



NOTICE OF MEETING **AND SUMMONS TO ATTEND**

**The meeting of Sprowston Town Council will be held on Wednesday 26 November 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 October 2025. Pages 1 - 11
5. To agree action/response arising from the minutes.
6. To receive Police Update.
7. To receive correspondence and consider a response to:
 - (1) Greater Norwich Local Plan Supplementary Planning Documents Consultation. Pages 12 - 13
 - (2) Monthly Planning Compliance Reports. Pages 14 - 15
 - (3) Norfolk County Council Budget Consultation. Page 16 - 18
 - (4) South Norfolk & Broadland District Council Design Code Consultation. Pages 19 - 20
8. To receive any written/verbal reports from Sprowston County and District Councillors. Page 21
9. To receive the report of the Town Clerk and make decisions on:
 - 1.5 Quotation for a Tractor Powered Chipper. Pages 22 - 27
10. To receive any written/verbal reports from the Council's Committees and Working Groups:
 - (1) Neighbourhood Plan Review Working Group.
 - (2) Recreational Facilities Working Group.
 - (3) Skate Park Working Group (Draft Minutes 10 November 2025 enclosed)To agree:
 1. The budget for the Design and Build of the Skate Park.
 2. Installation of an on-site electricity supply at approximately £10,000.
 3. Commissioning of a topographical survey at approximately £2,000.
 4. Specification v3 for the skate park tender. Pages 28 - 30
 5. Evaluation criteria for the skate park tender. Pages 31 - 32
 6. To proceed to tender on basis of the above.
11. Adjourn the meeting for a short break.
12. To receive any written and verbal reports from Councillors representing the Council on or at outside organisations.
 - (1) Sprowston Heritage.
 - (2) Cllr. W F Couzens' Report. Pages 33 - 34
 - (3) Cllr. J Leggett - Report from Town and Parish Council Summit. Pages 35 - 36
13. Planning

- (1) To receive email from Persimmon Homes, revised layout and revised proposed layout plans for Beeston Park Phase 1. Pages 37 - 66
- (2) To consider planning applications to 26 November 2025. Page 67
- (3) To receive planning decisions from weeks ending 17 October, 24 October, 31 October, 7 November and 14 November 2025. Pages 68 - 69
- 14. Annual Governance and Accountability Return (AGAR) for 2024/25 to receive Section 3 External Auditor's Report and Certificate 2024/25. Page 70
- 15. To receive the schedule of direct debits. Pages 71 - 72
- 16. To confirm the payment of accounts to 26 November 2025.
 - (1) Invoices to pay. Pages 73 - 75
 - (2) Invoices payments made. Page 76
- 17. To receive the schedule of credit card payments - November Statement. Pages 77 - 78
- 18. 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.
- 19. To receive planning enforcement:
 - (1) List of current cases. Pages 79 - 84
 - (2) List of closed cases. Page 85



Guy Ranaweera
Town Clerk

21 November 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 and E H Tovell 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 three 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 October 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	-	M G Callam
M A Booth	-	J H Mallen
S D Booth	-	A L Parker
R H Tovell		

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

Norfolk County Councillor: J M Ward

Members of the Public: No members of the public were present

25/201. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

There were no declarations of disclosable pecuniary and other interests.

25/202. APOLOGIES FOR ABSENCE

Written apologies were received from Cllrs. D Coleman, E H Tovell, K Vincent and verbal apologies from H W Tarlton.

25/203. RESIDENTS' AND COUNCILLORS' 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.

As there were no residents present and no Councillors' questions the Chairman moved to the next item of business.

25/204. MINUTES

The Minutes of the Council's meeting held on 24 September 2025 having previously been circulated to all Councillors were confirmed subject to the following amendment

25/204. MINUTES (CONTINUED)

Minute 25/191, **delete** (which may include non-Councillor specialists)

insert (to include non-Councillors, Mr Sam Avery and a representative from Sprowston Youth Engagement Project)

Minute 25/194, **delete** 2025/2760 - 1no. new self-build bungalow and associated external works at 1, Roundtree Way, Sprowston.

insert (d) To oppose the granting of planning application 2025/2760 - 1no. new self-build bungalow and associated external works at Land Adjacent 60, Russell Avenue, Sprowston on the grounds that it is an over development of the site and an undesirable form of back land development.

and signed by the Chair of the Council.

25/205. ACTION FROM MINUTES

(1) Vehicle Issues - Corbet Avenue

Referring to Minute 25/188, the Town Clerk reported he had received two further requests for double yellow lines on Corbett Avenue which he would forward to Norfolk County Council's Highway Engineer.

(2) Cottage Plantation

Further to Minute 25/189 1.1, the Town Clerk advised the Gurney family have declined to sell Cottage Plantation to the Town Council, however will lease the woodland to the Council with no annual fees.

(3) Halsbury Homes

Arising from Minute 25/189 (4), the Town Clerk confirmed a remittance of £34,000 had been received from Halsbury Homes via Broadland District Council; £9,000 more than anticipated.

25/206. POLICE UPDATE

Council noted the Police update.

25/207. CORRESPONDENCE

(1) Western Link Update

Council noted the Western Link Update.

(2) Acquisition of Go East Anglia and Konectbus

Council noted the acquisition of Go East Anglia and Passenger First Network Engagement by Simple Group. Cllr. W F Couzens was interested to know if the

25/207. CORRESPONDENCE (CONTINUED)

Real Time Information display was working in the new Gold Stop on Wroxham Road near the junction with Cannerby Lane.

(3) Property Flood Resilience

RESOLVED to respond to the questionnaire from Norfolk County Council's Flood Risk Officer as follows:

Question 1 - Yes, Council should prioritise resources to PFR projects or wider community options (such as Natural Flood Management).

Question 2 - A, Allow residents to apply for PFR funding on an individual basis.

Question 3 - Funding prioritisation should be offered in the following order:

1. The risk of flooding for individual properties;
2. The vulnerability of residents;
3. The financial need of property owners;
4. Order of when application is received.

Councillors also felt the scheme should be publicised.

25/208. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Council noted the written report from County Councillor J M Ward.

Cllr. J M Ward verbally reported:

Norfolk County Council has appointed Kier as its new long-term contractor for maintenance and construction of the County's highway network. This contract is worth over £80m per annum.

Kier will also employ at least 15 apprentices and run an annual 10-week programme for young people in care and core leavers offering work experience and employability skills.

Full Council met on 16 October 2025 and voted by a large majority to recommend to Cabinet that the Council consent to the Statutory Instrument that will bring the Norfolk and Suffolk Combined County Authorities into existence.

This will mean Norfolk and Suffolk operating under a Mayor who will have responsibility for Adult Education, Housing, Economic Development, Transport, Highways, Climate Change, Police and Fire and Rescue Services.

It will also mean funding of £37.4m every year for the next 30 years to spend on local priorities.

A business park being developed, thanks to a £1m Norfolk County Council loan, next to the Norwich North Recycling centre is expected to result in 1250 new jobs. The infrastructure has been completed on phase 1 of the 100 acre "Broadway Enterprise Park"

25/208. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

Regarding parking on Corbet Avenue there is a problem which will only get worse with the new MacDonalds but I don't know if yellow lines are the answer. People have to park somewhere for the High School and that could just move the problem along.

I have contacted our Highways Engineer for his views.

Responding to Councillors' questions Cllr. Ward replied:

- The drop in pupil numbers is county wide however it should not affect Sprowston;
- There will not be a new road system at the business centre adjacent the Recycling Centre;
- Essential works are being carried out by Cadent on Woodside Road.

Broadland District Councillor M A Booth reported:

- The winner of the Broadland Communities Award was Black Dog on Salhouse Road.
- On Monday 20 October 2025 he attended and cut the first sod at the groundbreaking event for the new visitor centre and café at Broadland Country Park marking the official start of the project. Norfolk Wildlife Trust will manage the park, and it is the District Council's intention to purchase the adjacent woodland.

25/209. FINANCE AND IT SOLUTIONS

The Town Clerk presented a proposal for new IT Systems to support Councils key functions.

Responding to Councillors' questions the Town Clerk explained:

- Cloudy supports a number of larger councils however, they are out of area;
- The system provides automatic printing of room bookings for caretakers;
- It will superseded SAGE however it was his intention to keep SAGE payroll;
- It will reduce duplication and improve productivity;
- There is no capacity in the office to carry out the additional tasks Council would like undertaken and he will be looking to increase staffing levels in addition to the new IT system. Until the IT system is in and working, he could not speculate as to how many extra man hours would be required;
- All three leading accounting packages had been demonstrated on-line;
- The Council's auditor recommended Cloudy IT;
- He would eventually like to remove the server and work solely with the cloud and have third party back up if it works.

Cllr. M A Booth proposed, seconded by Cllr. B Baby to approve the purchase of:

- (1) GovFinance + Apps (by CloudyIT) IT system to manage Finance/Accounting; Facilities; Cemeteries; Assets and Allotments at a cost of:

25/209. FINANCE AND IT SOLUTIONS (CONTINUED)

- Pro-rata first year cost of £23,083.56. Any expenditure in excess of the 2025/26 IT budget to be met from Reserves;
- For 26/27 an indicative IT budget of £22,000 (including approximately £11,365 for GovFinance + Apps).

(2) 2 iPads, ruggedised cases, sims and data contracts for use in inspections and training by the grounds team and officers at a total first year cost of £1,236.00, to be funded from reserves.

On being put to the vote the motion was CARRIED.

25/210. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

(1) Neighbourhood Plan Review Working Group (NPRWG)

Cllr. J Leggett expressed her disappointment at the poor response to the Beeston St. Andrew Neighbourhood Plan survey.

(2) Recreational Facilities Working Group (RFWG)

Draft minutes of the Recreational Facilities Working Group meeting held on 14 October 2025 were circulated.

Cllr. J Leggett reported on her visit to Sprowston Academy also attended by Active Norfolk and officers from Broadland District Council.

The group were given a tour of the sports facilities and equipment and informed of the problems associated with along with the swimming pool and changing rooms which had not been refurbished for many years.

Broadland District Council officers recommended formulating a high-level plan of what could be achieved.

Cllr. J Leggett observed residents had requested a swimming pool when responding to the Sprowston Neighbourhood Plan survey and proposed Council consider the plan when it is produced.

Cllr. W F Couzens suggested consideration of Sprowston Sports and Social Club.

(3) Skatepark Working Group

Council considered the draft Specification (v2) for Sprowston Skatepark.

Cllr. J H Mallen questioned if solar would generate sufficient power to light the skatepark at the required times.

Cllr. W F Couzens advised 2 additional members of the public had attended the Skatepark Working Group and would like to become members.

The Town Clerk explained that having discussed the project with a lawyer it was felt this was not a minor works contract, more a major design and build. They had

25/210. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS **(CONTINUED)**

suggested engaging a Project Manager. He had contacted Bidwells and was waiting for a fee quotation which is likely to be around 9% of construction costs.

RESOLVED to authorise the Town Clerk to prepare a specification and bring to a future Council meeting; and appoint Bidwells as project managers if their fees are 9% or less of construction costs.

25/211. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS

(1) Sprowston Heritage

Cllr. M A Booth said the meeting held on 17 October 2025 was well attended with three new members however, no one has yet volunteered to be Chairperson or secretary. Norfolk County Archive Centre had agreed to copy the large map of Sprowston which will be taken to displays. The original map to be framed at cost of £280.00 and hung in the Torben Room.

Referring to an event held in December 2024, Cllr. B Baby advised a similar event would not be held in 2025 as there were too many other activities and events taking place.

(2) Cllr. W F Couzens Report

Referring to the White House Farm Open Space /Skate Park item in his report, Cllr. W F Couzens advised that the fencing is a lot further from the footpath adjacent Blue Boar Lane not because of its proximity to the gas main as originally thought. It was due to it being the boundary between the development and Norfolk County Council.

25/212. MEETING ADJOURNMENT

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

The meeting was reconvened.

25/213. 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:

2025/2898 - single storey extension for kitchen/diner at 72, Lowry Cole Road, Sprowston.

25/213. PLANNING (CONTINUED)

2025/3109 - variation of condition 2 to change roof tiles, exterior finish to render and entrance porch design of permission 2021199 (which consented to proposed porch, two storey side extension above garage and single and two storey rear extensions) at 14 Wroxham Road, Sprowston.

BD0773 - Tree Preservation Order 2025 No. BD0773 Tree(s) at Land to the north of Mousehold Lane, west of Roundtree Way and 19, War Memorial Bungalows, Sprowston.

FUL/2025/0014 - change of use of an existing single storey office building (Class E) into a residential care home (Class C2), with associated alterations; refurbishment works; installation of an Air Source Heat Pump (ASHP); garden shed; the erection of fencing and the creation of outdoor space, and associated works at Social Services Office, 3, Blithemeadow Court, Sprowston.

- (b) That whilst Council has no objection to the granting of planning application 2025/2995 - application for all Reserved Matters for 319 dwellings at Phase 3A of Beeston Park including conditions 2, 4, 5, 21, 31 and 32 from ref: 2024/1794 at Redmayne Field North Walsham Road, Sprowston would request:
- The location of the application be correctly recorded. The application states Redmayne Field, North Walsham Road. The actual location is adjacent the Park and Ride, Wroxham Road. This has potential to mislead residents affected by the proposal causing them to miss out on their opportunity to comment;
 - Clarification as to when and how the east-west link road will connect to the airport;
 - Assurances that trees are planted in the verges as per the proposal.

Furthermore Council:

- Is averse to unadopted roads as they have potential for future unneighbourly disputes;
- Is concerned the play area is too close to the road and questions if this is the most suitable location;

Notes the sustainable underground drainage however would ask if this land is being considered or included as recreational space.

- (c) That whilst Council supports the transition to renewable energy, Council would like the applicant of planning application 025/3062 - proposed flat roof solar installation at Tesco Stores Ltd, Blue Boar Lane, Sprowston to provide assurances that glint and glare from the installation of 716 solar panels on the rooftop of the building does not have a negative impact on the residential properties on Blue Boar Lane, particularly the upper storeys.

25/214. PLANNING DECISIONS

Council noted the planning decisions for weeks ending 19 September, 26 September, 3 October and 10 October 2025.

25/215. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Schools Cross Country

Council noted Sprowston Recreation Ground played host to a cross-country meeting of more than a dozen schools on 10 October 2025. Also, the Town Clerk had asked schools to direct parents to the Diamond Field car park when organising the 2026 event.

1.2 Skate Park

RESOLVED to Co-opt Mr Matthew Barnard and Mr Ralph Baulcombe to the Skate Park Working Group prior to the holding of the next meeting on 10 November 2025.

1.3 The Conservation Volunteers (TCV)

Council noted The Conservation Volunteers will be applying for external funding to conduct two-or three-days' work in Harrison's Woodland. The Town Clerk had also arranged for them to 'cut and collect' the Millennium Woodland wildflower area in autumn/late summer of 2026.

1.4 Allotments

Council noted tenancy of allotment plot 32 was terminated on 27 September 2025 for non-cultivation and no appeal against termination was received.

1.5 Summer Fete 2026

RESOLVED to hold the summer fete on Saturday 11 July 2026, 1.00pm - 5.00pm.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 Streetlight Replacement and LED Upgrade Programme

Council noted:

- All lights on the upgrade schedule had now been replaced;
- Electrical Testing Ltd (ETL) had begun the process of commissioning the Central Management System (CMS);
- A number of older-generation LEDs had been identified which might not be compatible with the CMS;

25/215. REPORT OF THE TOWN CLERK (CONTINUED)

- Town Clerk has requested ETL to quote for replacing three non-standard low-level lighting bollards on the footpath between Wroxham Road and the cemetery as these were not included in the original upgrade.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Councillors' '.gov.uk' Emails Addresses

Council was advised that from 1 November 2025 the office will only use Cllrs' gov.uk email address for all official communications.

Cllr. M A Booth requested the office to send future emails to his Broadland District Councillor email address.

4.2 Remembrance Sunday Service

Council noted the Remembrance Sunday service will take place at St. Mary and St. Margaret's Church on 9 November 2025 at 10.45am. A poppy wreath had been purchased for the Town Council Chair to lay in memory of the fallen of Sprowston.

PLANNING AND TRANSPORTATION

5.1 No matters were reported

25/216. FINANCIAL YEAR ENDING 31 MARCH 2026 - SECOND QUARTER BANK RECONCILIATION 30 SEPTEMBER 2025

Council reviewed the second quarter Bank Reconciliation as per bank statements, as at 30 September 2025.

Cllr. M A Booth enquired as to the outstanding balance for the development of the Viking Centre, to which the Town Clerk responded approximately £155,000.

