

NOTICE OF MEETING
AND SUMMONS TO ATTEND

**The meeting of Sprowston Town Council
will be held in the Council Chamber, Recreation Ground Road, Sprowston NR7 8EW on
Wednesday 28 September 2022 at 7.30pm**

AGENDA

Item No.

1. To receive declarations of interest.
2. To receive apologies for absence.
3. To adjourn the meeting to allow members of the public and Councillors with prejudicial interests to speak.
4. To confirm the minutes of the Council's meeting held 7 September 2022. Pages 1 - 9
5. Presentation in Support of Grant Application from Norwich Community First Responders. Pages 10 - 11
6. To agree action/response arising from the minutes.
(1) Request for Sprowston Litter Pick - Minute 22/207 (1).
(2) Request for Reduced Room Hire Rate Sprowston Pavilion - Minute 22/246.
7. To receive correspondence:
(1) To consider request for grant funding - Sprowston Nursery Playgroup. Pages 12 - 13
(2) To receive Email from Norfolk Support Ukraine UK. Page 14
8. To Note NOTICE OF BY-ELECTION - North East Ward. Page 15
9. To receive any written/verbal reports from Sprowston County and District Councillors. Pages 16 - 17
10. To consider the 2022 Fete - Financial Analysis. Page 18
11. To consider the future of Barkers Lane Open Space Shelter. Pages 19 - 21
12. To receive the report of the Town Clerk. Pages 22 - 24
13. Adjourn the meeting for a short break.
14. To consider position of Skate Park within L18. Pages 25 - 29
15. To consider and make decisions on a trial concession for a catering drink vendor on Sprowston Recreation Ground. Pages 30 - 34
16. To receive any written/verbal reports from the Council's Committees and Working Groups. (Recreational Facilities Working Group Minutes enclosed)
17. To receive any written and verbal reports from Councillors representing the Council on or at outside organisations. (Cllr. W F Couzens) Page 35
18. To consider planning applications to 28 September 2022. Pages 36
19. To receive planning decisions week ending 9 September 2022. Page 37
20. To receive the External Auditors AGAR Report for Year Ending March 2022. Pages 38 - 41
21. To confirm the payment of accounts to 28 September 2022. Pages 42 - 44
22. To receive the schedule of direct debits to 11 September 2022. Page 45
23. To receive the schedule of credit card payments to 2 September 2022. Page 46
24. The Chairman will move that the press and public be excluded from the meeting for the remaining business because otherwise information prejudicial to the public interests

which is exempt by virtue of the Public Bodies (Admission to Meetings Act) 1960 Section 1 (2) would be disclosed to them.

25. To receive Planning enforcement updates.

Pages 47 - 52



Guy Ranaweera
Town Clerk

22 September 2022

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, Mrs K Vincent and Mr J M Ward 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.

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 – 7 SEPTEMBER 2022

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 7 September 2022, the following Councillors were present: -

Mr W F Couzens – Chairman

A J Barton - Mrs B J Lashley
Ms D Coleman - Mrs J Leggett
Mr J F Fisher - Mr J H Mallen
Mr J M Ward

In attendance

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

No members of the public were present

22/224. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Mrs J Leggett	Minute 22/230 - Community at Heart Awards	Broadland District Council Portfolio Holder for Environmental Excellence

22/225. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr M G Callam, Mrs B Cook and Mr R J Knowles and verbal apologies from Mrs K Vincent.

22/226. RESIDENTS' QUESTIONS

On the motion of Mrs B J Lashley, seconded by Mrs J Leggett it was **RESOLVED**, that the meeting be adjourned to receive residents' questions on matters concerning the town. Residents were reminded that their questions should be addressed to the Chairman who would, assisted by the Town Clerk, reply.

A resident of Church Lane reported the structure on Barkers Lane open space was causing problems for occupants of neighbouring properties and visitors to the park. The situation was increasingly getting worse.

He referred to issues of anti-social behaviour, broken glass, drinking, graffiti, noise nuisance, structural damage and a recent fire.

The shelter attracted teenagers from Old Catton, Hellesdon and other parishes. It was also an easy area to disperse from.

He commented that Local Beat Manager PC Graham Gill supported the removal of the structure.

22/226. RESIDENTS' QUESTIONS (CONTINUED)

The Chair thanked the resident for his attendance advising that an item would be placed on the agenda to consider the shelter on Barkers Lane open space at Council meeting to be held 28 September 2022.

22/227. MINUTES

The Minutes of the Council's meeting held on 3 August 2022, having previously been circulated to all Councillors were confirmed and signed by the Chair of the Council.

22/228. COUNCILLOR NIGEL SHAW

The Chairman of the Council reported the death of Mr N Shaw.

