



NOTICE OF MEETING
AND SUMMONS TO ATTEND

**The meeting of Sprowston Town Council will be held on Wednesday 28 October 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 30 September 2026. Pages 1 - 9
5. To agree action/response arising from the minutes.
6. To receive Police Update.
7. To receive correspondence and consider a response:
 - (1) Launderette Outside the Woodman Pub, Old Catton. Pages 10 - 11
 - (2) Consultation on Broadland DC Public Spaces Protection Order. Pages 12 - 16
 - (3) Parking on Wroxham Road - Request for H-bars Across Driveway. Pages 17 - 18
 - (4) To Consider submitting a Bid to the 27-28 Parish Partnership Scheme. Pages 19 - 22
 - (5) SYEP Community Event Flyer Page 23
8. Appointment of Armed Forces Covenant representative.
9. Request for improved 20mph signage on Allen's Lane and Allens Avenue.
10. To discuss the provision of a knife bank in Sprowston.
11. To discuss installing lighting on the play area in the new park (not yet adopted) on Blue Boar Lane.
12. To receive any written/verbal reports from Sprowston County and District Councillors. Pages 24 - 30
13. To receive the report of the Town Clerk. Pages 31 - 33
14. Adjourn the meeting for a short break.
15. To consider forming a Working Group to propose Ideas for the Annual Town Meeting on 10 March 2027.
16. 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 (Minutes of meetings held 21 July 2026 and 15 September 2026 enclosed).
 - (3) Skatepark Working Group - To Consider Revised Sprowston Skatepark Design and Drainage Proposals. Pages 34 - 40
17. To receive any written and verbal reports from Councillors representing the Council on or at outside organisations.
 - (1) Report from Councillor Couzens. Pages 41 - 42
 - (2) Airport Consultative Committee.

- (3) NALC.
(4) Sprowston Heritage.
18. Planning
(1) To consider planning applications to 30 September 2026. Pages 43 - 44
19. To receive planning decisions from weeks ending 2 October, 9 October and 16 October 2026. Page 45
20. To review and accept Financial Year 2026-2027 Bank Reconciliation to 30 June 2026. Page 46
21. To review and accept Financial Year 2026-2027 Bank Reconciliation to 31 July 2026. Page 47
22. To receive the schedule of direct debits. Pages 48 - 49
23. To confirm the payment of accounts to 30 September 2026.
(1) Invoices to pay. Pages 50 - 52
(2) Invoices payments made. Page 53
24. To receive the schedule of credit card payments:
(1) September Statement. Page 54
(2) October Statement. Page 55
25. AGAR 2025-26_External Auditor's Report and Certificate_NO418 IS3. Page 56
26. AGAR 2025-2026_External Auditor's Final report_NO0418 FRC. Pages 57 - 58
27. 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.
28. Update on Viking Café.



Guy Ranaweera
Town Clerk

22 October 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 30 September 2026 at the Council Chamber, Recreation Ground Road, Sprowston commencing 7.30pm.

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

B Baby - A L Parker
M G Callam - A R Tipple
D Coleman - R H Tovell
K Vincent

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

In Attendance: Claire Butcher

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

26/210. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Cllr. M G Callam	Minute 26/116 (5) Sprowston Nursery Playgroup	Trustee of Sprowston methodist Church of which the playgroup is a tenant

26/211. APOLOGIES FOR ABSENCE

Written apologies for absence were received from Cllrs. M A Booth, S D Booth, J H Mallen and E H Tovell.

26/212. 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.

Mr S Jones commented that having been able to spend more time at Sprowston Recreation Ground he had observed several things that he has taken issue with including:

26/212. RESIDENTS' AND COUNCILLORS' QUESTIONS (CONTINUED)

- A coat hanging on a fence for over a month; questioning why this had not been put in lost property;
- Recreation Ground Road height restriction barrier being left open all day;
- Concrete barriers still in place despite installation of height restriction barriers;
- Worn out Fire Assembly Point signage.

Mr Jones requested a meeting with 2 or 3 Councillors to discuss his frustrations. He also mentioned non-response to an email he had sent.

The Town Clerk and Cllr W F had not received an email from Mr Jones. Cllr W F Couzens asked Mr Jones to email him with details of his concerns.

The meeting was reconvened.

26/113. MINUTES

The Minutes of the Council's meeting held on 19 August 2026 having previously been circulated to all Councillors were confirmed and signed by the Chair of the Council

26/114. ACTION FROM MINUTES

(1) White House Farm Estate -Transfer of ownership of Public Open Spaces (Trances 1 and 2)

Responding to a question from Cllr. J Leggett the Town Clerk said he had been assured by Council's lawyers that progress is good however, he felt things were not as far forward as expected. He was pushing for the signing of a Memorandum of Understanding. A further cost undertaking from developers to fund completion of the Council's side of legal work has not as yet been agreed.

There is disagreement with regard to the discharge of runoff water. It is hoped that surface water can be discharged into the culvert. Betongpark have stated the amount of runoff water exceeds what developers say is acceptable and have suggested shallow swales.

26/115. POLICE UPDATE

Council noted the Crime statistics recorded from June 2026 to August 2026.

26/116. CORRESPONDENCE

(1) H-bars/white lines across residential driveways in the vicinity of Together Dental, Blenheim Road

Having considered correspondence from a resident of Blenheim Road regarding inconsiderate and dangerous parking at the junction with Blenheim Road and Couzens Hardy Road it was

26/116. CORRESPONDENCE (CONTINUED)

RESOLVED to request Norfolk County Council Highways to install H-bars/white lines across residential driveways and around junction in the vicinity of Together Dental, Blenheim Road.

(2) Installation of posts on selected verges between Sprowston Academy and Lone Barn Road / Russell Avenue

Having considered correspondence from a resident of Cannerby Lane concerning inconsiderate parking causing obstruction to school coaches; and cars it was

RESOLVED to request Norfolk County Council Highways to install posts on selected verges between Sprowston Academy and Lone Barn Road / Russell Avenue to prevent obstructive parking.

(3) Norfolk Police & Crime Commissioner Police & Crime Plan

RESOLVED Councillors to respond to the consultation for the new Norfolk Police and Crime Plan 2026 - 2028 and Police Budget Consultation 2027 - 2028 on an individual basis.

(4) Broadland District Council - Review of Hackney Carriage and Private Hire Licensing Policy

Council noted the Broadland District Council's Review of Hackney Carriage and Private Hire Licensing Policy.

(5) Sprowston Nursery Playgroup's Request for Sponsorship (Grant Funding)

Council considered a request from Sprowston Nursery Playgroup for a donation of £100.00 to help fund Christmas activities for children.

RESOLVED that a grant of £100.00 be made to Sprowston Nursery Playgroup to assist with funding Christmas activities for children; in accordance with Council's powers under section 137 of the Local Government Act.

(6) Broadland Highway Maintenance Works - Night Closures

Council noted the night closures to accommodate large scale works on the Broadland Northway.

(7) Western Link Project Update

Council noted the Norwich Western Link Project update.

(8) Moore Avenue Footway Resurfacing Scheme

Council welcomed the proposed footway resurfacing scheme on Moore Avenue, Sprowston.

26/217. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Council noted the written report from Norfolk County Councillor Wendy Atkinson which was circulated at the meeting.

26/218. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Harrisons Plantation - Tree Thinning Works

The forestry thinning works in Harrison's Plantation organised by Broadland District Council (BDC), commenced on 7 September 2026 resulting in a number of residents contacting the office about the extent of the works. Heavy machinery used for this forestry work has damaged the cycle path. BDC advise the contractor will make good any damage and restore the cycle path to its previous condition.

Cllr. W F Couzens expressed concern with regard to debris, broken way markers and tape left on site.

The Town Clerk suggested debris might have been left in-situ on unofficial pathways to discourage usage.

1.2 Wilks Farm Drive Travellers

Following travellers gaining access to Wilks Farm Drive public open space by removing a section of fencing the Town Clerk carried out a review of the perimeter treatment. Quotations are now being sought for a more robust metal bow top fencing solution.

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

A 2.1m height restriction barrier has been installed at the Neville Road entrance to the Diamond Field and to the car park at Church Lane, which operate in the same manner as the barriers installed at Sprowston Recreation Ground. The placement of the height barriers will also accommodate any future replacement gates.

1.4 Recreation Ground - Table Tennis Table

As a result of vandalism, the outdoor table tennis table on Sprowston Recreation Ground has been damaged beyond repair. A replacement table costs in the region of £835.00. There is no allowance for this expenditure in Council's annual budget, the cost could be met from CIL or possibly Section 106, subject to Broadland District Council's approval, or as a last resort from council's own reserves.

As more common usage of the table was as a seat and place for young people to congregate; the Town Clerk suggested funding seating in the Bike Track which might draw older children away from the enclosed younger children's play area.

26/218. REPORT OF THE TOWN CLERK (CONTINUED)

It was agreed to defer any decision on whether or not to purchase a replacement table or seating until S106 availability is established and consultation on redevelopment of the park has taken place.

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

The Town Clerk had agreed for the Norfolk School Athletics Association to hold its annual cross-country event on Sprowston Recreation Ground on 9 October 2026.

1.6 Viking centre - Proposed Revised Hire Fees for Flexi-Offices

RESOLVED to implement the revised hire fees as presented 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 on Dovedales and one on Chenery Drive have been out of action for approximately two months. This is due to underground network faults which can only be repaired by the regional Distribution Network Operator (UK Power Networks - UKPN). Council's streetlighting contractor will continue to press UKPN for a repair.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Upgrade of Office PC's and Software

The Town Clerk had arranged replacement of three ageing desktop PC's. Alongside this, the Council will now commence an upgrade to Microsoft 365 (MS 365), which is prerequisite for the new finance software.

MS 365 will provide Councillors with a new way to access '.gov.uk' emails. A hands-on help session with Council's IT provider has been arranged for 28 October 2026, 6.30pm - 7.15pm - immediately prior to the next Council meeting.

PLANNING AND TRANSPORTATION

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

Norfolk County Council Area Engineer has confirmed a long delay in line painting due to a nation shortage of materials and a local shortage of staff.

ATTACHMENTS

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

26/218. REPORT OF THE TOWN CLERK (CONTINUED)

Cllr. B Baby left the meeting on conclusion of this item

26/219. MEETING ADJOURNMENT

On the motion of Cllr. W F Couzens, seconded by Cllr. J Leggett it was **RESOLVED** to adjourn the meeting for a short break. On being put to the vote the motion was CARRIED.

The meeting was reconvened.

26/220. RE-ORDER OF AGENDA ITEMS

RESOLVED to bring forward items 18, 19 and 20 for consideration.

26/221. EXCLUSION OF PRESS AND PUBLIC

Cllr. W F Couzens proposed, seconded by Cllr. M A Booth to exclude the Press and Public from the meeting for the remaining business because otherwise information prejudicial to the public interests which is exempt by virtue of the Public Bodies (Admission to meetings Act) 1960 Section 1 (2) would be disclosed to them.

26/222. LONG BOATS AND LATTES CAFÉ

Council noted Claire Butcher's comments and responses to their questions. Following discussion, it was agreed to hold an extraordinary meeting to discuss the future of the café.

26/223. 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.

The meeting resumed open session.

26/224. FORMATION OF A WORKING GROUP TO PROPOSE IDEAS FOR THE ANNUAL TOWN MEETING

RESOLVED to postpone this item until the next meeting of the Council.

26/225. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

(1) Neighbourhood Plan Review Working Group (NPRWG)

Cllr. W F Couzens advised the consultation period for the Neighbourhood Plan runs from 9.00am on 30 September until 5.00pm on 11 November 2026.

26/225. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS (CONTINUED)

(2) Recreational Facilities Working Group (RFGW)

Minutes of the meetings held on 21 July 2026 and 15 September 2026 to be circulated.

(3) Skatepark Working Group

An update is included in Cllr. W F Couzens report item 26/226.

26/226. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS

(1) Cllr. W F Couzens Report

Council received and noted a written report from Cllr. W F Couzens. Cllr Couzens verbally reported that Norfolk Constabulary no longer holds priority setting meetings; the format has changed and now covers Broadland East.

(2) Airport Consultative Committee

Nothing to Report.

(3) NALC

Nothing to Report.

(4) Sprowston Heritage Group

Nothing to Report.

