

NOTICE OF MEETING **AND SUMMONS TO ATTEND**

**The Annual meeting of Sprowston Town Council
will be held on Wednesday 18 May 2022
at Sprowston Diamond Centre (School Room) School Lane Sprowston NR7 8TR at 7.30pm**

AGENDA

Item No.

1. Appointment of Chairman of the Council (Town Mayor) for the ensuing year.
2. Declaration of Acceptance of Office of Chairman of the Council (Town Mayor).
3. Appointment of Vice-Chairman of the Council for the ensuing year.
4. Declaration of Acceptance of Office of Vice-Chairman of the Council.
5. To receive declarations of interest.
6. To receive apologies for absence.
7. To adjourn the meeting to allow members of the public and Councillors with prejudicial interests to speak.
8. Presentation of "Viking" Centre Planning Applicable - Jason Menezes
9. To confirm the minutes of the Council meeting held 27 April 2022. Pages 1 - 8
10. To agree action/response arising from the minutes:
 - (1) Minute 21/224 - Reports from Councillors Representing the Council on Outside Organisations (Broadland District Council Overview and scrutiny Panel 2). Page 9 - 12
 - (2) Sprowston Sports and Social Club - Confirmation of Asset of Community Value Listing. Page 13
11. To receive correspondence:
 - (1) Planning Press Notice. Page 14
12. To receive the Police Liaison Officer's report:
 - (1) Old Catton and Sprowston West Ward Newsletter (April 2022). Pages 15 - 17
 - (2) Sprowston Central and East Ward Newsletter (April 2022). Pages 18 - 20
 - (3) Police and Crime Commissioners Newsletter - March / April 2022 Pages 21 - 24
13. To receive any written/verbal reports from Sprowston County and District Councillors. Page 25
14. Formal Consultation for Public Space Protection Order. Pages 26 - 30
15. Review and adopt draft Standing Orders (Enclosed).
16. Review and adopt draft Financial Regulations (Enclosed).
17. Financial Year Ended 31 March 2022, To Receive:
 - (1) 2021-22 Internal Audit Final Update Report 2021 - 2022; Pages 31 - 41
 - (2) 2021-22 Statement of Accounts (Income and Expenditure); Pages 42 - 53
 - (3) 2021-22 Bank Reconciliation; Pages 54 - 55
 - (4) 2021-22 Petty Cash Report; Page 56
 - (5) 2021-22 Schedule of PWLB Loans; Page 57
 - (6) 2021-22 Changes to Asset Register. Pages 58 - 59
18. Annual Governance and Accountability Return (AGAR) 2021-22:

(1) To receive Annual Internal Audit Report;	Page 60
(2) To accept and sign Section 1 - Annual Governance Statement;	Page 61
(3) To accept and sign Section 2 - Accounting Statements;	Page 62
(4) Section 2 Explanation of Significant Variations.	Page 63
19. Financial Year to End 31 March 2023.	
(1) To review and accept Financial Risk Assessments 2022-23;	Pages 64 - 68
(2) To review and sign Internal Audit Review Checklist Part 1;	Page 69
(3) To review and sign Internal Audit Review Checklist Part 2;	Page 70
(4) To approve Direct Debits.	Page 71
20. Confirmation of arrangements for insurance cover in respect of all insured risks:	
(1) Employers Liability;	Page 72
(2) Public Liability;	Page 73
(3) Motor Insurance;	Page 74
(4) Policy schedule (Enclosed).	
21. Adjourn the meeting for a short break.	
22. Appointment of Councillors to serve on Committees and Working Groups:	Page 75
(1) Staffing Committee (6 Members);	
(2) Recreational Facilities Working Group.	
23. Appointment of Councillors to represent the Council on the following organisations:	Page 76
(1) Senior Citizens Welfare Committee (2 Members);	
(2) Sprowston Heritage Group;	
(3) Grow Your Community Group.	
(4) Representative to Norfolk ALC.	
24. Review of Staff subscriptions/Other bodies	Page 77
(1) Norfolk ALC;	
(2) SLCC Clerk;	
(3) Institute of Cemetery and Crematorium Management;	
(4) Broadland Tree Warden Network;	
(5) Anglia Farmer Yearly Subscription (to September);	
(6) Creative Arts East.	
25. Appointment of Bank Signatories.	Page 78
26. To consider planning applications to 18 May 2022.	Page 79
27. To receive Planning Decisions:	
(1) Week ending 22 April 2022;	Page 80
(2) Week ending 29 April 2022;	Page 81
(3) FUL/2021/0037 - Sprowston Library, Recreation Ground Road.	Page 82
28. To receive any written/verbal reports from the Council's Committees and Working Groups.	
(1) Recreational Facilities Working Group - Meeting Notes 12 April 2022	Pages 83 - 88
29. To receive any written and verbal reports from Councillors representing the Council on or at outside organisations.	
30. To confirm the payment of accounts to 18 May 2022.	Pages 89 - 90
31. To receive the schedule of direct debits.	Page 91
32. To receive the schedule of credit card payments.	Page 92
33. The Town Mayor will move that the press and public be excluded from the meeting for the remaining business because otherwise information prejudicial to the public interests which is exempt by virtue of the Public Bodies (Admission to Meetings Act) 1960 Section 1 (2) would be disclosed to them.	



