



## NOTICE OF MEETING

### AND SUMMONS TO ATTEND

The meeting of Sprowston Town Council  
will be held in the Delves Room, at Sprowston Diamond Centre, School Lane  
Sprowston on Wednesday 14 December 2016 at 7.30pm

### AGENDA

Item No.

1. To receive declarations of interest.
2. To receive apologies for absence (proforma enclosed).
3. To confirm the minutes of the Council meeting held on 23 November 2016. Pages 1 - 6
4. To receive any Police Liaison Officer's report. Page 6a
5. To receive correspondence & agree action/response arising from the minutes.
6. To receive any written/verbal reports from Sprowston County and District Councillors. Page 7
7. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak<sup>1</sup>.
8. To receive the report of the Town Clerk and make decisions on: Pages 8 - 34
9. Adjourn the meeting for a short break.
10. To receive any written/verbal reports from the Council's Committees and Working Groups.
11. To receive any written and verbal reports from Members representing the Council on or at outside organisations. (proforma enclosed)
12. To confirm the payment of accounts to 14 November 2016. Pages 35 - 36
13. To receive the schedule of credit card payments. Pages 37
14. The Chairman will move that the press and public be excluded from the meeting for the remaining business because otherwise, information which is exempt information by virtue of Paragraph 1 of Part I of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them. Exclusion of Press and Public.
15. Town Clerk to present a Personnel report. Pages 38 - 41

*June Hunt*

**June Hunt**  
Town Clerk

**7 December 2016**

Footnote:

<sup>1</sup> *Members 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.*

*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](http://www.broadland.gov.uk) and follow the links through to planning.*

*It should be noted that Councillors Mr Knowles, Mr Moncur (Chairman) and Mr Ward 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, apart from in the case of a tied vote when the Chairman will make the casting vote.*

*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](http://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.*

## **COUNCIL MEETING - 23 NOVEMBER 2016**

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 23 November 2016, the following Members were present:-

Mr I Moncur – Chairman

Mr W F Couzens	-	Mr K Lashley
Mrs S L England	-	Mrs J Leggett
Mr R A Fowkes	-	Mr J H Mallen
Mr R J Knowles	-	Mr C L Noble
Mr T Landamore	-	Mrs J Poynter
Mrs B J Lashley	-	Mr N Shaw

In attendance

Mrs J Hunt	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer

2 members of the public were present

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### **16/277. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of disclosable pecuniary and other interests were received.

### **16/278. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Mr J M Ward and verbal apologies from Mrs J Poynter.

### **16/279. MINUTES**

The Minutes of the Council meeting held on 2 November 2016, having previously been circulated to all Members were, subject to the following amendment

Minute 16/274, delete Mr R J Fowkes and insert Mr R A Fowkes.

confirmed and signed by the Chairman.

### **16/280. POLICE LIAISON OFFICER'S REPORT**

The Chairman welcomed to the meeting, PC Nick Roberts who elaborated on some of the instances recorded in the crime statistics for Sprowston since the last meeting.

Referring to the criminal damage report relating to the shelter on Barkers Lane PC Roberts was asked what improvements could be made so as to retain such a facility for the benefit of the community.

PC Roberts suggested the Council contact Penny Turner the Police Architectural Liaison Officer who could advise on design and location.

**16/281. LOAN REPAYMENT**

Further to Minute 16/274, the Town Clerk reported that the balance of the Council's street lighting loan had been paid in full at a cost of £7,710.24.

**16/282. CORRESPONDENCE RECEIVED**

Letter from Norfolk Homes.

**16/283. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Referring to Mr Ward's report Mrs B J Lashley expressed concern that Norfolk County Council was not consulting the public on their budget.

Mrs Leggett responded to Mrs Lashley's query regarding Mr Ward's report and advised that she would make the Town Council aware of any future budget consultations.

Mrs J Leggett reported that:

- (i) the Director of Children's Services had resigned and Andrew Bunyan had been appointed as interim director covering three days a week.
- (ii) following the Government's announcement that devolution plans for Norfolk could not go ahead in its present form the County Council had cancelled its full Council meeting, which was due to be held Monday 21 November 2016 where this subject was due to be discussed.

Mr N Shaw reported that he had attended a meeting of:

- (i) the Strategic Aviation Special Interest Group (SASIG) stating that the Department of Transport were getting heavily involved but there was no interest in noise issues. Mr Shaw expressed his concern about noise particularly helicopters, commenting that whilst they were within the accepted noise level of 60 decibels the additional noise from rotary tips was not taken into account.
- (ii) the Norwich Airport Consultative Committee, who whilst had no immediate plans, were considering extending the airport runway to the north east.

