

## **MEETING OF SPROWSTON TOWN COUNCILLORS – 15 MARCH 2023**

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 22 February 2023, the following Councillors were present: -

Mr W F Couzens – Chairman

Mr M A Booth - Mrs J Leggett  
Mr M G Callam - Mr J H Mallen  
Ms D Coleman - Mr G S Tingle  
Mrs B J Lashley - Mrs K Vincent  
Mr J M Ward

In attendance

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

Five members of the public were present

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### **23/071. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of disclosable pecuniary and other interests were received.

### **23/072. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Mr A J Barton, Mr J F Fisher, Mr R J Knowles and Ms C T Rumsby.

### **23/073. RESIDENTS' QUESTIONS**

On the motion of Mr W F Couzens, seconded by Mr G S Tingle it was **RESOLVED**, that the meeting be adjourned to receive residents' and councillors' questions on matters concerning the town. Residents and councillors were reminded that their questions should be addressed to the Chairman who would, assisted by the Town Clerk, reply.

Residents of Wroxham Road expressed their concern with regard to dangerous and inconsiderate parking on Wroxham Road by staff and clients of Friends Dentist Practice. Commenting that vehicles often obstructed the pavement forcing users of wheelchairs, mobility scooters and pushchairs to pass them via the carriageway as well as restricting visibility to neighbouring residents entering and exiting their properties.

Further concern was voiced with regard to current plans to extend the premises thus attracting more customers and greater demand for parking.

Residents referred to double yellow lines in front of the parade of shops restricting on-road parking outside these commercial properties. Given that the Dentist Practice is a commercial property, and a precedent has been set, they felt double yellow lines should be extended to the dentist practice and nearby properties. The meeting was reconvened.

## **23/074. PARKING RESTRICTIONS WROXHAM ROAD**

Mr J M Ward reported this had been an ongoing issue for some time. On the particular occasion he had visited site most drivers of vehicles parking in the vicinity were going to Tesco Express. He had spoken to Police who advised if an obstruction occurred residents should contact them. White lines were discussed, however it was felt this would move the problem elsewhere.

Mr J H Mallen reported lorries delivering to Tesco Express made the situation worse. It was an accident waiting to happen as Wroxham Road is a major arterial route from the north of the county into Norwich.

Mr M G Callam said Council had tried to get a 20mph speed limit however, was told it was a feeder route to the Broadland Northway and not appropriate. Council also opposed the granting of the planning application to extend the dental practice. The fact that customers are parking in this location to shop at Tesco supports the claim by residents for double yellow lines.

Ms D Coleman mentioned there used to be double yellow lines on Blenheim Road until resurfacing took place and they were not reinstated.

Since on-street parking enforcement transferred from the police to local authorities there is no longer any law enforcement.

It was noted the most recent planning application for the dental practice was decided under delegated powers. Mrs B J Lashley observed the practice had outgrown the premises which was not designed for business use. She felt Council should express their misgivings to the Planning Authority that permission had been granted considering the objections and highway issues raised. Council should renew their efforts to get double yellow lines on Wroxham Road and reinstate those on Blenheim Road.

Mrs K Vincent questioned the practicalities of ringing police to inform of an obstruction i.e., when on the school run.

Mr J M Ward proposed, seconded by Mrs J Leggett to consult with police before requesting any road traffic measures.

Mr M G Callam proposed, seconded by Mrs K Vincent an amendment to include and report back to Council.

Mrs B J Lashley proposed Council ask the Planning Authority why the application had been considered under delegated powers, why permission had been granted given the size of business and highway concerns and if the highways Authority had been consulted. There was no seconder for this proposal.

Mrs J Leggett offered to investigate.

On being put to the vote the amendment to include and report back to Council was CARRIED.

On being put to the vote the motion to consult with police before requesting any road traffic measures and report back to Council was CARRIED.

## **23/075. MINUTES**

The Minutes of the Council's meeting held on 22 February 2023, having previously been circulated to all Councillors were subject to the following amendments

Minute 23/051, **delete** 11 January 2023 and **insert** 1 February 2023

Minute 23/059 (1), **delete** £1.8m and **insert** £1.8b

Minute 23/059, **delete** Mrs K Vincent verbally reported she had contacted and **insert** Mr W F Couzens verbally reported Cllr. K Vincent had contacted

Minute 23/066, **delete** 22 January 2023 and **insert** 22 February 2023

Minute 23/067, **delete** 1 February 2023 and **insert** 22 February 2023

confirmed and signed by the Chair of the Council.

## **23/076. ACTION FROM MINUTES**

Further to Minute 23/059 (2), Mrs K Vincent reported she had attended an on-site meeting with the Town Clerk and Norfolk County Council's Highway Engineer, Richard Pearson to discuss proposed safety railings outside White Woman Lane school.

It was agreed Mr Pearson to prepare a list of options with costings. This project could be funded from her Norfolk County Council Members allowance or if insufficient also apply for Parish Partnership funding.

Further to Minute 23/060 1.1, the Town Clerk reported installation of a public drinking fountain would be carried out on 16 March 2023. The Junior option was unavailable so the slightly taller adult version had been ordered.

## **23/077. CORRESPONDENCE**

### (1) Norfolk Lieutenancy Coronation Newsletter February 2023

Mrs J Leggett requested the Coronation Emblem be included on all advertising material for the Garden trail.

Mrs B J Lashley proposed, seconded by Mrs K Vincent to officially invite the Lord Lieutenants Deputy to the garden trail.

### (2) Norwich Western Link Update and introduction from Cllr. Graham Plant

Council noted the Western Link Project Update and introduction from Cllr. Graham Plant.

### (3) Offshore Transmission Network

Council noted the update on the Development Consent Order application by Equinor for offshore windfarm projects and **RESOLVED** to continue to support The Norfolk Parishes Movement for an Offshore Transmission Network.

## **23/077. CORRESPONDENCE (CONTINUED)**

- (4) Police and Crime Commissioner for Norfolk News Roundup Jan - Feb 2023

Council noted the Police and Crime Commissioner for Norfolk News Roundup January/February 2023.

- (5) Sprowston Infant School Organisational proposal

Council considered Sprowston Infant School's Organisational proposal.

Mrs B J Lashley proposed, seconded by Mr M G Callam to welcome and fully support the proposed changes to Sprowston Infant school. On being put to the vote the motion was CARRIED.

## **23/078. PEDESTRIAN CROSSING ON ATLANTIC AVENUE TO WHITE HOUSE FARM NURSERY**

Mr M A Booth reported he had received several requests for a pedestrian crossing on Atlantic Avenue to provide safer access to the school and other activities in the area as it is a fast and difficult road to cross.

Whilst Mr J M Ward welcomed the idea he questioned if Council could consider it as Atlantic Avenue had yet to be adopted.

Mr M A Booth suggested developers pay for a crossing to be installed.

Mrs B J Lashley asked if planning permission had been granted for development on the north side of Atlantic Avenue as this could include pavements and an opportunity for developers to share costs for installation of a crossing. She supported the idea to approach developers for funding.

Mr M G Callam agreed in principle advocating installation of a light controlled crossing. However, he queried the practicality of getting developers to fund and install as they were not currently progressing with facilities already agreed in the planning application. He recommended Council keep pressing for Atlantic Avenue to be adopted and introduction of a 30mph limit.

Mr M A Booth proposed, seconded by Mr M G Callam that Council speak to developers with regard to installation of a traffic-controlled crossing from the south side to the north side of Atlantic Avenue close to White House Farm. On being put to the vote the motion was CARRIED.

## **23/079. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

- (1) Norfolk Museums are taking part in the National lottery Open Week 18 - 26 March 2023. When you can gain free admission on production of a current lottery ticket or scratch card.

## **23/079. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)**

- (2) Parana Road will be closed to through traffic 27 - 31 March 2023 for Anglian Water meter replacement works.
- (3) The Mindful Towns and Village Project sponsored by Broadland District Council (BDC) is running Wellbeing Champion training at Sprowston Diamond Centre, Sprowston 4 April 2023, 7.00pm - 9.00pm. Details from BDC Website.