Guy Ranaweera
Town Clerk

12 May 2022

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 – 27 APRIL 2022

At the meeting of the Sprowston Town Council held at the School Room, Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 27 April 2022, 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
Mrs B Cook	-	Mr C T Rumsby
Mrs K Vincent		

In attendance

Mr G Ranaweera	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer
Mr B Jervis	-	Broadland Tree Warden

5 members of the public were present

22/108. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

22/109. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr W F Couzens, Mr J F Fisher and Mrs B J Lashley and verbal apologies from Ms D Coleman, Mr R J Knowles, Mr N Shaw and Mr G S Tingle.

22/110. RESIDENTS' QUESTIONS

On the motion of Mr J M Ward seconded by Mrs J Leggett 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.

The meeting was reconvened.

22/111. MINUTES

The Minutes of the Council's meeting held on 6 April 2022, having previously been circulated to all Councillors were confirmed subject to the following amendments

22/094 (2), **delete** "there was a report on the NCC website" and **insert** "they could be reported on the NCC website"

22/111. MINUTES (CONTINUED)

22/095 **delete** “Alake” and **insert** “Aslake”

22/097 (6), **delete** “process” and **insert** “prices”

22/097, After Mrs B J Lashley suggested **delete** “that unless access improvements were made to dual the carriageway the Acle Straight to make Great Yarmouth viable it was a pointless exercise” and **insert** that providing a third river crossing was pointless unless access improvements to make Great Yarmouth viable were made, such as the provision of a dual carriageway on the Acle Straight.

22/097, **delete** “Mr W F Fisher” and **insert** “Mr J F Fisher”

22/098 3.1, **delete** “complete a new report” and **insert** “receive the report and do the work necessary before winter”

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

22/112 ACTION FROM MINUTES

(1) Sprowston Sports and Social Club - Asset of Community Value Listing

Council noted correspondence from Emma Goddard advising that a review of the hearing to list Sprowston Sports and Social Club as an Asset of Community Value had been extended to 6 May 2022.

22/113. PRESENTATION - BROADLAND TREE WARDENS

Ben Jervis gave a detailed presentation on his responsibilities as a Broadland Tree Warden which included commenting on applications for tree works, assisting with schemes such as hedge planting, and monitoring protected trees.

He explained Tree Wardens could assist with a wider range of arboriculture related matters and invited Council to make more use of them.

Mr Jervis was asked to liaise with the Town Clerk with regard to planting trees in verges.

Mrs J Leggett said she was interested in if he had identified other places suitable for planting appropriate trees.

Mr Jervis’s response was that he had mapped the area however, if Council wanted to assign specific locations, he could assess them for suitability.

Mr J H Mallen enquired about engagement with residents i.e., if tree work was required.

Mr Jervis replied that there was little awareness of Tree Wardens and their role.

It was suggested an article be included in a future issue of Sprowston Matters.

The Town Mayor thanked Mr Jervis for his attendance and presentation.

22/114. TO RECEIVE CORRESPONDENCE

(1) Norfolk County Council Inspection Visit

It was agreed Councillors contact the Town Clerk with any identified highway maintenance works.

