



**NOTICE OF MEETING**  
**AND SUMMONS TO ATTEND**

**The meeting of Sprowston Town Council  
will be held in the Council Chamber, Recreation Ground Road, Sprowston NR7 8EW on  
Wednesday 22 February 2023 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.
4. To confirm the minutes of the Council's meeting held 1 February 2023. Pages 1 - 8
5. To agree action/response arising from the minutes.
6. To receive correspondence:
7. (1) County Deal for Norfolk - Consultation. Pages 9 - 10  
(2) Greater Norwich Plan - Consultation. Pages 11 - 12
8. Local Government Pension Scheme Employer Rate Letter 2023 - 2026  
(To accept the employer's contribution rate for the next three years) Pages 13 - 16
9. To decide preferred option for the Council Chairman's Chain of Office. Pages 17 - 20
10. To note Parish Elections 4 May 2023. Pages 21 - 22
11. To consider locations for possible dog bins on White House Farm Estate. Pages 23 - 26
12. Viking Centre update and decision on option to tax. Pages 27 - 34
13. To receive any written/verbal reports from Sprowston County and District Councillors. Page 35
14. To receive the report of the Town Clerk and make decisions on:  
Installation of a Public Drinking Fountain at the Recreation Ground Pages 36 - 41
15. Adjourn the meeting for a short break.
16. To receive any written/verbal reports from the Council's Committees and Working Groups.
17. To receive any written and verbal reports from Councillors representing the Council on or at outside organisations (Cllr. W F Couzens). Pages 42 - 43
18. To receive Guide to Broadland District Councils New Public Access Planning Portal. Pages 44 - 46
19. To consider planning applications to 22 February 2023. Page 47
20. To receive the schedule of direct debits to 22 February 2023. Pages 48 - 49
21. To confirm the payment of accounts to 22 February 2023. Pages 50 - 53
22. To receive the schedule of credit card payments. Page 54
23. The Chair 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.

24. Planning Enforcements

- (i) Closed
- (ii) Outstanding.

Page 55  
Pages 56 - 59



**Guy Ranaweera**  
Town Clerk

**16 February 2023**

Council Office. Sprowston Recreation Ground . Recreation Ground Road Sprowston .  
Norwich.NR7 8EW  
Tel: 01603 408063 Email: townclerk@sprowston-tc.gov.uk

Footnote:

*<sup>1</sup> 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](http://www.broadland.gov.uk) and follow the links through to planning.*

*It should be noted that Councillors Mr J F Fisher, Mrs K Vincent and Mr J M 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.*

*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.*

## **MEETING OF SPROWSTON TOWN COUNCILLORS – 1 FEBRUARY 2023**

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 1 February 2023, the following Councillors were present: -

Mr W F Couzens – Chairman

Mr A J Barton - Mrs B J Lashley  
Mr M A Booth - Mrs J Leggett  
Mr M G Callam - Mr G S Tingle  
Mr J F Fisher - Mrs K Vincent  
Mr J M Ward

In attendance

Mr G Ranaweera - Town Clerk and Responsible  
Financial Officer  
Mrs E Elliot - Committee Officer  
Mr S Andrews - Norwich Bystanders Cricket Club  
Mrs K Andrews - Norwich Bystanders Cricket Club  
Mr T Chambers - Norwich Bystanders Cricket Club

1 member of the public was present

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### **23/025. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

<b>Councillor</b>	<b>Minute No. and Heading</b>	<b>Nature of Interest</b>
Mr M A Booth	23/041 Planning	Customer of the cattery

### **23/026. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Ms D Coleman, Mr R J Knowles and Ms C T Rumsby.

### **23/027. RESIDENTS' QUESTIONS**

On the motion of Mr W F Couzens, seconded by Mr M G Callam 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.

### **23/028. MINUTES**

The Minutes of the Council's meeting held on 11 January 2023, having previously been circulated to all Councillors were confirmed and signed by the Chair of the Council.

### **23/029. ACTION FROM MINUTES**

(1) Gritting Atlantic Avenue

## **23/029. ACTION FROM MINUTES (CONTINUED)**

Further to Minute 23/005 (2), the letter to the Norfolk Association of Local Council (NALC) to establish if problems with developers and adoption of highways was a county or national problem was being drafted.

Town Clerk had spoken with NALC County Officer; they were not aware if this was a national problem.

### **(2) Funding Dog Waste Bins on White House Farm Estate**

Further to Minute 23/008, Mrs J Leggett reported she had spoken to Broadland District Council's contract office. They agreed to speak to the developers who are responsible for funding dog waste bins on the White House Farm Estate.

### **(3) Nutrient Neutrality**

Further to Minute 23/007 (6), Mr J M Ward reported that Broadland District Council's Cabinet had resolved to form a company with other local district councils and Anglian Water to provide environmental credits to address nutrient neutrality.

### **(4) Allocation of Gypsy and Travellers sites**

Further to Minute 23/007 (7), Mr J M Ward reported Broadland District Council's cabinet had approved the consultation on allocation of Gypsy and Travellers sites.

