



NOTICE OF MEETING **AND SUMMONS TO ATTEND**

**The meeting of Sprowston Town Council
will be held on Wednesday 25 September 2024
in the Council Chamber Recreation Ground Road Sprowston NR7 8EW 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. (Speakers names will appear on public record).
4. To confirm the minutes of the Council meeting held 4 September 2024. Pages 1 - 9
5. To agree action/response arising from the minutes.
6. Police Update.
7. To receive correspondence:
 - (1) Broadland and South Norfolk District Council Design Code - Invitation to 2nd stage engagement workshop Pages 10 - 12
8. To receive any written/verbal reports from Sprowston County and District Councillors. Pages 13 - 15
9. To receive the report of the Town Clerk and make decisions on: Pages 16 - 27
 - 1.1 Viking Centre Redevelopment - Proposed Schedule of Hire Fees
 - 1.3 Sparhawk Park - Winter Closing Times
 - 2.1 Widening of Sprowston Cemetery's Vehicular Gate
10. Adjourn the meeting for a short break.
11. To receive any written/verbal reports from the Council's Committees and Working Groups:
 - (1) Neighbourhood Plan Review Working Group (NPWG)
 - (a) To reconfirm the resolution (discussed under Minute 24/137) to delegate to the NPWG authority to conduct a tendering exercise to identify suitable Neighbourhood Planning Consultants and to bring recommendations to full Council for final decision.
 - (b) To Accept the NPWG's recommendation to appoint a consultant to manage and support Neighbourhood Plan Review. Pages 28 - 29
 - (2) Recreational Facilities Working group (Minutes enclosed).
12. To receive any written and verbal reports from Councillors representing the Council on or at outside organisations.
13. To consider planning applications to 25 September 2024. Page 30
14. To receive planning decisions weeks ending 30 August, 6 September and 13 September 2024. Page 31
15. Annual Governance and Accountability Return (AGAR) 2023-24 - External Auditors Report. Page 32
16. The Chairman 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.

17. Planning Enforcement:

- (1) List of current cases;
- (2) List of closed cases;

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Guy Ranaweera
Town Clerk

19 September 2024

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 B Baby, A R Tipple, E H Tovell and K Vincent will or could be making comments on the planning applications at this meeting as a non-statutory consultee on behalf of the Town Council. However, as all four Councillors are on the Planning Committee of Broadland District Council, they would like it made clear that their views could change at those meetings when more information could lead them to a differing view than that expressed at this meeting. To this end they will be abstaining from voting on planning matters.

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

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



**Minutes of the Sprowston Town Council meeting held Wednesday 4 September 2024
at the Council Chamber, Recreation Ground Road, Sprowston commencing 7.30pm.**

Councillors (Cllrs.) Present: W F Couzens (Chairman)
J Leggett (Vice-Chair)

B Baby	-	J H Mallen
M A Booth	-	A L Parker
M G Callam	-	A R Tipple
D Coleman	-	R H Tovell

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

In attendance: J M Ward (Norfolk County Councillor)
PC G Gill (Norfolk Constabulary)

Members of the Public: Four members of the public were present

24/170. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were declared.

24/171. APOLOGIES FOR ABSENCE

Written apologies of absence were received from Cllrs. S D Booth, J Vasco and K Vincent.

24/172. RESIDENTS' QUESTIONS

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

Ashleigh and Liam of Norfolk Paws presented a written and verbal proposal to turn the Diamond Field into a secure dog park.

Mr and Mrs Kemp of Glenburn Avenue raised concerns about anti-social behaviour in the form of cars and motorbikes racing along Wroxham Road at night until early hours of the morning.

24/172. RESIDENTS' QUESTIONS (CONTINUED)

The Chairman stated although he was sympathetic this is a Police matter and recommended, they attend the Police Priority Setting meeting to be held 13 September 2024 at Old Catton Parish Council, Church Street, Old Catton commencing 7.00pm.

PC G Gill requested SAM2 be placed on the Wroxham Road to capture vehicle activity.

The meeting was reconvened.

24/173. NORFOLK PAWS DOG PARK PROPOSAL

The Chairman brought forward agenda item 7 (1) for discussion.

Councillors carefully considered the proposal for a secure dog park on the Diamond Field and whilst the concept was generally supported the following concerns were raised:

- Given the close proximity to residential dwellings barking could be a potential noise nuisance;
- The Diamond Field is identified as a green open amenity space. Converting it into a dog park would preclude use of the space by any other parts of the community;
- Additional pressure on the overflow car park;
- Amount of work and expense to secure the boundary fence and erect a dividing fence between the car park and open space;
- A change of use would require planning permission;
- An increase in the groundsmen's maintenance programme;
- Financial implications have not been fully explored and documented.

Council felt the Diamond Field was not an appropriate location for a secure dog park. Sprowston Recreation Ground was discussed as a possible alternative location and dismissed as it is a designated public open space.

Cllr. A L Parker questioned if this could be discussed with developers of Beeston Park.

Cllr. M G Callam proposed, seconded by Cllr M A Booth to request the Town Clerk to investigate, in liaison with Ashleigh and Liam, a possible, suitable location for a dog park. On being put to the vote the motion was CARRIED.

24/174. MINUTES

The Minutes of the Council's meeting held on 24 July 2024, having previously been circulated to all Councillors were confirmed subject to the following amendment

Minute 24/162 **delete** TU and **insert** TUI

and signed by the Chair of the Council.

24/175. ACTION FROM MINUTES

(1) Dog attack on Sprowston Recreation Ground

24/175. ACTION FROM MINUTES (CONTINUED)

Referring to Minute 24/159 1.2, Cllr. J Leggett asked if there had been any follow-up on the dog attack at Sprowston Recreation Ground.

The Town Clerk replied, owners of the dog had not been seen on the Recreation Ground since the incident occurred.

- (2) Further to Minute 24/162, the Town Clerk reported he was waiting for a response from the Council's insurers with regard to playground inspections meeting their minimum standards.

24/176. POLICE UPDATE

PC Graham Gill reported on incidents of Crime which included:

- 1 burglary in the past month
- 8 occurrences of anti-social behaviour
- 5 domestic related offences
- 8 shop lifting offences
- 1 stolen car from Sprowston Park and Ride
- 1 drug offence

The Chair thanked PC Gill for his attendance.

24/177. CORRESPONDENCE

- (1) Norfolk Paws Dog Park Proposal

Considered under item 24/173.

- (2) Broadland District Council's Website Update

Council noted Broadland District Council's Nationally Significant Infrastructure Projects website update.

- (3) Norfolk County Council's Family Hub Teddy Bear Picnic

Council noted the email thanking them for use of the Recreation Ground to hold the Family Hub Teddy Bear Picnic. It was felt the event could be better advertised to encourage more attendees.

- (4) Norwich Western Link Project Update

Council noted the Norwich Western Link Project update.

24/178. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

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

Cllr. Ward also verbally reported:

24/178. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

From November, booking will be required at all 19 of Norfolk County Council's recycling centres.

A declaration of a (Bluetongue Virus) Temporary Control Zone covering the movement of farm animals has been put in place for all areas of Norfolk and Suffolk. Full details on Norfolk County Council's website.

A request was put in and granted to close Cozens Hardy Road on 22 September 2024 for Car Free Day.

Norfolk County council reduced its carbon emission by 61% from the baseline figure in 2016/17 and is on target for Net Zero in 2030.

Linacre Road between the junctions of Inman Road and Cere Road will be closed, except for access, from 3 - 9 September 2024. This is for UK Power Network to deal with electrical fault repairs.

In response to a question from Cllr. A R Tipple, Cllr. J M Ward replied customers who did not have access to or could not use a computer could make an appointment to visit Norfolk County Council's recycling centres by telephone.

Council noted the impact closure of Linacre Avenue would have on bus passengers.

