



NOTICE OF MEETING
AND SUMMONS TO ATTEND

**The meeting of Sprowston Town Council will be held on Wednesday 30 September 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 19 August 2026. Pages 1 - 8
5. To agree action/response arising from the minutes.
6. To receive Police Update - Crime Statistics for September 2026. Pages 9 - 13
7. To receive correspondence and consider a response:
 - (1) To a request for H-bars/white lines across residential driveways in the vicinity of Together Dental, Blenheim Road. Pages 14 - 16
 - (2) To a request to install posts on selected verges between Sprowston Academy and Lone Barn Road/Russell Avenue. Page 17
 - (3) Norfolk Police & Crime Commissioner Police & Crime Plan Consultation. Pages 18 - 26
 - (4) BDC's Review of Hackney Carriage and Private Hire Licensing Policy and Conditions. Pages 27 - 28
 - (5) Sprowston Nursery Playgroup's Request for Sponsorship (Grant Funding). Page 29
 - (6) Broadland Highway Maintenance Works - Night Closures (For Info). Page 30
 - (7) Western Link Project Update (For Info). Pages 31 - 32
 - (8) Moore Avenue Footway Resurfacing Scheme (For Info). Page 33
8. To receive any written/verbal reports from Sprowston County and District Councillors.
9. To receive the report of the Town Clerk and make decisions on: Pages 34 - 37
 - 1.4 Replacement Table Tennis Table.
 - 1.6 Viking centre Hire Fees.
10. Adjourn the meeting for a short break.
11. To consider forming a Working Group to propose Ideas for the Annual Town Meeting on 10 March 2027.
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.
 - (3) Skatepark Working Group.

13. To receive any written and verbal reports from Councillors representing the Council on or at outside organisations.
(1) Report from Councillor Couzens. Page 38 - 40
(2) Airport Consultative Committee.
(3) NALC.
(4) Sprowston Heritage.
14. Planning
(1) To consider planning applications to 30 September 2026. Page 41
(2) To consider A1151 Wroxham Road - New Junction with Beeston Estate. Page 42 - 48
15. To receive planning decisions from weeks ending 14 August, 21 August, 29 August, 5 September, 11 September and 18 September 2026. Page 49 - 51
16. To receive the schedule of direct debits. Page 52 - 53
17. To confirm the payment of accounts to 30 September 2026.
(1) Invoices to pay. Pages 54 - 56
(2) Invoices payments made. Page 57
18. The Chairman will move that the press and public be excluded from the meeting for the remaining business because otherwise information prejudicial to the public interests which is exempt by virtue of the Public Bodies (Admission to Meetings Act) 1960 Section 1 (2) would be disclosed to them.
19. Longboats and Lattes Café.
20. To receive planning enforcement:
(1) List of current cases. Page 58
(2) List of closed cases. Page 59



Guy Ranaweera
Town Clerk

24 September 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 19 August 2026 at the Council Chamber, Recreation Ground Road, Sprowston commencing 7.30pm.

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

M A Booth	-	J Norman
S D Booth	-	A L Parker
J H Mallen	-	H W Tarlton

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

In Attendance: Norfolk County Councillors: Stephen Bailey
Mike Conroy
Antony Little

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

26/186. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

26/187. APOLOGIES FOR ABSENCE

Written apologies for absence were received from Cllrs. B Baby, M G Callam, D Coleman, E H Tovell, R H Tovell and verbal apologies from Cllr. A R Tipple.

26/188. RESIDENTS' AND COUNCILLORS' QUESTIONS

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

As there were no residents' or councillors' questions the meeting was reconvened.

26/189. MINUTES

The Minutes of the Council's meeting held on 29 July 2026 having previously been circulated to all Councillors were subject to the following amendments

26/189. MINUTES (CONTINUED)

Minute 26/173, bullet point 3 **delete** he had requested

Minute 26/173, **delete** to and **insert** would after MUGA,

Minute 26/173, **delete** daily and **insert** weekly

Minute 26/171, **delete** £5,94.00 and **insert** £5,940.00

Minute 26/177 (3), **delete** 25 and **insert** 27

confirmed and signed by the Chair of the Council.

26/190. ACTION FROM MINUTES

- (1) Installation of verge posts outside 60, Lone Barn Road

Referring to Minute 26/167, Cllr. M A Booth reported he had contacted the District Council's Environmental Health officers who advised they could possibly assist Mr Marshall and requested he send them a list of issues encountered; exclusive of parking.

Cllr. Booth has advised Mr Marshall.

26/191. CORRESPONDENCE

- (1) Launch of Broadland District Council's Let's Go! Website

Councillors noted the District Council's request to promote their Let's Go! New visitor economy website.

Cllr. M A Booth recommended fellow Councillors view the Let's Go! website site explaining that whilst it is aimed at increasing community wellbeing, it also promotes local business prosperity along the walking and cycling routes. The site could expand to include cycling or canoeing routes and perhaps charity shops.

- (2) Letter from Alice Macdonald MP to Consortium RMG

Council noted the letter from Alice Macdonald MP regarding flags attached to lamp posts on Atlantic Avenue.

Cllr. M A Booth confirmed the flags had already been removed.

Cllr. J Norman mentioned Oxfordshire District Council had taken legal action against an organised group attaching flags to highway structures and lampposts across the county without permission. He suggested Council could ask Persimmon Homes to contact the group responsible and request they desist from putting flags up in future.

Cllr. M A Booth did not feel there would be a reoccurrence as only two individuals were involved.

26/192. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Norfolk County Councillor Wendy Atkinson submitted a written report which was circulated at the meeting.

26/193. AMENDMENT TO ALLOTMENT WAITING LIST POLICY AND LETTING A CORPORATE TENANCY/LICENSE

Council considered the report of the Town Clerk; and request from the District Councils Assessment and Resettlement Officer to provide an allotment garden for a person recently rehomed in Sprowston. The Town Clerk further explained there was an available full plot which was affected by tree shade. The shaded area could still be used for locating a shed, greenhouse and or compost bin leaving the remaining part of the plot for cultivation. Following discussion, it was

RESOLVED to make an exception to the allotment waiting list policy and grant Broadland District Council a 'corporate tenancy' for a suitable plot on a trial basis.

26/194. AMENDED MEETING DATES FOR MUNICIPAL YEAR 2026/2027

The Town Clerk explained that as 2027 was an election year for parish and town Councils it would be beneficial to bring forward the date of the Annual Town Meeting to avoid Purdah (Pre-election period of sensitivity when specific restrictions on communications activity are in place). The Annual Council meeting also required to be brought forward to ensure it took place within 14 days of Councillors taking Office.

RESOLVED to hold the Annual Town Meeting on 10 March 2027 and the Annual Council Meeting on 19 May 2027.

26/195. SUMMER FETE 2027

Council considered the Summer Fete 2026 debrief and recommendation from the Recreational Facilities Working Group to hold a summer in 2027.

RESOLVED to hold Sprowston Summer Fete on Saturday 17 July 2027.

26/196. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Recreation Ground - Installation of Bollards

6 retractable bollards and 42 static concrete bollards have been installed along the perimeter of the Edwards Road carpark to prevent vehicle access to the Recreation Ground without impeding pedestrians, prams, wheelchair or mobility carriages.

1.2 Sprowston Recreation Ground - Delayed Commencement of Football Season

Due to extreme dry conditions, commencement of the football season has been delayed from Saturday 5 September 2026 to Saturday 19 September 2026. This

26/196. REPORT OF THE TOWN CLERK (CONTINUED)

decision has been made as the grass on the Recreation Ground is dust dry and a delayed start is necessary to protect what remains of the grass football pitches.

1.3 White House Farm Estate - transfer of Ownership of Public Open Spaces (Tranches 1 and 2)

Council's solicitors have advised transfer documentation for Harrisons Plantation, the skatepark land and assorted open spaces on the White House Farm estate is almost finalised. Due to the size and complexity of the transfer, Council's solicitors have requested from the developers' consortium a further cost undertaking to fund completion of the Council's side of the legal work.

The Town Clerk had reminded all concerned that it was Council's desire to break ground in September 2026. If the transfer has not been finalised in time, he had requested a Memorandum of Understanding be entered into.

Broadland District Council are organising tree thinning works to be carried out by A T Coombs at Harrisons Plantation from 7 September 2026.

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

ATTACHMENTS

6.1 Photos of New Bollards at Edwards Road-end Carpark

26/197. TO APPROVE THE DESIGN OF SPROWSTON SKATEPARK

Council considered the recommendation from the Skatepark Working Group to approve the revised design for Sprowston Skatepark.

The Town Clerk responded to Councillors' questions as follows:

- The skatepark will not be fenced;
- Lighting will be installed on completion of grounds works;
- Work has not commenced to give the skatepark an identity for advertising purposes;
- The central green area will be planted with wildflowers or similar;

26/197. TO APPROVE THE DESIGN OF SPROWSTON SKATEPARK (CONTINUED)

RESOLVED to approve the revised design for Sprowston Skatepark.

26/198. TO APPROVE THE DRAFT JOINT NEIGHBOURHOOD PLAN (SPROWSTON WITH BEESTON ST. ANDREW) FOR SUBMISSION

Cllr. W F Couzens thanked members of the Revised Neighbourhood Plan Working Group for their hard work. He then read out the policies included in the plan to ensure all Councillors were in agreement.

Concern was expressed with regard to distribution and data centres not being included in the plan as undesirable development in residential areas

Cllr. W F Couzens to enquire if the plan can be amended to include distribution and data centres without causing a delay.

RESOLVED to approve the Draft Neighbourhood Plan subject to a response from Council's consultant regarding inclusion of distribution and data centres in the plan.

26/199. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

(1) Neighbourhood Plan Review Working Group (NPRWG)

Discussed under Minute 26/198.

(2) Recreational Facilities Working Group (RFWG)

Cllr. J Leggett reported:

- The final invoice for redevelopment of the Viking Centre is still yet to be received from Draper & Nicholls Ltd;
- Defibrillator will be operational next week;
- Activation of the EV charging units is progressing;
- Councillors are still waiting for a meeting with representatives from Quinn Estates.

(3) Skatepark Working Group

Discussed under Minute 26/197.

26/201. 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.

(2) Airport Consultative Committee

Cllr. M A Booth reported the next meeting of the Airport Consultative Committee will be held 21 October 2026.

26/201. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS (CONTINUED)

(3) Sprowston Heritage Group

No further update.

(4) NALC

Cllr. J Leggett advised six spaces offered for CILCA training were taken up immediately. On-line training is available for Chairmen and Vice-Chairmen.

26/202. 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:

2026/2096 - demolition of conservatory and erection of single storey rear extension with new bay window to front elevation at 9, Recreation Ground Road, Sprowston.

2026/2109 - single storey rear extension to existing residential dwelling/bungalow at 12, Moore Avenue, Sprowston.

PMB901 - Wig-Wag Signals replacement starting 19 October 2026 at Chartwell Road Fire Station, Sprowston.

(b) Council had no objection to the granting of planning application 2026/2005 - demolition of existing garage and erection of attached ancillary accommodation associated with the existing premises at 51, Russell Avenue, Sprowston subject to a condition to permit ancillary occupation only.

26/203. PLANNING DECISIONS

Council noted the planning decisions for week ending 24 July 2026.

26/204. SCHEDULE OF DIRECT DEBIT PAYMENTS

The Town Clerk and Responsible Financial Officer presented the schedule of direct debits totalling £7,393.47.

Responding to a question from Cllr. J H Mallen the Town Clerk advised:

Invoice No. 14844360726 - Card machine terminal monthly charges, fees relate to the level of usage. The card machine has not as yet been replaced.

The schedule of direct debit payments to 19 August 2026 totalling £7,393.47 was approved and noted.

26/205. PAYMENT OF ACCOUNTS

(1) Invoices to pay 19 August 2026

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to pay to 19 August 2026 totalling £31,291.71.

Responding to a question from Cllr. J H Mallen the Town Clerk explained:

Invoice No. 38914 - Rhino Security replacement of damaged height restriction barrier on Edwards Road entrance, Zurich Municipal has paid Council the majority of the claim. Discussion between the insurance company representing the driver who hit the barrier and Zurich Municipal is ongoing.

On the motion of Cllr. J H Mallen, seconded by Cllr. A L Parker it was **RESOLVED** that payment of the schedule of invoices to pay to 19 August 2026 totalling £31,291.71 be approved.

(2) Invoices Paid to 19 August 2026

The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 19 August 2026 totalling £2,347.77.

