

NOTICE OF MEETING **AND SUMMONS TO ATTEND**

**The meeting of Sprowston Town Council
will be held in the School Room at Sprowston Diamond Centre, School Lane, Sprowston
NR7 8TR on Wednesday 15 December 2021 at 7.30pm**

AGENDA

Item No.

1. To receive declarations of interest.
2. To receive apologies for absence.
3. To confirm the minutes of the Council's meetings held 17 November 2021 and 1 December 2021. Pages 1 - 15
4. To agree action/response arising from the minutes:
 - (1) Minute 21/022 (Asset of Community Nomination - Sprowston Sports and Social Club) For noting Page 16
 - (2) Minute 21/270 (3) (School Lane Planning Enforcement - Burdens Civils Site) For noting. Pages 17 - 19
 - (3) Minute 21/296 (Halsbury Homes development, proposals for street Names) Request to reconsider decision. Pages 20 - 25
 - (4) Minute 21/296 (2) (Land Adjacent 120 North Walsham Road - new road name) For noting. Page 26
5. To receive any Police Liaison Officer's report:
 - (1) Old Catton & Sprowston West Ward (Sprowston SNT) November. Pages 27 - 28
 - (2) Sprowston Central & East Ward (Sprowston SNT) November. Pages 29 - 30
6. To receive correspondence:
 - (1) Offshore Transmission Network. Pages 31 - 43
 - (2) Norfolk County Council Budget Consultation for 2022/2023. Pages 44 - 45
 - (3) To Consider Request for Double Yellow Lines on Falcon Road East. Pages 46 - 51
7. Viking Centre - To make decisions on car park and pedestrian route. Pages 52 - 54
8. To receive any written/verbal reports from Sprowston County and District Councillors. Page 55
9. To adjourn the meeting to allow members of the public and Councillors with prejudicial interests to speak.
10. To receive the report of the Town Clerk. Pages 56 - 57
11. Adjourn the meeting for a short break.
12. To consider planning applications to 15 December 2021. Page 58
13. To receive planning decisions:
 - Gamble Plant (Norfolk) Ltd - Salhouse Road, New Rackheath. Page 59
 - Tills Road - The Garage Sites, NR6 7QZ Page 60
14. To receive any written/verbal reports from the Council's Committees and Working Groups.
15. To receive any written and verbal reports from Councillors representing the Council on or at outside organisations.
16. To confirm the payment of accounts to 15 December 2021. Pages 61 - 63

17. To receive the schedule of direct debits.
18. To receive the schedule of credit card payments.

Page 64

Page 65



Guy Ranaweera
Town Clerk

8 December 2021

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

Footnote:

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

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

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

It should be noted that Councillors Mr J F Fisher and Mr J M Ward (Town Mayor) 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 both 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, apart from in the case of a tied vote when the Chairman will make the casting vote.

This Meeting is open to the Public and the Press. Copies of this Agenda and Draft Minutes referred to above are available from the Council Office. Signed copies of the Minutes may also be downloaded from the Council's website www.sprowston-tc.gov.uk (go to Agenda and Minutes page). They are available (unless marked confidential) for public inspection at the Council Offices during public opening hours.

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

MEETING OF SPROWSTON TOWN COUNCILLORS – 17 NOVEMBER 2021

At the meeting of the Sprowston Town Council held at the School Room, Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 17 November 2021, the following Councillors were present: -

Mr J M Ward – Town Mayor

Mr A J Barton	-	Mrs J Leggett
Mr M G Callam	-	Mr J H Mallen
Mr W F Couzens	-	Mr N Shaw
Mr J F Fisher	-	Mr G S Tingle
Mrs B J Lashley	-	Mrs K Vincent

In attendance

Mr G Ranaweera	-	Town Clerk and Responsible Financial Officer
----------------	---	--

Clare Lincoln	-	Sprowston Youth Engagement Project
Paul Wheeler	-	Sprowston Youth Engagement Project
Reverend Cannon Simon Stokes		
Cara	-	Sprowston Youth Engagement Project

1 member of the public was present

21/290. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Mr M G Callam	Minute 21/303 (1) - Queen's Jubilee	Sprowston Methodist Church - Managing Trustee
Mr J F Fisher	Minute 21/294 - Street Naming Policy	Member of Broadland District Council Planning Committee
Mrs J Leggett	Minute 21/293 - Sprowston Youth Engagement Project	Trustee
Mr J M Ward	Minute 21/294 - Street Naming Policy	Member of Broadland District Council Planning Committee

21/291. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Ms D Coleman, Mrs B Cook, Mr R J Knowles and Mrs C T Rumsby.

21/292. MINUTES

The Minutes of the Council's meeting held on 27 October 2021, having previously been circulated to all Councillors were subject to the following amendment

21/292. MINUTES (CONTINUED)

Councillors Present, **insert** Mr J F Fisher

Minute 21/275 **delete** 19 January 2021 and **insert** 19 January 2022

confirmed and signed by the Chairman / Town Mayor of the Council.

21/293. SPROWSTON YOUTH ENGAGEMENT PROJECT (SYEP)

Paper copies of SYEP's presentation were circulated at the meeting

Clare Lincoln reported during 2021 school summer holiday and October half term, SYEP delivered 3 hours of outreach in the day time and 3 hours in the evening, 6 days a week, on Sprowston Recreation Ground. During term time SYEP delivered two evening sessions per week. Over this period 163 young people were engaged. SYEP youth workers were initially met with suspicion by the young people but over time and by using activities such as sport and litter picking SYEP were able to overcome this.