RESOLVED to approve and adopt the Bank Reconciliation to 30 September 2025.

25/217. FINANCIAL YEAR ENDING 31 MARCH 2026 - INCOME AND EXPENDITURE REPORT SECOND QUARTER TO 30 SEPTEMBER 2025

The Town Clerk presented the income and expenditure to 30 September 2025, responding to Councillors questions as follows:

Donations to Sprowston Youth Engagement Project are funded from budget heading Grants.

Cost code 5101 - Vermin Control 113.0% budget spent as costs had increased more than anticipated together with an additional requirement for rodent management at the cemetery.

Cost code 5514 - Fencing, Gates and Walls 547.4% budget spent was caused by unforeseen eviction and clean-up costs associated with a group of travellers' unlawful encampment on Sprowston Recreation Ground.

25/217. FINANCIAL YEAR ENDING 31 MARCH 2026 - INCOME AND EXPENDITURE REPORT SECOND QUARTER TO 30 SEPTEMBER 2025 (CONTINUED)

Cost code 7603 - Heat and Light - 35.4% budget spent relates to a £9,194.00 credit from a previous bill. Savings resulting from the transition to LED street lights will become apparent in the new year.

Cost code 5718 - Room Hire Expenses 228.5% budget spent resulted from the purchase of tables and chairs for the Viking Centre. This can be funded through CIL. However, the Town Clerk was waiting for the final costs of the Viking build to be known. If sufficient CIL then remained, he would move this cost to capital expenditure.

RESOLVED to accept the six-monthly Statement of Accounts and Balance Sheet for year ended 31 March 2026.

25/218. SCHEDULE OF DIRECT DEBIT PAYMENTS

The Town Clerk and Responsible Financial Officer presented the schedule of direct debits totalling £73,777.65.

Replying to a question from Cllr. J H Mallen the Town Clerk advised the substantial invoice 15646346 - water rate bill for Sparhawk Park this was due to a fault causing one of the ladies' toilets to continuous flush and an estimated bill.

The schedule of direct debit payments to 22 October 2025 totalling £73,777.65 was approved and noted.

25/219. PAYMENT OF ACCOUNTS

(1) Invoices to pay 22 October 2025

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to pay to 22 October 2025 totalling £93,496.40.

On the motion of Cllr. R H Tovell, seconded by Cllr. J Leggett it was **RESOLVED** that payment of the schedule of invoices to pay to 22 October 2025 totalling £93,496.40 be approved.

(2) Invoices Paid to 22 October 2025

The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 22 October 2025 totalling £125,619.35.

On the motion of Cllr. B Baby, seconded by Cllr. M G Callam it was **RESOLVED** that payment of the schedule of invoices paid to 22 October 2025 totalling £125,619.35 be approved.

25/220. SCHEDULE OF CREDIT CARD PAYMENTS - 22 OCTOBER 2025

The schedule of credit card payments to 22 October 2025 totalling £1,654.97 was approved and noted.

25/221. EXCLUSION OF PRESS AND PUBLIC

Cllr. W F Couzens proposed, seconded by Cllr. M A Booth to exclude the Press and Public from the meeting for the remaining business because otherwise information

prejudicial to the public interests which is exempt by virtue of the Public Bodies (Admission to meetings Act) 1960 Section 1 (2) would be disclosed to them.

25/222. PLANNING ENFORCEMENT

(1) Current Enforcement Cases

Council noted the list of current planning enforcement cases.

(2) Closed Enforcement Cases

No closed planning enforcement cases were presented.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 9.27pm.

26 November 2025

Chair

From: Isabel Appleyard <Isabel.Appleyard@southnorfolkandbroadland.gov.uk> on behalf of Local Plan (BDC) <localplan.bdc@southnorfolkandbroadland.gov.uk>
Sent: 10 November 2025 09:27
Subject: Public consultation on Joint draft Supplementary Planning Documents 10/11/25-19/12/25

Dear Town/Parish Clerk

We are writing to notify you that Broadland District Council, Norwich City Council and South Norfolk Council are consulting jointly on two Supplementary Planning Documents (SPDs) relating to policies in the Greater Norwich Local Plan (GNLP).

Draft Policy 2: Sustainable Communities SPD

This draft SPD supports the implementation of Policy 2 of the Greater Norwich Local Plan (GNLP), adopted in March 2024. Policy 2 requires applicants of major developments to submit statements on sustainability, master-planning, timescales for delivery and health impact assessments. The SPD provides guidance on how to write these statements and in particular covers the ten key issues within policy 2: access to services, new technologies, green infrastructure, densities, design, inclusive and safe communities, environmental protection, flood risk, water efficiency, and energy consumption.

Draft Implementation of the Greater Norwich Green Infrastructure Strategy SPD

This draft SPD supports the delivery of high-quality, multifunctional green infrastructure. It provides guidance for developers, planners and communities on how to use the Greater Norwich Green Infrastructure Strategy to implement GNLP policies 2, 3, 4, 6 and 7.

How to comment <https://new.norwich.gov.uk/communications/consultations-and-engagement>

Norwich City Council are coordinating responses to both consultations on behalf of all three authorities. Please visit the [Norwich City Council website](#) for more information about the documents and details of how to respond. Hard copies of the documents are available at Norwich City Council, City Hall, St Peters Street, Norwich, NR2 1NH and Broadland District Council and South Norfolk Council, The Horizon Centre, Peachman Way, Broadland Business Park, Norwich, NR7 0WF.

The consultation for both documents starts on **Monday 10 November 2025 and ends on Friday 19 December 2025 at 5pm.**

We welcome your feedback by:

- Email to LDF@norwich.gov.uk
- Post: Planning Policy Team, Norwich City Council, City Hall, St Peters Street, Norwich, NR2 1NH

Next steps

Following the consultation, responses will be reviewed and where appropriate amendments will be made before the SPDs are considered for adoption by each council in early 2026.

If you have any questions, please contact a member of the Broadland and South Norfolk Council Placeshaping Team on 01508 533805. Email localplan.bdc@southnorfolkandbroadland.gov.uk

Kind regards
Greater Norwich Local Plan Team



How did we do?

Complete our quick s
help us to improve ou

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

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Guy Ranaweera

From: Stuart Pontin <Stuart.Pontin@southnorfolkandbroadland.gov.uk>
Sent: 06 November 2025 16:20
To: BDC Parish Clerks
Subject: Monthly Planning Compliance reports

Dear Parish Clerk

I am writing to you in connection with the monthly automated report that you receive in relation to Planning Compliance cases (Planning Enforcement) in your parish.

We have been undertaking a review of our Planning Compliance Service and also how we use our back office IT system to help us monitor progress on cases more effectively. This will result in a change to the format of the report you receive on Monday 1 December 2025.

At present the narrative in the report is manually created and has to be updated by the officer in addition to their daily work on the cases. Historically, in some cases this has resulted in the updates being out of date. We have therefore changed how we create the reports for you, while also improving our ability internally to monitor cases, plan future actions, improve workload management and performance reporting. In addition, the steps included in the report will include dates of when various actions were taken and a due date for the next action.

The report you received on Monday 3 November 2025 will be the last in current format and I would recommend that you retain that report for your records, as the new report will only pick up actions since we implemented the new processes.

As with the previous version of the reports, if there are no current cases in your area, the report will be blank.

Should you have any questions about specific cases, then please either contact your local District Member or contact the case officer highlighted in the report.

Please note that there will be a session at the next Town and Parish Forum on 12 November 2025 relating to Planning Compliance and I would encourage you to attend.

Regards

Stuart Pontin
Business Improvement Team Manager
t 01508 533796 e stuart.pontin@southnorfolkandbroadland.gov.uk



How did we do?

Complete our quick s
help us to improve ou

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

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From: Have Your Say <haveyoursay@norfolk.gov.uk>
Sent: 28 October 2025 14:48
Cc: Have Your Say
Subject: Norfolk County Council's Budget Consultation 2026-27

As a valued stakeholder, Norfolk County Council are inviting you to let us know your thoughts on our annual budget consultation proposals.

- We want to find out what people think about our 2026-27 budget proposals.
- The consultation runs from **Monday 27 October 2025 and closes on Monday 15 December 2025**. The consultation is available here: www.norfolk.gov.uk/budget
- We will feed back the findings from our consultation to our county councillors as part of the evidence they will use to help them come to a decision about our budget proposals. Final decisions about the about the budget will be made by the council in February 2026.

Our proposals

We have ideas for how to save money - this year there are **50 new budget saving proposals**, and we are also **proposing to increase council tax**, which provides a large part of the funding we need to provide our services. We are also interested to hear any ideas you may have for saving public money.

How to take part

- There is an online feedback form, and print at home, large print and easy read versions are available. There is a BSL video giving an overview of the consultation too.
- If people need a copy of the consultation documents in a different format they can email haveyoursay@norfolk.gov.uk, call 0344 800 8020 or Text Relay on 18001 0344 800 8020 (textphone) and we will do our best to help.
- For more detail and to have your say, visit: www.norfolk.gov.uk/budget

Please find the press release below for your information.

Kind regards,
The Have Your Say team

NEWS RELEASE

27 October 2025

Norfolk's budget consultation launches today – have your say

As the county council's annual budget consultation launches today, Monday 27 October, people are being urged to take a look at the proposals and have their say.

The county council is working to set a balanced budget, despite the need to save £41.6 million in 2026-27.

Cllr Andrew Jamieson, deputy leader and cabinet member for finance at Norfolk County Council, said: “All councils are facing higher costs and greater demand for services. Once again we’re facing an unenviable financial situation with a budget gap, the continued cost increases from inflation, spending pressures across wider public finances, and uncertainty about government funding for 2026-27 onwards.

“Despite this, the Council’s budget plans still provide for £298m budget growth over the next 5 years to deal with demand and cost pressures. This will enable us to continue to protect vulnerable residents while still delivering the key services which are relied upon every day by Norfolk’s residents, businesses and visitors.

“I’d urge people to take a look at our proposals and let us have your views. We also want to hear your ideas for making savings, as we believe that the people who use our services are the best people to comment on how to get more out of our services, while tackling the budget deficit.”

This year there are 50 budget saving proposals, and proposals to increase council tax, which provides a large part of the funding the county council needs.

These proposed savings add up to £35.7 million – which would make a big contribution to the overall amount that needs to be saved.

To help deal with cost pressures and invest in vital services, the current budget planning for 2026-27 is based on an assumption to increase council tax.

Three options are being considered:

- An increase of 3%
- An increase of up to 5%
- An increase of more than 5%

People can find out more and have their say at www.norfolk.gov.uk/budget

The consultation opens on Monday 27 October and closes on Monday 15 December 2025.

ENDS

Notes to editors

We will take a report about the findings of this consultation to the Norfolk County Council Cabinet meeting in January 2026.

The council’s select committees will comment on the budget proposals, before Cabinet finalises the proposals in January 2026 and the Full Council makes a final decision on the budget in February 2026.

Key national announcements, including the Autumn Budget on 26 November and the Local Government Finance Settlement in December, will inform final proposals.

For more budget facts and figures, see our budget factsheet:
https://norfolk.citizenspace.com/consultation/budget-proposals-2026-27/supporting_documents/budget-factsheet-final-accessiblepdf

For political comment

For details of cabinet members, committee chairs and agendas, please see: www.norfolk.gov.uk/cabinetandchairs
Group leaders' and councillors' contact details are available at: www.norfolk.gov.uk/countycouncillors

For further information please contact:
Communications Team at Norfolk County Council
Email: pressoffice@norfolk.gov.uk



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Norfolk County Council, County Hall, Norfolk, Norfolk, NR1 2DH, United Kingdom

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From: South Norfolk Council <localplan.snc@southnorfolkandbroadland.gov.uk>
Sent: 27 October 2025 10:00
To: Guy Ranaweera
Subject: Shape the future: Design Code consultation

[View this email in your browser](#)



Design Code SPD consultation 27 October – 8 December 2025

We are writing to you about a forthcoming consultation regarding the South Norfolk Council and Broadland District Council's draft Design Code Supplementary Planning Document. This consultation will run from **9am on Monday, 27th October 2025, until 5pm on Monday, 8th December 2025.**

The Design Code has been prepared to improve the consistency and quality of new residential design across both Districts (but excluding the Broads Authority executive area). It will be applicable to all new residential schemes between one dwelling and 500 dwellings and it is intended that it will be for use by all of those involved in the development management process – from applicants to local communities, Councillors and decision makers.

We encourage everyone interested in reviewing and giving feedback on the Design Code and its supporting documents to visit the Council's website at the link below, where you will find all the relevant materials:

Click here to have your say and review the supporting documents.

<https://www.southnorfolkandbroadland.gov.uk/planning/future-development/supplementary-planning-documents/broadland-and-south-norfolk-district-wide-design-codes>

The consultation documents include the draft Design Code as well as the Landscape and Architectural Assessments for both South Norfolk Council and Broadland District Council and the accompanying Assessment Framework.

All comments received during this period will be considered at the close of the consultation period. After this, the final version of the Design Code will be presented at formal Council meetings in early 2026 for adoption as part of the planning policy documents for both South Norfolk Council and Broadland District Council.

If you have any questions about the consultation, don't hesitate to reach out to the Place Shaping Team on 01508 533805.

Kind regards

Kate Fisher
Principal Planning Policy Officer



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Our mailing address is:

Broadland District Council
Horizon Business Centre
Peachman Way, Broadland Business Park
Norwich, Norfolk NR7 0WF
United Kingdom

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You can [update your preferences](#) or [unsubscribe from this list](#).



16th November 2025

Report from Councillor John Ward

The Millenium Library at The Forum is set to undergo a £1m transformation in 2026, marking 25 years since it first opened.

Norfolk County Council is inviting young people aged 11-18 to apply for a seat on the Norfolk Youth Parliament. It enables young leaders to influence decision making and build valuable skills for the future. Interviews will be via the press office pressoffice@norfolk.gov.uk

Norfolk's Budget Consultation has launched and is open until 15th December. Three options are being considered on Council Tax, a 3% increase, 5% increase, over 5% increase.

Have your say at www.norfolk.gov.uk/budget

The Council is planning to open its 3rd "New Roads" Hub covering Great Yarmouth, Broadland and North Norfolk. These hubs supply young people with help for education, communication, and life coaching. Since it launched in 2021, it has prevented 560 children coming into care, avoiding costs of nearly £69m.

Due to Avian Flu in Norfolk, anyone keeping more than 50 birds must keep them housed and abide by the published biosecurity measures, as set out on the www.gov.uk website.

On 7th November I met with our STC Clerk, our Police Beat Officer and our Highways Engineer on site to discuss parking issues on Falcon Road and it was agreed that more posts would be installed, paid for from my Highways Fund. Also, on Corbet Avenue, the Highways Engineer will look at installing more white lines.

On 11th November I attended a meeting with Anglian Water at the Horizon Centre. They presented their plans for £200m investment in the Whitlingham Treatment Works. This will give them sufficient capacity to deal with all current planning applications.

The Norfolk County Council "Giving Tree" is back at Waterstones. Each tag on the tree represents a child in our care and a book they would like to receive for Christmas. Customers take the tag, purchase the book and hand it in at the till. It is then wrapped and delivered to the child for Christmas.

COUNCIL MEETING – 26 November 2025

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Wilks Farm Drive – Safety Felling of Trees

A tree inspection has identified 29 dead Elm trees on the boundary of Wilk Farm Drive open space. These overhang North Walsham Road and present a danger to pedestrians and vehicles and thus require felling. Our Tree surgeon has programmed the works to take place as soon as possible.

Removal of these trees will leave a gap of approximately 40m in the boundary hedge between Wilks Farm Drive and North Walsham Road. Council's Tree Policy requires felled trees to be replaced on a one-for-one basis, so the felling may present an opportunity for a modest community tree or hedge planting event.

Any replacement planting will take some time to establish and form a boundary barrier. Therefore, we will also review options for installing fencing in this gap as a complement to the replacement planting.

1.2 30th Norwich Scouts (Tusting Close) Fire Works Display, 5th November

The organisers of this event implemented several new measures this year aimed at controlling attendance numbers and minimising local disruption. These measures included ticket-only entrance and encouraging attendees to leave their cars at home (advertising materials stated 'no on-site parking').

After discussion with the Scouts, the Diamond Centre car park and overflow were left open for event staff, volunteers (and opportunistic attendees!) This was not advertised so as not to contradict the Scouts' messaging and not to encourage attendees to drive to the event. Following the event, the Scouts confirmed the display had been successful and did not experience a reoccurrence of issues from last year.