Responding to a question from Cllr. J Leggett the Town Clerk clarified:

Invoice No. 16170413 - Brandon Hire Station 2 x Diesel and 3 x Petrol Generators plus plugs, sockets, adaptations, fuel and fencing to run the summer fete equipment included the additional expense of all petrol and diesel used for the day.

On the motion of Cllr. J Leggett, seconded by Cllr. M A Booth it was **RESOLVED** that payment of the schedule of invoices paid to 19 August 2026 totalling £ 2,347.77 be approved.

26/206. SCHEDULE OF CREDIT CARD PAYMENTS - 19 AUGUST 2026

The Town Clerk and Responsible Financial Officer presented the schedule of credit card payments confirming he would bring a description of all items detailed as 'Amazon Market Place' to a future meeting of the Council.

The schedule of credit card payments to 19 August 2026 totalling £990.83 was approved and noted.

26/207. 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.

26/208. ANTI-VEHCILE MEASURES AT WINDSOR PARK GARDENS AND THE CEMETERY

Council considered a quotation from RHINO Security to supply and install 3 heavy duty bollards at Windsor Park Gardens and 1 Height restriction barrier and 2 heavy duty bollards at Sprowston Cemetery.

RESOLVED to accept the Quotation from RHINO Security at a total cost of £7,293.30 including VAT.

26/209. PLANNING ENFORCEMENT

(1) Current Enforcement Cases

Council noted the list of current planning enforcement cases.

(2) Closed Enforcement Cases

Council noted there were no closed planning enforcement cases.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 9.32pm.

30 September 2026

Chair

The tables below compare crime and anti-social behaviour recorded from Jun 26 – Aug 26:

Selected Crime Types	E2 Policing Command
ARSON	1
BURGLARY - RESIDENTIAL	-
BURGLARY - BUSINESS/COMMUNITY	5
ROBBERY	2
THEFT FROM MOTOR VEHICLE	2
THEFT OF A MOTOR VEHICLE	5
VIOLENCE WITH INJURY	84
VIOLENCE WITHOUT INJURY	112
ANTI-SOCIAL BEHAVIOUR CALLS	135

Our Priority is You



The tables below compare crime and anti-social behaviour recorded from Jun 26 – Aug 26:

Selected Crime Types	Old Catton & Sprowston West	Sprowston Central	Sprowston East
ARSON	1	-	-
BURGLARY - RESIDENTIAL	-	-	-
BURGLARY - BUSINESS/COMMUNITY	-	-	-
ROBBERY	-	-	1
THEFT FROM MOTOR VEHICLE	-	-	1
THEFT OF A MOTOR VEHICLE	2	-	-
VIOLENCE WITH INJURY	7	8	18
VIOLENCE WITHOUT INJURY	11	13	16
ANTI-SOCIAL BEHAVIOUR CALLS	18	14	21

Our Priority is You



The tables below compare crime and anti-social behaviour recorded from Jun 26 – Aug 26:

Selected Crime Types	Thorpe St Andrew North West	Thorpe St Andrew South East	Plumstead
ARSON	-	-	-
BURGLARY - RESIDENTIAL	-	-	-
BURGLARY - BUSINESS/COMMUNITY	-	2	-
ROBBERY	-	1	-
THEFT FROM MOTOR VEHICLE	1	-	-
THEFT OF A MOTOR VEHICLE	1	-	-
VIOLENCE WITH INJURY	5	12	5
VIOLENCE WITHOUT INJURY	6	22	5
ANTI-SOCIAL BEHAVIOUR CALLS	11	14	5

Our Priority is You



The tables below compare crime and anti-social behaviour recorded from Jun 26 – Aug 26:

Selected Crime Types	Wroxham, Salhouse & Rackheath
ARSON	-
BURGLARY - RESIDENTIAL	-
BURGLARY - BUSINESS/COMMUNITY	2
ROBBERY	-
THEFT FROM MOTOR VEHICLE	-
THEFT OF A MOTOR VEHICLE	-
VIOLENCE WITH INJURY	16
VIOLENCE WITHOUT INJURY	11
ANTI-SOCIAL BEHAVIOUR CALLS	17

Our Priority is You



The tables below compare crime and anti-social behaviour recorded from Jun 26 – Aug 26:

Selected Crime Types	Acle	Blofield with S. Walsham	Brundall	Burlingham	Marshes
ARSON	-	-	-	-	-
BURGLARY - RESIDENTIAL	-	-	-	-	-
BURGLARY - BUSINESS/COMMUNITY	-	-	-	-	-
ROBBERY	-	-	-	-	-
THEFT FROM MOTOR VEHICLE	-	-	-	-	-
THEFT OF A MOTOR VEHICLE	-	-	1	1	-
VIOLENCE WITH INJURY	2	2	4	2	1
VIOLENCE WITHOUT INJURY	3	8	7	4	4
ANTI-SOCIAL BEHAVIOUR CALLS	3	6	14	0	11

Our Priority is You



Sprowston Town Council - 30 September 2026

(26/08/2026)

Good Afternoon Guy,

Thank you for taking my call last week concerning the parking issues in and around Blenheim Road, Sprowston. Norwich NR78AL

In answer to your question, I am more than happy to have my address put forward concerning the possible marking out of white lines on Blenheim Road to elevate the parking issues created by the Dentist.

Also, could you look into the original planning consent for the Dentist on Blenheim Road, as I have been told that they shouldn't be opening on Saturday and I fully understand that persons need to visit a Dentist but if they aren't supposed to be opening on a Saturday surely that should be remedied and help with residents' concerns over parking at the weekend.

I have attached photos from last week showing some of the issues the residents are having with the inconsiderate parking taking place on Blenheim Road. Due to the number of elderly persons living in the area, blocking of the pavements is causing issues. Some of the attached cars below, belong to the Staff working at the Dentist and will be parked there all day.

The Junction with Blenheim Road and Cozens Hardy regularly has cars parked on the corner reducing visibility whilst trying to exit Blenheim Road. (Accident waiting to happen)

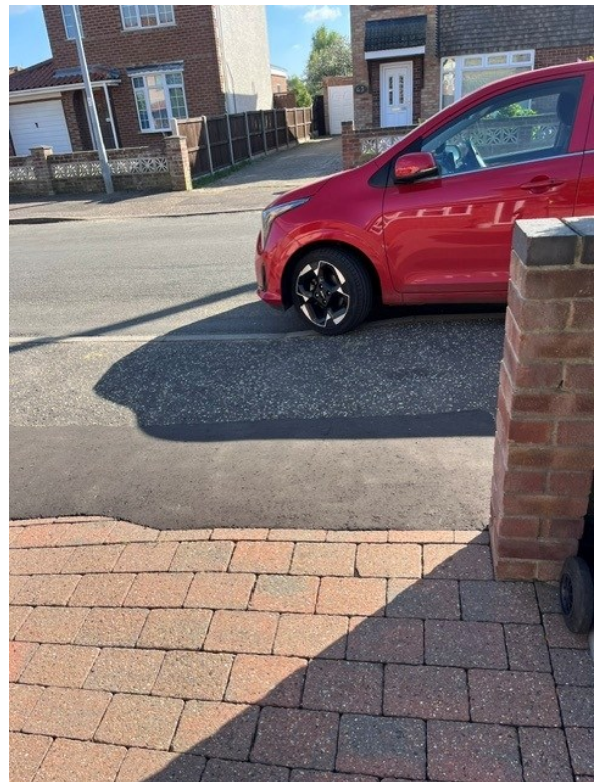
I will send further photos on a weekly basis to assist the case for intervention of the parking issues on Blenheim Road.

Mr A. Gent. *(Address on Blenheim Rd supplied)*

Sprowston Town Council Decision Requested:

- ***To Request Norfolk County Council Highways, install H-bars/white lines across residential driveways and around junctions in the vicinity of Together Dental, Blenheim Road.***

Blenheim Road



Blenheim Road (Continued)



Sprowston Town Council - 30 September 2026

(17/09/2026)

Afternoon

“I live very near to the high school on Cannerby Lane and have noticed that cars are now parking on the verge between the school and Lone Barn rd junction. This didn’t use to be too bad but is happening every day now and I fear it is only a matter of time before there is an accident. They cause an obstruction so often the school coaches and cars cannot get through. The pathway also becomes very narrow meaning less abled people are unable to get through and are having to go on the road. Would it be possible for wooden posts to be put in the verge as has been done on Falcon rd”.

Map of Junction of Cannerby Lane / Russell Ave. / Lone Barn Road / Corbet Ave.

(Location of verges proposed for installation of posts marked with red lines)



Clerk’s Note: upon survey of the area, the Highways Inspector may identify further verges for installation of posts in addition to those marked on the map.

Sprowston Town Council Decision Requested:

- **To Request Norfolk County Council Highways install posts on selected verges between Sprowston Academy and Lone Barn Lane / Russell Avenue so as to prevent obstructive parking**

Guy Ranaweera

From: Crangle, Fay <Fay.CRANGLE@norfolk.police.uk>
Sent: 18 September 2026 16:12
To: Crangle, Fay
Subject: Norfolk Police and Crime Plan Consultation 2026-2030: Invitation to Participate
Attachments: Norfolk Police and Crime Commissioner Police & Crime Plan Consultation.pdf

Sent on behalf of the Police and Crime Commissioner, Colin Sutton.

I am writing on behalf of the Police and Crime Commissioner for Norfolk, Colin Sutton, to inform you that the consultation for the new **Norfolk Police and Crime Plan 2026-2028** has now been launched.

The Police and Crime Plan will establish the strategic priorities for policing, crime prevention, and community safety across Norfolk over the next two years. As key partners in supporting and delivering safer communities, the views and experiences of local authorities are invaluable in helping to shape these priorities.

Please find attached information relating to the consultation. I would be grateful if you could take the opportunity to review the enclosed documents and complete the consultation survey, which can be accessed via the following link: <https://www.smartsurvey.co.uk/s/MDBWPY/>

Survey Link: [Police and Crime Plan 26/28 and Police Budget Consultation 2027/28](#)

The consultation will remain open until **Friday 9th October**, and we would encourage responses to be submitted before this date.

In addition, I would be grateful if you could share the consultation materials and survey link with relevant town and parish councillors, and partner networks where appropriate. The Commissioner is keen to ensure that as wide a range of views as possible are reflected in the final Police and Crime Plan.

This consultation represents an important opportunity for public sector partners, communities, and stakeholders to influence the future direction of policing and community safety across Norfolk, and we welcome all contributions.

Should you have any questions regarding the consultation, please do not hesitate to contact me at: OPCCN@Norfolk.Police.UK

Thank you in advance for your support and participation. The Commissioner looks forward to receiving your views and those of your colleagues.

Your faithfully
Fay

Fay Crangle

Consultation and Engagement Officer (she/her)

Office of the Police and Crime Commissioner for Norfolk

t: 07816286349 w: www.norfolk-pcc.gov.uk

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Consultation: Police and Crime Plan 2026/28 Police Budget 2027/28

A message from your Police and Crime Commissioner Colin Sutton

I am truly honoured to have been elected by the residents of Norfolk to be your Police and Crime Commissioner. With only 18 months left in office, I have a short time to make a real difference to people's lives, ensuring that people feel safe in our county and receive the right support should they become a victim of crime.

The conventional approach would be to undertake a formal consultation, over a period of several months, engaging with stakeholders, residents from neighbourhoods and partners before determining priorities for the future.

However, the priorities set out in this draft have not been developed in isolation. They are informed by extensive engagement undertaken over recent months, together with the ongoing consultation, surveys and community feedback regularly gathered by Norfolk Constabulary, my office and our partners. Collectively this evidence provides a clear picture of the issues that matter most to the people of Norfolk and the challenges they expect us to address.

Having carefully considered this feedback, I have identified a proposed set of priorities and an approach for the next 18 months. I am now seeking your views on whether these priorities reflect the needs and expectations of the people of Norfolk and whether there are any significant omissions that should be addressed.



While the overall direction is clear, this consultation remains an important part of the process. I welcome your views and will consider them carefully before publishing the final Plan.

Also, this will not be the last time that you get your chance to raise your issues and concerns. The Plan makes a strong commitment and sets out how I will continue to listen and respond throughout my time in office, which is critical. New issues and concerns are also bound to emerge.

Joint Police and Crime Plan and Police Budget Consultation

As I have to consult on my Police and Crime Plan and next year's council tax precept at the same time, I have decided to undertake a joint consultation. This will mean that the consultation can reach further and achieve maximum participation by avoiding repetitive and confusing requests for information or for stakeholders to attend more meetings than are necessary. Importantly, this approach also reduces the cost of the consultation and allows participants to consider the information in my Police and Crime Plan, the issues facing policing and the resource requirements at the same time.

