

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 2 February 2022 at 7.30pm**

AGENDA

Item No.

1. To receive declarations of interest.
2. To receive apologies for absence.
3. To adjourn the meeting to allow members of the public and Councillors with prejudicial interests to speak.
4. To confirm the minutes of the Council's meetings held 12 January 2022 Pages 1 - 6
5. To agree action/response arising from the minutes.
(1) Sprowston Sports and Social Club - Asset of Community Value Nomination. Page 7
6. To receive correspondence:
(1) Norwich Western Link Update. Page 8
(2) St. Georges Hill and School Lane Closure. Pages 9 - 10
(3) To Consider Grant Request - Norwich Citizens Advice. Pages 11 -12
7. To receive any written/verbal reports from Sprowston County and District Councillors. Page 13
8. Summer Fete 2022 - To Consider Inviting 'Local Flavours' to participate. Pages 14 - 26
9. To agree how to mark the Queen's Platinum Jubilee 2nd June 2022.
10. To consider a food and drink vendor trial at Sprowston Recreation Ground. Page 27
11. To Adopt the Mental Health and Stress Policy and Procedure. Pages 28 - 32
12. To consider White House Farm Estate Section 106 Deed of Variation. Pages 33 - 35
13. To receive the report of the Town Clerk. Pages 36 - 37
14. Adjourn the meeting for a short break.
15. To consider planning applications to 2 February 2022. Page 38
16. To receive planning decisions week ending 21 January 2022. Page 39
17. To receive any written/verbal reports from the Council's Committees and Working Groups. (Notes of meeting held 18 January 2022 Enclosed)
18. To receive any written and verbal reports from Councillors representing the Council on or at outside organisations.
19. To receive the Bank Reconciliation, Financial Quarter to 31 December 2021. Pages 40 - 41
20. To Receive Income and Expenditure report to 31 December 2021. Pages 42 - 53
21. To Receive Sprowston Town Council's Interim Internal Audit Report. Pages 54 - 63
22. To confirm the payment of accounts to 2 February 2022. Pages 64 - 65
23. To receive the schedule of direct debits. Page 66
24. 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.

25. Planning Enforcement:

(1) Closed Cases.

(2) Outstanding Cases.

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Pages 68 - 70



Guy Ranaweera
Town Clerk

27 January 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 – 12 JANUARY 2022

At the meeting of the Sprowston Town Council held at the School Room, Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 12 January 2022, the following Councillors were present: -

Mr J M Ward – Town Mayor

Mr A J Barton	-	Mrs B J Lashley
Mr M G Callam	-	Mrs J Leggett
Ms D Coleman	-	Ms C T Rumsby
Mr W F Couzens	-	Mr N Shaw
Mr J F Fisher	-	Mrs K Vincent

In attendance

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

1 member of the public was present

22/001. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

22/002. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mrs B Cook and Mr R J Knowles.

22/003. RESIDENTS QUESTIONS

On the motion of Mr J M Ward seconded by Mr J F Fisher 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 Town Mayor reconvened the meeting.

22/004. MINUTES

The Minutes of the Council's meeting held on 15 December 2021, having previously been circulated to all Councillors were subject to the following

Minute 21/321, after "meeting" **delete** "would be held in person" and **insert** "will be held via TEAMS"

Minute 21/321, after "restrictions." **insert** "The following meeting will be held in person."

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

22/005. ACTION FROM MINUTES

No actions were raised.

22/006. TO RECEIVE THE POLICE LIAISON OFFICERS REPORT

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

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

Mr W F Couzens asked where the incidences of Anti-social behaviour had occurred.

As no details were available Mrs J Leggett suggested looking at the crime map on Norfolk Constabulary's website.

22/007. TO RECEIVE CORRESPONDENCE

(1) Greater Norwich Local Plan Examination Hearings

RESOLVED that Councillors respond on an individual basis to the Greater Norwich Local Plan Examination Hearings.

(2) Police Budget Consultation

RESOLVED that Councillors respond on an individual basis to the Norfolk Police Budget Consultation.

22/008. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

(a) the Castle Quarter Vaccination Centre closed on Sunday 9 January 2022, reopening the next day at City Hall.

The old Food Court at Castle Quarter will be transformed into a street food and entertainment centre.

(b) there is currently a public consultation on the proposal for a bus/cycle lane on Ketts Hill. Details at www.norfolk.gov.uk/kettshill

Mrs J Leggett verbally reported on Broadland District Council's cabinet meeting as follows:

(a) introduction of a district-wide food waste collection service commencing October 2022.

(b) changes to the District Council's Housing Policy.

(c) use of 100% Hydrogenated Vegetable Oil in the delivery of the Strategic Environmental Services Contract from April 2022 reducing carbon by 90%.

22/008. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

(d) introduction of Fixed Penalty Notice charge levels for specified environmental and anti-social behaviour offences.

Mr N Shaw verbally reported on his attendance at the Norwich Airport Consultative Meeting advising that 19 routes were due to open in Spring 2022 and an engine testing screen had broken which may result in increased noise from engine tests.

Mrs K Vincent verbally reported on the proposed road closure at the junction of School Lane and B1150 North Walsham Road advising that full closure had been reduced to 3 days, 19, 20 and 28 February 2022. The potential use of a shuttle bus was being considered.

In response to a question from Mr M G Callam she agreed to seek information on closures planned for Constitution Hill nearer to Norwich City.

In response to Councillors questions regarding First Homes pilot project at the Woodland Heath development Mr J M Ward advised:

- the 30% discount on market value for 11 private dwellings was in addition to the allocation of affordable housing;
- he was unaware of the process to be applied to ensure the 30% discount was guaranteed to future buyers;
- the subsidy would be paid by the tax payer.

22/009. SUMMER FETE

Following discussion on the Summer Fete to be held 23 July 2022 Council agreed the following:

1. Fete to run 1.00pm to 5.00pm;
2. No entry fee for visitors;
3. Pitch fee or percentage of profit to be applied to Commercial stallholders;
4. If necessary, early closure of Sprowston Recreation Ground on Friday 22 July 2022 for preparations to be completed;
5. Amplified Music and PA system;
6. Food Vendors to be invited to attend; for example, "Local Flavours" and/or an assortment of other vendors
7. Alcohol Vendors be invited to attend. Blue Boar PH to be approached and if not available the Brickmakers, Fat Cat or another provider.
8. Inflatables and bouncy castles to be permitted subject to adequate insurance and satisfactory risk assessment;
9. Funfair-type rides to be permitted subject to adequate insurance and satisfactory risk assessment;
10. Council to provide and pay for some activities; for example, an arena display
11. Master of Ceremonies to be appointed;
12. Sprowston Youth Engagement Project be permitted to use the Edwards Rd end car park for activities and a mobile skatepark.