1.3 Termination of an Allotment Tenancy

Allotment plot 43 tenancy has been terminated, effective 25 October 2025. No appeal was made.

1.4 Renewal of Public Spaces Protection Order (PSPO)

Broadland District Council has confirmed that the PSPO for dog fouling has been extended for a further three years. In response to the consultation, it has been extended to include dog controls in enclosed children's play areas.

1.5 Quotation for a Tractor Powered Chipper

Upon this Council's adoption of Harrisons Woods, Cottage Plantation and Boar Plantation; the amount of tree-related and brush clearance work undertaken by the grounds team will increase significantly. Currently, we either hire a heavy duty chipper (£350+ per week and dependant on availability) or transport cuttings to the cemetery extension to be burnt (which is resource intensive and releases carbon). Neither of these options are particularly cost-effective, time-efficient, or sustainable. As an alternative I have explored options for purchasing a tractor powered chipper. In my estimation, purchasing this equipment would save days of staff time and allow the team to manage its workload flexibly around other commitments and emergent priorities. Purchasing a chipper from reserves (as capital expenditure) would for the foreseeable future relieve the revenue budget of the cost of hiring a chipper. Having obtained quotations for a suitable machine, I would recommend purchase of a Greenmech ECO150TMP PTO chipper at a cost of £10,920 +VAT, supplied by Ernest Doe. *See attachment 6.1 for quotations.*

Sprowston Town Council Decision Requested:

- ❖ *To agree purchase of a new tractor powered chipper at £10,920 +VAT, to be funded from General Reserves*

CEMETERY

2.1 No matters to report

STREET LIGHTING

3.1 No matters to report

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Police Priority Setting Meeting

The next Police Priority Setting Meeting will be on 9th December at St Davids Church, Thorpe End at 1800hrs.

4.2 South Norfolk & Broadland District Council's Christmas Collection Campaign

I have agreed for the Council office to act as a donations drop-off venue for SN&BDC's Christmas Collections Campaign. Collections will commence on 10th November and end on 30th November. The campaign is organised by the SN&BDC Help Hub and will support local families in need this Christmas.

4.3 Christmas and New Year Opening Times

The table below gives our 2025 Christmas and New Year opening times.

Date	Recreation Ground / Sparhawk Park	Council Office	Community Buildings
22 nd Dec (Mon)	Open as usual	Closed to visitors Phones open	Open as usual
23 rd Dec (Tue)	Open as usual	Closed to visitors Phones open	Open as usual
24 th Dec (Wed, Christmas Eve)	Open as usual	Closed to visitors Phones open	Open as usual
25 th Dec (Thu, Christmas Day)	Sunday opening 9.30am/10.00am	Closed (B. Hol)	Closed
26 th Dec (Fri, Boxing Day)	Sunday opening 9.30am/10.00am	Closed (B. Hol)	Closed
27 th Dec (Sat)	Open as usual	Closed	Open as usual
28 th Dec (Sun)	Sunday opening 9.30am/10.00am	Closed	Open as usual
29 th Dec (Mon)	Open as usual	Open as usual	Open as usual
30 th Dec (Tue)	Open as usual	Open as usual	Open as usual
31 st Dec (Wed)	Open as usual	Open as usual	Open as usual
1 st Jan 2026 (Thu)	Closed	Closed (B. Hol)	Closed
2 nd Jan 2026 (Fri)	Open as usual	Open as usual	Open as usual

Council's other parks will remain open 24/7, as usual.

The Church Lane car park and the Cemetery vehicle gate will observe their usual opening hours. Opening times can be extended to accommodate Church services and other events, as/when requested.

4.3 Precept and Budget Setting

Council's budget for financial year 2026/27 will be discussed and agreed at Council's precept setting meeting of Wednesday 17th December. Please let me have any requests for revenue spend or capital spend by 5pm Friday 5th December. Requests received after that date cannot be guaranteed to be included in the budget scenarios for 2026/27.

PLANNING AND TRANSPORTATION

5.1 Dangerous Parking on Verge Outside Falcon School and Around the Junction of Lambert Road and Corbet Avenue

Following Town Council's discussions on the above; on 7th November I had a site meeting with County Cllr John Ward, NCC highways engineer Richard Pearson and local beat manager PC Darryl Robinson. We reviewed requests from several residents concerned with dangerous parking on the verge outside Falcon Rd Junior School and in the vicinity of the junction of Lambert Rd and Corbet Avenue. The highways engineer confirmed he would install additional posts to exclude vehicles from the remaining areas of accessible grass verge opposite Falcon school. White lines would also be painted around the junction of Lambert Road and Corbet Avenue. Cllr Ward kindly offered to meet the cost of these works from his Highways Fund. PC Robinson will also endeavour to increase his visits to the problem areas. We will shortly deploy a traffic monitor to Corbet Avenue

5.2 Traffic Monitoring On Wroxham Road

Following a request from County Cllr John Ward, we deployed a traffic monitor to measure traffic volumes and speeds on Wroxham Road, between 16th September 2025 and 30th September 2025. *Please see attachment 6.2 for the table of results.*

Attachments

6.1 Quotations for a Greenmech ECO150TMP PTO chipper

6.2 Table of results - Traffic Statistics from Wroxham Road between 16th September 2025 to 30th September 2025



Guy Ranaweera
Town Clerk

QUOTATION

11th September 2025

Our Ref JG/1006

Guy Ranaweera
Town Clerk & Responsible Financial Officer
Sprowston Town Council
Recreation Ground Road
Norwich
Norfolk
NR7 8EW

Dear Guy

I have great pleasure in submitting the following quotation.

TO SUPPLY ONE GREENMECH ECO150TMP PTO chipper

- Suitable for tractors up to 45hp
- 150mm capacity
- Three point linkage mounted
- Driven by PTO shaft
- Hydraulically powered feed rollers
- Wide in feed chute
- 280° discharge chute rotation
- Set of spare blades included
- 3 year warranty

List Price £12,000.00

Balance £10,920.00



Quotes for GREENMECH ECO150TMP PTO Chipper

Forest Park and Garden: £12,534.30

(Viewed 20/11/2025)



Forest Park & Garden

GreenMech ECO 150 TMP

 **Forest Park & Garden** £12,534.30

GreenMech ECO 150 TMP

In stock online

Free delivery between 28 Nov – 2 Dec · 30-day returns

Base price	£12,534.30
Delivery fee	Free
Total	£12,534.30

[Visit site](#)

By Google

Traffic Statistics from Wroxham Road between 16th September 2025 to 30th September 2025

Mobile traffic monitor installed outside 96 Wroxham Rd.

Cars travelling from Wroxham to Norwich

Total Number of Cars	Speed Limit (mph)
0	<10
1,752	10-19
53,780	20-29
39,130	*30-39
755	40-49
46	50-59
4	60-69
0	70-79
1	80-89
0	90-99
95,468	

*(10,514 cars travelled at 33-39mph)

Cars travelling from Norwich to Wroxham

Total Number of Cars	Speed Limit (mph)
0	<10
4,387	10-19
62,336	20-29
21,571	*30-39
511	40-49
92	50-59
9	60-69
2	70-79
0	80-89
0	90-99
88,908	

*(5,297 cars travelled at 33-39mph)

Sprowston Town Council

Draft Specification (v3) for Sprowston Skate Park

Budget

Sprowston Town Council has allocated this project a design and build budget of £250,000.

A further budget of £50,000 is available for suppliers to propose suitable additional enhancements.

The total budget is £300,000.

Draft specification:

A. Planned and delivered by a specialist skate park design and construction company with a good record of successful skate park delivery

B. Constructed from low maintenance concrete (no wood and metal ramps etc) with power-floated super-smooth concrete surfaces. Concrete to be metal capped as necessary

C. Accommodate all ability levels of skateboarder and other main types of skate park users (i.e.: younger children on scooters, mixed abilities on BMXs, mixed abilities on roller skates, wheelchair users). ~~For example, this could be accomplished (in part or in whole) by a street course with banked sides~~

D. For 'street' skateboarders and roller skaters: a large, level (no gradient), super-smooth plaza area which:

1. is suitable for the full range of experience levels; novice to advanced
2. is suitable for the full range of age ranges; young children to older adults
3. contains a mix of low obstacles and equipment mimicking real-world street furniture and architecture
4. includes furniture and architecture such as (but not limited to): concrete blocks, platforms, ledges, steps, banks, rails etc)
5. includes a street course with banked sides (emulating elements of a bowl)
6. includes sound-dampening of any rails or other metal features (e.g. filled tubes)
7. incorporates low maintenance planting where possible (e.g. wildflower beds)

E. Include a smooth surfaced, circular or connected ~~set route~~ of 'activity' paths for ~~skateboarding~~, roller skating and/or scooting, to serve and enhance the skate park site:

- ~~1. Paths could include features such as bumps, berms, concrete block seating (doubling as skateboard equipment)~~
 - ~~2. Paths must facilitate movement around the site by linking up with existing on-site footpaths and also the Blue Boar Lane cycle path on the adjacent main road~~
1. The new 'activity' paths must be separate from the existing on-site footpaths, but connected to them in appropriate places. This is to make the site fully permeable and accessible to people travelling to the skate park via the local network of footpaths. Separate 'activity' paths should reduce conflict and collision between people wishing to use footpaths to travel across the site and people wishing to use footpaths to skate or ride on as part of the skate park
 2. Activity paths could include features such as bumps, berms, concrete block seating (doubling as skateboard equipment). Activity paths could be coloured differently to clearly differentiate them from 'pedestrian' footpaths

F. Design must take into account drainage (and water table, as relevant)

G. Design must minimise impact of debris and litter from adjacent trees and facilitate ease of clearing and cleaning

H. Flood lights. ~~A new mains electricity supply will be laid to site. This can be used to power flood lighting and other site lighting as may be appropriate.~~

- ~~1. Flood lights must be user activated and timer-controlled for 'skateable' area to facilitate use of the site in darker winter months. Must include a cut-off time of 9.00pm (to be adjustable at a later date, if required)~~
- ~~2. Design of lighting should prioritise minimisation of light pollution to nearby homes~~
- ~~3. No electrical supply is available on-site. Solar powered lights would be preferable. Light must be adequate to light the skate park until 9.00pm on the longest winter night~~

I. Noise and nuisance mitigation

1. Utilise high bunds or mounds, acoustic fencing, planting or other effective methods to minimise noise disturbance to nearby homes
2. Where metal tube rails are installed; to fill these with concrete or a suitable alternative to ensure minimisation of noise
3. To ensure site overall is as quiet as possible
4. Utilise planting / other hard landscaping to prevent overlooking (visual screening) into neighbouring properties from bunds or equipment on the skate park

5. Position skate park on site as far away from nearest houses as practicable (minimum 30 metres to boundary of nearest dwelling – preferably further)
6. Include provision of adequate general waste and recycling bins

J. As far as practicable, ensure skate park is visible from Blue Boar Lane, so as to maximise public 'overlooking' and minimise opportunities for anti-social behaviour (ref: Safeguarding, and designing-out crime in public open spaces)

K. Planning Application – **If required**, the successful contractor is to manage the planning application process (or, at the least to fully support the Town Council in submitting an application), including but not limited to completion of necessary paperwork, provision of visualisations, design and access statement, responses to consultees and public commentary during the planning consultation period

L. **Project Management**– We are looking for a supplier to project manage all aspects of the design and build process. This includes compliance with the CDM regulations, health and safety regulations and any and all other applicable regulations or legal requirements

EVALUATION AND QUESTION CRITERIA – SPROWSTON SKATE PARK

See below the agreed criteria that we would monitor and score the. See below:

DESIGN - 55%
Questions
How does your proposed design meet the functional and aesthetic requirements outlined in the brief?
What features have you included to enhance user experience and flow within the skate park?
How does your design address potential antisocial behaviour, impact on neighbours and promote safe, inclusive use?
How does your design accommodate all ability levels of skateboarders and other skate park users?
Councils suggested response
Evaluation will focus on the quality and creativity of the contractor's proposed design, based on the requirements provided. This includes the overall flow and usability of the skate park, incorporation of all specified elements, and the use of visual aids to communicate the design. Consideration will also be given to any enhancements proposed beyond the brief, and how the design addresses issues such as antisocial behaviour, impact on neighbours and noise abatement. Contractors should be inventive and bold in their design to create an experience skate park fit for all levels of users.
PROGRAMME - 5%
Questions
Please provide a detailed construction programme, including key milestones and critical path activities.
What risks have you identified that could impact the programme, and what mitigation strategies are in place?
How will you ensure timely delivery of the project, particularly in relation to weather or supply chain delays?
Councils suggested response
Assessment will be based on the contractor's construction programme, including clarity around key milestones and critical path activities. The submission should demonstrate how risks to the timeline have been identified and mitigated, ensuring timely delivery of the project.

BUDGET - 20%

Questions

- Please provide a full breakdown of your proposed project costs, including planning, construction, and contingency allowances.
- How have you ensured your proposal remains within the allocated budget?
- What provisions have you made for managing unforeseen costs or scope changes?

Councils suggested response

The contractor's overall budget will be reviewed, including costs associated with planning and pre-construction stages. Submissions should confirm whether the proposal remains within the allocated budget and detail any contingency allowances for unforeseen circumstances.

PREVIOUS EXPERIENCE 20%

Questions

- Can you provide examples of similar skate park or public projects you have delivered?
- What lessons learned from previous projects will you apply to this one?
- Please provide references or contact details for past clients who can verify your performance.
- What accreditations or certifications does your company hold that are relevant to this project?

Councils suggested response

Contractors should provide evidence of experience with similar projects, ideally within the public skate park sector. References should be included to allow for follow-up and verification of past performance.

Report to Sprowston Town Council 26th November 2025

Sprowston Dementia Friendly Cafe. The theme for the October Cafe was planting up dwarf narcissus in pots for March. Spotty Dog, a caring dog, did his best to befriend and comfort out visitors and was warmly welcomed. In the carers group Steven from Norfolk Trading standards gave advice on the latest scams and offered assistance with a number of issues such as a call screening device which fits to the phone to prevent anyone not on a preselected list from calling. Norfolk Trading standards can be contacted either via the Norfolk County Council web site or telephone 0808 223 1133. Sophie from Wiltshire Farm Foods talked about nutrition and older people, the effects of malnutrition in the elderly and ways to help manage this. This led onto a conversation about how to help people with dementia stay nourished and drink adequate fluids. A very useful and interesting session.

Sprowston Heritage Group. We held another meeting in the Torben room on the 17th October where we were able to look at more documents and Cllr Tarlton surprised us all by showing us how most of our phones can be easily used to quickly scan documents for use on a web based system. Our next meeting will be Friday 28th November at 7.30pm in the Torben Room where we hope it will be a workshop to scan lots of the documents we have into a database.

Sprowston Litter Pickers met in Cottage Plantation on the 2nd November for another of their very useful litter picking community events. The Town Council supports the events with the tools and tabards & Broadland District Council collects the pile of litter from the car park entrance. As each event takes place less litter is recovered, which is great news.

Sprowston Senior Citizens Club held their autumn coffee morning to raise funds. It was not so well attended as usual and I again borrowed the boules for a competition to win a box of chocolates from Broadland District Council's Broadly Active. Attendance seemed to be down, possibly due to bad weather. but those who did attend enjoyed not only the activities but the lovely cakes made by members.

On **Remembrance Sunday 9th November** I was privileged to represent the Town Council to place a Wreath to honour Sprowston people who have lost their lives during all wars. Cllr Martin Booth, Cllr Adrian Tipple vice chair of Broadland District Council and Assistant Finance Director Rodney Fincham also placed wreaths on behalf of the District Council. The various Scout and Guides Groups also placed wreaths. It was a very poignant and well attended service.

The Viking Centre has been awarded the 2025 SN and BDC Enhancement Award "The Enhancement Awards are for existing buildings that have been extended, repaired, or repurposed in a way that enhances their character and benefits the wider community." The award was presented to the council at a ceremony on Friday 14th November by Council Chair Caroline Karimi-Ghovanlou held in the Ragnar Hall at the centre. We have a lovely plaque to place in a prominent position to mark the occasion for all time. I also noted that we never placed a plaque to mark the opening of the centre in April this year & I've asked for this oversight to be addressed.

Skate Park Meeting 10th November. We are now nearly ready to send out an invitation to gather expressions of interest from companies with experience building Skate Parks. We are looking for those who have a proven track record of building innovative Skate Parks to a very high standard that will fit the area we have and cause minimum disturbance to neighbours. This will lead to invitations to tender for the contract. As previously agreed by Council, Jason Menezes from Bidwells

has been appointed as the project manager as he has a proven track record of excellence with the council following the success of the Diamond Centre and Viking Centre projects. We hope to be in a position to actually start work in the spring, although this depends on a successful tender process. The Broadland District Council has indicated that we may not need to apply for planning permission as it could be covered under the existing permission as long as the park follows certain criteria, which we are currently reviewing.