Police and Crime Plan 2026/28

One of the first things I must do as a Police and Crime Commissioner (PCC) is to publish a Police and Crime Plan. This Plan sets out the police and crime priorities that Norfolk Constabulary must consider to keep Norfolk safe.

When I was elected as your PCC, I made a commitment to listen, to act, and to focus on the issues that matter most to the people I serve. I want to be ambitious, but I have only 18 months left in office, so I am going to be focused and determined in my approach, concentrating on getting things done and achieving real outcomes for people across Norfolk.

Let's be clear from the start: preventing all types of crime, bringing offenders to justice and supporting victims is, of course, of paramount importance to me. It is in my DNA, and why I spent over 30 years in policing. But, fortunately, Norfolk is a very safe place to live, with an excellent police force, and partners working together both nationally and locally to keep it this way and to protect the most vulnerable in our neighbourhoods. I don't intend simply to replicate what they are doing and to dilute my efforts, when there is already successful work going on to tackle a range of issues from serious and organised crime to road safety and child abuse. Instead, I will challenge them to achieve the strongest outcomes and provide support through my office.

I will be concentrating my time, energy and resources on the biggest and most harmful issues. I have reviewed the data and the wider strategic landscape and listened extensively to residents, victims of crime, businesses, community groups, partner organisations and Norfolk Constabulary, and identified the issues and areas that matter most and where I believe I can make the greatest difference through my Plan.



I therefore propose to prioritise the following three areas in my Police and Crime Plan:

1. Re-engaging with neighbourhoods to rebuild trust in policing

Trust and confidence are fundamental to effective policing. People are more likely to report crime, to cooperate with investigations and to seek help when they have confidence in the police and wider criminal justice system. This is particularly important for victims, many of whom are making difficult and courageous decisions when they come forward. I want people to feel connected to policing within their neighbourhoods and to have confidence that concerns will be listened to and acted upon, and that communication from the Constabulary will be timely and transparent.



2. Preventing violence, abuse and exploitation

Domestic abuse has devastating and long-lasting consequences for victims, families and communities. Responding to domestic abuse, keeping victims safe and prosecuting perpetrators is the biggest area of demand for Norfolk Constabulary. So, reducing incidents of abuse will not only change the lives of victims, but also give our police more resources to tackle other priorities for our neighbourhoods.

I want victims to have confidence that they will be believed, protected and supported at every stage of their journeys. Working alongside safeguarding partners, health services, local authorities and specialist support organisations, we will focus not only on responding to abuse but on preventing it, supporting recovery and holding perpetrators to account.



3. Safer rural communities

In rural areas, victims can often experience a disproportionate impact from crime, whether that's through the theft of machinery, livestock, fuel or equipment, or through offences that affect their livelihoods, wellbeing or sense of security. They can also have less access to key public services and specialist victims' services, which help them cope and recover. Too often, people living in rural areas feel that their concerns are overlooked. Through closer partnership working with farmers, rural businesses, local authorities and community organisations, I want to ensure that victims of rural crime receive the support, attention and response they deserve.



What am I asking?

The key question now is whether there is anything that I have missed, or should be included that isn't being addressed. At the back of this document, there is a space for you to share your views.

Police Budget Consultation 2027/28

As your PCC, I am also responsible for the policing budget. As a steward of public funds, I need to ensure that investment is directed towards activity that delivers measurable improvements in public safety, victim support and local wellbeing.

Norfolk also needs to be prepared to respond to local and national threats, maintaining the capacity and capability required to meet strategic policing responsibilities while continuing to deliver high-quality local services.

Investment in new technology to allow the police to spend more time doing their jobs is also an essential part of my budgeting plans.

The financial environment facing policing and public services continues to present significant challenges, with increasing demand, evolving threats and ongoing pressure on public sector resources. In this context, delivering the ambitions of my new Police and Crime Plan will require careful financial management, strong collaboration with partners and a willingness to identify innovative approaches to service delivery. Through prudent stewardship of policing budgets, effective commissioning, external funding opportunities and collaborative investment with local, regional and national partners, I will seek to maximise the impact of every pound spent.

Any decision to raise the policing element of council tax is not straightforward and involves balancing many complex factors, including your views.

Before completing the survey question, please take the time to read the information provided by Norfolk's Chief Constable Paul Sanford. This explains the Constabulary's reasoning in calling for a change.

I am responsible for Norfolk Constabulary's budget, to ensure they have the necessary resources to investigate. Each year, the PCC has to consider the requirements and demands on the police's spending plans, and how much they ask you, the residents of Norfolk, to contribute through the policing element of your council tax.

The total policing budget for the current financial year (2026/27) is £238.4 million, of which over half (55%) is provided by the Government and the remainder (45%) is raised through council tax.

The budget is divided into two parts: revenue and capital. The revenue part is used for day-to-day running costs, such as police officer salaries and maintaining vehicles; and the capital part is spent on key assets such as police buildings and information technology.

This financial year 90% is being spent on people - £144.7m of which is spent on officers and £67.9m on staff. The remaining £23.8m (10%) is spent on everything else, including police buildings, vehicles, fuel costs, equipment and training.

Looking forward to the next financial year (2027/28), the forecast budget is expected to increase by £5.4 million for several reasons, these include:

- **Police pay** – It is assumed to rise by 2.5% per annum over the next 3 years (27/28 – 29/30)
- **Inflation** – Non-pay inflation is assumed to rise by 4% per annum over the next 3 years (27/28 – 29/30)



A message from Norfolk's Chief Constable Paul Sanford

Policing continues to face significant and growing challenges. The complexity of crime is evolving, vulnerability is rising and demand is increasing, with record numbers of calls to our control room this summer. We are also preparing for significant national police reform, local government reorganisation and devolution.

While the future is evolving, one thing remains unchanged: the communities of Norfolk need an effective, efficient and trusted police service today. We must continue to deliver the services that matter most to our communities, responding quickly when people need us, protecting vulnerable people, investigating crime and bringing offenders to justice. We continuously seek opportunities to improve our service, modernise the approach and better manage resources. This work includes opening a new response base at Loddon after recognising response times in the south of the county were not where they needed to be.

Through our Norfolk Policing Plan, we have set out a clear commitment to focus on what matters most to the public: preventing and reducing crime and harm, investigating crime effectively, supporting victims, safeguarding vulnerable people and maintaining trust and confidence in policing.

Norfolk remains one of the safest counties in the country and I am incredibly proud of the dedication shown every day by our officers, staff and volunteers as they support victims, protect vulnerable people and keep communities safe. We also have one of the highest detection rates in the country.

In recent years, we have repeatedly deployed significant resources to manage large-scale protests and public order incidents. This summer, officers and specialist resources responded to disorder in Thetford. It was the third consecutive summer in which Norfolk officers have dealt with significant protest activity locally or supported colleagues elsewhere in the country. These incidents require specialist skills and substantial resources while maintaining day-to-day policing services.

We are also preparing for changes across the criminal justice system. Reforms through the Sentencing Act will result in more offenders being managed within the community and fewer shorter custodial sentences. As the public-facing part of the criminal justice system, policing will play a central role in managing the impact of these changes, creating additional demand and requiring even closer partnership working.

We have a strong track record of using public money responsibly and efficiently. We continually seek opportunities to modernise, embrace technology and improve the way we work while ensuring every pound delivers value for the people of Norfolk. However, for several years, the funding we receive directly from the Government has been insufficient to cover inflationary pressures or keep up with the rate of population growth in the county. Efficiency savings alone cannot meet the scale of the challenges we face. Most policing expenditure is spent on people, providing the officers, staff and specialist capabilities needed to keep Norfolk safe. Continued investment is essential if we are to maintain frontline services, respond to rising demand and continue delivering exceptional policing for Norfolk.

Your views are important and will help shape the future of policing in our county. I encourage you to take part in this consultation and help inform decisions about the resources needed to keep Norfolk safe in the years ahead.



Paul Sanford
Chief Constable for Norfolk



Having considered this information from Norfolk's Chief Constable, Paul Sanford, please spare a few minutes to complete PCC Colin Sutton's survey.

If you need the information in this document in an alternative format, please contact the Office of the Police and Crime Commissioner for Norfolk (OPCCN) by telephone on 01953 424455 or by email: opccn@norfolk.police.uk.



You can have your say by completing and returning this form to Office of the Police and Crime Commissioner for Norfolk, Jubilee House, Falconers Chase, Wymondham, Norfolk, NR18 0WW. Alternatively, you can take part in the consultation online at: www.norfolk-pcc.gov.uk.

The consultation will close at 5pm on Friday 9 October 2026.

This consultation does not ask for identifiable information. If any identifiable information is provided, the OPCCN will ensure that any published information relating to the consultation remains anonymous. The OPCCN complies with data protection legislation, including GDPR, by applying its Data Protection Policy - which can be found at www.norfolk-pcc.gov.uk.

☐ Yes ☐ No

[illegible]

From: Taxi <taxi@southnorfolkandbroadland.gov.uk>
Sent: 21 September 2026 16:39
Subject: Broadland District Council - Review of Hackney Carriage and Private Hire Policy and Conditions

Dear Sir/Madam,

Local Government (Miscellaneous Provisions) Act 1976
Town Police Clauses Act 1847
Review of Hackney Carriage and Private Hire Licensing Policy and Conditions

Broadland District Council is consulting on proposed revisions to its Hackney Carriage and Private Hire Licensing Policy and Conditions.

The consultation runs from **21 September to 16 November 2026**, and we invite licensed operators, vehicle proprietors, drivers and other interested parties to submit written comments.

The Policy and Conditions apply to all licensed operators, vehicles and drivers in Broadland. They were last reviewed in 2021 and the Department for Transport recommends that licensing policies are reviewed every five years. Changes to national guidance and legislation also make it appropriate to review the documents now.

The proposed revisions are set out in the draft Policy and Conditions available on the South Norfolk and Broadland Council website at [Taxi policy and conditions - BDC](#). The webpage also includes a List of Changes document summarising the main differences from the current Policy and Conditions.

Whilst we have highlighted the key changes, you are advised to ensure that you are aware of the contents of the full document.

We particularly welcome your views on:

1. The current needs of the hackney carriage and private hire trade and its customers.
2. The proposed changes to the Policy and Conditions.
3. Any other matters relevant to the review.

Please submit your response by **16 November 2026**:

- By email to licensingpolicies@southnorfolkandbroadland.gov.uk; or
- By post to the Licensing Team, Broadland District Council, Horizon Centre, Peachman Way, Norwich, NR7 0WF.

All responses must be made in writing so that they can be fully considered as part of the consultation.

After the consultation closes, the Council will consider all comments and representations received. A report setting out the proposed Policy and Conditions and summarising the consultation responses will be presented to the Licensing and Regulatory Committee. The final proposals will then be submitted to Council for approval.

Consultation responses may be published on the Council's website as part of the decision-making process. If you consider that any information provided in your response should remain confidential, please identify it and explain why.

Subject to approval, the revised Policy and Conditions are expected to take effect on **1 April 2027**.

Yours faithfully,

The Licensing Team

South Norfolk Council and Broadland District Council takes your privacy extremely seriously with regard to the processing of personal data. We recognise the need to treat personal data lawfully, fairly and appropriately in accordance with our policies, the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR) and any subsequent or amending legislation.

As a local authority we are required to process the personal data of our customers in many ways and to find out more about how the council and councillors handle your personal information please view the policies below:

[Broadland District Council Data Protection Policy](#)

Sarah Harris

Licensing Team Manager

Working days – Monday to Thursday morning

t 01603 430524 e sarah.harris@southnorfolkandbroadland.gov.uk

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

We've moved! South Norfolk and Broadland Councils have a new home. Find out more about how you can access our services by visiting our website or by calling us on 01508 533633



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Clerk's Note. Full details of BDC's Review of its Taxi and Private Hire licensing policies can be found on the following web page:

<https://www.southnorfolkandbroadland.gov.uk/licensing/licences/licensing-policies/taxi-and-private-hire/broadland-district-council-review-of-hackney-carriage-and-private-hire-policy-and-conditions>

From: info@sprowston-nursery-playgroup.org.uk <info@sprowston-nursery-playgroup.org.uk>

Sent: 23 September 2026 13:38:34

To:

Subject: Sponsorship Request

Sprowston Nursery Playgroup

Methodist Church ~ Wroxham Road ~ Norwich, Norfolk, NR7 8AD

Registered Charity Number: 1208556

Phone 01603 441529

info@sprowston-nursery-playgroup.org.uk

www.sprowston-nursery-playgroup.org.uk

23rd September 2026

Firstly thank you for taking the time to read our letter.