Being located on Sprowston Recreation Ground over summer has raised SYEP's profile and allowed parents to also be engaged. Many parents have said they now feel more comfortable taking their children to the bike track on the recreation ground.

SYEP will be starting up a bike repair club in December as an alternative to a 'traditional' youth club

The SYEP caravan being located at the Church Lane car park from late October/November is working very well with young people and has allowed good liaison with PC Gill when necessary.

A large number of young people use the Edwards Road-end car park for scooters, bikes and skates. SYEP wanted to do something for them and organised two Activity Days held in September and October. 85 young people engaged in the first day, with 65 on the second day.

Cara, a young person, addressed Council to report she had experienced increased confidence and her communication skills had improved massively as a result of attending SYEP youth groups. She now supports SYEP's Saturday outreach.

Mrs B J Lashley asked if SYEP's urban garden would be able to make use of any of the now-unwanted items such as benches from the community garden at Sprowston library.

Clare replied that SYEP would be able to put the items to community use.

Paul Wheeler gave an update on SYEP's Urban Adventure Garden project advising the timeline had slipped due to several unforeseen technical issues such as signing the lease and preparing the planning application. The ideal time of year to start work would be February/March

SYEP wants the garden to be an intergenerational facility that also interacts with allotment holders.

Mrs K Vincent asked if SYEP had secured all the funding it required.

Paul Wheeler replied "not quite, but we can make it work"

21/293. SPROWSTON YOUTH ENGAGEMENT PROJECT (SYEP) (CONTINUED)

Council thanked Clare, Paul, Reverend Canon Simon, Clara and all involved with SYEP for their hard work.

21/294. ACTION FROM MINUTES

(1) Street Naming Policy

Further to Minute 21/216 (3), Council noted the email from Stuart Pontin, Business Improvement Team Manager at South Norfolk District Council and Broadland District Council (SNDC and BDC) confirming that there had not been a change in policy.

Mr J Ward advised that the Broadland District Council Place Shaping Committee had agreed that town and parish councils should be asked to provide a list of names before any development commences

Mr W F Couzens commented the policy seemed to have already changed, as can be seen in the street naming request for the development on North Walsham Road, later on in this agenda, to which Mrs B J Lashley agreed.

Mr J M Ward and Mr J F Fisher believed the policy had not changed as a developer's suggestions were just suggestions and town and parish councils did not need to agree to them.

(2) Offshore Windfarms update

Further to minute 21/216 (2), Councillors noted the October update email from Alison Shaw, Convener for the Norfolk Parish Movement for an Offshore Transmission Network (OTN)

Mrs B J Lashley felt Norfolk County Councillors should be urged to join the new group of East Anglian MPs and County Councillors (OffSET)

Mr J F Fisher replied County Councillors were considering it.

(3) Street Lighting - Barratt David Wilson Homes Development on Land South of Salhouse Road

Further to Minute 20/031 (3.2), Councillors considered the request from Charles Judson, Principal Planning Officer at SNDC and BDC to remove four proposed streetlights within a bat corridor on this development.

Mrs B J Lashley deemed pedestrian safety and crime prevention to be of paramount importance.

Mr M G Callam observed that the developer must have been aware of the bat corridor at the time the layout for the site was initially designed, and therefore the developer should have, from the outset, created a design that fully accommodated the bat corridor without compromising the lighting scheme.

21/294. ACTION FROM MINUTES (CONTINUED)

Mr J F Fisher noted that some residents prefer not to have street lights near their homes.

Several councillors suggested a compromise could be reached for the four lights in question.

Mrs J Leggett proposed, seconded by Mr W F Couzens to alternate low-height lighting that provides a reduced level of lighting, closer to ground level. On being put to the vote the motion was CARRIED.

(4) Summary of Income and Expenditure and Balance Sheet to 30 September 2021

Referring to Minute 21/285, Mr M G Callam queried if payment from Norfolk County Council had been received for the delegated function of verge cutting.

The Town Clerk responded that payment had been received. It has initially been posted to the wrong income nominal code but this had now been rectified.

(5) Verge Rewilding and Planting

Referring to Minute 21/274, Mr W F Couzens queried if clarification had been obtained from Norfolk County Council (NCC) regarding the 50cm strip of verge adjacent the footway that, under the restrictions of the current NCC license, would need to be 'kept clear' and therefore still need to be mowed.

The Town Clerk confirmed that NCC highways had agreed to reduce the required 'keep clear' distance to 50cm from the roadway (instead of footway). This should accommodate most, if not all verges in the pilot.

21/295. TO RECEIVE THE POLICE LIAISON OFFICERS REPORT

(1) Old Catton & Sprowston West Ward (Sprowston SNT) October

(2) Sprowston Central & East Ward (Sprowston SNT) October

Mr M G Callam queried if more detail was available on the incidences of arson, and public fear, alarm and distress noted in the Crime statistics update.

The Town Clerk replied that the arson relates to a car that was set alight for which a suspect has been identified and interviewed. There was also a small spate of Arsons a while ago; 3 incidents where bushes were set alight - a suspect has not been identified for these. All apart from 1 of the public fear, alarm, distress are neighbour issues, 4 of which are from the same parties where the suspect has been sectioned.

21/296. TO RECEIVE CORRESPONDENCE

(1) Halsbury Homes Development - Proposals for Street Names

Mrs B J Lashley remarked the proposed names bore no relevance to Sprowston and that the names represented a change in street naming policy.

21/296. TO RECEIVE CORRESPONDENCE (CONTINUED)

Mr W F Couzens noted that previously Sprowston Town Council put forward street names to developers and he did not feel it was acceptable for developers to put names forward for rubber stamping.

