

# **BUSINESS PLAN**

**2020 - 2024**

**Version 2**

**As at 6<sup>th</sup> December 2024**

## APPENDIX 1: ACTION PLAN

(R.A.G. rating as at 6<sup>th</sup> December 2023. Comments as at 6<sup>th</sup> December 2023 are shown in *blue italic text*)

### TIMESCALE

Short term: up to March 2021; Medium term: April 2021 to March 2023; Long term: April 2023 onwards

Ref. No.	Link to Neighbourhood plan	Lead/ Partners	Desired outcome	Timescale	Budget needed?	Specific action/s (where currently identified)	Comments
<b>Business Plan Theme 1: Improved communication</b>							
1.1		STC	Distribute the Town Council's newsletter to all households in Sprowston	Short term and ongoing	Yes	Ensure all new developments are served	Feedback from residents via Facebook and Councillors in the community
1.2a		STC	Increase the reach and effectiveness of the Council's information sharing	Short term and ongoing	No	Increase usage of, and engagement with, the Council's social media accounts	<i>Social media reach has been increased</i>
1.2b		STC	Increase the reach and effectiveness of the Council's information sharing	Short term and ongoing	No	Work with local publications to disseminate information and stories of local interest	<i>Articles sent to 'Just Sprowston'</i>  <i>More frequent contact with local reporters</i>
1.2.c		STC	Increase the reach and effectiveness of the Council's information sharing	Short	Yes	Replace shabby and broken notice boards. Install notice boards in newly adopted areas and to serve new schools	<i>Important notices are also posted on our bus shelters</i>

Ref. No.	Link to Neighbourhood plan	Lead/ Partners	Desired outcome	Timescale	Budget needed?	Specific action/s (where currently identified)	Comments
1.3		STC	Provide annual report at Town Meeting	Ongoing - annual	No		Action Plan will be monitored and updated quarterly but Business Plan as a whole updated annually
<b>Business Plan Theme 2: Improved effectiveness of Council</b>							
2.1		STC	Conduct a review of training needs of both Councillors and staff following Governance Review and annually	Short term and ongoing	Yes	<i>Increase 2024/25 budget for training.</i>	<i>Training for new Councillors has been undertaken. Councillors notified of further training opportunities. Staff training plan in place.</i>
2.2		STC	Seek Local Council Award Scheme re-accreditation at Quality Gold level	Medium term/Long term	Yes		<i>Clerk attending info session 12/12/2023</i>
<b>Business Plan Theme 3: Increased influence / coordination in matters that impact on Sprowston</b>							
3.1		STC/BDC/NC C, Police and other service providers  Tree wardens; Developers;	Invite representatives of outside agencies to address the Council on key matters of interest	Short term and then ongoing	No	Encourage proactive round table discussions with key service providers, (particularly on parking, new Business Rate Retention Scheme, parks and youth activities; also increased	<i>Full Council may not be most appropriate forum for some of these discussions.</i>  <i>Smaller meetings with stakeholders are currently taking place</i>

Ref. No.	Link to Neighbourhood plan	Lead/ Partners	Desired outcome	Timescale	Budget needed?	Specific action/s (where currently identified)	Comments
		SYEP; Church; etc				involvement with Housing Group); with NCC on highways planning, public transport, with BDC increase coordination and proactive discussions ref Development Control	<i>(e.g.: BDC planning, Aslake Close, etc)</i>
3.2		STC	Appoint representatives to appropriate external local groups, agencies and committees	Ongoing	No	STC Member representation required for: Sprowston Senior Citizens' Social Club; Heritage History group; Grow Your Community Group	
<b>Business Plan Theme 4: Improved quality of Sprowston's Open Spaces, Parks and Woodland Areas and allotments</b>							
4.1		STC / BDC	Continue to improve dog fouling enforcement in open spaces, parks and woodland areas	Short term - ongoing	£200	Additional signage required at Windsor Park Gardens, <i>Millenium Woods, Rec tennis courts, bike track, etc</i>	Promote Broadland's Top Dog initiative and the need for dogs in general to be under proper control

Ref. No.	Link to Neighbourhood plan	Lead/ Partners	Desired outcome	Timescale	Budget needed?	Specific action/s (where currently identified)	Comments
4.2		STC / BDC (developers) / Members of the Public	Support initiatives for improving teenage / young adult provision in parks and open spaces, in partnership with BDC and members of the community	Medium term	Yes	<i>Deliver skate park</i>	<i>Ongoing STC support for SYEP outreach in parks, and urban Garden.</i>  <i>Repaint of Barkers Lane youth shelter</i>
4.3		STC	Encourage and facilitate the use of parks and open spaces as a site for events with a view to generating rental income for the park	Ongoing	No		<i>Can charging for use of parks be applied fairly and consistently on evenings, bank hols and weekends?</i>
4.4		STC	Consider options for increasing community involvement in Open Spaces, Parks and Woodland areas	Medium term	No	<i>Community planting events have been popular. More to be planned.</i>	Keep community apprised of progress re skate park. Possible work with young offenders via the Fringe Project
4.5a		STC	Increase provision of allotments	Short term	Yes	Explore options for unused land at Church Lane	<i>Land has been leased to SYEP for urban garden.</i> <i>(Delete this row).</i>
4.5b		STC / BDC/ Developers	Increase provision of allotments	Medium / Long term	Yes	Identify suitable land as part of new housing developments	<i>Beeston Park development identified as possible location for more allotments.</i>