Cllr Bill Couzens
Chair of Sprowston Town Council
Elected Councillor for Sprowston Central Ward.

Town and Parish summit 12th November 2025 at Horizon Centre

LGR Update

Devolution

Mayoral Office must have an interim staff - Head of Paid Service, Finance Officer and Monitoring Officer. The mayor may well choose different staff long term. Having a mayor will give Norfolk and Suffolk £37m annually. Combined Authority must function from Day 1 so will take staff from NCC and SCC. In the beginning the mayor will work with a Board from Norfolk and Suffolk County Council Councillors and officers. When LGR is in place there will be representatives from the Unitary Councils.

LGR timeline

On 26 th September	Submission to Government	
End of November 2025	Statutory Consultation launched both councils are likely to be a statutory consultee on any other LGR proposal which is submitted to government for Norfolk	We are nearly here
Mar/Apr 2026	Ministerial decision on which proposal to implement expected	
May 2026	Mayoral Elections and delayed NCC elections	
July 2026	(Before summer recess) Structural Change order laid	
Autumn 2026	Structural change order passed	Transition period -work begins preparing to go-live of new councils in 2028 Details TBD depending upon options chosen by government
May 2027	Elections to new shadow Unitary authority/ies	
1 st April 2028	Vesting day to new authority/ies	

Some towns and parishes have been worried that they will be asked to take services on immediately this was discussed no hurry as need to know the contents of the structural change order.

Planning and enforcement

We were given the details of how and why the team would take on an enforcement action. The aim appears to be to solve by negotiation and a planning application if appropriate. It's not punitive tool. The monthly lists are going to change so it would be beneficial for the town and parishes to keep the old-style reports. There is also the opportunity for councillors/clerks to attend a Tuesday morning surgery to discuss issues.

We were reminded the design code for BDC is out for consultation. There will be a call for sites in the new year.

Emergency Planning

Emergency planning Officer, Simon Faraday-Drake talked about the Norfolk Resilience Forum, multi-agency plans, training and exercises. Also coordinating response to an incident. The team will assist Councils to write an emergency plan.

Police

Inspector Mike Austin says that despite other changes the Beat teams will remain as is. There will be one email address for all the BDC beat teams to ensure the response is timely (reply within 48 hours) and nothing is overlooked because of days off or leave. There will be special training available for Beat teams. Current priorities are road safety and road safety issues around schools. Next Priority meeting 9th December in person at Thorpe End and on TEAMS.

Help Hub - Support available through winter months -

When it's very cold the severe weather emergency protocol comes into place so the homeless can have a warm place to stay. Warm home schemes are available. Those most at risk of falling have been identified and have been offered support measures. There are also the warm space initiatives which are open to all – providing a warm space and activities to prevent isolation.

There is a toy campaign. New toys unwrapped can be left at collection centres and will be distributed to vulnerable families. A toy swap is planned for January and also a school uniform swap.

Working together to get the most from a Unitary Authority

Trevor Holden stressed LGR is not a takeover but different type of Council. Staff will be TUPed. The government is driving neighbourhood areas. Existing Capital works will continue to be driven forward.

Judy Leggett

November 2025

Guy Ranaweera

From: Sherman, Debi <debi.sherman@persimmonhomes.com>
Sent: 03 November 2025 10:47
To: Guy Ranaweera
Cc: Chris Raine
Subject: Updates to scheme - Phase 1 Beeston Park
Attachments: 2025.10.23_Revised Layout Submission.pdf; BPW - PL01A Proposed Planning Layout.pdf

Hello Guy

I wanted to reach out and provide you with an update following our recent meeting. We have also had meetings with Chris, as case officer, Chris Bennett and the Highway Authority.

We are still working through some issues but by way of an update please see our attached letter, wherein we have reviewed the Town Council's comments and responded.

When we came to visit you, one of the major issues raised related to construction traffic routes. We have examined the options, and you will see that we have responded, considering the restrictions in the area. We would look to work with the Town Council as closely as possible when the time comes.

Please feel free to reach out if you have any further queries, at this point.

Debi Sherman | Planning Director

Persimmon (Anglia) | Persimmon House, Bankside 100, Peachman Way, Broadland Business Park, Norwich, Norfolk, NR7 0WF

Direct line | 01603 977125 | **Mobile** | 07753 710081

Email | debi.sherman@persimmonhomes.com **Web** | persimmonhomes.com | charleschurch.com



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This email has been scanned for viruses and malware.



Ref: RMA for Phase 1 (Parcel A) Comprising 338 Dwellings and Associated Works on Land Between St Faiths Road and Buxton Road, Old Catton, Norfolk
Your Ref: 2025/1919

Date: 23/10/2025

Chris Raine
Area Team Manager (Strategic Growth)
South Norfolk and Broadland District Council
Horizon Centre, Peachman Way
Broadland Business Park
Norwich
NR7 0WF

Dear Chris,

Further to the consultation comments received on the above referenced planning application, we have revised our layout, to respond accordingly. We have responded to NCC Highways comments, as well as Chris Bennett's comments received 12 September 2025, following our meeting at the Council's offices on 3rd September 2025, and subsequent meeting on 7th October 2025.

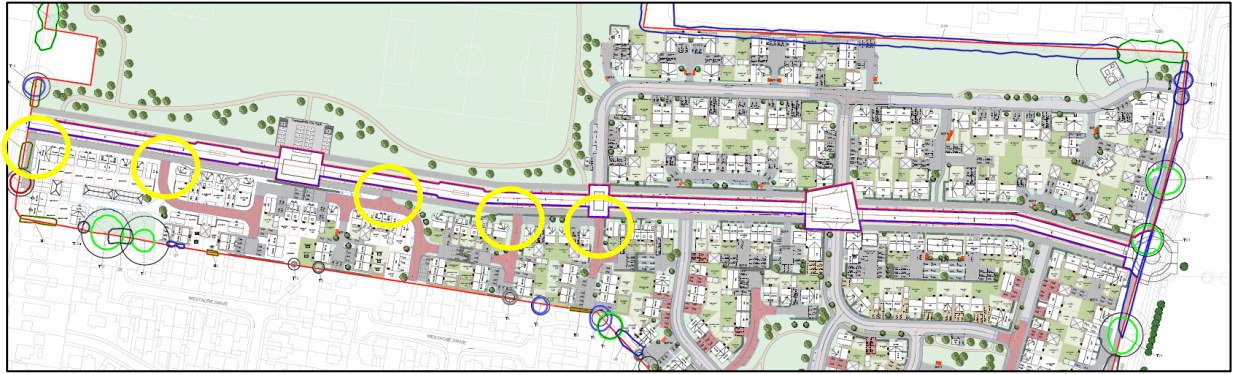
This letter will detail the main changes that have occurred on the layout and will list out consultation comments received so far and our responses to them.

The changes to the layout are as follows:

We have reduced the number of accesses off the main spine road, following comments received from Chris Bennet down to 5 from 7.

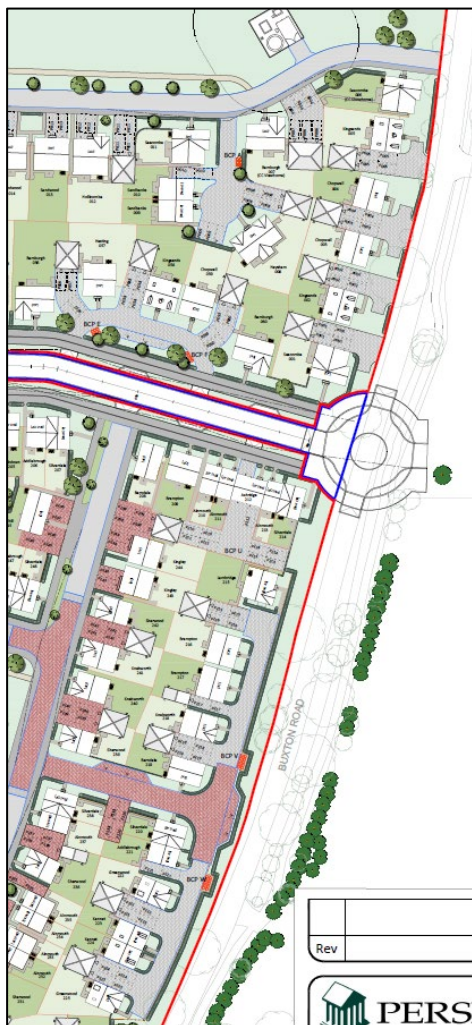


Previous Layout

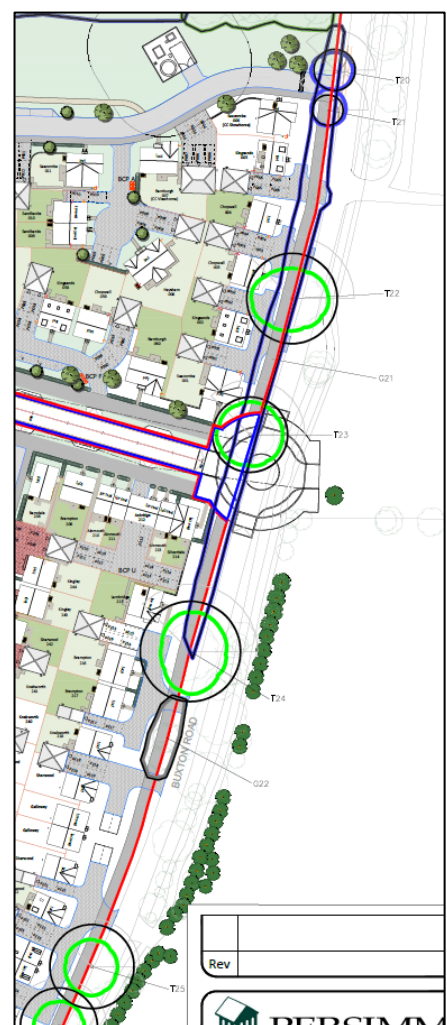


Draft Proposed Layout

Following comments received from NCC Highways, we have significantly redesigned access to the site on the eastern boundary, from Buxton Road. We have provided a continuous footway/cycleway parallel to Buxton Road, creating a more urbanised feel in the area, as directly requested by Highways. You will note that we have reduced the total number of accesses off the main spine road on the western parcel of the Site. This has been done to accommodate Chris Bennett's comments, although NCC Highways did not have any issues on this matter, when commenting on the previous iteration of the layout.

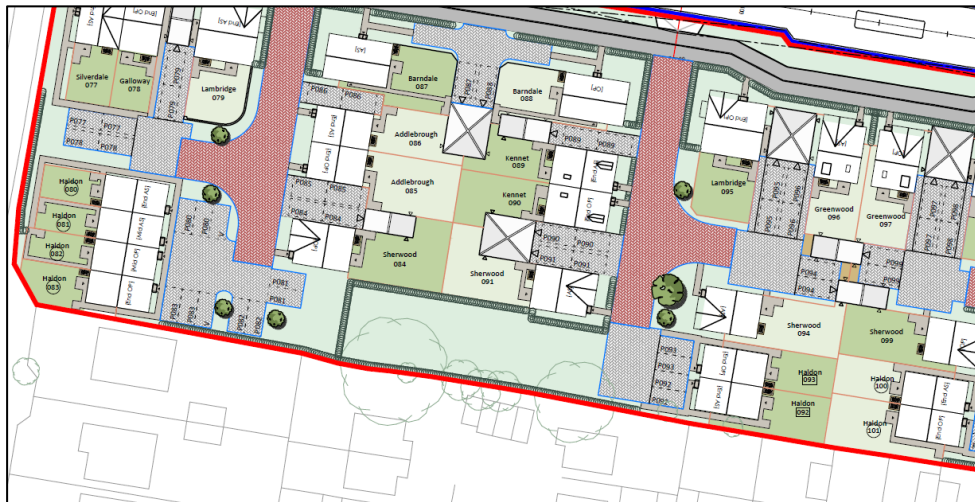


Previous Layout



Draft Proposed Layout

We have created a pocket park, responding to comments received during our meeting with yourself and Chris Bennett, providing a well-overlooked green space in front of plots 84-93. The two existing prominent trees will remain in this area. The pocket park has been created by the reconfiguration of the private drive surrounding it and changing of plot orientations. We have also introduced car ports on the layout, as enhancement features, which exist on nearby Orbit scheme adjacent to the site, which will eventually be tied via the east-west link road that we are delivering as part of this RMA.

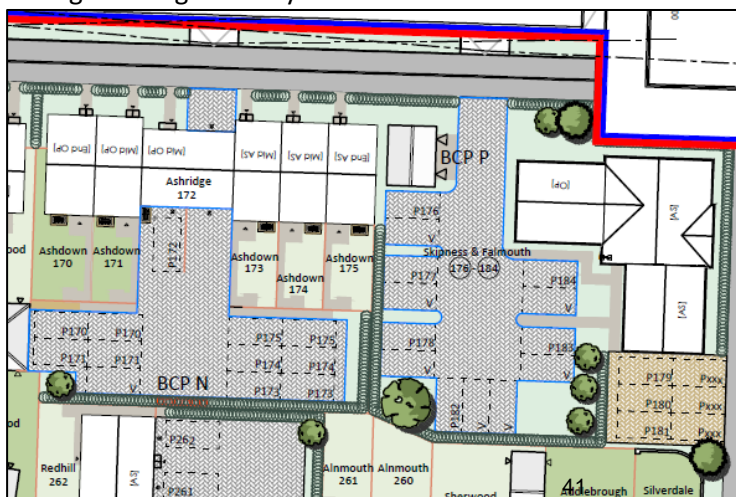


Previous Layout

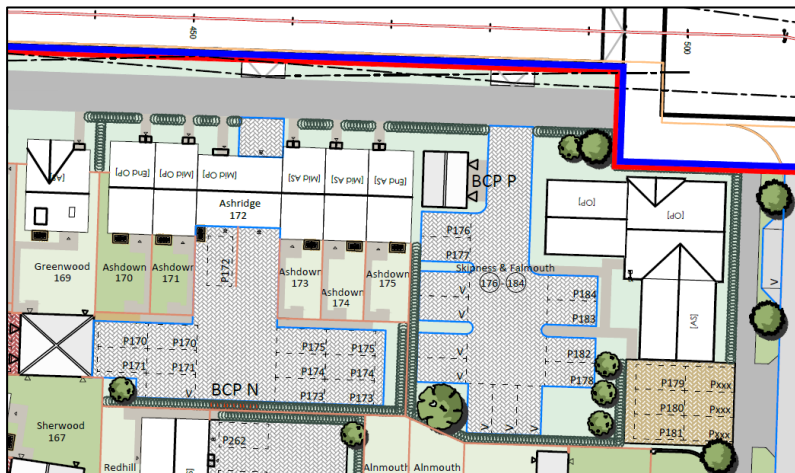


Draft Proposed Layout

The visitor parking has also been reconfigured on the site, with visitor parking near plots 176-184 having been significantly amended.

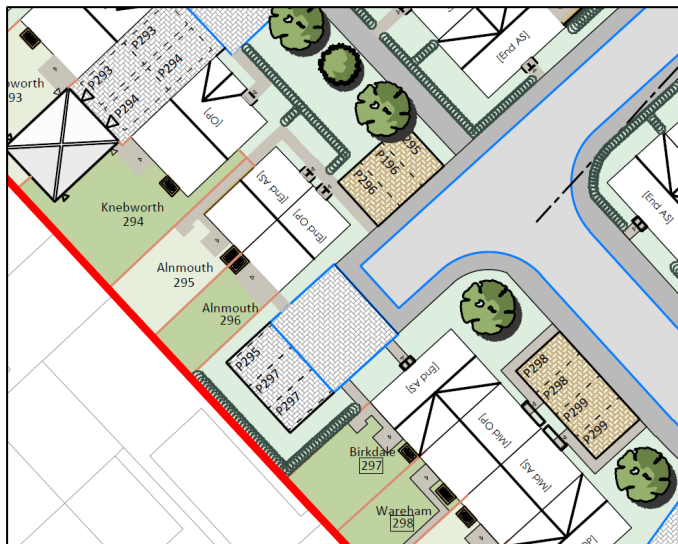


Previous Layout

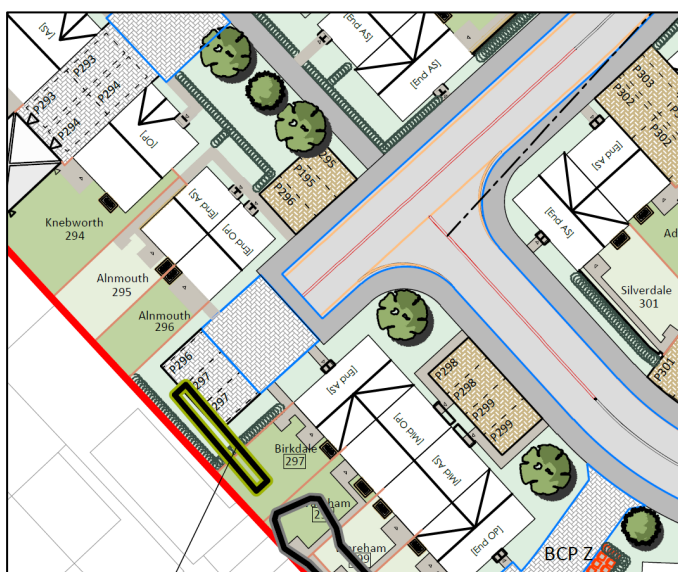


Draft Proposed Layout

Similarly, following comments received via Chris Bennet, the parking for plots 295 – 297 have been amended to better relate to their respective plots.