(2) Nutrient Neutrality advice from Natural England

Council noted the Nutrient Neutrality advice from Natural England and implication for the consideration of planning applications.

(3) Police and Crime Commissioner Safety Plan 2022 – 2024

Council noted the launch of the Police and Crime Commissioners Crime and Safety Plan 2022 - 24.

22/115. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

- (1) The CIL figures referred to in his written report were incorrect. Amended details of CIL receipts was circulated.
- (2) Work started last week on the annual surface dressing of our roads. This year 301 miles of roads will get a new seal to extend the life of the road, prevent potholes opening up and provide a new skid-resistant surface.
- (3) Broadlands Jubilee Party in the Park at Blickling Hall on Saturday 4 June 2022 has been sold out. The free tickets were available from 20 April 2022 and all went on the first day.
- (4) The Town Clerk and I met this morning with Polly Cobb, the new Environmental Project Assistant at Broadland District Council to view the Mini Forest and the Diamond Field hedge and we discussed future possible grant applications.
- (5) Broadland District Council is proud to be one of the first authorities to host a GRIDSERVE (electric charges) at Postwick. It is the largest in the country and one of the only two, so far, delivered. I visited at the weekend. It is a Mini Motorway Service Area and they have some new electric cars and an electric motorbike on display.
- (6) The Princes Trust Team Project starts again on 16 May 2022 for 12 weeks. Applicants aged 16 - 25 who are not in work, education or training are invited to apply. To enrol or for more information email fireyouthdev@norfolk.gov.uk

Mrs J Leggett verbally reported:

- (1) Following reports on social media of anti-social behaviour in the area she had contacted PC Graham Gill who confirmed 17 incidences had been reported in 12 months, none of which were repeat occurrences.

22/115. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

- (2) Significant amounts of small electrical equipment, batteries and textiles were collected by Veolia in the first week of their new contract.

Referring to a newspaper article questioning the sustainability of the HVO powering collection vehicles, she assured councillors it was from sustainable sources.

- (3) Each Broadland District Councillor has an annual budget of £500.00 to spend on projects within their wards.

22/116. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 'Viking' Centre

Council noted the delay in Bidwells LLP preparing the "Viking" Centre planning application and deferral of its presentation until 18 May 2022.

1.2 Legionella Risk Assessments

It was noted that legionella risk assessments had been carried out at all Council buildings and items identified for remedial works would be scheduled for completion.

The recommendation to remove cold-water storage tanks in the Pavilion roof would require larger capacity connection from the water main on Recreation Ground Road and Anglian Water had been instructed to investigate potential options. The potential costs were liable to be significant.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Work Experience for City College 'Project Search' Students

Responding to a question from Mr J H Mallen the Town Clerk confirmed the summer work placement student from City College would supplement the recruitment of an additional grounds team member.

PLANNING AND TRANSPORTATION

5.1 Request for Road Safety Measures at Junction of Moore Avenue and Burma Road

22/116. REPORT OF THE TOWN CLERK (CONTINUED)

Council was pleased to note lining refresh works had been programmed for Moore Avenue and Burma Road.

Mrs K Vincent reported that "SLOW" signage had been obscured due to potholes and she hoped work to rectify this would be completed at the same time as refresh lining.

5.2 Request for a New 20mph Speed Restriction on the St Mary and Margaret's Estate and the Section of Church Lane Between the Mini-roundabout and the Vehicle Gate

Council expressed disappointment at Norfolk County Council's response to its request for a 20mph speed restriction.

Mrs K Vincent proposed, seconded by Mr J H Mallen to place the Council's speed indicator device (SAM2) in a suitable location on the St. Mary and St Margarets estate to collect data on the level of speeding before responding to Norfolk County Council. On being put to the vote the motion was CARRIED.

5.3 Request for Road Safety Measures in the Vicinity of Chopyngs Dole Close Play Area and the Blue Boar Lane Roundabout

Following discussion on Norfolk County Council's response to install a traffic light controlled pedestrian crossing between Wroxham Road roundabout and Blue Boar Lane roundabout Mr J H Mallen proposed, seconded by Mr M G Callam to request Norfolk County Council's Network Safety Team to carry out a pedestrian crossing assessment / feasibility study at a cost of £4,000. On being put to the vote the motion was CARRIED.

