

NOTICE OF MEETING
AND SUMMONS TO ATTEND

**The meeting of Sprowston Town Council
will be held on Wednesday 26 February 2025
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 22 January 2025. Pages 1 - 8
5. To agree action/response arising from the minutes.
6. Police Update.
7. To receive correspondence:
 - (1) Tusting Close - Footway Reconstruction Scheme. Pages 9 - 10
8. To receive any written/verbal reports from Sprowston County and District Councillors.
 - (1) Report from Broadland District Councillor A R Tipple. Page 11
 - (2) Report from County Councillor J M Ward. Page 11
9. Viking Centre to make decisions on:
 - (1) Naming of Internal Rooms. Page 12
 - (2) Sign Competition. Page 13
10. Application for Premises Licence (Woods Coffee Bar Ltd). Pages 14 - 24
11. Application to Vary a Premises Licence (Chartwell Avenue). Pages 25 - 36
12. To agree Schedule of Council Meetings 2025/26 Municipal Year. Page 37
13. To receive the report of the Town Clerk and make decisions on: Pages 38 - 40
 - 1.2 Norwich Bystanders Cricket Club (NBCC).
14. Adjourn the meeting for a short break.
15. To receive any written/verbal reports from the Council's Committees and Working Groups:
 - (1) Neighbourhood Plan Review Working Group (NPRWG) - Notes enclosed.
 - (1.1) Partnership Working with Beeston St. Andrew. Pages 41 - 42
 - (1.2) To approve the Neighbourhood Plan Survey. Pages 43 - 47
 - (2) Recreational Facilities Working Group (RFGW) - Minutes enclosed.
16. To receive any written and verbal reports from Councillors representing the Council on or at outside organisations.
 - (1) Report from Town Council Chairman - Cllr. W F Couzens. Page 48
 - (2) Sprowston Heritage Group.
 - (2.1) Report from Cllr. S D Booth. Page 49
17. To consider planning applications to 26 February 2025. Page 50
18. To receive planning decisions weeks ending 17 January, 24 January, 31 January, 7 February and 14 February 2025. Page 51
19. To receive the schedule of direct debits to 26 February 2025. Pages 52 - 53

20. To confirm the payment of accounts to month 26 February 2025.
(1) Invoices to pay. Pages 54 - 56
(2) Invoice payments made. Page 57
21. To receive credit card payments for February 2025 statement. Page 58
22. To receive the schedule of credit card payments for May 2024 to January 2025 statement. Pages 59 -64
23. To confirm the payment of accounts from 1 October 2024 - 31 December 2024.
(1) Invoice and direct debit payments made and with a value of £500.00 or more. Pages 65 - 66
24. 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.
25. To make a decision on Streetlighting Tender. Page 67
26. Planning Enforcement:
(1) List of current cases. Pages 68 - 70
(2) Update on case 2024/8421. Page 71
(3) List of closed cases plus explanations. Pages 72 - 73



Guy Ranaweera
Town Clerk

21 February 2025

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 22 January 2025
at the Council Chamber, Recreation Ground Road, Sprowston commencing 7.30pm.**

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

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

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

In attendance: J M Ward (Norfolk County Councillor)

Members of the Public: One member of the public was present

25/001. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interest were declared.

25/002. APOLOGIES FOR ABSENCE

Written apologies for absence were received from Cllrs. H W Tarlton, E H Tovell and K Vincent and verbal apologies from Cllr. A R Tipple.

25/003. 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. Speakers' names and confirmation of residency of Sprowston will appear on public record.

Mr P Leggett of Wroxham Road thanked Council for their support in trying to resolve issues relating to planning application 2024/2445. He confirmed noise from the exhaust unit had ceased. However, he had still not been informed of when the Planning Committee considering this application would be meeting. Mr Leggett mentioned Ali Pridmore, Senior Community protection Officer had visited both his property and 185, Wroxham Road.

The meeting was reconvened.

25/004. MINUTES

The Minutes of the Council's meeting held on 18 December 2024, having previously been circulated to all Councillors were confirmed subject to the following amendment

Minute 24/255 (2), after Tuesday insert 4

and signed by the Chair of the Council.

25/005. ACTION FROM MINUTES

(1) Fly Tipping

Further to Minute 24/253, Cllr. M A Booth informed Council that three fixed penalty notices had been issued by the District Council this financial year. Other cases were ongoing. The District Council's focus was on prevention and pursuing persistent offenders.

Work tends to go on outside the public eye. Unannounced visits are made to businesses to check on how they dispose of their waste. Vehicles are also stopped and searched in conjunction with the Police Authority.

All cases are followed up and action taken where appropriate.

Incidents of fly-tipping can now be reported via Facebook "Where's The Fly-Tip?"

(2) Planning Application 2024/2445 - 183/185 Wroxham Road

Further to Minute 24/249, Cllr. W F Couzens said he had discussed the application with District Councillor Natasha Harpley who is keeping Mr Leggett updated.

He had been advised there would be a revised application however, it does not appear to have been loaded onto the planning portal.

(3) Police Priority Setting Meeting

Referring to Minute 24/252, Cllr, W F Couzens notified Council that the next Police Priority setting meeting will be held Wednesday 12 March 2025, 7.00pm at Old Catton Parish Council.

(4) Proposed '.gov.uk' Email Addresses for Councillors

Further to Minute 24/251.3, the Town Clerk confirmed '.gov emails' are now available and he would be sending instructions to Councillors via their current email addresses.

25/006. POLICE UPDATE

No Police update was received.

25/007. CORRESPONDENCE

- (1) NALC Voting Paper

RESOLVED to approve the following resolutions:

- (i) The Norfolk Association of Local Councils should convert from a co-operative society to a company limited by guarantee.
- (ii) Roger Taylor be appointed to carry out the conversion, ensuring all assets are transferred to the new company limited by guarantee.

- (2) Norfolk County Council - Invitation: Livestream multi-agency flood and drought summit

Council noted the invitation to view Norfolk County Council's livestreamed, multi-agency summit, to discuss flooding and water management in Norfolk, to be held 10.00am - 1.00pm, Friday 31 January 2025.

- (3) Norfolk Community Advice Network - Invitation: Launch event for the Norfolk Anti-Poverty Alliance

Council noted the invitation to attend the launch event for the "How can we end poverty in Norfolk? Launch event for the Norfolk Anti-Poverty Alliance."

25/008. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

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

Cllr. Ward also verbally reported:

Norfolk County Council (NCC) has reached its halfway mark in its quest to plant one million trees with tree number 500,000 being planted in the grounds of Priscilla Bacon Lodge.

Individuals, community groups and parish councils can apply for tree packs, discounted by 50%. Details at www.norfolk.gov.uk/subsidisedtreepacks Deadline is 22 January 2025.

The planning application for the Western link of the NDR has been withdrawn, temporarily, by the County Council pending talks with the Government. It is still the Council's ambition to see this road completed.

25/009. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Viking Centre Redevelopment

Council noted the delay in laying of carpets and vinyl at the Viking Centre. Contractors were still hopeful for completion by end of February 2025 and Negotiations were continuing with Norfolk County Council regarding the verge in front of the car park.

25/009. REPORT OF THE TOWN CLERK (CONTINUED)

1.2 Teddy Bears Picnic 2025

Council noted the Town Clerk had supported Norfolk County Council's request to hold a Teddy Bears Picnic event on Sprowston Recreation Ground in August 2025 for the benefit of residents.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 Streetlight Tender

RESOLVED to nominate Cllrs. W F Couzens and J Leggett to witness the opening and recording of supplier bids for the streetlighting tender on Monday 27 January 2025 at 10.00am.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Expansion of Grounds Team

Council noted the Town Clerk will shortly be advertising for an additional member of the grounds team. The costs having been included in the 2025/2026 budget.

4.2 Draft Proposal: Staff 25 Year Long Service Award Policy

Having considered the report of the Town Clerk it was **RESOLVED**

(1) To adopt the Staff 25 Year Long Service Award policy subject to amendment of the financial award.

(2) To award a one-off financial award of £500.00.

PLANNING AND TRANSPORTATION

5.1 'Gold' Standard Bus Stop - Wroxham Road

Council noted the 'Gold' Standard Bus stop on Wroxham Road/ Cannerby Lane will be installed by Norfolk County Council's contractor (Westcotec) in week commencing 17 February 2025.

ATTACHMENTS

6.1 Staff 25 Year Long Service Award Policy - DRAFT

6.2 'Gold' Standard Bus Shelter - Visualisation

25/010. MEETING ADJOURNMENT

RESOLVED not to adjourn the meeting for a short break given the early hour.

25/011. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

(1) Neighbourhood Plan Review Working Group (NPRWG)

It was agreed Councillors to consider a suitable photo of Sprowston for the front cover of the Neighbourhood Plan Consultation.

(2) Recreational Facilities Working Group (RFGW)

In response to questions from Cllr. J Leggett, the Town Clerk confirmed:

- Commemoration trees had been planted in previously identified locations;
- The tenancy agreement with Sprowston Youth Engagement Project is progressing with the Solicitor;
- A tour of White House Farm development has been arranged for Friday 7 February 2025.
- The next meeting of the RFGW will be held on Tuesday 28 January 2025

Referring to an illegal fence erected by a resident on public open space at White House Farm development, Cllr M A Booth commented; Persimmon had constructed a temporary path around the fence. The fence will be removed following construction of a permanent path.

25/012. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS

(1) Cllr. W F Couzens Report

Cllr. Couzens advised the formal ceremony referred to in his report scheduled for 7 February 2025 had been changed to 27 January 2025.

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

(2) Sprowston Heritage Group

Cllr. B Baby advised the "Open Day/Meet Your Elected Representatives" held Saturday 21 December 2024 was not as well attended as hoped. He thanked Councillors and staff for their support and said he would give thought as to what future events to hold.

(3) Airport Consultative Committee

Cllr. M A Booth reported on his attendance at the Airport Consultative Committee meeting advising that:

- The airport has processed 273,000 passengers so far this year, up by 22%, bolstered by 55,000 passengers flying with Ryan Air;
- Flights to Faro and Malta will recommence in April 2025;

25/012. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS (CONTINUED)

- Flights to Amsterdam and across the UK have slowed since 2019. It is thought businesses are now choosing to hold remote meetings rather than in person;
- The airport is hoping passenger numbers will reach 434,000 by April 2025 and pre-covid levels by April 2026;
- Electricity is now all fed by mains supply replacing the generators which is beneficial to the environment.

25/013. 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:

2025/0052 - erection of self-build chalet bungalow at Land adjacent 34, Blenheim Crescent, Sprowston.

2024/0656 - replacement front garden wall and gates at 48, Blue Boar Lane, Sprowston

(b) to remain opposed to the granting of planning application 2023/1999 - erection of four dwellings with garages and associated works, including creation of access and landscaping at Land Adjacent 158, Blue Boar Lane, Sprowston on the grounds that access and ingress to the proposed estate on a blind bend with limited visibility is dangerous.

(c) to oppose the granting of planning application 2024/3857 two storey side/rear extension with garage conversion at 23, Cozens Hardy Road, Sprowston on the following grounds:

- The proposed extension is not subservient to the original dwelling;
- Disproportionate and inadequate size of the kitchen and living quarters to the number of bedrooms;
- Overdevelopment of the site;
- Insufficient parking provision for the size of the property given the number of bedrooms, which could lead to additional on-street parking and obstruction to the highway.

25/014 PLANNING DECISIONS

Council noted the planning decisions for weeks ending 13 December, 20 December, 27 December 2024, 3 January and 10 January 2025.

24/015. FINANCIAL YEAR ENDING 1 APRIL 2025 FIRST AND SECOND QUARTER BANK RECONCILIATION to 30 SEPTEMBER 2024

RESOLVED to approve and adopt the Bank Reconciliation from 1 April 2024 to 30 September 2024.

25/016. PAYMENT OF ACCOUNTS 1 APRIL 2024 - 30 SEPTEMBER 2024

(1) Invoices and Direct Debits paid 1 April 2024 - 30 September 2024

The Town Clerk and Responsible Financial Officer presented the schedule of invoices and direct debits paid 1 April 2024 - 30 September 2024 totalling £988,292.79.

On the motion of Cllr. J Leggett, seconded by Cllr. M G Callam it was **RESOLVED** that payment of the schedule of invoices and direct debits paid 1 April 2024 - 30 September 2024 totalling £988,292.79 be approved.

25/017. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments to 22 January 2025 totalling £2,173.49 was approved and noted.

25/018. PAYMENT OF ACCOUNTS

(1) Invoices to pay 22 January 2025

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to pay to 22 January 2025 totalling £20,695.89.

In response to Councillors' questions the Town Clerk explained:

Invoices 472066, 472067 and 471380 - related to purchase and return of incorrect sized chainsaw trousers and repurchase of correct size, resulting in a credit being raised.

Invoice 101041 - the number of failed battery packs and cost of replacements was more than expected.

On the motion of Cllr. J Vasco, seconded by Cllr. M G Callam it was **RESOLVED** that payment of the schedule of invoices to pay to 22 January 2025 totalling £20,695.89 be approved.

(2) Invoice payments made 22 January 2025

The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 22 January 2025 totalling £3,548.88.

On the motion of Cllr. M A Booth, seconded by Cllr. S D Booth it was **RESOLVED** that payment of the schedule of invoices paid to 22 January 2025 totalling £3,548.88 be approved.

25/019. EXCLUSION OF PRESS AND PUBLIC

Cllr. W F Couzens proposed, seconded by Cllr. B Baby 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.

25/020. PLANNING ENFORCEMENT

(1) Current Enforcement Cases

Referring to enforcement case 2022ENF437, Cllr. M A Booth said the District Council would set a timescale for action to be taken. If not complied with officers will arrange for the tree to be felled and billed to the residents.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 8.32pm.

