

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

The meeting of Sprowston Town Council  
will be held by remote means on Wednesday 7 October 2020 at 7.30pm

Members of the public may use the details below to attend this Zoom meeting  
(password not required)

Online: <https://us02web.zoom.us/j/89439658158>  
By phone: +44 203 481 5240 United Kingdom  
(Find additional local numbers): <https://us02web.zoom.us/u/kelfiKzVw>  
Zoom Meeting ID: 894 3965 8158

**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 16 September 2020. Pages 1 - 8
4. To agree action/response arising from the minutes.
5. To receive any Police Liaison Officer's report. Pages 9 - 12
6. To receive correspondence:
  - (1) Option to sponsor Sandra Hughes - Fundraiser for Dementia UK. Page 13
  - (2) Anglia Water - Work on Salhouse Road. Pages 14 - 15
7. To receive any written/verbal reports from Sprowston County and District Councillors. Page 16
8. To adjourn the meeting to allow members of the public and Councillors with prejudicial interests to speak.
9. To receive the report of the Town Clerk. Pages 17 - 19
10. To consider planning applications to 7 October 2020. Pages 20 - 21
11. Development proposals for Sprowston Garden Centre, Blue Boar Lane, Sprowston, Norwich NR7 8RJ - for comment. Pages 22 - 25
12. Councillors' responses to consultation on Planning White Paper; Planning for the Future Pages 26 - 28
13. To receive any written/verbal reports from the Council's Committees and Working Groups.
14. To receive any written and verbal reports from Councillors representing the Council on or at outside organisations.
15. To confirm the payment of accounts to 7 October 2020. Pages 29 - 30
16. To receive the schedule of credit card payments. Page 31
17. To receive the schedule of direct debits. Page 32
18. To approve Recreational Facilities Working Group - Survey and associated costs. Pages 33 - 36
19. 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.

20. To consider a confidential matter raised by the Recreational Facilities Working Group.

Pages 37 - 39



**Guy Ranaweera**  
Town Clerk

**2 October 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 – 16 SEPTEMBER 2020**

At the remote meeting of the Sprowston Town Council held by video conference on Wednesday 16 September 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 J Leggett  
Mr W F Couzens - Mr I J Mackie

Mr N Shaw

In attendance

Mr G Ranaweera - Town Clerk and Responsible  
Financial Officer  
Mrs N Harpley - Broadland District Councillor - Sprowston  
Central

1 member of the public was present

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### **20/214. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

<b>Councillor</b>	<b>Minute No. and Heading</b>	<b>Nature of Interest</b>
Mrs J Leggett	20/226 - Reports from Councillors Representing the Council on Outside Organisations	Chairman of Sprowston Supporting our Community together

### **20/215. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Mrs B Cook, Mrs B J Lashley and Ms C T Rumsby.

### **20/216. MINUTES**

The Minutes of the Council's meeting held on 26 August 2020, having previously been circulated to all Councillors were confirmed subject to the following amendment

Minute 20/204 - **delete** learning difficulties and **insert** disabilities

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

### **20/217. ACTIONS FROM MINUTES**

#### **(1) Premises Application 3 Hanson Close - Minute 2020/200 (4)**

Ms E Fennell of 3, Hanson Close, Sprowston gave representation to reassure Council and give more context to her licence application.

## **20/217. ACTIONS FROM MINUTES (CONTINUED)**

Mr M G Callam proposed, seconded by Mr R J Knowles to withdraw the Council's opposition to the licence application at 3, Hanson Close and on being put to the vote the motion was CARRIED.

### **(2) Potential Road Names - Minute 20/207**

Following discussion as to what road names should be put forward for the White House Farm development off Blue Boar Lane Mr M G Callam proposed, seconded by Mr J M Ward that all suggested road names be forwarded to Broadland District Council for consideration. On being put to the vote the motion was CARRIED.

### **(3) White House Farm Play Equipment**

The Town Clerk read out a précis of Developer's and Broadland District Council's response to questions raised by Council on public amenity land at White House Farm as follows:

The roundabout is inclusive and can accommodate a wheelchair. The basket swings and climbers have high usability and can be accessed by residents with mobility difficulties.

The play equipment located adjacent the skatepark is also for older children.

Locating the skatepark adjacent Harrison Woodland would pose safeguarding issues to young users.

Relocating the skatepark away from the play area would separate young users from their supervising adults and/or older siblings.

The skatepark will be fully accessible to scooter riders who are often very young e.g. 4 years and older.

The skatepark position suggested by Council behind the car park would pose a safeguarding risk as it would not be casually overlooked. Additionally, the original request was to amalgamate play areas to provide inclusive all ages provision and relocating the skate park next to the woodland would not be in keeping with this aim as it would separate the older age equipment from the younger age equipment.

There is already a degree of separation via the pathway shown on the latest drawing, retaining the skatepark at the front of the site enables the facility to be visible from many sides and natural surveillance would be maximised thus deterring some of the more offensive behaviour. It is also recommended by the Police Architectural Liaison officer

The recommended 30 metre distance from the nearest dwelling would be satisfied by having the skatepark at the front of the site.

Taking all these reasons into consideration Broadland District Council would not recommend or approve a change in the location of the skatepark to sit alongside Harrisons Woodland.

## **20/217. ACTIONS FROM MINUTES (CONTINUED)**

A consultation with SYEP on suitable types of equipment for older young people is underway.

With regard to the distance of play equipment from the nearest dwelling the British standard minimum is 20 metres, however, Broadland has a higher recommendation of 30 metres and the equipment will now be positioned accordingly.

The MUGA is of a standard size but developers will look at a slightly larger one.

The Local Areas for Play (LAPS) open space will be retained even when the equipment is removed.

Developers have confirmed that the overall green space equates to 15% and does not include the adjacent woodland.

Council noted all comments.

## **20/218. POLICE LIAISON OFFICER'S REPORT**

The Town Clerk reported that the Sprowston Safer Neighbourhood Team Community Update was not received in time for the Agenda but would now be circulated to Councillors via Email.

