



NOTICE OF MEETING AND SUMMONS TO ATTEND

**The Sprowston Town Council meeting to be held Wednesday 27 September 2023 at 7.30pm
in the Council Chamber, Recreation Ground Road, Sprowston NR7 8EW**

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 meeting held 23 August 2023. Pages 1 - 11
5. To agree action/response arising from the minutes.
6. Correspondence
 - (1) Police and Crime Commissioner 2024-25 Budget Consultation. Pages 12 - 14
 - (2) To Consider Request for H Bar Lines on Recreation Ground Road. Pages 15
7. To receive any written/verbal reports from Sprowston County and District Councillors. Page 16
8. To consider A "D-Day 80" Beacon - 6 June 2024. Page 17
9. Adjourn the meeting for a short break.
10. To receive the report of the Town Clerk and make decisions on:
 - 1.3 Viking Centre - Update on Redevelopment Pages 18 - 19
11. To receive a report on the 2023 Sprowston Fete and make a decision on whether to hold a 2024 fete. Pages 20 - 25
12. To appoint a Sprowston Neighbourhood Plan Review Working Group Pages 26 - 34
13. To receive any written/verbal reports from the Council's Committees and Working Groups.
 - (1) Recreational Facilities Working Group (Enclosed)
 - (2) Heritage Working Group Pages Pages 35 - 36
14. To receive any written and verbal reports from Councillors representing the Council on or at outside organisations.
15. To consider planning applications to 27 September 2023. Page 37
16. Premises Licence - Edwards Road Convenience Store. Pages 38 - 41
17. Planning - Telecom Mast Chartwell Road. Pages 42 - 53
18. To receive planning decisions week ending:
 - 25 August 2023 Page 54
 - 01 September 2023 Page 55
 - 08 September 2023 Page 56
 - 15 September 2023 Page 57

- | | | |
|-----|---|---------------|
| 19. | To receive the External Auditors Report 2022-2023 (AGAR) | Pages 58 - 60 |
| 20. | To receive the schedule of direct debits to 27 September 2023. | Pages 61 - 62 |
| 21. | To confirm the payment of accounts to 27 September 2023. | |
| | (1) Invoices to pay. | Pages 63 - 65 |
| | (2) Invoices payments made. | Page 66 |
| 22. | To receive the schedule of credit card payments. | Page 67 |
| 23. | The Chair 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. | |
| 24. | Planning Enforcements | |
| | (i) Closed | Page 68 |
| | (ii) Outstanding | Pages 69 - 72 |
| 25. | Record of Officer Decision (Allotments) | Page 73 |
| 26. | Update on Employment Matters. | |



Guy Ranaweera
Town Clerk

21 September 2023

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 B Baby, A R Tipple, E H Tovell and K Vincent 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 all three 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.



**Minutes of the Sprowston Town Council meeting held Wednesday 23 August 2023
at the Council Chamber, Recreation Ground Road, Sprowston.**

Councillors (Cllrs.) Present: W F Couzens (Chair),

B Baby - J H Mallen
M A Booth - A L Parker
S D Booth - H W Tarlton
M G Callam - R H Tovell
J Vasco

Officers: G Ranaweera (Town Clerk and Responsible Financial Officer)
E Elliot (Committee Officer)

Members of the Public: One member of the public was present

23/223. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Cllr. B Baby	23/230 (3) - Community at Heart Awards	Member – Broadland District Council's Community at Heart Awards Selection Panel
Cllr. M G Callam	23/238 - Community at Heart Awards	Trustee - Sprowston Methodist Church
Cllr. W F Couzens	23/238 - Planning Application 2023/1591	Committee Member - Sprowston Senior Citizens Club

23/224. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Cllr. D Coleman, Cllr. J Leggett, Cllr. E H Tovell and Cllr. K Vincent.

23/225. RESIDENTS' QUESTIONS

On the motion of Cllr. W F Couzens, seconded by Cllr. M G Callam, 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.

Referring to planning application 2023/1591 Mr K Lashley of Neville Road commented:

23/225. RESIDENTS' QUESTIONS (CONTINUED)

The gates to the rear of the property mentioned in the application were not in regular use and there had been no sign of any movement for a number of years.

If planning permission for a new 2-bedroom bungalow was granted the only access and egress from the property would be on the bend in a busy road opposite a school.

The developer cannot lower the fence on the north east boundary to improve visibility as it is owned by the Senior Citizens Club.

It is a vast overdevelopment of the site with little amenity space for four properties with ten bedrooms.

23/226. MINUTES

The Minutes of the Council's meeting held on 19 July 2023, having previously been circulated to all Councillors were subject to the following amendments

Minute 23/216, delete manged and insert managed

Minute 23/218, delete ewit and insert Bewit

confirmed and signed by the Chair of the Council.

23/227. POLICE LIAISON OFFICERS REPORT

PC Graham Gill presented incidences of recorded crimes from 1 July 2023 to 23 August 2023 as follows:

- 8 Criminal Damage
- 3 Anti-Social Behaviour
- 1 Residential Burglary
- 1 Burglary Other Than Dwelling
- 22 Assaults
- 1 Robbery

He said that incidences of anti-social behaviour were relatively low in comparison to the previous year however play equipment at Windsor Park Gardens had been graffitied and there had been reports of items being removed from graves at Sprowston cemetery.

Issues regarding parking to the east of Falcon Road School could be resolved with painted Zig Zag lines.

Zig Zag lines had been painted in the layby opposite Sprowston Academy to restrict parking.

White H lines had been painted on the north side of Wroxham Road from the pedestrian crossing to opposite Falcon Road West.

23/227. POLICE LIAISON OFFICERS REPORT (CONTINUED)

Cllr. J H Mallen said whilst H lines were working well similar parking problems were now occurring on the opposite side of the road and a resident had requested H lines be painted outside their properties.

PC Graham Gill observed that actions often moved a problem elsewhere. He noted implementation of H lines would be the responsibility of Norfolk County Council Highways however the Police would support it.

In response to Cllr. M G Callam's question PC Graham Gill advised no one had been apprehended for the robbery.

Cllr. B Baby asked what could be done to reduce speeding and associated noise on Wroxham Road particularly early in the morning.

PC Gill replied he had recently carried out speed checks. There might be some changes regarding 20mph limits. He would look to see what he could do.

23/228. STEVE GRINT - NHS FIRST RESPONDER KIT DEMONSTRATION

Steve Grint thanked Council for facilitating purchase of the first responder kit bag.

Having been invited by the Chair for the benefit of new Councillors he explained the responsibilities of first responders.

He further reported that in the last three months first responders had taken the kit bag to 57 jobs.

41 Category 2 - Serious condition such as stroke

12 Category 1 - Life threatening situation

4 Code 9 - In cardiac arrest

In answer to Councillors questions Mr Grint replied:

- Volunteers login to the ambulance service when they are available for duty.
- Volunteers are mainly on duty evenings and weekends as they generally also have fulltime jobs.
- If more volunteers became available there will be a requirement for more kits.
- Community defibrillators are located at the Co-Op Cannery Lane (formally the Beehive Public House) Sprowston Diamond Centre and Sprowston Recreation Ground.

Cllr. M A Booth noted that District Councillors have £1,000 ward funding to spend on projects and recommended Mr Grint approach them for funding should a further defibrillator be required in Sprowston.