Mr N Shaw thought the names were too focused on London and Kent.

Mrs J Leggett proposed seconded by Mr J F Fisher to reject the street names proposed by Halsbury Homes and submit a selection from Council's existing list of potential street names. If a further decision was required regarding street names, the Town Clerk to choose from Council's list of names. On being put to the vote the motion was CARRIED.

(2) Land Adjacent 120, North Walsham Road - New Road Name

Mr M G Callam commented Plum Close was not related to the area and proposed, seconded by Mrs J Leggett Royal Oak Mews, or if not acceptable to the Planning Authority, the Town Clerk to choose from Council's list of names. On being put to the vote the motion was CARRIED.

(3) Christmas Decoration Locations - Request from Councillor Harpley

Council considered the request from Councillor N Harpley for Council to encourage Sprowston residents to give details of their Christmas decoration location, and for Town Council to create a map so people could follow a trail if desired.

Mr W F Couzens proposed, seconded by Mrs B J Lashley to invite residents to advise Sprowston Town Council of any Christmas Lights and for the locations to be publicised on the Council's website and Facebook.

21/297. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

- (1) Wroxham Road at the junction of Chartwell Road is currently closed at certain times for urgent gas main repairs until 18 November 2021.
- (2) An exciting programme to keep children active during Christmas holidays is now open for booking. These activities are free for children who receive free school meals and for others there is a small charge. Details www.activenorfolk.org/bigholidayfun
- (3) Norwich museums have a new Spring Programme for schools and are encouraging teachers to bring their classes to the castle, Strangers Hall and the Museum of Norwich. Topics include EYFS Animal Explorers, KS2 Ancient Civilisations: Farming to Philosophy.
- (4) Ofsted have just completed a focussed visit to Norfolk County Council's Children's Services and were pleased with their findings and the progress that has been made. These findings will be taken into account at the next official visit.

21/297. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

- (5) Norfolk County Council Farms are seeking tenants for 6 farms across Norfolk totalling 750 acres. Full details of each farm and application details are available at www.norfolk.gov.uk/countyfarms. Closing date for application is 28 February 2022.
- (6) On Sunday 14 November 2021, Councillor Leggett, Councillor Lashley and I represented the Town Council at the remembrance service at St. Mary and St. Margaret's church. I did a reading and laid a wreath. It was a very well attended service with the church almost full.
- (7) I am still looking for a community group or charity in Sprowston East to give my £500 Broadland District Councillor Community allowance to. It cannot be anybody who has received anything from myself or the District Council in the last 3 years.

Mrs J Leggett verbally reported:

- (1) Broadland District Council (BDC) Environmental Excellence Policy Development Panel are reviewing and updating the Environmental Enforcement Penalties (fixed penalty charges) imposed when Fixed Penalty Notice enforcement is deemed appropriate for specific environmental and antisocial behaviour offences.
- (2) BDC have secured £100,000 from Government to fund Household Support payments. Support payments can be made to eligible households requiring assistance with the cost of food, energy and other essentials.
- (3) she also had her Broadland District Councillor Community Grant available for eligible recipients based in the Sprowston East ward.

Mrs B J Lashley and Mr W F Couzens put forward some suggestions for possible grant recipients and will forward details to Mr Ward and Mrs Leggett.

21/298. RESIDENTS QUESTIONS

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

As there were no residents questions the Chairman moved to the next item of business and the meeting was reconvened.

21/299. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Viking Consultation Drop in Sessions

Council noted the two public consultation drop-in sessions to be held at the Viking Centre on Tuesday 18 January 2022 (10.00am - 1.00pm) and Wednesday 19 January 2022 (6.00pm - 8.00pm).

1.2 Park Opening - Christmas and New Year 2021-22

21/299. REPORT OF THE TOWN CLERK (CONTINUED)

Council noted the public toilets at Sprowston Recreation Ground and Sparhawk Park would be open on Christmas Day and Boxing Day.

CEMETERY

3.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 We Transfer Software

The Town Clerk verbally reported that the office will be trialling the use of new file sharing software called 'We Transfer'. The intention is to allow easy sharing of very large planning and agenda pdfs which are often too large to send via email.

PLANNING AND TRANSPORTATION

5.1 Footpaths Sprowston FP2 and Sprowston FP3

Mr W F Couzens said he was pleased the 'kissing gate' at the entrance to Footpath 3, off Wroxham Road, was being removed as it had been a problem for many years and previous requests to remove it had been unsuccessful.

21/300. MEETING ADJOURNMENT

On the motion of Mrs J Leggett, seconded by Mr J M Ward it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

21/301. 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:

2021/1859 - loft extension with dormer at 7, Carleton Road, Sprowston

2021/1992 - alterations and single storey front extension at 4, Varvel Avenue, Sprowston

21/301. PLANNING (CONTINUED)

2021/2011 - proposed rear extension and attic conversion at 25, Mousehold Lane, Sprowston

- (b) to oppose the granting of planning application 2021/1882 - erection of 6 dwellings and associated works with parking access at Tills Road, The Garage Site, Sprowston on the following grounds:

1. Over-development of the site: The scale of development is out of keeping with the area and size of the plot.
2. Insufficient vehicular access from the highway: In particular, the accessway from the highway is narrow and only sufficient for a single vehicle at a time, with no passing places. It is unclear if the accessway could accommodate a fire tender or rubbish collection vehicle, especially if vehicles were to be parked close to either end of the accessway causing it to narrow further.
3. Right to serve notice on garage tenants: Garage occupiers should not be evicted until ownership of the land and garages is clarified and the right (or otherwise) of the owner to evict the occupiers is established.
4. Road Safety: Currently, pedestrian access to nos. 56 & 57 Tills Road is via the accessway to the garages. This accessway presently has a very low level of vehicle movements, hence vehicle risk to pedestrians entering and exiting nos. 56 & 57 is very low. The proposed development, which contains parking spaces for up to 15 vehicles and will generate other additional vehicular traffic, would cause the accessway to become much busier. The accessway itself is insufficiently wide to accommodate a dedicated footway pavement separate from the roadway. Together these factors pose an unacceptably high road safety risk to pedestrians entering and exiting nos. 56 & 57 Tills Road.