26 February 2025

Chair

Guy Ranaweera

From: William Esser <william.esser@norfolk.gov.uk>
Sent: 05 February 2025 13:22
To: Guy Ranaweera
Subject: PMB976 Tusting Close, Sprowston - Footway Reconstruction Scheme
Attachments: PMB976-HD2-0100-001 Site Location Plan - A4.pdf

Hello,

I am emailing to inform Sprowston Town Council that I am the engineer now leading on the PMB976 Tusting Close, Sprowston Footway Reconstruction Scheme.

Please see attached site location plan, showing rough extents of the footway which is going to be reconstructed.

The scheme is programmed for next financial year (2025/26) – I will update the Town Council when construction dates, durations and traffic management has been agreed and confirmed.

Kind regards,

William Esser, Apprentice Engineer

Highways, Transport and Waste

Infrastructure

Tel: 01603 223508

County Hall, Martineau Ln, Norwich NR1 2DH

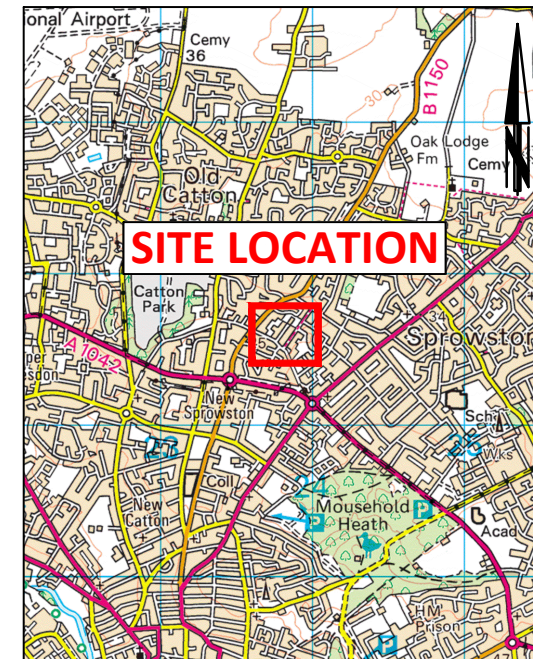
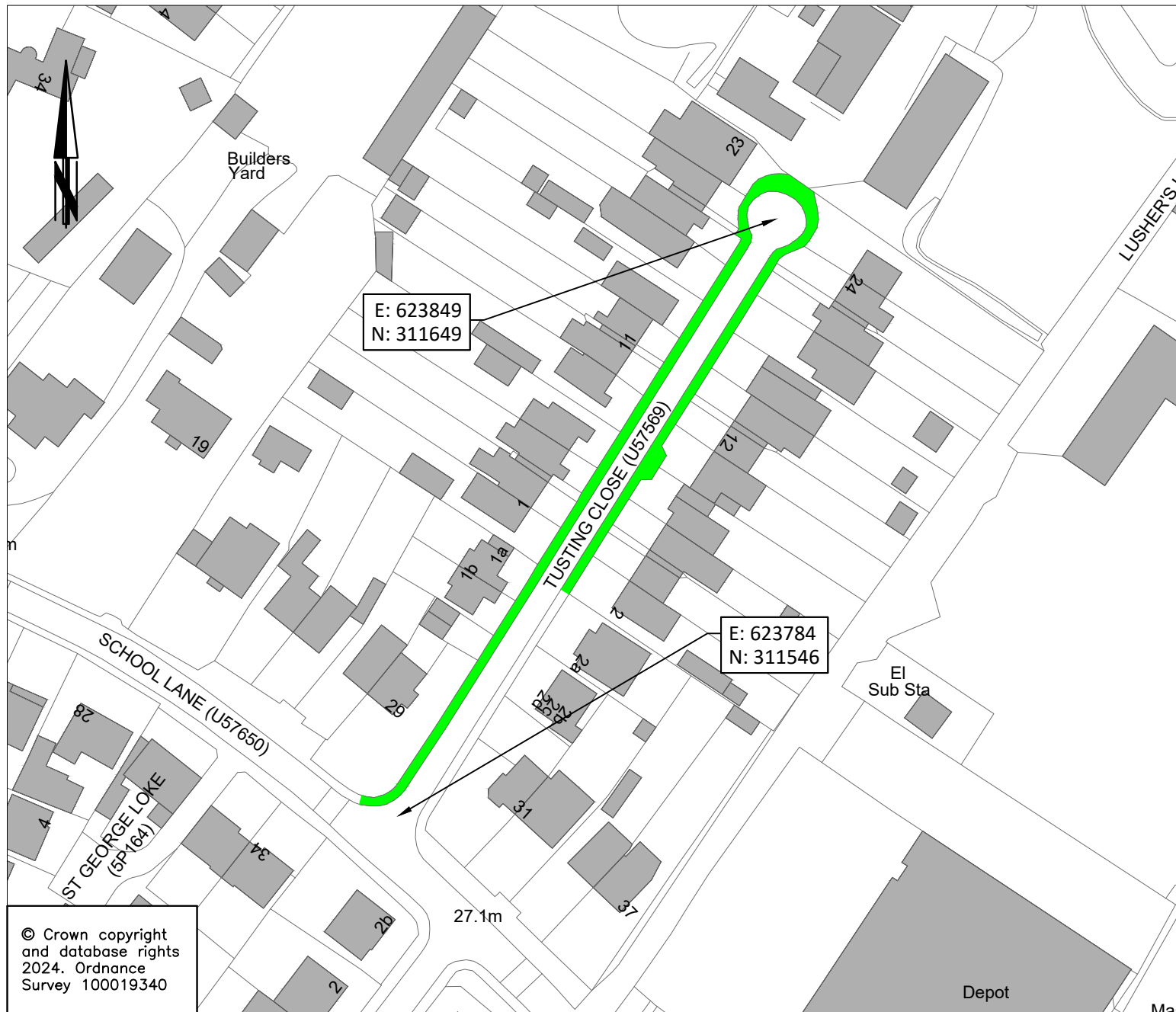


Norfolk County Council



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SCALE OF VIEWPORT 1:50000 @A4



FOOTWAY RECONSTRUCTION

DISTRICT - BROADLAND

PARISH - SPROWSTON

LOCATION - TUSTING CLOSE

POSTCODE - NR7 8TD

GRID REFERENCE: TG 2378 1154

COORDINATES - AS SHOWN

USRN: 04601237

SCHEME TYPE - FOOTWAY

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Survey 100019340



Grahame Bygrave
Director of Highways, Transport & Waste
Norfolk County Council
County Hall
Martineau Lane
Norwich NR1 2DH

DRAWING TITLE
PMB976 Tusting Close (U57569), Sprowston
Footway Reconstruction
Site Location Plan

REV.	DESCRIPTION	DRAWN BY	CHECKED	DATE

	INITIALS	DATE	DRAWING No.
SURVEYED BY	OS	10/24	PMB976-HD2-0100-001
DESIGNED BY	WE	10/24	PROJECT TITLE
DRAWN BY	WE	10/24	Tusting Close (U57569), Sprowston
CHECKED BY	EC	10/24	Footway Reconstruction
			SCALE 1:1000 @ A4
			FILE No. PMB976

16th February 2025

Report from Councillor John Ward

Norfolk County Council

Norfolk's Youth Justice Service has received a 'Good' rating after an inspection by HM's Inspectorate of Probation.

A U.K. Pandemic Exercise is planned for this autumn, involving local resilience forums and alerts will be sent to 87 million phones.

The Rough Sleeper Winter Pressure Funding (to provide temporary accommodation, hot meals and medical treatment) has been increased nationally from £10m to £30m. Norwich City Council's share is now £47,657 and B.D.C.'s £11,118.

Deputy Prime Minister Angela Rayner has announced that Norfolk will be one of its priority areas for Devolution and Local Government Reform.

Ministers want to see a devolution deal covering Norfolk & Suffolk with an elected Mayor. They also want Unitary Authorities to replace the County and District Councils.

On 18th February Full Council will debate (and hopefully agree), the Budget proposed by the Conservative controlling group.

The Budget is for £2.2 billion, of which £500m goes on Schools, £700m on Adult Social Care, £367m on Children's Services, £283m on Infrastructure, £44m on Communities & Environment and £46m on the Fire Service,

General Council Tax will rise by 3% plus 1.99% for Adult Social Care, =4.99% which equates to £1755.63 for a Band D property or £34 per week.

The Capital Programme has budget of £1,139,818.

VIKING CENTRE

Room Name Suggestions

Rooms recommended for a naming:

- The Newbuild Hall
- Room Hire “A” (the larger of the two ground-floor general-hire rooms)

Rooms not recommended for naming at this time:

- The Café (To avoid confusion, it would be best to refer to this room by its eventual commercial name)
- Room Hire “B” (Earmarked for a shop. Again, to avoid confusion it would be best to refer to this room by its eventual commercial name)
- Three first-floor offices (These could be named, but it may lead to confusion. A simple numbering scheme such as office 1, office 2, office 3 is recommended instead).

Some suggestions for ‘Viking’ themed room names:

Bryndis	Goddess Armour
Embla	The first woman in Norse history, mother of all humans
Erling	Descendant of a Chieftain
Gerhard	Brave Spear
Gunter	Warrior
Haakon	Noble Family
Hagen	Enclosure
Haldor	Thors Hall
Halfdan (Modern version Haldan)	The Half Danish
Halvard	Rock Defender
Jora	Scandinavian name meaning Earth-Worker
Magnus (Magnar)	Great or Mighty Warrior
Osman	Old Norse for Gods Protection
Ragnar	Warrior or Judgement
Torben	Norse mythology Bear of Thor or Thunder Bear
Norvic	Viking name for Norwich
Athelstan	First Danish "Viking" king of East Anglia
Edmund	The last Saxon king of East Anglia
Ordgar	Spear point
Holl	Hall in Old Norse

Sprowston Town Council Decision Required:

- ❖ *To decide names for rooms at the Viking Centre*



Guy Ranaweera

From: Licensing Team <licensing@southnorfolkandbroadland.gov.uk>
Sent: 18 February 2025 11:28
To: Guy Ranaweera
Cc: Sandy Tracey
Subject: RE: 25/00352/PLANEW - New Premises Licence application notification.
Attachments: Woods Cafe Ltd .pdf

Hi Guy,

Please find the application attached.

Should you wish to make representations, the Licensing Act 2003 provides a clear focus on the promotion of four statutory objectives which are: -

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

Each objective is of equal importance. These four statutory objectives are the only matters to be taken into account when determining licensing applications and associated operating schedules. There is further information in respect of making applications on our website

[Current licence applications and how to make a representation | Broadland and South Norfolk](#)

For further information please contact licensing@southnorfolkandbroadland.gov.uk

Claire Norman

Licensing & Enforcement Officer (Working days Tues to Fri)

t 01603 430523 e claire.norman@southnorfolkandbroadland.gov.uk

You can now apply for your new or renewal taxi vehicle applications online [HERE](#)



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

Sent: 17 February 2025 16:01

To: Sandy Tracey <Sandy.Tracey@southnorfolkandbroadland.gov.uk>

Cc: Licensing Team <licensing@southnorfolkandbroadland.gov.uk>

Subject: RE: 25/00352/PLANEW - New Premises Licence application notification.

Application for a Premises Licence under the Licensing Act 2003

Please read the following instructions first –

- Use the extra page at the end of the form to provide further details if necessary
- When it is complete you can submit the form directly to us – use the submit button. You may wish to print and keep a copy of the completed form for your records. For information about filling in this type of electronic form, use the help button
- For any applications which include the sale of alcohol, you will need to ensure the Designated Premises Supervisor has completed the consent form and upload it to validate your application
- **Before you complete this form -**
 - [Please read the available information on the Licensing Act 2003 \(opens in a new tab\)](#)
 - [Please read the application specific guidance notes \(opens in a new tab\)](#)
 - [Please read the Home Office guidance and refer to it while completing your application \(opens in a new tab\)](#)

What district/local area are you applying to?

Broadland District Council

I / We

Lorraine Wood

(premises licence holder name)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Part 1 – Premises Details

Postal address of premises or, if none, ordinance survey map reference or description

26 Roundtree Close
Sprowston
Norfolk

Postcode

NR7 8SX

Telephone number of premises

01603788026

Non-domestic rateable value of premises

£8,900.00

[\(if you are unsure, you can use this Government link for more information \(opens in a new tab\)\)](#)

Trading name of the business

WOODS COFFEE BAR LTD

Part 2 – Applicant Details

Please state whether you are applying for a premises licence as

As a Limited Company

Please confirm:

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities or



I am making the application pursuant to a:

Statutory function or



A function discharged by virtue of His Majesty's prerogative



Operating Schedule

When do you want the premises licence to start?

01/03/2025

Please note, your application for a premises licence may take up to two months to determine.

If you wish the licence to be valid only for a limited period, when do you want it to end?

Are more than 5,000 people to attend the premises at any one time?

Yes

☐

No

☐

If 5,000 or more people attend the premises at any one time, please state the number expected to attend

General description of premises ([please read guidance note 1 \(opens in a new tab\)](#))

My premises is situated within an industrial estate.
We have 13 tables inside which seats 30 people
In the summer months we have a gazebo outside which seats 8 people.
We run occasional, small evening events throughout the year such as pizza/tapas evenings where we trade a bit later. We close most days by 18:00hrs but would like a premises licence to allow us more flexibility to run our small, family events without the need to apply for TENS and to offer our customers a glass of wine, a beer or a cider with their meal.
We Do Not Have Any Residential Property's Close By.

Operating Schedule Continued

What licensable activities do you intend to carry on from the premises?

(Please see [section 1 of the Licensing Act 2003 \(opens in a new tab\)](#) and [Schedule 1 and 2 to the Licensing Act \(opens in a new tab\)](#)).

Provision of regulated entertainment

a) plays (if yes, fill in box A)

☐

b) films (if yes, fill in box B)

☐

c) indoor sporting events (if yes, fill in box C)

☐

d) boxing or wrestling entertainment (if yes, fill in box D)

☐

e) live music (if yes, fill in box E)

☐

f) recorded music (if yes, fill in box F)

☐

g) performance of dance (if yes, fill in box G)

☐

h) anything of a similar description to that falling within e, f or g (if yes, fill in box H)

☐

i) **Provision of late night refreshment** (if yes, fill in box I)

☐

j) **Supply of alcohol** (if yes, fill in box J)

☒

Is the premises exclusively or primarily selling alcohol for consumption on the premises?