### **(5) D-Day 80<sup>th</sup> Anniversary**

Referring to Minute 23/006 (1), Mr M G Callam asked if the official Guide to Taking Part in D-Day 80 had been received, to which the Town Clerk advised it had not as of yet.

## **24/030. NORWICH BYSTANDERS CRICKET CLUB**

Mr Steven Andrews, 1<sup>st</sup> Team Captain, Youth Coach and Committee member of Norwich Bystanders Cricket Club gave a detailed presentation on the history, ethos, success and aspirations of the club.

In response to Councillors' questions:

### **(1) Mr Andrews advised:**

- he would inform the league that the cricket square would be unavailable on 29 July 2023 as Sprowston Summer Fete was being held on the Recreation Ground.
- the cricket square would be made safe for play prior to commencement of the 2023 season. However, a majority of the work required to bring the square up to standard would take place at the end of the season.

### **(2) The Town Clerk confirmed:**

- he had allocated 16.5 days for grounds maintenance which the team could manage once up to complement.

## **24/030. NORWICH BYSTANDERS CRICKET CLUB (CONTINUED)**

- Sprowston Pavilion could hold up to 35 people which was sufficient for the cricket club.

Mr M G Callam proposed, seconded by Mrs B J Lashley to permit Norwich Bystanders Cricket Club to use Sprowston Recreation Ground as its home ground, subject to agreement of an appropriate seasonal hire contract fee.

On being put to the vote the motion was CARRIED.

Mrs K Vincent proposed, seconded by Mr M G Callam Hire Fee Model 1 for the first year:

- Free youth sport (Matches and pavilion for youth free of charge. Pay for adult usage only): 26 x adult matches @ £75.00 plus VAT (£1,950 plus VAT):
  - Cost to hirer = £2,340 (Inc. VAT)
  - Income to Council = £1,950
  - VAT (to HMRC) = £390.00

On being put to the vote the motion was CARRIED

## **23/031. CORRESPONDENCE**

### (1) Safety Fencing to verge outside White Woman Lane Junior School

Having considered a request for safety fencing to be erected on the verge outside of White Woman Lane School Councillors made the following comments:

- This is not the first request made for fencing outside White Woman Lane School;
- Does the proposed position go over the speed humps;
- Erecting a fence so close to the road could impact on the safety of cyclists as they can currently escape onto the kerb if crowded by moving vehicles;
- Who would be responsible for maintenance of the fence?
- Parents or carers should be responsible for children in their care;
- Norfolk County Council could be asked to assess the safety and practicality of erecting a fence and if they feel it is viable, they can pursue the request;
- It is a good idea and County Councillor Karen Vincent has an amount remaining in her County Council Highway allowance.

Mr M G Callam proposed, seconded by Mrs K Vincent to request Norfolk County Council to evaluate the safety and practicality of erecting a fence on the verge outside White Woman Lane Junior School.

Mrs K Vincent asked to be involved in any meetings arising from this request.

### (2) Anglia Water

#### (i) New Water Pipe Works Adjacent Broadland Northway

Council noted the 4km water pipe to be constructed adjacent the Northern Broadway from the junction at Salhouse Road to the junction at North Walsham Road.

### **23/031. CORRESPONDENCE (CONTINUED)**

(ii) Salhouse Road Closure Map

Council noted the Salhouse Road closure for two weeks commencing 3 April 2023 and map of diversion route.

(iii) Footpath Closure Map

Council noted the footpath closure between Salhouse Road and Newman Bridge for 21 weeks commencing 6 February 2023 and map of diversion.

### **23/032. SOUTH NORFOLK AND BROADLAND DISTRICT COUNCIL MINDFUL TOWNS AND VILLAGES INITIATIVE**

Council considered a request from Michaela Beaumont Community Capacity Officer South Norfolk and Broadland District Councils to advertise and provide a venue for training on Mindful Towns and Villages.

It was noted this project was externally funded.

**RESOLVED** South Norfolk and Broadland District Council were welcome to hire facilities at Sprowston Diamond Centre for training purposes at the appropriate rate.

### **23/033. POLICE PRIORITY POSTER**

Council noted Sprowston and Old Catton Neighbourhood Team priority poster.

### **23/034. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

- (1) Any Norfolk County Council Care Leavers who move into a property in Broadland or South Norfolk can take advantage of 3 hours free "Handyperson-Service" for DIY works.
- (2) I asked our Highways engineer for two fixed VAS signs on Falcon Road West and Cannerby Lane, as requested by this Council using my £10,000 Councillor Grant, He said these are normally only positioned at accident sites and he would prefer us to use a SAM2, but these use a lot of Council resource to move about so I have asked if he will make an exception for us and he is looking into it.

I have also asked him for two more bollards on the triangle at the junction of Salhouse Road and Falcon Road East to stop the cars which are still parking there. He has agreed to put these in place.