24/179. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Diamond Centre - Age UK

RESOLVED to reduce the fee for hire of the Beryl Reed Sports for Age UK to £12.50 per hour plus VAT.

1.2 Sprowston Diamond Centre - 231 (Norwich) Squadron Air Cadet's Sword Parade

RESOLVED to waive the hire fee for use of the Diamond Field on 8 September 2024.

1.3 Probation Service - Progress Update

Council noted the Probation Services progress update.

1.4 Quotation for Expanding the Grounds Team's Break Room at the Recreation Ground

RESOLVED to authorise the Town Clerk to:

- (a) accept the quotation from Nick Gale Building Maintenance for building works to expand the Grounds Team's Rest Room at a cost of £7,706.00 plus VAT.
- (b) obtain a quotation for the development of a new wash room and dry room facility at Sprowston Recreation Ground.

24/179. REPORT OF THE TOWN CLERK (CONTINUED)

CEMETERY

2.1 Repair of Damaged Brick Gate Pier and Widening of Vehicle Access

Council noted the repair of the damaged brick pier at the cemetery will be postponed until a decision can be made on widening the access.

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Neighbourhood Plan (NP) Review - Tender Consultant

Council noted the Neighbourhood Plan Review Working Group would evaluate all tenders received from consultants and present their recommendations to full Council on 25 September 2024.

PLANNING AND TRANSPORTATION

5.1 Gold Level Bus Stop Upgrade - Wroxham Road (Supplementary Item)

RESOLVED to agree in principle to Norfolk County Council upgrading the bus shelter on Wroxham Road, adjacent the junction with Cannerby Lane, to “Gold” stop standard, subject to agreement of the final specification of the shelter.

ATTACHMENTS

6.1 Quotation for Grounds Team Rest Room Expansion

24/180. STAFF ABSENCE POLICY

Responding to Councillors’ questions the Town Clerk replied:

- the policy is based on best practice proforma
- discussions on progress to return to work can take place via appropriate forms of communication
- there is room for compassion
- the specification for companion participation is set out in law.

RESOLVED to adopt the Sickness Absence Policy subject to inclusion of wording “Follow ACAS best practice and the law”.

24/181. MEETING ADJOURNMENT

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

The meeting was reconvened.

24/182. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS **(CONTINUED)**

(1) Recreational Facilities Working Group

(a) Fete 2024 Feedback and Lessons Learned

Having considered the debrief report from the Town Clerk and during discussion Councillors made the following:

Suggestions

- To widen appeal, change the name to Sprowston Craft and Food Fair;
- Extend the event to 9.00pm;
- Hold a separate fete from 5.00pm - 9.00pm;
- Change the time to 2.00pm - 6.00pm;
- Move the beer tent and food vendors closer to each other.

Comments

- Good, well organised event;
- There are other organisations who can run events;
- Most people had a great time;
- The suggested change of name would not reflect the type of event being held;
- Extending opening hours of the event would require considerably more volunteers;
- Council could not justify spending another £14,000 on an additional fete.

(b) Dates for a Fete in 2025

Cllr. J Leggett proposed, seconded by Cllr. A R Tipple to hold a 2025 summer fete on Saturday 19 July 2024. On being put to the vote the motion was CARRIED.

24/183. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS

Council received and noted the written report from Cllr. W F Couzens.

Referring to the White House Farm development Cllr. M A Booth advised he had been in discussion with the District Council's Assistant Director Planning Ben Burgess, where he had expressed Council's dissatisfaction with the standard of play equipment and open space.

Cllr. A R Tipple commented on the Transport and Development Plan for Beeston Park and increase in the number of dwellings to be built prior to triggering improved bus services.

Cllr. J Leggett expressed concern that the bus services between Spixworth and Norwich could be oversubscribed.

24/183. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS (CONTINUED)

Cllr. J Leggett reported:

- Development of the Viking Centre was behind schedule due to prolonged heavy rain;
- Samples for the main hall ceiling were awaited;
- Door handles had been agreed;
- Planning permission to incorporate the strip of grass adjacent the public footpath into the car park requires biodiversity net gain on-site;
- The first screed is today;
- There are still funds available in the contingency budget.

Cllr. W F Couzens reported:

- Repairs to the existing roof and installation of the new hall roof are almost complete;
- All new windows have been installed with the exception of Velux;
- The underfloor heating has been laid.

Cllr. Couzens also explained there was an additional expense of £2,500 for Bidwells' agents fees for planning permission to extend the car park should Council wish to proceed with this.

Cllr. M G Callam proposed, seconded by Cllr. M A Booth to authorise the additional spend to extend the Viking Centre car park. On being put to the vote the motion was CARRIED.

24/184. 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:

2024/1236 - full planning application for the creation of an engineered wetland including associated engineering works & access at Land to The North of Dobb's Beck, Beeston Park Wetland, Beeston Park Byway, Beeston St. Andrew.

2024/2154 - installation of an Air Source Heat Pump at 6, Heron Close, Sprowston

2024/2230 - erection of porch at 43, Blackwell Avenue, Sprowston.

2024/2255 - proposed new click and collect parking and double canopy above finished in Red RAL 3020, with galvanised steel post for support, 5x new bollards, new 3.13m high timber access gate for entry and exist of Dot Com Vans at Tesco Stores Ltd, Blue Boar Lane, Sprowston.

24/184. PLANNING (CONTINUED)

2024/2364 - single storey rear extension at 3, Sursham Avenue, Sprowston.

- (b) to strongly oppose the granting of planning application 2024/2439 - single storey rear extension, full width dormer with 2m deep balcony, 2 No. Velux windows, single storey garden/games room at end of garden, new render and change of tiles from red to grey at 13, Blackwell Avenue, Sprowston on the grounds:

- It is an unneighbourly form of development and out of keeping with the surrounding area.
- The balcony, and doors leading to the balcony, would overlook neighbouring properties and deprive residents of their privacy.
- A change from red to grey tiles is not in keeping with the street scene.

- (c) to oppose the granting of planning application 2024/2445 - relocation of 3 A/C units from north east elevation of no. 85 to the rear of 185, with installation of 2 additional A/C units to rear of 183/185 and 2 to front of 183/185 at 183-185, Wroxham Road, Sprowston on the following grounds:

- It is an unneighbourly form of development.
- The new position of units 1 - 3 is still in very close proximity to the neighbouring property and has potential to be a noise nuisance. These units should be relocated to the rear of the property where they would be less intrusive.
- Council questions the criteria used for the noise assessment.

- (d) to strongly oppose the granting of planning application 2024/2646 - subdivision of curtilage to provide new dwelling, including porch to existing dwelling at 82, Blithewood Gardens, Sprowston on the grounds:

- it is an undesirable sub-division of the plot, an over development of the site with lack of amenity space and inadequate parking provision.
- Access to the parking bay for the proposed new dwelling is restricted and would require vehicles to cross the public footpath and grass verge.

24/185. PLANNING DECISIONS

Council noted the planning decisions for weeks ending 19 July 2024, 26 July 2024, 2 August 2024 and 16 August 2024.

24/186. EXCLUSION OF PRESS AND PUBLIC

Cllr. W F Couzens proposed, seconded by Cllr. M A Booth 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.

24/187. PLANNING ENFORCEMENT

- (1) Current Enforcement Cases

24/187. PLANNING ENFORCEMENT (CONTINUED)

Council noted the list of current planning enforcement cases.

(2) Closed Enforcement Cases

Council noted the list of closed planning enforcement cases and requested the Town Clerk to clarify the actions taken with regard to 2024/8109.

(3) Explanation of Closed Cases.

Council noted the explanation of closed cases.

24/188. MILLENNIUM WOODLAND

Cllr. M A Booth updated Council on Broadland District Council's actions regarding a matter relating to the Millennium Woodland.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 9.55pm.

