



NOTICE OF MEETING

AND SUMMONS TO ATTEND

The meeting of Sprowston Town Council
will be held in the St. Quintin Room, at Sprowston Diamond Centre, School Lane
Sprowston on Tuesday 28 November 2017 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's meeting held on 07 November 2017. Pages 1 - 7
4. To receive any Police Liaison Officers Report. Pages 8 - 9
5. SYEP - Verbal Report
6. Mr J M Ward - County Councillor Budget Smiley Sam
7. To receive correspondence & agree action/response arising from the minutes.
8. To receive any written/verbal reports from Sprowston County and District Councillors. Page 10
9. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak¹.
10. Report of the Town Clerk:- Pages 11 - 24
 - 4.1 Elcons Employment Law Consultants Ltd
 - 5.1 Speed Indicator Device with Slow Down (SAM2)
 - 5.2 Norfolk County Council - Blue Boar Lane Bus Only
Access to New Development and Shared Use Footway / Cycleway
Section 278 Highway Works
11. Adjourn the meeting for a short break.
12. To consider planning applications to 28 November 2017. Page 25 - 26
13. To receive any written/verbal reports from the Council's Working Groups.
14. To receive any written and verbal reports from Members representing the Council on or at outside organisations. (proforma enclosed)
15. To confirm the payment of accounts to 28 November 2017. Pages 27 - 28
16. To receive the schedule of direct debits Page 29
17. To receive the schedule of credit card payments. Page 30

June Hunt
Town Clerk

22 November 2017

Footnote:

¹ 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 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.sproleston-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 – 7 NOVEMBER 2017

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Tuesday 7 November 2017, the following Members were present:-

Mr I Moncur – Chairman

Mr W F Couzens - Mr K Lashley
Mr R A Fowkes - Mrs J Leggett
Mr R J Knowles - Mr B Osborne
Mrs B J Lashley - Mr N Shaw
Mr J M Ward

In attendance

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

No members of the public were present

17/261. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Member	Minute No & Heading	Nature of Interest
Mr I Moncur	Minute 17/276 4.2.1 - Grant Aid - The Royal British Legion	President of the Sprowston Branch of The Royal British Legion
	Minute 17/278 - Planning Application 2017/1777	the applicant had been in contact with Mr Moncur via email

17/262. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mrs S L England, Ms G Landamore and Mrs J Poynter and verbal apologies from Mr T Landamore.

17/263. MINUTES

The Minutes of the Council meeting held on 19 October 2017, having previously been circulated to all Members were confirmed and signed by the Chairman of the Council.

17/264. POLICE LIAISON OFFICER'S REPORT

Having noted the Police Newsletter for October 2017 Members queried the publication date as the SNAP meeting advertised had already taken place.

It was agreed to send congratulations to the local Police Team for the quick arrest and court appearance of the offenders of the burglary in Linacre Avenue, Sprowston.

17/265. COUNTY COUNCILLOR BUDGET

There was a lengthy debate with regard to the purchase of speed indicator equipment (SAM 2) from Mr Ward's County Councillor's budget to monitor speeding

17/265. COUNTY COUNCILLOR BUDGET (CONTINUED)

including; responsibility for moving the equipment, risk assessments, maintenance, battery life and how to download data.

It was **RESOLVED** to postpone a decision to the next meeting of the Council until further details could be obtained.

17/266. SPROWSTON YOUTH ENGAGEMENT PROJECT

This item was rescheduled to the next meeting of the Council to be held on 28 November 2017.

17/267. SPROWSTON POLICE STATION

Further to Minute 17/250, the Town Clerk reported that she had requested Broadland District Council to consider adding Sprowston Police Station to the Community Asset Register.

17/268. GRIT BINS

Further to Minute 17/251, the Town Clerk reported that Norfolk County Council's Highways Engineer had advised that the article in the EDP referred to a possible saving offered to County Councillors however, this was not taken up. Norfolk County Council would be filling grit bins this year as normal (one fill up ahead of winter and a top up later in the season if required). The Highways Engineer was not aware of any change to this but if it were to be revisited in future years he would anticipate that it would be widely publicised to parishes with clear instructions in terms of what the options would be.

17/269. SPROWSTON DIAMOND CENTRE

Further to Minute 17/252, the Town Clerk played two videos detailing the progress of Phase 4 development works at Sprowston Diamond Centre.

17/270. STRATEGIC AVIATION SPECIAL INTEREST GROUP (SASIG)

Further to Minute 17/253, Mr N Shaw advised that the next meeting of SASIG would be held on 16 November 2017 and he would update the Council at their next meeting.

17/271. IN GOOD COMPANY

Further to Minute 17/257, the Town Clerk reported that "In Good Company" was open for applications, and having looked at the criteria she felt it would be suitable for carers and volunteers who deliver the Dementia Café. The other qualifying area would be the cinema however, this would fall into the category "running events or activities targeted at lonely people" and she was not sure how attendees of the cinema would react to that criteria.

17/272. MEMBER OF STAFF - ACCIDENT

The Town Clerk reported that a member of staff had fallen over at Sprowston Diamond Centre and was currently off sick for at least three weeks. The incident had been recorded in the accident book.

17/273. PLANNING APPLICATION 2017/1610

Mr I Moncur reported that the deadline for calling in planning application 2017/1610 - erection of a car repair/car spray centre at Tesco Stores, Blue Boar Lane had been missed.

Members felt that as an extension had been requested and granted for the Council's comments to be forwarded to the relevant planning officers this should have been reflected in the cut-off date for a call-in and this matter should be raised with the planning authority.

17/274. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr Ward also verbally reported:

- (a) more than £40m of school building programmes are underway across Norfolk. The total Capital Programme is £162m. Since 2013 3600 extra school places have been provided.
- (b) £2.75m has been put aside to relocate the Mile Cross Recycling Centre, probably just north of Norwich Airport. The preferred option is for a Norwich Depot Hub to integrate the recycling centre with a highway maintenance and storage depot and a new large park and ride, which would replace those at Sprowston and the airport with the Sprowston site being earmarked for a new secondary school.

Mr K Lashley commented that there had been a report in the press regarding the school at Manor Park, Sprowston becoming an academy yet the Town Council had not been informed.

Referring to Mr Ward's written report Mr W F Couzens asked if the land to develop housing needed by communities was all affordable.

Mr Ward replied that it was not.

Mr W F Couzens also asked if early help for families in crisis was a commitment from Norfolk County Council.

Mr Ward responded that this had been included in the proposals for Norfolk County Council's future plan outlined by Cliff Jordan.

Referring to Mr Ward's written report Mrs B J Lashley commented on the greater use of technology in frontline services stating that technology can add to the stress some people experience and it was more helpful to speak face to face.