22/010. APPOINTMENT OF NEW ARMED FORCES CHAMPION

Mr J M Ward proposed, seconded by Mr N Shaw to appoint Mr G S Tingle as the Council's Armed Forces Champion. On being put to the vote the motion was CARRIED.

22/011. BROADLAND COMMUNITY TREE PLANTING SCHEME APPLICATION

Council considered a proposal from Councillor D Coleman to apply for a Hornbeam, Field Maple and Beech and mix of hedging to be planted inside the fence at the Diamond Field, School Lane and Neville Road.

Mrs B J Lashley expressed concern commenting School Lane and Neville Road was a blind junction and hedging would detract from the visibility of road users. It would reduce the size of open space available for hire and hinder maintenance of the chain link fence. The Town Council would also be liable for any injuries incurred.

Mrs B J Lashley said she would prefer the planting of an Avenue of trees in commemoration of WWII as previously discussed by Council.

Mr W F Couzens noted the Diamond Field fence was set in from School Lane and a pavement ran parallel to it. In view of this he did not feel a hedge would cause any reduction in visibility.

Ms D Coleman proposed, seconded by Mr M G Callam to apply to the Broadland Community Tree Planting Grant scheme to finance hedge planting at the Diamond Field School Lane and Neville Road, Sprowston. On being put to the vote the motion was CARRIED.

22/012. MEETING ADJOURNMENT

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

The meeting was reconvened.

22/013. 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:

2012206 - single storey rear and side extension at 40, Wroxham Road, Sprowston.

20212255 - single storey side and rear extension at 9, Colindeep Lane, Sprowston.

22/014. PLANNING DECISIONS

Council noted planning decisions for week ending 19 November 2021 and 10 December 2021.

22/015. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

Mrs J Leggett referred to notes of the Recreational Facilities Working Group meeting held 17 December 2021 already circulated to Council and confirmed the dates of the Viking Centre public consultations as 18 and 19 January 2022.

Concerns were expressed regarding the working group investigating matters not discussed, proposed or agreed by Council, the appropriate use of the Town Clerk's time and circulation of meeting notes which it was felt should be circulated with the Council Agenda.

Mrs J Leggett advised items investigated by the working group were all based on responses to the Council's Recreational Facilities Survey to ascertain feasibility and cost before presenting to Council for decision.

22/016. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written or verbal reports were received.

22/017. PAYMENT OF ACCOUNTS 12 JANUARY 2022

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 12 January 2022 totalling £14,041.03.

In response to Councillors questions the Town Clerk explained:

Invoice No. 406250 - Ben Burgess; related to a vehicle part;

Invoice Nos. 689762 and 689761 - Broadland District Council: the amounts were different as the cost for the Town Council election held on 28 September 2021 were shared with a District Council election that took part on the same day.

On the motion of Mr J M Ward, seconded by Mrs J Leggett it was **RESOLVED** that payment of the accounts to 12 January 2022 totalling £14,041.03 be approved and the schedule authorising payment signed by Mr J M Ward and Mrs B J Lashley.

22/018. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments to 12 January 2022 totalling £5,921.25 was approved and noted.

22/019. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT TO 12 JANUARY 2022

The schedule of credit card and Barclay Visa Debit payments to 12 January 2022 totalling £149.30 was approved and noted.

22/020. 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 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.

22/021. PLANNING ENFORCEMENT

Council noted:

- (1) Planning Enforcement closed cases.
- (2) Planning enforcement outstanding cases.

There being no other necessary business the Chairman / Town Mayor of the Council thanked Councillors for their participation and declared the meeting closed at 8.37pm.

2 February 2022

Town Mayor

Guy Ranaweera
Sprowston Town Council
Council Office
Recreation Ground Road
Sprowston
NR7 8EW

Cygnets Court
Long Stratton
Norwich
NR15 2XE

Tel 01508 533914
Communities@southnorfolkand
broadland.gov.uk

19th January 2022

Dear Guy,

Asset of Community Value nomination

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

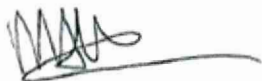
This letter is to inform you of the outcome of the asset of community value nomination process, the decision was reached on the 19th January 2022.

A decision has been reached that Sprowston Sports & Social Club, Blue Boar Lane, Sprowston, Norwich, Norfolk, NR7 8RY has been approved by the council as an asset of community value and will be added to the Council's Community Asset register for a period of five years.

The register can be viewed via the council's website:

<https://www.southnorfolkandbroadland.gov.uk/communities/asset-community-value-right-bid>

Yours sincerely



Matt Allen
Communities Officer

www.southnorfolkandbroadland.gov.uk

DX 130080 Long Stratton 2
Textphone 01508 533622
Emergency out of hours service 01508 533633

Guy Ranaweera

From: Norwich Western Link <Norwichwesternlink@norfolk.gov.uk>
Sent: 07 January 2022 15:29
To: Guy Ranaweera
Subject: Norwich Western Link project update

Dear Mr Guy Ranaweera

You may have seen articles in the Eastern Daily Press newspaper this week which may have raised some questions for you about our Norwich Western Link project, to connect Broadland Northway to the A47 west of Norwich, and I'm getting in touch to provide some further information as a result.

Work on the project is continuing and the project team are focused on getting our proposals developed to the point where we can ask for your feedback on them in our pre-planning application public consultation. This then will help us get our proposals finalised before we submit the planning application.

You may be aware that this consultation has been delayed compared to our original timetable. This is because we are taking more time to consider the findings of our 2021 ecology surveys, and this work will feed into the proposals we show in the consultation. I realise any delay is frustrating but it's important we take the time needed to get this right. This work is still ongoing but I should be in a position to give you a further update in the near future, so I'll be in touch again soon.

In terms of Thursday's EDP story in particular, this was prompted by a Norwich City Council report that is due to be considered by their cabinet next week. Nearly a year ago the city council stated that their support for the Norwich Western Link would be dependent upon certain conditions being met. Some of these conditions, notably those around environmental mitigation, form part of the work we are currently working on in preparation for the upcoming consultation and planning application. Others are linked to the wider Transport for Norwich Strategy which was updated and agreed by the county council towards the end of last year. There's still a lot of work ahead to deliver the aims within this strategy including creating an action plan, which is the next step, and the city council will continue to work with us in developing this.