Ref. No.	Link to Neighbourhood plan	Lead/ Partners	Desired outcome	Timescale	Budget needed?	Specific action/s (where currently identified)	Comments
4.6		STC/BDC	Identify and implement suitable use for Sprowston Diamond Centre field	Medium / Long term	Up to £160k depending on option chosen	<p>Infant play area, plus adult fitness equipment (site is large enough to accommodate both activities without interference)</p> <p><i>Field is occasionally hired out for football training. There is scope for more use of field for football or cricket nets, etc if floodlighting is properly addressed.</i></p>	<p>Clarion Housing and BDC have identified need for infant (&lt;6 years) play area close to Clover Hill estate. Would also suit children at the Nursery</p> <p>Adult gym equipment fits well with SDC use for fitness classes and STC objective to promote healthy activity</p> <p>Could include surfaced car park</p> <p>Consultation advisable</p>
4.7		STC	Review use of 2 nos. grass tennis courts near the 2 existing artificial tennis courts	Medium / Long term	Yes	Convert 1 grass court to 1 all-weather court; give over footprint of 2 <sup>nd</sup> court to enlarge children's play area	These 2 grass courts are difficult to maintain as no nearby water supply
4.8		STC/BDC	Complete public realm works at Blue Boar Lane Open Space	Short term	£3000 (funded from S106)	Install bins and benches furniture at Blue Boar Lane Open Space	Cost to be meet from S106

Ref. No.	Link to Neighbourhood plan	Lead/ Partners	Desired outcome	Timescale	Budget needed?	Specific action/s (where currently identified)	Comments
4.9		STC/BDC	Install adult gym equipment to promote use of parks and open Spaces for organised and casual fitness training	Medium Term / Long Term	Yes	Install outdoor gym equipment  <i>Running track mown into Barkers Lane field proved popular. Reinstate in 2024.</i>	See also Sprowston Diamond Centre field.  <i>Skate park area will include adult gym equipment</i>
4.10		STC	Repair/replace wet pour at Sparhawk play area	Short term	Yes	Obtain quote for repair or replacement of wet pour surface, and action as agreed	<i>Quotes are being gathered. Replace wet pour with grass and rubber matting</i>
4.11			Harrisons Wood – Woodland maintenance plan	When adopted, then ongoing	Yes		Awaiting hand-over from Broadland and corresponding commuted sum
<b>Business Plan Theme 5: Protection and management / maintenance of Sprowston's assets</b>							
5.1		STC / BDC / Developers	Include information on the Town Council website to clarify the process for allocation of land for development	Short term and ongoing	No	<i>Information has been included in Sprowston Matters</i>	This will also help distinguish between the Town Council managed site and the desire to increase provision.

Ref. No.	Link to Neighbourhood plan	Lead/ Partners	Desired outcome	Timescale	Budget needed?	Specific action/s (where currently identified)	Comments
5.2		STC / BDC	Draw up a list of key community assets in Sprowston (key community buildings and land) to be submitted to BDC for inclusion on a Community Asset list	Medium term	No	<i>Sports and Social Club, and Blue Boar pub entered onto Register of Community Assets</i>	Prioritised: Cottage Plantation Woods; Blue Boar Public House; Gurney Drive Woodland, Police Station; Hub building; Library; Senior Citizens Club; Royal Bengal Restaurant”
5.3a		STC	Keep in good condition any assets managed by the Town Council (e.g., Parks and Open Spaces, Sprowston Diamond Centre, street lights and bus shelters	Ongoing	Yes	Commission a condition survey of all bus shelters. Replace/refurbish as necessary	Investigate feasibility/cost of ‘real time’ bus information displays and if funding available from Bus Companies
5.3b			Keep in good condition any assets managed by the Town Council (e.g., Parks and Open Spaces, Sprowston Diamond Centre, street lights and bus shelters		Yes	Follow up on streetlight condition survey; commence streetlight phased replacement programme	Consider switching to LED lamps (large environmental impact). Use LEDs with warm colour hue (low blue-light content) and non-flicker cycle rate
5.4a		STC / SPC	Maintain war memorial at St Cuthbert’s		Y	Repointing of brickwork to brick platform	
5.4b		STC / SPC	Maintain war memorial at St Cuthbert’s		£2,375 plus inflation and VAT.	Fit security frames to name plaques	If planning permission not granted – explore alternatives.