- (3) I have chased up the small animal signs we requested at the junction of Pioneer Road and North Walsham Road and am awaiting a reply from the highways engineer.

## **23/035. CORONATION TRAIL PROPOSAL**

Council considered the Recreational Ground Facilities Working groups proposal to celebrate the Coronation of King Charles III by inviting residents to take part in a garden or window display competition and trail.

It was suggested Council's choice be sustainable and the competition open to residential and commercial properties in Sprowston.

Mr A J Barton proposed, seconded by Mrs K Vincent to approve the proposed garden or window display competition for residential and businesses in Sprowston and Council's choice to be sustainable. On being put to the vote the motion was CARRIED

## **23/036. REPORT OF THE TOWN CLERK**

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

#### **1.1 Installation of New Cold-Water Main to the Recreation Ground**

In response to a question from Mr W F Couzens the Town Clerk said he was hopeful that the proposed water fountain would be installed for summer 2023.

### **CEMETERY**

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

### **STREET LIGHTING**

#### **3.1 Street Lighting Maintenance Budget - Projected Overspend**

Noted and discussed under item 23/044 (3).

### **CENTRAL ADMINISTRATION AND PERSONNEL**

#### **4.1 Interim Audit**

Council noted Price Bailey had completed their first (interim) 2022/23 audit of Council's finances and controls on Wednesday 18 January 2023. The report to be presented to Council when available.

#### **4.2 Recruitment of Ground Staff**

Council noted the Town Clerk was advertising two full-time posts for Grounds Staff.

### **PLANNING AND TRANSPORTATION**

#### **5.1 No matters were reported**

## **23/037. MEETING ADJOURNMENT**

On the motion of Mr W F Couzens, seconded by Mrs B J Lashley it was **RESOLVED** to adjourn the meeting for a short break.

### **23/037. MEETING ADJOURNMENT (CONTINUED)**

The meeting was reconvened.

### **23/038. COUNCIL MEETING DATES MUNICIPAL YEAR 2023-2024**

Mr M G Callam proposed, seconded by Mr M A Booth to approve the proposed schedule of meeting dates for municipal year 2023-2024. On being put to the vote the motion was CARRIED.

### **23/039. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

Minutes of the Recreational Facilities Working Group held 13 January 2023 were circulated prior to the meeting.

Mrs J Leggett asked for an update on development at the Viking Centre.

The Town Clerk advised Norfolk County Council were querying the Highway boundary which could cause delays. He would bring a report to a future meeting of the Council.

Mrs K Vincent offered to contact Norfolk County Council Highways.

### **23/040. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

Council noted the written report from Mr W F Couzens.

### **23/041. 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 application:

20230038 - single storey rear extension, conversion of garage into habitable area and internal and external alterations at 1A, Greenborough Close, Sprowston.

20230082 - 2 x single display signs for the "Redmayne Playing Field" (Norwich School) located approximately 50m either side of the vehicle access road and fixed 600mm into the ground at Redmayne Field, North Walsham Road, Sprowston.

20230110 - infill single storey extension to the rear with wrap around canopy and render of the entire property at 58, Greenborough Road, Sprowston.

20230110 - two storey rear extension at 150, Wroxham Road, Sprowston.

20230117 - single storey rear extension with lanterns to replace existing and raise existing garage roof at 58, Barkers Lane, Sprowston.



### **23/041. PLANNING (CONTINUED)**

20230152 - new garden building to serve as four additional cattery pens at 23, Blithemeadow Drive, Sprowston.

- (b) to make no comment on the Pre-consultation Proposed Radio Base Station Installation at NOR26716 Footway of Mousehold Lane, Norwich NR7 8HP NGR E: 624426 N:310780

### **23/042. PLANNING DECISIONS**

Council noted planning decisions for week ending 20 January 2023.

### **23/043. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments to 11 January 2023 totalling £ 15,597.92 was approved and noted.

### **23/044. FINANCIAL REPORTS 202-2023 AS OF 31 DECEMBER 2022**

#### **(1) Third Quarter Income and Expenditure**

Responding to Councillors' questions the Town Clerk clarified:

Cost Centre 4101 - Allotment Rental Variance to Annual Total should be - 51.

Cost Centre 4102 - Water Charges Received Variance to Annual Total should be - 58.

Cost Centre 4103 - Admin Charge Variance to Annual Total should be 19.

Cost Centre 4091 - Precept Variance to Annual Total should be 0.

Total Variance to Annual Total should be 90.

Cost Centre 5202 Cemetery - Sundries and Contingencies overspend was due to the Church wall survey.

Cost Centre 7408 Diamond Centre - Maintenance 85.2% budget spent due to underground leak and subsequent drainage works and new flooring.

Viking Centre Community Hub Development overspend is due to professional fees however, the overall budget is on track. In-year budget is really just for guidance as it is impossible to know costs and timings until quantity surveyed project plan is available.