The Chair thanked Mr Grint and his colleagues for all their hard work.

23/229. ACTION FROM MINUTES

Referring to:

Minute 23/210, Cllr. J H Mallen remarked on the possibility of the Western Link being cancelled due to super colonies of bats.

Minute 23/211, Cllr. J H Mallen enquired as to when the consultation concluded.

Minute 23/216, Cllr. J H Mallen requested an update on the White House Farm open spaces.

Cllr. M A Booth advised play area safety inspections are to be carried out at WHF open spaces on 21 August 2023, assuming they pass inspection developers will open the facilities.

Cllr. A Parker asked if there was any recourse as developers did not provide the facilities when agreed.

Cllr W F Couzens and the Town Clerk to discuss the possibility of penalties with Broadland District Council.

23/230. CORRESPONDENCE

(1) "H" Lines on Wroxham Road

Having considered a request from a resident for H lines to be painted on the south side of Wroxham Road opposite those recently painted Mr M G Callam proposed seconded by Mr J H Mallen to support the request. On being put to the vote the motion was CARRIED.

(2) Broadland District Council's Consultation on a new public space's protection order - Vehicle Related ASB

RESOLVED to support the proposed Public Spaces Protection Order (vehicle related ASB)

(3) Community at Heart Award

RESOLVED

(i) to nominate Sprowston Methodist Church Veg Bank.

(ii) Councillors to forward any further ideas to the Town Clerk.

23/231. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Cllr. M A Booth.

Cllr. M G Callam asked if the Town Council should declare a Climate and Biodiversity Emergency.

It was decided to place this subject as an item on a future agenda.

23/231. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

Cllr. M A Booth agreed to send a copy of the motion passed at District Council for clarity to the Town Clerk.

A written report was received from County Councillor J M Ward.

23/232. CLLR. J M WARD - REQUESTS NOMINATIONS FOR USE OF 2023-24 COUNTY COUNCILLOR HIGHWAY ALLOWANCE, WITHIN SPROWSTON CENTRAL AND SOUTH EAST, COUNTY COUNCIL WARDS

The Town Clerk reported Norfolk County Councillors had an £11,000 2023 - 24 highway allowance to spend within the ward they represent. He had received a request from County Cllr. J M Ward for Town Councils suggestions on suitable projects to support.

Cllr. W F Couzens noted there was no safe crossing point between the roundabouts on Wroxham Road and Blue Boar Lane and suggested the allowance could fund a survey for implementation of a crossing in this location.

The Town Clerk to clarify which County Councillor represents this ward.

It was also put forward that District Councillors could use their ward allowance to support any agreed project.

Cllr. W F Couzens proposed, seconded by Cllr. M G Callam to request the relevant Norfolk County Council representative of the ward to fund a survey and provision of a controlled pedestrian crossing between roundabouts at Wroxham Road and Blue Boar Lane.

23/233. MEETING ADJOURNMENT

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

Cllr. J Vasco left the meeting during this item.

The meeting was reconvened.

23/234. APPOINTMENT OF REPRESENTATIVE TO NORWICH AIRPORT CONSULTATIVE COMMITTEE

Cllr. H W Tarlton proposed, seconded by Cllr. J H Mallen to appoint Cllr. M A Booth as Sprowston Town Council's representative to Norwich Airport Consultative Committee. On being put to the vote the motion was CARRIED.

23/235. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Diamond Centre Community Cinema

Council noted the Autumn/Winter film programme.

23/235. REPORT OF THE TOWN CLERK (CONTINUED)

1.2 Summer Fete - 29 July 2023

Further to his written report the Town Clerk confirmed he would bring a financial break down to a future meeting of the Council.

1.3 Litter Picking

Councillors noted a community litter pick had taken place at Harrisons Woodland and Cottage Plantation on 27 August 2023 with equipment loaned by Town Council.

1.4 Police Community Engagement Event at Sparhawk Park

Council was pleased to note the local Policing team were holding a community engagement event at Sparhawk Park on 1 September 2023.

The Town Clerk advised PC Gill had informed him there had been one small incident of Arson at Wilks Farm Drive open space.

CEMETERY

2.1 New CCTV Camera at the Cemetery

Further to his written report on the installation of a 4G CCTV Camera at Sprowston Cemetery and in response to Councillors' Questions the Town Clerk confirmed the CCTV Camera was portable and it was a requirement to erect signage in public spaces advising CCTV was in operation.

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 No matters were reported

PLANNING AND TRANSPORTATION

5.1 No matters were reported

ATTACHMENTS

6.1 Autumn/Winter Film Programme Poster

23/236. REVIEW OF SPROWSTON NEIGHBOURHOOD PLAN

Cllr. M A Booth mentioned there were funds available from Broadland District Council to review a Neighbourhood Plan.

23/236. REVIEW OF SPROWSTON NEIGHBOURHOOD PLAN (CONTINUED)

RESOLVED to place an item on the agenda of the September meeting to select a working group to review Sprowston Neighbourhood Plan for Council's consideration.

23/237. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

A written report was received from Cllr. J Leggett on the Recreational Facilities Working Group (RFGW) meeting held 8 August 2023.

Cllr. M G Callam suggested the Town Clerk include the pros and cons of holding a fete in 2024 in his financial breakdown of the 2023 fete.

Councillors noted the long term aims of Sprowston Football Club and the RFGW's intention to further consider this topic.

Cllrs. B Baby and H W Tarlton gave a written report on the Sprowston Heritage meeting held 2 August 2023.

Cllr. H W Tarlton also verbally reported

- Council would require a web designer.
- Consolidating the site into approximately 10 articles.
- Thorpe St. Andrew School had an Archaeology A level course, it might be more relevant to ask them for assistance.
- Council's website is not mobile friendly and is in need of updating.
- The possibility of including Sprowston Heritage as a subsidiary to the Council's website and fund one project. Updates to be limited to office staff only.

It was agreed to place an item on the agenda for the Council's September meeting.

Cllr. M A Booth asked if Community Infrastructure Levy Receipts could be used to fund a website update.

Town Clerk to clarify.

Town Clerk to also contact Norwich City College and Thorpe St. Andrew School to ascertain if they were able to offer any assistance.

Cllr. B Baby mentioned there was also the expense of additional equipment.

Cllrs. B Baby and H W Tarlton to bring further information for Council's consideration.

23/238. 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.

23/238. PLANNING (CONTINUED)

Having considered each application and the accompanying plans the Council

RESOLVED

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

2023/2016 - single storey glass roof canopy on rear elevation at 3, Thornham Close, Sprowston.

2023/2070 - erection of a single storey office/garden room at 5, Linton Crescent, Sprowston

2023/2111 - erection of cart lodge at 10, Blackwell Avenue, Sprowston

2023/2274 - proposed rear/side single storey extension and loft conversion at 60, Linacre Avenue, Sprowston

2023/2347 - demolition of existing garage and erection of a new detached double garage at 13, Lone Barn Road, Sprowston.

(b) To oppose the granting of planning applications:

2023/1591 - Hybrid application for conversion of an existing police station into 3 dwellings with outline consent for construction of a new 2 bed bungalow at 105 - 109, Wroxham Road (Police Station) on the grounds that a change of use from Sui-Generis to private residential would result in the loss of a public building with potential public amenity.