Mrs B J Lashley commented that she did feel that Norwich had sufficient infrastructure to cope with this proposed expansion and the increase in passenger numbers it would attract.

Mr I Moncur reported on his attendance at Broadland District Council's Enhancement Awards 2016 where he received, on behalf of the Council, a certificate of commendation for Sprowston Pavilion.

**16/284. RESIDENT'S QUESTIONS**

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

#### **16/284. RESIDENT'S QUESTIONS (CONTINUED)**

Mr and Mrs Davies of Wilks Farm Drive asked if Sprowston Cricket Club had sought permission to hold a fire work display.

The Town Clerk advised that Broadland District Council were responsible body for authorising such events.

#### **16/285. BUS SERVICES**

Mr R A Fowkes expressed concern with regard to the withdrawal of the Tesco free bus service and bus services in general, commenting that a lot of people relied on public transport. Furthermore, with new housing developments providing for only 1.6 cars per dwelling people should be encouraged to use public transport.

He stated that he was raising this issue to bring it to the attention of both District and County Councillors as they could have a bearing on future services.

The Fusion ticket was discussed and it was agreed that details of this service be advertised on the Town Council's website with a link to Norfolk County Councils site.

#### **16/286. REPORT OF THE TOWN CLERK**

##### **COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES**

###### **1.1 Barkers Lane Shelter**

Members considered the report of the Town Clerk and it was

###### **RESOLVED**

- (i) to seek advice from the Police Architectural Liaison Officer
- (ii) explore ways of engaging with the youth.
- (iii) to progress a replacement taking into consideration any suggestions made by the Police Architectural Liaison Office.

###### **1.2 Millennium Woodland Tree Preservation Order - Health and Safety Tree Works**

**RESOLVED** to accept the quotation from A. T. Coombes Associates Ltd to perform health and safety tree works at Millennium Loke at a cost of £4,885 plus VAT.

##### **CEMETERY**

###### **2.1 No matters were reported**

##### **STREET LIGHTING**

###### **3.1 No matters were reported**

##### **CENTRAL ADMINISTRATION**

## **16/286. REPORT OF THE TOWN CLERK (CONTINUED)**

### **4.1 Sprowston Neighbourhood Plan Monitoring**

Members reviewed the Sprowston Neighbourhood Plan and it was

**RESOLVED** to make the following amendments:

- (1) In What has happened in last 12 months
  - (1.1) Policy 8 after of insert some.
- (2) In Action required:
  - (2.1) Policy 3 insert wording.
  - (2.2) Policy 6 insert ensure all new developments have broadband and sufficient parking spaces for works vehicles in curtilage of property.
  - (2.3) Policy 11 insert encourage liaison with all schools in the area.
  - (2.4) Policy 14/15 delete . Consider review of neighbourhood plan in view of Wroxham Road identified as a rapid transit route for buses and insert and consider progressing the neighbourhood plan.

### **4.2 Personnel**

**RESOLVED** to authorise the Town Clerk to fill the post of Caretaker/Cleaner following the resignation of Peter Forbes.

### **4.3 Norfolk Association of Local Councils**

The Town Clerk reported that Council Members had been registered as users with the Norfolk Association of Local Councils and Members noted the username and password.

## **PLANNING AND TRANSPORTATION**

- 5.1 No matters were reported

### **ENCLOSURE**

- 6.1 Agenda - Broadland District Council Annual Parish Meeting 29 November 2016
- 6.2 Norfolk Association of Local Councils Newsletter 17 November 2016

Mr R J Knowles left the meeting following this item.

## **16/287. MEETING ADJOURNMENT**

On the motion of Mr K Lashley, seconded by Mr W F Couzens it was **RESOLVED**, that the meeting be adjourned for a short break

The meeting was reconvened.

**16/288. 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:

2016/1887 - single storey side extension at 53, Corbet Avenue

2016/1967 - single store side and rear extension at 160, Proctor Road

**16/289. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

No written reports were received.

**16/290. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

No written reports were received.

**16/291. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 23 November 2016 totalling £95,286.42 and answered Members' questions arising therefrom.

On the motion of Mr K Lashley, seconded by Mr J H Mallen it was

**RESOLVED** that payment of the accounts to 23 November 2016 totalling £95,286.42 be approved and the schedule authorising payment signed by Mr R A Fowkes and Mr J H Mallen.

**16/292. SCHEDULE OF CREDIT CARD PAYMENTS**

The schedule of credit card payments totalling £500.25 was approved and noted.

