



NOTICE OF MEETING **AND SUMMONS TO ATTEND**

**The meeting of Sprowston Town Council will be held on Wednesday 10 June 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 27 May 2026. Pages 1 - 14
5. To agree action/response arising from the minutes.
6. To receive Police Update.
7. To receive correspondence and consider a response:
 - (1) Hope for Tomorrow - Grant Request. Pages 15 - 20
 - (2) Norfolk Local Access Forum. Pages 21 - 30
8. To receive any written/verbal reports from Sprowston County and District Councillors.
9. To receive the report of the Town Clerk. Page 31
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) Skatepark Working Group.
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) Report from Councillor Couzens. Page 32
 - (2) Airport Consultative Committee.
 - (3) NALC.
 - (4) Sprowston Heritage.
13. To consider planning applications to 10 June 2026. Page 33
14. To receive planning decisions from week ending 29 May 2026. Page 34
15. Financial Year Ended 31 March 2026:
 - (1) 2025 - 26 Statement of Accounts (Income and Expenditure); Pages 35 - 45
 - (2) 2025 - 26 Bank Reconciliation (Quarter 4); Page 46
 - (3) 2025 - 26 Petty Cash Report; Page 47
 - (4) 2025 - 26 Schedule of PWLB Loans; Page 48
 - (5) 2025 - 26 Changes to Asset Register; Pages 49 - 50
 - (6) 2025 - 26 CIL Income Expenditure Summary. Page 51

16. AGAR - Annual Governance and Accountability Return for Financial Year 2025-26 (Ending 31 March 2026) (To Discuss)



Guy Ranaweera
Town Clerk

5 June 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 Annual Town Council meeting held Wednesday 27 May 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	-	D Coleman
M A Booth	-	A L Parker
S D Booth	-	J Norman
M G Callam	-	E H Tovell
R H Tovell		

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

In Attendance: Norfolk County Councillors Wendy Atkinson
Stephen Bailey

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

26/091. APPOINTMENT OF CHAIRMAN OF THE COUNCIL FOR THE ENSUING YEAR

The Chairman of the Council, Cllr. W F Couzens, occupied the Chair and invited nominations for the appointment of Chairman of the Council for the ensuing year.

Cllr. M A Booth proposed, seconded by Cllr. M G Callam the nomination of Cllr. W F Couzens.

There being no other nominations and on being put to the vote it was **RESOLVED** that Cllr. W F Couzens be appointed Chairman of the Council for the ensuing year.

26/092. DECLARATION OF ACCEPTANCE OF OFFICE

Cllr. W F Couzens signed the Declaration of Acceptance of Office as Chairman of the Council in the presence of the Town Clerk, thanked Members for his appointment and then held the office of Chairman for the rest of the meeting.

26/093. APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL

The Chairman of the Council, Cllr. W F Couzens, invited nominations for the appointment of Vice-Chairman of the Council for the ensuing year.

26/093. APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL (CONTINUED)

Cllr. D Coleman proposed, seconded by Cllr. M G Callam the nomination of Cllr. J Leggett.

There being no other nominations and on being put to the vote it was **RESOLVED** that Cllr. J Leggett be appointed Vice-Chairman of the Council for the ensuing year.

26/094. DECLARATION OF ACCEPTANCE OF OFFICE

Cllr. J Leggett signed the Declaration of Acceptance of Office as Vice-Chairman of the Council in the presence of the Town Clerk, thanked Members for her appointment and then held the office of Vice-Chairman for the rest of the meeting.

26/095. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Cllr. M G Callam	Minute 26/112 Sprowston Youth Engagement Project	Trustee - Sprowston Youth Engagement Project
	Minute 26/118	Trustee - Methodist Church
Cllr. J Leggett	Minute 26/112 Sprowston Youth Engagement Project	Trustee - Sprowston Youth Engagement Project

26/096. APOLOGIES FOR ABSENCE

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

26/097. 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.

Mrs Barbara Lashley noted the Disciplinary, Grievance and Staff Appraisal policy was not available on the Council's website.

The Town Clerk advised they were included in the Staff Handbook.

Mrs Lashley asked if the Staff Handbook contained both Policy and Procedures to which the Town Clerk replied both.

Recently elected Norfolk County Councillors Wendy Atkinson and Stephen Bailey made their introductions to the Council.

The meeting was reconvened.

26/098. MINUTES

The Minutes of the Council's meeting held on 22 April 2026 having previously been circulated to all Councillors were, subject to the following amendments

Minute 26/069, **delete** Cllr. K Vincent and **insert** Cllr. J Leggett

Minute 26/081 (2), **delete** Jersy and insert **Jersey**

confirmed and signed by the Chair of the Council.

26/099. ACTION FROM MINUTES

(1) EV Chargers

Referring to Minute 26/075 (1), Cllr. W F Couzens confirmed this was ongoing. Cllr. J Leggett asked if the grant from Norfolk County Council had been received.

The Town Clerk to check.

(2) Viking Centre

Responding to Cllr. W F Couzens questions and further to Minute 26/079, the Town Clerk responded:

(2.1) Submission of the planning application for the Viking Centre car park extension was imminent, Bidwells were waiting receipt of a map.

(2.2) Bidwells was waiting for a quotation from Rackhams Engineering for the manufacture of a bespoke pole for the new pub sign.

26/100. POLICE UPDATE

No Police update was received.

Cllr. A L Parker confirmed the next Neighbourhood Priority Setting Meeting would be held on 16 June 2026 at Sprowston Diamond Centre.

26/101. CORRESPONDENCE

There was no correspondence.

26/102. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Cllr. B Baby reported Cllr. A R Tipple had been elected as the new Chair of Broadland District Council.

Cllr. M A Booth reported Broadland District Council had:

- Approved the Women's and Girls Safety Charter;
- Updated their Anti-Social Behaviour Policy;
- Had a new version of Business Builder. Previously funded by central Government now funded by the district council to the value of £300,000.

26/102. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

- He had carried out the Topping Out Ceremony at Broadland Park's new building.

26/103. REVIEW AND ADOPT STANDING ORDERS

Having reviewed the Standing Orders and following discussion it was **RESOLVED** to adopt the Standing Orders unamended.

26/104. REVIEW AND ADOPT FINANCIAL REGULATIONS

Having reviewed the Financial Regulations and following discussion it was **RESOLVED** to adopt the Financial Regulations unamended.

25/105. FINANCIAL YEAR TO END 31 MARCH 2027

(1) Direct Debits

The Town Clerk said he would be looking to consolidate electricity suppliers. Having reviewed the Direct Debits, it was **RESOLVED** to approve the Schedule of Direct Debits.

(2) Financial Risk Assessments

The Town Clerk reported he had incorporated the Auditor's recommendation from the previous year's audit to carry out monthly bank reconciliations.

Having reviewed the Financial Risk Assessments for 2026/27 it was **RESOLVED** to approve the Assessment and Terms of Reference as listed under the Internal Audit Assurance including insurance details checklist.

(3) Reserves, Treasury Management and Investments Policy

The Town Clerk explained that whilst the policy had been updated with standard figures i.e. interest earned and location of savings, there were no material changes.

Having reviewed the Reserves, Treasury Management and Investment Policy it was **RESOLVED** to adopt the Reserves, Treasury Management and Investment Policy unamended.

(4) Risk Register

The Town Clerk referred Council to:

- (1) B2 Business Continuity and control measures for staff cover both short and longer term.
- (2) B3 Business Continuity and his intention to move to a cloud-based system which he was currently investigating.

Having reviewed the Risk Register it was **RESOLVED** to adopt and approve the Risk Register as at 27 May 2026 unamended.

26/105. FINANCIAL YEAR TO END 31 MARCH 2027 (CONTINUED)

(5) Appointment of Named Officials to Serve as Council's Bank Signatories, for Municipal Year 2026/2027

RESOLVED to appoint the following Councillors to serve as bank signatories, for municipal year 2026-2027:

Cllr. M A Booth
Cllr. M G Callam
Cllr. W F Couzens
Cllr. J H Mallen
Cllr. A L Parker

26/106. INSURANCE COVER

- (1) Employers Liability Certificate
- (2) Public Liability
- (3) Certificate of Motor Insurance
- (4) Policy Schedule

RESOLVED to confirm the arrangements for insurance cover in respect of all insured risks.

26/107. REVIEW OF POLICIES MUNICIPAL YEAR 2026-2027

- (1) Councillor Casual Vacancy
- (2) Customer Service
- (3) Data Protection Policy
- (4) Dignity at Work
- (5) Display Screen Equipment User Eye Test
- (6) Equal Opportunities
- (7) Grant Policy - Principles of Grant Aid
- (8) Grit Bin Policy

It was agreed to:

- Amend the wording 'preventing them becoming icy' to something more suitable;
- Change the criteria to the names, addresses and signature of residents from 50% of the nearest 20 households to the proposed location for a grit bin.

It was noted List A mentions Schools however the application form for provision of a grit bin does not. It was agreed the wording be changed to vulnerable residents.

- (9) IT Policy
- (10) Overtime
- (11) Publication Scheme

26/107. REVIEW OF POLICIES MUNICIPAL YEAR 2026-2027 (CONTINUED)

It was agreed the Publication Scheme be expanded to give more direction to where information could be found on the Council's website. Council questioned the reference to the Parish Plan, should this be the Neighbourhood Plan.

- (12) Streetlighting
- (13) Tree Management

Having reviewed the above policies and following discussion it was **RESOLVED** to

- (1) Adopt policies 1 to 7, 9 to 10 and 12 to 13 unamended.
- (2) Adopt policies 8 and 11 with amendments.

26/108. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Polling Station at the Viking Centre

The County Council election for Old Catton Division was held at the Viking Centre on 7 May 2026. Broadland District Council election services gave positive feedback about the centre and has requested to hire it for the May 2027 elections.

1.2 Schools Cross Country Run

On Wednesday 30 April 2026 the Recreation Ground hosted a very successful schools cross-country run event.

1.3 Sprowston Skatepark Consultation

A public consultation on the skatepark design is scheduled to be held 28 May 2026 at the Sports and Social Club, Blue Boar Lane, Sprowston. Leaflets have been delivered to properties on the White House Farm estate, Blue Boar Lane and nearby roads. The event has also been posted on Facebook and Council's website.

1.4 White House Farm Estate

Persimmon Homes have confirmed contractors have been appointed to maintain all the areas including L5 (behind White House Farm school), L7 (MUGA adjacent Tesco), L18 (play area adjacent skatepark site) including weekly emptying of bins until they are handed over to the Town Council.

Cllr. M A Booth advised he had been receiving complaints about the length of grass on L5 and around equipment as it was too long for children to play on.