**RESOLVED** to approve and adopt the Statement of Accounts and Balance Sheet to 31 December 2022 subject to the above amendments.

#### **(2) Bank Reconciliation**

**RESOLVED** to approve and adopt the Bank reconciliation to 31 December 2022.

#### **(3) Projected Overspend on Street Scene Cost Centre 2022-2023**

Responding to Councillor's questions the Town Clerk explained:

## **23/044. FINANCIAL REPORTS 202-2023 AS OF 31 DECEMBER 2022 (CONTINUED)**

- (i) There had been an unprecedented number of column replacements due to vehicle collisions, and faulty sodium lamps replaced with LED.
- (ii) The 2023 - 2024 budget was increased to £60,000 to take into account escalating energy prices.
- (iii) Council is locked into a contract with ESPO for energy supply.

Mrs B J Lashley proposed, seconded by Mr J F Fisher to fund from General Reserves, any reasonable overspend in the 2022/23 Street scene Cost Centre.

## **23/045. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments to 1 February 2023 totalling £16,289.89 was approved and noted.

## **23/046. PAYMENT OF ACCOUNTS 1 FEBRUARY 2023**

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to Pay to 1 February 2023 Invoices to Pay totalling £35,051.44.

On the motion of Mr A J Barton, seconded by Mrs K Vincent it was **RESOLVED** that payment of the schedule of invoices to 1 February 2023 totalling £35,051.44 be approved and the schedule authorising payment signed by Mr W F Couzens and Mrs J Leggett.

The Town Clerk and Responsible Financial Officer presented the schedule of invoice payments made to 1 February 2023 totalling £7,676.68.

The Town Clerk explained payments to 1<sup>st</sup> Sprowston Guides and SYEP were made in accordance with Council's powers under section 137 of the Local Government Act 1972.

On the motion of Mr M G Callam, seconded by Mr J F Fisher it was **RESOLVED** that the schedule of invoice payments made to 1 February 2023 totalling £7,676.68 be approved and the schedule authorising payment signed by Mr W F Couzens and Mrs J Leggett.

## **23/047. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT**

The schedule of credit card and Barclay Visa Debit payments to 1 February 2023 totalling £1,491.43 was approved and noted.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 9.09pm.

22 February 2023

\_\_\_\_\_  
Chair

## Guy Ranaweera

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**From:** Norfolk ALC <it@norfolcalc.gov.uk>  
**Sent:** 13 February 2023 14:17  
**To:** Guy Ranaweera  
**Subject:** Have your say on a County Deal for Norfolk

[View this email in your browser](#)



## Have your say on a County Deal for Norfolk

Dear Guy,

Please see the below from Norfolk County Council

Take Care,

Sarah  
County Officer

We're writing to you today to invite you to have your say on the new [County Deal for Norfolk](#).

This deal, agreed in principle with the government in December, would result in £600 million plus in funding for Norfolk that could unlock opportunities to deliver more jobs, housing and investment, with major powers and funding transferred from Westminster to Norfolk.

We want to hear what you think about the proposed deal and what you feel it means for Norfolk.

Our public consultation, launched this week and open until the 20th of March, can be found at [www.norfolk.gov.uk/norfolkcountydeal](http://www.norfolk.gov.uk/norfolkcountydeal). The consultation asks you for your opinion on the

in-principle devolution agreement.

Under the deal, Norfolk would receive a £20 million investment fund every year for 30 years – that's a total of £600 million in new investment. There would also be specific funding for integrated transport, brownfield development, adult education, and infrastructure, all of which would involve decisions being made locally on how to spend the money in Norfolk.

Agreeing the deal would mean that, from 2024 onwards, we can:

- Target funding and resources to Norfolk's own priorities
- Attract and retain new and key businesses and sectors
- Invest in the skills we know we need
- Unlock housing and employment sites
- Have a council leader who is directly elected by the public, with the first election in May 2024
- Raise our profile nationally, enabling our voice to be heard by Government and help shape future policies
- The County Council and Government are "minded" to agree a deal and that further steps, including public consultation, will be taken before any final decision.

For further details on the deal and to take part in the consultation, please see [www.norfolk.gov.uk/norfolkcountydeal](http://www.norfolk.gov.uk/norfolkcountydeal).

There is also a list of in-person events taking place across the county which are listed on the front of [the consultation page](#).



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County Hall, Martineau Lane, Norwich, NR1 2UF

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## Guy Ranaweera

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**From:** Greater Norwich Local Plan <GNLP@norfolk.gov.uk>  
**Sent:** 27 January 2023 10:24  
**Subject:** Greater Norwich Local Plan update  
**Importance:** High

### Greater Norwich Local Plan update

Sent on behalf of Mike Burrell, Greater Norwich Planning Policy Manager

Dear Consultee

This email is to update you on the Greater Norwich Local Plan (GNLP).