It's important to mention that I and my cabinet colleagues fully appreciate the positive difference the Norwich Western Link will make to so many people in Norfolk. Removing traffic congestion from small unsuitable roads and reducing journey times are the direct benefits but there are many more benefits too. These include helping ambulances and other blue light services reach people more quickly in emergency situations, helping to improve road safety and air quality close to people's homes by taking traffic out of residential areas, supporting our businesses by making journeys more efficient, reducing transport costs and making it easier for customers to reach them, and enabling people living in areas currently blighted by traffic to walk and cycle and generally have a better quality of life. The Norwich Western Link, along with all of the other sustainable transport measures continuing to be introduced across the city, will provide the necessary infrastructure we need to accommodate growth and ensure the balance of transport systems, environment and economy for Norfolk and Norwich is fit for the future.

As mentioned above, I plan to provide a further update on the project in the near future. In the meantime, if you have any queries please let me know.

Best wishes,

Martin

CLlr Martin Wilby
Cabinet Member for Highways, Transport and Infrastructure
Norfolk County Council

From: BS Highways CH <BSHighwaysCH@norfolk.gov.uk>
Sent: 19 January 2022 16:14
Subject: Information About Works: Constitution Hill, Sprowston: New pedestrian crossings, traffic light improvement works and road resurfacing

Public Information

from
Norfolk County Council

For Immediate release

Ref: HP3 – PHA008/JP/PC

19 January 2022

Constitution Hill, Sprowston: New pedestrian crossings, traffic light improvement works and road resurfacing

The installation of three new signalised pedestrian crossings, the essential upgrade of traffic lights, and road resurfacing at the B1150 - Constitution Hill, North Walsham Road, George Lane, School Lane, junction in Sprowston is due to start on Monday 31, January 2022. The improvement works are expected to take 32 days to complete, weather permitting.

To minimise disruption at this busy junction the work will be carried out in stages. From 31 January George Lane and School Lane will be temporarily closed at their junctions with the B1150 until the work is complete.

Two-way temporary traffic lights will be in place on Constitution Hill and North Walsham Road from 31 January, to allow for the new crossings to be installed, and the associated pavement and road improvements to be made.

A full closure of the entire junction will be needed from Saturday 19 February to allow for the upgrades to be completed and for resurfacing of the entire junction to be carried out. We will aim to limit the closure to weekends of 19/20 February and 26/27 February, plus Monday 28 February, however the closure may need to be in place for up to two weeks, from 19 February, depending on the progress of the scheme and as the work is weather dependant. The team will be working to limit any disruption and complete the work to lift the road closure as swiftly as possible.

Access to private properties and businesses within the works will be maintained at all times and site staff will be working to keep any delays to a minimum. Businesses open as usual signs will be clearly displayed and a fully signed official diversion route will be in place. Pedestrian access will be maintained at all times.

During the period of the road closure, the bus services that would usually use these routes will be covered with a shuttle bus service – see details below...

Emergency services and bus companies will be made aware of the closure, so that arrangements can be made for their vehicles.

The County Council thanks people for their patience while this essential improvement work is carried out.

The work which is expected to cost £83,385 will be carried out by Norfolk County Council's Community and Environmental Services Department and their contractors.

Shuttle bus information

A free shuttle bus will be provided, running between Dixons Fold and Old Catton Morrisons to pick up passengers and take them to transfer to the First 13 city bound and Sanders 55 North Walsham bound services. Passengers should wait on the opposite side of the road from usual for city bound travel, and are advised to arrive at their stop 15 minutes earlier than they would normally travel to allow for the shuttle journey time to Morrisons

The shuttle will also collect from Old Catton Morrisons and return passengers to the North Walsham Road for their homeward journey.

Due to the closure, stops at Constitution Hill Parklands and the Woodman PH cannot be served, so passengers should wait at Dixons Fold.

In the event of poor weather, the closure will be carried out on 26 to 27 February.

For Further Information

Jodie Price, Project Technician, 0344 800 8020.

Up-to-date information about roadworks in Norfolk is available on the County Council website at www.norfolk.gov.uk/roadworks



If you need this report in large print, audio, Braille, alternative format or in a different language please contact 0344 800 8020 and ask for Kath Walpole or textphone 0344 800 8011 and we will do our best to help.

Poppy Clarke, Business Support Officer (Highways County Hall)

Community & Environmental Services

County Hall, Martineau Lane, Norwich, NR1 2DH



Norfolk County Council



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Guy Ranaweera

From: Mark Hitchcock <m.hitchcock@ncab.org.uk>
Sent: 24 December 2021 13:02
To: JHunt
Subject: A request for support

Dear Mr Ranaweera,

I am writing to you to ask the Sprowston committee to consider a donation to the work of Norfolk Citizens Advice.

We are a local charity staffed by Norfolk volunteers and paid advisers working to help anyone resolve any type of issue. Our accredited advice is of the highest quality and our service is independent, impartial and free.

We have been working in Norfolk for over 80 years but, along with the rest of society, the pandemic badly disrupted our services. However, we have adapted our service considerably and have provided advice to local people via phone, email and webchat as we rapidly scaled up our digital services. After lockdown we started to reopen our offices to clients for face to face advice. In that time, we have helped people to solve their own problems, find a way forward out of the worst possible issues and work to return to a healthy and productive life.

In the Sprowston ward, since March 2019, we have worked to resolve a broad range of issues:

Benefits & tax credits	303
Benefits Universal Credit	350
Consumer goods & services	33
Debt	245
Education	11
Employment	205
Financial services & capability	43
GVA & Hate Crime	31
Health & community care	40
Housing	58
Immigration & asylum	18
Legal	51
Other	29
Relationships & family	122
Tax	3
Travel & transport	20
Utilities & communications	26
Grand Total	1588

In Norfolk:

- Over 70% of our clients who received help with debt saw a reduction in their need for health services.
- Clients who received help with debt saw an average financial benefit of £429.
- 84% of clients who received help with benefits issues resolved their problem.
- For every £1 we spend, we help to create £25 in wider economic and social value.

I would be very grateful for your support in helping us to provide this vital service.

I would also appreciate any support in recruiting new volunteers and helping citizens across Norfolk to access high quality advice. If your parish would appreciate a visitor to talk about our work or has interest in hosting an 'outreach' advice centre in your parish, please do let me know.