If the planning authority is minded to grant this application Council would further object on the following grounds:

The addition of a bungalow to the rear of the dwelling would constitute an overdevelopment of the site, a cramped form of development and loss of outdoor facilities to the proposed residential dwellings in the existing building.

Dangerous access and ingress as the proposed entrance is on a tight narrow bend with limited vision onto a notoriously busy road with two schools and adjacent senior citizens club.

There is limited on-street parking and any additional parking requirement would further exacerbate an already difficult situation given the close proximity of this site to Sprowston Infant and Sprowston Junior Schools.

2023/1999 - erection of five dwellings with garages and associated works, including; creation of access, drainage and landscaping at Land Adj. 158, Blue Boar Lane, Sprowston on the grounds it is an overdevelopment of the site, dangerous access and ingress into the proposed estate on a blind bend with limited visibility and loss of trees and wildlife habitat.

2023/2386 - garage conversion at 14, Archer Close, Sprowston on the grounds that it is back land development. The proposed conversion of the garage to a bedroom

23/238. PLANNING (CONTINUED)

and ensuite is unconnected to the main dwelling and could lead to subdivision of the plot and an unapproved separate dwelling.

- (c) To note planning appeal APP/G2625/W/23/3316809 (Original application 22/00610/F)) - erection of a freestanding restaurant with drive-thru facility, car parking, landscaping and associated works, including Customer Order Displays (COD) and Play Frame (Class E/Sui Generis).

23/239. PLANNING DECISIONS

Council noted Broadland District Council's planning decisions for weeks ending 4 August 2023 and 11 August 2023.

23/240. FINANCIAL YEAR ENDING 31 MARCH 2024 - FIRST QUARTER BANK RECONCILIATION TO 30 JUNE 2023

The Town Clerk explained the cheque held in the drawings account was waiting to be cashed.

RESOLVED to approve and adopt the Bank Reconciliation to 30 June 2023.

23/241. FINANCIAL YEAR ENDING 31 MARCH 2024 - FIRST QUARTER BANK INCOME AND EXPENDITURE REPORT TO 30 JUNE 2023

In response to Councillors' questions the Town Clerk explained:

Summary of Income and Expenditure - Viking Community Hub 280.6% of £10,056 budget spent. A nominal amount was allocated to this budget to cover known and expected expenditure on utilities etc. No defined budget for other costs as these will be met from Community Infrastructure Levy Receipts and defined after tender.

Summary of Income and Expenditure Held Funds of £433.00 is money held on behalf of the Dementia Café and Heritage Society.

Cost Code 7025 Administration - Subscriptions budget spent 113.09% is due to Norfolk ALC increasing their prices by an unexpectedly large amount.

Cost Codes 4101 Allotment Rental and 4102 Allotment Water Charges Received, he would clarify why these were negative figures.

Cost Code 7205 Cemetery - Opening/Closing Gates, Councils Contractors Heritage invoice separately for opening and closing of the Church Lane car park gates as this function was not included in the original contract.

Cost Code 5422 Diamond Centre - Equipment/Purchases 281.6% budget spent following purchase and installation of a new projector for the St. Quintin Room.

Cost Code 5502 Parks - Sundries and Contingencies 448.4% of budget spent resulting from purchase and installation of a drinking fountain on Sprowston Recreation Ground.

23/241. FINANCIAL YEAR ENDING 31 MARCH 2024 - FIRST QUARTER BANK INCOME AND EXPENDITURE REPORT TO 30 JUNE 2023 (CONTINUED)

Cost Code 7517 Parks - Events an underspend on the fete and jubilee in 2022/23 was used to extend the Chairman's Chain, including Platinum Jubilee link and Coronation link. Funds brought forward from the previous year's budget.

Cost Code 4513 Street Scene - Delegated Verge Cutting the annual income from Norfolk County Council has not yet been received.

RESOLVED to approve and adopt the Summary of Income and Expenditure to 30 June 2023 for year ended 31 March 2024.

23/242. STANDING ORDERS

Cllr. W F Couzens proposed, seconded by Cllr. J H Mallen to suspend Standing Order 3W to enable Council to complete the business of the evening. On being put to the vote the motion was carried.

23/243. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments to 23 August 2023 totalling £14,077.41 was approved and noted.

23/244. PAYMENT OF ACCOUNTS

(1) Invoices to pay 23 August 2023

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to 23 August 2023 totalling £26,800.64.

In response to a Councillors question the Town Clerk explained:

Invoice No. 9076661 Bowls Pavilion - supply and fit mortice sash lock, Council is unable to request a reimbursement as it has not proved possible to identify which clubs had retained keys.

Invoice No. 2023/350 Gale Building and Maintenance Ltd - Repairs to damaged brick gate pillar at Sprowston Cemetery Council will be reimbursed by the Haulage Company who caused the damage.

Invoice No. OP/122468 Sutcliffe Play - Flexi chain assembly x 2, hand/foot hold plastic x 5, scramble net x 6, inclusive seat and 2.4m high chain, carriage and packing charges and small bits to repair play parks are replacement parts for worn playequipment.

On the motion of Cllr. J H Mallen, seconded by Cllr. A Parker it was **RESOLVED** that payment of the schedule of invoices to 23 August 2023 totalling £26,800.64 be approved.

(2) Invoice payments made 23 August 2023

23/244. PAYMENT OF ACCOUNTS (CONTINUED)

The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 23 August 2023 totalling £7,944.32.

On the motion of Cllr. M A Booth, seconded by Cllr. J H Mallen it was **RESOLVED** that payment of the schedule of invoices paid to 23 August 2023 totalling £7,944.32 be approved.

23/245. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT

In response to a Councillors questions the Town Clerk clarified:

Invoice 671-42304 Temporary Event Licence - FETE, the fee was for the fete event licence incorporating the licenced area.

Invoice Norwich Camping - Benches, are resold to customers for installation in the cemetery.

Cllr. J H Mallen commented that he did not feel the toilet facilities were used very much.

The schedule of credit card and Barclay Visa Debit payments to 23 August 2023 totalling £4,991.64 was approved and noted.

23/246. EXCLUSION OF PRESS AND PUBLIC

Cllr. W F Couzens proposed, seconded by Cllr. 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.

23/247. PLANNING ENFORCEMENT

Council considered the list of current and closed planning enforcements. It was agreed the Town Clerk to establish if monthly meetings to discuss all majors' sites were taking place with the Majors team manager at Broadland District Council.

23/248. STAFFING UPDATE

The Town Clerk updated Councillors on an ongoing staffing matter.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 10.10pm.

27 September 2023

Chair

From: Office of the Police and Crime Commissioner for Norfolk (OPCCN)
<opccn@norfolk.police.uk>
Sent: 06 September 2023 12:52
To: Guy Ranaweera
Subject: PCC Launches Police Budget Consultation 2024-25

[View this email in your browser](#)



Police Budget consultation now live - Have Your Say

Norfolk's Police and Crime Commissioner has launched his public consultation into the proposed budget for policing for 2024/25.

Norfolk residents are being asked whether the PCC should increase the police precept of council tax for the coming year.

The PCC has a statutory duty to set the police budget and, with this responsibility, make the decision on how much residents of Norfolk should pay towards the policing element of their council tax.

