



## NOTICE OF MEETING AND SUMMONS TO ATTEND

**The Sprowston Town Council meeting to be held Wednesday 6 December 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 22 November 2023. Pages 1 - 8
5. To agree action/response arising from the minutes.
6. Police Update.
7. Correspondence  
(1) Norwich Western Link Update. Pages 9 - 10
8. To receive any written/verbal reports from Sprowston County and District Councillors. Page 11
9. To consider Sprowston Town Council's requirements - Beeston Park. Pages 12 - 13
10. To receive the report of the Town Clerk and make decisions on: Pages 14 - 18  
1.1 Sprowston Diamond Centre Community Cinema - Proposal for A Childrens' Film Show in Easter 2024 School Holiday.
11. To consider the Council's response to their Biodiversity Duty under the 2021 Environment Act (Enclosed LNAP Field Guide 2022). Pages 19 - 25
12. Adjourn the meeting for a short break.
13. To receive any written/verbal reports from the Council's Committees and Working Groups.  
(1) Recreational Facilities Working Group (Planning Meeting Notes 22.11.23 enclosed).  
(2) Heritage Working Group.
14. To receive any written and verbal reports from Councillors representing the Council on or at outside organisations.
15. To consider planning applications to 6 December 2023. Page 26
16. To agree the Terms of Reference for Neighbourhood Plan Working Group. Pages 27 - 29
17. Financial year ending 31 March 2024 - To receive second quarter bank income and expenditure report to 30 September 2023. Pages 30 - 41
18. Financial year ending 31 March 2024 - To receive second quarter bank reconciliation to 30 September 2023. Page 42
19. To review the 2020-2024 Business Plan and Budget Planning for Financial Year 2024-25. Page 43 - 70
20. To receive the schedule of direct debits to 6 December 2023. Page 71

21. To confirm the payment of accounts to 6 December 2023.  
(1) Invoices to pay.

Pages 72 - 73



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

**1 December 2023**

Council Office. Sprowston Recreation Ground . Recreation Ground Road Sprowston .  
Norwich.NR7 8EW  
Tel: 01603 408063 Email: townclerk@sprowston-tc.gov.uk

Footnote:

*<sup>1</sup> Councillors have a statutory legal duty under the Local Government Act 2000, to declare any personal or prejudicial interest they have in items contained in the above agenda. Failure to do so may result in the individual Councillor being reported to the Standards Board for England.*

*Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.*

*Planning Applications listed above are those in the office at the time of publication of the Agenda. The Council may consider others received up to the date of the meeting if appropriate. Plans may be viewed in the Council office during office hours, and are available from 7 pm on the date of the meeting. Alternatively, to view on line please go to [www.broadland.gov.uk](http://www.broadland.gov.uk) and follow the links through to planning.*

*It should be noted that Councillors 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 four 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](http://www.sprowston-tc.gov.uk) (go to Agenda and Minutes page). They are available (unless marked confidential) for public inspection at the Council Offices during public opening hours.*

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



**Minutes of the Sprowston Town Council meeting held Wednesday 22 November 2023  
at the Council Chamber, Recreation Ground Road, Sprowston.**

**Councillors (Cllrs.) Present:** W F Couzens (Chair),  
J Leggett (Vice-Chair)

B Baby - D Coleman  
M A Booth - A L Parker  
S D Booth - H W Tarlton  
R H Tovell

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

**Sprowston Youth Engagement:** Clare Lincoln and six members of the group

**Members of the Public:** No members of the public were present

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**23/294. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

<b>Councillor</b>	<b>Minute No. and Heading</b>	<b>Nature of Interest</b>
Cllr. J Leggett	Minute 23/300 - Sprowston Youth Engagement Project	Trustee - Sprowston youth Engagement Project
Cllr. A L Parker	Minute 23/308 - Planning Application 2023/1936	Acquainted with the applicant

**23/295. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Cllrs. J H Mallen and E H Tovell and verbal apologies from Cllrs. M G Callam and A R Tipple.

**23/296. RESIDENTS' QUESTIONS**

On the motion of Cllr. W F Couzens, seconded by Cllr. M A Booth, 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.

As there were no residents' or councillors' questions the meeting was reconvened.

### **23/297. MINUTES**

The Minutes of the Council's meeting held on 25 October 2023, having previously been circulated to all Councillors were subject to the following amendments

Minute 23/277, **delete** stolen and **insert** stolen

Minute 23/279 (2) after confirmed **insert** sealed

Minute 23/288 **delete RESEOLVED** and **insert RESOLVED**

confirmed and signed by the Chair of the Council.

### **23/298. ACTION FROM MINUTES**

There were no actions from the minutes.

### **23/299. POLICE AND CRIME COMMISSIONER - NEWSLETTER**

Council noted the Police and Crime Commissioner's Newsletter September/October 2023.

### **23/300. SPROWSTON YOUTH ENGAGEMENT PROJECT (SYEP)**

Clare Lincoln presented SYEP's annual report as follows:

- SYEP have agreed site usage at Aslake Close with Independence Matters and are in the process of signing off a Memorandum of Understanding.
- Tuesday and Thursday youth group sessions are getting busier with between 30 and 50 young people attending each week.
- Outreach and sports outreach sessions continue to run on a Monday, Wednesday, Friday and Saturday evening with sessions well attended.
- Whilst there have been some issues around substance abuse appropriate measures have been put in place.
- The LGBT + Youth Group continues to run albeit with a volunteer group leader as no funding is available.
- The Bike Club has a good core group of young people who are building a pump track in the woodland area at the SYEP site, Church Lane, Sprowston.
- Funding has been secured for Community Ambassadors and we are looking to recruit new members.
- We now have three football teams, 1 U12's and 2 U14's. All teams will play in the Christian League.
- Funding to provide therapeutic support has been secured.
- There has been little progress with the urban adventure garden due to staffing issues however it is something SYEP will be looking to move forward.

## **23/300. SPROWSTON YOUTH ENGAGEMENT PROJECT (SYEP) (CONTINUED)**

- We have relocated to a temporary office at the Pheonix Centre until the Viking Centre on Tills Road becomes available.

Two young Community Ambassadors also gave presentations on their experiences at SYEP.

## **23/301. CORRESPONDENCE**

- (1) Notice of Consultation on the Greater Norwich Local Plan (GNLP) Proposed Modifications

The Town Clerk highlighted Policy GNLP0132 was the main modification in the GNLP that affected Sprowston.

Council were in favour of a secondary school to be located within site reference GNLP0132 Land off Salhouse Road, White House Farm, Sprowston however expressed concern as the site would only be safeguarded from development until 1 April 2026 or such time as a planning application including land for secondary school at Rackheath on GT16 is approved and land for the secondary school is secured through a planning obligation, or such time as a formal notification is received from the Local Education Authority that the secondary school is not required, whichever is sooner.

**RESOLVED** the Town Clerk draft a formal response conveying Council's reservations.

- (2) Review of Polling Districts and Places 2023-2024

Given the size of population in the South East ward Cllr. M A Booth proposed, seconded by Cllr. B Baby to request an additional Polling Station to be located at St. Cuthberts Church. On being put to the vote the motion was CARRIED.

## **23/302. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

Further to his written report and in response to a question from Cllr. D Coleman Cllr. Booth confirmed a car park was situated to the North of Broadland Country Park with approximately 80 spaces.

He also advised he was still trying to get the litter bins emptied at Manor Park.

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

## **23/303. MILLENNIUM WOODLAND FOOT PATHS**

Council carefully considered the report of the Town Clerk and it was **RESOLVED** to obtain an alternative quotation for installation of all identified footpaths in Millennium Woodland with binding gravel and apply to the Parish Partnership scheme for match funding for the most suitable option.

## **23/304. REPORT OF THE TOWN CLERK**

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

#### **1.1 Sprowston Diamond Centre - Cinema and Sound System Upgrade**

Council noted the upgrade of the School Room cinema and sound system.

#### **1.2 Edwards Road Car Park**

With reference to a complaint regarding driving instructors using the Recreation Ground Edwards Road end car park for driving practice, Councillors felt the situation should be monitored and results brought to a future meeting of the Council.

### **CEMETERY**

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

### **STREET LIGHTING**

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

### **CENTRAL ADMINISTRATION AND PERSONNEL**

#### **4.1 Grounds Maintenance Person Vacancy**

Council noted interviews for the vacant post for Grounds Maintenance Person were scheduled for week commencing 20 November 2023.

#### **4.2 Appointment of New HR Consultants**

It was noted that Peninsula had been appointed as Council's new HR Consultants.