☒

Do you intend to submit a separate application to disapply the mandatory condition requiring a DPS (applicable to community premises only)?

Yes

☐

No

☒

In all cases complete boxes k, l and m (on the following pages)

Supply of alcohol Standard days and timings (please read guidance note 6 (opens in a new tab))			Will the supply of alcohol be for consumption: (please read guidance note 2 (opens in a new tab))		On the premises ☐		
					Off the premises ☐		
					Both ☒		
Do you intend to apply for ONLY seasonal or non-standard timings for your activities or opening hours?				Yes ☐	No ☐		
Day	Start time	Finish time	State any seasonal variations for the supply of alcohol (please read guidance note 4 (opens in a new tab))				
Mon	09:00	23:00					
Tues	09:00	23:00					
Wed	09:00	23:00					
Thur	09:00	23:00				Non standard timings. Where you intend to use the premises for the supply of alcohol at different times than those listed, please list (please read guidance note 5 (opens in a new tab))	
Fri	09:00	23:00					
Sat	09:00	23:00					
Sun	12:00	23:00					

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children [\(please read guidance note 8 \(opens in a new tab\)\)](#)

We are a small café so children can attend with their parents. We will not allow unaccompanied children inside our premises after 21:00hrs unless they are present with their families on one of our pre planned evening events.

L

Do you intend to apply for ONLY seasonal or non-standard timings for your activities or opening hours?			Yes	☐	No	☒
Hours premises are open to the public Standard days and timings (please read guidance note 6 (opens in a new tab))			State any seasonal variations (please read guidance note 4 (opens in a new tab))			
Day	Start time	Finish time				
Mon	07:30	23:30				
Tues	07:30	23:30				
Wed	07:30	23:30				
Thur	07:30	23:30				
Fri	07:30	23:30				
Sat	09:00	23:30				
Sun	09:00	23:30				

M – Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e) ([please read guidance note 9 \(opens in a new tab\)](#))

We are located within an industrial estate and do not have any residential properties in close proximity to our business.

We do not intend on trading regularly trading until 23.00hrs but would like the flexibility on our licence to run small events such as pizza or tapas evenings a few times a year. We usually close at 18:00hrs.

b) The prevention of crime and disorder

A fully working and maintained CCTV system capable of recording and storing images must be installed on the premises. The system will record at all times whilst the premises are open to the public and images from the CCTV must be stored for a minimum of 31 days with date & time stamping.

As a minimum the CCTV must cover all entry and exit points, both sides of all areas where the sale/supply of alcohol takes place and all public areas.

A person conversant with the retrieval and downloading of CCTV footage must be present on the premises at all times whilst they are open. This staff member will be available to assist initial attending officers to view incidents to conduct an initial investigation.

All CCTV recordings must be made available to an officer from a responsible authority upon reasonable request and in line with the provisions of the current Data Protection Legislation.

All staff involved in the retail of alcohol will be trained in relation to the law regarding its sale. This training must be completed prior to them being authorised to sell alcohol and refreshed every 12 months as a minimum. A record of this training must be kept and maintained with a copy of the syllabus attached. The recipient of the training must sign to state that they have received and understood the training and this should be dated. Training records must be kept on the premises at all times and made available to an officer from a responsible authority upon reasonable request.

c) Public safety

No glass will be removed from the premises by customers and taken outside of the Licensable Area.

d) The prevention of public nuisance

Music will only be as a background music, so not to intrude on anyone.

There will be no smoking signs displayed at the premises.

Customers will be always asked to leave quietly and respect other businesses.

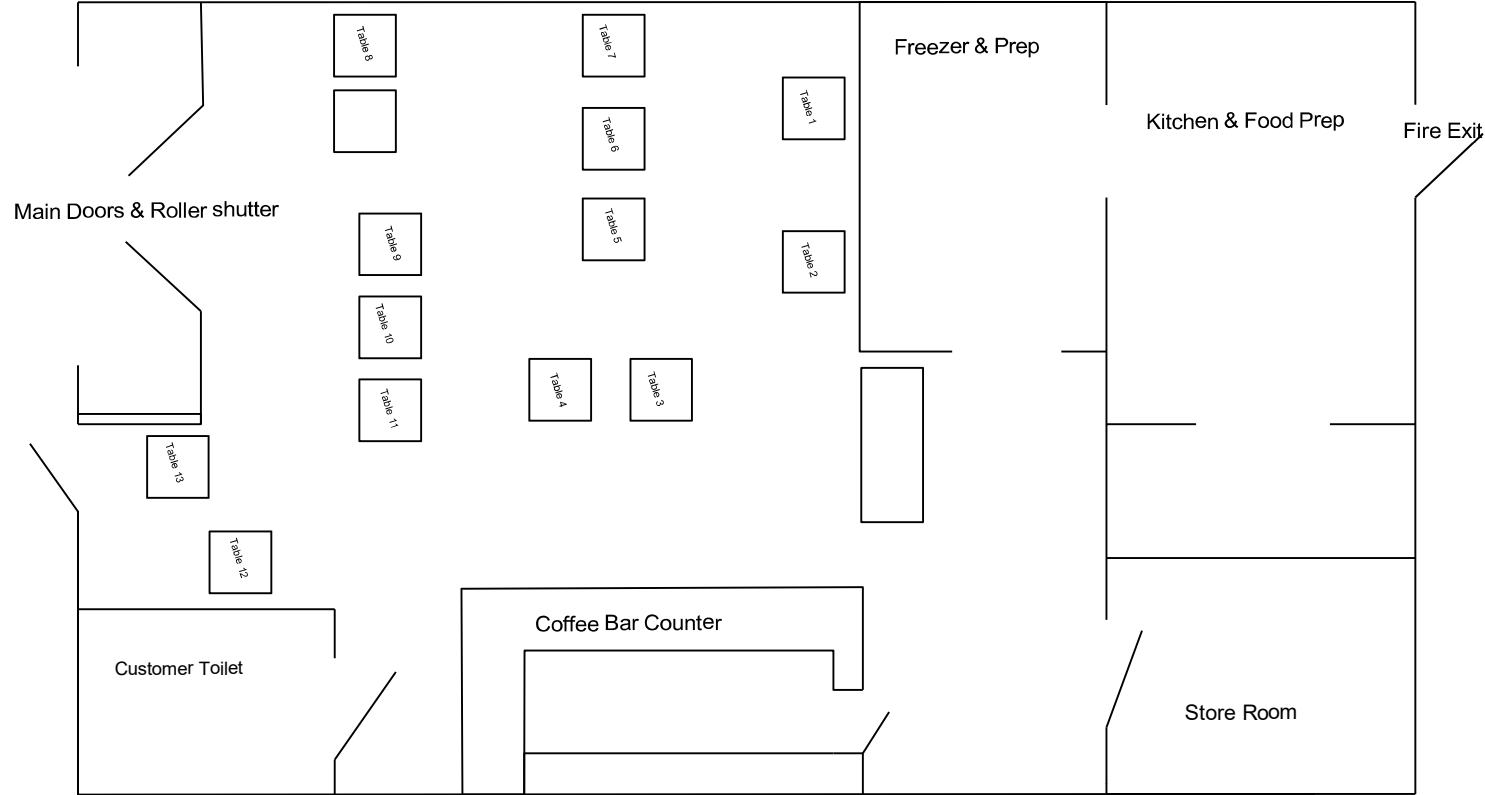
The Protection of Children from Harm:

A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.

A record shall be kept detailing all refused sales of alcohol. The record should include the date and time of the refused sale and the name of the member of staff who refused the sale. The record shall be available for inspection at the premises by the police or an authorised officer of the Council at all times whilst the premises is open.

Use this page if there is any other information that you think we should know about.

We are applying for a licence so that we can offer Alcohol with meals and afternoon teas etc.



Guy Ranaweera

From: Licensing Team <licensing@southnorfolkandbroadland.gov.uk>
Sent: 18 February 2025 09:34
To: Guy Ranaweera
Subject: RE: 25/00381/PLAFVA - 2 Chartwell Rad, Sprowston, Norwich, NR6 7RB
Attachments: 2 Chartwell Rd REDACTED.pdf; Chartwell Retail Limited Conditions.pdf

Hi Guy,

I have attached the application I have redacted the necessary information, so this can be shared. The conditions attached will replace any conditions currently on the licence.

Should you wish to make representations, the Licensing Act 2003 provides a clear focus on the promotion of four statutory objectives which are: -

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

Each objective is of equal importance. These four statutory objectives are the only matters to be taken into account when determining licensing applications and associated operating schedules. There is further information in respect of making applications on our website

[Current licence applications and how to make a representation | Broadland and South Norfolk](#)

For further information please contact licensing@southnorfolkandbroadland.gov.uk

Kind Regards

Claire

Claire Norman

Licensing & Enforcement Officer (Working days Tues to Fri)

t 01603 430523 e claire.norman@southnorfolkandbroadland.gov.uk

You can now apply for your new or renewal taxi vehicle applications online [HERE](#)



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Application to Vary a Premises Licence Under the Licensing Act 2003

- [Before completing this form please read the guidance notes](#)
- When it is complete you can submit the form directly to us – use the submit form button.
- You may wish to print and keep a copy of the completed form for your records.
- For help and information about filling in this type of electronic form, use the help button.

What district/local area are you applying to?

South Norfolk Council

I/We

Chartwell Retail Limited

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in part 1 below.

Premises licence number

25/00324/PLATRN

Part 1 – Premises Details

Postal address of premises or, if none, ordinance survey map reference or description

Unit 2CHARTWELL Road
Sprowston
Norfolk
NR6 7RB

Telephone number at premises (if any)

Non-domestic rateable value at premises

£49,750.00

Trading name of the business

Morrisons

Part 2 – Applicant Details

I am applying as:

Individual

☐

Organisation

☒

Title

First name(s)

Surname

Business Name

Chartwell Retail Limited

Contact phone number in working hours (if any)

Email address

Current postal address if different from premises address

Postcode

Would you like to provide details of a second applicant?

Yes

☐

No

☐

Title

First name(s)

Surname

Contact phone number in working hours (if any)

Email address

Current postal address if different from premises address

Postcode

Variation

Do you want the proposed variation to have effect as soon as possible?

Yes

☒

No

☐

If not, when do you want the variation to take effect from?

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

Please describe briefly the nature of the proposed variation (Please read guidance note 1)

The variation is to do the following:

1. To extend the sale of alcohol to between the hours of 0000 and 2400 daily for consumption off the premises.
2. To allow the provision of late night refreshment between the hours of 2300 and 0500 daily.
3. To remove the conditions listed in Annex 2.
4. To include in Annex 2 the conditions in the application.

Operating Schedule

Please complete those parts of the operating schedule below which would be subject to change if this application to vary is successful

Provision of regulated entertainment

- a) Plays
- b) Films
- c) Indoor sporting events
- d) Boxing or wrestling entertainment
- e) Live music
- f) Recorded music
- g) Performances of dance
- h) Anything of a similar description to that falling within e, f or g

☐
☐
☐
☐
☐
☐
☐
☐

Provision of late night refreshment

X

Sale by retail of alcohol

X

Is the premises exclusively or primarily selling alcohol for consumption on the premises?

☐

Is the sale by retail of alcohol a **new addition** to your premises licence?

No

X

Yes

☐

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both? (please read guidance note 2)	Indoors	☐			
				Outdoors	☐			
				Both	☒			
Day	Start time	Finish time	Please give further details here (please read guidance note 3)					
Mon	23:00	04:59	The provision will take place inside the premises but customers may leave the premises with items purchased.					
Tues	23:00	04:59						
Wed	23:00	04:59	State any seasonal variations for the provision of late night refreshment (please read guidance note 4)					
Thur	23:00	04:59						
Fri	23:00	04:59	Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times than those listed, please list (please read guidance note 5)					
Sat	23:00	04:59						
Sun	23:00	04:59						

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the provision of alcohol be for consumption: (please read guidance note 7)	On the premises	☐
				Off the premises	☒
				Both	☐
Day	Start time	Finish time	State any proposed seasonal variations for the provision of alcohol (please read guidance note 4)		
Mon	00:00	23:59			
Tues	00:00	23:59	Non standard timings. Where you intend to use the premises for the provision of alcohol at different times than those listed, please list (please read guidance note 5)		
Wed	00:00	23:59			
Thur	00:00	23:59			
Fri	00:00	23:59			
Sat	00:00	23:59			
Sun	00:00	23:59			

As the sale by retail of alcohol is a new addition to the premises licence, the nominated Designated Premises Supervisor must complete a "Designated premises supervisor consent form".

Hours premises are Open to the Public			State any seasonal variations (please read guidance note 4)
Standard days and timings (please read guidance note 6)			
Day	Start time	Finish time	
Mon	00:00	23:59	
Tue	00:00	23:59	
Wed	00:00	23:59	Non standard timings. Where you intend to use the premises to be open to the public at different times to those listed, please list (please read guidance note 5)
Thu	00:00	23:59	
Fri	00:00	23:59	
Sat	00:00	23:59	
Sun	00:00	23:59	

Please identify those conditions currently imposed on the licence which you believe could be removed, as a consequence of the proposed variation you are seeking

Conditions listed under Annex 2.

Information on Relevant Documents

I will provide / upload the premises licence

☐

I will provide / upload the relevant part of the premises licence

☐

If you are not providing / uploading the premises licence, or the relevant part of it, please give reasons why not

We are yet to receive the updated licence following a transfer application and subsequent DPS variation.

Please attach documents using the Upload & Attach Files button.

Types of files accepted as attachments: gif, jpg, jpeg, tif, tiff, bmp, png and pdf.

Please ensure that documents you attach are complete, accurate and easy to read otherwise your application will not be validated.

