

NOTICE OF MEETING
AND SUMMONS TO ATTEND

**The meeting of Sprowston Town Council
will be held in the School Room at Sprowston Diamond Centre, School Lane, Sprowston
NR7 8TR on Wednesday 6 October 2021 at 7.30pm**

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 15 September 2021. Pages 1 - 8
4. To agree action/response arising from the minutes. Pages 9 - 10
 - (1) Memorial Plaque Minute 21/216 (1).
 - (2) Police Crime Update 1 - 31 July 2021
Old Catton and Sprowston West
Sprowston Central and East Ward
5. Former Viking Public House - presentation Jason Menezes (Feasibility Plans Enclosed) Pages 11 - 14
6. To receive any Police Liaison Officer's report:
7. To receive correspondence:
 - (1) To make a decision on - Grant request Sprowston Methodist Church. Pages 15 - 18
 - (2) Register of Deposits and Regulations D21 51. Pages 19 - 24
8. To receive any written/verbal reports from Sprowston County and District Councillors. Page 25
9. To adjourn the meeting to allow members of the public and Councillors with prejudicial interests to speak.
10. To receive the report of the Town Clerk and make decisions on: Pages 26 - 29
 - 1.3 Barkers Lane - Dogs off Leads
 - 4.2 Royal British Legion poppy wreath donation: a) £17.00, or b) more (2020: £300 granted)
11. Adjourn the meeting for a short break.
12. To consider planning applications to 6 October 2021. Page 30
13. To receive planning decisions - Week Commencing 20 September 2021. Pages 31 - 32
14. To receive any written/verbal reports from the Council's Committees and Working Groups.
 1. Recreational Facilities Working Group. Pages 33 - 42
 - (a) To make a decision regarding: Skate Park Initial Draft Specification - photographs of comparator skate parks circulated separately.
 - (b) Work Programme update.
15. To receive any written and verbal reports from Councillors representing
16. To confirm the payment of accounts to 6 October 2021. Page 43 - 44



Guy Ranaweera
Town Clerk

1 October 2021

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

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

Footnote:

¹ 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 and follow the links through to planning.

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

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

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

MEETING OF SPROWSTON TOWN COUNCILLORS – 15 SEPTEMBER 2021

At the meeting of the Sprowston Town Council held at the School Room, Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 15 September 2021, the following Councillors were present: -

Mr J M Ward – Town Mayor

Mr A J Barton	-	Mr R J Knowles
Mr M G Callam	-	Mrs B J Lashley
Mrs B Cook	-	Mrs J Leggett
Mr W F Couzens	-	Ms C T Rumsby
Mr N Shaw		

In attendance

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

2 members of the public were present

21/230. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interest were received.

21/231. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Ms D Coleman, Mr J F Fisher and Mr J H Mallen.

21/232. MINUTES

The Minutes of the Council's meeting held on 25 August 2021, having previously been circulated to all Councillors were subject to the following amendment

Minute 21/217 delete Blundell and insert Brundall

confirmed and signed by the Chairman / Town Mayor of the Council.

21/233. ACTION FROM MINUTES

(1) Planning Enforcement 2021ENF149

Further to Minute 21/229, the Town Clerk reported Planning Enforcement officers had confirmed they were aware of the situation regarding Planning Enforcement 2021ENF149 and would be taking action this week and update him accordingly.

21/234. POLICE LIAISON OFFICER'S REPORT

(1) Old Catton and Sprowston West Ward August 2021

21/234. POLICE LIAISON OFFICER'S REPORT (CONTINUED)

(2) Sprowston Central and East Ward August 2021

Councillors expressed concern with reference to high numbers of domestic abuse and public fear, alarm and distress.

It was agreed the Town Clerk contact Norfolk Constabulary for further details.

21/235. CORRESPONDENCE

(1) Hackney Carriage Review

Council **RESOLVED** to respond to the Review of Hackney Carriage and Private Hire Vehicle Policy and Conditions as follows

- Disability awareness training to include all forms of mental and physical disability.
- Further installation of high-powered charging points across the district as current coverage is inadequate.

Mr J M Ward reported he was pursuing his request for provision of recharging points at Sprowston Diamond Centre and Sprowston Recreation Ground to be funded from his Norfolk County Council Member's Highways allowance.

(2) Proposed Transport for Norwich Strategy

Mr W F Couzens commented on the lack of infrastructure for all types of transport in addition to insufficient provision of charging points.

RESOLVED Councillors to respond to the Transport for Norwich Strategy on an individual basis.

(3) Salhouse Road Closure and Greenborough Road

Referring to a letter from a resident of Greenborough Road the Town Clerk reported Salhouse Road was due to be closed until 4 November 2021. As a result, a number of vehicles, including HGV's, were not following the official diversion route and using residential roads as a rat run.

He had forwarded concerns to the Highway Authority, with no response received as yet. He had also contacted Norfolk Constabulary who said they would endeavour to increase patrols in the area however considered it was an issue for the Highway Authority.

Mr W F Couzens felt CCTV and enforcement was required.

Mr N Shaw suggested a weight limit and large planters to narrow the roadway thus preventing use by wider vehicles.

21/235. CORRESPONDENCE (CONTINUED)

Mrs B J Lashley questioned if there was sufficient diversion signage.

(4) South East Ward - Election Request

Mr J M Ward advised a specific polling date had not yet been agreed for the South East Ward election.

21/236. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

Norwich City Council has this week completed its purchase of the Carrow House complex, a key component in unlocking the potential for thousands of new homes.

The Mile Cross Recycling Centre closed permanently on Thursday 9 September 2021. The new site accessed from the Broadland Northway will be open in two weeks' time.

From 11 November 2021 anybody entering any care home in Norfolk, including contractors will have to prove that they are double vaccinated.

Unison, GMB and Unite Trade Unions are balloting members on a national employers' final offer of a 2.75% increase to national pay point one and 1.75% increase to pay points two and above.

At last week's County Council Cabinet, it was agreed to employ more apprentices, to spend £11m improving Norfolk's Roads and to spend the £1.5m flood reserve fund.

Bidder C in my written report has tonight been revealed as Veolia.

Yesterday I attended a briefing by Kerrie Gallagher Broadland District Council and Victoria Parsons South Norfolk District Council on the new Norfolk integrated Domestic Abuse Scheme which will bring together the County and District Councils and the Police. By the end of the year there will be one phone number for reporting domestic abuse.

Also, yesterday I was at a museums meeting at Gressenhall where, despite the rain they had 165 school children on site during the day. From May to the end of term 35 schools have visited bringing 1300 children.

I have just received notification that Blenheim Crescent will be closed for road works 4 - 8 October 2021.

I have been out all day today Judging the Broadland District Council Design awards. We visited 6 locations: - a property at Gate Gardens Aylsham, a large self-build at western Longville, The Nest at Horsford, Faraday House at Broadland Business Park, Roseberry Fields a development of 22 dwellings at Great Plumstead and a development of 18 dwellings at Strumpshaw. The top 3 winners will be announced in a few days.

21/237. RESIDENTS QUESTIONS

On the motion of Mr J M Ward, seconded by Mr N Shaw 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 Chairman who would, assisted by the Town Clerk, reply.

Mr Toomer voiced concerns about possible housing development on land currently leased by Sprowston Sports and Social Club (SSSC) and requested continued protection from the Town Council.

The Town Clerk explained Mr Toomer was referring to the Asset of Community Value Register. However, Broadland District Council had refused the Town Council's request to place SSSC on the register in 2016. Council had since agreed to resubmit at the earliest opportunity which is 23 November 2021.

Mr Toomer was asked to contact the Town Clerk directly with other issues relating to the Sprowstonite Group.

The meeting was reconvened.

21/238. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 SYEP Activity Day, 3rd September 2021

Council noted the success of SYEP's activity day on 3 September 2021.

Mr J M Ward reported his attendance at the event noting PC Andy Mason from Thorpe St. Andrew was also in attendance whilst PC Gill was on annual leave.

1.2 South Norfolk and Broadland Community Policing Forum

Council noted the comments from District Commander Chris Harvey about anti-social behaviour (if any) at skate parks.

1.3 COVID Restrictions - Venue for Council Meetings

Having considered the report of the Town Clerk it was **RESOLVED** to continue Council meetings in the School Room.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Administration and Compliance Officer

21/238. REPORT OF THE TOWN CLERK (CONTINUED)

Council noted the new Administration and Compliance Officer had commenced training on play equipment inspections, and graffiti had been removed from equipment at Wilks Farm Drive.

PLANNING AND TRANSPORTATION

5.1 School Lane

Referring to his report the Town Clerk advised Norfolk County Council Highways had declined his request to install more 20mph repeater signage citing there was already sufficient in place.

Mr W F Couzens noted a SAM2 was positioned on School Lane commenting that if the data collected proved a speeding issue this could be used to support the requirement for additional signage.

The Town Clerk advised it would be necessary to site the SAM2 in another location on School Lane as HGV's had been parking in front of it restricting visibility of moving vehicles.

Mrs J Leggett remarked statistics collected should be circulated to Council.

5.2 Traffic and Signal Works - Junction of School Lane and Constitution Hill

Council noted traffic signal works at the junction of School Lane and Constitution Hill had been delayed until 2022.

21/239. MEETING ADJOURNMENT

Due to the early hour, it was **RESOLVED** not to adjourn the meeting and move to the next item of business.

21/240. 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:

2021/1498 - single storey pitched roof rear extension at 31A, Allens Avenue

2021/1504 - proposed two storey side extension and one storey rear extension and a garage converted into a studio, including various alterations at 1, Anmer Close, Sprowston.

2021/1554 - pitched roof side extension to form new bedroom at Dunromin, 2 Sparhawk Avenue.

21/240. PLANNING (CONTINUED)

21/01196/O - outline application with all matters reserved except access from Broadland Northway (A1270) for up to 60,000 sqm (GEA) of aviation-related uses (Use Classes E(g)(ii), B2, B8 and F1(a) and up to 60,000sqm (GEA) of general employment (Use Classes E(g)(ii), E(g)(iii), B2 and B8). At Norwich Airport Amsterdam Way Norwich.

- (b) to raise no objection to the granting of planning application 2021/1589 - proposed change of use part ground floor of dwelling to 1 No small business unit (3 - Doggy Day Care) and erection of standalone building to be used in connection with this business. However, express concern with regard to potential increased usage of dog bins in the area and financial impact on this Council and request the Planning Authority consider how it could ensure that any increased dog walking resulting from this facility did not adversely impact on Harrisons Woodland.

21/241. PLANNING DECISIONS - WEEK COMMENCING 6 AUGUST 2021

Council noted Planning Decisions to 16 August 2021.

21/242. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

Mrs J Leggett confirmed draft minutes of the Recreational Facilities Working Group had been circulated to Council.

She advised the group were in discussions with Council's Architect Jason Menezes on some of the details presented in initial plans for the Viking Centre.