CEMETERY

2.1 Theft from Cemetery

A break in and theft had taken place at the cemetery sometime between late evening of 22 April 2026 and early morning of 23 April 2026.

26/108. REPORT OF THE TOWN CLERK (CONTINUED)

Items stolen:

- Indespension Braked 14' x 6'6" Twin Axle Flatbed Trailer. FB35146RDY7. Approximate replacement value £6,500
- 12nos ground guards. Approximate replacement value £850.00

Items damaged beyond repair:

- 1 padlock and chain. Approximate replacement value £30.00

Security arrangements were being reviewed.

STREET LIGHTING

3.1 No matters to report

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 No matters to report

PLANNING AND TRANSPORTATION

5.1. Bus Shelter Grant Scheme 2026/27 - New Seat at the Bus Shelter on Constitution Hill

An application has been made to the Norfolk County Council Bus Shelter Grant Scheme 2026/27 and funding secured to install a 1 metre seat at the Council's bus shelter on Constitution Hill (outside the vet).

Norfolk County Council will provide 80% funding (£854.40). The remaining 20% (£213.60) will come from the Council's 2026/27 bus shelter budget.

26/109. APPOINTMENT OF COUNCILLORS TO SERVE ON COMMITTEES AND WORKING GROUPS FOR MUNICIPAL YEAR 2026/2027

(1) Staffing Committee

RESOLVED those appointments be made to serve on the Staffing Committee as follows:

Cllr. J Leggett (Chair)
Cllr. M A Booth
Cllr. M G Callam
Cllr. J H Mallen
Cllr. A L Parker
Cllr. R H Tovell

(2) Recreational Facilities Working Group

RESOLVED those appointments be made to serve on the Recreational Facilities Working Group as follows:

26/109. APPOINTMENT OF COUNCILLORS TO SERVE ON COMMITTEES AND WORKING GROUPS FOR MUNICIPAL YEAR 2026/2027 (CONTINUED)

Cllr. J Leggett (Chair)
Cllr. M A Booth
Cllr. M G Callam
Cllr. D Coleman
Cllr. W F Couzens
Cllr. J H Mallen

(3) Neighbourhood Plan Review Group

RESOLVED those appointments be made to serve on the Neighbourhood Plan Review Group as follows:

Cllr. W F Couzens (Chair)
Cllr. S D Booth
Cllr. M G Callam
Cllr. J Leggett
Cllr. J H Mallen
Cllr A R Tipple
Brian Cunningham (Member of the Public)
James Dungar (Member of the Public)
James Pye (Member of the Public)

(4) Skatepark Working Group

Cllr. W F Couzens (Chair)
Cllr. M A Booth
Cllr. S D Booth
Cllr. M G Callam
Cllr. J Leggett
Cllr. J Norman
Cllr. A R Tipple
Sam Avery (Member of the Public)
Matt Barnard (Member of the Public)
Ralph Baulcombe (Member of the Public)
Dan Harper (SYEP representative)

26/110. APPOINTMENT OF COUNCILLORS TO REPRESENT THE COUNCIL ON THE FOLLOWING ORGANISATIONS FOR MUNICIPAL YEAR 2026/2027

RESOLVED those appointments be made to represent the Council on the following Groups as follows:

(1) Senior Citizens Welfare Committee

Cllr. M G Callam
Cllr. W F Couzens

(2) Sprowston Heritage

Cllr. M A Booth

26/110. APPOINTMENT OF COUNCILLORS TO REPRESENT THE COUNCIL ON THE FOLLOWING ORGANISATIONS FOR MUNICIPAL YEAR 2026/2027 (CONTINUED)

Cllr. S D Booth
Cllr. W F Couzens
Cllr. H W Tarlton

(3) Norfolk ALC

Cllr. J Leggett

(4) Sprowston Youth Engagement Project

Cllr. W F Couzens

(5) Airport consultative Committee

Cllr. M A Booth

26/111. REVIEW OF STAFF SUBSCRIPTIONS / OTHER BODIES FOR MUNICIPAL YEAR 2026-2027

RESOLVED to continue with the following subscriptions:

- (1) Norfolk Association of Local Councils (Norfolk ALC)
- (2) Society of Local Council Clerks (SLCC)
- (3) Institute of Cemetery and Crematorium Management (ICCM)

26/112 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:

2026/0780 - conversion of an existing detached dwellinghouse garage (use class 3) to a nail bar (use class E) at 8, Wilks Farm Drive, Sprowston.

2026/0963 - double storey and single storey side extension at 192, North Walsham Road, Sprowston.

2026/1092 - 1no. newbuild bungalow and associated external works at Land Adjacent 60, Russell Avenue, Sprowston.

2026/1106 - proposed single storey extension to side and rear of property 103, Cozens Hardy Road, Sprowston.

2026/1128 - single storey rear extension at 53, Lone Barn Road, Sprowston.

26/112. PLANNING (CONTINUED)

2026/1166 - single-storey side extension at 32, Varvel Avenue, Sprowston.

2026/1198 - variation of condition 2 to increase size of consented planning permission 2025/1556 at 112, Moore Avenue, Sprowston.

2026/1201 - rear garden room extension to an existing detached multi-storey house at 99, Wroxham Road, Sprowston.

FUL/2026/0003 - variation of condition 2 (plans list) of planning permission FUL/2024/0056 for a 'new standalone Specialist Resource Base (SRB), demolition of an existing school building, and alterations to hard and soft landscaping', to allow for the building to be repositioned and for the removal of the footpath in front of the south elevation at Sprowston Junior School, Recreation Ground Road, Sprowston.

- (b) To strongly oppose the granting of planning application 2025/2416 - retrospective permission for change of use from (C3) 1 no. residential dwelling with two annexes to (C1) temporary accommodation with erection of a single storey rear extension and detached garage at 186, North Walsham, Road, Sprowston on the grounds that it is:

- An unacceptable change of use;
- An unneighbourly form of development;
- Out of keeping with properties in the surrounding area;
- An overdevelopment of the site and not subservient to the original dwelling.

Furthermore, there is insufficient parking provision at the front of the property and there appears to be limited or no vehicular access for parking to the rear of the property.

26/113. PLANNING DECISIONS

Council noted the planning decisions for weeks ending 24 April, 1 May, 8 May and 15 May 2026.

26/114. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

- (1) Recreational Facilities Working Group (RFGW)

Cllr. J Leggett reported on the meeting of the RFGW meeting held 12 May 2026 as follows:

- No recommendation had been made as yet with regard to cancellation Insurance for the fete;
- Bidwells is working with Draper and Nichols Ltd to finalise the account;
- There was discussion on provision and location of recreational space in Phase 2 (North of Atlantic Avenue)
- The skatepark consultation will take place on Thursday 28 May 2026;
- The schedule of replacement park and play equipment was agreed for Council's consideration;

26/114. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS (CONTINUED)

- The group made a number of suggestions for land and buildings to be considered as assets of community value.

(2) Sprowston Heritage Group

Cllr. S D Booth reported monthly meetings were now being held on the last Thursday of the month with a guest speaker.

(3) Neighbourhood Plan Review Working Group (NPRWG)

An update on the Neighbourhood Plan was included in the written report from Cllr. W F Couzens.

(4) Skatepark Working Group

An update on the Skatepark Working Group meeting was included in the written report from Cllr. W F Couzens.

26/115. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS

(1) Cllr. W F Couzens Report

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

Cllr. W F Couzens added to his report commenting that:

- Sprowston Litter Pickers were meeting on 21 June 2026 at Church Lane car park to litter pick the area;
- SYEP holds coffee mornings Wednesdays and Sundays 10.00am to 1.00pm;
- The Dementia Café had celebrated their tenth anniversary. Events programmed for later in the year included a party in July, Magician in August and Reminiscence East in September 2026.

(2) NALC

Council received and noted a written report from Cllr. J Leggett, including an email from the County Officer.

26/116. REGISTER OF ASSETS OF COMMUNITY VALUE

Council made the following suggestions to be considered for nomination as Assets of Community Value:

- All major open green spaces (Recreation Ground, Barkers Lane, Sparhawk Park etc.)
- Sprowston Garden Centre Blue Boar Lane
- Churches and Church halls
- Sprowston Senior Citizens Club

26/116. REGISTER OF ASSETS OF COMMUNITY VALUE (CONTINUED)

- White House Farm buildings and outlets
- Sprowston Cricket Club
- Tills Road Green
- Foxborough Road Green
- SYEP Urban Garden
- Rugby Club
- Aslake Close Day Centre and Land
- Viking Centre
- Sprowston Diamond Centre
- Allotments
- Cemetery

The Town Clerk explained an application is required for each nomination, which would be time consuming.

Applications must include the following details:

- A site location plan with the exact area outlined in red;
- Ownership details: Names of the freeholders, leaseholders, and current occupants.
- A statement outlining how the building or land's past, present, or realistic future use furthers the community's social wellbeing (e.g., pubs, sports venues, or community centres).

Once submitted, the district council will assess the nomination against the Localism Act 2011 criteria

It was agreed the RFWG consider and prioritise the list of suggestions and bring to a future meeting of the Council.

26/117. POTENTIAL PROJECTS TO BE FUNDED FROM SECTION 106 CONTRIBUTIONS

(1) Schedule of Play Equipment Requiring Replacement

RESOLVED to authorise the Town Clerk to proceed with replacement of all identified equipment as listed.

(2) Sprowston Recreation Redevelopment

RESOLVED to authorise the Town Clerk to progress with the proposal for redevelopment works at Sprowston Recreation Ground at an approximate cost of £187,000 plus VAT to be funded from s106 contributions.

26/118. SCHEDULE OF DIRECT DEBIT PAYMENTS

The Town Clerk and Responsible Financial Officer presented the schedule of direct debits totalling £71,188.09.

Cllr. W F Couzens explained:

26/118. SCHEDULE OF DIRECT DEBIT PAYMENTS (CONTINUED)

Invoices U005604320 and U005610282 - Peninsula were monthly costs and the invoice for PWLB were six-monthly costs

The schedule of direct debit payments to 27 May 2026 totalling £71,188.09 was approved and noted.

26/119. PAYMENT OF ACCOUNTS

(1) Invoices to pay 27 May 2026

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to pay to 27 May 2026 totalling £54,263.74.

Cllr. W F Couzens advised J46865, J46864, J46863, J46811, J46812 and J46981 Ernest Doe were annual costs.

The Town Clerk observed the cost of electricity supply to street lights from 01 February 2026 to 30 April 26 had reduced by approximately 60% to 70%.

On the motion of Cllr. B Baby, seconded by Cllr. M A Booth it was **RESOLVED** that payment of the schedule of invoices to pay to 27 May 2026 totalling £54,263.74 be approved.

