



NOTICE OF MEETING
AND SUMMONS TO ATTEND

**The meeting of Sprowston Town Council will be held on Wednesday 25 March 2026
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 25 February 2026. Pages 1 - 9
5. To agree action/response arising from the minutes.
6. Presentation by Vistry East Anglia on upcoming proposals for a Reserved Matters application for 410 homes within Parcels G, I and J, Phase 2, Beeston Park, approved under application 2024/1794 (original Outline Planning Permission 2012/1516).
7. To receive Police Update. Pages 10 - 14
8. To receive correspondence and consider a response:
 - (1) Broads Authority - Landscape Character Assessment Supplementary Planning Document (New Consultation). Page 15
 - (2) Norfolk County Council - Update on Western Link. Pages 16 - 17
9. To receive any written/verbal reports from Sprowston County and District Councillors. Page 18
10. To receive the report of the Town Clerk. Page 19
11. To receive update on Viking Centre and signage.
12. 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.
13. Adjourn the meeting for a short break.
14. To receive any written and verbal reports from Councillors representing the Council on or at outside organisations.
 - (1) Airport Consultative Committee.
 - (2) Sprowston Heritage.
15. To consider planning applications to 25 March 2026. Page 20
16. To receive planning decisions from weeks ending 20, 27 February and 6 and 31 March 2026. Pages 21 - 22
17. To adopt:
 - (1) IT Policy (Enclosed and available on www.sprowston-tc.gov.uk)
 - (2) Data Protection Policy (Enclosed and available on www.sprowston-tc.gov.uk)
18. Complete AGAR Assertion 10 checklist and confirm compliance. Pages 23 - 24
19. Consider future projects to be funded by section 106 monies.
20. To receive the schedule of direct debits. Pages 25 - 27

21. To confirm the payment of accounts to 25 March 2026.
(1) Invoices to pay. Pages 28 - 30
(2) Invoices payments made. Page 31
22. 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.
23. To receive planning enforcement:
(1) List of current cases. Pages 32 - 33
(2) List of closed cases. Page 34
24. Review draft of phase 1 transfer at White House Farm estate including Harrisons Plantation. Pages 35 - 56
25. Review Skate Park Evaluation Summary 06 March 2026 and select supplier. Pages 57 - 60



Guy Ranaweera
Town Clerk

20 March 2026

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 25 February 2026 at the Council Chamber, Recreation Ground Road, Sprowston commencing 7.30pm.

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

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

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

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

26/021. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

There were no declarations of disclosable pecuniary and other interests.

26/022. APOLOGIES FOR ABSENCE

Written apologies for absence were received from Cllr. M G Callam, H W Tarlton, E H Tovell and K Vincent and Norfolk County Councillor J M Ward.

26/023. 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.

26/024. MINUTES

The Minutes of the Council's meeting held on 28 January 2026 having previously been circulated to all Councillors were confirmed and signed by the Chair of the Council.

26/025. ACTION FROM MINUTES

There were no actions from the minutes.

26/026. POLICE UPDATE

There was no Police update.

26/027. CORRESPONDENCE

(1) Greater Norwich Local Plan Review - Call for Sites

Council noted the review of the Greater Norwich Local Plan - Call for Sites.

(2) Headway - Grant request

RESOLVED that a grant of £250.00 be made to Headway Suffolk to assist with establishing local services, in accordance with Council's powers under section 137 of the Local Government Act.

26/028. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

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

District Councillor M A Booth verbally reported:

Broadland District Council:

(1) 2026/27 budget was passed unanimously with no increase in Council Tax or reduction in service.

(2) Approved the:

- New Safeguarding Policy
- New Waste Services Policy
- The Greater Norwich Five Year Infrastructure Investment Plan and Annual Growth Programme

(3) Adopted the:

- Rackheath revised Neighbourhood Plan
- Updated Anti-Fraud and anti-Corruption Strategy

District Councillor A R Tipple verbally reported Broadland District Council are to form two new working groups; Planning Enforcement and Planning Policy.

Responding to a question from Cllr. J H Mallen, Cllr. Tipple advised there had been no discussion on houses in multi-occupancy (HMO) however, he felt it might be raised in the Planning Review.

He commented on slight changes to the planning process. Previously officers set S106 triggers for large developments, this would now be referred back to Council at the point of negotiation to give more accountability.

26/028. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

Cllr. Tipple also reported that development at Rackheath now included a secondary school, leisure centre and shops. The developer had contributed £6.3m towards leisure facilities and he suggested developers of Beeston Park could contribute towards leisure facilities in the area.

Cllr. D Coleman mentioned the number of family homes in Sprowston being converted into HMO's.

It was agreed that Cllr. D Coleman send a list of HMO addresses to Cllr. M A Booth to check if they are licensed.

26/029. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Harrisons Plantation

Council noted tree thinning works had been delayed due to contractor unavailability. Works to be rearranged in the Autumn following the bird nesting season.

1.2 Viking Centre Update

Council noted:

- NCC had placed an order for a directional road sign pointing to the Viking Centre.
- Bidwells LLP had identified a sign maker able to fabricate and install a 'pub styled sign' and post at the front of the Viking Centre.
- That following vehicle impact damage to one of the wheelchair access ramps the Town Clerk had asked Bidwells LLP to explore installation of bollards to protect the decking platform and ramps against vehicle collision.
- Final redevelopment costs should be available by the end of the financial year.

Cllr. A L Parker asked if there were plans for the car park to be one-way to which the Town Clerk confirmed it would be, although there was no signage to this effect at present.

1.3 Hazard at Main Entrance to the Recreation Ground

Council noted the Town Clerk was exploring the possibility of designating the main Recreation Ground Road gates as 'vehicle only' and opening up the gates next to the library for use as the main 'pedestrian access for safety reasons. Further details and costings for this proposal to be brought to Council for consideration in the near future.

26/029. REPORT OF THE TOWN CLERK (CONTINUED)

1.4 Sprowston Summer Fete - Saturday 11 July, 1.00pm to 5.00pm

Council noted the Town Clerk's request for volunteers to help with the summer fete.