Mrs J Leggett verbally reported:

- (1) She had given four trees, as part of the Broadland Free Tree Giveaway to Sprowston Youth Engagement Project's urban garden.
- (2) Broadland District Council have launched interest-free loans for residents to install renewable technologies or energy saving measures in their homes such as solar panels, cavity wall insulation, double glazing, ground source heat pumps etc.
- (3) Broadland Council's Big Litter Pick 2023 runs from 13 March 2023 to 30 June 2023. Local residents and community groups are being asked to help keep the district looking tidy. Every group that takes part will be given a £20 voucher to spend on their group, charity or local community and there are also twenty £200 prizes.
- (4) Broadland Food waste collection service is now expanding into flats which have sufficient space for this service to operate.

## **23/080. LOCATIONS FOR WILD FLOWERS AREAS ON VERGES 2023**

Council considered the proposal for wildflower areas on highways verges.

In response to Councillors' questions the Town Clerk advised:

- (1) Wild flowers were shallow rooted and would not impact on the crates buried in the green on the junction of Allerton Road and Cannerby Lane.
- (2) With regard to previous rewilding schemes in Sprowston one complaint had been received from a resident on Carleton Road.
- (3) He had not yet replaced the tree on Cannerby Lane Green however, the green had potential to be an area suitable for rewilding.

Mrs J Leggett proposed, seconded by Ms D Coleman to support the proposal. On being put to the vote the motion was CARRIED.

## **23/081. MEETING ADJOURNMENT**

On the motion of Mr W F Couzens, seconded by Mr M G Callam it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

## **23/082. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

Minutes of the Recreational Facilities Working Group held 10 February 2023 were previously circulated.

Mrs J Leggett reported:

- (1) Planning Application 20221648, White House Farm infrastructure plan L5, L15 and L17 is to be agreed with other areas coming on later.
- (2) L5 has one dog bin and L15 has two dog bins
- (3) L17 is a small area and has no dog bins.

Mr M A Booth felt collections should be increased as existing dog bins were often full and suggested two more were required.

Mrs J Leggett agreed to ask for two additional bins to be located on Atlantic Avenue.

Mr J W Couzens said he had requested Chris Reins to co-locate litter bins with dog bins.

Mrs J Leggett advised:

- (1) Barkers Lane shelter is to be painted on 13 April 2023.
- (2) It was now time to consider looking for someone who would like to run the community café at the Viking centre
- (3) A group who had approached her about rewilding Roundtree Way was now in discussion with their landlord in Saffron House about provision of raised flower beds.
- (4) Cambridge University's agent had again confirmed they did not want to lease or sell vacant land north of Salhouse Road.
- (5) Plans for the summer fete were progressing.
- (6) Mr J M Ward had not received a response to his enquiries for hedgehog signage.

Council discussed whether the Viking Centre's dumb waiter should be retained or removed. It was **RESOLVED** to offer it to Norfolk Museum Service. Should they not want it to remain in situ.

Mrs B J Lashley asked why the Pavilion Floor was a concern.

The Town Clerk responded that whilst a structural survey had not been carried out historically it had been considered prudent to limit the number of attendees given the age and design of the building.

It was agreed the Town Clerk clarify Council's insurance cover for the Pavilion. It was noted that all businesses hiring the Pavilion would have their own insurance.

## **23/083. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

Council considered the written report from Mr W F Couzens.

Mr J H Mallen queried if Council was obligated to make changes to the current plans requested by Norfolk County Council Highways and if there was a cost implication.

## **23/083. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS (CONTINUED)**

Mrs B J Lashley asked what were the implications should someone get hurt whilst litter picking and whether volunteers had been informed as to appropriate materials to collect.

The Town Clerk confirmed Council provided litter pickers, bags and hi viz tabards and participants signed a disclaimer.

## **23/084. 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 application:

20230231 - installation of a solar pv roof mounted system on south east facing roof at Eastern Counties Omnibus Co Ltd, Roundtree Way, Sprowston.

20230314 - raise roof with new gable to improve first floor accommodation, new pitch roofs and single storey flat roof rear extension at 60, Wroxham Road, Sprowston.

20230383 - proposed two storey side extension at 3, Park Cottages, Wroxham Road, Sprowston.

20230447 - proposed garage conversion at 2, Clover Road, Sprowston.

20230492 - two storey side extension and single storey rear extension at 29, Blenheim Road, Sprowston.

(b) to raise no objection to the granting of planning application 20230462 - change of use from retail (sales and offices) to rage room (use class E.d) at Technology house, Roundtree Way, Sprowston subject to retention of the 12 existing parking spaces, considerate disposal of waste and adequate provision of toilet facilities.

Additionally, to raise concern with regard to the changing profile of this industrial estate and loss of a valuable employment area.

(c) to oppose the granting of planning application 20230473 - on the grounds that building an extension to the boundary of the property is a move towards terracing.

(d) to oppose the grating of planning application 20230508 - first floor extension over existing ground floor at The Homestead, 5, Mousehold Lane, Sprowston on the grounds it is an overdevelopment of the site.

## **20/085. PLANNING DECISIONS**

Council noted Broadland District Council's planning decisions for week ending 24 February 2023 and 3 March 2023.

## **23/086. INTERNAL AUDIT INTERIM REPORT FEBRUARY 2023**

Responding to the auditor's recommendations the Town Clerk explained:

### 1. Debt chasing

Whilst there is a procedure in place for debt chasing there was a period of time when Council did not have a Finance Officer in post.

### 2. Petty Cash

As petty cash is very rarely used a running total petty cash book would be more practical than an Imprest account.

### 3. Use of new supplier forms

Most new or one-off purchases are made by credit card which includes consumer protection. The few new suppliers tend to be tradesmen such as electricians.

### 4. Use of purchase orders

When orders are made by email they are signed off by the Town Clerk and there is no requirement for purchase orders, which would be a duplication of work.

### 5. Approval of payments by Full Council

The cases identified as in excess of the authorisation limit in the financial Regulations related to the Viking Centre Business Rates and Little John Auditors both authorised by Council.

### 6. Contract recording

The Contract Register has not been updated recently due to the absence of a Finance Officer and the Town Clerk's time.

Mr J H Mallen asked the approximate number of new suppliers Council engaged each year.

The Town Clerk felt this was difficult to identify, but estimated an average of two regular, repeat suppliers.

Council thanked all staff involved in the internal audit.

**RESOLVED** to accept the Internal Audit Report: 2022-23 (Interim).



### **23/087. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments to 15 March 2023 totalling £3,704.05 was approved and noted.

### **23/088. PAYMENT OF ACCOUNTS 15 MARCH 2023**

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to 15 March 2023 totalling £35,324.34.

Responding to Councillor's questions the Town Clerk explained:

Invoice No. 4402 A.T Coombs - Supply and install Cobra Braces, the braces were to secure a tree which had split.

Invoice No. 928199 Heritage - Repairs to Viking Centre Flat Roof, the tradesperson was sourced through Heritage.

Invoice No. 212462 Moviola Ltd - Supply of Film, the Council generally covers costs, but it depends on how the costs are accounted for. If staff, refreshments and energy costs are taken into consideration this community activity runs at a loss.

Invoice No. 63196 Price Bailey Chartered Accountants, two members of their staff visited site for one day with follow-up contact.

On the motion of Mr M A Booth, seconded by Mrs J Leggett it was **RESOLVED** that payment of the schedule of invoices to 15 March 2023 totalling £35,324.34 be approved and the schedule authorising payment signed by Mr W F Couzens and Mrs J Leggett.

### **23/089. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT**

In response to a question from Mr J H Mallen the Town Clerk confirmed the invoice from Urban Jungle for £82.00 was purchase of a tree for the cemetery to be recharged to the customer.

The schedule of credit card and Barclay Visa Debit payments to 15 March 2023 totalling £1,137.83 was approved and noted.