Councillors expressed their condolences to Mr Shaw's family and reflected on their own memories of him commenting on his keen interest in aviation. Describing him as a unique, welcoming person with alternative thinking. It was noted he had previously been an international DJ, worked in finance and founded his own computer programming company.

It was agreed that a small article be placed in Sprowston Matters and for the Chairman to attend Mr Shaw's funeral on behalf of the Council.

Council noted Broadland District Council Election services had received a valid election request for the casual vacancy in Sprowston Town's North East Ward and it was:

RESOLVED to request polling cards for the election to the casual vacancy in Sprowston Town North East Ward should the election be contested.

22/229. ACTION FROM MINUTES

(1) Sprowston Litter Pick

Further to Minute 22/207 (2), the Town Clerk said having now obtained more information, he would make this available at the Council meeting to be held 28 September 2022.

(2) Grant Application from Norwich Community First Responders

Further to Minute 22/207 (4), the Town Clerk confirmed he had spoken to an officer at East Anglian Ambulance Service who had confirmed the validity of the grant request.

It was **RESOLVED** to invite Karl Alderton, applicant for grant aid, to the Council meeting to be held 28 September 2022.

(3) Summer Fete 2022

In response to a question from Mr A J Barton the Town Clerk advised he would bring a summary of costs for the Summer Fete 2022 to the Council meeting to be held 28 September 2022.

22/230. CORRESPONDENCE

(1) Broadland District Council Community at Heart Awards

RESOLVED to nominate:

- (a) Trustees of the Sprowston Senior Citizens Club Welfare Committee for Community Group of the Year and Mr A J Barton and Mr W F Couzens to prepare the application.
- (b) Chrissy Stone for Green at Heart award and Ms D Coleman to prepare the application.

(2) Norwich Western Link Project Consultation

Council noted the Norwich Western Link Pre-Planning Application Public Consultation had gone live and it was **RESOLVED** Councillors to respond to the consultation on an individual basis.

(3) Offshore Wind The Norfolk Parish Movement for an OTN - Update August 2022

Council noted the Norfolk Parish Movement for an OTN - update August 2022 and it was **RESOLVED** to write to Chloe Smith MP supporting the idea of an urgent meeting with the Expert Advisory Group.

(4) Sprowston Library Building Works

Council noted the external building work to extend Sprowston Library.

22/231. BROADLAND DISTRICT COUNCIL TREE PLANTING GRANT

Referring to Minute 22/215, Mrs B J Lashley asked if the Recreational Facilities Working Group had discussed the Queen's Green Canopy initiative at their recent meeting.

Mrs J Leggett replied that whilst the group had discussed trees Broadland District Council's grant scheme was aimed at funding for small trees and hedgerows.

Ms D Coleman proposed, seconded by Mr J F Fisher to apply to Broadland District Council for a tree planting grant to purchase whips for the Diamond Field. On being put to the vote the motion was CARRIED.

22/232. POLICE

(1) Sprowston & Old Catton Ward Newsletter

Council noted the Sprowston and Old Catton Ward Newsletter.

(2) PCC News Round-Up June/July 2022

Council noted the PCC News Round-Up June/July and date of the next PCC Accountability Meeting to be held Wednesday 3 August 2022.

22/233. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr J M Ward verbally reported:

- The illuminated sign at 1, Roundtree Way which was opposed by Sprowston Town Council and turned down by Broadland District Council was appealed and the Planning Inspector has now ruled that appeal is dismissed.
- Norfolk County Council owned Repton Property Development has begun work on a new development of 48 high design and specification, affordable housing at Attleborough.
- The most recent cohort of youngsters on the Princes Trust, Norfolk Fire and Rescue Service 13-week project have just passed out. Enrolment on the next programme is now open at fireyouthdev@norfolk.gov.uk
- The food waste service currently only available to half the district will from 3 October 2022 be available to every individual household. It will also be extended to communal properties in November.
- The Marriotts Way 10k is back on Sunday 9 October 2022, starting at Aylsham and finishing at Reepham. Details from "Communities" at Broadland District Council.
- Resurfacing works on Wroxham Road, in the vicinity of the Tesco's roundabout will commence on 24 October 2022 for five days.

Mrs J Leggett verbally reported:

- Residents who are customers of the kerbside garden waste collection service can apply for a free 50 litre bag of Pro-Gro Multi-Purpose Compost until 15 September 2022.
- Parish and Town Clerks are informed of Town Council Forum meetings.

Referring to Mr Ward's written report Mr J H Mallen questioned the future of mobile libraries and proposals to save £13m.

In response Mr Ward said there were a number of proposals to reduce or discontinue some mobile libraries.

22/234. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Extreme Weather Conditions - Football

Further to his written report the Town Clerk advised football pitches at Sprowston Recreation Ground would be inspected by both the head groundsman and himself on Monday 12 September 2022 to assess if it was suitable to commence playing.