PCC Giles Orpen-Smellie will be engaging with the public over a twelve-week consultation period that will **run until 5pm, Friday 24 November.**

Engagement events across the county will take place to give Giles the opportunity to hear from residents about which areas of policing and services should be a priority for his spending plans over the next financial year.

Following discussions with Norfolk's Chief Constable, Paul Sanford, it has become clear that additional funding is needed to maintain the quality of policing being delivered.

To help inform Giles' spending proposals, the consultation will ask Norfolk residents two questions which are based on the six pillars outlined in the PCC's Police, Crime and Community Safety Plan for Norfolk. The first asks residents to rank their priorities in order of importance.

The second question asks residents whether they would be prepared to pay more to ensure their police force continues to tackle these priorities in the future.

In the consultation documentation published this week, Giles said: "Every pound the constabulary spends is precious, and His Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) agree that Norfolk Constabulary is 'Outstanding' at delivering value for money.

"Sometimes, however, achieving value for money alone does not mean the constabulary can meet all the growing demands placed on it or make the necessary investments required to ensure services meet expectations, such as call times for 101 calls.

"To meet increased demands and costs, the law currently allows me to raise the policing element of council tax by just short of £10 a year (£9.99) for a Band D property. However, an increase of £10 would still leave the constabulary short of £3.9 million for 2024/25 against current spending plans.

"As in previous years, I am aware and concerned about the pressures on

household budgets and the impact an increase in council tax could have for many. However, I am also conscious of the need to maintain the service Norfolk Constabulary currently provides to you, your loved ones, and local communities.

“The decision I must make is not straightforward or easy and involves balancing several complex factors, including your views.

“To do this, I have decided that, during this year’s consultation, we must have an open and frank conversation about the funding challenges that policing faces.

“I would specifically like to hear which areas of policing and services you think should be priorities in my spending plans, and if you are prepared to pay more to ensure these are protected in the future.”

Have your say now

The consultation will run until 5pm, Friday 24 November 2023.

[More information and the consultation survey can be found on our website](https://www.norfolk-pcc.gov.uk/key-information/finance/police-budget-2024-25-consultation/)

<https://www.norfolk-pcc.gov.uk/key-information/finance/police-budget-2024-25-consultation/>

Printed copies of the survey and consultation documents are also available and can be requested by contacting the Office of the Police and Crime Commissioner for Norfolk (OPCCN) in the following ways:

Post: OPCCN, Jubilee House, Building 7, Falconers Chase, Wymondham, Norfolk, NR18 0WW

Telephone: 01953 424455

Email: opccn@norfolk.police.uk

Guy Ranaweera

From: WordPress <website@sprowston-tc.gov.uk>
Sent: 11 September 2023 14:54
To: Guy Ranaweera
Subject: Enquiry from Sprowston Town Council web site

From: [REDACTED]
Telephone: [REDACTED]
Subject: White 'H' bar lines

Message Body:
Good afternoon,

Apologies if you're not the correct people to contact but I was wondering if we could have a white 'H' bar put across our driveway? Like the ones on Wroxham Road near the dentist and parade of shops? We live on Wroxham Road but our driveway is actually on Recreation Ground Road (within the white junction lines). We've had difficulty getting in and out of our drive due to people parking either partially or completely across it. We've put a sign up asking people not to block the drive but it's not had the affect we were hoping for. If this could be considered, we'd be extremely grateful.

Many thanks, [REDACTED]

--

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

Clerk's Note: Address is 115 Wroxham Road.

17th September 2023

REPORT FROM COUNCILLOR JOHN WARD

NORFOLK COUNTY COUNCIL

I was honoured to be present at the Battle of Britain Ceremony at County Hall on 15th September. We had a fly past by a Spitfire that is the only one still flying that saw action in the Battle of Britain.

200 Firefighters will take part in a giant relay, night and day, over 385 miles between all 42 fire stations in Norfolk. It starts on Thursday 28th September and finishes at Carrow Station on Sunday 1st October.

A new website has been launched, www.travelnorfolk.co.uk to bring together details of all public transport and cycling and walking routes.

The final round of LED upgrades to NCC's street lighting has started and will be completed within the next 2 years, when all 16,800 lights will use low energy LEDs, saving over 200 tonnes of CO2 emissions per year, plus there will be an electricity saving of £380k per year on current prices.

Norfolk County Council are offering residents 40,000 discounted trees. This will help towards our target of one million trees. Trees will be available for collection from County Hall. Details at www.norfolk.gov.uk/subsidisedtreepacks.

Dear Guy (if I may),

RE: TOWN & PARISH COUNCILS & D-DAY 80 - 6TH JUNE 2024

I have great pleasure in attaching the Guide To Taking Part in D-Day 80 - 6th June 2024, outlining the various events being organised throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories, and on the site of the British Normandy Memorial over looking Gold Beach, Normandy, France, one of the five Beaches landed on by over 150,000 British and Allied Troops on 6th 1944, in Commemoration and Celebration of the 80th Anniversary of this campaign next year.

The Guide, message from Prime Minister Rishi Sunak encouraging local communities to take part, logo for the use of participating Councils and the Certificate of Grateful Recognition being given to those involved, can also be viewed and downloaded from the D-Day 80 website - www.d-day80beacons.co.uk, so with the above in mind, we would like to encourage the involvement of your Council in the lighting of a Beacon at a location of their choice at 9.15pm on 6th June next year, as their communities 'tribute' to the many, many thousands that paid the ultimate sacrifice when helping secure the freedom we all enjoy today. The flames from the Beacons represents the 'light of peace' that emerged from the dreadful darkness of war.

If you go to pages **25** through to **29**, you will see the various styles of Beacons being used for this special occasion, so we do hope therefore, that your Council will take part in this event, especially as there will be many from within your community that would have either been involved in D-Day eighty years ago next year, along with WWII as a whole, so if you decide to participate, please go to page **37** of the Guide, and be kind enough to confirm the various aspects of the event you will be taking part in, on the 6th June next year, along with sending us your Council logo, enabling us to put in on the acknowledgements page of the Guide.

My warmest regards,

Bruno Peek

Bruno Peek CVO OBE OPR
Pageantmaster
D-Day 80
6th June 2024
Telephone: + 44 (0) 7737 262 913
Email: brunopeek@mac.com
www.d-day80beacons.co.uk



COUNCIL MEETING – 27 September 2023

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Diamond Centre – Fixed Wiring Test

In August, we carried out the 5 yearly fixed wire test on all Town Council owned buildings. The test revealed a number of issues at the Diamond Centre. These included a problem with the power supply to the fire alarm sounder in the School Room and several extraneous live cables (which should have been disconnected) with no earth. The most significant problem identified being that only 2 of the 3 supply phases were found to be connected and supplying power to the building. UK Power Networks will need to attend and excavate the road in order to restore a proper connection. This will require switching off power to the building and nursery. Any shutdown will be planned and communicated to users and the nursery in advance.

1.2 Sprowston Diamond Centre – Car Park for Christmas Lights Switch-On

The Glenburn Avenue Charity Christmas Lights ‘Switch On’, will take place on Sunday 29th November. As with previous years, I have agreed for the Diamond Centre car park and overflow car park to be open between 3pm and 9pm for visitors to the switch-on to use.