Dare we say the word 'Christmas!'

It is fast approaching and we are already planning our Christmas Fayre, Christmas Parties and nativities. To do this we need 'Christmas Sponsorship'.

As the last remaining charity run playgroup in Sprowston we rely on fundraising to be able to provide our children with the best experiences, activities and resources.

We are not asking for big donations, a little goes a long way and we would really appreciate any support you can give us. If we get 10 companies to donate £100 each that's £1000 for our playgroup which is a massive amount of money to us!

In return for your sponsorship your business would be advertised on our Facebook page, our Website and on our Christmas Fayre posters/leaflets to be distributed all around Sprowston and the surrounding areas. And you would get that warm fuzzy feeling of helping out a local charity!

If you think you may be able to help us please contact me.

Kind Regards

Amanda Churcher

Operations Manager

Guy Ranaweera

From: Richard Pearson <richard.pearson@norfolk.gov.uk>
Sent: 11 September 2026 13:03
Subject: NDR Maintenance Works - Night Closures

Dear Clerk,

I thought it would be prudent to make you aware of some planned large scale works we will be carrying out along the NDR over several weeks. These works will be to carry out verge scalping & vegetation cutting, gully cleansing, weed spraying, kerb works, graffiti removal & sign replacement which will involve several agencies working together.

It is intended that the work will be completed under a road closure between three sections between 20:00 and 05:00 Mon – Fri. This will ensure minimal disruption to the public and businesses.

- The 1st weeks closure (05/10/26 – 10/10/26) will be between A1067 Fakenham Road Roundabout and A140 Cromer Road
- The 2nd weeks closure (12/10/26 – 17/10/26) will be between the A140 Cromer Road and A1151 Wroxham Road Roundabout
- The 3rd weeks closure (19/10/26 – 23/10/26) will be between A1151 Wroxham Road and A1270 Postwick

This will ensure the work is complete before the Christmas Embargo and also hopefully will avoid the time of year when the poorer weather is expected. The alternative, lane closures throughout the days, avoiding the need for nighttime closures, has been investigated and discussed, however following a comprehensive cost analysis/programme schedule between both options (night closure/day lane closure), lane closures during the day has been discounted as a viable option.

We have applied for the durations given to allow for contingencies such as any bad weather events but would hope to complete each section in 3 or 4 days. The NDR will remain fully open and accessible during the day.

We are intending to have electronic signs placed strategically on the network to keep the public fully informed, as well as full visibility diversion signs to ensure people can still travel around easily. Our Comms team will also be advised so social media will be updated to inform as many people as possible. The roundabouts will remain open to allow traffic to still cross the NDR.

I know this may cause some disruption in your parishes but hope you understand our reason for the planned road closures. Should you wish to discuss the works further please do not hesitate to contact me through this email address or my works mobile number 07748638545

Kind Regards

Richard Pearson, Highway Engineer (North 3)

Infrastructure - Highways

From: Norwich Western Link <news@newsupdate.norfolk.gov.uk>
Sent: 04 September 2026 09:02
To: Guy Ranaweera
Subject: Norwich Western Link project update



Norfolk County Council

Norwich Western Link project update

Dear Sir/Madam,

This is my first Norwich Western Link project update email, so let me introduce myself – I'm Tom Dickerson, and I've been in the role of Cabinet Member for Highways and Transport at Norfolk County Council for around three months now, after being elected to the council in May.

The Norwich Western Link is a huge priority for me and the administration at the council.

I've travelled on roads to the west of Norwich for many years and I know how bad the traffic problems are in that area, and the impact this is having on local communities.

This was reinforced when I visited Weston Longville last week and met with a group of local residents.



I was left in no doubt regarding their strength of feeling about the problems they're facing and that they need a solution, and I really do get it – the traffic when I was there last week was awful, with vehicles bumper to bumper, trying to get past each other on narrow rural roads. It's a terrible situation for the people living there and the people in those vehicles.

It was important to hear from local residents about their concerns and priorities for tackling the traffic problems, I appreciate them taking the time to meet me. A short video of my visit to Weston Longville is available on the [council's Facebook page](#); it's worth a look for anyone interested in this subject.



Tom speaking to residents in Weston Longville.

In terms of an update on progress, the team are now in the thick of the options assessment work. They're aiming to reduce the numerous options that were originally being considered down to a shortlist by early next year, followed by a public consultation on those shortlisted options. Existing conditions and new surveys continue to inform the assessments and I'll provide another update later this year on where we are with this.

We've also received funding from the Department for Transport (DfT) for the options assessment work now – they are funding two-thirds of this work, with the remainder being funded by the council. The budget forecast has increased from £1.7 million, set out just over a year ago, to £2.6 million to complete this work. There was a delay of several months caused by a DfT review which has contributed to this, as time is money, and the team have also advised that they've identified some additional work to enhance the options assessment. While I do want us to keep costs down as far as possible, I also understand how important it is to do a good and thorough job of the assessment work - it's about getting the balance right.

I know the team are working hard to reach that shortlist of options for a Norwich Western Link – I'm looking forward to seeing this and sharing it with you all to get your views.

Best wishes,

Tom

Cllr Tom Dickerson
Cabinet Member for Highways and Transport

Guy Ranaweera

From: Josh Pallant <josh.pallant@norfolk.gov.uk>
Sent: 02 September 2026 11:52
To: Antony Little; Guy Ranaweera
Subject: PMC373 Moore Avenue, Sprowston - Footway Resurfacing Scheme - Cllr and Town Council

Good morning Cllr Antony Little, and the Town Council Office,

I hope this email finds you well,

Please find the attached site location plan for the proposed footway resurfacing scheme on Moore Avenue, Sprowston. The scheme has been developed in response to the deteriorating condition of the footway.

I have recently been assigned this scheme and will be the overall project lead and designer for the essential maintenance works on Moore Avenue. We are in the early stages of the design process and have just arranged some trial holes to be completed (2nd - 4th of September) to locate the utilities in the area to help aid in the design.

Our contractor has provided a scheme schedule, with this scheme being planned for delivery in Q4, with a provisional start 04/01/2027 for a duration of 13 weeks, subject to streek works approvals and weather conditions.

Should you require any further information or clarification, please do not hesitate to contact me.

Kind regards,

Josh Pallant, Apprentice Engineer

Highways, Transport and Waste

Infrastructure

Tel: 01603 223576

County Hall, Martineau Ln, NR1 2DH



Norfolk County Council



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COUNCIL MEETING – 30 September 2026

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Harrison's Plantation – Tree Thinning Works

The forestry thinning works in Harrison's Plantation, long-planned by Broadland District Council, commenced on 7th September. BDC locked all access gates to the plantation and placed notices advising why the works were necessary.

In some areas, the thinning looks quite dramatic and a number of residents have contacted the office with concerns about the extent of the works. We have been able to explain the thinning, combined with a planned planting scheme of native trees, will lead to greater biodiversity and overall health of the woods.

Unfortunately, the heavy machinery used for this forestry work has damaged the new cycle path. BDC assure me the contractor will make good any damage and will restore the cycle path to its previous condition. The same goes for any unsurfaced paths within the plantation.

1.2 Wilks Farm Drive - Travellers

At about 7.15pm on Sunday 23rd August, travellers gained access to Wilks Farm Drive public open space. They did so by lifting/breaking the posts of the wooden fence on the boundary between the estate's road and the public open space.

The travellers left on the following Monday to join others encamped on Mousehold heath. The office team, grounds team and caretakers repaired the fence, litter picked the open space and arranged a sanitation cleanse of the affected areas. I would like to record my thanks to the Council staff who responded to this incident in a professional and efficient manner.

The fact that the travellers were willing to break the wooden fence to gain access is a concerning escalation. I have therefore conducted a review of the perimeter treatment at Wilks Farm Drive open space and concluded a sturdier replacement fence (105m) is required. Additionally, at least one bollard is required to defend the pedestrian footpath against cars gaining entrance across the pavement from North Walsham Road. Quotes are being sought and shall be brought to Council in due course.

1.3 The Diamond Field and Church Lane Car Park - Installation of Height Restriction Barriers

2.1m height restriction barriers have now been installed at the Neville Road entrance to the Diamond Field and to the car park at Church Lane. These operate in the same manner as the barriers already installed at the Recreation Ground.

The barrier at the Diamond Field is set back a little way from the entrance threshold. This is to allow the gates to open and close fully. The placement of the height barrier will also accommodate any future replacement gates which may be taller than the existing ones.

1.4 Recreation Ground - Table Tennis Table

As a result of vandalism, the outdoor table tennis table has been damaged beyond repair. This table was secured free of charge in 2019, as part of a national table tennis initiative. The initiative has since concluded and funding is no longer available.

A replacement table costs in the region of £835.

Whilst there exists no allowance for this expenditure in Council's annual budget, the cost could be met from CIL, possibly from section 106 (subject to approval by Broadland DC), or as a last resort; from Council's own General Reserve.

Unfortunately, the table was not particularly well used for playing table tennis. Its most common usage was as a seat and place to congregate for young people.

Sprowston Town Council Decision Requested:

- ***To decide whether or not to purchase a replacement outdoor table tennis table for the Recreation Ground at approximately £835.00.***

1.5 Recreation Ground - Schools Cross Country Run, 9th October 2026

I have agreed for the Norfolk Schools Athletics Association (of which Sprowston Junior School is a member) to hold its annual cross-country event on the Recreation Ground. This will take place in the afternoon of Friday 9th October. The Recreation Ground and carparks shall be very busy that day. Parents of participating children will be asked to park in the Diamond Field overflow carpark. In the preceding week, advanced warning notices will be put up and posted to social media. Participating schools should be off site by 2.45pm.

1.6 Viking Centre – Proposed Revised Hire Fees for Flexi-Offices

See attached sheet showing proposed hire fees.

Sprowston Town Council Decision Requested:

- ***To consider implementing the revised hire fees for the Viking Centre flexi-offices.***

CEMETERY

2.1 No matters to report

STREET LIGHTING

3.1 Power Network Failure to Two Street Lights

A streetlight light on Dovedales and one light on Chenery Drive have been out of action for about two months. This is due to underground network faults which can only be repaired by the regional Distribution Network Operator (UK Power Networks - UKPN). UKPN advises it could take up to 6 more weeks to attend these faults. Our Contractor will continue to chase UKPN, but beyond that, the matter is unfortunately out of our hands.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Upgrade of Office PCs and Software

Three out of four staff desktop PCs are almost 10 years old. They are very slow and struggle to handle some of our standard applications. I have therefore arranged replacement of these PCs. Alongside this, the Council will now commence our upgrade to Microsoft 365 (MS 365), which is a prerequisite for our new finance software.

When fully deployed, MS 365 will improve business resilience. In the advent of catastrophic damage to, or total loss of the Council office, staff will still be able to continue working and accessing electronic files off-site.

MS 365 will also provide Cllrs a new (and hopefully more user-friendly!) way to access '.gov.uk' emails. MS 365 (through the Outlook app) can be set up to access '.gov.uk' emails on PC, laptop or mobile device.

A hands-on help session with our IT provider has been arranged for 28th October, 6.30pm to 7.15pm - immediately prior to the next Council meeting. Cllrs are welcome to bring along any laptops or mobile devices on which they would like to access their '.gov.uk' emails.

PLANNING AND TRANSPORTATION

5.1 Norfolk County Council - Backlog of H-Bar / White Line Painting

At the request of several residents, I have asked NCC to refresh the road and junction markings on the stretch of Tills Road immediately connected to North Walsham Road. I have also asked for an update on the numerous H-Bars / White Lines outstanding across Sprowston.

In response, the NCC Area Highways Engineer has confirmed a long delay in line painting due to a national shortage of materials and a local shortage of staff. However, NCC's contractor is planning to increase its capacity over the next few weeks, so some progress should soon be evident.