ATTACHMENTS

- 6.1 NCC Highway's Email Response to Town Council's Request for Road Safety Measures at Junction of Moore Avenue and Burma Road
- 6.2 NCC Highway's Email Response to Town Council's Request for a New 20mph Speed Restriction on the St Mary and St Margarets Estate and the Section of Church Lane Between the Mini-roundabout and the Vehicle Gate
- 6.3 NCC Highway's Email Response to Town Council's Request for A Pedestrian Crossing on Blue Boar Lane

22/117. MEETING ADJOURNMENT

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

The meeting was reconvened.

22/118. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

Mrs J Leggett verbally reported on matters discussed at the Recreational Facilities Working Group held on 12 April 2022 as follows:

- (1) The rewilding trial was progressing and would be monitored for a year before consideration was given to expanding the scheme into other roads in Sprowston.
- (2) Sprowston Youth Engagement Project's urban garden application is still being considered by the planning authority.
- (3) The "Viking" Centre planning application has been discussed under minute 22/116 1.1.
- (4) Developers continued to cause ongoing delays with provision of the skate park. However, the Town Clerk was meeting with representatives from Persimmon Homes when he hoped revised plans would be available.
- (5) A running track has been mown at Barkers Lane open space.
- (6) A majority of the work to host the Platinum Jubilee has been completed.
- (7) An update on stalls and activities already organised for Sprowston Fete will be listed in the Recreational Facilities Working Group minutes to be circulated to Councillors with the agenda for Council meeting to be held 18 May 2022.
- (8) It has been established that planning permission is not required for provision of a pop-up café at Sprowston Recreation Ground and this item could now be progressed.

22/119. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Mr A J Barton reported on his attendance at Sprowston Senior Citizens first Annual General meeting since 2019, also attended by Cllr. W F Couzens.

It was a positive meeting with two new members elected to the Welfare Committee and the club's many activities resuming.

22/120. 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:

20220307 - proposed two storey side extension and internal alterations (revised plans) at 94, Cromwell Road, Sprowston.

22/120. PLANNING (CONTINUED)

20220358 - erect a temporary (for 24 months) building (workshop) on far end of property at AEW Engineering, Pinetrees Road, Sprowston

20220365 - rear extension and loft conversion with front and rear dormers (revised plans) at 11, Bracey Avenue, Sprowston.

20220475 - proposed side extension and alterations including first floor and front porch at 54, Russell Avenue, Sprowston.

20220511 - single storey rear extension at 1, Rosemary Road, Sprowston

20220568 - single storey rear extension at 3, Linton Crescent, Sprowston.

20220571 - two storey chalet extension to rear and single storey front extension. Erection of porch at 2, Greenborough Close, Sprowston

- (b) to oppose the granting of planning application 20220525 - proposed new access. Single storey rear extension. New dormer to rear and extension to garage (revised plans) at 78 Barkers Lane, Sprowston on the grounds that the proposed new access is too close to the junction with Church View Close and incorporates part of the highway verge into the driveway and access.
- (c) to strongly oppose the granting of planning application 20220639 - 20m monopole mast with headframe accommodating 6No antennas, 2No dish (1No 300mm; 1No 600mm), 4No cabinets and all ancillary development at WS Lusher and Son Ltd, Lushers Loke, Sprowston on the following grounds:
- The proposed monopole mast with headframe and associated antennas and dishes would be an unneighbourly form of development. At 20m in height it would be an unsightly blot on the landscape affecting the visual amenities of properties in both the immediate vicinity and wider area.
 - Noise from the 4 cabinets could also cause disturbance to neighbouring residents.
 - The proposal contradicts the Sprowston Neighbourhood Plan and installation of a mast of this size would blight the site and may preclude it from future residential use.
- (d) whilst having no objection to planning application Norwich City 21/01847/F - Retirement living development comprising 45 flats for social rent at Former 28, Mousehold Lane, Norwich (Revision to site plan) it was still felt consideration should be given to reducing the speed limit from 40mph to 30mph on Mousehold Lane in view of the likely increase in traffic movements entering and exiting the premises of this, other and proposed developments in close proximity.

