



## NOTICE OF MEETING AND SUMMONS TO ATTEND

The Sprowston Town Council meeting to be held Wednesday 20 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 6 December 2023. Pages 1 - 9
5. To agree action/response arising from the minutes.
6. Correspondence
  - (1) Nationally Important Infrastructure Projects Page - Broadland District Council Planning Website. Pages 10 - 11
  - (2) Norwich Western Link Project Update. Page 12
7. To consider Grant Aid Requests (under s137).
  - (1) Sprowston Community Garden. Pages 13 - 17
  - (2) Sprowston Senior Citizens Club. Pages 18 - 21
8. To consider the Street Light Replacement Programme. Pages 22 - 30
9. Adjourn the meeting for a short break.
10. To review Viking Centre tenders received and to appoint a main contractor. Pages 31 - 47
11. To consider planning applications to 20 December 2023. Page 48
12. To review fees and charges for 2024-25:
  - (1) Sports Hire Fees Proposal. Page 49
  - (2) Cemetery and Memorial Fees Proposal. Pages 50 - 51
  - (3) Venue Hire Fees Proposal. Page 52
  - (4) Allotment Rents and Water Charges Proposal. Page 53
13. To consider the Precept Budget Analysis and Projection 2024-25. Pages 54 - 62
14. To set the Precept for 2024/25.

**Guy Ranaweera**  
Town Clerk

**15 December 2023**

Council Office. Sprowston Recreation Ground . Recreation Ground Road Sprowston ,  
Norwich.NR7 8EW

Tel: 01603 408063 Email: [townclerk@sprowston-tc.gov.uk](mailto: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 6 December 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 - J H Mallen  
S D Booth - A L Parker  
M G Callam - H W Tarlton  
R H Tovell

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

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

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**23/317. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

Councillor	Minute No. and Heading	Nature of Interest
M G Callam	Minute 23/300 Sprowston Youth Engagement Project	Trustee - Sprowston Youth Engagement Project
W F Couzens	Minute 23/331 Planning - Application 2023/3391	Acquainted with the applicant

**23/318. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Cllrs. A R Tipple, E H Tovell and K Vincent.

**23/319. RESIDENTS' QUESTIONS**

On the motion of Cllr. W F Couzens, seconded by Cllr. A L Parker, 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.

## **23/320. MINUTES**

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

Minute 23/310. Paragraph two, **delete** intened and **insert** intended

confirmed and signed by the Chair of the Council.

## **23/321. ACTION FROM MINUTES**

Viking Centre

Further to Minute 23/279, the Town Clerk reported tenders for the Viking Centre re-development had been received. He asked for volunteers to assess each application together with the Town Clerk and Bidwells Jason Menezes and make a recommendation to full Council.

Volunteers included Cllrs. B Baby, M G Callam, D Coleman and J Leggett to meet Friday 8 December 2023 at 12.30pm.

## **23/322. POLICE UPDATE**

Cllr. J Leggett reported Norfolk Constabulary's Safer Neighbourhood Teams priority setting meeting would be held Friday 8 December 2023 at 7.00pm in the Jones Room, Sprowston Diamond Centre, Sprowston.

Cllr. J H Mallen said there had been two road traffic accidents in the space of ten days in the vicinity of the parade of shops on Wroxham Road.

He asked if Council could speed up the process of introducing additional White H lines.

Building works at both the dentist and residential property opposite was exacerbating parking issues creating pinch points for larger vehicles causing tail backs at peak times.

The car park outside the parade of shops was under extreme pressure with shoppers, deliveries and patrons of the recently opened café.

Cllr. S D Booth commented that higher usage of the pedestrian crossing during the school run also impacted on traffic flow.

Cllr. D Coleman remarked that she had seen a large delivery vehicle circumnavigating Blenheim Road and Cozens Hardy Road as unable to find a parking space to unload. These residential roads were unsuitable for such large vehicles.

Cllr. H Tarlton suggested proprietors be encouraged to relook at the parking bay and make improvements.

It was agreed the Town Clerk contact Richard Pearson (Norfolk County Council's Highways Engineer) to review signage arrangements to improve ingress and egress to the car park.

### **23/323. CORRESPONDENCE**

#### **(1) Norwich Western Link Update**

Council noted the Norwich Western Link Project Update.

### **23/324. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

Cllr, M A Booth verbally reported:

- (1) A Broadland District Council meeting was due to be held 14 December 2023.
- (2) After much chasing, the developer had arranged for both dog and litter bins to be emptied on a regular basis at the White House Farm development. The delay was due to the original contractor refusing to empty litter bins containing dog faeces. A new contractor had since been engaged.

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

### **23/325. BEESTON PARK DEVELOPMENT**

Councillors discussed the Beeston Park illustrative master plan map (Rev K) and Council's requirements for recreational amenities.

It was noted the current design was different from previous plans submitted. Specific areas of divergence are:

- removal of the proposed village green and town centre
- decreased industrial/business land allocation
- absence of formal recreational amenities within the residential centre
- the reduction in existing woodland to accommodate development
- lack of green highways throughout the development

Council requested the inclusion of the following recreational and amenity facilities:

- Good quality land suitable for allotments
- A variety of football pitches (11s, 9s 7s), with onsite storage facilities for equipment; changing rooms; car parking
- A community building or hall
- Public access multi use games area
- 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 possible toilet facilities) for visitors to Beeston Park itself
- Formal recreational facilities within the residential area
- Retention of all existing mature trees (in particular; along Church Lane)
- Green highways
- Land provision for a health hub (doctor's surgery, dentist, etc)
- Land provision for a Community Centre/Village Hall

## **23/325. BEESTON PARK DEVELOPMENT (CONTINUED)**

- Swimming Pool (A 2020 survey of Sprowston residents identified this as a top two priority)
- A Town Centre as proposed in previous planning applications
- A plan to ensure public amenities are delivered to coincide with the occupancy of housing and not left to the very end of the house building programme

Council also questioned:

- The high density of housing
- The wisdom of diverting a major arterial road (B1150) carrying 1000's of vehicles per day into a residential centre and bisecting the development into two. Councillors noted this was contrary to recent trends in road planning where, increasingly, densely populated areas are bypassed to reduce excessive traffic and associated pollution for residents.
- Availability of the design code for this redesigned development and the ethos behind it
- Involvement of the company 'Urbed' as it appears to have ceased trading in January 2023
- The name of the current developers?
- The unclear route of the link road from Wroxham Road to Buxton Road, in particular the junction where the link road joins Wroxham Road

Council was hugely disappointed that despite its letter (dated March 2022) to Phil Courtier, Director of Place at Broadland District Council (BDC) and numerous meetings throughout 2023 with BDC's Major Development Manager Chris Raine, where Council had repeatedly requested recreational amenities and other facilities be included in the Beeston Park development (and any future large scale applications); the illustrative master plan submitted by the developers on 31 January 2022 had not been updated to take Council's wishes into account.