CEMETERY

2.1 Septic Tank

Council noted that during periods of heavy rain excess water from the cemetery building roof filled the septic tank very quickly thus rendering the public toilets unusable and incurring additional costs to empty the tank. The Town Clerk to explore potential solutions to present to Council. In the meantime, more frequent emptying of the septic tank will be arranged.

STREET LIGHTING

3.1 Central Management System (CMS)

Council noted the Street lighting CMS and dimming regime had gone live on 5 February 2026.

Responding to a question from Cllr. W F Couzens the Town Clerk advised Chopynys Dole, Hall Wood and the estate adjacent Lidl's had LED lights installed during development. As each light failed it would be replaced and incorporated into the CMS system.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Proposed Schedule of Town Meetings - Municipal Year 2026/27

RESOLVED to agree the schedule of meeting dates and continue to hold the Annual Meeting on 27 May 2026.

PLANNING AND TRANSPORTATION

5.1 Request for White H-Bar Lines Across Driveways on Recreation Ground Road

Council noted NCC Highways engineer had agreed to paint white H-bar lines on Recreation Ground Road' subject to survey. Norfolk County Councillor J M Ward had agreed to fund the potential works from his 2026/27 Local Member Fund.

5.2 Norfolk County Council (NCC) Funding to Support Bus Shelter Installations

Council noted the application to the NCC Bus Shelter Grant Scheme had been approved and 80% funding secured to replace the bus shelter on the junction of Wroxham Road with Blue Boar Lane. Norfolk County Councillor J M Ward had agreed to fund the remaining 20% balance from his Local Member Fund.

26/029. REPORT OF THE TOWN CLERK (CONTINUED)

ATTACHMENTS

6.1 Proposed Schedule of Town Council Meetings for Municipal Year 2026/27

26/030. SICKNESS ABSENCE POLICY 2026

RESOLVED to adopt the Sickness Absence Policy unamended.

26/031. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

(1) Neighbourhood Plan Review Working Group (NPRWG)

Cllr. W F Couzens commented that once the public consultation was concluded the revised plan would be submitted to the District Council. He was hopeful a referendum would not be required.

Cllr. J H Mallen raised concern that a public consultation would not be held in Beston St. Andrew.

Cllr. W F Couzens explained there was not a suitable venue in Beeston St. Andrew to hold a referendum.

(2) Recreational Facilities Working Group (RFWG)

Copies of the RFWG meeting notes were circulated prior to the meeting. A verbal report had been received from Cllr. J Leggett at the Council meeting held 28 January 26.

(3) Skate Park Working Group

Cllr. W F Couzens advised the Tender was live, three site visits had taken place to date. Received Tenders would be opened and validated Monday 2 March 2026 and evaluated on Friday 6 March 2026.

26/032. MEETING ADJOURNMENT

RESOLVED to postpone the meeting adjournment.

26/033. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS

(1) Sprowston Heritage Group

Cllr. M A Booth reported there was progress with group members now carrying out all the scanning. They hoped to hold a further meeting in April.

With regard to an exhibition at the summer fete, he requested the marquee situated further away from the arena and circus.

26/033. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS (CONTINUED)

(2) Cllr. W F Couzens Report

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

26/034. MEETING ADJOURNMENT

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

Cllr. A R Tipple left the meeting during this item.

The meeting was reconvened.

26/035. 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:

2026/0191 - rear extension at 2, Chenery Drive, Sprowston.

2026/0220 - single storey rear extension at 13, Thornham Road, Sprowston.

2026/0337 - single storey rear extension and internal alterations at 127, Lone Barn Road, Sprowston.

2026/0389 - single storey rear extension at 116, Wroxham Road, Sprowston.

(b) Whilst Council had no objection to the granting of planning application 2026/0259 - convert detached garage into self-contained annex at 62, Blue Boar Lane, Sprowston, they expressed concern that the self-contained annex has potential to become an Airbnb rental.

26/036. PLANNING DECISIONS

Council noted the planning decisions for weeks ending 23 January, 30 January and 6 February 2026.

26/037. FINANCIAL YEAR ENDING 31 MARCH 2026 - INCOME AND EXPENDITURE REPORT THIRD QUARTER TO 31 DECEMBER 2025

The Town Clerk presented the income and expenditure to 31 December 2025, responding to Councillors questions as follows:

26/037. FINANCIAL YEAR ENDING 31 MARCH 2026 - INCOME AND EXPENDITURE
REPORT THIRD QUARTER TO 31 DECEMBER 2025 (CONTINUED)

Cost Centre 5211 - this cost centre represents a portion of the annual tree survey cost which was carried out in November 2025. The invoice has not yet been received.

Cllr. J H Mallen would like to see the percentage of income against expenditure across all cost centres.

Cost Centre 5514 - Parks, Fencing, Gates and Walls 654.8% budget spent relates to measures implemented to restrict vehicular access to Sprowston Recreation Ground following the travellers' encampment in July.

Cost Centre 5502 - Parks Sundries and Contingencies 779.6% budget spent resulted from Bailiff Fees who were called in to evict travellers from Sprowston Recreation Ground.

Cost Centre 4521 - Parks Fete Fees £789.00 Actual Year to Date is income from stall holders' fees, including funfair and beer tent, for the 2026 summer fete.

Cost Centre 5718 - Viking Hub Room Hire Expenses 234.7% budget spent is due to the purchase of tables and chairs. These would normally be funded via CIL receipts however, he was waiting to see how much CIL remained following final development costs. If there were sufficient funds available, he would journal this expense to capital expenditure.

Cost Centre - 7503 Parks Heat and Light 88.5% budget spent with three months to the end of the financial year. Cllr. B Baby questioned why alternative heating sources were not being sought such as Air Source Heat pumps (ASP's).

The Town Clerk replied, quotations had been sought for ASP's however they had proved prohibitively expensive at the time.

An item to be placed on the agenda of a future Council meeting.

RESOLVED to accept the third quarter Statement of Accounts and Balance Sheet for year ended 31 March 2026.

26/038. SCHEDULE OF DIRECT DEBIT PAYMENTS

The Town Clerk and Responsible Financial Officer presented the schedule of direct debits totalling £19,571.86.