Attachments

6.1 Viking Centre – Schedule of Proposed Revised Hire Fees for Flexi-Offices



Guy Ranaweera
Town Clerk

SPROWSTON TOWN COUNCIL - VIKING CENTRE

FLEXI-OFFICE SPACE, HIRE FEES - 2026/2027

Hire fees, **subject to VAT where applicable**, for the use of Sprowston Town Council Flexi-Office Space at the Viking Centre,

Proposed revised room hire fees shown in **red text**

THE VIKING CENTRE

Flexi-Offices 1 & 2 (both 13m²)**

Proposed

12 monthly (Mon-Fri, 8am to 5pm)
6 Monthly (Mon-Fri, 8am to 5pm)
Monthly (Mon-Fri, 8am to 5pm)
Weekly (Mon-Fri, 8am to 5pm)
Full Day (8am to 11pm)
Working Day (8am to 5pm)
AM / PM / EVE (4 hr block)
Hourly

EXISTING FEES		
2026/27 Fees	Community	Inc VAT
£	3,750.00	£ 4,500.00
£	1,900.00	£ 2,280.00
£	330.00	£ 396.00
£	85.00	£ 102.00
£	-	-
£	20.00	£ 24.00
£	15.00	£ 18.00
£	5.83	£ 7.00

PROPOSED REVISED FEES

2026/27 Fees		Inc VAT
Community		
£	3,750.00	£ 4,500.00
£	1,900.00	£ 2,280.00
£	330.00	£ 396.00
£	140.00	£ 168.00
£	40.00	£ 48.00
£	30.00	£ 36.00
£	20.00	£ 24.00
£	8.33	£ 10.00

EXISTING FEES

20% surcharge for 2 people	Surcharge +VAT
£ 4,500.00	£ 5,400.00
£ 2,280.00	£ 2,736.00
£ 396.00	£ 475.20
£ 102.00	£ 122.40
-	-
£ 24.00	£ 28.80
£ 18.00	£ 21.60
£ 7.00	£ 8.40

PROPOSED REVISED FEES

20% surcharge for 2 people	Surcharge +VAT
£ 4,500.00	£ 5,400.00
£ 2,280.00	£ 2,736.00
£ 396.00	£ 475.20
£ 168.00	£ 201.60
£ 48.00	£ 57.60
£ 36.00	£ 43.20
£ 24.00	£ 28.80
£ 10.00	£ 12.00

Flexi-Office 3 (25.8m²) (3 people)**

Proposed

12 monthly
6 Monthly
Monthly
Weekly (Mon-Fri, 8am to 5pm)
Full Day (8am to 11pm)
Working Day (8am to 5pm)
AM / PM / EVE (4 hr block)
Hourly

£	6,300.00	£ 7,560.00
£	3,200.00	£ 3,840.00
£	550.00	£ 660.00
£	140.00	£ 168.00
£	40.00	£ 48.00
£	30.00	£ 36.00
£	20.00	£ 24.00
£	8.33	£ 10.00

2026/27 Standard Rate Hire Fee = 30% surcharge

****Flexi-Offices Hire Notes**

Flexi-offices #1 and #2 are suitable for one, or two occupants sharing.
Flexi-office #3 is suitable for one, two, or three occupants sharing.
Equipped with an appropriate number of desks and office chairs (as agreed with the hirer).
WiFi is included.
A shared basic kitchen is provided.
Free on-site parking (first-come, first-served).
There are no printing facilities or other IT equipment.
The building is unstaffed. An out of hours emergency number will be provided to renters.
A post box can be provided for renters who take up a 6+ month lease.
Due to the limitations of the building, the only access to the first floor is via a flight of stairs.

Report to Sprowston Town Council 30th September 2026

Neighbourhood Plan update

- The draft Neighbourhood Plan has reached Regulation 16, the formal public consultation stage managed by Broadland District Council after a submission of the proposed Neighbourhood Plan. Their consultation lasts for six weeks, allowing the public and agencies/groups to comment before the Plan goes to an independent examination.
- The Examiner may ask the Steering Group to comment on the Reg 16 responses, but this is not always the case.
- We are expecting an Examiner's report around late November/early December.
- The Examiner will also decide whether the Plan needs to go to referendum.

Sprowston Catch Up

- **Skate Park Update.** The legal handover of the land to Sprowston TC is taking longer and is more expensive than previously agreed but is still progressing. We are still waiting for a vehicle barrier to be provided at Pheasants Loke and to find out if the agreed number of litter and dog waste bins have been provided. The drainage for the Skate Park into the culvert should not be an issue but finding out who needs to give permission is taking time. The fencing of the car park will be removed at the point of handover. The MUGA area will be reseeded in the autumn and the big pile of Heras fencing near to it should be removed by the time of the Town Council meeting.
- **Beeston St Andrew development.** We have not had the monthly briefings from the developer because there has been no activity within Sprowston. Phase 2 will be more relevant to Sprowston and Beeston St Andrew.

Sprowston Senior Citizens Club

- Jordan from Norwich and Breckland Woodburners attended and re-fitted the displaced roof tiles and will happily perform similar tasks in the future in return for allowing a small advertising board on their fence.
- The defibrillator provided by Heart2heart was used for the first time in a nearby emergency (not at the club). The outcome is not known.
- The porch canopy has been hit by an unknown vehicle and a claim is progressing.
- A date for their regular Christmas lunch has been agreed.

Sprowston Dementia Friendly Cafe

- **20th August**
At the Café, entertainment was provided by Mr Sam the Magician who was brilliant with a routine of very funny banter and jaw dropping tricks that kept everyone amused for an hour. The Carers Group was a follow up of the introduction of AI to all local GP practice. The feedback given by the group at our last session has been used to enhance the AI model and also feedback from the surgery on how to better use the facility has made the group feel more comfortable with its use. Basically, it's no use trying to talk normally you just have to state concisely what you want e.g. "I need to make an appointment" or "I have severe pain in my back."
- **17th September**
This month Angie for Reminiscence East gave an interactive talk about school days & childhood especially in the 1950s and 60s, when most of our guests were children. The Carers Group focused on the purpose of the group and what they

would like to hear about next year. Everyone agreed that the Carers Group was a vital part of the cafe and wished it to continue in the current form.

Sprowston Litter Pick

- Sunday the 20th September was World Clean Up Day and there were litter picks in many locations locally. Sprowston Litter Pickers focused again on Harrison's Wood and Cottage Plantation where they collected about 20 bin bags full plus an unidentified shopping trolley and other large detritus which were not there a couple of months ago.

SYEP Trustees

- As a new trustee to the organisation, it was interesting to see the way they are working. It's a very professional set up and we should be very pleased to have them within our area. There are still issues with the part of the club that operates in Old Catton due to the ongoing closure of the park there. They are also looking to enhance their Alternative Provision for education, which will be a real bonus for the area.

Acle, Thorpe and Sprowston Neighbourhood Meeting (Broadland Police) Tuesday 22nd September 2026, The Hub, Wroxham.

- This series of quarterly meetings replaces Sprowston and Old Catton Police Priority Setting meetings and, as we found out at the very end, no longer sets the priorities for policing our own area. The feedback from the meeting will be used in conjunction with similar neighbourhood meetings throughout the Broadland Policing Area for them to decide on an overall priority setting for the whole of Broadland. So not local to our area anymore.
- At the start of the meeting, it was explained that they had lost one of the 4 Beat Managers that cover the Acle, Thorpe & Sprowston area through secondment but if the secondment becomes permanent, they will appoint a new Beat Manager. The Sergeant for the area had also been promoted so the area is without a Sergeant until a new one can be appointed. Also, the Inspector for our area has moved on and Inspector cover is now covered by the Inspector for South Norfolk. There are 5 Response Teams covering the whole of Broadland in addition to the Neighbourhood Policing Teams and they are working together while further measures are put in place.
- Our Beat Manager Darryl Robinson told us that there have been no major crimes in our area (Sprowston and Old Catton) but there have been 4 residential burglaries, the empty Homebase building has been broken into and there was one case of arson in Lodge Lane. They are not confident of the figures generated by the reporting matrix. There has been a number of assaults, but they are mostly people who know each other or are in Care Home environments so there is no threat to the wider public. Antisocial Behaviour tended to be neighbour disputes, the travellers on the White House Farm Estate and there have been children causing trouble in the library car park. There was one instance of theft/robbery/assault in a shop. All these issues have been attended to by Darryl.
- I spoke to Darryl about a number of posts on social media particularly in relation to the Manor Park estate. Especially threats of violence, burglary and ASB. He is aware and has been dealing with one family in particular. He was not aware of the children on bikes playing chicken with cars on Atlantic Way or Blue Boar Lane, but he will be looking into it. He said that the theft of cakes from the stall was not by

anyone living on the estate. He knows who the suspects are, they live well away from the estate and are being dealt with.

- There has been a high demand for the police over the summer period to the Neighbourhood Policing Team have been supporting their colleagues on the Response Teams and have not had much time for their regular policing duties such as foot patrols and school visits/parking issues. However, they will be resuming in October.
- Priorities for last three months have been ASB in open spaces which increased during the summer holiday period and have been dealt with by ASB notices. In fact, it has seen the highest number of calls into the control room ever recorded. All the Grade A issues were responded to and even the lowest grade D were responded to in some way but not necessarily at the time. They are cracking down on the illegal use of E Scooters which are now seized and disposed of. There is now no option to pay a fine to get them back. As motorised vehicles they must have insurance to allow them to be used on the road (or pavement) and no insurance company will insure them. E Bikes are little more tricky, as pedal assisted vehicles that cannot exceed 15mph and the pedals must be used can be used without insurance. The Norwich City policing team are targeting the illegal and modified vehicles and now their use is spreading to our area. However, the police cannot pursue these vehicles so can only make an arrest and seizure when the bikes are stationary. They urged people to keep reporting incident which allows them to gather information to get an overall picture. They pointed out that while Crime Stoppers is a useful tool it adds extra delay before information gets to them and, because most reports are anonymous, they are not able to ask supplementary questions or contact the information provider to get more details.
- County Lines is being dealt with by a different section of police and there are ongoing programmes targeting different areas. There are a number of events around the area in the lead up to Christmas where the beat teams and councils are discussing with the organisers.

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

Sprowston Town Council
PLANNING APPLICATIONS – 30 September 2026

Broadland DC App. No	Location	Description	Type
2025/2995	Land Off Wroxham Road To The North Of Sprowston Park And Ride Sprowston Norfolk	Application for all Reserved Matters for 319 dwellings at Phase 3A of Beeston Park including conditions 2, 4, 5, 21, 31 and 32 from ref: 2024/1794 Revised layout, detailed design amendments, highways and drainage information	Reserved Matters
2026/2268	Land South Of Plumstead Road Thorpe End Norfolk	Construction of 152 affordable dwellings and associated access, landscaping and infrastructure	Full Planning Permission
2026/2332	241 Wroxham Road Sprowston Norfolk NR7 8AQ	Ground floor extension, roof alterations and 2 No. dormer loft extensions	Householder
2026/2640	1 Roundtree Way Sprowston Norfolk NR7 8SH	Addition of external parking spaces	Full Planning Permission

From: Harry Troise <harry.troise@norfolk.gov.uk>
Sent: 22 September 2026 16:07
Subject: NCC (Sprowston and Rackheath, A1151 Wroxham Road) Combined Notices 2026
Attachments: NCC (Sprowston and Rackheath, A1151 Wroxham Road) Order 2003.pdf; Draft 30mph SLO - A1151 Wroxham Road.docx; Draft 40mph SLO - A1151 Wroxham Road.docx; Draft 50mph SLO - A1151 Wroxham Road.docx; PRZ249 Combined Notice.docx; PRZ249 - Wroxham Road, Sprowston - Statement of Reasons (TROs).docx; PRZ249-100-001-TRO TO 002-TRO Plan.pdf

Good afternoon,

NCC (Sprowston and Rackheath, A1151 Wroxham Road) Combined Notices 2026

Please find attached a copy of the Notice for the above proposed Orders together with a copy of the draft Orders, Statement of Reasons, and a plan.

The Notice is to appear in the Eastern Daily Press on Friday 25th September 2026 and the public consultation period for this scheme will close on the 20th October 2026.

Kind regards,

Harry Troise
Legal Officer, Planning Team (nplaw)

Tel: +44 1603 223856
Email: harry.troise@norfolk.gov.uk

*Due to hybrid/flexible working patterns, it is preferred where possible that items are sent by email.

**We no longer send or receive documents by DX Service – please use full mailing address for all items that cannot be sent by email

Mailing Address: nplaw, Chief Executive's Office, South Wing, Ground Floor, County Hall, Martineau Lane, Norwich, NR1 2DH

My normal working hours are: Monday-Thursday 09:00-17:00.



nplaw – a shared local government legal service, providing services to Norfolk County Council, Norwich City Council, Broadland District Council and Great Yarmouth Borough Council and providing specialist advice to local authorities across the country. www.nplaw.co.uk

This email and any attachments are legally privileged and should not be disclosed without reference to nplaw.



