



**NOTICE OF MEETING**  
**AND SUMMONS TO ATTEND**

**The meeting of Sprowston Town Council  
will be held by remote means on Wednesday 13 May 2020 at 7.30pm**

**The remote meeting will be open to the public. Anyone wishing to attend the remote meeting may contact the Town Clerk on [townclerk@sprowston-tc.gov.uk](mailto:townclerk@sprowston-tc.gov.uk) to receive joining instructions**

**AGENDA**

Item No.

1. To receive declarations of interest.
2. To receive apologies for absence.
3. To confirm the minutes of the Council meeting held 22 April 2020. Pages 1 - 7
4. To agree action/response arising from the minutes: Page 8
  - (1) Drainage and Flooding in Sprowston (Land adjacent Blue Boar Lane) Minute 20/064
5. To receive the Police Liaison Officer's report and Temporary Assistant Chief Constable Community Update Covid-19. Pages 9 - 10
6. To receive correspondence: Page 11
  - (1) Norfolk and Norwich Association for the Blind - Request for a donation to increase geographical coverage to clients in rural locations.
7. To receive any written/verbal reports from Sprowston County and District Councillors. Page 12
8. To adjourn the meeting to allow members of the public and Councillors with prejudicial interests to speak.
9. To review and adopt Standing Orders (circulated separately)
10. Draft Financial Regulations (no change) for confirmation (circulated separately)
11. To receive the report of the Town Clerk. Pages 13 - 26
12. To consider planning applications to 13 May 2020. Pages 27 - 28
13. To consider an application for a new premises licence (Supply of Alcohol) Boudicca Brewing Co Ltd at St Georges House, Salhouse Road Sprowston. Pages 29 - 35
14. To receive any written/verbal reports from the Council's Committees and Working Groups.
15. To receive any written and verbal reports from Members representing the Council on or at outside organisations.
16. To confirm the payment of accounts to 13 May 2020. Pages 36 - 37
17. To receive the schedule of credit card payments. Page 38
18. To receive the schedule of direct debits. Page 39

**Guy Ranaweera**  
Town Clerk

**7 May 2020**

Council Office. Sprowston Recreation Ground . Recreation Ground Road Sprowston .  
Norwich.NR7 8EW  
Tel: 01603 408063 . Email: [townclerk@sprowston-tc.gov.uk](mailto:townclerk@sprowston-tc.gov.uk)

**Footnote:**

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

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

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

*It should be noted that Councillors Mr J F Fisher and Mr J M Ward (Town Mayor) will or could be making comments on the planning applications at this meeting as a non-statutory consultee on behalf of the Town Council. However, as both Councillors are on the Planning Committee of Broadland District Council, they would like it made clear that their views could change at those meetings when more information could lead them to a differing view than that expressed at this meeting. To this end they will be abstaining from voting on planning matters, apart from in the case of a tied vote when the Chairman will make the casting vote.*

*This Meeting is open to the Public and the Press. Copies of this Agenda and Draft Minutes referred to above are available from the Council Office. Signed copies of the Minutes may also be downloaded from the Council's website [www.sprowston-tc.gov.uk](http://www.sprowston-tc.gov.uk) (go to Agenda and Minutes page). They are available (unless marked confidential) for public inspection at the Council Offices during public opening hours.*

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

## **MEETING OF SPROWSTON TOWN COUNCILLORS – 22 APRIL 2020**

At the remote meeting of the Sprowston Town Council held by video conference on Wednesday 22 April 2020, the following Councillors were present: -

Mr J M Ward – Town Mayor

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

In attendance

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

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### **20/092. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of disclosable pecuniary and other interests were received.

### **20/093. APOLOGIES FOR ABSENCE**

No apologies for absence were received.

### **20/094. MINUTES 11 MARCH 2020**

The Minutes of the Council's meeting held on 11 March 2020, having previously been circulated to all Councillors were subject to the following amendments

Minute 20/060 - second paragraph **delete** out

Minute 20/061 **insert RESOLVED** that the following Councillors serve on the Recreational Facilities Working Group: Mr M G Callam, Ms D Coleman, Mrs J Leggett and Mr J H Mallen.

Minute 2019/067 4.1 **delete** March and **insert** April

were confirmed and will be signed by the Town Mayor of the Council at the next appropriate opportunity.

### **20/095. MINUTES 1 APRIL 2020**

The Minutes of the Council's or Town Councillors meeting held on 1 April 2020, having previously been circulated to all Councillors were confirmed and will be signed by the Town Mayor of the Council at the next appropriate opportunity.

## **20/096. ACTIONS FROM MINUTES**

### **Recreational Facilities Working group**

Referring to Minute 20/061, Mrs J Leggett asked who would prepare the Terms of Reference for the Recreation Facilities Working Group.

Mr J M Ward requested Mrs Leggett to write the Terms of Reference for the Recreation Facilities Working Group and send to the Town Clerk.

## **20/097. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

- (1) A Broadland District Council officer has been assigned to the Old Officers Mess at Coltishall to work with residents there to find a permanent solution to their homelessness.
- (2) People with potential coronavirus symptoms are asked to complete the status checker at <https://www.nhs.uk/coronavirus.status-checker>
- (3) The changes status for the charging policy for social care due to take place on 6 April 2020 have been put back 16 weeks.

The Minimum Income Guarantee therefore remains at £165.00 and P11 Daily living remains at £19.95 per week. This has been possible by extra funding from the Government due to Covid-19.

- (4) A temporary mortuary has been set up at Scottow Enterprise Park in an aircraft hangar. This will be a short-term centre to support the whole county. The mortuary was dedicated on 16 April 2020 by the Right Reverend Graham Usher, Bishop of Norwich.
- (5) The Broadland District Council 0344 Help Hub number is currently taking about 500 calls a day. 30 council staff have been redeployed from other duties to assist with this.
- (6) Broadland District Council is working closely with Saffron Housing and local pharmacies and working with many local volunteer groups. Between 24 March and 14 April 2020 staff and volunteers were redeployed on 2500 occasions to assist local residents.

Mrs J Leggett verbally reported:

- (1) Most waste services were operating normally except for the bulky waste collection service which had been suspended, new applications for brown bins were not being fulfilled and there is presently no additional provision of litter or dog waste bins.

## **20/097. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)**

- (2) Travellers were currently not being moved on as quickly given current circumstances.

Mr J F Fisher verbally reported:

- (1) a county- wide campaign See Something, Hear Something, Say Something was launched in April calling on the public to look and listen out for children and call the council with any concerns.

Reports from children had reduced by 50% since the lockdown whereas it had been expected to rise given the confined atmosphere.

With schools closed and reduced visits there are concerns that children who might be at risk do not get the help they need.

A new support line was now available.

- (2) Falcon Road School will be the first site brought back into use after the lock down. Norfolk County Council was still trying to establish the issue with flooding but if this could not be resolved a new temporary school would be erected on the site.

Referring to Mr Ward's written report Mrs B J Lashley asked if any businesses in Sprowston had applied to the Anglia Growth Hub to which Mr Ward responded that he did not know details of individual businesses who had applied.

Mrs B J Lashley also commended a Norfolk County Council webpage for young people up to 25 about mental health issues.

Mr J F Fisher asked Councillors to raise the profile and promote the information available to protect young people.

Referring to Mrs Leggett's verbal report Mr W F Couzens commented that recycling centres were still closed.

Mrs Leggett replied that recycling centres were managed by Norfolk County Council. The Council were aware of the public's desire for the centres to open but would wait for Government guidance before taking any action.

Referring to Mr Fisher's verbal report Mr J H Mallen queried the timescale for the erection of a new school.

Mr Fisher confirmed it would take six weeks to build from start to completion.

Mr Mallen asked how it would remain flood free given the problems with the existing school.

Mr Fisher advised that the new school would be erected on the same site but on the edge of the playing field and have separate services.

## **20/098. RESIDENT'S QUESTIONS**

As no residents were in attendance the Town Mayor moved onto the next item of business.

## **20/099. REPORT OF THE TOWN CLERK**

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

#### **1.1 Help for Those in Self Isolation**

It was noted that the Council had acted as financial intermediary for 30 shopping collections so far between vulnerable residents and the Sprowston Coronavirus Help Group volunteers who purchased and delivered shopping for them totalling £841.89.