## **20/219. CONSULTATION ON COASTAL ADAPTATION SUPPLEMENTARY PLANNING DOCUMENT**

**RESOLVED** Councillors to respond to the Consultation on Coastal Adaptation Supplementary Planning Document on an individual basis.

## **20/220. 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) Has a budget gap of £39m for 2021/22 but this has now risen to £45m and that assumes another 1.99% increase in Council Tax. If no further Government funding is available then departmental savings will be discussed at the October cabinet meeting.
- (2) 95% of Norfolk's properties now have access to superfast broadband and this will increase to 97% in 2022

Broadland District Council

- (1) We had another planning meeting this morning and I will report on some of the applications. The empty warehouse on Salhouse Road was given permission to become a "Future Football Elite Academy".

## 20/220. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS CONTINUED)

- (2) On Broadland Business Gate Park approval was given for a Gridserve Station which is like a petrol filling station but for electric cars. It will have a café on the first floor.
- (3) Another successful application was at the Hellesdon Hospital site where permission was given for 5 new 16 bed, en-suite wards.
- (4) The new 11B service on the Linacre loop which was arranged by myself, Cllr. Leggett and Chloe Smith MP with the assistance of Cllr. Harpley who organised a petition, started running on Monday 7 September 2020. I joined the first bus on the loop at 9.38am and was disappointed to find that from the 5 stops on the route, I was the only passenger.
- (5) We had an interesting Broadland Planning meeting on Wednesday last week. We approved a new Police Station hub at Broadland Gate, Postwick. This will accommodate some 230 persons with the stations in Sprowston and Acle closing.

We also approved a Lidl supermarket also to be built on Broadland Gate opposite 700 houses.

And then we approved a development in Rackheath of 157 dwellings, all of which are affordable. With 55% affordable rent and 45% shared ownership. The housing association is Flagship which already owns 31,000 homes.

Mrs J Leggett referred Councillors to an email from Sergeant Youd offering to meet with Council.

It was agreed for Mrs J Leggett to organise a meeting however, it was noted the Police did not use Zoom but could use SKYPE.

Mr R J Knowles commented that he had received some very good reports from people using the new 11B bus route.

Mr W F Couzens queried the level of involvement of Councillors in getting the 11B bus running.

Mr J M Ward replied that he had been in discussions with the Head of Passenger Transport at Norfolk County Council who with her team had arranged for Konectbus to take on the route. Chloe Smith MP had personal conversations with the Managing Director of Konectbus and Mrs J Leggett had lots of personal interaction with Konectbus and the Deputy at Passenger Services.

## 20/221. RESIDENT'S QUESTIONS

On the motion of Mr J M Ward, seconded by Mr R J Knowles it was **RESOLVED**, that the meeting be adjourned to receive residents' questions on matters concerning the town. Residents were reminded that their questions should be addressed to the Town Mayor who would, assisted by the Town Clerk, reply.

As there were no residents questions the Chairman moved to the next item of business and reconvened the meeting.

## **20/222. REPORT OF THE TOWN CLERK**

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

#### **1.1 Sprowston Diamond Centre**

Referring to the Town Clerk's report Mr W F Cozens asked if the smaller rooms were closed off.

The Town Clerk advised that Sprowston Diamond Centre COVID- Secure Protocol required all rooms not in use to be locked. The building had been zoned and each room had an independent access so people could only circulate in their own area. This minimised cleaning and interaction.

Mr A J Barton was pleased to note that Sprowston Diamond Centre had generated approximately two thirds of its pre-COVID levels of income and asked what impact the rule of six would have on future revenue.

The Town Clerk replied that having reviewed the rule of six guidance he felt it primarily applied to social gatherings and as a COVID secure building Sprowston Diamond Centre should be unaffected as long as COVID secure protocols were followed.

### **CEMETERY**

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

### **STREET LIGHTING**

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

### **CENTRAL ADMINISTRATION AND PERSONNEL**

#### **4.1 Council Office**

Council noted that all staff were now working from the Council office and that it had continued to be manned by a member of staff throughout lockdown to deal with any time-critical issues.

#### **4.2 Remote Meetings**

In view of the National Association of Local Councils recommendation to continue with remote meetings and the lengths required to make any gathering as safe as reasonably practical the Town Clerk proposed continuing with remote meetings for the foreseeable future, to which Council agreed.

### **PLANNING AND TRANSPORTATION**

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

### **CORONAVIRUS UPDATE**

#### **6.1 Discretionary Business Support Grants Scheme**

## **20/222. REPORT OF THE TOWN CLERK (CONTINUED)**

The Town Clerk commented that Broadland District and South Norfolk Council officers had been very helpful with his submission of an application for a discretionary grant to offset Council's COVID-related expenses. This had resulted in the Council being awarded a £20,000 grant.

### **6.2 Sprowston Supporting our Community Together (SSoCT), formerly Sprowston Coronavirus Help Group (SGHG)**

Ms D Coleman observed that Councils involvement with SSoCT during the pandemic had helped to bring residents attention to the work of the Town Council.

## **ATTACHMENTS**

- (a) Breakdown of SCHG/SSoCT activity and expenses supported by Council, 1 April 2020 - 9 September 2020

## **20/223. 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:

2020/1572 - single storey rear extension at 32, Allens Lane

2020/1579 - change of use of part of building from D1 (Chiropractors) to C3 (Residential) at 101, Wroxham Road

2020/1619 - sub-division of curtilage to erect detached dwelling (Reserved Matters) at 9, Lowry Cole Road

## **20/224. CONSULTATION WHITE PAPER PLANNING FOR THE FUTURE**

Having noted the Planning for the Future White Paper consultation document was 63 pages and posed 26 questions and in view of this it was

### **RESOLVED**

- (1) Councillors to review the consultation on an individual basis and submit their answers to questions posed to the Town Clerk by 28 September 2020 for him to collate and present at the next meeting of the Town Council.
- (2) Town Clerk to advise Councillors not in attendance at this meeting of (1) above.