26/227. 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:

2026/2332 - Ground floor extension, roof alterations and 2 No. dormer loft extensions at 241 Wroxham Road Sprowston.

2026/2640 - Addition of external parking spaces at 1 Roundtree Way Sprowston.

(b) to oppose the granting of planning application 2025/2995 - Application for all Reserved Matters for 319 dwellings at Phase 3A of Beeston Park including conditions 2, 4, 5, 21, 31 and 32 from ref: 2024/1794 at Land Off Wroxham Road to the North of Sprowston Park and Ride Sprowston on the following grounds:

26/227. PLANNING (CONTINUED)

- The shared ownership housing is all three bedroom which is in contradiction with the Sprowston Neighbourhood Plan;
 - There is insufficient parking provision, it is less than Broadland District Council's standard;
 - Too many private roads, all roads should be built to highway standards and adopted;
 - The play area is too close to the road;
 - Concerns of safeguarding with regard to the play area fencing and planting.
- (c) not to comment on planning application 2026/2268 - Construction of 152 affordable dwellings and associated access, landscaping and infrastructure at Land South of Plumstead Road Thorpe End Norfolk as Councillors did not feel it appropriate to comment on a planning application in Thorpe End which is outside the town boundary.

Cllr. K Vincent left the meeting on conclusion of this item.

26/228. PLANNING DECISIONS

Council noted the planning decisions for week ending 14 August, 21 August, 29 August, 5 September, 11 September and 18 September 2026.

Cllr. D Coleman left the meeting room on conclusion of this item.

26/229. SUSPENSION OF STANDING ORDER 3W

On the motion of Cllr. W F Couzens, seconded by Cllr. J Leggett it was **RESOLVED** to suspend Standing Order 3w to complete the business of the evening

26/230. SCHEDULE OF DIRECT DEBIT PAYMENTS

The Town Clerk and Responsible Financial Officer presented the schedule of direct debits totalling £8,551.49.

The schedule of direct debit payments to 30 September 2026 totalling £8,551.49 was approved and noted.

26/231. PAYMENT OF ACCOUNTS

(1) Invoices to pay 30 September 2026

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to pay to 30 September 2026 totalling £58,799.09.

On the motion of Cllr. M G Callam, seconded by Cllr. J Leggett it was **RESOLVED** that payment of the schedule of invoices to pay to 30 September 2026 totalling £58,799.09 be approved.

(2) Invoices Paid to 30 September 2026

26/231. PAYMENT OF ACCOUNTS (CONTINUED)

The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 30 September 2026 totalling £3,339.61.

On the motion of Cllr. A R Tipple, seconded by Cllr. A L Parker it was **RESOLVED** that payment of the schedule of invoices paid to 30 September 2026 totalling £3,339.61 be approved.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 22.05pm.

30 September 2026

Chair

Guy Ranaweera

From: Richard Lain-Smith [REDACTED]
Sent: 20 October 2026 13:27
To: Guy Ranaweera
Cc: Guy Ranaweera; Stephen Bailey; Antony Little; Pippa Lain-Smith; clerk@oldcattonparishcouncil.co.uk; dave Kimpton
Subject: Outdoor Launderette at The Woodman pub
Importance: High

Outdoor Launderette at The Woodman pub

Good afternoon, I'm writing on behalf of ourselves and our neighbours at 24 and 22 North Walsham Road, NR6 7QB with regards to the Wash ME outdoor launderette installed at The Woodman pub opposite our houses. As you know, The Woodman is within the Old Catton Parish, while we on the opposite side of the North Walsham Road are in Sprowston.

We are writing to express our concern and objection to the installation, positioning and ongoing placement of the unit. It has been installed without prior communication to ourselves and without planning permission being sought from Broadland District Council.

When it was installed, the unit was functioning 24 hours a day, emitting bright lights and causing light pollution and noise disturbance. Following a strong campaign including local and national media coverage, the owners have adjusted the unit so that it only functions between 7am and 11pm. As we move into the darker nights, this means it will still be emitting its bright lights during the darker evenings (from 4pm to 11pm every day), causing ongoing disturbance to us.

However, this is not our main concern. It is ugly and intrusive and not at all in keeping with the local area (this was agreed by Old Catton Parish Council members at their meeting on 15th September 2026). Its position is dangerous to road users and pedestrians. Users of the launderette continue to park illegally and dangerously, either fully or partly on the pavement next to the unit on North Walsham Road, despite the pub displaying a sign offering 1 hour's free parking in their car park (which is being ignored by users). Pedestrians are having to either walk in the road or try to squeeze past the parked vehicles on the pavement which is not safe and impossible for parents with pushchairs/buggies or those with wheelchairs.

Our desire/solution would be that the unit either be removed completely or positioned in the car park of the pub on George Hill, where it would be much safer for users and the general public. If positioned correctly, the light emission would not affect local residents on George Hill. We were told that this is not possible due to the lack of water / power, however there are multiple power and water sources in the car park area, such as the kitchen of the pub and the lighting source for the pub garden. The pub also said that it would take up 4 car park spaces, however, in our 20 years of living on North Walsham Road, we have never seen the car park full.

We understand that Old Catton Parish Council have already written to Broadland District Council with their concerns about the unit (we are asking for a copy of this letter to be shared publicly). We would request that Sprowston Town Council are able to do the same or jointly send a letter with Old Catton PC to Broadland District Council to highlight both councils' concerns / objections with the unit.

As per an article in today's EDP (<https://www.edp24.co.uk/news/26624048.bosses-see-retrospective-consent-woodman-pub-laundrette/>), we understand there may be a retrospective planning application being submitted. If this does happen, we would request that Sprowston Town Council and Old Catton Parish Council strongly objects to the application and support its removal. As an aside, there is currently a retrospective planning application in progress for the recent installation of the InPost locker unit at the pub: (<https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?keyVal=TLRZAYOQJMT00&activeTab=summary>).

Finally, we would like to confirm that we are very aware of the financial challenges facing the pub and we recognise the benefits that they bring to the local community - we are regular visitors to the pub with friends and family. But the position of this specific installation is both intrusive to us as local residents and dangerous to road / pavement users in its current position.

I have copied in Cllr Antony Little on behalf of Old Catton, Cllr Stephen Bailey on behalf of Sprowston, and Cllr Vincent on behalf of Old Catton Parish Council. Please acknowledge receipt of this email and our objections.

Many thanks

Richard & Pippa Lain-Smith (■■ North Walsham Road, NR6 7QB)

Dave & Emily Kimpton (■■ North Walsham Road, NR6 7QB)

From: PSPO <pspo@southnorfolkandbroadland.gov.uk>
Sent: 29 September 2026 13:03
Subject: BDC Public Spaces Protection Order (PSPO)- vehicle-related anti-social behaviour

Good afternoon.

As you may recall, the Council made a Public Spaces Protection Order (PSPO) to tackle vehicle-related anti-social behaviour. The current Order is due to expire in April 2027 but under the legislation, the Council may consider an extension of up to a further three years.

Under the legislation governing the making, variation and extension of PSPOs, the Council is required to consult with specified organisations and the public before a decision can be made. This consultation forms part of that statutory process and will help inform the Council's consideration of whether the Order should be extended.

You can view the current Order and the map of the affected area here: [Vehicle related anti-social behaviour PSPO downloads | Broadland and South Norfolk](#).

The consultation will run from 2 October 2026 to 27 November 2026. We would be grateful if you could provide your views on the following questions:

1. Do you agree with the regulatory controls contained within the existing PSPO?
2. Do you agree with the proposal to extend the existing PSPO for a further three years?

We welcome responses to both questions and any comments you wish to provide in support of your views. Whilst the consultation is an important statutory requirement and will be carefully considered, the Council must ultimately make its decision in accordance with the legal tests and evidence required for a PSPO.

Please ensure that your response is received no later than 27 November 2026.

Thank you for taking the time to participate in this consultation.

Kind regards,

Teri Munro-Brown
Environmental Protection Manager

Anti-social Behaviour, Crime & Policing Act 2014

Public Spaces Protection Order

(Vehicle Related Anti-Social Behaviour) (the 'Order')

This Order may be cited as Broadland District Council, Public Spaces Protection Order (Vehicle Related Anti-Social Behaviour) Number 01 of 2024.

An order to tackle nuisance driving, racing, riding in motor vehicles used in a dangerous or irresponsible manner and associated antisocial behaviour.

Broadland District Council exercises its powers under Section 59 and 72 of the Anti-social Behaviour, Crime & Policing Act 2014 (the 'Act') and under all other enabling powers, hereby makes the following Order:

1. The Order shall come into operation on 04/04/2024 and shall have an effect for 3 years thereafter, unless extended by further Order under the Councils' statutory powers, and shall apply at all times.
2. The Order relates to public places in the whole of the Broadland District as shown on the attached plan ('the restricted area').
3. Broadland District Council is satisfied that the conditions set out in Section 59 (2) of the Act have been met, namely, that anti-social behaviour and/or criminal activities have been carried out within the restricted area due to vehicle-related anti-social behaviour. These activities have had a detrimental effect on the quality of life of those in the locality, and it is likely that the activities will be carried out within the restricted area and have such effect.
4. Broadland District Council is also satisfied that the conditions set out in Section 59 (3) of the Act have been met. Namely, that the effect or likely effect of the activities is, or is likely to be, of a persistent or continuing nature and that these activities are unreasonable and justify the restrictions imposed by this Order and that it is expedient to make this Order for the purposes of reducing crime and/or anti-social behaviour in a public place.

Prohibitions

Any person(s) within the restricted area are prohibited from:

1. Attending any meeting or gathering within the restricted area involving a mechanically propelled vehicle as an owner, driver, passenger, or spectator where any reasonable person would consider that such activity causes or is likely to cause nuisance or annoyance, harassment, alarm, distress, or detrimental impact in the locality.
2. Attending any meeting or gathering within the restricted area in which the use of a mechanically propelled vehicle is the main focus of attention and any of the following activities are also taking place:

- 2a) Unnecessarily sounding of motor vehicle horns in a manner causing or being likely to cause a nuisance or annoyance to people in the locality.
 - 2b) Playing amplified music in or near, or powered from, a motor vehicle at an excessive volume causing or likely to cause a nuisance or annoyance to people in the locality.
 - 2c) Unnecessary revving of a motor vehicle engine causing or likely to cause a nuisance or annoyance to people in the locality.
 - 2d) Causing danger to other road users including pedestrians.
 - 2e) Causing damage or risk of damage to private property.
 - 2f) Speeding or racing.
 - 2g) Performing stunts including but not limited to performing doughnuts, skidding, drifting, handbrake turns, wheel spinning or burn-outs.
 - 2h) Using loud and / or threatening and / or abusive language causing or likely to cause a nuisance or annoyance to people in the locality.
 - 2j) Throwing down, dropping, or otherwise depositing litter from a motor vehicle and leaving it.
 - 2k) Causing an obstruction of a public highway or public place, whether whilst moving or stationary.
- 3. Driving or riding as a passenger in any mechanically propelled vehicle in circumstances which give a police officer reasonable cause to suspect, whether present at the time or not, that the said vehicle may be used for a purpose that is likely to cause nuisance, annoyance, harassment, alarm or distress to other road users or the public in general or may cause a detrimental impact in the locality.
 - 4. Aiding, abetting, counselling, procuring or taking part in the organisation of the above whether or not any intended event takes place.
 - 5. Obstructing or being abusive to any police officer who is acting in the course of their duties in connection with this order.

Fixed penalty notices and offences

- 1. It is an offence for a person without reasonable excuse to engage in any activity that is prohibited by this Order.
- 2. In accordance with Section 67 of the Act, a person found to be in breach of this Order is liable to be issued with a Fixed Penalty Notice of £100 or on summary conviction to a maximum penalty of a level 3 fine.

Appeals

1. In accordance with Section 66 of the Act, any interested person who wishes to challenge the validity of this Order may apply to the High Court within six (6) weeks from the date upon which the Order is made. Any such challenge must be on the grounds that (1) the Council did not have the power to make the Order or to include particular prohibitions or requirements; or (2) that in making the Order, the Council failed to comply with a requirement under the Act.

Definitions

In this Order the following terms have the meaning given below.