Ref. No.	Link to Neighbourhood plan	Lead/ Partners	Desired outcome	Timescale	Budget needed?	Specific action/s (where currently identified)	Comments
							<i>Reconsider if this is needed.</i>
5.4c		STC	Recreation ground - build groundsman's facilities (WC, changing room) in yard		£9000	Build groundsman's facilities in rec yard	<i>Minor works are programmed to expand rest facilities. WC and changing/dry room still required.</i>
5.5		STC / BDC	Neighbourhood Plan – monitoring	Ongoing	No	<i>Budget needed, at least £10k Agree ToR for Working Group</i>	
5.6		STC	Sprowston Diamond Centre – address excess heat in Beryl Reed Sports hall		£27,000+ VAT	Install air conditioning in Beryl Reed Sports Hall	Monitor volume of requests by users before committing to expenditure
5.7		STC	Improve intruder prevention at Recreation Ground works yard - new security fence to rear of yard;  install new gate to changing room entrance	Short	£2,500+ VAT  £900+ VAT	Replace fence to rear of yard with taller security fence	Current fencing too low to prevent youths accessing yard and adjacent building rooves.  Fence around changing room entrance can be climbed upon and used to gain access onto roof  <i>ASB has decreased. Monitor situation and need for new fencing.</i>

Ref. No.	Link to Neighbourhood plan	Lead/ Partners	Desired outcome	Timescale	Budget needed?	Specific action/s (where currently identified)	Comments
5.8		STC	Recreation ground – Bowls pavilion	Short / Medium	£1900+ VAT	Replace section of car park fence behind bowls pavilion with higher non-climb fencing so as to prevent access from car park to pavilion roof	Anti-Social Behaviour has included children climbing on bowls pavilion roof  <i>ASB has decreased. Monitor situation and need for new fencing.</i>
5.9		STC	Review position and number of CCTV cameras	Medium term	Dependant on result of review	<i>Portable CCTV camera purchase for use in Cemetery</i>	<i>Consider if CCTV needed in Sparhawk toilets, and other parks and play areas</i>
<b>Business Plan Theme 6: Increased youth engagement and support</b>							
6.1		STC / SYEP	Work together to facilitate access to leisure activities for young people, particularly during the summer break	Medium term	Yes	<i>SYEP conduct more frequent outreach during summer break. Cricket club now on based at the Rec. Summer Fete</i>	Liaise with Cricket; Football and other sports clubs and organisations for young people.
6.2		STC	Work with Sprowston Schools to help improve access to information about leisure activities / clubs for their students	Medium term	Yes	Ensure events and links on STC are current and easy to find	<i>Schools are often better informed about 3<sup>rd</sup> party activities than we are.</i>  <i>Info about STC activities is sent to schools.</i>

Ref. No.	Link to Neighbourhood plan	Lead/ Partners	Desired outcome	Timescale	Budget needed?	Specific action/s (where currently identified)	Comments
6.3		STC/BDC/Developer	Deliver Skate park off Blue Boar Lane	Short term / Medium term	£45,000	Work with BDC and developers to deliver a skate park	<i>Budget to be recalculated. Significant fact finding and research already undertaken. Delay in transfer of site - Waiting on developers/BDC/Nplaw</i>
6.4		STC/YOT	Work with YOT restorative justice team to offer 'placements' for offenders	Medium / Long term	No	Liaise with YOT to identify opportunities	Fringe Project may also be potential partner
6.5		STC	Sprowston Rec – review use of under-utilised MUGA area	Short term / Medium term	Yes		Raise profile of this play facility – make sure people know it's there  <i>Recommend consultation on future use or revamp.</i>
6.6		STC	Sprowston Rec – resurface BMX track	Short / Medium Term	Yes	Obtain quotes for resurfacing BMX track and implement if agreed	
6.7a		STC	Sprowston Rec – Create new entrance from rec field into BMX track enclosure to encourage better use of track and reduce pressure on track entrance by Dixon Road	Short / Medium Term	£973+ VAT	Install a 2 <sup>nd</sup> gate in existing fence. facing tennis courts. Include self-closing gate to exclude dogs	<i>Gate installed.</i>

Ref. No.	Link to Neighbourhood plan	Lead/ Partners	Desired outcome	Timescale	Budget needed?	Specific action/s (where currently identified)	Comments
6.7b		STC / Youth groups / schools	Sprowston Rec – identify enhancements to unused areas of BMX track enclosure, e.g.: wheelie track, climbing wall, seats and shelters, benches, etc	Short / Medium term	Yes	Various feasible options. Consult with youth groups	Depending on option chosen may need to consult with neighbours
<b>Business Plan Theme 7: Improved quality of STC events and improved management of external events</b>							
7.1		STC	Continue to fund and support community events	Short term	Yes		STC to provide funding. Consider outsourcing any events which the Town Council manages
7.2		STC	Include information about local clubs and societies on the Town Council website and link through to other websites which promote events	Medium term	No		