## **20/225. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

Mrs J Leggett verbally reported that the Recreational Facilities Working Group had identified all spare bits of land in Sprowston and would await results of a survey to be sent to all households.

She also advised that Ben Burgess, Planning Projects and Landscape Manager Broadland District Council, would be attending a meeting of the Council to discuss how to identify land that might come forward to retained as community land, if Council so required.

## **20/226. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

Mr W F Couzens reported that Sprowston Supporting our Community Together group had held their first Annual General Meeting and were formally constituted. Mrs J Leggett was appointed Chairperson, Mr W F Couzens Secretary, Amanda Burton Treasurer and there were nine other committee members.

The next task was for the group to become self-sufficient.

He thanked the Town Council, Town Clerk and Council staff in particular for all their assistance over the last few months commenting that without it the group could not have done anything.

Mr Couzens also reported that during August the group had supported 60 households with a variety of tasks including befriending and shopping.

Mrs J Leggett advised that Ms D Coleman was one of the nine committee members.

## **20/227. PAYMENT OF ACCOUNTS 16 SEPTEMBER 2020**

The Town Clerk and Responsible Financial Officer presented the schedule accounts to 16 September 2020 totalling £14,558.45.

The Town Clerk responded as follows to a Councillors' query on the Schedule of Accounts:

Community Outreach Worker  $\frac{3}{4}$  - is the third payment of 4 totalling £10,000 to majority fund a Youth Community Outreach Worker as agreed by Council when setting the 2020/21 budget.

On the motion of Mr J M Ward, seconded by Mr W F Couzens it was **RESOLVED** that payment of the accounts to 16 September 2020 totalling £14,558.45 be approved and the schedule authorising payment signed by the appropriate signatories at the first opportunity

**20/228. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments totalling £38.86 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 at 8.21pm.

**07 October 2020**

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

# COMMUNITY UPDATE

## SPROWSTON SAFER NEIGHBOURHOOD TEAM



OLD CATTON & SPROWSTON WEST WARD



[www.norfolk.police.uk](http://www.norfolk.police.uk)

SEPTEMBER 2020

WE ARE YOUR SAFER NEIGHBOURHOOD TEAM – WANT TO GET IN TOUCH?

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FACEBOOK: /BroadlandPolice

TWITTER: @BroadlandPolice

YOUR LOCAL BEAT MANAGER



PC 1578 GRAHAM GILL

### UPDATE FROM YOUR COMMUNITY ENGAGEMENT OFFICER

PC 1425 VICKY BAILEY

TEL: 07967 820083

E: [VICTORIA.BAILEY@NORFOLK.PNN.POLICE.UK](mailto:VICTORIA.BAILEY@NORFOLK.PNN.POLICE.UK)



We are always being made aware of scam phone calls, text messages and emails etc.

If you receive a fake message, forward the text, including phone number or company name, to 7726. It won't cost you anything and means your phone provider can investigate. If you responded to a scam text and provided your bank details, contact your bank immediately.

Spread the message about the Silent Solution so that people are aware. This could help to prevent abuse from happening. When dialling 999, if speaking or making an immediate sound would put you in danger, stay on the line and press 55 when prompted and the call will be transferred to the Police who will know it is an emergency call.

Stay Safe

Vicky

### WHAT'S HAPPENING IN YOUR AREA?

During the past month I have been conducting foot and bike patrols around the parks and other open spaces. There have been a few reports of ASB but these in the have main have been relatively minor incidents. As and when, I have conducted several speed checks in areas with issues and this is something I will continue to focus on over the coming months.

There has recently been reports of criminal damage and ASB in the Sprowston and Catton area. Unfortunately, these are not always reported to the police at the time. If you do notice a crime in progress can I please ask that you dial 999 or any suspicious behaviour on 101. Thank you. Now that the Schools are back I will be conducting reassurance patrols and speed checks outside the schools, challenging bad driving and inconsiderate parking. Can I please ask that if you do use a vehicle to drop or pick children from school, that you park considerately and not on junctions or blocking resident driveways. Thank you.

As the nights start pulling in, now is the time to be extra vigilant with security, do not forget to lock all doors and windows locked before going out or going to bed.

Regards Graham



### CURRENT NEIGHBOURHOOD PRIORITIES

- MONITOR & CHALLENGE INCONSIDERATE PARKING AROUND CANNERBY LANE, SPROWSTON & SCHOOLS IN OLD CATTON & SPROWSTON
- MONITOR & CHALLENGE SPEEDING ON CANNERBY LANE, WHITE WOMAN LANE & WROXHAM ROAD IN SPROWSTON; & ST FAITHS ROAD & SPIXWORTH ROAD IN OLD CATTON

### DATES FOR YOUR DIARY

- S.N.A.P MEETING – DATE TBC



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# COMMUNITY UPDATE

## SPROWSTON SAFER NEIGHBOURHOOD TEAM

OLD CATTON & SPROWSTON WEST WARD



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SEPTEMBER 2020



### CRIME UPDATES AUGUST 20

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



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### WHAT'S HAPPENING IN YOUR AREA?

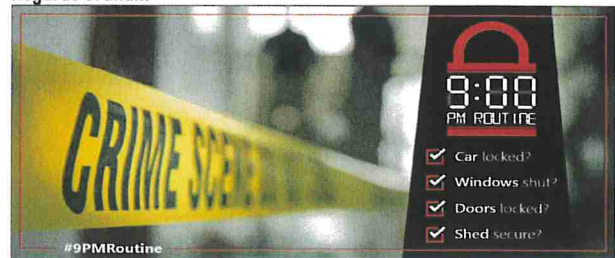
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- S.N.A.P MEETING – DATE TBC



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# COMMUNITY UPDATE

## SPROWSTON SAFER NEIGHBOURHOOD TEAM

SPROWSTON CENTRAL & EAST WARD



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SEPTEMBER 2020

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## Guy Ranaweera

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**From:** Sandra Hughes [REDACTED]  
**Sent:** 21 September 2020 11:13  
**To:** Guy Ranaweera  
**Subject:** Fundraiser for Dementia UK

Hello Guy,

I hope that you are well.