#### **1.2 Coronavirus Grant Funding**

Council was pleased to note their application to Norfolk Community Foundation for a grant to fund local Coronavirus volunteer groups supporting residents in self-isolation had been successful.

#### **1.3 Coordinators Needed**

Having considered the report of the Town Clerk.

Mrs J Leggett reported that Sprowston Coronavirus Help Group (SCHG) was going well and a new rota would be available tomorrow, however more volunteers would be helpful.

She had spoken to Reverend Canon Simon Stokes and it was agreed that the food bank would be run separately from SCHG with Reverend Stokes managing all administration.

Mrs Leggett requested a £100.00 donation be given to the Church Food Bank from the Coronavirus Grant Fund to assist with the purchase of food, bags and other related items.

She also advised that more leaflets would be delivered around the parish soon.

Mrs D Coleman commented that the Food Bank was more of a hub as people did not have to be referred from official organisations, it was for the people of the parish with no food or money.

She reported that several businesses had contributed but she was shocked at the number of people needing assistance.

Mrs Coleman thanked the Town Clerk for his hard work and support to SCHG.

She also observed that action had been taken at an early stage at street level with District and County Councils weeks behind suggesting this should be considered by those Councils involved for future reference.

## **20/099. REPORT OF THE TOWN CLERK (CONTINUED)**

Mr W F Couzens volunteered to be an administrator or whatever assistance would be most helpful to the group.

Mrs Lashley thanked Mrs Leggett, Mrs Coleman and everyone who had helped set up the help group and also supported the proposal of a £100.00 donation to the church food bank. She suggested the church make an application of their own to the Covid-19 Community Response Fund.

**RESOLVED** that £100.00 be given to the Church Food Bank from the Coronavirus Grant Fund to help with purchases of food, bags and other related items.

### **1.4 Sprowston Coronavirus Help Group (SCHG) Leaflets**

Council noted the request for assistance with the delivery of leaflets.

Mr J M Ward offered his help with the distribution of leaflets.

## **CEMETERY**

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

## **STREET LIGHTING**

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

## **CENTRAL ADMINISTRATION AND PERSONNEL**

### **4.1 Proposal for Additional Standing Order**

Having considered the Town Clerk's proposal for an additional standing order in the event of Council not able to meet a quorum during disruptive events it was

**RESOLVED** to accept the Town Clerks proposal subject to the inclusion of "or in the absence of the Town Mayor the Vice-Chairman".

## **PLANNING AND TRANSPORTATION**

### **5.1 No matters were reported**

## **ATTACHMENTS**

### **A. Coronavirus on call Version 1.doc**

## **20/100. 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**

## **20/100. PLANNING (CONTINUED)**

(a) to raise no objection to the following applications:

2020/0404 - erection of fence with concrete posts at 154A, Wroxham Road.

2020/0791 - single storey side and rear extension at 96, Linacre Avenue.

2020/0800 - proposed single storey front extension and two storey side extension at 19, Fairstead Road.

(b) to oppose the granting of planning application 2020/0706 - proposed front and rear dormers with two Juliette balconies (to rear) and a single storey rear extension at 58, Alford Grove on the grounds that the Juliette balconies were an unneighbourly form of development.

## **20/101. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

No written reports were received.

## **20/102. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

No written reports were received.

## **20/103. CENTRAL ENGLAND CO-OPERATIVE LTD - APPLICATION FOR NEW PREMISES LICENCE**

**RESOLVED** to raise no objection to the application by Central England Co-operative for a premises licence to be granted under the Licensing Act 2003 at Unit 2, Chartwell Road, Sprowston.

## **20/104. PAYMENT OF ACCOUNTS 1 APRIL 2020**

The Town Clerk and Responsible Financial Officer presented the schedule accounts to 1 April 2020 totalling £10,673.17 and answered Councillors queries as follows:

Invoice No. 152110 Collier Turf Care Ltd - Chikara is a herbicide

Invoice No. J54052 Ernest Doe - were repairs to the Husqvarna not included in the annual service comprising shaft assembly, oils, belts, bearings, gear box and other small items.

Invoice No. 684544 Intouch Systems - was the Annual Service Agreement

On the motion of Mr R J Knowles, seconded by Mr M G Callam it was **RESOLVED** that payment of the accounts to 1 April 2020 totalling £10,673.17 be approved and the schedule authorising payment to be signed by the appropriate signatories at the first opportunity.



**20/105. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT TO 1 APRIL 2020**

The schedule of credit card payments totalling £151.31 was approved and noted.

**20/106. SCHEDULE OF DIRECT DEBIT PAYMENTS TO 1 APRIL 2020**

The schedule of direct debit payments totalling £22,393.04 was approved and noted.

**20/107. PAYMENT OF ACCOUNTS 22 APRIL 2020 TO 1 APRIL 2020**

The Town Clerk and Responsible Financial Officer presented the schedule accounts to 22 April 2020 totalling £33,752.62 and answered Councillors queries as follows:

Invoice No. 926245 Heritage Contract Services Ltd - he was reviewing their contract with a view to reducing payments however, they were taking this opportunity to carry out deep cleaning.

With regard to loss of revenue the Town Clerk advised this was not covered by the Councils insurers.

Invoice Nos 684991, 686488, 686489, 686528 Intouch Systems - costs to arrange homeworking for two members of staff.

The Town Clerk agreed to investigate if these costs could be re-claimed through Government schemes.

On the motion of Mr J M Ward, seconded by Mr R J Knowles it was **RESOLVED** that payment of the accounts to 22 April 2020 totalling £33,752.62 be approved and the schedule authorising payment signed by the appropriate signatories at the first opportunity.

**20/108. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT TO 22 APRIL 2020**

The schedule of credit card payments totalling £419.67 was approved and noted.

**20/109. SCHEDULE OF DIRECT DEBIT PAYMENTS**

In response to a question the Town Clerk confirmed that the cemetery visitor centre remained locked and not open for public use.

The schedule of direct debit payments totalling £67608.66 was approved and noted.

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

13 May 2020

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Town Mayor

## Re: Drainage and flooding in Sprowston.

Ben Burgess <Ben.Burgess@broadland.gov.uk>

Fri 24/04/2020 16:16

To: Guy Ranaweera <GuyRanaweera@sprowston-tc.gov.uk>;

Afternoon Guy,

I thought it sensible to get a response to these questions directly from the engineer for the developers. He has responded to the questions in green below. Let me know if that covers it or if you need anything else.

Hope you have a good weekend.

Regards,

Ben.

1). What drainage infrastructure has been/will be put in place to cope with surface water run-off from these new housing developments to ensure that flooding does not occur upstream in the older parts of Sprowston, as has been seen previously during exceptional rainfall events **Dependant on the ground conditions, the strategy will be to allow surface water to self-drain into soakaway crates so it is self sufficient. Where this is not possible, and engineered solution will be used to expel the surface water into an existing system, providing the suggested system(s) have capacity. Holding basins, and associated "Hydro-brakes" will be designed in where necessary to delete the risk of flooding.**

2). What maintenance regime exists/will exist to ensure the above drainage infrastructure remains effective, and which authority/ies will be responsible for that regime? **If the strategy is suitable, the developers will always strive to offer the surface water system for adoption by an official water company, usually the incumbent (in this case, Anglian Water). If the solution is crate systems, these will be in private ownership, and future homeowners / A Management Company will be made aware of the design-life of the crate systems and if they will need replacing. Lagoons will be offered to the LPA / Parish for adoption, however it is understood that these can be a burden, so if the LPA / Parish was not interested in maintenance of these, the remit of the assets would be delegated to a professional Management Company to maintain at the expense of future residents.**

3). Council is particularly interested in what measures have been/will be taken in connection with the existing drainage infrastructure close the areas of major development within Sprowston, specifically:

3.1) The drains running through the Blue Boar Lane open space, under Atlantic Avenue and North past Sprowston Manor

3.2 The drain crossing under Blue Boar Lane in the vicinity of the ex-Wyevale garden centre and through the proposed skate park site

3.3) The drain in the vicinity of the Wroxham Road Park and Ride which runs North West parallel to Wroxham road