Replying to a question from Cllr. J Leggett the Town Clerk advised:
Invoice 116004286 - Liability change credit note re: Viking Centre is a Council Tax refund.

The schedule of direct debit payments to 25 February 2026 totalling £19,571.86 was approved and noted.

26/039. PAYMENT OF ACCOUNTS

(1) Invoices to pay 25 February 2026

26/039. PAYMENT OF ACCOUNTS (CONTINUED)

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to pay to 25 February 2026 totalling £51,711.83.

On the motion of Cllr. J H Mallen, seconded by Cllr. J Leggett it was **RESOLVED** that payment of the schedule of invoices to pay to 25 February 2026 totalling £51,711.83 be approved.

(2) Invoices Paid to 25 February 2026

The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 25 February 2026 totalling £12,087.09 advising:

Invoice No. INV-0030 - electric car chargers were still not functional due to problems with the payment supplier.

Invoice No. XYZ/GEN/269077 - Grass Cutter Mower refers to the training of grounds staff on all aspects of ride on mowers in preparation for cut and collect on the verges.

On the motion of Cllr. B Baby, seconded by Cllr. J H Mallen it was **RESOLVED** that payment of the schedule of invoices paid to 25 February 2026 totalling £12,087.09. be approved.

26/040. SCHEDULE OF CREDIT CARD PAYMENTS - 25 FEBRUARY 2026

The schedule of credit card payments to 25 February 2026 totalling £1,171.44 was approved and noted.

26/041. 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.

26/042. PLANNING ENFORCEMENT

(1) Current Enforcement Cases

Council noted the list of current planning enforcement cases.

(2) Closed Enforcement Cases

Council noted the list of closed planning enforcement cases.

26/043. VIKING CENTRE CAFÉ

Council noted the report from Claire Butcher and accepted the proposed plan, subject to reserving the right to review the situation.

26/044. ANTI-VEHCILE INTRUSION MEASURES AT SPROWSTON RECREATION GROUND

Council carefully considered two schemes and quotations for anti-vehicle intrusion measures at Sprowston Recreation Ground. There was discussion on posts, bunds, fencing, height restrictions, ease of pedestrian access and Martins Law.

RESOLVED to extend time to elaborate on proposals.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 9.40pm.

25 March 2026

Chair

The tables below compare crime and anti-social behaviour recorded from Dec 25 – Feb 26:

Selected Crime Types	E2 Policing Command
ARSON	1
BURGLARY - RESIDENTIAL	12
BURGLARY - BUSINESS/COMMUNITY	4
ROBBERY	3
THEFT FROM MOTOR VEHICLE	6
THEFT OF A MOTOR VEHICLE	2
VIOLENCE WITH INJURY	76
VIOLENCE WITHOUT INJURY	89
ANTI-SOCIAL BEHAVIOUR CALLS	90

Our Priority is You



The tables below compare crime and anti-social behaviour recorded from Dec 25 – Feb 26:

Selected Crime Types	Old Catton & Sprowston West	Sprowston Central	Sprowston East
ARSON	1	-	-
BURGLARY - RESIDENTIAL	4	1	2
BURGLARY - BUSINESS/COMMUNITY	-	-	-
ROBBERY	-	-	1
THEFT FROM MOTOR VEHICLE	-	2	1
THEFT OF A MOTOR VEHICLE	-	-	-
VIOLENCE WITH INJURY	1	9	14
VIOLENCE WITHOUT INJURY	7	6	15
ANTI-SOCIAL BEHAVIOUR CALLS	10	1	15

Our Priority is You



The tables below compare crime and anti-social behaviour recorded from Dec 25 – Feb 26:

Selected Crime Types	Thorpe St Andrew North West	Thorpe St Andrew South East	Plumstead
ARSON	-	-	-
BURGLARY - RESIDENTIAL	1	-	-
BURGLARY - BUSINESS/COMMUNITY	-	-	-
ROBBERY	-	-	1
THEFT FROM MOTOR VEHICLE	-	-	-
THEFT OF A MOTOR VEHICLE	-	1	-
VIOLENCE WITH INJURY	12	11	3
VIOLENCE WITHOUT INJURY	8	15	1
ANTI-SOCIAL BEHAVIOUR CALLS	5	10	1

Our Priority is You



The tables below compare crime and anti-social behaviour recorded from Dec 25 – Feb 26:

Selected Crime Types	Wroxham, Salhouse & Rackheath
ARSON	-
BURGLARY - RESIDENTIAL	2
BURGLARY - BUSINESS/COMMUNITY	-
ROBBERY	-
THEFT FROM MOTOR VEHICLE	-
THEFT OF A MOTOR VEHICLE	-
VIOLENCE WITH INJURY	4
VIOLENCE WITHOUT INJURY	11
ANTI-SOCIAL BEHAVIOUR CALLS	17

Our Priority is You



The tables below compare crime and anti-social behaviour recorded from Dec 25 – Feb 26:

Selected Crime Types	Acle	Blofield with S. Walsham	Brundall	Burlingham	Marshes
ARSON	-	-	-	-	-
BURGLARY - RESIDENTIAL	-	3	-	-	1
BURGLARY - BUSINESS/COMMUNITY	-	-	2	-	2
ROBBERY	-	-	-	1	-
THEFT FROM MOTOR VEHICLE	-	-	2	1	-
THEFT OF A MOTOR VEHICLE	1	-	-	-	-
VIOLENCE WITH INJURY	2	7	6	4	3
VIOLENCE WITHOUT INJURY	4	3	12	3	4
ANTI-SOCIAL BEHAVIOUR CALLS	3	6	15	4	3

Our Priority is You



From: Kate Knights <Kate.Knights@broads-authority.gov.uk>
Sent: 10 March 2026 09:02
Subject: Broads Authority LCA SPD - new consultation

Dear Consultee,

BROADS AUTHORITY LANDSCAPE CHARACTER ASSESSMENT SUPPLEMENTARY PLANNING DOCUMENT (SPD)

Please Note: We have already undertaken consultation on this document in January – February 2026. If you have already provided comments on the document you **do not** need to provide them again.

Comments already received are currently being considered and the final document will be amended to take them into account where appropriate.