I have just replied to Sue's email, and have seen your very kind offer to sponsor me on behalf of STC, with their approval.

I started doing this aiming originally for 30 miles and £150, but have since up my target to 100 miles, I already have over 75 miles in the bag, and have so far raised over £300. I had planned to either walk or volunteer at the Memory walk this year but of course this was affected by Covid along with everything else, including my volunteering with the AS, SDFC, the dementia café and the Dementia Friends movement. But this walking I can do as we are doing it as individuals rather than a group activity.

Dementia UK is the charity responsible for funding the Admiral Nurses, who visit and support families affected by dementia in their own homes or via their support/helplines. Like all other charities they have been affected this year. Hence the fundraising walk.

My fundraising page is on facebook, here is the link <https://www.facebook.com/donate/2867850793458162/>

Thanks again

Sandra

## Our work on Salhouse Road

We are installing 3km of new water and sewer pipes along Salhouse Road, connecting the new developments between Wroxham Road, Plumstead Road East and parts of Rackheath to water and sewerage services while ensuring resilience for existing customers as local demand grows.

The scheme is on track to be completed by December 2020.

We know roadworks are disruptive and we want to **thank you** for bearing with us.

We're doing everything we can to minimise disruption for local people and businesses.

As well as laying sewer and water pipes simultaneously, we're working with the developer's contractors, who are installing power cables under our road closure.





### Why is this work so important?

Currently, your drinking water comes from water which is abstracted from an underground borehole. It is then transported to Ludham Water Treatment Works to be treated, after it has been treated and is safe to drink, it travels through pipelines to your taps.

The Environment Agency has been reviewing abstraction licences for different boreholes across the country. As part of their review, and to protect the environment, we have agreed that we will stop abstracting from this borehole.

As well as providing the new homes with water, this twin-track scheme also enables us to continue to supply the area with water when the borehole is decommissioned in January 2021.

### Things you need to know:

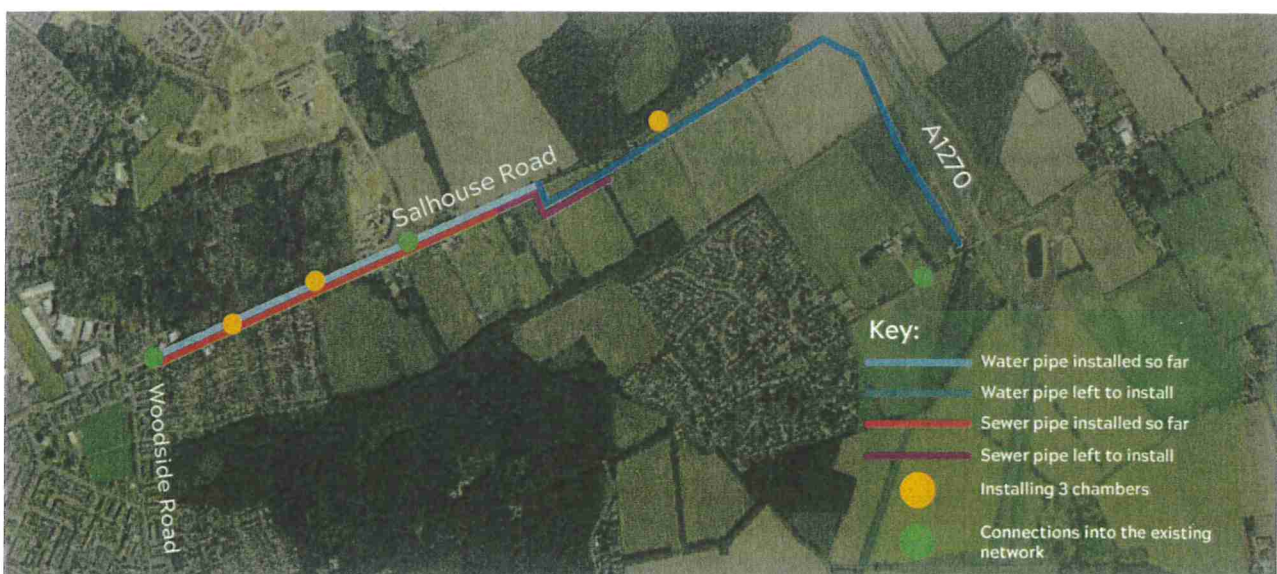
Our team are making good progress and have so far installed almost 1km of the new water and sewer pipes and one of the access chambers in Salhouse Road, as shown on the map. We expect to remove our road closure from Salhouse Road by the end of October, while we continue to work in the fields.

Later in the year, we will need to use traffic management again while we make final connections into the existing water and sewer networks:

- Blue Boar Lane Junction, 4-way Traffic Lights, approx. two weeks
- Atlantic Avenue, 3-way Traffic Lights, approx. two weeks
- Plumstead Road, Road Closure, approx. one week

Dates for these final sections of work are yet to be confirmed and will be communicated on our website and via road signage at least two weeks in advance.

If you want to find out more, please visit [www.anglianwater.co.uk/salhouse](http://www.anglianwater.co.uk/salhouse)



27<sup>th</sup> September 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's Housing & Homelessness Service has seen an unprecedented rise in contacts for advice and support by households who are homeless or threatened with homelessness during this pandemic period. The service is currently receiving 2000+ calls, for advice, per week, compared to a standard number of 750.

BDC's Community at Heart Lottery launches on 5<sup>th</sup> November. Each ticket will cost £1 with 60% going to local good causes and the rest being for prize money and admin. There will be a top prize of £25k and smaller prizes of £25 and of 3 free tickets.

BDC's recycling rates are the best in Norfolk at 49.6%, being some 7.1% above our nearest rival. We are working towards a target of 60%.

BDC's Broadland Growth Property Development Company has just completed 22 new homes in Plumstead.