22/121. PLANNING DECISIONS

Council noted planning decisions for week ending 1 April 2022, 8 April 2022 and 15 April 2022.

22/122. PAYMENT OF ACCOUNTS 27 APRIL 2022

The Town Clerk and Responsible Financial Officer presented the schedule of accounts and supplementary schedule of accounts to 27 April 2022 totalling £15,399.50 and £4,227.00.

In response to Councillors' questions the Town Clerk explained:

Invoice 1503130 AC Leigh 6 x Galvanised padlocks, 6 x Abloy padlocks, 6 x passing padlocks 2 x keys - the bulk of this cost was for the purchase of pre-coded Abloy padlocks used on all perimeter gates at Councils properties.

Invoice 1027 Anglian Tree Contractors Tree works at the old Viking - was for the removal of Leylandii trees on the property boundary in advance of the planning application being submitted and following complaints from neighbours.

Invoice 146803 Ernest Doe Verti-drain hire 1 week - was an item of machinery attached to the tractor used to aerate the Recreation Ground.

Invoice 236410 and 236409 Flameskill Site inspection Sprowston Diamond Centre and Sprowston Town Council - was for bi-annual emergency lights and fire alarm checks.

On the motion of Mr J M Ward, seconded by Mr A J Barton it was **RESOLVED** that payment of the accounts and supplementary payment of accounts to 27 April 2022 totalling £15,399.50 and £4,227.00 be approved and the schedule authorising payment signed by Mr J M Ward and Mrs J Leggett.

22/123. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments to 27 April 2022 totalling £67,049.92 was approved and noted.

22/124. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT TO 27 APRIL 2022

In response to a question from Mr M G Callam the Town Clerk advised he would clarify why there was two invoices:

Invoices 4340428095 and 2022021 Utilita Electricity Viking Centre.

The schedule of credit card and Barclay Visa Debit payments to 27 April 2022 totalling £1,498.61 was approved and noted.

There being no other necessary business the Chairman / Town Mayor of the Council thanked Councillors for their participation and declared the meeting closed at 8.34pm.

18 May 2022

Town Mayor

Guy Ranaweera

From: Stuart Pontin <Stuart.Pontin@southnorfolkandbroadland.gov.uk>
Sent: 22 April 2022 15:08
To: Stuart Pontin
Cc: Cllr Steve Riley; Sue White; Helen Mellors
Subject: Guidance note for Parish Councils re Open Space provision on new developments
Attachments: Guidance note for PCs re S106 Open Space v2.docx

Dear Clerk

I am writing to you in connection with a report which was recently considered by the Overview and Scrutiny Committee at Broadland District Council, regarding how Town and Parish Councils can contribute to decisions relating specifically to the provision of public open space in new housing developments.

To assist Town and Parish Councils, we have prepared a guidance note which sets out the key stages in the planning process and details of how you can be involved in discussions relating to the form of development.

The report also highlighted the opportunities set out in the "Statement of Community Involvement" (SCI) and when the Council expects developers with significant development proposals, to engage with communities and other stake holders, such as Town and Parish Councils. Members of the committee requested that we contact all the major housebuilders who are developing in the District, to highlight the key elements of the Statement of Community Involvement (<https://www.southnorfolkandbroadland.gov.uk/statement-community-involvement>) and to confirm that the Council expects developers to engage in meaningful discussion with the Town and Parish Councils. This will be undertaken in the near future.

For major planning applications (10 or more dwellings), officers will offer and facilitate a meeting with the Town / Parish Council as early as practical in the consideration of the proposal, to discuss the main planning considerations, including open space provision.

I hope you find the attached document useful and will be happy to answer any questions you may have.

Regards

Stuart Pontin

Business Improvement Team Manager

t 01508 533796 e stuart.pontin@southnorfolkandbroadland.gov.uk

Two Councils,
One Team



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Parish Council involvement with developers and the planning authority regarding the allocation of public open space in new developments

The following outlines how Town and Parish Councils can engage with Broadland District Council through the planning process, specifically with regard to the requirements contained in Section 106 Legal Agreements (S106) relating to open space and sports provision.

The guidance note outlines the key stages in the planning process at which Town and Parish Councils can get involved with the planning process to contribute to the considerations relating to the provision of open space associated with new developments.