Mrs Leggett remarked that front line staff could be more efficient if they had use of technology such as an Ipad.

Mr W F Couzens reported that there had been another accident at Barkers Lane/Church Lane roundabout noting that the roundabout was only identified by one sign and the road markings had worn away. He asked Mr Ward if Norfolk County Council could do anything to improve the situation.

Mr Ward replied that the lines had been remarked the previous year and in view of the reduction in traffic along this route expected on the opening of the Norwich Northern Distributor Road the Council were not prepared to carry out any further highway measures.

17/274. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

It was agreed that the Town Clerk contact Norfolk County Council Highways to try and get the lines remarked again.

17/275. RESIDENT'S QUESTIONS

As there were no residents present the Chairman moved to the next item of business.

17/276. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 No matters were reported

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Christmas Holidays

Members considered the report of the Town Clerk and Mr I Moncur proposed that staff be given a half day on Friday 22 December 2017 as Christmas Eve fell on a Monday. There was no seconder for this motion.

RESOLVED that the Council mirror Broadland District Council's Christmas holidays with closure of the office and parks on Monday 25 and Tuesday 26 December 2017 and Monday 1 January 2018.

4.2.1 Grant Aid - Royal British Legion

RESOLVED that a donation of £300 be made to The Royal British Legion.

4.2.2 Grant Aid - Norfolk Citizens Advice Bureau Office

RESOLVED that a donation of £100 be made to Norfolk Citizens Advice Bureau.

4.3 Personnel

Members noted the resignation of Kurt Massen from the post of Caretaker/Cleaner effective 15 November 2017 and authorised the Town Clerk to fill this vacancy.

4.4 Community Infrastructure Levy (CIL) payment from Broadland District Council to the Town Council

Members noted the list of planning applications attracting the Community Infrastructure Levy and it was

RESOLVED that all receipts received from the Community Infrastructure Levy be allocated to Phase 4 Sprowston Diamond Centre development.

17/276. REPORT OF THE TOWN CLERK (CONTINUED)

4.5 General Data Protection Regulations (GDPR)

Members noted that the General Data Protection Regulations would become enforceable from 25 May 2018 requiring compliance with these regulations and the existing Data Protection Act 1998. There would also be a requirement for the appointment of a new statutory post of Data Protection Officer which cannot be an employee or Councillor.

The Town Clerk reported that she had attended training and will be updating the Town Councils policies to reflect this legislation, and reviewing the personal data presently held in digital and paper formats.

4.6 Norfolk Association of Local Councils Annual General Meeting

Members noted the date of the Norfolk Association of Local Councils Annual General Meeting and agenda. Mrs B J Lashley advised that the Council had two votes at the meeting and following a revised agenda there was only one nomination for vice-president. Two motions had been requested and the Town Clerk would send details to anyone interested.

4.7 Safer Neighbourhood Action Panel

Having considered the report of the Town Clerk Mr J M Ward proposed, seconded by Mr I Moncur that a room be provided free at Sprowston Diamond Centre on a maximum of two occasions per annum to the Sprowston Safer Neighbourhood Action Panel. On being put to the vote the motion was **LOST**.

PLANNING AND TRANSPORTATION

5.1 No matters were reported

17/277. MEETING ADJOURNMENT

On the motion of Mr I Moncur, seconded by Mr K Lashley it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

17/278. 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 planning applications:

2017/1763 - display of 2 externally illuminated fascia sign & 7 non illuminated signs at Homebase, Roundtree Way.

2017/1871 - installation of weather protection canopy within existing garden centre (revised scheme) and installation of polycarbonate semi-translucent panels to existing garden centre canopy at Homebase, Roundtree Way.

17/278. PLANNING (CONTINUED)

2017/1781 - two & single storey side/rear extension (amends withdrawn planning application No. 2017/1196) at 35, Rushmore Close.

2017/1776 - single storey rear extension at 19, Blenheim Crescent.

2017/1844 - garage extension & porch to front at 49, Corbet Avenue.

2017/1862 - two storey side and rear extension at 39, Russell Avenue.

2017/1375 - first floor south-west side extension (amended plan) at 156, Wroxham Road.

(b) to oppose the granting of planning application 2017/1777 - alterations and extensions to front, side and rear at 57, Mousehold Lane on the grounds that it is out of keeping with the adjoining property, an unneighbourly form of development and not subservient to the original dwelling. Concern was also expressed with regard to availability of off road parking.

(c) to oppose the granting of planning application 2017/1827 - remodel dwelling by raising eaves and ridge; erecting two storey east side/rear extension, single storey east side/rear extension and two storey west side extension; and adding external wall insulation (revised proposal) on the grounds that it is out of keeping with the street scene and an unneighbourly form of development. Furthermore there were no plans for the proposed second floor.

17/279. SUMMARY OF INCOME AND EXPENDITURE

The Town Clerk presented the summary of income and expenditure and balance sheet to 30 September 2017 and answered Members questions therefrom.

On the motion Mr I Moncur, seconded by Mr K Lashley it was

RESOLVED to accept the summary of income and expenditure and balance sheet to 30 September 2017.

17/280. SCHEDULE OF FIXED LOAN REPAYMENTS

The Town Clerk presented the schedule of fixed loan repayments and answered Members questions therefrom.

On the motion Mr I Moncur, seconded by Mr K Lashley it was

RESOLVED to accept the schedule of fixed loan repayments.

17/281. CAPITAL PROJECTS

The following capital projects were suggested for inclusion in the 2018/19 budget:

- i) Community Facility
- ii) Bus shelters on North Walsham and Wroxham Road
- iii) Footway light on Church Lane

17/282. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

17/283. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written reports were received.

17/284. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 7 November 2017 totalling £169,175.02 and answered Members' questions arising therefrom.

On the motion of Mrs J Leggett, seconded by Mr K Lashley it was

RESOLVED that payment of the accounts to 7 November 2017 totalling £169,175.02 be approved and the schedules authorising payment signed by Mr R A Fowkes and Mrs B J Lashley.

17/285. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £256.61 was approved and noted.

17/286. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments totalling £91,435.21 was approved and noted.

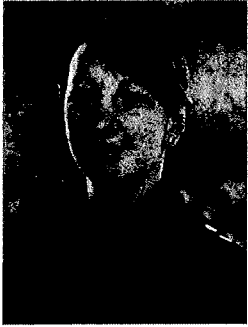
There being no other necessary business the Chairman of the Council thanked Members for their attendance and declared the meeting closed.