#### Norfolk County Council

Notice has been given that the speed limit on Salhouse Road from Woodside Road to Harrisons Drive will be reduced to 30mph and from Harrisons Drive eastwards, for 200 mtrs to 40mph.

Mobi-Mix is a £3m project to encourage more shared transport and to make available cars, bikes, e-bikes and e-scooters for hire (the e-scooters have just started appearing on the streets of Norwich). It is funded by the European Regional Development Fund and 400,000 euros are allocated to Norfolk.

NCC's Development Consent Order application to the Government to build and operate Gt. Yarmouth's third river crossing has been granted. £98m of national funding has been allocated towards the £120m total cost. Work will start early next year with scheduled completion early 2022.

## COUNCIL MEETING – 07 October 2020

### Report of the Town Clerk

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

##### **1.1 Sprowston Diamond Centre**

To prevent further roof leaks additional necessary repairs to the Centre's roof have been identified by the architect. The cost is £1340 + VAT and will be deducted from the builder's retention sum.

To date we have had no communication from Omnis official bankruptcy receivers in respect of the retention sum.

##### **1.2 Tree damage at Pine Court**

Council owns a small area of woods behind Cottage Plantation (Blue Boar Lane), fronting onto Pine Court, Plantation Drive, Birch Court and Gurney Drive. The recent winds caused a large branch to fall from one of our trees overhanging the car park at Pine Court. No-one was injured but a car was damaged. In accordance with our tree survey schedule these trees were surveyed in 2019 and were deemed safe. My opinion and that of our tree surgeon is this breakage is considered an unforeseeable, if unfortunate, 'act of God'. I am in touch with the management company of Pine Court flats and will advise Council when more is known about any possible insurance claim.

#### CEMETERY

##### **2.1 Consecration of new cemetery extension, Church Lane, Sprowston**

On Wednesday 23<sup>rd</sup> September 2020 the new cemetery extension was consecrated by the Bishop of Norwich, the Rt Revd Graham Usher. Due to COVID precautions the ceremony was low-key, attended by Sprowston Mayor John Ward, Reverend Canon Simon Stokes, Reverend Canon Sally Theakston, Assistant Curate Philp Harvey, and myself.

#### STREET LIGHTING

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

#### CENTRAL ADMINISTRATION AND PERSONNEL

##### **4.1 Staffing**

###### **Grounds Team**

One Groundsman (0.6 FTE) will be retiring on 8<sup>th</sup> October 2020. I plan to recruit a full time (1 FTE) Groundsman in January/February 2021. The extra 0.4 FTE will bring the grounds team back up to their historical full staffing level of 5 FTEs.

Winter is a relatively quieter time for the grounds team; hence they can manage in the short-term with a slightly lower staffing level.

#### **Finance and Administration Officer**

Our Finance and Administration Officer (0.8 FTE) will be retiring at the end of May 2021. Given the importance of this role I plan to recruit a fulltime officer in March 2020. This will allow a three-month hand-over period and will give the new staff member experience our financial yearend close-down and audit.

#### **Proposal for new part time post - Compliance and Administration Officer**

With the number and scale of Council owned play facilities set to increase, and the regulatory requirements of the Diamond Centre and other buildings taking up more and more staff time, I feel extra resource is required to ensure Council is properly able to discharge its health and safety responsibilities. Therefore, I am proposing to create a new part time post to conduct routine and non-specialist health and safety checks of play equipment, as well as administer basic aspects of our compliance regime.

My initial preference is for 0.4 or 0.6 FTE (2 to 3 days per week), to start in the new financial year (April 2021). I shall bring a detailed proposal to Council as part of the budget and precept setting process for 2021/22.

### **PLANNING AND TRANSPORTATION**

#### **5.1 Road safety around schools**

##### **White Woman Lane**

Parking related safety issues have been reported during school run times, along White Woman Lane, between Mountbatten Drive and the school.

Residents and PC Gill have observed that people park along the road (which is legal parking), but this causes issues when other vehicles pass the parked cars onto oncoming traffic. Vehicles will mount the pavement in order for them to pass each other. It appears that vehicles cannot see oncoming vehicles due to the slight bend in the road.

Old Catton Parish has liaised with NCC Highways to install H Bar markings (white lines) which will provide passing points along this stretch of road. No date for installation has been given but Highways are aware that this is an urgent issue.

PC Gill has added this area to his patrol route.

##### **Falcon Road East Schools (Falcon Road Junior, Cecil Gowing Infant)**

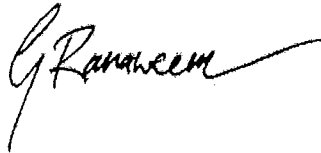
Further to minute 2020/046 5.1 (19<sup>th</sup> Feb 2020), the installation of posts on the verge at the junction of Falcon Road East and Blithewood Gardens has continued to meet with delay.

NCC Highways has this week advised an approximate 6 to 8 week timescale for installation. I have requested NCC Highways carry out the installation works as, contrary to what I was led to believe at the time, a street-working qualification and licence is required, which our grounds staff do not possess.

NCC carrying out the works will increase the project's cost. However, Cllr Ward has offered to use his NCC Member's allowance to fund the installation. Should the cost exceed Cllr Ward's allowance, additional reasonable costs can will be meet from the £1700.00 funds agreed by Town Council in Minute 2020/046 5.1. In the meanwhile, the yellow lines outside the school have been repainted and PC Gill has also added this area to his patrol route.

## **ATTACHMENTS**

6.1 None

A handwritten signature in black ink, appearing to read 'Guy Ranaweera', with a long horizontal flourish extending to the right.