“Mechanically propelled vehicle” means any vehicle which is powered mechanically (for example electrically or by an engine) that is intended or adapted for use on roads. This includes but is not limited to motorcars and motorcycles.

“Doughnuts” means driving around a small area in a repetitive manner.

“Handbrake turns” means using the handbrake to turn the vehicle.

“Drifting” means use of the accelerator when going into a bend causing the tail end of the motor vehicle to slide.

“Wheel spinning” means (1) use of the accelerator when the motor vehicle is stationary and before releasing the handbrake or brake, causing the wheels of the motor vehicle to spin and noise and/or smoke to be produced, and (2) accelerating at a speed which causes the wheels of the motor vehicle to spin in a manner a competent driver would expect not to happen in the normal course of driving

“Burn-outs” means keeping a vehicle stationary or moving only a small distance, whilst spinning its wheels, with the resulting friction causing the tires to heat up and smoke.

Appendix (attached):

A map showing the restricted area edged in red.

Given under the Common Seal of Broadland District Council

On the 14th day of December 2023

THE COMMON SEAL of

Broadland District Council

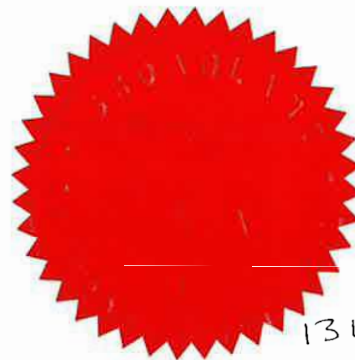
Was hereunto affixed in the

Presence of:

Signed..........Authorised Officer

Name: *Sinead Conroy*

Position: *Deputy Monitoring Officer*



13183

Parking on Wroxham Road.

Dear sir or madam.

I am writing concerning the car parking outside my house [144] on Wroxham Road
Opposite the dental surgery .

Everyday Monday to Friday from 8.30- 5.30 there is cars parked either side of my
driveway and I can only just get my car out.

I cannot see if cars are coming in either direction for me to pull out. This is very
dangerous and an accident will happen. Please could we have no parking lines as they
have on the other side of the road ?

Regards [name supplied]

---further correspondence---

Hello guy just sending you a couple of pictures of cars parking either side of my drive
very dangerous when I turn left as I have to pull out on the other side of the road and
can't see oncoming traffic if vans are parked there I have no chance of seeing oncoming
traffic



144 Wroxham Road, Sprowston - Location Plan





My ref: HI/12/GEN/PF3041/DN

Your ref:

Phone: 0344 800 8020

Text relay: 18001 0344 800 8020

www.norfolk.gov.uk

Email: ppschemes@norfolk.gov.uk

Date: August 2026

From the Cabinet Member for Highways & Transport

Dear Sir or Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last twelve years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2027/28. Further supporting information, including possible funding sources for your share of the bid, is available on our [webpage](#).

The County Council has provisionally allocated £500,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. **The closing date for submissions will be 01 December 2026.** Please contact your local Highway Engineer based at your local Area Office for agreement as early as you can, ideally by the end of September, to get costs and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2027 following approval by the Norfolk County Council Cabinet.

With the government's proposed Local Government Reorganisation programme and timeline, any schemes **will need to be delivered on the ground by the end of December 2027**. Therefore, we would ask that parishes supply their funding by end of April 2027 to prevent lapse of grant.

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

Bids will also be accepted from the unparished wards of Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Further details are in the relevant committee report on our [webpage](#).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Surfacing improvements including trods (a simplified and low-cost footway/footpath).
- Improved signage/wayfinding and information panels to promote walking, wheeling and horse-riding routes on the Norfolk Trails Network
- Access improvements to Public Rights of Way/Norfolk Trails network including gates, stiles, seating, steps, small bridges and passing places.
- Improved crossing facilities
- Improvements to Public Rights of Way / Norfolk Trails.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2 / and new SAM3) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will only consider these if there is a known and recorded personal Injury accident record and must be agreed by NCC's Network Safety Team. We consider that SAM2/SAM3 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2/SAM3 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council. Please note, in line with our Speed Management Strategy, SAM2/SAM3 signs can only be used on roads subject to 30mph speed limit or less.** More information can be found on our [webpage](#).
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times. Please note that these signs are advisory only and cannot be enforced.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school). Please note that these markings are not enforceable by Civil Parking Enforcement without a Traffic Regulation Order (which is outside the scope of the parish partnership scheme).
- New Bus Shelter. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council. Please note, that a bus shelter grant for 80% funding grant is currently available. Please email busshelters@norfolk.gov.uk for more information.**
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email evehicles@norfolk.gov.uk – A [webpage](#) containing useful information is now live.

Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our [webpage](#).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
 - Speed Limits
 - Waiting restrictions
 - Weight restrictions
- Bids for installation of any streetlighting
- Mirrors in the highway
- Protection of private land from travellers
- Quiet Lane zones
- Air quality units
- Parish Car parks / extensions
- Public notice boards
- Play areas
- CCTV
- Brown tourist signs
- Ditch clearing/ drainage cleansing

Information you must include in your bid

- The objective of the scheme
- Details of the scheme, its cost (and outline estimate – not just a summary) and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support: -
 - essential from your Local Member
 - frontages and landowners.
 - your local highway engineer
- For 'off highway' schemes, your proposals for future maintenance.

Please find a bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to ppschemas@norfolk.gov.uk. If you need further information on the bid process, please state in your email that you would like a call back. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours faithfully

A handwritten signature in cursive script that reads "T Dickerson".

Tom Dickerson
Cabinet Member for Highways & Transport

Copy to: Local County Councillor
Enclosed: Parish Partnership bid application form 2027/28

SPROWSTON YOUTH ENGAGEMENT PROJECT COMMUNITY EVENT



Join us to find out more about the work of The Sprowston Youth Engagement Project and have the opportunity to voice your opinions on local issues to those that have the power to make a change in your community

**FREE
EVENT**

**Zorbs & other
inflatable
activities**

We will be joined by:

**Members of the
Council & Police**

**Dr Bike - FREE Bike
Repairs available**

**The Joe Dix
Foundation**



27TH OCTOBER



12PM - 3PM



**THE NEW PARK ON MANOR
PARK ESTATE**



County Councillor Briefing

Sprowston Town Council – 28th Oct 2026

To: Sprowston Town Clerk and Members

From: Cllr Wendy Atkinson, NCC Member for Woodside and Cllr Stephen Bailey, NCC Member for Sprowston

Re: Advance report ahead of Sprowston Town Council meeting – 28 Oct 2026

Executive Summary

- **SEND Reform Plan approved:** Government backs Norfolk's SEND improvement plan, including expanded support and major deficit repayment.
- **Care home sale withdrawn:** Proposed sale of Norse Care's 20 care homes will not proceed.
- **Egg recall issued:** Residents and businesses warned not to use eggs stamped **3UA1012066** due to Salmonella risk.
- **Kinship carers recognised:** Kinship Care Week highlighted support available for relatives and friends caring for children.
- **Hazardous Waste Days announced:** Free disposal events for hazardous household waste will take place across Norfolk in autumn 2026.
- **Business funding launched:** New £140m East of England Investment Fund offers loans and equity finance to growing businesses.
- **Employment support succeeding:** Norfolk's employment programmes continue to help residents overcome barriers and find work.
- **Resident concerns:** Measures introduced to tackle speeding on Salhouse Road and support Greenborough Road Speed Watch.

1. Norfolk's Local SEND Reform Plan approved by Government

The Government has approved Norfolk's Local SEND Reform Plan, a three-year programme to provide earlier help, strengthen inclusion in mainstream education and

expand specialist support for children and young people with special educational needs and disabilities.

Commitments include extending support to early years and further education settings, increasing mental health support, reducing waits for neurodiversity assessments and doubling Specialist Resource Bases in mainstream schools by 2028. Approval also means around 90% of Norfolk's historic Dedicated Schools Grant SEND deficit, approximately £185 million, will be repaid, providing a stronger financial foundation for improvement.

Norfolk County Council will work with families, education settings, health services and voluntary organisations to deliver the plan and provide the right support at the right time, as close to home as possible. Further details and the full plan are available on the [County Council's webpages](#)¹.

2. Proposed sale of care homes withdrawn

Norfolk County Council has withdrawn a proposed sale of Norse Care and its 20 care homes to Stow Healthcare.

Further information is available in the county council's news release [here](#)².

3. Norfolk County Council Trading Standards – egg recall, salmonella risk

Norfolk County Council Trading Standards is alerting residents and businesses to a recall of shell eggs supplied by Yasensvit Ltd in Ukraine after Salmonella was detected. The affected eggs are stamped 3UA1012066 and must not be sold or eaten.

The eggs were supplied mainly to catering businesses, although some may have been sold by smaller retailers. They may also have been repacked in the UK, so residents and businesses should check the code stamped directly on each egg rather than relying on the outer packaging.

Advice to residents: Do not eat eggs stamped 3UA1012066. Dispose of them safely at home. Eggs sold by major UK supermarkets are British-produced and are not affected by this alert.

Advice to businesses: Check egg stocks and supply chains immediately, withdraw affected eggs from sale or use, and recall any already supplied to customers.

¹ <https://www.norfolk.gov.uk/article/79611/Introduction>

² <https://www.norfolk.gov.uk/article/81885/Proposed-care-home-sale-withdrawn>

4. Celebrating kinship carers

Norfolk County Council marked Kinship Care Week by celebrating relatives and family friends who care for children when their parents are unable to do so. The activities aimed to raise awareness, reduce isolation and encourage more carers to access local support networks and services.

Linked to the National Year of Reading, the County Council's Virtual School worked with local libraries and independent bookshop Bookbugs and Dragon Tales to bring kinship families together through books and stories. The first family reading session took place at the bookshop over the weekend, with further sessions planned at King's Lynn and Long Stratton libraries later in October and kinship-themed book displays in libraries across Norfolk.

The Virtual School supports children in and leaving care, children in kinship care and those with a social worker. It works with carers, schools and professionals to provide advice, advocacy and guidance, helping children overcome barriers to learning and carers navigate the education system.

The [County Council's Kinship Local Offer](#)³ also provides information and support for kinship carers across Norfolk.

5. Household Hazardous Waste Days 2026

Free Household Hazardous Waste Days will take place across Norfolk in autumn 2026, allowing residents to safely dispose of materials not accepted through kerbside collections or standard recycling centre services.

Key points:

- Free for Norfolk residents, accepting hazardous household waste including paint, aerosols, antifreeze, fertilisers and drain cleaners.
- Only hazardous household waste will be accepted.
- Booking is required and opens eight days before each event.
- Events run from 8am to 4pm; early booking is advised as they are popular.

Autumn dates and locations

- Norwich South Recycling Centre – Friday 16 and Saturday 17 October

³ <https://www.norfolk.gov.uk/article/41435/Kinship-local-offer>

- King's Lynn Recycling Centre – Friday 23 and Saturday 24 October
- Thetford Recycling Centre – Friday 30 and Saturday 31 October
- Caister Recycling Centre – Friday 6 and Saturday 7 November
- Dereham Recycling Centre – Friday 13 and Saturday 14 November
- Hempton Recycling Centre – Friday 20 and Saturday 21 November
- Norwich North Recycling Centre – Friday 27 and Saturday 28 November

Members are asked to promote the events by:

- Directing residents to www.norfolk.gov.uk/hazardouswaste⁴.
- Sharing Norfolk County Council social media posts through their own channels.

6. East of England Investment Fund launched

A £140m East of England Investment Fund that will provide much-needed equity and loan finance to dozens of our most promising businesses was recently unveiled by the British Business Bank at Norwich Research Park.

The fund aims to drive sustainable economic growth by supporting innovation and creating local opportunities for new and growing businesses throughout the region. It offers two commercial finance options: loans ranging from £25,000 to £2m and equity investments of up to £5m.

If councillors know of businesses who may be interested in the fund, please refer them to the New Anglia Growth Hub, where the team can discuss the criteria or provide information on alternative business support services. [New Anglia Growth Hub contact form](#).

7. Helping residents into work and transforming lives

Employment support programmes in Norfolk are helping residents with disabilities, long-term health conditions and other barriers to move into, return to or remain in work.

The Working Well programme launched in October 2023, has received almost 3,000 referrals and supported more than 2,200 people, with 45% achieving employment outcomes compared with a national average of 38%. A specialist Local Supported Employment programme helped 48 people into work.