Thank you for considering supporting Norfolk Citizens Advice. I wish you a very Merry Christmas and a peaceful and safe 2022.

Mark Hitchcock

Chief Executive



A local charity for the whole community

<https://www.ncab.org.uk/>

A charitable company limited by guarantee and registered in England & Wales

Registered Head Office: The Forum, Millennium Plain, Norwich, Norfolk, NR2 1TF Tel: 01603 273110

Company Registration Number: 3617412 Charity Registration Number: 1071297

FRN: 617678 - Firm Name: Norfolk Citizens Advice are authorised and regulated by the Financial Conduct Authority

We are registered with the Information Commissioner's Office under ICO reference Z7186731 and will process your personal data in accordance with the General Data Protection Regulation and Data Protection Act 2018. Please ask for a copy of our Privacy Policy for more information on how your personal data will be processed and stored. Emails from Citizens Advice may be confidential and are intended solely for the use of the individual to whom they are addressed. If you are not the intended recipient of this email, you must neither take any action based upon its contents, nor copy or show it to anyone. Please contact the sender if you believe you have received this email in error.

23rd January 2022

Report from Councillor John Ward

Broadland District Council

There will be no increase in Council Tax for the coming year and there will be no draw down on reserves, in fact reserves will increase due to the prudent management of the Council's finances.

A Carbon Audit is currently being carried out to ascertain the Council's Carbon Footprint and identify options for reducing energy consumption and carbon emissions.

The Future Office Accommodation Project (to bring BDC & SNDC into one location) is ongoing and awaiting further information on the Horizon (ex Aviva) building on Broadland Business Park.

The new Waste Contract from April 2022 will see all our Waste Collection Vehicles eventually running on Hydrogenated Vegetable Oil. There will be an initial cost to the Council of £50k p.a.

Norfolk County Council

Consultants Newton Europe are being brought in to transform, with an early intervention and prevention approach, our Adult Social Care. Their fee is £6.3m and we will expect to see savings of £55k over the first 5 years. They will need to deliver at least £9.45m savings to attract their full fee.

Norwich Castle has a new exhibition commencing on 12th March:-
Yelena Popova:- Ode to a Flint.

NCC marked Holocaust Memorial Day on 27th January with a number of on-line poetry sessions produced by the Library Team.

Norfolk & Waveney Health are funding a free JabCab service to help people who have transport problems getting to and from their vaccination centres. Further details at nwccg.communications@nhs.net

Sprowston Town Council – 02 February 2022

Summer Fete 23 July 2022 and ‘Local Flavours’

Local Flavours is a Norfolk and Suffolk based company created by West Suffolk College in Bury St Edmunds College to promote education and local businesses. It works with local businesses and producers to provide a variety of stalls and activities at local events across the area.

The range and breadth of potential stall holders offered by Local Flavours’ is far broader than the Council office could reasonably expect to provide within the time and resource available.

Stalls are provided at no cost to event organisers (i.e.: Council), but would not pay pitch fees. Local Flavours funds its service by charging a fee to the stall holders it provides. It also receives some funding from Broadland District Council and Norfolk County Council.

Local Flavours has worked successfully with Thorpe St Andrew Town Council to deliver the ‘Thorpe Fabulous Christmas Experience’.

For more information see attached:

- ‘Local Flavours Supporters Presentation’
- ‘On Location Zones’
- ‘Local Flavours’ zones to include in the 2022 Summer Fete (Recommendations from the Recreational Facilities Working Group)

Sprowston Town Council Decision Requested:

- ***Consider inviting Local Flavours to provide selected zones for the Sprowston 2022 Summer Fete***



Local Flavours- On Location

“It’s all about local”





The project

Sept 2021 – Dec 2023

Aims to travel Norfolk and Suffolk and present a feast of activity - related to the local environment.

With a “pop up” set up bringing entertainment, retail, education, food and drink together for a celebration of everything local.

Giving local businesses the opportunity to promote and sell their products and services in the local marketplace.

Creating an attractive fun filled environment to reach out and engage with young people and others in regards to careers and employment opportunities within the visitor economy.

Whilst supporting the local high street, towns and other venues across Norfolk and Suffolk.



Objectives

- To re-unite consumers with everything local. Be it food and drink, crafts, retail, entertainment or careers and skills
- To get out into the rural communities in the Eastern region
- To empower future entrepreneurs
- To entertain and educate communities on the benefits of supporting local producers
- To connect employers with potential employees
- To promote training and career opportunities to all ages in hospitality, catering and the visitor economy
- To support and drive business – the local economy
- To reduce food miles



Call out for supporters of the project

Three Delivery Options

1. Full on Festival – complete build 15 zones and takeover of an area
2. In it together – adding a few, a few more or many of the LF zones to an event already planned
3. Educational support – stand alone zone within a careers event or other place where visitors to the stand can learn more about careers in hospitality, tourism, food and drink etc.



How we will do it

Using portable equipment, we aim to set up a pop-up enterprise festival with a modular approach to supporting many areas associated with local to include;

- | | |
|---|------------------------------|
| 1. Food and drink producers | 9. Young Entrepreneur Market |
| 2. Artisan craft (must be made locally) | 10. Tourism centre |
| 3. Local Talent Stage | 11. Charities |
| 4. Cookery demonstrations with students from local colleges | 12. Information point |
| 5. A skills and training display and meeting area | 13. Start Up businesses |
| 6. Sustainability – themed educational activity | 14. Antique and Collectables |
| 7. Café and seating area | 15. Pop up bar |
| 8. Food, farming and countryside area | |

These individual zones can be used as a whole or as a pick and mix and can be incorporated into events already planned, as well as set up as an event in its own right.



Over to you – GET INVOLVED

Local Flavours – *“it’s all about local”*

We are looking to work with organisations with the authority to allocate space in the high street or other areas to accommodate some or all of the zones mentioned earlier.

We have a mobile cookery theatre and other marquees, tents, stages and staff to build an experience to attract visitors and will work with our partners to promote the event in the run up.

The event can be co-branded and there is the opportunity for partners to create their own themed areas at the event.

There is an element of funding support for this project for the infrastructure. This may also subsidise any contribution required from partners. We envisage each event held to have its own individual needs and make up and this will be discussed with partners at the time of booking.

We have the set up to travel far and wide across the Eastern region supporting towns, villages and other spaces and of all sizes. Bookings will be made on a first come first served basis over the period Sept 2021 – December 2023

The funding supports the visitor economy, training and job creation and mirroring the strategic direction of the tourism sector for the region; aiming to attract visitors all year round.