**16/293. SCHEDULE OF DIRECT DEBITS**

The schedule of direct debit payments totalling £11,116.12 was approved and noted.

There being no other necessary business the Chairman thanked Members for their attendance and declared the meeting closed.

**16/294. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** to exclude the Press and Public from the meeting for the remaining business because otherwise, information which is exempt information by virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.

**16/295. SUSPENSION OF STANDING ORDER 3W**

On the motion of Mr K Lashley, seconded by Mr T Landamore it was **RESOLVED** to suspend Standing Order 3W to complete the business of the evening.

**16/296. OPEN SPACE PHASE 4 BLUE BOAR LANE**

Mr I Moncur reported on his and the Town Clerk's attendance at a meeting with Philip Courtier, Head of Planning Broadland District Council and his officers regarding open space at phase 4 Blue Boar Lane. He also commented on a letter from Norfolk Homes to Broadland District Council regarding this land.

Following a lengthy debate regarding the contents of this letter it was

**RESOLVED** to give the Chairman and Town Clerk authority to proceed and conclude negotiations with Norfolk Homes regarding the open space phase 4 Blue Boar Lane.

There being no other necessary business the Chairman thanked Members for their attendance and declared the meeting closed.

**14 December 2016**

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**CHAIRMAN**





Logged crimes on our Crime System:

16th Nov to 6th Dec 2016

Actual Bodily Harm	5
Affray	
Aggravated taking of motor vehicle	1
Arson (not endangering life)	
Assault police	
Attempted kidnapping	
Blackmail	
Breach of Restraining Order	
Burglary dwelling (inc with intent & attempt)	
Burglary other than dwelling (inc with intent & attempt)	
Causing intentional harassment, alarm or distress	1
Common assault & battery	4
Cruelty or neglect of person lacking capacity	
Criminal damage (dwellings)	2
Criminal damage (other buildings)	
Criminal damage (other)	2
Criminal damage (vehicles)	2
Dangerous Dogs	
Drugs offences (production)	
Engage in controlling/coercive behaviour within intimate/family relationship	
Fear or Provocation of Violence	
Fraud/deception	
Going equipped to steal	
Grievous Bodily Harm (without intent)	
Handling stolen goods	
Harassment without violence	1
Harassment, Alarm or Distress	1
Hate incident	
Ill treatment/neglect person lacking capacity, responsible for person's care	
Indecent Images	
Interference with motor vehicle	
Making off without payment	
Obtain services dishonestly	
Owner or person in control allowing dog to be dangerously out of control	
Possession of drugs	1
Possess drugs with intent to supply	
Possession of an Offensive Weapon	
Putting people in fear of violence	
Racially/regligiously aggravated common assault	
Robbery (business) - including attempted	
Robbery (personal)	
Sending letters etc with intent to cause distress or anxiety	1
Sexual offences	1
Shoplifting (including attempt)	3
Theft by Employee (inc. attempted)	1
Theft from motor vehicle	1
Theft from the person of another	
Theft in a dwelling	
Theft of motor vehicle	
Theft of pedal cycle	1
Theft other	2
Threaten with a blade in a public place	
Threats to damage or destroy property	
Threats to kill	
Unauthorised taking of motor vehicle	
Witness Intimidation	
Total:	30

No. of calls taken by our Control Room from/regarding the Town:	86
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4<sup>th</sup> December 2016

## **Report from Councillor John Ward**

### **Broadland District Council**

Saturday 3<sup>rd</sup> December was “Small Business Day” and I spent the day with our Cabinet members visiting Tastebuds Wines at Stumpshaw, Hunsman Pub at Strumpshaw, White House Farm at Sprowston, A Piece of Cake at Coltishall, and Fairhaven Woodland and Water Garden. We listened to their concerns and were able to give support on many issues.

BUY IN BROADLAND. This tag is being used on social media to promote local businesses and events in Broadland.

Post Devolution update – it is this Council’s intention to remain in talks with interested parties around the potential for forming something that we can help shape if it suits Broadland.

### **Norfolk County Council**

Norfolk Museum Service is searching for enthusiastic applicants for their award winning Teaching Museum Traineeship Programme. Commencing in April 2017 there are 7 places available. Details at <http://sharemuseumseast.org.uk/teachingmuseum>

At the EDP Hseasons 2016 Tourism Awards, Time & Tide Museum won the “Best Small Visitor Attraction” category.

Our Director of Childrens Services, Michael Rosen has left and been replaced by Andrew Bunyan who previously held this same role in Derby County.

Norfolk’s fleet of gritting lorries made their first run of the season on 18<sup>th</sup> November covering 2000 miles of Norfolk’s roads on 49 regular routes.