### **PLANNING AND TRANSPORTATION**

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

### **ATTACHMENTS**

#### **6.1 None**

## **23/305. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

### **(1) Recreational Facilities Working Group**

Referring to Minute 23/123 of the Recreational Facilities Working Group meeting, Councillor J Leggett emphasised the importance for Council to discuss and agree their requirements for recreational and health facilities at Beeston Park development prior to the group meeting with developers.

## **23/305. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS** **(CONTINUED)**

She also said more detailed work was required by members of the group on the White House Farm Development and Planning Application 2023/1943 (Details of Condition 21 of 20140652 - (21)) Landscape proposals) Land at Blue Boar Lane.

### **(2) Heritage Working Group**

Cllr. H Tarlton reported work to condense the Heritage website had been carried out and he had found a web developer in Sprowston.

As yet he did not have prices for website development however, hoped to supply the Town Clerk with approximate costings at the next meeting for inclusion in the 2024/25 budget.

## **23/306. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS**

Council noted the written report from Cllr. W F Couzens.

## **23/307. MEETING ADJOURNMENT**

On the motion of Cllr. W F Couzens, seconded by Cllr. A L Parker it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

## **23/308. PLANNING**

The Town Clerk reported that observations had been requested by the District Council's Head of Planning on applications received since the last meeting.

Having considered each application and the accompanying plans the Council

### **RESOLVED**

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

2023/1936 - erection of front porch, single storey rear extension, first floor side and rear extension and extension to outbuilding at 66, Blenheim Road.

2023/3221 - single storey side and rear extensions and alterations at 240A, Wroxham Road.

2023/3299 - single storey side and rear extension with loft conversion and associated internal remodelling at 10, Lindsay Road.

(b) As the only change to the original application was in the description, Council remained opposed to the granting of planning application 2023/2386 - proposed garage conversion to form annexe at 14, Archer Close on the same grounds as before:

## **23/308. PLANNING (CONTINUED)**

The proposed conversion of the garage to a bedroom and ensuite is unconnected to the main dwelling and could lead to subdivision of the plot and an unapproved separate dwelling.

- (c) Council had no objection to the granting of planning application 2023/2646 - subdivision of curtilage to provide new separate dwelling, including porch to existing dwelling at 82, Blithemeadow Garden subject to a condition that the fence on the perimeter of the properties is maintained to prevent vehicles exiting across the pavement and verge.
- (d) Council was strongly opposed to the granting of planning application 2023/3197 - installation of 3 air conditioning units to north east side elevation at 185, Wroxham Road on the grounds that the already installed air conditioning units in a narrow domestic ally way only a few metres from the windows and door of the neighbouring property are extremely intrusive. The noise and potential obnoxious fumes will adversely impact on the amenities of the residents of 187, Wroxham Road.

It is regrettable the applicant did not adhere to the conditions of planning consent 2023/0684 and 2022/0724 as follows:

*No additional air extraction equipment shall be installed on the site without precise details of the equipment being submitted to and approved in writing by the local planning authority.*

*Reason for the condition - In the interests of the amenities of adjoining residents in accordance with Policy GC4 of the Broadland Development Management DPD 2015*

The Town Council is of the opinion a thoroughly documented assessment should take place, the units relocated to a more suitable and less disruptive location and retrospective planning permission be denied

## **23/309. PLANNING DECISIONS**

Council noted Broadland District Council's planning decisions for weeks ending 20 and 27 October 2023.

## **23/310. 2020-2024 BUSINESS PLAN AND BUDGET PLANNING FOR FINANCIAL YEAR 2024-25**

The Town Clerk invited Councillors to consider and identify any additional projects, works or purchases for inclusion in a new 2024-2028 Business Plan and / or the financial year 2024-25 budget.

Cllr. J Leggett asked if there were named reserves for streetlight renewals and how Council intended to fund a new streetlighting scheme.

The Town Clerk advised there were no named reserves specifically for the streetlight replacement scheme however to the best of his recollection £20,000 - £30,000 was available in the general streetlight replacements reserve.



**23/310. 2020-2024 BUSINESS PLAN AND BUDGET PLANNING FOR FINANCIAL YEAR 2024-25 (CONTINUED)**

As Suffolk County Council were now able to give more detailed figures, he had included tentative figures in the budget proposals. However, these were dependant on how Council would like to proceed i.e., only replace lanterns with LED's or replace both columns and lanterns.

Whilst Council had in excess of £1.6 million in CIL receipts a majority of this would be spent on redevelopment of the Viking centre. An alternative would be a public works loan board loan.

It was agreed for Councillors to present any ideas with approximate costings at the Council meeting to be held 6 December 2023.

**23/311. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments to 22 November 2023 totalling £5,551.07 was approved and noted.

**23/312. PAYMENT OF ACCOUNTS**

**(1) Invoices to pay 22 November 2023**

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to 22 November 2023 totalling £67,446.52.

In response to a question from Councillor A L Parker the Town Clerk confirmed:

Invoice No. 928578 Heritage Contract Services Ltd - supply of 18 Urinal screen deodorisers delivered in March 2023 and invoiced 31 October 23 was due to delayed invoicing on the part of the contractor.

He explained Heritage Contract Services Ltd were Council's caretaking contractors and clarified their responsibilities.

On the motion of Cllr. R H Tovell, seconded by Cllr. J Leggett it was **RESOLVED** that payment of the schedule of invoices paid to 22 November 2023 totalling £67,446.52 be approved.

**(2) Invoice payments made 22 November 2023**

The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 22 November 2023 totalling £2,100.42.

On the motion of Cllr. B Baby, seconded by Cllr. A L Parker it was **RESOLVED** that payment of the schedule of invoices paid to 22 November 2023 totalling £2,100.42 be approved.

**23/313. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT**

The schedule of credit card and Barclay Visa Debit payments to 22 November 2023 totalling £1,057.43 was approved and noted.

#### **23/314. EXCLUSION OF PRESS AND PUBLIC**

Cllr. W F Couzens proposed, seconded by Cllr. S D Booth 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.

#### **23/315. PLANNING ENFORCEMENT**

Council noted the list of current and closed planning enforcements .

Cllr. M A Booth agreed to report a business in Sprowston still in operation at a residential premises despite the enforcement case being closed with the reason of no further breaches incurred.

#### **23/316. RECOMMENDATIONS OF STAFFING COMMITTEE – 14 NOVEMBER 2023**

**RESOLVED** to fully support and implement the recommendations of the Staffing Committee.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 9.57.

06 December 2023

\_\_\_\_\_  
Chair

**From:** Norwich Western Link <Norwichwesternlink@norfolk.gov.uk>  
**Sent:** 24 November 2023 17:39  
**To:** Guy Ranaweera  
**Subject:** Norwich Western Link Project Update

Dear Sir/Madam

Following on from the great news in mid-October that we have received a funding commitment of more than £200 million from the Government for the Norwich Western Link, we're getting this important infrastructure project moving forward again.

We've published a cabinet report this afternoon with an update on the project and the proposed next steps, which include submitting the planning application early next year. While a lot of work had already been done on the planning application documents over several months, the project team are currently reviewing and updating these now that we have more certainty over the timing of their submission and the subsequent timings for the project.

The cabinet report sets out what we will need to include in the planning application. These documents will be published in full after we have submitted them to the planning authority, which in this instance is Norfolk County Council, but this is an entirely separate part of the authority to the project team. The planning authority will then run their own statutory public consultation on the planning application, so everyone will have the opportunity to view and comment on the proposals at that stage.

Once the planning application is finalised and submitted, the project team would then make and publish a Compulsory Purchase Order, for land required for the project, and a Side Roads Order, which would authorise the County Council as the highways authority to make alterations to roads and highways, including public rights of way. The cabinet report published today also gives details on these processes, and includes maps showing the land we will require for the project - whether on a temporary or permanent basis - and the existing roads that will need to be altered in some way.

Due to the delay in receiving the funding commitment from central government, and also as a result of factoring in information that has been confirmed as the project has developed, the anticipated timetable for the project has been pushed back. It is now expected that initial works will start in late 2025, with the start of main construction works in summer 2026 and the road open for use in 2029.

For the same reasons, the budget for the project has been revised to £273.9 million, an increase of £22.8 million from the previous budget agreed in July 2022. However, the Department for Transport have indicated that they could provide funding of up to 100 per cent of the costs set out at Outline Business Case stage, which stood at £251.1 million. If the government provided £251.1 million of funding, the local contribution required towards the overall cost of the project would be less than previously anticipated even with the overall budget increase.