However, page 4 of the Strategic Environmental Assessment (SEA) Screening has been updated and we have become aware that the wrong versions of maps in Section 3 Landscape Character Areas were used, with some incorrect legends / keys and labels and some of the character areas missing (in particular Settled Broads and Settlement Fringe). These mapping issues have now been resolved and as such this new consultation period relates only to the maps in Section 3 and the SEA Screening.

In accordance with the requirements of Regulation 12 of the Town and Country Planning (Local Planning) (England) Regulations 2012, you are invited to comment on the Broads Authority's draft Landscape Character Assessment SPD. The draft document and the Strategic Environmental Assessment (SEA) screening can be found on the Broads Authority website [here](#).

The consultation period is until **Tuesday 7 April** and any comments must be submitted to us by this date. You can send comments to us by email at: planning@broads-authority.gov.uk. If you would like access to a hard copy of the document please call us on: 01603 610734 and we are also available to discuss the document on the same contact details.

Hard copies of the SPD will be at the following venues as soon as possible. Please check with the venues for opening hours.

Acle Library
Beccles Library
Cromer Library
Norwich Millennium Library
Broads Authority Office, Yare House, 62-64 Thorpe Road, Norwich

Any comments will be taken into consideration and amendments made to the Landscape Character Assessment SPD where appropriate. We cannot guarantee that your comment will result in changes, but we will set out our reasons for our decision if your comments do not result in amendments. All comments will be reported to Planning Committee and the Broads Authority meeting when the document is considered for adoption.

Yours sincerely,

Kate Knights
Heritage and Design Manager

From: Norwich Western Link <news@newsupdate.norfolk.gov.uk>
Sent: 19 March 2026 14:00
To: Guy Ranaweera
Subject: Norwich Western Link project update



Norfolk County Council

Norwich Western Link project update

Dear Sir/Madam,

It's been a while since we've updated you about our Norwich Western Link project, so we thought we would get in touch to let you know what's been happening in the last few months.

You might recall that when we emailed in October we told you that the Department for Transport (DfT) were carrying out a review of projects in their national Major Road Network programme, and this included the Norwich Western Link. The provision of nearly £1 million of development funding from the Government towards the project, which they agreed 'in principle' last July, is dependent on the outcome of this review.

DfT had originally indicated that the review would conclude before the end of last year but, at the time of writing, there has been no decision from them and we understand this is the same for all the projects that are being reviewed.

We believe we are in a strong position with our Norwich Western Link project in terms of being able to evidence the pressing need for a solution to be found to the transport issues to the west of Norwich.

So we're very hopeful that we'll receive a positive decision from DfT. However, until they release their development funding, we can't complete our work to assess options for a potential Norwich Western Link.

If they do confirm this funding, the project team will aim to ramp up work as quickly as we can to try to limit any delays as a result of the DfT review. The intention remains to produce a shortlist of potential options for a Norwich Western Link and ask for people's views on them through a public consultation.

While we haven't been able to progress work on our Norwich Western Link project as quickly as we would have liked, we have been working on some smaller scale measures to try to address some of the growing traffic issues and road safety concerns in communities to the west of Norwich.

Reduced speed limits were implemented in the parishes of Weston Longville, Morton on the Hill and Honingham late last year. Following a public consultation, physical measures, including 'build outs' on roads that give priority to traffic travelling in one direction, are also scheduled to be installed in these areas later this year. And reduced speed limits in Felthorpe and the Barnham Broom area are due to be introduced this year too.

A larger scale intervention through our Norwich Western Link project will be needed to really tackle the rat-running, congestion and delays that are the bane of communities and businesses to the west of Norwich. In the meantime, we are getting on with introducing these measures and they will hopefully help to alleviate some of the traffic problems.

I hope it's helpful to know where we are with the project. If you'd like further information on the Norwich Western Link, you can find it on our website at www.norfolk.gov.uk/nwl

Best wishes,

Graham

Cllr Graham Plant

**Cabinet Member for Highways, Infrastructure and Transport
Norfolk County Council**

If you wish to contact the Norwich Western Link project team, please email norwichwesternlink@norfolk.gov.uk



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15th March 2026

Report from Councillor John Ward

Norfolk County Council

Norfolk Fire & Rescue Service have taken delivery of six new, trailer mounted, Zodiac boats to enable them to respond to water-based emergencies around Norfolk. These will replace the existing boats which are 18 yrs old. At least one of the new boats will be based at Carrow Fire Station.

The Norfolk Museums Pass has reached 10,000 members, exceeding pre-pandemic levels and highlights the County's strong cultural engagement. A reminder: the pass gives free access to our 10 museums plus 10% off shop and cafe purchases.

A new exhibition has just opened at Ancient House Museum, exploring the lives of the Duleep Singh family.

Another new, small, exhibition has just opened at Gressenhall Museum entitled "Jacket Women" which relates to the many unmarried mothers who resided at the workhouse.

NCC have produced a free app to help the remaining 92,700 12.2% of adults to give up smoking. The app is on the NCC website.

18,600 children daily use our Home to School transport at a cost to the Council of £71m pa. This total of children includes 4239 with special needs and this latter group alone accounts for over £40m of the total. There is ongoing work to try to make the system more efficient and to save money.

Police Sniffer Dogs are currently training in the grounds of County Hall. I saw a demonstration of the dogs ability last year. They are truly amazing.

The County Council Elections on 7th May will be on the new Division Boundaries. The boundary of my own Sprowston Division is unchanged.

I still have some money left in my Community Fund and would welcome applications for up to £500 from any Community Group within my Division that has an event that is bringing people together.

COUNCIL MEETING – 25 March 2026

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Diamond Centre

NCC Highways has agreed to paint white H-bar lines in front of entrances to both carparks at the Diamond Centre. This should reduce the partial obstructing of the car park entrances that sometimes occurs and should make using the car parks safer. The work is kindly being funded from NCC Cllr John Ward's Local Member Fund

1.2 Harrisons Plantation Maintenance Work

I have met with BDC officers and The Conservation Volunteers (TCV) to assess ongoing maintenance requirements at Harrisons Plantation. We have agreed that TCV will attend in the autumn to cut back the invasive Rhododendron shrubs and make a start on clearing the eastern drainage channel originating at Salhouse Road. TCV has secured funding for three days of work. Should further days of work be required, we have the option of funding these from the section 106 maintenance sum (held by BDC), so revenue budgets will not be impacted.