The first of 30,000 trees were planted along the NDR on 29.11.16. Shrubs will be added to the 61ha of broadleafed woodland along the 20k route of the new road.

The Ofsted Annual Report shows big improvements in Norfolk’s schools 2012-16. Secondary schools have improved by 32% and Primary schools by 27%.

## **COUNCIL MEETING – 14 DECEMBER 2016**

### **Report of the Town Clerk**

#### **COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES**

##### **1.1 Barkers Lane Shelter**

Further to Minute 16/286 1.1, I have received the attached quotation from K.Rackham & Son to repair the shelter on Barkers Lane.

The Shelter comprises of four panels, two are beyond repair and two are severely scratched and covered in graffiti.

The quotation offers two options.

1. To replace two panels in 3mm sheet, which is stronger and thicker than existing, and powder coated on both sides.

Whilst this repair would render the shelter usable the remaining two panels will be of a different thickness, painted and scratched.

2. To replace all four panels in 3mm sheet powder coated on both sides.

This option, although more expensive, would reduce further damage to the shelter as it would be structurally stronger and of a uniformed construction.

I have been unable to compare this bespoke quotation.

The recommendation of the Police Architectural Liaison Officer was to read Youth Shelters and Sports Systems a good practice guide which I have read; and the PCSO's to liaise with the youth to establish their requirements.

**Option:** to advise the Town Clerk accordingly.

##### **1.2 Harrisons Woodland Blue Boar Lane**

As Harrisons Woodland is being approached by pedestrians across Blue Boar Lane from Cottage Plantation and there are no resources to install a road crossing at this time, even though this is a busy road, there is a need to encourage traffic to slow down to alert motorists to a potential hazard. With this in mind the Highways Engineer at Norfolk County Council has suggested advance signage on one sign from each direction of a 'Hazard in road ahead' sign with a sub plate 'Pedestrians Crossing'.

The cost of the above signs prepared and erected by Norfolk County Council would be £380.56 payable by this Council. Having sought advice from Highways and in view of road safety I have instructed Norfolk County Council to proceed with these signs.

#### **CEMETERY**

##### **2.1 No matters to report.**

## **STREET LIGHTING**

### **3.1 No matters to report.**

## **CENTRAL ADMINISTRATION AND PERSONNEL**

### **4.1 Broadland District Council Buy in Broadland Scheme**

Attached, for Members information is an email inviting Broadland businesses to get involved in the new Buy in Broadland scheme.

### **4.2 Norfolk County Council Road Crossing Patrol Consultation**

Attached, for Members information is an email with details of the road crossing patrol consultation being carried out by Norfolk County Council.

### **4.3 Broadland District Council Community Assets Register**

Broadland District Council have advised that they will not include Cottage Plantation or Sprowston Sports and Social Club on the community asset register due to the landowners, Gurney Estates, registering their objection to the register containing their property.

### **4.4 Norfolk Pension Fund**

Attached, for Members information as employers, is the Employer Results Report Valuation as at 31 March 2016 together with the Formal Valuation showing pension contributions to 2020.

## **PLANNING AND TRANSPORTATION**

### **5.1 Beeston Park Programme Board**

At attendance of the last meeting the draft Design Code for the development was released. This is available to Members on request.

### **5.2 Norfolk County Council – Upgrade of surface water drainage system Cannerby Lane**

Attached, for Members information, is a copy letter and plan from Norfolk County Council giving details of the Norwich Fringe Drainage, Sprowston Phase 4, upgrade of surface water drainage system – Cannerby Lane. This is proposed for the open space owned by this Council.



**June Hunt  
Town Clerk**

June Hunt,  
Sprowston Parish Council  
Sprowston  
Norwich

**K. RACKHAM & SON**

**ENGINEERING LTD.**

HELLEDON PARK ROAD  
DRAYTON HIGH ROAD  
NORWICH, NR6 5DR

Telephone (01603) 485038

Fax (01603) 787106

Email: sales@rackhamengineering.co.uk

www.rackhamengineering.co.uk

5<sup>th</sup> December 2016

**RE; BARKERS LANE**

Dear June,

We have pleasure in quoting the following,

**SHELTER ROOF PANELS**

**2no** New galvanised steel roof panels in 3mm sheet complete with fixing holes fitted on frame work, old panels removed from site

**Please budget for a sum of £1,180.88p Plus Vat**

**Powder coated both sides Please budget for a sum of £150.00p Plus Vat**

**4no** New galvanised steel roof panels in 3mm sheet complete with fixing holes fitted to frame work, old panels removed from site

**Please budget for a sum of £2,292.76p Plus Vat**

**Powder coated both sides Please budget for a sum of £290.00p Plus Vat**

All work during normal working hours

All Risk Assessments and Method Statement by K Rackham and Son Engineering Ltd

If you have any queries regarding the above please do not hesitate to contact us.