**A focused consultation on sites for Gypsies and Travellers will commence at 09.00 on Monday 30 January and will close at 17.00 on Monday 13 March 2023.**

We are seeking views on sites put forward for consideration for providing residential pitches for Gypsies and Travellers. It is important to note that no final decisions have been made on sites at this stage. The consultation creates a further opportunity for landowners to propose more sites for Gypsies and Travellers.

We are not consulting on any other sites that we asked for views on during previous GNLP consultations.

You can find information about the sites, along with supporting information and useful FAQs, online at [www.gnlp.org.uk](http://www.gnlp.org.uk), where you can also comment.

Copies of consultation documents are available to view at the following locations:

- Broadland District Council and South Norfolk Council offices, Thorpe Lodge, 1 Yarmouth Road, Norwich NR7 0DU (by appointment);
- Norwich City Council, City Hall, St Peters Street, Norwich NR2 1NH (main entrance – please ask to be directed. Mon. – Fri. 08.45 – 13.00 & 14.00 – 17.00);
- Norfolk County Council, County Hall, Martineau Lane, Norwich NR1 2DH (by appointment); and
- South Norfolk information point at The Octagon, Mere Street, Diss IP22 4AH (Mon. – Fri. 09.00 – 17.00).

Note that viewing the documents at Broadland, South Norfolk and Norfolk County Council offices is by appointment only. Please contact the GNLP team by email at [gnlp@norfolk.gov.uk](mailto:gnlp@norfolk.gov.uk) or by telephone at 01603 306603 to make an appointment.

You can also view the consultation documents in Norfolk libraries using their computers.

The easiest and most efficient way to make comments on the consultation is to submit them online at [www.gnlp.org.uk](http://www.gnlp.org.uk). Alternatively, you can respond in writing using a response form which can be downloaded from [www.gnlp.org.uk](http://www.gnlp.org.uk) or requested by phone or email. Written representations should then be emailed or sent to us by post.

Contact details are:

Telephone: 01603 306603

Email: [gnlp@norfolk.gov.uk](mailto:gnlp@norfolk.gov.uk)

Post: Greater Norwich Local Plan, Room 428, City Hall, St Peters St, Norwich NR2 1NH

You can contact us if you need consultation information in a different format.

**All responses must be received by 17.00 on Monday 13 March 2023. No representations will be accepted outside of this period.**

Regards

Mike Burrell

Greater Norwich Planning Policy Manager

General Enquiries: 01603 306603 [gnlp@norfolk.gov.uk](mailto:gnlp@norfolk.gov.uk)



Norfolk County Council



**The Greater Norwich Local Plan**

Growing Stronger Communities Together

[gnlp@norfolk.gov.uk](mailto:gnlp@norfolk.gov.uk)

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Sprowston Town Council  
Guy Ranaweera  
Town Clerk  
Council Office  
Recreation Ground Road  
Sprowston  
Norwich  
NR7 8EW

Please contact

Telephone

Email

Our ref:



03 February 2023

Dear Guy

**Norfolk Pension Fund  
Sprowston Town Council**

I am writing as part of the Triennial Valuation of the pension fund as at 31 March 2022. This Valuation sets the rates payable by employers for the three years beginning 1 April 2023.

**Your Employer Contribution Rate**

You qualify for the employer contribution rate stabilisation mechanism that forms part of the Funding Strategy. The mechanism has been described in detail previously but currently limits annual changes in your employer contribution rate payable to **+0.5%/- 0.5%** of pensionable pay.

Your contribution rate for the next three years is:

1 April 2023 to 31 March 2024	23.5%
1 April 2024 to 31 March 2025	23.0%
1 April 2025 to 31 March 2026	22.5%

We have previously issued a results schedule and explanatory notes, which summarise how these rates were calculated.

The Actuary will certify these as the minimum rates payable for the period. The rates will be applied from 1 April 2023 until 31 March 2026, unless material events occur affecting either the fund as a whole, or your specific section within the fund. In this event, the governing regulations permit the Actuary to certify a revised rate where he believes this to be appropriate.

The actuary's calculations are based on the member data you supply to us on an annual basis. If you believe there are any discrepancies in the data, please let us know as soon as possible as this may affect the results. If you have any queries regarding these results, please do not hesitate to contact us.

### **Salary Increase Assumption (Salary Growth Strain)**

As at the last formal valuation (2019) the Fund continues to employ a mechanism for recharging employers the cost of salary increases at a level in excess of those assumed by the Fund Actuary (at the 2022 Valuation equivalent to RPI -0.3% per annum). You should ensure you remain familiar with these provisions and be aware of the potential for additional costs. The mechanism is described below;

#### **Why is the salary growth strain calculated?**

At formal valuations prior to 2013, the Fund Actuary assumed a level of future pay growth based on historic evidence, which suggested pay rises were on average, around 1.5% per annum above inflation. Since 2013, the Fund reviewed the appropriateness of this assumption in light of prevailing economic conditions and the outlook for future long-term public sector pay awards.