1.3 Verge Cutting

We have taken delivery of the new 'cut and collect' grass cutting machine and tipping trailer. The grounds team has received training to work safely on the roadside and have been practicing their safe grass-tipping technique. A series of social media posts will be made to publicise this ground-breaking development. Keep an eye out for the team around town!

1.4 Transfer of Land at Whitehouse Farm and Harrison Plantation

The first draft of the legal documents for the transfer of the first parcel (phase 1) of land (including Harrison Plantation) has now been received. The draft documents are included for Council's consideration in the confidential part of this meeting's agenda.

CEMETERY

2.1 No matters to report

STREET LIGHTING

3.1 No matters to report

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 No matters to report

PLANNING AND TRANSPORTATION

5.1 Neighbourhood Plan Consultation

At time of writing, preparations are proceeding for the first public consultation on the draft Sprowston with Beeston Joint Neighbourhood Plan. The first consultation takes place 10.00am to 2.00pm on Saturday 21st March, in the Torben Room at the Viking Centre. Two further consultations are scheduled for Tuesday 24th March; 10.00am to 1.00pm at the Sports and Social Club and 3.00pm to 8.00pm at the Diamond Centre.



Guy Ranaweera
Town Clerk

Sprowston Town Council
PLANNING APPLICATIONS – 25 MARCH 2026

Broadland DC App. No	Location	Description	Type
2026/0512	5 Greenborough Close Sprowston Norfolk NR7 9HL	Rear extension	Householder
2026/0251	39 Moore Avenue Sprowston Norfolk NR6 7LA	1. Gable lift (hip to gable conversion) 2. Rear dormer 3. side elevation wall to rear side of property	Householder
No. BD0795	Tree(s) at: Land East Of Wroxham Road North Of Atlantic Avenue Sprowston Norfolk. Easting: 625642 Northing: 312578	The Broadland District Council Sprowston Tree Preservation Order 2026	New Tree Preservation Order

BROADLAND DISTRICT COUNCIL – PLANNING DECISIONS

Application Decisions made during the Week Ending 13 March 2026

Appl Number : 2025/3666
App Type : Full
Parish: Sprowston
Location : U C P Zeller Plastik Salhouse Road Sprowston Norfolk NR7 9AL
Proposal : Proposed extension for production mould cleaning facility (part retrospective)
Decision : Approval with Conditions
(Delegated)
Date of decision : 13 March 2026

Appl Number : 2026/0337
App Type : Householder
Parish: Sprowston
Location : 37 Breck Road Sprowston Norfolk NR7 9HR
Proposal : Front porch and rear flat roof extension. New outbuilding in rear garden.
Decision : Approval with Conditions
(Delegated)
Date of decision : 9 March 2026

Appl Number : 2026/0367
App Type : Householder
Parish: Sprowston
Location : 127 Lone Barn Road Sprowston Norfolk NR7 8HY
Proposal : Single storey rear extension and internal alterations
Decision : Approval with Conditions
(Delegated)
Date of decision : 9 March 2026

Appl Number : 2026/0389
App Type : Householder
Parish: Sprowston
Location : 116 Wroxham Road Sprowston Norfolk NR7 8EY
Proposal : Single storey rear extension
Decision : Approval with Conditions
(Delegated)
Date of decision : 12 March 2026

Appl Number : 2026/0540
App Type : Non Material Amendment
Parish: Sprowston
Location : 132 Linacre Avenue Sprowston Norfolk NR7 8JS

Proposal : Non material amendment of 2025/2532- Changes to window & door styles of existing. Change of cladding colour to dormer from Black to Grey.
 Decision : Approval with no Conditions (Delegated)
 Date of decision : 9 March 2026

Application Decisions made during the Week Ending 6 March 2026

None

Application Decisions made during the Week Ending 27 February 2026

Appl Number : 2026/0236
 App Type : Householder
 Parish: Sprowston
 Location : 193 North Walsham Road Sprowston Norfolk NR6 7QN
 Proposal : Single storey rear extension and detached garage
 Decision : Approval with Conditions (Delegated)
 Date of decision : 23 February 2026

Appl Number : 2026/0268
 App Type : Approval of Condition Details
 Parish: Sprowston
 Location : Land To The North Of Sprowston And Old Catton BTN Wroxham Road & St Faiths Road
 Proposal : Detail of condition 28 of 20161058 - Energy Efficiency
 Decision : Approval of details - Approved (Delegated)
 Date of decision : 26 February 2026

Application Decisions made during the Week Ending 20 February 2026

Appl Number : 2026/0158
 App Type : Works to TPO trees
 Parish: Sprowston
 Location : 20 Meadow Gardens Sprowston Norfolk NR6 7RJ
 Proposal : T1 - Sycamore tree (Acer pseudoplatanus) - Fell. T2 - Sycamore tree (Acer pseudoplatanus) - Height 16m - Crown spread 18m - Crown reduce by 3-5m on over extended limbs and a 2-3m reduction in height and spread to shape, on remaining crown.
 Decision : Approval in part, refusal in part (Delegated)
 Date of decision : 18 February 2026

Sprowston Town Council - Meeting dated 25-03-2026

Annual Governance and Accountability Return ('AGAR') for the year ending 31 March 2026

Assertion 10 - Digital and data compliance checklist

To warrant a positive response to this assertion, the authority needs to have taken the following action	Evidence of Control	✓
1.47 Email management - Every authority must have a generic email account hosted on an authority owned domain, for example: clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.	townclerk@sprowston-tc.gov.uk in use	
1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.	STC website 'https://sprowston-tc.gov.uk' is hosted by the Norfolk Association of Local Councils	
1.49 All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).	Accessibility review of the new website conducted by Norfolk ALC in March 2025 (to be reviewed April/May 2026). Mandated Accessibility Statement available on website and reviewed annually in April/May.	
1.50 All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable)	ICO Model Publication Scheme completed for STC, published on website, and followed. STC website publishes information required by the Transparency Code for authorities with gross annual income or expenditure (whichever is the higher) exceeding £200,000.	
1.51 All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.	Data Protection Policy in place Privacy Notice in place Data Protection Training for all staff and Cllrs. IT Policy in place which supports principles of Data Protection and GDPR. 'gov.uk' email addresses in place for all Cllrs. Clerk is the designated Data Protection Lead and has undertaken extensive training on	