### **23/090. EXCLUSION OF PRESS AND PUBLIC**

Mr W F Couzens proposed, seconded by Mr M G Callam 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.

**23/091. PLANNING ENFORCEMENT**

Council considered the list of current and closed planning enforcements.

Town Clerk to contact Miss P Maryon to express Council's concerns with regard the length of time enforcement cases were taking to resolve and request the reason be recorded when an enforcement case is closed.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 9.54pm.

5 April 2023

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Chair

DRAFT

## Guy Ranaweera

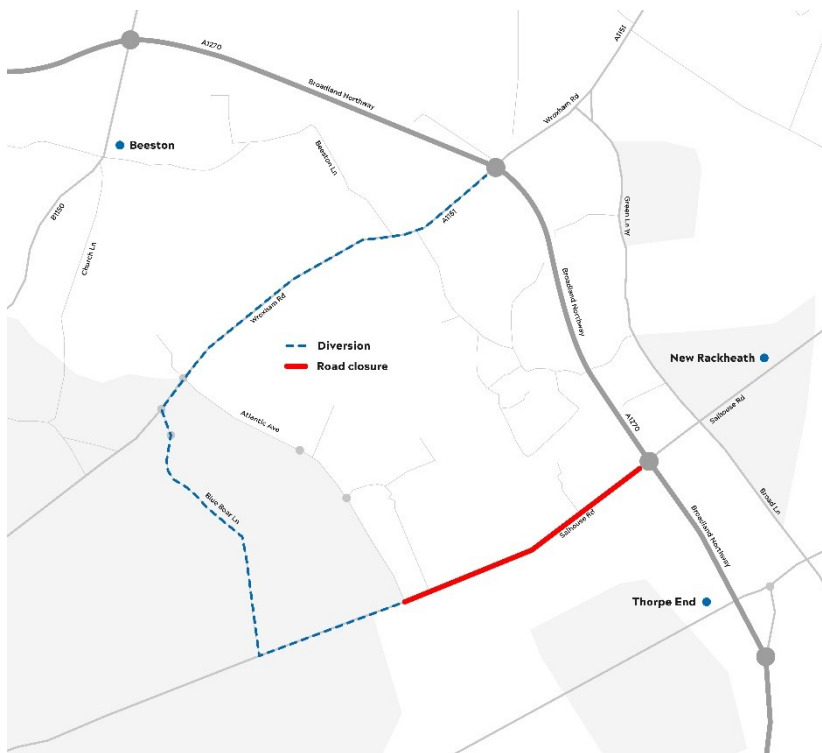
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**From:** Public.Affairs <Public.Affairs@anglianwater.co.uk>  
**Sent:** 28 March 2023 10:22  
**To:** Guy Ranaweera  
**Cc:** Public.Affairs  
**Subject:** New Norwich Pipeline - Anglian Water Update

Dear Guy,

Following my email earlier in the year, I wanted to update you on the progress of the Norwich new pipeline scheme, which is being constructed adjacent to the Northern Distributor Road and will increase the resilience of water supply in the area.

The project is progressing well and should be completed by this coming August. As mentioned in my previous update, in order to connect the new pipeline with our existing network, we need to close a section of Salhouse Road for two weeks, beginning on the 3<sup>rd</sup> April. There will be a full diversion route in place – please see the map below.



We are contacting residents to inform them of the road closure and would like to thank everyone for their co-operation and understanding whilst we undertake this vital work.

Warm regards,  
Emily



NORFOLK  
LIEUTENANCY

## NEWSLETTER

### March 2023



## The Coronation of His Majesty King Charles III and Her Majesty The Queen Consort

This second edition of the newsletter contains information concerning celebratory and community events that will take place over the Coronation Weekend between Saturday 6 and Monday 8 May 2023. The aim of this newsletter is to update on the sequence of events that have been announced as part of a weekend of celebrations, and to help signpost further information, for the benefit of local and community leaders, and event organisers in Norfolk.

The Lady Dannatt MBE, HM Lord Lieutenant of Norfolk, has said: *'Let us come together to celebrate, help others and honour the unsung heroes who have gone the extra mile for their communities'*. Read the EDP's recent interview with Lady Dannatt [here](#).

### National Sequence of Events – update including helpful information

**The Coronation – Saturday 6 May 2023.** The Coronation of His Majesty The King and Her Majesty The Queen Consort will take place at Westminster Abbey on the morning of 6 May 2023.

The BBC has announced that it is to suspend the licence fee as part of a one-off dispensation for the King's coronation weekend. The move will allow venues to screen the live Coronation ceremony coverage on 6 May and the Coronation Concert on 7 May without needing to buy a TV licence.

Examples of venues cited by TV licensing include community spaces, such as churches and town halls, as well as commercial premises such as concert halls, performing arts venues and cinemas. The dispensation also applies to any outdoor venues that have the facilities to screen the coverage. A number of Norfolk towns have already confirmed plans to live-stream the Coronation. Other venues are expected to follow.

**The Coronation Big Lunch – Sunday 7 May 2023.** The Coronation Big Lunch is an initiative at which neighbours and communities are invited to share food and fun together. Spearheaded by the Eden Project, information and planning packs are now available [here](#).

**The Big Help Out – Monday 8 May 2023.** Thousands of organisations – big and small – are getting together to mark the Coronation by giving everybody the chance to try volunteering for themselves and make a difference in their community. It is hoped that many Norfolk-based organisations and communities will take part. Details of county initiatives will be made available when known.

If you are a volunteer-involving organisation you are encouraged to register your event [here](#). Further details of events will be released by the Big Help Out organisers from 20 March 2023.

## Coronation Champions Awards Scheme launched

In honour of Their Majesties' service to the country, Royal Voluntary Service (RVS) has launched the Coronation Champions Awards for volunteers, an official Coronation project. The awards will celebrate extraordinary volunteers across the country who have been contributing to their communities.

Her Majesty The Queen Consort has said: *"I am delighted to be launching the Coronation Champions Awards with the Royal Voluntary Service, to shine a light on the herculean efforts of our nation's volunteers. Up and down the country, millions of unsung heroes are contributing to their local communities, giving generously of their time and their talents to enhance the lives of others."*

*"If you know a volunteer who is making a difference, please be sure to share their story. We would love to hear about them!"*

The RVS is encouraging you to nominate volunteers over the age of 14 who may have overcome adversity or discovered creative ways to support their local communities within the last five years in one of the following categories: Supporting older people; Supporting young people and children; Crisis and welfare; Community; Sports, culture and heritage; Health and care; Sustainability and the environment; Animal welfare.

A total of 500 volunteers will be chosen as Coronation Champions and will receive a specially designed, official Coronation Champions pin and a signed certificate from Her Majesty The Queen Consort. There will also be opportunities for some of the Coronation Champions volunteers to attend one of the official Coronation celebrations, such as the Windsor Castle Coronation Concert or a Coronation Garden Party.

There are so many deserving individuals in Norfolk and you are strongly encouraged to nominate your Coronation Champion [here](#). Nominations close at 2359 hours on Sunday 2 April 2023.

## Share your event on the national map

Members of the public and community organisations across the UK have been invited by the Culture Secretary to share how they will celebrate this historic milestone on a digital map launched this week.

Hosted on the government's Coronation website, the map is designed to encourage people to add their own Coronation Big Lunches, street parties, Big Help Out plans and other Coronation activities so others in the local community can find out about events near them and get involved. Click [here](#) to share your event.

## Share your event locally

If your event is a public event and you would like it promoted more widely, please contact your local media outlet and the Eastern Daily Press ([newsdesk@archant.co.uk](mailto:newsdesk@archant.co.uk)). The media will be keen to promote such events and initiatives that contribute to the themes of community cohesion and volunteering.