**Guy Ranaweera**  
**Town Clerk**

**Sprowston Town Council**  
**PLANNING APPLICATIONS – 7 OCTOBER 2020**

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**Broadland DC App. No.:** 20201623

**Location:** 7 Peregrine Mews, Sprowston, NR7 8JG

**Type:** Householder

**Description:** A 4260mm wide x 4000mm projection extension with a gable ended pitched roof to the front of an existing single storey extension and a 3725mm wide x 3000mm projection extension with a flat roof to the rear

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**Broadland DC App. No.:** 20201636

**Location:** 11A Blithewood Gardens, Sprowston, NR7 8PR

**Type:** Householder

**Description:** Proposed first floor side extension

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**Broadland DC App. No.:** 20201645

**Location:** 10 Swan Lane, Sprowston, NR7 8FW

**Type:** Householder

**Description:** Two storey side extension

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**Broadland DC App. No.:** 20201650

**Location:** Royal Oak, North Walsham Road, Sprowston Norwich, NR6 7QQ

**Type:** Full Planning

**Description:** Demolition of existing buildings & erection of eight new dwellings and garages

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**Sprowston Town Council**  
**PLANNING APPLICATIONS – 7 OCTOBER 2020**

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**Broadland DC App. No.:** 20201705      **Location:** 106 Linacre Avenue, Sprowston, NR7 8JY

**Type:** Householder

**Description:** Proposed Alterations to include Roof Dormers and single storey flat roof rear extension

---



BGC South Ltd

Quality Family Owned Garden Centres • Restaurants • Online Store

16 September 2020

Dear Councillor,

**DEVELOPMENT PROPOSALS FOR SPROWSTON GARDEN CENTRE,  
BLUE BOAR LANE, NORWICH, NR7 8RJ**

I am writing to you regarding our plans to extend and improve Sprowston Garden Centre.

**The Proposals**

British Garden Centres (BGC) acquired Sprowston Garden Centre from Wyevale last year and wish to further invest in the garden centre through improving the retail offer and providing additional services and facilities as well as improving the car park for their customers. As such, BGC will be submitting a planning application to Broadland District Council to extend the garden centre. The proposals will provide additional retail floorspace, a new café, indoor children's play area including a cafe, and offices and warehouse space. The proposal also includes the reconfiguration of the existing car park and service yard. We have attached an existing site plan of the garden centre as well as a proposed site plan to show the various changes (ref: A-PL-002 Rev P02 and A-PL-010 Rev P05).

Despite the disruption caused by Covid-19, we want to ensure you that BGC are committed to the proposals and ensuring as vital business economy in Norwich. This is especially important given the impact of the pandemic.

The development will help to improve and enhance the existing garden centre to better meet customer needs. Alongside this, it will also help to protect the long-term future of the garden centre whilst creating additional employment opportunities for the local area.

The proposals have been designed to minimise impact upon the surrounding area including on nearby residents, ensuring no adverse impact in terms of noise or light pollution. The extension will primarily be single storey in height (except the proposed warehouse), to be in keeping with the existing building, and will be screened by the existing mature trees which surround the site and form a boundary between the garden centre and residential properties to the west. The opening hours of the garden centre proposal will also remain as is existing. Moreover, the proposal will only result in the loss of a small number of trees and replacement planting is proposed in order to help enhance the

With Great Garden Centres throughout the UK

Registered Office: BGC South Ltd, c/o Brigg Garden Centre, Bigby High Road, Brigg, DN20 9HE. Registered in England, Company Number 12178153 VAT Registration Number 332 6520 26.





BGC South Ltd

Quality Family Owned Garden Centres • Restaurants • Online Store

overall appearance of the development. The changes to the car park will also improve circulation and provide sufficient car parking spaces for customers.

The application will be supported by a number of technical reports to demonstrate that it will not have an adverse impact on the site or surrounding area.

### **Informing the Community**

We have recently held pre-application discussions with the planning department at Broadland Council where we received positive feedback. We are now ready to consult with stakeholders and the local community on the plans up over the next few weeks. As part of this, we are writing to local residents in closest proximity to the site to inform them of the forthcoming planning application which we are hoping to submit next month and providing contact details of the project team. We are also displaying of copy of the plans at the garden centre itself.

In addition, we would be happy to meet you at the garden centre to discuss the proposal further or alternatively arrange telephone calls or a meeting through videoconferencing (e.g Skype, MS Teams, Zoom etc, as you prefer) to provide further information or to answer any questions you may have.

WSP are providing planning advisory services for this planning application. Should a meeting be of interest, please contact Sally Garford at WSP on 0113 395 4484 or via email at [UKPlanningComment@wsp.com](mailto:UKPlanningComment@wsp.com) by 30 September and we would be happy to coordinate this.

We look forward to hearing from you soon.

Yours sincerely

David Lazenby  
Head of Property

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Existing site location plan



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[www.britishgardencentres.com](http://www.britishgardencentres.com)



## **Comments on Planning for The Future**

(The following page numbers relate to PDF version)

Preamble page 12: 49% distrust developers, 36% distrust Local Authorities; who should be given more freedom with less controls? What percentage distrust Central Government?

Page 16: Some office conversions under the change of use rules have resulted in ridiculously small dwellings that Local Authorities can do nothing to prevent.

### **Question 4. What are your top three priorities for planning in your local area?**

Question 4. Three priorities:

The environment, biodiversity, and action on climate change

More and better local infrastructure

Increasing the affordability of houses (without reducing the quality)

### **Question 5. Do you agree that Local Plans should be simplified in line with our proposals?**

I do not agree with this proposal. As we are experiencing at the Town Council, it is difficult enough already to achieve the inclusion of required amenities without the removal of one of the planning stages. I am even more strongly opposed to the alternative proposal of combining Growth and Renewal Areas in the same category as described on page 29.

### **Question 6. Do you agree with our proposals for streamlining the development management content of Local Plans, and setting out general development management policies nationally?**

I disagree with this proposal. Keep it local.

### **Question 9(a). Do you agree that there should be automatic outline permission for areas for substantial development (Growth areas) with faster routes for detailed consent?**

I disagree with this proposal. See reasons under 5 above.

### **Question 10. Do you agree with our proposals to make decision-making faster and more certain?**

I disagree with the proposal on page 36 to make the eight and thirteen week time limits firm deadlines, there are many valid reasons why a delay may occur. However, many of the bullet points on pages 36 and 37 seem sensible.