(2) Invoices Paid to 27 May 2026

The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 27 May 2026 totalling £6,678.25.

On the motion of Cllr. M A Booth, seconded by Cllr. B Baby it was **RESOLVED** that payment of the schedule of invoices paid to 27 May 2026 totalling £6,678.25 be approved.

26/120. SCHEDULE OF CREDIT CARD PAYMENTS - 27 MAY 2026

The schedule of credit card payments to 27 May 2026 totalling £767.60 was approved and noted.

26/121. 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.

26/122. PLANNING ENFORCEMENT

(1) Current Enforcement Cases

Council noted the list of current planning enforcement cases.

(2) Closed Enforcement Cases

26/122. PLANNING ENFORCEMENT (CONTINUED)

Council noted the list of closed planning enforcement cases.

26/123. ANTI-VEHICLE BOLLARDS AT SPROWSTON RECREATION GROUND

Council considered three quotations for anti-vehicle bollards and **RESOLVED** to accept the quotation from Rhino Security for 43 concrete bollards and 4 retractable bollards at a total cost of £17,470.50 including VAT.

26/124. REPAIR OF SHOWERS AND INSTALLATION OF THERMOSTATIC MIXING VALVES AT SPROWSTON PAVILION CHANGING ROOMS

Having considered the quotation from PJ Plumbing for repair and installation works at Sprowston Pavilion changing rooms it was **RESOLVED** to accept the quotation at a total cost of £6,456.00 plus VAT.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 9.30pm.

10 June 2026

Chair

Guy Ranaweera

From: Julie Haimes <JulieHaimes@hopefortomorrow.org.uk>
Sent: 29 April 2026 11:27
To: Guy Ranaweera
Subject: Hope for Tomorrow - Grant Application
Attachments: Sprowston Town Council - GRANT-POLICY-APPLICATION-FORM-STC.pdf;
HopeforTomorrow2025YearEndAccounts compressed.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Mr Ranaweera

I would like to introduce our charity, Hope for Tomorrow. Hope for Tomorrow exists to ease the burden of cancer treatment by providing mobile cancer care units to NHS Trusts across England, making it easier for patients to receive treatment local to them. We currently have 14 units in partnership with NHS Trusts across England one of which visits Sprowston on a Tuesday. We are the only charity providing a service like this across England and we are passionate about continuing our work to ease the stress of cancer treatment

I am writing to you to ask if Sprowston Town Council would consider funding to support the core operational costs associated with managing our fleet of mobile cancer care units. Please find attached a completed Application Form and a copy of our Accounts.

Thank you for your consideration.

Kind regards

Julie

Julie Haimes

Fundraising Assistant

01666 505055

juliehaimes@hopefortomorrow.org.uk

www.hopefortomorrow.org.uk



Registered Charity No: 1094677



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APPLICATION FOR FINANCIAL ASSISTANCE

1 Name of Organisation:	Hope for Tomorrow
2 Name and address of correspondent (and office held):	101 The Waterfront, First Floor, Stonehouse Business Park, Sperry Way, Gloucestershire GL10 3UT
3 What are the objectives of your organisation?	Hope for Tomorrow helps ease the challenges of cancer treatment by providing mobile cancer care units to NHS Trusts across England. These units allow patients to receive vital treatment closer to home, particularly in rural or hard-to-reach areas. By parking in convenient, easy-access locations, such as supermarket car parks, our units make treatment even more accessible for those who need it most. For over twenty years, we've worked with regional NHS trusts, who coordinate the nursing teams and drivers, while we supply and maintain the units. Today 14 mobile units operate in England, bringing essential cancer services directly into local communities.
4 Is membership/support open to any resident of Sprowston, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, please give reason:	Hope for Tomorrow's mobile cancer care units offer treatments to cancer patients 18 years and older who reside in the areas it serves.
5 Amount of grant applied for	£1060
6 Purpose for which the money will be used. Please explain clearly and simply the reason for your request.	This grant will enable us to keep the wheels turning of your local mobile cancer care unit, Amara running for over 5 days and in turn, supporting over 100 patients across the Norfolk and Norwich area. It costs £212 a day / £77,410 a year to keep the unit on the road. Our units have supported thousands of patients across England during some of the toughest times of their lives. 2644 patient visits were delivered in Norfolk & Norwich, of which 490 were in Sprowston. Amara, our mobile cancer care unit in this area, visits Sprowston Sports & Social Club every Tuesday.
7 Have you applied for grant aid to any other organisation (including local authorities)? If so, to whom (please give details of the decision on your application):	Hope for Tomorrow continuously fundraises throughout the year to keep our fleet of mobile cancer care units and their nurse support vehicles on the road. We fundraise through trusts and grants, corporate, community and high-value partnerships as well as a stream of fundraising events throughout the year.

8 Is there anything else you wish the Town Council to take into account when considering this application?

We rely entirely on donations and receive no government funding, these core costs are critical to maintaining the efficient and reliable operation of our mobile cancer care units, enabling us to continue delivering essential cancer care to communities in need.

9 Please ensure that you have attached up to date examined accounts in support of this application.

I agree to the Principles of Grant Aid as set out by Sprowston Town Council

Signed 
Consent Form

Dated 29th April 2026

Your privacy is important to us and we would like to communicate with you regarding your application for financial assistance. To do so we need your consent. Please confirm your consent. You can find out more about how we use your data from our "Privacy Notice" which is available from our website or from the Council Office at Sprowston Recreation Ground, Recreation Ground Road Sprowston, Norwich, NR7 8EW (01603 408063).

☒ Yes, please, I would like to receive communication by ~~telephone / post~~ / email

Signed 

dated 29th April 2026

HOPE FOR TOMORROW

Charity number: 1094677



Charity reporting is up to date (on time)

Charity overview

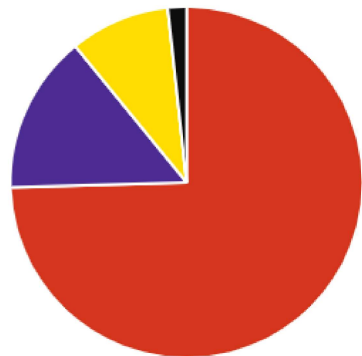
Activities - how the charity spends its money

Hope for Tomorrow is a national cancer charity dedicated to making life easier for those suffering from cancer, and helping their dependents and families to cope with the difficulties they face. The Charities prime focus is to fund, build and maintain Mobile Chemotherapy Units, and then work in partnership with NHS Trusts to provide chemotherapy treatment closer to home.

Income and expenditure

Data for financial year ending 31 March 2025

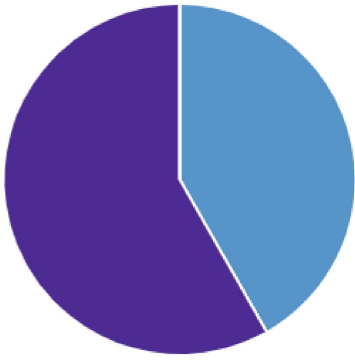
Total income:
£1,389,307



	Donations and legacies	£1.04m
	Charitable activities	£202.26k
	Other trading activities	£127.31k
	Investments	£0
	Other	£23.86k

Total expenditure:

£1,511,028

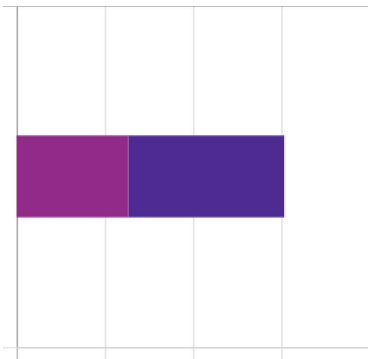


	Raising funds	£631.25k
	Charitable activities	£879.78k
	Other	£0

£0 investments gains (losses)

Charitable expenditure

► [Charitable expenditure](#)



	Raising funds and other expenditure	£631.25k
	Charitable expenditure	£879.78k

People



17 Employee(s)

8 Trustee(s)

87 Volunteer(s)

Employees with total benefits over £60,000

No employees have total benefits over £60k for this charity

Fundraising

No information available

Trading

This charity does not have any trading subsidiaries.

Trustee payments

One or more trustees receive payments or benefits from the charity for providing services to the charity.

From: Norfolk Local Access Forum <nlaf@norfolk.gov.uk>
Sent: 28 May 2026 09:29
Subject: Norfolk Local Access Forum
Attachments: Strategic Outlook 26-27.pdf

Dear Parish Council Clerk,

I am writing to reintroduce you to the Norfolk Local Access Forum (NLAF) and to share our recently updated Strategic Vision and Action Plan.

The NLAF is a statutory, independent advisory body established under the Countryside and Rights of Way Act 2000. Our role is to provide advice to decision making bodies, such as Norfolk County Council, on matters that might affect public access to land for open-air recreation, sustainable travel, and the enjoyment of Norfolk's natural environment.

As parish councils play a vital role in representing local interests and shaping the character of their communities, we are keen to strengthen our relationship with you. Many of the issues we consider—such as rights of way, multi-use trails, countryside access, and the protection and enhancement of green spaces—directly affect your residents.

We are pleased to share with you our Strategic Vision and Action Plan, which sets out our priorities for the coming year. We hope this will give you a clear sense of our direction and the areas where we may be able to work together.

If your parish has particular access issues, aspirations, or projects you would like us to be aware of, we would very much welcome hearing from you. Strengthening communication between the NLAF and parish councils will help ensure that local needs and opportunities are properly represented at a countywide level.

Please feel free to get in touch with any questions or to share information about your parish's access priorities.

Kind regards,

Hannah

Hannah Woodruff

Norfolk Local Access Forum Officer

Tel: 01603 224067 | Pronouns: she/her/hers

County Hall, Martineau Lane, Norwich, NR1 2DH



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To see our email disclaimer click here <http://www.norfolk.gov.uk/emaildisclaimer>

Norfolk Local Access Forum

Strategic Outlook 2026-27

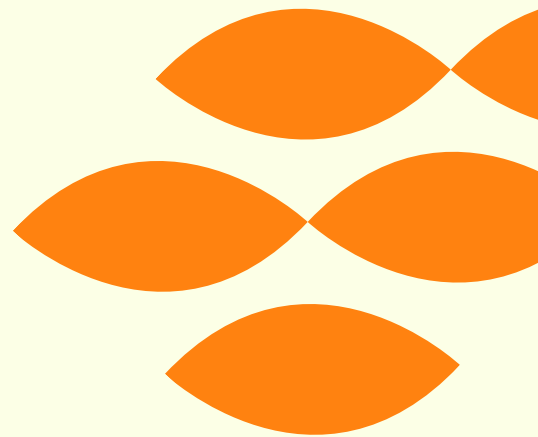
Introduction

The **Norfolk Local Access Forum (NLAF)** is a statutory advisory body tasked with providing balanced and inclusive guidance on the improvement of public access to the outdoors for the purposes of recreation. We have a diverse membership representing recreational users and conservation interests and play a vital role in shaping how Norfolk's landscapes are enjoyed and protected.