25 September 2024

Chair

From: Local Plan (SNC) <localplan.snc@southnorfolkandbroadland.gov.uk>
Sent: 12 September 2024 11:40
To: Local Plan (SNC)
Subject: Broadland & South Norfolk Design Code - invitation to 2nd stage engagement workshop
Attachments: BDC & SNC Design Code FAQs.pdf

Dear Sir / Madam,

We have previously contacted you about the **South Norfolk and Broadland Design Code**, which is being developed by Tibbalds Planning and Urban Design, and you may or may not have taken part in some of the stakeholder engagement activity that took place this summer, marking the initial stage in the development of the Code. I am now writing to invite you to take part in a forthcoming, online workshop which forms the next stage in the development of the project.

The aim of the Design Code is to strengthen the design quality and consistency of new residential developments across the area. It will be used to help in the planning applications process to ensure that new development is of appropriate quality, responds to the local context, and provides great places for people to live. As part of the Code, we will place particular emphasis on: quality of landscaping; the character of local buildings; and the use of distinctive materials.

The team has now reviewed the responses provided during stage one of the engagement process. This feedback has been used to inform and refine the development of a draft vision and the identification of opportunities for the different coding areas (e.g. market towns, villages).

For this next stage of engagement, we will present and invite feedback on the following topics:

- A summary of the responses to the first round of engagement
- How these responses have informed the emerging work
- A summary of the analysis work undertaken by Tibbalds and team
- A draft vision for the design code
- A draft coding plan identifying settlement types across the two authorities
- Draft opportunities, challenges and priorities for each settlement type

On this basis, we would like to invite you to take part in our next online workshop to discuss the above topics. We are running the workshop at three different times over two days, to try and accommodate as many stakeholders as possible. The workshop will be held at the following times:

1. **Monday 30th September: 1.30-3.00pm**
2. **Tuesday 1st October: 10.00-11.30am**
3. **Tuesday 1st October: 1.00-2.30pm**

If you or someone else within your organisation (we can only accommodate one booking per organisation) would like to attend one of these events, please reserve your place by replying to this email, before 5.00pm on Wednesday 25th September and by providing your first and second preferences for workshop times, based on those listed above.

Invitations are being sent to elected members from the two local authorities, agents, developers, architects, parish & town councils, and other key stakeholders.

The team really values your feedback at this early stage of the project to help inform the drafting of the priorities for the Design Code, and we do hope that you are able to join us at one of these events.

In addition, and for information, please find attached an FAQs document, which provides more detail on Design Codes, this particular project, and a brief summary of the stage one engagement process and feedback.

We look forward to hearing from you.

Kind regards,

Richard Squires

Richard Squires

Senior Community Planning Officer

t 01508 533805 e local.plan@southnorfolkandbroadland.gov.uk



Our Broadland and South Norfolk Councils offices are now based at Broadland Business Park in the [Horizon Centre](#). Find out how you can access our services by visiting our website or by calling us on 01508 533633

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Broadland & South Norfolk Design Code FAQs

What is a Design Code?

A Design Code establishes clear design requirements for the physical development of a site or area. It provides straightforward guidance to ensure high quality and appropriate development. Design Codes may cover themes such as the height of buildings, their design and materials, landscaping, the design of bin stores, and the design of parking spaces.

Output

It is intended the new Code will eventually be adopted by each Council as a Supplementary Planning Document (SPD) independently. SPDs are used to provide further guidance on planning policies. Whilst many aspects of the Design Code are likely to be common to both districts, we want to make sure that the local differences, character and identities between the two districts are identified.

Project Timeline

As part of the development process, the team has developed an iterative, three stage engagement strategy to allow for key stakeholders to inform the priorities, content and structure of the Design Code as it develops.

This is stage two, and over the next six months or so, there will be several more opportunities for you to input into this process. The team will use the feedback to inform the draft coding plan, and update the priorities for the Design Code, which will directly help in the drafting in the content of the Code.

Summary of Stage 1 Engagement

As part of our first round of engagement on the Design Code, we undertook a series of engagement exercises to understand how people feel about what makes the areas distinctive, and what they would like a Design Code to prioritise across the two authorities. As part of this process, we:

- Held six online workshops with Council officers, Council members, Parish and Town Councils, and local developers, agents and architects, with approximately 75 attendees in total;
- Hosted a six-week online engagement period on the Placechangers website. We had a significant level of response to the website, and 147 individual respondents left 155 responses. There were a range of comments, ranging from the importance of character in the rural context, to the use of appropriate local materials, to the need for new development that is sustainable and resilient to climate change;
- Received written feedback from a range of statutory consultees and stakeholders.

Broadland District Council Report

Martin Booth

July and August have been quiet at the council with Officers catching up after the general election in July, which is a great deal of work for the council since we have to organise and count 3 constituencies along with South Norfolk and then August because of staff holidays.

Full council in July passed a revised complaints policy which gives a shorter, improved, time scale for complaints to be answered along with other changes. We also adopted the Lingwood and Burlingham and the Thorpe St Andrew Neighbourhood plans. These detail what the local population wants to see in the way of development in the area. Neighbourhood plans also have the important action of giving the area 25% of CIL money as opposed to 10% if an area does not have a plan. This is the money developers have to pay toward local infrastructure.

Cabinet in September approved a Housing Allocations Policy Review. One of the changes in this is that we will consider people from outside Broadland if they have a need to live near a relative who lives in Broadland. This could include, for example, an elderly relative or a disabled person. We also approved accepting the councils bid for the Local Authority Housing Fund Round Three. We have been awarded enough money by government with our matched funding to buy three more houses to add to our temporary housing stock. The council now owns 37 units, with 9 more in the pipeline from our successful round two

bid, leases 25 units and has another 6 units owned by our building maintenance company. This will give us, with the three new properties, a total of 108 units of temporary accommodation. Most of these have been added since we took control of the council. This has two, very positive, effects. Temporary accommodation is much better for people than living in hotels or bed and breakfast accommodation, particularly families. Secondly it reduces our large bill for hotels and, instead, produces a rent. So it is win, win all round.

Finally plans are progressing well and the contract for the architects has been awarded for the construction of a visitor centre with toilets and a cafe with improved parking at Broadland Country Park. A consultation on the plan was held at the park and the feedback has been extremely positive. This comes under my portfolio and I would recommend visiting the park if you like woodland walks with lots of wildlife.

15.9.24

Report from Councillor John Ward

Norfolk County Council

Free NHS Health Checks are available every 5 years to anybody aged 40-74 without a long-term health condition. Details at www.norfolk.gov.uk/healthcheck

Following a number of fires, residents are reminded of the importance of buying lithium-ion batteries only from responsible and safe retailers to ensure they meet UK Safety Standards and are not a fire risk.

The Household Support Fund has been extended for another 6 months. £421m will go to Councils to help them support the most vulnerable who are struggling with household bill costs.

Norfolk County Council has named Broadland Business Park as a priority location for a new railway station. This is on the Norwich to Sheringham line and would be a £20m project.

Norfolk County Council together with Norwich Cathedral have been successful in getting Norfolk included in the Saint Olav Ways Pilgrimage route; this will be one of 49 such routes across 46 countries and should boost tourism.

The new Government has halted Norfolk's Devolution Deal which would have been worth £600m to the County,

On 13th September I was pleased to attend the Battle of Britain Celebrations at County Hall. There were four WW2 Veterans in attendance including Warrant Officer Ray Parke, 99yrs old, who flew 40 missions in Lancaster Bombers. Ray currently lives in Sprowston.