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**The Norfolk County Council
(Sprowston, Wroxham Road)
(40mph Speed Limit, Toucan Crossing and shared use path) Order 2026**

Statement of Reasons for Making the Order(s)

Norfolk County Council, as traffic authority, proposes to make an Order to reduce the speed limit from 50mph to 40mph along Wroxham Road (A1151) adjacent to a new housing development, in order to improve road safety and accommodate changes associated with the development. The proposals include the introduction of a new junction to serve the development, the provision of a Toucan crossing to facilitate safe crossing for pedestrians and cyclists, and the extension of a shared-use pedestrian and cycle lane to facilitate the safe passage of pedestrians and cyclists. The reduced speed limit is intended to lower vehicle speeds in the vicinity of increased pedestrian and cyclist activity, thereby reducing the risk and severity of collisions whilst supporting safer access to the development and improved connectivity for all highway users.

The proposal to make the Order is made because it appears to Norfolk County Council that it is expedient to do so in accordance with Section 1(a, c & f) of the Road Traffic Regulation Act 1984.

a) for avoiding danger to persons or other traffic using the road or any other road or for preventing the likelihood of any such danger arising;

c) for facilitating the passage on the road or any other road of any class of traffic (including pedestrians);

f) for preserving or improving the amenities of the area through which the road runs

**The Norfolk County Council
(Sprowston and Rackheath, A1151 Wroxham Road)
Combined Notices 2026**

Norfolk County Council propose to make the below-named orders and give the following notices:

**The Norfolk County Council
(Sprowston, A1151 Wroxham Road)
(30mph Speed Limit) Consolidation Order 202X**

Norfolk County Council propose to make a consolidation Order under the Road Traffic Regulation Act 1984, the effect of which will be to consolidate The Norfolk County Council (Sprowston and Rackheath, A1151 Wroxham Road) (30 m.p.h. and 50 m.p.h. Speed Limits) Order 2003 to retain a prohibition against any motor vehicle from exceeding 30 miles per hour along the A1042/50 Wroxham Road/Mousehold Lane/Sprowston Road/Chartwell Road roundabout north-eastwards to a point 400 metres north-east of its junction with the U57617 Chenery Drive.

This Order does not propose a change to the length of A1151 Wroxham Road restricted by a 30 miles per hour speed restriction.

**The Norfolk County Council
(Sprowston, A1151 Wroxham Road)
(40mph Speed Limit) Order 202X**

Norfolk County Council propose to make an Order under the Road Traffic Regulation Act 1984, the effect of which will be to prohibit any motor vehicle from exceeding 40 miles per hour along the A1151 from a point 400 metres north-east of its junction with the U57617 Chenery Drive for 396 metres north-eastwards.

This Order requires a reduction to the existing 50 miles per hour speed restriction along the A1151 Wroxham Road by 396 metres, as below.

**The Norfolk County Council
(Sprowston and Rackheath, A1151 Wroxham Road)
(50mph Speed Limit) Consolidation and Variation Order 202X**

Norfolk County Council propose to make a consolidation and variation Order under the Road Traffic Regulation Act 1984, the effect of which will be to consolidate and vary The Norfolk County Council (Sprowston and Rackheath, A1151 Wroxham Road) (30 m.p.h. and 50 m.p.h. Speed Limits) Order 2003 to prohibit any motor vehicle from exceeding 50 miles per hour along the A1151 Wroxham Road from a point 796 metres north-east of its junction with the U57617 Chenery Drive north-eastwards to a point 265 metres north-east of its junction with the U57143 Stonehouse Road.

This is a reduction to the existing 50 miles per hour speed restriction along the A1151 Wroxham Road by 396 metres to allow its replacement with a 40 miles per hour speed restriction, as above.

**The Norfolk County Council
(Sprowston, Wroxham Road)
Shared Use Footway/Cycle Track Notice 2026**

Under Sections 65(1), 66(1) and 66(4) of the Highways Act 1980, Norfolk County Council propose to install a shared use footway/cycle track (with rights of way on foot) at the following location in the parish of Sprowston:

Installation of Shared Use Footway/Cycle Track

A1151 Wroxham Road (Northern Side)	From a point 540 metres north-east of the centreline of its junction with the U57617 Chenery Drive, north-eastwards for 15 metres.
A1151 Wroxham Road (Northern Side)	From a point 565 metres north-east of the centreline of its junction with the U57617 Chenery Drive, north-eastwards for 64 metres.

These lengths will tie into existing shared use facilities on the northwestern side of the A1151 Wroxham Road and also to a segregated facility to be installed on both sides of the new estate road.

The reason for this proposal is to provide a safer environment for pedestrians and cyclists.

**The Norfolk County Council
(Sprowston, Wroxham Road)
Toucan Crossing Notice 2026**

Under Section 23 of the Road Traffic Regulation Act 1984, notice is hereby given that Norfolk County Council propose to install a toucan pedestrian crossing point with associated controlled areas at the following location in the parish of Sprowston:

Installation of a Toucan Crossing with Controlled Areas

Unnamed Estate Road (being 560 metres north-eastwards of the A1151 Wroxham Road's junction with the U57617 Chenery Drive)	At a point 14 metres north-west of the centreline of its junction with the A1151 Wroxham Road.
---	--

Distances measured are to the centreline of the crossings.

The reason for this proposal is to provide a safer environment for pedestrians and cyclists.

Copies of the draft Orders, a plan and Statement of Reasons for the making of the Orders can be viewed online at www.norfolk.citizenspace.com. Copies are also available for inspection at Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH and at the offices of Broadland District Council, Horizon Business

Centre, Peachman Way, Norwich, NR7 0WF during normal office hours. Online viewing is recommended.

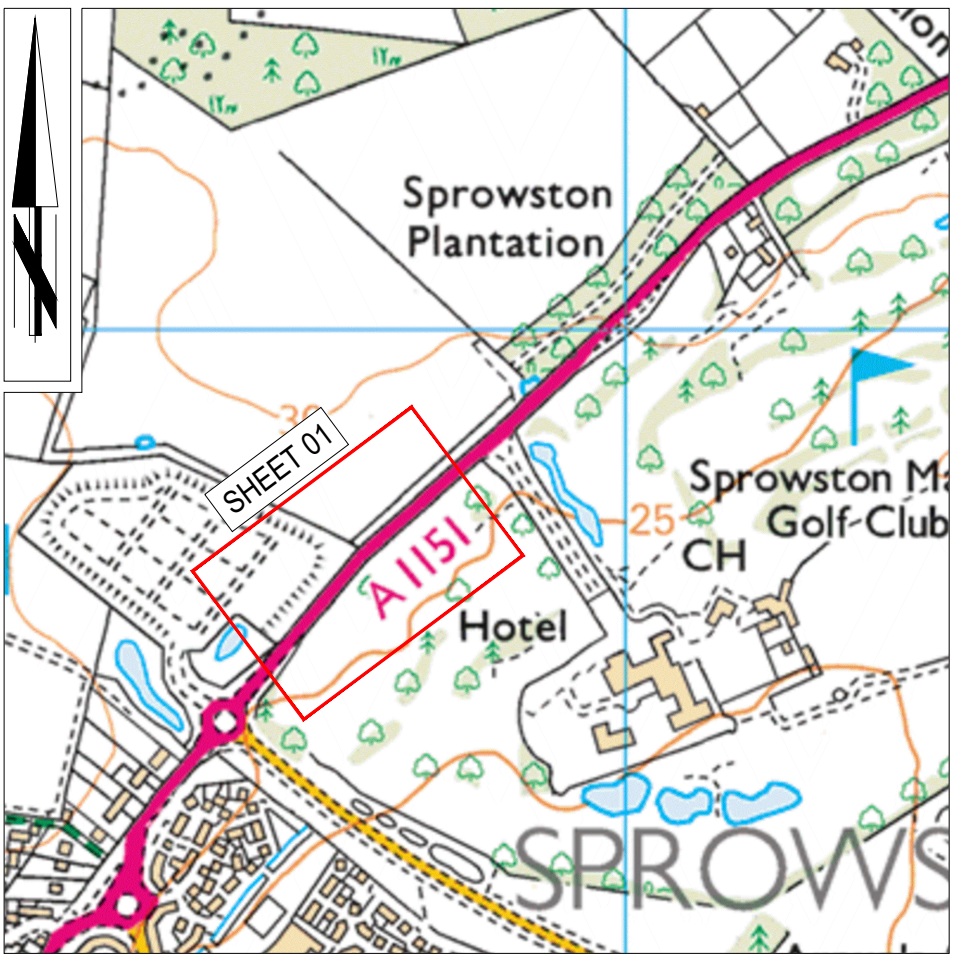
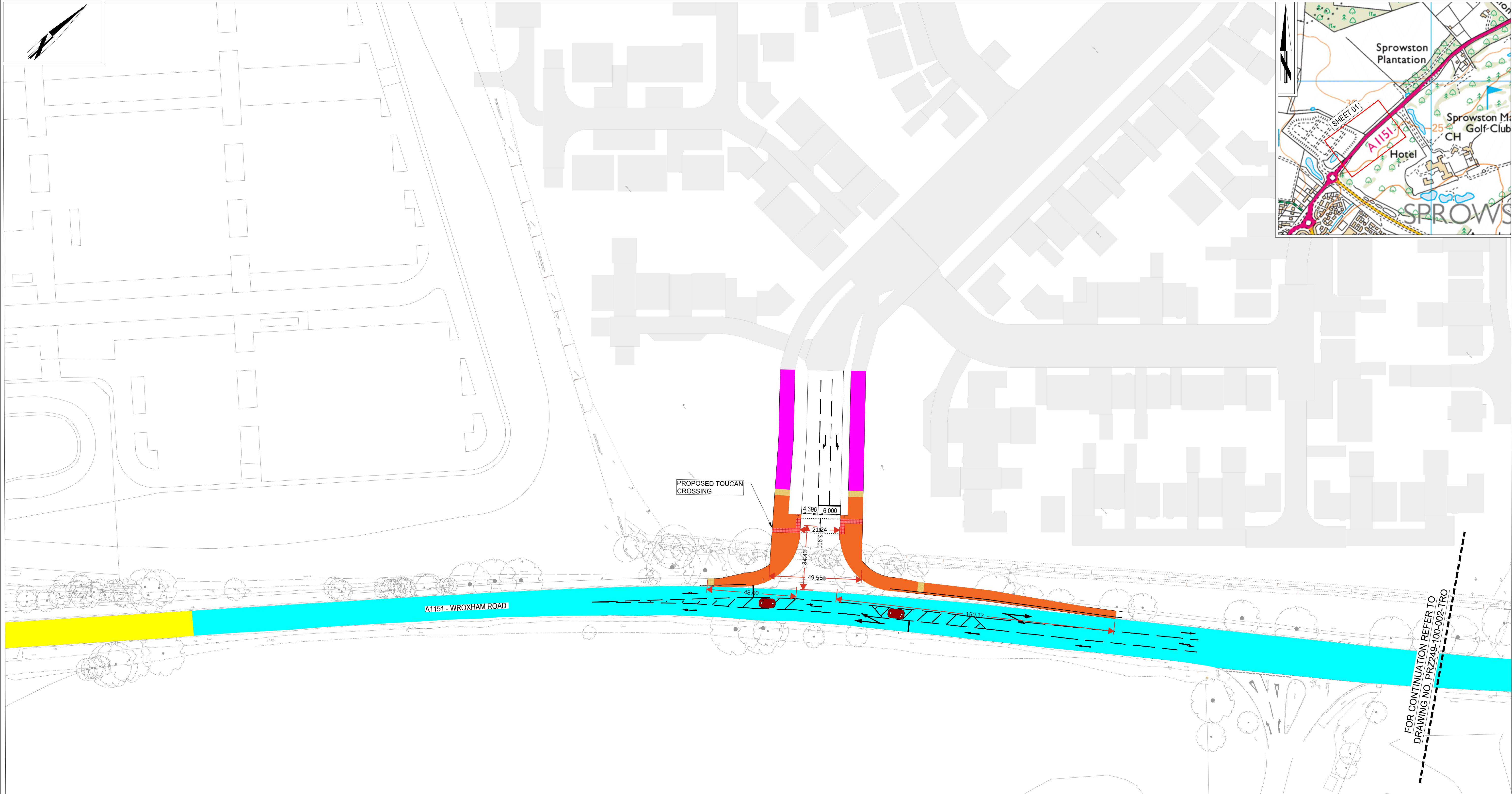
Any objections, representations or comments relating to the Orders and/or Notices must be made in writing and must specify the grounds on which they are made. All correspondence for these proposals must be received at the office of nplaw, Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH, marked for the attention of the nplaw Traffic Regulation Order Team by 20th October 2026. They may also be emailed to trafficorders@norfolk.gov.uk

The officer dealing with the public enquiries concerning these proposals is Mr A Chase and can be contacted by telephone 0344 800 8020.

