consortium of Norfolk Authorities Strategic Flood Risk Assessments) states, quote *“When allocating land for development, consideration must be given to the potential cumulative impact of development on flood risk. The increase in impermeable surfaces and resulting increase in runoff increases the chances of surface water flooding if suitable mitigation measures, such as SuDS, are not put in place. Additionally, the increase in runoff may result in more flow entering watercourses, increasing the risk of fluvial flooding downstream”* – end quote. This reinforces the need to have scrutinised the FRS’s and the then respective SFRA’s

Conclusions:

The exhortations in this JBA Consulting Report for this GNLP SFRA Final Reports November 2017 are exactly the same sentiments that turned into warnings years ago. Knowing the impact of development on flood risk, the obvious question is why has Sprowston with its massive planned and approved developments not received priority treatment in mapping and understanding the factors that have dramatically increased the propensity for flood risk?

R Craggs 17 Feb 2020

Separately attached: **Submission for NCC Draft Local Flood Risk Management Strategy 23 May 2015**

Notes on Appraising Flood Risk in Sprowston Re GNLP 2020 Consultation

(By R, Craggs Sprowston T.C. Flood Risk Working Party Member)

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1. Introduction and Purpose	Pages 1 - 2
2. Basic Description of Drainage in one area of Sprowston illustrating the risks posed from cumulative development.	Pages 2 - 5
3. Extracts of guidance to prevent flooding both specific to and generally applicable to this particular area.	Pages 5 - 6
4. Conclusions.	Page 6

GNLP Index Map GN 35 is attached to the email carrying this report

1. Introduction

1.1 The focus of this draft is on the risk of flooding to existing homes in Sprowston from new developments and assesses compliance with the guidance and codes of practice given for Development & Flood Risk.

1.2 This report follows on from the report submitted for consultation on the NCC Draft Local Flood Risk Management Strategy of May 2015. Whilst the author understands the dynamics of drainage, he does not have an adequate understanding of the drainage systems in Sprowston because facts have been concealed rather than revealed. How many have been able to see a FRA let alone scrutinise one? Lack of knowledge spells dangers from the adverse effects of flood risk to the homes of existing residents and it is incomprehensible ito have a situation where those we assume to have responsibility claim total ignorance of the facts.

1.3 A considerable amount of time has been devoted to trying to understand this issue and the greatest concern has been the refusal of authorities to be forthcoming with information residents seek for their assurance. The purpose therefore of this submission is to establish facts to make consultation meaningful and to ensure that all preventative measures are taken to avoid all the adverse effects of flood risk to existing homes

1.4 A sensible place to start is by focussing on the guidance in the Bidwells Sustainability Appraisal Report – Blue Boar Lane, Sprowston Development Brief October 2006 pertaining to Planning Application Number 2008 0367 for the Consortium of Developers: Persimmon Homes, Hopkins Homes and Taylor Wimpey for whom Bidwells was the Agent. This provided excellent guidance and Sprowston Parish Council contributed to this sustainability report making the point seeking assurance on, quote: *“Future dispersal of surface water after the Northern Distributor and Salhouse Road Link road is built”*

1.5 Therefore, a basic description of drainage in one area of Sprowston that has seen and is seeing extensive development is described to illustrate the danger of flood risk and enable people to draw their own conclusions. In the absence of information sought the author has drawn his own inevitable conclusions from observations which has been extensively reported on by him in the past two decades but regrettably largely ignored by authorities who should have taken their obligations more seriously

1.6 This failure is reflected in the oft quoted phrase **“No single body is responsible for flood risk”** These words represent an attitude, and derive from the Local Government Association statement on **“Managing flood risk: roles and responsibilities”** the context of which states *“There is no single body responsible for managing flood risk in the UK because of the role of the devolved administrations in Scotland, Northern Ireland and Wales, Responsibility is joint among a number of bodies “* end quote. This does not dilute the responsibility that each of the bodies there and since this has such a critical bearing any failure in achieving assigned roles needs to candidly confronted, which this report attempts to do. Especially considering that this is Broadland after all, within a flood plain in a County with one of the highest flood risk classifications in the country.