COUNCIL MEETING – 25 September 2024

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Viking Centre Redevelopment – Proposed Schedule of Hire Fees

A draft schedule of room hire fees has been drawn up for the Viking Centre (see attached). Parity with the Diamond Centre's fees has been maintained in order not to cannibalise existing business. In addition to the Standard Rate and discounted Community Rate; a new lower 'Community Club Rate' is proposed for the Viking Centre's Community Hall and general room hire Room 'A'. The proposed 'Community Club Rate' is 40% lower than the Community Rate. It is intended to make hall hire feasible for small, formal, non-profit making, non-business, clubs and societies such as Guides, Scouts, the WI, Youth Groups, Community Choirs etc. It is hoped by keeping hire fees as low as possible we can encourage inclusive community clubs to base themselves at the Viking Centre. Clubs that benefit from low room hire costs have every opportunity to keep their own membership fees low and widen their reach to all sections of the community. Presently, there are no 'community clubs' based at the Diamond Centre.

The proposed hire fees for the flexible multiuse/office spaces on the first floor have been priced so as to be competitive with the various flexible office spaces available around Norwich.

The proposed hire fees/rent for the community café and community shop are informed by rental prices of a range of similar commercial units, with a 'start-up' discount applied.

Sprowston Town Council Decision Required:

- ***To approve the proposed 2024-25 schedule of room hire fees for the Viking Centre***

1.2 Sparhawk Park – Renovation of Small Play Area

As previously reported, our weekly play area inspections have identified the small play area at Sparhawk Park as needing major remedial works in the near future. In particular, the wet-pour safety surface (which covers the entire play area) is now reaching a condition where we will soon no longer be able to patch-repair it. Taken as a whole; I recommend replacement of the old play equipment (excluding the new tower slide unit), along with replacement of the wet pour surface. In place of wet pour, a more sustainable grass/rubber matting system could be installed under/around individual items of play equipment. The small play area is also a popular cut-through route to the nearby Sparhawk Infants' school, so a suitable all-weather footpath to service this route is also recommended. In Addition, it may be advisable to renew the perimeter mesh-weld fencing at the same time as the play equipment.

Renovation of the small play area will be a significant and expensive undertaking. The project (as envisioned above) would comprise two phases. I have obtained from Kompan Ltd, estimates for both phases. For reference, Kompan's concept art for the play area renovation is attached:

- Phase 1). Groundworks to remove old play equipment, fencing, wet pour surface, concrete surface and any redundant play equipment hardstanding found beneath wet pour/concrete surfaces = **£42,000 +VAT**
(Kompan themselves acknowledge they are expensive for large scale ground works, hence we are likely to find a cheaper price from a specialist construction contractor)

- Phase 2). Supply and installation of new play equipment, fencing, footpath and safety surfacing/rubber grass matting = **£65,000 +VAT**

I have also discussed this project with a second play equipment provider (Proludic). They advise their costs for supplying and installing new equipment (excluding ground works) would also be in the region of £70k +VAT

Given the size of expenditure required, this work cannot be met from our in-year reactive maintenance budget. The available planned maintenance budget currently stands at £30k. Therefore, the balance of funding would have to come from a Public Works Board Loan; from General Reserves (currently approximately £137,000 after streetlight replacement programme costs), or; from Community Infrastructure Levy (currently approximately £32,000 after Viking Centre Redevelopment costs, replacement of the fencing at Wilks Farm Drive small play area and expansion of Grounds Team breakroom). In April or October 2025 we expect a further £161,520 in CIL from the Halsbury Homes development on Salhouse road. However, Halsbury Homes has previously fallen behind with some of its CIL payments, so timely receipt of this CIL income is not guaranteed.

The play area is currently safe to use. Providing our weekly inspections confirm it remains safe, I propose to wait until April 2025 to reassess the funding situation. A further update and/or options report will follow thereafter.

1.3 Sparhawk Park – Winter Closing Time

For approximately four months between the end of October and the beginning of February, Sparhawk park closes at 4.30pm. On Fridays, weekends and bank holidays it is locked up by our caretakers. During the rest of the week our Grounds Team lock up. The Grounds Team finishes work at 4.30pm, so locking up at Sparhawk causes them to finish work 15 to 20 minutes late each day.

I would prefer the Grounds Team to finish on time. I would also seek to avoid groundsmen accruing too much TOIL. Our caretakers could takeover locking up duties from the Grounds Team, but this would incur additional costs. During the winter, when it is dark by about 4.30pm, Sparhawk Park sees very few visitors after 4.00pm (Sparhawk Infants School closes at 3.00pm).

In light of the above, between the end of October and the beginning of February, I propose closing Sparhawk Park at 4.15pm instead of 4.30pm. The impact of the earlier closing time would be monitored and in the event of any unexpected adverse effects the change could be easily reversed.

Sprowston Town Council Decision Requested:

- ***To Agree to Close Sparhawk Park at 4.15pm during those winter months in which it would otherwise close at 4.30pm***

1.4 Ministry of Justice Probation Service - Community Payback Scheme

The community payback scheme has made good progress with the various painting jobs they have been set at the recreation ground. They will finish the last items of painting within one or two more sessions. After that, weather permitting, I will ask them to attend to a number of jobs at Sparhawk Park and the Cemetery.

If councillors are aware of any projects that may be suitable for community payback probationers to undertake, please let me know so that I may put the probation service in contact with the appropriate party/ies.

CEMETERY

2.1 Widening of Sprowston Cemetery's Vehicle Gate

Further to my report of 04/09/2024, quotes for widening the cemetery vehicle access gates have now been obtained (please see attached).

Widening the existing opening:	£1,955.00 +VAT
Surfacing works necessitated by a wider opening:	£3,859.00 +VAT
New, wider metal gates:	<u>£1,563.40 +VAT</u>
Total cost to Council:	<u>£7,377.40 +VAT</u>

Cost to rebuild damaged brick pillar:	£1,247.00 +VAT (Council to be reimbursed)
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Sprowston Town Council Decision Requested:

- ***To agree to widen the cemetery vehicle access gate as per the costs in the above quotations.***

STREET LIGHTING

3.1 No matters to report

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Role of Administration and Finance Officer

After a long period of absence, our incumbent Admin and Finance Officer has tendered their resignation. Recruitment for a replacement officer is underway. I expect to appoint a successor shortly.

PLANNING AND TRANSPORTATION

5.1 Adoption of the Norfolk Homes Ltd Development off Blue Boar Lane, Sprowston - Phase 5

In accordance with the Highways Act 1980: Section 38, Norfolk County Council (NCC) has completed the adoption process for this development. NCC is now responsible for the roads on this development and Sprowston Town Council, as the Lighting Authority, is now responsible for the footway lighting (street lights). As the lights on this development are relatively few in number and all LEDs, I do not anticipate a significant increase in our street lighting running costs.

ATTACHMENTS

6.1 Viking Centre – Schedule of Proposed Hire Fees 2024/25

6.2 Sparhawk Park – Visualisation of Renovated Play Area

6.3 Map and Quotations for Widening Cemetery Vehicle Access Gate



Guy Ranaweera
Town Clerk

SPROWSTON TOWN COUNCIL, VIKING CENTRE: PROPOSED ROOM HIRE FEES 2024/2025

(Current agreed fees - for comparison only)