⁴ www.norfolk.gov.uk/hazardouswaste

By joining up health and employment support, these programmes help residents improve their wellbeing, independence and quality of life. They also support local employers, reduce economic inactivity and contribute to a stronger Norfolk economy.

Building on the success of Working Well and supported employment programmes, Norfolk County Council was commissioned by the Department for Work and Pensions to deliver the Government-funded Connect to Work programme with local delivery partners, with the aim of supporting more than 4,000 people.

Residents can find out how to access support via Connect to Work at www.norfolk.gov.uk/workingwell⁵ or email connecttowork@norfolk.gov.uk.

8. Residents concerns

Residents have reached out with the following concerns this month:

- A resident has reached out regarding speeding on Salhouse Road by the new estates where the speed limit changes from 40mph to 30mph. Guy has kindly arranged for the installation of a SAM board so that drivers can be reminded of the speed limit and data can be collected to provide evidence for any further action that may be required.
- The Greenborough Road Speed Watch group has attracted more volunteers and are now just waiting on a date for their training following a visit by the team to approve the locations for speeds to be checked.
- Chartwell Road. Following complaints from a resident concerning the state of the pathway, hedges and verges along this road I can tell you that the hedges have been cut and work begins on resurfacing the pathways on 20/10/26. I would like to thank Cllr. Mike Conroy, Reform UK city Councillor for Catton Grove for his help in moving the verge and pathway work forward as this is a Norwich City responsibility.
- Corbet Avenue/Lambert Road. I met with Highways Agency and residents on site to discuss parking issues and road markings. This issue has been ongoing for some time, but I am pleased to say that white H bars and corner markings are about to begin. I have updated residents and will monitor progress and report back once completed.
- Merlin Avenue/Sparhawk lane. Previously discussed with STC. I was told by Highways that work would begin during October/November on painting white H bars in front of affected properties and installation of bollards on the corner with Sparhawk. I drove along the road last week but no sign of work being started. I

⁵ <https://www.norfolk.gov.uk/article/70346/Working-Well-Norfolk>

have emailed Highways asking for a start date and to be notified so I can update residents. As soon as I hear I will notify the Town Clerk.

- Sprowston Park and Ride café. I have been in discussions with the owner of the café here regarding his lease. The owner is very keen to expand the business and has sought assurances from Norfolk County Council for long term commitments and support for investing in building this local and well used resource. There appears to have been issues with the previous administration but I have championed his ideas with the council and discussions are ongoing and have taken a positive step forward. I commend the initiative and zeal of this enterprise and am more than happy to support small businesses who quite often feel chocked by red tape and paperwork.
- School buses on Cozens Hardy Road raised by Cllr. Dawn Coleman. I have investigated her concerns and replied via email. I have not had a response from her yet and would direct you to her on these concerns and my response. Thank you.
- The Wash-Me launderette unit on North Walsham Road. This is an item on the agenda for your consideration and has been in the local press on a number of occasions. In short, The Woodman PH has installed a launderette unit comprising of four washers/dryers, The pub falls within Old Catton division but the noise, light and anti-social behaviour associated with it affects residents on the opposite side of the road which falls within Sprowston Division. I have been in conversation with residents and Cllr. Antony Little in Old Catton and the issues are ongoing. We are hoping that both STC and OCPC can formulate a joint response expressing our concerns that this launderette is not appropriately situated and should be removed.
- There are a number of other issues in Sprowston that have been raised and which I am dealing with via Highways and Norfolk County Council. I have added the above for your information and will update you on other issues going forward. Thank you.

How to Work With US

Contact

Email for residents in Woodside: wendy.atkinson.cllr@norfolk.gov.uk (I aim to respond within two working days.)

Email for residents in Sprowston: stephen.bailey.cllr@norfolk.gov.uk

Casework

When reporting an issue, please include:

- Your address details
- Exact location of the issue (if relevant).
- Any relevant reference numbers.
- Any previous correspondence.
- Relevant photographs where applicable.

Meetings

We will attend Town Council meetings whenever our council duties allow and will provide notice if we are unable to attend.

Ward Updates

We are happy to provide written reports in advance of meetings covering NCC matters relevant to Woodside and Sprowston.

Cllr Wendy Atkinson

*Cabinet Member for Children, Families & SEND
Norfolk County Councillor for Woodside*

Cllr Stephen Bailey

Norfolk County Councillor for Sprowston

COUNCIL MEETING – 28 October 2026

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Christmas Toy Donation Appeal

South Norfolk and Broadland District Councils are organising a Christmas Toy Donation Appeal. I have signed up the Town Council office to act as a collection point from 26th October to 29th November. The appeal aims to reach local children and families over the festive period.

1.2 Recreation Ground - Subdivision of Decommissioned Tennis Court

The decommissioned grass tennis courts adjacent Recreation Ground Road have now been subdivided. Approximately half of the space will be allocated to storage of large items of cricketing equipment (sight screens, practice nets) which are currently stored on the rec. In due course, options will be explored for installation of a batting and bowling practice strip in that space also. The remaining half of the space has been subsumed into the adjacent children's play area through removal of the fence between the play area and the old courts. A temporary fence is in place whilst the grounds team improves the ground levels and grass seeds the footprint of the now removed old boundary fence. As and when the grass seed takes hold, we will remove the temporary barriers and fully open up the new space. As part of the Recreation Ground redevelopment project Council may wish to consider installing additional play equipment into this space.

1.3 Skatepark

As of date of writing, we are still awaiting the consortium of developers to transfer the skatepark land to our ownership or sign the promised Memorandum of Understanding for early access. Without one or the other of these, we shall miss our construction window, and our contractor will have to reschedule for the new year.

CEMETERY

2.1 No matters to report

STREET LIGHTING

3.1 No matters to report

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Mental Health Awareness in the Community Training

On 20th October I attended Mental Health Awareness in the Community Training organised by one of Broadland District Council's Mindful Towns and Villages Co-Ordinators. The training covered many interesting points, including common signs displayed by people struggling with their mental wellbeing, and how to help people access support services.

PLANNING AND TRANSPORTATION

5.1 No matters to report

Attachments

6.1 Christmas Toy Donation Appeal Poster

A handwritten signature in black ink, appearing to read 'Guy Ranaweera', with a stylized flourish extending from the end.

**Guy Ranaweera
Town Clerk**



Proudly supporting the

Christmas **TOY APPEAL**

Find out more or get involved here:





Betongpark Limited
Hackney Depot,
5 Sheep Lane,
London, E8 4QS

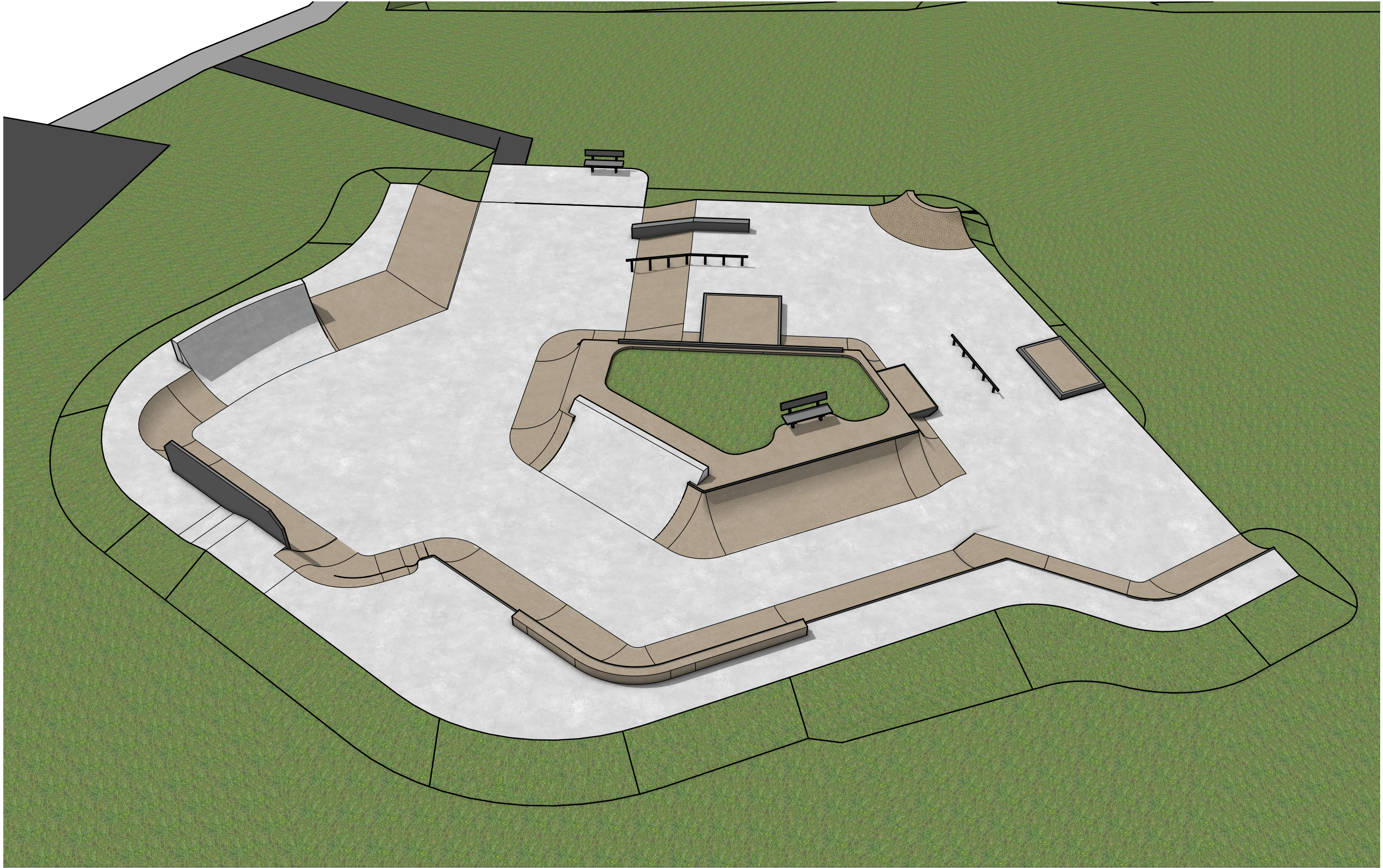
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PROJECT:
Sprowston

CLIENT:
Sprowston town council

SHEET NAME:
Skatepark re-design

NOTES:



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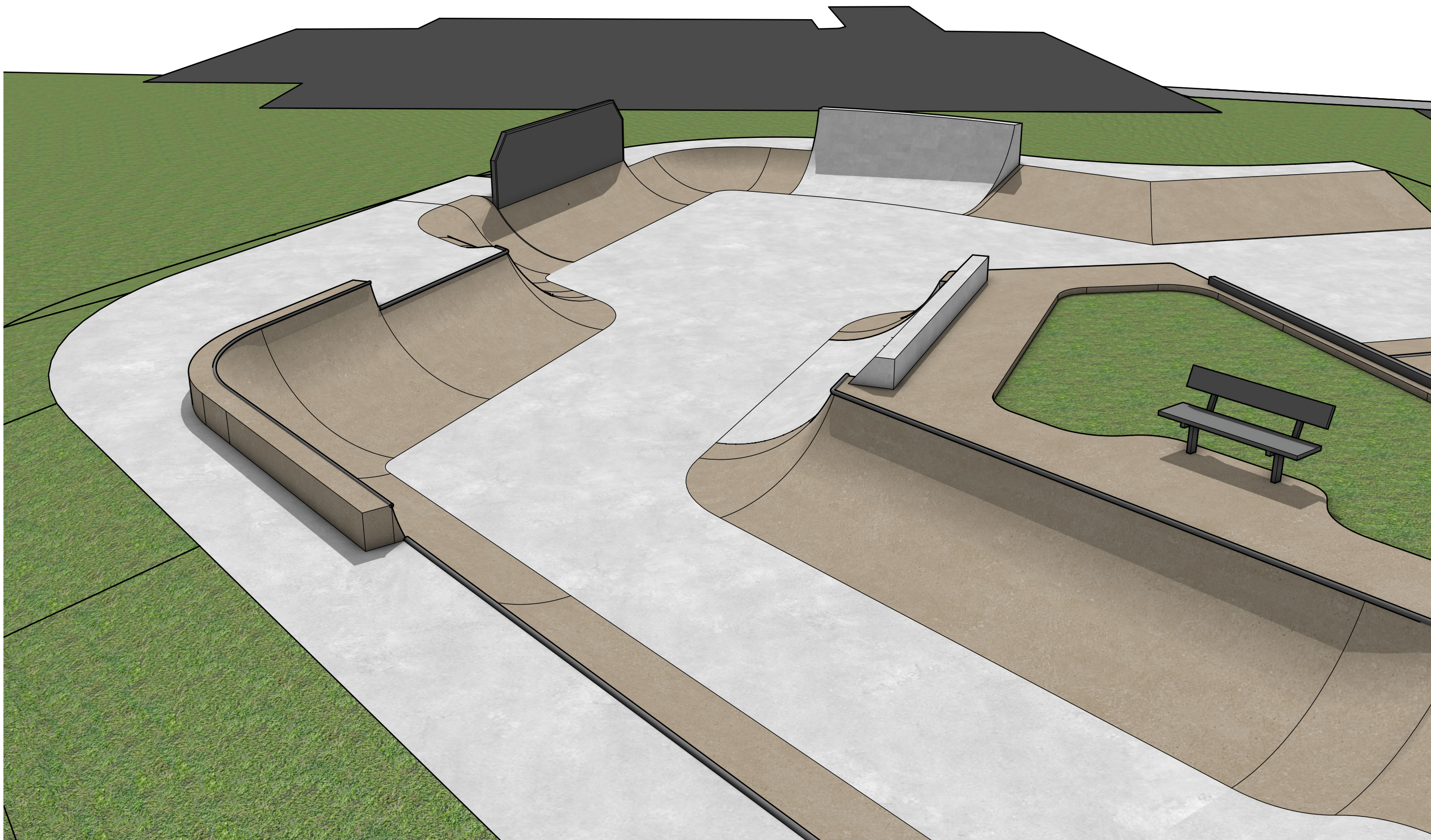
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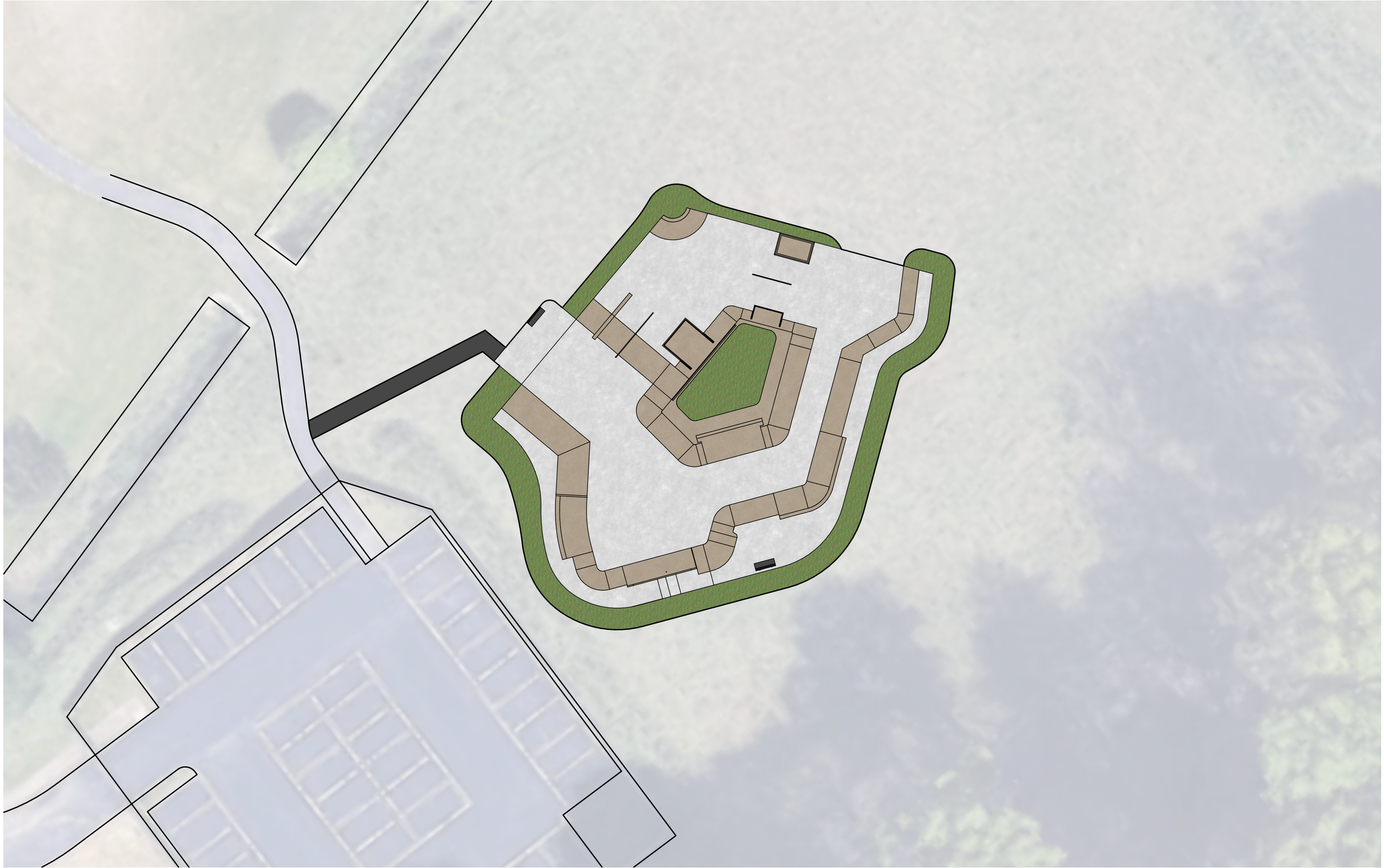
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Sprowston

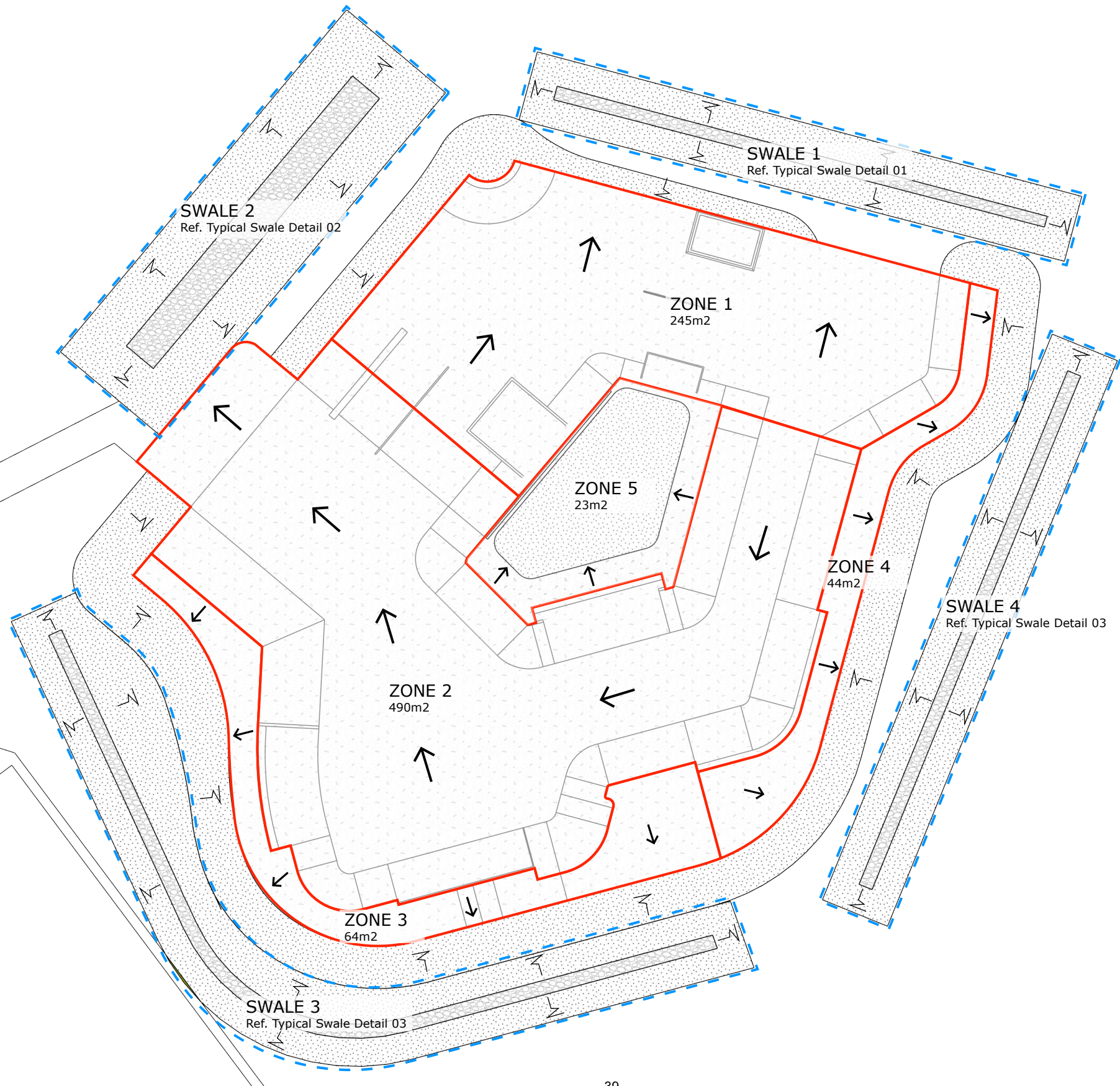
CLIENT:
Sprowston town council

SHEET NAME:
Skatepark re-design

NOTES:



Zone	Catchment Area (m²)	Runoff Volume (m³)	Swale Length (m)	Swale Depth (mm)	Trench Size (mm)	Storage Provided (m³)	Surplus / Deficit (m³)
Zone 1	245	17.46	24	300	1000W × 700D	19.68	+2.22
Zone 2	490	34.91	19	500	1000W × 900D	40.09	+5.18
Zone 3	64	4.56	40	300	450W × 450D	24.84	+20.28
Zone 4	44	3.14	26	300	450W × 450D	16.15	+13.01
Zone 5	23	1.64	N/A	Central planting bed		N/A	N/A



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LEGEND

- Impermeable concrete slab area
- Swale area

NOTES:

PROJECT:

Sprowston skatepark

CLIENT:

Sprowston Town Council

DRAWN BY:

SE

CHECKED BY:

DN

ISSUE:

CONSTRUCTION

SCALE AT A3:

1:200

REVISION NOTE/DATE:

REV. DRAWN BY:

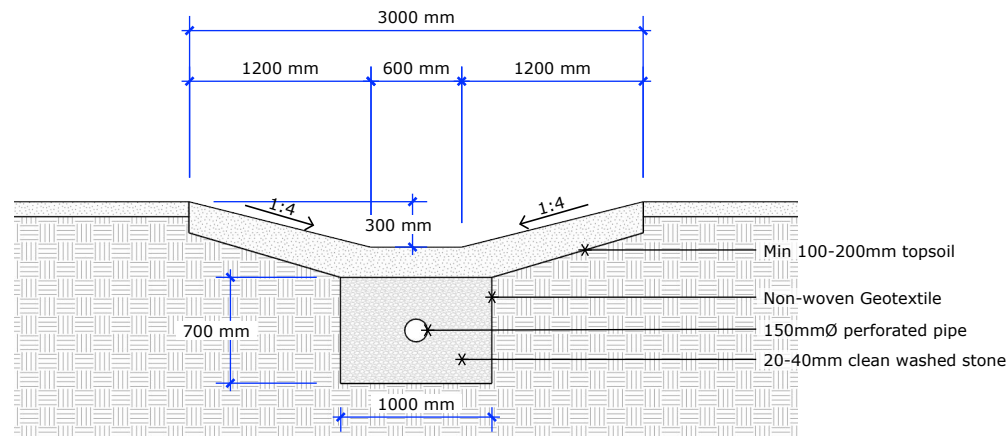
REV. ISSUE:

DESCRIPTION

Proposed drainage strategy

SHEET NAME:

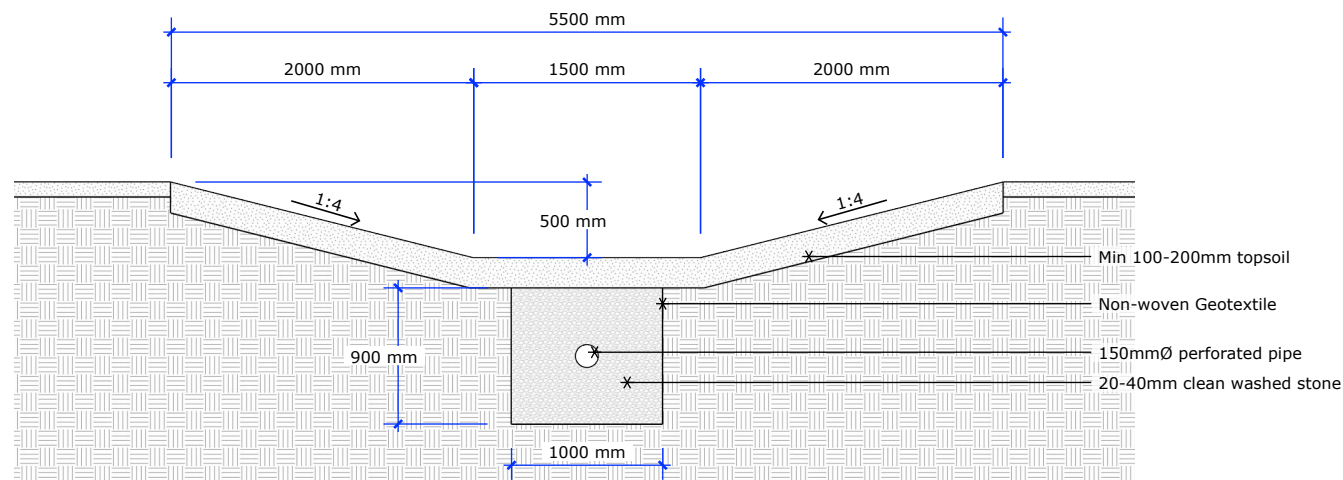
BP_001



01

Typical Swale detail 01

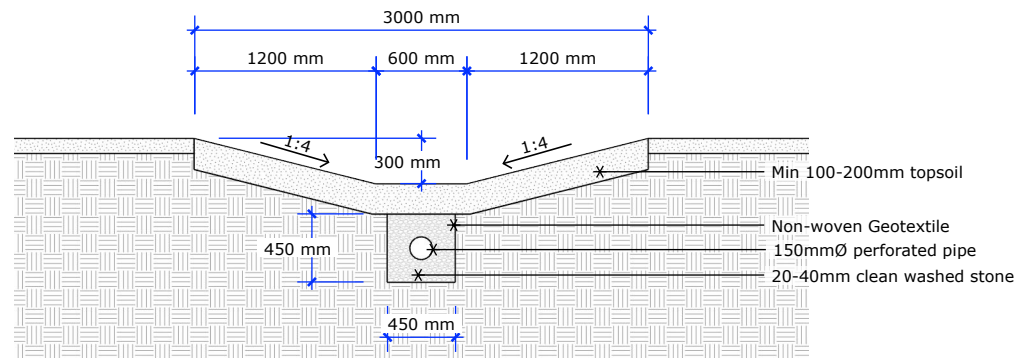
1:50



02

Typical Swale detail 02

1:50



03

Typical Swale detail 03

1:50



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LEGEND

NOTES:

PROJECT:

Sprowston skatepark

CLIENT:

Sprowston Town Council

DRAWN BY:

SE

CHECKED BY:

DN

ISSUE:

CONSTRUCTION

SCALE AT A3:

1:50

REVISION NOTE/DATE:

REV. DRAWN BY:

REV. ISSUE:

DESCRIPTION

Typical Swale Details

SHEET NAME:

BP_002

Report to Sprowston Town Council 28th October 2026

Neighbourhood Plan update

Our consultants, in collaboration with Broadland District Council, have appointed Andrew Ashcroft to undertake the examination of the Neighbourhood Plan, as agreed. He will be starting in mid-November, shortly after the close of the Regulation 16 consultation. He is well qualified for the task and has already completed the examination of several Neighbourhood Plans for Broadland including Thorpe St Andrew & Buxton with Lamas and has examined over 400 plans nationally since 2013.

Skate Park Update. We are still awaiting handover of the land to Sprowston Town Council. The clerk has tried to get a memorandum of understanding from Persimmon Homes to allow us to start work but at the time of writing this has not happened. However, the developer is also reluctant to allow the site to drain directly into the culvert as they already have flooding issues on site and it would not pass the 1:100-year test. So, we are forced to provide an alternative drainage plan. Betongpark Ltd have, in consultation with Bidwells, created a new plan for the site, which is slightly different to the plans we have already agreed at council, which includes a number of swales around the site with some underground water storage for infiltration. Whilst we felt that this is not ideal the swales should not remain wet for very long except at times of very heavy and persistent rain. Also, we can plant the swales with vegetation to isolate the areas. The Lead Local Flood Authority (LLFA – Norfolk County Council) have confirmed that the new plan is acceptable. It would be great if the work could be completed before Christmas but that would be entirely at the mercy of the weather. If we can agree the new plans at this council Betongpark Ltd will start work 26th October.

Beeston Park. On the 15th October councillors met with Ben Ruston (Regional Director of Places for People) via Teams. They will be developing Phase 2a of the Beeston Park development. They are a large social enterprise who has built 260,000 homes in the UK so far. He said that they are a non-prudential society similar to the Co-op. They have no shareholders & are not floated on the stock exchange. All profits are recycled back into the company. The minimum agreed affordable housing for the site is 23% but they will be offering more than that in the form of social rent, market rent, shared ownership, and specialist living including independent living and supported living. They will be subject to the overall site management by the Land Trust however Ben stated that they were in for the long haul and won't be walking away once the homes are built. We have just received notification for an online meeting with Ben Geering of Quinn Estates for an update on Beeston Park Development in the next two weeks.

Sprowston Senior Citizens Club. The damage to the porch roof caused by an unidentified vehicle will be covered by their insurance. Their next coffee morning will be Wednesday 18th November, and I will again ask for the Boules from Broadland District Council. Their Christmas lunch this year will be on the 7th December.

Sprowston Dementia Friendly Cafe.

At the October Café they welcomed Stephen Maunder from Norfolk County Council Trading Standards to talk to the carers group about scams, hardware available and how to stay safe from scammers. They also covered changes in those with dementia's personal hygiene habits. While the carers were in their group meeting cafe engaged in quiet conversation and planting bulbs for the spring.

National Building Awards. The Viking Centre has been shortlisted for the National Building Awards sponsored by Building Magazine in London on the 3rd of November. I will be attending the event on behalf of the council. I'm sure we will be up against some very strong competition but I'm forever hopeful that the standard of rejuvenation of the building will merit the award.

Sprowston Community meeting on the 20th October

The community meeting was arranged by a resident of the Manor Park to address issues of anti-social behavior, littering & negative comments on social media about the area with particular emphasis on the open areas. The Town Council, SYEP and Police Beat Manager were invited to meet local residents and listen to their concerns at the Sprowston Sports and Social Club.

About 50 residents attended the meeting. The initial conversation centered on the negativity of the Manor Park Facebook page. There was agreement that the anonymous and nickname contributors should be removed to make the page more pleasant and positive. Also, that these meetings should be held quarterly to continue the good work to create a neighbourhood, not just a housing estate.

Clare Lincoln gave a good speech about the work of SYEP and what they will be doing on the estate in the coming months to engage with the young people there. P.C. Daryl Robinson gave a rundown of what they are able to do as a police force and Phil Dix talked about the Joe Dix Foundation set up after his son was stabbed and killed on Thorpe in 2020. They have free bleed kits available to be placed within our community which are also useful for any type of fast bleed injury and would like to place a knife bin somewhere in Sprowston.

From the Town Council they asked for more litter bins especially near the play area. They would also like to see the play area lit at night up until about 7pm and they would like to see the area locked at night too. I explained it would be impossible to close the park because fencing the whole area off would not be possible. The Town Council will be lighting the skate park area and that should draw children away from the play equipment in the dark evenings. There is no electricity to that area so lighting would be very costly. Maybe the RFWG could explore potential options. The lack of vehicle barriers to Pheasant Loke and Blue Boar Lane was a concern as vehicle have crossed the park there. I explained that we are still pressing the developer to provide the barrier at Pheasant Loke and that we understood that the pedestrian entrance on Blue Boar Lane was too wide so needed a bollard to stop vehicles. There was also mention of forming a community speed watch and residents' association but no volunteers at this stage to actually lead on these projects.

SYEP Outreach event on the 27th October

To address local concerns with anti-social behavior on the open areas of the Manor Park Estate, the Town Council is working with SYEP to hold a half term fun day in the park opposite Sprowston Garden Centre on Blue Boar Lane. This will be the start of SYEP's outreach work in that area. This approach has proved very successful in other parts of Sprowston.

Bill Couzens
Chair of Sprowston Town Council

Sprowston Town Council
PLANNING APPLICATIONS – 28 OCTOBER 2026

Broadland DC App. No	Location	Description	Type
2026/2627	129 Wroxham Road Sprowston Norfolk NR7 8AD	Variation of condition 2 - updated drawings of existing application 2025/0609 (Single storey side extension with conversion of garage to living space, two storey side extension, first floor front extension and two bay cart lodge) date of decision 11/06/2025 Application Type: Removal/Variation of Condition (S73 / S19) Note: 2025/0609 (Single storey side extension with conversion of garage to living space, two storey side extension, first floor front extension and two bay cart lodge) approved 11 June 2025. STC raised no objection or observations.	Removal/Variation of Condition (S73 / S19)
2026/2818	39A Burma Road Old Catton Norfolk NR6 7LH	Single storey rear duo-pitched sunroom extension and associated works.	Householder
2026/2846	6 Caston Industrial Estate Salhouse Road Sprowston Norfolk NR7 9AQ	Single storey front infill extension	Full Planning Permission
2026/2847	Redmayne Field North Walsham Road Sprowston Norfolk (site known as Beeston Park)	Details of conditions 34 (Ecology Method Statement) and 35 (Ecology management plan) of original planning reference 2024/1794	Approval of details reserved by condition

Sprowston Town Council
PLANNING APPLICATIONS – 28 OCTOBER 2026

		<i>Note: Please see Broadland Planning website for full planning documentation</i>	
2026/2850	3 Blackwell Avenue Sprowston Norfolk NR7 8XL	Demolition of single-storey garage, erection of rear two-storey extension and single-storey side and rear extension including rooflights	Householder
2026/2862	4 Sprowston Retail Park Salhouse Road Sprowston Norfolk NR7 9AZ	Installation of a mezzanine floor to be used for an extended pet care, treatment and grooming facility within use class E	Full Planning Permission
2026/2873	Diy Warehouse Roundtree Way Sprowston Norfolk NR7 8SH	Variation of condition 1 (Goods condition) of original application reference 20141996 dated 05/02/2015 to include the sale of furniture and furnishings.	Removal/Variation of Condition (S73 / S19)
2026/3010	71 Russell Avenue Sprowston Norfolk NR7 8XF	Proposed front, side and rear extensions with loft conversion and dropped kerb	Householder
2026/3034	46 - 48 Roundtree Way Sprowston Norfolk NR7 8SG	Replacement of the existing asbestos cement sheet roof to Unit 46 & 47 with a Kingspan Quad-core Trapezoidal KS1000 roof system including Kingspan Day-Lite rooflights	Full Planning Permission

BROADLAND DISTRICT COUNCIL – PLANNING DECISIONS

Application Decisions made during the Week Ending 2 October 2026

Appl Number : 2023/1999
App Type : Full
Parish: Sprowston
Location : Land Adj 158 Blue Boar Lane Sprowston Norfolk
Proposal : Erection of four dwellings with garages and associated works,
including creation of access and landscaping
Decision : Approval with Conditions
(Development Management Committee)
Date of decision : 2 October 2026