Council agreed a more detailed map including infrastructure was required.

Cllr. M A Booth offered to raise the Council's concerns with the District Council's Cabinet following submission of the Town Council's comments to Chris Raine.

**RESOLVED** Town Clerk to submit the Town Council's list of requirements for formal and informal recreational amenities in the upcoming Beeston Park development, plus details of any other concerns to Chris Raine.

## **23/326. 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**

Council supported the proposal to hold a Childrens' Film Show in Easter 2024 School Holiday.

Cllr's. J H Mallen and A L Parker volunteered to assist with the event.

## **23/326. REPORT OF THE TOWN CLERK (CONFIRMED)**

Cllr. M G Callam proposed, seconded by Cllr. R H Tovell to approve a Childrens' screening of "Wonka" (Cert PG) 10.00am on Thursday 4 April 2024 in Sprowston

Diamond Centre School Room with a ticket price of £2.00. On being put to the vote the motion was CARRIED.

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

Councillors noted the sewer running under the Council's Blue Boar Lane and Chopyngs Dole play areas is scheduled for major work with trial holes being dug commencing 8 January 2024 when machinery will access the open space and play areas.

Town Clerk to continue liaising with Anglian Water.

### **1.3 Millennium Woodland**

Further to the Town Clerk's report on conservation volunteers planting bulbs and clearance work at Millennium Woodland Cllr. D Coleman confirmed coppicing and planting of English Blue Bells had taken place.

## **CEMETERY**

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

## **STREET LIGHTING**

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

## **CENTRAL ADMINISTRATION AND PERSONNEL**

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

Council noted the appointment of a new groundsman from 8 January 2024 subject to references.

## **PLANNING AND TRANSPORTATION**

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

## **ATTACHMENTS**

### **6.1 Blue Boar Lane Sewer Maintenance Works - Email and Maps**

## **23/327. BIODIVERSITY DUTY UNDER THE 2021 ENVIRONMENT ACT**

Council considered its statutory duty under the 2021 Environment Act. Council received a model biodiversity policy and draft model action plan.

Cllr. J Leggett commented that whilst action plans were a good idea Council should carefully consider what it could achieve.

### **23/327. BIODIVERSITY DUTY UNDER THE 2021 ENVIRONMENT ACT (CONTINUED)**

The Recreational Facilities Working Group could look at the policy and draft an action plan.

The Town Clerk referred Councillor's to the NALC Model Bio-Diversity Policy and the commitment to carry out a biodiversity audit of Council's landholdings, typically conducted by a professional specialist ecological surveyor paid for by the Council.

He also advised Council's only obligation under the Act is to consider what they can do conserve and enhance biodiversity. The best intention is to adopt the policy as soon as possible.

#### **RESOLVED**

- (1) To consider investigating options for conducting a bio-diversity audit of Council's land holdings
- (2) Consider adopting an appropriate Bio-Diversity Policy and review the model policy.
- (3) Nominate Councillor/s to attend Biodiversity Zoom session on 9 February 2024
- (4) In the interim take the model policy under advisement.

Cllrs. M G Callam, D Coleman, W F Couzens, J Leggett and J H Mallen agreed to attend the Biodiversity Zoom session on 9 February 2024.

### **23/328. MEETING ADJOURNMENT**

On the motion of Cllr. W F Couzens, seconded by Cllr. S D Booth it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

### **23/329. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

- (1) Recreational Facilities Working Group (RFGW)

Cllr. J Leggett expressed her disappointment with regard to the RFGW's meeting with the District Council's Major Development Manager Chris Raine to discuss planning application 2023/1943 (Details of Condition 21 of 2014/0652 (21) Landscape proposals) Land at Blue Boar Lane. Given the size and complexity of the application it was thought the District Council's Planning department would be more helpful. However, it has been left to Town Councillors to sift through the application to ensure all Council's requirements are included the application and the Town Council has not been allocated areas of responsibility not previously agreed to.

- (2) Heritage Working Group

Cllr. Tarlton reported he had spoken to a local website designer who had not as yet responded with a price.



**23/329. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**  
**(CONTINUED)**

Cllr. B Baby advised that it would be significantly cheaper to outsource web design to another country.

Help will be required to migrate data.

Cllr. J Leggett was still concerned about the Statement of Requirements.

**23/330. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS**

Councillor W F Couzens reported:

- (1) the Chairman of Broadland District Council, Mayor of Norwich and himself had attended the Sprowston Dementia Community Café on 16 November.
- (2) He had attended the Christmas lights switch on at a property in Glenburn Avenue where over £12,000 was raised for charity.

**23/331. 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:

2023/2766 - single storey side extension with internal and external alterations at 276, Constitution Hill, Sprowston

2023/3391 - variation of condition 2 of 20160457 - alter hip roof at rear to gable and enlarge 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 at 21, Church Lane, Sprowston.

2023/3476 - single storey rear extension to replace conservatory at 38, Russell Avenue, Sprowston

2023/3489 - single storey side extension with link extension to existing garage at 1, St. George Loke, Sprowston

2023/3492 - single storey side and rear extension at 36, Russell Avenue, Sprowston

2023/3512 - proposed single storey rear and side extension at 60, Linacre Avenue, Sprowston

2023/3556 - single storey side and rear extension at 19, School Lane, Sprowston

**23/331. PLANNING (CONTINUED)**

2023/3560 - installation of 1 no. 20m telecommunications street works pole, 1 no. equipment cabinet, 1 no. meter cabinet and associated ancillary development at verge at North Walsham Road, Beeston St. Andrew

2023/3570 - proposed single storey rear extension at 28, Lone Barn Road, Sprowston

**23/332. AGREE TERMS OF REFERENCE FOR THE NEIGHBOURHOOD PLAN WORKING GROUP**

In response to a question from Cllr. J Leggett the Town Clerk said it was his understanding that benefits (25% Community Levy Receipts) associated with the existing Neighbourhood Plan remained in place until the new Neighbourhood Plan was adopted. He would make enquiries to confirm this.