1.3 Viking Centre – Update on Redevelopment

Tender documents for the redevelopment of the Viking Centre are presently being drawn up. We expect to go out to competitive tender for a main contractor on Monday 16th October 2023.

In order to comply with Council’s Financial Regulation 11.1(f) which requires all sealed tenders shall be opened in the presence of at least one member of Council; I would like to request up to three Councillor volunteers to assist with the opening of said tenders. Date of ‘opening’ to be confirmed, but expected to be 4 to 6 weeks after 16th October.

Sprowston Town Council Decision Required:

- ❖ ***To appoint up to three Councillors to witness and assist the opening of any competitive tenders received for the Viking Centre Redevelopment Project***

1.4 Sprowston Recreation Ground - Rough Sleepers

On 20th September, the office received reports of two people sleeping overnight on the Recreation ground. Upon investigation, two rough sleepers were found bedded down in the thick undergrowth, adjacent the footpath between Recreation Ground Road and Dixon’s Road. Unfortunately, the rough sleepers declined my offer to contact Broadland DC’s out-of-hours rough sleeper service. They were politely asked to leave the Recreation Ground before closing time, which they did without incident. The area has since been checked to ensure it contains nothing posing a hazard to the general public.

CEMETERY

2.1 No matters to report

STREET LIGHTING

3.1 No matters to report

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Budget and Precept Setting

Council's budget and precept setting meeting is scheduled for Wednesday 20th December. Should you wish to propose any new expenditure on capital works or any other items or services, please let me have the necessary details by 4.30pm on Friday 17th November 2023.

PLANNING AND TRANSPORTATION

5.1 Verge Rewilding

On 7th September, Cllr Coleman, Council's Head Groundsman and I met with residents on Allerton Rd to discuss appropriate rewilding of grass verge areas on Cannerby Lane / Allerton Rd junction. It was agreed that residents could plant small groups of bulbs, which the grounds team will avoid cutting whilst in bloom. Residents will take care to ensure planting does not obscure the drainage grates and covers on the verge. Planting will not interfere with visibility at the road junction or on the highway or pavement.

ATTACHMENTS

6.1 None



Guy Ranaweera
Town Clerk

Sprowston Town Council

Summer fete - 29 July 2023

Feedback v3_Anonymised

Members of the public

29/07/2023, (on the day), A young girl: "Best day ever!"

29/07/2023, (on the day), parents: "Really appreciate so many free activities."

29/07/2023, (on the day), visitor: "glad that everything wasn't packed together too closely like some fetes. I liked the sense of space".

30/07/2023, (sent by a resident to Cllr Coleman): "What a well organised event. You should all be very proud of all your hard work. Lots of happy families walking around and enjoying themselves. Lots of free activities for the children mixed among stall holders and plenty of arena events to watch. One of many more I hope. What a wonderful way to show case Sprowston."

31/07/2023, (phone call to office) Fete goer: "Thank you for putting on the fete. It was the best I've been to for many years. Really well organised. Granddaughter loved the free inflatables and didn't leave them all day!"

31/07/2023, (facebook post), Fete goer: "Hi thanks for a great afternoon. Our son really loved the farmyard inflatable, could you let me know who supplied it please, thank you"

01/08/2023, (facebook post), Fete goer: "We as a family LOVED it 🥰 I hope it all happens again next year, as was very enjoyable! Well done for the excellent organisation and running of everything. X"

01/08/2023, (facebook post), Fete goer: "Great time again, please put it on again next year"

01/08/2023, (facebook post), Fete goer: "A great afternoon, thanks for a great afternoon!!!
😊👍
Well done!!!"

01/08/2023, (facebook post), Fete goer: "Congratulations to all who put this together a great thing for Sprowston and a great time was had by one and all".

Suppliers/Stall Holder

29/07/2023, (on the day), A Stall Holder: "Appreciated being greeted and been given a spot that really suited our needs"

29/07/2023, (facebook messenger), A Stall Holder: "What a fantastic fete today brilliantly well done to all involved in organising. [We] had a stall which was very successful thank you so much".

30/07/2023, (on the day), An Entertainment Provider: "Myself and the rest of the team had a fantastic time yesterday and thought the event ran smoothly and successfully from start to finish".

30/07/2023, (facebook post), A Stall Holder: "Thanks so, so much to Guy and all the staff for all your hard work beforehand and today. Superbly organised
& 31/07/2023, (email), same Stall Holder: "Dear Guy, ...thanks so much for all your help both before and at the Fete on Saturday. And to your whole team, as it was brilliantly run. Those clearing the rubbish did a particularly valiant job in keeping it clean and tidy all day. PS The lady on stilts was really great and kept stiling all day in her different costumes. I'm going to buy a bubble machine! Hopefully another one next year."

01/08/2023, Facebook comment, A Stall Holder: "We came as a stall holder and family and had a lovely day as both!! Thank you so much for organising such a great day!! And thank you to new and returning customers...❤️"

03/08/2023, A Stall Holder: We thought the fete was excellent, very well organised and such a lot going on. The free things for the children was great as us parents and grandparents did not have to keep paying out all the time, a wonderful atmosphere and lovely to see the community coming together. We would love to be a part of it all next year too and a huge call out to all the organisers

03/08/2023, A Stall Holder: "We would just like to say, we really enjoyed the event , it was very busy and we had a very good afternoon, only downside was the terrible wind .. but that's not anybody's fault 😊. Would love to attend next year".

03/08/2023, A Stall Holder: "It was great! ,will come again".

03/08/2023, A Stall Holder: "Thank you for organising the Summer Fete. It was very well attended and I had a successful day!

It was well organised, which is always so helpful. I think the only observation I have is perhaps the layout of the pitches might work better in a slightly different way. It felt quite strange with the stalls being back to back and crowded into a small area. Would it work better if the stalls were all facing inwards around the edge of the field? I was facing away from the arena so couldn't see what was going on and would have loved to!

Only a small point though, I did very well! Please do reserve me a pitch if you decide to run this again next year, as I would love to attend."

03/08/2023, A Stall Holder: "Our Club certainly had a successful and worthwhile day at this event. Please pass on our thanks to the volunteers running the Fete who, without exception, were courteous and helpful.

The only suggestion I would make would be to change the hours from 1 to 5 and instead consider 11 'til 4."

03/08/2023, A Stall Holder: "Thank you for asking us to attend.

On the day, we spoke to a number of people and said to them that we thought it was the most organised event we had been to in our 14 years of trading.

You had everything in place and there was so much entertainment for all age groups. We personally liked the dog agility commentator, he was hilarious.

We can't think of anything to improve, sorry."

03/08/2023, A Stall Holder: "Good Morning. Thank you for having us again this year.

Everyone was so happy to see [we] was part of the events and received a good comments for a lovely [product] Thank you once again for choosing [us]."

03/08/2023, A Stall Holder: "Thank you for getting in touch 😊. Our volunteers had an amazing time and commented on how well organised the event was. Also, a huge thank you for letting us use the electric, it was a massive help!"

03/08/2023, An Entertainment Provider: "All our team members (and our dogs) thoroughly enjoyed the event and we had great responses from our audiences. A great venue, well organised and well attended event and lucky with the weather!"