**Our strategy is to utiltiise the drains mentioned in 3.1 – calculations are being made to connect new holding basins with flow controls to the existing watercourse which flows to the north, as well as a large existing pond near the White House Farm. The parcel nearest to Salhouse Road near where the proposed community centre is going has shown positive testing results, to potentially allow for crate soakage and/or soakaway lagoons. A detailed FRA will be submitted to show the full detail and calculations of the proposal at the relevant time.**

**Ben Burgess**

# Broadland Newsletter

Date: April 2020



## Message from Inspector David Taylor

Local Policing Commander, Broadland District

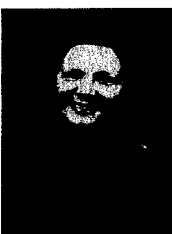
As Inspector for Acle, Thorpe St Andrew, Wroxham, Sprowston, Old Catton and Hellesdon, I recognise that these are very different times since our last Newsletter and the recent Government announcement of a further extension to the current restrictions may be a worry to some in our communities. But I would like to reassure you that we are all in this together and I and my colleagues extend our sincere thanks to you all for your assistance by way of complying with the restrictions to #StayHomeSaveLives and #ProtectTheNHS. I would also like to express my thanks to all the local companies and residents for their support over the last few weeks. It is heart-warming to see such a positive community spirit and the support is very much appreciated by us all. I would like to assure you all that my officers are still here, we are still policing; continuing with business as usual with patrols, investigative enquiries, crime prevention and providing advice in the face of the current pandemic. On behalf of myself and my officers THANK YOU for your help and assistance and stay safe.

## What is Happening In Your Area

We just wanted to send you all a message from the Acle, Thorpe St Andrew, Wroxham, Sprowston, Old Catton and Hellesdon Safer Neighbourhood Teams during these challenging times we find ourselves in. Although we are having to find different ways of working and engaging we just want to let you know that your Beat Managers are still here for your communities; dealing with local priorities and concerns. We have been out on foot patrols, and in vehicles getting to as many places as possible, hopefully some of you will have seen us and given us a wave. We are really keen to continue to hear from our communities about issues and concerns you have and as always we are reliant on you being vigilant and reporting incidents and information to us. This can be done through the normal routes, for instance if it's a crime in progress or threat to life always call 999, otherwise call 101, or use the online reporting forms at our website [www.norfolk.police.uk](http://www.norfolk.police.uk) or you can contact your local Beat Managers via email at [SNTSprowston@norfolk.pnn.police.uk](mailto:SNTSprowston@norfolk.pnn.police.uk) or [SNTAcle@norfolk.pnn.police.uk](mailto:SNTAcle@norfolk.pnn.police.uk).

When we are able we will be holding our usual Safer Neighbourhood Action Panel (SNAP) meetings where we will be able to provide you with a detailed update on local priorities. In the meantime we can advise that there has been a number of positive arrests due to information given by the public and proactive policing to combat criminality despite the change in demand. Remember you can follow some of our activities on Twitter @Broadlandpolice and Facebook Broadland Police - you don't need to be signed up or registered to view these, although if you are signed up you can leave comments for us as another way to engage.

## Message from your Engagement Officer, Pc Vicky Bailey



Working together with the East of England Ambulance Service, Norfolk Fire and Rescue Service and other public services, Norfolk Police are encouraging communities to display sunflowers in their windows. These can be drawn, painted, knitted, or created in any other way. Homes which are seen displaying their sunflower display by officers, or members of the other blue light services, whilst on shift/patrol will receive sunflower seeds through the door which can be planted. Homeowners can then watch it grow over the coming weeks and months – with a beautiful sunflower to look forward to at the end.

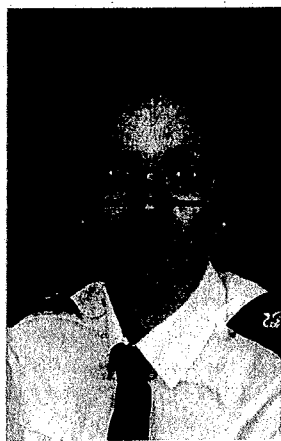


# COMMUNITY UPDATE

## COVID-19



01/05/2020



I recognise as more time passes with life in lockdown, following the social isolation rules becomes harder for us all. However, it is really important that we don't become complacent or misunderstand the guidelines.

In the last week, some retailers, such as DIY stores and garden centres, have re-opened and this, for many people, seemed to signal a sign of relaxation of the rules. Not so – lockdown is still on and the rules have not changed.

You should only go out of the house for basic necessities such as food or medicine or if you need to make essential repairs to your home. This, however, does not include home decorating. If you require something you can get many things you need by using online delivery. This saves you leaving your house and also helps to keep you and others safe.

It's important to highlight that businesses such as these have, in fact, always been permitted to open throughout this crisis because of the type of products they sell. Closures have actually been the choice of businesses and those that have re-opened are doing so with appropriate measures in place to protect staff and customers and to maintain social distancing. However, garden centres which sell only plants cannot open because these are not deemed essential items.

I know that people are making many sacrifices at the moment to follow these restrictions and it is important to remember the reasons why – to stop the spread of the virus we must stay at home, protect the NHS and save lives.

It is clear from your feedback that you want us to police the public health restrictions appropriately and deal with those who are not following the guidelines. Since the introduction of this new legislation we've received 4,677 calls about this specifically and we have assessed every one. This number clearly shows this is something you feel strongly about. Just to update you, in the last two weeks we've issued 117 fixed penalty notices, dealt with 1,881 calls relating to these public health breaches and issued 804 warnings.

I have been overwhelmed by the support our communities have shown for our emergency services sunflower campaign which we launched with the East of England Ambulance Service, Norfolk Fire and Rescue Service and other partner agencies, almost two weeks ago now.

Beautiful sunflower creations have been appearing in windows across the county as communities display their sunflowers alongside their rainbows, as a symbol of hope for the future – and to show support for all our emergency services and key workers across the county.

Our officers have been delivering packets of sunflower seeds through the letter boxes of homes when they have seen these displays whilst out on patrol, and we are looking forward to seeing the sunflowers grow in gardens across Norfolk. The feedback for the campaign has been so positive that we are now trying to source some more sunflower seeds from local garden centres to distribute locally.

By displaying and growing these sunflowers, we are collectively showing our support to the government's stay at home message, showing solidarity with our blue light services, and protecting the NHS. It also gives us something to look forward to - by growing together as a community, we are sowing the seeds for a brighter future. Don't forget to share your sunflower creations with us on social media – we really love seeing them and we have a gallery of your displays on our website.

Once again thank you for your support and stay safe.

Many thanks - **Temporary Assistant Chief Constable , Julie Wwendth**



CONTACT US THROUGH OUR  
SOCIAL MEDIA CHANNELS



CALL US ON 101 OR 999 IN  
AN EMERGENCY



TALK TO YOUR LOCAL  
BEAT MANAGER

355 / 1313 / 36

Broadland District Resources Base  
Sprowston Youth Centre  
School Lane Sprowston  
Norwich  
NR7 8TR



Monday 30th March 2020

Dear Broadland District Resources Base,

As a relatively small, local charity (you might know us as the **Norfolk and Norwich Association for the Blind**) we do not often contact our supporters, so firstly we would like to say a very big thank you for all the support you have given us in the past. We rely on local people like yourself to keep our charity going. We understand that this is an uncertain time for people, but we would like to reassure you, and those you may know, that we are doing all we can to maintain and even expand the services we provide. For 215 years Vision Norfolk has been the 'one-stop shop' for those affected with sight loss in the region, and our experience of supporting people through similar crises is invaluable. As a result of the Coronavirus we have had to make substantial changes to the ways in which we help people. For example, this has meant a huge expansion to our telephone support and diversifying our services to respond to individual requests. We will also need to increase our geographical coverage to clients living in far-flung, rural locations. There are potentially another 30,000 people living with sight loss in the region who we are not yet reaching, and for whom the crisis may be especially distressing.