Application Decisions made during the Week Ending 9 October 2026

Appl Number : 2026/2896
App Type : TPO - Dead / Dangerous Tree Notification
Parish: Sprowston
Location : Land At Pinetrees Road Sprowston Norfolk
Proposal : 1 No. Silver Birch - Fell under an exception of the TPO restrictions
for dead trees.
Decision : Exempt Tree Works
(Delegated)
Date of decision : 5 October 2026

Application Decisions made during the Week Ending 16 October 2026

Appl Number : 2023/1204
App Type : Advertisement
Parish: Sprowston
Location : Norfolk Trucks Ltd School Lane Sprowston Norfolk NR7 8TL
Proposal : Illuminated fascia sign and new 5m high double sided non
illuminated totem sign
Decision : Approval with Conditions
(Development Management Committee)
Date of decision : 14 October 2026



Bank Reconciliation		Year Ending: 31st March 2027
Sprowston Town Council Recreation Ground Road Sprowston, Norwich, NR7 8EW		
		Reconciliation to: 30th June 2026
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Presented by..... <i>G. Ranaweera</i></p> <p>Prepared by..... <i>Danielle Pye</i></p> </div> <div style="width: 50%;"> <p>Mr G Ranaweera, Clerk and RFO</p> <p>Miss Danielle Pye, FO</p> </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Approved by..... <i>B. Couzens</i></p> <p>Dated <i>6th October 2026</i></p> </div> <div style="width: 50%;"> <p>Cllr B Couzens, Chair Sprowston Town Council</p> </div> </div>		

Balance as per bank statements as at 30th June 2026	£	£
General Account	54,284.25	
Drawings Account	-	
Salaries Account	3,751.34	
Treasury Deposits	300,000.00	
SPR PAR COU IAS	257,502.67	
Active Saver Account	600,132.67	
Petty Cash	85.53	
Round down		
		1,215,756
Balance as per Sage Reconciliation as at 30th June 2026		
General Account	54,284.25	
Drawings Account	-	
Salaries Account	3,751.34	
Treasury Deposits	300,000.00	
SPR PAR COU IAS	257,502.67	
Active Saver Account	600,132.67	
Petty Cash	85.53	
		1,215,756



Bank Reconciliation		Year Ending: 31st March 2027
Sprowston Town Council Recreation Ground Road Sprowston, Norwich, NR7 8EW		
		Reconciliation to: 31st July 2026
Presented by..... <i>G. Ranaweera</i> Mr G Ranaweera, Clerk and RFO Prepared by..... <i>Danielle Pye</i> Miss Danielle Pye, FO		
Approved by..... <i>B. Couzens</i> Cllr B Couzens, Chair Sprowston Town Council Dated <i>6th October 2026</i>		

Balance as per bank statements as at 30th June 2026	£	£
General Account	70,236.43	
Drawings Account	-	
Salaries Account	420.59	
Treasury Deposits	300,000.00	
SPR PAR COU IAS	257,502.67	
Active Saver Account	519,890.76	
Petty Cash	85.53	
Round down		
		1,148,136
Balance as per Sage Reconciliation as at 30th June 2026		
General Account	70,236.43	
Drawings Account	-	
Salaries Account	420.59	
Treasury Deposits	300,000.00	
SPR PAR COU IAS	257,502.67	
Active Saver Account	519,890.76	
Petty Cash	85.53	
		1,148,136
		-

Sprowston Town Council
Direct Debit Payments
Meeting Date: 28th October 2026

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
30.09.26	14844360926	Barclay Card Barclay Terminal Transaction Charges	95.78	4.00	99.78
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
13.10.26	INV-8845	Filestream Filestream Rented Software, Sire Multi Tenant Server - 50GB Rental Period - 20.10.26 to 19.11.2026	137.54	27.54	165.08
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
05.10.26	100/26/000048/Oct26	Novuna Business Finance Repayment for agreement A000383677 Kawasaki Pro DX UTV October2026	195.00	39.00	234.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
30.09.26	NWS100282949	Norse Parks Waste Disposal at the Recreation ground - Empty Recycle 1100L from 28.08.26 29.09.26	47.00	9.40	56.40
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
01.10.26	INV-K00349095	Octopus EV Salary Sacrifice Scheme GR EV Advance Finance rental contract no 64279 13.10.26	96.67	19.33	116.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
21.09.26	U005902332	Peninsula Provision of Services in accordance with agreement 653508 - Employment Services, EAP Insurance, Business Safe, online services and EAP	222.28	41.98	264.26
24.09.26	U005910935	Provision of Services in accordance with agreement 674681 - Online Services - Insurance	20.25	4.05	24.30
20.10.26	U005960761	Provision of Services in accordance with agreement 653508 - Employment Services, EAP Insurance, Business Safe, online services and EAP	222.28	41.98	264.26
			464.81	88.01	552.82
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
03.09.26	72460168	PHS Group Public Toilets at the Rec Sanitary Disposal, Annual duty of care from 01.10.2026 - 30.09.2027	7.85	1.57	9.42
03.09.26	72460169	PHS - The Sparhawk Park WC Sanitary Disposal, Annual duty of care from 01.10.2026 - 30.09.2027	6.04	1.21	7.25
03.09.26	72460170	PHS - The Diamond Centre Annual duty of care from 01.10.2026 - 30.09.2027	7.85	1.57	9.42
03.09.26	72460171	PHS - Viking Centre Sanitary Disposal, Annual duty of care from 01.10.2026 - 30.09.2027	7.85	1.57	9.42
			29.59	5.92	35.51
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
14.09.26	PW202857	PWLB Public Works Loan PW502857 Diamond Centre	7,046.00	0.00	7,046.00
13.10.26		PW497743 - Cemetery, PW499162 - Purchase of DC, PW505463 - Sports Hall at The DC	52,721.11	0.00	52,721.11
			59,767.11	0.00	59,767.11
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
01.10.26	GB-02598474	Sage Accounting standard and payroll software package 01.10.2026 - 31.10.2026	63.00	12.60	75.60

Total Energies					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
10.09.26	423490853/26	Electricity supply to Diamond Centre Sports Field Flood Lights for period from 01.08.26-31.08.26	33.45	1.67	35.12
10.09.26	423490534/26	Electricity supply to Diamond Centre building for period from 01.08.26-31.08.26	563.79	112.76	676.55
07.10.26	425018764/26	Electricity supply to Diamond Centre Sports Field Flood Lights for period from 01.09.26-30.09.26	34.86	1.74	36.60
07.10.26	425019028/26	Electricity supply to Diamond Centre building for period from 01.09.26-30.09.26	605.01	121.01	726.02
			1,237.11	237.18	1,474.29
Utilita					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
05.10.26	01/09/2026	Electricity Charges for Viking Centre for Period 01.09.26-30.09.26	342.53	68.51	411.04
Veolia					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
30.09.26	1000552714	Waste disposal at all sites	451.29	90.26	541.55
Wave - Anglian Water					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
29.09.26	17111433	Water charges to the Pavilion for 29.08.26-28.09.26	78.25	0.00	78.25
03.10.26	17136585	Sparhawk Park - Wc Block and Premises for period 03.09.26-02.10.26	81.74	0.00	81.74
15.09.26	17059170	Water charges for Allotments for usage from 15.06.26 - 14.09.26	924.62	0.00	924.62
09.09.26	17028753	Water charges to the Diamond Centre for 09.08.26-08.09.26	268.85	0.00	268.85
15.09.26	17058201	Water charges for period 15.06.26 - 14.09.26	47.60	0.00	47.60
15.09.26	17057588	Viking water charges for period 15.08.26-14.09.26	87.95	0.00	87.95
09.10.26	17174591	Council Office Rec Road Water Credit note for Period 09.09.26 - 08.10.26	221.11	0.00	221.11
			1710.12	0.00	1710.12
Total Direct Debits			64,637.55	601.75	65,239.30

Sprowston Town Council
Invoices To Pay
Meeting Date: 28th October 2026

Invoice Date **Invoice No.**
08.10.26 2951942

Bailey's of Norfolk Ltd
Details
4mm Screen topsoil - Dumpy Bag x 4

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
264.00	52.80	316.80

Invoice Date **Invoice No.**
30.09.26 SI-114163

Bidwells
Details
Skate Park - Land off Blue Boar Lane - Professional services and project management, arranging design meetings and reviewing technical matters for the Skatepark

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
1,000.00	200.00	1,200.00

Invoice Date **Invoice No.**
16.10.26 SI26715581

Binder Ltd
Details
Cess pit emptying / Sewage Disposal at the cemetery - 1000 Gallons

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
221.50	44.30	265.80

Invoice Date **Invoice No.**
30.09.26 249056
23.09.26 248684

Collier Turf Care
Details
Barenbrug sport extreme, grass seed for tennis courts
Barenbrug sport extreme, grass seed for the rec (cricket square repair, prestige fine turf and loam).

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
445.70	0.00	445.70
1,512.42	274.10	1,786.52
1,958.12	274.10	2,232.22

Invoice Date **Invoice No.**
02.10.26 227943
02.10.26 227944

CPS Fuels
Details
2000L Kerosene Heating Oil @ £1.1240p
1000Lts White Road Diesel @ £1.649

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
96.67	19.33	
2,248.00	112.40	2,360.40
1,649.70	329.94	1,979.64
3,897.70	442.34	4,340.04

Invoice Date **Invoice No.**
22.09.26 CD-244657343

Culligan Water UK Ltd
Details
Replenish water for water cooler at Diamond Centre 18.9Ltr Water bottles x11 Deposit 18.9Ltr Bottles plus

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
96.84	19.37	116.21	BACS

Invoice Date **Invoice No.**
23.09.26 INV-0508

Curtis Armes Ltd
Details
Annual Air conditioning servicing at the Diamond Centre

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
323.00	64.60	387.60	BACS

Invoice Date **Invoice No.**
05.10.26 DP051026
09.09.26 EL020926

Expenses
Details
Travel Expenses to Diamond Centre and back to office for Cinema. City to and back to office to take banking plus parking.
Travel expenses to Diamond Centre, Parks and Key cut for DC

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
8.70	0.00	8.70
23.41	0.00	23.41

Invoice Date **Invoice No.**
02.10.26 INV-1590

Electrical Testing Ltd
Details
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

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
617.72	123.54	741.26	BACS

Invoice Date **Invoice No.**
02.10.26 8195897

ESPO
Details
A4 copier paper, Tork express 21x180sheets and blue roll

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
85.75	17.15	102.90	BACS

Invoice Date **Invoice No.**
19.10.26

Expenses
Details
BC Train Ticket to Building awards ceremony for The Viking Centre

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
42.69	0.00	42.69

		Gale Building Maintenance Ltd			
Invoice Date	Invoice No.	Details	Net	VAT	Amount
868	19.10.26	Carry out a number of Repairs the Diamond Centre - Leaking toilet, install new cistern, strip out existing basin waste to disabled toilet replace washer and put back together. Refix vinyl strip in shower of disabled toilet and install 2 red pull cords	311.29	62.26	373.55
867	19.10.26	Install safe system to access the roof to clean & coat existing box gutters. Clean solar panels	1,375.00	275.00	1,650.00
			1,686.29	337.26	2,023.55
		Heritage Contract Services Ltd			
Invoice Date	Invoice No.	Details	Net	VAT	Amount
01.10.26	INV-931746	To Lock and unlock the STC Cemetery gates for October 2026	458.25	91.65	549.90
01.10.26	INV-931739	Care taking duties Cleaning and cleaning supplies for parks buildings, Diamond Centre, Office and Cemetery	8,503.04	1,700.60	10,203.64
01.10.26	INV-931744	Daily caretaking and cleaning services 7x days per week @ £493.50 to the Viking Centre for October 26	2,138.50	427.70	2,566.20
			11,099.79	2,219.95	13,319.74
		ICCM			
Invoice Date	Invoice No.	Details	Net	VAT	Amount
19.10.26	22170	Cemetery operations and regulatory compliance online training for GR. Wed 25 November - Thurs 26	160.00	32.00	192.00
		Intouch			
Invoice Date	Invoice No.	Details	Net	VAT	Amount
828577	24.09.26	avg cloudcare renewal x 9 licenses 24.09.26-23.10.26	13.05	2.61	15.66
828742	01.10.26	ITSWISP 10080 - Business superfast 12 for 01.10.2026-31.10.26	161.20	32.24	193.44
828740	01.10.26	itswisp10483 - business advanced 12 01/10/26 - 31/10/26,	53.70	10.72	64.42
828672	30.09.26	28 x hosted exchange plus 6 x extra data 30/10/26-29/11/26	208.62	41.72	250.34
829026	07.10.26	Server Back up 17.10.26-16.11.26	52.68	10.54	63.22
829062	10.10.26	WISP 10.10.26-09.11.26 - wisp206202 - itsfibre ttb ftp 900/115	78.00	15.60	93.60
829363	15.10.26	Oct 2026 sip trunk - 84431357, Sept 2026 call charges	29.79	5.96	35.75
829557	20.10.26	Microsoft 365 Licensing 09.09.26 - 08.10.26	118.80	23.76	142.56
			715.84	143.15	858.99
		Norfolk County Council			
Invoice Date	Invoice No.	Details	Net	VAT	Amount
07.10.26	10138547	NP Law Fee time Charges for September 2026	39.75	7.95	47.70
		Norfolk Fire Protection			
Invoice Date	Invoice No.	Details	Net	VAT	Amount
29.09.26	260718NFP	Fire risk assessment at Diamond Centre, Viking Centre, Groundsmen Workshop an the Pavilion	1,496.00	299.20	1,795.20
		Moviola			
Invoice Date	Invoice No.	Details	Net	VAT	Amount
05.10.26	260064	For supply of film 'The Christophers' October 2026 Cinema at the Diamond Centre	99.72	18.18	117.90
		National Association of Local Councils			
Invoice Date	Invoice No.	Details	Net	VAT	Amount
14.07.26	INV-02005	GR Member Ticket	35.00	7.00	42.00
		Norwich Glass Company			
Invoice Date	Invoice No.	Details	Net	VAT	Amount
30.09.26	23577	Latch for toilet door at the Diamond Centre	148.50	29.70	178.20
06.10.26	23642	Temperamental lock on main door at the Diamond Centre	85.00	17.00	102.00
			233.50	46.70	280.20