M

Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation

a). General – all four licensing objectives (b,c,d,e) (please read guidance note 9)

As per the attached operating schedule.

b). The prevention of crime and disorder

As per the attached operating schedule.

c). Public safety

As per the attached operating schedule.

d). The prevention of public nuisance

As per the attached operating schedule.

e). The protection of children from harm

As per the attached operating schedule.

Annex 2 – Conditions consistent with the operating schedule

General

The premises licence holder shall understand that in applying for a premises licence it has a duty to the local community and shall protect colleagues and customers from harm.

The prevention of crime and disorder

The premises licence holder shall work in partnership with the local police force to prevent crime and disorder.

The premises shall operate a robust CCTV policy to ensure compliance with Data Protection Legislation and to assist Police with the prevention and detection of crime.

The premises shall have cameras with digital colour recording. The cameras coverage shall include the front and back door areas.

CCTV footage at the premises shall be kept for a period of 31 days and access to the system/footage shall be provided to police officers upon request subject to the Data Protection regulations and the Information Commissioner Guidance on CCTV as may from time to time have effect.

Duty Managers shall be trained in the use of the CCTV system and shall be in attendance at the premises at all times that licensable activities take place and be able to fully operate the system to be able to download in the recognised format and information requested by the Police, Police employees and all responsible authorities.

The Premises Licence Holder shall provide all colleagues with avoiding aggression training.

Public Safety

All exit doors and fire exits shall be easily operable without the use of key, card, code or similar means.

All colleagues shall be required to attend comprehensive safety training to ensure that safe working methods are adopted and all colleagues shall be trained in evacuation procedure in the event of a fire or other dangerous occurrence.

The premises shall work in partnership with the local Fire service and the Environmental Health to ensure public safety where possible.

The prevention of public nuisance

If any public nuisance issues are raised during the operation of the premises the premises licence holder shall work with all appropriate authorities to resolve any such issues.

The protection of children from harm

The premises shall operate an extensive 'Challenge 25' Proof of Age Policy.

Signage shall be displayed at the area where alcohol/cigarettes/other age restricted goods are located for sale within the premises and also by the till points confirming the "Challenge 25" Policy is in force and advising that it is illegal to purchase products on behalf of underage customers.

The only acceptable forms of identification allowed shall be a valid passport, valid photo ID driving licence, UK armed forces military ID or valid proof of age scheme card with the PASS approved hologram.

There shall be an electronic point of sale system which automatically prompts the till operator to verify age of customer wherever alcohol is sold.

There shall be electronic record of every alcohol sale both authorised and refused and shall be kept on the electronic point of sale system.

Hard copies of the refusal records must be produced for the inspection by any responsible authority when licensable activity is taking place.

All colleagues who use the checkouts shall receive training in respect of age-restricted goods and procedures and in relation to acceptable forms of proof of age ID and receive 6 monthly refresher training.

Chartwell Retail Limited

Unit 2, Chartwell Road, Sprowston, Norwich, Norfolk, NR6 7RB

1. A digital CCTV system will be installed, or the existing system maintained, such system to be fit for the purpose.
2. The CCTV system shall be capable of producing immediate copies on site. Copies of recordings will either be recorded digitally on to CD/DVD or other equivalent medium.
3. Any recording will be retained and stored in a suitable and secure manner for a minimum of 31 days and shall be made available, subject to compliance with Data Protection legislation, to the police for inspection on request.
4. The precise positions of the camera may be agreed, subject to compliance with Data Protection legislation, with the police from time to time.
5. The system will display, on any recording, the correct time and date of the recording.
6. The CCTV system will be maintained and fully operational throughout the hours that the premises are open for any licensable activity
7. There will at all times be adequate levels of staff maintained at the premises. Such staff levels will be disclosed, on request, to the licensing authority and police.
8. Adequate waste receptacles for use by customers shall be provided in and immediately outside the premises.
9. The premises licence holder will ensure that an age verification policy will apply to the premises whereby all cashiers will be trained to ask any customer attempting to purchase alcohol, who appears to be under the age of 25 years (or older if the licence holder so elects) to produce, before being sold alcohol, identification being a passport or photocard driving licence bearing a holographic mark or other form of identification that complies with any mandatory condition that may apply to this licence.
10. Signage informing customers of the age verification policy adopted at the premises will be prominently displayed.
11. All staff engaged or to be engaged in the sale of alcohol on the premises shall receive training in age restricted sales.

Induction training must be completed and documented prior to the sale of alcohol by the staff member.

Refresher/reinforcement training must be completed and documented at intervals of no more than 6 months.

Training records will be available for inspection by a police officer or other authorised officer on request.

12. All cashiers shall be trained to record refusals of sales of alcohol in a refusals book/register. The book/register will contain:

- details of the time and date the refusal was made;
- the identity of the staff member refusing the sale;
- details of the alcohol the person attempted to purchase.

This book/register shall be available for inspection by a police officer or other authorised officer on request.

13. All sales tills shall prompt the cashier making a sale of alcohol to verify that the customer is aged 18 or over.



SCHEDULE OF TOWN COUNCIL MEETINGS

STARTING AT 7:30 PM (except the Annual Town Meeting)

MUNICIPAL YEAR 2025/2026

9 July 2025	28 January 2026
30 July 2025	25 February 2026
20 August 2025	25 March 2026 (Annual Town Meeting 7.00pm)
24 September 2025	25 March 2026 (Council Meeting to be held on the rising of the Annual Town Meeting)
22 October 2025	22 April 2026
26 November 2025	27 May 2026 (Annual Council Meeting)
17 December 2025 (Precept/Planning)	

All meetings will be held in the **Council Chamber, Council Office, Recreation Ground Road, Sprowston NR7 8EW.**

All meetings of the Council are open to the public, who are welcome to attend, and there is an opportunity for residents to ask questions on any item on the agenda.

Copies of the agenda and minutes for each meeting are available on the Council's website www.sprowston-tc.gov.uk (the Friday before the meeting date) together with details of how to join the meeting. Paper copies are also available free of charge on request from the Council Office when they are published. Other background papers and reports can also be viewed or copies supplied on payment of a small charge.

Guy Ranaweera
Town Clerk

February 2026

COUNCIL MEETING – 26 February 2025

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Wilks Farm Drive – Minor Realignment to Boundary

Clarion Housing has contacted me regarding an issue with the boundary between Wilks Farm Drive open space and the adjacent Wilks Farm Drive housing estate. Clarion advises that the current boundary does not reflect the actual boundary as shown at the Land Registry. Please see the attached map (*attachment 6.1*) supplied by Clarion, indicating where they believe the true boundary to be. This is marked with a solid line and the existing boundary is shown as a hatched line, with the darker green colour indicating the discrepancy. It is Clarion's intention to redo the boundary. I will be meeting representatives from Clarion on site to agree the precise location of the boundary and to ensure it accords with our own property records.

1.2 Norwich Bystanders Cricket Club (NBCC)

NBCC has applied to the England and Wales Cricket Board (ECB) for funding to buy additional pitch care equipment (which Council could also use for our tennis courts) and to fund pitch quality improvements. A condition of this funding is that the recipient is able to demonstrate security of tenure at their home ground. This evidence usually takes the form of a multi-year lease agreement. However, our usual practice is to grant sports hire agreements for a period of one year. In the particular case of NBCC, I am confident that offering a short multi-year hire agreement would be to the mutual benefit of both parties and not to the disadvantage of any other sporting club. As this would be a significant deviation from our usual hire practice, a formal resolution is sought.

Sprowston Town Council Decision Requested:

- ❖ *To authorise the Clerk to grant NBCC pitch hire agreements with a multi-year duration, as required to satisfy ECB funding requirements.*

CEMETERY

2.1 Probation Service – Community Payback

I have arranged for the Probation Service's Community Payback initiative to attend the cemetery w/c 24th February. They will be performing a variety of grounds maintenance tasks including edging paths and weeding flower beds.

STREET LIGHTING

3.1 LED Replacement Programme Tender

The Streetlighting Evaluation Panel met on the 4th February to receive presentations from suppliers and to select a preferred bid for recommendation to full Council. Due to the commercial sensitivity of the bids, a closed session will be called at tonight's meeting so that Council may scrutinise the panel's recommendation and make a final decision as to the successful supplier. Details of the successful supplier's bid will be published in accordance with transparency and procurement requirements.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 No matters to report

PLANNING AND TRANSPORTATION

5.1 Wroxham Road – ‘Gold’ Standard Bus Stop

Replacement of the old bus shelter at the Wroxham Road/Cannerby Lane stop has been delayed to May 2025. NCC’s contractor (Westcotec) advise that this is due to Cadent’s gas works in the area.

6.1 Barkers Lane - Car Parking Issues on Saturday 8th February 2025

We have received a complaint regarding obstructive and dangerous parking on Barkers Lane, in the vicinity of Sprowston cricket ground. The complainant reported cars were parked so that the pavement was completely blocked and junctions obstructed. The passage of traffic was impeded to the extent that cars had to reverse to allow on-coming traffic to pass. The parking in question appears to be related to football clubs using the cricket ground on Saturday mornings.

I have asked the Committee at Sprowston Cricket Club to speak to the football clubs about this issue and to remind them that abundant free parking is available nearby at Council’s Church Lane car park. PC Gill has been appraised of the situation and confirms he will arrange patrols of the area on Saturday mornings.

ATTACHMENTS

6.1 Map of Wilks Farm Drive Boundary Realignment



Guy Ranaweera
Town Clerk



From: Richard Squires <Richard.Squires@southnorfolkandbroadland.gov.uk>
Sent: 07 February 2025 15:07
To: Rachel Leggett
Cc: Cllr Bibin Baby; Martin Callam; Bill Couzens; John Leahy-Mallen; Judy Leggett; Andrea Long; Guy Ranaweera; Cllr Adrian Tipple; emma harrison; Iolo Jones; Moira White
Subject: RE: Sprowston NP and Beeston St Andrew

Hi Rachel,
(cc. Sprowston NP steering group)

As promised, I'm now writing to supply some further details on the subject of a potential joint Neighbourhood Plan covering Sprowston and Beeston St Andrew.

I've had further discussions with our CIL officers on the subject the CIL implications for developing a joint plan. As it currently stands, Beeston St. Andrew parish would only receive a very small proportion of neighbourhood CIL from the Beeston Park development (a substantial part of which is located within that parish). This would be a capped amount, given the scarcity of existing dwellings within Beeston St. Andrew. If a Neighbourhood Plan were to cover that parish, the neighbourhood CIL receipts would be 25% of total CIL paid. This accounts for a substantial difference in the amount of money that would be retained for community infrastructure in the local area. If Beeston St. Andrew receives only a capped amount of CIL, the vast majority of the payable CIL will go to the GNGB to spend on strategic infrastructure projects across Greater Norwich.

Given that there is no parish council in place for Beeston St. Andrew, the approach would be for Broadland District Council to retain the neighbourhood CIL from that parish and support the development of the area by funding local infrastructure projects, as required by regulation 59F of the CIL Regulations. This would be the case whether or not there is a Neighbourhood Plan in place that covers Beeston St. Andrew. The funding of projects using the neighbourhood CIL money should generally take place within the particular parish in which the CIL-paying development is located. However, any community infrastructure projects that might be located within Beeston St Andrew would of course still serve the residents of Sprowston and other adjacent parishes. In addition, Sprowston Town Council and Beeston St. Andrew Parish Meeting could agree to agree to pool proportions of their neighbourhood CIL to use on infrastructure projects that might be located in Sprowston, for example. The Town Council will, of course, continue to receive its own 25% proportion of CIL receipts from development taking place within Sprowston.

One of the key considerations here is timing. Parishes can only receive 25% CIL if there is an adopted Neighbourhood Plan in place before the planning permission is granted which allows the developer to commence work (in this instance, the reserved matters applications which relate to the phases of Beeston Park within Sprowston and Beeston St. Andrew). The proposed development within Beeston St. Andrew will be within phase two of the Beeston Park scheme (phases one and three are being progressed first, and we are expecting applications in due course). At present, we don't know when an application for phase two is likely to be received, but we have asked Development Management colleagues to enquire with the developer as to when they expect this will be. We will let you know once they have responded as I imagine this is something you may wish to consider in terms of the timetable of the Neighbourhood Plan.

One of the points in your email relates to the extra resources required, should the neighbourhood area be extended to cover Beeston St. Andrew. It is unlikely that there will be any funding available for separate Neighbourhood Plan evidence studies to be conducted within Beeston. However, given the majority of the parish is subject to a significant development proposal which, of itself, comprises an agreed design code and a specific evidence base, it is not expected that there would be great need for the Neighbourhood Plan evidence to be greatly expanded to cover this area. In fact, it is unlikely that the incorporation of Beeston St. Andrew would require a significant change in direction in terms of Neighbourhood Plan policy development.

I hope this is helpful for the time being. As soon as we have an indication of likely timescales for a Phase Two application on the Beeston Park development, I will be back in touch. Once this information is available, the steering group may wish to give the matter further consideration before we approach representatives of Beeston Parish Meeting.

Kind regards,

Richard

Richard Squires

Senior Community Planning Officer

t 01603 430637 e richard.squires@southnorfolkandbroadland.gov.uk



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From: Rachel Leggett <sprowstonplan@gmail.com>

Sent: 31 January 2025 16:20

To: Richard Squires <Richard.Squires@southnorfolkandbroadland.gov.uk>

Subject: Sprowston NP and Beeston St Andrew

Dear Richard

cc Sprowston NP steering group

Sprowston NP and Beeston St Andrew

The Sprowston NP steering group met last night. We briefly talking about a joint Neighbourhood Plan with Beeston St Andrew Parish Meeting.

The Steering Group wondered if you might be approach the Parish Meeting about the idea, and then if there is interest, broker a meeting between Sprowston Town Council and Beeston St Andrew Parish Meeting representatives, to answer questions about practicalities.

In the meantime, the Sprowston NP steering group took the decision to carrying on - Data profile, Design Code, Housing Needs Assessment and Household Survey for Sprowston. Should Beeston St Andrew wish to join in the process, they could undertake the same work for their parish too.