Cllr. M A Booth proposed, seconded by J H Mallen to adopt the Sprowston Neighbourhood Plan Review Working Group draft, Terms of Reference. On being put to the vote the motion was carried.

**23/333. FINANCIAL YEAR ENDING 31 MARCH 2024 - SECOND QUARTER BANK INCOME AND EXPENDITURE REPORT TO 30 SEPTEMBER 2023**

The Town Clerk reported that despite inflating the 2022/23 budget to cope with rising energy costs the Council will still be overspent energy. Given the significant and ongoing price increases, careful consideration should be given to what could be an appropriate allocation for 2024/25.

In response to questions from Cllr. M G Callam the Town Clerk explained

Cost Centre 5502 - 501.6% of budget spent was due to the installation of a Water Fountain at Sprowston Recreation Ground.

Cost Centre 7020 - 177.1% budget spent was following bulk purchase of stamps prior to a price increase.

**23/334. FINANCIAL YEAR ENDING 31 MARCH 2024 - SECOND QUARTER BANK RECONCILIATION TO 30 SEPTEMBER 2023**

**RESOLVED** to approve and adopt the Bank Reconciliation to 30 September 2023.

**23/335. 2020-2024 BUSINESS PLAN AND BUDGET PLANNING FOR FINANCIAL YEAR 2024-25**

Councillors considered the Business Plan Action Plan and it was agreed the Town Clerk draft a revised plan to include the following for consideration at a future meeting of the Council:

1.2a Increase budget for website update

4.6 Explore feasibility for provision of an infant play area and adult fitness equipment on the Diamond Field

**23/335. 2020-2024 BUSINESS PLAN AND BUDGET PLANNING FOR FINANCIAL YEAR 2024-25 (CONTINUED)**

4.7 Obtain costings for converting one grass tennis court to all-weather and one grass tennis court to enlarge the enclosed children's play area on Sprowston Recreation Ground.

5.3b Proceed with phased streetlight replacement programme

5.4b Remove item

6.4 Include a statement to cover all potential partners

**23/336. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments to 6 December 2023 totalling £14,554.24 was approved and noted.

**23/337. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to 6 December 2023 totalling £19,230.81.

On the motion of Cllr. R H Tovell, seconded by Cllr. H Tarlton it was **RESOLVED** that payment of the schedule of invoices paid to 6 December 2023 totalling £19,230.81 be approved.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 9.40pm.

20 December 2023

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Chair

**From:** Lola Poole <Lola.Poole@southnorfolkandbroadland.gov.uk>  
**Sent:** 06 December 2023 13:02  
**To:** SNC Parish Clerks; BDC Parish Clerks  
**Cc:** Claire Curtis; Tracy Lincoln; Helen Mellors  
**Subject:** New Nationally Significant Infrastructure Projects (NSIP) Information Pages

Dear all,

We would like to make you aware that we have created some new webpages on the Planning page of Broadland and South Norfolk Councils website, relating specifically to local Nationally Significant Infrastructure Projects (NSIPs) within both districts.

We wanted to help our communities find quick and easy access to information regarding NSIP's and this was the driving force behind the webpage. It was fully appreciated negotiating the Nationally Significant Infrastructure Project website hosted by the planning inspectorate, can be time consuming, and often difficult to find the documents people actually want. The website will be continually updated as part of the project to ensure access to the most relevant information is provided. The page will hopefully be useful for all stakeholders, including the community, political members and parish councils impacted.

Link: <https://www.southnorfolkandbroadland.gov.uk/planning>

Here you will find the following information:

- 'About Nationally Significant Infrastructure Projects' which explains what they are, the Development Consent Process and the Local Authorities role.
- 'National Policy' which provides links to the governments new National Planning Policy Statements.
- Specific NSIP projects by type: National Highways Schemes; Offshore Wind Farms and Electricity.











These pages give an overview of the project, including which District host the project and what stage they are at in the process, with links to key documents and information, particularly the Development Consent Order as made (if determined, which contains the requirements (conditions) attached to the consent), land plans etc. and to the developer's website.

Additionally, the contact details for Orsted and Vattenfall, are available on the specific project pages, for communities to contact them directly regarding issues and concerns in respect of any works that are taking place.

There will be a mapping tool displaying the offshore windfarms and Norwich to Tilbury routes, this has yet to be developed and added to the web page.

## Planning

Nutrient pollution in the River Wensum Special Area of Conservation and the Broads Special Area of Conservation and Ramsar has affected our ability to grant planning permissions for some types of development. [Find out if your Development could be affected.](#)

<a href="#">Find and comment on a planning application</a> 	<a href="#">Planning advice</a> 	<a href="#">Conservation</a> 
<a href="#">Future development and local plans</a> 	<a href="#">Planning enforcement</a> 	<a href="#">Community Infrastructure Levy</a> 
<a href="#">Local land charge searches</a> 	<a href="#">Street naming and numbering</a> 	<a href="#">Building control and regulations</a> 
<a href="#">Nationally Significant Infrastructure Projects (NSIPs)</a> 		

Please do share with your communities.

Any queries or issues, please do let me know.

Kindest regards,  
Lola

**Lola Poole**  
**Project and Business Support Officer (Development Management)**  
Directorate of Place  
South Norfolk and Broadland District Councils  
t 01508 505420 e [lola.poole@southnorfolkandbroadland.gov.uk](mailto:lola.poole@southnorfolkandbroadland.gov.uk)



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## **Guy Ranaweera**

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**From:** Norwich Western Link <Norwichwesternlink@norfolk.gov.uk>  
**Sent:** 04 December 2023 13:21  
**To:** Guy Ranaweera  
**Subject:** Norwich Western Link Project Update

Dear Sir/Madam

I'm following up, as promised, on my email from Friday 24 November to confirm that my cabinet colleagues and I considered the cabinet report on the Norwich Western Link this morning and we approved all the recommendations in the report.