Oil Tank Change					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
07.10.26	18299	Oil Tank service inspect joints, valves, filters, oil line, water contamination check and replace filter.	290.00	58.00	348.00
07.10.26	18300	Diesel Tank service inspect joints, valves, filters, oil line, water contamination check and replace filter.	290.00	58.00	348.00
			580.00	116.00	696.00
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>
07.10.26	PJI/27296	Diamond Centre - leaking toilet and two taps, replaces two in school room and central kitchen.	295.80	59.16	354.96
08.10.26	PJI/27307	Shower replacements in the Pavilion at Sprowston Recreation Ground	6,456.00	1,291.20	7,747.20
12.10.26	PJI/27329	Water fountain on the Rec leaking from the back . Pipework come put of compression fitting, replace pipe and fitting. Also refitted fountain tap as wasn't working. Church Lane Allotments - Replace leaking standpipe between plots 67 & 68. Replace tap on leaking standpipe at rear of cemetery car park also replaced tap to rear of plot 63, replaced pipework and replaced tap on the car park.	205.67	41.13	246.80
12.10.26	PJI/27325	Cemetery - Service Ariston water heater	329.07	65.81	394.88
12.10.26	PJI/27339	Pavilion - Service TMVs and water heaters, turn down flow on taps as water splashing onto floor.	50.00	10.00	60.00
12.10.26	PJI/27338	Diamond Centre -Service TMVS and Water heaters	200.00	40.00	240.00
12.10.26	PJI/27337	Sparhawk Park - Service TMVs and Santon water heaters,	300.00	60.00	360.00
12.10.26	PJI/27336	STC Council Office - Service Gledhill Cylinder and repaired leaking expansion vessel	70.00	14.00	84.00
12.10.26	PJI/27335		60.00	12.00	72.00
			7,966.54	1,593.30	9,559.84
Roadware					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
06.07.26	24030	1 x 35ltr Wall litter bin for Wilks Farm Drive park	205.45	41.09	246.54
Copy IT Digital Solutions Ltd (Sharp)					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
09.10.26	8074107931	Mono Copies Meter 1 Reading 30.09.26 - 116342, Meter 1 Reading 31/08/26 - 114667 1675 copies used @ 0.532 ppc Colour Copies Meter 2 Reading 30.09.26 - 64047, Meter 2 Reading 31.08.26 - 62328 1719 copies used @ 4.792 ppc	91.28	18.26	109.54
Total Energies					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
10.06.26	416173807/26	Electricity Bill for 01.05.26-31.05.26 for street lighting	703.93	140.78	844.71
09.07.26	418499053/26	Electricity supply to Street Lights for period from 01.06.26-30.06.26	609.71	121.94	731.65
06.08.26	420118352/26	Electricity supply to Street Lights for period from 01.07.26-31.07.26	663.72	132.74	796.46
10.09.26	423504592/26	Electricity Bill for 01.08.26-31.08.26 for street lighting UMS15	791.25	158.24	949.49
07.10.26	425032624/26	Electricity Bill for 01.09.26-31.09.26 for street lighting UMS15	941.28	188.26	1,129.54
			3,709.89	741.96	4,451.85
Wicksteed					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
29.09.26	32769	Underbody panels for rocking horse at Wilks Farm Drive park	429.30	85.86	515.16
					BACS
TOTAL OF INVOICES			37,087.78	6,946.06	44,033.84
Transfer:					38,000.00
					Trf 76

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Councillor

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Councillor

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Town Clerk

Sprowston Town Council

Invoice Payments Made

Meeting Date: 28th October 2026

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
01.04.2026	11762	Eastern Security System Ltd Fire Maintenance Visit at The Viking Centre	95.00	19.00	114.00 BACS
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
01.10.26	565	Foreign Locals Performance at Fete for 1 Hour - 11th July 2027 Fete	400.00	0.00	400.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
11.10.26	727	Newmans Marquees 6 x 9m marquee on grass, Damage waiver @ 5%, delivery & collection	775.00	0.00	775.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
14.09.26	202627-SprostonNP-003	Rachel Leggett 3.5 Days work (as outlined in proposal for Sprowston and Beeston St Andrew for stage 4) @ £400 per day	1,400.00	0.00	1,400.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
12.10.26	1SPRO1-374495	Toilets + 3x Event toilets, 3x Disabled access toilets and 1x6 bay urinal to Sprowston rec for 16.07.27 Fete	96.67	19.33	116.00 BACS
Total Invoices paid			2,766.67	38.33	2,805.00

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Councillor

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Councillor

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Town Clerk

Sprowston Town Council

Barclaycard Payments

Meeting Date: 28th October 2026

September 2026 Statement for August 2026 Purchases

<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
1 03.08.26	1-1-3831-89240	Progress Fuels Ltd - Fuel for Parks machinery	112.12	22.42	134.54
2 04.08.26	GB68K211ZAEUD	Amazon Market Place - USB Cable for office mobile charging	9.97	2.00	11.97
3 04.08.26	IEE2026014516800	Adobe - Service Term 04.08.26-03.09.26	17.37	0.00	17.37
4 04.08.26	GB672YQNABEI	Amazon Market Place - Chainsaw chain - groundsman machinery	19.20	3.84	23.04
5 04.08.26	GB672ZVPABEI	Amazon Market Place - Combination padlock parks gate	72.80	14.56	87.36
6 04.08.26		B&Q - Wood, screws and fixings for putting up signs at Viking Centre	96.67	19.33	116.00
7 04.08.26		Facebook - Advertising (2026 fete)	13.15	0.00	13.15
8 06.08.26	GB6757WGABEI	Amazon Market Place - Plug for kettle	5.84	1.17	7.01
9 11.08.26	INV0051387	Jarrold Training - DP Intermediate Excel Course	245.00	49.00	294.00
10 13.08.26	PP-15005606-v1	Planning Portal - Planning application for extension of car park at the Viking Centre	333.33	66.67	400.00
11 17.08.26	1-1-3845-98729	Progress Fuels Ltd - Fuel for Parks machinery	120.48	24.10	144.58
12 19.08.26	94099	Millenium Pest Control- Wasp nest at Sparhawk	128.39	25.69	154.08
13 19.08.26	GB602MO5C8L7LI	Amazon Market - Diary for Office	9.97	2.00	11.97
14 20.08.26	GB67L5WHABEI	Amazon Market Place - 1 Metre kettle cable	8.14	1.63	9.77
15 26.08.26	99340	Millenium Pest Control - Wasp nest removal at the Cemetery	128.33	25.67	154.00
16 27.08.26	GB600ALX4B4PZI	Amazon Market Place - Stihl Strimmer line	29.13	5.83	34.96
			1349.89	263.91	1613.80

Sprowston Town Council
Barclaycard Payments
Meeting Date: 28th October 2026

October 2026 Statement for September 2026 Purchases

<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
1 03.09.26		Planning Portal - Business Services	-4	0.00	-4.00
2 04.09.26	IEE2026016590120	Adobe - Service Term 04.09.26-03.10.26	17.37	0.00	17.37
3 11.09.26	1-1-3870-14318	Progress Fuels Ltd - Fuel for parks machinery	111.32	22.26	133.58
4 17.09.26	GB68JAH6ABEI	Amazon Marketing - A3 Outdoor water resistant snap frame for parks closing times	10.82	2.16	12.98
5 17.09.26	GB68JAH6ABEI	Amazon Marketing - A3 Outdoor water resistant snap frame for parks closing times	10.82	2.16	12.98
6 17.09.26	GB68ISJJABEI	Amazon Marketing - USB Printer Cable	96.67	19.33	116.00
7 18.09.26	GB68JG39ABEI	Amazon Marketing - A3 Outdoor water resistant alli clip frame for parks closing times	15.48	3.10	18.58
8 20.09.26	XX6005JPOMEQLT	Amazon Marketing - Nokia 105 4G - Groundmen's mobile	26.23	5.25	31.48
9 21.09.26	A28164919410	Screwfix - 22mm 2KG Rotary Hammer drill	91.66	18.33	109.99
10 21.09.26	GB68M407ABEI	Amazon Marketing A4 Printer paper 1 x box - Rems	18.62	3.72	22.34
11 23.09.26		Tesco Stores - Calling Credit for Groundmen's new mobile phone	17.49	3.50	20.99
12 24.09.26	GB68RA5WABEI	Amazon Marketing - Combination padlock for height restriction barriers for the parks	22.36	4.47	26.83
13 29.09.26	GB68WVOMABEI	Amazon Marketing - All season chain oil for groundsmen machinery	20.27	4.05	24.32
14 29.09.26		Amazon Marketing - FFP1 Dust mask - Set of 20 valved face mask	24.98	4.99	29.97
15 30.09.26	1-1-3889-26656	Progress Fuels Ltd - Fuel for parks machinery	137.50	27.50	165.00
			617.59	120.82	738.41

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of

Sprowston Town Council - NO0418

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

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

Please see below

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

The smaller authority has submitted its AGAR and supporting documentation prior to 30 September 2026; however, we have not been able to complete our review work in time to enable the smaller authority to publish the required documentation in line with statutory requirements. Once we have completed our review a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

Our fee note for the limited assurance review will be issued when we certify completion.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

We do not certify completion because:

We have not been able to complete our review work in time to enable the smaller authority to publish the required documentation in line with statutory requirements.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

28/09/2026

Final External Auditor Report and Certificate 2025/26 in respect of SPROWSTON TOWN COUNCIL – NO0418

Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

External auditor's limited assurance opinion 2025/26

On 28 September 2026, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2026. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

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

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

The smaller authority has provided a year-end reconciliation for Boxes 7 and 8 which contains an unexplained variance of £73,091. This is consistent with both the internal auditor's response to Internal Control Objective J and the smaller authority's response relating to Section 1, Assertion 1. The smaller authority must ensure that this unexplained variance is fully investigated, supported, and resolved in advance of the 2026/27 review.

We also note that the smaller authority failed to approve the AGAR in time to publish it by 1 July 2026.

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2026/27 for the exercise of public rights, since the period for the exercise of public rights did not include the first 10 working days of July. As a result, the smaller authority must answer 'No' to Assertion 4 of

the Annual Governance Statement for 2026/27 and ensure that it makes proper provision for the exercise of public rights during 2027/28.

We received challenge correspondence in relation to the 2025/26 AGAR which we considered before completing our work. The authority will receive an invoice in relation to this additional work.

External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

PKF Littlejohn LLP

PKF Littlejohn LLP**29/09/2026**