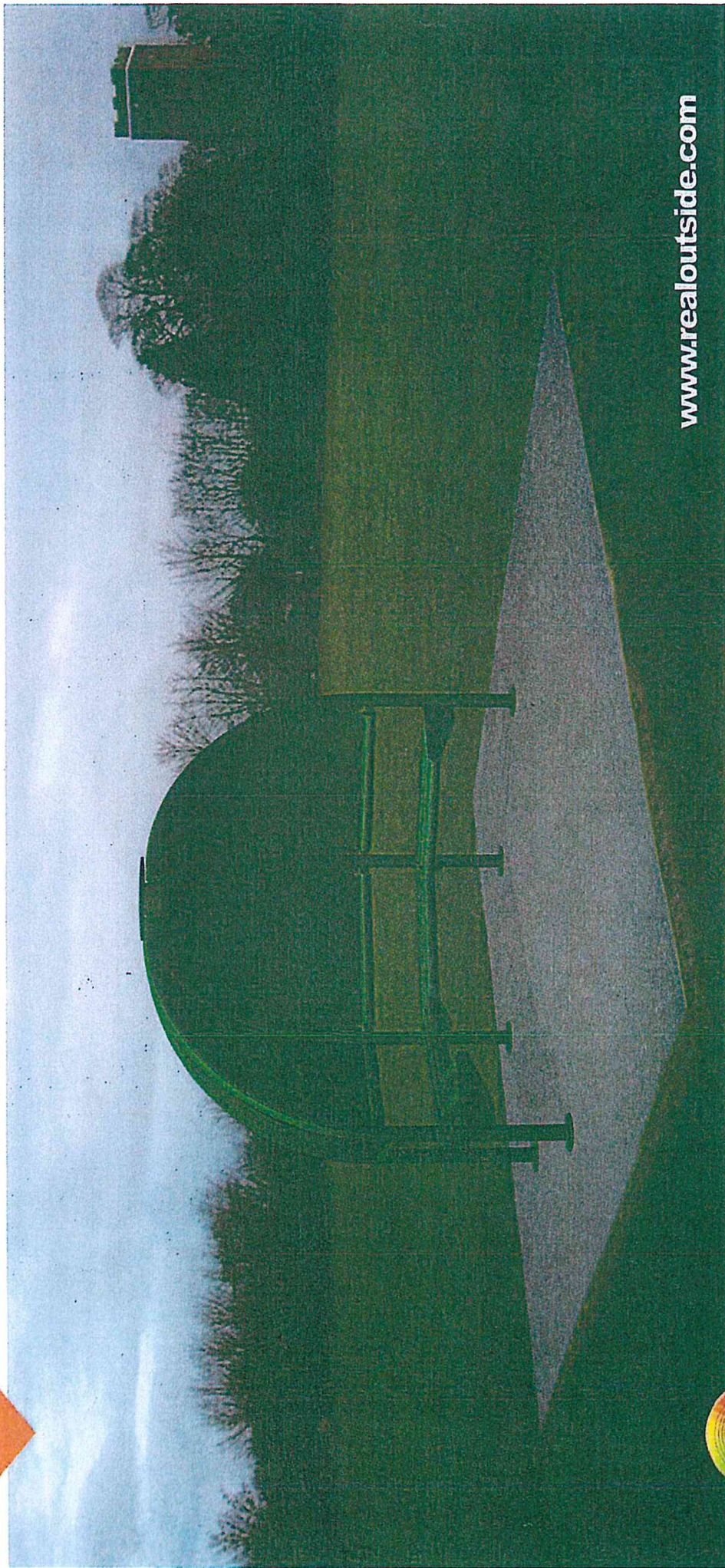
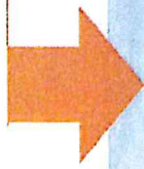
Yours sincerely,



Mr J Rackham

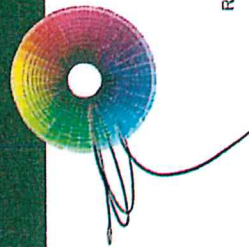


# BARKERS LANE OPEN SPACE SHELTER, SPROWSTON.



[www.realoutside.com](http://www.realoutside.com)

Choose your shelter colour and roof style.  
Roof panels can be clear polycarbonate or solid steel.  
Custom roof graphics are available at extra cost.