I know delays and cost increases are frustrating and I know many people want to see this road built now, to tackle the traffic problems that exist to the west of Norwich and so that the wide range of benefits it will provide can be achieved at the earliest opportunity. It's the responsible thing to do to keep project budgets and timetables under review and to adjust them as more information is known, and to respond to wider influences. And it's important to do this in order to put ourselves in a strong position to get this road built, and built in the right way.

I hope this provides information that is helpful but, if you want to, you can also read the cabinet report on our website [here](#) – the link in full is also included beneath my signature. With government backing secured and the planning application documents in the process of being finalised, we are making good progress and getting closer to making the Norwich Western Link a reality.

The cabinet report will be considered by me and my cabinet colleagues at a meeting on Monday 4 December, and I'll email you again that day to make you aware of the outcome of the meeting and the next steps from there.

Best wishes,

Graham

**Cllr Graham Plant**  
**Cabinet Member for Highways, Transport and Infrastructure**  
Norfolk County Council

<https://norfolkcc.cmis.uk.com/norfolkcc/CalendarofMeetings/tabid/128/ctl/ViewMeetingPublic/mid/496/Meeting/2055/Committee/169/Default.aspx>

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27-11-23

## Councillor Report

### Norfolk County Council

The first on-street vehicle charging points will be installed in Norwich by "Blink Charging UK" next month. The first roads to receive these are: Grove Road, Telegraph Lane East, Onley St, Hobart Square, St Leonards Road, Hall Road.

The County Council is currently spending £60m p.a. on home-to-school transport, mainly for S.E.N. children, and the majority spent on taxis. This figure is up from £51m last year and represents 25% of the Children's Services budget. The Council is working hard to support more children in the local community but demand continues to rise.

The Government is providing £110m to support Local Planning Authorities to deliver schemes to offset nutrient pollution, thus releasing many held-up housing schemes.

Now that the Government has agreed to fund the Western Link, work on the planning application is being finalised and compulsory purchase orders for the land required being drawn up. Work on site should start late 2025 with the main construction starting in 2026 and completion in 2029.

£3.238m has been invested in 27 brand new gritters. The fleet will comprise 58 winter vehicles to treat Norfolk's 2,200 miles of roads on each 3-hour gritting run. More information at [www.norfolk.gov.uk/winter](http://www.norfolk.gov.uk/winter)

There is now a travel planner to help plan your travel journeys this Christmas. It covers Park & Ride, bus timetables & Beryl & Ginger bike & scooter hire. Details at [travelnorfolk.co.uk/festivetravel](http://travelnorfolk.co.uk/festivetravel)

A company called Outspoken Cycles has won a contract to supply, initially on free trial, e-cargo bikes in Norwich. This is supported by a Government grant of £171k.

HM King Charles III has appointed a new Vice Lord Lieutenant for Norfolk, he is Michael Gurney, currently a Deputy Lieutenant.

Norfolk County Council's investment in bus services is paying off with passenger numbers up 18% on last year and now at 98% of pre-pandemic figures.

## **Recreational Amenities for Possible Inclusion in the Beeston Park Development (Planning Ref 20211172)**

Broadland District Council has requested a list of this Council's wishes for formal and informal recreational amenities, for possible inclusion in the upcoming Beeston Park Development.

If agreed, these items would be in addition to the play areas usually provided as part of a development of this size. They would also be in addition to the formal landscaped area of Beeston Park itself.

Recreational amenities previously identified for possible inclusion include (in no particular order):

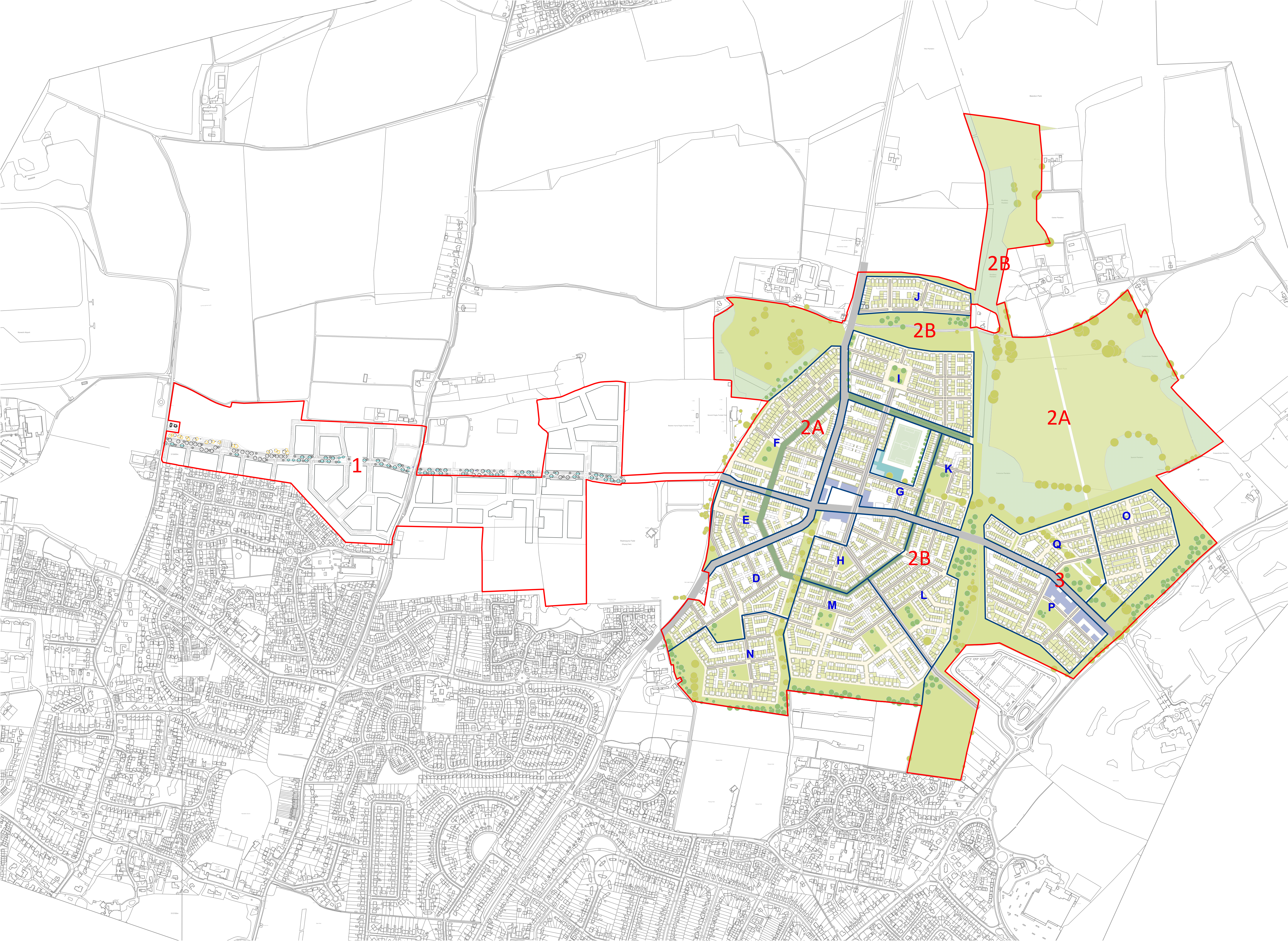
- Good quality land suitable for allotments
- A variety of football pitches (11s, 9s, 7s), with onsite storage facilities for equipment; changing rooms; car parking
- Indoor cricket training facility (nets) and car parking
- A community building or hall
- Public access MUGA
- Outdoor gym area
- High-quality informal recreational space (NOT verges, SUDS, or 'leftover' corners)
- Dedicated bicycle routes throughout (and particularly to schools) providing a safe alternative to car use
- Carparking (and possibly toilet facilities) for visitors to Beeston Park itself

In addition to the above, Council may wish to take this opportunity to make known its thoughts on other items of infrastructure it may wish to see within the development (e.g.: doctors' surgeries, dentists, child care providers, post offices, local shops, etc).