05/08/2023, A Stall Holder: "Hello Guy, yes the event was good and we enjoyed it, disappointing that the wind spoiled it for some folk's gazebos but we always take a chance on British weather! The helpers were very good and the only suggestions we can make are as follows:

Marking of the plot numbers would be better in white as they could not be easily seen unless you stopped the car and got out to look for them - several cars stopped for folk to ask us where their numbers were!

More space behind the plots to be able to park a car behind the gazebo would be good for stall holders and free up space on the car park - which was a long walk from the stalls - especially as there were really not many stalls and could have been more spaced out.

More variety of food stalls - not everyone wants burger, chips or tacos.

The noise from the entertainment tent meant it was hard to hear what was being said in the main arena - again it's a big field and could have been further apart.

I hope these suggestions will be helpful in next year's event organising - you have been very helpful this year and your workers and volunteers were great! Thank you for inviting us."

05/08/2023, A Stall Holder: "It was a pleasure to meet you last Saturday after all our emails! I felt the fete was very well organised and very well attended. A shame it was a bit windy, but nothing we can do about that. I spoke to several people and we are following up people for hearing assessments and support with hearing aids, so a worthwhile day. I am sure we would be interested in attending the event next year."

05/08/2023, A Stall Holder: "it was a wonderful well organised event that we would love to be a part of next year."

EXPENDITURE

Supplier	Item	NET cost	VAT	GROSS cost	Notes
Hire Costs					
Luna Stretch Tent hire	Stretch tent hire 15m x 10m (for music tent)	£1,605.60	£321.12	£1,926.720	
Elite Banquet Hire	150 Chairs, 27 tables, licensed area, music tent, arena	£445.00	£89.00	£534.00	
HSS Fence hire	20m / 62ft temp fencing around toilets	£112.29	£22.46	£134.75	
PA Hire Norwich	PA systems x2 (at least 2 speakers for arena)	£549.00	£0.00	£549.00	
Toilets+	Toilets: 6 standard, 3 disabled, 1 urinal block	£976.50	£195.30	£1,171.80	
Veolia	2x Extra 1100ltr waste bin, 1 x 1100ltr recycling bin	£60.00	£12.00	£72.00	Estimate, no invoice
VTs Event Medical	First Aid cover	£475.00	£95.00	£570.00	
HSS Diesel Generator	Generator hire 6kVA silenced, del, damage waiver	£128.20	£25.64	£153.84	
Hire Costs Subtotal		£4,351.59	£760.52	£5,112.11	
Staff Costs					
STC staff overtime	Staff cover	£2,810.19	£0.00	£2,810.19	Includes on-costs
Heritage caretaking	Caretaking cover	£200.00	£40.00	£240.00	Estimate, no invoice
Staffing Costs Subtotal		£3,010.19	£40.00	£3,050.19	
Licensing and Insurance Costs					
BDC / UK gov	Temporary Event Notice	£21.00	£0.00	£21.00	
PPL / PRS	Music Licence	£30.24	£6.05	£36.29	
Insurance for inflatable supervisors/volunteers		£134.00	£0.00	£134.00	
Licensing and Insurance Subtotal		£185.24	£6.05	£191.29	
Equipment Purchases					
Amazon (Cojoy)	100m bunting	£16.64	£3.34	£19.98	
Amazon	8x Egg and spoon, 10x Sacks	£36.05	£7.21	£43.26	
Makro	Race prizes	£46.59	£6.49	£53.08	
Newitts	Hygienic whistles x 6	£29.79	£5.96	£35.75	
Mower signs	Advertising banners x2	£0.00	£0.00	£0.00	
Premier Barriers	Steel ground pins x60, cable ties, tarp, privacy screen	£149.57	£29.89	£179.46	
Protect Direct Sales	220m rope + Delivery	£35.90	£7.18	£43.08	
Colour Print	2000 nos. printed fete Programmes	£187.62	£0.00	£187.62	
Street Solutions UK	Road cones x30	£185.16	£37.03	£222.19	
Homebase	3x Gazebos + pegs	£106.67	£21.33	£128.00	
Equipment Purchases Subtotal		£793.99	£97.10	£891.09	
Free Activities / Entertainers (free to public)					
Bounceback Inflatables	3x adult, 2x toddler inflatables, +4 staff	£966.67	£193.33	£1,160.00	
Dinosaurs and Dragons	Gazebo display and wandering performers	£650.00	£0.00	£650.00	
Diddy Long Legs	Stilt walker, bubbles, poi	£180.00	£0.00	£180.00	
Creation Station	Art and craft activities	£250.00	£0.00	£250.00	
Wild Science (Animals)	Hands-on animal experiences	£566.10	£113.22	£679.32	
Free Activities / Entertainers Subtotal		£2,612.77	£306.55	£2,919.32	
Music bands (free to public)					
	Live Band	£140.00	£0.00	£140.00	
	Live Band	£300.00	£0.00	£300.00	
	Live Band	£300.00	£0.00	£350.00	
	Live Band	£400.00	£0.00	£400.00	
Music Subtotal		£1,140.00	£0.00	£1,190.00	
Arena Acts (free to public)					
	Lowestoft Dog Agility Display Team (2 performances)	£300.00	£0.00	£300.00	
	Angel Baton Twirlers	£0.00	£0.00	£0.00	
Arena Subtotal		£300.00	£0.00	£300.00	
Expenditure Total		£12,393.78	£1,210.22	£13,654.00	

INCOME

	Income
Income from stalls (fee paying stalls @ £15)	£420.00
Sponsorship - Norfolk Trucks	£350.00
Income from funfair (10% of profits)	£110.00
Beer Tent (10% of profits)	£270.00
Income Total	£1,150.00

Grand Total	£11,243.78
--------------------	-------------------

Sprowston Town Council – 27 September 2023

Summer Fete 2024 – Pros and Cons

‘PROS’

Benefits to the Community

- Brings all sections of the community together
- Inclusive event with plenty of free activities and attractions
- Allows the public to meet the Police and Fire Rescue Service and receive advice
- Supports local business (cheap pitch fee, advertising) and local bands
- Supports local charities and community groups (no pitch fee, advertising)

Benefits to Town Council

- Raises Town Council’s profile
- Opportunity for residents to meet Councillors and vice versa
- Feedback from fete-goers and stall holders is overwhelmingly positive
- A fete in July 2024 would provide opportunity to consult the public ‘in person’ about the Neighbourhood Plan review

‘CONS’

Cost

- 2023 fete budget = £12,000 (0.016% of total precept)
- £1,150 recouped from stall holder pitch fees and sponsorship
- Any budget for a fete in 2024 could instead be allocated to other purposes, e.g.: partly off-setting inflation and energy cost increases. This would help reduce any increase in the precept demand for financial year 2024/25

Officer Time

- Viking Centre redevelopment: This will overlap with mid-to-late-stage preparations (Mar/Apr/May) for the fete. If Viking redevelopment overruns into June and July; this will present challenges for the officer team’s workload. The office’s main functions will continue as usual, but other non-priority projects may need to be temporarily postponed.
- Adoption of Skate Park Land at White House Farm (L18): This appears to be unlikely to come forward before the date of the fete (July 2024). If it were to come forward before July 2024, officers would not have capacity to undertake significant detailed work on this project concurrently with the Viking redevelopment, organisation of the fete and maintain business as usual functions
- Streetlighting Renewal Programme: The timeframe and resources required for this programme is not yet known with certainty. If the majority of work for this project can be completed in October/November/December, as previously anticipated, it should be possible

to run this programme along side all of the above. The officer team will face significant workload and time pressures should this project slip into Apr/May/Jun 2024 or beyond