Referring to the redevelopment of Sprowston Dimond Centre Mr W F Couzens said full Council was involved in all decisions and he felt the Recreational Facilities Working Group was exceeding their remit with regard to the Viking Centre.

Mrs Leggett clarified the working group had no decision-making authority. The Viking Centre was located on a restricted site with limited scope for redevelopment. The group had requested changes to the original architect's drawings before Mr Menezes presents them to full Council on 6 October 2021 for Council's consideration and decision.

Mrs B J Lashley observed full Council were not party to all available information or presentations, and minutes of meetings were not circulated with Council minutes.

She requested a copy of the original architects' drawings, Tiny Forests presentation if power point slides were available, and a paper copy of the working group's minutes in future.

Mrs J Leggett stated the minutes were an accurate report of the Tiny Forests presentation

Mr M G Callam reminded Councillors the Working Group was only involved in projects delegated to them by full Council. The group were simply taking on the additional work required to collect and prepare information for presentation and consideration by Council.

21/243. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written or verbal reports were received.

21/244. NOTICE OF CONCLUSION OF AUDT AND ANNUAL RETUURN FOR YEAR ENDING 31 MARCH 2021

Mr J M Ward noted another good audit report and thanked the Town Clerk and staff.

21/245. TO RECEIVE THE SUMMARY OF INCOME AND EXPENDITURE AND BALANCE SHEET TO 30 JUNE 2021

It was noted rates and loan charges had contributed towards a 35.2% budget spend at Sprowston Diamond Centre in quarter one.

RESOLVED to approve and adopt the Statement of Accounts and Balance Sheet to 30 June 2021.

21/246. TO RECEIVE THE BANKING RECONCILIATION TO 30 JUNE 2021

Mrs B J Lashley noted Council had several Bank Accounts.

The Town Clerk explained one was not used very much however it was far more difficult to open an account than to close one, so the dormant account was being kept for possible future use.

RESOLVED to approve and adopt the Bank Reconciliation to 30 June 2021.

21/247. PAYMENT OF ACCOUNTS 15 SEPTEMBER 2021

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 15 September 2021 totalling £10,247.64.

In response to a question from Mr A J Barton the Town Clerk advised that:

Invoice 926669 Caretaker and cleaning services was average for the month. It included caretaking and cleaning of Sprowston Diamond Centre, opening and closing of parks and buildings, litter picking and other activities.

On the motion of Mr J M Ward, seconded by Mr R J Knowles it was **RESOLVED** that payment of the accounts to 15 September 2021 totalling £10,247.64 be approved and

21/247. PAYMENT OF ACCOUNTS 15 SEPTEMBER 2021 (CONTINUED)

the schedule authorising payment signed by the appropriate signatories at the first opportunity.

21/248. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments to 15 September 2021 totalling £125.71 was approved and noted.

21/249. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT TO 15 SEOTEMBER 2021

In response to Councillors' questions the Town Clerk advised that:

Invoice No. 59834 Speed limit sign was erected at the Allotment site.

Invoice No.1646891 Fire safe for office was an additional and smaller fire safe located in the main office to hold those cemetery records accessed on a daily basis.

The schedule of credit card and Barclay Visa Debit payments to 15 September 2021 totalling £1,449.19 was approved and noted.

There being no other necessary business the Chairman / Town Mayor of the Council thanked Councillors for their participation and declared the meeting closed at 8.30pm.

06 October 2021

Town Mayor

From: Norfolk ALC Wellbeing [REDACTED]
Sent: 27 September 2021 12:32
Subject: Press Release about the Plaques

Good morning – I thought you might like to see this morning’s press release from the County council



NEWS RELEASE

27 September 2021

Lasting Memorial for Every Town and Parish Council

The work of communities across the county, which pulled together in the challenging times of the pandemic, is being recognised with a lasting memorial.

Lady Dannatt, Her Majesty’s Lord-Lieutenant for Norfolk, has commissioned a plaque for every parish and town council in the county using the design skills of Ruby Douglass and the wording from a team at Norwich’s National Centre for Writing.

Ruby, who is a recent graduate from Norwich University of the Arts, said: “The design relies heavily on the lettering traditionally associated with memorialising events and people. The style of lettering and shape of the plaque were chosen as a visual way to celebrate the community overcoming such a difficult year.”

The team at Norwich’s National Centre for Writing, led by Chris Gribble, researched a number of options and finally put forward the inspiring words of the Norfolk-born sociologist, Harriet Martineau: ‘Live your best and act your best and think your best today.’

Lady Dannatt said: “Many of the Deputy Lieutenants in Norfolk experienced at first hand the work of their local community during the height of the pandemic. A small group of them came together for this project and have worked through every stage to this point where every parish and town council can now receive their plaque and I am very grateful for their time and commitment.”

Deputy Lieutenants closest to each parish or town will distribute the plaques over the coming months.

The cost of the project has been covered by generous sponsorship from Adnams, the Red Socks Charitable Trust, the Geoffrey Watling Charity, the Pennycress Trust, the Kip and Alison Bertram Trust and the Sybil Cholmondeley Trust.

Parish and town councils, which have not made an application for a plaque already, should email: [REDACTED]

For further information please contact:



ENDS

For further information please contact:
Communications Team at Norfolk County Council
Tel: 01603 228888
Email: pressoffice@norfolk.gov.uk



Norfolk County Council

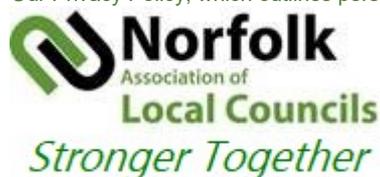
You could of course pass this on to your parish magazine and other local information channels for publication there as well

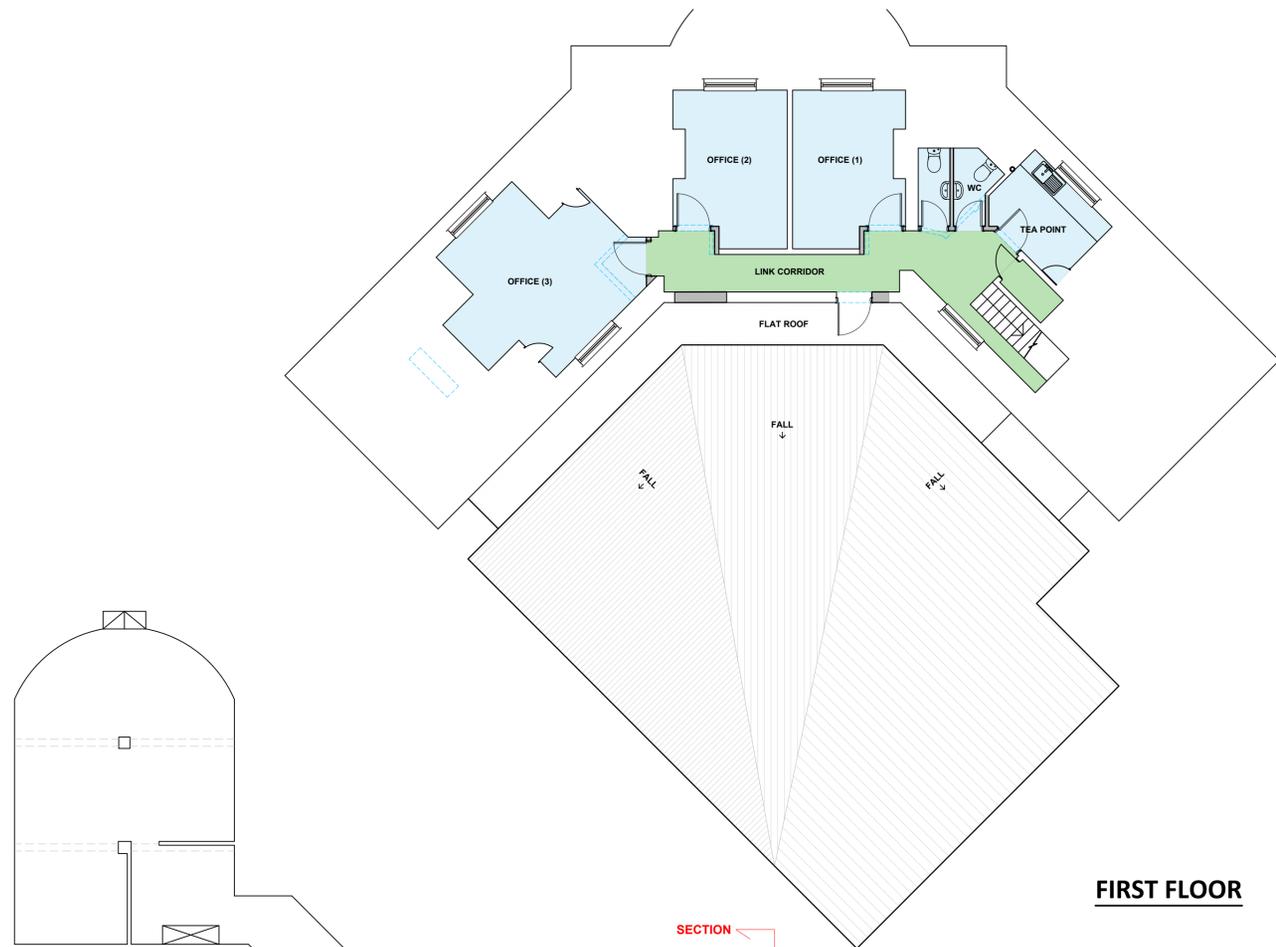
With kind regards

John W Pennell MA PGCE FRSA

Director & Chairman of the Well-Being Initiative
Norfolk Association of Local Councils Limited (Trading as Norfolk ALC)
County Hall, Martineau Lane, Norwich, NR1 2UF
www.norfolcalc.gov.uk