DIAMOND CENTRE - 2024/25 FEES

	Community Rate	+VAT	Standard Rate	+VAT
Beryl Reed Sports Hall (306m²)	£ 22.16	£ 26.60	£ 27.00	£ 32.40
Weekday, per hour				
Weekend / Bank Holiday, per hour	£ 24.42	£ 29.30	£ 30.00	£ 36.00
Badminton per Court - Weekday, per hour	£ 10.88	£ 13.05		
Badminton per Court - Wkend / Bank Hol, per hour	£ 12.00	£ 14.40		
Burrows Room (20m² - approx)				
Weekday, per hour	£ 8.67	£ 10.40	£ 11.67	£ 14.00
Weekend / Bank Holidays, per hour	£ 10.71	£ 12.85	£ 13.71	£ 16.45
Delves Room (45m²)				
Weekday, per hour	£ 12.88	£ 15.45	£ 17.17	£ 20.60
Weekend / Bank Holidays, per hour	£ 14.92	£ 17.90	£ 19.21	£ 23.05
Jones Room (40m²)				
Weekday, per hour	£ 10.92	£ 13.10	£ 15.17	£ 18.20
Weekend / Bank Holidays, per hour	£ 12.96	£ 15.55	£ 17.21	£ 20.65
St Quintin room (62m²)				
Weekday, per hour	£ 15.95	£ 19.15	£ 20.33	£ 24.40
Weekend / Bank Holidays, per hour	£ 17.92	£ 21.50	£ 22.33	£ 26.80
School Room (122m²)				
Weekday, per hour	£ 19.00	£ 22.80	£ 24.08	£ 28.90
Weekend / Bank Holidays, per hour	£ 21.03	£ 25.24	£ 26.13	£ 31.35
Diamond Field Hire	VAT Exempt		VAT Exempt	
Weekday, per hour	£ 13.00	n/a	£ 18.50	n/a
Weekend / Bank Holidays, per hour	£ 15.50	n/a	£ 23.50	n/a

Proposed Hire Fees (Not Final)

VIKING CENTRE - 2024/25 FEES

	Community Rate	+VAT	Community Club Rate*	+VAT	Standard Rate	+VAT
Room Hire B - Community Shop (21m ²)						
Weekday, per hour	£ 8.67	£ 10.40			£ 11.67	£ 14.00
Weekend / Bank Holidays, per hour	£ 10.71	£ 12.85			£ 13.71	£ 16.45
12 month lease for Community Shop (Mon-Sun, 10-4pm) (350pcm in VAT)	£ 3,500.00	£ 4,200.00			£ 4,375.00	£ 5,250.00
Room Hire A - General Hire (43m ²)						
Weekday, per hour	£ 12.88	£ 15.45	40% discount £ 7.73	£ 9.27	£ 17.17	£ 20.60
Weekend / Bank Holidays, per hour	£ 14.92	£ 17.90	£ 8.95	£ 10.74	£ 19.21	£ 23.05
Community Café (56m ²)						
Weekday, per hour	n/a				n/a	
Weekend / Bank Holidays, per hour	n/a				n/a	
12 month lease (Mon-Sun, 10-4pm) (£600 pcm inc VAT)	£ 6,000.00	£ 7,200.00			£ 7,500.00	£ 9,000.00
Community Hall (129m ²)						
Weekday, per hour	£ 19.00	£ 22.80	40% discount £ 11.40	£ 13.68	£ 24.08	£ 28.90
Weekend / Bank Holiday, per hour	£ 21.03	£ 25.24	£ 12.62	£ 15.14	£ 26.13	£ 31.35
Basement Storage Cage	£ 8.33	£ 10.00	£ 4.17	£ 5.00	£ 10.00	£ 12.00
Flexi-Offices 1 & 2 (both 13m ²)**		+VAT	%20 surcharge for 2 people	Surcharge +VAT		+VAT %20 surcharge for 2 people Surcharge +VAT
12 monthly (Mon-Fri, 8am to 5pm)	£ 3,750.00	£ 4,500.00	£ 4,500.00	£ 5,400.00	£ 4,687.50	£ 5,625.00 £ 5,625.00 £ 6,750.00
6 Monthly (Mon-Fri, 8am to 5pm)	£ 1,900.00	£ 2,280.00	£ 2,280.00	£ 2,736.00	£ 2,375.00	£ 2,850.00 £ 2,850.00 £ 3,420.00
Monthly (Mon-Fri, 8am to 5pm)	£ 330.00	£ 396.00	£ 396.00	£ 475.20	£ 412.50	£ 495.00 £ 495.00 £ 594.00
Weekly (Mon-Fri, 8am to 5pm)	£ 85.00	£ 102.00	£ 102.00	£ 122.40	£ 106.25	£ 127.50 £ 127.50 £ 153.00
Daily (8am to 5pm)	£ 20.00	£ 24.00	£ 24.00	£ 28.80	£ 25.00	£ 30.00 £ 30.00 £ 36.00
AM / PM / EVE (4 hr block)	£ 15.00	£ 18.00	£ 18.00	£ 21.60	£ 18.75	£ 22.50 £ 22.50 £ 27.00
Hourly	£ 5.83	£ 7.00	£ 7.00	£ 8.40	£ 7.29	£ 8.75 £ 8.75 £ 10.50
Flexi-Office 3 (25.8m ²) (3 people)**						
12 monthly	£ 6,300.00	£ 7,560.00			£ 7,875.00	£ 9,450.00
6 Monthly	£ 3,200.00	£ 3,840.00			£ 4,000.00	£ 4,800.00
Monthly	£ 550.00	£ 660.00			£ 687.50	£ 825.00
Weekly (Mon-Fri, 8am to 5pm)	£ 140.00	£ 168.00			£ 175.00	£ 210.00
Daily (8am to 5pm)	£ 30.00	£ 36.00			£ 37.50	£ 45.00
AM / PM / EVE (4 hr block)	£ 20.00	£ 24.00			£ 25.00	£ 30.00
Hourly	£ 8.33	£ 10.00			£ 10.41	£ 12.50

****Flexi-Offices Hire Notes**

Equipped with an appropriate number of desks and office chairs (as agreed with the hirer).

WiFi is included.

A shared basic kitchen is provided.

Free on-site parking (first-come, first-served).

There are no printing facilities or other IT equipment.

The building is unstaffed. An out of hours emergency number will be provided.

A post box can be provided for renters who take up a 6+ month lease.

Due to the limitations of the building, the only access to the first floor is via a flight of stairs.

***Community Club Rate Notes**

Available to formally constituted, non-profit making, non-business clubs such as Guides, Brownies, Scouts, Youth groups, WI, Choirs, etc

Sparhawk Avenue Park

Sprowston Town Council

Our Design at Sparhawk Avenue Park ensures that users of all ages and abilities can learn, imagine and play together!