## Norfolk Lieutenancy – here to help

The Norfolk Lieutenancy is keen to help and support local events and activities in any way that it can. All matters relating to the Norfolk Lieutenancy, including invitations, can be addressed to:

Lieutenancy Office  
Norfolk County Council  
Martineau Lane  
Norwich  
NR1 2DH

Email: [lord-lieutenant@norfolk.gov.uk](mailto:lord-lieutenant@norfolk.gov.uk)  
Twitter: Norfolk Lieutenancy Office Team @lord\_lieutenant

## Report from Councillor John Ward

### Broadland District Council

On Sunday 23<sup>rd</sup> April there will be a national test of the UK Emergency Alerts Service. Your mobile phone and tablets will receive an alert about how to stay safe.

BDC & SNDC's Election Teams have moved into our new Horizon building (No 2 building) to give themselves more space. The main building is currently being renovated and changed to our specification. The first Council Meeting after the elections should be in the new building.

BDC's data is currently all migrating to new software. Planning is now complete, and Land Charges, Regulatory, Waste, Housing & Estates will all be complete by the end of March.

Active Norfolk & Waveney (NoW) is a coordination centre for physical activity referrals from the NHS. NoW will be a single point of triage for all physical activity opportunities across the County. SNDC and BDC have been contracted to deliver this service which starts 23.1.23. details from [dan.goodwin@southnorfolkandbroadland.gov.uk](mailto:dan.goodwin@southnorfolkandbroadland.gov.uk)

### Norfolk County Council

NCC's building company, Repton Properties has just completed a development of 48 homes in Attleborough for shared ownership and social rent. Orbit Homes will take over the management of the site.

Norfolk Master Composters are recruiting new volunteers. A free training course will be held on Sat 20<sup>th</sup> May. Details at [mastercomposters@norfolk.gov.uk](mailto:mastercomposters@norfolk.gov.uk)

Big Norfolk Holiday Fun is now open for Easter Holiday bookings. Norfolk County Council and Active Norfolk will provide free activities and a free lunch for those eligible for free school meals. Details at [www.norfolk.gov.uk/bignorfolkholidayfun](http://www.norfolk.gov.uk/bignorfolkholidayfun)

NCC is looking for hosts to support young people age 12-25 who are not yet ready to live on their own. and those who are in Care or at risk of coming into care. Hosts would be supported by the Council's 'New Roads' team. Details from [laura.gavrila@norfolk.gov.uk](mailto:laura.gavrila@norfolk.gov.uk)

## Emily Lipscomb

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**From:** Wright, Matthew <matthew.wright3@persimmonhomes.com>  
**Sent:** 01 March 2023 12:33  
**To:** Emily Lipscomb  
**Cc:** Christopher Raine  
**Subject:** Sprowston - Landscaping Specification

Hi Emily

Please see below landscape specification for the POS areas at land off Blue Boar Lane, Sprowston:

1. All landscape works to be carried out in accordance with the relevant current British Standards (including current revisions of 4428, 3936, & 5837); National Planting Specifications Guidelines; Horticultural Trades Association standards (including Handling and establishing landscape plants part 1, 2 & 3); CPSE Plant Handling Standards & COSHH Regulations.
2. The area should be clear of debris and the site representative consulted for underground service information.
3. Landscape works to include: Glyphosate application, returning 3 weeks later to start seeding works. Cut down organic material if required. Cultivate to required depths with tractor mounted cultivator. Bury stones using tractor mounted stone burier. Cultivate top levels to create levels and seed bed. Drill grass seed and roll in
4. Further detail of destoning works: Tractor mounted stone burier bury to a depth of 150mm. Following this a light cultivation takes place to grade and not disturb the buried stones. Anything left on the surface is dealt with by a final stone rake. Ground is then lightly compacted, seeded and seed rolled in.
5. The topsoil should be turned over, levelled, lightly consolidated and free from surface stone, other debris and perennial weeds. Topsoil should be thoroughly rotovated, screened and level.
6. Any defect or damage to the open space resulting from a failure of the Owner to properly provide or maintain the open space, and occurring prior to the 12 month anniversary of the transfer of the open space to the managing body, will be repaired or made good by the Owner of the open space at the time it was laid out.

### Kind Regards

**Matt Wright** | Technical Coordinator

**Persimmon Anglia** | Bankside 100, Peachman Way, Norwich NR7 0WF

**Direct line** | 01603 977207 | **Switchboard** | 01603 977200

**Email** | [matthew.wright3@persimmonhomes.com](mailto:matthew.wright3@persimmonhomes.com) **Web** | [persimmonhomes.com](http://persimmonhomes.com) | [charleschurch.com](http://charleschurch.com)



## Supporting Communities



Persimmon supports local communities through our Community Champions programme, donating £750,000 each year, and our Building Futures scheme with its donations of over £1 million. [Find out more...](#)

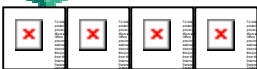
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As part of its obligations under Part 3, Criminal Finances Act 2017, Persimmon operates a zero tolerance approach to the criminal facilitation of tax evasion. <https://www.persimmonhomes.com/corporate/media/12uh5cqqa/tax-evasion-policy-statement.pdf>





**SPECIFIC NOTES - REFER ALSO TO THE SCHEDULED WORKS SCHEDULE.**

1. Existing ground level to be shown on the drawing and proposed to existing level to be shown on the drawing. The proposed level shall be shown on the drawing. The proposed level shall be shown on the drawing. The proposed level shall be shown on the drawing.
2. All existing trees to be shown on the drawing and proposed to existing level to be shown on the drawing. The proposed level shall be shown on the drawing. The proposed level shall be shown on the drawing. The proposed level shall be shown on the drawing.
3. All existing trees to be shown on the drawing and proposed to existing level to be shown on the drawing. The proposed level shall be shown on the drawing. The proposed level shall be shown on the drawing. The proposed level shall be shown on the drawing.
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10. All existing trees to be shown on the drawing and proposed to existing level to be shown on the drawing. The proposed level shall be shown on the drawing. The proposed level shall be shown on the drawing. The proposed level shall be shown on the drawing.

**GENERAL NOTES**

1. All dimensions in millimetres unless otherwise stated. OFF THIS DRAWING. TO BE DIMENSIONED TO THE CENTRE OF THE ELEMENT.
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**SCHEDULE OF PLANTS**

**SPECIMEN PLANTS IN BIDS - GRADES ON GROUND**

QTY	CODE	PLANT NAME	STOCK	SET	SPERM H/D
1	NO. CARBET	Carbet	CC 18	1.375	1.23
1	NO. BET PSH	Bet Psh	CC 18	1.375	1.23

**HEADLINE TREES**

QTY	CODE	PLANT NAME	STOCK	SET	SPERM H/D
1	NO. CARBET	Carbet	CC 18	1.375	1.23
1	NO. BET PSH	Bet Psh	CC 18	1.375	1.23

**STANDARD TREES**

QTY	CODE	PLANT NAME	STOCK	SET	SPERM H/D
1	NO. CARBET	Carbet	CC 18	1.375	1.23
1	NO. BET PSH	Bet Psh	CC 18	1.375	1.23

**HEAVY STANDARD TREES**

QTY	CODE	PLANT NAME	STOCK	SET	SPERM H/D
1	NO. CARBET	Carbet	CC 18	1.375	1.23
1	NO. BET PSH	Bet Psh	CC 18	1.375	1.23

**CONTOUR TREES**

QTY	CODE	PLANT NAME	STOCK	SET	SPERM H/D
1	NO. CARBET	Carbet	CC 18	1.375	1.23
1	NO. BET PSH	Bet Psh	CC 18	1.375	1.23

**SEEDINGS**

QTY	CODE	PLANT NAME	STOCK	SET	SPERM H/D
1	NO. CARBET	Carbet	CC 18	1.375	1.23
1	NO. BET PSH	Bet Psh	CC 18	1.375	1.23

**AREA SEED NAME**

10000 Area Seed Name (This is the name of the area seed name)

**NOTES AND OBSERVATIONS**

1. All dimensions in millimetres unless otherwise stated. OFF THIS DRAWING. TO BE DIMENSIONED TO THE CENTRE OF THE ELEMENT.