Real Sports & Leisure reserves the right to change any product design or material specification without notice. This graphic is for illustration purposes only and may not be to scale or exact to the supplied equipment.



**From:** Buy In <BuyIn@broadland.gov.uk>  
**Sent:** 24 November 2016 11:16  
**Subject:** Buy in Broadland  
**Attachments:** Buy in Broadland letter sent Nov 9th.pdf

Dear all,

Please see the attached letter that was sent to businesses at the start of the month regarding our new Buy in Broadland scheme.

Broadland businesses are being invited to be involved in the new Buy in Broadland scheme which will see a voucher booklet distributed to all households in the district in March 2017.

The voucher booklet will include discount vouchers to a variety of businesses across the district and any type of business is invited to get involved.

The Buy in Broadland scheme aims to raise the profile of local companies by showcasing what the district has to offer. Residents are invited to revisit old favourites or to try something new with a special discount or offer.

With the free scheme, local companies will be able to reach new customers as their voucher is distributed to over 58,000 homes in the district.

Your help spreading the word about this scheme to organisations in your parish would be greatly appreciated.

If you have any question please feel free to contact me,

Kind regards,  
Tom

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**Tom Holmes**

Economic Development Project Officer  
Broadland District Council

Tel: 01603 430441

[www.broadland.gov.uk](http://www.broadland.gov.uk)

[Tom.Holmes@broadland.gov.uk](mailto:Tom.Holmes@broadland.gov.uk)



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# Broadland district shopping voucher scheme



November 2016

Dear Sir/Madam,

I am pleased to let you know that Broadland District Council is launching a new Buy in Broadland discount scheme and would like to invite your business to take part.

The new FREE scheme, which will replace the Broadland Life scheme, gives Broadland businesses the opportunity to promote their business directly to 58,000 households in the district.

In March 2017, Broadland District Council will be sending a Buy in Broadland shopping voucher booklet to every household in the district. I would like to invite you to consider becoming a part of the new scheme by offering a discount voucher to be included in the booklet at no cost to you.

The Buy in Broadland scheme aims to raise the profile of local businesses by showcasing what the district has to offer to Broadland residents. By being involved in the scheme, your business's offer will be given to every household in Broadland, enabling you to reach potential new customers for free and with ease.

The new scheme will be promoted through the voucher booklet, local media, the council's website and social media channels and in the council's magazine, Broadland News.

If you would like to be included in the voucher booklet, at no cost, please contact the council's Economic Development team at [buyin@broadland.gov.uk](mailto:buyin@broadland.gov.uk). Please include a hi-res version of your business's logo and details of the offer which you would like to be used in the voucher booklet with any terms and conditions such as an expiry date or any exemptions.

For your chance to win one of four free adverts in the Eastern Daily Press in December, simply get in touch with the council with your details by Friday 25 November to be entered into a prize draw. The advert will be part of a wider Buy in Broadland spread on a pre-booked date.

If you would like to discuss the Buy in Broadland scheme further, please feel free to get in touch with Tom Holmes, Economic Development Officer on 01603 430441.

Yours sincerely,

Cllr Stuart Clancy - Portfolio Holder for Economic Success at Broadland District Council.

e: [buyin@broadland.gov.uk](mailto:buyin@broadland.gov.uk) t: (01603) 430441

[www.broadland.gov.uk/buyin](http://www.broadland.gov.uk/buyin)





## Sample voucher (back and front)

<b>Mr Smith's Shop</b> <b>15% off in Mr Smith's shop</b> Address line 1 Address line 2 Tel: (00000)000000	<b>Business logo</b>  <b>Voucher</b> <b>BUY IN BROADLAND</b> <small>Delivered by Broadland Food &amp; Drink Council</small>
<b>Mr Smith's Shop</b> Terms and conditions. Minimum order £10, only available instore with presentation of voucher. Valid until 28.02.2018.	<b>Voucher scheme - 2017</b> <b>BUY IN BROADLAND</b>

**From:** Webb, Ian <ian.webb@norfolk.gov.uk>  
**Sent:** 29 November 2016 11:05  
**Subject:** Road Crossing Patrol Consultation

Dear Colleagues,

At the Children's Services Committee on 15 November it was agreed that Norfolk County Council would publicly consult on a proposal to only continue to fund Road Crossing Patrol sites that continue to meet the threshold recommended in the National Guidance from Road Safety GB, (previously Local Authority Road Safety Officers Association). The crossing patrol that supports a primary school in your Parish does not meet the national threshold.

If your Parish Council would like to respond, the public consultation is now live on Norfolk County Council's website and can be found at <https://norfolk.citizenspace.com/consultation/roadcrossingpatrols/>.