Reviewing the Sprowston Neighbourhood Plan



Household Survey

Return in the pre-paid envelope, drop off at Sprowston Town Council, **OR** fill in online

www.sprowston-tc.gov.uk/your-council/sprowston-neighbourhood-plan



Or scan QR code here

by **20th March 2025**. Thank you

HAVE YOUR SAY ON SPROWSTON'S FUTURE

Sprowston has a Neighbourhood Plan that was adopted in 2014, which is currently being reviewed by Sprowston Town Council. This new Plan is your opportunity to have your say on planning matters.

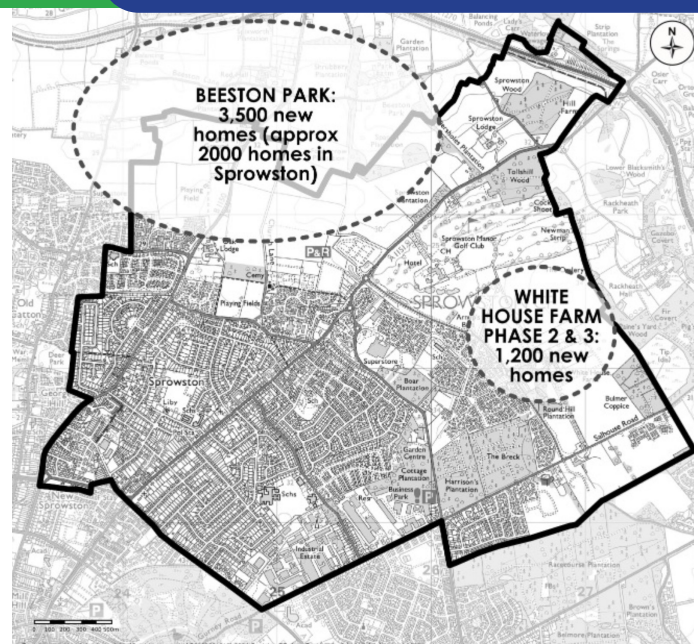
The Sprowston Neighbourhood Plan is a community-led planning policy document to guide future development in the parish. It can include policies about the use and development of land, buildings and types of development until 2040.

The Greater Norwich Local Plan (Broadland's Local Plan) allocates 2 significant housing sites in Sprowston. See map below. This is our opportunity to shape future developments through the new Plan.

Please discuss the survey questions with all people in your household. Your answers will be used to help us draft the new Plan. If you have any questions, please contact Sprowston Town Council on 01603 408063, or email

townclerk@sprowston-tc.gov.uk.

Please return your survey by 20th March 2025.



Map: Sprowston parish – the Neighbourhood Plan area. Map shows 2 significant housing sites. Dark line is parish boundary.

(1) Which of the following best describes Sprowston? (please tick one answer)

☐ A village

☐ A town

☐ A suburb

☐ Part of Norwich

About your household

(2) Please tell us the ages of people in your household. (please tick the number of people in each age group)

Age	1 person	2 people	3 people	4+ people
0 - 10 years old	☐	☐	☐	☐
11 - 17 years old	☐	☐	☐	☐
18 - 35 years old	☐	☐	☐	☐
35 - 49 years old	☐	☐	☐	☐
50 - 69 years old	☐	☐	☐	☐
70+ years old	☐	☐	☐	☐

PLEASE NOTE: The Neighbourhood Plan is primarily concerned with land use and planning matters. The questions that follow are therefore designed to feed directly into writing planning policies for Sprowston.

Housing need

(3) If you, or a person in your household are seeking to change your housing in the next 5 years, what type of property do you think you would be looking for?

(please tick the kind of properties that would best suit your/their needs)

Type	1 bed	2 bed	3 bed	4 bed	5+ bed
House	☐	☐	☐	☐	☐
Flat	☐	☐	☐	☐	☐
Retirement housing (independent)	☐	☐	☐	☐	☐
Supported/sheltered housing	☐	☐	☐	☐	☐
Care/nursing home	☐	☐	☐	☐	☐
Bungalow	☐	☐	☐	☐	☐
Property suitable for wheelchair user or other physical disability	☐	☐	☐	☐	☐
Not expecting to move	☐	☐	☐	☐	☐

(4) If the following were available in Sprowston, which would you, or a person in your household, be looking for? (please tick one or more boxes)

- ☐ Buy on the open market
- ☐ Rent from a private landlord
- ☐ Self-build/custom-build
- ☐ Social rent (Housing Association)
- ☐ Shared ownership (part own)
- ☐ First Homes (discounted sale)
- ☐ Rent to buy

Design & development

(5) What features would you like to see included in any new development? (please tick one or more boxes)

- | | |
|---|--|
| ☐ Variety of housing styles | ☐ Connecting footpaths |
| ☐ Uniform housing styles | ☐ Cycleways |
| ☐ Traditional design | ☐ Bus stops |
| ☐ Modern design | ☐ Large gardens |
| ☐ A mixture of traditional and modern design | ☐ Small gardens |
| ☐ Low carbon/energy efficient design | ☐ On street parking |
| ☐ Solar panels on roofs | ☐ Off street parking |
| ☐ District heating systems | ☐ Home electric car charging points |
| ☐ Grey water recycling | ☐ Public electric car charging points |
| ☐ Rainwater collection | ☐ Bin storage |
| ☐ Homes no higher than 2 storeys | ☐ Outdoor community space |
| ☐ Homes no higher than 3 storeys | ☐ Play areas |
| ☐ Street/pathway lighting | ☐ Allotments |
| ☐ No street/pathway lighting | ☐ Grass/planting at entrances to developments |
| ☐ Tree lined streets | ☐ Wide pavements |
| ☐ Trees, hedges and planting | ☐ Parking restrictions |
| ☐ Wildlife areas and ponds | ☐ Community buildings |

(6) Are there any other design features that new developments should include?

(7) Given new housing is planned for Sprowston (see page 2), how do you think new development can be connected and integrated as part of Sprowston?

Natural environment

(8) Please list any areas that are prone to localised flooding and should be identified within the Neighbourhood Plan.

(9) Through the Neighbourhood Plan we can protect green areas of particular community importance. These are called Local Green Spaces. What green spaces should we try to protect? (please tick)

- | | |
|--|---|
| ☐ Recreation grounds | ☐ Woodlands |
| ☐ Children's play areas | ☐ Green areas on housing estates |
| ☐ Roadside verges | ☐ Allotments |

Other ideas, please specify

(10) Sprowston Town Council is concerned about Climate Change. Should the following be encouraged/discouraged in Sprowston?

Type	Encouraged	Discouraged
Solar energy (solar panel farms)	☐	☐
Wind energy (wind turbines)	☐	☐
Bio energy (biomass)	☐	☐
Fire breaks	☐	☐
Protecting hedges and trees	☐	☐

Community & services

(11) If some new OUTDOOR open space is available for the community, what would you like to see it used for? (please tick one or more boxes)

- | | |
|--|--|
| ☐ More allotments | ☐ Skate park |
| ☐ Informal green open space | ☐ Nature reserve area/wildlife area |
| ☐ Outdoor seating area | ☐ Dog exercise area |
| ☐ Play area for children | ☐ Outside gym/trim trail |
| ☐ Youth area catering for teenagers | ☐ Sports area |
| ☐ BMX area | ☐ Community event space |

(12) What other community facilities do we need in Sprowston, if any?

Business & employment

(13) Should the following be encouraged/discouraged in Sprowston? (Please tick one or more boxes and tell us where)

Type	Encouraged	Discouraged
Offices	☐	☐
Industrial units/workshops	☐	☐
Business start-up units	☐	☐
Hotel	☐	☐
Home working	☐	☐
Shared desk space	☐	☐
Retail units (small units)	☐	☐
Retail units (large units)	☐	☐
Care homes	☐	☐
Food/beverage (small businesses)	☐	☐
Food/beverage (large chain)	☐	☐
Medical centre	☐	☐
Dentists	☐	☐

THANK YOU FOR YOUR HELP. Any other comments?

Neighbourhood Plan Household Survey

Updates to be made (as at 20-02-2025)

Front page: Change deadline return date to Friday 11th April 2025.

Question 3: *“Property suitable for wheelchair”* and the line below: *“user or other physical disability”* should be a single line: *“Property suitable for wheelchair user or other physical disability”*

Question 4: Change clause to read *“If the following options were available in Sprowston”* (i.e.: add the word *“options”*)

Question 5 (Design and development): Remove *“please tick one or more boxes”* and replace with *“please tick ✓ up to 10 boxes only”*.

Question 7: Change *“(see page 2)”* to read *“(see map on front page)”*.

Question 10: Add *“Rewilding roadside verges”* to list of options

Question 13 (Business & employment): Add ‘childcare provision’ as an option.

Add new question after question 12 (i.e: a new question 13 and re-number onwards):

The Town Council controls streetlighting times on most minor roads in Sprowston. For reasons of safety, some roads and other key areas will always be fully lit from dusk to dawn, but there are other minor roads and areas where lighting times, or lighting brightness, could be reduced safely. Please let us know your thoughts by selecting one of the following lighting options (please tick ✓one box)

- *Keep lights on from dusk to dawn all night (this is what currently happens)*
- *Switch lights on from dusk to dawn, but dim to 50% brightness between 1am and 5am*
- *Switch lights on from dusk to dawn, but switch off between 1am and 5am*
- *Switch lights off all night*
- *Other ideas, please specify.....*

Chair's Report to Town Council 26th Feb 2025

At January's Dementia Friendly Cafe, we were treated to a concert by the brilliant Yare Folk, a local folk music group. It wasn't long before some of us were up and dancing to some surprisingly familiar tunes too. In the carers meeting our local police beat manager Graham Gill came to talk about the **Herbert Protocol**. It's a document completed by a relative, carer or neighbour & kept in a safe place at home until it's needed. It contains important information about the vulnerable person which would be useful to the police if the loved one is missing. Cllr Natasha Harpley, one of our elected District Councillors, also attended to talk to our visitors and offer advice on what assistance is available from the District Council.

At a ceremony on the 28th Jan I presented two of our Town Council Officers, Evelyn our Committee Officer and Nick our Head Grounds Person, with their 25 year certificates and bonuses, as agreed at last month's Town Council. Our thanks to them both for their loyalty and good service.

The Neighbourhood Plan refresh is underway. We have submitted our assessments of the Character Appraisal, which describes the way Sprowston has developed so far. We have also a draft for the residents' survey and have commissioned the Housing Needs Assessment which is a desk-based analysis to inform us of the type of housing we will need in Sprowston in the future, i.e. type, size ownership/rental format etc.

On the 27th January I attended the official adoption of the new defibrillator supplied by Heart2Heart and paid for by contributions to the Sprowston W.I by three of our District Councillors; Natasha Harpley, Bibin Baby and Emma Tovell. It was an exceedingly wet day! The wiring for the box was provided free by Browne & Payne. The cabinet also contains a "Stop The Bleed" kit, another potentially lifesaving tool.

The refurbishment of the Viking Centre is continuing and there are no more delays expected. The old sign is with Brundall Men's Shed who are currently making a case for it. The new sign will be placed on a traditional pedestal at the corner of the car park. A decision on a winning design for the new sign will be announced at the Town Council meeting. The County Council have also agreed that they will provide a footpath around the corner while they are rebuilding the paths in the area.

I have four official events to attend soon, as Chair of the Town Council.

14th March is Broadland DC Civic Reception.

15th March 231 (Norwich) Squadron Air Cadets Annual Dinner

16th March at the opening of Sprowston Sports and Social Club's new play area

20th March Multi unit Reserve Forces Training Event.

I am currently negotiating with the County Council for the refurbishment of the Sensory Garden next to the library using volunteers from the community.

Cllr Bill Couzens

Chair of Sprowston Town Council

On 23rd January five town councillors and half a dozen local residents met at the Council offices to discuss what to do with the mound of historical documents and photos the Town Council had inherited.

It was decided that we would keep the meeting informal and, instead of forming a committee, we would meet up once a month to go through the archives and decide what needed to be digitally preserved.

The Town Council Heritage Group had previously staged two displays – at the library last summer and at the Diamond Centre last December – but it was decided that we would really like more residents, who had an interest in Sprowston's history to help us decide what should be preserved for future generations to see.

Our next informal meeting will be on 28th February followed by one on 28th March at 10 a.m. in The Town Council Chamber when we hope that more local people will turn up to give a hand. Everyone welcome.

Refreshments provided.

Cllr. Sandra Booth.