### ***Sprowston Town Council Decision Requested:***

- ❖ ***To consider any formal and/or informal recreational amenities for possible inclusion in the upcoming Beeston Park Development.***





Key

- Phase 1, 2, 3 Boundary
- Parcel Boundary
- Residential Housing
- Residential Apartments
- Proposed School Area
- Retail / Commercial Development Area
- Public Realm
- Proposed Green Infrastructure
- Existing Woodland
- Existing Tree
- Proposed Tree

Rev	Notes	Date	Dr by	Ap by
K	Update to RLB	31-01-2022	KW	LC
J	Update to RLB	07-01-2022	KW	LC
I	Update to RLB	16-12-2021	KW	LC
H	Update to RLB	22-11-2021	KW	LC
G	Revision of School & Green Link	05-09-2019	KW	LC
F	Revision of Roads / Square	15-07-2019	KW	LC
E	Revision of Parcel G & K	27-06-2019	KW	LC
D	Block Refinement	14-06-2019	KW	LC
C	Block Refinement	29-05-2019	KW	LC
B	Transect update and parcel reference	08-04-2019	KW	LC
A	Revised Green Spaces	28-03-2019	KW	LC
Original By: KW		Date: 15-03-2019	Dr by: KW	Ap by: LC



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Manchester M1 1HR w. www.urbed.coop

Drawing Title: <b>Illustrative Masterplan</b>	
Project Title: <b>Beeston Park Phases 2 / 3</b>	
Client: <b>AECOM</b>	
Project Number: <b>1094</b>	Project Status: <b>For Planning</b>
Drawing Number: <b>1094-URBED-Z0-M2-U-Illustrative Masterplan</b>	
Scale: <b>1:5000@A1/1:10000@A3</b>	Revision: <b>K</b>

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## **COUNCIL MEETING – 6<sup>th</sup> December 2023**

### **Report of the Town Clerk**

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

##### **1.1 Sprowston Diamond Centre Community Cinema – Proposal for A Childrens’ Film Show in Easter 2024 School Holiday**

In the 2024 Easter School Holidays we will have an opportunity to screen the new Childrens’ film; “Wonka” (certificate PG), based on the character of Willy Wonka, created by Roald Dahl. This would be in addition to our regular monthly community cinema.

If Council is agreeable; I suggest tickets at £2.00 each (adults and children), with a pocket money tuck shop. Tea and coffee will also be available for purchase.

Because of the increased number of attendees, I should also be grateful if at least one Councillor would be able to volunteer to assist with staffing the event. At our last Children’s film show (February half-term 2020), 43 adults and children attended.

We also have a number of small ‘goody bags’ left over from the summer fete. These could be given to children as an added extra.

##### ***Sprowston Town Council Decision requested:***

- ❖ ***To approve a Childrens’ screening of “Wonka” (Cert. PG) 10.00am on Thursday 4<sup>th</sup> April 2024 in the Diamond Centre School Room, with a ticket price of £2.00.***

##### **1.2 Blue Boar Lane Open Space**

An agent acting on behalf of Anglian Water has advised me that the sewer running under our Blue Boar Lane and Chopyns Dole play areas is scheduled for major repair work. The rising main sewer in that area has a history of problems. Council’s Blue Boar Lane open space has in the past been severely affected by at least one major outburst which led to a section of the open space being cordoned-off for weeks.

Anglian Water advise that trial holes will be dug commencing 8<sup>th</sup> January 2024 and machinery will need to access the open space and play areas.

I will be meeting with the Anglia Water engineers and shall advise Council when more details are known.

Further information and maps are available at attachment 6.1.

##### **1.3 Millennium Woods**

I am pleased to report that The Conservation Volunteers (TCV) will be returning to Millenium Woods on Wednesday 6<sup>th</sup> December. They will be planting bulbs and continuing the clearance work begun during their first visit in November.



## **CEMETERY**

**2.1 No matters to report**

## **STREET LIGHTING**

**3.1 No matters to report**

## **CENTRAL ADMINISTRATION AND PERSONNEL**

### **4.1 Recruitment of a New Grounds Maintenance Person**

I am pleased to advise that interviews for the above post have concluded and a new groundsman has been appointed. Subject to references, our new team member will join us on Monday 8<sup>th</sup> January 2024.

## **PLANNING AND TRANSPORTATION**

**5.1 No matters to report**

## **ATTACHMENTS**

**6.1 Blue Boar Lane Sewer Maintenance Works – Email and Maps**



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

**Guy Ranaweera**

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**From:** [REDACTED]  
**Sent:** 21 November 2023 15:27  
**To:** Guy Ranaweera  
**Subject:** Anglian Water- Blue Boar Lane  
**Attachments:** Blue Boar existing pipes.pdf

Good afternoon,

Thank you for speaking to me regarding the works on the rising main from the works on Blue Boar Lane. The rising main has been experiencing problems and there is a history of bursts. As a result there was to be a new main that rain along Blue Boar Lane before going North into the developers land and connecting back onto the rising main at the end of Mallard Way. Following extensive trial holes in the road it was deemed too difficult due to the number of services within the road.

The plan now is to re line the original main and whilst the works are taking place, have an overground pipe running up the edge of blue boar lane. The proposed start date of the trial holes is the 8<sup>th</sup> Jan with each hole taking a few days.

A 7 day notice for surveys and tests will be issued well in advance of the works taking place and a record of condition will be taken.

I do feel that a meeting will be required, probably on site rather than on teams, as we will need to discuss the movement of machinery as these two locations are of course very sensitive with them being playgrounds. Do you have any free time over the next two weeks and I can put this to Anglian Water and get some members of the design and construction team over to talk about the works.

Many Thanks

[REDACTED]

**Occupier Services**

Savills, Stuart House, City Road, Peterborough, PE1 1QF



Mobile : [REDACTED]  
Email : [REDACTED]  
Website : [www.savills.co.uk](http://www.savills.co.uk)









## **INTRODUCTION - STATUTORY DUTY**

Under the 2021 Environment Act, public authorities (including town and parish councils) operating in England must consider what they can do to conserve and enhance biodiversity.

Government guidance published on 17 May 2023 clarifies that, as a public authority, town and parish councils must:

- consider what they can do to conserve and enhance biodiversity.
- agree policies and specific objectives based on their consideration.
- act to deliver their policies and achieve their objectives.

Town and parish councils, unlike other authorities, are not obliged to publish a report on their actions, but the [Government guidance](#) requires all public authorities to complete their first consideration of what action to take for biodiversity by 1 January 2024. They must agree their policies and objectives as soon as possible after this and must reconsider the selected actions within five years of completing their previous consideration, or more frequently if they choose.

To comply with the guidance, town and parish councils could as a minimum:

- have biodiversity as an agenda item for a meeting before the end of 2023.
- note what action they are already taking to conserve and enhance biodiversity.
- agree what further steps they should take to conserve and enhance biodiversity.

Such steps may include:

- reviewing what biodiversity or nature recovery plans are already in place from other local authorities, e.g. potential for jointly-supported wildlife corridors.
- making contact with local voluntary groups working on nature conservation.
- carrying out a biodiversity audit of council landholdings and/or the whole council area, potentially involving residents in a ["BioBlitz"](#)
- gathering expert advice on possible actions in support of biodiversity, such as from [Caring for God's Acre](#) and the [Eco Church initiative](#) in respect of churchyards
- drafting an action plan that covers action that the council will take itself as well as support for the actions of other local bodies.

Whatever action is agreed, as a minimum local councils could ensure they address biodiversity concerns when commenting on planning applications.

All these steps may inform an agreed biodiversity policy for which a model example is attached. Guidance for town and parish councils on developing a [local nature action plan](#) has been published by South Gloucestershire Council, as well as a [field guide](#) for those with little or no ecological background.

# MODEL BIODIVERSITY POLICY

## BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, **[insert council name]** (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

## DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

## AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area.

The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses and council operations in the adoption of low impact / nature positive practices.
- encourage and support other organisations within the **parish / town** to manage their areas of responsibility with biodiversity in mind.
- support residents and local organisation activities to enhance and promote biodiversity.

## ACTIONS

### Planning applications

The Council will:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.

- support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- consider what each proposed development might make in terms of biodiversity net gain.
- include policies in support of biodiversity within the neighbourhood plan.

## **Land and property management**

The Council will:

- carry out a biodiversity audit of its landholdings.
- consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's [regulations for plant protection products](#).
- take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- source sustainable materials when procuring supplies for the Council's use
- consider biodiversity issues and the implementation of changes when managing its buildings.

## **Local community**

The Council will:

- raise public awareness of biodiversity issues, including through its website and newsletters.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

## **Partners**

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

## **MONITORING**

This policy was adopted on **xx** (Minute reference **yy**) and will be reviewed in two years or sooner should legislation dictate / each year at the Annual Meeting. A summary of how the policy has been implemented will be published annually, with reference to the original biodiversity audit to show progress.