The next steps for the project include seeking approval for the increased project budget from a meeting of our full council on Tuesday 30 January.

I'm hoping by that point we might have more information from the Department for Transport regarding the suggestion that they increase their contribution to the project over and above the £213 million they have already committed. Bringing more national investment into Norfolk would of course be extremely welcome and it could mean that the local contribution we would need to make towards the cost of the project would actually be slightly less than we anticipated would be necessary when the previous budget was agreed in July 2022.

The project team are working hard to get the planning application documents updated so that these can be finalised and submitted early next year. As mentioned in my last email, 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. We'll email again before this point to provide another update and let you know how you will be able to view the documents and take part in the consultation.

In the meantime, I know that lots of you will be as pleased as I am that we are moving this much-needed project forward. It's important that we continue to invest in Norfolk's infrastructure, to tackle existing traffic problems, support local businesses and enable our road networks to cope with planned housing and job growth.

With Herring Bridge in Great Yarmouth nearing completion and construction due to start on Long Stratton Bypass next spring, and now with planning applications being finalised for both the Norwich Western Link and West Winch Housing Access Road in west Norfolk, we're making great strides in ensuring our county has the road infrastructure it needs for the future.

Best wishes,

Graham

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

## Guy Ranaweera

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**From:** David Townsend - [REDACTED]  
**Sent:** 13 December 2023 10:09  
**To:** Guy Ranaweera  
**Subject:** Re: Community Grant Scheme - Sprowston Community Garden  
**Attachments:** GRANT POLICY - Principles of grant aid.docx

Dear Guy

I am sending this email as a covering letter to Sprowston Town Council for matching funding for the Broadland District Council Community Grant Scheme. The amount of the grant awarded by BDC is £1500.00.

The money is to be used for improvements to Sprowston Community Garden, to extend the area that can be enjoyed by the local residents as a place to visit, rest, socialise and enjoy being in a green space in the centre of Sprowston.

I have read the Principles of Funding and agree to the terms.

Thank you (and Natasha Harpley) for your continued support.

Beverley Townsend

On behalf of Sprowston Community Garden (in the grounds of Sprowston Methodist Church)

Tel [REDACTED]

On Tuesday, 12 December 2023 at 14:14:55 GMT, Guy Ranaweera <guyranaweera@sprowston-tc.gov.uk> wrote:

Dear Cllr Harpley (with copy to David Townsend)

Thank you for your email, the contents of which I have noted.

To reduce the admin burden on the applicant, Sprowston Town Council will be pleased to consider the grant funding application form which Sprowston Community Garden submitted to the BDC Community Grant Scheme (and which you have kindly already forwarded to me).

However, we still need to request the following:

- Sprowston Community Garden submit written confirmation to us of the amount of funding required from the Town Council.
- Sprowston Community Garden confirm in writing their agreement to abide by our Principles of Funding (attached for information).

These can both be confirmed to me by email.

Please note, applications received after 13<sup>th</sup> December 2023 will be considered at the Town Council meeting of 24<sup>th</sup> January 2024.

Kind regards

Guy Ranaweera

Town Clerk

Sprowston Town Council

Council Office

Recreation Ground Road

Sprowston

NR7 8EW

T: 01603 408063

E. [GuyRanaweera@sprowston-tc.gov.uk](mailto:GuyRanaweera@sprowston-tc.gov.uk)

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**Community Grant Scheme application form – MUST BE COMPLETED BY SPONSORING MEMBER**

1. Councillor name

Natasha Harpley

2. Name of Group requiring funding

Sprowston Community Garden

3. Has the activity received funding from BDC in the last 2 years

No

4. Description of the project

Upgrade of garden space to create a community picnic area, including accessible tables. This will require the removal of an old tree stump, adding paving, compost bins, laying new turf, removal of green waste and new flower beds.

5. Outcomes of the project (please provide a brief summary of what the project expects to achieve):

This will diversify the already well loved community space and make it accessible for people who use wheelchairs.

6. What is the expected start date and end date of the project (please note that the funds need to be spent within a year):

This will depend on the weather and availability of volunteers/professionals but ASAP

7. Which of the Council's priorities does the application address? (You may tick more than one)

- ☒ Enhancing the quality of life and the environment
- ☐ Promoting a thriving economy
- ☐ Being business-like, efficient and customer aware
- ☒ Supporting communities to realise their potential

8. How does your application meet this/these priorities?

By making the area more accessible to people using wheelchairs, the project makes the garden more accessible and inclusive for the whole community. The picnic area and general garden upgrade improves the diversity of this space, its aesthetics, practicality and more environmentally friendly.

9. Does the project need any permission or consent to go ahead? (Planning, licensing, listed buildings or DBS checks etc.) If so, please provide details including Ref No's. and Officer details.

No

10. Who will run the project?

Contact details Beverly Townsend, [REDACTED]  
[REDACTED]

11. Total Cost of the project

£3250

12. How much is requested from the Community Grant Scheme?

£3000

13. How will the funding be used?

To pay for the dogger, picnic tables and all other materials needed to complete the project as described

14. Is there any match-funding available?

No but they will be using their Community at Heart prize fund to go towards this project  
If yes, please state the amount of funding you have and the fund source; also include whether the funding has been confirmed:

If no, how will you fund the rest of the project if there is no match funding?

15. Does your Local Parish/Town Council have CIL money available to support your project?

A) If yes, have you approached them for funding, have they agreed to support your project, please state amount being awarded

B) If the answer is yes but they are not prepared to support your project, please give reason why they are not supporting

No

## Guy Ranaweera

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**From:** Ken Lashley [REDACTED]  
**Sent:** 12 December 2023 23:31  
**To:** Guy Ranaweera  
**Cc:** Cllr Natasha Harpley; Bill Couzens; Trevor Bidle  
**Subject:** Re: Community Grant Scheme - Sprowston Senior Citizens Club

To Town Clerk, cc Council chairman

Hi Guy,

The trustees of Sprowston Senior Citizens Club wish to apply to the Town Council for matched funding for a project to replace our lighting with more energy efficient units. The estimate we have is for £974 + VAT ( £1168.80p by my calculation) and as you will have seen Broadland DC have offered us £600 towards the project. We can supply a copy of the estimate if required. I confirm that the trustees will abide by the council's Principles of Funding.