Inclement weather (Rain):

- Would likely lead to a much-reduced turn out
- Increase in hazards (e.g., slipping on wet grass, generators exposed to rain)
- Some outdoor activities or arena acts will not be able to proceed (Zorbs, inflatables, etc)
- Public disappointment; questions about value for money; reputational risk
- Precautions could be taken to reduce impact of rain (more events inside tents, gazebos for generators, safety broadcasts etc), but full mitigation will not be possible

Severe Adverse Weather

- A severe adverse weather warning could lead to a late or lastminute cancellation of the fete. Should that happen, Council would stand to forfeit a significant part of the fete budget. Fees for many performers and suppliers require to be paid in advance and are not refundable if cancelled within 30 days (sometimes more) of the event date.
- Public disappointment; questions about value for money; reputational risk
- Event Insurance may mitigate some loss, but some degree of financial loss would be inevitable.

Other Risks Inherent in Holding a Large Public Event at the Recreation Ground

- Negative public perception should the event be poorly received
- Financial or reputation loss in the event of an injury or other incident involving a member of the public
- Disruption to residents living in the vicinity of the Recreation Ground. Possible parking issues
- Damage to the recreation ground's surface
- Residents are not able to use the Recreation Ground, tennis courts, play areas or Bike track from Friday lunchtime until Sunday

Updating a Neighbourhood Plan



Richard Squires
Senior Community Planning Officer
South Norfolk Council & Broadland District Council

Introduction

- Neighbourhood Plans (NPs) – key success of Localism Act
- Over 1,500 made NPs across the country
- Broadland - 16 adopted NPs
- South Norfolk - 8 adopted NPs
- Earliest NPs made in 2014
- Several early NPs have end date of 2026
- NP policies remain in force until policy is replaced
- GNLP and South Norfolk VCHAP est. adoption - first half 2024
- NP reviews increasing in number, nationally



Why update your Neighbourhood Plan?

- No requirement to review or update a NP
- However, NP policies may become out of date if, for example...
 - Conflict with policy (or policies) in a local plan adopted following NP
 - Evidence base becoming less robust
 - New land use / development issues affecting parish
- Policy(ies) not as effective as intended in planning process
- Emerging / recent NP best practice
- Updates to National Planning Policy Framework
- National planning reforms – Levelling up & Regeneration Bill



Options for updating a Neighbourhood Plan

1. Minor modifications

- Do not materially affect policies within the NP
- Can be made by LPA at any time, with consent from Parish/Town Council
- Consultation, examination & referendum not required

2. Significant updates – which do not change nature of the Plan

- Will require consultation and examination, but not referendum
- Might involve adding / changing one or more policies in the Plan, for example

3. Significant updates – which do change the nature of the Plan

- Will require consultation, examination and referendum
- Might involve allocating significant new sites for development, for example

Significant Updates – Process (1)

Stage	Description
1	Form steering group – agree T-O-R
2	Review existing Neighbourhood Plan policies
3	Agree scope of updates
4	Agree programme
5	Seek funding
6	Undertake evidence gathering and community engagement
7	Draft updates & supporting documents (e.g. SEA screening)


Significant Updates – process (2)

Stage	Description
8	Pre-submission consultation - community and stakeholder bodies (Reg 14) ➤ Incl. statement of whether updates change nature of NP
9	Submission of modified NP to local planning authority (Reg 15) ➤ Incl. statement of whether updates change nature of NP
10	LPA publishes modified NP and invites representations (Reg 16)
10	LPA sends modified NP to independent examination ➤ Incl. LPA statement of whether updates change nature of NP
11	Examiner determines extent of changes ➤ QB decides whether to proceed w. examination
12	Examiner's report produced
13	a) If no referendum – modifications made and NP adopted b) If referendum – LPA consider examiners recommendations and send to referendum

Reviewing policies and scope of updates

Policy No.	Has policy been replaced by a Local Plan policy since adoption?	Is there any conflict w. policies in any emerging Local Plan?	Does policy still accord w. NPPF and national guidance?	How effective has the policy been in the planning process?	Have there been any changes to local circumstances which might affect this policy?	Has there been any significant development in NP 'best practice'?	CONCLUSION – Does this policy need to be modified?
1							
2							
3							

Neighbourhood Planning Practice Guidance



[Departments](#) [Worldwide](#) [How government works](#) [Get involved](#)
[Publications](#) [Consultations](#) [Statistics](#) [News and communication](#)

[Home](#) > [Housing, local and community](#) > [Planning and building](#) > [Planning system](#)

Guidance

Neighbourhood planning

The guidance explains the neighbourhood planning system introduced by the Localism Act, including key stages and considerations required.

Updating a neighbourhood plan

When will it be necessary to review and update a neighbourhood plan?

A neighbourhood plan must set out the period for which it is to have effect ([section 38B\(1\)\(a\) of the Planning and Compulsory Purchase Act 2004](#)). Neighbourhood plan policies remain in force until the plan policy is replaced.

There is no requirement to review or update a neighbourhood plan. However, policies in a neighbourhood plan may become out of date, for example if they conflict with policies in a Local Plan that is adopted after the making of the neighbourhood plan. In such cases, the more recent plan policy takes precedence. In addition, where a policy has been in force for a period of time, other material considerations may be given greater weight in planning decisions as the evidence base for the plan policy becomes less robust. To reduce the likelihood of a neighbourhood plan becoming out of date once a new Local Plan is adopted, communities preparing a plan should take account of latest and up-to-date evidence of housing need, as set out in [guidance](#).

Communities in areas where policies in a neighbourhood plan that is in force have become out of date may decide to update their plan, or part of it. The neighbourhood area will already be designated, but the community may wish to consider whether the designated area is still the most suitable area to plan for.

Paragraph: 084 Reference ID: 41-084-20180222

www.gov.uk/guidance/neighbourhood-planning--2

Support available

- Community Planning at BDC / SNC:

- ☐ Richard Squires

- ☐ Victoria West

neighbourhoodplans@southnorfolkandbroadland.gov.uk

(01508) 533805

For full details of BDC/SNC support, visit:

www.southnorfolkandbroadland.gov.uk/neighbourhoodplans

- Locality - <https://neighbourhoodplanning.org>

- ☐ Funding

- ☐ Technical support – AECOM

- ☐ Guidance



Heritage Committee - Sprowston Town Council
2nd August 2023, 6pm
Attended by - Cllr Harvey Tarlton and Cllr Bibin Baby

Website Enhancement:

We reached a consensus that a comprehensive upgrade of the Heritage of Sprowston website is necessary. Our recommendation is to replace the current website with a new version that consolidates all existing content into well-organized articles. This will streamline information for users and enhance the overall user experience.

Data Transfer and Translation:

For the new website, we will need a skilled web designer to transfer all existing data seamlessly to the new platform. Additionally, any data on file should be translated into a user-friendly format, such as a PDF explainer, to facilitate easy management and distribution.