This paper discusses the objectives of the NLAF for the period **1 April 2026 – 31 March 2027** and the ways which we can continue to expand our reach, impact and effectiveness. The NLAF should be seen as a trusted and representative body, offering clear position statements on key access issues, engaging effectively with communities and stakeholders, and raising our profile to ensure that our advice is heard and acted upon. With a strong membership and a forward-looking plan, we are well positioned to deliver meaningful impact for Norfolk's people and landscapes.



Our Mission: Shaping Norfolk's Outdoors Together



Local Access Forums (LAFs) were created through the Countryside and Rights of Way (CRoW) Act 2000, which aims to improve public access to the countryside while also protecting the interests of landowners and occupiers. They advise decision-making organisations (e.g. local authorities) about changes and improvements to public access for outdoor recreation and sustainable travel. LAF members are volunteers and represent a range of different people and interests from the local community. Their first-hand knowledge and insight into local issues places them in a strong position to set priorities that reflect the needs of the county.

The Norfolk LAF members used their individual areas of expertise, experiences and backgrounds to establish a shared mission for Norfolk, titled "**Shaping Norfolk's Outdoors Together**". This mission aims to encapsulate our purpose and guiding principles which will be applied to all future NLAF activity and guidance.

The Norfolk Local Access Forum champions inclusive, sustainable and equitable access to Norfolk's countryside and green spaces.

We listen to all voices, engage diverse communities and stakeholders and provide clear, balanced advice that reflects both the needs of users and the importance of protecting landscapes, wildlife and heritage.

Through collaboration, transparency and advocacy, we aim to be a trusted voice that helps create opportunities for everyone to confidently access the outdoors.

OBJECTIVES

2026-27



INCLUSIVITY & EQUITY

We believe that access to the countryside must be available to all communities and user groups, regardless of background, ability or circumstance. We will strive to ensure every voice is heard and seek out opportunities to fill gaps, raise awareness and educate ourselves to ensure advice given is representative of all users and their needs.

SUSTAINABILITY

We will keep the protection of wildlife, heritage and natural resources at the forefront of our decision making, safeguarding them for future generations to ensure that the quality and enjoyment of the landscape is maintained or improved.

COLLABORATION

We will build strong relationships with stakeholders such as parish councils, local organisations and community groups, to learn from relevant experiences and to help promote a joined-up approach to improving local access.

ENGAGEMENT

We will make every effort to ensure that diverse voices are heard, fostering participation from underrepresented groups, local communities and schools. By building these relationships, we will be well placed to represent local views, support community needs and a strengthen a sense of common responsibility over the local landscape.

TRANSPARENCY

We will strive to ensure that communications and advice are transparent and consistent, demonstrating the NLAF's credibility and reliability to user groups and decision making bodies.

ADVOCACY & INFLUENCE

We will work to raise our profile, by building relationships and reintroducing the NLAF to decision-making bodies as a statutory consultee. We will develop clear position statements that deliver evidence-based advice, carrying weight with decision-makers and stakeholders. In doing so, we will clearly demonstrate the research and consideration behind the advice we give.



GOALS

2026-2027

1. To research public access issues and user groups

- Research on public access issues is required because these topics often involve complex and sometimes competing interests.
- From this research, we will develop position statements which will help ensure our advice is consistent and raise our profile as a trusted voice.
- Position statements will enable us to better investigate the nuance of individual cases.
- By reviewing these statements annually, we will remain up to date with the latest research, policy developments and case studies, ensuring that our advice continues to be relevant, evidence-based and impactful.

2. To raise the profile and reach of the NLA

- By increasing visibility among stakeholders, communities and decision-makers, we can strengthen our influence and ensure the advice we give is heard and acted upon.
- A higher profile will help attract diverse voices, helping our recommendations to be more representative and robust.
- Clear communication of the NLA's role and achievements will build trust and credibility.
- Reviewing outreach strategies annually ensures that we can remain responsive to the latest research, case studies and best practices, keeping our work relevant and impactful.

3.To work closely with our stakeholders

- We aim to work closely with stakeholders such as Parish Councils and The Broads Authority.
- Collaboration will help ensure that the advice we give is grounded in local knowledge, reflects the needs of residents and aligns with wider strategic plans for conservation and recreation.
- Collaborative working will also to help prevent mixed messaging, ensuring that consistent, clear guidance is provided to communities and decision-makers alike.

4.To communicate effectively with the public

- We will take steps to strengthen our communication with the public to ensure that all current and prospective users feel supported and empowered in accessing the outdoors.
- By engaging openly and consistently, we want to build trust, encourage participation and foster a sense of shared ownership over Norfolk's landscapes.
- We will promote regular dialogue with communities, to help us to investigate the nuance of individual cases more effectively and to remain responsive to emerging needs, research and best practice.

5.To maintain and promote NLA membership

- By maintaining membership between 10 and 22 members, we will be able to operate effectively.
- We will identify gaps in our membership and take steps to fill these to maximise our effectiveness.
- We will ensure that the NLA represents a variety of user groups, to help ensure advice considers the needs of everyone in Norfolk.



ACTION PLAN

2026-27

The table below showcases the goals and actions for the NLAF in the period 1 April 2026 – 31 March 2027. Delivery is estimated for three stages of short, medium and long term representing 3, 6, and 12 months respectively.

Goals	Actions	Delivery
1. To research public access issues and user groups	A. Write position Statements for key issues and user groups, setting out the NLAF's agreed approach and their general advice, (e.g.Solar Farms, Wildlife Corridors, urban green routes, young people etc.).	Medium Term
	B. Complete a mapping exercise to identify underrepresented users and explore how to bring their voices to the table. Identify the barriers preventing access to the outdoors.	Medium Term
2. To raise the profile and reach of the NLAF	A. Increase engagement with consultations and local access issues.	Long Term
	B. Demonstrate that NLAF advice is being heard, by requesting feedback on advice given during consultations and sharing this with members and the public.	Medium Term
	C. Build relationships with decision-making bodies to ensure that they are actively engaged with the NLAF and are encouraged to contact NLAF for advice ahead of project initiation.	Medium Term
3. To work closely with our stakeholders	A. Develop shared goals for access improvements in the Broads. (NAIP 3.7)	Medium Term
	B. Work with the Broads Authority over the provision of further boat moorings and boat launching facilities on PRoW for visitors within the Broads Authority area. (NAIP 8.5)	Medium Term
	C. To explore opportunities to work collaboratively with Pathmakers, the NLAF's charitable arm.	Medium Term
	D. Form connections with Parish Councils, providing them with information on the NLAF, its role, and how they can work together.	Short Term

4. To communicate effectively with the public.	A. Highlight responsibility and ownership over public footpaths to encourage clearance and use, via communication with Parish Councils, NLA website and other channels.	Short Term
	B. Support user groups and communities in the management of local rights of way. (NAIP 6.2)	Short Term
	C. Update the NLA website to be engaging and accessible, clearly outlining the role of the Forum, priorities and contacts.	Short Term
	D. Create a bank of resources for all users, including information on funding routes, guidance and support for underrepresented communities, and information to help people feel confident and skilled to navigate the outdoors.	Long Term
	E. Encourage schools to use the countryside access networks to learn about the countryside. (NAIP 4.9)	Long Term
5. To maintain and promote NLA membership.	A. To maintain NLA membership between 10 and 22 members to ensure strong input from a variety of perspectives.	Short Term
	B. To pursue targeted recruitment, where needed, to ensure that all relevant user groups are represented and have a voice on the NLA.	Medium Term

*We will consult with relevant local authority Officers before carrying out any actions, to ensure they are consistent with NCC policy.



Meetings

2026-27



NLAF meetings will be accessible and hybrid wherever possible, ensuring maximum attendance and flexibility for both members and the wider public. We will ensure that meeting content is delivered in accessible formats, enabling all participants to engage fully.

Presentations from relevant organisations and expert teams will help the NLAF remain well-informed when developing guidance or advice. We will seek out contributions from:

- NCC Teams (Equality, Diversity and Inclusion; Highways/PRoW; Active Travel; Public Health; Biodiversity; Norfolk Heritage).
- Tourism Boards and Businesses.
- Landowners and Farmers.
- Charities, such as Pathmakers.
- Other LAFs and landscape organisations, including Broads LAF, Broads Authority, Suffolk LAF, and others.

Where appropriate, written reports will be requested to complement presentations and provide detailed evidence for consideration.

To support the delivery of the NLAF Action Plan, working groups may be established, each led by volunteers from within the member pool. These groups will take responsibility for progressing specific actions, ensuring that agreed priorities are translated into practical outcomes.

TYPICAL STRUCTURE

Item 1: Apologies and Conflicts of Interest.
Item 2: Minutes and Actions from the Last Meeting.
Item 3: Guest Presentation.
Item 4: Action Plan Updates.
Item 5: Consultation Updates.
Item 6: Any Other Business and Public Questions.
Close: Meeting concludes.



CONCLUSION

2026-2027

The NLAH heads into the new year with fresh energy, strong membership and a clear plan of action. By listening to communities, working with partners and championing balanced approaches to access and conservation, we aim to make our advice more consistent, accessible and impactful.

With expert input, active working groups and a commitment to review and renewal, we intend to raise our profile, expand our reach, and deliver real benefits for Norfolk's people and landscapes. Our strategic vision will be monitored and reviewed annually, ensuring that we remain in a strong position to deliver on our ambitions.



VOLUNTEER

Contact Us

→ *E-Mail:*

nlah@norfolk.gov.uk

→ *Website:*

www.norfolk.gov.uk/nlah

COUNCIL MEETING – 10 JUNE 2026

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Viking Centre: Polling Station for Norfolk County Council Elections – Old Catton Division.

Due to the resignation of the County Councillor for Old Catton Division, a by-election will be held on Thursday 16th July 2026. Broadland District Council Election Services will set up a polling station in the Torben Room at the Viking Centre.

1.2 Viking Centre: Final Account

Bidwells have now agreed a final account with Draper Nichols. Final payment for construction works has been calculated as £72,831.39 +VAT, with a retention sum of £37,875 +VAT to be paid upon completion of snagging works.

1.3 Family Hub Summer Activities - Monday 27th July, 12.00pm to 2.00pm

Following the success of last year's Teddy bear's picnic event held at the Recreation Ground, I have agreed Norfolk County Council's family hub may run another event at the Recreation Ground, this year. NCC's Family Hub team will provide an afternoon of free summer activities, including a school uniform swap and a visit from the Broadland Help Hub Van. I have offered free use of the pavilion, in case of inclement weather.