Ref. No.	Link to Neighbourhood plan	Lead/ Partners	Desired outcome	Timescale	Budget needed?	Specific action/s (where currently identified)	Comments
7.3		STC / Youth groups	Summer holiday Youth event		See comments	Gauge interest from Youth groups. Arrange volunteers.	E.g.: mobile rock-climbing wall (£750+ VAT). An all-day event would allow some booked slots for local groups, plus 'open access' slots for all residents. Consider other holidays/weekends  <i>Superseded by summer fete?</i>
<b>Business Plan Theme 8: Increased impact of Community Grant Scheme</b>							
8.1		STC	Continue to fund Community Grants Scheme	Ongoing	£6,500		
8.2		STC	Increase active promotion of the STC Community Grants Scheme and any Broadland District Councillor grant schemes	Short term	No		BDC gives District Councillors a £500 grant fund to award to causes in their wards

Ref. No.	Link to Neighbourhood plan	Lead/ Partners	Desired outcome	Timescale	Budget needed?	Specific action/s (where currently identified)	Comments
8.3		STC / SYEP	Assist SYEP to employ a Community Outreach Worker in Sprowston (commencing early 2020) and fund two drop-ins in Sprowston	Medium / Long term	£10,000	Any funding to be ring-fenced for activity within Sprowston	To tackle Increased youth Anti-Social Behaviour in Sprowston  <i>Youth outreach worker employed and outreach is underway. Budget increased</i>
8.4		STC / SYEP	Fund a bank of hours for SYEP to employ a Community Outreach Worker in Sprowston (commencing early 2020) and fund two drop-ins in Sprowston	Medium / Long term	No	Provide SYEP free of charge use of Pavilion for drop-ins specifically aimed at harder to reach young people (may reduce amount of grant needed)	To tackle Increased youth Anti-Social Behaviour in Sprowston.  Investigate scope to use Barkers Lane
<b>Business Plan Theme 9: Improved environmental services and appearance</b>							
9.1		STC works with BDC	Review need for dog and litter bins, and frequency of emptying. Raise any problems with BDC	Ongoing	No		Includes parks and open spaces owned by STC
9.2		STC	Organise and promote volunteer litter pick event over the summer	Short	No		Events will be reliant on sufficient volunteers signing up. <i>A grassroots volunteer group has sprung up which STC supports with advice and resources</i>

Ref. No.	Link to Neighbourhood plan	Lead/ Partners	Desired outcome	Timescale	Budget needed?	Specific action/s (where currently identified)	Comments
9.3		BDC	Signpost community groups and individuals to BDC for support with community litter picks and Environmental Services	Ongoing	Yes		<i>Wherever possible, STC supports litter picks. Environmental issues are signposted to BDC</i>
9.4		STC	Continue to provide and finance dog and litter bins on recreational sites	Ongoing	Yes		<i>To include new areas in White House Farm</i>
<b>Business Plan Theme 10: Consistent safety of Sprowston's residents, workers, students and visitors</b>							
10.1		STC / SNT	Continue to work with Norfolk Constabulary to share information on local crime and safety issues. This includes Sprowston SNT attending Town Council meetings and the Town Council forwarding any enquiries and concerns submitted to them	Ongoing	No		Circulate scam awareness info
10.2		STC	Facilitate access to the Police by including Police contact information on the Town Council's website	Ongoing	No		<i>Police posters displayed. Articles in Sprowston Matters.</i>

Ref. No.	Link to Neighbourhood plan	Lead/ Partners	Desired outcome	Timescale	Budget needed?	Specific action/s (where currently identified)	Comments
10.3		STC / SNT	Continue to support and work together with the Safer Neighbourhood Area Meetings	Ongoing	No		
10.4		NCC / BDC Flood and Emergency Recovery Group	Continue to work with other members of the Flood and Emergency Recovery Group at BDC and NCC to build up community resilience and emergency preparedness	Ongoing	No		<i>STC raises concerns to NCC.</i>
10.5		STC	Provide information on the STC website related to Community Emergency Planning	Medium term	No		
10.6		STC / SNT	Maintain parks, open spaces and other public areas in a way that minimises risk of crime and Anti-Social Behaviour	Ongoing	Yes	Review planting, and maintenance schedules	
10.7		STC / NCC / SNT	Monitor traffic speeds and take action when necessary	Ongoing	Yes	Painting 20mph sign on Russel Avenue - <i>Request made to NCC highways: No action</i>	<i>SAM2s deployed regularly. Data sent to police. More frequent review of data by STC needed.</i>



Ref. No.	Link to Neighbourhood plan	Lead/ Partners	Desired outcome	Timescale	Budget needed?	Specific action/s (where currently identified)	Comments
							<i>STC has limited options for intervention.</i>
<b>Business Plan Theme 11: Improved standards in highways management and maintenance</b>							
11.1		Lead NCC  Lead BDC on road nameplates	Work with NCC on a long-term plan for road and pavement repairs in the town, including effective maintenance of roadside verges and appropriate and well-maintained signage	Medium term	No		Work with NCC highways Engineer, Parish Rangers and provide regular schedules of works in the Sprowston area.  <i>STC has limited options for intervention.</i>
11.2		Lead STC to lobby NCC	Liaise with NCC to influence scheduling of major road works so that, as far as possible, disruption to residents is minimised and peak commuter periods are avoided.	Ongoing	No		Request from NCC schedule of programmed road works etc  <a href="https://one.network/public">https://one.network/public</a> website shows any planned and ongoing Road works.
11.3		STC	Provide information on the STC website related to NCC	Ongoing	No		<i>Road closures etc notified on website and Facebook.</i>