28 November 2017

CHAIRMAN

Newsletter

Date: November 2017



Message from Inspector Lisa Hooper

Welcome to the newsletter for Sprowston. Our aim is to ensure you receive regular updates on crime levels along with relevant news and crime prevention advice. We will inform you of any opportunities to meet the local policing team and encourage you to advertise these within your parish newsletters and magazines. Working together helps the police understand the issues and concerns that matter to the public helping us to maintain a place to live that we can all be proud of.

Crime Updates 1st – 31st October 17

Offence	Numbers	What could this entail
Arson	0	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	1	Harassment, alarm or distress is caused in a non-crime incident.
Burglary Business and Community	0	Business and community Burglaries will include shops, businesses and other property. In general, the purpose for which a building is designed will determine whether it should be classified as 'Residential' or 'Business and Community'.
Burglary Residential	1	Residential Burglary will encompass entry to any building within the curtilage/boundary of a residence, e.g. garden sheds and garages.
Criminal Damage	2	A person destroys or damages property belonging to someone else.
Domestic	11	Domestic incidents where a crime has not occurred. Parties are aged 16 or over and have been intimate partners or family members regardless of sexuality.
Hate Incident	0	Any incident where a crime has not occurred which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender.
Race or Religious aggravated public fear	1	Any crime determined to have a hate element as per above.
Possession of controlled substance	0	Unlawful possession of a drug classified in class A, B or C.
Possession of weapons	0	Unlawful possession of an article used as a weapon.
Public fear, alarm or distress	2	Public order offences e.g. from a verbal altercation to offences just short of violence.
Robbery	1	Includes a range of offences where force is used, threatened or the victim is put in fear.
Theft from a motor vehicle	2	Any item stolen that was in, on or attached to a motor vehicle.
Theft or unauthorised taking of a motor vehicle	0	Any motor vehicle including those abandoned.
Theft of pedal cycle	0	From a public place
Theft from a person	2	Purse being taken from a handbag, or a mobile phone from a shopping basket.

Message from PC Andy Mason

Every year burglary tends to increase during the autumn months as the afternoons get darker, making it easier to identify unoccupied homes, which are often left unlit. Residents can make their homes more secure by following some basic crime prevention advice such as:

- Use timer switches on a lamp, radio or TV set so that they turn on as it gets dark in the afternoons.
- Make a habit of checking that ground floor windows and doors are closed and locked when you leave the house or go to bed. Upstairs windows should be locked when the house is unoccupied.
- PVC doors must be locked by lifting the handle **and turning the key** to ensure all the security features are in place.
- Car and house keys should be kept out of sight in a safe place. Don't leave them on display on window sills, in porches, hallways or kitchens.

Secure your rear garden by shutting and locking any gates. Burglars can use garden tools, like ladders to break in, so make sure you securely lock away any tools after use.

What is happening in your area

Street Surgeries

Old Catton - Tuesday 21st November, 4pm - 6pm, Morrison's, The Paddocks- PCSO Steve Downes

SNAP

The next Public Engagement meeting for Sprowston and Old Catton will be held on Wednesday 17th January 2018, 7pm at Sprowston Diamond Centre, School Lane, Sprowston.

Neighbourhood Priorities

The priorities adopted on 17th October were:

- Parking on Wroxham Road outside Tesco fully obstructing the pavement
- Speeding on St Faiths Road, Old Catton

Point of contact

Follow us on social media



@BroadlandPolice

www.crimestoppers.co.uk

www.norfolk.police.co.uk

SNTSproleston@norfolk.pnn.police.uk

Non Emergency: 101

Partner contacts



111 NHS

County Council 03448008012

District Council 01603 431133

Parking Issues 01553 616222



19th November 2017

Report from Councillor John Ward

Broadland District Council

Norwich & Norfolk Eco Awards are asking schools, businesses, local food producers, community groups and individuals to submit entries. Details at www.eco-awards.co.uk

Broadland is one of 5 Norfolk District Councils working with the N&N University Hospital to support patients through the 'District Direct Service' which is designed to prevent unnecessary hospital stays and re-admissions. It will support patients to return home and help them stay living independently for longer.

Norfolk County Council

NCC owned Scottow Enterprise Park (former RAF Coltishall) has been shortlisted in the Best Service Delivery Model category in the 2018 LGC Awards.

30 new childrens social workers have joined NCC in the last month as part of the Council's successful campaign to grow its own talent. The latest recruits take the number of staff to join the scheme to 187 over 3 years.

NCC's Public Health have awarded a contract for a new integrated alcohol & drug behaviour change service. The new provider 'Change, Grow, Live.(CGL) will provide treatment, recovery and building community resilience for Norfolk Adults aged 18+ who are affected by substance misuse.

A new cycle/pedestrian shared route is proposed from the front of Tesco, along Blue Boar Lane and along the side of the new bus access, opposite Linacre Ave, into the new estate on the Whitehouse Farm site.

On 10th November I was present and helped cut the ribbon on the first completed section of the NDR (Cromer Rd to Fakenhan Rd). The final cost is expected to be £205m which is £19m more than budgeted. This is not a fixed cost contract so the final figure was always subject to change (£7m will come from the existing capital programme and £12m from internal borrowing from cash balances) There are many reasons for the increased costs but the greatest is the utility diversions and Network Rail costs of £8.9m.

COUNCIL MEETING – 28 NOVEMBER 2017

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 No matters to report.

CEMETERY

2.1 No matters to report.

STREET LIGHTING

3.1 No matters to report.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Elcons Employment Law Consultants Ltd

Attached, for Members consideration is the policy summary supplied by Elcons Employment Law Consultants for a three year contract commencing November 2017 until 2020 at a yearly fee amount of £1800 +Vat per year (the terms to be as existing). The contract covers employment and health and safety advice.

Recommendation: to instruct the Town Clerk to sign the service agreement in accordance with the policy summary for the ensuing period.

PLANNING AND TRANSPORTATION

5.1 Speed Indicator Device with Slow Down (SAM2)

Further to Minute No. 17/265 attached for Members information is a printout giving details of SAM2, as suggested by Mr Ward as a County Councillor Member purchase to Sprowston.

A risk assessment to cover the eventualities of working on the highway would be validated by Elcons Employment Law Consultants; a draft has been produced.

The potential sites for siting of the equipment would be finalised by Norfolk County Council once equipment was received. Norfolk County Council would require a signed Memorandum of Understanding (MOU) between themselves and the Town Council, as part of the MOU is agreement on which items of street furniture SAM2 can be mounted on.

Recommendation: for Members to decide if they would like Mr Ward to progress with the purchase of a SAM2 from his County Council budget.

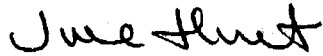
5.2 Norfolk County Council – Blue Boar Lane Bus Only Access to New Development and Shared Use Footway / Cycleway – Section 278 Highway Works

Attached, for Members consideration is a consultation letter proposal to construct a shared use footway / cycleway along Blue Boar Lane.