	Data Protection, GDPR, FOI and Subject Access Requests.	
1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.	Data Protection policy in place (includes procedures for collecting, processing and retaining data, handling Subject Access Requests and FOI requests) Clerk is designated Data Protection Lead and ensures compliance with DPA 2018 and GDPR	
1.53 The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.	Clerk is designated Data Protection Lead and ensures compliance with DPA 2018 and GDPR	
1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.	IT Policy in place	

Signed by Chair, on behalf of Council: Dated:

Signed by Town Clerk: Dated:

Sprowston Town Council

Direct Debit Payments

Meeting Date: 25th March 2026

Invoice Date **Invoice No.**
28.02.26 14844360226

Barclay Card
Details
Barclay card terminal monthly charges

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
52.57	4.96	57.53	

Invoice Date **Invoice No.**
19.02.26 190226PIC
19.02.26 190226AF
19.02.26 190226AFsal

Barclays Bank Charges
Details
Bank Charges re cash and cheques paid in counter for period from 13.01.26-12.02.26 £1.20 per cheque = 5 & £1.20 per £100 = £402.00 plus £8.50 Account Fee for General A/c
Bank Charges Commission for period from 13.01.26-12.02.26 Salaries Ac
Bank Charges Commission for period from 13.01.26-12.02.26 General Ac

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
19.32	0.00	19.32	
8.50	0.00	8.50	
8.50	0.00	8.50	
36.32	0.00	36.32	

Invoice Date **Invoice No.**
21.02.26 13979732

British Gas
Details
Gas lite Bill for Diamond Centre - Bill Period 20.01.26-20.02.26

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
5,072.70	1,014.54	6,087.24	

Invoice Date **Invoice No.**
01.03.26 36535724
10.03.26 115952849
09.03.26 100888826
10..03.26 100893746
10.03.26 115991913

Broadland District Council
Details
Viking Centre Council Tax Bill 2026-2027
Diamond Centre Business Rates 01.04.26-31.03.24
Cemetery and Premises Business Rates 01.04.26-31.03.27
31/03/2027
Non-Domestic Offices and premises Rates for period 01/04/2026 to 31/03/2027

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
5,755.20	0.00	5,755.20	
14,308.00	0.00	14,308.00	
2,116.80	0.00	2,116.80	
7,644.00	0.00	7,644.00	
6,630.00	0.00	6,630.00	
36,454.00	-	36,454.00	

Invoice Date **Invoice No.**
19.02.26 INV-0044
19.02.26 INV-0043

Plug EV Stations
Details
Plug Core AC Subscription Monthly DD Charge Driver Support, 6 interactions per connector per year, per connector, 6 Charger Support, management of chargers, update of firmware and automatic maintenance (2 x Charge Ports) - Diamond Centre
Plug Core AC Subscription Monthly DD Charge Driver Support, 6 interactions per connector per year, per connector, 6 Charger Support, management of chargers, update of firmware and automatic maintenance (4 x Charge Ports) For Viking Centre

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
31.66	6.33	37.99	
63.32	12.66	75.98	
94.98	19.00	113.98	

Invoice Date **Invoice No.**
13.03.26 INV-8436

Filestream
Details
Rentals software - 20.03.26-19.04.26

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
133.54	26.71	160.25	

Novuna - Ernest Doe					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
03.03.26	100/26/000048/Mar26	Repayment for agreement A000383677 Kawasaki Pro DX UTV March 2026	195.00	39.00	234.00
10.03.26	100/26/0002985/Mar26	Repayment for agreement A000429060 Kawasaki Mule Pro DX UTV Purchased March 2026	321.00	64.20	385.20
19.03.26	100/24/0008363/Mar26	Lease Rental for Husqvarna P535 Outfront Ride on March 2026	933.00	186.60	1119.60
			1,449.00	289.80	1,738.80
Norse					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
28.02.26	NWS100272693	19.02.26	32.00	6.40	38.40
Peninsula					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
24.02.26	U005489742	Provision of Services in accordance with agreement 674681 - Online Services - Insurance	20.25	4.05	24.30
20.02.26	U005484423	Provision of Services in accordance with agreement 653508 - Employment Services, EAP Insurance, Business Safe, online services and EAP	222.28	41.98	264.26
			242.53	46.03	288.56
Public Works Loan Baord (PWLb)					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
13.03.26	N/A	Repayment for loan PW502857	7,104.50	0.00	7,104.50
Sage					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
01.03.26	GB-01710338	Accounting & Payroll Package 01.03.26-31.03.26	56.00	11.20	67.20
Total Energies					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
14.02.26	405684185/26	Electricity supply to Diamond Centre Sports Field Flood Lights for period from 01.01.26-31.01.26	43.15	2.16	45.31
14.02.26	405684482/26	Electricity supply to Diamond Centre building for period from 01.01.26-31.01.26	823.83	164.76	988.59
10.03.26	407960866/26	Electricity supply to Diamond Centre Sports Field Flood Lights for period from 01.02.26-28.02.26	34.05	1.70	35.75
10.03.26	407960217/26	Electricity supply to Diamond Centre building for period from 01.02.26-28.02.26	764.55	152.91	917.46
10.03.26	407976838/26	Electricity supply to Street Light Meter No UMS15 for period from 01.02.26-28.02.26	1,890.57	378.11	2,268.68
			3,556.15	699.64	4,255.79
Utilita					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
05.03.26	2025-09-2CN	Electricity Charges for Viking Centre for Period 01.09.25-30.09.25 Credit Note	(865.59)	(173.12)	(1,038.71)
05.03.26	2026-01-1CN	Electricity Charges for Viking Centre for Period 01.01.26-31.01.26 Credit Note	(1,622.33)	(324.47)	(1,946.80)
05.03.26	2025-12-2CN	Electricity Charges for Viking Centre for Period 01.12.25-31.12.25 Credit Note	(1,325.11)	(265.03)	(1,590.14)
05.03.26	2025-11-2CN	Electricity Charges for Viking Centre for Period 01.11.25-31.11.25 Credit Note	(1,189.62)	(237.92)	(1,427.54)
05.03.26	2025-10-2CN	Electricity Charges for Viking Centre for Period 01.10.25-31.10.25 Credit Note	(930.72)	(186.15)	(1,116.87)
06.03.26	2025-12/3	Electricity Charges for Viking Centre for Period 01.12.25-31.12.25	415.24	83.05	498.29
06.03.26	2025-11/3	Electricity Charges for Viking Centre for Period 01.11.25-31.11.25	401.07	80.21	481.28
06.03.26	2025-10/3	Electricity Charges for Viking Centre for Period 01.10.25-31.10.25	530.11	106.02	636.13
06.03.26	2025-09/3	Electricity Charges for Viking Centre for Period 01.09.25-30.09.25	769.30	153.86	923.16
06.03.26	2026-09/1	Electricity Charges for Viking Centre for Period 01.02.26-28.02.26	733.80	146.76	880.56
06.03.26	2026-01/2	Electricity Charges for Viking Centre for Period 01.01.26-31.01.26	684.42	136.89	821.31
			(2,399.43)	(479.90)	(2,879.33)