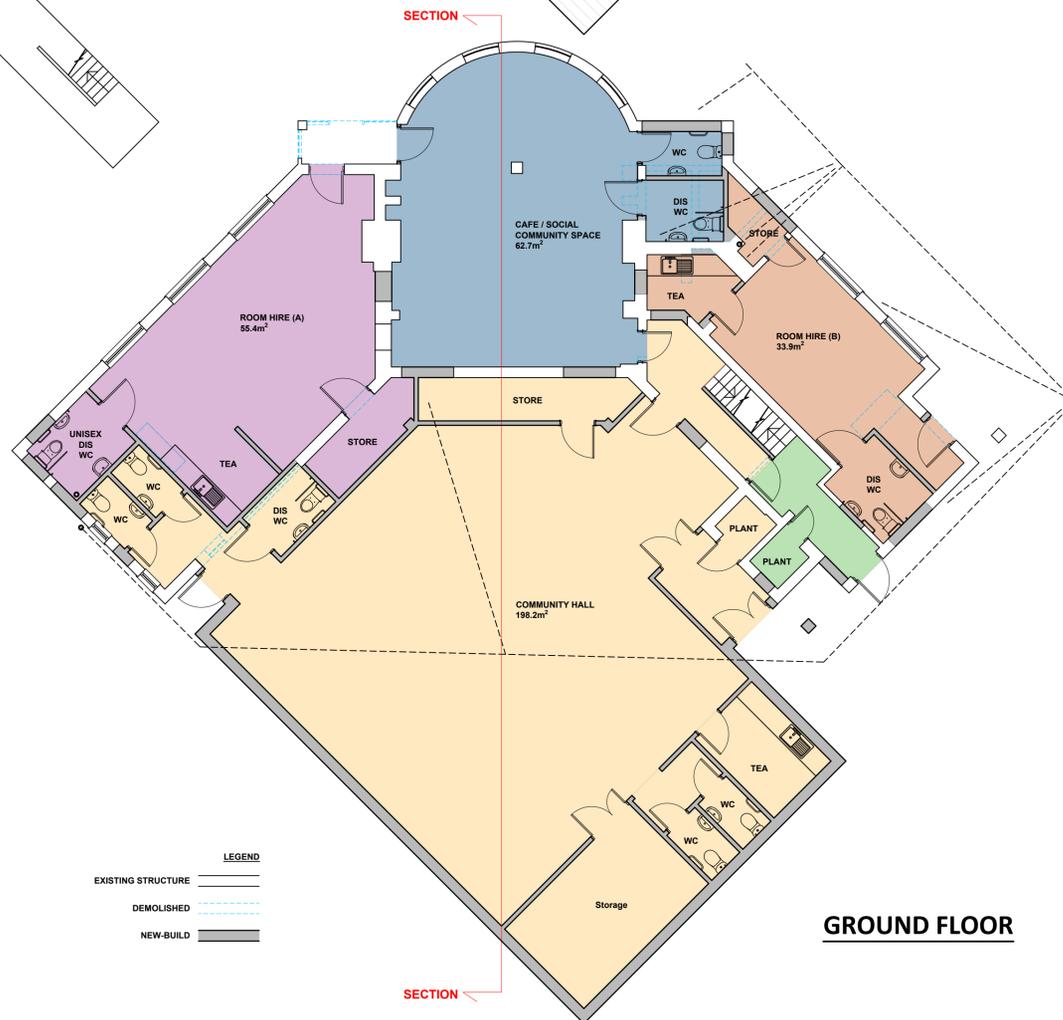
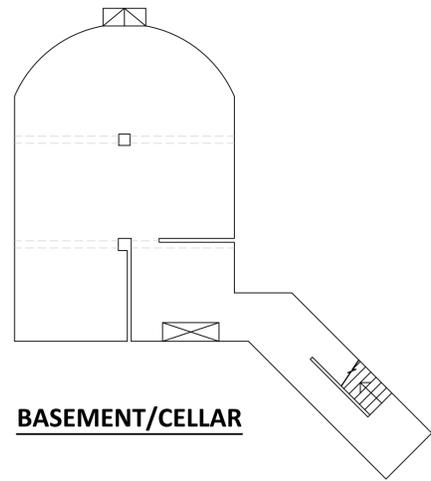
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FIRST FLOOR

BASEMENT/CELLAR



GROUND FLOOR

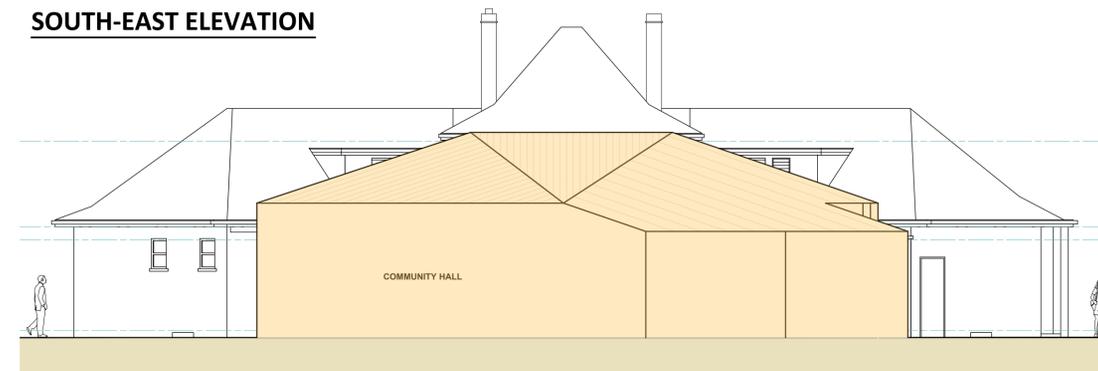
LEGEND
 EXISTING STRUCTURE ———
 DEMOLISHED - - - - -
 NEW-BUILD ———



WEST ELEVATION



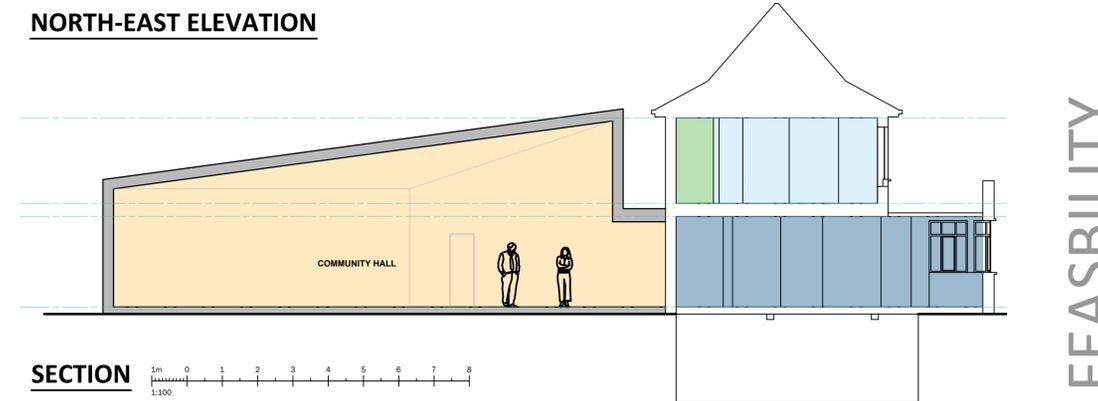
SOUTH-EAST ELEVATION



EAST ELEVATION



NORTH-EAST ELEVATION



SECTION

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rev:	date:	description:	by:
C	23/09/21	Amended to reflect end user requests. Basement/cellar level added. West elevation added.	SDL
B	10/09/21	Layout reconfigured	SDL
A	30/07/21	Minor amendments	SDL



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 ARCHITECTURE + SURVEYING

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 web: www.paulrobinsonpartnership.co.uk

client:
**Bidwells LLP on behalf of
 Sprowston Town Council**
 location:
**Former Viking Pub, Tills Road,
 Norwich, NR6 7QZ**
 title:
**Proposed Community Centre
 Feasibility Exercise
 Plans, Elevations & Section**

scale @ A1:
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 date:
 July '21
 project no:
 8341

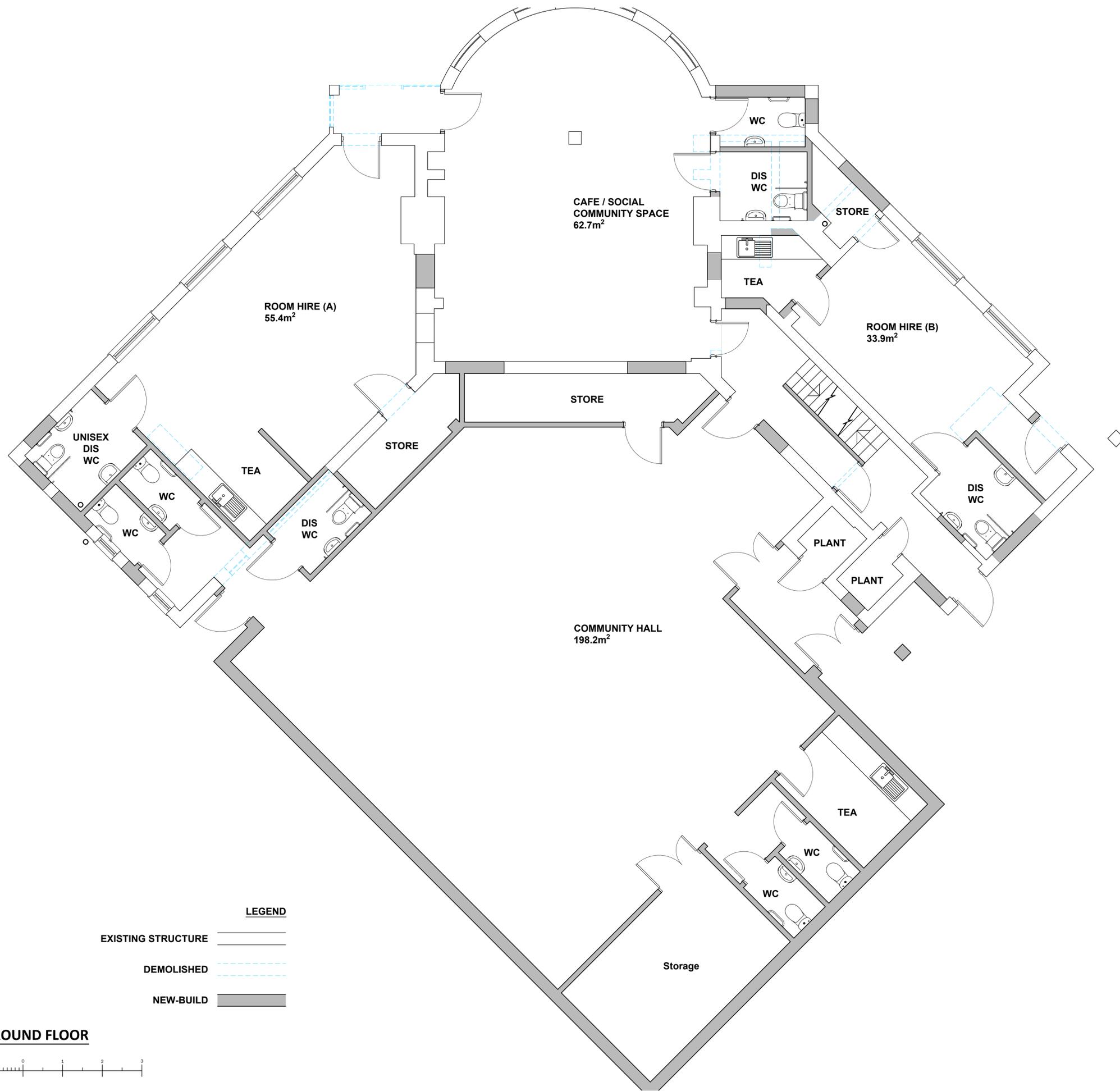
drawn by:
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 F01
 revision:
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A	30/07/21	Minor amendments	SDL
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client:
**Bidwells LLP on behalf of
Sprowston Town Council**