Ref. No.	Link to Neighbourhood plan	Lead/ Partners	Desired outcome	Timescale	Budget needed?	Specific action/s (where currently identified)	Comments
11.4		Lead STC to lobby NCC	Lobby NCC to ensure that adequate budget is set aside for ongoing maintenance within any future capital works (e.g., for roads)	As required	No		
11.5		NCC - STC	Maintain an adequate supply of grit in winter gritting bins	Medium term	Yes		Purchase additional bins if required. Facilitate NCC in locating winter gritting bins in appropriate locations
11.6		STC	Allocate Town Council budget for emergency gritting into earmarked reserves to be available to supplement gritting in case of a severe winter, for example to improve the gritting of pavements	Short term	Yes		<i>Not STC core business. Consider if this is within our power to achieve, or if scope needs to be reduced?</i>
11.7		STC – NCC	Monitor and promote the public rights of way in the town in conjunction with NCC, and ensure Parish Rangers cut public rights of way when in Sprowston	Ongoing	No		<i>Constant chasing of NCC to cut and spray rights of way and footpaths.</i>

Ref. No.	Link to Neighbourhood plan	Lead/ Partners	Desired outcome	Timescale	Budget needed?	Specific action/s (where currently identified)	Comments
<b>Business Plan Theme 12: Improved local transport provision</b>							
12.1		STC – Passenger Transport Services NCC – House Builders	Lobby Passenger Transport Services NCC both directly and jointly with neighbouring parishes to improve the quality of service, particularly in terms of cost and scheduling, and introduction of Bus Rapid Transit system along Salhouse Road	Short term and ongoing	No		Sprowston service to railway station to be explored  Insufficient bus routes/stops on new developments
12.2			Ensure adequate cycling infrastructure	Short / Medium term	Yes	Harrison's Wood Cycle Track	Harrisons Woodland entry point for cyclists to be maintained with signage  <i>Share cycleway planned for Blue Boar Lane area</i>
<b>Business Plan Theme 13: Improved parking provision</b>							
13.1		Lead STC – BDC - developers	Lobby BDC (LPA) to ensure planning for any future housing developments includes adequate provision for parking	As required	No		Electric vehicle charging points to be included on new developments?  <i>LPA is not obliged to act on STC's requests, especially if requests are not supported in a local plan or planning guidance.</i>

Ref. No.	Link to Neighbourhood plan	Lead/ Partners	Desired outcome	Timescale	Budget needed?	Specific action/s (where currently identified)	Comments
13.2			Improve safety and efficiency of car park at Wroxham Road Shopping parade	Short term	No	Liaise with NCC highways engineer to use Member's allowance to fund installation of 'entrance' and 'exit' signs on car park	<i>"No exit" signs installed (courtesy of Cllr Ward's NCC Member's Highways fund)</i>
13.3			Reduce dangerous parking on verges outside Falcon Road Junior School	Short term		Liaise with NCC highways engineer and school	<i>Verge posts installed.</i>
13.4			Harrisons Wood carpark	Medium / Long term	£15,000	Install carpark / Consider a layby as an alternative to car park.	Traffic lights at crossing?  <i>Carpark under construction.</i>
<b>Business Plan Theme 14: Increased local influence on planning decisions and development</b>							
14.1		Lead STC – to lobby BDC, NCC and House Builders	Lobby County and District authorities to ensure Sprowston benefits from a fair distribution of support/ spend	Ongoing	No		
14.2		STC - BDC	Continue to comment on all key strategic planning documents and consultations that affect Sprowston, ensuring that the Council's knowledge and understanding of the local context is taken into account in decisions and conforms to the Sprowston Neighbourhood Plan	Ongoing	No		<i>Comments submitted. STC is reliant on the LPA taking its views in to account.</i>

Ref. No.	Link to Neighbourhood plan	Lead/ Partners	Desired outcome	Timescale	Budget needed?	Specific action/s (where currently identified)	Comments
14.3		STC	Review the way in which the Town Council currently considers and approves planning applications, ensuring that its recommendations are robust and clear	Medium term	No		Source training for Members, if requested
14.4		STC	Establish closer working relations with LPA (BDC) in particular with the Officers on the Planning Committee and Beeston Park Programme Board	Short term	No	Invite BDC planning representatives to attend a meeting with Town Council	<i>Regular Beeston Park and large development meetings underway</i>
14.5		STC	Encourage local residents to participate in any strategic planning consultations which impact upon Sprowston	Ongoing	No		<i>Opportunities are advertised on our website and Facebook, as and when these arise.</i>
14.6		Lead STC to lobby BDC	Work with LPA (BDC) to review mix of retail, community facilities and business properties	Long term	No		<i>STC submits comments on planning applications. STC is reliant on the LPA taking its views in to account. To be included in Neighbourhood Plan review.</i>
14.7		STC	Work with BDC to determine and ensure the best use of any retained business rate income	Short term	No		As per new policy on Business Rate retention from 2013