Based on the experience of the 2019-22 inter-valuation period and additional emerging evidence, the 2022 Valuation assumption used is CPI + 0.7% .Using a lower salary increase assumption benefits employers in that the value placed on their pension obligations is reduced via an improved balance sheet position and a lower calculated contribution rate (all else being equal). However, this places a greater risk to the fund of employers awarding larger than expected pay increases and not being able to meet the additional pension costs in the future. Therefore it is appropriate for the fund to have a mechanism that helps control this risk.

#### **How will the mechanism work?**

Salary increases are monitored and any salary growth strain arising will be immediately billed to the responsible employer.

For each monitoring period, the Fund will provide salary data for all your employees to the Actuary who will calculate whether any salary growth strain has occurred over the year. The Actuary will compare each member's salary at the year-end (e.g. 31 March 2023) against the salary at the previous year end (e.g. 31 March 2022). For those members who have left during the year, the year-end salary will be that at the date of leaving. For those members who have joined during the year, the previous year end salary will be that at the date of joining.

In the event that a strain is identified, the Fund will recharge the additional liabilities incurred to you in the form of an additional one-off top up contribution. Assessing and managing pay risk in this way lowers the potential for nasty



surprises resulting from pay awards within the 2025 employer valuation results is much reduced.


It is important to realise that these additional contributions are not an extra cost of participating in the fund. Any salary strain payments have historically been met via higher ongoing pension contributions (due to a higher salary growth assumption being used) or they have emerged at the next valuation resulting in a funding deficit and caused future contributions to rise.

Salary strain only occurs for employees with pension accrual that remains linked to final salary (pre-April 2014 service)

### **What if salary increases are less than expected?**

It is not permissible under the LGPS Regulations to reduce the level of an employer's contributions between actuarial valuations. You will therefore not be permitted a reduction in your certified contributions as a result of pay increases being less than expected. If, however, a pay award gain is calculated in one period, then we would allow this to offset a strain occurring in any future period up to the next formal valuation date. If the overall impact of salary increases between valuations is a gain, then this will be credited to you in your balance sheet position at the next valuation and this will help to reduce your contribution rate going forward (all other things being equal).

### **Next Steps**


Please sign and return the attached slip acknowledging your receipt of the new rates to @norfolk.gov.uk by **1st March 2023**.

The Actuary will formally sign-off the valuation by 31 March 2023. The final report will be published on our website after this date. If you would like to receive a hard copy of the document please contact us and we will be happy to provide it. If you have any queries, please do not hesitate to contact either myself or any member of the pension team, who will be happy to assist.

Yours sincerely,



**Alex Younger**  
Head of Funding and Investment

  
Norfolk Pension Fund  
County Hall  
Martineau Lane  
NORWICH  
NR1 2DH

Sprowston Town Council  
Guy Ranaweera  
Town Clerk  
Council Office  
Recreation Ground Road  
Sprowston  
Norwich  
NR7 8EW

Our ref: 

**Norfolk Pension Fund**  
**Sprowston Town Council**

I confirm receipt of your letter dated 03 February 2023 and acknowledge the employer's contribution rate for the next three years will be:

1 April 2023 to 31 March 2024	23.5%
1 April 2024 to 31 March 2025	23.0%
1 April 2025 to 31 March 2026	22.5%

I acknowledge the revised provisions around pay increase assumptions and the potential to be invoiced for the pension costs of excess salary awards as in accordance with the Funding Strategy Statement of the Fund.

Signed .....

Name .....

Title .....

Date .....

## Sprowston Town Council - 22 February 2023

### Chairman of the Council's Chain of Office

The Chairman's official chain of office consists of one central link, plus six links on both sides. This gives a total of 13 links altogether.

11 links are engraved with the names of previous Chairmen and Chairwomen of the Council.

The two remaining links are blank, but are to be engraved to mark the terms of office of Mr J.M. Ward (2019-2022) and Mr W.F. Couzens (2022-2023).

This leaves no blank links available for future use. Therefore, new links will be needed.

With the Queen's Platinum Jubilee in 2022 and King Charles III's Coronation in 2023, Council has an unique opportunity to incorporate into the Chairman's Chain of Office a lasting commemoration of these historic events, should it so wish.

#### Options:

- 1. Purchase Additional Chain Links (8 nos.) = £1,699.57 +VAT**
- 2. Purchase Additional Chain Links (8 nos.), Platinum Jubilee Link and Coronation Link = £2,577.23 +VAT**

Note: If option 2 is chosen, it will be necessary to specify additional centre option designs (A or B) for the Platinum and Coronation links - see attached image.

(Either option will require a new block fitted case at **£319.93 +VAT.**)

Notes:

Please see attached email from Council's supplier of Civic Regalia (Thomas Fattorini Ltd) for further details of each option quoted.

The links are Sterling silver with HGP 24ct Hard Gold-Plated finish. Connecting rings are sterling silver hard gold plated finish. The Coronation links are sterling silver, part finished silver and part finished 24ct hard gold plate.

Council currently has an approximate £3,000 underspend on its 2022 Platinum Jubilee & Summer Fete events budget.