We are continuing our work against a very uncertain financial future as our collections and donations have ceased and some of our income streams have collapsed. To keep these vital life-lines going we are contacting everyone who has donated to us in the past to ask for your help. This is a very unusual step for us but we need to be sure that we can continue to be there for people with sight loss for the next 200 years. With this in mind, we would like to ask if you could help us with a small, but regular payment through your bank of £5 a month. Of course you can give more, but just so you know, the minimum we can process is £2 a month. All you need to do is to complete the enclosed form and return it to us in the Freepost envelope. If you are not comfortable with this means of giving, you can also use the Freepost envelope to send us a cheque, or make a bank transfer to: **Barclays Bank, The Norfolk & Norwich Association for the Blind, Sort code: 20-62-68, Account: 20701785. Please quote reference: EMAP1.** If you are a UK tax payer (and you may pay tax on your pension), please pop back the Gift Aid form to us as well – it means your gift will be worth 25% more! If you are unable to give, please do not worry. We would also like to ask all our supporters to use the Freepost envelope to send us your thoughts and ideas about our work.

Finally, please keep well and safe. Do not hesitate to contact us if you, or anyone you know could benefit from our support.



Gina Dormer (Chief Executive)

**This letter is available in other formats,  
please contact us on: 01603 561299**





5<sup>th</sup> May 2020

## Report from Councillor John Ward

### CORONAVIRUS TRUSTED SOURCES FOR INFORMATION

[www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus)

[www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

#### **Broadland District Council**

BDC are continuing to contact any businesses that have not applied for a grant. A total of 1746 Business Rate Grants have been processed so far.

Planning Committee: a number of training exercises have been held on Zoom and more are scheduled so that the committee is fully ready for the first Virtual Planning Meeting on 20<sup>th</sup> May. The public will be allowed to speak at this meeting.

BDC has just received a further £1.3m from the Government to help with the costs associated with the Coronavirus crisis.

#### **Norfolk County Council**

NCC has been awarded £43.6m from the Government for the Coronavirus crisis but it has incurred extra costs of £62.7m, leaving a £19m shortfall.

A single point of contact has been established for Norfolk's families who need help, support or information. It is Just One Norfolk 0300 300 0123

Library Service – hundreds of new titles of e-media have been purchased and a £1k grant from the Arts Council has been used to purchase e-books. A new children's Reading Challenge starts in May. Libraries On-Line activity can be found at <https://www.norfolk.gov.uk/libraries-local-history-and-archives/libraries/whats-on>

Adult Learning: 1157 adult learners in Norfolk are continuing to gain new skills and knowledge and complete their qualifications on line. 180 new summer on-line courses have been developed to support Norfolk residents through this period of social isolation and many of them are free of charge (funded by the Dept for Education).

The Local Government Boundary Commission has advised that, due to the current crisis, Norfolk's new electoral arrangements will be implemented in 2025 not 2021.

All schools are open for key worker and vulnerable children with 380 schools having a total of 5000 children attending. 350 Early Years providers are open accommodating 1140 children. 17,839 children have been provided with Free School Meal vouchers.

## COUNCIL MEETING – 13 May 2020

### Report of the Town Clerk

#### SPROWSTON CORONAVIRUS UPDATE

##### **1.1 Sprowston Coronavirus Help Group (SCHG)**

Currently three Town Councillors are supporting the Sprowston Coronavirus Help Group (SCHG) by staffing the phones and acting as volunteer coordinators, with a number of other Cllrs offering to help out as and when they can.

##### **1.2 Payments between residents and volunteers**

To date, Town Council has acted as financial go-between for 124 shopping transactions between residents and volunteers, totalling almost £2000.00.

##### **1.3 Food bank at St Cuthbert's Church**

Volunteers have established a new food bank at St Cuthbert's Church, Wroxham Rd. The intention is to provide for people experiencing immediate need, and those just starting or part way through, the 'official' referral process to the main Trussell group food bank. The food bank is administered by the Reverend Canon Simon Stokes, with whom several Cllrs and I are in regular contact. At its most recent meeting Council resolved to donate £100 to this food bank.

##### **1.4 Funding and support for community groups**

Town Council's recently secured Norfolk Community Foundation grant is being used to provide SCHG and the St Cuthbert's Church food bank with resources such as a sack barrow, hand sanitizer, bottles, disposable gloves and a community switchboard telephone number. In addition, Broadland District Council has agreed to pay mileage expenses for community volunteers.

##### **1.5 Civic spaces**

Our parks, open spaces, allotments and cemetery remain open to the public. Buildings however remain closed. There have been no reports of inappropriate use or serious breaches of social distancing guidance. The situation, and government guidance, will continue to be carefully monitored.

##### **1.6 Broadland / South Norfolk (BDC/SN) - Town and Parish briefing**

On 1st May I attended a BDC/SN Coronavirus virtual briefing. A total of 22 town and parish Clerks and Councillors across the BDC/SN area participated. Presentations, and questions and answers from the briefing are attached for Councillors' information (See attachments A-C).

#### CEMETERY

##### **2.1 No matters to report**

#### STREET LIGHTING

### **3.1 No matters to report**

## **CENTRAL ADMINISTRATION AND PERSONNEL**

### **4.1 Financial Year End and Annual Governance Accountability Return (AGAR)**

Statutory Instrument 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 extends the publication deadline for the Annual Governance Accountability Review (AGAR) to 30th November 2020. Work on our year end bank reconciliation and AGAR return is well underway. I anticipate our AGAR return will be presented to Council within the next 6 weeks and our submission will be made well in advance of the new deadline.

## **PLANNING AND TRANSPORTATION**

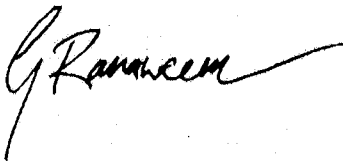
### **5.1 Highway Inspection Town and Parish Visit**

A Norfolk County Council Highway Inspector has recently visited Sprowston and confirmed the following:

- Works have now been programmed for the road surface at the junction of North Walsham Road and Barkers Lane
- The grass verge outside 68 Cannerby Lane, Soil and Seed has been programmed
- The layby on Wroxham Road near the junction with Beeston Lane 'Bus Stop' Sign has now been programmed for removal

## **ATTACHMENTS**

- Attachment A - Questions and Answers, and briefing summary
- Attachment B - TPC briefing 010520
- Attachment C - Service Status Tracker BDC MASTER 30-04-20 Final



**Guy Ranaweera**  
Town Clerk



**Extract from an email to attendees of the Broadland/South Norfolk Town and Parish council briefing on Friday 1 May, from Jonathan Pyle, PR Manager, dated 5/5/2020**

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Some specific questions were asked and these are below:

**We are having difficulty getting DBS checks done for a mutual aid group. Can the District Councils help?**

DBS checks are taking about a week to process at the moment. We cannot put them through on your behalf, but the County Council may be able to help. If it is not possible to get a check done, you could put them in a non-contact role.

**The Sprowston help group is concerned about the recent statement made by a senior police officer about car insurance. Can you clarify?**

At the beginning of the coronavirus crisis, car insurance companies made a blanket statement that they would cover volunteers but said that everyone should contact their own provider to double check.

**How can vulnerable people being helped by volunteers pay for their shopping?**

Very small businesses are happy to take payment over the phone. This is more difficult to do at big supermarkets, but some big supermarkets like ASDA and Sainsburys are offering volunteer cards.

Bank transfers are another possibility, but suitability will depend on the relationship between the volunteer and the vulnerable person. If no other options are available, please contact the councils' help hub and we do what we can to help.

**What can shielded individuals do if they want to cancel the food packages but want to keep their priority supermarket delivery slots?**

The government food boxes are coming directly from a central government provider.

Shielded individuals can notify government online that they don't need the food box. They are not connected in any way to supermarket delivery slots.

Alternatively, some residents are donating their unwanted food boxes to the District Council so that it can be redistributed to those in need. If the food packages are coming from our Help Hub, please let us know if you no longer need them.

**How will face masks be distributed to volunteers and members of the public?**

There is a specific PPE working group in Norfolk. Government has made some indications that it may introduce a requirement for face mask use in public.

We will inform town and parish councils as soon as we have any news. There was a PPE shortage nationally, but the situation is now improving.