Final decisions will be made at the January committee following an analysis and consideration of the consultation responses; if the proposal goes ahead this would mean removal of the crossing patrol at the end of this financial year.

Additional information for you:

1. We do not announce monitoring dates as the aim is to observe the normal activity at the site.
2. We monitor in dry conditions; if the weather changes during the visit and significantly changes the previous patterns we have seen we re-monitor.
3. As well as formally monitoring the sites the RCP Manager makes visits to meet with the staff on other occasions. Our patrols do feedback information to us regarding usage.
4. The results of the latest monitoring visits support a pattern seen over time; if we had seen any dramatic change we would have investigated fully.

I apologise for the delay in sending this to you; things are moving at a pace here.

Regards,

Ian Webb  
School Crossing Patrol Manager  
8<sup>th</sup> Floor  
County Hall  
Martineau Lane  
Norwich  
NR1 2DL

01603 224489  
07798 668062

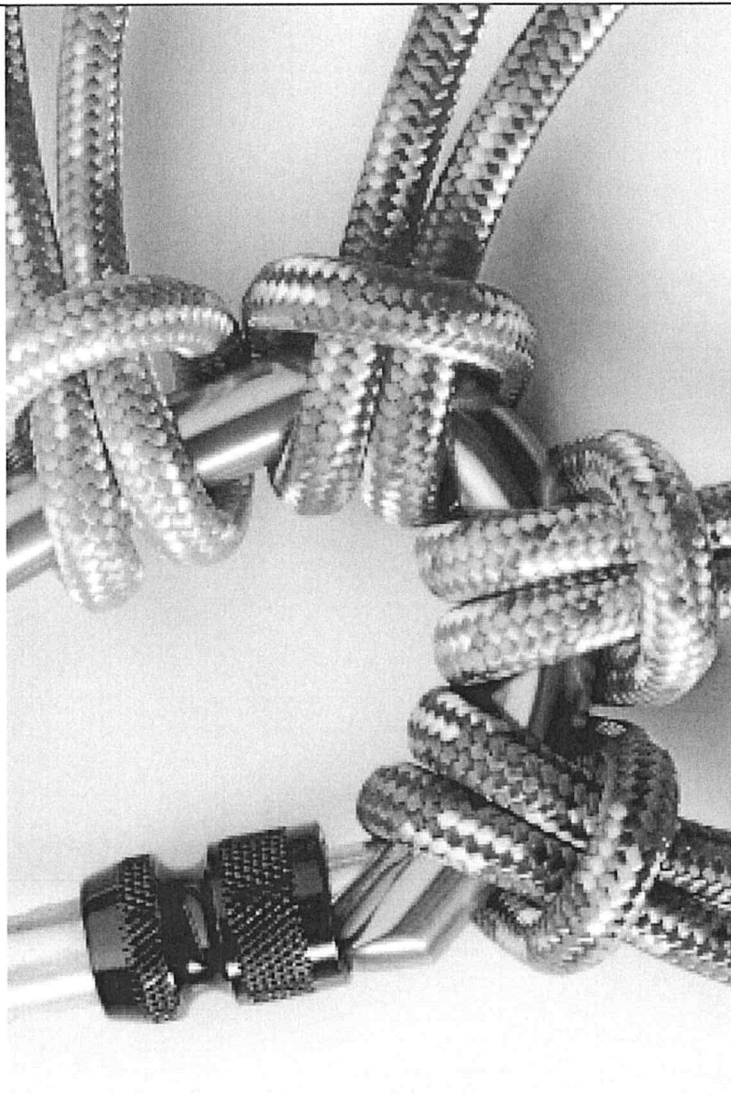
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To see our email disclaimer click here <http://www.norfolk.gov.uk/emaildisclaimer>

# Norfolk Pension Fund

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Employer Results Report:  
Valuation as at 31 March 2016



Gemma Sefton FFA



Robert Bilton FFA

Fellows of the Institute and Faculty of Actuaries

For and on behalf of Hymans Robertson LLP

21 November 2016

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## Employer Results Report

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# 1 Introduction

A formal valuation of the Norfolk Pension Fund (“the Fund”) is currently underway. This report is addressed to Norfolk County Council as Administering Authority to the Fund to communicate the results of the 2016 valuation at an individual employer level.

Many employers participate in the Fund which is one part of the Local Government Pension Scheme (LGPS).

This report has been prepared to accompany the Results Schedules for each individual employer in the Fund. The Results Schedule sets out each employer’s valuation results.