Ref. No.	Link to Neighbourhood plan	Lead/ Partners	Desired outcome	Timescale	Budget needed?	Specific action/s (where currently identified)	Comments
14.8		STC / BDC / Developers / Residents	Provide a community building / civic focal point / youth venue, to serve the new residential developments in North and East Sprowston	Long Term	Yes	Work with BDC to shape requirements and deliver building/facility through developer contributions	<i>STC has made its requirements known to the LPA. STC is reliant on the LPA taking its views in to account.</i>
<b>Business Plan Theme 15: Improved local housing provision</b>							
15.1		STC – BDC / Clarion Housing Association, Victory Housing, Trust Saffron Housing Trust	Establish a closer working relationship with Housing Associations and BDC in order to increase local influence and work together to improve satisfaction with housing provision in Sprowston	Long term	No		<i>New developments scrutinised for adequate social and affordable housing. Working with developers of White House Farm estate to improve services to residents. Not STC core business. Consider if this is within our power to achieve, or if scope needs to be reduced?</i>
15.2		STC	Include information about local Housing Policy and Provision on Town Council website	Short term	No		<i>To be included when website updated</i>
15.3		STC - BDC	Support the development of affordable homes on sites identified in the LDF Sites Specific Allocations of Land Plan and on appropriate new sites	Ongoing	See comments		Budget could be required if STC wanted to provide financial support to any Community Land Trusts or similar <i>Not STC core business. Consider if this is within</i>

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							<i>our power to achieve, or if scope needs to be reduced?</i>
15.4		STC	Continue to look for and review possible sites for affordable housing	Medium term	No		<i>Not STC core business. Consider if this is within our power to achieve, or if scope needs to be reduced?</i>
<b>Business Plan Theme 16: Retain quality health and social care services</b>							
16.1		STC – BDC – Stakeholders through Grow Your Community	Work in partnership with the relevant statutory and voluntary bodies, groups and agencies to ensure health and social care services meet residents’ needs and expectations	Ongoing	No/?		<i>Not STC core business. Consider if this is within our power to achieve, or if scope needs to be reduced?</i>
16.2		STC	Promote Grow Your Community by Including information on Town Council website	Short term	No		Link with Early Help Hub. Publicise via Sprowston Matters
<b>Business Plan Theme 17: Environment</b>							
17.1		STC	Improve Council’s energy efficiency	Long term	Yes	Move to LED lamps when Street lights are replaced	See also Assets. Use LEDs with warm colour hue (low blue-light content) and non-flicker cycle rate
17.2		STC	Increase carbon capture and prepare for climate change through management of the natural environment	Medium / Long term	Yes	Plant more trees to capture carbon and provide shade for play areas and open spaces	Explore planting of mature trees

Ref. No.	Link to Neighbourhood plan	Lead/ Partners	Desired outcome	Timescale	Budget needed?	Specific action/s (where currently identified)	Comments
17.3			Increase recycling on council sites	Medium / Long term	Yes		<i>Recycling bins to be rolled out to parks and open spaces.</i>
17.4a		STC	Reduce usage of 'single use' plastics	Medium / Long term	No	Investigate reducing plastic use in cemetery	
17.4b		STC	Reduce usage of 'single use' plastics	Medium / Long term	No	Review use of plastics across all STC activity	
17.5a		STC / NCC	Promote insects through conservation-conscious management of all green spaces and verges	Medium / Long term	No	Liaise with NCC highways to identify verges suitable for reduced cutting and/or safe planting.	
17.5b		STC / BDC/ Norfolk Wildlife Trust	Promote insects through conservation-conscious management of all green spaces and verges	Medium / Long term	£300	Instigate less intensive management of green spaces by cutting certain areas less and instead planting/encouraging appropriate plants	



## APPENDIX 2: FURTHER DETAIL ON KEY PROPOSED CAPITAL WORKS

### 4.12 Sprowston Diamond Centre (SDC) Field

This irregularly shaped site, measuring approximately 50m x 50m is located in a residential area on the opposite side of Neville Road to the Sprowston Diamond Centre. It is a large grass field, fully enclosed by high chain link fence with an area laid to a temporary car park surface sufficient for approximately 40 vehicles. The site is connected to the electricity supply.

At present the field is rarely used.

As with many of the more established parts of Sprowston, the area immediately surrounding the SDC field has a significant population of elderly residents.

Provision of free-to-use adult gym equipment would cater to the local adult and youth population whilst also complementing the Diamond's centres use as a sports and fitness venue. Potential would be created for fitness classes to move between indoor sessions at the Diamond Centre and outdoor sessions using the gym equipment on the field. All of which supports the Neighbourhood Plan's objective 11; "To encourage the development of healthy and active lifestyles".