Sprowston Town Council
PLANNING APPLICATIONS – 26 February 2025

Broadland DC App. No	Location	Description	Type
2025/0203	Creation House, 61 Wroxham Road, Sprowston, Norfolk, NR7 8TN	2 No double post mounted signs	Advertisement Consent
2025/0277	4 Edwards Road, Sprowston, Norfolk, NR7 8QW	Detached garage conversion into an annexe	Householder
2025/0328	48 Leveson Road, Sprowston, Norfolk, NR7 8NS	Proposed loft conversion and dormers formed to the front and rear.	Householder
2025/0470	44 Wroxham Road Sprowston Norfolk NR7 8TY	Rear single storey extension, internal alterations and garage/workshop	Householder

Broadland District Council – Planning Decisions Made

Application Decisions made during the Week Ending 14 February 2025

Appl Number : 2024/2878
App Type : Approval of Condition Details
Parish: Sprowston
Location : 183 Wroxham Road Sprowston Norfolk NR7 8AG
Proposal : Details reserved by condition 5 (vehicular access), 6 (visibility splays), 7 (parking) and 8 (cycle parking) of 2024/0428
Decision : Approval of details - Approved
(Delegated)
Date of decision : 13 February 2025

Application Decisions made during the Week Ending 7 February 2025

Appl Number : 2024/3579
App Type : Householder
Parish: Sprowston
Location : 286 Blue Boar Lane Sprowston Norfolk NR7 8RZ
Proposal : Single storey side extension and erection of double garage
Decision : Approval with Conditions
(Delegated)
Date of decision : 6 February 2025

Application Decisions made during the Week Ending 31 January 2025

Appl Number : 2024/3626
App Type : Householder
Parish: Sprowston
Location : 33 Greenborough Road Sprowston Norfolk NR7 9HQ
Proposal : Single storey rear flat roof extension, existing bungalow to be rendered, replace windows and doors, remove chimney stack, demolish conservatory and garage
Decision : Approval with Conditions
(Delegated)
Date of decision : 30 January 2025

Application Decisions made during the Week Ending 24 January 2025

Appl Number : 2024/2636
App Type : Householder
Parish: Sprowston
Location : 88 Wroxham Road Sprowston Norfolk NR7 8EX
Proposal : Erection of car port, demolish existing timber garage
Decision : Approval with Conditions
(Delegated)
Date of decision : 22 January 2025

Application Decisions made during the Week Ending 17 January 2025

None

Sprowston Town Council

Direct Debit Payments

Meeting Date: 26th February 2025

<u>Invoice Date</u>	<u>Invoice No.</u>
31.12.2025	14844361224
31.01.2025	14844360125

<u>Details</u>
Barclaycard
Barclay PDQ Terminal payment
Barclay PDQ Terminal payment

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
44.80	4.96	49.76	
44.80	4.96	49.76	
89.60	9.92	99.52	

<u>Invoice Date</u>	<u>Invoice No.</u>
19.12.2024	19122024
16.01.2025	16012025
16.01.2025	16012025

<u>Details</u>
Barclays Bank
Bank charges for paying in cash and cheques into branch.
Bank Account Fee
Bank Account Fee

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
36.65	0.00	36.65	
8.50	0.00	8.50	
8.50	0.00	8.50	
53.65	0.00	53.65	

<u>Invoice Date</u>	<u>Invoice No.</u>
21.01.2025	9964015

<u>Details</u>
British Gas
Diamond Centre gas supply for period 17.12.24-21.01.25

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
6,168.78	1,233.76	7,402.54	
6,168.78	1,233.76	7,402.54	

<u>Invoice Date</u>	<u>Invoice No.</u>
13.02.2025	INV7677

<u>Details</u>
FileStream
Rented software & Server - Period 20.02.25-19.03.25

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
129.65	25.93	155.58	
129.65	25.93	155.58	

<u>Invoice Date</u>	<u>Invoice No.</u>
31.01.2025	NWS100256681

<u>Details</u>
Norse
Rental Charge Recycling 1100L27.12.24, 03.01.25, 10.01.25, 17.01.25, 24.01.25 & Empty Recycling 09.01.25 & 23.01.25

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
32.80	6.56	39.36	
32.80	6.56	39.36	

<u>Invoice Date</u>	<u>Invoice No.</u>
03.02.2025	100/26/000048/Feb25
13.01.2025	100/24/0008363/Jan25

<u>Details</u>
Novuna - Ernest Doe
Repayment for agreement A000383677 Kawasaki Pro DX UTV October 2024
Lease Rental for Husqvarna P535 Outfront Ride on

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
195.00	39.00	234.00	
933.00	186.00	1,119.00	
1,128.00	225.00	1,353.00	

<u>Invoice Date</u>	<u>Invoice No.</u>
20.01.2025	U004723689
24.01.2025	U004734108
20.02.2025	U004787148

<u>Details</u>
Peninsula
Provision of Services in accordance with agreement 653508, Employment Services, Business Safe, Online Services and EAP
Provision of Services in accordance with agreement 674681 Online Services
Provision of Services in accordance with agreement 653508, Employment Services, Business Safe, Online Services and EAP

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
220.95	43.31	264.26	
20.25	4.05	24.30	
220.95	43.31	264.26	
462.15	90.67	552.82	

<u>Invoice Date</u>	<u>Loan Number</u>
13.03.2025	PW502857

<u>Details</u>
PWLB - Lending Facility
Loan Repayment Re: Cemetery

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
7,221.50	-	7,221.50	

<u>Invoice Date</u>	<u>Invoice No.</u>
01.02.2025	GB-00246245
01.12.2025	GB-00024756

<u>Details</u>
SAGE
Payroll & Accounting package for service period 01.02.25 - 28.02.25
Payroll & Accounting package for service period 01.12.24-31.12.24

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
45.00	9.00	54.00	
45.00	9.00	54.00	
90.00	18.00	108.00	

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
31.01.2025	1000122765	Veolia Waste Collection	318.06	63.61	381.67	
			318.06	63.61	381.67	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
15.02.2025	368879428/25	Total Energies Diamond Centre electricity for Jan25	789.88	157.97	947.85	
15.02.2025	368878856/25	DC Field Flood lights electricity for Jan25	32.52	1.62	34.14	
			822.40	159.59	981.99	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
05.02.2025	2025-01/1	Utilita Electricity for The Viking Centre for the period 01.01.2025-31.01.2025	98.43	19.68	118.11	
			98.43	19.68	118.11	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
31.12.2024	1000114619	Veolia Industrial Waste Bin Collection from DC, Sparhawk, Council Car Park, The Rec and The Cemetery	318.06	63.61	381.67	
			318.06	63.61	381.67	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
09.02.2025	14656383	Wave - Anglian Water Public toilet block water rates at Sparhawk Park for the period 09.01.2025-	40.76	0.00	40.76	
03.02.2025	14632006	Council offices water rates for period 03.01.25-02.02.25	43.05	0.00	43.05	
			83.81	-	83.81	
Total Direct Debits			17,016.89	1,916.33	18,933.22	

Sprowston Town Council

Invoices To Pay

Meeting Date: 26th February 2025

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
19.02.25	474266	Ben Burgess Husqvarna Mowing Machine Chain oil, filter, spark plug, air filter, combi can, survival whistle and Stihl super two stroke oil.	160.81	32.17	192.98	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
31.12.2024	SI-81415	Bidwells LLP Viking Public House Refurbishment. Monthly project management, review and amend layout plans & drawings	5,180.91	1,036.18	6,217.09	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
31.01.2025	100370	BWL Consulting Ltd Viking Centre Refurbishment, Building Services - Draper & Nicholls & Bidwells Liaison with team re incoming power supply, meet with intouch & STC 27.01.24	937.50	187.50	1,125.00	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
03.01.2025	36057	Contractors Equipment Sales Ltd Kangoo breaker plus generator, Clay Spade for digger	1,543.95	308.79	1,852.74	
15.01.2025	36149	Chisel and Point	21.70	4.34	26.04	
			1,565.65	313.13	1,878.78	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
18.12.2024	INV9016	Cozens UK Ltd Street Lighting - LED Replacements x 4 Rear of 69 Wilks Farm Drive, Opposite Funeral Home on Cannerby Lane, Side of 141 Windsor Park gardens, O/S 14 Church Lane	1,580.00	316.00	1,896.00	
06.02.2025	INV9128	Street lighting - LED Replacement x 7 - O/S 77 Edwards Rd, 10 Rosemary Rd, 65 Edwards Rd, 10	2,765.00	553.00	3,318.00	
13.02.2025	INV9182	Monthly Standard Street Light Maintenance charge for January 2025	600.00	120.00	720.00	
13.02.2025	INV9170	Street Lighting - LED Replacements x 2 O/S 31 Cannerby Lane & O/S 116 White Women Lane	790.00	158.00	948.00	
			5,735.00	1,147.00	6,882.00	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
16.01.2025	CD-243706551	Culligan UK Ltd 5 x 18.9 Ltr Water bottles for Diamond Centre water cooler. Rental of free standing water dispensing unit plus Service & Maintenance	148.78	29.78	178.56	
15.02.2025	CD-243758264	5 x 18.9 Ltr Water bottles for Diamond Centre water cooler.	9.10	1.82	10.92	
			157.88	31.60	189.48	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
17.02.2025	CIN1376	Draper & Nichols Cert 11 - Viking Pub refurbishment building works	83,922.98	16,784.59	100,707.57	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
05.02.2025	33UC054-0002	Geosphere Parish online mapping software - Neighbourhood plan	500.00	100.00	600.00	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
30.01.2025	J30720	Ernest Doe Kawasaki Mule - Annual contract maintenance.	330.00	66.00	396.00	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
30.01.2025	2025.02	Emma Harrison (Neighbourhood Plan Consultant) Neighbourhood Plan - Stage 2 data profile (24hours labour hours)	1,200.00	0.00	1,200.00	

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
30.01.2025	Expenses	Evelyn Elliot Travel Expenses using personal vehicle to and from Allotments, cemetery, Diamond Centre and various shop. For the period of 01.04.24 to 17.01.25	103.50	20.70	124.20	
31.01.2025	Expenses	Opticians - Staff eye test (VDU user)	54.17	10.83	65.00	
			157.67	31.53	189.20	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
20.01.2025	2025/579	Gale Building & Maintenance Ltd Sparhawk park ladies WC - Replace damaged door.	370.39	74.08	444.47	
23.01.2025	2025/580	Cemetery - Widen gate way, cut back railings, take down piers, cut back concrete, hardcore, make entrance wider, rebuild pier and reattach railings.	2,233.75	446.75	2,680.50	
26.02.2025	2025/589	Refurbish Groundsmen's restroom as per quotes dated 29.07.2024 and 02.01.2025	9,233.00	1,846.60	11,079.60	
			11,837.14	2,367.43	14,204.57	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
27.01.2025	22476	HH Tankering Emptying of septic tank at the cemetery	211.09	42.22	253.31	
11.11.2025	Bacs	Payment on account - Overpayment	0.00	0.00	-14.51	
			211.09	42.22	238.80	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
01.02.2025	INV-930077	Heritage Contract Services Cleaning and Care Taking for Parks, Cemetery, Diamond Centre & council office	7,738.47	1,547.69	9,286.16	
31.02.2025	INV-930097	Cleaning items supplied Jan 2025 Micro Mini Toilet Rolls Multipack Case	65.26	13.05	78.31	
			7,803.73	1,560.74	9,364.47	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
30.01.2025	795016	Intouch Systems 26 x hosted exchange plus 6 x extra data 01.03.25-01.04.25	194.64	38.93	233.57	
01.02.2025	795117	ITSWISP 10080 - Bespoke package - Broadband for 01.02.25-28.02.25	161.20	32.24	193.44	
01.02.2025	795116	ITSWISP 10483 Business 8000 plus WISP 01.01.25-31.01.25	53.70	10.74	64.44	
08.02.2025	796162	Server Backup 18.02.25-18.03.25	52.68	10.54	63.22	
08.02.2025	796181	Call Charges Jan 25, Services Charges Feb 2025 4 x sip trunk	29.67	5.93	35.60	
			491.89	98.38	590.27	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
04.02.2025	241389	Moviola Film rental for February cinema - Freuds Last Session	91.69	17.01	108.70	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
20.01.2025	Expenses	Nick Barlow Mileage: Training Course in Brooke	7.13	1.42	8.55	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
13.08.2024	10088932	Norfolk County Council NPLaw Feetime Charges for July 2024 (Missed off last payment run) (Viking Centre Verge)	14.50	2.90	17.40	
10.01.2025	10103154	NPLaw Feetime Charges for August, September & December 2024 (Streetlighting Tender)	688.75	137.75	826.50	
12.02.2024	10105722	NPLaw Feetime Charges for August, September & December 2024 (Viking Centre SLAs)	348.00	69.60	417.60	
			1,051.25	210.25	1,261.50	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
04.02.2025	2042329	NVCS Filter Coffee Sachets	210.08	0.00	210.08	

<u>Invoice Date</u>	<u>Invoice No.</u>	Royal Mail	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
30.01.2025	9072380581	Response Licence Fee (Neighbourhood Plan Survey)	99.90	19.98	119.88	
<u>Invoice Date</u>	<u>Invoice No.</u>	PHS Group	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
25.01.2025	71114525	Diamond Centre - Sanitary Disposal, Soap Dispenser, Hand drier - 01.03.25-31.05.25	401.41	80.28	481.69	
25.01.2025	71114523	Public Toilet on The Rec - Eco Shield, Sanitary, Water management System- 01.03.25-31.05.25	62.51	12.50	75.01	
25.01.2025	71114524	Sparhawk - Eco Shield, Sanitary, Water management System- 01.03.25-31.05.25	57.73	11.55	69.28	
			521.65	104.33	625.98	
<u>Invoice Date</u>	<u>Invoice No.</u>	PJ Plumbing	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
23.01.2025	PJI/24599	Pavillion - 13.12.24 Repair leaking Shower & Basin in the changing rooms, remade basin waste (cured leak)	57.75	11.55	69.30	
24.01.2025	PJI/24616	Diamond Centre - Repair 2 leaking toilets. 1 in the school room & 1 on main central block	226.43	45.29	271.72	
			284.18	56.84	341.02	
<u>Invoice Date</u>	<u>Invoice No.</u>	Sharp	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
07.02.2025	8073144988	Colour & Black & White Photocopies	82.31	16.46	98.77	
<u>Invoice Date</u>	<u>Invoice No.</u>	Westcotec	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
17.01.2025	16497	Replacement bus shelter panel, bus shelter on Edwards Road	250.00	50.00	300.00	
<u>Invoice Date</u>	<u>Invoice No.</u>	Wicksteed	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
20.02.2025	827759	Wils Farm Drive park replacement play equipment - 4 x Crusader swing chains and fixings	1,249.62	249.92	1,499.54	
TOTAL OF INVOICES			124,040.06	24,524.68	148,550.23	
Transfer:	STC Active to STC Drawings a/c		0.00	0.00	148,550.23	Trf 49
Transfer:	STC Active a/c to Salaries a/c		0.00	0.00	36,000.00	Trf 50
..... Councillor	 Councillor	 Town Clerk				