## DRAFT MODEL ACTION PLAN

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
Whole council area	Raise local awareness of biodiversity.	Gain local support for action.	Ongoing	Newsletter, social media, website
Protect and support biodiversity	Encourage suitable planting to support biodiversity.	Connect & diversify habitats to meet the needs of a variety of wildlife species	Ongoing	Mapping
Cemetery / churchyard	<p>Additional planting</p> <p>Maintain and renew bird boxes as required.</p> <p>Adopt a plan to support wildlife and diversity whilst maintaining the site in a way which enables visitors to experience quiet and calm remembrance.</p> <p>Leave leaf litter and dead vegetation wherever possible as a habitat for invertebrates.</p>	<p>Increased diversity of habitats and food sources</p> <p>Increased cover for invertebrates, reptiles, amphibians and small mammals.</p> <p>Encouraging insects particularly butterflies and bees.</p>		
Recreation ground	<p>Sympathetically maintain hedging.</p> <p>Leave some areas unmown.</p> <p>Only use environment friendly pesticides where absolutely necessary and only in ideal weather conditions.</p>	<p>Food sources and cover</p> <p>Encourages insects.</p> <p>Sustain and enhance natural habitats.</p>		
Common / other open spaces	<p>Adopt a management plan.</p> <p>Encourage residents to remove litter and pick up after their dogs.</p> <p>Work with the county council on verge management, favouring biodiversity but noting which areas may need cutting for highway safety.</p> <p>Encourage residents to adopt areas to look after, making it clear what is expected e.g. peat free compost and no chemicals.</p>	<p>Sustain and enhance natural habitats.</p> <p>Protecting habitats</p> <p>Protecting/enhancing habitats</p> <p>Regular attention.</p>		



SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
The Built Landscape	<p>Ensure that planning consultations are considered against the requirements of the Neighbourhood Plan</p> <p>Encourage hedgehog/small animal highways with permeable boundaries</p>	<p>Protecting/enhancing habitats</p> <p>Extending habitats.</p>	Ongoing	
Increase community awareness of biodiversity	<p>Ask residents for their views on what they would like to be done to conserve biodiversity within the parish.</p> <p>Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in the parish magazine.</p> <p>Create a page on the parish council website for photographs / information / links</p> <p>Encourage local farmers to contribute.</p> <p>Provide seed bombs / bulbs etc. for residents' use.</p> <p>Discourage floodlighting.</p>	<p>Engagement/ownership of biodiversity</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Extending habitats.</p> <p>Protect nocturnal animals.</p>	Ongoing	Neighbourhood plan consultation
Support Community Projects	<p>Support hedge/tree planting in any appropriate areas.</p> <p>Work in partnership with the school to develop young people's awareness of the environment around them.</p> <p>Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.</p>	<p>Extending habitats.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p>		

## **RESPONSE TO THE BIODIVERSITY DUTY**

### **1. What action are we already taking to conserve and enhance biodiversity?**

Examples:

#### Council Owned Parks, Open Spaces and Woods

- Hedge row planting: over 500 hedging whips planted at Diamond field. Further areas to be identified.
- Tree planting: A mixed stand of native trees to be planted in each ward, in commemoration of the fallen in WW1 and WW2.
- Where safe to do so, off-cuts of trees and other vegetation are left in situ so as to provide habitats for insects.
- Selected areas to edges of parks and open spaces are 'left long' during pollination season.
- Reduced glyphosate use and active search for replacement products and/or methods.

#### Council's other properties

- Gradual phase-out of wet-pour rubber safety surfaces. To be replaced with rubber matting installed over grass.
- Investigating phasing out single-use plastics in cemetery
- Where safe to do so, selected areas of cemetery are 'left long' during pollination season.

#### Roadsides and Verges

- Wildflower verge planting initiative on Cozens Hardy Road and Colindeep Lane.
- Where safe to do so, selected roadside verges and roundabouts are 'left long' during pollination season.

#### Working with Partner Organisations

- Planning applications (large or small): commenting on landscaping plans, planting schemes, maintenance schedules and loss of natural environment.
- Working with The Conservation Volunteers (TCV) to maintain the Millenium Wood and undertake ground works to encourage biodiversity therein.

## **2. Agree what further steps we should take to conserve and enhance biodiversity.**

Examples:

### **NALC Model Bio-Diversity Policy**

Consider adoption of the NALC Model Bio-Diversity Policy (attached in agenda papers).

Particular attention should be given to the model policy's commitment to carry out a biodiversity audit of Council's landholding. Biodiversity audits are typically conducted by a professional specialist ecological surveyor, and are paid for by the commissioning party (which in this case would be Town Council).

### **Further Information and Training**

Norfolk ALC are running a two-hour Zoom session on Biodiversity on Friday 9<sup>th</sup> February between 12:30-2:30pm. This session will advise on practical measures to help enhance local habitats and wildlife.

For members of Norfolk ALC councils, the session is £30 + VAT.

### ***Sprowston Town Council Decision Required:***

***A. Consider investigating options for conducting a bio-diversity audit of Council's land holdings***

***B. Consider adopting an appropriate Bio-Diversity Policy***

***C. Nominate Councillor/s to attend Biodiversity Zoom session on 9<sup>th</sup> February 2023***

**Sprowston Town Council**  
**PLANNING APPLICATIONS – 06 December 2023**

<b>Broadland DC App. No</b>	<b>Location</b>	<b>Description</b>	<b>Type</b>
2023/2766	276 Constitution Hill Sprowston Norfolk NR6 7RD	Single storey side extension with internal and external alterations	Householder
2023/3391	21 Church Lane Sprowston Norfolk NR7 8AY	Variation of condition 2 of 20160457- Alter hip roof at rear to gable and enlarge 2 rear windows in height. Change downstairs bedroom to dining area and change the window to patio doors and add highline window. Form covered area over front door.	Removal/Variation of Condition (S73 / S19)
2023/3476	38 Russell Avenue Sprowston Norfolk NR7 8XE	Single storey rear extension to replace conservatory	Householder
2023/3489	1 Saint George Loke Sprowston Norfolk NR7 8TJ	Single storey side extension with link extension to existing garage	Householder
2023/3492	36 Russell Avenue Sprowston Norfolk NR7 8XE	Single storey side and rear extension	Householder
2023/3512	60 Linacre Avenue Sprowston Norfolk NR7 8PF	Proposed single storey rear and side extension	Householder
2023/3556	School Lane Sprowston Norfolk NR7 8TB	Single storey side & rear extension	Householder
2023/3560	Verge At North Walsham Road Beeston St Andrew Norfolk	Installation of 1 no. 20m telecommunications streetworks pole, 1 no. equipment cabinet, 1 no. meter cabinet and associated ancillary development.  For further information see: <a href="https://info.southnorfolkandbroadland.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&amp;keyVal=S4L3A7OQI6F00">https://info.southnorfolkandbroadland.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&amp;keyVal=S4L3A7OQI6F00</a> "Site specific supplementary information (Report K)"	Prior Notification - Telecommunications
2023/3570	28 Lone Barn Road Sprowston Norfolk NR7 8HZ	Proposed single storey rear extension	Householder

## Specimen Terms of Reference for Neighbourhood Plan Steering Groups

Having a written constitution or terms of reference in place can help working groups by giving direction and a focus to the process. This is an example of what your group's terms of reference could look like.

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Note:

Proposed additions in green text.

Proposed deletions struck through, in red text.

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### Sprowston Neighbourhood Plan Review Working Group Terms of Reference - DRAFT

#### Purpose

The main purpose of the Working Group is to prepare a Neighbourhood Plan for the parish, on behalf of the Parish/Town Council, in line with the requirements of the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012, which sets out policies and proposals that seek to address the community's aspirations for the area.

In undertaking this role, the Working Group will:

1. Ensure that Neighbourhood Planning legislation, as set out in the Localism Act 2011, as well as the Neighbourhood Planning (General) Regulations 2012, are followed in the preparation and submission of the Neighbourhood Plan.
2. Set out a project timetable, featuring key milestones, and a budget for preparing the Neighbourhood Plan.
3. Seek appropriate funding to meet the costs of developing the plan.
4. In conjunction with the Town Clerk; plan, manage and monitor expenditure incurred in the preparation of the plan, up to the budget agreed by the Town Council, and report back to the Town Council on these matters.
5. Report regularly to the Town Council on progress with the preparation of the Neighbourhood Plan and make recommendations on any proposed content of the Plan.
6. Seek to gather the views of the whole community, including residents, groups, businesses, landowners etc., in order to inform the development of the Neighbourhood Plan.
7. Liaise with Broadland District Council and other relevant authorities and organisations in order to make the plan as effective as possible and to ensure that it remains in conformity with local, national and European planning legislation.
8. Be responsible for the analysis of evidence gathered from the community and elsewhere, development of local policies, and the production of the Neighbourhood Plan.