Recommendation: to instruct the Town Clerk to respond to the consultation proposal presented by Norfolk County Council.

ENCLOSURES

6.1 Broadland District Council Parish Pages Winter 2017



**June Hunt
Town Clerk**

Commercial legal expenses insurance

Policy Summary

Elcons Employment Law Consultants Ltd

A Partner You Can Trust

AbbeyLegal 
Legal Protection Insurance

The purpose of this Policy Summary is to help you understand the insurance by setting out the significant features, benefits, limitations and exclusions. You should still read the full Policy Wording for a full description of the terms of the insurance, including definitions. This Policy Summary does not form part of the Terms and Conditions.

Insurance Provider

This insurance is underwritten by Markel International Insurance Company Limited, 20 Fenchurch Street, London EC3M 3AZ and administered by Abbey Legal Protection, a trading division of Abbey Protection Group Limited.

Duration of contract

The Period of Insurance is for 12 months or as otherwise stated in your Policy Schedule.

Premium

The premium payable is as stated in your Policy Schedule.

Insurance Cover

This is a claims made insurance which covers claims notified within the Period of Insurance. The Insurance indemnifies you for legal costs and awards of compensation in situations shown in the tables below.

Significant features, benefits, limitations and exclusions

The following tables set out the significant features, benefits, limitations and exclusions of the Commercial Legal Expenses Insurance. The Insurance is split into Sections of Cover.

Who does this Policy cover?

This policy DOES NOT cover claims made by clients of the insured and the insured MUST NOT lead their clients to believe that they are insured under this policy.

Significant Features

Indemnity Limits	– £100,000 any one claim – £500,000 all claims notified per beneficiary	Schedule
Territorial Limits	– The United Kingdom of Great Britain and Northern Ireland	Schedule
Excess	– £1,000 any one claim	Schedule

Policy Benefits	Section Exclusions
<p>Section A. Employment Disputes Defence of disputes with prospective employees, employees or ex-employees in respect of their contract of employment, or any employment related legislation and indemnity for awards of compensation, all providing the insured has provided the beneficiary advice which was followed and authorisation:</p> <ul style="list-style-type: none"> - Prior to carrying out a disciplinary procedure - Prior to dismissal of an employee - Prior to instituting a redundancy programme and prior to making an employee redundant - Prior to notifying an employee of their intended retirement date or retiring an employee - Upon notification of a grievance - Upon notification of a complaint of discrimination, victimisation or harassment - Prior to any adverse variation, or proposed adverse variation of the terms and conditions of employment (including hours, time, place of work, demotion or reduction in an employee's remuneration) - Immediately an employee walks out - Upon receipt of an appeal by an employee of a disciplinary or grievance decision 	<ul style="list-style-type: none"> - Where the advice provided by the insured was not compliant with best practice employment law - Where no contemporaneous records of the advice are available
	<p>General Exclusions</p> <ul style="list-style-type: none"> - Any claims where you do not have reasonable prospects of success in your legal/tax case. - Any costs incurred before we have consented to those costs being incurred - Defence of civil legal proceedings arising from injury, loss/destruction of property, breach of professional duty or tortious liability

Claims Handling and Claims Notification

All disputes under Sections of Cover A will be handled by Elcons Employment Law Consultants Ltd.

Initial notification of a claim must be made immediately by writing to:

The Claims Department
Abbey Legal Protection
20 Fenchurch Street
London
EC3M 3AZ
Email: claims@abbeylegal.com

Your right to complain

If you are not satisfied with any aspect of our service or the insurance provided, you should contact us by writing to:

The Customer Services Manager
Abbey Legal Protection
20 Fenchurch Street
London
EC3M 3AZ
Email: complaints@abbeylegal.com

We will do our best to resolve your complaint but, if you are still not satisfied, you can refer the matter to The Financial Ombudsman Service.

The Financial Ombudsman Service
Exchange Tower
Harbour Exchange Square
London
E14 9SR
Helpline: 0800 023 4567
Switchboard: 020 7964 1000
Website: www.financial-ombudsman.org.uk

If you were sold this product online or by other electronic means and within the European Union (EU) you may refer your complaint to the EU Online dispute Resolution (ODR) platform. Upon receipt of your complaint the ODR will escalate your complaint to your local dispute resolution service – this process is free and conducted entirely online. You can access the ODR platform on <http://ec.europa.eu/odr>.

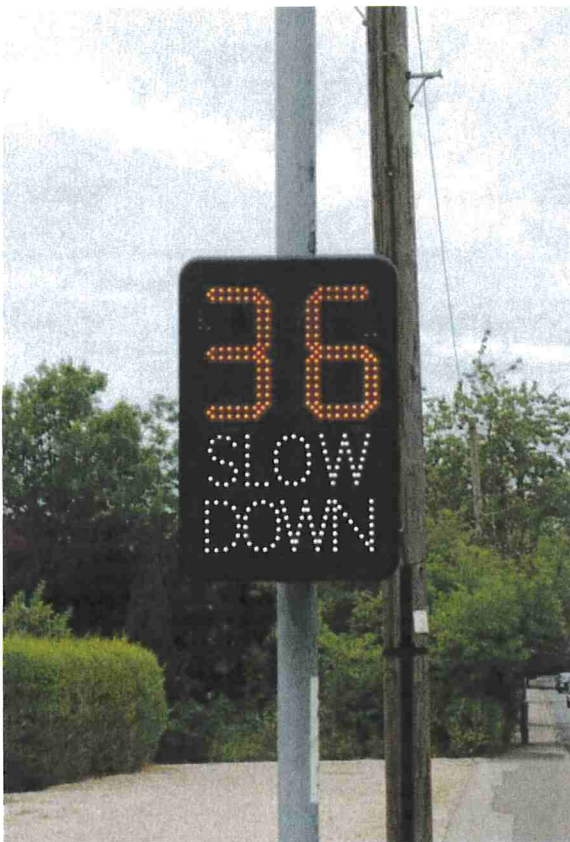
Your right to compensation

The Insurer is covered by the Financial Services Compensation Scheme (FSCS). The Insured may be entitled to compensation up to 90% of the Claim in the unlikely event the Insurer cannot meet its obligations. Further information about compensation arrangements is available from the FSCS.

Applicable Law

If there is a dispute between you and the Insurer, you and the Insurer are free to agree the law applicable. Unless specifically agreed to the contrary this insurance shall be subject to the laws of England and Wales.

Speed Indicator Device with Slow Down (SAM 2)



Our Speed Indicator Device with Slow Down (SAM 2) shows the speed of oncoming vehicles and has a variety of different settings to show a different display when speeds are either above or below the speed limit.