LOCAL
FLAVOURS
2021

LOCAL
FLAVOURS

Contact details and to discuss bookings;

Robert Ediker

Local Flavours – On Location

Tel: 01603 702374

Email: robert@thelivelycrew.co.uk





LOCAL FLAVOURS

ON LOCATION



SUPPORTING LOCAL BUSINESSES, THE ECONOMY AND SKILLS AGENDA ACROSS NORFOLK AND SUFFOLK.

Supporting local businesses in many ways, Local Flavours - on location has been set up in such a way to celebrate and connect local businesses with customers as well as support many industry sectors, by raising awareness of the career opportunities they present and at so many levels.

Partners have a choice of three different ways of getting involved and together the aim is to support and grow the visitor economy via high streets and other spaces in towns across Norfolk and Suffolk.

3 WAYS OUR PARTNERS CAN GET INVOLVED WITH LOCAL FLAVOURS ON LOCATION

1 - SUPPORT

By providing or recommending a place or space to create a new event for the annual calendar.

2- INVITE

To join with an existing event planned locally, adding to the event from a choice of 15 themed local zones.

3 - REQUEST

A specific zone to attend a specific event such as a careers fair.

**To get involved contact the team on 01603 702374
or email robert@thelivelycrew.co.uk**

ZONE 1 - FOOD AND DRINK

Supporting local food and drink producers. This market style area will be alive with many of the wonderful and diverse tastes and flavours our region offers.



ZONE 2 - ARTISAN CRAFT

The Artisan Craft zone will showcase the talent of small craft businesses. Alongside demonstrations visitors will be able to purchase gifts for friends and family as well as for their home.



ZONE 3 - LOCAL TALENT STAGE

Students, young people and others will provide a full programme of entertainment on stage at the event. Visitors will be able to enjoy refreshments in the area or just take time out from shopping to enjoy music, song, comedy and dance brought to you by established as well as future talent, based locally.



ZONE 4 - THE LOCAL FLAVOURS COOKERY THEATRE

The mobile cookery theatre has all the right tech ingredients to deliver professional cookery demonstrations using cameras, video and audio.



ZONE 5 - THE SKILLS AND TRAINING 'MEET & GREET' AREA

Looking to be inspired on a career path in hospitality and tourism? What better place to start than a conversation with those in the know. Whether you are looking for a job for life or a change of direction, the skills and training zone can get you started on the right path.



ZONE 6 - A PASSION FOR OUR PLANET

A zone full of passion for our planet. This green space hosts innovative products and services which can be found locally. Supporting local business and at the same time making a difference to the planet.



ZONE 7 - LOCAL FLAVOURS CAFE AREA

Take a seat in our café area and enjoy freshly brewed coffee from a local roaster, afternoon tea and other delights produced and served by a local business.



ZONE 8 - FOOD, FARMING AND THE COUNTRYSIDE

Meet some of the guardians of the countryside who work tirelessly to keep food on our plates. Find out how technology has an important part to play in delivering our food and how farmers and others tackle climate change.



ZONE 9 - YOUNG ENTREPRENEURS MARKET

Jump straight into being your own boss. The young entrepreneur's area showcases potential future business owners. Young people keen to try their hand at setting up and running their own business and who knows you may meet the next Richard Branson or James Dyson taking their first steps in the commercial world.



ZONE 10 - THE VISITOR DESTINATION EXPERIENCE

There are hundreds of wonderful natural and man-made visitor experiences in the area, in our tourist area you will meet personalities from some of the many attractions based close by.



ZONE 11 - SUPPORTING OTHERS - CHARITY AREA

Many charities play an important role in the local community and reaching out to all ages. This space is set up to raise awareness of some of the help and support available from local organisations.



ZONE 12 - INFORMATION POINT

The information point does what it says. Providing information about Local Flavours – On Location at the time or in the future. It is also the focal point for lost property and collects feedback from visitors to help develop and deliver future events.



ZONE 13 - START-UP BUSINESSES (SUITCASE ALLEY)

A creative way for start up and micro businesses wanting to reach out and sell their product or service locally. Creating displays from an area the size of a suitcase and aiming to take the next step in business.



ZONE 14 - ANTIQUES AND COLLECTABLES

Vintage bygones and collectables. Enjoy browsing the antique and collectors area for memories of yesterday. Enjoy bartering for lost treasures. It is the perfect place to find ideas to start a new collection.



ZONE 15 - POP UP BAR

This area will serve up some of the best of locally brewed ales and spirits and will have a take away service so visitors can purchase to enjoy at home too.



Sprowston Town Council – 02 February 2022

Summer Fete 23 July 2022

Which ‘Local Flavours’ zones to include in the 2022 Summer Fete (Recommendations from the Recreational Facilities Working Group)

Zone Number and Contents	Recommendation
Zone 1 – Food and Drink Zone 1 – Food and Drink	YES (Ensures a good range and variety of food vendors. Council can supplement by inviting further vendors).
Zone 2 – Artisan Craft	YES (Includes demonstrations for visitors)
Zone 3 – Local Talent Stage	CONDITIONAL (Give Brickmakers first refusal to provide bands, or possibly Council to arrange our own?)
Zone 4 – The Local Flavours Cookery Theatre	YES (Entertainment for visitors)
Zone 5 – The Skills and Training Meet and Greet Area	NO (Not quite on-theme for this event)
Zone 6 – A Passion for our Planet	YES (Help raise awareness of climate change and what people can do about it)
Zone 7 – Local Flavours Café	YES (Every event benefits from coffee and cake)
Zone 8 – Food, Farming and the Countryside	YES (Could be of interest to all age groups. Tractors are always popular)
Zone 9 – Young Entrepreneurs Market	NO (Not quite on-theme for this event)
Zone 10 – The Visitor Destination Experience	NO (Not quite on-theme for this event)
Zone 11 – Supporting Others – Charity Area	YES (The pandemic has shown the need for charities and local support)
Zone 12 – Information Point	NO (Not required)
Zone 13 – Start up Business (Suitcase Alley)	YES (Good to support start-ups. Also, could be visually very interesting)
Zone 14 – Antiques and Collectable	YES (A little bit different. May appeal to collectors and the curious)
Zone 15 – Pop Up Bar	CONDITIONAL (Give the Blue Boar pub and the Brickmakers first refusal)

Sprowston Town Council 02 February 2022

Food and drink vendor trial at Sprowston Recreation Ground

Council is asked to consider inviting expressions of interest from food and drink vendors to provide a mobile catering truck or self-contained pop-up café at the Recreation Ground.