Below is a link to a recording of the meeting:

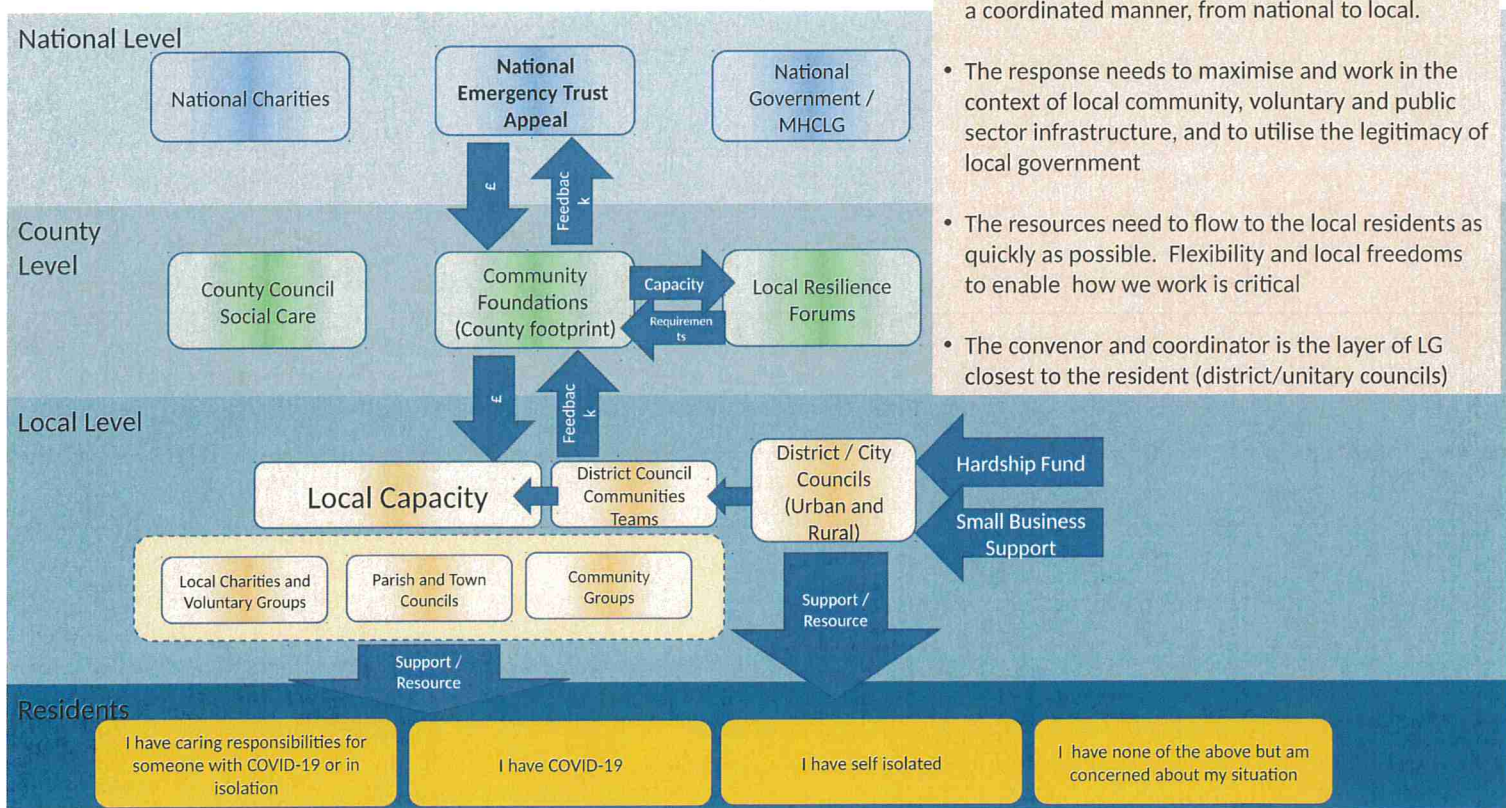
[https://youtu.be/E\\_qhV5tjts8](https://youtu.be/E_qhV5tjts8)

# **Town and Parish Council Briefing Friday 1<sup>st</sup> May 2020**

## **Welcome and introductions Zoom etiquette**

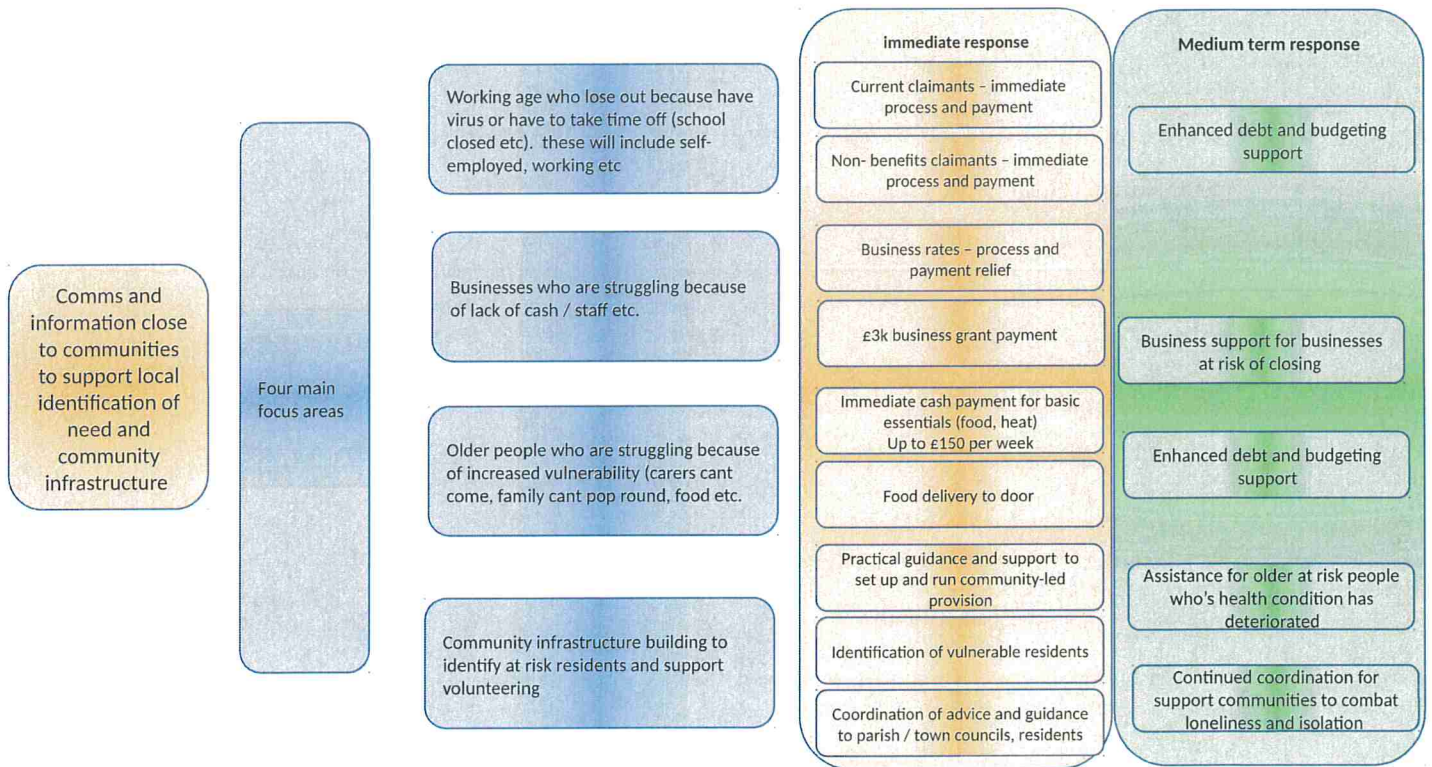
Mike Pursehouse - [mpursehouse@s-norfolk.gov.uk](mailto:mpursehouse@s-norfolk.gov.uk)  
Kerrie Gallagher = [kgallagher@s-norfolk.gov.uk](mailto:kgallagher@s-norfolk.gov.uk)