Sign specifications:

- Aluminium construction
- Weight without battery – 10kg approx.
- Weight with battery – 21kg approx.
- Sign dimensions – 690mm x 470mm x 220mm including battery box approx.
- Internal Radar
- Rounded Corners
- Semi texture matt black polyester powder coating to BS EN12206-1:2004 standard
- Speed threshold change without PC via our bespoke integral interface
- Stainless steel 'lift off' paired bracket on sign and post with locking feature
- Tamtorque clips for extra security

Using the plus and minus buttons on the rocker switch to choose numbers 0 – 7, the speed threshold and display settings will be changed.; for example at what speed the Slow Down illuminates.

The RS232 Interface is where the PC is connected to download the collected data (optional extra).

The plug on the bottom of the box is where the batteries are connected.



Speed Indicator Device with Slow Down (SAM 2)

westcotec

Preset factory setting threshold table

Counter Position	Lower Display Threshold		SPEED THRESHOLD (Speed limit)		Upper Display Threshold	
0	10	Blue	20	Green	30	Red
1	15	Blue	25	Green	35	Red
2	20	Blue	30	Green	40	Red
3	25	Blue	35	Green	45	Red
4	30	Blue	40	Green	50	Red
5	35	Blue	45	Green	55	Red
6	40	Blue	50	Green	60	Red
7	45	Blue	55	Green	65	Red

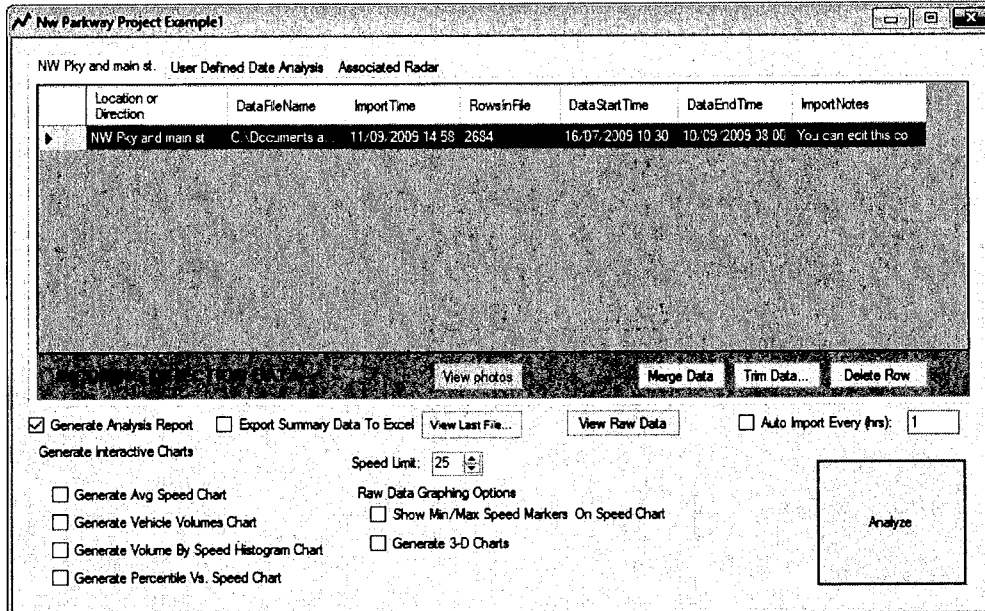
Sign displays speeds only

Speed display flashes;
Slow Down Illuminated

Slow Down only

Data Analysis

- Click on the big "Analyze" button.



- This will open the results window.

File Data Edit Window Help

Analysis Report Monthly Counts/Speed Avgs Weekly Counts/Speed Averages Charts: Average Weekly Speeds Charts: Average Weekly Volumes Charts: Daily Volumes

Project: NW Parkway Project Example 1
Location: NW Pky and main st.

Select Display Data: Show Counts Show Avg. Speeds Show 85pct Speeds

Select Month: **July** August September

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg	Week Day 85% Avg Speed
0-1	12	6	6	16	18	30	33	11.6	31.5	25.6
1-2	9	8	10	7	11	22	14	9	18	27.5
2-3	3	7	3	6	7	22	12	5.2	17	26.7
3-4	13	10	11	11	8	14	7	10.6	10.5	25.9
4-5	32	32	27	29	25	11	9	29	10	20.4
5-6	64	67	71	64	77	27	17	68.6	22	27.2
6-7	90	94	87	90	102	37	27	92.6	32	27.7
7-8	132	143	128	138	172	45	33	142.6	39	27.4
8-9	109	101	118	107	127	80	59	112.4	69.5	27.1
9-10	77	84	94	83	134	115	59	94.4	87	26.6
10-11	61	87	83	108	123	135	88	92.4	111.5	26.4
11-12	79	34	86	151	115	126	72	103	99	27.7
12-13	88	87	104	118	145	122	96	108.4	109	28.2
13-14	75	83	72	150	143	106	72	104.6	89	27.4
14-15	81	80	70	122	128	91	85	96.2	88	27.6
15-16	95	77	104	122	150	108	96	109.6	103	28
16-17	119	102	118	161	118	94	94	123.6	94	28.3
17-18	95	129	110	163	161	90	91	131.6	90.5	27.9
18-19	108	110	140	171	136	94	88	133	91	27.2
19-20	92	93	108	150	158	102	95	120.2	98.5	26.8
20-21	100	106	119	193	122	94	91	128	92.5	25.3
21-22	71	73	79	122	122	69	72	93.4	70.5	25.4
22-23	32	38	43	67	75	41	38	51	39.5	25.2
23-24	27	24	14	56	77	41	20	39.6	30.5	25.9
Totals	1664	1725	1805	2405	2454	1716	1370			

Along the top row there are 6 tabs: Analysis report; Monthly Counts/Speed Averages; Weekly counts/speed averages; Charts: Average Weekly Speeds; Average Weekly Volumes; Daily Volumes.

- Analysis Report.