### **Question 11. Do you agree with our proposals for accessible, web-based Local Plans?**

Agree but would still want paper-based copies to be available.

### **Question 12. Do you agree with our proposals for a 30 month statutory timescale for the production of Local Plans?**

Disagree, whilst a decade is too long, the proposed statutory limit leaves little time for valid reflection.

**Question 13a. Do you agree that Neighbourhood Plans should be retained in the reformed planning system?**

Agree.

**Question 14. Do you agree there should be a stronger emphasis on the build out of developments? And if so, what further measures would you support?**

I disagree with the statement above this question on page 43. As we have seen locally, the division of substantial development areas into small separate sites leads to difficulties in achieving required amenities.

**Question 15. What do you think about the design of new development that has happened recently in your area?**

Some developments have been good, others not so. Beauty is in the eye of the beholder. Is the picture on page 44 an illustration of a beautiful regeneration of a derelict industrial site or an eyesore dumped on a previously undeveloped beauty spot?

**Question 16. Sustainability is at the heart of our proposals. What is your priority for sustainability in your area?**

All examples of sustainability should be priorities.

**Question 20. Do you agree with our proposals for implementing a fast-track for beauty?**

Disagree. See comment under 15 above. How do you define beauty? Any development should go through the same planning process.

**Question 21. When new development happens in your area, what is your priority for what comes with it?**

Depending on the exact circumstances of the development, all the options mentioned should be included.

**Questions 22a to 22c.**

**22(a). Should the Government replace the Community Infrastructure Levy and Section 106 planning obligations with a new consolidated Infrastructure Levy, which is charged as a fixed proportion of development value above a set threshold?**

**22(b). Should the Infrastructure Levy rates be set nationally at a single rate, set nationally at an area-specific rate, or set locally?**

**22(c). Should the Infrastructure Levy aim to capture the same amount of value overall, or more value, to support greater investment in infrastructure, affordable housing and local communities?**

I would agree with any changes that ensure that levies are paid more promptly and with increased income to the Local Authority.

**Question 22d. Should we allow local authorities to borrow against the Infrastructure Levy, to support infrastructure delivery in their area?**

Agree

**Question 23. Do you agree that the scope of the reformed Infrastructure Levy should capture changes of use through permitted development rights?**

Agree

On page 65 of the report am I correct in thinking that the development illustrated does not have any footways?

**Question 25. Should local authorities have fewer restrictions over how they spend the Infrastructure Levy?**

Agree

Martin Callam September 2020

**Sprowston Town Council**

**Payments**

**Meeting Date: 7th October 2020**

<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
10/09/2020	8070860733	Copy IT Digital Solutions <u>Details</u> Photocopying:31/07/2020-31/08/2020	24.80	4.96	29.76	86
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
11/09/2020	5273	Cozens (uk) Ltd <u>Details</u> Elec.Maintenance Diamond Ctre,Recreation Gr	390.00	78.00	468.00	87
18/09/2020	5284	LED Light Replacement: 28 Blue Boar Lane	395.00	79.00	474.00	
			<b>785.00</b>	<b>157.00</b>	<b>942.00</b>	
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
17/09/2020	J14664	Ernest Doe & Sons Ltd <u>Details</u> Repair OIL Leak:John Dere 4720 Tractor	260.96	52.19	313.15	88
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
07/09/2020	5760455	ESPO <u>Details</u> Antiviral Disinfectant,H/Sanitiser,Copy Paper	84.10	16.82	100.92	89
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
01/08/2020	926656	Heritage Contract Services Ltd <u>Details</u> A/N Increase Caretaking/Clean Serv. Sept. 202	1,349.66	269.93	1,619.59	90
01/09/2020	926657	A/N Increase Caretaking/Clean Serv. Oct. 2020	1,349.66	269.93	1,619.59	
01/09/202	926658	Cem.Gates A/n Increase Adj. September 2020	4.82	0.96	5.78	
			<b>2,704.14</b>	<b>540.82</b>	<b>3,244.96</b>	
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
06/09/2020	ICO:0014653453	Information Commissioner's Office <u>Details</u> Data Protection Renewal 19/10/2020-18/10/202	35.00		35.00	91
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
19/09/2020	SI-11162	Pest Express Ltd <u>Details</u> Removal Wasp Nest Sparhawk Park	70.00	14.00	84.00	92
19/09/2020	SI-11166	Removal 2nd Wasp Nest Sparhawk Park	70.00	14.00	84.00	
			<b>140.00</b>	<b>28.00</b>	<b>168.00</b>	





Sprowston Town Council		Direct Debit Payments		Meeting	Date: 7th October 2020	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT DEBIT</u>
31/08/2020	772417	AF Group Ltd	55.78	3.02	58.80	
31/08/2020	772417	Haven: Cemetry 01/06/2020-01/09/2020	86.36	4.69	91.05	
31/08/2020	772417	Haven: Sparhawk Park 01/06/2020-01/09/2020	22.45	4.49	26.94	
31/08/2020	772417	Vodafone August 20-Revenue Share Payment	49.88	9.98	59.86	
31/08/2020	772417	Comm-Tech:Replacement Mobile : Nokia	107.78	21.56	129.34	
		Screwfix:Anti Climb paint, Tape Meas,Resin, Nut				
			<b>322.25</b>	<b>43.74</b>	<b>365.99</b>	
Anghlian Water Business						
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT DEBIT</u>
15/09/2020	7816283	Cemetry 15/06/2020-14/09/2020	38.47	-	38.47	
15/09/2020	7817492	Allotments 15/06/2020-14/09/2020	297.90	-	297.90	
			<b>336.37</b>	<b>-</b>	<b>336.37</b>	
British Gas						
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT DEBIT</u>
08/09/2020	993354403	Diamond Centre:19/08/2020-29/08/2020	68.39	13.67	82.06	
14/09/2020	714374616	Diamond Centre:30/08/2020-14/09/2020	99.58	19.91	119.49	
			<b>167.97</b>	<b>33.58</b>	<b>201.55</b>	
Total Gas & Power Ltd						
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT DEBIT</u>
12/09/2020	220998827/20	Diamond Centre August 2020	83.27	4.16	87.43	
12/09/2020	220998816/20	SDC:Floodlights August 2020	9.53	0.47	10.00	
12/09/2020	220985484/20	StreetLights:August 2020	2,325.50	465.11	2,790.61	
			<b>2,418.30</b>	<b>469.74</b>	<b>2,888.04</b>	
Total Direct Debits			<b>3,244.89</b>	<b>547.06</b>	<b>3,791.95</b>	