### National Perspective



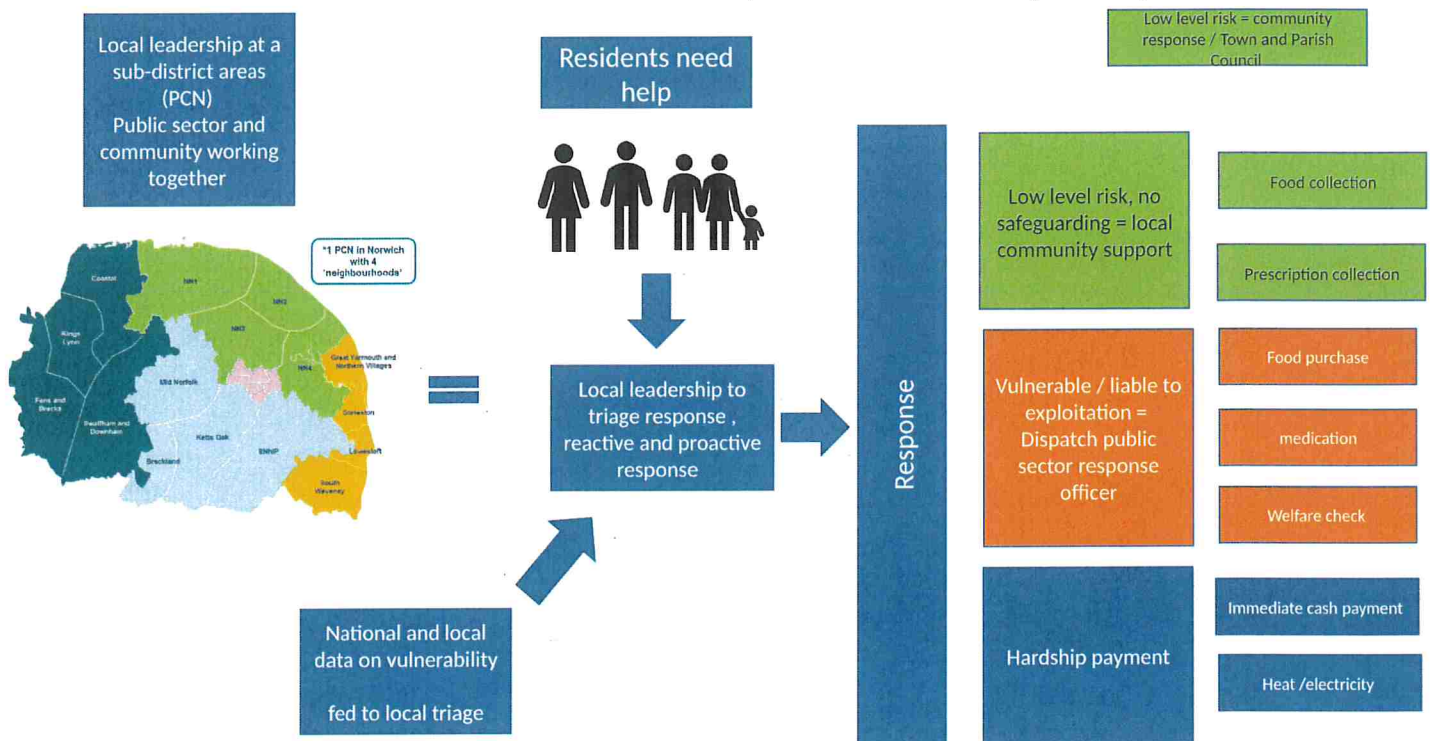
- A response to the COVID incident needs to work in a coordinated manner, from national to local.
- The response needs to maximise and work in the context of local community, voluntary and public sector infrastructure, and to utilise the legitimacy of local government
- The resources need to flow to the local residents as quickly as possible. Flexibility and local freedoms to enable how we work is critical
- The convenor and coordinator is the layer of LG closest to the resident (district/unitary councils)

## Outline of Broadland and South Norfolk District Council response to Coronavirus





## Identification of local need (Coronavirus response)



## Health hardship structure (cluster teams)



## Volunteering and local support

Support for mutual-aid groups

Norfolk Community Foundation grants

Examples of good practice from  
town and parish councils

Voluntary Norfolk link for formal  
volunteering  
[www.voluntarynorfolk.org.uk](http://www.voluntarynorfolk.org.uk)

## Contact details

Local leadership at Community Hub (South Norfolk and Broadland District Councils)

Community Hub contact Monday to Friday 08:15 - 17:00 and Saturday and Sunday 10:00 - 16:00.

01508 533933

[communities@s-norfolk.gov.uk](mailto:communities@s-norfolk.gov.uk)

[www.south-norfolk.gov.uk/residents/communities/coronavirus](http://www.south-norfolk.gov.uk/residents/communities/coronavirus)

Norfolk County Council dedicated Coronavirus helpline for vulnerable residents is

0344 8008020, Monday to Friday 09:00 - 17:00. emergency response at weekend



**If you are classed as vulnerable and in need of support, please contact our dedicated helpline on 0344 8008020, which is available Monday to Friday 09:00 - 17:00 and 01508 533933 on Saturday and Sunday 10:00 - 16:00.**

**If you are a resident and need financial support please call 01508 533933, available Monday to Friday 08:15 - 17:00.**

Service - BDC	Current Status
Homelessness	<p>Accommodation still being provided. Staff adhering to social distancing guidance.</p> <p>If you need help with this service, you can phone 01603 430641 or email <a href="mailto:housing.options@broadland.gov.uk">housing.options@broadland.gov.uk</a></p>
Care & Repair/IHAT	<p>Operating a reduced service with no visits to self-isolating household. Applicants to the system are triaged, recorded for future delivery and equipment provided where relevant and possible. Only emergency cases and those to facilitate hospital discharge will be considered for adaptations.</p> <p>If you need help with this service, you can phone 01508 533933 or email <a href="mailto:earlyhelp@broadland.gov.uk">earlyhelp@broadland.gov.uk</a></p>
Housing Standards	<p>Operating full service but following government guidance we are not visiting self-isolating households</p> <p>If you need help with this service, you can phone 01603 430518 or email <a href="mailto:p.s.housing@broadland.gov.uk">p.s.housing@broadland.gov.uk</a></p>
Handyperson	<p>Operating a reduced service with no indoor visits to self-isolating household.</p> <p>If you need help with this service, you can phone 01603 430518 or email <a href="mailto:handy@broadland.gov.uk">handy@broadland.gov.uk</a></p>
Gypsy & Travellers	<p>Service and support continuing with staff following government guidance on social distancing.</p> <p>If you need help with this service , you can phone 01603 430518 or email <a href="mailto:p.s.housing@broadland.gov.uk">p.s.housing@broadland.gov.uk</a></p>

<p><b>Waste Services (e.g. Bin Collection)</b></p>	<p>All waste and street cleaning services are operating as usual. Waste collections are taking place at slightly different times as per the message to customers, <a href="#">find out more here</a>.</p> <ul style="list-style-type: none"> <li>• Bulky waste collection service orders and new brown garden waste bin subscriptions are due to be accepted again from the week commencing 11<sup>th</sup> May 2020</li> <li>• All bin collections due on the early May Bank Holiday, Friday 8<sup>th</sup> May 2020, will be a day late and collected on Saturday 9<sup>th</sup> May 2020</li> </ul> <p>All the streets crews have now been fitted with masks. Fly tip responses are now returned to normal.</p>
<p><b>Public Toilets</b></p>	<p>Public toilets are closed.</p>
<p><b>Play Areas and Open Spaces</b></p>	<p>Playgrounds and play areas are closed.</p>
<p><b>Housing benefits</b></p>	<p>Parks and countryside sites are currently open, except for some car parks. Operating normally – may be a longer wait than normal on phones.</p> <p>If you need help with this service, you can phone 01603 430602 or email <a href="mailto:benefits@broadland.gov.uk">benefits@broadland.gov.uk</a></p>
<p><b>Communities</b></p>	<p>We are continuing to support vulnerable residents. If you need help, please complete our <a href="#">online form</a>, call 01508 533933 or email <a href="mailto:communities@s-norfolk.gov.uk">communities@s-norfolk.gov.uk</a></p>
<p><b>Early Help Hub</b></p>	<p>The Help Hub is here to support people who are in need of any kind of support, including those affected but COVID-19. This service is currently administered via South Norfolk Council.</p> <p>If you need help with from service because of COVID-19 please phone 0344 8008020.</p>