21/302. PLANNING DECISIONS - WEEK ENDING 24 OCTOBER 2021 AND 5 NOVEMBER 2021

Council noted Planning Decisions to 24 October 2021 and 5 November 2021.

21/303. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

- (1) Queen's Jubilee - Contact List

It was agreed the Recreational Facilities Working Group to draft a letter to organisations listed on page 35 of the agenda papers. St Georges Catholic Church on Sprowston Road to be added to the list. Although technically located within Norwich and outside of the civil parish of Sprowston, St George's Church parish extends to cover the civil parish of Sprowston. An article publicising the jubilee to be included in next edition of Sprowston Matters

- (2) Tiny Forest - Sprowston Recreation Ground

Mrs J Leggett proposed, seconded by Mr J F Fisher to proceed with the Tiny Forest proposal for Sprowston Recreation Ground, as detailed in the email from Emma

21/303. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS **(CONTINUED)**

Cross dated 05/11/2021 (on pages 43 and 44 of the agenda papers. On being put to the vote the motion was CARRIED.

(3) Review Arrangements for Presentation of Memorial Plaque

Mr J M Ward proposed, seconded by Mrs J Leggett to request the Deputy Lieutenant present the commemorative plaque at a special reception to be held at Sprowston Diamond Centre, 6.00pm - 7.00pm Wednesday 15 December 2021, prior to the Council meeting of the same evening. Members of Sprowston Supporting Our Community to be invited. On being put to the vote the motion was CARRIED

21/304. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Mr W F Couzens reported he had met with SYEP, Sprowston Dementia Friendly Community and other stakeholders to discuss the fate of the sensory garden at Sprowston Library. A further meeting with the library will be necessary to discuss the proposed building extension. Current thinking is to just extend the library and not extend the toilet facilities.

21/305. PAYMENT OF ACCOUNTS 17 NOVEMBER 2021

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 17 November 2021 totalling £10,565.64.

In response to Councillors questions the Town Clerk explained:

Invoice 140274 E-Fire related to intruder alarm and emergency light repairs at the Sprowston Diamond Centre.

Invoice 1779114 - PRS PPL was for the annual license for Council and room hirers to play copyrighted music at the Sprowston Diamond Centre

Invoice 6141 - Cozens was the cost of fitting deflectors to a streetlight on Choppyngs Dole as a resident had complained of the newly replaced light shining into their bedroom.

On the motion of Mr J M Ward, seconded by Mrs K Vincent it was **RESOLVED** that payment of the accounts to 17 November 2021 totalling £10,565.64 be approved and the schedule authorising payment signed by Mr J M Ward and Mrs B J Lashley.

21/306. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments to 17 November 2021 totalling £1,685.49 was approved and noted.

21/307. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT TO 17 NOVEMBER 2021

In response to Councillors questions the Town Clerk explained:

Invoice 597 - Timpson (items 1 and 3) was for an additional office safe key for the newly created staff post of Administration and Compliance officer, and spare keys for the Pavilion changing rooms.

Invoice 1 - Tesco was for a SIM card and phone credit for the office's emergency mobile phone.

The schedule of credit card and Barclay Visa Debit payments to 17 November 2021 totalling £503.36 was approved and noted.

21/308. EXCLUSION OF PRESS AND PUBLIC

Mr J M Ward proposed, seconded by Mr M G Callam to exclude the Press and Public from the meeting for the remaining business because otherwise, information which is exempt information by virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 would be disclosed to them and on being put to the vote the motion was **CARRIED**.

21/309. SPARHAWK PARK PLAY EQUIPMENT

Having considered two schemes to replace the bespoke vista and slide at Sparhawk Park, Mr W F Couzens proposed, seconded by Mr J F Fisher to accept the quotation for a replacement play unit and associated works from Kompan at a total cost of £15,897.78 plus VAT.

There being no other necessary business the Chairman / Town Mayor of the Council thanked Councillors for their participation and declared the meeting closed at 9.37pm.

15 December 2021

Town Mayor

MEETING OF SPROWSTON TOWN COUNCILLORS – 1 DECEMBER 2021

At the meeting of the Sprowston Town Council held at the School Room, Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 1 December 2021, the following Councillors were present: -

Mr J M Ward – Town Mayor

Ms D Coleman	-	Mrs B J Lashley
Mr W F Couzens	-	Mrs J Leggett
Mr J F Fisher	-	Ms C T Rumsby
Mr R J Knowles	-	Mr G S Tingle

In attendance

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

No members of the public were present

21/310. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Mr W F Couzens	21/314 - Review of Fees and Charges	Trustee - Sprowston Senior Citizens Club Volunteer - Sprowston Dementia Friendly Community
Mrs B J Lashley	21/314 - Review of Fees and Charges	Chairman - Sprowston Senior Citizens Bowls Club

21/311. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr A J Barton, Mrs B Cook and Mrs K Vincent. Verbal apologies for absence were received and accepted by Council from Mr N Shaw.