Town and Parish Councils are a statutory consultee in relation to the consideration of planning applications and can be actively involved in the development of policy through the Development Plan and through developing their own Neighbourhood Plans.

Statement of community involvement

(<https://www.southnorfolkandbroadland.gov.uk/statement-community-involvement>)

Broadland District Council's Statement of Community Involvement (SCI) sets out who the Council will consult with and at what stages in relation to the preparation of the local plan and in the determination of planning applications.

The SCI also details in section 3 how the Council expects developers with significant development proposals to engage with communities prior to an application being made.

Local Plan Preparation

Town and Parish Councils are involved at the following stages of the preparation of Local Plan documents :

- **Evidence gathering**
- **Consultation on initial documents**
- **Pre submission publication**

During these consultation stages, Town and Parish Council's can comment on the location and form of development and the associated infrastructure needs.

Neighbourhood plans

In addition to contributing to the Development Plan, all Town and Parish Councils can prepare their own Neighbourhood Plans.

A Neighbourhood Plan is a community-led framework for guiding the future development and growth of an area. It will contain a vision, aims, planning policies, proposals for improving the area or providing new facilities, or allocation of key sites for specific kinds of development.

The Council has two Community Planning Officers (Richard Squires and Vicky West) who work with Town and Parish Councils in developing their Neighbourhood Plans. Neighbourhood Plans are part of the overall Development Plan and are a consideration when determining planning applications.

In addition, where a Neighbourhood Plan has been adopted, the Town or Parish Council will receive a greater proportion of the Community Infrastructure Levy (CIL) (<https://www.southnorfolkandbroadland.gov.uk/community-infrastructure-levy>) resulting from development in their area (CIL increase from 15% to 25% of the total received).

Supplementary Planning Documents

(<https://www.southnorfolkandbroadland.gov.uk/downloads/download/104/recreational-provision-in-residential-development-spd>)

The Council has an adopted Supplementary Planning Document (SPD), “Recreational Provision in Residential Development” which relates to developments of 5 or more dwellings. This sets out the formula to calculate the amount of open space required based on property types for play, formal pitches, allotments and informal open space (Green Infrastructure). It also sets out in relation to the scale of development, when this can be provided off site and when it needs to be provided on site.

No of dwellings	Informal open space	Allotments	Formal
5 – 24	Off - site	Off – site	Off – site
25 – 149	Off - site	Off – site	Child play on site, remainder off site
150 – 399	On site	Off - site	Child play on site, remainder on / off site
400 – 999	On site	On site	Child play on site, remainder on / off site
1000+	On site	On site	On site where characteristics allow

Where provision is to be made off site, a financial contribution is required, and this is calculated in accordance with the SPD and is secured through the completion of a Section 106 Legal Agreement (S106). The District Council will look to liaise with Town and Parish Councils with regard to how these contributions are used.

Pre application advice

Developers and land owners can seek an informal opinion from Planning Officers prior to submitting a planning application to establish the planning policy considerations and requirements. For larger developments, in line with the SCI, Officers will encourage and expect developers to engage with community groups, including Town and Parish

Councils to enable them to comment on the proposals and to help identify and infrastructure needs.

Town and Parish Councils can discuss open space proposals at this stage with the developer and help to identify where these could be provided and whether the Town and Parish Council would wish to take on responsibility for these at a later date.

Planning applications

Town and Parish Councils are a statutory consultee for planning applications and frequently submit comments on proposals which will be considered as part of the determination of the application. Comments received will be assessed in the determination report and where this is considered by the Planning Committee, the Town and Parish Council can speak at the meeting.

If the Town or Parish Council has specific comments relating to proposals for the provision of open space in the application, then these can be raised at this stage and will be taken into account.

For major planning applications (10 or more dwellings), officers will offer and facilitate a meeting with the Town / Parish Council as early as practical in the consideration of the proposal, to discuss the main planning considerations, including open space provision.

Section 106 Legal Agreements

<https://www.southnorfolkandbroadland.gov.uk/s106-agreements>

For larger developments a legal agreement is usually required to secure the provision, implementation and future maintenance of the open space requirements. This can relate to on site or off site provision (or a mix). For on site provision this will be implemented by the developer and once completed will be passed to either a management company, the Town or Parish Council or the District Council, together with a 10 year maintenance contribution.