Web Design Quote:

To proceed, we will need a web design quote that outlines the costs associated with the project. This quote will provide us with a clear understanding of the financial aspects involved in the website upgrade.

Inspirational Examples:

Cllr Tarlton identified two successful websites, namely Example 1:

<https://thetfordtowncouncil.gov.uk/heritage/> and Example 2: <https://historic-liverpool.co.uk/>.

These websites are seen as excellent foundations for our project. We aim to integrate elements from these examples while incorporating Sprowston's unique history, including personal accounts and other valuable data we have received.

City College Volunteers:

We propose that the Town Council Clerk initiates contact with City College to explore the possibility of recruiting volunteers from various courses. These volunteers would assist in documenting historical data, subject to Town Council approval.

Data Collection Tools:

Consideration will be given to sourcing the necessary equipment for efficient data collection. Notably, Samsung phones offer high-quality scan services and text extraction tools, which could prove valuable. Alternatively, a hired designer may have more effective methods, including the potential use of 3D scans.

Community Engagement:

We aim to foster community support and interest through the establishment of an open community group on Facebook, pending Town Council approval. This platform will enable open discussions and interactions among community members.

Library Exhibition and Website Integration:

In the future, we plan to organize a Library Exhibition that aligns seamlessly with the website's content. The website will feature easy-to-identify dates for upcoming events and exhibitions, enhancing engagement with our local history.

Future Goals - Council Website:

During our discussions, it became evident that the potential expansion of our council constituents may require a new website for the entire council. We propose using the user-friendly and informative Thetford Council website as a possible template. This new site could also feature a reporting box for easy communication and reporting, along with dedicated email mailboxes for each councillor, ensuring efficient communication.

Sprowston Town Council
PLANNING APPLICATIONS – 27 September 2023

Broadland DC App. No	Location	Description	Type
2023/1204	Norfolk Trucks Ltd School Lane Sprowston Norfolk NR7 8TL	Illuminated fascia sign and new 5m high double sided non illuminated totem sign	Advertisement Consent
2023/2274	60 Linacre Avenue Sprowston Norfolk NR7 8PF	Proposed rear/side single storey extension and loft conversion	Householder
2023/2345	129 Wroxham Road Sprowston Norfolk NR7 8AD	Erection of one dwelling	Full Planning Permission
2023/2531	2 Blenheim Crescent Sprowston Norfolk NR7 8AW	Single storey front extension	Householder
2023/2535	16 Tills Close Sprowston Norfolk NR6 7QS	Alterations to existing garage to include new roof, reduction in length and increased width.	Householder
2023/2646	82 Blithewood Gardens Sprowston Norfolk NR7 8PN	Subdivision of curtilage to provide new dwelling, including porch to existing dwelling.	Full Planning Permission
2023/2695	52 Linacre Close Sprowston Norfolk NR7 8PQ	Removal and replacement of the existing cladding and insulation of stud wall	Householder
2023/2766	276 Constitution Hill Sprowston Norfolk NR6 7RD	Single storey side extension with internal and external alterations	Householder
2023/2767	10 Sprowston Retail Park Salhouse Road Sprowston Norfolk NR7 9AZ	Replace 4 x Internally illuminated LED signs with 4 x new Internally illuminated LED signs	Advertisement Consent
2023/2820	7 Falcon Road West Sprowston Norfolk NR7 8NU	Demolition of the existing garage, link, utility & shower room. Erection of a two storey side extension, single storey rear extension and detached garden room.	Householder

Guy Ranaweera

From: Licensing Team (BDC) <licensing.bdc@southnorfolkandbroadland.gov.uk>
Sent: 31 August 2023 14:45
Subject: Edwards Convenience Store, 39 Edwards Road, Sprowston, Norwich,

Good afternoon

Please be advised we have received an application for a premises licence for Edwards Convenience Stores, Edwards Road Sprowston.

This is to in effect re-instate the previous licence that lapsed due to death of the licence holder.

The last date for any representations is 28 September 2023, should you require any further information please let me know.

Regards

Claire

Claire Norman

Licensing and Enforcement Officer (Mon/Tues mornings/ Weds/Thurs/Fri)

t 01603 430488

e claire.norman@southnorfolkandbroadland.gov.uk

Broadland and South Norfolk Councils offices are now based at Broadland Business Park in the [Horizon Centre](#). Find out how you can access our services by visiting our website or by calling us on 01508 533633



This email and any attachments are intended for the addressee only and may be confidential. If they come to you in error you must take no action based on them, nor must you copy or show them to anyone. Please advise the sender by replying to this email immediately and then delete the original from your computer. Unless this email relates to Broadland District Council or South Norfolk Council business it will be regarded by the council as personal and will not be authorised by or sent on behalf of the councils. The sender will have sole responsibility for any legal actions or disputes that may arise. We have taken steps to ensure that this email and any attachments are free from known viruses but in keeping with good computing practice, you should ensure they are virus free. Emails sent from and received by members and employees of Broadland District Council and South Norfolk Council may be monitored.

Broadland District Council takes your privacy very seriously and provides the following information in compliance with *Data Protection Legislation*. Under data protection legislation we lawfully process your personal information as a public authority which may involve sharing your information with other regulatory authorities.

Data received as a result of any Licensing application will be retained for the period of your licence and for a period of 7 years once the licence has lapsed. We may need to share your information with other regulatory authorities and any relevant Council Committees to ensure the best possible service. Under data protection law you have the right to request access to, rectification, restriction or objection to the processing of your personal data, as detailed in our Privacy Policy (on our website). You can contact our Data Protection Officer at dpo@broadland.gov.uk or 01603 430615. You also have the right to lodge a complaint with the regulator, the Information Commissioner's Office.

E-mail address (optional)

Part 3 Operating ScheduleWhen do you want the premises licence to start? *ASAP.*

DD	MM	YYYY

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

DD	MM	YYYY

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

* *small convenience store.*

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

--

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

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

Provision of regulated entertainment (please read guidance note 2)		Please tick all that apply
a)	plays (if ticking yes, fill in box A)	
b)	films (if ticking yes, fill in box B)	
c)	indoor sporting events (if ticking yes, fill in box C)	
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)	
e)	live music (if ticking yes, fill in box E)	
f)	recorded music (if ticking yes, fill in box F)	
g)	performances of dance (if ticking yes, fill in box G)	
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	

Provision of late night refreshment (if ticking yes, fill in box I)	
Supply of alcohol (if ticking yes, fill in box J)	✓

In all cases complete boxes K, L and M

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	
				Off the premises	✓
				Both	
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon	6:00	22:00			
Tue	6:00	22:00			
Wed	6:00	22:00			
Thur	6:00	22:00	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		
Fri	6:00	22:00			
Sat	6:00	22:00			
Sun	6:00	22:00			

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

Name		VIDHYA MOHAN
Date of birth		
Address		4, EDWARDS CONVENIENCE STORE, 39, EDWARDS ROAD SPROWSTON NORWICH
Postcode	NR7 8QW	
Personal licence number (if known)		
Issuing licensing authority (if known)		

K

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

NONE.

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	0600	22 00	
Tue	0600	22 00	
Wed	0600	22 00	
Thur	0600	22 00	
Fri	0600	22 00	Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)
Sat	0600	22 00	
Sun	0600	22 00	

M

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

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