2. Basic Description of Drainage in one area of Sprowston illustrating the risks posed from cumulative development.

2.1 Planning Application No 20080367 – Re: Land at Blue Boar Lane - Applicant a Consortium of Developers: Persimmon Homes, Hopkins Homes, Taylor Wimpey through Agent Bidwells of Norwich – whose Sustainability Appraisal Report October 2006 gives very good guidance on developing this site but to what extent this was complied with has always been questioned

2.2 To aid description, refer to map GN35 from GNL 2020 Consultation or an Ordnance Survey map for Sprowston

2.3 There is an area where water drains into the Wensum and into the Yare but where for most of Sprowston it generally drains northwards towards the River Bure

(a) Starting with the drainage lagoon off Roundtree Way that drains the Salhouse Industrial site off Salhouse Road: The drainage of this industrial estate is not fully understood. Even by earlier consultants who tried to understand it. The author is sure that in part at least it drains into: (b) below that he is familiar with, ie:

(b) The Drainage Lagoon with 16 boreholes adjacent the UCP/Crown Cork Factory off Salhouse Road.

(c) This (UCP) lagoon in turn drains via Wyevale Garden Centre and under Blue Boar Lane via three 300 mm pipes. The author has always questioned the reliability of the FRA (and the SFRA) done by Millard Consulting, for Planning Application 2008 0367 on the basis of what was not known about (a), (b) and (c) above. **And (c) delivers into:**

(d) The 1 in 600 main drainage culvert on Home Farm that runs past Tesco Supermarket, where water table one metre below ground level was discovered when Tesco re-sited their car park, and where frequent run-off from this car park are experienced next to the Fuel Station and despite attempts to retro-correct this. Surface water frequently overflows on to the road at the roundabout suggesting that the drainage system is overwhelmed, Presumably, this includes the Collection Chamber adjacent the bridge over the other drainage culvert that runs parallel with Wroxham Road. This Collection Chamber operates a controlled release system draining into this Wroxham Road culvert and where the adjacent land (bequeathed to Sprowston TC for recreation purposes) is virtually permanently waterlogged

↳ BLUEBOAR LANE OPEN SPACE - GR

(e) This Wroxham Road culvert delivers into a lagoon at the junction of Marriott's Way and Wroxham Road opposite the Park & Ride Site. From there that water drains into the drainage lagoons off Marriott's Way.

(f) The 1 in 600 culvert in (d) above, running from Wyevale Garden centre continues past Tesco and Lidl and obviously drains into the underground retention reservoir in that area which the author does not know enough about to describe or assess its effectiveness but drained water released from that reservoir obviously connects with the series of drainage lagoons on the north side of Marriott's Way..

(g) The Park and Ride site on Wroxham Road with its two lagoons with boreholes receives water from the general area of St Mary & St Margarets Church and adjoining cemetery. But this is still not fully understood. This site conclusively proved to be a very serious failure of authorities not only in failing to heed the advice of local residents despite vociferous protesting, but also that it would fail as a SuDs system because it was not sustainable. These failures sowed the seed of doubts about competence in understanding the dynamics of surface and groundwater presence in this total area. Especially when they repeated their failure by assessing the flooding on Home Farm as a 1 in 100-year event when it was so frequent

(h) The Park & Ride lagoon immediately adjacent Wroxham Road also drains (is pumped) into the culvert on the west side of Wroxham Road en-route to Beeston Park and on towards the NDR and The Springs

(i) Permanent surface water presence and northward drainage is a feature of the Sprowston Golf Course and from there:

(j) Drainage carries on en-route to Rackheath Industrial Estate that has experienced flooding (as had Rackheath Hall in the past).

(k) The lagoons off the NDR complete this stage of this basic description, but it is not known how effective or otherwise this total system will be. Residents need to have the total system explained and assured that their homes are properly protected.

(l) The impact the Beyond Green Development (Planning Application 20121516) will be very significant. Yet it was officially stated at both of the Planning Committee meetings held

to approve this application that no one in Broadland DC knew anything about flood risk when the questions were raised as to why access to the Peter Brett Associates FRA for this application had been withheld from scrutiny by residents. This was despite very clear Guidance from PPS 25 Development & Flood Risk and NPPF Guidance on the role of the Local Council.