Sprowston Town Council

Invoice Payments Made

Meeting Date: 26th February 2025

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
17.01.2025	CIN1361	Draper & Nichols Viking Pub, Certificate 10 issues 16.01.25 - Refurbishment and extension building works	82,820.44	16,564.09	99,384.53
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
04.02.2025	499	The Foolhardy Folk Deposit for hire of Foolhardy circus tent and circus skills for July summer fete 25	500.00	0.00	500.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
13.12.2024	792794	Intouch Call Charges Nov24 01603408063, Service charges for Dec24 & 4x sip trunk (CORRECTION from 22/01/2025)	33.50	6.70	40.20
			33.50	6.70	40.20
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
22.01.2025	NOR3207552	Local iQ - Newsquest Facebook Engage Local Post - Recruitment - Jobs24 (Grounds Person Vacancy)	228.00	45.60	273.60
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
12.02.2025	SI5368	Sales Ledger Refunds CG - Refund Overpayment	18.36	0.00	18.36
12.02.2025	SCN-5339	KT - Exclusive Rights buy back	750.00	0.00	750.00
			768.36	0.00	768.36
Total Invoices paid			84,350.30	16,616.39	100,966.69

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Councillor

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Councillor

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Town Clerk

Sprowston Town Council

Barclaycard Payments

Meeting Date: 26th February 2025

February 2025 Statement - January Expenses

<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
04.01.2025	Receipts Received	Adobe Service Term Subscription 04.02.25-03.05.25	17.37	0.00	17.37
06.01.2025	Receipts Received	Pirtek Iseki Tractor - Call out to repair hydraulic hose - deposit	125.00	25.00	150.00
07.01.2025		Iseki Tractor - Call out to repair hydraulic hose - refund	-36.25	-7.25	-43.50
			88.75	17.75	106.50
07.01.2025	Receipts Received	Amazon Rechargeable AA Batteries	20.82	4.16	24.98
16.01.2025	Receipts Received	We Transfer Document transfer imaging 16.01.25-16.02.25	16.70	0.00	16.70
21.01.2025	Receipts Received	Progress Fuels Fuel for parks machinery	102.31	20.46	122.77
27.01.2025	Receipts Received	Catton Print 25 sheets of cardboard & envelopes	3.75	0.75	4.50
28.01.2025	Receipts Received	Wilco Motor Spares Engine oil for the parks mule	20.00	4.00	24.00
Total of Payments			269.70	47.12	316.82

Sprowston Town Council Barclaycard Payments
Meeting Date: 26th February 2025

Statements from May 2024 to January 2025 (Inclusive)

May-24 £776.62 (April Purchases)

Date	Voucher No.	Supplier	Description	Total	VAT	Net
02/04/2024	1	Broadland Group Ltd	Disposal of Asbestos Concrete cylinder	120.00	20.00	100.00
04/04/2024	2	Adobe	Service Term 04.04.24-03.05.24	8.68	0.00	8.68
09/04/2024	3	Progress Fuels	Fuel for Tractors/Mowers	143.71	23.95	119.76
10/04/2024	4	Cartridge People.com	Ink Cartridges	79.80	13.30	66.50
10/04/2024	5	Lancaster Holdings Ltd	Kettle for Diamond Centre	39.99	6.67	33.32
10/04/2024	6	Green Magic Co UK Ltd	A3 Waterproof snap frame for Sparhawk park Notice board	35.34	5.89	29.45
11/04/2024	7	Camlab Ltd	Heavy Duty antibac hand wipes	16.97	2.84	14.13
16/04/2024	8	Zoom Video Communications Inc	Zoom one pro annual	155.88	25.98	129.90
16/04/2024	9	WeTransfer	Subscription (10Euros)	8.82	0.00	8.82
19/04/2024	10	Perfekt Garten	Mower Blade for Honda mowers	28.38	4.74	23.64
18/04/2024	11	Progress Fuels	Fuel for Tractors/Mowers	61.65	10.27	51.38
29/04/2024	12	Amazon Business EU	ID Cards/Badge Holders	26.62	4.44	22.18
30/04/2024	13	Amazon Business EU	Duplicate Receipt book	3.95	0.66	3.29
29/04/2024	14	ISCA Brands Ltd	Wild Flower Seeds	19.99	3.33	16.66
30/04/2024	15	Amazon Business EU	Lanyards	22.75	3.79	18.96
30/04/2024	16	Amazon Business EU	Crocodile Style Badge Clip for ID Badges	4.09	0.68	3.41
Totals				776.62	126.54	650.08

Jun-24 £1,042.44 (May Purchases)

Date	Voucher No.	Supplier	Description	Total	VAT	Net
02/05/2024	1	Progress Fuels	Fuel for Tractors and park machinery	140.53	23.42	117.11
04/05/2024	2	Adobe Systems Software Ltd	Subscriptions Service fee for 04.05.2024-03.06.2024	8.68	0.00	8.68
07/05/2024	3	Sprowston Town Council	Purchase	5.00	0.00	5.00
07/05/2024	4	Sprowston Town Council	Refund	-5.00	0.00	-5.00
14/05/2024	5	ShenZhen TongYunQi	Unzipperable Arm, long sleeve shirts	21.89	3.65	18.24
16/05/2024	6	WeTranser	Subscription for 16.05.24-16.06.2024	8.86	0.00	8.86
21/05/2024	7	Britannia Safety Ltd	Apache Motion Safety toecap Trainer Size10	94.00	15.66	78.34
23/05/2024	8	Progress Fuels	Fuel for Tractors and park machinery	137.12	22.85	114.27
26/05/2024	9	Grumpy Joes	Stage Rostra 4ftx4ftx2ft with top	576.00	96.00	480.00
28/05/2024	10	Outdoor Spares Ltd	Stihl Mowing Line Square - Orange	43.99	7.33	36.66
30/05/2024	11	Amazon business	5MPH Speed Limit Safety Sign 1.2mm Rigid Plastic 300mmx200mm	11.37	1.90	9.47
Totals				1,042.44	170.81	871.63

Jul-24 **£3,098.09** (June Purchases)

Date	Voucher No.	Supplier	Description	Total	VAT	Net
31/05/2024	1	Iron Mongery	Altro Door pull handle - Screwfix	86.52	14.42	72.10
04/06/2024	2	Adobe	Subscription Fee Service Term - 04.06.24-03.07.24	8.68	0.00	8.68
06/06/2024	3	Claris Housewares (Amazon)	2025 Callender Organiser	8.81	1.47	7.34
10/06/2024	4	Folkestone Fixing Ltd (Amazon)	JCB Safety toe cap men's nubuck working boot Size10	43.29	7.22	36.07
12/06/2024	5	Ganzhouman	Heavy duty metal zip ties (cable ties)	17.98	3.00	14.98
16/06/2024	6	WeTransfer	Subscription Fee - 16.06.24-16.07.24	8.70	0.00	8.70
18/06/2024	7	Progress Fuel	Fuel for Tractors/Park Machinery	135.43	22.57	112.86
18/06/2024	8	Cotton Mount Trading Ltd	Toe cap safety boot brown Size10	46.99	0.00	46.99
21/06/2024	9	HSS Hire	Diesel Generator, Petrol Generator & Fence Panels with Blocks	911.43	91.69	819.74
08/02/2024	10	PA Hire	Deliver and set up sound system with Speakers, Microphones and stage	870.00	0.00	870.00
21/06/2024	11	Royal British Legion	Donation for D-Day 80 Appeal	200.00	0.00	200.00
25/06/2024	12	The Paintshed	Dulux trade Exterior Quick Dry Opaque Black	182.62	30.44	152.18
25/06/2024	13	ToolStation	Hooded Overalls and hand paint brush	14.56	2.43	12.13
25/06/2024	14	Screwfix	Tarpaulin, Sanding roll and paint brush	54.67	9.11	45.56
26/06/2024	15	Vida XL	Privacy Net Beige 2x10m	71.98	12.00	59.98
26/06/2024	16	Amazon	USB / HDMI Adapter	9.38	1.56	7.82
26/06/2024	17	Lux Rewards	Cashback rebate	-10.00	0.00	-10.00
26/06/2024	18	Amazon	Permanent Markers	2.99	0.50	2.49
26/06/2024	19	Amazon	6 large Sticky Notes	13.78	2.30	11.48
26/06/2024	20	Screwfix	Wire Brush	9.49	1.58	7.91
26/06/2024	21	Screwfix	Ronseal Fence paint	30.40	5.07	25.33
28/06/2024	22	Broadland District Council	Temporary event license for Fete	21.00	0.00	21.00
01/07/2024	23	Displays UK	Panel and Pole Display stand	359.39	59.90	299.49
Totals				3,098.09	265.26	2,832.83

Aug-24 **£105.72** (July Purchases)

Date	Voucher No.	Supplier	Description	Total	VAT	Net
01/07/2024	1	ScrewFix	Cable ties, rubber mallet & duck tape	46.11	7.69	38.42
02/07/2024	2	Amazon -	24 Plastic Tent Pegs	9.99	1.66	8.33
02/07/2024	3	Amazon -	Wire Cutters and Coloured hand-counters	26.97	4.49	22.48
04/07/2024	4	Adobe	Acrobat Pro period of 04.07.24-03.08.24	8.68	0.00	8.68
09/07/2024	5	Progress Fuels Ltd	Fuel for parks machinery	140.70	23.45	117.25
12/07/2024	6	Amazon -	Powder free Nitrile Gloves	5.40	0.90	4.50
12/07/2024	7	Amazon -	Fabril plaster, ice packs & eye wash - First aid Replenishment	30.43	5.08	25.35
12/07/2024	8	Amazon -	No Spill Petrol Can	35.79	5.97	29.82
12/07/2024	8	Amazon -	Health & Safety Items/First aid kit replenishment	41.28	6.88	34.40
12/07/2024	9	Tesco Mobile	Sim for phone re CCTV for Cemetery - No receipt	10.00	0.00	10.00
15/07/2024	10	Homebase	Paint and Brush Cleaner	100.00	16.66	83.34
16/07/2024	11	We Transfer	Subscription Fee 16.07.25-16.08.24	8.67	0.00	8.67
21/07/2024	12	HSS Hire	Refund for Deposit Re; Generator Hire	-361.30	0.00	-361.30
22/07/2024	13	Fine City Fasteners	Set Screw for trailer clip	3.00	0.50	2.50
Totals				105.72	73.28	32.44

Sep-24 **£507.97** (August Purchases)

Date	Voucher No.	Supplier	Description	Total	VAT	Net
04/08/2024	1	Adobe	Subscriptions Service for August	8.68	0.00	8.68
05/08/2024	2	Progress Fuels	Fuel for Park Machinery	139.90	23.32	116.58
09/08/2024	3	Progress Fuels	Fuel for Park Machinery	50.86	8.48	42.38
16/08/2024	4	We Transfer	Subscription for Services from 16.08.24-16.09.24 (Sending Meeting Minutes)	8.85	0.00	8.85
18/08/2024	5	Amazon	Stihl Mowing Line Square - Orange	38.50	6.42	32.08
20/08/2024	6	Amazon	Flag pole rope	15.34	2.56	12.78
21/08/2024	7	Progress Fuels	Fuel for Park Machinery	137.90	22.98	114.92
22/08/2024	8	Amazon	Traditional Soil Rake	28.99	4.83	24.16
22/08/2024	9	Amazon	Traditional Soil Rake	28.99	4.83	24.16
28/08/2024	10	Multicell International	Battery for Line marking machine	49.96	0.00	49.96
Totals				507.97	73.42	434.55

Oct-24 **£913.20** (September Purchases)

Date	Voucher No.	Supplier	Description	Total	VAT	Net
02.09.24	1	ScrewFix Direct	Ronseal Fence Paint for Rec	33.23	5.54	27.69
03.09.24	2	The Paint Shed	Exterior Opaque Black paint for Pavillion	186.17	31.03	155.14
04.09.24	3	Adobe	Service Term - 04.09.24-03.1024	8.68	0.00	8.68
10.09.24	4	Toolstation	Mould & Mildew Cleaner for Rec fencing	13.80	2.30	11.50
16.09.24	5	We Transfer	Document sending (Meeting Minutes) Subscription for September.	8.72	0.00	8.72
17.09.24	6	Amazon	Viking Centre Hire Booking book.	10.18	1.70	8.48
17.09.24	7	Wicks Building	Orange Barrier fencing for Cricket pitch on Rec	87.00	14.50	72.50
18.09.24	8	The Paint Shed	Paint for pavilion & Cemetery gate	234.59	39.10	195.49
23.09.24	9	ScrewFix Direct	2 x Tape Measure's and 4 x Padlock's	122.93	20.49	102.44
23.09.24	10	Wickes Building	Instant Lay Tarmac	29.40	4.90	24.50
24.09.24	11	Amazon	Garden Machinery - chainsaw chain	17.00	2.83	14.17
30.09.24	12	Wilco Motor Spares	Tractor & Trailer parts for repair	32.00	5.33	26.67
30.09.24	13	Progress Fuels Ltd	Fuel for Parks Vehicles	129.50	21.58	107.92
Totals				913.20	149.30	763.90

Nov-24 **£866.91** (October Purchases)

Date	Voucher No.	Supplier	Description	Total	VAT	Net
03/10/2024	1	SP Poppy Shop	British Legion 2024 Dated Poppy Lapel Pin & Wreath	30.49	5.08	25.41
03/10/2024	2	Amazon Market Place	Goldstar - Multipurpose Grease Tub	36.99	6.17	30.82
04/10/2024	3	Amazon Market Place	Parks Machinery parts.	15.48	2.58	12.90
04/10/2024	4	Adobe	Service Term 04.10.24-03.11.24	17.37	0.00	17.37
04/10/2024	5	Amazon Market Place	LSW Secure Ltd - Container padlock & 4 Keys	58.99	9.83	49.16
04/10/2024	6	Viking	Regular Cupboard and shelf	362.99	60.50	302.49
06/10/2024	7	Amazon Market Place	Heavy Duty grease gun & Lubricant	36.22	6.04	30.18
06/10/2024	8	Amazon Market Place	Chainsaw oil	17.99	3.00	14.99
06/10/2024	9	Amazon Market Place	Bilginata Ltd - Pack of 10 CCTV Warning Stickers	11.98	2.00	9.98
06/10/2024	10	Amazon Market Place	Aerosol Solutions - Yellow Grass Spray Paint	24.91	4.15	20.76
07/10/2024	11	Amazon Market Place	Fuses	10.98	1.83	9.15
10/10/2024	12	www.ransomespares.co.uk	Trailer hitch	17.90	0.00	17.90
14/10/2024	13	Amazon Market Place	lead test kit - Include lead paint	16.98	2.83	14.15
16/10/2024	14	Amazon Market Place	Men's waterproof leather steel safety toe cap	59.99	10.00	49.99
16/10/2024	15	We Transfer	Subscription for Period 16.10.24-16.11.24	8.61	0.00	8.61
20/10/2024	16	Amazon Market Place	3.5mm male cable	6.79	1.13	5.66
22/10/2024	17	Wicks Building	Building Materials	11.25	0.00	11.25
24/10/2024	18	Progress Fuel Ltd	Unleaded Fuel	121.00	20.17	100.83
Totals				866.91	135.31	731.60