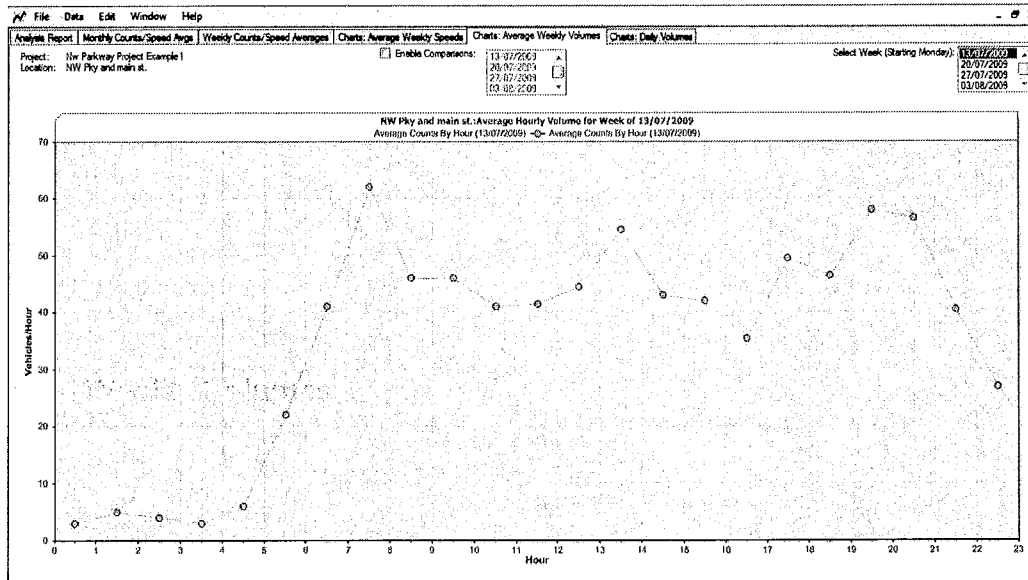
TRAFFIC ANALYSIS REPORT					
For Project: Nw Parkway Project Example1					
Location/Name: NW Pky and main st.					
Report Generated: 24/09/2014 11:17:13					
Speed Intervals = 5 mph					
Time Intervals = 30 minutes					
Traffic Report From 16/07/2009 10:30:00 through 10/09/2009 08:00:00					
85th Percentile Speed = 27.3 mph					
85th Percentile Vehicles = 39879 counts					
Max Speed = 60.0 mph on 31/07/2009 00:00:00					
Total Vehicles = 46917 counts					
85th percentile speeds, counts and total counts by hour:					
Date/Time	85th pct(mph)	85th pct cnts	Total cnts	Max Speed	
16/07/2009 11:00:00	26.4	32	38	35	
16/07/2009 12:00:00	27.2	42	49	35	
16/07/2009 13:00:00	28.0	29	34	40	
16/07/2009 14:00:00	27.8	44	52	35	
16/07/2009 15:00:00	27.2	37	43	35	
16/07/2009 16:00:00	28.0	33	39	35	
16/07/2009 17:00:00	26.9	40	47	40	
16/07/2009 18:00:00	26.3	48	57	30	
16/07/2009 19:00:00	27.3	52	61	35	
16/07/2009 20:00:00	26.5	43	51	35	
16/07/2009 21:00:00	27.3	49	58	35	
16/07/2009 22:00:00	25.0	37	43	30	
16/07/2009 23:00:00	23.8	20	24	30	
17/07/2009 00:00:00	26.3	16	19	30	
17/07/2009 01:00:00	25.0	3	3	25	
17/07/2009 02:00:00	35.0	4	5	40	

This is an hour by hour summary of the data, including the 85th Percentile of speed and counts, as well as providing the maximum speed and total count of vehicles.

- Monthly Counts/ Speed averages

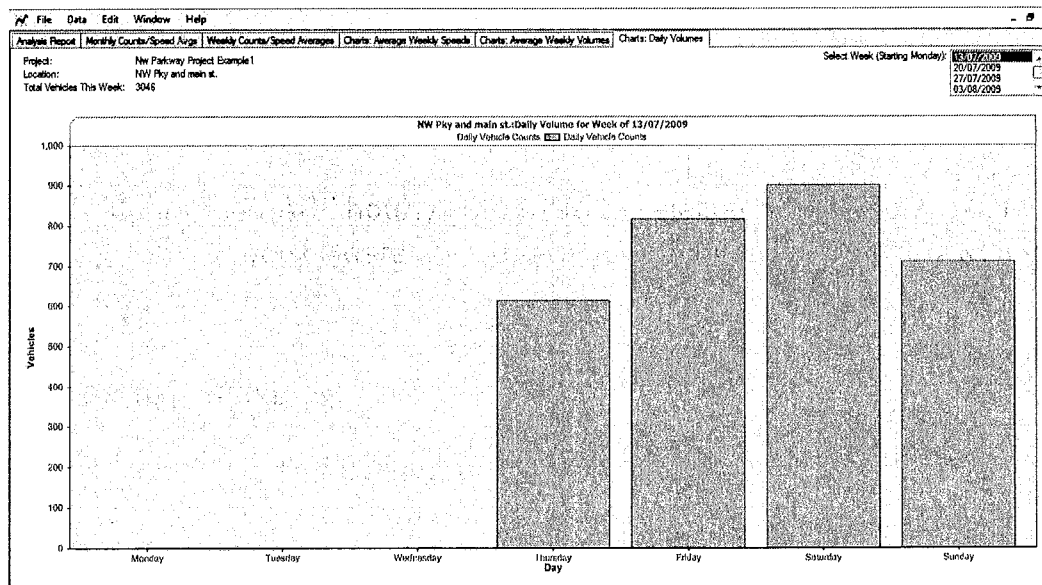
Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg	Week Day 85% Avg Speed
0-1	12	6	6	16	18	30	33	11.6	31.5	25.6
1-2	9	8	10	7	11	22	14	9	18	27.5
2-3	3	7	3	6	7	22	12	5.2	17	26.7
3-4	13	10	11	11	8	14	7	10.6	10.5	25.9
4-5	32	32	27	23	25	11	9	29	10	28.4
5-6	64	67	71	84	77	27	17	68.6	22	27.2
6-7	90	94	87	90	102	37	27	92.6	32	27.7
7-8	132	143	128	138	172	45	33	142.6	38	27.4
8-9	109	101	118	107	127	80	59	112.4	69.5	27.1
9-10	77	84	94	83	134	115	59	94.4	87	26.6
10-11	61	87	83	108	123	135	88	92.4	111.5	26.4
11-12	79	84	86	151	115	126	72	103	99	27.7
12-13	88	87	104	118	145	122	96	108.4	109	28.2
13-14	75	83	72	150	143	106	72	104.6	89	27.4
14-15	81	80	70	122	128	91	85	96.2	88	27.5
15-16	95	77	104	122	160	108	96	109.6	103	28
16-17	119	102	118	161	118	94	94	123.6	94	28.3
17-18	95	129	110	163	161	90	91	131.6	90.5	27.9
18-19	108	110	140	171	136	94	88	133	91	27.2
19-20	92	93	108	150	158	102	95	120.2	98.5	26.8
20-21	100	106	119	193	122	94	91	128	92.5	25.3
21-22	71	73	79	122	122	69	72	93.4	70.5	25.4
22-23	32	38	43	67	75	41	38	51	39.5	25.2
23-24	27	24	14	56	77	41	20	39.6	30.5	25.9
Totals	1664	1725	1805	2405	2454	1716	1370			

- Average Weekly Volumes



This Graph displays an AVERAGE hourly volume for a selected week. Once again, it is possible to compare two weeks' data on the same graph by ticking the box at the top.