location:
**Former Viking Pub, Tills Road,
Norwich, NR6 7QZ**

title:
**Proposed Community Centre
Feasibility Exercise
Ground Floor GA**

scale @ A1:
1:50

date:
July '21

project no:
8341

drawn by:
SDL

approved:
SDL

dwg no:
F02

revision:
C

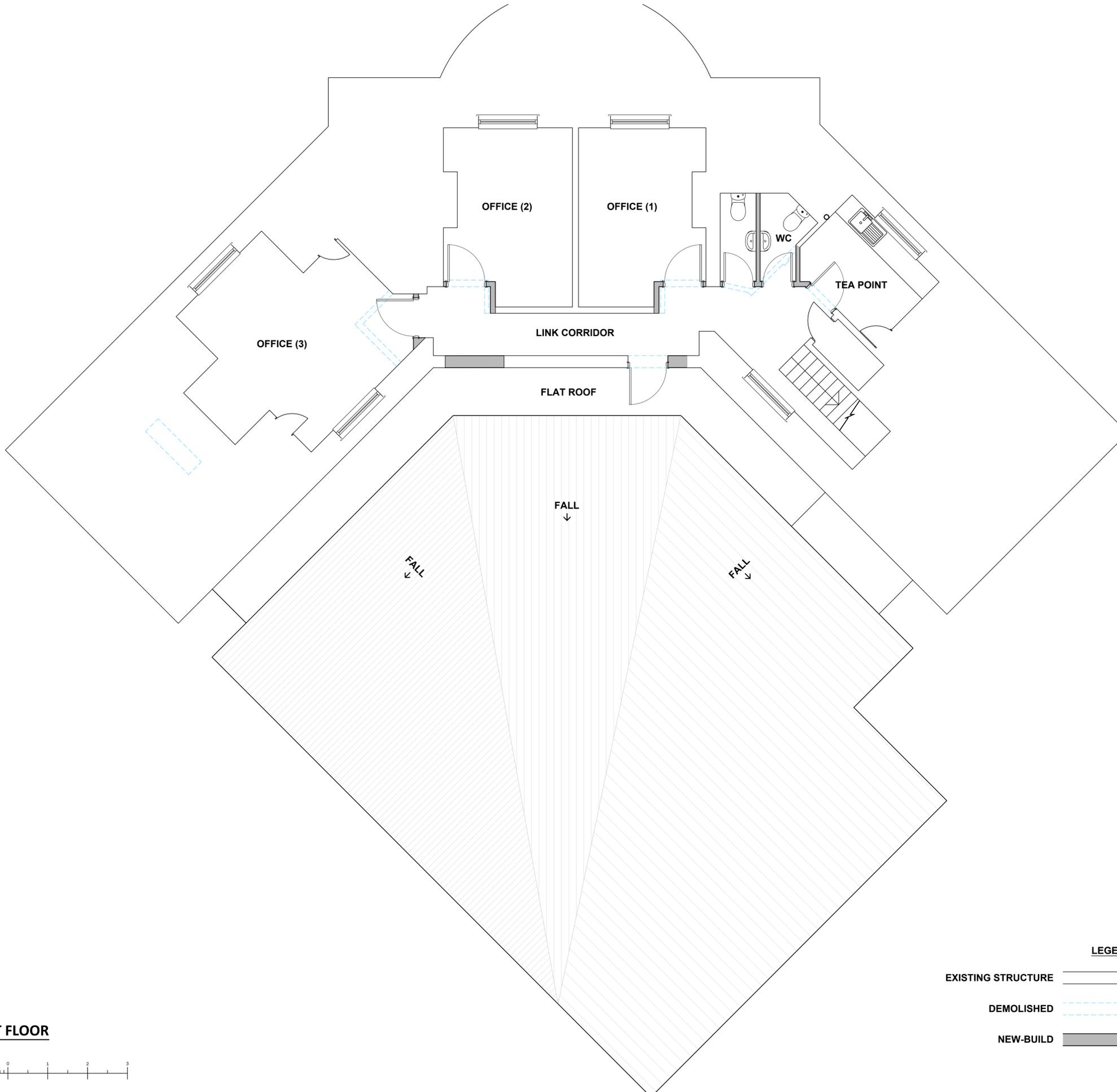
LEGEND

EXISTING STRUCTURE	—
DEMOLISHED	- - - -
NEW-BUILD	█

GROUND FLOOR



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FEASIBILITY

client:
**Bidwells LLP on behalf of
Sprowston Town Council**

location:
**Former Viking Pub, Tills Road,
Norwich, NR6 7QZ**

title:
**Proposed Community Centre
Feasibility Exercise
First Floor GA**

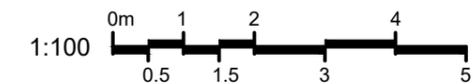
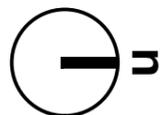
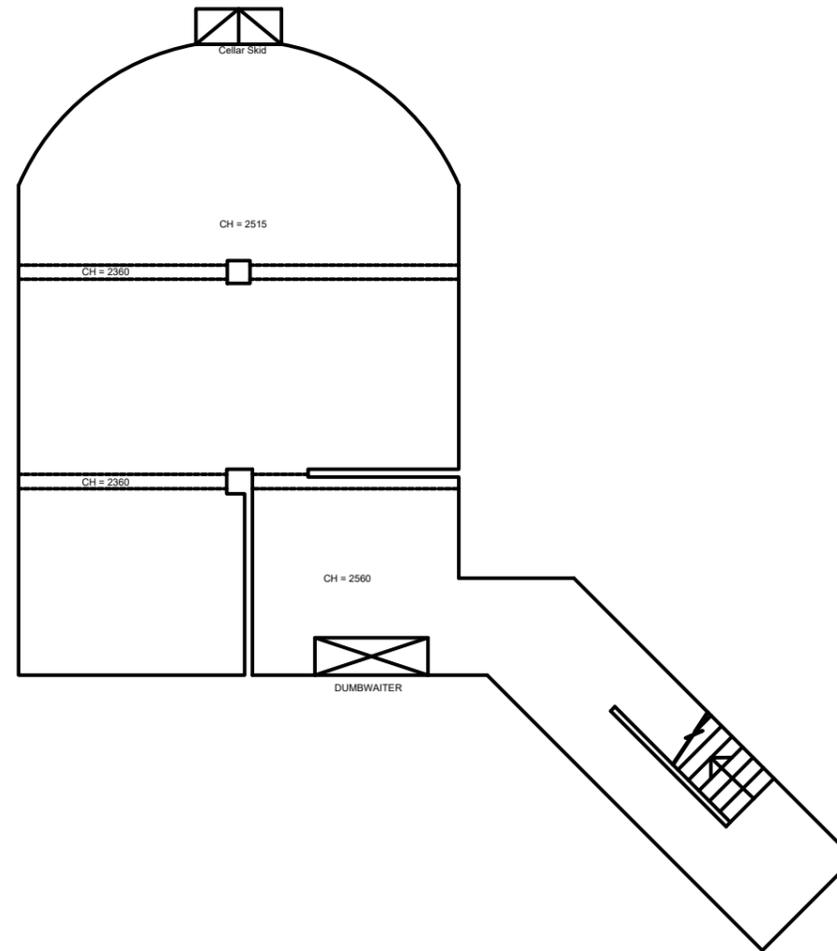
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LEGEND

EXISTING STRUCTURE	—
DEMOLISHED	- - - -
NEW-BUILD	█

FIRST FLOOR





rev.	date	description	dm	chk'd
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 Any discrepancies to be reported to the Contract Administrator before any work commences.

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client: SPROWSTON TOWN COUNCIL		drawn: BS		date: 25/06/2021		scale @ A3: 1:100	
project: VIKING PUB, TILLS ROAD, NORWICH, NR6 7QZ		chk'd: --		status:			
discipline: BUILDING SURVEYING		rev.		project no. JB62449		dwg no. 01	

BIDWELLS

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 Cambridge CB2 9LD
 t: 01223 841841
 f: 01223 845150
 bidwells.co.uk

Guy Ranaweera

From: WordPress <website@sprowston-tc.gov.uk>
Sent: 10 August 2021 16:52
To: Guy Ranaweera
Subject: Enquiry from Sprowston Town Council web site

Categories: Mtg - Prepared for council

From: Revd. Andy Burrows [REDACTED]
Telephone: [REDACTED]
Subject: Community Garden

Message Body:

We at Sprowston Methodist Church are planning a Community Garden Project on part of our land adjoining the church and wondered if there might be grants available to help with this. The Project will include a tree of remembrance, a lending library, flower beds, fruit and vegetables for the local community to tend and harvest. There will be wheelchair access and raised beds to enable those with disabilities to join in.

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This mail is sent via contact form on Sprowston Town Council <http://www.sprowston-tc.gov.uk>

FLOWER BED

HARDY RD.
(LYCH GATE)

WROXHAM RD.
↑

GARDEN

FREE LIBRARY



CAR PARK.
↓



WILDFLOWER PATCH



PALLET SEATING.



RAISED VEGETABLE BEDS

RAISED FLOWER BEDS AROUND THE CROSS



SPROWSTON METHODIST CHURCH
Project Title: **Community Garden Project**

1. Project Aims & Objectives

To create a community garden to be a place to build relationships with the local residents. The garden is intended to be both a place of rest and reflection, and a practical facility for local people to meet together and plant, cultivate and harvest produce. The local school, with which we already have a good relationship, and our resident playgroup are also likely to use the facility.

2. Background

The concept of the Community Garden was introduced at a service of remembrance held last month, and was received with enthusiasm from those present, the majority of whom were not church attenders. A tree in the church grounds has been designated as a tree of remembrance, where wooden discs have been placed commemorating loved ones lost during the past eighteen months. The garden is designed around this place of reflection and is part of an overall strategy of Sprowston Methodist Church to engage more fully with its community. A *Renew Wellbeing* cafe for those suffering mental health issues and loneliness is about to commence in September using existing church premises, and we are currently exploring the feasibility of a building development project to include the modernisation of the church frontage and a purpose-built cafe. It is hoped that the whole project will create a local hub which will serve the community as a place of hospitality and relationship.

3. Planning & Structure

Sketch attached. We expect the Community Garden to develop as a phased project as finances become available. The first phase of the project will involve laying out the groundwork of pathways, and the construction of raised flower beds, seating areas, sheds and a mini-library. Tools and other equipment will be purchased. Plants, etc. will be provided by donation from Sprowston Garden Centre and other donations currently being sought.

6. What is the Total estimated expense for your Project?

We estimate that the total cost of full development along the lines above will be in the region of £20,000 - £22,000, but this will depend on the extent of donations already promised. We would like to complete the groundwork before pursuing these, as we believe that people will respond once they see the area beginning to take shape.

9. Taking the project forward *[How might the Church/Circuit move forward with this after the initial period?]*

As already indicated, our plan is to link this facility with other projects to establish a community hub. We are also linking with other community projects locally which operate in a garden environment.