## Membership

The Working Group will include ~~up to~~ the number of members specified by the Town Council, including representatives of the Town Council and any ~~interested~~ members of the community, as approved and invited by the Town Council.

~~At the first meeting the committee will elect: a chairperson, a vice-chair, a secretary, and a treasurer.~~

The chairperson, and if deemed necessary; a vice-chair, shall be appointed by the Town Council.

All members of the Working Group must declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organisation, ownership or interest in land or a business or indeed any other matter likely to be relevant to the work undertaken by the Working Group.

## Meetings

The Working Group shall ~~meet every month, or as may be required~~ determine its own schedule of meetings. Notice of Working Group meetings shall be given by the Town Clerk to its members, by email or post, at least ~~five~~ three working days in advance of the meeting date. Notices must include details of the matters to be discussed.

Decisions on operational matters (relating to the process of preparing the Plan) shall be determined by a majority of votes of the Working Group members present and voting. In the case of an equal number of votes, the chairperson shall have a casting vote.

Decisions on matters relating to proposed content of the Plan shall be made by the full Town Council, following consideration of recommendations made by the Working Group.

The Working Group may decide the quorum necessary to conduct business – with a minimum of ~~five~~ three members.

The ~~secretary~~ Town Clerk shall circulate minutes to members of the Working Group ~~not more than 14 days~~ as soon as possible after each meeting.

## Working Groups

~~The Steering Group may appoint such working groups as it considers necessary, to carry out functions specified by the Steering Group. Each working group should have a nominated chair but this person does not have to be a member of the Steering Group.~~

~~Working groups do not have the power to authorise expenditure on behalf of the Steering Group.~~

## Finance

~~The treasurer shall keep a clear record of expenditure, where necessary, supported by receipted invoices. Members of the Steering Group, or a working group, may claim back an expenditure that was necessarily incurred during the process of producing the Neighbourhood Plan. This could include postage, stationery, telephone calls, travel costs, childcare costs etc. The procedure for claiming and rates for these expenses shall be drawn up by the treasurer and agreed by the Steering Group.~~

~~The treasurer will report back to the Steering Group on planned and actual expenditure for the project and liaise with the Parish / Town Clerk to set up a petty cash system and enable cash withdrawals and payment of invoices to be made, as required.~~

The Town Clerk shall keep a clear record of expenditure and reimbursements, as per Town Council policy.

## Changes to the Terms of Reference

These Terms of Reference may be altered and additional clauses added by agreement, shown by majority votes, of ~~the Steering Group~~ the Town Council.

**Sprowston Town Council Year Ending 31st March 2024****Summary Income & Expenditure by Budget Heading year to date to****30th September 2023**

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<b><u>Administration</u></b>					
Expenditure	114,642	237,646	123,046	123,046	48.2%
Income/Precept	405,593	237,646	-167,947	-	
<b><u>Allotments</u></b>					
Expenditure	3,507	6,750	3,243	3,243	52.0%
Income/Precept	4,892	6,750	1,918	-	
<b><u>Cemetery</u></b>					
Expenditure	68,639	125,336	56,697	56,697	54.8%
Income/Precept	91,409	124,736	33,327	-	
<b><u>Grants</u></b>					
Expenditure	14,897	28,000	13,103	13,103	53.2%
Income/Precept	28,009	28,000	-9	-	
<b><u>Diamond Centre</u></b>					
Expenditure	110,609	226,131	115,522	115,522	48.9%
Income/Precept	162,491	210,631	48,140	-	
<b><u>Parks</u></b>					
Expenditure	112,842	260,860	148,018	148,018	43.3%
Income/Precept	262,651	257,359	-5,292	-	
<b><u>Street Scene</u></b>					
Expenditure	60,057	108,311	48,254	48,254	55.4%
Precept	110,397	108,311	-2,087	-	
<b><u>Viking Community Hub</u></b>					
Expenditure	30,084	10,056	-20,028	-20,028	299.2%
Precept	10,056	10,056	0	-	
<b><u>Held Funds</u></b>					
Expenditure	447	-	-	-	-
Income	93	-	-	-	-
<b><u>Totals</u></b>					
Expenditure	515,276	1,003,090	487,855	507,883	51.4%
Income	301,397	209,388	92,009	n/a	143.9%
Precept	774,101	774,101	0	n/a	100.0%
<b><u>Surplus / Shortfall</u></b>	<b>560,222</b>	<b>-19,601</b>			
Transfers from reserves	19,600				
Surplus / Shortfall after reserves	579,822				



**Sprowston Town Council Year Ending 31st March 2024****Detailed Income & Expenditure by Cost Centre year to date to****30th September 2023****Administration**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
6001	Administration - Wages/Salaries	61,586	134,750	73164	45.7%
6002	Administration - Employers NI	5,988	13,000	7012	46.1%
6003	Administration - Superannuation	14,473	33,000	18527	43.9%
7005	Administration - Building Repairs	-	300	300	0.0%
7008	Administration - Insurance	8,024	9,720	1696	82.6%
7009	Administration - Legal Fees	765	3,000	2235	25.5%
7010	Administration - Bank Charges & Interest Charges	212	810	598	26.1%
7012	Administration - Audit Fees	1,875	4,500	2625	41.7%
7013	Administration - Parish News Letter	1,065	4,212	3147	25.3%
7014	Administration - Election Expenses	8,244	11,000	2756	74.9%
7015	Administration - Travelling	65	250	185	26.0%
7016	Administration - Phone/Communications	-	50	50	0.0%
7017	Administration - IT	5,259	10,100	4841	52.1%
7018	Administration - Website	-	1,500	1500	0.0%
7019	Administration - Cleaning	1,292	2,704	1412	47.8%
7020	Administration - Postage	266	150	-116	177.1%
7021	Administration - Stationery	604	1,000	396	60.4%
7022	Administration - Printing & Photocopying	355	540	185	65.7%
7024	Administration - Advertising	-	100	100	0.0%
7025	Administration - Subscriptions	3,400	2,500	-900	136.0%
7026	Administration - Publications	-	60	60	0.0%
7027	Administration - Training	55	1,500	1445	3.7%
7028	Administration - Health and Safety	165	1,000	835	16.5%
7029	Administration - Equipment Lease	762	1,600	838	47.6%
7030	Administration - Chairmans Allowance	146	200	54	73.0%
7040	Administration - Covid 19 Expenses	-	-	0	0.0%
7041	Administration - Recruitment Costs	-	-	0	n/a
7042	Administration - Sundries and Contingencies	42	100	100	41.8%
8100	Bad Debts	-	-	0	n/a
	<b><u>Total Expenditure</u></b>	<b>114,642</b>	<b>237,646</b>	<b>123,046</b>	<b>48.2%</b>
	<u>Income</u>				
4006	Administration - Bank & Investment Income	10,942	500	-10442	
4020	Administration - S.106 / CIL	157,505	0	-157,505	
4090	Administration - Precept	237,146	237,146	0	
	<b><u>Total Income</u></b>	<b>405,593</b>	<b>237,646</b>	<b>-167,947</b>	
	<b><u>Total Income Less CIL</u></b>	<b>248,088</b>	<b>237,646</b>	<b>-10,442</b>	
	<b><u>Transfer from Reserves</u></b>		<b>-</b>		
	<b><u>Surplus / Shortfall</u></b>	<b>290,951</b>	<b>0</b>		

**Sprowston Town Council Year Ending 31st March 2024****Detailed Income & Expenditure by Cost Centre year to date to****30th September 2023****Allotments**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
6101	Allotments - Wages/Salaries	1,699	3,750	2,051	45.3%
6102	Allotments - Employers NI	148	350	202	42.2%
6103	Allotments - Superannuation	383	850	467	45.0%
5101	Allotments - Vermin Control	535	640	105	83.6%
7104	Allotments - Water	587	760	173	77.3%
7106	Allotments - General Repairs	156	300	144	51.9%
5102	Allotments - Sundries and Contingencies	0	100	100	0.0%
	<b><u>Total Expenditure</u></b>	<b>3,507</b>	<b>6,750</b>	<b>3,243</b>	<b>52.0%</b>
	<u>Income</u>				
4101	Allotments - Allotment Rental	2,308	3,864	1,557	
4102	Allotments - Water Charges Received	428	760	332	
4103	Allotments - Admin Charge	30	0	30	
4091	Allotments - Precept	2,126	2,126	0	
	<b><u>Total Income</u></b>	<b>4,892</b>	<b>6,750</b>	<b>1,918</b>	
	<b><u>Surplus / Shortfall</u></b>	<b>1,385</b>	<b>0</b>		