Dec-24 **£499.27** (November Purchases)

Date	Voucher No.	Supplier	Description	Total	VAT	Net
04/11/2024	1	Adobe	Subscription Fee Service Term - 04.11.24-03.12.24	17.37	0.00	17.37
05/11/2024	2	Amazon	Steel Metal Petty Cash money box	9.95	1.66	8.29
08/11/2024	3	Viking	Replacement Cupboard	243.54	40.59	202.95
13/11/2024	4	Screwfix	2 way Light switch	6.78	1.14	5.64
14/11/2024	5	Amazon	Waterproof Thermometer	9.65	1.61	8.04
14/11/2024	6	Progress Fuels	Unleaded Fuel for Parks Vehicles	129.50	21.58	107.92
15/11/2024	7	Vistaprint	Personalised Christmas cards	33.89	5.66	28.23
16/11/2024	8	WeTransfer	We transfer November Subscription.	8.61	0.00	8.61
18/11/2024	9	Viking	Returned - faulty Cupboard	-328.80	-54.80	-274.00
19/11/2024	10	Broadland Towbar	Parts for Trailer repair, core lead, socket set	28.25	4.71	23.54
19/11/2024	11	Wilco Spares	Parts for Trailer repair mini blade fuses.	12.50	2.08	10.42
19/11/2024	12	Amazon	Cutter mower fuel tube replacement with filter	4.59	0.77	3.82
20/11/2024	13	Toolstation	Cemetery Visitor Centre Barretine wood protective treatment	35.00	5.83	29.17
21/11/2024	14	Amazon	Springback A4 Binder in red linen structure	12.58	2.10	10.48
22/11/2024	15	Screwfix	Site Waterproof Boots	46.99	0.00	46.99
24/11/2024	16	Amazon	Coat hooks and adhesive strips	15.98	2.66	13.32
25/11/2024	17	Screwfix	Steal Wheelbarrow	53.19	8.87	44.32
26/11/2024	18	Screwfix	2 way Light switch	-2.79	-0.47	-2.32
26/11/2024	19	Greentech Ltd	Fertiliser & Fence stake for tree planting	84.79	14.13	70.66
26/11/2024	20	Screwfix	10 piece flat paint brush	9.49	1.58	7.91
27/11/2024	21	Greentech Ltd	Fertiliser & Fence stake for tree planting	38.21	6.37	31.84
28/11/2024	22	Homebase	Gloves and Rubber mallet - Sparhawk tree planting	30.00	5.00	25.00
Totals				499.27	71.07	428.20

Jan-25 **£684.52** (December Purchases)

Date	Voucher No.	Supplier	Description	Total	VAT	Net
02/12/2024	1	Amazon Market Place	Corded Catering Kettle	39.99	6.67	33.32
04/12/2024	2	Adobe	Service Term 04.01.25-03.02.25	17.37	0.00	17.37
04/12/2024	3	Progress Fuels	Unleaded Fuel for parks Machinery	103.61	17.27	86.34
11/12/2024	4	Amazon Market Place	Sanding pads for electric sander	13.98	2.33	11.65
12/12/2024	5	Amazon Market Place	box of 10 disposal dusk masks	14.99	2.50	12.49
12/12/2024	6	Amazon Market Place	Site folding/portable workshop light	22.49	3.75	18.74
13/12/2024	7	Screwfix Direct	Erbauer Cutting Disks	25.98	4.33	21.65
16/12/2024	8	Amazon Market Place	New Union Jack flags	28.99	4.83	24.16
16/12/2024	9	Amazon Market Place	Black Ink Pad	7.95	1.33	6.62
16/12/2024	10	We Transfer	We transfer - December Subscription	8.56	0.00	8.56
17/12/2024	11	Pure gusto	Descaler	17.74	2.96	14.78
18/12/2024	12	Progress Fuels	Unleaded Fuel for parks Machinery	123.50	20.58	102.92
18/12/2024	13	Screwfix Direct	Slimline LED Work light	33.27	5.54	27.73
18/12/2024	14	Toolstation	Paintbrushes, rollers, hand sanding sheets, filler and dust sheets	48.37	8.07	40.30
18/12/2024	15	Dulux Decorator Centre	Paint for Diamond Centre	200.22	33.37	166.85
22/12/2024	16	Amazon Market Place	Site folding/portable workshop light	-22.49	-3.75	-18.74
Totals				684.52	109.78	574.74

Total Spends from May to January

£8,494.74 £1,174.77 £7,319.97

Sprowston Town Council

Invoices and Direct Debits of £500 or more paid 01 October 2024 to 31 December 2024

Date	Contact Name	Invoice Number	Description	DD if Direct Debit	Net	VAT	Total
01/10/2024	Heritage Contract Services Ltd	INV-929777	Caretaker and Cleaning Services for October 2024		7,738.47	1,547.69	9,286.16
02/10/2024	Barclaycard Commercial	OCTOBER - SEPT EXPS	Credit Card expenditure	DD	763.9	149.3	913.2
04/10/2024	Cozens (UK) Ltd	INV-8766	Street Lighting - Monthly standard maintenance charge for Sept 2024		600	120	720
10/10/2024	Collier Turf Care Ltd	214815	Aluminium Portable Goal on wheels		473	94.6	567.6
10/10/2024	Total Gas & Power	355636187/24	Sprowston Diamond Centre Electricity bill for period 01.09.24 - 30.09.24 (October)	DD	911.1	182.22	1,093.32
11/10/2024	Cozens (UK) Ltd	INV-8694	Street Lighting - Monthly standard maintenance charge for August 2024		600	120	720
11/10/2024	Total Gas & Power	356001739/24	Electricity Bill for 01.08.24-31.08.24 for the Diamond Centre	DD	5,960.72	1,192.14	7,152.86
14/10/2024	CPS Fuels		Fuel for Machinery - 950Lts ULSD		1,093.64	218.73	1,312.37
14/10/2024	PJ Plumbing Heating & Maintenance Ltd	PJI/24173	Sprowston Pavillion - No Hot water in Changing rooms & Outside toilets. Service oil boilers, replace faulty zone valve.		429.86	85.98	515.84
16/10/2024	Collier Turf Care Ltd	213570	Sports pitch consumables for end of season maintenance		1,403.50	253.2	1,656.70
16/10/2024	Cozens (UK) Ltd	INV- 8783	LED Replacements x 5 @ Rear of Blue Boar Ln, 1A Falcon Rd East, 20 Dovedales, 130 Wilks Farm Dr & 110 Mountbatten Dr.		1,975.00	395	2,370.00
18/10/2024	Cozens (UK) Ltd	INV-8793	LED Replacement x 2 @ 148 White Woman Ln & 16 Colindeep Ln.		790	158	948
18/10/2024	Flameskill Limited	503586	Diamond Centre; inspect & test fire alarm, emergency lighting, replace smoke alarm		535.5	107.1	642.6
19/10/2024	G&G Fencing Ltd	13456	New Fence & Gate at Wilks Farm Drive Small Play area		10,072.40	2,014.48	12,086.88
22/10/2024	Draper & Nichols Ltd	CIN1312	Viking Centre - Building Costs. Certificate 7		74,739.65	14,947.93	89,687.58
25/10/2024	HVW Ltd	158717	XL Sealtex trousers x 5, XL HiVis 5in1 jackets x3, HiVis hooded sweatshirt x 1, HiVis 2in1 Jacket x 2 & HiVis short sleeve polo shirts x 6		448.55	89.71	538.26
28/10/2024	Novuna Business Finance - Ernest Doe Lease	100/24/0008363	Lease Rental for Husqvarna P535 Outfront Ride on (October 2024)	DD	933	186.6	1,119.60
28/10/2024	Broadland DC DD	2701003442	Annual Charge for Dog Bin Servicing 01/04/2024 to 31/03/2025	DD	5,262.40	1,052.48	6,314.88
28/10/2024	Broadland DC DD	2701003462	Annual Litter Bin Emptying Service 01/04/2024 to 31/03/2025	DD	2,152.80	430.56	2,583.36
29/10/2024	K.Lockwood & R Slater Ltd	INV-34308	9000 A4 Sprowston Matters Issue 67 Autumn 2024		734	0	734
31/10/2024	BWL Consulting Limited	100340	Viking Centre Professional Fees Mechanical & Electrical		900	180	1,080.00
31/10/2024	Bidwells LLP	SI-77963	Viking Centre - Project Management fee (October), site meetings, review and amend layout plans & drawings		5,180.91	1,036.18	6,217.09
01/11/2024	Heritage Contract Services Ltd	INV-929851	Caretaker and Cleaning Services for November 2024		7,738.47	1,547.69	9,286.16
04/11/2024	Novuna Business Finance - Ernest Doe Lease	100/24/0008363	Lease Rental for Husqvarna P535 Outfront Ride on (November 2024)	DD	933	186.6	1,119.60
05/11/2024	Cozens (UK) Ltd	INV-8838	LED Replacement x 3 O/S 54 Pioneer Rd, 28 Clover Rd & 72 Cromwell Rd		1,185.00	237	1,422.00
07/11/2024	Cozens (UK) Ltd	INV-8883	Street Lighting - Monthly Standard Maintenance charge for October 2024		600	120	720
09/11/2024	Total Gas & Power	358813042/24	Electricity supplied to The Diamond Centre for the period of 01.10.24 - 31.10.24	DD	689.08	137.82	826.9
09/11/2024	Anglian Water Business	14282203	Water charges 09.10.2024-08.11.2024 for Diamond Centre	DD	529.05	0	529.05
13/11/2024	A.T.Coombes Associates Ltd	5093	Tree Health & Safety survey @ STC as per quote dated 19.09.24		2,935.00	587	3,522.00
13/11/2024	Draper & Nichols Ltd	CIN1326	Viking Centre - Building Costs. Certificate 8		132,828.79	26,565.76	159,394.55
21/11/2024	Ernest Doe & Sons Ltd	J28575	Repair John Deer 2032R - Seized tension arm, parts and labour		552.88	110.58	663.46
21/11/2024	British Gas	9369778	Gas Lite Bill period 17.09.2024 - 21.11.2024 at The Diamond Centre	DD	6,287.25	1,257.45	7,544.70
28/11/2024	City College Norwich	ARINV/00015611	Chainsaw maintenance and cross cutting Training course - NPTC Level 2 Certificate		1,090.00	0	1,090.00
29/11/2024	Anglian Water Business	14364316	Water charges to the Pavillion for 29.10.24 to 28.11.24	DD	1,490.32	0	1,490.32
30/11/2024	Ernest Doe & Sons Ltd	145857	Vertidrain 1 Week hire from 05.11.24-12.11.24		800	160	960
30/11/2024	Bidwells LLP	SI-79529	Viking Centre - Project Management fee (November), site meetings, review and amend layout plans & drawings		5,180.91	1,036.18	6,217.09

01/12/2024	Heritage Contract Services Ltd	INV-929935	Caretaker and Cleaning Services for December 2024		7,738.47	1,547.69	9,286.16
04/12/2024	Cozens (UK) Ltd	INV-8965	Street Lighting - Monthly Standard Maintenance charge for November 2024		600	120	720
05/12/2024	Utilita	4340428095 2024-11/1	Electric supplied to the Viking Centre for November 01.11.24-30.11.24	DD	697.74	139.55	837.29
10/12/2024	Total Gas & Power	362236451/24	Electricity supplied to The Diamond Centre for the period of 01.11.24 - 30.11.24	DD	750.32	150.06	900.38
16/12/2024	Rachel leggett	202425-SprowstonNP-001	Neighbourhood Plan review: 1.75 Days work @ £400 per day and mileage expenses		717.55	0	717.55
17/12/2024	Novuna Business Finance - Ernest Doe Lease	100/24/0008363/Dec24	Lease Rental for Husqvarna P535 Outfront Ride on (December 2024)	DD	933	186.6	1,119.60
17/12/2024	Compass Point		Neighbourhood Plan Review Workshop. Mileage 84 Miles @ 45p. 10 hrs @ £50 per hr		537.8	0	537.8
17/12/2024	Draper & Nichols Ltd	CIN1348	Viking Centre - Building Costs. Certificate 9		142,543.85	28,508.77	171,052.62
18/12/2024	British Gas	9635491	Gas lite Bill for Diamond Centre - Bill Period 17.09.24-17.12.24	DD	10,005.97	2,001.19	12,007.16
18/12/2024	Cozens (UK) Ltd	INV-9016	LED Replacement x 4 - Rear 69 Wilks Farm Dr, opp. Funeral Home Cannerby Ln, side of 141 Windsor Pk Gdns and opp. 14 Church Lane.		1,580.00	316	1,896.00
29/12/2024	Anglian Water Business	14490896	Water rate for Pavillion for the period of 29.11.24 - 28.12.24	DD	3,880.15	0	3,880.15
31/12/2024	Bidwells LLP	SI-81415	Viking Centre - Project Management fee (December), site meetings, review and amend layout plans & drawings		5,180.91	1,036.18	6,217.09

461,703.91	90,514.02	552,217.93
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Councillor

Councillor

Clerk