Yours sincerely,

Ken Lashley, treasurer

On Tue, 12 Dec 2023 at 14:14, Guy Ranaweera <[GuyRanaweera@sprowston-tc.gov.uk](mailto:GuyRanaweera@sprowston-tc.gov.uk)> wrote:

Dear Cllr Harpley (with copy to Ken Lashley)

Thank you for your email, the contents of which I have noted.

To reduce the admin burden on the applicant, Sprowston Town Council will be pleased to consider the grant funding application form which Sprowston Senior Citizens Club submitted to the BDC Community Grant Scheme (and which you have kindly already forwarded to me).

However, we still need to request the following:

- Sprowston Senior Citizens Club submit written confirmation to us of the amount of funding required from the Town Council.
- Sprowston Senior Citizens Club confirm in writing their agreement to abide by our Principles of Funding (attached for information).

These can both be confirmed to me by email.

Please note, applications received after 13<sup>th</sup> December 2023 will be considered at the Town Council meeting of 24<sup>th</sup> January 2024.

**Community Grant Scheme application form – MUST BE COMPLETED BY SPONSORING MEMBER**

1. Councillor name

Natasha Harpley

2. Name of Group requiring funding

Sprowston Senior Citizens Club

3. Has the activity received funding from BDC in the last 2 years

No

4. Description of the project

Replacement of old, inefficient strip lights with low energy bulbs

5. Outcomes of the project (please provide a brief summary of what the project expects to achieve):

To make the main hall of the club more energy efficient to both save money and lower their carbon emissions

6. What is the expected start date and end date of the project (please note that the funds need to be spent within a year):

This can start immediately and be completed within a few weeks

7. Which of the Council's priorities does the application address? (You may tick more than one)

- ☒ Enhancing the quality of life and the environment
- ☐ Promoting a thriving economy
- ☐ Being business-like, efficient and customer aware
- ☒ Supporting communities to realise their potential

8. How does your application meet this/these priorities?

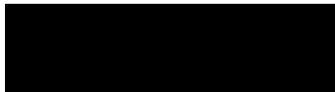
As a place used by many people on the community, by showcasing theory eco credentials, they will be setting a really positive example It will also save them money , giving them more money to spend on activities to support the community

9. Does the project need any permission or consent to go ahead? (Planning, licensing, listed buildings or DBS checks etc.) If so, please provide details including Ref No's. and Officer details.

No

10. Who will run the project?

Kenneth Lashley



11. Total Cost of the project

£1200

12. How much is requested from the Community Grant Scheme?

£1200

13. How will the funding be used?

To replace the old strip lights with new low energy bulbs

14. Is there any match-funding available?

No

15. Does your Local Parish/Town Council have CIL money available to support your project?

A) If yes, have you approached them for funding, have they agreed to support your project, please state amount being awarded

B) If the answer is yes but they are not prepared to support your project, please give reason why they are not supporting

No

## **Sprowston Street Lighting Proposals**

### **Purpose of Report:**

- To provide an asset management strategy, complete with costs, to the Town Council to make an informed decision regarding their street lighting asset.
- To provide mitigation measures based on structural testing reports previously received by the Town Council.
- To replace remaining lanterns to ensure all units in town are LED.
- Information regarding benefits of central management system (CMS) to control and monitor all lights.
- To carry out routine maintenance to lighting assets owned by the Town Council from 01 April 2024.

### **Asset Management:**

To protect the Town Council regarding column failure, structural testing is required to identify the longevity of the lighting columns. This test provides an indemnity against claims and is based upon the traffic light RAG system where a:

- Red defect - requires imminent replacement
- High Amber – replace within 3 years or retest
- Green – Retest in 5 years.

The results from this testing will also provide a forward ongoing column replacement programme that will compliment maintenance activities.

### **Energy**

As you will be aware, energy costs have recently experienced unprecedented increases. The energy costs Suffolk County Council (SCC) obtain, is Green Energy and benefits from economies of scale as the street lighting energy is purchased alongside the council's other activities. However, energy cost increased in 2022/23 to an average rate of around £0.36 pence per kilowatt hour; although this is higher than we would like, this figure was benchmarked against other authorities and is favourable in many cases, and we are hopeful this year's rate will see a reduction in this figure.

Suffolk Streetlighting have experience in employing energy reduction strategies to mitigate rising energy costs. Initiatives such as part night lighting and dimming alongside conversion of lanterns to LED is already employed in Suffolk and neighbouring counties whose lights Suffolk Streetlighting maintain.

### **Central Management System**

A CMS is proposed for the Town Council, currently as used by SCC, that monitors and controls the lighting units. This system monitors the street lighting and automatically reports faults as they occur; there is no need for night time scouting. The system also provides the facility to dim the lighting units and to implement part night lighting on any units the town council considers would benefit from this



approach and save energy. In essence the town council can have a switching strategy that is bespoke to them and takes into account local needs with individual lights operating at different times should this be required.

### Recommendation

To implement the asset strategy and reduce energy costs, the following recommendations are proposed:

#### *Structural Testing*

From the structural testing results received and assessing the Recommended Retest dates, it appears that 539 units are in date and do not currently require structural testing. Therefore, the remaining 316 columns require a test.

#### *Periodic Electrical Testing*

We do not have possession of any periodic electrical testing results at this time. The ongoing maintenance service we provide as part of our maintenance service allows for 1/6<sup>th</sup> of the asset to be electrically tested each year and costs for this are included below in the maintenance charges.

#### *Lantern Replacements*

To reduce energy costs and enable the central management system to be installed, it is recommended to replace the remaining lanterns to LED (792no.). A survey will need to be carried out to confirm quantities. We have provided approximate energy costs associated with the existing lighting, the savings associated where lantern replacements are carried out and also where part night lighting is implemented across the Town. We can also provide additional savings through dimming should the Town Council require.

#### *Enhanced Maintenance*

A single annual fee per lighting unit is charged that includes the following:

- Scheduled maintenance.
- A 10-day repair time for faults once reported to, or identified by, Suffolk Highways. Note that the central management system reports faults daily and therefore no time is lost awaiting reports. The 10 days is from light out to repair, not from report of light not working.
- A 6-year cycle of electrical testing, visual structural inspection (structural testing is charged separately) and associated record keeping, to satisfy safety legislation.
- A freephone reporting service for faults and on-line reporting system (complete with mapping) that can be accessed through the internet (via the SCC Website) by the public.
- Identification, reporting and management of faults with an electricity company supply.
- Maintaining the inventory of lights and agreeing the energy usage with the supplier.
- Local decision making on major replacements.
- Co-ordination of mains supply connections for new lighting.
- Management of legal requirements for working in the highway.