Guy Ranaweera

From: Nuttall, Ben <ben.nuttall@norfolk.gov.uk>
Sent: 16 September 2021 09:49
To: [REDACTED] stfaithpc@gmail.com;
clerk@oldcattonparishcouncil.co.uk; clerk@rackheathparishcouncil.org.uk;
spc.clerk@spixworth-pc.org.uk; Guy Ranaweera
Subject: D21 51
Attachments: D21 51.pdf

Good Afternoon

Highways Act 1980 Section 31 (6)

A Deposit has been entered into the Register of Deposits and Declarations under the above legislation, the deposit within Beeston St Andrew, Crostwick, Horsham St Faith and Newton St Faith, Old Catton, Rackheath, Spixworth & Sprowston has been given the reference numbers **D21 51** with the deposit date **13/08/2021**. I therefore thought it would be useful to provide you with some information regarding the deposit.

Deposits made under Section 31 (6) of the Highways Act 1980 relate to the establishment of public rights of way. A deposit relating to public rights of way does not affect any existing public rights of way that are recorded on the definitive map and statement; the public can continue to use existing public rights of way as normal. The deposit is a statement from the landowner that they do not intend to dedicate any *additional* public rights of way over their land. An admission by the landowner of existing rights of way usually forms part of the deposit.

Further information and copies of deposits can be found on our website at the following link:
<https://www.norfolk.gov.uk/out-and-about-in-norfolk/public-rights-of-way/register-of-declarations-and-deposits/about-register-of-declarations-and-deposits>

<http://www.legislation.gov.uk/ukpga/1980/66/section/31>

I hope this information has been helpful.

Kind regards

Ben Nuttall
Register and Records Officer
Community & Environmental Services
Tel: 01603 222957
County Hall, Martineau Lane, Norwich, NR1 2SG



Norfolk County Council

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To see our email disclaimer click here <http://www.norfolk.gov.uk/emaildisclaimer>

Form CA16

Application Form for deposits under section 31(6) of the Highways Act 1980 and section 15A(1) of the Commons Act 2006

Please read the following guidance carefully before completing this form

1. Guidance relating to completion of this form is available from <http://www.defra.gov.uk/rural/protected/greens/>. Please refer to these separate notes when completing this form.
2. Parts A and F must be completed in all cases.
3. The form must be signed and dated by every owner of land to which the application relates who is an individual, or by a duly authorised representative of every individual owner, and by the secretary or some other duly authorised officer of every owner of land to which the application relates which is a body corporate or an unincorporated association.
4. In the case of land in joint ownership all the joint owners must complete paragraphs 2 and 3 of Part A and complete and sign the application in Part F, unless a duly authorised representative completes and signs the form on behalf of all of the owners of the land. Paragraph 3 should be completed in full to clearly explain the capacity of each applicant e.g. trustee, landowner's managing agent, executor.
5. 'Owner' is defined in section 61(3) of the Commons Act 2006 and section 31(7) of the Highways Act 1980 and means, broadly, a legal owner of the freehold interest in the land.
6. Where the application relates to more than one parcel of land, a description of each parcel should be included in Paragraph 4 of Part A and the remainder of the form should be completed to clearly identify which statement and/or declaration relates to which parcel of land. This may require the insertion of additional wording. See separate notes for further guidance. Multiple parcels of land should be clearly identified by coloured edging on any accompanying map.
7. Where a statement or declaration requires reference to colouring shown on an accompanying map or previously lodged map, the colouring must be clearly specified and must match that shown on the relevant map. For example, if a footpath is specified in a Part C declaration as shown coloured brown, the accompanying map or previously deposited map referred to must reflect that colouring.
8. An application must be accompanied by an Ordnance Survey map, or (in respect of declarations under Part C or statements under Part D of this form) refer to a map previously deposited in accordance with the Commons (Registration of Town or Village Greens) and Dedicated Highways (Landowner Statements and Declaration) (England) Regulations 2013 or (if deposited before 1st October 2013) in accordance with section 31(6) of the Highways Act 1980. Any accompanying map must be an Ordnance Survey map at a scale of not less than 1:10,560 showing the boundary of the land to which the application relates in coloured edging.
9. An application must be accompanied by the requisite fee – please ask the appropriate authority for details.
10. 'Appropriate authority' means (a) in relation to a map or statement deposited or declaration lodged under section 31(6) of that Act, an appropriate council (as defined in section 31(7) of the Highways Act 1980); and (b) in relation to a statement and map deposited under section 15A(1) of the 2006 Act, a commons registration authority (defined in section 4 of the Commons Act 2006 and section 2 of the Commons Registration Act 1965). In practice, the appropriate council and commons registration authority will usually be the same body.

PART A: Information relating to the applicant and land to which the application relates
(all applicants must complete this Part)

- 1) Name of appropriate authority to which the application is addressed: NORFOLK COUNTY COUNCIL
- 2) Name and full address (including postcode) of applicant:
[REDACTED]
[REDACTED]
[REDACTED] as Trustees of the Beeston Estate
- 3) Status of applicant (tick relevant box or boxes): I am
- a) the owner of the land(s) described in paragraph 4.
- b) making this application and the statements it contains on behalf of THE TRUSTEES OF THE BEESTON ESTATE who are the owners of the land described in paragraph 4 and in my capacity as AGENT.
- 4) Insert description of the land(s) to which the application relates (including full address and postcode):
Land known as the Beeston Estate, Beeston St Andrew, Norwich, Norfolk, NR12 7BL
- 5) Ordnance Survey six-figure grid reference(s) of a point within the area of land(s) to which the application relates (if known): TG 2450 1371
- 6) This deposit comprises the following statement;
Parts B, E and F

PART B: Statement under section 31(6) of the Highways Act 1980

THE TRUSTEES OF THE BEESTON ESTATE are the owners of the land described in paragraph 4 Part A of this form and shown EDGED RED on the map accompanying this statement.

No ways over the land shown EDGED IN RED on the accompanying map have been dedicated as highways.

PART E: Additional information relevant to the application
(insert any additional information relevant to the application)

None.

PART F: Statement of Truth
(all applicants must complete this Part)

WARNING: If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is

10 years' imprisonment or an unlimited fine, or both.

I BELIEVE THAT THE FACTS AND MATTERS CONTAINED IN THIS FORM ARE TRUE

Signature (of the person making the statement of truth):



Print full name: JAMIE SEAMAN

For and on behalf of Brown & Co Property Consultants LLP
as Agents for Michael Dewing and Hilary Barrett as The Trustees of the
Beeston Estate

Date: 9 August 2021

You should keep a copy of the completed form

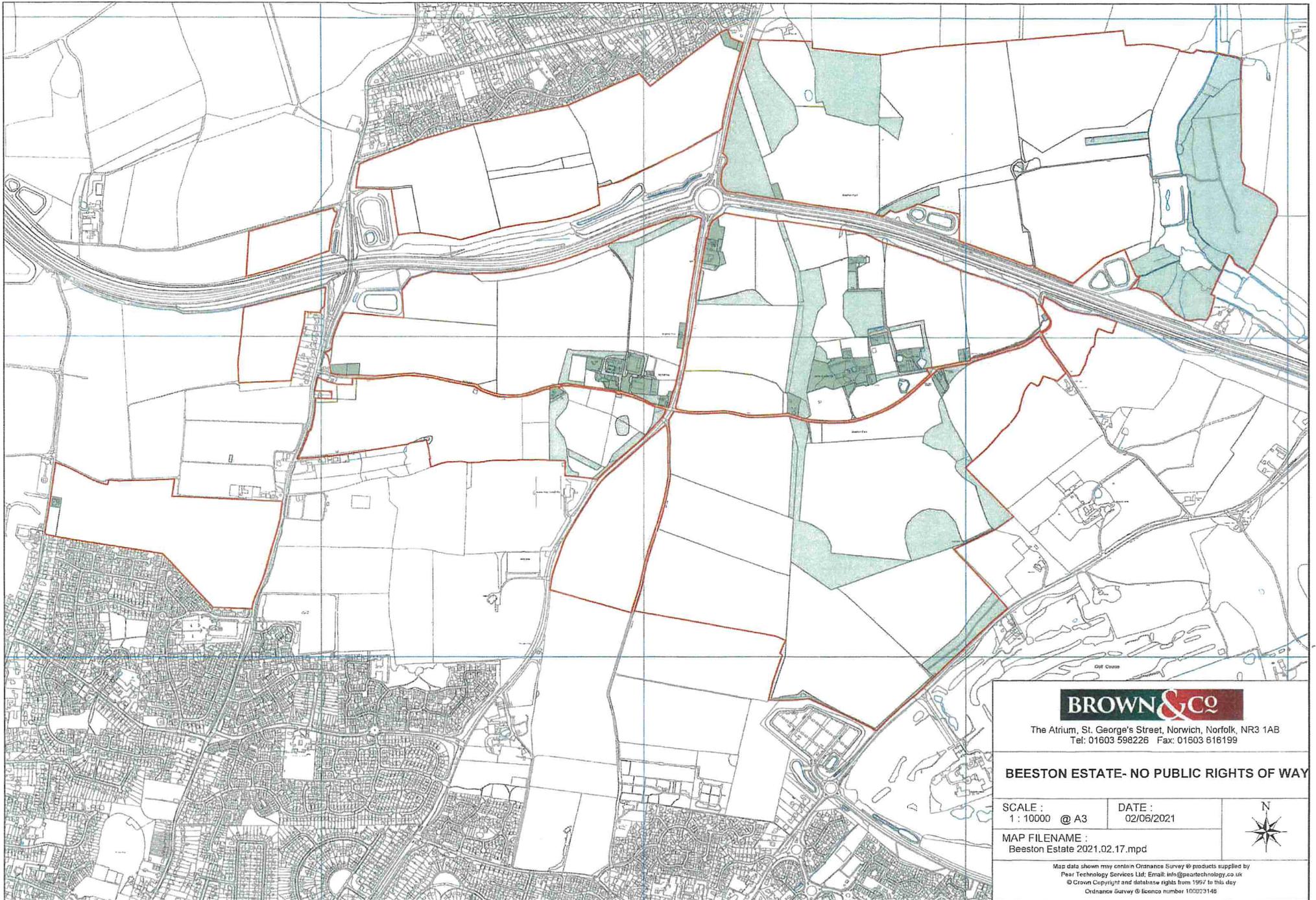
Data Protection Act 1998 - Fair Processing Notice

The purpose of this Fair Processing Notice is to inform you of the use that will be made of your personal data, as required by the Data Protection Act 1998.

The appropriate authority (see explanation of definition in above guidance notes) in England is the data controller in respect of any personal data that you provide when you complete this form.

The information that you provide will be used by the appropriate authority in its duties to process applications to deposit statements, maps and declarations under section 31(6) the Highways Act 1980 and statements under section 15A(1) of the Commons Act 2006. The information you provide will also be used by the appropriate authority in its duty to update the registers in which details of such deposits are recorded under the Dedicated Highways (Registers under Section 31A of the Highways Act 1980) (England) Regulations 2007 and the Commons (Registration of Town or Village Greens) and Dedicated Highways (Landowner Statements and Declarations) (England) Regulations 2013.