2.4 The basic description given above is very simplistic but the reality is complex warranting proper understanding. What is going on involves contiguous developments with their own FRA's and these interconnected developments with their systems requires vigilant monitoring and maintenance. It is not good enough to say that we expect developers to maintain these systems properly. We cannot afford to have a District Council that constantly says they know nothing about flood risk if we expect them to supervise this. We have been left in the hands of developers who refuse to communicate with residents on this aspect of development and where residents have been denied the opportunity to scrutinise their FRA's- and more importantly, the overall SFRA

2.5 Residents need to know precisely what the total combined system consists of, how it is balanced and that it will function effectively without contributing to flood risk. Flooding has been observed at (a), (b), (c), (d), (e), (f), (g), (h) and (j) described above, making it absolutely imperative for drainage to be effective. Definitions on what constitutes flooding may be debated but where water resides on the surface or as groundwater, there is risk and it must be assessed and monitored. The GNLPC Consultation notes state that Sprowston has only ever reported flooding 5 times- this is grossly misleading just as assessing flooding as being a mere 1 in 100 - year event even after considering climate change. Reducing huge areas of land in a flood plain where water percolates the surface, and replacing it with hard surface that accelerates surface water run-off where dubious flood risk assessments are made by developers with vested interests is potentially a recipe for disaster. Proper scrutiny of FRA's and competent supervision is imperative.

2.6 The basic description above is a microcosm of a 'drainage path' within Sprowston, but it cannot be considered in isolation. It cannot be assumed to be independent of the river system in the wider area that the GNLPC Index Grid Maps show. Contiguous developments or interacting sources of groundwater and surface water have to be fully understood in the context of SFRA's (Strategic Flood Risk Assessments) which makes the scrutiny of FRA's all the more important especially when the preferred solution by developers is to export water from their respective developments. As explained increased development reduces the land area for percolation and accelerates run-off and this is being perpetuated, so how does one evaluate the finished project? And what is the real priority? Preventing existing homes from flooding or building more homes? Recent reporting and the absence of answers suggest that the former is in the absence of transparency and assurance.

2.7 The area described was the subject of fairly extensive drainage in the distant past. Natural seepage would have been considered adequate given the sand and gravel type of deposits even though ordnance datum is only c + 25 -28 metres and lower in places. However, at some point it became necessary to excavate drainage culverts which run quite long distances. Since then Sprowston has increased in size very significantly and continues to do so. now i The failure to understand why and where these earlier drainage systems

were designed and how effective they are particularly pertinent to safety of existing homes and premises.

2.8 Groundwater in a flood plain is to be expected but the Environment Agency never monitored this. There are now more drainage lagoons/ SuDs within this area bounded by Northern Distributor Road ensuring that groundwater will be present. Surface water run-off backs up when it meets saturated ground. Attenuation systems upstream are classic ways of holding water back to prevent flooding downstream but attenuation systems downstream hold back water and delays drainage. The presence of groundwater renders SuDs unsustainable. Guidance from Bidwells Report in 2006 stressed this, and this is reinforced in the GNLP report on para 8.7.1 on page 85/ or 110/152 where it states:

“Groundwater flooding has a very different flood mechanism to any other and for this reason many conventional flood defences and mitigation methods are not suitable” end quote. The point being that unless the FRA’s and SFRA’s done properly before these huge developments were approved then there is potential risk. The Environment Agency never recorded groundwater presence even when it was reported to them – yet they are regarded as the approving body for FRA’s and SFRA’s.

2.9 The calculation of surface water run-off from adjoining sites and the capacity to hold and release this water is absolutely critical and if SuDs are not as sustainable as authorities have misjudged them in the past then the propensity for flood risk increases. Residents need assurances that the capacity for drainage always exceeds the maximum rate of water needing to be drained.

3. Extracts of guidance to prevent flooding both specific and generally applicable to this particular area.

3.2 Bidwells specific guidance for this Blue Boar Lane development in their Sustainability Appraisal Report October 2006 also referred to PPG 25 Development & Flood Risk. This became Planning Policy Statement 25 Development & Flood Risk on 6 December 2006, but this was not complied with so one doubts if the earlier guidance was. Broadland DC is the ‘Local Council’ specified in PPS 25 but they constantly ignored these requirements. They have maintained that no one in the Planning function understands flood risk and also that no one body approves flood risk assessments, but the correct context of this is found in:

3.3 **Local Government Association on Managing flood risk: roles and responsibilities**, states

“There is no single body responsible for managing flood risk in the UK because of the role of the devolved administrations in Scotland, Northern Ireland and Wales. Responsibility is joint among a number of bodies.” End quote. This does not absolve anyone in these roles with responsibility for complying with such Guidance.