Feedback from Norfolk County Council Children's Services, Broadland District Council and Clarion Housing Association (which maintains housing stock on the Clover Road estate (fewer than 5 minutes' walk away) suggests demand exists for play equipment suitable for younger children (6 years or younger) which is not catered for in the area. Given the proximity of their Clover Road estate Clarion Housing have indicated they may be willing to match fund a younger children's play area on this site. The presence of a nursery in the SDC building will also bring young children into the vicinity of the SDC field.

The field is large enough to accommodate both types of activity without interference to either.

**To date, estimates for mixed use of this site have been obtained from two suppliers:**

#### Supplier A

- Fenced **children's play area** with age-appropriate equipment and rubber mulch surfacing; **Adult gym equipment** area with rubber mulch surfacing; Enclosed 5-a-side/netball **Multi Use Games Area (MUGA)** on tarmac
- = £152,015 + VAT

#### Supplier B

- **Children's play area** with age-appropriate equipment, wet pour surfacing and low-level landscape mounds; **Adult gym area** with resistance-based gym equipment, tarmac surfacing with markings, **tarmac running track** with markings and rubber grass mat to overhead gym bars
- = £ 106,026 + VAT

As at 6<sup>th</sup> December 2023

### **5.3a Bus Shelters**

Town Council owns 9 bus shelters around Sprowston. These are of an age where a condition survey is recommended. It is expected that replacement/refurbishment of at least some shelters will be required.

Anticipated minimum cost of replacing all 9 shelters is £36,000 + VAT. Cost will increase if real time travel information displays are added.

The shelter on North Walsham Road (Pioneer Rd stop) is a high priority for replacement and installation of seating.

Replacement of shelters would also present opportunity to consider installation of new shelters at key stops where currently no shelters are provided. For example, several north bound stops on North Walsham Road are popular with young people studying at Paston Sixth Form College in North Walsham.

### **5.3b Street Light Replacement Programme**

Large portions of Town Council's street lighting stock are now approaching the end of their 25–30-year life expectancy. As this happens an increased lamp and column failure rate is to be expected.

Our most recent street lighting column condition survey (see summary below) identified a large number of columns as needing non-urgent replacement. The survey report classified these columns as 'Amber' condition.

#### **Summary of condition survey findings:**

- 387 columns as 'Green' (0% - 10% Loss of thickness / Danger Unlikely – PASS)
- 448 columns as 'Amber' (11% - 50% Loss of thickness / Danger Possible – FAIL)
- 4 columns as 'Red' (51% - 100% Loss of thickness / Danger Probable - FAIL).

Note: the 4 Red columns have been replaced.

#### **Replacement cost**

- Cost for replacing all 448 Amber columns with new columns and LED lamps is approximately £525,000 + VAT
- Given the non-urgent nature of the Amber classification, a phased column replacement programme could be rolled out over 6 years, at approximately £87,500+ VAT per year.

#### **Estimated energy savings**

Initial calculations show that moving to all-LED lighting stock will result in an approximate 69.0% saving in electricity consumed, with all the attendant savings in cost and carbon production.

The Latest LED lights are available in warm colours (i.e.: low blue light content) and with high cycle rates that eliminate flickering effects occasionally seen on older LEDs. Health concerns are therefore minimal.

As at 6<sup>th</sup> December 2023

### **6.3 Youth Engagement – Skate Park**

Town Council continues to work closely with Broadland District Council to ensure developers make good on their Section 106 obligation to provide a Skate Park and associated commuted sums.

It is expected that in order for Town Council to achieve the desired quality Skate Park, Council will need to contribute a sum of approximately £45,000 to this project.

The project is currently waiting on the developer to provide detailed costings.

### **6.7a & 6.7b Youth Engagement - Sprowston Recreation Ground**

Demand for youth outdoor recreational opportunities continues to grow. This is especially the case over the summer months when school holidays place heavier demand on existing children's play facilities, and longer day light hours increase the risk of anti-social behaviour from bored and frustrated youths. Residents have noted that older children are congregating in the younger children's play areas and using the larger items of play equipment for sun shade, which in turn prevents young children from playing on the equipment.

Improved youth facilities would offer youths an alternative place to go, freeing up those facilities originally intended for younger children.

Several options exist to improve youth facilities on Sprowston Recreation Ground. In particular the BMX track has areas of open ground that could be brought into use in a variety of ways

Some illustrative examples follow:

- Youth shelters x 2: £10,000 + VAT
- 3 metre climbing wall and safety surface: £7000 + VAT
- Benches and picnic tables (alternative to youth shelters, but will require shade): £1000 + VAT
- Tarmac wheelie track: £5000 + VAT
- Resurface BMX track: Cost to be obtained
- Refresh or repurpose enclosed basketball area: Cost dependant on desired usage

## Comments on Sprowston Business Plan 2024-2026

### Initiatives /Priorities

The Viking - should we have a separate workstream about the users ie finding someone to run the café

LED Streetlights

Review Neighbourhood Plan

Review, repair replace Noticeboards and bus shelters

Diamond Field facilities for residents – keep some for extra car parking

Emergency plan -review (I believe we have one)

Review Security eg CCTV

As part of reviewing Neighbourhood Plan have a residents survey to see what residents would like in their area – could include a questions of actions to deter parking on the verge ie posts

Review to see if more savings can be made by installing more solar panels

Harrisons wood - plan to adopt in 2025

Eradicate single use plastic by the Town Council

4.3 of the current plan refers to holding events – this could be to encourage other people to hold events eg on Barkers Field

### Additional points

Do we wish to revive Grow your own Community or to let this lapse.