<u>Invoice Date</u>	<u>Invoice No.</u>
28.02.26	1000245528

Veolia
Details
Waste Collections from all parks, cemetery, Diamond and Viking Centre

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
414.09	82.82	496.91	

<u>Invoice Date</u>	<u>Invoice No.</u>
15.02.26	16199865
28.02.26	16252089
09.03.26	16295464
09.03.26	16295138
03.03.26	16264521

Wave - Anglian Water
Details
Water charges to the Viking Centre for 15.01.26-14.02.26
Water charges to the Pavilion for 29.01.26-27.02.26
Water Charges for the Diamond Centre 09.02.26 - 08.03.26
Water Charges for the Council Offices 09.02.26 - 08.03.26
Water Charges for the Sparhawk Park WC block 03.02.26 - 02.03.26

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
50.80	0.00	50.80	
714.50	0.00	714.50	
222.60	0.00	222.60	
72.90	0.00	72.90	
49.49	0.00	49.49	

1,110.29	-	1,110.29
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Total Direct Debits

53,409.24	1,721.19	55,130.43
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Sprowston Town Council
Invoices To Pay
Meeting Date: 25th March 2026

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
16.03.26	760013	Adcock Diamond Centre - Carry out air conditioning maintenance for March 2026	558.50	111.70	670.20
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
24.02.26	405900	Ben Burgess Rear light Assy	218.25	43.65	261.90
10.03.26	406744	Tractor hitch for trailer attachment	561.71	112.34	674.05
			779.96	155.99	935.95
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
28.02.26	SI25726806	Binders Sess pit/ Sewage Disposal at the cemetery	217.50	43.50	261.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
26.02.26	2701005701	Broadland District Council Annual Litter Bin Emptying Service 01/04/2025 to 31/03/2026	2,223.00	444.60	2,667.60
26.02.26	2701005680	Annual Charge for Dog Bin Servicing 01/04/2025 to 31/03/2026	5,434.00	1,086.80	6,520.80
			7,657.00	1,531.40	9,188.40
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
01.02.26	INV-D-09734	Cloudy IT GovApp Bundle Licence Allotment, Booking, Cemetery Package with set up and installation, Microsoft 365 tenant, data import, Staff onboarding & training apps, 5 hours of pre paid support for 4-7 user licences	4,475.00	895.00	5,370.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
23.02.26	INV-35994	Colour Print t/a Lockwood Ltd 8750 leaflets - Have your Say on the Draft Sprowston with Beeston St Andrew joint Neighbourhood Plan	273.88	0.00	273.88
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
17.03.26	238067	Collier Turf 12.5L White Marker Paint, 25kg x 18 Lawn sand 2 x 20kg sport ultrafine	794.54	84.99	879.53
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
17.03.26	41150	Contractors Equipment Sales Ltd Volvo Mini Digger 11.03.26 - Remove, repair and make up new hose for leaking hydraulic hose, refit and check fluid levels and other pipes, travel, labour and parts.	184.18	36.83	221.01
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
11.03.26	122086	CPS Fuels 2000L Kerosene Heating Oil @ £1.3725p	2,745.00	137.25	2,882.25
11.03.26	122084	1000L White Road Diesel (ULSD) Oil @ £1.4561p	1,456.10	291.22	1,747.32
			4,201.10	428.47	4,629.57
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
15.02.26	CD-244329873	Culligan 18.9Ltr Water cooler bottled water and 1000 paper cups	129.70	25.94	155.64
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
02.03.26	69659	Electrical Testing Ltd 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 - May 2026 1/12th	617.72	123.54	741.26