Where there is an off site contribution, this will be paid to the District Council at a specified point in the development, usually linked to occupation of a set number of houses.

The District Council will usually work with the Town or Parish Council to secure delivery of open space within the locality, to serve the new development. Broadland District Council has two officers who work with the Town and Parish Councils in relation to the spend of S106 and CIL contributions (Sally Hoare - Community Infrastructure Officer and Emily Lipscomb - S106 and Community Infrastructure Officer).

In addition, Officers from the Economic Development Team and Help Hub and Communities Team can assist Town and Parish Councils with securing match funding etc for projects.

Guy Ranaweera

From: Emma Goddard <Emma.Goddard@southnorfolkandbroadland.gov.uk>
Sent: 05 May 2022 12:31
To: Emma Goddard
Subject: Outcome of Review - Sprowston Sports and Social Club ACV

Dear all

I have now made my decision with respect to the Council's listing of the Sprowston Sports and Social Club and concluded that the asset should remain listed.

In summary, I have reviewed evidence presented to me by the Owner during the review process and evidence presented to the Council in support of the nomination and I am satisfied that the land is within Broadland District Council's area and that the nominating group is eligible. Furthermore, I am also satisfied that the asset should be listed as a community asset.

Regards
Emma.

Emma Goddard

Senior Governance Officer

t 01508 533943 e emma.goddard@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.

Guy Ranaweera

From: Jenni Kirby <Jenni.Kirby@southnorfolkandbroadland.gov.uk>
Sent: 04 May 2022 14:10
To: Jenni Kirby
Subject: Planning Press Notice

Dear Clerk,

I am writing to inform you that following discussions with the portfolio holder, it is proposed to amend the day on which planning applications are advertised in the press. This is to minimise disruption to publicity dates which results from bank holidays and also so that the weekly list of applications published on the website aligns with the applications advertised in the press. We will be including text within the press advert to highlight the proposed change to publicity days for the next few weeks, and the change will take place with effect from 30th May 2022.

Kind regards

Jenni Kirby

Business Support Team Leader

t 01508 533676 e jenni.kirby@southnorfolkandbroadland.gov.uk



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COMMUNITY UPDATE

SPROWSTON SAFER NEIGHBOURHOOD TEAM

OLD CATTON & SPROWSTON WEST WARD



www.norfolk.police.uk

APRIL 2022



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PC 1578 GRAHAM GILL

UPDATE FROM YOUR ENGAGEMENT OFFICER

NEIGHBOURHOOD WATCH WHAT ARE WE ALL ABOUT?



WHAT DO WE DO?

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WHAT DO PEOPLE SAY ABOUT US?

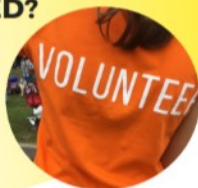
COMMUNITY FOCUSED
NEIGHBOURLY
SUPPORTIVE
PROACTIVE



HOW CAN YOU GET INVOLVED?

You can join us as a member and join your local scheme or if there isn't one, why not consider starting a scheme of your own with your neighbours.

If you are interested in volunteering, we have a number of both local and national volunteering opportunities



Joining Neighbourhood Watch is simple. Scan QR code to get started.



To find out more about Neighbourhood Watch and how you can get involved visit our website:

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Neighbourhood Watch Network is a charity registered in England & Wales. CIO no: 1172348

WHAT'S HAPPENING IN YOUR AREA?

The Beat Team and Specials have been completing Hi Visibility patrols around the open spaces and parks.

Speed checks have been carried out on Barkers Lane, Salthouse Road and Spixworth Road. It's good to see that a majority of drivers are keeping to the speed limit, with only 2 speeding tickets being issued.

I have also spent time at the local schools on school drop off and pick up times, keeping an eye on illegal and inconsiderate parking

With school parking in mind can I please remind drivers not to park in front of drive ways or park on yellow lines.

In the past month I have held 2 public engagement surgeries.

Wednesday 30th March we held a virtual Priority Setting Meeting via Microsoft Teams, for Sprowston & Old Catton.