3.4 The Appraisal of flood risk on page 11 of 152 in the Executive Summary of the Greater Norwich Area Strategic Flood Risk Assessment Final Report: Level 1 November 2017 – states under **Site-specific Flood Risk Assessments** quote:

“Developers should, where required, undertake more detailed hydrological and hydraulic assessments of water courses to verify flood extent” end quote. It is highly questionable if

anything like this was done when the Millard FRA was carried out. That was many years ago but the development opposite Wyevale Garden Centre is currently taking place and the source of water outfall piped under Blue Boar Lane at that point was not fully understood then but should be now. The author has since the debacle with the Sprowston Park & Ride debacle advocated for a qualified hydrologist in the Planning function, no one suggested the work was simple, but it was known to be essential.

3.5. Dept Communities and Local Government (DCLG) National Policy Framework of 2012 was operative for the Beyond Green 20121516 Planning Application and the updated 2019 version applies today. The following paras are quoted:

“Planning for climate change

149. Plans should take a proactive approach to mitigating and adapting to climate change, taking into account the long-term implications for flood risk, coastal change, water supply, biodiversity and landscapes, and the risk of overheating from rising temperatures⁴⁸. Policies should support appropriate measures to ensure the future resilience of communities and infrastructure to climate change impacts, such as providing space for physical protection measures, or making provision for the possible future relocation of vulnerable development and infrastructure.

150. New development should be planned for in ways that:

a) avoid increased vulnerability to the range of impacts arising from climate change. When new development is brought forward in areas which are vulnerable, care should be taken to ensure that risks can be managed through suitable adaptation measures, including through the planning of green infrastructure; and ----

Planning and flood risk

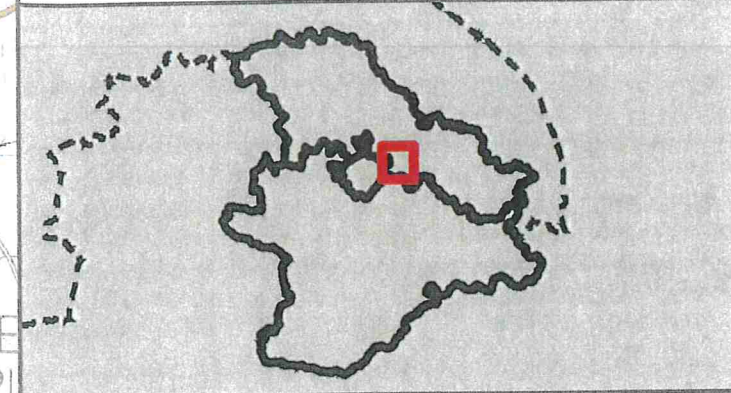
155. Inappropriate development in areas at risk of flooding should be avoided by directing development away from areas at highest risk (whether existing or future). Where development is necessary in such areas, the development should be made safe for its lifetime without increasing flood risk elsewhere.

4. Conclusions

4.1 As a prerequisite to consulting on further developments residents need to be informed of key facts and be assured that all guidance has been followed and all FRA's properly ratified. This calls for the total drainage system needing to be explained to prove that existing homes are fully protected because previous FRA's have been flawed when key facts were ignored or not known.

4.3 The approach to assessing risk using interactive maps is applauded but these need to be kept up to date where there is a lot of development planned but not completed.

RC 4 March 2020



LEGEND

Note: All layers are turned off by default. Click the box next to the layer of interest to turn on.