#### **Sprowston Town Council Decision Required:**

- ❖ To choose to purchase either Option 1 (8 new links), or Option 2 (8 new links plus Platinum Jubilee and Coronation links (designs A or B to be specified)).**

## Guy Ranaweera

---

**From:** [REDACTED]@fattorini.co.uk>  
**Sent:** 30 January 2023 16:06  
**To:** Guy Ranaweera  
**Subject:** RE: ENQUIRY FW: Enquiry civic insignia - fattorini.co.uk  
**Attachments:** Q0080544.pdf; DM-Sprowston-Town-Council-Chain-B221221-01.jpg

Dear Guy,

I have pleasure in forwarding our quotation for the 2 options for the refurbishment to the existing chain of office as follows:

### **Q0080544:1 - ADDITIONAL CHAIN LINKS**

On customers sterling silver gilt part chain.  
Produce 8 links A567 hollow size 29mm x 32mm complete with connecting rings.  
Fit these into existing chain around the back and remove the necklet chains to make a full chain of office.  
Re finish the existing and new links polished HGP finish.  
(Case quoted separately)

Our price will be £1,699.57 nett

### **Q0080544:2 - ADDITIONAL CHAIN LINKS & PLATINUM AND CORONATION LINKS**

On customers sterling silver gilt part chain.  
Produce 8 links A567 hollow size 29mm x 32mm complete with connecting rings.  
Fit these into existing chain around the back and remove the necklet chains to make a full chain of office.  
Produce and fit Platinum Jubilee link with Queens head showing and Coronation Link with Kings Head showing into the existing chain.  
Re finish the existing and new links polished HGP finish.  
(Case quoted separately)  
As design B221221-01.

Our price will be £2,577.23 nett

### **Block Fitted Case**

If you have a block fitted case, then this will become redundant. A new block fitted case will cost £319.93 nett. Unfortunately, backings require careful storage, so a case is more important than ever.

Please note the above prices are generally valid for 30 days and are exclusive of carriage and vat.

Delivery would be in the region of 8 weeks from receipt of your order.

I would provide a design of the chain links only if you decided to go with that option for your approval if the quote is of interest to you.

I hope you find the above quotations of interest and look forward to hearing from you in due course.

Kind Regards

[REDACTED]  
Birmingham Sales

**Thomas Fattorini Ltd**

Mobile: [REDACTED]

**Sproston Town Council — 22 February 2023. Chairman's Chain of Office**



**STC Chairman's chain—Current.**



**STC Chairman's chain storage box—Current.  
Note: The box does not fit the current chain.**



# Fattorini

Artist-craftsmen  
since 1827



 EXISTING CHAIN

8 x NEW LINK - A567 (1218-M)

2 x NEW ROYAL LINK  
CENTER OPTION TBC

ALL JOINING RINGS TO MATCH EXISTING

Customer Approval.....20.....Date.....

DM-Sprowston Town Council

B221221-01

© 21.12.22 R.H.

B1-3c/080901-15

## Guy Ranaweera

---

**From:** Elections <elections@southnorfolkandbroadland.gov.uk>  
**Sent:** 09 February 2023 08:54  
**To:** Elections  
**Subject:** Parish elections 4 May 2023  
**Attachments:** Agent briefing notes\_.docx; Timetable2023.pdf; Part 1 Can you stand for election Parish LGE.pdf; Nomination pack parish council election (6).doc; Broadland\_Sth Norfolk-Annotated-Nomination-Template-Parish (1).docx

Dear Parish Clerk,

### Parish/Town Elections: Thursday 4 May 2023

As you are aware, the District and Parish/Town elections are being held on Thursday 4 May, 2023. You can find information about these elections on our website, using the following link:

<https://www.southnorfolkandbroadland.gov.uk/elections/district-townparish-election-thursday-4-may-2023>

You can find detailed candidate/agent guidance on the Electoral Commission website at <https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-council-elections-england> we have also attached an annotated version of a nomination pack which gives further guidance on completion.

Completed nominations must be hand delivered (does not need to be the candidate) to the Returning Officer, Broadland District Council / South Norfolk District Council, Horizon Centre (annex), Broadland Business Park, Peachman Way, Norwich, NR7 0WF and can be submitted on any work day from **Friday 17 March until 4pm on Tuesday 4 April, 2023** between the hours of **9 am to 4 pm**.