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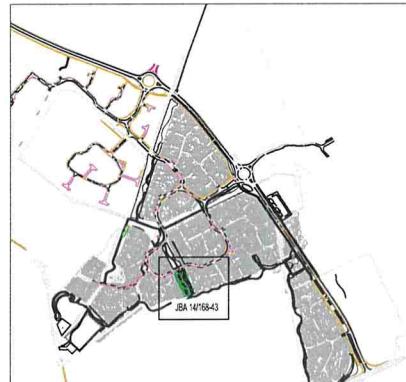
6. All dimensions in millimetres unless otherwise stated. OFF THIS DRAWING. TO BE DIMENSIONED TO THE CENTRE OF THE ELEMENT.

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10. All dimensions in millimetres unless otherwise stated. OFF THIS DRAWING. TO BE DIMENSIONED TO THE CENTRE OF THE ELEMENT.



**KEY**

- PROPOSED HARD BARKED TREE, INCLUDING STAMP AND THE SEE SPECIFICATION NOTES IN BIDS, SEE CL 01-01 AND E1.
- PROPOSED STANDARD TREE, INCLUDING DOUBLE STAMP AND THE SEE SPECIFICATION NOTES IN BIDS, SEE CL 01-01 AND E1.
- PROPOSED HEAVY STANDARD TREE, INCLUDING DOUBLE STAMP AND THE SEE SPECIFICATION NOTES IN BIDS, SEE CL 01-01 AND E1.
- PROPOSED CORNER OR BROAD LEAF EVERGREEN TREE, INCLUDING STAMP AND THE SEE SPECIFICATION NOTES IN BIDS, SEE CL 01-01 AND E1.
- AREA TO BE SEEDED, SEE SPECIFICATION NOTES IN BIDS, CL 01 AND E1.
- MULCH COVER, SEE SPECIFICATION NOTES IN BIDS, CL 01 AND E1.
- SEEDINGS, SEE SPECIFICATION NOTES IN BIDS, CL 01 AND E1.
- BOSTON TIMBER LETTER BOX, SEE SPECIFICATION NOTES IN BIDS, CL 01 AND E1.
- MAINTENANCE ACCESS GATE, SEE SPECIFICATION NOTES IN BIDS, CL 01 AND E1.
- STREET LIGHT, SEE SPECIFICATION NOTES IN BIDS, CL 01 AND E1.

**NOTE:**  
 1. ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE STATED. OFF THIS DRAWING. TO BE DIMENSIONED TO THE CENTRE OF THE ELEMENT.  
 2. ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE STATED. OFF THIS DRAWING. TO BE DIMENSIONED TO THE CENTRE OF THE ELEMENT.  
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NO.	REVISION	DATE	BY	DESCRIPTION
1	ISSUED FOR PERMIT	14/08/2017	JBA	ISSUED FOR PERMIT

**JAMES BLAKE**  
 LANDSCAPE ARCHITECTURE & ARCHITECTURE & ECOLOGY

**INFORMATION SHEET - REFER TO THE MATERIALS SCHEDULE**

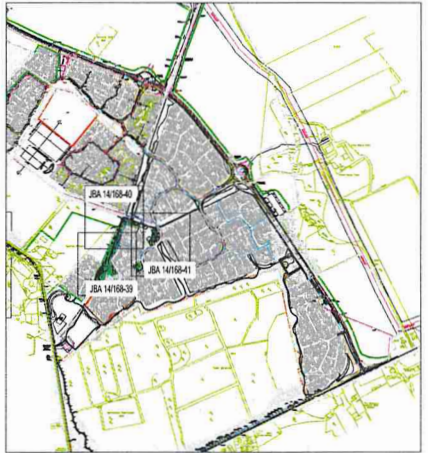
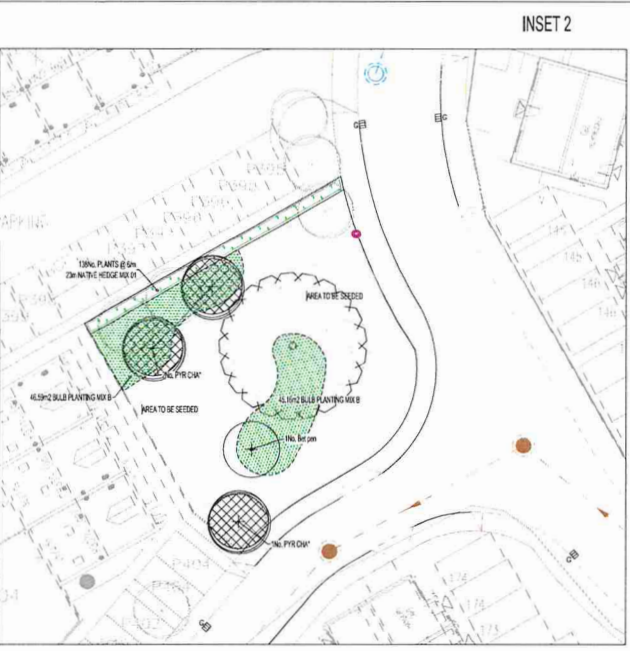
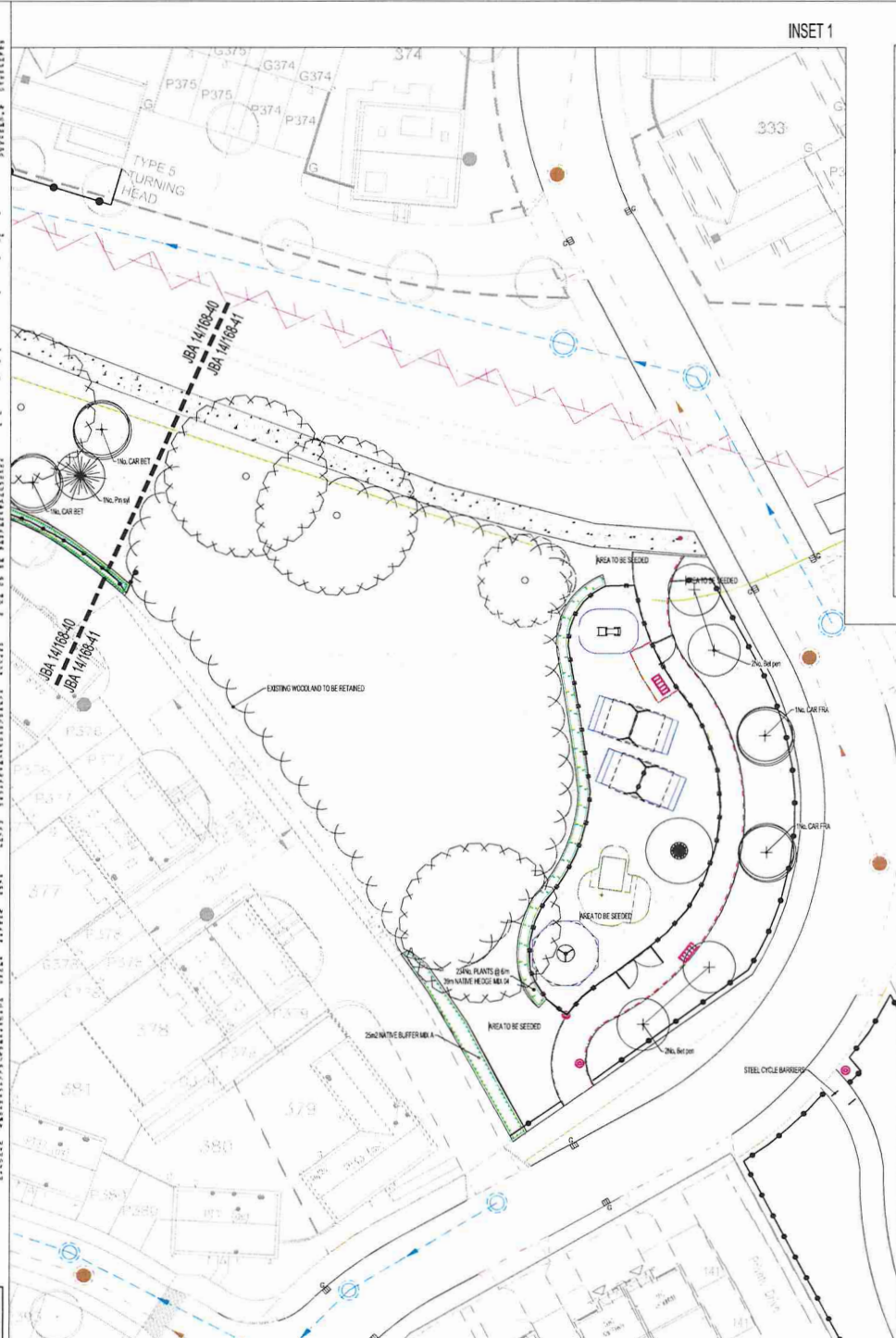
**GENERAL NOTES**

1. All work shall be in accordance with the current edition of the International Building Code (IBC) and the current edition of the International Residential Code (IRC) unless otherwise noted.
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20. All work shall be in accordance with the current edition of the International Building Code (IBC) and the current edition of the International Residential Code (IRC) unless otherwise noted.