We had a nice leaflet published in 2004 Sprowston Street Plan and Guide, could there be an up to date version on the Town Council website but a few printed copies are available for residents?

Judy Leggett

**Sprowston Town Council**

**Direct Debit Payments**

**Meeting Date: 22nd November 2023**

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
22.11.2023	6159635	British Gas Gas Bill to Diamond Centre for period 21 Apr 2023 to 21 Nov 2023	2634.10	526.82	3160.92	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
16.11.2023	6806	Filestream Filestream support & Maintenance	123.48	24.70	148.18	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
28.12.2023	100/23/0007325-Dec	Novuna - Ernest Doe Lease Rental Monthly charge Husqvarna P535 Outfront Ride On	933.00	186.60	1119.60	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
20.11.2023	U003920408	Peninsula HR services - Employment Services, Business Safe, Online Services & EAP	220.95	43.31	264.26	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
18.11.2023	320751854/23	Total Energies Electricity Bill to Street Lights for period October 2023	7172.81	1434.56	8607.37	
18.11.2023	320762690/23	Electricity Bill to Diamond Centre Floodlights for period October 2023	17.06	0.85	17.91	
18.11.2023	320762722/23	Electricity Bill to Diamond Centre for period October 2023	1003.23	200.64	1203.87	
			<b>8193.10</b>	<b>1636.05</b>	<b>9829.15</b>	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
03.11.2023	12746083	Wave (Anglian Water) Water Bill to Sparhawk Park for period 03 Oct 2023 to 02 Nov 2023	32.13	0.00	32.13	
<b>Total Direct Debits</b>			<b>12,136.76</b>	<b>2417.48</b>	<b>14,554.24</b>	

**Sprowston Town Council**

**Invoices To Pay**

**Meeting Date: 22nd November 2023**

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
23.11.2023	INV-7864	Cozens UK Ltd Streetlighting - 5x LED Lantern upgrades - 19 Allens Avenue, 224 Blithewood Gardens, 13 Dovedale's, 47 Greensborough Road & 14 Wilks Farm Drive	1,975.00	395.00	2,370.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
16.11.2023	CD-224005120	Culligan UK Limited Biodegradable Planet Cup x1000	58.19	11.64	69.83
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
16.11.2023	NNKFA	Dementia Café expenses	100.00	0.00	100.00
19.10.2023	2023	Reimbursement to R W J Young for wreath make Reimbursement to Mrs A Bishop for a Night Out Talk	65.00	0.00	65.00
			<b>165.00</b>	<b>0.00</b>	<b>165.00</b>
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
20.11.2023	J15199	Ernest Doe New Misc. Hort Dennis FT610 (part exchange - £1080)	6380.00	1276.00	7656.00
20.11.2023	J15096	New Fleming Transport Box 5Ft	540.00	108.00	648.00
			<b>6920.00</b>	<b>1384.00</b>	<b>8304.00</b>
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
22.11.2023	1013318592	Hays Temporary Ground Worker CS w/e 10/11/2023	261.90	52.38	314.28
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
17.11.2023	154476	HVW Ltd Hi-Vis 5-in-1 jackets x4 & Safety Wellington x4	277.40	55.48	332.88

<b><u>Invoice Date</u></b>	<b><u>Invoice No.</u></b>	<b><u>Details</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b> BACS
16.11.2023	769586	Intouch Systems Call Charges Oct 2023 & Service charges Nov 2023	33.19	6.63	39.82
<b><u>Invoice Date</u></b>	<b><u>Invoice No.</u></b>	<b><u>Details</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b> BACS
21.11.2023	202133	Switched on AV Supply and install: Denon AV receiver, speaker switch, stageline amplifier - Supply and installation of new Blu Ray player; all in Diamond Centre School Room	4867.50	973.50	5841.00
<b><u>Invoice Date</u></b>	<b><u>Invoice No.</u></b>	<b><u>Details</u></b>	<b><u>Net</u></b>	<b><u>VAT</u></b>	<b><u>Amount</u></b> BACS
20.11.2023	XYZ/GEN/243290	XYZ Training Group Ltd Multi persons ROLO Health and Safety training date on the 13th Feb 2024	1495.00	299.00	1794.00

**TOTAL OF INVOICES**

<b>16,053.18</b>	<b>3,177.63</b>	<b>19,230.81</b>
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**Transfer:** STC Active to STC Drawings a/c

-	-	<b>19,230.81</b> Trf 43
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**Transfer:** STC Active a/c to Salaries a/c

-	-	<b>33,000.00</b> Trf 44
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Councillor

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Councillor

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Town Clerk