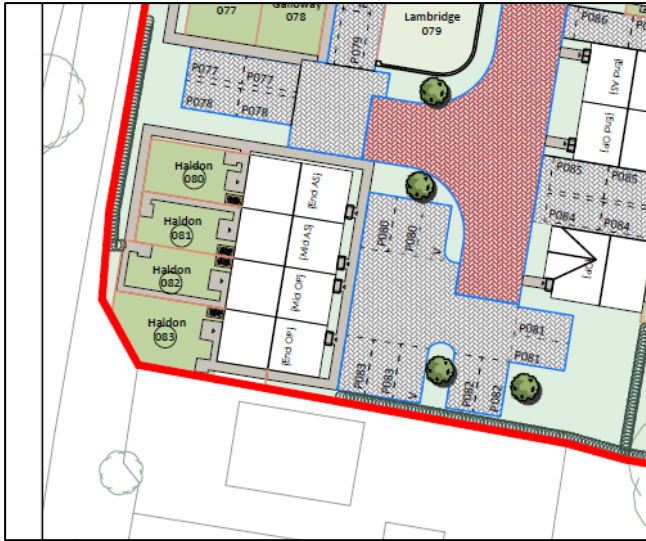


Previous Layout

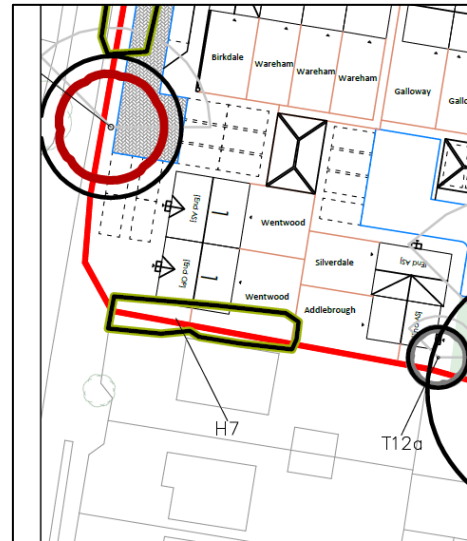


Draft Proposed Layout

Two bungalows have been introduced, that front on to St Faiths' Road, and better respect the existing dwellings to the south of the site.

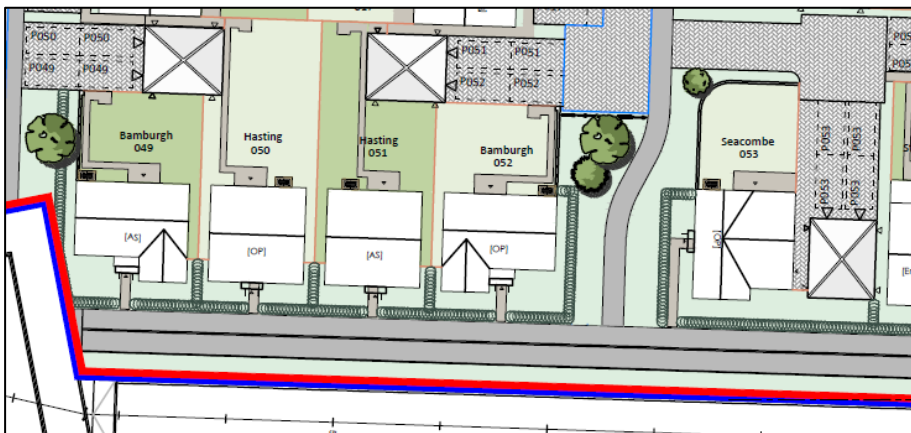


Previous Layout

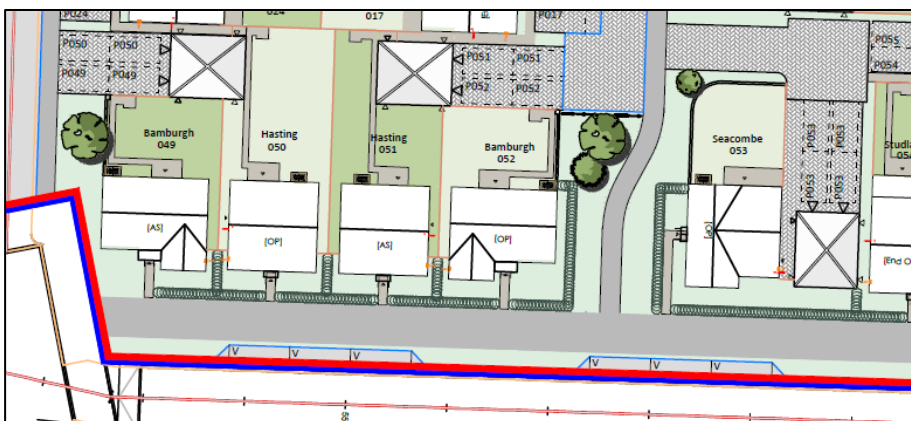


Draft Proposed Layout

Further visitor parking has been provided within the northern parcel, in front of the spine road, for plots 50 to 53. The total number of visitor parking on the site now meets Highways standards, of 1 visitor parking space for every 5 plots, totaling to 67 visitor parking spaces.



Previous Layout



Draft Proposed Layout

In addition to this, the road access road into the northern parcel from the main square on the spine road has been amended to 5.5m width. Similarly, the footways have been amended to 1.8m width.

To facilitate these changes, the total number of homes proposed has not changed, but the mix has changed. In particular, the affordable rent mix accords with what has been agreed between our Partnerships team and your Housing Enabling Team. The intermediate mix has been amended slightly, with 2 less 2-bedroom plots (Wareham and Dallington) and the provision of 2 more 3-bedroom plots (Birkdales). This was necessary to accommodate necessary layout updates.

Please see the table below responding directly to comments received on the application so far.

As requested at our meeting on 3rd September, we are keen to receive formal comments from your Ecology and Arboricultural Officers at the Council.

When we met with yourself and Chris Bennett, back in September, you gave us the impression that there were no significant or fundamental issues with the scheme, subject to getting Highways comments back. The comments received from NCC Highways included comments on the roundabout that was approved under the RMA 20180708. As this roundabout is yet to achieve technical approval for the detailed design, we need to respond positively to NCC Highways' requests. We would be grateful for your interpretation of the planning status 20180708 has in relation to achieving Highways Technical approval.

To reiterate our call this week, we request more proactive engagement on your part. You were invited to the Teams meeting with Andrew Willeard from NCC Highways, Chris Bennett, on the 7th of October. As you were not in attendance during this meeting, we were unable to fully understand the planning position in terms of balancing what is considered 'desirable' or essential to deliver in terms of Highways requirements.

Overall, your active engagement in this application would be welcomed, as we believe we can work together pragmatically and positively towards a high-quality, and well-designed scheme.

Yours sincerely,

D Sherman

Debi Sherman

Planning Director, MRTPI

Persimmon Homes plc – Anglia

Date	Consultee	Consultee Comment	Persimmon Homes Comment
08.07.2025	BDC – Environmental	<i>I write on behalf of the Environmental Quality Team in reply to your consultation regarding the above planning application. Having reviewed the application documentation, we have the following comments.</i> <i>The Noise Impact Assessment indicates that the noise impact from the air source heat pumps in Phase 1 (A) only is acceptable. However, it does indicate that the windows of houses which face onto the road need to be upgraded to protect the amenity of the proposed residents.</i> <i>It is considered this should be included within the reserved matters relating to final build appearance to protect the amenity</i>	Noted and accepted.
28.07.2025	BDC – Contracts Officer	Bin Collection points and Vehicle Tracking <i>In relation to the bin collection points detailed on the Proposed Planning Layout, some of the ones detailed are in suitable locations. With relation to the attached amended Proposed Planning Layout, most of the bin collection points need to be relocated closer to the nearest adoptable highway. I have detailed more suitable bin collection point locations with red boxes on the map. Although these may seem like minor changes, it is important to note that the waste collection operatives on collection day will need to make multiple trips to the bin store to empty the bins, therefore it is important to minimise the distance from where the vehicle stops (on the adoptable highway) to the bin store as much as possible.</i> <i>I have highlighted the west side of the development with a yellow box. The proposal detailed on the Vehicle Tracking plan for the waste collection in this section requires further consideration. I refer to page 4 section 3.4 of the attached Planning Guidance for Waste. Vehicle manoeuvres, particularly reversing, are the highest risk action which our waste collection service performs.</i> <i>Therefore, to minimise this risk, they should be designed out where possible, and a waste collection plan which allows our waste collection vehicles to</i>	Please see the refuse plan showing amended BCP locations. We have redesigned the layout significantly to ensure the refuse vehicles move through the site only in forward gear. Our refuse tracking plan will follow on shortly. We note and accept the requirement to provide litter bins near open spaces and community car park.

Date	Consultee	Consultee Comment	Persimmon Homes Comment
		<i>continue mainly in a forward direction should be designed. If it is not possible to amend the current layout to design out these manoeuvres, then the bin collection point for all properties in this section will need to be located adjacent to the main road from east to west through the development.</i> Street Cleansing <i>Dog and litter bin provision must be made on this site, in particular on the large green space in the northwest. Dog bins should be provided along any walking routes through the development, and open spaces. Litter bins should be provided around recreational areas like the community car park. All bins must be located as close to the adoptable highway as possible to allow for access with a vehicle.</i>	
30.07.2025	Lead Local Flood Authority	<i>Following a review of the information provided, the LLFA object to this reserved matters application. While the layout includes sufficient space for an acceptable sustainable surface water drainage network, the LLFA are not content that a sufficiently detailed surface water drainage strategy as required by condition 4 at the reserved matters stage has been provided relating to:</i> <i>Local flood risk to the development</i> <i>Impacts from the development adversely effects flood risk</i> <i>Not complying with the NPPF, PPG or local policies.</i> <i>We will consider reviewing this objection if the following issues are adequately addressed</i> <i>The applicant has conducted and provided considerable and significant ground investigations, with the most recent investigations dated 2024. The LLFA would like to highlight that currently, there are over 700 pages of ground investigation reporting provided within Appendix A. The relevant information from each report should be summarised in plans and tables within the main body of text in order for the information to be digestible. We require more information.</i>	Please see our updated drainage strategy, which will follow along shortly, based on the updated layout, and which will provide specific responses to the LLFA's comments.

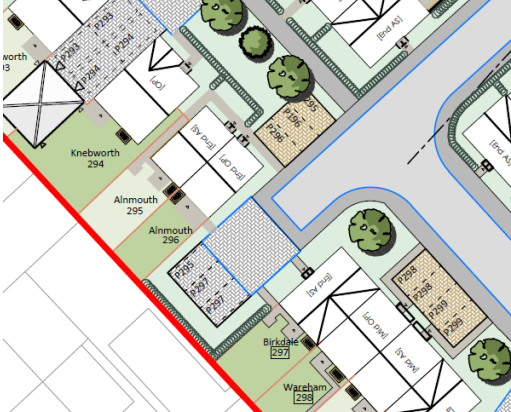
Date	Consultee	Consultee Comment	Persimmon Homes Comment
		• The application proposes to utilise deep infiltration of 6m+. It is noted that this is due to the infiltration rates being deemed unsuitable for shallow infiltration. While this is acknowledged for Catchment B, we note that the provided rates for Catchment A are higher for shallow infiltration compared to Deep infiltration, and we do not consider that sufficient evidence to deem shallow infiltration unviable has been provided as part of this application. As a result, we would request the applicant provides further evidence to demonstrate why Catchment A has been deemed unviable for shallow infiltration, and why further efforts to utilise shallow infiltration within the Catchment have not been attempted. We require more information. • Additionally, as noted in Section 9.1.14 and in 9.1.15 of the Norfolk LLFA Statutory Consultee Guidance Document (Version 7.3, April 2025), when considering deep infiltration, 'The LLFA will expect evidence of an in-principle agreement with the Environment Agency', which does not appear to have been provided. We would require the EA approval before considering this discharge to be acceptable. We require more information. • The applicant has not provided an assessment of surface water quality based on the Simple Index Approach. We request this in order to be satisfied the water quality aspect of the pillar of SuDS has been satisfied. We require more information. • The applicant has provided calculations for the Catchments A and B. FEH22 data has been used in support calculations. The applicant has used the most up to date values of 40% for the 3.33% AEP and 45% for the 1% AEP and an appropriate uplift for urban creep has been applied where required. This is acceptable. • However, we note that the calculations do not use a CV value of 1. We request the CV value is set to 1 for these calculations. We also note that the calculations utilise 100% permeability for roads and housing, but 0% for all green areas. We therefore would request a pervious uplift is applied to account for these areas. We require more information.	

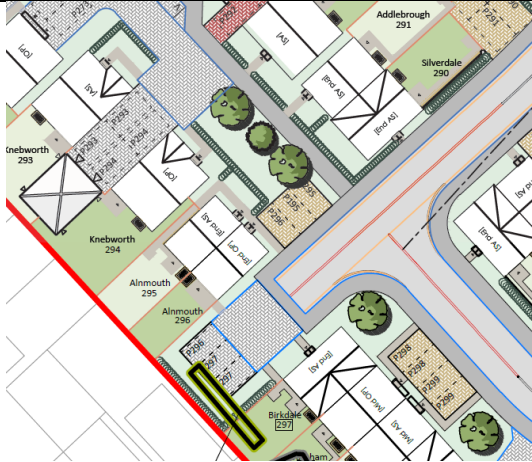
Date	Consultee	Consultee Comment	Persimmon Homes Comment
		• The calculations also show flooding within the 1% AEP event + CC, as well as a small volume of flooding in the 3.33% AEP event + CC. The LLFA notes that in line with recently updated National Standards for SuDS, there should be no flooding within the 3.33% AEP event, including climate change (Standard 3: paragraphs 3.8 and 3.35). However, on this occasion it is appreciated that the flooding volumes appear to be small (~8m3) and occurs with the addition of the climate change allowance. We therefore would request a consideration of the residual risk posed by the flooding in order to demonstrate where flooding would occur, flow and be stored and the assessed impact of this. We require more information. • As well as the above we request provision of exceedance flow information for the development for events greater than the 1% AEP event +CC. We require more information. • Greenfield rates and volumes have not been provided, and we request these are provided. We require more information. • We do not note any information regarding volumes, exact sizes or any noted freeboard of the swales or permeable paving. The applicant should clarify if and where the calculations and details for these storage structures is provided or provided them if not previously done so. We require more information. • The LLFA requests that ground floor finished floor levels (FFLs) are at least 300mm above the maximum design water level from any source and 150mm above proposed external ground level. No FFLs appear to have been provided. We request these are provided as well as details regarding the freeboards in place. We require more information. • We note within drawing 955-09-CIV-XX-XX-D-C-30, showing the separate catchments, that a connection appears to be made across the catchment boundaries. We request clarity on this network areas, if this section should be part of Catchment A and if the areas in Table 2 utilise this section of the Site. We require more information.	