Dated this 25th day of September 2026

Katrina Hulatt
Director of Legal Services (nplaw)
County Hall
Martineau Lane
Norwich
NR1 2DH

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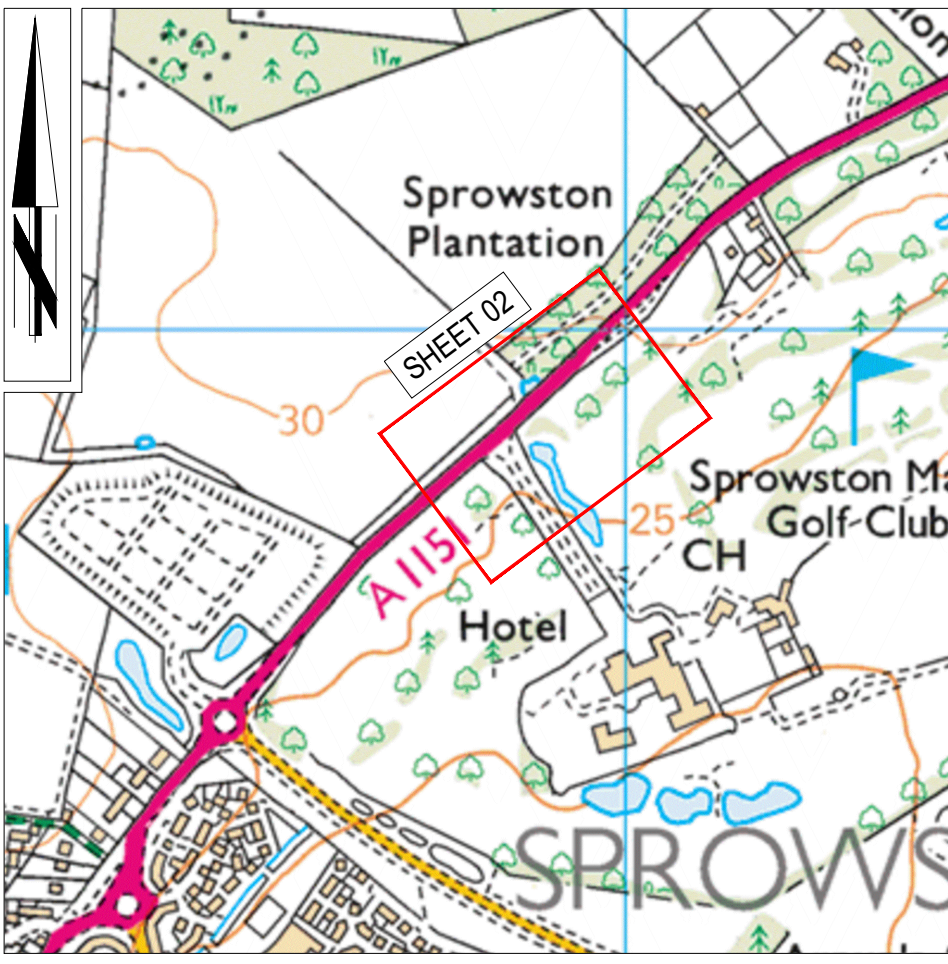
Norfolk County Council

Grahame Bygrave
Executive Director of
Community and Environmental Services
Norfolk County Council
County Hall, Martineau Lane
Norwich NR1 2SG

DRAWING TITLE
TRO PLAN
PROPOSED SPEED LIMIT
SHEET 01 OF 02

REV.	DESCRIPTION	CHECKED	DATE
P01	FIRST ISSUE	PD	16/03/2026

Key:			
	EXISTING 30MPH SPEED LIMIT	INITIALS	DATE
	EXISTING 50MPH SPEED LIMIT	PP	16-MAR-26
	PROPOSED 40MPH SPEED LIMIT (LENGTH= 396m)	AY	16-MAR-26
	PROPOSED SEGREGATED SHARED USE PATH (LENGTH=122m)	PD	16-MAR-26
	PROPOSED UNSEGREGATED SHARED USE PATH (LENGTH= 64m)		
	PROPOSED ISLAND		
	BUFF COLOUR TACTILES	DESIGNED BY	PROJECT TITLE
	RED COLOUR TACTILES	DRAWN BY	BEESTON PARK WROXHAM ROAD SQUARE
	BUFF COLOUR CORDUROY TACTILES	CHECKED BY	SCALE
		APPROVED BY	1:500 @ A1
			FILE No.
			PRZ249



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Survey 100019340



Norfolk County Council

Grahame Bygrave
Executive Director of
Community and Environmental Services
Norfolk County Council
County Hall, Martineau Lane
Norwich NR1 2SG

DRAWING TITLE
TRO PLAN
PROPOSED SPEED LIMIT
SHEET 02 OF 02

REV.	DESCRIPTION	CHECKED	DATE
P01	FIRST ISSUE	PD	16/03/2026

DESIGNED BY	INITIALS	DATE	DRAWING No. PRZ249-100-002-TRO
	PP	16-MAR-26	
DRAWN BY	INITIALS	DATE	PROJECT TITLE
	AY	16-MAR-26	BEESTON PARK
CHECKED BY	INITIALS	DATE	WROXHAM ROAD SQUARE
	PD	16-MAR-26	
APPROVED BY	INITIALS	DATE	SCALE 1:500 @ A1
			FILE No. PRZ249

BROADLAND DISTRICT COUNCIL

Weekly List - Application Decisions made during the Week Ending 18 September 2026

Appl Number : 2026/1908
App Type : Householder
Location : 54C School Lane Sprowston Norfolk NR7 8TQ
Proposal : Replace existing catslide roof to front elevation with glazed gable and resurface dwelling. Erection of new sunken garage and alterations to landscaping.
Decision : Approval with Conditions
(Delegated)
Date of decision : 14 September 2026

Appl Number : 2026/2275
App Type : Householder
Location : 2 Blenheim Road Sprowston Norfolk NR7 8AH
Proposal : Proposed single storey rear extension, first floor hip to gable extension and rear flat roof dormer extension
Decision : Approval with Conditions
(Delegated)
Date of decision : 16 September 2026

Appl Number : 2026/2412
App Type : Works to TPO trees
Location : 3 Holly Bank Sprowston Norfolk NR7 8JA
Proposal : T1 - Beech- Reduce from 17m to a 3-4m monolith
Decision : Approval with Conditions
(Delegated)
Date of decision : 15 September 2026

Weekly List - Application Decisions made during the Week Ending 11 September 2026

None

Weekly List - Application Decisions made during the Week Ending 5 September 2026

Appl Number : 2026/2096
App Type : Householder
Location : 9 Recreation Ground Road Sprowston Norfolk NR7 8EN
Proposal : Demolition of conservatory and erection of single storey rear extension with new bay window to front elevation.
Decision : Approval with Conditions
(Delegated)
Date of decision : 1 September 2026

Appl Number : 2026/2109
App Type : Householder
Location : 12 Moore Avenue Sprowston Norfolk NR6 7LA
Proposal : Single storey rear extension to existing residential dwelling/bungalow
Decision : Approval with Conditions (Delegated)
Date of decision : 28 August 2026

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

Appl Number : 2026/1944
App Type : Cert. Lawfulness Proposed
Location : 23 Lone Barn Road Sprowston Norfolk NR7 8HZ
Proposal : Certificate of lawfulness for the proposed use of the land to site a mobile home for ancillary use to the main dwellinghouse.
Decision : Approval with no Conditions (Delegated)
Date of decision : 27 August 2026

Appl Number : 2026/2109
App Type : Householder
Location : 12 Moore Avenue Sprowston Norfolk NR6 7LA
Proposal : Single storey rear extension to existing residential dwelling/bungalow
Decision : Approval with Conditions (Delegated)
Date of decision : 28 August 2026

Weekly List - Application Decisions made during the Week Ending 21 August 2026

App Type : Works to TPO trees
Location : 8 Hawthorn Drive Sprowston Norfolk NR13 6LL
Proposal : Monterey Cypress - reduce crown to approx 9m. Tree is approximately 25m tall.
Decision : Refusal 3 Delegated)
Date of decision : 19 August 2026

Weekly List - Application Decisions made during the Week Ending 14 August 2026

Appl Number : 2026/0780
App Type : Full
Location : 8 Wilks Farm Drive Sprowston Norfolk NR7 8RG
Proposal : Conversion of an existing detached Dwellinghouse garage (use class C3) to a nail bar with a heating/cooling condenser unit
Decision : Approval with Conditions (Delegated)
Date of decision : 12 August 2026

Appl Number : 2026/1636
App Type : Householder
Location : 41 Moore Avenue Sprowston Norfolk NR6 7LA
Proposal : Proposed single storey flat roof rear extension and loft conversion
with rear dormer and juliet balcony
Decision : Approval with Conditions
(Delegated)
Date of decision : 14 August 2026

Appl Number : 2026/1815
App Type : Householder
Location : 15 Corbet Avenue Sprowston Norfolk NR7 8HS
Proposal : Single storey rear extension and porch to front
Decision : Approval with Conditions
(Delegated)
Date of decision : 14 August 2026

Sprowston Town Council

Direct Debit Payments

Meeting Date: 30th September 2026

		Barclay Card			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
31.08.26	14844360826	Barclay Terminal Transaction Charges	40.00	4.00	44.00
		British Gas			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
18.09.26	16288973	Gas lite Bill for Diamond Centre - Bill Period 17.08.26-18.08.26	386.91	19.35	406.26
		Filestream			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
18.09.26	INV-8790	Filestream Rented Software, Multi Tenant Server - 50GB Rental Period - 20.09.26 to 19.10.2026	137.54	27.51	165.05
		Norse			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
31.08.26	NWS100281578	Parks Waste Disposal at the Recreation ground - Empty Recycle 1100L from 31.07.26 18.08.26	34.00	6.80	40.80
		Octopus EV Salary Sacrifice Scheme			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
01.09.26	INV-K00330449	GR Advance Finance rental contract, Insurance premium period and advance non finance rental period	474.20	81.20	555.40
		Peninsula			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
20.08.26	U005842093	Provision of services in accordance with agreement 674681 - Online Services	220.95	43.31	264.26
24.08.26	U005848281	Provision of Services in accordance with agreement 674681 - Online Services - Insurance	20.25	4.05	24.30
20.09.26	U005902332	Provision of services in accordance with agreement 674681 - Online Services	220.95	43.31	264.26
			462.15	90.67	552.82
		PHS Group			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
01.09.26	72341699	PHS - The Diamond Centre 4 x Sanitary Disposal, for the period of 01.09.26-30.11.26. Plus 6 x Air Fresheners, 7 x Hand Drier and 5 x Soap Dispensers plus temporary fuel charge	450.68	90.14	540.82
01.09.26	72341701	PHS - Viking Centre Sanitary Disposal, for the period of 01.09.26-30.11.26	27.48	5.50	32.98
01.09.26	72341698	PHS - The Sparhawk Park WC Sanitary Disposal, for the period of 01.09.26-30.11.26	65.27	13.05	78.32
06.09.26	72478403	PHS - The Diamond Centre WC Sanitary Disposal pluss fuel surcharge, admin charge for the period of 11.10.26-10.10.27	36.96	7.39	44.35
01.09.26	72341696	Public Toilets at the Rec Sanitary Disposal, water management system plus temporary fuel surcharge from 01.09.2026 - 30.11.2026	70.42	14.08	84.50
			650.81	130.16	780.97
		Sage			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
01.09.26	GB-02448546	Accounting standard and payroll software package 01.09.2026 - 31.09.2026	63.00	12.60	75.60

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>
09.07.26	418479572/26	Diamond Centre Sports field flood lights for period 01.06.26-30.06.26
09.07.26	418479924/26	Diamond Centre Building Electricity for period 01.06.26-30.06.26
09.09.26	418499053/26	Electricity supply to Street Lights for period from 01.06.26-30.06.26
06.08.26	420102138/26	Electricity supply to Diamond Centre building for period from 01.07.26-31.07.26
06.08.26	420101852/26	Electricity supply to Diamond Centre Sports Field Flood Lights for period from 01.07.26-31.07.26
06.08.26	420118352/26	Electricity supply to Street Lights for period from 01.07.26-31.07.26

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
32.37	1.62	33.99
609.24	121.85	731.09
609.71	121.94	731.65
601.80	120.36	722.16
33.45	1.67	35.12
663.72	132.74	796.46
2,550.29	500.18	3,050.47