- Full replacement of lighting unit, inclusive of mains electricity connection, where involved in a road traffic collision or through vandalism, all at no cost to the Town Council

### **What will it cost?**

The **annual fee** will be calculated as the sum of:

1. **Enhanced Maintenance.**
2. **Energy:** - Current County contract rates + Climate Change Levy
3. **Management:**

**Inflation:** - Prices will vary annually according to a standard formula based on national price indices.

### **Joining the Scheme**

Participants can join at any time, effective from the first day of a calendar month, but preferably at the start of the financial year (1 April). This is subject to the following

- The agreement of any other party involved in any existing contract for the provision of energy or maintenance of the lights.
- The condition of all lighting units owned by the applicant is acceptable to the County Council and its Maintenance Contractor

### **Leaving the Scheme**

Participants can choose to leave the scheme from 31 March in any year, subject to giving 3 months' notice. It will also be possible to leave at other times, or with less notice, if the County Council agrees. The County Council will not withhold agreement unreasonably. The County Council must reserve the right to withdraw the service from 31 March in any year, subject to 3 months' notice, but there is no intention that the scheme will be of limited duration.

### **Paying for the Service**

The County Council pays its energy supplier and its maintenance contractor monthly. To simplify administration for all concerned, 100% of the annual charges to participants under the scheme will be invoiced at the end of the financial year and will include any adjustments for changes in the inventory during the year. The year-end invoice for the current financial year, will be invoiced during February, this to be paid by 31<sup>st</sup> March.

## Annual Costs:

The costs below are based on our predicted energy cost for this year and the expectation is that this will continue next year. It is our understanding that this predicted rate is less than you currently pay for your low-rate tariff, however as stated in the previous energy paragraph, it is very difficult to be accurate with these figures in today's market. Our energy costs have however previously been proved to be favourable in many cases when benchmarked against other authorities.

	Unit Cost	No. of Units	Total
Maintenance	£ 16.30	855 Lights	£ 13936.50
Energy Yr1 (approx.)	£ 0.30	229.139 KWH	£ 68741.70
Administration	10%		£ 8267.82
<b>Total</b>			<b>£ 90946.02</b>

## Lantern Replacements

Rates given below are for bulk orders of at least 250 lanterns, individual lantern replacements would attract a higher charge.

Lantern	Unit Cost	Quantity	Total
CU E950 15w	£ 363.46	788	£ 286406.48
CU P863 62w	£ 416.97	4	£ 1667.88
<b>Total</b>			<b>£ 288074.36</b>

For the CMS there will be a requirement to install a base station to enable communications. The cost for this, and for the individual GPS nodes, has been apportioned in the above figures.

## Column Replacements

From the structural testing results we were provided; the following have been identified for replacement based upon Red Results where next test date equals previous test date.

4no. Removal of existing column to tip including bracket arm and lantern, transfer of underground mains cable, installation of new 6m column complete with LED lantern, CMS node and all internal wiring.

For the sum of: £ 5988.20 plus VAT. (£ 1497.05 Plus VAT per column)

## **Structural Testing**

Form the records received, there are 316 units requiring a structural test. The cost for this would be as follows:

For the sum of:     £5018.08 plus VAT (£15.88 per test.)

Please note monthly invoices for non-routine maintenance works will be submitted to the town council for payment for works completed in the preceding month.

No allowance has been made within the rates for permits, road space booking or costs associated with these activities. Suffolk Streetlighting will provide a programme to Sprowston TC to arrange if required.

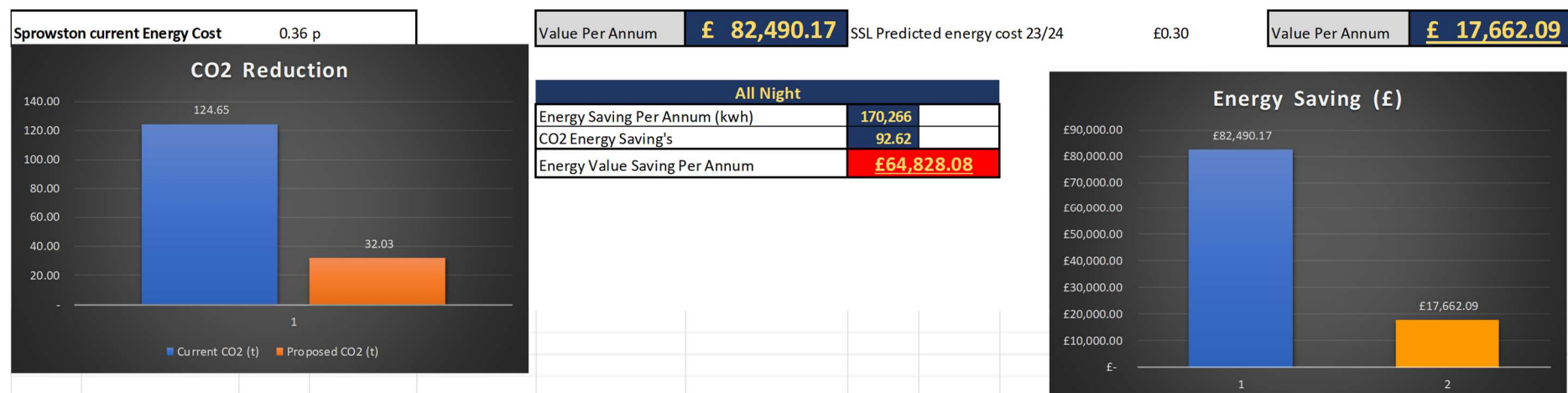
## **Energy Consumption**

The energy consumption charts below show a comparison between what we expect you to be paying for energy this year based on purely your low rate figure ( so your actual payment will be higher as some units are at a higher rate), compared to our predicted energy figure for this year. We use a composite rate, and this figure is averaged out across the year to give you your final invoice at year end.