	<p>If you need support for anything else, please fill in our <a href="#">online form</a> or call 01508 533933.</p>
Welfare & Debt Advice	<p>We are continuing to support vulnerable residents.</p> <p>If you need help with this service, you can phone 01603 430646 or 01603 430147</p>
Council Tax	<p>Operating normally – may be a longer wait than normal on phones</p> <p>If you need help with this service, you can phone 01603 430600 or email <a href="mailto:council.tax@broadland.gov.uk">council.tax@broadland.gov.uk</a></p> <p>Operating normally – may be a longer wait than normal on phones.</p> <p>The Business Support Grant scheme is up and running. <a href="#">Click here for more information.</a></p> <p>If you need help with this service, you can phone 01603 430604 or email <a href="mailto:business.rates@broadland.gov.uk">business.rates@broadland.gov.uk</a></p>
Business Rates (including grants and discounts related to COVID-19)	<p>Operating normally – may be a longer wait than normal on phones</p> <p>If you need help with this service, you can phone 01603 430449 or email <a href="mailto:business@broadland.gov.uk">business@broadland.gov.uk</a></p>
Business Support and Advice	<p>Operating normally – may be a longer wait than normal on phones</p> <p>If you need help with this service, you can phone 01603 430449 or email <a href="mailto:business@broadland.gov.uk">business@broadland.gov.uk</a></p>
Planning	<p>Operating a modified service – <b>we are</b> will be putting up site notices and carrying out limited visits for planning applications (prior appointments) and carrying out a restricted service for enforcement.</p> <p>A Remote Planning Committee will be held on 20 May, more details will be posted on our website shortly.</p> <p>If you need help with this service, you can phone 01603 430509 or email <a href="mailto:planning@broadland.gov.uk">planning@broadland.gov.uk</a> Visit our <a href="#">planning pages</a> or make a <a href="#">planning application</a>.</p>

Building Control (CNC)	Operating a reduced service – view more information visit the <a href="#">CNC website</a> .
Licensing	Operating a modified service to reflect the impacts of COVID-19. If you need help with this service, you can phone 01603 430574 or email <a href="mailto:licensing@broadland.gov.uk">licensing@broadland.gov.uk</a>
Environmental Protection	Operating with modified service reflecting Government guidance to minimise the impact of COVID-19 on our residents. If you need help with this service, you can phone 01603 431133 or email <a href="mailto:environ.protection@broadland.gov.uk">environ.protection@broadland.gov.uk</a>
Community Protection (e.g. Fly tipping, Anti-Social Behaviour)	Operating with modified service reflecting Government guidance to minimise the impact of COVID-19 on our residents. If you need help with this service, you can phone 01603 430488 or email <a href="mailto:community.safety@broadland.gov.uk">community.safety@broadland.gov.uk</a>
Food Hygiene and Public Safety	Operating a modified service to reflect the impacts of COVID-19. If you need help with this service, you can phone 01603 430574 or email <a href="mailto:foodsafety@broadland.gov.uk">foodsafety@broadland.gov.uk</a>

**Sprowston Town Council**  
**PLANNING APPLICATIONS – 13 MAY 2020**

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**Broadland DC App. No.:** 20200838      **Location:** Aalco Metals Ltd, Roundtree Way, Sprowston NR7 8SR

**Type:** Full Planning

**Description:** 3<sup>rd</sup> floor extension to existing offices, 2 new roofs, removal of asbestos cement sheeting and installation of new composite panel roof

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**Broadland DC App. No.:** 20200475      **Location:** 52, Wroxham Road, Sprowston NR7 8TY

**Type:** Full Planning

**Description:** Annexe

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**Broadland DC App. No.:** 20200859      **Location:** 122, Wilks Farm Drive, Sprowston, NR7 8RQ

**Type:** Householder

**Description:** First Floor side extension

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**Broadland DC App. No.:** 20200457      **Location:** Former Royal Observer Corps, Chartwell Road, Sprowston NR6 7RB

**Type:** Variation of Condition

**Description:** Variation of condition 2 following grant of Planning Permission 20190425 -To amend the design of the retail unit

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**Sprowston Town Council**  
**PLANNING APPLICATIONS – 13 MAY 2020**

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**Broadland DC App. No.:** 20200914

**Location:** 38, Linton Crescent, Sprowston NR7 8NN

**Type:** Householder

**Description:** Proposed side extension, detached garage, new boundary wall and dropped kerb

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**Broadland DC App. No.:** 20200913

**Location:** 38, Blackwell Avenue, Sprowston NR7 8XN

**Type:** Householder

**Description:** 1) Single storey rear extension to replace conservatory. 2) Wider dual pitch roof to replace existing dual pitch roof on the existing extension. 3) Front porch detail. 4) Render over brick detailing and fascia board to existing front extension. 5) Side window insertion at 38.

28

Application for a premises licence to be granted  
under the Licensing Act 2003

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

We Boudicca Brewing Co Ltd

*(Insert name(s) of applicant)*

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

**Part 1 – Premises details**

Postal address of premises or, if none, ordnance survey map reference or description			
(The Florida Group) St Georges House Salhouse Road			
Post town	Norwich	Postcode	NR7 9AU

Telephone number at premises (if any)	none
Non-domestic rateable value of premises	£28,000, Band B, for offices and warehouse complex, of which we are renting floor space of 0.1% of the total area.

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as      Please tick as appropriate

- a) an individual or individuals \*       please complete section (A)
- b) a person other than an individual \*
- i as a limited company/limited liability partnership       please complete section (B)
- ii as a partnership (other than limited liability)       please complete section (B)
- iii as an unincorporated association or       please complete section (B)
- iv other (for example a statutory corporation)       please complete section (B)
- c) a recognised club       please complete section (B)

**SECOND INDIVIDUAL APPLICANT (if applicable)**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>			I am 18 years old or over <input type="checkbox"/> Please tick yes		
<b>Nationality</b>					
Current postal address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**(B) OTHER APPLICANTS**

**Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.**

<b>Name</b> Boudicca Brewing Co Ltd
<b>Address</b> 34 Clabon Road Norwich NR3 4HF
<b>Registered number (where applicable)</b>
<b>Description of applicant (for example, partnership, company, unincorporated association etc.)</b> LIMITED COMPANY
<b>Telephone number (if any)</b>
<b>E-mail address (optional)</b>



**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
2	0	05
2	0	20

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)

Storage facility for bottled beer within the larger warehouse complex managed by The Florida Group.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

0
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What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

**Provision of late night refreshment** (if ticking yes, fill in box I)

**Supply of alcohol** (if ticking yes, fill in box J)

**In all cases complete boxes K, L and M**

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)		
Mon	0001	0000			
Tue	0001	0000			
Wed	0001	0000			
Thur	0001	0000			
Fri	0001	0000			
Sat	0001	0000			
Sun	0001	0000			
			<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
			We intend only to sell our bottled beers that are stored in these premises to the public via email or online orders and so these could be received 24 hours a day. We only intend to access the premises to perform our deliveries for orders during 0900-1700 hours weekdays.		

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):**

Name EMMA PINDER	
Date of birth- [REDACTED]	
Address	
Postcode	
Personal licence number (if known) 18_01923_PERS	
Issuing licensing authority (if known) NORWICH CITY COUNCIL	

□□□□

K

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children** (please read guidance note 9).

None

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b>State any seasonal variations</b> (please read guidance note 5) none
Day	Start	Finish	<p><b><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6)</p> <p>We do not intend to be open to the public at these premises at all.</p> <p>We intend only to sell our bottled beers that are stored in these premises to the public via email or online orders and so these could be received 24 hours a day. We only intend to access the premises to perform our deliveries for orders during 0900-1700 hours weekdays.</p>
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

**M** Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)**

The room where the bottles of beer are stored is locked and we hold a key, as do The Florida Group who currently rent the buildings, and is also linked to the main warehouse alarm system.

**b) The prevention of crime and disorder**

Not applicable because the storage facility is not open to the public and we will secure the facility via the locked door and building security alarm out of normal working hours and we are only requesting off-sales.

**c) Public safety**

Not applicable because the storage facility is not open to the public and we will secure the facility via the locked door and building security alarm out of normal working hours and we are only requesting off-sales. Extra care will be taken with glass bottles and safe loading.