Sprowston Town Council      Barclaycard Payments

Meeting      Date: 7th October 2020

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
Total of Payments Due by Direct Debit			0.00	0.00	0.00

## Recreational Facilities Survey

The Recreational Facilities Working Group proposes to consult residents as to what kinds of recreational facilities may be needed in Sprowston. The results would be used to inform negotiations with developers and future expenditure of Community Infrastructure Levy (CIL) and/or Section 106.

The draft list of facilities given in Q1 results from a call for suggestions kindly put out on Facebook by Cllr Coleman.

Consultation would be online via Survey Monkey (free), and paper copy with freepost return envelope, delivered with the next issue of Sprowston Matters (Dec 2020). Costings for the paper survey are given in the attached spreadsheet.

**Proposal: To implement the proposed online survey and send out to every home in Sprowston a paper version of the survey. The cost of the paper survey to be funded from reserves.**

--- Draft Recreational Facilities Survey Starts---

Link: <https://www.surveymonkey.co.uk/r/858TNV3>

## Suggestions for Recreational Facilities in Sprowston

The Town Council would like to consult residents about what kind of recreational facilities are needed in Sprowston.

Unfortunately, we can't promise to act on every suggestion, but your answers will help our Council draw up a list of priorities from the feasible options.

Any information you submit will held by Sprowston Town Council in accordance with our privacy policy (see our website). Your answers are anonymous and cannot be used to identify you.

Q1. Which of the following recreational facilities would you like to have in Sprowston. (Tick as many answers as you like).

- Adult gym trail/outdoor gym
- Annual fete
- Bike trick tarmac
- Communal gardens
- Cycle paths
- Football pitches (additional to existing pitches)
- Graffiti wall
- Live music area covered with electrical access
- Multi purpose courts
- Nature wildlife areas
- Pickle ball court
- Secure dog walking area
- Skate park

- Swimming pool
- Teenagers' space
- Water fountain

Q2 What is your age?

- 17 or younger
- 18-20
- 21-29
- 30-39
- 40-49
- 50-59
- 60 or older

Q3. How many children or dependants are in your household. (Please tick all that apply).

- I am an adult with no children or dependants in my household
- I am under 18, or, this question is not applicable to me
- 1 or more child 0 to 3 years old
- 1 or more child 4 to 6 years old
- 1 or more child 7 to 10 years old
- 1 or more child 11 to 13 years old
- 1 or more child 14 to 17 years old
- 1 or more dependants 18 to 24 years old

Q4. During SCHOOL TERM TIME, on average how often does someone from your household visit the following recreational facilities in Sprowston? (Please choose one answer for each facility).

	During term time - Never	During term time - Less than once a week	During term time - About once a week	During term time - More than once a week
The Recreation Ground	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sparhawk Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Windsor Park Gardens	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wilks Farm Drive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Blue Boar Lane Open Space (near Aldi)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Barkers Lane	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Millennium Woods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Harrison's Wood/Boar Plantation/Cottage Plantation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q5. During SCHOOL HOLIDAYS, on average how often does someone from your household visit the following recreational facilities in Sprowston. (Please choose one answer for each facility).

	During school holidays - Never	During school holidays - Less than once a week	During school holidays - About once a week	During school holidays - More than once a week
The Recreation Ground	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sparhawk Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Windsor Park Gardens	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wilks Farm Drive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Blue Boar Lane Open Space (near Aldi)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Barkers Lane	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Millennium Woods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Harrison's Wood/Boar Plantation/Cottage Plantation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q6. What do you like most about Sprowston

Q7. What do you like least about Sprowston

Q8. What is your postcode

Q9. What recreational facilities or equipment for residents with disabilities would you like to have in Sprowston?

--- Draft Recreational Facilities Survey Ends---

Recreational Facilities Survey Costings  
September 2020

**Survey assumptions:**  
1 double-sided survey sheet each  
1 pre-printed envelope each  
Delivered simultaneously with Sprowston Matters  
Returned Business Reply Plus, 2nd class letter  
Approx. nos houses in Sprowston: 8500

		Cost = (cost per letter * number of responses) + licence fee										
		Number of responses										
Licence Fee	per 2nd class letter	8500	8000	6000	4000	2000	1000	750	500	250	100	
A Business Reply Plus	£99.50	£0.393	£3,440.00	£3,243.50	£2,457.50	£1,671.50	£885.50	£492.50	£394.25	£296.00	£197.75	£138.80
2nd class stamps - illustration only	£0.00	£0.65	£5,525.00	£5,200.00	£3,900.00	£2,600.00	£1,300.00	£650.00	£487.50	£325.00	£162.50	£65.00
B Printing costs, B&W double sided A4	(*8500)		£300.00	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00
C Nos. of pre-printed envelopes	(*8500)		£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00
D Data entry admin time	(£8.71 * 15hrs)		£130.65	£130.65	£130.65	£130.65	£130.65	£130.65	£130.65	£130.65	£130.65	£130.65
<b>TOTAL COST (A+B+C+D)</b>			<b>£4,270.65</b>	<b>£4,074.15</b>	<b>£3,288.15</b>	<b>£2,502.15</b>	<b>£1,716.15</b>	<b>£1,323.15</b>	<b>£1,224.90</b>	<b>£1,126.65</b>	<b>£1,028.40</b>	<b>£969.45</b>

*Note*  
Based on responses to previous paper based surveys, maximum expected responses would be circa 500