21/312. RESIDENTS QUESTIONS

As no residents were present the Chairman moved to the next item of business.

21/313. 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

21/313. PLANNING (CONTINUED)

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

2021/2066 - single storey rear extension at 135, North Walsham Road, Sprowston

2021/2073 - single storey rear extension at 38, Hammond Close, Sprowston

21/314. TO REVIEW FEES AND CHARGES FOR 2022/23

(1) Sports Hire Fees

Mr W F Couzens queried if a 3% increase was sufficient given recent and ongoing rises in energy costs.

The Town Clerk responded that he had accounted for higher increases in energy costs within the budget.

RESOLVED that effective 1 April 2022 the proposed schedule of sports hire fees be implemented.

(2) Cemetery and Memorial Fees

RESOLVED that effective 1 April 2022 the proposed schedule of cemetery and memorial fees be implemented.

(3) Venue Hire Fees

Mrs B J Lashley noted a 3% increase in the Community Rate increase on 2021/22 figures for the Beryl Read Sports Hall would equate to 65p yet this was not reflected in the proposed rate of £21.75 for 2022/23.

The Town Clerk advised the 3% in the 2021/22 Community Rate column was incorrect as it had not been updated to reflect a smaller increase in some instances. Explaining that he had tried to keep the increase in the community rate to a minimum and increase the standard rate which would impact more on corporate hirers to compensate for the community. As such there was not a 3% increase across the board.

RESOLVED to implement the proposed Community and Standard Rate for 2022/23 effective 1 April 2022.

(4) Allotment Rents and Water Charges

RESOLVED that effective 1 October 2022 allotment rents increase by £1.00 per annum to £39.00, water charges of £7.80 per annum be applied to reflect the previous year's actual water usage and a one-off set-up/administration fee of £15.00 be applied.

Mrs B J Lashley welcomed the introduction of a one-off set-up/administration fee and pro-rata charging for new tenants taking up tenancy part way through the year.

21/315. DRAFT REVENUE AND CAPITAL EXPENDITURE PROGRAMME BUDGET 2022/23

The Town Clerk recommended option A and explained he had:

- (1) included £15,000 for the Queen's Jubilee and Annual Fete.
- (2) increased energy costs to reflect expected rises.
- (3) introduced a planned maintenance sinking fund for large expenditures such as replacement of play areas. £20,000 to be put aside each year for all parks. He did not want to rely on CIL receipts as they might not be available when required, or required for other projects.
- (4) changed the recording of expenditure for Sprowston Diamond Centre. Previously the building was staffed and cleaned in house. The Council now had contractors who had other responsibilities outside the Centre in the parks etc. and a large amount of cleaning and supplies are no longer relevant to this cost centre. Expenditure is now reflected under the appropriate headings giving a more realistic view of where money is spent.
- (5) created additional cost centres under street scene to identify income from the delegated function of verge cutting and the associated staff cost expenditure.

Mrs B J Lashley said that re-coding was long overdue and asked how the sinking fund differed from the play equipment renewal fund.

In response the Town Clerk clarified that play equipment renewals was a static fund whereas monies would be added to a sinking fund each year to accumulate over time.

Mrs B J Lashley mentioned that funds for streetlighting renewals had been put aside before and a previous Council spent the money elsewhere. She questioned how the play equipment sinking fund could be safe guarded.

The Town Clerk replied that an embargo could not be placed around any particular cost centre and Council were at liberty to change a decision after 6 months or in light of a material change, particularly if there was unforeseen expenditure and these funds subsequently required.

Following a question from Mr W F Couzens the Town Clerk referred to page 14 and £30,000 in cost centre 7611 held in reserves for possible loan repayments in 2022/23. If a loan was taken out, funds to cover regular loan repayments would need to be added to this budget line in future years.

With regard to increasing reserves for streetlighting renewals, and in view of the average life span of a column, Mrs B J Lashley referred to a report previously prepared for Council to implement a phased replacement of streetlighting stock and requested an item be placed on the agenda in January 2022 to progress it.

The Town Clerk advised that since bringing the report to Council he was now unsure if there was sufficient detail in the recommendations to know which of the 400 columns to replace, given the varying levels of safety highlighted by a traffic light system, and would revisit the report before bringing to Council.

**21/315. DRAFT REVENUE AND CAPITAL EXPENDITURE PROGRAMME BUDGET 2022/23
(CONTINUED)**

Mr W F Couzens suggested all replacement street lights be numbered for easier identification when reporting faults.

In response to a question from Mrs J Leggett the Town Clerk confirmed streetlight replacement was in the Council's forward plan.

Mrs B J Lashley observed that £15,000 for the Queen's Jubilee and Summer Fete was a lot of money and added to the overall increase in precept.

Mrs J Leggett noted the overall increase for a band D property in option A was £3.13 per year.

Replying to a question from Mrs B J Lashley the Town Clerk reported that insurance premiums for the Viking Centre were likely to decrease once occupied.

Mr W F Couzens queried why £396,830.00 expenditure on the Viking Community Hub was not included in the Summary of Income and Expenditure.

The Town Clerk said a reciprocal amount should be included in the Summary of Income and Expenditure.

As there was no out turn Mrs B J Lashley questioned if there would be a shortfall at end of year.

The Town Clerk explained £200,000 CIL receipts was used to purchase the Viking Centre with the balance funded from general reserves and this would be shown in the end of year accounts.

Mrs J Leggett asked the Town Clerk how robust the tax base figures were.