Authority Information

- Administrative Area
- Study Area
- Main Rivers
- Detailed River Network
- The Broads

Flood Zones

- Flood Zones 3b
- Indicative Flood Zones 3b
- Flood Zones 3a
- Flood Zones 2

Surface Water

- RoFfSW 3.3% AEP
- RoFfSW 1% AEP
- RoFfSW 0.1% AEP

Reservoir Flooding

- Reservoir Flooding

Fluvial Climate Change

- 1% AEP with 35% Climate Change
- 1% AEP with 65% Climate Change
- 0.1% AEP with 25% Climate Change

Tidal Climate Change

- 0.5% AEP Climate Change
- 0.1% AEP Climate Change

Surface Water Climate Change

- 1% AEP with 40% Climate Change

Areas Susceptible to Groundwater Flooding

- >= 75%
- >= 50% <75%
- >= 25% <50%
- < 25%

Other

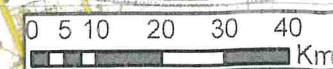
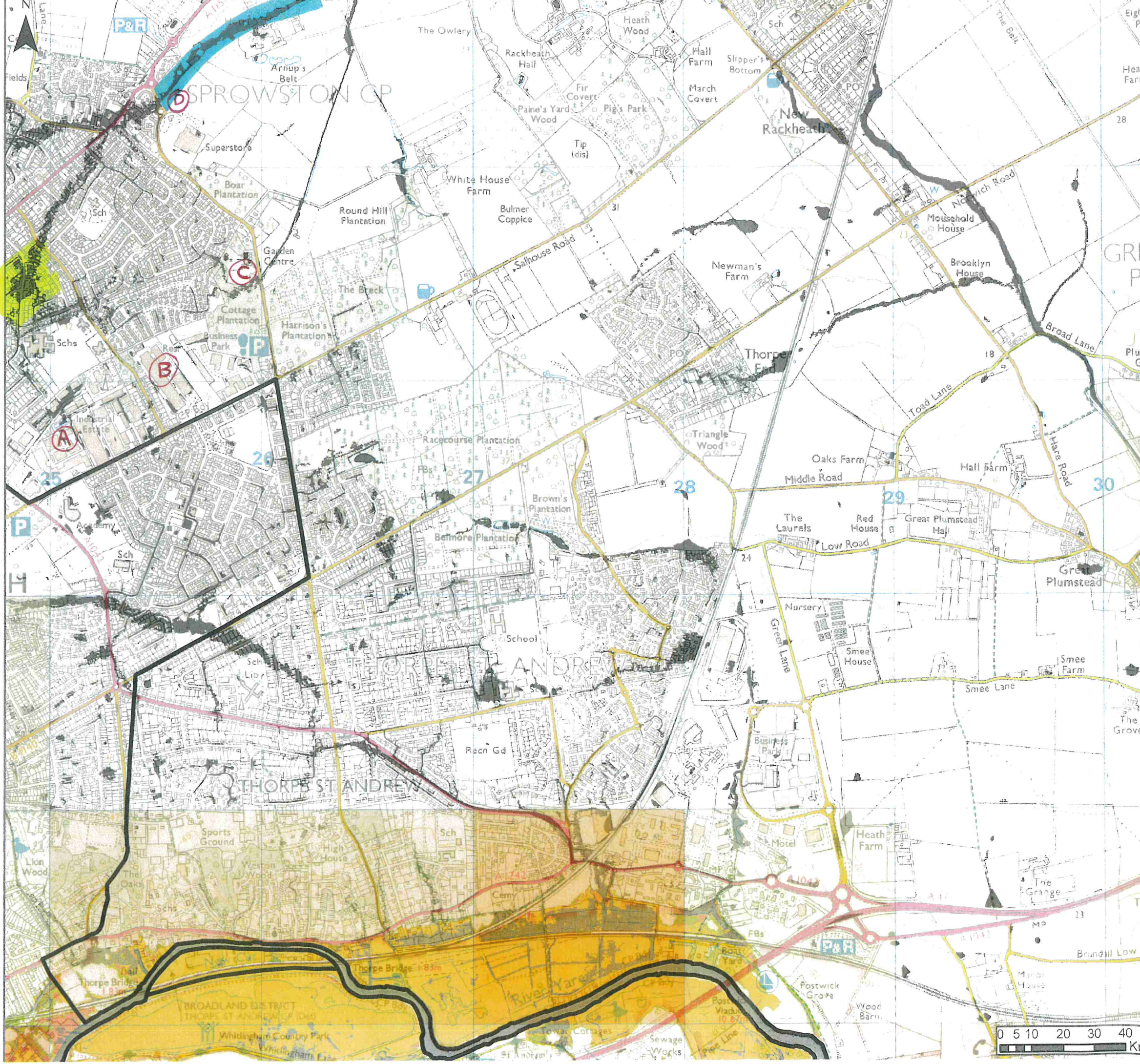
- Dry Islands >0.5Ha