**GENERAL NOTES**

ALL DIMENSIONS IN MILLIMETERS  
DO NOT SCALE OFF THIS DRAWING  
ALL DIMENSIONS TO FACE UNLESS NOTED OTHERWISE

CLAVIS & ASSOCIATES TO DIT



'NOTE: PLAN NOT AT SCALE

INSET 1

INSET 2

**KEY**

- PROPOSED HARDWOOD TREE, INCLUDING STAKE AND TIE. SEE SPECIFICATION NOTES A1, B2, B3, C14, D12 AND E1.
- PROPOSED STANDARD TREE, INCLUDING DOUBLE STAKE AND TIE. SEE SPECIFICATION NOTES A1, B2, B3, C14, D12 AND E1.
- PROPOSED HEAVY STANDARD TREE, INCLUDING DOUBLE STAKE AND TIE. SEE SPECIFICATION NOTES A1, B2, B3, C14, D12 AND E1.
- PROPOSED CONIFER OR BROAD LEAF EVERGREEN TREE, INCLUDING DOUBLE STAKE AND TIE. SEE SPECIFICATION NOTES A1, B2, B3, C14, D12 AND E1.
- PROPOSED EXTRA HEAVY STANDARD TREE, INCLUDING DOUBLE STAKE AND TIE. SEE SPECIFICATION NOTES A1, B2, B3, C14, D12 AND E1.
- AREA TO BE SEED. SEE SPECIFICATION NOTES B4, C5 AND E1.
- 10% PLANTS @ 0.2M IN THE HEDGE ROW. REFER TO PLANT SCHEDULE FOR SPECIFICATION OF PLANTS.
- 40% PLANTS @ 0.2M IN THE HEDGE ROW. REFER TO PLANT SCHEDULE FOR SPECIFICATION OF PLANTS.
- 20% NATIVE BUFFER HEDGE ROW. REFER TO PLANT SCHEDULE FOR SPECIFICATION OF PLANTS.
- 30CM SHRUBS IN SHRUB BEDS OR PITS PLANTED BY GRASS GRASS, ANGLAS, SPERMATOPHYTES, GINKGO AND MAQUED SPERMATOPHYTES IN THE SCHEDULE OF QUANTITIES. SEE SPECIFICATION NOTES A1, B1, B3, C14, D12 AND E1.
- 450MM TIMBER POST AND METAL RAIL FENCING.
- 150MM BOARD FOOT FENCING.
- RUSTIC TO SPHERIC HARD POST AND RAIL FENCING AVAILABLE FROM JACOBS THE FENCING CO. LTD. (01454 814300) OR APPROVED.
- MAINTENANCE ACCESS POINT 300MM WIDE, 150MM DEEP WITH 150MM LOGGING METERS THROUGH POINTS. FOUR SQUARE METRE SIZE DRAWING NO. JBA 14108-011.
- KAME POST MOUNTED DOG WASTE BIN AVAILABLE FROM BROADWAY TEL: 01782 564111 OR SIMILAR AND APPROVED.
- ASH/BIRCH RECYCLED PLASTIC SEAT 400 x 400 x 200mm AVAILABLE FROM ARTEL TEL: 01464 814300 OR SIMILAR AND APPROVED.
- METAL SWING-JAZZ, AVAILABLE FROM PROLOGIC.
- LEO AND TAWNY OWL MULTI-PLAY UNIT (J23). AVAILABLE FROM PROLOGIC.
- TODDLER METAL SWING-JAZZ, AVAILABLE FROM PROLOGIC.
- TRACTOR J263, AVAILABLE FROM PROLOGIC.
- SPILED GYRO-J240, AVAILABLE FROM PROLOGIC.
- ROTATING CONE CLIMBER R46-R77, AVAILABLE FROM PROLOGIC.
- PLAY EQUIPMENT SAFETY MAT FROM PROLOGIC.
- SELF-CLOSING GATE, 900MM WIDE, COLOUR 'YELLOW'. TO CONTRAST RAILINGS. SEE POSTS INTO C/P P/STU CONCRETE FOUNDATION.
- DOUBLE MAINTENANCE GATE, 2.0M WIDE TO MATCH RAILINGS. SEE POSTS INTO C/P P/STU CONCRETE FOUNDATION. TO INCLUDE FOR 1 GATE LEAF TO BE CLOSED WITH SHIP AND DOWN. SECOND GATE LEAF TO BE OPENED TO BE OPENED. GATE STILES ALLOWING DROP-BOLT TO BE FIRED BY THE UP AND DOWN. THIRD GATE LEAF TO BE OPENED TO BE OPENED. SECOND GATE LEAF TO BE FIRED INTO A CONCRETE PAD BELOW. SECOND GATE LEAF SHALL BE FIRED WITH A LATCH. LATCH SHALL BE FIRED TO BE FASTENED TO THE OTHER LEAF. GATE LEAF TO BE FIRED TO GATE POSTS WITH HORIZONTAL HINGES 200MM FROM POST.

**JAMES BLAKE ASSOCIATES**

2642 De Waverley Ave S, Coonara, NSW 2839 Tel: (08) 9376 1100  
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## COUNCIL MEETING – 05 April 2023

### Report of the Town Clerk

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

##### **1.1 Sprowston Diamond Centre Community Cinema – Winter programme**

The following films have been booked for our winter programme.

Mon 15 May Empire Of Light  
Mon 05 Jun A Man Called Otto  
Mon 03 Jul The Whale  
Mon 07 Aug The Banshees Of Inisherin

##### **1.2 Drinking Fountain on Recreation Ground**

The new drinking fountain has been installed on the recreation ground. It is located to the front face of the changing rooms, near the table tennis table.

##### **1.3 Tiny Forest Inspection**

On Wednesday 22<sup>nd</sup> March, I took one of Norfolk County Council's Project Officers and a group of 10 representatives from other interested organisations on a 'tour' of our Tiny Forest, on the Recreation Ground. These organisations were from all over the country and included Defra, The Tree Council, Fera science, Forestry Commission, Natural England, Cornwall Council, Shropshire Council, Chichester council and Kent County Council. The visitors were amazed at how well the Miyawaki half of the forest had grown, especially compared to the 'traditional' half of the forest.

##### **1.4 New Hybrid Ride-on Mower**

Our new diesel hybrid electric ride-on mower has now been received, ready for commencement of the grass verge cutting season.

##### **1.5 Norwich Bystanders Cricket Club (NBCC)**

On Saturday 1<sup>st</sup> April, I met members of the NBCC committee and team captains to give them a tour of the cricket pavilion and changing room facilities, as well as to explain to them the access arrangements for match days.

#### CEMETERY

##### **2.1 New Storage Container**

On Tuesday 21<sup>st</sup> March we took delivery of a new storage container at the cemetery. This will be used to store bulky, low value equipment such as planks and rubber grave matting. Thanks to some savvy shopping around by the office team, we were able to have the old container removed and organise delivery of the new container at a cost considerably under budget.