From the information provided, a substantial saving can be made from changing to LED lanterns. In addition, further savings can be realised by having the dimming and switching options the CMS system can provide.

## 100% Power

Sprowston Replacements					All night			
Energy Consumption - Existing					Energy Consumption - Proposed			
Luminaires:	Switching	Circuit Watts	Quantity	Total Circuit Watts	Luminaires:	Circuit Watts	Quantity	Total Circuit Watts
Type 1 GR50	ANL	69	682	47058	Type 5 LED Stela, ASI ALN	21	63	1323
Type 2 GR70	ANL	90	25	2250	CU E950 ALN	16	788	12608
Type 3 Sapphire etc. CDMT	ANL	47	80	3760	P863 62 ALN	63	4	252
Type 4 150w SONT	ANL	180	4	720				
Type 5 LED Stela, ASD etc.	ANL	21	63	1323				
Type 6 unknown	ANL	90	1	90				
				0				0
				0				0
ANL Burning Hours	4151		<b>Total</b>	<b>55201</b>			<b>Total</b>	<b>14183</b>
PNL Burning Hours	2078							
Costing Period	1 Year		<b>Total</b>				<b>Total</b>	
			<b>per annum</b>	<b>1 Year kWh</b>			<b>per annum</b>	<b>1 Year kWh</b>
(Circuit Watts) x (Burning Hours) / 1000			<b>229139.351</b>	<b>229,139</b>	(Circuit Watts) x (Burning Hours) / 1000		<b>58873.633</b>	<b>58,874</b>
<b>CO2 Emissions</b>	0.544 (kg CO2 per kWh)				<b>CO2 Emissions</b>			
(kW hr's) x (CO2 per kWh)			<b>Total Tonnes</b>	<b>124.65</b>	(kW hr's) x (CO2 per kWh)		<b>Total Tonnes</b>	<b>32.03</b>



Clerks Note: STC's electricity supply is contracted with ESPO until 2028. Unit price is 36p per KWh. Comparison price for LEDs at 36p per KWh = £21,195

## Part Night Lighting Applied

Sprowston Replacements					PNL Hours (00:00-05:30=2347, 23:30 to 06:00=2078)			
Energy Consumption - Existing					Energy Consumption - Proposed			
Luminaires:	Switching	Circuit Watts	Quantity	Total Circuit Watts	Luminaires:	Circuit Watts	Quantity	Total Circuit Watts
Type 1 GR50	ANL	69	682	47058	Type 5 LED Stela, ASI PNL	21	63	1323
Type 2 GR70	ANL	90	25	2250	CU E950 PNL	16	792	12672
Type 3 Sapphire etc. CDMT	ANL	47	80	3760	P863 62 PNL	63	4	252
Type 4 150w SONT	ANL	180	4	720				
Type 5 LED Stela, ASD etc.	ANL	21	63	1323				
Type 6 unknown	ANL	90	1	90				
				0				0
				0				0
ANL Burning Hours	4151		<b>Total</b>	<b>55201</b>			<b>Total</b>	<b>14247</b>
PNL Burning Hours	2078							
Costing Period	1 Year							
			<b>Total</b>				<b>Total</b>	
			<b>per annum</b>	<b>1 Year kWh</b>			<b>per annum</b>	<b>1 Year kWh</b>
(Circuit Watts) x (Burning Hours) / 1000				<b>229139.351</b>	(Circuit Watts) x (Burning Hours) / 1000			
				<b>229,139</b>			<b>29605.266</b>	<b>29,605</b>
<b>CO2 Emissions</b>	0.544 (kg CO2 per kwh)				<b>CO2 Emissions</b>			
(kw hr's) x (CO2 per kwh)			<b>Total Tonnes</b>	<b>124.65</b>	(kw hr's) x (CO2 per kwh)		<b>Total Tonnes</b>	<b>16.11</b>

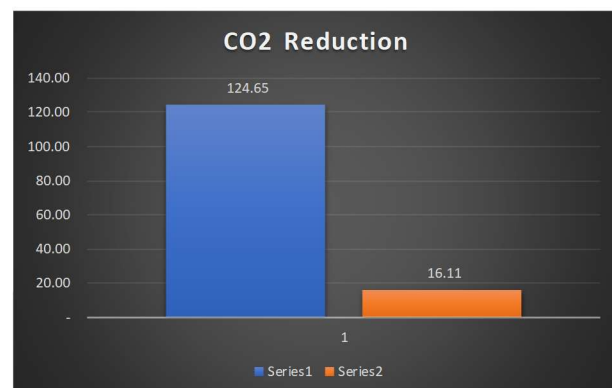
Energy Cost	0.36 p
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Value Per Annum	<b>£ 82,490.17</b>
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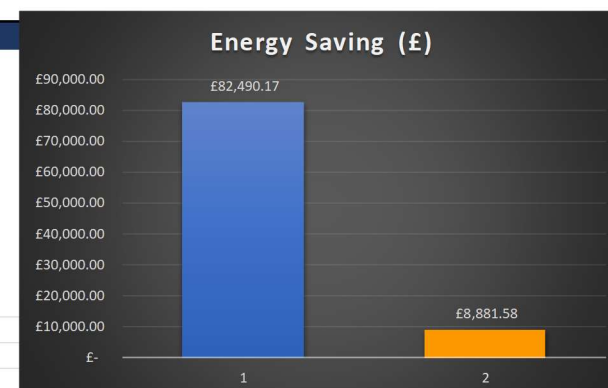
SSL Predicted energy cost 23/24

£0.30

Value Per Annum	<b>£ 8,881.58</b>
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PNL Hours (00:00-05:30=2347, 23:30 to 06:00=2078)		
Energy Saving Per Annum (kwh)	199,534	
CO2 Energy Saving's	108.55	
Energy Value Saving Per Annum	<b>£73,608.59</b>	