- Charts: Daily Volumes



This graph displays the Daily Volumes for a selected week.



NCC contact number: 0344 800 8020
Text relay no.: 18001 0344 800 8020

Mrs J Hunt
Clerk to Sprowston Town Council
Countil Offices
Sprowston Diamond Centre
School Lane
Sprowston
Norwich
NR7 8TR

Your Ref:
Date: 9 November 2017

My Ref: PR3637/HI/TRO/KB/001
Tel No.: 01603 222184
Email: kevin.boardman@norfolk.gov.uk

Dear Mrs J Hunt

C256 Sprowston – Blue Boar Lane Bus Only Access To New Development & Shared Use Footway / Cycleway Facility - Section 278 Highway Works

I am writing to let you know that it is proposed to construct a shared use footway / cycleway facility along Blue Boar Lane and along the proposed bus only access to the Whitehouse farm development in Sprowston.

The new shared use footway / cycleway will be constructed along the north side of Blue Boar Lane, from the existing facility along the Tesco's frontage, south to the new bus access. The short length of existing footway in front of Tesco's will be converted to shared use footway / cycleway. The facility will continue along the bus access and join with the estate road development.

The new bus access which will be subject to a 30mph speed limit will be constructed from Blue Boar Lane, opposite the Linacre Avenue junction and will extend to the estate road development. This will be used by buses and blue light services only.

These facilities are being funded by the developers as part of the planning conditions associated with their proposals to develop the Whitehouse Farm site. For your information, please find attached consultation plan (PR3637-HP-016) which clearly sets out the above proposals.

Continued.../

Continuation sheet:

Dated : 9 November 2017 -2-

If you wish to comment or require any further information regarding these proposals, please do not hesitate to contact me either by telephone, e-mail or by writing to the above address. I would be grateful if you could respond by 8 December 2017.

For your convenience I have enclosed reply slips which can be returned by post, or if you would prefer, scanned or emailed to my address above.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'K Boardman', with a long horizontal flourish extending to the right.

Kevin Boardman
Engineer (Highway Projects)
Encl:

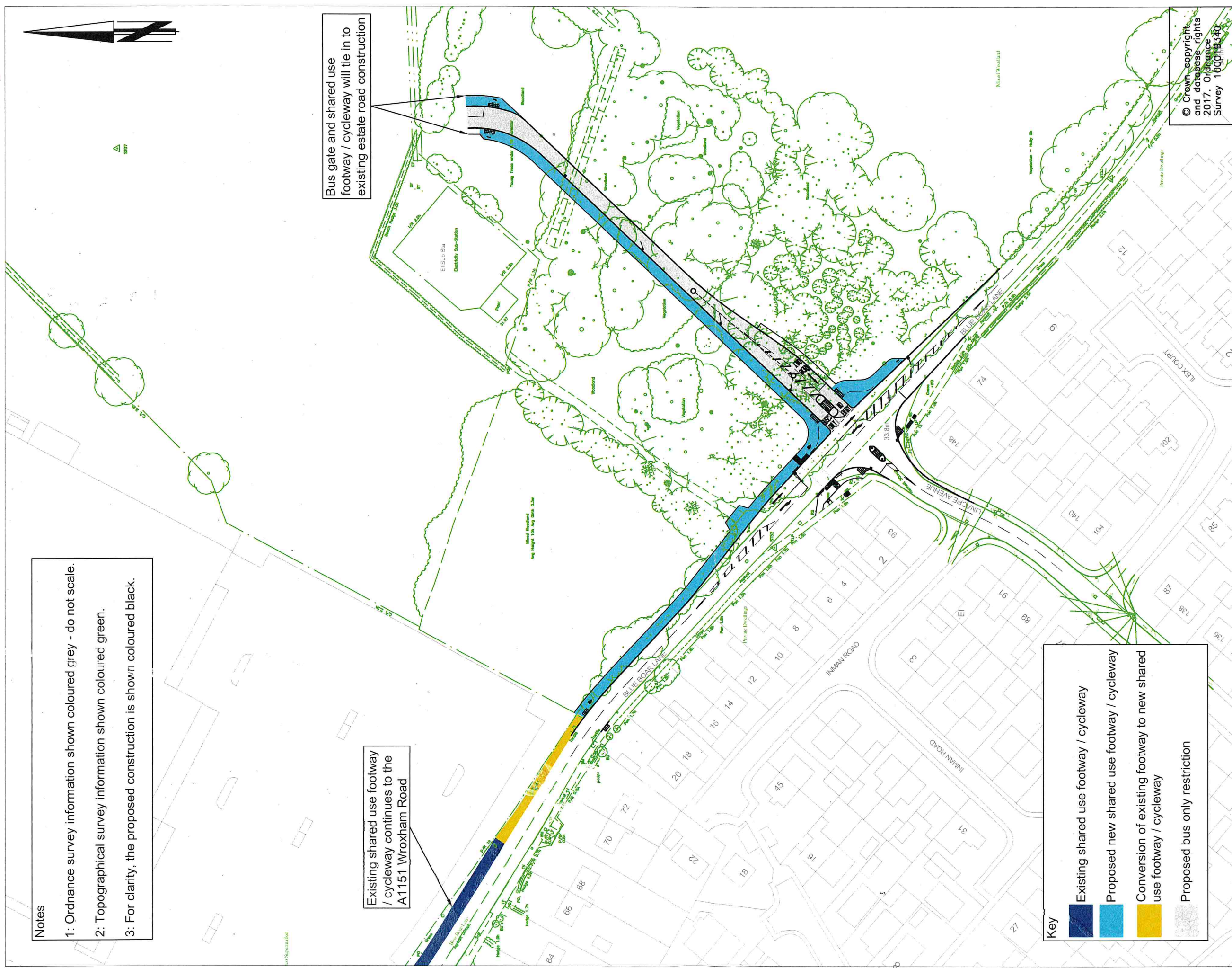
Notes

- 1: Ordnance survey information shown coloured grey - do not scale.
- 2: Topographical survey information shown coloured green.
- 3: For clarity, the proposed construction is shown coloured black.