INCLUSIVE ITEMS

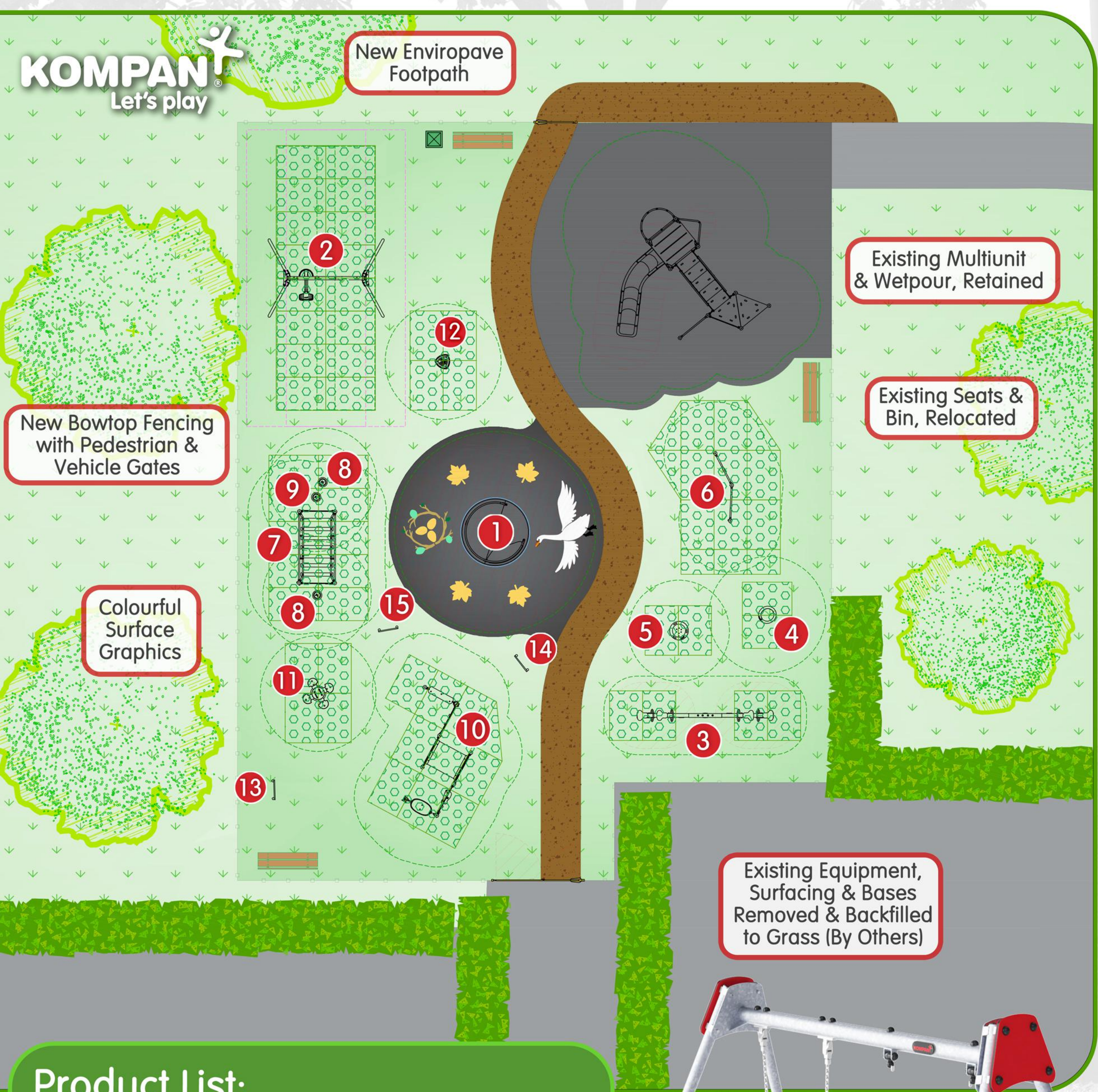


10-year warranty

- HPL floors & panels
- Galvanised and aluminium metal parts with painted top layer
- Other galvanised metal parts
- Other stainless steel parts

LIFETIME* Warranty

- Galvanised structural parts
- Steel poles
- Cross beams
- Floor frames
- Top brackets
- Stainless steel hardware
- EcoCore™ and other HDPE panels
- * Please see full KOMPAN's general terms & conditions, along with our Tender Response.



Product List:

1. Wheelchair Carousel
2. Inclusive Swings
3. Seesaw For Four
4. Spinner Bowl, Greenline
5. Springer Bowl, Greenline
6. Double Somersault Bars
7. Sway Alley
8. Stepping Pods 300mm High x2
9. Stepping Pod 600mm High
10. Talk & Tumble, Greenline
11. Crazy Daisy, Greenline
12. Spica 1
13. Hello Sign Language Panel
14. Communication Panel
15. Memory & Reactions Panel

Surfacing Key:

- Existing Tarmac Retained
- Black Wetpour Under Carousel
- New Enviropave Central Footpath
- New Grass Mat

Site Info:

- All Existing Equipment & Surfacing Except Multiunit to be Removed (by Others)
- All Steel Equipment
- New Bowtop Fencing 1m High Galvanized
- New Pedestrian Access Gate and Combination Pedestrian/Vehicle Access Gate
- New Wetpour Surfacing with Surface Graphics
- New Enviropave Central Footpath
- Designed for all ages to be inclusive and accessible

SPROWSTON TOWN COUNCIL - SPARHAWK AVENUE PARK | CAS-255738-MOM3Q6 | 01/11/2023 | DRAWN BY: V.G. | NOTE: PLEASE DO NOT SCALE FROM THIS DRAWING. THIS DRAWING IS NOT TO SCALE. THIS IS PURELY AN ARTIST'S IMPRESSION.



playground	what	where	who	bathroom	fast	slow
I	with	you/your	me/my	us/they	on	off
climb	play	run	walk	stand	sit	push
hungry	thirsty	line up	help	give	make	stop
like	happy	sad	bored	cold	hot	sick
yes	no/not	up	down	turn	in	out



MADE GREEN PRODUCTS ARE MADE OF POST-CONSUMER RECYCLED MATERIALS SUCH AS OCEAN WASTE (NETS), USED TEXTILES, FOOD PACKAGING WASTE AND USED PLASTIC BAGS

OUR NEW MADE GREEN PRODUCTS COME WITH 50% REDUCTION IN CARBON EMISSION VERSUS THE EQUIVALENT 2014 PRODUCTS



Play Values:

- CREATIVE**
Joy of creating, co-creation & experimenting with materials
- SOCIAL - EMOTIONAL**
Joy of being together, teamwork & sense of belonging
- PHYSICAL**
Joy of movement, motor skills, muscle, cardio & bone density
- COGNITIVE**
Joy of learning, curiosity, understanding & knowledge of the world.

15 New Pieces of Equipment

80 Capacity of Kids

1-12 years

Play for all ages & abilities

Sparhawk Avenue Park

Sprowston Town Council

80+ USERS
30 PLAY FEATURES
1-12 AGE RANGE



SCAN ME TO FIND OUT MORE ABOUT OUR SUSTAINABLE SOLUTIONS

KOMPAN can now deliver a full circular playground using sustainable materials, including ocean waste

RECYCLED SUSTAINABLE PLAY IS BORN!



INCLUSION FOR ALL!