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>
04.09.26	01/08/2026	Electricity Charges for Viking Centre for Period 01.08.26-31.08.26

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
325.54	65.11	390.65

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>
31.08.26	1000477808	Commercial waste collections from DC,VC and parks for period 01.08.26-31.08.26

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
420.57	84.11	504.68

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>
09.09.26	17027994	Water charges to the Council Office/Bowls Green [The Rec.] for 09.08.26-08.09.26
15.09.26	16931706	Viking water charges for period 15.07.26-14.08.26
29.08.26	16985267	Water charges to the Pavilion for 29.07.26-28.08.26
03.09.26	16998662	Sparhawk Park - Wc Block and Premises for period 03.08.26-02.09.26
18.09.26	16877088	Sparhawk Park - Wc Block and Premises for period 03.07.26-02.08.26

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
1,707.77	0.00	1,707.77
66.68	0.00	66.68
78.25	0.00	78.25
71.36	0.00	71.36
60.73	0.00	60.73
1,984.79	-	1,984.79

Total Direct Debits

7,529.80	1,021.69	8,551.49
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Sprowston Town Council Invoices To Pay
Meeting Date: 30th September 2026

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
07.08.26	I1559589	AC Leigh Servant and Master Dom RS Sigma cylinder key x 1 and Titan cylinder servant and master key for Viking Centre	25.45	5.09	30.54	BACS
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
31.08.26	SI-112846	Bidwells Viking Centre Amendments - Planning services per fee proposal - Advising on BNG, reviewing drawings, collating and submitting planning application for land for additional car park (Grass Verge)	2,000.00	400.00	2,400.00	
31.08.26	SI112503	Skate Park - Land off Blue Boar Lane - Professional services and project management, arranging design meetings and reviewing technical matters for the Skatepark	1,000.00	200.00	1,200.00	
			3,000.00	600.00	3,600.00	BACS
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
10.09.26	SI26711789	Binder Ltd Cess pit/ Sewage Disposal at the cemetery - 1000 Gallons	149.00	29.80	178.80	BACS
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
09.09.26	INV-1481	Chapel Doors Car Park side entrance auto door annual service on 09.09.26 at the Diamond Centre	145.00	29.00	174.00	BACS
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
16.09.26	248070	Collier Turf Care 1 x Set (4) goal wheels and weighted side bars	1,187.39	237.48	1,424.87	
16.09.26	247970	Pair of goal nets	527.50	105.50	633.00	
			1,714.89	342.98	2,057.87	BACS
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
01.09.26	INV-0010	Compass Point Submission of joint Neighbourhood Plan, Mileage 19.06, 13.07 and 24.07	1,623.50	0.00	1,623.50	BACS
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
22.08.26	CD-244610165	Culligan UK Ltd Replenish water for the water cooler at the Diamond Centre 18.9Ltr Water bottles x 6 Deposit 18.9ltr Bottles	56.04	11.21	67.25	BACS
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
02.09.26	INV-1069	Electrical Testing Ltd Part 3 Annual Management and Maintenance of the Authority's street light annual charge £7412.62. Period of year June 2026-May 2027 1-12th of annual fee June 2026	617.72	123.54	741.26	BACS
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
10.08.26	J50386	Ernest Doe & Sons Ltd Collar x 4	62.69	12.54	75.23	
27.08.26	J51040	Belt	58.04	11.61	69.65	
27.08.26	J51039	John Deer 2032R Tractor, 7 pin trailer plug faulty, earth wire broken, solder and repair, parts and engine oil. ISEKI EU69CHN Oil Leak - Remove front wheels, drain oil, dismantle hub, replace spindle bearings, seal, rebuild	136.44	27.28	163.72	
03.09.26	J51238	hub. refit front wheels, refill front axle oil, parts, oil, labour and mileage	606.59	121.32	727.91	
21.08.26	J50821	Purchase additional electric trimmer and battery	653.00	130.60	783.60	
			1,516.76	303.35	1,820.11	BACS

Eastern Security System Ltd					
Invoice Date	Invoice No.	Details	Net	VAT	Amount
10.09.26	14841	Intruder Alarm Maintenance Visit at The Viking Centre	50.00	10.00	60.00
10.09.26	14840	Fire Maintenance Visit at The Viking Centre	100.00	20.00	120.00
			150.00	30.00	180.00 BACS
Expenses					
Invoice Date	Invoice No.	Details	Net	VAT	Amount
19.08.26	190826DP	DP - Travel Expenses Diamond Centre Cinema. City to take banking plus parking.	8.15	0.00	8.15
28.08.26	280826EE	EE - Milk, sugar and biscuits for council meetings, Hand Soap and Refuse bags - office cleaning	72.15	5.40	77.55
					BACS
Gale Building & Maintenance					
Invoice Date	Invoice No.	Details	Net	VAT	Amount
		Clean out high and low level gutters at the Diamond Centre, man anchor and harness, labour, collecting and returning equipment.	455.00	91.00	546.00
20.07.26	2026/806				
27.08.26	2026/828	Repairs to a number of windows and door lining at the Pavilion, labour and materials.	321.28	64.26	385.54
27.08.26	2026/829	Carry out a number of Repairs the Diamond Centre	276.50	55.30	331.80
		Viking Centre - Blocked drain in main run, second visit with Barnes Drains to locate blockage with camera, drain inaccessible due to being under decking!	351.90	70.38	422.28
17.09.26	2026/843		1,404.68	280.94	1,685.62 BACS
Flameskill					
Invoice Date	Invoice No.	Details	Net	VAT	Amount
22.06.26	506103	Inspection and Test of Fire alarm and Emergency Lighting at the Council offices	140.00	28.00	168.00
					BACS
Heritage					
Invoice Date	Invoice No.	Details	Net	VAT	Amount
31.08.26	INV-931687	Toilet rolls and hand soap for August	80.30	16.06	96.36
01.09.26	INV-931625	Daily cleaning & caretaker duties for September 26 7x day per week to the Diamond centre, Council offices and p.	8,503.04	1,700.61	10,203.65
01.09.26	INV-931668	To Lock and unlock the STC Cemetery gates for September 2026	458.25	91.65	549.90
01.09.26	INV-931666	Daily caretaking and cleaning services 7x days per week @ £493.50 to the Viking Centre for September 26	2,138.50	427.70	2,566.20
			11,180.09	2,236.02	13,416.11 BACS
Intouch					
Invoice Date	Invoice No.	Details	Net	VAT	Amount
10.09.26	82800	WISP 10.09.26-10.10.26 - wisp206202 - itsfibre ttb ftp 900/115	78.00	15.60	93.60
08.09.26	827983	Server Back up 18.09.26-17.10.26	52.68	10.54	63.22
01.09.26	827686	itswisp10483 - business advanced 12 01/09/26 - 01/10/25,	53.70	10.74	64.44
01.09.26	827688	ITSWISP 10080 - Business superfast 12 for 01.09.2026-01.10.26	161.20	32.24	193.44
01.09.26	827849	28 x hosted exchange plus 6 x extra data 01/10/26-30/10/26	208.62	41.72	250.34
25.08.26	827564	avq cloudcare renewal x 9 licenses 25.08.26-24.09.26	13.05	2.61	15.66
11.08.26	827176	Aug 2026 sip trunk - 84431357, Jul 2026 call charges	32.09	6.42	38.51
18.09.26	828122	Sept 2026 sip trunk - 84431357, Aug 2026 call charges	31.85	6.37	38.22
14.09.26	828138	Onsite desktop support and install 3 x Dell Pro computers	2,819.00	563.80	3,382.80
			3,450.19	690.04	4,140.23 BACS
Locus Services Ltd					
Invoice Date	Invoice No.	Details	Net	VAT	Amount
27.08.26	260118CS	Wilks Farm Drive - Faecal clean up and sanitisation from children's play areas after traveller encampment	595.00	119.00	714.00
					BACS
Millennium Pest Control Ltd					
Invoice Date	Invoice No.	Details	Net	VAT	Amount
27.08.26	94099	Treatment of a wasp nest at the cemetery	128.33	25.67	154.00
					BACS

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
07.09.26	260064	For supply of film 'Midwinter Break' September 2026 Cinema at the Diamond Centre	105.59	19.36	124.95	
13.08.26	260016	For supply of film 'Song Sung Blue' August 2026 Cinema at the Diamond Centre	117.76	21.79	139.55	
			223.35	41.15	264.50	BACS
		NALC				
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
14.08.26	INV-02005	Member Event Ticket	35.00	7.00	42.00	BACS
		Norfolk County Council				
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
10.08.26	10135399	NP Law Fee time Charges for July 2026	15.90	3.18	19.08	BACS
		Norfolk Electrical And Testing				
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
01.09.26	101400	Viking Centre - extend electric supply in bin store for defib, moving cable, install new defib box in metal brackets, test and issue certificate	528.53	105.71	634.24	BACS
		PJ Plumbing Heating & Maintenance Ltd				
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
14.08.26	PJ126999	Replacement of hot flow 10 water heater in groundsman's workshops	557.29	111.46	668.75	
24.08.26	PJ1/27073	Diamond Centre - Leak to gents toilets due to blockage, advised to contact drain unblocking specialist	57.75	11.55	69.30	
	PJ1/27077	Diamond Centre - Nursery Leak in plant room, repair small leak on DHW secondary pump with temporary bit of pipe, to be monitored by us.	180.00	36.00	216.00	
			795.04	159.01	954.05	BACS
		Rhino Security				
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
25.08.26	39240	Telescopic bollard in moss green lift assist keyed alike - Installation of manual/static boards	15,927.50	3,185.50	19,113.00	BACS
		Sharp				
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
11.08.26	8074014471	Printing and photocopying - Black & White and Coloured copies	93.88	18.78	112.66	
04.09.26	8074041434	Printing and photocopying - Black & White and Coloured copies	44.85	8.97	53.82	
			138.73	27.75	166.48	BACS
		SYEP				
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
01.09.26		SYEP - Outreach Worker Grant 3 of 4 payments	6,768.75	0.00	6,768.75	BACS
		TOTAL OF INVOICES	50,409.75	8,389.34	58,799.09	Trf 73
Transfer:		STC Active a/c to Salaries a/c				38,000.00 Trf 74

Sprowston Town Council

Invoice Payments Made

Meeting Date: 30th September 2026

Invoice Date **Invoice No.**

21.08.26 24301

Details

Anglia Elite Banqueting Hire (fete 2027)
Samsonite Folding Chair x 350, 3ft round Banqueting Table x 25, 4ft round tables x 35 and 5 x 6ftx2ft trestle tables for summer fete 2027 - Deposit Paid

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
367.00	0.00	367.00 BACS

Invoice Date **Invoice No.**

05.08.26 50826
11.06.26 110626
11.06.26 1106262

APM Blinds

Details

Replace roller blind in the school room window at the Diamond Centre
Supply and fit 4 x vertical binds in the council chamber at the offices
Supply and fit 1 x roller bind and chain in the School Room fire exit at the Diamond Centre

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
155.97	31.58	187.55
302.18	60.43	362.61
221.00	44.20	265.20
679.15	136.21	815.36 BACS

Invoice Date **Invoice No.**

30.06.26 SI00001955

Fenland t/a Online for Playgrounds

Details

Wet pour repair at Windsor park gardens play area

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
725.20	145.04	870.24 BACS

Invoice Date **Invoice No.**

16.09.26 719

Newmans Marquees (fete 2027)

Details

6 x 9m marquee on grass, 6 x 3m Clearspan Marquee roof only on grass, 6x6m clear span, 9 x 15m roof only, Damage waiver @ 5%, delivery & collection deposit paid of total invoice

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
567.81	0.00	567.81 BACS

Invoice Date **Invoice No.**

03.09.26 100/26/000048/Sept26
12.08.26 100/26/0002985/Aug26

Novuna

Details

Repayment for agreement A000383677 Kawasaki Pro DX UTV September 2026
Repayment for agreement A000429060 Kawasaki Mule Pro DX UTV August 2026

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
195.00	39.00	234.00
321.00	64.20	385.20
516.00	103.20	619.20 BACS

Invoice Date **Invoice No.**

18.09.26 229

Tracy Peckham T/A Cherry Tree Farm (fete 2027)

Details

Deposit for mobile petting zoo: Rabbits, Guinea pigs, Goats and a Pony for Summer fete 2027

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
100.00	0.00	100.00 BACS

Total Invoices paid

2,955.16	384.45	3,339.61
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.....
Councillor

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Councillor

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Town Clerk