1.4 White House Farm Play Area Adjacent Skatepark

Persimmon advise (as of time of writing) the grass should be laid w/c 1st June, which will enable their contractors, Miracle Play, to put the safety matting down. They will then be able to arrange the necessary ROSPA report and in turn open the play area before the end of June.

1.5 Damage to Remembrance Tree at Sparhawk Park

A young remembrance tree sapling has been damaged to the point of requiring replacement. Unfortunately, young saplings are quite fragile and vulnerable to vandalism or accidental damage. The tree will be replaced in the next planting season.

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 No matters to report



Guy Ranaweera
Town Clerk

Report to Sprowston Town Council 10th June 2026

Sprowston Dementia Friendly Cafe 10th Anniversary.

The Cafe started in May 2016 from a project called “Sprowston Grow Your Community” which was a community-based project aimed at improving health, wellbeing and lifestyles of local people – with a particular focus on supporting older people by getting them more active in their communities. It was delivered by Broadland District Council in partnership with Sprowston Town Council and the Sprowston community. It involved local residents, voluntary groups and service providers all working together to improve care and wellbeing in the community. It started with a small band of local volunteers working with the Alzheimer Society and it has grown from there to where it is now.

The Café borrowed the big games from Broadland District Council's Broadly Active. Lynn Carter of Yoga with Lynn conducted a chair Yoga session to get the guests moving about. The Children from Cecil Gowing Infant and Nursery School came along to meet our guests, play the games and join in with the celebration. The children blew the candles out after signing Happy Birthday and there was lots of cake to eat too.

Cllr Caroline Karimi-Ghovanlou, the outgoing Chair of Broadland District Council, and Cllr Adrian Tipple, the incoming Chair of Broadland District Council, came along too with Sprowston District Councillor Natasha Harpley who is also Leader of the Labour Group at Broadland District Council. John Ward, who has been the County Councillor for Sprowston for many years, also came along to join in. This was also a very rare occasion for me to wear the official chain as Chair of Sprowston Town Council to mark the support the Town Council has given since the start. Our MP, Alice Macdonald, was due to attend but, as a new mum, her young son had other ideas. However, she has been a strong supporter of the café and will attend future events.

This month in the carers' group, Lucy from the Fire and Rescue Service, came to talk to us about fire prevention. She spoke to us about the importance of working smoke and carbon dioxide detectors, planning an escape route and what to do in the event of a fire. She also spoke to the group about the home visits that the fire service offer, including the fitting and supply of detectors, free of charge. Several of our guests booked a visit with Lucy.

If you'd like to become a friend of the Cafe you can join the Broadland Community at Heart Lottery. <https://www.communityatheartlottery.com/support/sprowston-dementia-friendly-community-cafe>.

Sprowston Skate Park Consultation Thursday 28th May

The consultation was led by staff from Betongpark Ltd who were there to see the reaction to their initial design as well reactions to a few alternative designs they have drawn up since being awarded the contract to build the skate park. Approximately 3000 leaflets were delivered to residents living around the site of the Skate Park and the venue for the consultation which was the Sprowston Sports and Social Club on Blue Boar Lane. The consultation was also intensively advertised on social media and notices were placed on all of our notice boards. The turnout for the consultation was a lot lower than we expected but those that did attend were mostly enthusiastic future users of the park once built so were very keen to see what was on offer and were keen to interact with Betongpark Ltd staff. They will now take away the feedback and come up with a final design which they will present to the skate park working group sometime in June. A reporter from BBC radio Norfolk attended the consultation and has written a positive review featuring interviews with councillors and residents which can be found here:

<https://www.bbc.co.uk/news/articles/c4g5wv064llo>

Cllr Bill Couzens

Chair of Sprowston Town Council
Elected Councillor for Sprowston Central Ward.

Sprowston Town Council
PLANNING APPLICATIONS – 10 June 2026

Broadland DC App. No	Location	Description	Type
2025/0052	Land Adj 34 Blenheim Crescent Sprowston Norfolk	Erection of self build chalet bungalow. Amended plan(s)/additional information: Submission of revised plans including elevations, site plan and floor plans following design changes to the proposed dwelling. <i>STC comment from July 2025: Sprowston Town Council has no observations or objection to the granting of this application.</i>	Full Planning Permission
2026/0705	58 Barkers Lane Sprowston Norfolk NR7 8QY	Build a porch to front of dwelling	Householder
2026/0963	192 North Walsham Road Sprowston Norfolk NR6 7QW	Double Storey and Single Storey Side Extension. Reason for re-consultation: The Council has received revised plans which amends the proposed design. <i>STC comment from May 2026: No objection</i>	Householder
2026/1454	75 Proctor Road Sprowston Norfolk NR6 7PQ	Larger bathroom dormer with duo-pitched roof, front extension to garage and first floor side extension	Householder

**Weekly List - Application Decisions made
during the Week Ending 29 May 2026**



Committee applications are considered by the Planning Committee.
Delegated applications are considered by Planning Services.

Appl Number : 2026/0879
App Type : Cert. Lawfulness Proposed
Parish: Sprowston
Location : 16 Swallowtail Grove Sprowston Norfolk NR13 6FJ
Proposal : Lawful Development Certificate for the Proposed Single Storey
Flat Roof Extension to Rear
Decision : Approval with no Conditions
(Delegated)
Date of decision : 28 May 2026

Appl Number : 2026/1166
App Type : Householder
Parish: Sprowston
Location : 32 Varvel Avenue Sprowston Norfolk NR7 8PH
Proposal : Single-storey side and rear extension
Decision : Approval with Conditions
(Delegated)
Date of decision : 29 May 2026

Sprowston Town Council Year Ending 31st March 2026

Summary Income & Expenditure by Budget Heading year to date to

31st March 2026

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u>
<u>Administration</u>				
Expenditure	260,535	265,143	4,608	98.26%
Expenditure from Reserves	3,999	-	-	-
Income/Precept	297,032	252,393	-44,639	117.69%
<u>Allotments</u>				
Expenditure	12,417	13,398	981	92.67%
Income/Precept	13,488	13,398	-90	100.67%
<u>Cemetery</u>				
Expenditure	107,846	129,049	21,203	83.57%
Income/Precept	106,433	141,800	35,367	75.06%
<u>Grants</u>				
Expenditure	32,890	33,575	685	97.96%
Grants from CIL	16,280			
Income/Precept	33,570	33,575	5	99.98%
<u>Diamond Centre</u>				
Expenditure	241,187	268,644	27,457	89.78%
Income/Precept	274,947	257,644	-17,303	106.72%
<u>Parks</u>				
Expenditure	344,269	339,984	-4,285	101.26%
Expenditure from Reserves	5,240	-	-	-
Income/Precept	349,282	339,985	-9,297	102.73%
<u>Street Scene</u>				
Expenditure	81,017	102,489	21,472	79.05%
Capital Expenditure	171,638	-	-	-
Precept	110,060	101,489	69	108.45%
<u>Viking Community Hub</u>				
Expenditure	16,012	57,431	41,419	27.88%
Capital Expenditure	219,080	-	-	-
Income/Precept	68,214	37,431	-30,783	118.78%
<u>Held Funds</u>				
Expenditure (not included in totals)	2,749	-	-	-
Income (not included in totals)	2,003	-	-	-
<u>Totals</u>				
Expenditure	1,096,173	1,209,713	113,540	90.61%
Capital & Reserves Expenditure	416,238	-	-	-
Income (exc. CIL, S106, Precept)	321,394	300,661	20,733	106.90%
Precept	897,054	897,053	-1	100.00%
CIL & S106 Received	34,578	-	-	-
Transfer from CIL & Reserves	416,238	12,000		
<u>Surplus / Shortfall</u>	156,853	0		

Sprowston Town Council Year Ending 31st March 2026

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2026

Administration

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
6001	Administration - Wages/Salaries	147,978	149,856	1,878	98.7%
6002	Administration - Employers NI	19,066	19,433	367	98.1%
6003	Administration - Superannuation	32,952	33,718	766	97.7%
7005	Administration - Building Repairs	-	500	500	0.0%
7008	Administration - Insurance	10,305	10,701	396	96.3%
7009	Administration - Legal Fees	3,280	4,500	1,220	72.9%
7010	Administration - Bank Charges & Interest Charges	527	810	283	65.1%
7012	Administration - Audit Fees	3,840	5,000	1,160	76.8%
7013	Administration - Parish News Letter	2,704	4,800	2,096	56.3%
7015	Administration - Travelling	300	375	75	80.1%
7016	Administration - Phone/Communications	-	80	80	0.0%
7017	Administration - IT	24,291	16,500	-7,791	147.2%
7018	Administration - Website	29	750	721	3.9%
7019	Administration - Cleaning	3,176	3,270	94	97.1%
7020	Administration - Postage	326	350	24	93.1%
7021	Administration - Stationery	1,054	1,000	-54	105.4%
7022	Administration - Printing & Photocopying	903	900	-3	100.3%
7024	Administration - Advertising	50	500	450	10.0%
7025	Administration - Subscriptions	7,489	6,000	-1,489	124.8%
7026	Administration - Publications	-	100	100	0.0%
7027	Administration - Training	291	2,000	1,709	14.6%
7028	Administration - Health and Safety	-	1,500	1,500	0.0%
7029	Administration - Equipment Lease	1,571	1,800	229	87.3%
7030	Administration - Chairmans Allowance	364	250	-114	145.6%
7042	Administration - Sundries and Contingencies	39	200	161	19.6%
7043	Administration - Maintenance (Planned)	-	250	250	0.0%
	<u>Sub-Total Expenditure</u>	260,535	265,143	4,608	98.3%
	<u>Expenditure from Reserves</u>				
7044	Neighbourhood Plan Review	3,999	-		
	<u>Total Expenditure</u>	264,535	265,143		
	<u>Income</u>				
4006	Administration - Bank & Investment Income	15,060	5,000	-10,060	301.2%
4020	Administration - S.106 / CIL	34,578	0	-34,578	0.0%
4090	Administration - Precept	247,393	247,393	-	0.0%
	<u>Total Income</u>	297,032	252,393	-44,639	117.69%
	<u>Total Income Less CIL</u>	262,453	252,393	-10,060	103.99%
	<u>Transfer from Reserves</u>				
3007	Administration - Neighbourhood Plan Grants	3,999	-		
	<u>Surplus / Shortfall</u>	1,918	-12,750		