INCLUSIVE SWINGS

EXISTING MULTIUNIT

DOUBLE SOMERSAULT BARS

SEESAW FOR FOUR

SPICA 1

WHEELCHAIR CAROUSEL

COMMUNICATIONS PANEL

SPRINGER BOWL

HELLO SIGN LANGUAGE PANEL

SWAY ALLEY & POD TRAIL

MEMORY & REACTIONS PANEL

SPINNER BOWL

TALK & TUMBLE

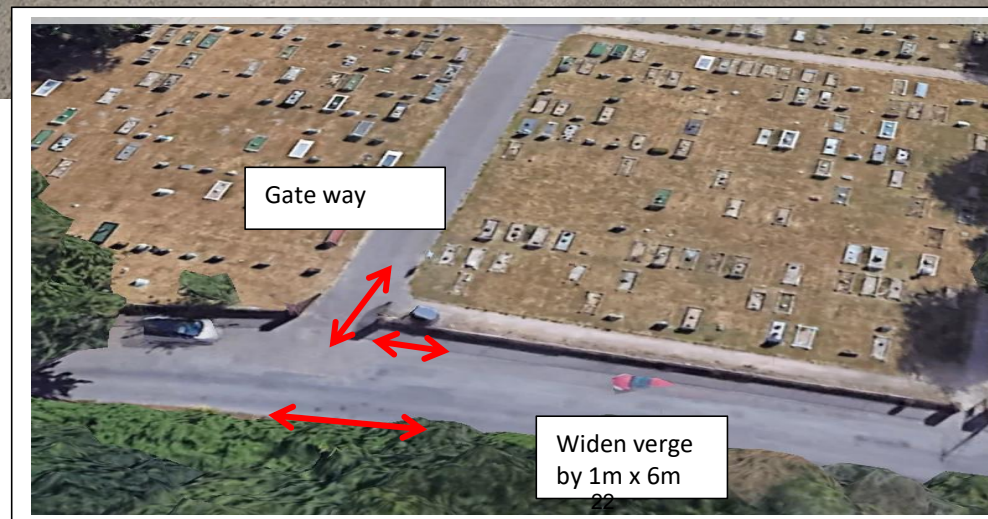
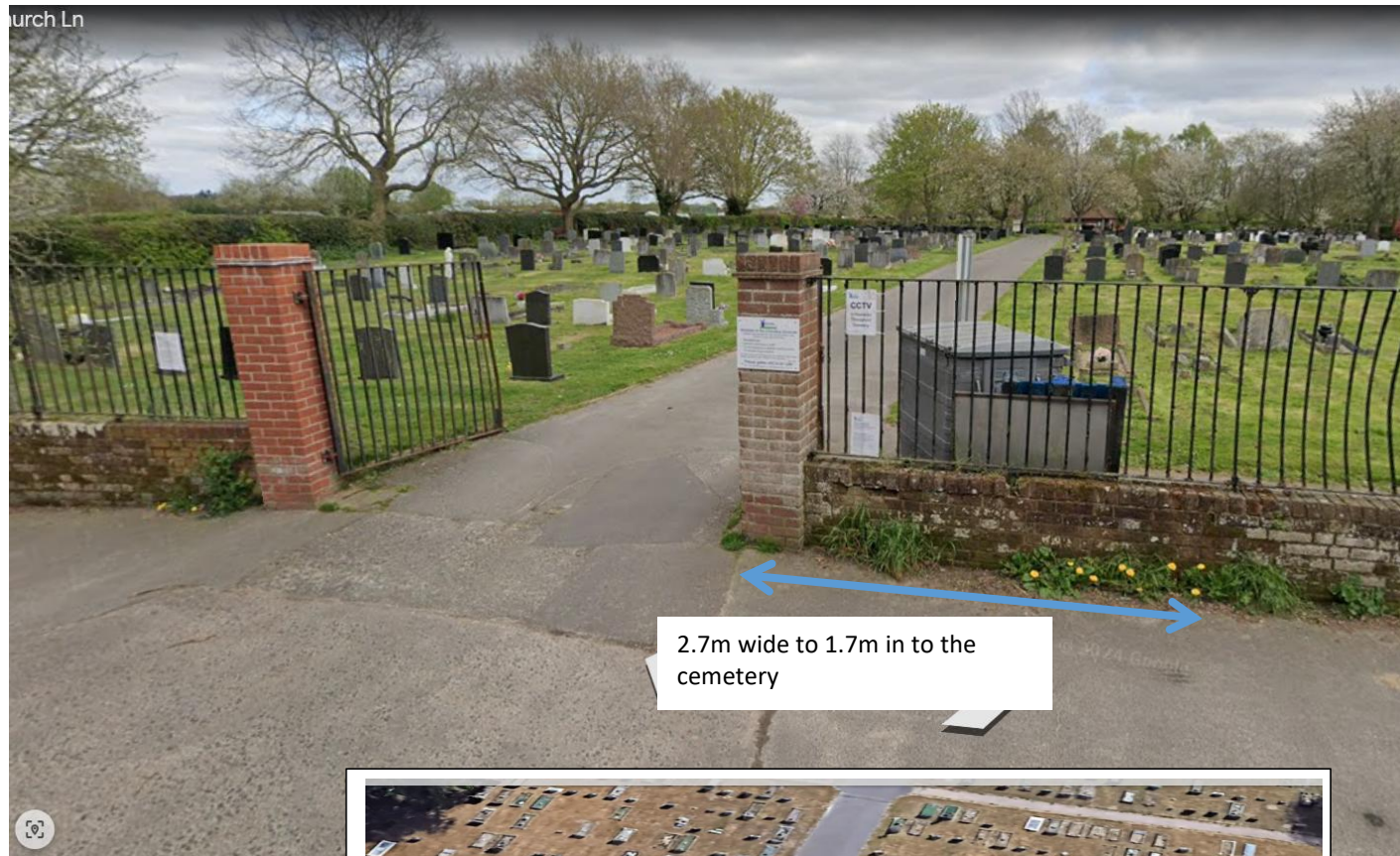
CRAZY DAISY

SPIN WITH YOUR FRIENDS!

DYNAMIC PLAY!

KOMPAN
Let's play

Sprowston Cemetery



Gale

Building Maintenance

9 Loch Lane, Watton, Norfolk, IP25 6HE

Tel. 01953 880447 Mob. 07895 500731

Sprowston Town Council
Council Office,
Recreation Ground Rd,
Norwich
NR7 8EW

Date: 29th July 24

Dear Sirs,

Quotation – Sprowston Cemetery -Widening the Opening

Thank you for the opportunity to price your works .

Our price to,

1. Temporarily barrier the work area.
2. Cut Back existing railings from the brick pier and provide temporary support to the railings.
3. Carefully take down the existing brick pier and existing brick wall to 2.7m.
4. Rebuild pier with bricks to match existing and fill the middle of the pier as works progress
5. Install tile creasing and brick on edge to match existing.
6. Re-attach railings.
7. Remove barriers and leave clean and tidy.

For the sum of £1955.00 + Vat

Excavate existing tarmac/concrete 1.8m x 1.7m, and regarde to suit new levels, install asphalt to the new area

For the sum of Awaiting Price from Ashpalt Company

Should you wish to proceed or need further clarification then please do not hesitate to contact me.

Yours Sincerely

Nick Gale

PLANNED MAINTENANCE - REACTIVE MAINTENANCE - REFURBISHMENT - NEW BUILD -GROUNDWORKS

Email: nickgale@galebuildingmaintenance.co.uk

www.galebuildingmaintenance.co.uk

Vat no 326 99674 32

Gale

Building Maintenance

9 Loch Lane, Watton, Norfolk, IP25 6HE

Tel. 01953 880447 Mob. 07895 500731

Sprowston Town Council
Council Office,
Recreation Ground Rd,
Norwich
NR7 8EW

Date: 19th September 24

Dear Sirs,

Quotation – Sprowston Cemetery -Surfacing Works

Thank you for the opportunity to price your works .

Our price to,

1. Temporarily barrier the work area.
2. Sawcut existing surface to create joint
3. Excavate 250mm to formation level and leave spoil on site.
4. Install 150mm type 1 granite and compact.
5. Install timber edging and lay 100mm hot rolled asphalt.
6. Excavate existing verge opposite 1m x 6m and leave spoil on site, install 150mm type 1 Granite and lay 100mm hot rolled asphalt.

For the sum of £3859 + Vat

Should you wish to proceed or need further clarification then please do not hesitate to contact me.

Yours Sincerely

Nick Gale

PLANNED MAINTENANCE - REACTIVE MAINTENANCE - REFURBISHMENT - NEW BUILD -GROUNDWORKS

Email: nickgale@galebuildingmaintenance.co.uk

www.galebuildingmaintenance.co.uk

Vat no 326 99674 32

Your ref – Guy Ranaweera

Our Ref – Quote S2248

Sprowston Town Council

15th July 2024

Dear Sir/Madam

Sprowston Cemetery Main Gate Replacement

We thank you for your enquiry and have pleasure in submitting our quotation for your consideration.

Please find overleaf our standard conditions, and in respect of this quotation, note the following.

You to make good existing brick pier, widen gateway and build new brick pier prior to our commencement. No take down allowed for.

All rates listed valid for 14 days from above date, subject to review after to reflect potential material price increases.

This is our interpretation of your requirements which may not exactly match the specifications given.

1no: Supply and erect 5.3m wide approximately (To be confirmed once piers are built) x 1.8m high Black RAL9005 double leaf vertical bar gate comprising of 20x20mm SHS verticals welded at 120mm centres approx to 50x50mm SHS gate frames, c/w drop bolts and lockable slip latch (Padlock not supplied), hung to wall hanging plates, resin anchored to brick piers.

For the Sum of £ 1,563.40 + vat

Terms – Nett. Subject to payment within 30 days of invoice.

This quotation is subject to Value Added Tax at the current rate of 20.0%.