##### **2.2 Tree Fall in St Mary and St Margarets Closed Church Yard**

Over the weekend of 25<sup>th</sup>/26<sup>th</sup> March a dead Sycamore tree trunk fell to ground in the old church yard. No damage or injury was caused to graves, buildings or people. The tree had previously been left in situ after being reduced to a bare 20ft trunk. The fallen remains will be removed by the grounds team. Out of an

abundance of caution I have asked our tree surgeon to re-survey all trees in the old church yard in case they have been weakened by the recent high winds

## **STREET LIGHTING**

### **3.1 Barkers Lane**

A member of the public has recently reported that four streetlights on Barkers Lane had developed faults and stopped working. Our initial belief was that the fault may be due to a UK Power Networks outage in the area, but this eventually proved not to be the case. Accordingly, we instructed our lighting contractor to attend the light faults. Unfortunately, due to some confusion regarding the exact location of the lights reported by the member of the public, it has taken longer than usual to locate these faulty lights.

Our contractor has now checked 6 (with 3 more pending ASAP) of the total of 12 lights on Barkers Lane:

1. 5 Lights had no faults.
2. 1 light outside 24 Barkers Lane is awaiting replacement with a new LED lantern.
3. 1 light between 12 and 16 Barkers Lane could not be located by the engineer. We have now provided the engineer with a detailed map and further directions.
4. 2 lights yet to be attended: One between 16 and 18 adjacent the car park; one outside 50 Barkers Lane. (The light outside 50 Barkers Lane had previously been checked on 21/03/2023 and no fault found, however we reported it again on the 24th March, just to be sure).

## **CENTRAL ADMINISTRATION AND PERSONNEL**

### **4.1 New Grounds Staff**

Following a recent recruitment exercise, two new grounds staff have now commenced employment with Town Council. This brings the team up to four full time staff, plus a further one member currently off sick.

The new staff are receiving the necessary induction and training, starting with cemetery maintenance.

## **PLANNING AND TRANSPORTATION**

### **5.1 No matters to report**

## **ATTACHMENTS**

### **6.1 None**



**Guy Ranaweera**  
Town Clerk

## **Report to Town Council 5<sup>th</sup> April 2023**

The Senior Citizen's Club celebrated the 75<sup>th</sup> anniversary of their founding and the 65<sup>th</sup> anniversary of the opening of their premises on Recreation Road this March. Every year they have an anniversary party on the Thursday closest to the founding date. This year was, of course, very special. Prior to 1958 the club used a wooden hut on the same site. More information about the time prior to the opening of the building will be warmly welcomed.

The clearing out of the Viking pub has now been completed. We just need the planning permission to finally be approved to move forward. I have spoken to a couple of residents who used the Viking pub years ago and neither of them can remember a mural of a Viking on the walls. Also there has been no response to my enquiries via Facebook. So, it could just be an urban myth. The good news is that the original Viking pub sign may have been found and could be used in some way. I've also spoken to a couple more residents about the possibility of opening a community cafe in the building and they seemed very enthusiastic about the idea of having a place to meet close to where they live.

The Sprowston/Beeston updates conference calls have resumed with a call with Broadland District Council officers on the 21<sup>st</sup> March. It will be held every 3 weeks. They confirmed that the agreement for three of the open areas on the Manor Park development, L5, L15 and L17 has been signed off and the play equipment agreed for the NEAPs at L5 and L15 has been ordered. They are expecting all three sites to have the top soil screened and seeded ready for use in the summer and the play equipment for the NEAPs will be installed too. See application 20221648 for details. The rest of the open areas are still under discussion.

L5 is the large open area behind White House School which will also be levelled for sports.  
L17 is next to Starling Avenue,  
L15 is near Wax Wing Way

Dog bins in the development will be provided as per the agreed placements on the plans. I have also requested that additional dog bins are provided near the entrances to Harrisons Wood, which is already under Broadland control, so should be able to be provided with no issues. I have also asked if all the new dog bins could be provided with green litter bins next to them to reduce contamination.

The final submission for the revised Norfolk Nutrient Neutrality policy should be approved by the end of the month which will enable the progress of new developments which had been held up, this includes the Beeston Park development.

Whilst canvassing the area Cllr Martin Booth has had requests for a crossing from the south side of Atlantic Avenue to the North side near the White House farm roundabout. I spoke to the Broadland officers about this and they felt sure that a crossing must be on the plans somewhere although they could not identify it at the time. They are going to investigate and report back to me at the next meeting.

The Sensory Garden beside the library which was destroyed during the library extension has now been reseeded and the raised beds planted, albeit with very limited access to users with mobility issues. I have been in regular contact with the project manager at the

county council who is trying to get garden altered to restore and improve access to it and also to the disabled toilet within the building.

The theme for March's Dementia friendly cafe at the Diamond Centre was Easter where attendees were given the opportunity to make Easter baskets and colourful Easter posters. We also had staff from Broadland District Council's Help Hub available to talk to attendees and address any issues. I found out that it is now taking up to 9 months to get a memory test arranged to identify the signs of dementia. Early diagnosis is critical to getting medication started and potentially delaying the onset of the more complicated and debilitating effects of the group of diseases collectively known as dementia. Next month's theme will be the Coronation of King Charles III. It will be an extended cafe with lunch served about 12noon.

Last but not least I informally opened and accepted the new drinking water fountain on the Recreation Ground a couple of weeks ago. I am so pleased that we now have a source of clean drinking water. I also looked at the new Hybrid Ride-on Mower which looks really good and will hopefully be the first of many replacement vehicles moving to electric power.

**Cllr Bill Couzens**

Chair of Sprowston Town Council  
Elected Member for Sprowston Central Ward

**Sprowston Town Council**  
**PLANNING APPLICATIONS – 05 April 2023**

<b>Broadland DC App. No</b>	<b>Location</b>	<b>Description</b>	<b>Type</b>
2023/0547	56 North Walsham Road Sprowston Norfolk NR6 7QF	Erection of two storey dwelling	Full Planning Permission
2023/0591	66 Blue Boar Lane Sprowston Norfolk NR7 8RT	Two storey and single storey rear extension	Householder
2023/0664	Park House Wroxham Road Sprowston Norfolk NR13 6NA	Replacement garage	Householder
2023/0677	4 Bobolink Row Sprowston Norfolk NR7 8GJ	Proposed loft conversion including rear dormer and velux rooflight to front	Householder
2023/0684	185 Wroxham Road Sprowston Norfolk NR7 8AG	Variation of condition 2 of 20220724 - Enlargement of proposed ground floor side windows	Removal/Variation of Condition (S73 / S19)
2023/0698	17 Merlin Avenue Sprowston Norfolk NR7 8BY	Replacement single storey front and side extension including porch. Render house. Widen driveway and associated drop-kerb	Householder



Appl Number : 20222024  
App Type : Approval of Condition Details  
Parish: Sprowston  
Location : 19 War Memorial Bungalows Asia Mousehold Lane Sprowston NR7 8SN  
Proposal : Details reserved by condition 3 of planning permission 20221122 - Ecology report relating to bats.  
Decision : Approval of details - Approved (Delegated)  
Date of decision : 8 March 2023

Appl Number : 20230149  
App Type : Works to TPO trees  
Parish: Sprowston  
Location : 37 Wilks Farm Drive Sprowston NR7 8RG  
Proposal : Cherry Tree - Approx height 9m and canopy 11m. Reduce canopy by 3m and height by 2m.  
Decision : Approval with Conditions (Delegated)  
Date of decision : 6 March 2023

Appl Number : 20230152  
App Type : Full  
Parish: Sprowston  
Location : 23 Blithemeadow Drive Sprowston NR7 8PY  
Proposal : New garden building to serve as four additional cattery pens.  
Decision : Approval with Conditions (Delegated)  
Date of decision : 7 March 2023