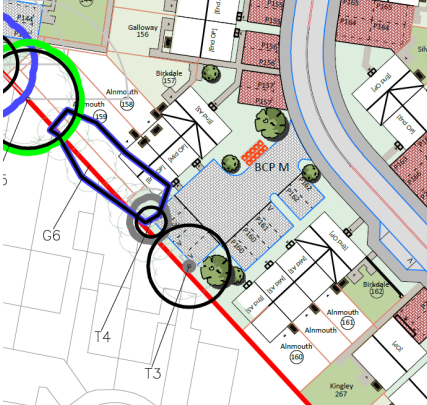
Date	Consultee	Consultee Comment	Persimmon Homes Comment
05.08.2025	Sprowston Town Council	<i>Requests clarification on traffic control measures suggested for the main street corridor - particularly at junctions.</i> <i>Questions if there will be a fair distribution of recreational areas across the Beeston Park development. Given the level of formal recreational open space included in this proposal (which is in Old Caton), will Sprowston receive its fair share of formal recreational open space?</i> <i>Is opposed to SUDS being considered or included as recreational space. It is unusable for this purpose.</i> <i>Insists on the installation of all recreational facilities prior to the construction of housing or there will be a repeat of the White House Farm development where provision of recreational facilities remain outstanding, despite many residents having purchased properties over 10 years ago.</i> <i>Object to the use of open space as a compound given the problems encountered at the White House Farm development where this practice was previously implemented. On that development, we have found public open spaces (which have previously been used as a work compound) now containing buried detritus, building rubble and other debris that will rise to the surface over time and pose an ongoing danger to the public. We have also found these areas tend to have poor drainage, uneven surface levels and inadequate de-stoning.</i> <i>Request a new Environmental Survey be carried out for the entire Beeston Park development. The existing survey was completed prior to construction of the Broadland Northway and does not take into account the effect this four-carriageway road has had on wildlife and the local environment.</i>	- We will be following the traffic control measures acceptable to NCC Highways. - As part of the OPP, land will come forward as strategic and recreational open space under the future sub-parcels of Phase 1. These future sub-parcels will sit within the Sprowston Town Council constituency. - The SUDS basins on the site will be subject to ROSPA checks and reporting, as well as our own internal Health and Safety procedures. - The provision of the open space on the site will be as per the obligations stipulated under the S106 agreement. - We have explored all other options, and we are unable to move the compound from where it is currently proposed. This is because we are facilitating the accelerated housing delivery of two brands on the site. Unlike White House Farm, Persimmon Homes Anglia will have full control of the land, and prior to the compound being handed over, a full site investigations and remediation measures. - All ecology surveys have been undertaken and updated as part of the RMA.

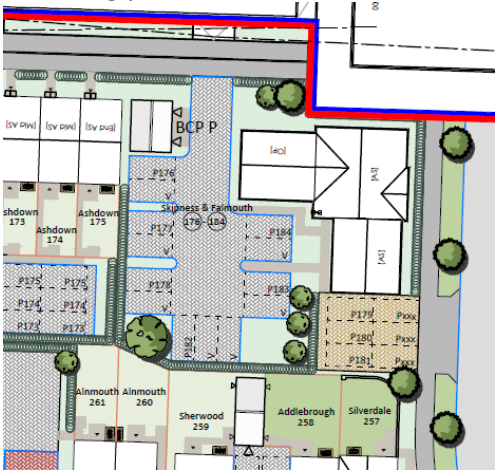
Date	Consultee	Consultee Comment	Persimmon Homes Comment
06.08.2025	BDC – Housing Enabling Officer	<i>Thank you for inviting Housing Enabling comments on this Reserved Matters Application.</i> <i>Noting that the applicants are proposing 51 affordable units which equates to 15% Affordable Housing – and which is as previously agreed with Planning.</i> <i>We do however believe that the proposed 60:40 tenure split is not acceptable, and we would suggest a much higher proportion for Affordable Rented delivery – to offset the reduced (below Policy) number of affordables proposed across this scheme.</i> <i>We also note that a disproportionately high number of 2-bedroom property types are proposed. As this will not address the current greatly elevated need for 1-bedroom homes - observed from the Council's Housing Register - we would suggest the following revised mix. The revised affordable housing mix and tenure split (below) would better meet the current local and districtwide housing need.</i> <i>Affordable Homes for Rent x 36 (70%)</i> <i>12 x 1 bedroom 2 person units as flats and/or houses</i> <i>2 x 1 bedroom 2 person bungalows</i> <i>8 x 2-bedroom 4 person houses (NOT Flats)</i> <i>2 x 2 bedroom 4 person bungalows</i> <i>9 x 3 bedroom 5 or 6 person houses</i> <i>1 x 3-bedroom 5-person bungalow (w/c accessible)</i> <i>2 x 4-bedroom 7 person houses (can be 3 storey / townhouse - as delivered elsewhere within the district)</i> <i>Affordable Home Ownership (AHO) as Shared Ownership x 15 (30%)</i> <i>Suggest Mix of 2- and 3-bedroom house types</i> <i>(Not Flats - as RP's have indicated that these can prove problematic for AHO).</i>	Since receiving this comment, our Partnerships team have had significant communication with the Council's Housing Enabling Team. We have since amended the layout and the accommodation schedule to meet the need set out in discussions with the Council's Housing Enabling Team.

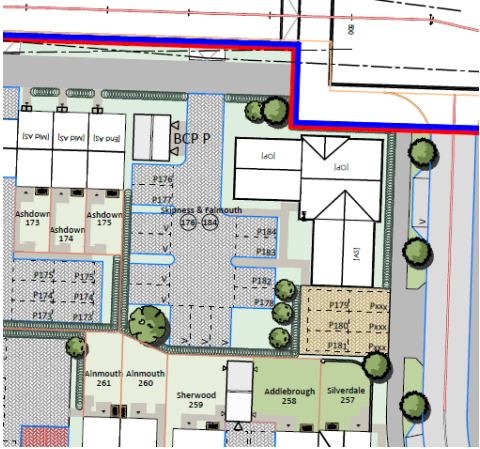
Date	Consultee	Consultee Comment	Persimmon Homes Comment
		<i>Because of the low percentage affordables specified, we would also expect inclusion of a small number of wheelchair accessible bungalows within the proposed mix - to minimum M4(2). The minimum spec for any w/c accessible bungalows should include level access front and rear, widened access doorways (min 900mm) and corridors and wet room as standard.</i> <i>All units should be delivered to minimum space standards (NDSS – as per GNLP) to ensure the units provided are acceptable to RP’s within the district.</i> <i>A proportion of the rented units will be designated for local lettings - giving allocation priority to households registered on the Council’s Housing Register with a local connection to Old Catton and Sprowston.</i>	
12.09.2025	BDC – Senior Heritage and Design Officer	<i>With a development of this size and materials would usually suggest 2 red bricks (a strong multi and one slightly plainer/weather brick) and a buff brick.</i> <i>A few comments on parking arrangements for consideration I thought I might as well share prior to Highways comments – not looking at the westend of the site which could change.</i> <i>Appreciate these vps are for the show homes. However, long term, it would not be so good to have three spaces so associated with two units, and to be so close to the front of 337. Two spaces with a landscaping gap would be better. That would however still associate them very much with these two units, and it might be better to locate one for example north side of the wall in a layby space. If not associated with a unit more likely to be generally used.</i>	Our material schedule proposes red multi and buff multi bricks. With the various elevation styles proposed and the use of various different house types, this will create enough differentiation in the creation of character areas. We have amended the parking in front of plot 337.  <i>Previous iteration of the layout</i>

Date	Consultee	Consultee Comment	Persimmon Homes Comment
		 <i>A bit odd to have spaces for 295 in two different places. 196 in wrong place? Not usually ideal to have tandem parking at the end of street, but here it is not that much different from having the three spaces anyway? Car will anyway park behind each other in these spaces as the space is there to do it even if not marked. The car parking space in front of 296 feel a little exposed in the streetscene – two spaces furthest from 296 could be ok as vps though? This area as a whole perhaps needs looking at in terms of streetscene, units and association with spaces as could be better?</i>	 <i>Proposed draft layout</i> The parking for plots 295 – 297 has been amended.  <i>Previous iteration of the layout</i>

Date	Consultee	Consultee Comment	Persimmon Homes Comment
		 <i>P158 spaces feels a bit too closely associated with unit 160 in this arrangement – could create neighbour tensions.</i> 	 <i>Proposed draft layout</i> Plots 157 to 162 house types have changed, thereby changing their parking requirements. This has resulted in a simplified parking arrangement.  <i>Previous iteration of the layout</i>

Date	Consultee	Consultee Comment	Persimmon Homes Comment
		<i>The VP too closely associated with unit 257 and at end of small private drive... may be better further around. Also here there is a footpath leading to a private drive which is not advisable.</i>  <i>It would be better here to have VPs all together? The idea is that they can be used by anyone, not just an additional space for a unit.</i> 	 <i>Proposed draft layout</i> More visitor parking has been added.  <i>Previous iteration of the layout</i>

Date	Consultee	Consultee Comment	Persimmon Homes Comment
			 <i>Proposed draft layout</i> The visitor parking for plots 176 – 184 have been amended accordingly.  <i>Previous iteration of the layout</i>

Date	Consultee	Consultee Comment	Persimmon Homes Comment
			 Proposed draft layout
19.09.2025	NCC Highway Authority	ACCESS TO BUXTON ROAD <i>Whilst I would support the principle of creating direct access from the development to Buxton Road, no details of these junctions / accesses have been previously approved, and they have not been shown on the submitted plan. Therefore, the applicant will need to amend their proposals to clearly show the two estate road junctions, with the radii and visibility splays (measuring 2.4 x 59m). Similarly, the required visibility splays from the four private accesses will need to be shown.</i> <i>Additional amendments will be required to address the following points:</i> <i>1. A continuous shared use foot / cyclepath will be required across the site frontage north of the roundabout.</i> <i>2. A continuous shared use foot / cyclepath should also be provided along the site frontage from the roundabout to the south at The Paddocks.</i> <i>3. Provision of the required visibility splays and the foot / cyclepath will likely require the complete removal of the frontage hedge / trees.</i> <i>4. Provision of the numerous accesses and junctions (including the roundabout) will require the existing 30mph speed limit to be extended across the site frontage to a location to be agreed.</i>	ACCESS TO BUXTON ROAD The new junctions to Buxton Road have been shown clearly on the proposed layout. 1. The layout has been significantly reconfigured to show a continuous shared use foot/cyclepath north of the roundabout. 2. The layout has been significantly reconfigured to show a continuous shared use foot/cyclepath south of the roundabout. 3. Noted. We are awaiting comments from the arb officer based on our revised proposed layout. 4. Noted. 5. The layout has been significantly reconfigured to show more access direct to Buxton Road, to reinforce the urban nature of this road. 6. This has been amended.

Date	Consultee	Consultee Comment	Persimmon Homes Comment
		5. <i>It would also be preferable for direct access to Buxton Road to be provided south of the roundabout to further reinforce the urban nature of this road and in support of the non-standard roundabout design.</i> 6. <i>Creation of the junction with the appropriate bellmouth will clash with the access to plots 337 & 338.</i> INTERNAL ROAD LAYOUT <i>The internal road layout (excluding the spine road that does not form part of this application) is broadly acceptable. However, the applicant will be aware that the connection of the spine road to the western boundary is dependent on the off-site highway works to remove any direct connection to St Faiths Lane south of the spine road, by the adjacent developer.</i> <i>Additional amendments will be required to address the following points:</i> <i>The road adjacent to plots 302 – 310 provides a direct link between two roads with a 5.5m wide carriageway and should therefore also be 5.5m wide (not 4.8m).</i> <i>All footways should be at least 1.8m wide.</i> <i>The central access road into the northern parcel from main square on the spine road should be 5.5m wide.</i> <i>Whilst the detailed design of the urban squares on the spine road have not been agreed, the location of the junction adjacent to plot 3 off the corner of the adjacent square would not be acceptable. It should also be noted that this junction has not been subject to tracking.</i> <i>The northern access road is straight with very limited traffic calming for other 300m and would not constrain vehicle speeds to 20mph.</i> <i>All the internal estate roads will be subject to a 20mph zone starting at the junctions with Buxton Road, which should be indicated on the submitted plan.</i> <i>Splays measuring 1.0m x 1.0m where shared surface roads meet the back of the footway at junctions with a higher standard road are required to provide intervisibility between pedestrians and vehicles.</i>	INTERNAL ROAD LAYOUT Noted, regarding the off-site highway works to remove any direct connection to St Faiths Lane south of the Spine Road. - The road width has been amended to 5.5m. - All footways are now 1.8m wide. - The central access road into the northern parcel from the main square on the spine road should be 5.5m wide. - This has been amended, tracking drawings to follow. - To accommodate other changes to the layout, this has not been accommodated. We are welcome to this road being a 20mph road. - Noted. - Noted.

Date	Consultee	Consultee Comment	Persimmon Homes Comment
		PRIVATE DRIVES AND PARKING <i>Whilst each plot has been provided with the required number of parking spaces, I have some concerns regarding the location and layout of how it has been provided. This is likely to lead to significant areas of on-street parking. Whilst the dwellings adjacent to the spine road are largely served by rear parking courts. Due to the lack of visitor parking on both sides of the spine road, as required by the Design Code, this will lead to conditions detrimental to highway safety and the purpose of the spine road to carry through traffic.</i> <i>Therefore, additional amendments will be required to address the following points:</i> <i>1. A development of 338 dwellings would be expected to provide 67 visitor parking spaces. However, only 40 spaces have been provided.</i> <i>2. Four-bedroom dwellings with integral garages below the standard acceptable size for a parking space & storage, must show additional storage space within the plot for cycles, etc.</i> <i>3. Tandem parking located in front of a garage is strongly discouraged for four-bedroom dwellings. Due to the excessive manoeuvring of vehicles and general dislike for using garages as a parking space, it will lead to on-street parking. Whilst this could be partially mitigated by provision of laybys in the vicinity of these dwellings, as stated above there is also a significant shortfall in visitor parking provision across the development.</i> <i>4. The impact of dwellings subject to points 2 & 3 will be exacerbated by the relatively narrow width of the carriageway and footway of the northern access road.</i> <i>5. Due to the curved nature of the private drives serving plots 40, 41, 46, 47, 56, 57, 59 & 60 they should be tracked to ensure all parking spaces (including the garages) remain accessible with vehicles parked in the adjacent spaces.</i> <i>6. Further to point 3 above, tandem parking in front of a garage located in a rear parking court will not be fully utilised and will result in on-street parking. An example of where this will occur can be seen with plots 49-55.</i>	PRIVATE DRIVES AND PARKING The layout has now been amended to provide the correct amount of visitor parking required under NCC Highways standards, of 1 visitor parking space in every 5 plots. 1. 67 visitor parking spaces have been provided on the revised layout. 2. Noted. Cycle storage has been shown on relevant rear gardens. 3. Visitor Parking has been addressed in line with 1:5 ratio required by NCC Highways – and placed in areas where there are 4-bedroom plots with tandem parking to reduce chances of on-street parking. 4. Carriageways and footways have now been widened to 5.5m and 1.8m respectively. 5. Please see updated refuse tracking plan which will follow shortly. 6. Additional visitor parking spaces have been placed on the layout to compensate for this matter. 7. Noted and amended where possible. 8. This area has been significantly reconfigured. We welcome your comments on the updated proposal. 9. The visitor parking near Plots 337 and 338 have been moved elsewhere. 10. Please see our garage working drawing accompanying this revised submission.

Date	Consultee	Consultee Comment	Persimmon Homes Comment
		<i>Although there are numerous other instances of this type of parking layout.</i> <i>7. The shared private drives serving plots 75 & 76, 221-225 and 310-313 have not been provided with a size 5 turning area.</i> <i>8. Plots 87 and 88 only have 1 parking space each, excluding the garage, not 2 as required. This will lead to the turning space in front of the building line of these dwellings being used as a permanent parking space contrary to the Design Code.</i> <i>9. There is no need for 3 visitor spaces to serve two plots (337 & 338) within a private drive, which will not be accessible to the wider public. These spaces should be relocated elsewhere.</i> <i>10. A garage layout plan does not appear to have been provided showing minimum internal dimensions (for a single garage) measuring 3.0m x 7.0m with a 2.4m wide opening.</i>	
24.09.2025	Old Catton Parish Council	<i>Dear Sir/Madam</i> <i>Old Catton Parish Council have had an opportunity to consider the above planning application and RECOMMEND REFUSAL on the following grounds:</i> <i>Old Catton Neighbourhood Plan:</i> <i>1. Policy 3: Open Space Management - Where new developments provide elements of green infrastructure (such as open space, natural green space, recreational areas, allotments, community woodland and orchards) the Developer will be required to demonstrate an effective and sustainable management programme for them by having: c) an appropriate legally binding arrangement for management by an established management company with a viable and sustainable business case and operating model.</i> <i>The application fails to provide sufficient detail regarding the ongoing management of the proposed green space, including its intended use, stewardship, and delivery. Policy 3 requires developers to demonstrate an effective and sustainable management programme, supported by a</i>	1. Policy 3: Open Space Management The details of the maintenance and management for Public Open Space on the site have been addressed under the landscape maintenance and management plan. Details of the management company are set by the master developer, who will oversee the management of POS over all Phases of development.