License key details:

- Pitch fee 10% of profits
- Trade from only a specified 'pitch' on the recreation ground, on certain days and times
- In first instance License to be of trial length (3 to 6 months)

The successful vendor will be expected to:

- Hold full insurance, appropriate hygiene certification and any other requirements
- Undertaking to clean up any excess litter generated
- Adhere to Council's principles of equality
- Understand their license will be terminated if the terms of said license are breached
- Exhibit the highest standards of behaviour on Council land
- Work with Council for the benefit of recreation ground users

Sprowston Town Council Decision Requested

(Recommendation)

- ***To delegate authority to the Clerk to administer a trial of a suitable food and drink vendor at the Sprowston recreation Ground***

G Ranaweera

Town Clerk

26 January 2022

Sprowston Town Council

Stress and Mental Health Policy and Process (DRAFT)

1 Purpose and scope

- 1.1 The Council is committed to protecting the health, safety and welfare of its employees, promoting positive mental health for all its staff, and tackling the causes of stress and work-related mental ill health.
- 1.2 The Council aims to promote a positive working environment where:
- it works with employees to promote the physical and mental health of all employees;
 - all staff feel able to talk openly about their mental health and not fear discrimination if their condition is a disability, or bullying or harassment;
 - people with mental health issues have the opportunity to participate in the workplace.
- 1.3 The Council recognises that stress in the workplace is a health and safety issue and acknowledges the importance of identifying and reducing the causes of workplace stress.
- 1.4 The Council also recognises that an employee's performance or behaviour can be affected if they are experiencing mental ill health, and that appropriate support and adjustments should be explored before considering any formal measures such as disciplinary action.
- 1.5 This policy applies to all staff, including employees, temporary and agency workers, other contractors, interns, volunteers and apprentices. Managers and supervisors are responsible for implementation and the Council is responsible for providing the necessary resources.

2 Identifying stress

- 2.1 The Health and Safety Executive (HSE) defines stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which is likely to be detrimental to physical or mental health if it is prolonged. Stress is not in itself an illness, but it can make you ill.
- 2.2 Causes of stress may include:
- Demands – e.g.: where employees are not able to cope with the demands of their jobs;
 - Control - e.g.: where employees are unable to control the way they do their work;

- Support - e.g.: where employees do not receive enough information and support;
- Relationships - e.g.: where employees are having trouble with relationships at work, or are being bullied;
- Role - e.g.: where employees do not fully understand their role and responsibilities;
- Change - e.g.: where employees are not engaged when a business is undergoing change.

2.3 Signs of stress in a team may include:

- arguments;
- higher staff turnover;
- increased reports of stress;
- increased sickness absence;
- decreased performance; and
- increased complaints and grievances.

2.4 Signs of stress in an individual may include:

- taking more time off;
- arriving for work later;
- being more twitchy or nervous;
- mood swings;
- being withdrawn;
- loss of motivation, commitment and confidence.

2.5 An individual who is stressed may notice changes in the way they think or feel, or act, eg:

- feeling negative;
- being indecisive;
- feeling isolated;
- feeling nervous;
- being unable to concentrate;
- eating more or less than usual;
- smoking, drinking or taking drugs to 'cope';
- having difficulty sleeping.

3 Mental health conditions

3.1 Anyone can suffer a period of mental ill health. It can emerge suddenly, as a result of a specific event, or gradually, where it worsens over time. It can range from common mental health issues, such as anxiety and depression, to more serious mental health conditions such as bipolar disorder or schizophrenia.

3.2 Some conditions can be persistent and may be classed as a disability, while others come and go, giving the individual 'good days' and 'bad days'. While someone may be diagnosed with a mental health condition, with the right support they can still enjoy positive mental health.

3.3 We consider it important to better understand mental health because mental ill-health is very common, and because staff with positive mental health are more likely to work

productively, interact well with colleagues and find it easier to adapt to change, whereas staff who feel unable to talk to their manager or supervisor about their mental health may attend work when they are unwell, which can have an impact on individual and team productivity, and staff supported by their employer are more likely to be able to stay in work or more easily return to work after a period of absence.

3.4 If, as a manager or supervisor, you know that an employee has a mental health condition, you should:

- 3.4.1 if you see that the employee is having difficulties, talk to them at an early stage and ask questions in an open, exploratory and non-judgemental way. If the employee does not want to speak to you or requires further support, suggest they speak to their GP or a listening organisation such as MIND (tel. 0300 123 3393, email info@mind.org.uk) or the Samaritans (tel. 116 123, email jo@samaritans.org);
- 3.4.2 if the employee has a disability, concentrate on making reasonable adjustments at work, rather than understanding the employee's diagnosis. Seek guidance from the employee's GP or other medical practitioner or a medical practitioner nominated by the Council, in accordance with the Council's sickness and attendance policy, on what you can do to help them;
- 3.4.3 if the employee is absent due to sickness, make sure you keep them informed about what is going on at work, including social events, and reassure them early on and throughout their absence;
- 3.4.4 before the employee returns to work after any sickness absence:
 - (a) discuss with the employee their return to work and reintegration into the workplace, and whether any change should be made to their duties, taking into account the available medical advice (as appropriate) and the needs of the business; and
 - (b) consider the need for a written plan that sets out when the employee will have reached the stage of 'business as usual', when you can use existing management processes to review their performance, needs etc; and
- 3.4.5 if an employee gets upset, talk to them, reassure them, and tell them that you will give them all the help and support available. Explain that things will go at a pace that suits them. If you are in a meeting with them, ask if they would like someone else with them.

4 Policy

4.1 The Council will:

- 4.1.1 carry out risk assessments to identify risks of stress in the workplace and seek to eliminate or control those risks. Risk assessments will be regularly reviewed;

- 4.1.2 aim to manage and control the risks from work-related stress in accordance with the HSE's Management Standards;
- 4.1.3 consult with staff on proposed action relating to the prevention of workplace stress;
- 4.1.4 provide training for managers in dealing with stress and mental health issues, and good management practices;
- 4.1.5 provide training for staff in mental health awareness;
- 4.1.6 arrange confidential counselling for staff affected by stress caused by either work or external factors, where appropriate following action by an employee or manager. The cost of a reasonable course of counselling sessions will be borne by the Council and an employee may take reasonable paid time off work to complete the counselling programme, though employees may be asked to schedule appointments outside working hours where possible.
- 4.1.7 provide adequate resources to enable managers to implement this policy and procedure;
- 4.1.8 implement this policy in line with the principles of the Council's equality policy and with due regard to any employee's disability and the Council's duty to make reasonable adjustments to its policies, arrangements and procedures.