Sprowston Town Council Year Ending 31st March 2026**Detailed Income & Expenditure by Cost Centre year to date to****31st March 2026****Allotments**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
6101	Allotments - Wages/Salaries	4,460	4,843	383	92.1%
6102	Allotments - Employers NI	549	608	59	90.2%
6103	Allotments - Superannuation	983	1,089	106	90.3%
5101	Allotments - Vermin Control	1,150	500	-650	230.0%
7104	Allotments - Water	1,318	1,058	-260	124.6%
7106	Allotments - General Repairs*	3,632	4,000	368	90.8%
5102	Allotments - Sundries and Contingencies	0	800	800	0.0%
5103	Allotments - Trees, Shrubs & Plants	325	500	175	64.9%
	<u>Total Expenditure</u>	12,417	13,398	981	92.7%
	<u>Income</u>				
4091	Allotments - Precept	7,800	7,800	0	100.00%
4101	Allotments - Allotment Rental	4,536	4,495	-41	100.91%
4102	Allotments - Water Charges Received	1,032	1,058	26	97.57%
4103	Allotments - Admin Charge	120	45	-75	266.67%
	<u>Total Income</u>	13,488	13,398	-90	100.7%
	<u>Surplus / Shortfall</u>	1,072	0		

Notes.** Includes resurfacing sections of allotment roadway*

Sprowston Town Council Year Ending 31st March 2026**Detailed Income & Expenditure by Cost Centre year to date to****31st March 2026****Cemetery**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
6201	Cemetery - Wages/Salaries	52,042	56,504	4,462	92.1%
6202	Cemetery - Employers NI	6,402	7,097	695	90.2%
6203	Cemetery - Superannuation	11,475	12,713	1,238	90.3%
5211	Cemetery - Trees, Shrubs and Plants	781	3,000	2,219	26.0%
5215	Cemetery - Waste Disposal and Skip Hire	3,864	2,704	-1,160	142.9%
5220	Cemetery - Maintenance/Equipment	632	4,000	3,368	15.8%
5221	Cemetery - Memorial Wall Expenses	179	300	121	59.7%
5222	Cemetery - Benches Expenditure	0	150	150	0.0%
5223	Cemetery - Memorial Safety Repairs	0	200	200	0.0%
7202	Cemetery - Rates	2,695	2,935	240	91.8%
7203	Cemetery - Heat and Light	1,150	500	-650	230.1%
7204	Cemetery - Water	259	250	-9	103.5%
7205	Cemetery - Opening/Closing Gates	1,733	1,893	160	91.5%
7207	Cemetery - Cleaning	5,110	5,003	-107	102.1%
7211	Cemetery - Loan Charges	19,686	20,200	514	97.5%
5202	Cemetery - Sundries and Contingencies	0	100	100	0.0%
5224	Cemetery - Vermin Control	0	250	250	0.0%
5225	Cemetery - Building Repairs (Reactive)	67	3,000	2,933	2.2%
5226	Cemetery - Training	1,618	7,000	5,382	23.1%
5227	Cemetery - Paths	0	1,000	1,000	0.0%
5228	Cemetery - Maintenance (Planned)	153	250	97	61.3%
	<u>Total Expenditure</u>	107,846	129,049	21,203	83.6%
	<u>Income</u>				
4092	Cemetery - Precept	0	0	0	0.00%
4203	Cemetery - Exclusive Rights Purchase	52,481	81,000	28,519	64.79%
4204	Cemetery - Interment	40,204	46,000	5,796	87.40%
4205	Cemetery - Memorials and Inscriptions	13,124	13,000	-124	100.95%
4206	Cemetery - Benches Income	625	1,800	1,175	34.72%
	<u>Total Income</u>	106,433	141,800	35,367	75.1%
	<u>Transfer from Reserves</u>	0	0		
	<u>Surplus / Shortfall</u>	-1,413	12,751		

Sprowston Town Council Year Ending 31st March 2026**Detailed Income & Expenditure by Cost Centre year to date to****31st March 2026****Diamond Centre**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
5415	Diamond Centre - Waste Disposal and Skip Hire	633	749	116	84.5%
5421	Diamond Centre - Room Hire Expenses	3,767	3,100	-667	121.5%
5422	Diamond Centre - Equipment /Purchases	707	3,000	2,293	23.6%
5424	Diamond Centre - Nursery Costs	0	300	300	0.0%
7402	Diamond Centre - Rates	16,467	17,785	1,318	92.6%
7403	Diamond Centre - Heat and Light	45,778	50,000	4,222	91.6%
7404	Diamond Centre - Water	2,212	3,500	1,288	63.2%
7405	Diamond Centre - Building Repairs	4,820	15,000	10,180	32.1%
7407	Diamond Centre - Cleaning and Supplies	50,147	50,610	463	99.1%
7408	Diamond Centre - Maintenance	3,809	6,000	2,191	63.5%
7411	Diamond Centre - Loan Charges	112,846	113,500	654	99.4%
5402	Diamond Centre - Sundries and Contingencies	0	100	100	0.0%
7409	Diamond Centre - Sinking fund for planned maintenance	0	5,000	5,000	0.0%
	<u>Total Expenditure</u>	241,187	268,644	27,457	89.8%
	<u>Income</u>				
4094	Diamond Centre - Precept	161,368	161,368	0	100.00%
4415	Diamond Centre - Hire of	110,083	95,000	-15,083	115.88%
4416	Diamond Centre - Field Hire	2,022	26	-1,996	7775.00%
4417	Diamond Centre - Cinema Receipts	1,475	1,250	-225	118.02%
4418	Diamond Centre - Grants Received	0	0	0	0.00%
4419	Diamond Centre - Sundry Income	0	0	0	0.00%
	<u>Total Income</u>	274,947	257,644	-17,303	106.72%
	<u>Transfer from Reserves</u>				
	Diamond Centre - Sinking fund for planned maintenance	0	11,000		
	<u>Surplus / Shortfall</u>	33,760	0		

Sprowston Town Council Year Ending 31st March 2026**Detailed Income & Expenditure by Cost Centre year to date to****31st March 2026****Grants**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
5307	Grants - Donations	5,813	6,500	687	89.4%
5311	SYEP - Outreach Worker and School Holiday Outreach	27,077	27,075	-2	100.0%
	<u>Total Expenditure</u>	32,890	33,575	685	98.0%
	<u>Income</u>				
4093	Grants - Precept	33,544	33,544	0	100.00%
4307	Grants - Recycling Credits	26	31	5	82.68%
4309	Grants - Sundry Income	0	0	0	0.00%
	<u>Total Income</u>	33,570	33,575	5	99.98%
	<u>Surplus / Shortfall</u>	680	0		
4050	SYEP Barn Grant	15,000			
4050	Playgroup Fence grant	1,280			
		16,280			
	Transfer from CIL Reserve	16,280			

Sprowston Town Council Year Ending 31st March 2026

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2026

Parks

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
6501	Parks - Wages/Salaries	90,686	98,472	7,786	92.1%
6502	Parks - Employers NI	11,155	12,369	1,214	90.2%
6503	Parks - Superannuation	19,996	22,156	2,160	90.3%
5508	Parks - Machinery Tool Repair / Replace	27,675	23,000	-4,675	120.3%
5509	Parks - Playground Equipment Repairs	11,388	14,000	2,612	81.3%
5510	Parks - Horticultural Consumables	602	1,750	1,148	34.4%
5511	Parks - Trees, Shrubs and Plants	9,850	7,500	-2,350	131.3%
5512	Parks - Sports Pitches Consumables	5,180	5,000	-180	103.6%
5513	Parks - Paths, Seats and Signs, Shelters	-1,597	2,500	4,097	-63.9%
5514	Parks - Fencing, Gates and Walls	18,632	2,500	-16,132	745.3%
5515	Parks - Waste Disposal and Skip Hire	3,206	2,600	-606	123.3%
5516	Parks - Fuel for Machinery	6,215	9,000	2,785	69.1%
5517	Parks - Health and Safety Inc. Protective Clothing	4,244	4,200	-44	101.1%
5518	Parks - Pavilion	187	100	-87	0.0%
5520	Parks - Dogs & Litter Bins	7,657	7,772	115	98.5%
7502	Parks - Rates	14,013	16,305	2,292	85.9%
7503	Parks - Heat and Light	12,002	10,000	-2,002	120.0%
7504	Parks - Water	13,825	8,500	-5,325	162.7%
7505	Parks - Building Repairs Reactive	4,736	5,000	264	94.7%
7507	Parks - Caretaking, Cleaning and Supplies	46,335	46,010	-325	100.7%
7516	Parks - Phone / Communications	0	200	200	0.0%
7519	Parks - Training	-50	1,000	1,050	-5.0%
5502	Parks - Sundries and Contingencies	1,949	250	-1,699	779.6%
7517	Parks - Summer Events	18,761	18,000	-761	104.2%
7518	Parks - Sinking fund for play equipment replacement	0	0	0	0.0%
7520	Parks - Vehicle Leasing	15,113	18,300	3,187	82.6%
7521	Parks - Building Maintenance and Servicing Planned	2,506	3,500	994	71.6%
	<u>Sub-Total Expenditure</u>	344,269	339,984	-4,285	101.3%
	<u>Capital Expenditure from Reserves</u>				
5800	Parks - New Skatepark Survey Costs *	5,240	0		
	<u>Total Expenditure</u>	349,509	339,984		
	<u>Income</u>				
4095	Parks - Precept	322,446	322,446	0	100.00%
4508	Parks - Bowling Green Fees	11,629	5,040	-6,589	230.73%
4509	Parks - Cricket Square Fees	2,149	2,149	0	100.00%
4510	Parks - Football Pitch Fees	6,618	7,200	583	91.91%
4512	Parks - Pavilion Hire Fees	2,762	1,500	-1,262	184.14%
4514	Parks - Grants Received	300	0	-300	0.00%
4519	Parks - Recreation Ground Hire	0	850	850	0.00%
4521	Parks - Fete Fees	743	800	57	92.85%
4522	Parks - Sundry Income	2,636	0	-2,636	0.00%
	<u>Total Income</u>	349,282	339,985	-9,297	102.73%
	<u>Transfer from Reserves</u>	5,240	0		
	<u>Surplus / Shortfall</u>	5,013	1		

Notes.