22/234. REPORT OF THE TOWN CLERK (CONTINUED)

1.2 The Blue Boar Public House - Nomination to the Register of Assets of Community Value (ACV)

Council noted the Town Clerk had submitted further information to Broadland District Council in support of the Council's ACV nomination of the Blue Boar Public House.

CEMETERY

2.1 Extreme Weather Conditions - Extra Fire Breaks

Council noted that extra fire breaks will be mowed around the cemetery extension's perimeter as an extra precaution to minimise the risk from field fires.

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Fire Safety and Extinguisher Training for Staff

Council noted staff and caretaking contractors had attended fire safety and extinguisher training on 2 August 2022.

PLANNING AND TRANSPORTATION

5.1 No matters were reported

ATTACHMENTS

6.1 Why our parks may never be the same again (Local Government Chronicle Website, 2022-08-31)

6.2 Blue Boar Public House ACV Further Information_2022-08-19

22/235. MEETING ADJOURNMENT

On the motion of Mr W F Couzens, seconded by Ms D Coleman it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

22/236. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

Mrs J Leggett verbally reported on the Recreational Facilities Working Group meeting held 1 September 2022 advising:

- (1) Pitch fee charges, days of trade and contracts for a proposed caterer at Sprowston Recreation Ground were discussed and the Town Clerk agreed to

22/236. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS
(CONTINUED)

prepare a sample application form, information sheet and agreement for consideration by the group.

- (2) The priority for Harrisons Woodland was transfer of ownership to the Town Council preferably directly from the developer.
- (3) There is currently £375,000 in CIL receipts available to commence development of the Viking Centre. Whilst the planning application was ready for submission a delay was likely due to access issues relating to the EE phone mast.
- (4) The Town Clerk is to ask Council's plumbing contractors, when carrying out works at Sprowston Pavilion, what options were available for provision of a water fountain at Sprowston Recreation Ground and obtain quotations.
- (5) The group was waiting for a summary of costs of the 2022 summer fete before making any recommendations to full Council for any future event.
- (6) Having revisited the suggestion of an avenue of trees in memorial of WWI the group is to arrange a walk-through of Wilks Farm Drive and Bakers Lane to establish what could realistically be achieved.
- (7) Details of the discussion on the White House Farm development will be in the minutes of the meeting.
- (8) The running track at Barkers Lane open space is very popular and Council has been asked to mark out white distance lines.
- (9) Ongoing meetings are being held with Planners to discuss Beeston Park. There is a non-material amendment to the planning application as the original application included private properties and gardens.

There is a sports strategy for the greater Norwich area being developed.

Green Lane, Rackheath is being considered for the siting of a new Doctors surgery.

Broadland District Council are suggesting facilitating a meeting with Old Catton Parish Council, Sprowston Town Council and Beeston Parish to discuss facilities across the entire development.

Halsbury Homes have withdrawn a request to reduce the number of houses at their Salhouse Road site.

- (10) The Town Clerk was exploring issues relating to speed of traffic entering Sprowston Recreation Ground from Edwards Road, provision of hedgehog holes in the perimeter fence and litter picking stations.

Mrs B J Lashley Council's attention to a dip in the main car park at Sprowston Recreation Ground which could be dangerous.

22/237. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written or verbal reports were received.

22/238. 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:

20221136 - replacement garden room and rear extension at Rackheath Lodge, Wroxham Road, Rackheath.

20221219 - proposed front extension and alterations to existing elevations at H Q Norfolk and Suffolk Wing, Constitution Hill, Old Catton.

20221238 - proposed rear extension at 150, North Walsham Road, Sprowston.

20221248 - single storey flat roof rear extension with 2 sky lanterns at 8, Linton Crescent, Sprowston.

20221334 - single storey rear extension at 27, Church Lane, Sprowston.

20221387 - single storey side extension, render existing external walls, replace cladding to cheeks of dormer at 50, Linacre Close Sprowston.

(b) to oppose the granting of planning application 20220999 - side and rear extension, raise roof to form a dorma bungalow at 69, Neville Road, Sprowston on the grounds:

(1) It would be detrimental to the amenities of the neighbouring property with potential for overlooking

(2) Is out of keeping with the distinctive design of this row of properties and detract from the street scene

(3) If the application was granted it would set a precedent for similar conversions

(4) It would reduce on-site parking

(5) The revised roof line does not appear to be significantly smaller than on the previous application.

22/239 PLANNING DECISIONS

Council noted planning decisions for week ending 29 July 2022, 5 August 2022, 12 August 2022, 26 August 2022.

22/240. PAYMENT OF ACCOUNTS 7 SEPTEMBER 2022

The Town Clerk and Responsible Financial Officer presented the schedule and supplementary schedule of accounts to 7 September 2022 totalling £20,658.16 and £2,229.46.