5 Responsibilities—managers (and supervisors, as appropriate)

- 5.1 Managers (and supervisors, as appropriate) will:
 - 5.1.1 carry out and implement recommendations of risk assessments within their area;
 - 5.1.2 review job descriptions to identify tasks that may cause stress;
 - 5.1.3 maintain an open-door policy to encourage staff to speak with managers and/or supervisors about any concerns, and ensure good communication between management and staff, particularly where there are organisational and procedural changes;
 - 5.1.4 ensure staff are fully trained to discharge their duties;
 - 5.1.5 ensure staff are provided with meaningful developmental opportunities;
 - 5.1.6 monitor workloads to ensure that people are not overloaded or under-utilised;
 - 5.1.7 discourage work-related contact with staff outside normal working hours or while on holiday;
 - 5.1.8 monitor working hours and overtime to ensure that staff are not overworking;
 - 5.1.9 monitor holidays to ensure that staff are taking their full entitlement;
 - 5.1.10 attend training, as requested, in good management practice and health and safety;
 - 5.1.11 ensure that bullying and harassment is not tolerated within their jurisdiction;
 - 5.1.12 be vigilant and offer additional support to a member of staff experiencing stress outside work, e.g.: bereavement or separation; and
 - 5.1.13 ensure that individuals' personal data, including information about their mental health, is handled in accordance with the Council's data protection policy.

6 Responsibilities—employees

6.1 You agree that you will:

- 6.1.1 if you are experiencing mental health difficulties, or stress at work, seek help at the earliest opportunity from your manager, supervisor or your GP, in the knowledge that the Council will do its best to support you;
- 6.1.2 raise any other issues of concern with your line manager or supervisor;
- 6.1.3 take an active part in the process of assessing the risk, e.g. completing surveys or providing honest feedback when requested; and
- 6.1.4 accept opportunities for counselling when recommended.
- 6.1.5 if you do not wish to speak to your line manager or supervisor, you may find it helpful to instead contact a confidential listening helpline run by a charity organisation such as **MIND (tel. 0300 123 3393, email info@mind.org.uk)** or **the Samaritans (tel. 116 123, email jo@samaritans.org)**;

Sprowston Town Council – 02 February 2022

White House Farm Estate Play Areas, Facilities and Skate Park - Developer's Section 106 Contributions

Currently, developer section 106 contributions are divided into two elements:

- 1) contributions to upfront provision of equipment and facilities
- 2) contributions towards ongoing maintenance costs of adopted areas

Developer's s106 **contributions to upfront provision of equipment and facilities** (based on existing and proposed requirements) are set out in table 1. In summary they are as follows:

1. Cost to provide play areas and sports pitches to **existing** (original) requirements was **£269,000**
2. Cost to provide play areas, junior pitch, car park and MUGA to **proposed** (new) requirements is now **£398,964**. As this figure is £129,964 in excess of the amount originally agreed with the developer the 'equipment and facilities' element now faces a **funding shortfall of £129,964**.

Developer's s106 **contributions towards ongoing maintenance** are **£762,384**. Legal restrictions mean contributions for ongoing maintenance cannot be put towards upfront provision of equipment or facilities such as the MUGA, car park or skate park.

Deed of Variation

Broadland District Council and the developer have agreed in principle to vary the s106 legal agreement so that both contribution elements may be combined into a single "on-site recreation contribution".

A combined on-site recreation contribution would allow Town Council to fund the equipment and facilities shortfall. Council would also be at liberty to use the on-site contribution to fund or part-fund the skate park – although it would of course be prudent to reserve a level of funds for future maintenance and replacement needs.

Illustration of a combined on-site recreation contribution

Developer's s106 contribution to provision of equipment & facilities: -£129,964

Developer's s106 contributions towards ongoing maintenance: £762,384

Balance due to STC as an on-site recreation contribution: **£632,420**

Note: a further developer maintenance contribution of approximately £6.36 per Sq.m of other/informal open space will also be payable. However, this is best dealt with separately once the exact measurements of all eligible areas are known.

Sprowston Town Council Decision Required:

(Recommendation)

- ***To agree to vary the section 106 legal agreement between Broadland DC, the developer and Sprowston TC to combine all developer contributions into a single on-site recreation contribution to be spent in favour of public facilities in the White House Farm Estate in any manner of Sprowston Town Council's choosing***

G. Ranaweera

Town Clerk

26 January 2022

Table 1.

Developer's s106 contributions to provision of equipment and facilities (existing/old requirements compared with proposed/new requirements)

Existing S106 Requirements			
Requirement	Number	Guide Price	Total
NEAP	1	£75,000	£75,000
LEAP	3	£38,000	£114,000
LAP	5	£500	£2,500
Senior Football Pitch	1	£7,500	£7,500
Junior Football Pitch	1	£5,000	£5,000
Mini Pitch	2	£2,500	£5,000
Tennis Court	2	£30,000	£60,000
Total			£269,000
Proposed S106 Requirements			
Requirement	Number	Guide Price	Total
NEAP	2	£75,000	£150,000
LEAP	1	£38,000	£38,000
MUGA	1	£56,145	£56,145
Junior Football Pitch	1	£5,000	£5,000
Car Park	1	£149,819	£149,819
Skate Park (to be provided by STC)	NA	NA	
Total			£398,964

COUNCIL MEETING – 02 February 2022

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Tiny Forests – Recreation Ground

Perimeter fencing will be installed either Feb 7th or 14th. A community planting event, organised and staffed by Norfolk County Council, will take place a week later. STC will advertise the event through our notice boards and social media. Schools on Recreation Ground Road will also be contacted.

1.2 Sparhawk Park – Replacement of Play Tower

Works to replace the old play tower with broken slide in the small play area at Sparhawk Park will commence 21st February. Works are expected to last 7 days. Prior to commencement Sparhawk Infant School will be notified and notices will be placed on social media and on the play area itself.

1.3 Harrison's Wood – Tree Safety Works Quotation & Management Fund

Broadland District Council (BDC) recently commissioned a tree safety report on Harrison's Wood (see attachment 6.1). The report identified approximately £19,694+VAT of tree works. In addition, approximately £750.00 will be required for traffic management to facilitate tree works adjacent the highway. Costs will be deducted from the Harrison's Wood Management Fund held by BDC.