Members of the community were given options to vote for their top policing priority – these votes were discussed at the meeting and the following Priorities have been agreed:

- Speeding
- Anti-social/nuisance behaviour

I would like to say 'thank you' to the community for your vote & voicing your concerns. We will concentrate on these 2 priorities over the next 3 months.

Regards Graham

CURRENT NEIGHBOURHOOD PRIORITIES

- speeding
- Anti-social behaviour

DATES FOR YOUR DIARY

Local Community Meeting—Monday 27th June at 7pm via Microsoft Teams

For local engagement surgeries see Broadland Police social media pages



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APRIL 2022



CRIME UPDATES 1st to 28th February

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Arson	0	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	0	Harassment, alarm or distress is caused in a non-crime incident.
Burglary business and community	0	A person commits theft in a building or structure that is not lived in.
Burglary residential	0	Entry and theft in a building or a structure that is lived in.
Criminal Damage	5	A person destroys or damages property belonging to someone else.
Domestic	4	Domestic incidents where a crime has not occurred. Parties are aged 16 or over and have been intimate partners or family members regardless of sexuality.
Hate Incident	0	Any incident where a crime has not occurred which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender.
Race or Religious aggravated public fear	0	Any crime determined to have a hate element as per above.
Possession of controlled substance	0	Unlawful possession of a drug classified in class A, B or C.
Possession of weapons	0	Unlawful possession of an article used as a weapon.
Public fear, alarm or distress	2	Public order offences e.g. from a verbal altercation to offences just short of violence.
Robbery	0	Includes a range of offences where force is used, threatened or the victim is put in fear.
Theft from a motor vehicle	1	Any item stolen that was in, on or attached to a motor vehicle.
Theft or unauthorised taking of a motor vehicle	0	Any motor vehicle including those abandoned.
Theft of pedal cycle	0	From a public place, if stolen from a shed or garage this would be a BOTD.
Theft from a person	0	Purse being taken from a handbag, or a mobile phone from a shopping basket.



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Criminal Damage	3	A person destroys or damages property belonging to someone else.
Domestic	8	Domestic incidents where a crime has not occurred. Parties are aged 16 or over and have been intimate partners or family members regardless of sexuality.
Hate Incident	0	Any incident where a crime has not occurred which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender.
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Criminal Damage	4	A person destroys or damages property belonging to someone else.
Domestic	6	Domestic incidents where a crime has not occurred. Parties are aged 16 or over and have been intimate partners or family members regardless of sexuality.
Hate Incident	0	Any incident where a crime has not occurred which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender.
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Possession of weapons	0	Unlawful possession of an article used as a weapon.
Public fear, alarm or distress	10	Public order offences e.g. from a verbal altercation to offences just short of violence.
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20



TALK TO YOUR LOCAL
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From: Office of the Police and Crime Commissioner for Norfolk
<opccn@norfolk.police.uk>
Sent: 29 April 2022 13:16
To: JHunt
Subject: PCC News Round-up - April 2022

[View this email in your browser](#)



PCC News

March / April 2022

Welcome to your regular news update from Norfolk's Police and Crime Commissioner (PCC), Giles Orpen-Smellie.

For more information on the role, responsibilities and work of the PCC, [please visit www.norfolk-pcc.gov.uk](http://www.norfolk-pcc.gov.uk).



PCC shares policing updates with county's Police and Crime Panel

Residents of Norfolk had the opportunity to attend or live stream on YouTube the Norfolk Police and Crime Panel which took place earlier this month.

[Find out more >>](#)



New policing facility brings specialist expertise under one roof

A brand-new specialist policing centre is one step closer to opening after contractors completed the roof section on the facility - set to serve the communities of Broadland and beyond.

[Read more >>](#)



Vital funding helps ensure education to end violence against women and girls in Norfolk

Students across the county have been taking part in special workshops aimed at highlighting attitudes, behaviours, and misconceptions around sexual violence against women and girls.

[More information >>](#)



Norfolk's PCC releases plan for safety, policing and supporting people across the county

Norfolk's Police and Crime Commissioner Giles Orpen-Smellie has shared his Police, Crime and Community Safety Plan for 2022-24.

[Find out more >>](#)