Responding to Councillors' Questions the Town Clerk confirmed the office would continue to run with a temporary, part-time agency Finance Officer as the substantive post had not been advertised.

Familiarising the agency person with Council's financial procedures had been time consuming however she was now conversant with the role and could train a new member of staff when appointed.

On the motion of Mr J H Mallen, seconded by Mr J M Ward it was **RESOLVED** that payment of the accounts and supplementary accounts to 7 September 2022 totalling £20,658.16 and £2,229.46 be approved and the schedule authorising payment signed by Mr W F Couzens and Mrs J Leggett.

The Town Clerk and Responsible Financial Officer presented the schedule of invoice payments made to 7 September 2022 totalling £8,548.05.

On the motion of Mr A J Barton, seconded by Mrs J Leggett it was **RESOLVED** that the schedule of invoice payments to 7 September 2022 totalling £8,548.05 be approved and the schedule authorising payment signed by Mr W F Couzens and Mrs J Leggett.

22/241. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments from 1 April 2022 to 9 August 2022 totalling £25,871.31 was approved and noted.

In response to Councillors' questions the Town Clerk advised:

Invoice 14844360422 - Barclaycard Payment Solutions PDQ Charges July 2022 were higher due to payments received for the Summer Fete.

Invoices CR02903689, CR02903709 and CR03484514 - Npower were credits due to inconsistent billing.

22/242. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT

May 2022

The schedule of credit card and Barclay Visa Debit payments for May 2022 totalling £810.01 was approved and noted.:

June 2022

In response to a Councillor's question the Town Clerk advised:

Invoice 9525 - Roadware was the purchase of 3 replacement bins due to arson and vandalism.

22/242. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT (CONTINUED)

The schedule of credit card and Barclay Visa Debit payments for June 2022 totalling £756.82 was approved and noted:

July 2022

In response to a Councillor's question the Town Clerk advised:

Invoice 1627926 - Lateral Flow Tests were supplied to staff for testing if and when they experienced Covid symptoms.

July 2022 totalling £1,509.62 was approved and noted.

The schedule of credit card and Barclay Visa Debit payments for July 2022 totalling £1,509.62 was approved and noted.:

22/243. EXCLUSION OF PRESS AND PUBLIC

Mr W F Couzens proposed, seconded by Mrs B J Lashley to exclude the Press and Public from the meeting for the remaining business because otherwise information prejudicial to the public interests which is exempt by virtue of the Public Bodies (Admission to meetings Act) 1960 Section 1 (2) would be disclosed to them.

22/244. PLANNING ENFORCEMENT

Council noted the closed and outstanding enforcement cases for Sprowston.

It was agreed to provide Council with a glossary of terms.

22/245. STREETLIGHTING

The Town Clerk presented further information on the proposal for the streetlight replacement and LED upgrade programme.

22/246. REDUCED ROOM HIRE RATE

RESOLVED to defer a decision until Mrs J Leggett approached Broadland District Council to establish if the organisation had funding.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 9.50pm.

28 September 2022

Chair



APPLICATION FOR FINANCIAL ASSISTANCE

<p>1 Name of Organisation:</p> <p>Norwich Community First Responders (East Anglian Ambulance NHS Trust)</p>
<p>2 Name and address of correspondent (and office held):</p> <p>Karl Alderton, [REDACTED] [REDACTED] / [REDACTED]</p>
<p>3 What are the objectives of your organisation?</p> <p>Provide community first response to emergency 999 calls on behalf of the ambulance Trust. We provide response in the community for various medical emergencies, including Cardiac arrest, stroke, breathing problems</p>
<p>4 Is membership/support open to any resident of Sprowston, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, please give reason:</p> <p>Yes</p>
<p>5 Amount of grant applied for £3000</p>
<p>6 Purpose for which the money will be used. Please explain clearly and simply the reason for your request.</p> <p>The community first Responders are funded through grants and donations, this money is used to purchase the required kit such as AEDs and Blood Pressure monitors. I am the first community first responder in the Sprowston area and have already attended multiple jobs in the Sprowston area. However, we do not have a dedicated kit for the Sprowston area and this is currently shared with other areas and therefore unable to respond to emergencies in Sprowston as often as I could. Therefore, the grant money would be used to purchase a kit and NMA, the nma is the mobile connected to ambulance control and allows for rapid deployment and location tracking of the first responder.</p> <p>Having a permanent kit in the Sprowston area will enable us to support the community more often.</p>
<p>7 Have you applied for grant aid to any other organisation (including local authorities)? If so, to whom (please give details of the decision on your application):</p> <p>No</p>

8 Is there anything else you wish the Town Council to take into account when considering this application?

I believe this is a good use of money within the local area as it supports all members of the community when they are most in need.