Harrison's Wood Management Fund (approximate figures)

- Fund Opening Balance: £135,000
- Less Spend to-date (path repairs, gate replacement, tree safety): £52,000
- Less tree safety works quotation + traffic management: £20,444
- **Balance of Fund: £63,305**

CEMETERY

2.1 No matters to report

STREET LIGHTING

3.1 No matters to report

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Existing Personal Injury Claim

The court was not able to hear this claim on the original court date in July 2021. A new court date has now been set for 3rd February 2022. I will brief Council once the outcome is known.

PLANNING AND TRANSPORTATION

5.1 No matters to report

ATTACHMENTS

6.1 Harrison's Wood Tree Safety Quotation



Guy Ranaweera
Town Clerk

Itemised Quotation for Sprowston Woods			Individual Tree Risk Rating		
Site	Risk Zone	Total Costs	Low	Moderate	AM
Boar Plantation	1	£4,005.60	£2,228.40	£1,608.00	£169.20
Boar Plantation	2	£282.00	£225.60	£0.00	£56.40
Boar Plantation	3	£564.00	£564.00	£0.00	£0.00
Total Cost		£4,851.60			
Harrison's Wood	1	£9,993.60	£7,250.40	£2,743.20	£0.00
Harrison's Wood	2	£6,598.80	£6,373.20	£225.60	£0.00
Harrison's Wood	3	£3,102.00	£3,102.00	£0.00	£0.00
Total Cost		£19,694.40			

Zone 1: Highway adjacent trees
 Zone 2: Path adjacent trees
 Zone 3: Central areas where footfall is infrequent

All prices quoted exclusive of VAT which will be charged in addition at the current standard rate

Sprowston Town Council

PLANNING APPLICATIONS – 02 FEBRUARY 2022

Broadland DC App. No	Location	Description	Type
20212320	7 Woodcroft Close, Sprowston, NR7 9HS	Single storey rear and front extension	Householder
20212328	1 Merlin Avenue, Sprowston, NR7 8BY	Rear & Side Extensions to Existing Detached Bungalow	Householder
20212334	74 Greenborough Road, Sprowston, NR7 9HJ	Build an extension over the existing garage and extend out over the alley and garden. Giving increasing living space downstairs and adding two bedrooms and a bathroom upstairs	Householder
20212337	85 Colindeep Lane, Sprowston, NR7 8EQ	Loft conversion with dormers	Householder
20212341	Tesco Stores Ltd, Blue Boar Lane, Sprowston, NR7 8AB	Installation of illuminated sign for vehicle charging point and nonilluminated two flag pole signs (retrospective)	Advertisement Consent
20220009	125 Salhouse Road, Sprowston, NR7 9AN	Erection of two storey side and rear extension. the shape of the front bay window to be altered as per drawings, front elevation of existing house to be rendered to match extension roof tile to be changed	Householder
Norfolk County Council FUL/2021/0071	Sprowston High School, Cannerby Lane, Sprowston, Norwich, NR7 8NE	Retrospective application for temporary installation of 5no. lighting columns on the perimeter of a temporary car park until 31 May 2022	
Norwich City 21/01847/F	Former 28 Mousehold Lane, Norwich	Retirement living development comprising 45 flats for social rent	Full

Parish	Sprowston
Application Number	20212073
Development Address	38 Hammond Close, Sprowston, NR7 9HT
Development Description	Single storey side extension
Decision	Full Approval
Decision Date	19/01/2022

Bank Reconciliation

Third Quarter

31/12/2021

Sprowston Town Council
Recreation Ground Road
Sprowston, Norwich, NR7 8EW

Financial year ending 31 March 2022

Prepared by..... Mr G Ranaweera Clerk and RFO

Dated 17-01-2022

Approved by..... Mr J.M.Ward Town Mayor

Dated 18-1-22

Balance per bank statements as at December 2021	£	£
General Account	28,655.94	
Treasury Deposit A/C NO2	-	
Drawings Account	67.31	
Salaries Account	4,330.66	
Petty Cash Imprest Account	-	
Treasury Deposits	-	
SPR PAR COU IAS	0.03	
Active Saver Account	1,063,658.01	
Barclaycard Account		149.30
Petty Cash Account	80.39	
		1,096,643.04
Less: un-presented cheques at 31st December 2021	-	
Cheque number xxxxxx		
Cheque number xxxxxx		
Plus: unbanked cash at 31st December 2021	-	
Casual Bowls		
Net bank balances as at 31st December 2021		
<i>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows</i>		
CASH BOOK		
Opening Balance		745,871.00
Plus: Receipts in the year		1,304,566.80
Less: Payments in the year		-953,794.76
Closing balance per cash book (receipts and payments book) as at 31st December 2021 (must equal net bank balances above)		1,096,643.04

Bank Reconciliation

Third Quarter

31/12/2021

Sprowston Town Council
Recreation Ground Road
Sprowston, Norwich, NR7 8EW

Financial year ending 31 March 2022

Prepared by *G Ranaweera* Mr G Ranaweera Town and RFO

Dated *17-01-2022*

Approved by *J M Ward* Mr J M Ward Town Mayor

Dated *18-1-22*

Balance per bank statements at 31st December 2021	£	£
General Account	28,655.94	
Treasury Deposit A/c No 2	-	
Drawings Account	67.31	
Salaries Account	4,330.66	
Treasury Deposits A/c No 1	-	
Business Saver A/c	0.03	
Active Saver Account	1,063,658.01	
Barclaycard Account		149.30
Petty Cash Account	80.39	
		1,096,643.04
Less: un-presented cheques at 31st December 2021		
CASH BOOK Bank Balances @ 31/12/2021		
Nominal A/c 1200 General Account	28,655.94	
Nominal A/c 1201 Treasury Deposit A/c No 2	-	
Nominal A/c 1202 Drawings Account	67.31	
Nominal A/c 1203 Salaries Account	4,330.66	
Nominal A/c 1205 Treasury Deposits A/c No 1	-	
Nominal A/c 1206 Business Saver A/c	0.03	
Nominal A/c 1207 Active Saver Account	1,063,658.01	
Nominal A/c 1209 Barclaycard Account		149.30
Nominal A/c 1210 Petty Cash Account	80.39	
Closing Balance Cash Book		1,096,643.04