Appl Number : 20230197  
App Type : Works to TPO trees  
Parish: Sprowston  
Location : 3 Holly Bank Sprowston NR7 8JA  
Proposal : T1 - Beech 17m/9.5m T2 - Oak 14m/9m Works to both trees - Crown reduction of approximately 3m to create shorter more appealing shape. Crown raise to 4m to allow light into garden space.  
T2 has some significantly extended limbs which we wish to mitigate lever arm effect risk of failure.  
Decision : Approval with Conditions (Delegated)  
Date of decision : 6 March 2023

Appl Number : 20191370  
App Type : Outline  
Parish: Sprowston  
Location : Land At White House Farm Salhouse Road Sprowston  
Proposal : Residential-led development of up to 456 dwellings, a local centre comprising up to 0.25ha of A1-A5 and D1 uses, with associated infrastructure and landscaping  
Decision : Withdrawn  
(Development Management Committee)  
Date of decision :

Appl Number : 20230038  
App Type : Householder  
Parish: Sprowston  
Location : 1 A Greenborough Close Sprowston NR7 9HL  
Proposal : Single storey rear extension. Conversion of garage into a habitable area. Internal and external alterations.  
Decision : Approval with Conditions  
(Delegated)  
Date of decision : 15 March 2023

Appl Number : 20230117  
App Type : Householder  
Parish: Sprowston  
Location : 58 Barkers Lane Sprowston NR7 8QY  
Proposal : Single storey rear extension with lanterns to replace existing and raise existing garage roof.

**Sprowston Town Council**

**Direct Debit Payments**

**Meeting Date: 5th April 2023**

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
28.02.2023	014844360223	Barclaycard PDQ monthly charge	£72.43	£5.00	£77.43
08.03.2023	981703592	British Gas Diamond Centre Gas Bill for the period 07 Feb 23 to 06 March 23	£928.28	£185.65	£1,113.93
28.03.2023	100/23/0007325Mar	Novuna (Ernest Doe) Lease Rental for Husqvarna P535 OutFront Ride on	£933.00	£186.60	£1,119.60
14.01.2023	27980083	Opus Energy Gas Bill for Viking Centre 26.05.2021 to 13.01.2023	£2,842.75	£142.14	£2,984.89
12.02.2023	28046194	Gas Bill for Viking Centre 14.01.2023 to 11.02.2023	£175.18	£8.76	£183.94
			<b>£3,017.93</b>	<b>£150.90</b>	<b>£3,168.83</b>
24.04.2023	A9769113 April	Siemens Financial Services Ltd Lease Rental of printer - Sharp MX2651	£185.00	£37.00	£222.00
14.03.2023	411870265/0007	SSE Electricity supply to Cemetery for period 09.12.2022 to 10.03.2023	£104.13	£5.20	£109.33
13.03.2023	791872766/0005	Electricity supply to Play Centre, Sparhawk Avenue for period 09.12.22 to 10.03.2	£211.46	£10.57	£222.03
13.03.2023	651878710/0016	Electricity supply to Pavilion, Recreation Ground for period 12.09.22 to 10.03.23	£4,346.78	£869.35	£5,216.13
			<b>£4,662.37</b>	<b>£885.12</b>	<b>£5,547.49</b>
11.03.2023	294465495/23	Total Energies Electricity at Diamond Centre for Feb 2023	£941.25	£188.25	£1,129.50
11.03.2023	294465484/23	Electricity at Sports field Floodlights for Feb 2023	£12.94	£0.65	£13.59
11.03.2023	294465539/23	Electricity at Streetlights for Feb 2023	£7,259.38	£1,451.88	£8,711.26
			<b>£8,213.58</b>	<b>£1,640.77</b>	<b>£9,854.35</b>

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount BACS</u>
15.03.2023	11764478	Wave - Anglian Water Water Bill to Allotments for 15.12.2022 to 14.03.2023	£95.77	£0.00	£95.77
15.03.2023	11763433	Water Bill to Cemetery for 15.12.2022 to 14.03.2023	£27.28	£0.00	£27.28
			<b>£123.05</b>	<b>£0.00</b>	<b>£123.05</b>
<b>Total Direct Debits</b>			<b>£18,135.64</b>	<b>£3,091.04</b>	<b>£21,226.68</b>

**Sprowston Town Council**

**Invoices To Pay**

**Meeting Date: 5th April 2023**

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
09.03.2023	28181	Contractors Equipment Sales Ltd. Volvo Mini Digger - service at Recreation Ground Road 3rd March 23.	£405.19	£81.05	£486.24	
Cozens						
21.03.2023	INV-7319	Supply and install new LED lanterns x2 - Blue Boar Lane and Impala Close	790.00	158.00	948.00	
16.03.2023	INV-7315	Supply and install new LED lantern - Cozen Hardy Road	395.00	79.00	474.00	
16.03.2023	INV-7317	Supply and Install 1 x 5M Galvanised steel root mounted column into ground, new LED lantern	1,850.00	370.00	2220.00	
			<b>£3,035.00</b>	<b>£607.00</b>	<b>£3,642.00</b>	
Ernest Doe & Sons Ltd						
08.03.2023	J05478	Annual Service to Iseki EU69 CHN	£807.95	£161.58	£969.53	
08.03.2023	J05477	Annual Service to John Deere 4066R AP70 UZM	£874.17	£174.83	£1,049.00	
			<b>£1,682.12</b>	<b>£336.41</b>	<b>£2,018.53</b>	
ESPO						
10.03.2023	6882376	Bead tea spoon pk 12 & A4 copier paper	£30.33	£6.07	£36.40	
10.03.2023	6882375	Empty plastic case, laminate A4 mat & first aid kit refill	£27.60	£5.52	£33.12	
			<b>£57.93</b>	<b>£11.59</b>	<b>£69.52</b>	
Heritage Contract Services Ltd						
28.02.2023	928290	Toilet Rolls, 2 Jumbo C/pull T/roll & 10 Urinal screen deodoriser	£160.02	£32.00	£192.02	
HH Tankering						
13.03.2023	20875	Septic tank for Cemetery	£133.02	£26.60	£159.62	
Intouch						
17.03.2023	754619	Call charges Feb 2023 & service charges March 2023	£31.78	£6.35	£38.13	

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
20.03.2023	01457	Norfolk Drain Services Limited To attend on site to blocked ladies and gents toilets main corridor - Diamond Centre	£105.00	£21.00	£126.00
16.03.2023	2024878	NVCS High Mountain Blend Filter Sachets	£121.50	£0.00	£121.50
09.03.2023	SI-16631	Pest Express Ltd Pest Control Monitoring Contract for Rodents April 2023 - March 2024 (Prepayments)	£535.00	£107.00	£642.00
17.03.2023	PJI/21959	PJ Plumbing Heating & Maintenance Ltd Attended on 14.12.2023 - Town Council Office having heating but no hot water & Sports Pavilion having hot water but no heating	£74.00	£14.80	£88.80
17.03.2023	44080672	Titan Containers Cemetery Container TITU	£3,555.00	£711.00	£4,266.00
28/02/2023	SIO1265543	Veolia Non-Hazardous Industrial Waste - February Charge	£237.60	£47.52	£285.12

**TOTAL OF INVOICES**

<b>£10,133.16</b>	<b>£2,002.32</b>	<b>£12,135.48</b>
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<b>Transfer:</b>	STC Active to STC Drawings a/c	-	-	<b>12,135.48</b>	<b>Trf 29</b>
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<b>Transfer:</b>	STC Active a/c to Salaries a/c	-	-	-	<b>Trf</b>
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Councillor

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Councillor

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Town Clerk

**HELD FUNDS**

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
07.03.2023	1287	Heritage Website Hosting & Website Domain from 07.03.23 to 07.03.24	90.00	-	90.00
20.03.2023	N/A	Dementia Cafe Reimbursement to Sandra Hughes for insurance	£128.80	£0.00	£128.80
<b>Total Expenses</b>					<b><u><u>£218.80</u></u></b>