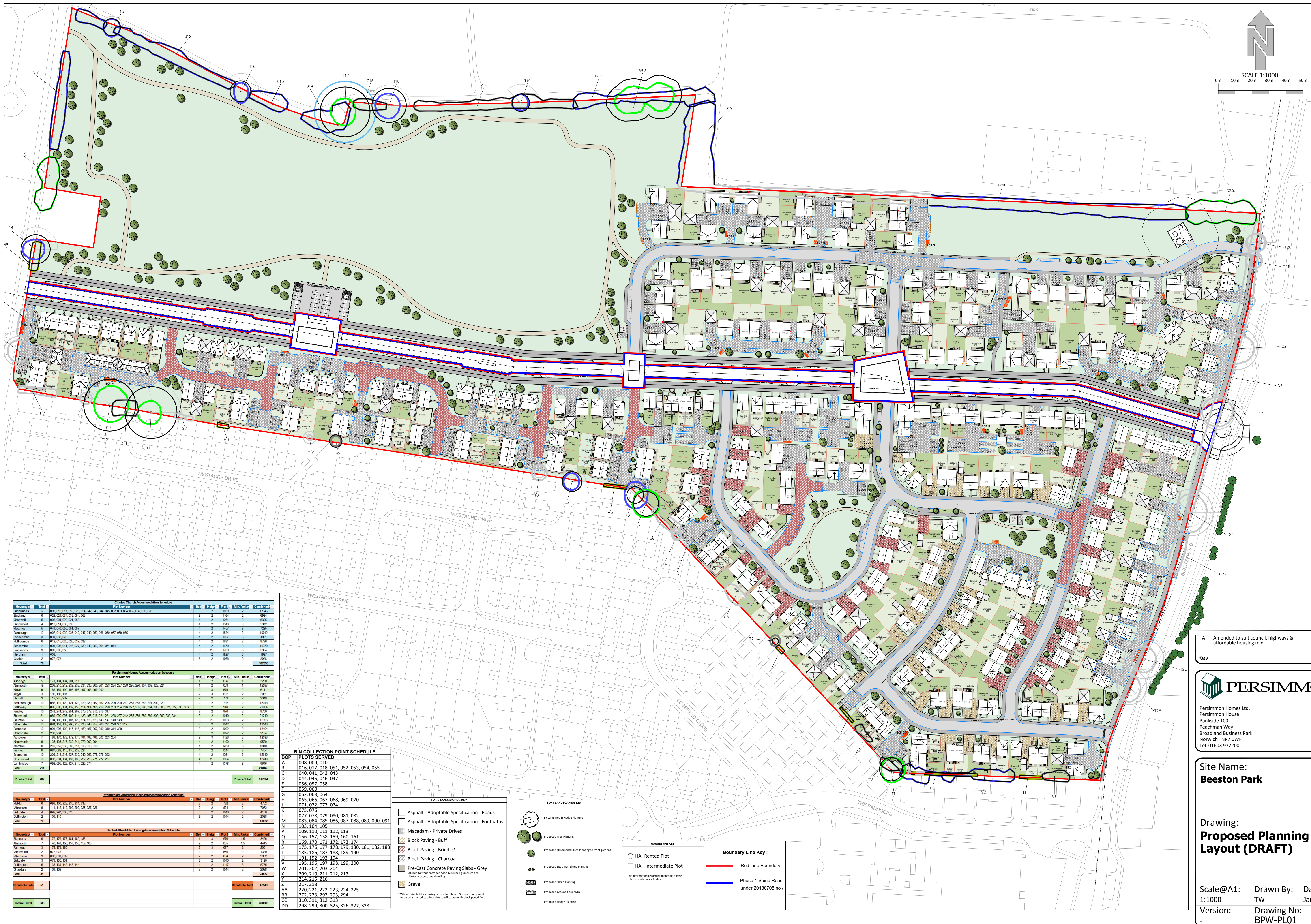
Date	Consultee	Consultee Comment	Persimmon Homes Comment
		<i>legally binding arrangement with a management company and a viable operating model.</i> <i>The Parish Council note the following concerns:</i> <i>• The green space should be delivered at the earliest stage of the development so that first residents have immediate access, rather than being provided at the end of the build.</i> <i>• The land provided as green space must be equivalent in quality to its current status as Grade A Agriculture Land, not a compromised area used for burial of waste/surplus building material as has been the case in nearby developments in Sprowston.</i> <i>• Without clear commitments on management, quality, and delivery, the long-term benefit of this open space to the community is highly uncertain.</i> 2. Policy 4: Traffic Impact - <i>New development proposals will be expected to quantify the level of traffic movements they are likely to generate and its accumulative effect with other developments in Old Catton and surrounding parishes. They will also be expected to assess the potential impact of this traffic and include measures to mitigate any negative impacts on road safety, pedestrians, safe road crossings, cyclists, parking and congestion within Old Catton.</i> <i>The application does not include a traffic management plan, which is a clear omission given the scale of the development. Policy 4 requires new developments to quantify traffic movements, assess cumulative impacts, and provide effective mitigation. This has not been done.</i> <i>Key concerns include:</i> <i>○ Access from St Faiths Road: Any such access will be strongly opposed as it runs through the Conservation Area, is subject to weight restrictions, and is unsuitable for HGVs.</i>	2. Policy 4: Traffic Impact A Construction Management Plan will be submitted under a separate discharge of condition application and will cover traffic management. We understand the concerns regarding the use of White Woman Lane for construction traffic; however, this will be time restricted based on school drop-off/pick up. Other roads have weight restrictions applied and/or have restricted carriageway widths.

Date	Consultee	Consultee Comment	Persimmon Homes Comment
		○ <i>Lack of infrastructure: No provision has been made to mitigate the strain additional vehicles will place on already congested local roads.</i> ○ <i>East–West link road: While the development proposes a section of this road, it does not connect to any significant highways infrastructure (ie North Walsham Road). This means traffic from the site will continue to rely on existing unsuitable routes for 5–6 years of construction, potentially up to 10 years before the infrastructure is fully in place.</i> ○ <i>This represents a prolonged and unacceptable impact on road safety, congestion, and air quality within Old Catton and neighbouring parishes.</i> 3. Policy 5: Traffic in the Old Catton Conservation Area - Transport Assessments and/or Travel Plans prepared in accordance with Policy TS2 of the Development Management DPD should, where it is both necessary and possible, incorporate appropriate proposals to deter additional traffic entering the Old Catton Conservation Area. The Parish Council are particularly concerned about increased traffic through the Old Catton Conservation Area. No evidence has been provided that the developer has considered, let alone implemented, measures to deter additional traffic into this sensitive area. With no traffic management plan, and the potential reliance on St Faiths Road, the proposal conflicts directly with Policy 5 and Policy TS2 of the Development Management DPD. 4. Policy 6: Footpaths & Cycleway Networks - All new development should maximise opportunities to enhance and encourage the use of existing footpath and cycleway links to the wider parish and countryside. <i>There is no indication within the planning application that the development will improve or enhance pedestrian or cycleway links. This is contrary to Policy 6, which seeks to maximise opportunities to promote sustainable, non-car travel and strengthen links across the wider parish and countryside. The absence of such measures represents a missed opportunity to encourage healthier and safer travel alternatives.</i>	3. Policy 5: Traffic in the Old Catton Conservation Area - A Transport Assessment was approved under the OPP and has been referred to within the Design and Phasing Infrastructure Improvement Strategy (DPIIS). The DPIIS has been taken into account when designing this RMA layout and also accounts for the off-site highway works required to accommodate the development. 4. Policy 6: Footpaths & Cycleway Networks - Please see the BPW-PL13 Rev B Road Hierarchy plan showing the different routes through the site, that demonstrate compliance with the Outline Planning Permission. This plan will be updated following comments received on BPW-PL01 Rev A Proposed Planning Layout. The revised planning layout shows an additional footway/cycleway running parallel to Buxton Road, and provides various access points to Buxton Road. Access and connectivity for pedestrians and cyclists have been prioritised in the design of the layout.

Date	Consultee	Consultee Comment	Persimmon Homes Comment
		5. Policy 7: Design & Housing - New development will be expected to deliver high quality design and • Respect and be sensitive to the local character and natural assets of the surrounding area, taking every opportunity through design and materials to reinforce a strong sense of place through individuality and local distinctiveness; • Provide a mix of types to include one and two bedroom dwellings and to meet local needs identified by the Central Norfolk Strategic Housing Market Assessment (2012) or the most up to date objective assessment of housing need; • Demonstrate how they will integrate into and enhance the existing village and community; The proposed housing design and mix fails to respect local character or meet identified community needs: • The southern boundary of the development backs onto existing bungalows, yet the proposal places two four bedroom houses along this edge. These will dominate and overshadow existing properties, failing to respect the local character and provide a sensitive transition in scale. • No bungalows are proposed in the scheme, despite clear local demand, particularly from elderly residents. This omission effectively excludes a significant part of the existing community, forcing them to look outside Old Catton if they wish to downsize or remain in single-storey accommodation. • The development does not demonstrate how it will integrate into or enhance the existing village and community. Overall, the proposals fail to deliver the high-quality, locally distinctive design required in Policy 7. 6. Policy 8: Medical Facilities – Planning applications relating to the expansion of the existing medical facilities and associated car parking will be permitted where they comply with the requirements of other	5. Policy 7: Design & Housing - The revised planning layout shows the introduction of more bungalows on the scheme. In addition to this, back-to-back distances have been considered, and plots proposed show a minimum of a 10m garden to avoid overlooking and overshadowing on existing plots. The elevations for plots have been designed in compliance with the Design Code, and are of rural character, to reflect and respond to surrounding context. 6. Policy 8 – Medical Facilities - There is no scope to secure contributions for medical provision at reserved matters stage.

Date	Consultee	Consultee Comment	Persimmon Homes Comment
		<i>development plan policies. The OCNP seeks to ensure that additional provisions of local medical facilities is made to meet the growing local community needs.</i> <i>The Neighbourhood Plan recognises the urgent need to expand medical facilities to meet the growing local population. This application makes no provision for medical facilities, school capacity, or other critical community infrastructure. The absence of such commitments will place a severe strain on already overstretched services, contrary to Policy 8.</i> Trees and Ecology <i>The Parish Council note from the tree survey that the application proposes the removal of a significant mature oak tree on Spixworth Road. This oak forms part of a tree-lined avenue of mature oaks which is of historic and landscape importance. All efforts should be made to retain these trees, and the Council questions whether Tree Preservation Orders (TPOs) should be applied to ensure their long-term protection.</i> <i>It is also noted with concern that this oak tree was not included in the submitted bat and wildlife survey. The omission appears to stem from the assumption that the tree would be removed. The Parish Council therefore request that a full ecological survey, including bat potential, be carried out on this oak tree before any further determination of the application.</i> <i>In conclusion, the above application conflicts with multiple key policies of the Old Catton Neighbourhood Plan:</i> • Policy 3 – Lack of detail, management, and early delivery of high-quality open space. • Policy 4 & 5 – No traffic management plan, unsuitable reliance on Conservation Area routes, inadequate infrastructure, and prolonged negative impacts on existing roads. • Policy 6 – No enhancement of pedestrian or cycleway links.	7. Trees and Hedgerows - This is currently under review and further updated information will follow.

Date	Consultee	Consultee Comment	Persimmon Homes Comment
		• Policy 7 – Poor design quality, inappropriate scale near bungalows, absence of bungalows to meet local needs, and failure to integrate with the village. • Policy 8 – No provision for additional medical, school, or community facilities. • Trees and Ecology – Proposed removal of a significant mature oak, with insufficient ecological assessment and no evidence of TPO consideration. For these reasons, Old Catton Parish Council strongly RECOMMEND REFUSAL of this planning application.	



Sprowston Town Council
PLANNING APPLICATIONS – 26 November 2025

Broadland DC App. No	Location	Description	Type
2025/3167	35 Bolton Road Sprowston Norfolk NR7 8GG	Proposed single-storey rear extension	Householder
2025/3254	166 Blithewood Gardens Sprowston Norfolk NR7 8PP	Proposed single storey front extension, pitched roof over existing flat roofed rear projection and insertion of velux	Householder
2025/3333	31 Stonehouse Road Sprowston Norfolk NR7 8AS	Demolition of garage and erection of dwelling	Full Planning Permission
2025/3429	Technology House Roundtree Way Sprowston Norfolk NR7 8SH	Change of use from Rage Room to Martial Arts Academy	Full Planning Permission

Broadland District Council Planning

Application Decisions made during the Week Ending 17 October 2025

Appl Number : 2025/2532
App Type : Householder
Parish: Sprowston
Location : 132 Linacre Avenue Sprowston Norfolk NR7 8JS
Proposal : Two storey extension
Decision : Approval with Conditions
(Delegated)
Date of decision : 13 October 2025

Appl Number : 2025/2833
App Type : Works to TPO trees
Parish: Sprowston
Location : 1 Roundtree Way Sprowston Norfolk NR7 8SH
Proposal : G001: Pedunculate oak x2 (Quercus robur)
Location: (W3W//comical.fans.patch & W3W//cone.chop.tube)
Action: Reduce lateral spread by up to 3m on South Eastern aspect to suitable growth points to reduce encroachment into site.
T006: Pedunculate oak (Quercus robur)
Action: Reduce lateral spread by up to 4m on South Eastern aspect to suitable growth points to reduce encroachment into site.
T007: Pedunculate oak (Quercus robur)
Action: Reduce lateral spread by up to 4m on South Eastern aspect to suitable growth points to reduce encroachment into site.
Decision : Approval with Conditions
(Delegated)
Date of decision : 15 October 2025

Application Decisions made during the Week Ending 24 October 2025

Appl Number : 2025/2898
App Type : Householder
Parish: Sprowston
Location : 72 Lowry Cole Road Sprowston Norfolk NR6 7QY
Proposal : Single storey rear extension for Kitchen/Diner
Decision : Approval with Conditions
(Delegated)
Date of decision : 20 October 2025

Appl Number : 2025/2913
App Type : Householder
Parish: Sprowston
Location : 70 Lowry Cole Road Sprowston Norfolk NR6 7QY
Proposal : Rear extension from existing store room. Turning the property from a 2 to 3 bedroom bungalow

Decision : Approval with Conditions
(Delegated)
Date of decision : 20 October 2025

Application Decisions made during the Week Ending 31 October 2025

None

Application Decisions made during the Week Ending 7 November 2025

Appl Number : 2025/1773
App Type : Householder
Parish: Sprowston
Location : 60 Moore Avenue Sprowston Norfolk NR6 7LF
Proposal : Flat roof annex to the rear
Decision : Approval with Conditions
(Delegated)
Date of decision : 5 November 2025

Appl Number : 2025/3206
App Type : Non Material Amendment
Parish: Sprowston
Location : 44 Wroxham Road Sprowston Norfolk NR7 8TY
Proposal : Non-material amendment of 2025/0470 - Alterations to roof construction including removal of mono pitch roof and replacement with flat roof with parapet. Parapet form by brick and coping and resultant increase in eaves height. Inclusion of roof lantern to flat roof.
Decision : Approval with no Conditions
(Delegated)
Date of decision : 6 November 2025

Appl Number : 2025/3172
App Type : Works to TPO trees
Parish: Sprowston
Location : Woodland House Salhouse Road Sprowston Norfolk NR13 6LA
Proposal : T1 Turkey Oak - overall crown reduction by 2.5m. Crown spread N-9m, S-10m, E-9m, W-9m. T2 English oak - overall crown reduction by 2m. Crown spread N-7m, S-8m, E-8m, W-7m. T3 Cypress - crown raise to 6m
Decision : Approval with Conditions
(Delegated)
Date of decision : 6 November 2025

Application Decisions made during the Week Ending 14 November 2025

None

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **SPROWSTON TOWN COUNCIL – NO0418**

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

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

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

The smaller authority has not submitted a copy of the signed letter of engagement with the internal auditor.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP		
External Auditor Signature		Date
		21/09/2025