9 Please ensure that you have attached up to date examined accounts in support of this application.

N/A

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

Signed 
Consent Form

Dated 16/7/2022

Your privacy is important to us and we would like to communicate with you regarding your application for financial assistance. To do so we need your consent. Please confirm your consent. You can find out more about how we use your data from our "Privacy Notice" which is available from our website or from the Council Office at Sprowston Recreation Ground, Recreation Ground Road Sprowston, Norwich, NR7 8EW (01603 408063).

Yes, please, I would like to receive communication by telephone / post / email

Signed  dated 16/7/2022

APPLICATION FOR FINANCIAL ASSISTANCE

<p>1 Name of Organisation: SPROWSTON NURSERY PLAYGROUP .</p>
<p>2 Name and address of correspondent (and office held): WROTHAM ROAD METHODIST CHURCH SPROWSTON NR7 8AD . (Contact Amanda Churcher)</p>
<p>3 What are the objectives of your organisation? Playgroup setting for children 2.5yrs to 5yrs .</p>
<p>4 Is membership/support open to any resident of Sprowston, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, please give reason: All children from 2.5 to 5yrs .</p>
<p>5 Amount of grant applied for £500.00 .</p>
<p>6 Purpose for which the money will be used. Please explain clearly and simply the reason for your request. Charity run playgroup for over 50 years. New Shed needed to store equipment .</p>
<p>7 Have you applied for grant aid to any other organisation (including local authorities)? If so, to whom (please give details of the decision on your application): N/A . Fundraising only .</p>
<p>8 Is there anything else you wish the Town Council to take into account when considering this application? We are the last charity run playgroup in Sprowston and would appreciate the support to be able to continue to run .</p>
<p>9 Please ensure that you have attached up to date examined accounts in support of this application. ✓</p>

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

Signed



Dated

7/9/2022

Guy Ranaweera

From: Emma [REDACTED]
Sent: 14 September 2022 13:43
To: JHunt
Subject: Thank you

Dear Chairman Bill Cozens,

I wanted to write to you and your council to express my thanks on behalf of our Ukrainian group for all that the council did to support our efforts for several months of this year. From the end of February we had items coming in to Sprowston from every part of the county, we also collected jumble which again was brought in from all over.

Thank you to the council but there are some people I'd specifically like to mention.

Firstly to Guy. Thanks to him for going out of his way to support us, being flexible and always looking for ways to help and find a way to make something happen. People like this are not readily found in local councils. Guy helped find additional storage, allowed us to pack in the evenings, allowed us to take over the reception at times. Thank you very much.

To the staff at the Town Council offices, for helping when Guy was in meetings, for flexibility and support.

To Dawn Coleman who helped in so many ways, helping to source space, packing, moving things around, dropping items off. Dawn was always ready to assist and I'm very pleased Dawn was involved. Dawn is so focused on community and bringing people together to help others. She gave up a lot of her time to assist.

We sent thousands of items to Ukraine and seeing photos of the items arriving and making a difference to people was amazing.

Thank you for everything you did to support us.

Emma Tipple on behalf of Norfolk Support Ukraine UK

[REDACTED]

NOTICE OF BY-ELECTION

ELECTION OF A TOWN COUNCILLOR

for

Sprowston Town Council North East Ward

1. An election is to be held for 1 TOWN COUNCILLOR for **Sprowston Town Council North East Ward**.
2. **NOMINATION PAPERS**
Nomination papers may be obtained from the TOWN COUNCIL or THE RETURNING OFFICER, THORPE LODGE, 1 YARMOUTH ROAD, THORPE ST ANDREW, NORWICH, NR7 0DU (Please call 01603 430483)
3. **DELIVERY OF NOMINATION PAPERS**
Nomination papers must be hand delivered during normal office hours (10am – 4pm) on any working day after the date of this notice, but not later than 4pm on **23 September 2022** to the RETURNING OFFICER, BROADLAND DISTRICT COUNCIL, THORPE LODGE, 1 YARMOUTH ROAD, THORPE ST ANDREW, NORWICH, NR7 0DU.
4. **POLL**
If the election is contested, the poll will take place on **20 October 2022**.
5. **APPLICATIONS TO REGISTER**
Applications to register to vote must reach the Electoral Registration Officer by **04 October 2022**.
6. **ABSENT VOTES**
Applications, amendments or cancellations of postal votes must reach the Electoral Registration Officer at BROADLAND DISTRICT COUNCIL, THORPE LODGE 1 YARMOUTH ROAD, THORPE ST ANDREW by 5pm on **05 October 2022** if they are to be effective for this election.