Whilst reliant on Broadland District Council he felt they seemed reasonably accurate.

Answering a question from Mr B J Lashley the Town Clerk advised the steel container, cost centre 5224, was situated in section 11 at the cemetery and was not in sufficient state of repair to be moved. Interments were now taking place in section 11 and was unsightly.

Only bulky inexpensive equipment was currently stored in it with other items housed in the visitor centre, which required relocating.

A brick building was too expensive and a replacement container was a reasonable compromise.

Mrs B J Lashley requested the replacement container be disguised with surrounding planting if possible.

Mr J M Ward proposed, seconded by Mr R J Knowles option A setting the precept for 2022/23 at £743,973.00, a 2.55% increase on Band D tax rate and 5% on the total precept. On being put to the vote the motion was CARRIED.

21/316. PRECEPT 2022/2023

RESOLVED to authorise the Town Clerk to submit, under Section 50 of the Local Government Finance Act 1992, a precept requirement to Broadland District Council of £743,973.00 to meet the Council's funding requirement for 2022/23.

There being no other necessary business the Town Mayor of the Council thanked Councillors for their participation and declared the meeting closed at 8.10pm.

15 December 2021

Town Mayor

Guy Ranaweera

From: Kyle Bryant <Kyle.Bryant@southnorfolkandbroadland.gov.uk>
Sent: 24 November 2021 14:11
To: Guy Ranaweera
Subject: RE: Asset of Community Value Nomination - Sprowston Sports & Social Club

Dear Guy,

Asset of Community Value Nomination:

Sprowston Sports & Social Club, Blue Boar Lane, Sprowston, Norwich, Norfolk, NR7 8RY

This is to confirm that we are in receipt of your nomination form, received on the 24th November 2021

As a Town Council, you have nominated Sprowston Sports & Social club to be registered as an Asset of Community Value. The Council now has eight weeks to reach a decision on whether to accept or decline the nomination.

A decision will be made by 19th January 2022.

Once the decision has been reached, a decision notice with details regarding the outcome will be sent to you, the owner and any leaseholder of the asset.

The nominated asset will then be placed on either the successful or unsuccessful register.

If you have any questions, please do get in touch.

Kind regards

Kyle Bryant

Communities Support Assistant

t 01508 505274 e kyle.bryant@southnorfolkandbroadland.gov.uk

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

From: Guy Ranaweera <GuyRanaweera@sprowston-tc.gov.uk>
Sent: 23 November 2021 16:29
To: communities@s-norfolk.gov.uk
Cc: Matthew Allen <MAllen@S-NORFOLK.GOV.UK>
Subject: RE: Asset of Community Value Nomination - Sprowston Sports & Social Club

Dear Communities Team

Please find attached Sprowston Town Council's completed Asset of Community Value nomination form for the Sprowston Sports and Social Club site.

Also attached is a site location plan showing the approximate boundary of the property (part C).

Guy Ranaweera

From: Petra Maryon <petra.maryon@southnorfolkandbroadland.gov.uk>
Sent: 26 November 2021 15:50
To: Guy Ranaweera
Subject: RE: Burndens Civils - School Lane

Hi Guy

The use of the site is lawful by the passage of time and as such has no planning conditions apply to it. The only control we would have would be if the use of the site materially changed from the authorised B8 storage and distribution use.

If they were to create any additional accesses onto a classified road then this would require planning permission. There may be action available via County Council Highways department if they consider the access is dangerous.

Kind regards

Petra

Petra Maryon

Planning Compliance Manager

t 01603 430587 e petra.maryon@broadland.gov.uk



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

From: Guy Ranaweera <GuyRanaweera@sprowston-tc.gov.uk>
Sent: 26 November 2021 15:38
To: Petra Maryon <petra.maryon@southnorfolkandbroadland.gov.uk>
Subject: RE: Burndens Civils - School Lane

Dear Petra

Thank you for your update on the new storage racks/towers at this site. I am sure Councillors and residents will be reassured to know that those items will now need to be the subject of a planning application, or be removed.

Could I ask please if you are able to ascertain from BDC's records/archive if the original (1960s?) or any subsequent planning decisions for this site impose any restrictions or conditions on the use of vehicles, their access/egress to the highway, and hours of operation?

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

This email, and any files, transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify me immediately. If you are not the intended recipient you should not copy it for any purpose or disclose its contents to any other person. While every effort is made to ensure the accuracy of the information given in this email Sprowston Town Council does not accept any responsibility for any loss or damage sustained from acting on the information.

This email and all attachments have been checked for computer viruses.

From: Petra Maryon <petra.maryon@southnorfolkandbroadland.gov.uk>

Sent: 25 November 2021 13:15

To: Guy Ranaweera <GuyRanaweera@sprowston-tc.gov.uk>

Subject: RE: Burndens Civils - School Lane

Hello Guy

Thank you for contacting me again, and for providing the photographs, the development does not fall within the provisions of permitted development so it will require planning permission. I will contact Burndens and advise them that the development does require planning permission, and ask whether they will resolve this either by removal or by the submission of a retrospective application to seek planning permission.

Kind regards

Petra

Petra Maryon

Planning Compliance Manager

t 01603 430587 e petra.maryon@broadland.gov.uk



Two Councils
One Team



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



Guy Ranaweera

From: Guy Ranaweera
Sent: 06 December 2021 12:26
To: [REDACTED]
Cc: 'Street Naming Numbering'
Subject: RE: Halsbury Homes Ltd - St Andrews Park, Salhouse Road, Norwich. Proposed Street Names

Dear [REDACTED]

Thank you for confirming that the proposed names have been consulted with Broadland and subsequently agreed between Broadland and yourselves.