The appropriate authority is required by the legislation above to maintain a register which holds information provided in this form, which can be inspected online or in person by members of the public on request. It may also be required to release information, including personal data and commercial information, on request under the Environmental Information Regulations 2004 or the Freedom of Information Act 2000. However, the appropriate authority will not permit any unwarranted breach of confidentiality nor will they act in contravention of their obligations under the Data Protection Act 1998.



The Atrium, St. George's Street, Norwich, Norfolk, NR3 1AB
 Tel: 01603 596226 Fax: 01603 616199

BEESTON ESTATE- NO PUBLIC RIGHTS OF WAY

SCALE :
 1 : 10000 @ A3

DATE :
 02/06/2021



MAP FILENAME :
 Beeston Estate 2021.02.17.mpd

Map data shown may contain Ordnance Survey © products supplied by
 Peas Technology Services Ltd. Email: info@peasurtechnology.co.uk
 © Crown Copyright and database rights from 1997 to this day
 Ordnance Survey © licence number 100029148

Sprowston Town Council - 6th October 2021

A brief explanation of Deposits under Section 31 (6) Highways Act 1980

From Dorset Council

Regular use by the public of an informal path, or land for lawful sports and pastimes, can result in those rights being formalised and recorded. Landowners can protect their land against claims for public rights of way, or village green rights, by showing that at the relevant time they did not intend these rights to be acquired/dedicated.

This can be done by physical actions such as displaying notices, fencing the land or locking gates. It can also be achieved by the deposit of a combined document, under a new provision in the Growth and Infrastructure Act 2013. This allows a landowner to submit a deposit under Section 31(6) of the Highways Act 1980¹ and a landowner statement under Section 15A(1) of the Commons Act 2006² on the same document.

<https://www.dorsetcouncil.gov.uk/countryside-coast-parks/rights-of-way/definitive-map-and-statement/protection-for-landowners> (accessed 2021-09-16)

From Bradford Metropolitan District Council

Section 31 (6) of the Highways Act 1980 enables landowners to protect their land from gaining public rights of way through use by the public (often referred to as presumed dedication). The provisions require landowners to deposit a map, statement and subsequent declaration with the Council showing which rights of way they acknowledge over their land. The Council encourages landowners to deposit these documents to protect their interest, and to provide greater certainty for users.

There are several benefits of depositing a map, statement and declaration:

- It will be possible to allow continued informal use of tracks and paths (for example, by local people) without fear of a public right of way being gained on the basis of future use
- Where a track or path has been used by the public, but for less than 20 years, it will not be possible for a right of way to be claimed through presumed dedication (although a claim at common law might be possible)
- Any new tracks or paths will be protected automatically from the outset
- The deposit will immediately fix a point in time at which any unacknowledged rights are brought in to question by the landowner. This is important if a claim to record a right of way based on use by the public is made to the Council

Depositing a map, statement and declaration does not remove any public rights of way that are already recorded legally, or that have already been established through past use by the public.

<https://www.bradford.gov.uk/environment/countryside-and-rights-of-way/deposits-under-section-31-6-highways-act-1980/> (accessed 2021-09-16)

G. Ranaweera, Town Clerk

¹ Can be used to protect land against creation of public rights of way

² Can be used to protect land against claims for village green rights

26th September 2021

Report from Councillor John Ward

Broadland District Council

The new re-cycling centre near Norwich airport is now open 9am-5pm (4pm winter), seven days a week.

As Broadland's representative on the Norfolk Arts Forum Executive I attended a meeting on 23.9.21 where we heard of many projects, the most interesting to me being the Norfolk Art Trail where 5 artists will be selected to each produce a large of art, with a budget of £60k each at various locations around Norfolk.

Also on 23.9.221, As Town Mayor of Sprowston, I attended the ribbon-cutting at the new 'Woodland Heath' Barratt/Wilson development on Salhouse Road.

Norfolk County Council

Norfolk is accelerating its programme for the roll-out of more electric charging points across Norfolk in order to meet its target of Net Zero by 2030. There are currently 44 charging points in Norwich and 198 across Norfolk.

A £70k crowd Funding Scheme to support Environmental Community Projects is set to be launched by the County Council. It would enable communities to bid for up to £15k which would need to be match funded to enable their project to go ahead

Norfolk Museum Service has just engaged its latest batch of 3 trainees (from a pool of 200 applicants). They will complete a six month intensive programme at some of our 10 museums.

COUNCIL MEETING – 06 October 2021

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Vandalism at Wilk Farm Drive Play Area

Over the weekend of 11th/12th September, a novelty bin at Wilks Farm Drive play area was vandalised with obscene graffiti. Although incidences of low-level antisocial behaviour are not unusual on most open spaces, Wilks Farm Drive appears recently to have suffered an increase, culminating in this act of vandalism. The relatively secluded location of this play area and lack of overlooking properties may be contributing to its appeal as a place for people to gather in the evenings. The police have been advised of these issues and are including the area in their patrols.

1.2 Anti-Social Behaviour on Atlantic Avenue

Over the weekend a series of acts of Anti-Social Behaviour (ASB) were reported on Atlantic Avenue. A number of homes had corn cobs thrown at their windows, in some cases resulting in cracked glass. The local policing team advise me that they have a running ASB log and officers are spending time in Atlantic Avenue in the evenings. Police have not received any further reports since the weekend, but will be keeping a close eye on the situation.

1.3 Barkers Lane – Dogs Off Leads

The office has received several complaints regarding the behaviour of dogs (as allowed by their owners) on Barkers Lane open space. Dog mess and owners failing to control their dogs off the lead are recurrent themes. A recently received email, copied below, typifies the issues raised:

“After living on St Marys for over 30 years I find it appalling that it is no longer safe to play/walk or enjoy the field on the corner of Church Lane. I had a really scary encounter recently with a Rottweiler with no lead, no muzzle that ran through from the wooded area. I’ve also been told that the same dog had a go at a small dog too recently on that field. During my encounter the owner just thought it was funny and would not call his dog back, I’ve since been too afraid to go over the field. My grandchildren also live by the church and no longer feel safe there as do many other people I know.

PLEASE PLEASE make that area a Dogs Must be kept on leads at all times area!

Let us All be able to enjoy the green space around our local area without the fear of a child/adult/another dog being mauled.

Many thanks for your understanding”

Sprowston Town Council decision required:

Options:

- A. Designate Barkers Lane Open Space as a 'dogs must be kept on leads' area.**
- B. Install new information signage for dog walkers at Barkers Lane – see attachment 6.1 for example text.**

CEMETERY

2.1 St Mary and St Margaret's Church – Old Cemetery Wall

The flint and lime wall around part of the 'old cemetery' at St Mary and St Margaret's Church requires repair in several places. As the old cemetery is officially 'closed' and liability for its maintenance has been transferred to Council under section 215 of the Local Government Act 1972, Council, not the Church will be responsible for the cost of repair. I am searching for grants to offset the cost (which I expect will be substantial) and will report back when I have more information.

STREET LIGHTING

3.1 No matters to report

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Sprowston Town Council (South East Ward) By-Election Thursday 21 October 2021 - Polling Cards

Following feedback from Councillors, polling cards have been requested for this by-election.

4.2 Remembrance Sunday, 14 November, 2021.

It is Council tradition to make a donation to the Royal British Legion (RBL) for a poppy wreath, to be laid on Remembrance Sunday.

Sprowston Town Council decision required:

Options:

- A. Give to the RBL the suggested donation of £17.00, for a Poppy Wreath, diameter 17" (approx. 43cm).**
- B. Give to the RBL a donation exceeding £17.00, for a Poppy Wreath, diameter 17" (approx. 43cm).**

PLANNING AND TRANSPORTATION

5.1 No matters to report

ATTACHMENTS

6.1 Dogs on Barkers Lane Open Space – Suggested text for signs

A handwritten signature in black ink, appearing to read "Guy Ranaweera". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

**Guy Ranaweera
Town Clerk**

Attachment 6.1

Dogs on Barkers Lane Open Space – Suggested text for signs

Example wording for new signage at all entrances to Barkers Lane open space (layout to be advised):

Attention Dog Owners

For the benefit of everyone who uses this open space, all dog owners are asked to familiarise themselves with these rules:

- If you allow your dog off the lead, make sure it does not jump up at people or cause a nuisance to other users or dogs.
- If your dog is not trained to return to you when you call it, keep it on a lead.
- Young children play in this field. You may think your dog jumping up or sniffing a child is harmless, but to the child it could be terrifying.
- Make sure you know where your dog is and what it is doing at all times, especially in poor light when it's harder to see.
- Clear up your dog's mess. Dog fouling is punishable by a fixed penalty notice of £100, or if taken to court, a fine up to £1,000.

Council thanks responsible dog owners for their co-operation

Sprowston Town Council
PLANNING APPLICATIONS – 6 October 2021

Broadland DC App. No	Location	Description	Type
20211644	101 Wroxham Road, Sprowston, Norwich, NR7 8TU	Proposed single storey side extension and internal alterations	Householder
20211673	Detached cart lodge style garage	Hill Farm Lodge, Wroxham Road, Rackheath, NR13 6NE	Householder
20211693	50 Barkers Lane, Sprowston, NR7 8QY	Proposed two storey rear extension and changes to the external finishes of the existing dwelling	Householder
Norfolk County Council FUL/2021/0037	Sprowston Library, Recreation Ground Road, Norwich, NR7 8EW:	Proposed single storey side extension to main library area, with new bin store and minor internal alterations following the demolition of the existing side extension	

Planning Approvals – Sprowston

Week Commencing 20th September 2021

Application Number 20211191

Development Address 155 Wilks Farm Drive, Sprowston, NR7 8RQ

Development Description Proposed Rear Extension

Decision Full Approval

Decision Date 20/09/2021

Application Number 20211226

Development Address 216 Wroxham Road, Sprowston, NR7 8BE

Development Description Two storey side extension

Decision Full Approval

Decision Date 21/09/2021

Application Number 20211230

Development Address 28 Blackwell Avenue, Sprowston, NR7 8XL

Development Description Single storey rear extension

Decision Full Approval

Decision Date 20/09/2021

Application Number 20211403

Development Address 28 Foxburrow Road, Sprowston, NR7 8QX

Development Description Single storey rear extension with flat roof

Decision Full Approval

Decision Date 20/09/2021

Application Number 20211501

Development Address 6 Cannery Lane, Sprowston, NR7 8NQ

Development Description Proposed single storey rear extension extending 4.0m from the rear of the original dwelling house, with a maximum height of 3.6m and an eaves height of 2.6m (Prior Notification)

Decision Required & Granted

Decision Date 22/09/2021

Application Number 20211554

Development Address Dunromin,2 Sparhawk Avenue, Sprowston, NR7 8BX

Development Description Pitched roof side extension to form new bedroom

Decision Full Approval

Decision Date 23/09/2021

Week Commencing 13th September 2021

Application Number 20211169

Development Address 31 Cromwell Road, Sprowston, Norwich, NR7 8XH

Development Description Two storey side extension to existing semi-detached house.