Applications for a proxy vote must reach the Electoral Registration Officer by not later than 5pm **12 October 2022**. New applications to vote by emergency proxy on the grounds of physical incapacity or for work reasons must be received by not later than 5pm **20 October 2022**. The physical incapacity must have occurred after 5pm **12 October 2022**. To apply on the grounds of work/service, the person must have become aware that they cannot go to the polling station in person after 5pm **12 October 2022**.

Dated: 14 September 2022

TREVOR HOLDEN
RETURNING OFFICER

Police Priority Meeting 15th September

Present Sgt Olly Ketteridge, PC Graham Gill, J Leggett, J Ward

1. Crime

We were given details of the crimes in Sprowston and Old Catton.

The crimes of Violence against the person with or without injury, whilst disturbing, were all linked to Domestic Violence.

Arson - these crimes we are aware - a bench on the Recreation Ground and bins on Wilks Farm Drive.

Burglary of business premises was an unlocked office.

A robbery case has been dealt with.

2. Graffiti

Police have spoken to possible perpetrator(s)

3. Attention to recent priorities

This has been concentrated on ASB, no time for speeding checks.

I thanked the Police for their quick response and assistance when SYEP had raised issues.

We discussed the inaccurate news item concerning Sprowston Recreation Ground.

4. Barkers Lane

We discussed the shelter and the police suggested that SYEP might like to paint it. They also commented that there were equal arguments for and against removing the shelter.

5. Parking near Schools

The Police again referred to parking on Falcon Road West. We reiterated that the white H lines are due to be painted. It was stated that parking within 15 metres of a junction was only advisory.

There have also been problems re parking in Cannerby Lane. Suggested that Parking Enforcement should be invited to visit there as well as Falcon Road West.

6. AOB

The police suggested that signs which flash up your speed are effective.

Also do we use our SAM signs and collect the data regularly.?

Priorities again are ASB and Speeding.

Police will also monitor known parking problems outside schools when they can.

Next Meeting 7th December 2022.

J Leggett

19th September 2022

Report from Councillor John Ward

Broadland District Council

The proposed new McDonalds on Mousehold Lane, on which BDC was a consultee, was rejected by Norwich City Council by 6 votes to 5, despite their Planning Committee recommending it for approval. It is likely to go to appeal.

BDC is looking to replace Member's ipads when the new intake of Councillors joins in May. A number of devices are currently on trial to decide what is best. I, myself, am trialling a Dell Laptop.

South Norfolk D.C. Offices are now up for sale. All their staff are expected to join with BDC staff at Thorpe Lodge over the next few weeks prior to the move to the new Horizon building at Postwick.

On 15.9.22 Cllr Judy Leggett and I, joined the on-line Police Community Meeting with PC Graham Gill and Sgt Oliver Ketteridge. After some discussion the priorities were set as 1. Anti-Social behaviour, 2. Speeding. The police will also be paying more spot visits to schools at peak times to check on inconsiderate parking.

Norfolk County Council

Barkers Lane junction with Wilkes Farm Drive will be closed 3rd/4th October for resurfacing works.

As a Councillor I attended the following events in the past week:-

11th September, The Proclamation of King Charles III at County Hall led by HM Lord Lieutenant The Lady Dannatt MBE.

15th September, The funeral of Brenda Ferris at St. Peter Mancroft Church. Brenda had been a member of my Joint Museums Committee for many years, representing the Norwich Contemporary Art Society.

16th September, Commemoration of the Battle of Britain at County Hall, led by Chairman Cllr Karen Vincent. This year's event was scaled back in deference to Her late Majesty.

18th September, Civic Service of Commemoration and Thanksgiving for the life of Her late Majesty Queen Elizabeth II at Thorpe St. Andrew Parish Church..