For clarity, I should like to state here that *"Names for new roads are usually decided by the submission of a joint agreed proposal between the Parish Council and the developer facilitated by the street naming and numbering officer as necessary"* (Broadland's street naming and numbering policy). As yet, no joint agreement between Town Council and Halsbury Homes has been reached.

For future reference it may be good to know that Sprowston Town Council agreed the previous butterfly theme on the grounds that it reflected species of butterfly common to the area, not necessarily exclusive to it.

I am sure Council would be interested to know which new build developments within Sprowston have road names with no local connections? As previously mentioned I cannot recall any within the past 15 years or so.

I shall of course advise you of Council's decision on this matter shortly after the 15th December.

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

This email, and any files, transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify me immediately. If you are not the intended recipient you should not copy it for any purpose or disclose its contents to any other person. While every effort is made to ensure the accuracy of the information given in this email Sprowston Town Council does not accept any responsibility for any loss or damage sustained from acting on the information.

This email and all attachments have been checked for computer viruses.

From: [REDACTED]
Sent: 06 December 2021 09:28
To: Guy Ranaweera <GuyRanaweera@sprowston-tc.gov.uk>
Cc: Street Naming Numbering <streetnumbering@southnorfolkandbroadland.gov.uk>
Subject: RE: Halsbury Homes Ltd - St Andrews Park, Salhouse Road, Norwich. Proposed Street Names

Dear Guy,

Thank you for your email.

The proposed street names have been consulted upon with Broadland Council (the street naming authority). Following those discussions, a few changes were made and the proposals in front of you have been agreed between Broadland Council and ourselves.

As you correctly reference our previous proposals followed a Butterfly theme, albeit it is important to note that none of these had any specific local connection to the area. We are in the process of launching this Site and our sales and marketing teams have requested that the names are changed to the most recent proposals (attached).

At this point, I would not want to waste the Town Council's time by regurgitating street names within the Sprowston TC area, and on new build development, that do not have a local connection.

Finally, thank you for confirming that the proposals will be considered at the next Council meeting on the 15th December, which is greatly appreciated.

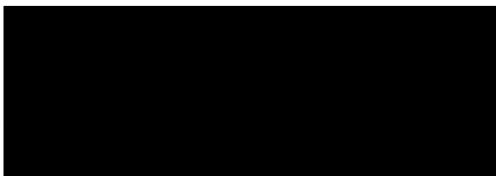
Best Regards



Halsbury Homes Ltd

Seymour House
Loddon
Norfolk
NR14 6JD

Tel:
DD:
Mob:
Fax:
Email:



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender by replying by email or by telephone (+44 (0)1508 521500) and then remove from your system. Do not copy or disclose its contents to anyone. Please note that any views or opinion presented in this email are solely those of the author and do not necessarily represent those of the company. Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

Halsbury Homes Limited

Registered Office: Seymour House, Loddon, Norwich, Norfolk NR14 6JD Registered in England No: 05854046 VAT Reg. GB 003 4776 95



Before printing, think about the environment.

From: Guy Ranaweera [<mailto:GuyRanaweera@sprowston-tc.gov.uk>]

Sent: 03 December 2021 13:01

To: [REDACTED]

Cc: Street Naming Numbering <streetnumbering@southnorfolkandbroadland.gov.uk>

Subject: RE: Halsbury Homes Ltd - St Andrews Park, Salhouse Road, Norwich. Proposed Street Names

Dear [REDACTED]

Thank you for your response.

Having now looked back at my records I note that in June of this year, street names on this site were agreed with the street naming authority (Broadland) to be named after butterflies found in the area. Could you advise please what has precipitated a wholesale change to the agreed street names?

Your email mentions that the new street name proposals have been consulted upon. May I ask please; with whom have Halsbury Homes consulted?

Whilst I cannot comment on street names in the wider Broadland area, I can confirm that the overwhelming majority of Sprowston's street names do have a local or historical connection. Indeed, this is particularly the case with new build developments. Council has worked with many developers to ensure the historical and geographical relevance of new street naming schemes. In fact, I cannot recall any significant new build developments within Sprowston over at least the past 15 years that do not have a street naming scheme with a local connection.

The above notwithstanding, I shall include your request for consideration at Council's next meeting on 15th December 2021. In the meanwhile, please do feel free to forward any further information on your dwellings and brand that you may feel relevant.

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

This email, and any files, transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify me immediately. If you are not the intended recipient you should not copy it for any purpose or disclose its contents to any other person. While every effort is made to ensure the accuracy of the information given in this email Sprowston Town Council does not accept any responsibility for any loss or damage sustained from acting on the information.

This email and all attachments have been checked for computer viruses.

From: [REDACTED]

Sent: 03 December 2021 10:02

To: Guy Ranaweera <GuyRanaweera@sprowston-tc.gov.uk>

Subject: RE: Halsbury Homes Ltd - St Andrews Park, Salhouse Road, Norwich. Proposed Street Names

Dear Guy,

Thank you for your email.

Our proposed road names have been consulted upon, discussed and confirmed as being acceptable with Broadland Council. A number of the proposed road names have been changed due to clashes with already constructed roads in the Broadland District area.