* Skatepark costs to be recovered from BDC s106 in FY 2026/27

Sprowston Town Council Year Ending 31st March 2026**Detailed Income & Expenditure by Cost Centre year to date to****31st March 2026****Street Scene**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
6701	Street Scene - Wages/Salaries	31,222	33,902	2,681	92.1%
6702	Street Scene - Employers NI	3,841	4,258	418	90.2%
6703	Street Scene - Superannuation	6,884	7,628	744	90.3%
5603	Street Scene - Streetlight Maintenance	9,725	25,000	15,275	38.9%
5604	Street Scene - Notice Board and Signs	235	1,500	1,265	15.6%
5605	Street Scene - Grass Verges	228	2,000	1,772	11.4%
5606	Street Scene - Shelters	0	2,000	2,000	0.0%
7603	Street Scene - Heat and Light	28,226	26,000	-2,226	108.6%
5602	Street Scene - Sundries and Contingencies	658	100	-558	657.5%
7607	Street Scene - Cleaning	0	100	100	0.0%
	<u>Sub-Total Expenditure</u>	81,017	102,489	21,472	79.0%
	<u>Capital Expenditure</u>				
5607	Street Scene - Street Light Replacement Programme	162,998	0		
5610	Street Scene - Bus Shelter	8,640	0		
	<u>Total of Capital Expenditure from Reserves</u>	171,638	0		
	<u>Total Expenditure</u>	252,655	102,489		
	<u>Income</u>				
4096	Street Scene - Precept	87,072	87,072	0	0.00%
4513	Street Scene - Delegated Verge Cutting	14,348	14,417	69	99.52%
4515	Street Scene - Sundry Income *	8,640	0		0.00%
	<u>Total Income</u>	110,060	101,489	69	108.45%
	<u>Transfer from Reserves</u>	171,638	1,000		
	<u>Surplus / Shortfall</u>	29,043	0		

Notes.

* Income from NCC bus shelter replacement grant to offset expenditure in 5610

Sprowston Town Council Year Ending 31st March 2026

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2026

Viking Community Hub Development

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
5704	Viking Hub - Water	1,695	1,500	-195	113.0%
5705	Viking Hub - Caretaking/Cleaning	7,389	10,028	2,639	73.7%
5706	Viking Hub - Heat & Light	9,154	20,000	10,846	45.8%
5709	Viking Hub - Rates	-8,163	16,154	24,317	-50.5%
5710	Viking Hub - Building expenses	0	0	0	0.0%
5711	Viking Hub - Miscellaneous	0	0	0	0.0%
5714	Viking Hub - Cleaning Supplies	0	0	0	0.0%
5716	Viking Hub - Maintenance (Planned)	1,078	3,000	1,922	35.9%
5717	Viking Hub - Building Repairs (Reactive)	295	1,000	705	29.5%
5718	Viking Hub - Room Hire Expenses	4,186	5,000	814	83.7%
5719	Viking Hub - Waste Disposal and Skip Hire	378	749	371	50.5%
	<u>Sub-Total Expenditure</u>	<u>16,012</u>	<u>57,431</u>	<u>41,419</u>	<u>27.9%</u>
	<u>Capital Expenditure</u>				
5702	Viking Pub - Professional Fees	3,285	0		
5715	Viking Hub - Construction Costs	215,796	0		
	<u>Total of Capital Expenditure from CIL</u>	<u>219,080</u>	<u>0</u>		
	<u>Total Expenditure</u>	<u>235,093</u>	<u>57,431</u>		
	<u>Income</u>				
4097	Viking Hub - Precept	37,431	37,431	0	100.00%
4100	Viking Hub - Rental Income	8,458	0	-8,458	0.00%
4200	Viking Hub - Sundry Income	0	0	0	0.00%
4201	Viking Hub - Room Hire Income	22,325	20,000	-2,325	111.62%
	<u>Total Income</u>	<u>68,214</u>	<u>57,431</u>	<u>-10,783</u>	<u>118.8%</u>
	<u>Transfer from CIL Reserve</u>	<u>219,080</u>	<u>0</u>		
	<u>Surplus / Shortfall</u>	<u>52,202</u>	<u>0</u>		

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2026

Dementia Café/Heritage

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>					
5309	Dementia	2,359	0	0	0	0
5310	Heritage	390	0	0	0	0
<u>Total Expenditure</u>		2,748.51	0.00	0.00	0.00	0.00
	<u>Income</u>					
3019	Dementia Café	2,003.46	0	0		0
3006	Heritage Income	0.00	0	0		0
<u>Total Income</u>		2,003.46	0.00	0.00		
<u>Surplus / Shortfall</u>		<u>-745.05</u>	<u>n/a</u>			

Sprowston Town Council Year Ending 31st March 2026

Bank Accounts & Cash

31st March 2026

1200	STC - General Account	64,253
1202	STC - Drawings Account	0
1203	STC - Salaries Account	2,819
1205	STC - Treasury Deposits	400,000
1206	STC - SPR PAR COU IAS	192,571
1207	STC - Active Saver Account	267,064
1210	STC - Petty Cash Account	86

<u>Total Bank & Cash Balances</u>	<u>£926,792</u>
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1209	STC - Barclaycard Account	-1,236
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Bank Reconciliation		Year Ending:	31st March 2026
Sprowston Town Council Recreation Ground Road Sprowston, Norwich, NR7 8EW			
		Reconciliation to:	31st March 2026
Presented by..... <i>[Signature]</i> Prepared by..... <i>[Signature]</i> Mr G Ranaweera, Clerk and RFO Miss Danielle Pye, FO			
Approved by..... <i>[Signature]</i> Dated <i>3rd June 2026</i> Cllr B Couzens, Chair Sprowston Town Council			

Balance as per bank statements as at 31st March 2026	£	£
General Account	64,252.88	
Drawings Account	-	
Salaries Account	2,819.26	
Treasury Deposits	400,000.00	
SPR PAR COU IAS	192,570.58	
Active Saver Account	267,063.61	
Petty Cash	85.53	
Round down		
		926,792
Balance as per Sage Reconciliation as at 31st March 2026		
General Account	64,252.88	
Drawings Account	-	
Salaries Account	2,819.26	
Treasury Deposits	400,000.00	
SPR PAR COU IAS	192,570.58	
Active Saver Account	267,063.61	
Petty Cash	85.53	
		926,792
		-

31.03.2026

Mar-26

Petty cash

	Date	Nom.code	Cr	Dr
Bal Br/fwd			82.02	
Total			82.02	
Payment	Date	Company	Narrative	Code
	16.01.25		Change Received	3.51
Total				0
Balance C/FWD			85.53	
Money Held				
	20	40		
	10	0		
	5	5		
	2	2		
	1	12		
50P		13		
20P		8.4		
10P		1.8		
5p		2.65		
Bronze		0.68		
		85.53		0

Town Clerk.....



Prepared ByDanielle Pye



PWLB lending facility

BALANCE OUTSTANDING AS AT 31 Mar 2026

7 April 2026

SPROWSTON TOWN COUNCIL (NORFOLK)

LOAN REFERENCE NUMBER	REPAYMENT DATES	LOAN TYPE	REPAYMENT METHOD	PRINCIPAL BALANCE OUTSTANDING (£)
██████████62	10 May - 10 Nov	FIXED	EIP	£94,200.00
██████████43	10 May - 10 Nov	FIXED	EIP	£38,000.00
██████████63	10 May - 10 Nov	FIXED	ANNUITY	£870,899.90
██████████57	13 Mar - 13 Sep	FIXED	EIP	£197,600.00
TOTAL OUTSTANDING BALANCE:				1,200,699.90
TOTAL NUMBER OF LOANS:				4

This report reflects scheduled transactions only, as such, early or late repayments are not reflected. Please contact pwlb@dmo.gov.uk if you have any queries.

ASSET INVENTORY LIST COMPARISON : 2024/25 with 2025/26 (for year ending 31 March 2026)

Asset Name	Asset No.	Cost	Cost	Difference	Diff. Description
		2024/25	2025/26		
Tools and Equipment					
Sisis Quadraplay Main Frame	A001	1	1	0	
Indespension Trailer	A003	2,800	2,800	0	
Indespension Tipper Trailer	A004	2,460	2,460	0	
Indespension Plant Trailer	A006	2000	2000	0	
Wessex Flail	A007	2,338	2,338	0	
Wall Litter Bin	A009	579	579	0	
Polly Barrow	A010	65	65	0	
Wheel Barrow	A011	65	65	0	
Traffic Cones	A012	175	175	0	
Grass/Leaf Rake	A013	139	139	0	
Road & Pedestrian Safety Barriers	A014	552	552	0	
Road & Pedestrian Safety Barrier x 8	A015	0	290	290	New Purchase for the Summer Fete 2025 paid via CC
Hayter 48 Harrier Pro. 19"	ME013	664	664	0	
Dennis FT610 Power Unit Mower	ME014	4,350	4,350	0	
Echo HCA-265ES LW Long Reach Hedge Trimmer	ME015	399	399	0	
Stihl Hand Held Blower x2	ME017	225	225	0	
ECHO Hedgetrimmer	ME018	320	320	0	
Husqvarna Chainsaw 72-555 18 Bar	ME020	450	450	0	
McConnel Hedgecutter Flail	ME022	9,000	9,000	0	
Sissis Autorake Scarifier	ME023	4,370	4,370	0	
STIHL BG86C Leaf Blower	ME024	199	199	0	
STIHL BR600 Leaf Blower	ME025	395	395	0	
Honda Izzy x2 Lawn Mowers	ME026	610	610	0	
Husqvarna 60 cm Hedge Trimmers	ME027	394	394	0	
Husqvarna 75 cm Hedge Trimmers	ME028	427	427	0	
Husqvarna Strimmers x2	ME029	499	499	0	
Impact Glider (Line Marker)	ME030	480	480	0	
Dennis FT610 Turf Mower	ME031	6,440	6,440	0	
Long Reach Hedge Trimmer	ME033	459	459	0	
Lawn Mowers (2)	ME034	690	690	0	
Balance Cart	NME002	248	248	0	
Major 8400 Roller Mower	NME003	5,650	5,650	0	
Stihl Pole Pruner	NME004	600	600	0	
DeWalt Drills x 2	NME005	1	1	0	
DeWalt Grinders x 2	NME006	1	1	0	
Sprayers x 5	NME007	1	1	0	
Top Dressing Spreader	NME008	1	1	0	
Fertilizer Spreader x 1	NME009	1	1	0	
Impact Glider UK Machine 50Psi	NME011	455	455	0	
Battery Brushcutter x2	NME012	770	770	0	
Stihl Battery Blower x2	NME013	622	622	0	
Carry Comfort System for BGA200 x2	NME014	116	116	0	
Battery Belt with Harness for BG200 Blower x2	NME015	116	116	0	
AP Holster with Connecting Cable for BG200 Blower x2	NME016	218	218	0	
AP 300S Battery x8	NME017	1,704	1,704	0	
4 Way Charger x1	NME018	222	222	0	
AL500 Charger x2	NME019	198	198	0	
KMA135R Battery Combi Tool x1	NME020	315	315	0	
HL-KM Hedge Cutter Attachment	NME021	288	288	0	
HT-KM Pole Pruner Attachment x1	NME022	210	210	0	
Fusion 5 Slat Seat Bench	A008	658	658	0	
Civic Regalia	A015	1	1	0	
Notice Boards x10	A016	1	1	0	
Sets of goalposts x2	A017	1	1	0	
New laptops + 4x laptop docking stations	A018	1	1	0	
Office, computer and sports equipment	A019	1	1	0	
8x street seats	A020	1	1	0	
Lawn Rake x2	A021	43	43	0	
Mossy Oak Pruning Saw & 3x blades	A022	29	29	0	
1x Bosh PSM 100 Electric Multi-Sander 230V	A024	25	25	0	
Mulch Kit & Carriage	A025	433	433	0	
Leafe Grabber Tool x2	A026	57	57	0	
New Fleming Transport Box	A027	540	540	0	
New Misc. Hort Dennis FT610 (part exchange - £1080)	A029	6,380	6,380	0	
2 Stihl Hedge Trimmer	A030	256	256	0	
1 Husqvana Chainsaw	A031	1,110	1,110	0	
1 Stephill Generator	A032	595	595	0	
1 Milwaukee Electric Concrete Breaker	A033	895	895	0	
Wessex 1.5T Tipping Trailer	A034	2,886	2,886	0	
10FT Container	A035	3,560	3,560	0	
New Tipping Trailer	A036	0	2,420	2,420	Purchased 18.02.26
New Profihopper Ride on grass cutter and collector	A037	0	44,298	44,298	Purchased 23.02.26
Dell Optiplex 7020 PC + 3yr i5	OF001	-	515	515	New July 2025 - Office PC