Decision Full Approval

Decision Date 16/09/2021

Application Number 20211401

Sprowston Garden Centre, Blue Boar Centre, Blue, NR7 8RJ

Development Address

Development Description Details reserved by condition 5 (Tree Protection), 10 (Surface Water Drainage) and 11 (Contamination) of Planning Permission 20201959

Decision Approve

Decision Date 14/09/2021

Application Number 20211435

Development Address 15 Alford Grove, Sprowston, NR7 8XB

Development Description Proposed single storey rear extension, extending 6m from the rear wall of the original dwelling house, with a maximum height of 4m and an eaves height of 3m

Decision Not Required

Decision Date 15/09/2021

Week Commencing 7th September 2021

Parish Sprowston

Application Number 20211199

Development Address 14 Wroxham Road, Sprowston, NR7 8TZ

Development Description Proposed porch, two storey side extension above garage and single and two storey rear extensions.

Decision Full Approval

Decision Date 08/09/2021

Application Number 20211201

Development Address Sprowston Methodist Church, Wroxham Road, Sprowston, NR7 8AD

Development Description Erection of an outside pergola

Decision Full Approval

Decision Date 07/09/2021

Application Number 20211263

Development Address 54 Blackwell Avenue, Sprowston, NR7 8XW

Development Description Single storey rear extension

Decision Full Approval

Decision Date 09/09/2021

Sprowston Town Council – 6th October 2021

Sprowston Skate Park

We are currently awaiting details of how much section 106 funding will be available from the White House Farm development after cost of equipped play areas, laying out open spaces and the mini-pitch etc have been deducted. This amount can then be put towards the skate park and blue boar lane car park.

I have advised Persimmon (lead developer) that Council will wish to consult widely on the draft plans, and on any future revised plans.

Persimmon advise there is a large area for the skate park on the Blue Boar Lane site; anything up to 2,500 m² can be accommodated.

Council now has opportunity to submit to Persimmon an initial draft specification for the skate park in order that draft plans and cost estimates can be drawn up. Once the draft specification is finalised, Persimmon can tender for the project and a more precise idea of costs obtained.

In order to arrive at a first draft specification for the skate park, Council may wish to consider the following documents:

1. Feedback and Suggestions for Sprowston Skate Park
2. Photographs of comparator skate parks: Eaton, Loddon, Bury St Edmunds, Watford Oxhey Park (see separate document)
3. Suggested First Draft Specification for Sprowston Skate Park

Comparison of Skate Park Dimensions (for information)

Location	Whole site area	'Skateable' area only, footprint	Longest axis of 'Skateable' area
Eaton Park*	2,522.05 m ² (27,147.17 ft ²)	1,387.96 m ² (14,939.91 ft ²)	59.75 m (196.04 ft)
Loddon*	2,541.91 m ² (27,360.91 ft ²)	739.64 m ² (7,961.38 ft ²)	61.96 m (203.28 ft)
Bury St Edmunds*	3,214.75 m ² (34,603.27 ft ²)	859.34 m ² (9,249.85 ft ²)	46.39 m (152.21 ft)
Sprowston	up to 2,500 m ²	TBC	TBC

(*Measurements made using Google Earth. All measurements are approximate)

Sprowston Town Council Resolution Required:

- ***To provide Persimmon Homes a first draft specification for the Sprowston Skate Park***

G. Ranaweera
Town Clerk

Sprowston Town Council

Feedback and Suggestions for Sprowston Skate Park

List of desired equipment, from Sprowston Youth Engagement Project's activity day 3rd September 2021 (in no particular order)

1. Halt
2. Volcano
3. Min-Volcano
4. Manual pads
5. Ledges (low and high)
6. Bowl
7. Rails (flat bars and round)
8. Spine
9. Flat banks
10. Hip or triangle
11. Made out of concrete
12. Box
13. Half pipe
14. Wooden areas
15. Covered area (for when it rains)
16. Quarter pipe

Feedback and observations from Councillors after visiting Eaton skate park in August 2021 (in no particular order)

1. Concrete yes. The wooden ramps are forgiving if you fall but have a limited life and water seems to ingress and cause lumps and bumps
2. Floodlight
3. The groups I spoke to liked the metal capping
4. Liked the hardcore bowl and the gentler slopes loved the floodlights
5. The Eaton park skate park is competition level and we must aim for this too
6. It was interesting to see tiny tots on scooters using the facility next to BMX youth with no conflict or argy-bargy
7. I asked one group where the skate boarders were and they advised they come later in the day
8. The BMX group indicated they would travel to Sprowston to use the facility if it was "any good".
9. Do we wish to provide an assortment to cater for all age groups and levels of expertise...I am sure with some guidance and already secured input we can do better and attract all levels of skateboarder.

Feedback and observations paraphrased from conversation with Sam Avery (skateboard enthusiast and owner of Norwich skateboard shop – the Drug Store). September 2021.

Eaton Skate Park – great facility. Constructed by specialist skate park company (Freestyle) after input from skateboarding community. Would not recommend using a general play equipment provider that also does skate parks.

Need to consider cost / ‘bang per buck’. At Easton, excavating and forming the bowl was the single most expensive element in terms of cost per m². Without the cost of the bowl the Eaton skate park may have been half as large again – but depends what we want. Bowls can and do incorporate hips, spines etc, so are quite versatile.

Poured concrete shapes/ramps made from frames that are infilled on site are very expensive. Look at alternative construction methods; could large shapes be built from blocks of stone or other pre-existing materials? Wouldn't recommend wood.

The best skate parks have an extensive ‘street course’. The intention of a street course is to replicate the ‘real world’ streetscapes: plazas, squares, civic centres etc where skateboarding first began. This is why the better skate parks have low concrete blocks, rails, ledges, low platforms, stairs, etc, not just ramps and half pipes. Think about ‘flow’ and space around the skate park.

Loddon has a new skate park with a very good street course. Also has 3 distinct areas which cater to skateboarders, BMXs and scooters, but also work together as a whole skate park. Skateboarders, BMXs and scooters tend to favour separate parts of Loddon skate park. This minimises collisions between users (most collisions are between the different types of vehicle). Not exclusively, but: BMXs like bowls and curved transitions to jumps where they can do tricks in the air; Scooters like smooth waves, bumps and gentle slopes; skateboarders like plazas and a good mix of items – although everyone uses everything to a degree.

Bury St Edmunds has a good skate park which also has a tarmac BMX pump track adjacent. This helps reduce the numbers of BMXs on the actual skate park itself.

Surface - A super-smooth hard wearing floor finish is absolutely critical. Concrete is best for skate park floors but super smooth tarmac could suffice for paths etc if costs need to be reduced. Tarmac does not last as long as concrete.

Noise - Hollow metal rails can be quite noisy, but solid (brick/concrete) alternatives with metal coping/edging are available. Most concrete surfaces and concrete obstacles are not very noisy. Can even use some obstacles as planters.

Footpaths - Think about the approach to the skate park too. If the footpaths are surfaced in smooth tarmac, park users can skate/scoot to it. Loddon skate park has quite a few paths leading to it. These have concrete block benches on them. If the paths were surfaced in smooth tarmac (not chippings or gravel) these benches and paths could become an extension of the skate park.

Feedback and observations paraphrased from conversation with Jon Carnall, Chris Yeomans and Mark Small (long standing members of the local skateboarding community). September 2021.

Oxhey Skatepark (Watford) is felt to be one of the best skate parks in the country (although it is part of a much larger multi-million pound site). Designed by Freestyle Collective, who also designed Loddon skate park. Loddon skate park is considered one of the best skate parks for dedicated skateboarders in Norfolk.

Whilst Eaton skate park is a good facility, many skateboarders now prefer skate park designs like Oxhey Park and Loddon over the 'traditional' bowl-shaped design of Eaton. This is by and large for two reasons:

1. The designs of Oxhey and Loddon parks provide separate (but connected) spaces for different types of users (skateboarders, scooters, BMXers, beginners, experts etc). At Eaton Park, all types of users of all ages and skill levels tend to concentrate in the bowl area, which leads to overcrowding and collisions. Many skateboarders avoid Eaton skate park until later in the evening when it is less crowded with younger children on scooters. Victim of its own success. Oxhey and Loddon mitigate this problem by having distinct sections which tend to be attractive to different types of user (age, skill, vehicle, etc). This adds variety, minimises collisions and gives beginners somewhere to start without significantly impinging on more advanced users, and vice versa.
2. The large open plaza areas of Oxhey and Loddon provide plenty of super-smooth flat surface area. Vitally, the plaza is strategically dotted with low objects and platforms replicating the kinds of street furniture and architecture you would find in a real-world civic space: low walls, benches, stairs, ledges, blocks, planters, rails etc. Recreating the feel and challenge of a modern street scene, plaza or city square should be a key design goal.

Plazas - Less can be more. Larger open plazas with a few well-chosen and well-placed items are better than trying to pack too much into a limited space. It is also important for a plaza be smooth, flat and level, with no gradient or slope to one side or another. Drainage could be accommodated by suitable grates on the plaza surface or designed under benches or other obstacles.

Obstacles/Equipment – the more traditional obstacles (half/quarter pipes, slopes, ramps, volcanoes, etc) cater very well to BMXs, young children on scooters and beginner/intermediate skateboarders. Their appeal for more experienced skateboarder can be relatively limited as older skateboarders *tend* to be more interested in street courses. A good skate park that appeals to a wide range of users would contain ramps/pipes etc and a well-designed plaza, in separate areas.

Lighting – Decent flood lighting massively extends a skate park's useable hours (good for adult users who may only be able to visit after work hours when daylight is receding). Consideration must be given to light pollution/spill into any nearby residential areas. Bunding, high mounds and sympathetic planting could all be used to mitigate light spillage and noise pollution. Low-level lights could be built into the plaza, obstacles and under benches so that the park was usable in low-light conditions without the need for full flood lighting all the time. Explore options for solar powered lights

Amenities - Given the skate park's location, Sprowston Sports and Social Club is ideally situated to provide refreshments and benefit from the increased footfall to the park. Make the area a bit of a destination spot in Sprowston. Toilets are not needed, especially as most users will be local. Funds would be better spent on delivering the best skate park possible.

Other requests/considerations from the public:

- Smooth surface suitable for roller-skaters and small scooters
- Is there space and budget to incorporate a bike pump track?
- Beginner's ramps/area away from the main area for people who are learning, so they can feel confident and not get in people's way
- Minimal maintenance
- Consideration of noise generated – residential area not too far away

The Clerk would like to thank all the groups, individuals and members of the public, who have taken the time to contribute their feedback and opinions to this project.

Sprowston Town Council – 6th October 2021

Suggested First Draft Specification for Sprowston Skate Park

This draft specification is based on feedback and suggestions from:

- Local Facebook consultation
- Suggestions from young skateboarders at Sprowston Youth Engagement Project
- Councillors' visits to Eaton Park skate park and discussions with its users
- Interviews with experienced members of the local skateboarding community

The final specification will be subject to budget, space available, ground survey and planning permission.