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
03.03.26	J44653	Ernest Doe EU26ACZ annual contract maintenance charge for Profihopper (verge mower with grass collector)	1,800.00	360.00	2,160.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
12.02.26	7975881	ESPO 2 x 10pk AA Procell Batteries, 2 x 10pk AAA Procell Batteries and 4 Tippex mouse	26.80	5.36	32.16
03.03.26	7994032	5rm box copier paper and box 50 black pens	26.80	5.36	32.16
			53.60	10.72	64.32
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
28.02.26	INV-931134	Heritage Pulastic Sports Surface Deep Cleaner 2 x 5Ltr (10ltrs) Cleaning items supplied for February 2026 - Mini Toilet Roll, Green handtowels, Jumbo centre pull toilet rolls, wheelie bin liners, Micro Mini & Twin Toilet roll dispenser, Jangro Professional toilet roll bulk pack x 2 and 2 x Kettle & Shower De-scaler	202.80	40.56	243.36
28.02.26	INV-931136	Daily caretaking and cleaning services 7 x days a week at The Viking Centre @ £37.50 per day For March :	209.02	41.80	250.82
01.03.26	INV-931124	To Lock and unlock the STC Cemetery gates for March 2026	1,140.00	228.00	1,368.00
01.03.26	INV-931093	Caretaker & cleaning Services to the STC premises for March 26	144.41	28.88	173.29
01.03.26	INV-931090		8,330.83	1,666.17	9,997.00
			10,027.06	2,005.41	12,032.47
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
09.03.26	163624	HVW Ltd Groundsmen safety ware - 2 pairs black safety boots, x 1 HiVis Waterproof jacket, 1 waterproof trousers, 3 hi vis hoodies and polo shirts and safetv trainers	313.81	62.77	376.58
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
01.12.25	813769	Intouch Systems itswisp10483 - business8000pluswisp 01/12/25 - 31/12/25, £1.00 Missed off invoice from previous payment			1.00
30.01.26	816864	26 x hosted exchange plus 6 x extra data 01/03/26-01/04/26 - Part Paid on last payment run - Remainder invoice left to pay			169.13
01.02.26	816954	itswisp10483 - business advanced 12 01/02/26 - 28/02/25, - Missed from last payment run	53.70	10.74	64.44
01.02.26	816955	ITSWISP 10080 - Business superfast 12 for 01.02.2026-28.02.26 - Part Paid on last payment run - Remainder invoice left to pay			145.00
25.02.26	818322	avg cloudcare renewal x 9 licenses 25.02.26-25.03.26	13.05	2.61	15.66
18.02.26	818107	Feb2026 sip trunk - 84431357, Jan 2026 call charges	31.33	6.27	37.60
01.03.26	818453	ITSWISP 10080 - Business superfast 12 for 01.03.2026-31.03.26	161.20	32.24	193.44
01.03.26	818452	itswisp10483 - business advanced 12 01/03/26 - 31/03/25,	53.70	10.74	64.44
02.03.26	818978	Annual Support Agreement 01.04.26-01.04.27	2,135.42	427.08	2,562.50
02.03.26	818977	26 x hosted exchange plus 6 x extra data 01/04/26-01/05/27	194.64	38.93	233.57
08.03.26	819099	Server Back up 18.03.26-18.04.26	52.68	10.54	63.22
10.03.26	819127	WISP 10.03.26-09.04.26 - wisp206202 - itsfibre ttb ftp 900/115	78.00	15.60	93.60
17.03.26	819590	Mar 2026 sip trunk - 84431357, Feb 2026 call charges	32.83	6.57	39.40
			2,806.55	561.31	3,682.99
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
28.02.26	157280	Maltaward (Barriers) Ltd Hire costs for 4M Concrete barriers, padlock, key safe at the Recreation Ground Edwards Road vehicle ent	530.00	106.00	636.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
03.03.26	251332	Moviola For supply of film 'Four Mothers' March 2026, Disc postage from Moviola	137.20	25.80	163.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
17.03.26	2815	Norfolk Association of Local Councils Website Hosting Pro Rata November 2025 - March 2026	29.17	5.83	35.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
18.03.26	101305	Norfolk Electrical & Testing Diamond Centre Playing Field - Flood Light replacement	1,242.25	248.45	1,490.70

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
04.03.26	3831	Norfolk Drain Services Unblock manhole drain from waste in the Groundmen yard	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>
24.02.26	SI2004257	Norse Eastern Ltd Highways Training - Street Works Signing, Lighting & Guarding (12.02.26) for all Groundsmen NB, MF, AB, DW and SS	1,200.00	240.00	1,440.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
11.03.26	PJI/26291	PJ Plumbing Sparhawk Park - replace faulty flush valve in ladies public WC	142.11	28.42	170.53
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
12.03.26	SI22502	Pest Express Pest Control monitoring contract for rodents April 2026 - March 2027 - 12 yearly routine visits	585.00	117.00	702.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
23.02.26	224688	Premier AV Centre Microwave for Ragnar Hall Kitchen at Viking Centre	74.16	14.84	89.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
02.03.26	36436	K Rackham & Son 5 x Steel beams 1500mm long for groundmen area	557.52	111.50	669.02
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
01.02.26	8073512124	Sharp Minimum Copies charge for September	25.00	5.00	30.00
09.03.26	8073763723	3448 Colour and 3192 Black & White photo copies - readings from 27.02.26-30.01.26	182.21	36.11	218.32
			207.21	41.11	248.32
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
01.03.26		SYEP Sprowston Youth Project	6,768.75	0.00	6,768.75
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
09.03.26	23829	Tele Tronics Installation of a new wireless microphone unit at The Viking Centre	717.42	143.48	860.90
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
14.02.26	405702280/26	Total Energies Electricity Bill for 01.01.26-31.01.26 for street lighting	7,255.57	1,451.11	8,706.68
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
26.02.26	553469556	Zurich YLL-272003-6303 01/04/2026-31/03/2027 Insurance	14,641.82	350.46	14,992.28
TOTAL OF INVOICES			69,306.08	9,387.14	79,008.35 Trf 64
Transfer:		STC Active a/c to Salaries a/c			38,000.00 Trf 65
..... Councillor		 Councillor			 Town Clerk

Sprowston Town Council

Invoice Payments Made

Meeting Date: 25th March 2026

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
01.02.26	INV-D-09733	Cloudy IT Provision of Services in accordance with agreement 653508 - Employment Services, EAP Insurance, Business Safe, online services and EAP	222.28	41.98	264.26
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
18.02.26	J44175	Ernest Doe & Sons Ltd New 72H Tipping Trailer plus Jockey Wheel.	2,420.00	484.00	2,904.00
23.02.26	J44330	Amazon Profihopper 1250 Ride on grass cutter and collector	44,298.00	8,859.60	53,157.60
			46,718.00	9,343.60	56,061.60
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
10.03.26	434544	John E Wright & Co Ltd Neighbourhood Plan Display Materials	502.50	100.50	603.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
26.02.26	52842	Sprowston Community Academy Advert for summer fete to be included in show programme	50.00	0.00	50.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
03.03.26	41700	Street Solutions 2 x traffic cones, Men at work road signs triangle cone & Roadwork chapter 8 cone and sign bundle	234.53	46.91	281.44
Total Invoices paid			47,727.31	9,532.99	57,260.30

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Councillor

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Councillor

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Town Clerk