As you will no doubt be aware, there are a notable number of roads within the Sprowston TC area, and wider Broadland District area, that do not have any local connection criteria. A number of these sit on new build developments that have recently been constructed. Whilst I understand the reasoning behind preferring a local connection for a road name, this is not a requirement of our proposals. Secondly, and more importantly, our brand focuses on delivering high-quality classic Georgian led architecture new build development, and therefore it is important to our brand that we can have a road name system on the scheme that fits this overall approach. I would be happy to share some more information on our dwellings and our brand if this would be of use.

I would therefore kindly ask Sprowston Town Council to reconsider our proposed street names, in this context.

Please do not hesitate to contact me should you have any questions.

Best Regards



Halsbury Homes Ltd

Seymour House

Loddon

Norfolk

NR14 6JD

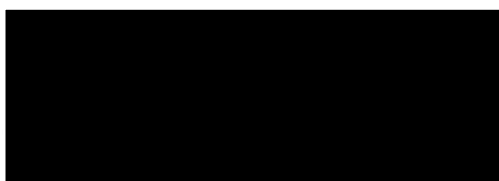
Tel:

DD:

Mob:

Fax:

Email:



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender by replying by email or by telephone (+44 (0)1508 521500) and then remove from your system. Do not copy or disclose its contents to anyone. Please note that any views or opinion presented in this email are solely those of the author and do not necessarily represent those of the company. Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

Halsbury Homes Limited

Registered Office: Seymour House, Loddon, Norwich, Norfolk NR14 6JD Registered in England No: 05854046 VAT Reg. GB 003 4776 95



Before printing, think about the environment.

From: Guy Ranaweera [<mailto:GuyRanaweera@sprowston-tc.gov.uk>]

Sent: 01 December 2021 09:51

To: [REDACTED]

Subject: RE: Halsbury Homes Ltd - St Andrews Park, Salhouse Road, Norwich. Proposed Street Names

Dear [REDACTED]

Thank you for the proposed street names for your St Andrews Park Site, off Salhouse Road.

Sprowston Town Council feels any new street names should have a clear connection with the local area, and the proposed names unfortunately do not meet that criteria. Councillors therefore propose the following alternate list of names:

(Sprowston Farmers and Growers)

Campling

Dawson

Filby

Kemp

Neville (Note: "Neville Road" already in use in Sprowston)

Page

Wordingham

Yellop

(Sprowston Blacksmiths)

Graver

Andrews (Note: "Andrews Close" already in use in Sprowston)

Anthony

Neale

Moy

Please do not hesitate to contact me if I can be of any further assistance.

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

This email, and any files, transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify me immediately. If you are not the intended recipient you should not copy it for any purpose or disclose its contents to any other person. While every effort is made to ensure the accuracy of the information given in this email Sprowston Town Council does not accept any responsibility for any loss or damage sustained from acting on the information.

This email and all attachments have been checked for computer viruses.

From: [REDACTED]

Sent: 10 November 2021 09:43

To: JHunt <JuneHunt@sprowston-tc.gov.uk>

Subject: Halsbury Homes Ltd - St Andrews Park, Salhouse Road, Norwich. Proposed Street N
Importance: High

Dear Sprowston Town Council Clerk,

I hope this email finds you well.

Please see attached plan with revised proposed street names for our St Andrew Park Site, off of Salhouse Road.

Please could you confirm that these proposals are acceptable so that we can progress the formal process with Broadland Council.

In the meantime, please do not hesitate to contact me should you have any questions.

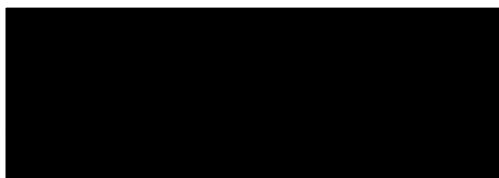
Best Regards



Halsbury Homes Ltd

Seymour House
Loddon
Norfolk
NR14 6JD

Tel:
DD:
Mob:
Fax:
Email:



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender by replying by email or by telephone (+44 (0)1508 521500) and then remove from your system. Do not copy or disclose its contents to anyone. Please note that any views or opinion presented in this email are solely those of the author and do not necessarily represent those of the company. Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

Halsbury Homes Limited
Registered Office: Seymour House, Loddon, Norwich, Norfolk NR14 6JD Registered in England No: 05854046 VAT Reg. GB 003 4776 95



Before printing, think about the environment.

Clerk's Note:

- Council rejected the developer's suggestion of "Plum Close"
- After consulting Council's list of individual and one-off road names (i.e.: names not part of larger set or theme), I have proposed, and BDC have accepted, the name "Andrews' Close", after Frederick John ANDREWS, being a Sprowston parish clerk, born 1827.

Guy Ranaweera

From: Street Naming Numbering <streetnumbering@southnorfolkandbroadland.gov.uk>
Sent: 18 November 2021 16:20
To: Developer
Cc: Guy Ranaweera
Subject: RE: 122 North Walsham Road (20201650)

Categories: Mtg - Prepared for council

Hello

'Andrews Close'

I will now send the information to Royal Mail who will then allocate postcodes and confirm the postal addresses. I will email a confirmation once I have had a response from them.

Any queries in the meantime, please contact me.

Kind regards
Rebecca

Rebecca Byland
System Administrator

Please note my working days are Tuesday to Thursday
t 01603 430513 e rebecca.byland@southnorfolkandbroadland.gov.uk



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

From: Developer
Sent: 18 November 2021 16:00
To: Street Naming Numbering <streetnumbering@southnorfolkandbroadland.gov.uk>
Cc: Guy Ranaweera <GuyRanaweera@sprowston-tc.gov.uk>
Subject: Re: 122 North Walsham Road (20201650)

Hi

Can we go with "Andrews Close" as that was ok with the Town Council.