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[Mapping Supporting Information](#)

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Sprowston Town Council		Meeting	Date: 11th March 2020	Payments	Net	VAT	Amount	BACS
<u>Invoice Date</u>	<u>Invoice No.</u>			APM Blinds	85.00		85.00	495
17/02/2020				<u>Details</u> Blind: Council Offices, Recreation Ground				
<u>Invoice Date</u>	<u>Invoice No.</u>			Auditing Solutions Ltd	400.50	80.10	480.60	496
20/02/2020	A6346			<u>Details</u> 2nd Interim service.2019/2020 Internal Audit				
<u>Invoice Date</u>	<u>Invoice No.</u>			Ben Burgess & Co Ltd	1,126.56	225.31	1,351.87	497
27/02/2020	461321			<u>Details</u> Hire Vertidrain 31/01/-13/02/20, Tine	619.88	123.98	743.86	
28/02/2020	402804			Annual Service John Deere 2032R				
					1,746.44	349.29	2,095.73	
<u>Invoice Date</u>	<u>Invoice No.</u>			CDL Entrance Solutions	121.50	24.30	145.80	498
28/02/2020	23837			<u>Details</u> Annual Service rear door Diamond Centre				
<u>Invoice Date</u>	<u>Invoice No.</u>			Certas Energy UK Ltd T/A CPL Petroleum	534.30	26.72	561.02	499
19/02/2020	3714622			<u>Details</u> 1000 Litres of Red Diesel				
<u>Invoice Date</u>	<u>Invoice No.</u>			Colour Print	496.00	-	496.00	500
28/02/2020	29546			<u>Details</u> Sprowston Matters: Edition 54				
<u>Invoice Date</u>	<u>Invoice No.</u>			CPS Fuels	1,576.80	315.36	1,892.16	501
03/03/2020	359942			<u>Details</u> 4000 litres heating oil				
<u>Invoice Date</u>	<u>Invoice No.</u>			Ernest Doe & Sons Ltd	610.00	122.00	732.00	502
03/03/2020	J53146			<u>Details</u> Cemetery: 2 Honda HRG466PK Lawn Mowers				
<u>Invoice Date</u>	<u>Invoice No.</u>			E. Elliot	45.67	9.14	54.81	503
04/03/2020	Claim 61			<u>Details</u> Travel Expenses 07/01/2020-05/03/2020				

ESPO									
Details	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>			
Teaspoons, Photocopy paper, Tippex, Wallets	17/02/2020	5576685	35.67	7.13	42.80	504			
Felthorpe Forest Nursery									
Details	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>			
Silver Birch, Portugese & Rootball Laurel, Tinus	24/02/2020	6720	433.00	86.60	519.60	505			
Heritage Contract Services Ltd									
Details	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>			
Caretaking/Cleaning Services April 2020	01/03/2020	926188	5,569.58	1,113.92	6,683.50	506			
unlocking Cemetery gates: February 2020	01/02/2020	926189	119.64	23.93	143.57				
Black Sacks, T. Rolls, Polish	31/01/2020	926141	67.38	13.48	80.86				
Cleaning Materials: Polish (Inv 926141)	31/01/2020	926194	(15.09)	(3.02)	(18.11)				
			5,741.51	1,148.31	6,889.82				
HH Tankering Services Ltd									
Details	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>			
Septic Tank Emptying	28/02/2020	3289	117.00	23.40	140.40	507			
Intouch Systems									
Details	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>			
Broadband Recreation Grd. March 2020	01/03/2020	683693	50.00	10.00	60.00	508			
Broadband Diamond Centre. March 2020	01/03/2020	683694	150.00	30.00	180.00				
Hosted Exch x 7 01/04/2020-30/04/2020	02/03/2020	684492	53.00	10.60	63.60				
Server Ram, Install UPS 2KVA, Labour	03/03/2020	684530	446.00	89.20	535.20				
			699.00	139.80	838.80				
Moviola Ltd									
Details	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>			
The Lion King 17/02/2020	18/02/2020	192159	74.38	13.88	88.26	509			
Downton Abbey 02/03/2020	03/03/2020	192301	137.25	26.45	163.70				
			211.63	40.33	251.96				
P. J. Plumbing Heating & Maintenance Ltd									
Details	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>			
Pavilion: Terminal Guard Fitted	11/02/2020	PJI/183333	36.00	7.20	43.20	510			