Draft specification:

A. Planned and delivered by a specialist skate park design and construction company with a good record of successful skate park delivery

B. Constructed from low maintenance concrete (no wood and metal ramps etc) with super-smooth concrete surfaces. Concrete to be metal capped as necessary.

C. As far as practicable, to accommodate all levels of skateboarder and other main types of skate park users (i.e.: younger children on scooters, mixed ages on BMXs, mixed ages on roller skates). To do this safely by providing distinct and separated (although still connected and non-exclusive) sections of park tailored to the needs of these users, *generally*:

- For 'street' skateboarders, experienced skateboarders and experienced roller skaters: a large, level (no gradient), super-smooth plaza area to contain a challenging mix of low obstacles and equipment mimicking real-world street furniture and architecture (for example, but not limited to: concrete blocks, platforms, ledges, steps, etc). *See Loddon and Watford Oxhey Park skate parks.*
- For younger children on scooters, BMXs, or transitional/vertical skateboarders: an area with more 'traditional' equipment such as ramps, pipes, slopes, waves, banks and curved transitions (all super-smooth concrete). *See Loddon and Bury St Edmunds skate parks.*
- As an aspiration, if funding and space allow: a smooth surfaced, circular or connected route of footpaths for roller skating and/or scooting. Paths could include concrete block seating (doubling as skateboard equipment) and form part of the access around the site, linking up with the proposed Blue Boar Lane cycle path.

D. Flood lights.

- User activated, timer-controlled flood lights for 'skateable' area.
- if budget allows - possibly supplement with appropriate secondary lighting at low/ground level so that the park is usable in low-light conditions without the need for full flood lighting all the time.
- Design of lighting to prioritise minimisation of light pollution to nearby homes.

E. Noise mitigation.

- Utilise high bunds or mounds, acoustic fencing, planting or other effective methods to minimise noise disturbance to nearby homes.
- Employ suitable alternatives to hollow metal tube rails and/or flat bars as these can generate excessive noise.
- Position skate park on site as far away from nearest houses as possible

F. Include adequate surfaced foot and bicycle access to site from Blue Boar Lane, the proposed onsite car park and White House Farm development.

G. Adequate safety railings to all heights.

H. As far as final position allows, ensure skate park is visible from Blue Boar Lane (ref: Safeguarding, and designing-out crime in public open spaces).

G. Ranaweera

Town Clerk

Sproston Town Council - Recreational Facilities Working Group

Work Programme (as at 06/10/2021)

Item	Detail	Lead	Status
A. Skate Park	A.1) Completed Facebook consultation/survey of suitable equipment.	Clerk	Done
	A.2) Conversations to be held with local skateboarders	Clerk	Done
	A.3) SYEP fund day on 3 rd Sept – obtain first hand feedback	Clerk	Done
	A.4) Submit requirements to Persimmon	Clerk	6 th Oct
B. Recreational Facilities Survey - Action plan of top 5 suggestions - to July 2022	B.1) Nature Wildlife Areas/Communal Garden...		
	B.1.1) STC to support SYEP Urban Garden planning application	Cllr Leggett / Clerk	In progress
	B.1.2) Tiny Forests initiative (possibly at far end of Rec?)	Clerk	In progress
	B.1.3) Verges and re-wilding (+wildflower areas) – See E below	Cllr D Coleman / Clerk	In progress
	B.2) Summer Fete 2022...		
	B.2.1) Identify partner organisations to join organising committee	Council	To do
	B.3) Adult Gym equipment...		
	B.3.1) Ensure suitable gym equipment included at Skate Park	Clerk	In progress
	B.3.2) Ask Norwich Road Runners what equipment they would like and where	Cllr D. Coleman / Clerk	Done
	B.3.2.1) Present to full Council for decision costed findings from consultation with Norwich Road Runners	Working Group / Clerk	To do
	B.4) Cycle paths (advocate in developments and planning applications, BBL)		
	B.4) Cycle paths (advocate in developments and planning applications, BBL)	Council	On going
	B.5) Dog walking areas (can't set aside dedicated areas, but will add gates to Barkers Lane open space)		
	B.5) Dog walking areas (can't set aside dedicated areas, but will add gates to Barkers Lane open space)	Clerk	In progress

	B.6) Swimming pool to be raised with BDC as a strategic/multi-parish asset	Cllr J. Leggett	In progress
C. Neighbourhood plan update	C.1) Write an update to include Cllr's observations previously submitted	Clerk	To do
D. The Viking Centre refurbishment and conversion	D.1) Obtain VAT consultant report	Clerk	Preliminary advice received
	D.2) Feedback to Bidwells on 1 st draft architect plans	Working Group	Done
	D.2.1) Follow up outcomes of JM's presentation to full Council on 6 th Oct	Working Group	6th Oct
	D.3) Public Consultation on plans in Sprowston Matters (November edition)	Clerk	To do
	D.4) CIL schedule to be updated	Clerk	In progress
	D.5) Works schedule to be updated	Bidwells	To do
E. Verges and re-wilding	E.1) Identify suitable verges	Cllr D. Coleman / Clerk	Done
	E.2) Identify costs / liabilities	Cllr D. Coleman / Clerk	Awaiting NCC feedback
	E.3) Draft a policy / criteria for acceptance of rewilding request from residents	Cllr D. Coleman / Clerk	Awaiting NCC feedback
	E.4) Investigate and obtain necessary permissions, and confirm license terms and conditions etc with NCC Highways.	Clerk	Awaiting NCC feedback
	E.5) Present verge rewilding proposal and policy to full Council for decision	Cllr D. Coleman / Clerk	To do
F. Football pitch provision in Sprowston (including 3G)	F.1) Visit to Open 3G to be re-arranged	Clerk	Awaiting F.2
	F.2) Awaiting combined proposal from Sprowston Cricket, Football and Rugby clubs regarding Barker's Lane rec/future open space	Clerk	Awaiting others
G. White House Farm play equipment	With Persimmon for action	Clerk	Awaiting others

Sprowston Town Council

Payments

Meeting Date: 06th October 2021

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
17/09/2021	INV-0067	Community Action Norfolk Play area inspection training for Emily Ling	40.00	-	40.00	108
09/09/2021	8071308056	Copy IT - Sharp Photo copies	84.40	16.88	101.28	109
14/09/2021	INV-6056	Cozens Monthly street light maintenance for August	600.00	120.00	720.00	110
15/09/2021	INV-6075	Replace faulty timeclock for carpark lighting	125.00	25.00	150.00	
			725.00	145.00	870.00	
09/09/2021	J76072	Ernest Doe Fix diesel leak on Iseki. Parts and Labour	147.68	29.54	177.22	111
09/09/2021	J76071	Replace faulty battery on 360 digger	216.77	43.35	260.12	
			364.45	72.89	437.34	
20/09/2021	6196119	Espo Flipchart, paper towels and popper wallets	35.75	7.15	42.90	112
27/09/2021	13764	Forethought Delivery of Sprowston matters	296.87	59.37	356.24	
21/09/2021	16230	Greenbarnes Ltd New Sprowston Noticeboard for Recreation ground field	1,629.94	325.99	1955.93	
31/08/2021	926710	Heritage Hand wash and toilet roll	101.30	20.26	121.56	
06/09/2021	926690	Additional litter picking 05/08 - 03/09	263.10	52.62	315.72	
			364.40	72.88	437.28	
21/09/2021	INV-5742	HH Tankering Emptying septic tank at Sprowston cemetery	107.00	21.40	128.40	
09/09/2021	719228	Intouch Call charges Aug 21 and service charges Sep 21	30.09	6.02	36.11	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
		K Lockwood & R Slater Ltd				

15/09/2021	INV- 30736	Printing of Sprowston Matters Issue 57	511.00	-	511.00	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
16/09/2021	5196	Norfolk Association of Local Councils E-learning course - Health & Safety Essentials	14.00	2.80	16.80	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
02/09/2021	5	Richard Powell Design of Sprowston matters no 57	60.00	-	60.00	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
17/09/2021	202101	Switched On AV Supply and replace faceplate and cabling for projector	170.00	-	170.00	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
31/08/2021	12746	Westcotec Glass replacement for bus shelter on Constitution Hill	95.00	19.00	114.00	
			<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
SYEP Grant	2 of 2	Grant	2,500.00	-	2500.00	
SYEP Grant	3 of 4	Outreach Worker grant	2,500.00	-	2500.00	
			5,000.00	-	5000.00	
		TOTAL OF INVOICES	9,527.90	749.38	10,277.28	Trf 22
Transfer:		STC Drawings a/c to Petty Cash	-	-	0.00	
			9,527.90	749.38	10,277.28	
Transfer:		STC Active to STC Drawings a/c			10,277.28	Trf 23
Transfer:		STC Active a/c to Salaries a/c	24,000.00	-	24000.00	Trf 24
		Hays Recruitment - Temp Groundsman w/e 27/08/2021	265.06	53.01	318.07	Paid
		Hays Recruitment - Temp Groundsman w/e 03/09/2021	313.89	62.78	376.67	Paid
		Hays Recruitment - Temp Groundsman w/e 10/09/2021	167.41	33.48	200.89	Paid

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Councillor

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Councillor

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Town Clerk

Sprowston Town Council

Direct Debit Payments

Meeting

Date: 06th October 2021

	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
			The AF Group				
CREDIT	31/08/2021	84546	Vodafone credit for admin phones. Mortice latch	- 12.22	- 2.45	-14.67	
	31/08/2021	835401	Groundsman mobiles, cable ties, bungee cord	49.52	9.90	59.42	
			Cemetery Electricity	46.92	2.35	49.27	
			Sparhawk Electricity	79.43	3.98	83.41	
			Pavilion Electricity 27/05/2021 - 26/08/2021	412.19	20.61	432.80	
				575.84	34.39	610.23	
			Barclaycard				
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
	31/08/2021	14844360821	PDQ Machine, monthly charges	49.80	5.96	55.76	
			Broadland district council				
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
	14/09/2021	36535724	Council tax for Viking Hub "flat"	1,345.01	-	1345.01	
			PHS Group				
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
	14/09/2021	68548291	Sanitary disposal STC Playing fields toilet	3.95	0.79	4.74	
			Total Energies				
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
	14/09/2021	247304414/21	Streetlight electricity 01/08/21 - 31/08/21	2,378.70	475.75	2854.45	
	14/09/2021	247294162/21	Floodlight electricity 01/08/2021 - 31/08/2021	12.92	0.64	13.56	
	14/09/2021	247294173/21	Diamond Centre Electricity 01/08/2021 - 31/08/2021	231.96	46.40	278.36	
				2,623.58	522.79	3146.37	
			Veolia				
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
	31/08/2021	SIO1215969	Rubbish disposal for August	235.60	47.12	282.72	
			Wave Anglian Water				
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
	15/09/2021	9486156	Water charges Allotments 15/06 - 14/09	401.53	-	401.53	
			Total Direct Debits	5,235.31	611.05	5,846.36	