## 50 % Dimming applied

### Sprowston Replacements

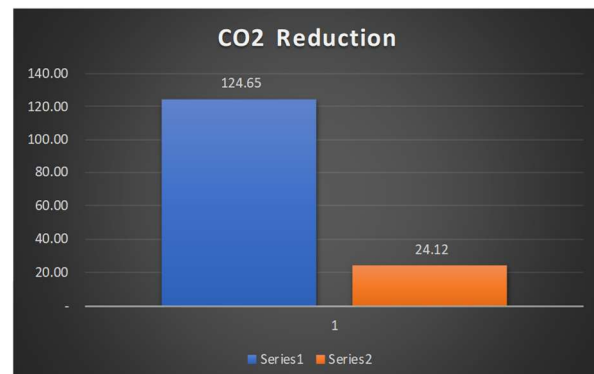
Energy Consumption - Existing					Energy Consumption - Proposed				
Luminaire:	Switching	Circuit Watts	Quantity	Total Circuit Watts	Luminaire:	Circuit Watts	Quantity	Total Circuit Watts	
Type 1 GR50	ANL	69	682	47058	Type 5 LED Stela, ASI PNL	21	63	1323	
Type 2 GR70	ANL	90	25	2250	CU E950 PNL	16	792	12672	
Type 3 Sapphire etc. CDMT	ANL	47	80	3760	P863 62 PNL	63	4	252	
Type 4 150w SONT	ANL	180	4	720					
Type 5 LED Stela, ASD etc.	ANL	21	63	1323					
Type 6 unknown	ANL	90	1	90					
				0					0
				0					0
ANL Burning Hours	4151		<b>Total</b>	<b>55201</b>			<b>Total</b>	<b>14247</b>	
DIM Burning Hours	2078								
Costing Period	1 Year		<b>Total</b>				<b>Total</b>		
			<b>per annum</b>	<b>1 Year kWh</b>			<b>per annum</b>	<b>1 Year kWh</b>	
(Circuit Watts) x (Burning Hours) / 1000			<b>229139.351</b>	<b>229,139</b>	(Circuit Watts) x (Burning Hours) / 1000		<b>44336.664</b>	<b>44,337</b>	
<b>CO2 Emissions</b>	0.544 (kg CO2 per kWh)				<b>CO2 Emissions</b>				
(kW hr's) x (CO2 per kWh)			<b>Total Tonnes</b>	<b>124.65</b>	(kW hr's) x (CO2 per kWh)		<b>Total Tonnes</b>	<b>24.12</b>	

<b>Energy Cost</b>	0.36 p
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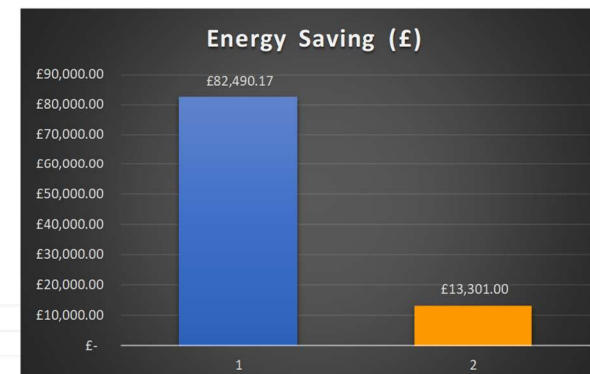
Value Per Annum	<b>£ 82,490.17</b>
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SSL Predicted energy cost 23/24 £0.30

Value Per Annum	<b>£ 13,301.00</b>
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50% dimming between midnight and 05:30		
Energy Saving Per Annum (kwh)	<b>184,803</b>	
CO2 Energy Saving's	<b>100.53</b>	
Energy Value Saving Per Annum	<b>£69,189.17</b>	



## 75% Dimming applied

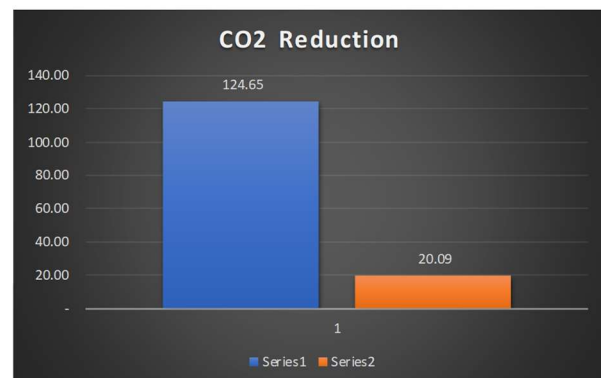
### Sprowston Replacements

Energy Consumption - Existing					75% dimming between midnight and 05:30				
Energy Consumption - Existing					Energy Consumption - Proposed				
Luminaire:	Switching	Circuit Watts	Quantity	Total Circuit Watts	Luminaire:	Circuit Watts	Quantity	Total Circuit Watts	
Type 1 GR50	ANL	69	682	47058	Type 5 LED Stela, ASI PNL	21	63	1323	
Type 2 GR70	ANL	90	25	2250	CU E950 PNL	16	792	12672	
Type 3 Sapphire etc. CDMT	ANL	47	80	3760	P863 62 PNL	63	4	252	
Type 4 150w SONT	ANL	180	4	720					
Type 5 LED Stela, ASD etc.	ANL	21	63	1323					
Type 6 unknown	ANL	90	1	90					
				0					0
				0					0
ANL Burning Hours	4151								
DIM Burning Hours	2078								
Costing Period	1 Year								
				<b>Total</b>				<b>Total</b>	
				<b>55201</b>				<b>14247</b>	
				<b>per annum</b>				<b>per annum</b>	
				<b>1 Year kWh</b>				<b>1 Year kWh</b>	
(Circuit Watts) x (Burning Hours) / 1000				<b>229139.351</b>	(Circuit Watts) x (Burning Hours) / 1000			<b>36935.3475</b>	
				<b>229,139</b>				<b>36,935</b>	
<b>CO2 Emissions</b>					<b>CO2 Emissions</b>				
0.544 (kg CO2 per kWh)									
(kW hr's) x (CO2 per kWh)				<b>Total Tonnes</b>	(kW hr's) x (CO2 per kWh)			<b>Total Tonnes</b>	
				<b>124.65</b>				<b>20.09</b>	

Energy Cost	0.36 p
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Value Per Annum	<b>£ 82,490.17</b>	SSL Predicted energy cost 23/24	£0.30
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Value Per Annum	<b>£ 11,080.60</b>
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75% dimming between midnight and 05:30		
Energy Saving Per Annum (kWh)	<b>192,204</b>	
CO2 Energy Saving's	<b>104.56</b>	
Energy Value Saving Per Annum	<b>£71,409.56</b>	