Sprowston Town Council

Direct Debit Payments

Meeting Date: 26th November 2025

Barclaycard			Net	VAT	Amount	BACS
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>				
31.10.25	14844361025	Barclaycard machine charges	65.91	4.96	70.87	
British Gas			Net	VAT	Amount	BACS
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>				
20.09.2025	12438847	Gas lite Bill for Diamond Centre - Bill Period 27.08.25-20.09.25	1031.85	206.37	1238.22	
22.10.2025	12762828	Gas lite Bill for Diamond Centre - Bill Period 27.09.25-22.10.25	2061.67	659.98	2721.65	
			3093.52	866.35	3959.87	
Broadland DC			Net	VAT	Amount	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>				
10.11.25	116004286	Viking Centre Business Rates - 01.11.25-30.11.25	661.00	0.00	661.00	
17.11.25	115991913	2nd payment for this financial year for Council Office Business Rates	3742.00	0.00	3742.00	
17.11.25	115952849	2nd payment for this financial year for Diamond Centre Business Rates	8233.00	0.00	8233.00	
17.11.25	100893746	2nd payment for this financial year for Pavillion Business Rates	3804.00	0.00	3804.00	
17.11.25	100888826	2nd payment for this financial year for Cemetery Business Rates	1347.00	0.00	1347.00	
			17787.00	0.00	17787.00	
Filestream			Net	VAT	Amount	BACS
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>				
13.11.25	INV-8201	Filestream Rented Software, Sire Multi Tenant Server - 50GB Rental Period - 20.11.25 to 19.12	133.54	26.71	160.25	
Novuna - Ernest Doe			Net	VAT	Amount	BACS
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>				
03.10.2025	100/26/000048/Oct25	Repayment for agreement A000383677 Kawasaki Pro DX UTV October 2024	195.00	39.00	234.00	
03.10.2025	100/26/0002985/Oct25	Repayment for agreement A000429060 Kawasaki Mule Pro DX UTV Purchased August	321.00	64.20	385.20	
03.11.25	100/26/000048/Nov25	Repayment for agreement A000383677 Kawasaki Pro DX UTV October 2024	195.00	39.00	234.00	
			711.00	142.20	853.20	
Norse			Net	VAT	Amount	BACS
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>				
31.10.25	NWS100267930	Parks Waste Disposal at the Recreation ground - Empty Recycle 1100L from 26.09.25-24.10.25	34.00	6.80	40.80	
Peninsula			Net	VAT	Amount	BACS
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>				
20.10.2025	U005250145	Provision of Services in accordance with agreement 653508 - Employment Services, EAP	222.28	41.98	264.26	
24.10.25	U005260659	Insurance, Business Safe, online services and EAP	20.25	4.05	24.30	
		Provision of Services in accordance with agreement 674681 - Online Services - Insurance	242.53	46.03	288.56	
Sage			Net	VAT	Amount	BACS
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>				
01.11.25	GB-01259167	Accounting standard and payroll software package 01.11.2025 - 30.11.2025	56.00	11.20	67.20	
SSE			Net	VAT	Amount	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>				
11.11.2025	IV03710282	Electricity supply to the Pavilion for period 01.03.25-14.10.25	1,455.33	291.07	1,746.40	
11.11.2025	IV03711399	Electricity supply to the Cemetery for period 19.05.25-14.10.25	455.52	22.77	478.29	
11.11.2025	IV03704535	Electricity supply to the Sparhawk Park for period 06.05.25-14.10.25	436.82	21.84	458.66	
			2,347.67	335.68	2,683.35	

		Total Energies				
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
395254744/25	12.11.25	Electricity supply to Diamond Centre building for period from 01.10.25-31.10.25	713.16	142.63	855.79	
395254370/25	12.11.25	Electricity supply to Diamond Centre Sports Field Flood Lights for period from 01.10.25-31.10.2	40.37	2.02	42.39	
			753.53	144.65	898.18	
		Veolia				
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
31.10.25	1000207261	Bin and Green waste collection from Parks, Cemetery and Viking Centre for period 01.10.25-31.10.25	717.94	143.59	861.53	
		Wave - Anglian Water				
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
09.10.25	15671814	Water charges to the Council Office for 09.09.25-08.10.25	305.28	0.00	305.28	
09.10.25	15673307	Water charges to the Diamond Centre for 09.09.25-08.10.25	219.78	0.00	219.78	
29.10.25	15757421	Water charges to the Pavillion for 29.09.25 - 28.10.25	730.72	0.00	730.72	
10.11.25	15806496	Water charges to the Viking Centre for 12.04.25-14.10.25	881.18	0.00	881.18	
04.11.25	15777048	Credit for Sparhawk Park - Wc Block and Premises for period 03.10.25-02.11.25	(76.92)	0.00	(76.92)	
09.11.25	15799311	Water charges to the Council Office for 09.10.25-08.11.25	201.30	0.00	201.30	
09.11.25	15799995	Water charges to the Diamond Centre for 09.10.25-08.11.25	275.61	0.00	275.61	
			2,536.95	-	2,536.95	
		Total Direct Debits	28,479.59	1,728.17	30,207.76	30,207.76

Sprowston Town Council

Invoices To Pay

Meeting Date: 26th November 2025

BSA					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
01.11.25	112178	CCTV Annual Maintenance November 2025 to November 2026	160.00	32.00	192.00
Collier					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
29.10.25	233857	P17 Tournament (tennis court) net, Black 2.7mm	368.00	73.60	441.60
CPS					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
15.10.25	876389	CPS Fuels 1000Lts ULSD - White Road Diesel for parks vehicles	1,098.80	219.76	1,318.56
Culligan					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
16.10.25	CD-244153640	Replenish water for the water cooler at the Diamond Centre18.9Ltr Water bottles x 5, Oasis Core CA	170.53	34.11	204.64
12.11.25	CD-244198732	Freestanding Watercooler Unit Rental & Oasis Core CA Freestanding Watercooler Unit Service & Maintenance	60.85	12.17	73.02
		Replenish water for the water cooler at the Diamond Centre18.9Ltr Water bottles x 5 Deposit 18.9ltr Bottles	231.38	46.28	277.66
Electrical Testing Ltd					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
04.11.25	67791	Contract for LED conversion, management and maintenance of STC Street Lights. Part 3 Annual Management and maintenance of the authority's street lights (annual charge of £7412.62 per year (to a maximum of 5 years) Period of Year Jun 2025 - Mav 2026 1/12th	617.72	123.54	741.26
04.11.25	67794	Contract for LED conversion, management and maintenance of STC Street Lights. Part 1 Conversion of street lights to LED	2,444.25	488.85	2,933.10
04.11.25	67793	Contract for LED conversion, management and maintenance of STC Street Lights. Part 1 Conversion of the authority's street lights to LED Period of Year Jun 2025 - May 2026	35,775.78	7,155.16	42,930.94
			38,837.75	7,767.55	46,605.30
ESPO					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
01.10.25	7609584	A4 copier paper box x 5 reems & 2 x Sellotapes	29.75	5.95	35.70
24.10.25	7879962	Disinfectant, blue roll (paper) A4 Copier paper x1 box of 5 rms	42.65	8.53	51.18
06.11.25	7888112	2 x Brass Handbells - Alerting Public of Parks closure time.	98.00	19.60	117.60
14.11.25	7897352	Rubber door wedges x 2, 9v Battery & A4 Copier paper box 5 rm	37.65	7.53	45.18
			208.05	41.61	249.66
Expenses					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
17.10.25	EE171025	EE General Expenses - Coffee for Meetings etc	14.80	0.00	14.80
17.10.25	EE171025M	EE Mileage Expenses - Various trips from office to Diamond Centre re Cinema, to Viking Centre, Sparhawk Park & Allotment checks. Also other visits from office to AC Leigh, Toolstation & Makro.	83.88	0.00	83.88
			98.68	0.00	98.68

Heritage			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
01.11.25	INV-930773	Caretaking and cleaning services 7 days per week at The Viking Centre for November 2025	1,140.00	228.00	1,368.00
01.11.25	INV-930738	Parks, Cemetery, DC & Council Offices cleaning & caretaker duties for November 2025	8,330.83	1,666.17	9,997.00
30.09.25	INV-930784	Sanitary items supplied to STC for use in all sites for Sept 25 - Blue rolls, handtowels, bin liners, hand soap refills, toilet paper and deodoriser	178.16	35.63	213.79
30.06.09	INV930469	Rest of part paid invoice, invoice was for £569.33, £176.05 paid on 21.08.25 leaving £393.28 left to pay	393.28	0.00	393.28
31.10.25	INV-930804	Cleaning items supplied Oct 2025 - Jumbo centre pull toilet rolls, multipack case	29.36	5.87	35.23
31.10.25	INV-930821	Cleaning items supplied for October 2025 - Mini Toilet Roll, Green handtowels, wheelie bin liners.	119.91	23.99	143.90
			10,191.54	1,959.66	12,151.20
Huws Grey			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
16.10.25	IL784650	Concrete Slabs Grey x20 600x600x50mm, 7x25kg bag Cement and bag of sharp sand for cemetery	266.50	53.30	319.80
Intouch			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
22.10.25	812029	Sprowston-tc.gov.uk for 01.10.2025-31.10.25 05.12.2025-05.12.2026 Domain, word press addon	156.30	31.26	187.56
25.10.25	812082	avg cloud care renewal x 9 licenses 25.10.25-25.11.25	13.05	2.61	15.66
01.11.25	812252	ITSWISP 10080 - Bespoke package - Broadband for 01.11.2025-30.11.25	161.20	32.24	193.44
01.11.25	812251	itswisp10483 - business8000pluswisp 01/11/25 - 31/11/25,	53.70	10.74	64.44
01.11.25	812192	26 x hosted exchange plus 6 x extra data 01/12/25-01/01/26	194.64	38.93	233.57
08.11.25	812892	Server Back up 18.11.25-18.12.25	52.68	10.54	63.22
10.11.25	812928	WISP 10.11.25-09.12.25 - wisp206202 - itsfibre ttb ftp 900/115	78.00	15.60	93.60
18.11.25	813420	Nov 2025 sip trunk - 84431357, Oct 2025 call charges	34.35	6.87	41.22
			743.92	148.79	892.71
K Lockwood t/a Colour print			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
13.11.25	INV-35655	Sprowston Matters Newsletter 8750 Issue 70 Autumn 2025	727.00	0.00	727.00
Maltaward			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
31.10.25	153845	Hire costs for 4M Concrete barrier gate, padlock, key safe and 13 x 3m Concrete Road Barrier	586.78	117.36	704.14
30.09.25	152990	3000x800x8450mm 2500kg at the Recreation Ground Edwards Road vehicle entrance			
		Invoice previously part paid on 23.10.25 invoice for £681.44 less payment of £473.22 leaving £208.22 to pay	208.22	0.00	208.22
			795.00	117.36	912.36
Moviola			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
03.11.25	250764	For supply of film 'The Salt Path' November 2025	127.16	23.79	150.95
Norfolk County Council			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
14.11.25	7897352	NP Law Fee time for September 2025	99.45	19.89	119.34
Norfolk Drain Services			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
23.09.25	3476	Blocked Gents WC at Sparhawk Park Public Toilets - Pressure rod. Flow tested and left free flowing.	125.00	25.00	150.00

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
27.10.25	71722201	PHS PHS - The Sparhawk Park WC Sanitary Disposal, for the period of 01.12.25-28.06.26	62.32	12.46	74.78
27.10.25	71722202	PHS - The Diamond Centre & Council Office Sanitary Disposal, for the period of 01.12.25-28.02.25. Plus 6 x Air Fresheners, 7 x Hand Drier and 5 x Soap Dispensers	448.16	89.63	537.79
27.10.25	71722200	Public Toilets at the Rec Sanitary Disposal from 01.12.2025 - 28.02.2026	67.33	13.47	80.80
27.10.25	71722203	PHS - Viking Centre Sanitary Disposal x 5, for the period of 01.12.25-28.02.25	25.02	5.00	30.02
			602.83	120.56	723.39

		PJ Plumbing, Heating & Maintenance Ltd			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
31.10.25	PJI/25872	Sparhawk Park - 23.09.25 - Toilet constantly running, Valve found held open, repaired and tested	48.13	9.63	57.76

		Richard Powell			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
07.11.25	70	Design of No 70 edition Sprowston Matters parish newsletter and social media graphic,	100.00	0.00	100.00

		Sharp			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
07.11.25	8073565863	Mono Copies Meter 1 Reading 31.10.25 - 94815, Meter 1 Reading 28/08/25 - 90644 4171 copies used @ 0.484 ppc Colour Copies Meter 2 Reading 31.10.25 - 49097, Meter 2 Reading 25.08.25 - 47009 2088 copies used @ 4.356 ppc Minimum copies - Less prepaid minimum charge	86.14	17.23	103.37

		Sutcliffe Play			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
29.10.25	OP/I127627	Spare parts and accessories eg Washers, nut cover, hex screws, nuts and bolts for parks playground equip	226.60	45.32	271.92

TOTAL OF INVOICES

55,141.93	10,721.33	65,863.26	0.00
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Transfer: STC Active a/c to Salaries a/c **38,000.00 Trf 59**

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Councillor

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Councillor

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Town Clerk

Sprowston Town Council

Invoice Payments Made

Meeting Date: 26th November 2025

		Emma Harrison			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
16.10.25	2025.15	Data profile for Sprowston and Beeston St Andrew Joint neighbourhood plan - 10 hours @ £50 PH	500.00	0.00	500.00
		Luna Stretch Tents			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
12.11.25	INV-021366	15mx10m Stretch Tent (White), Damage Waiver and Delivery for Summer Fete on Saturday 11th July 2026 - Deposit paid	884.07	176.81	1,060.88
		Toilets +			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
12.11.25	1SPRO1-357040	3x Event toilets, 3x Disabled access toilets and 1x6 bay urinal to Sprowston rec for 10.07.25 Fete - Deposit Paid	88.80	22.20	111.00
		Zurich Insurance			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
11.11.25	550276818	YLL-272003-6303 01/04/2025-31/03/2026 Additional Premium following revaluation	362.82	0.00	362.82
Total Invoices paid			1,835.69	199.01	2,034.70

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Councillor

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Councillor

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Town Clerk

Sprowston Town Council

Barclaycard Payments

Meeting Date: 26th November 2025

November Statement for October Purchases

<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
1 02.10.2025	GB58JGYSABEI	Amazon Market Place - 5 Person Wall Callender/Planner	8.84	1.76	10.60
2 02.10.2025	4-862921	Post Office - 100 2nd Class stamps	87.00	0.00	87.00
3 04.10.2025	IEE2025014801050	Adobe - Service Term 04.10.25 - 03.11.25	17.37	0.00	17.37
4 07.10.2025	CPD-ORD-000171869	Car Plates Direct - Number Plate for EN25OBU (Groundsmen's Mule)	25.72	3.75	29.47
5 08.10.2025	12002292706	The Poppy Shop at The Royal British Legion - 5 x Paper, 1 x pack of 15 self adhesive and poppy wreath	49.58	9.91	59.49
6 09.10.2025	UK18049088	Nisbets - New Kettle for Diamond Centre	49.99	9.99	59.98
7 14.10.2025	GB5022VLAJ145I	Amazon Market Place - Round wooden fence posts for small tree supports	27.08	5.42	32.50
8 14.10.2025	13671	TMA Bark Supplies - Wood Bark - for parks and council office garden	316.00	63.20	379.20
9 14.10.2025	103143158	Taverham Nursery -12 Ornamental trees for planting at Wilks Farm Drive, White House Farm open space, Sparhawk Park & Windsor Park Gardens	334.05	66.81	400.86
10 15.10.2025	GB2025-56888278	Amazon Market Place - 3 x 4 pack heavy duty tree ties for newly planted trees	21.61	4.35	25.96
11 15.10.2025	GB2005-568863717	Amazon Market Place - 1 pack of 10 100ltr pvc watering bags for new trees	102.49	20.50	122.99
12 15.10.2025	4359719004	WF Home Furnishing - Computer table for Ragnar Hall at The Viking Centre	73.32	14.67	87.99
13 15.10.2025	BG590GKYABEI	Amazon Market Place - Hook and Loop self adhesive tape	9.56	1.91	11.47
14 15.10.2025	1-1-3545-1711	Progress Fuels Ltd - Unleaded fuel for Parks Vehicles	126.37	25.27	151.64
15 16.10.2025	GB591SMSABEI	Amazon Market Place - 2025-2026 Diary for office	8.32	1.66	9.98
16 16.10.2025	GB2025-56888278	Amazon Market Place - 1 x 4 pack heavy duty tree ties for newly planted trees	6.99	0.00	6.99
17 21.10.2025	026-8984942-8912340	Amazon Market Place - Return 1 of Wall Callender/Planner	-7.87	0.00	-7.87

18	<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
	30.10.2025	SG339602	Safety Gloves - Waterproof safety Gloves for Groundmen	25.59	5.12	30.71
Total of Payments				1282.01	234.32	1516.33