Existing shared use footway / cycleway continues to the A1151 Wroxham Road

Bus gate and shared use footway / cycleway will tie in to existing estate road construction

© Crown copyright and database rights 2017. Ordnance Survey 100019340



Key

- Existing shared use footway / cycleway
- Proposed new shared use footway / cycleway
- Conversion of existing footway to new shared use footway / cycleway
- Proposed bus only restriction

Norfolk County Council

DRAWING TITLE

S278 Sprowston - Blue Boar Lane
Busgate & Traffic Signals
Consultation Plan

Tom McCabe
Executive Director of
Community and Environmental Services
Norfolk County Council
County Hall
Martineau Lane
Norwich NR1 2SG

REV.	DESCRIPTION	DRAWN	CHECKED	DATE

SURVEYED BY	OS/SS	DATE	DRAWING No.
KB	KB	2011/15	PR3637-HP-016
DESIGNED BY	DATE	PROJECT TITLE	
KB	11/17	S278 Sprowston - Blue Boar Lane	
DRAWN BY	DATE	SCALE	FILE No.
KB	11/17	Busgate & Traffic Signals	
CHECKED BY	DATE	SCALE	FILE No.
JW	11/17	1:1000 @ A3	PR3637

Sprowston Town Council
PLANNING APPLICATIONS – 28 NOVEMBER 2017

Broadland DC App.No. 2017/1940	Applicant Ms Clarke as location	Location 28 Archer Close, Sprowston, NR6 7PD
Classification: Minor dwellings Type: Full Permission		
Description: Single Storey Side Extension		
Broadland DC App.No. 2017/1576	Applicant Mr Gareth Bailey as location	Location 54A School Lane, Sprowston, NR7 8TQ
Classification: Minor dwellings Type: Full Permission		
Description: First Floor Side Extension & Single Storey Rear Extension		
Broadland DC App.No. 2017/1961	Applicant Mr James Williams as location	Location Grange Cottage, Salhouse Road, Sprowston, NR13 6LA
Classification: Minor dwellings Type: Full Permission		
Description: Sub-Division of Plot & Erection of 2 Detached Dwellings & New Access		
Broadland DC App.No. 2017/1963	Applicant Miss R Cubitt as location	Location 16 Thornham Road, Sprowston, NR7 8HU
Classification: Minor dwellings Type: Full Permission		
Description: Single Storey Rear Extension, Hip to Gable End and Rear Dormer		

Broadland DC App.No.
2017/1985

Applicant
Zac & Charlotte Carpenter
as location

Location
12 Thornham Road, Sprowston, NR7 8HU

Classification: Minor dwellings
Type: Full Permission

Description: Single Storey Rear Extension, Hip to Gable End & Rear Dormer

Broadland DC App.No.
2017/2019

Applicant
Mr Martin Mingaye
as location

Location
1 Rushmore Road, Sprowston, NR7 8QR.

Classification: Minor dwellings
Type: Full Permission

Description: Demolition of Existing Lean-to Garage and Erection of Detached House to Side and Detached Double Garage to Rear

Sprowston Town Council

Meeting Date: 28 November 2017

<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
26/10/2017	173	Burlingham Memorial Solutions <u>Details</u> Memorial Tablet Sales for Smith and Barham	176.40	35.28	211.68	1452
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
21/11/2017	SI17-13147	Bidwells <u>Details</u> Consultant Fee New Sports Hall & Refurbisher	5,013.20	1,002.64	6,015.84	1453
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
30/10/2017	4634109	Espo <u>Details</u> Cleaning Material Products and Toilet Rolls	141.97	28.40	170.37	1454
30/10/2017	4634110	Mop Bucket/Wringer	4.68	0.94	5.62	
06/11/2017	4641812	Stationery Supplies	62.44	12.49	74.93	
			209.09	41.83	250.92	
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
07/11/2017	Council Minute	The Royal British Legion <u>Details</u> Donation	300.00		300.00	1455
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
07/11/2017	Council Minute	Norfolk Citizens Advice Bureau <u>Details</u> Donation	100.00		100.00	1456
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
08/11/2017	74878	Contractors Equipment Sales Limited <u>Details</u> 3 x Glow Plug for Maintenance Equipment	84.39	16.88	101.27	1457
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
20/11/2017	2253	Omnis Construction Limited <u>Details</u> New Sports Hall & Refurbishment Works	50,201.19	10,040.24	60,241.43	1458
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
07/11/2017	n/a	Moviola Limited <u>Details</u> Going in Style	134.25	8.00	142.25	1459

Wicksteed Playgrounds									
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>			
10/11/2017	736973	Wilks Farm Drive Play Area	75,881.70	15,176.34	91,058.04	1460			
Copy IT									
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>			
16/11/2017	8040009488	Photocopying Sept/Oct	21.22	4.24	25.46	1461			
InTouch									
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>			
17/11/2017	631037	6 x hosted exchange accounts	60.00	12.00	72.00	1462			
17/11/2017	630971	Cabling to Portakabin	72.40	14.48	86.88				
17/11/2017	630974	Onsite Installation to Portakabin	650.00	130.00	780.00				
			782.40	156.48	938.88				
Cozens (U.K.) Ltd									
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>			
09/11/2017	2995	Streetlighting : October 2017	600.00	120.00	720.00	1463			
Local Council Public Advisory Service									
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>			
20/11/2017	1140	General Data Protection Regulations	30.00	-	30.00	1464			
A.T.Coombes Associates Ltd									
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>			
17/11/2017	1831	Tree surgery to maple at Church Lane	275.00	55.00	330.00	1465			
		TOTAL OF INVOICES	133,808.84	26,656.93	160,465.77	Trf 295			
STC Drawings a/c to Salaries a/c									
Transfer:			30,000.00	-	30,000.00	Trf 300			
			163,808.84	26,656.93	190,465.77				
STC General a/c to STC Drawings a/c									
Transfer:			133,808.84	26,656.93	160,465.77	Trf 295			

..... Councillor Councillor Town Clerk

Sprowston Town Council		Direct Debit Payments		Meeting		Date 28th November 2017	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>	
08/11/2017	8060144322	Anglia Water Sparhawk Park	156.54	-	156.54	DEBIT	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>	
31/10/2017	S/O1097935	Veolia All sites skip hire	225.80	45.16	270.96	DEBIT	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>	
31/10/2017	563745	Anglia Farmers Limited SSE Electricity, Comm Tech, Vodafone	439.66	40.97	480.63	DEBIT	
Total Direct Debits			822.00	86.13	908.13		

Sprowston Town Council		Barclaycard Payments		Meeting		Date 28th November 2017	
<u>Date</u>		<u>Barclaycard Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>	<u>DEBIT</u>
13/11/2017		Tesco Lunch Norfolk ALC Training	77.43	-	77.43		
14/11/2017		CITB Health & Safety Training Booklets	23.00	-	23.00		
Total Direct Debits			100.43	-	100.43		