**Sprowston Town Council Year Ending 31st March 2024****Detailed Income & Expenditure by Cost Centre year to date to****30th September 2023****Cemetery**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
6201	Cemetery - Wages/Salaries	37,732	66,500	28,768	56.7%
6202	Cemetery - Employers NI	2,656	5,000	2,344	53.1%
6203	Cemetery - Superannuation	6,887	16,500	9,613	41.7%
5211	Cemetery - Trees, Shrubs and Plants	0	500	500	0.0%
5215	Cemetery - Waste Disposal and Skip Hire	891	2,500	1,609	35.6%
5220	Cemetery - Maintenance/Equipment	4,459	1,900	-2,559	234.7%
5221	Cemetery - Memorial Wall Expenses	0	300	300	0.0%
5222	Cemetery - Benches Expenditure	1,345	1,400	55	96.1%
5223	Cemetery - Memorial Safety Repairs	0	165	165	0.0%
7202	Cemetery - Rates	1,270	2,781	1,511	45.7%
7203	Cemetery - Heat and Light	103	910	807	11.3%
7204	Cemetery - Water	82	120	38	68.1%
7205	Cemetery - Opening/Closing Gates	805	1,230	425	65.4%
7207	Cemetery - Cleaning	2,146	4,250	2,104	50.5%
7211	Cemetery - Loan Charges	10,262	21,000	10,738	48.9%
5202	Cemetery - Sundries and Contingencies	0	100	100	0.0%
5201	Cemetery - Equipment Container	0	0	0	0.0%
5224	Cemetery - Vermin Control	0	180	180	0.0%
	<b><u>Total Expenditure</u></b>	<b>68,639</b>	<b>125,336</b>	<b>56,697</b>	<b>54.8%</b>
	<u>Income</u>				
4203	Cemetery - Exclusive Rights Purchase	39,644	60,000	20,356	
4204	Cemetery - Interment	22,090	31,000	8,910	
4205	Cemetery - Memorials and Inscriptions	6,914	8,000	1,086	
4206	Cemetery - Benches Income	625	3,600	2,975	
4092	Cemetery - Precept	22,136	22,136	0	
	<b><u>Total Income</u></b>	<b>91,409</b>	<b>124,736</b>	<b>33,327</b>	
	<b><u>Transfer from reserves</u></b>		<b>600</b>		
	<b><u>Surplus / Shortfall</u></b>	<b>22,770</b>	<b>0</b>		

**Sprowston Town Council Year Ending 31st March 2024****Detailed Income & Expenditure by Cost Centre year to date to****30th September 2023****Grants**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
5307	Grants - Donations	2,500	6,500	4,000	38.5%
5308	Grants - Sprowston Supporting Our Community Together	0	0	0	0.0%
5311	SYEP - Outreach Worker and School Holiday Outreach	12,397	21,500	9,103	57.7%
	<b><u>Total Expenditure</u></b>	<b>14,897</b>	<b>28,000</b>	<b>13,103</b>	<b>53.2%</b>
	<u>Income</u>				
4305	Grants - Coronavirus Grants	0	0	0	
4307	Grants - Recycling Credits	39	30	-9	
4093	Grants - Precept	27,970	27,970	0	
	<b><u>Total Income</u></b>	<b>28,009</b>	<b>28,000</b>	<b>-9</b>	
	<b><u>Surplus / Shortfall</u></b>	<b>13,112</b>	<b>0</b>		

**Sprowston Town Council Year Ending 31st March 2024****Detailed Income & Expenditure by Cost Centre year to date to****30th September 2023****Diamond Centre**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
5415	Diamond Centre - Waste Disposal and Skip Hire	306	723	417	42.4%
5421	Diamond Centre - Room Hire Expenses	1,642	3,000	1,358	54.7%
5422	Diamond Centre - Equipment /Purchases	2,900	1,030	-1,870	281.6%
5424	Diamond Centre - Nursery Costs	0	150	150	0.0%
7402	Diamond Centre - Rates	8,233	17,280	9,047	47.6%
7403	Diamond Centre - Heat and Light	14,196	26,250	12,054	54.1%
7404	Diamond Centre - Water	953	1,188	235	80.2%
7405	Diamond Centre - Building Repairs	1,408	2,600	1,192	54.2%
7407	Diamond Centre - Cleaning and Supplies	21,496	40,500	19,004	53.1%
7408	Diamond Centre - Maintenance	2,467	13,710	11,243	18.0%
7411	Diamond Centre - Loan Charges	57,008	114,600	57,592	49.7%
7416	Diamond Centre - Phone / Communications	0	0	0	0.0%
5402	Diamond Centre - Sundries and Contingencies	0	100	100	0.0%
7409	Diamond Centre - Sinking fund for planned maintenance	0	5,000	5,000	0.0%
	<b><u>Total Expenditure</u></b>	<b>110,609</b>	<b>226,131</b>	<b>115,522</b>	<b>48.9%</b>
	<u>Income</u>				
4415	Diamond Centre - Hire of	31,710	80,000	48,290	
4416	Diamond Centre - Field Hire	0	0	0	
4417	Diamond Centre - Cinema Receipts	650	500	-150	
4418	Diamond Centre - Grants Received	0	0	0	
4094	Diamond Centre - Precept	130,131	130,131	1	
	<b><u>Total Income</u></b>	<b>162,491</b>	<b>210,631</b>	<b>48,140</b>	
	<b><u>Transfer from reserves</u></b>		<b>15,500</b>		
	<b><u>Surplus / Shortfall</u></b>	<b>51,882</b>	<b>0</b>		

**Sprowston Town Council Year Ending 31st March 2024****Detailed Income & Expenditure by Cost Centre year to date to****30th September 2023****Parks**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
6501	Parks - Wages/Salaries	25,478	57,000	31,522	44.7%
6502	Parks - Employers NI	2,213	5,500	3,287	40.2%
6503	Parks - Superannuation	5,739	14,500	8,761	39.6%
5508	Parks - Machinery Tool Repair / Replace	3,354	24,000	20,646	14.0%
5509	Parks - Playground Equipment Repairs	4,008	14,000	9,992	28.6%
5510	Parks - Horticultural Consumables	1,092	1,250	158	87.4%
5511	Parks - Trees, Shrubs and Plants	120	6,000	5,880	2.0%
5512	Parks - Sports Pitches Consumables	2,667	1,500	-1,167	177.8%
5513	Parks - Paths, Seats and Signs, Shelters	1,260	3,000	1,740	42.0%
5514	Parks - Fencing, Gates and Walls	65	3,000	2,935	2.2%
5515	Parks - Waste Disposal and Skip Hire	1,349	2,200	851	61.3%
5516	Parks - Fuel for Machinery	4,209	5,125	916	82.1%
5517	Parks - Health and Safety Inc. Protective Clothing	3,129	4,500	1,371	69.5%
5518	Parks - Pavilion	0	150	150	0.0%
5520	Parks - Dogs & Litter Bins	345	7,100	6,755	4.9%
7502	Parks - Rates	7,538	15,630	8,092	48.2%
7503	Parks - Heat and Light	2,543	9,100	6,557	27.9%
7504	Parks - Water	3,409	3,500	91	97.4%
7505	Parks - Building Repairs	3,083	4,000	917	77.1%
7507	Parks - Caretaking, Cleaning and Supplies	19,542	40,144	20,602	48.7%
7516	Parks - Phone / Communications	10	75	65	13.3%
7519	Parks - Training	1,089	4,000	2,911	27.2%
5502	Parks - Sundries and Contingencies	1,254	250	-1,004	501.6%
7517	Parks - Summer Events	9,595	12,000	2,405	80.0%
7518	Parks - Sinking fund for play equipment replacement	0	0	0	0.0%
7520	Parks - Vehicle Leasing	5,598	16,836	11,238	33.3%
7521	Parks - Building Maintenance and Servicing	4,151	6,500	2,349	63.9%
<b><u>Total Expenditure</u></b>		<b>112,842</b>	<b>260,860</b>	<b>148,018</b>	<b>43.3%</b>
	<u>Income</u>				
4508	Parks - Bowling Green Fees	4,375	3,631	-744	
4509	Parks - Cricket Square Fees	1,950	90	-1,860	
4510	Parks - Football Pitch Fees	7,175	3,586	-3,589	
4512	Parks - Pavilion Hire Fees	574	700	126	
4514	Parks - Grants Received	0	0	0	
4519	Parks - Recreation Ground Hire	0	850	850	
4520	Parks - Hire of Recreation Ground Office	0	0	0	
4521	Parks - Fete Fees	575	500	-75	
4095	Parks - Precept	248,002	248,002	0	
<b><u>Total Income</u></b>		<b>262,651</b>	<b>257,359</b>	<b>-5,292</b>	
<b><u>Transfer from reserves</u></b>			<b>3,501</b>		
<b><u>Surplus / Shortfall</u></b>		<b>149,809</b>	<b>0</b>		