**d) The prevention of public nuisance**

Not applicable because the storage facility is not open to the public and we will secure the facility via the locked door and building security alarm out of normal working hours and we are only requesting off-sales.

**e) The protection of children from harm**

Not applicable because the storage facility is not open to the public and we are only requesting off-sales. We will ensure all sales are made to persons aged 18 and over, and will age verify when necessary, and be wary of intoxicated persons during delivery.

**Sprowston Town Council**

**Payments**

**Meeting Date: 13 May 2020**

<b>ESPO</b>						
<b>Details</b>	<b>Invoice Date</b>	<b>Invoice No.</b>	<b>Net</b>	<b>VAT</b>	<b>Amount</b>	<b>BACS</b>
Copy Paper, Nitrile Gloves, Scourers, Face mask	20/4/2020	5624363	127.73	25.54	153.27	22
<b>Heritage Contract Services Ltd</b>						
<b>Details</b>	<b>Invoice Date</b>	<b>Invoice No.</b>	<b>Net</b>	<b>VAT</b>	<b>Amount</b>	<b>BACS</b>
Caretaking/Cleaning Services June 2020	1/5/2020	926279	5,569.58	1,113.92	6,683.50	23
Toilet Rolls	4/4/2020	926263	43.86	8.77	52.63	
			<b>5,613.44</b>	<b>1,122.69</b>	<b>6,736.13</b>	
<b>Institute of Cemetery and Crematorium Management</b>						
<b>Details</b>	<b>Invoice Date</b>	<b>Invoice No.</b>	<b>Net</b>	<b>VAT</b>	<b>Amount</b>	<b>BACS</b>
Town Council Membership	1/4/2020	4321/2020/21	95.00		95.00	24
<b>Intouch Systems</b>						
<b>Details</b>	<b>Invoice Date</b>	<b>Invoice No.</b>	<b>Net</b>	<b>VAT</b>	<b>Amount</b>	<b>BACS</b>
Broadband Diamond Centre: May 2020	1/5/2020	686861	150.00	30.00	180.00	25
Broadband Recreation Grd: May 2020	1/5/2020	868860	50.00	10.00	60.00	
7x Hosted Exchange June 2020	2/5/2020	688263	55.00	11.00	66.00	
Server Back up adj: 18/04/2020-18/05/2020	8/4/2020	686535	-1.00	-0.20	-1.20	
			<b>254.00</b>	<b>50.80</b>	<b>304.80</b>	
<b>Pear Technology Services Ltd (Digital Mapping)</b>						
<b>Details</b>	<b>Invoice Date</b>	<b>Invoice No.</b>	<b>Net</b>	<b>VAT</b>	<b>Amount</b>	<b>BACS</b>
Technical Support : 01/05/2020-30/04/2021	23/4/2020	126683	400.00	80.00	480.00	26
<b>Society of Local Council Clerks (SLCC)</b>						
<b>Details</b>	<b>Invoice Date</b>	<b>Invoice No.</b>	<b>Net</b>	<b>VAT</b>	<b>Amount</b>	<b>BACS</b>
Membership Fee 2020/2021	1/5/2020	MEM229459	308.00		308.00	27

Cr

St Cuthberts Food Bank

**Details**

Donation

Invoice Date Invoice No.

22/4/2020

Net

100.00

VAT

1,279.03

Amount BACS

100.00 28

**6,898.17**      **1,279.03**      **8,177.20** Trf 4

**TOTAL OF INVOICES**

**6,898.17**      **1,279.03**      **8,177.20**

STC Drawings a/c to Petty Cash

**Transfer:**

**6,898.17**      **1,279.03**      **8,177.20**

STC a/c to STC Drawings a/c

**Transfer:**

25,000.00      25,000.00 Trf 5

STC Drawings a/c to Salaries a/c

**Transfer:**

..... Town Clerk

..... Councillor

Councillor

Sprowston Town Council	Direct Debit Payments	Meeting	Date: 13 May 2020
<u>Invoice Date</u> 30/4/2020	<u>Invoice No.</u> 748306	<u>Net</u> 59.50	<u>Amount</u> 71.40
			<u>DIRECT</u> DEBIT
		<u>VAT</u> 11.90	
The AF Group Limited <u>Details</u> Vodafone:18/03/2020-30/04/2020			
<u>Invoice Date</u> 3/5/2020	<u>Invoice No.</u> 7176892	<u>Net</u> 277.30	<u>Amount</u> 277.30
			<u>DIRECT</u> DEBIT
		<u>VAT</u>	
Anglian Water Business <u>Details</u> Sparhawk:03/02/2020-02/05/2020			
<u>Invoice Date</u> 27/4/2020	<u>Invoice No.</u> 67440128	<u>Net</u> 60.13	<u>Amount</u> 72.16
<u>Invoice Date</u> 27/4/2020	<u>Invoice No.</u> 67440129	<u>Net</u> 60.13	<u>DIRECT</u> DEBIT
<u>Invoice Date</u> 27/4/2020	<u>Invoice No.</u> 66440130	<u>Net</u> 311.16	373.39
PHS Group <u>Details</u> Recreation Ground:01/06/2020-31/08/2020 Sparhawk:01/06/2020-31/08/2020 Diamond Centre:01/06/2020-31/08/2020			
		<u>Net</u> 431.42	<u>Amount</u> 517.71
		<u>VAT</u> 12.03	
		<u>VAT</u> 12.03	
		<u>VAT</u> 62.23	
		<u>Net</u> 431.42	<u>Amount</u> 517.71
Total Gas & Power <u>Details</u> Streetlights March 2020 Floodlights March 2020 SDC: March 2020			
<u>Invoice Date</u> 18/4/2020	<u>Invoice No.</u> 3004722699	<u>Net</u> 3,335.95	<u>Amount</u> 4,003.15
<u>Invoice Date</u> 18/4/2020	<u>Invoice No.</u> 3004806090	<u>Net</u> 9.54	<u>DIRECT</u> DEBIT
<u>Invoice Date</u> 18/4/2020	<u>Invoice No.</u> 3004806101	<u>Net</u> 299.99	10.01
			359.98
		<u>Net</u> 3,645.48	<u>Amount</u> 4,373.14
		<u>VAT</u> 667.20	
		<u>VAT</u> 0.47	
		<u>VAT</u> 59.99	
		<u>Net</u> 3,645.48	<u>Amount</u> 4,373.14
Total Direct Debits			
		<u>Net</u> 4,413.70	<u>Amount</u> 5,239.55
		<u>VAT</u> 825.85	
		<u>VAT</u> 825.85	
		<u>Net</u> 4,413.70	<u>Amount</u> 5,239.55



**Sprowston Town Council**

**Barclaycard Payments**

**Meeting Date: 12/05/2020**

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
22/04/2020	283-8325165	Amazon uk Refillable Pump Dispensers	23.67		23.67
01/05/2020	131814091	Tippex Mouse Correction Tapes	9.47	1.90	11.37
01/05/2020	FI-118709301	Hewlett Packard printer ink	64.95		64.95
01/05/2020	GB-140747521	Ream copier paper	6.91	1.38	8.29
			<b>105.00</b>	<b>3.28</b>	<b>108.28</b>
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
02/04/2020		Barclaycard Annual Card Fee	32.00		32.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
19/04/2020	1009324711	B&Q Norwich Decorating Materials	111.08	22.22	133.30
21/04/2020	10212495506	Timeless Matt Emulsion	43.33	8.67	52.00
			<b>154.41</b>	<b>30.89</b>	<b>185.30</b>
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
06/04/2020		British Telecommunications Conferencing Service	8.68		8.68
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
21/04/2020	100044228	Catering 24 Ltd Antiviral Disinfectant Sanitiser	24.90	4.98	29.88
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
21/04/2020	4a9-58d	Kaizen Group/Wellington's Hygenics Hand Sanitiser Gel	102.99		102.99
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
15/04/2020		Liquid 11 Ltd Vertical Switchboard Coronavirus	10.00	2.00	12.00
27/04/2020			10.00	2.00	12.00
			<b>20.00</b>	<b>4.00</b>	<b>24.00</b>
		<b>Total of Payments Due by Direct Debit</b>	<b>447.98</b>	<b>43.15</b>	<b>491.13</b>