Furnishings

16 x Tilt Top White Oak Table 1600W	F001	-	4,168		New April 2025 - Viking Centre
6 x Tilt Top White Oak Table 1200mm x 700mm	F002	-	1,518		New April 2025 - Viking Centre
6 x High back folw away chairs - Havanana	F003	-	918		New April 2025 - Viking Centre
94 x Stackable black meeting chairs - No arms	F004	-	3,384		New April 2025 - Viking Centre
4 x Second Hand blue waiting chairs	F005	-	140		New April 2025 - Groundsmen Rest Room

Machinery

Volvo Mini Digger EC15B	MWE006	13,061	13,061	0	
JD Compact Tractor 2032R AU15 AZT	MWE011	19,200	19,200	0	
John Deere X940 Diesel Lawn Tractor AU18 YEG	MWE014	11,250	-	(11,250)	Disposed - Part exchange/Sold £3500+VAT SI5667
Iseki Tractor TXG237	MWE015	7,995	7,995	0	
John Deere 4066R Compact Tractor AP70 UZM	MWE016	33,000	33,000	0	
Husqvarna Lawn Mower EU25BOF R316TsXAWD	MWE017	-	7,265	7,265	Purchased 09.06.25 from Ernest Doe
Igo Glider Lite Pitch Line Painting Machine	MWE018	-	762	762	Purchased 25.06.25 from Origin
GREENMECH ECO150TMP PTO chipper	MWE021	-	10,920	10,920	
Ransomes HR300 Ride on Mower	MWE017	-	7,350	7,350	Purchased 04.02.26
Kawasaki 103CM Cutting Deck 300 Series	MWE018	-	953	953	Purchased 03.06.2025

Properties

Recreation Ground Council Office	P001	298,200	£855,330.72	557,131	Reinstatement costs surveyed and revalued May 2025
Thatched Pavilion at Recreation Ground	P002	465,300	£1,675,051.08	1,209,751	Reinstatement costs surveyed and revalued May 2025
Recreation Ground maintenance store	P003	76,000	£639,246.58	563,247	Reinstatement costs surveyed and revalued May 2025
Bowls Pavilion at Recreation Ground	P004	63,306	£182,058.03	118,752	Reinstatement costs surveyed and revalued May 2025

Asset Name	Asset No.	Cost	Cost	Difference	Diff. Description
		2024/25	2025/26		
Sparhawk Buildings including maintenance store	P005	174,200	£582,668.90	408,469	Reinstatement costs surveyed and revalued May 2025
Cemetery Visitors Building and Toilets	P006	105,500	£330,026.99	224,527	Reinstatement costs surveyed and revalued May 2025
Sprowston Diamond Centre School Lane	P007	1,725,350	£5,020,255.70	3,294,906	Reinstatement costs surveyed and revalued May 2025
Viking Centre	P008	370,000	£2,316,827.34	1,946,827	Reinstatement costs surveyed and revalued May 2025

Land

Barkers Lane OS Playing Field	L001	1	1	0	
Barkers Lane OS Playing Field	L002	24,000	24,000	0	
Cannerby Lane Green Space AA	L003	1	1	0	
Allotment Land-Site and Car Park	L004	1	1	0	
Allotment Land-Plots 1-18	L005	1	1	0	
Cemetery Land	L006	1	1	0	
Cemetery Land	L007	1	1	0	
Dixon Road PROW	L008	1	1	0	
Post Mill Close POS	L009	1	1	0	
Recreation Ground Playing Field	L010	1	1	0	
Recreation Ground Playing Field	L011	1	1	0	
Sparhawk Park Recreation Land	L012	10,000	10,000	0	
Wilks Farm Drive POS	L015	55,696	55,696	0	
Church Lane Cemetery Extension	L016	92,000	92,000	0	
Access Loke POS	L017	3,400	3,400	0	
Fenced Open Space School Lane	L018	96,103	96,103	0	
BBL Play Areas POS	L019	1	1	0	
Windsor park Gardens POS	L020	48,698	48,698	0	
Millenium Wood POS	L021	1	1	0	
Gurney Drive	L022	1	1	0	
Blue Boar Lane Open Space	L023	1	1	0	
Conroy Close Footpath	L024	1	1	0	
Hallwood Road (off Blue Boar Lane adj.L019	L025	1	1	0	

Street Scene Asset

Bus Shelters - 9	SF001	9	9	0	
Streetlights	SF002	814,295	814,295	0	Nominal approximate cost of columns only
Led Streetlights	SF003	141,640	153,354	11,714	New LEDs & CMS system only (excludes existing columns)
Replacement of Bus Shelter on North Walsham Road	SF004	-	8,640		

4,718,974 13,136,588 (8,417,614)

Lease Register

		Monthly lease	Monthly lease		
Kawasaki Mule Pro DX UTV - Agreement A000383677	LMWE002	-	195		Kawasaki Mule in leasing - Monthly Cost £195

Community Infrastructure Levy - Income and Expenditure for the year ending 31 March 2026

[illegible]

Unspent Balance brought forward from previous years	387,533.02
Total spent from 1 April 2025 to 31 March 2026	235,598.57

Parish CIL balance as at 31 March 2026	186,512.94
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2026/2027 Estimated Committed Expenditure from CIL	
Viking Centre Final Construction Payment	£ 72,831.39
Viking Centre Retention to pay Draper Nichols	£ 37,875.00
Viking Centre Estimated Cost for Car Park Extension	£ 45,000.00
Viking Centre Estimated Cost for New Sign, Column & Consent	£ 6,000.00
Estimated Total Committed Expenditure	£ 161,706.39

Estimated Surplus / Shortfall £ 24,806.55

EXPENDITURE			
Date	Expenditure Incurred/description	Amount	
01/04/2025	Viking Centre Redevelopment - 10pk fire safety signs	£	9.56
01/04/2025	Viking Centre Redevelopment - Plant Room keep locked signs	£	20.49
01/04/2025	Viking Centre Redevelopment - Fire assembly point sign	£	14.99
01/04/2025	Viking Centre Redevelopment - No smoking signs	£	10.56
01/04/2025	Viking Centre Redevelopment - No smoking signs	£	4.58
01/04/2025	Viking Centre Redevelopment - No smoking signs	£	4.58
04/04/2025	Viking Centre Redevelopment - Publicity / Grand Opening Ceremony	£	100.96
08/04/2025	Viking Centre Redevelopment - Publicity / Grand Opening Ceremony	£	65.00
08/04/2025	Viking Centre Redevelopment - 1 x 4inch 22yd red thick ribbon	£	12.48
14/04/2025	Viking Centre Redevelopment - Ordgar Viking Group, Opening Ceremony	£	100.00
15/04/2025	Viking Centre Redevelopment - AC Leigh Master Keys	£	35.35
16/04/2025	Viking Centre Redevelopment - Keys cut	£	172.50
17/04/2025	Viking Centre Redevelopment - 3 x Banners for Viking Opening Ceremony	£	162.00
20/04/2025	Viking Centre Redevelopment - Bespoke indoor signs and outdoor signs & Installation	£	1,094.60
23/04/2025	Viking Centre Redevelopment - Construction Costs. CIN1412, Cert 13.	£	101,939.16
23/04/2025	Viking Centre Redevelopment - Key Cabinet with combination key lock	£	41.66
24/04/2025	Viking Centre Redevelopment - Fire risk assessment	£	495.00
29/04/2025	Viking Centre Redevelopment - 16x Tilt top tables, 104 chairs (assorted designs)	£	10,127.64
30/04/2025	Viking Centre Redevelopment - BWL Consulting Limited (BCL-001) M/E consultancy	£	1,200.00
12/05/2025	Viking Centre Redevelopment - A C Leigh - Cam Lock	£	7.40
22/05/2025	Viking Centre Redevelopment - Norfolk County Council (NCC-001) Leases/Consultancy	£	28.00
22/05/2025	Viking Centre Redevelopment - Norfolk County Council (NCC-001) Leases/Consultancy	£	827.30
27/05/2025	Viking Centre Redevelopment - 4 x Black fitted blinds	£	1,190.00
28/05/2025	Viking Centre Redevelopment - 1 x Directional Office Sign and installation	£	82.00
08/06/2025	Viking Centre Redevelopment - Publicity / Grand Opening Ceremony	£	420.50
25/06/2025	CIL Grant - to Sprowston Youth Engagement Project (SYEP) for Pole Barn Building	£	15,000.00
25/06/2025	CIL Grant - to Sprowston Playgroup for new fence at Melodist Church.	£	1,280.00
13/08/2025	Viking Centre Redevelopment - Construction Costs. CIN1463, Cert 14.	£	99,919.61
07/11/2025	Viking Centre Redevelopment - Norfolk County Council (NCC-001) Leases/Consultancy	£	99.45
12/11/2025	Viking Centre Redevelopment - Pack of 10 No Smoking signs	£	13.15
07/01/2026	Viking Centre Redevelopment - Norfolk County Council (NCC-001) Leases/Consultancy	£	433.69
07/01/2026	Viking Centre Redevelopment - Norfolk County Council (NCC-001) Leases/Consultancy	£	596.36
15/04/2026	Viking Centre Redevelopment - Brundal Men's Shed sign display case	£	90.00
Total spent from 1 April 2025 to 31 March 2026		235,598.57	