Sprowston Town Council - Summer Fete 2022

23rd July 2022, 1pm to 5pm

The Recreation Ground

Financial Analysis

EXPENDITURE

Supplier	Item	NET estimated / quoted cost	VAT	Gross cost	
Hire Costs					
Brandon hire station	Generator hire x4	£197.60	£39.52	£237.12	
Budget Marques	2 nos. 6x4m tent, 1 nos. 10x6m tent	£480	£0.00	£480.00	
Elite Banquet Hire	100 Chairs 21 tables, licensed area & arena	£290	£58.00	£348.00	
HSS Fence hire	20m / 62ft temp fencing around toilets	£117.28	£23.46	£140.74	
PA Hire Norwich	PA systems x2	£300.00	£60.00	£360.00	
Toilets+	Toilets: 6 standard, 3 disabled, 1 urinal block	£1,085.00	£217.00	£1,302.00	
Veolia	Extra 1100ltr waste bin	£24.00	£6.00	£30.00	Estimated cost
VTS Event Medical	First Aid cover	£400.00	£0.00	£400.00	
	Subtotal	£2,894	£403.98	£3,297.86	
Staff Costs					
STC staff overtime	Staff cover (approx 50 staff-hours)	£1,465.72	n/a	£1,465.72	
Heritage caretaking	Caretaking cover	£192.56	£38.51	£231.07	
	Subtotal	£1,658.28	£38.51	£1,696.79	
Licensing Costs					
BDC / UK gov	Temporary Event Notice	£21.00	£0.00	£21.00	
PPL / PRS	Music Licence	£300.00	£60.00	£360.00	Estimated cost
	Subtotal	£321.00	£60.00	£381.00	
Equipment Purchases					
Amazon (Cojoy)	100m bunting	£11.65	£2.33	£13.98	
Mower signs	Advertising banners x2	£96.00	£19.20	£115.20	
Premier Barriers	Steel ground pins x60, 220m rope, cable ties, tarp	£167.69	£33.51	£201.20	
Street Solutions UK	Road cones x30	£145.57	£29.12	£174.69	
	Subtotal	£420.91	£84.16	£505.07	
Entertainment (Free to public)					
RPM bike display	Arena bike display shows x4	£1,450.00	£0.00	£1,450.00	Includes £50 discount
Slackline School	Low level tight rope	£850.00	£0.00	£850.00	Includes £50 discount
BillsandMills Inflatables	2x adult inflatables, 1x junior	£595.00	£0.00	£595.00	
Foreign Locals	Music	£300.00	£0.00	£300.00	
Jump the Trax	Music	£350.00	£0.00	£350.00	
	Subtotal	£3,545.00	£0.00	£3,545.00	
Expenditure Total		£8,839.07	£586.65	£9,425.72	

INCOME

	Net income	VAT	Gross income
Income from stalls (25 fee paying stalls @ £15)	£300.00	£60.00	£360.00
Income from funfair	£133.33	£26.67	£160.00
Income Total	£433.33	£86.67	£520.00

Number of fee paying stalls and caterers	24
Number of non-fee paying stalls, activities, attractions	22
Funfair	1
Total count of all stalls, caterers, activities and attractions	47

Barkers Lane Youth Shelter 21st September 2022

The Youth Shelter was last cleaned by Heritage Ltd in March 2022.

Spray paint again appeared on the youth shelter in May 2022 and from then more and more graffiti has appeared.

Current Pictures of Barkers Lane Youth Shelter







Emily Ling

Administration and Compliance Officer

COUNCIL MEETING – 28 September 2022

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Delay to Start of Football Season

On Monday 12th September, our head groundsman and I inspected Sprowston Rec to assess if ground conditions were suitable for the football season to commence on the weekend of 17th/18th September.

Based on our findings, and after discussion with grounds teams at other local Councils', I felt we had no choice but to delay the start of the season until Saturday 1st October.

Inspection findings underpinning my decision include:

- Even with the recent rain, moisture has penetrated only about 2cm into the surface. The top layer has mostly softened, but the ground underneath is still rock hard. This means the grass will not grow very quickly and the playing surface is again in danger of drying out and becoming dangerously hard.
- Significant bare patches of dead grass remain.
- A number of hard patches in the surface remain.
- Grass regrowth in some areas is still weak and will not survive games being played on them.

I believe the further delay will allow the grass to recover sufficiently and will ensure football clubs and the general public have a decent grass surface for the whole football season and for years to come.

1.2 Removal of Water Tanks at the Cricket Pavilion

Anglia Water will in the next few days inspect the pipework laid to date. Providing all is OK, connection of the new water main should proceed within 10 -14 days. Internal plumbing works can then take place in the following week. These works should take 2 or 3 days.

CEMETERY

2.1 No matters to report

STREET LIGHTING

3.1 No matters to report

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Vacant Posts of Administration and Finance Officer; Groundsman

I shall shortly be commencing recruitment of permanent members of staff to fill these posts. As an Armed Forces Covenant Bronze Award employer, these posts will also be advertised through the Department of Defence's authorised jobs board; the Career Transition Partnership.

PLANNING AND TRANSPORTATION

5.1 Carriageway Surfacing work on A1151 Wroxham Road

In October 2022, Norfolk County Council Highways will conduct major resurfacing and lining works on Wroxham Road and Blue Boar Lane, as follows:

- On 24 October 2022 Surfacing and lining work under Road Closure 1 - C256 Blue Boar Lane (see attachment 6.1 - Plan of Resurfacing Works)
- From 25 October 2022 to 27 October 2022 Surfacing and lining work under Road Closure 2 - A1151 Wroxham Road (see attachment 6.1 - Plan of Resurfacing Works)
- On 28 October 2022 Surfacing and lining work under Road Closure 3 - A1151 Wroxham Road (see attachment 6.1 - Plan of Resurfacing Works)
- Timing: 06:00 to 19:00pm.