**Sprowston Town Council Year Ending 31st March 2024****Detailed Income & Expenditure by Cost Centre year to date to****30th September 2023****Street Scene**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
6701	Street Scene - Wages/Salaries	10,191	20,620	10,429	49.4%
6702	Street Scene - Employers NI	885	1,405	520	63.0%
6703	Street Scene - Superannuation	2,296	4,949	2,653	46.4%
5603	Street Scene - Streetlight Maintenance	8,290	13,000	4,710	63.8%
5604	Street Scene - Notice Board and Signs	0	1,750	1,750	0.0%
5605	Street Scene - Grass Verges	16	1,000	984	1.6%
5606	Street Scene - Shelters	240	3,000	2,760	8.0%
7603	Street Scene - Heat and Light	37,263	60,900	23,637	61.2%
7611	Street Scene - Loan Charges	0	0	0	0.0%
5602	Street Scene - Sundries and Contingencies	0	0	0	0.0%
7607	Street Scene - Cleaning	876	1,687	811	51.9%
	<b><u>Total Expenditure</u></b>	<b>60,057</b>	<b>108,311</b>	<b>48,254</b>	<b>55.4%</b>
	<u>Income</u>				
4513	Street Scene - Delegated Verge Cutting	13,863	11,776	-2,087	
4096	Street Scene - Precept	96,535	96,535	0	
	<b><u>Total Income</u></b>	<b>110,397</b>	<b>108,311</b>	<b>-2,087</b>	
	<b><u>Transfer from reserves</u></b>		<b>0</b>		
	<b><u>Surplus / Shortfall</u></b>	<b>50,340</b>	<b>0</b>		

**Sprowston Town Council Year Ending 31st March 2024**

**Detailed Income & Expenditure by Cost Centre year to date to**

**30th September 2023**

**Viking Community Hub Development**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>					
5701	Viking Hub - Purchase	0	0	0	0	0.0%
5702	Viking Hub - Professional Fees	11,550	0	-11,550	-11,550	0.0%
5703	Viking Hub - Surveys, etc	0	0	0	0	0.0%
5704	Viking Hub - Water	0	500	500	500	0.0%
5705	Viking Hub - Caretaking/Cleaning	0	0	0	0	0.0%
5706	Viking Hub - Heat & Light	1,824	3,000	1,176	1,176	60.8%
5707	Viking Hub - Loan Charges	0	0	0	0	0.0%
5709	Viking Hub - Rates	10,132	6,556	-3,576	-3,576	154.5%
5710	Viking Hub - Building expenses	6,578	0	-6,578	-6,578	0.0%
	<b><u>Total Expenditure</u></b>	<b>30,084</b>	<b>10,056</b>	<b>-20,028</b>	<b>-20,028</b>	<b>299.2%</b>
	<u>Income</u>					
4100	Viking Hub - Rental income	0	0	0		
4097	Viking Hub - Precept	10,056	10,056	0		
	<b><u>To be Paid from CIL</u></b>	<b>18,050</b>	<b>0</b>	<b>-18,050</b>		
	<b><u>Total Income</u></b>	<b>28,106</b>	<b>10,056</b>	<b>18,050</b>		
	<b><u>Surplus / Shortfall</u></b>	<b>-1,978</b>	<b>0</b>			



**Sprowston Town Council Year Ending 31st March 2024****Detailed Income & Expenditure by Cost Centre year to date to****30th September 2023****Dementia Café/Heritage**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>					
5309	Dementia Café	357.07	n/a	n/a	n/a	n/a
5309	Heritage Society	90.00	n/a	n/a	n/a	n/a
	<b><u>Total Expenditure</u></b>	<b><u>447.07</u></b>	<b><u>n/a</u></b>	<b><u>n/a</u></b>	<b><u>n/a</u></b>	<b><u>n/a</u></b>
	<u>Income</u>					
3019	Dementia Café	93.00	n/a	n/a		
3019	Heritage Society	0.00	n/a	n/a		
	<b><u>Total Income</u></b>	<b><u>93.00</u></b>	<b><u>n/a</u></b>	<b><u>n/a</u></b>		
	<b><u>Surplus / Shortfall</u></b>	<b><u>-354.07</u></b>	<b><u>n/a</u></b>			

## **Sprowston Town Council Year Ending 31st March 2024**

### **Bank Accounts & Cash**

**30th September 2023**

1200	STC - General Account	461,304
1202	STC - Drawings Account	£0
1203	STC - Salaries Account	£9,798
1205	STC - Treasury Deposits	£0
1206	STC - SPR PAR COU IAS	£1,072,776
1207	STC - Active Saver Account	£1,071,147
1209	STC - Barclaycard Account	-£416
1210	STC - Petty Cash Account	£69

<b><u>Total Bank &amp; Cash Balances</u></b>	<b><u>£2,614,678</u></b>
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### **Cash Book**

Opening Balance 01/04/2023	£2,046,816
Add: Total Cash Receipts in year	£1,041,550
Deduct: Total Cash Payments in year	-£473,690
Round Up	£2
	<b><u>£2,614,678</u></b>

## Sprowston Town Council Year Ending 31st March 2024

### Balance Sheet as at

30th September 2023

#### Current Assets

Sales Ledger	22,002
Other Debtors	-2,357
Prepayments	0
Cash at Bank and in Hand	2,614,678
VAT Refund	13,950
Rounding	

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**£2,648,272**

Purchase Ledger	41,587
Receipts in Advance	0
Sundry Creditors	0
Salaries	0
PAYE & NI	0
Pensions	0

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**£41,587**

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**£2,606,685**

Reserves	
Parks Sinking Fund for play equipment replacement	30,000
Diamond Centre Sinking Fund for planned maintenance	5,000
Machinery Renewals Fund	20,000
Maintenance	25,000
Town Council Election Fund	0
Street Lighting Renewals Fund	45,000
Contingency Reserve Fund	200,000
Capital Fund	6,739
Diamond Centre Phase 4 Fund	35,000
Heritage Fund	3,055
Dementia Café Fund	3,522
General Fund	373,360
CLLR Ward	4,457
General Fund (P&L Acc) - current year	402,270
General Fund (P&L Acc) - prior year	87,921
CIL unspent - current year	157,505
CIL unspent - prior years	1,207,857
Rounding	

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**£2,606,685**



<b>Bank Reconciliation</b>		Second Quarter	30/09/2023
Sprowston Town Council Recreation Ground Road Sprowston, Norwich, NR7 8EW			
Financial year ending 31 March 2024			
Prepared by <u>Mr G Ranaweera</u> Mr G Ranaweera Clerk and RFO Dated <u>30/11/2023</u>			
Approved by <u>Mr W F Couzens</u> Mr W F Couzens, Chair of Sprowston Town Council Dated <u>30/11/2023</u>			
<b>Balance per bank statements as at 30th September 2023</b>	£	£	
General Account	461,304.14		
Treasury Deposit A/C NO2	-		
Drawings Account	-		
Salaries Account	9,797.79		
Treasury Deposits	-		
SPR PAR COU IAS	1,072,776.42		
Active Saver Account	1,071,146.95		
Barclaycard Account			415.88
Petty Cash Account	68.52		
Round down			2,614,678
<b>Less: un-presented cheques at 30th September 2023</b>			
Cheque number			
Cheque number			
<b>Plus: unbanked cash at 30th September 2023</b>			
Casual Bowls			
<b>Net bank balances as at 30th September 2023</b>			
<i>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows</i>			
<b>CASH BOOK</b>			
Opening Balance			2,046,816
Plus: Receipts in the year			1,041,550
Less: Payments in the year		-	473,690
Round up			2
Closing balance per cash book (receipts and payments book) as at 30th June 2023, must equal net bank balances above			2,614,678