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<u>Invoice Date</u>	<u>Invoice No.</u>	Richard Powell	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
19/02/2020	2287	Details Sproston Matters:Design edition 54	60.00		60.00	511
<u>Invoice Date</u>	<u>Invoice No.</u>	G.Ranaweera	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
04/03/2020	Claim 62	Details Travel Expenses 06/01/2020-04/03/2020	11.25	2.25	13.50	512
<u>Invoice Date</u>	<u>Invoice No.</u>	Huws/Grey :Ridgeons Timber & Builders Merchants	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
03/02/2020	IA282726	Details Road Marking Spray,Sand,Cement,Slabs	358.73	71.75	430.48	513
03/03/2020	RIU00347	Road Marking Spray	(79.90)	(15.98)	(95.88)	
			278.83	55.77	334.60	
<u>Invoice Date</u>	<u>Invoice No.</u>	S.A.W.Home Improvement & Maintenance Serv.	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
17/02/2020	IN1244	Details SDC:repair Disable Toilet	115.00		115.00	514
TOTAL OF INVOICES			13,355.10	2,437.70	15,792.80	Trf 84
<u>Transfer:</u>		STC Drawings a/c to Petty Cash	13,355.10	2,437.70	15,792.80	
<u>Transfer:</u>		STC Active a/c to STC Drawings a/c			<u>15,792.80</u>	Trf 84
<u>Transfer:</u>		STC Active a/c to Salaries a/c	20,000.00		20,000.00	Trf 85

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Councillor

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Town Clerk

Sprodston Town Council

Barclaycard Payments

Meeting Date: 11th March 2020

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
25/02/2020	49051115	Amazon U.K. Fire Assembly Point signage	8.76	1.75	10.51
25/02/2020	123392021	Wall Planner	8.29	1.66	9.95
25/02/2020	2831541	Toilet Signage	2.91	0.59	3.50
			19.96	4.00	23.96
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
20/02/2020	100049694	Meadow Mania Cornfield/General Purpose Seeds,	39.91	7.99	47.90
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
24/02/2020	30742897	The Stationery Office Ltd HSE Accident Book	6.67	1.33	8.00
		Total of Payments	66.54	13.32	79.86

Paid by Barclays: Visa Debit

Sprowston Town Council		Direct Debit Payments		Meeting	Date: 11th March 2020	
<u>Invoice Date</u> 15/01/2020	<u>Invoice No.</u> 93722124	The AF Group Limited <u>Details</u> Vodafone Ltd January 2020	<u>VAT</u> 0.42	<u>Net</u> 2.11	<u>Amount</u> 2.53	<u>DIRECT</u> DEBIT
<u>Invoice Date</u> 06/02/2020	<u>Invoice No.</u> 430548783	British Gas <u>Details</u> SDC:31/10/2019-04/02/2020	<u>VAT</u> 599.78	<u>Net</u> 2,998.94	<u>Amount</u> 3,598.72	<u>DIRECT</u> DEBIT
<u>Invoice Date</u> 02/02/2020	<u>Invoice No.</u> NWS00171130	Norse Waste Solutions <u>Details</u> Delivery Skip, Recycling waste removal	<u>VAT</u> 6.55	<u>Net</u> 32.75	<u>Amount</u> 39.30	<u>DIRECT</u> DEBIT
<u>Invoice Date</u> 13/03/2020	<u>Invoice No.</u> Loan 502857	PWLB <u>Details</u> Cemetery Groundworks	<u>VAT</u>	<u>Net</u> 7,806.50	<u>Amount</u> 7,806.50	<u>DIRECT</u> DEBIT
Total of Payments				10,840.30	606.75	11,447.05
Due by Direct Debit						