Given the purpose of this report and the accompanying Results Schedules we are content that both elements can be shared with the employer to which they apply for information purposes only. Neither the schedule nor report should be shared with any further third party without our prior written consent.

Also, as the purpose is to provide employer information and explanation, “you” and “your” relate to each individual employer in the Fund throughout the report.

This is a component report of the final aggregate valuation report.

The following Technical Actuarial Standards<sup>1</sup> are applicable in relation to this report and have been complied with where material:

- TAS R – Reporting;
- TAS D – Data;
- TAS M – Modelling; and
- Pensions TAS.

A glossary is contained as Appendix A: please refer to this if you are unfamiliar with any of the terms used in this covering report or the Results Schedule.

<sup>1</sup> Technical Actuarial Standards (TASs) are issued by the Financial Reporting Council (FRC) and set standards for certain items of actuarial work, including the information and advice contained in this report.

## HYMANS ROBERTSON LLP

What is a formal valuation?

A formal valuation has two main purposes:

- To calculate the value of the total liabilities you have within the Fund in relation to the assets you hold. This is your funding position.
- To determine the contributions you will pay to the Fund from 1 April 2017 to 31 March 2020.

This report is intended to help you, as an employer within the Fund, to understand what your funding position means, how it can change and how this will impact on the contributions you pay to the Fund.

## 2 Your funding position

What is your funding position?

The 'Employer valuation results' (or 'Pool valuation results') table in Section 3 of the Results Schedule sets out your funding position as at 31 March 2016. Your funding position as at 31 March 2013 (or the date you joined the Fund, if you are a new employer since 31 March 2013) has also been included for comparative purposes.

- **Past service liabilities:** this is the value that has been placed on the benefits **built up to date** for your employees and ex-employees. The value of these liabilities is dependent on the financial and demographic assumptions used to calculate these liabilities. For details of the specific assumptions used please refer to Section 2 in your Results Schedule.
- **Asset share:** this is the market value of the share of the Fund's assets that have been allocated to you. The Fund Actuary uses a cashflow approach to apportion assets to individual employers by allowing for employer specific cash flows and investment returns achieved by the Fund since the previous formal valuation (or date of joining if later).
- **Surplus/deficit:** this is the difference between the assets you have and the past service liabilities you are responsible for. If you have more assets than liabilities you have a surplus. If you have fewer assets than liabilities then you have a deficit.

The Fund Actuary also provides some information on the changes in your surplus/deficit in the analysis of surplus table using the valuation data provided. The items that can be tracked using this analysis of surplus, approach are set out in Appendix C. Note there are significant limitations and approximations made in this reconciliation and, as such, it is provided as a guide only.

- **Funding level:** this is the ratio of your share of the Fund's assets to your past service liabilities. The contributions determined by the Fund Actuary will aim to result in a 100% funding level over an agreed period (the "time horizon").

**HYMANS ROBERTSON LLP****What will affect your funding position?****Data**

A summary of the membership data as supplied to the Fund Actuary is summarised in Section 1 of the Results Schedule. This includes various membership statistics, membership movements since the previous formal valuation (or date of joining) and the key cashflows used to calculate your assets. It is your responsibility to ensure the Fund holds correct data in respect of your current and ex-employees. Incorrect data may impact on your formal valuation results and subsequently the contributions you pay to the Fund.

intend to award higher salary increases than have been allowed for in the 2016 valuation assumptions, you should inform the Administering Authority as soon as possible.

You will find it helpful to speak with the Administering Authority regularly if you are concerned about your funding position or future pension costs. It may be possible to provide an indication of your funding position between formal valuation dates to allow you to monitor how your pension's obligations are changing.

**Actuarial assumptions**

To enable the Fund Actuary to calculate the value of your assets and liabilities, a number of financial and demographic assumptions are made. These assumptions are agreed between the Fund Actuary and the Administering Authority and are set out in the Fund's Funding Strategy Statement ("FSS").

The main assumptions are set out in Section 2 of the Results Schedule.

Further detail on the assumptions is set out in Appendix B.

**Experience since the last formal valuation**

Your funding position will be affected by the experience of the Fund and your membership over the last 3 years (or date of joining if more recent). This is set out in Section 3 of the Results Schedule in the table titled 'Reconciliation of surplus/deficit'. This is explained in Appendix C.

**What can you do in the future to improve your funding position?**

There are some elements of membership experience that employers can control. These are:

- The contributions you pay to the Fund: any contributions you make to the Fund (above the cost of the benefits that are being earned by your employees) will decrease any deficit you have. You will also receive investment returns on any contributions you make.
- Salary increases: the pensionable salary increases awarded to your employees affect the pension received by them in retirement. If you