We have posted the NCC Road Closure Notice to Facebook and our website. Given the scale of disruption that will be caused by these works, we will also repost the Notice in the week preceding the first closure.

ATTACHMENTS

6.1 Attachment 6.1 - Plan of Resurfacing Works

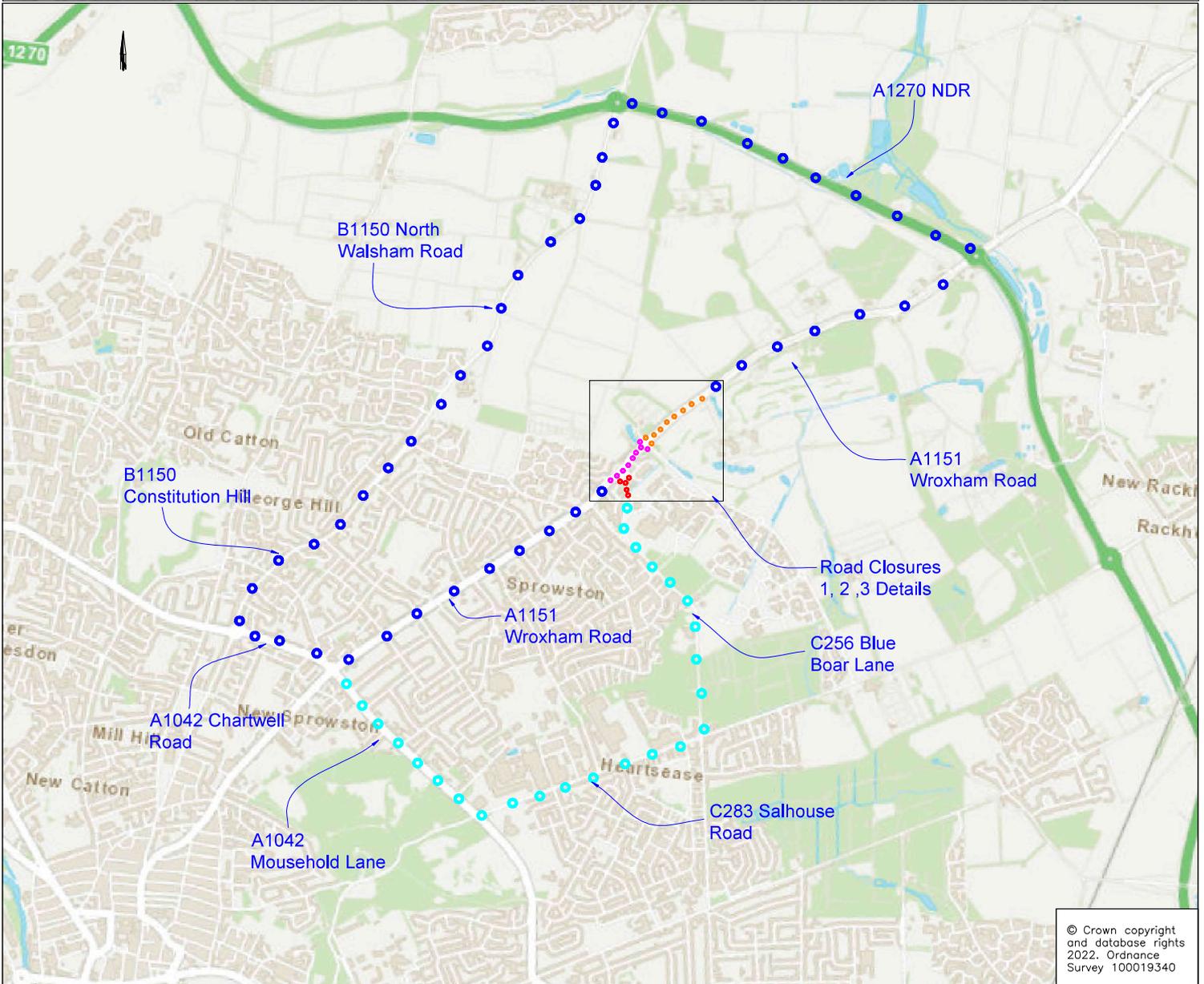


Guy Ranaweera
Town Clerk



KEY

- Road Closure 1
- Road Closure 2
- Road Closure 3
- Diversion Route 2 (3)
- Diversion Route 1



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REV.	DESCRIPTION	DRAWN BY	CHECKED	DATE
A	Diversion route amended			

SURVEYED BY	INITIALS	DATE	DRAWING No.
OS	OS	8/2022	PMB492-HP-0105-2022A
DESIGNED BY	BR	8/2022	PROJECT TITLE
DRAWN BY	BR	8/2022	Sprowston Wroxham Road Surfacing
CHECKED BY	JR	8/2022	SCALE
			NTS @ A1
			FILE No.
			PMB492