Yours faithfully,

Steve Divall

Supervisor/Estimator

FOR G & G FENCING LTD

G & G FENCING LTD – STANDARD CONDITIONS

1. This quotation remains open for acceptance for a period of 14 days and is subject to written confirmation by us on receipt of your official order.
2. The prices are subject to acceptance of the whole of this quotation.
3. Ownership of any materials delivered to site shall not pass until payment is Received, Prior to this the safe custody shall be your liability but we reserve the right to remove any or all of the materials at any time.
4. This quotation is given on the understanding that any planning or other Permissions which may be necessary for the works to be obtained by you
5. The prices are calculated on NORMAL WORKING HOURS. If we are Instructed to work outside these hours, we reserve the right to pass on to you The additional costs involved.
6. It is your responsibility to provide us with the accurate information regarding any underground services (by locating and marking finished ground levels with indelible ink (IN THE VICINITY OF THE FENCELINES) and gates and we will not be responsible for any damage to any services of which we have not been notified.
7. It is assumed the ground levels on the fence lines are the levels to set the fencing heights unless specific heights are stated.
8. Day work or any variation of the works will unless otherwise agreed be charged for at the following rates, which are inclusive of travelling time.

Foreman Erector	£ 30.00 per hour
Labourer	£ 28.00 per hour
9. The quotation is subject to increase to the extent that the supply of goods or services in performance of the contract is chargeable with the value added tax by the gross amounts of the chargeable thereon.
10. Once a Purchase order has been placed, we will hold all quoted rates for a period of 30 days from Date of Purchase order
At any time before delivery / commencement and duration of contracted works on site, G&G May Adjust the price to reflect any increase in its costs of materials.



9 Loch Lane, Watton, Norfolk, IP25 6HE

Tel. 01953 880447 Mob. 07895 500731

Sprowston Town Council
Council Office,
Recreation Ground Rd,
Norwich
NR7 8EW

Date: 29th July 24

Dear Sirs,

Quotation – Sprowston Cemetery -Single Pier I

Thank you for the opportunity to price your works .

Our price to,

1. Temporarily barrier the work area.
2. Release existing railings from the brick pier and provide temporary support to the railings.
3. Carefully take down the existing brick pier to two course below ground.
4. Rebuild pier with bricks to match existing and fill the middle of the pier as works progress
5. Install tile creasing and brick on edge to match existing.
6. Re-attach railings.
7. Remove barriers and leave clean and tidy.

For the sum of £1247.00 + Vat

Should you wish to proceed or need further clarification then please do not hesitate to contact me.

Yours Sincerely

Nick Gale

PLANNED MAINTENANCE - REACTIVE MAINTENANCE - REFURBISHMENT - NEW BUILD -GROUNDWORKS

Email: nickgale@galebuildingmaintenance.co.uk

www.galebuildingmaintenance.co.uk

Vat no 326 99674 32

Sprowston Town Council - 25 September 2024

Neighbourhood Plan Refresh: Evaluation of Consultants' Tenders

On 13 September 2024 the Neighbourhood Plan Review Working Group (NPRWG) met to evaluate applications for a consultant to manage and support the Council's Neighbourhood Plan review.

The evaluation was conducted by the following NPRWG members, supported by the Town Clerk:

- Cllr B Couzens (chair of Working Group)
- Cllr B Baby
- Cllr M Callam
- Cllr J Legget
- Cllr J Mallen

Background

- Sprowston's current Neighbourhood Plan expires in May 2026.
- The tender opportunity opened for applications on 26th July and closed on 2nd September 2024.
- The opportunity was advertised on the government's Contracts Finder website.
- 8 consultants were made aware of the opportunity by direct email (contact details kindly provided by Community Planning at South Norfolk and Broadland District Councils).

Outcomes

- Two applications were received.
- During the evaluation process these applications were anonymised and referred to as Consultant #1 and Consultant #2.
- Applications were evaluated using the consultant brief and evaluation schedule agreed by Council (min refs 24/137 (2) and 24/137 (3)).
- Both consultants tendered a fixed price, but with the caveat that unforeseen extra work would incur extra costs.
- The evaluation panel identified Consultant #2 as its preferred option. Consultant #2 scored 91.2% overall. Consultant #1 scored 84%.

Sprowston Town Council Decision Required

(Recommendation from the Neighbourhood Plan Review Working Group)

- ***To appoint Consultant #2 at a fee of £14,800, to manage and support the Council's Neighbourhood Plan Review, in accordance with the agreed consultant brief.***

Outcome of Evaluation of Tenders

			CONSULTANT #1		CONSULTANT #2	
Criteria Evidence	Comments	Weighting	Score out of 10	Final Score	Score out of 10	Final Score
Approach	1.1. Has the consultant understood the project and the key issues? 1.2. Has the consultant understood the requirements and demonstrated a clear approach to the scope of services? 1.3. Has the consultant clearly described their approach and are we happy with? 1.4. Does the submitted statement clearly convey the consultant's technical capability?	30%	8	24%	9	27%
Skills and professional /technical capability (including the ability to communicate clearly)	2.1. Check for range of expertise in the CVs against requirements in brief. 2.2. Check the CVs for the relevant qualifications. 2.3. Is the information clear and concise (on paper and in interview as appropriate)? 2.4. If interviewed, was the consultant able to answer questions clearly and succinctly, demonstrating appropriate level of expertise?	20%	8	16%	9	18%
Experience of the consultant and relevant track record	3.1. Check for range of expertise in the CVs against requirements in brief. 3.2. Has the consultant given relevant examples of their track record? How do these compare? 3.3. Does the approach demonstrate an understanding of the neighbourhood planning process? 3.4. If interviewed, was the consultant able to answer questions clearly and succinctly, demonstrating appropriate level of expertise?	20%	7	14%	9	18%
Cost		30%	10 (£13,950)	30%	9.4 (£14,800)	28.2%
RESULTS			33/40	84%	36.4/40	91.2%

Sprowston Town Council
PLANNING APPLICATIONS – 25 September 2024

Broadland DC App. No	Location	Description	Type
2024/2445	183-185 Wroxham Road Sprowston Norfolk NR7 8AG	Relocation of 3 A/C units from north-east elevation of no. 185 further to the rear of 185 and installation of 5 additional A/C units, 3 to the rear of 183/185 and 2 to the front of 183/185	Full Planning Permission
2024/2502	2 Clover Road Sprowston Norfolk NR7 8TF	2 storey side extension	Householder
2024/2557	2A Allens Avenue Sprowston Norfolk NR7 8EP	Two storey rear extension and single storey front extension	Householder
2024/2559	10 Breydon Road Sprowston Norfolk NR7 8EE	Single storey SIP extension to the rear of the property with internal and external alterations	Householder
2024/2607	27 Archer Close Sprowston Norfolk NR6 7PD	Erection of extension to ground and first floors, extending to the side and rear of the property.	Householder
2024/2636	88 Wroxham Road Sprowston Norfolk NR7 8EX	Erection of car port and a storage shed, demolish existing timber garage	Householder

Broadland District Council – Planning Decisions Made

Weekly List - Application Decisions made during the Week Ending 30 August 2024

Appl Number : 2024/2115
App Type : Householder
Parish: Sprowston
Location : 9 Mantle Close Sprowston Norfolk NR7 8LD
Proposal : Single storey rear extension and internal alterations
Decision : Approval with Conditions
(Delegated)
Date of decision : 27 August 2024

Weekly List - Application Decisions made during the Week Ending 6 September 2024

Appl Number : 2024/2004
App Type : Householder
Parish: Sprowston
Location : 8 Kestrel Road Sprowston Norfolk NR7 8LL
Proposal : Single storey side, front and rear extension
Decision : Approval with Conditions
(Delegated)
Date of decision : 3 September 2024

Weekly List - Application Decisions made during the Week Ending 13 September 2024

Appl Number : 2023/2646
App Type : Full
Parish: Sprowston
Location : 82 Blithewood Gardens Sprowston Norfolk NR7 8PN
Proposal : Subdivision of curtilage to provide new dwelling, including porch to existing dwelling.
Decision : Refusal
(Delegated)
Date of decision : 9 September 2024

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Sprowston Town Council – NO0418**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

10/09/2024