Also attached is some guidance from the Returning Officer and a timetable for the election, which we hope will be useful. A parish/town briefing has also been arranged for Monday 27 February at 5pm by Zoom. Details as follows (please pass on to any potential candidates):

Join Zoom Meeting

<https://us02web.zoom.us/j/84686096397>

Meeting ID: 846 8609 6397

Passcode: 085048

Kind regards,

**Elections Team**  
**01508 533704**



# District Council & Town/Parish Elections

## Thursday 4 May 2023 - Timetable

Event	Deadline if not midnight	Deadline date
Publication of notice of election		Thursday 16 March
First issue of Poll Cards (provisional date)		Friday 17 March
Delivery of nomination papers, consent to nominations & home address forms		Between 9am and 4pm on any working day from 17 March – 4 April
Deadline for delivery of nomination papers, consent to nomination and home address forms	4 pm	Tuesday 4 April
Deadline for withdrawals of nomination	4 pm	Tuesday 4 April
Deadline for notification of appointment of election agent (n/a parishes)	4 pm	Tuesday 4 April
Publication of first interim election notice of alteration		Tuesday 4 April
Publication of statement of persons nominated	4 pm	Wednesday 5 April
Deadline for applications to register to vote at elections		Monday 17 April
Deadline for new postal & postal proxy applications & for changes to existing postal or proxy votes	5 pm	Tuesday 18 April
First issue of postal votes (provisional date)		Tuesday 18 April
Publication of second interim election notice of alteration (provisional date)		Wednesday 19 April
Deadline for new proxy vote applications (not postal proxy)	5 pm	Tuesday 25 April
Deadline for receiving Voter Authority Certificate (VAC) applications	5 pm	Tuesday 25 April
First time electors can apply for an emergency proxy	After 5pm	Tuesday 25 April
Publication of notice of poll	Not later than	Tuesday 25 April
Publication of final election notice of alteration		Wednesday 26 April
Notification of appointment of polling/counting agents		Wednesday 26 April
First date electors can apply for a replacement for lost postal votes		Thursday 27 April
<b>Polling Day</b>	<b>7 am - 10 pm</b>	<b>Thursday 4 May</b>
Last time for re-issue of spoilt or lost postal votes	5 pm	Thursday 4 May
Deadline for emergency proxy applications	5 pm	Thursday 4 May
Deadline for issue & collection of temporary VAC	5 pm	Thursday 4 May
Last time to alter the register due to clerical error	9pm	Thursday 4 May

<b>After the declaration of result</b>	
Delivery of return of expenses	Thursday 1 June (parish/town) Friday 9 June (district)



## Guy Ranaweera

---

**From:** ContractsOfficer <ContractsOfficer@southnorfolkandbroadland.gov.uk>  
**Sent:** 14 February 2023 16:26  
**To:** Guy Ranaweera  
**Cc:** Cllr Judy Leggett; [REDACTED]  
**Subject:** Dog waste bins on the White House Farm estate, off Atlantic Avenue, Sprowston

Good afternoon Guy,

I hope you are well.

Following a conversation with Cllr Leggett last month (and following on from our email correspondence before Christmas), I contacted [REDACTED] at Persimmon using the details you previously provided.

Please see [REDACTED] response below.

**Are there any locations you would be able to suggest please?**

Kind regards,

[REDACTED]

[REDACTED]

**Contracts Officer**

t [REDACTED]

We've moved! South Norfolk Council is now based at Thorpe Lodge. Find out more about how you can access our services by visiting our website or by calling us on 01508 533633.



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**From:** [REDACTED]@persimmonhomes.com>  
**Sent:** 14 February 2023 10:16  
**To:** ContractsOfficer <ContractsOfficer@southnorfolkandbroadland.gov.uk>  
**Cc:** [REDACTED]@persimmonhomes.com>  
**Subject:** RE: Dog waste bins on the White House Farm estate, off Atlantic Avenue, Sprowston

Good Morning

Apologies for the delayed response.

The consortium are not opposed to providing additional dog waste bins if needed, could you perhaps suggest some locations?

I would stress that we are keen to progress the adoption of Atlantic Avenue but to date have still had no luck with Norfolk County Council to even technical vet this road.

**Kind Regards**

██████████ | Technical Coordinator

**Persimmon Anglia** | Bankside 100, Peachman Way, Norwich NR7 0WF

**Direct line** | ██████████ | **Switchboard** | 01603 977200

**Email** | ██████████@persimmonhomes.com **Web** | persimmonhomes.com | charleschurch.com



**From:** ContractsOfficer <ContractsOfficer@southnorfolkandbroadland.gov.uk>

**Sent:** 03 February 2023 14:26

**To:** ██████████@persimmonhomes.com

**Subject:** Dog waste bins on the White House Farm estate, off Atlantic Avenue, Sprowston

Good afternoon ██████████

I have been given your email address by Sprowston Town Council, I hope you are well? I wonder if you can help please?

I am writing about the provision of dog waste bins on the above estate. As you may be aware, BDC previously put two dog bins on Atlantic Avenue, but this was a move away from what we would normally do as none of the roads are formally adopted here. This was explained as an exception at the time. I understand that Atlantic Avenue and the other estate roads remain unadopted. These two dog bins are emptied twice a week, however this is proving insufficient given the number of residential properties on this estate.

I can see that my predecessor ██████████ previously wrote to the consortium (Norfolk Homes, Persimmon Homes and Taylor Wimpey), back in 2018;

*"Broadland District Council provides street care services to relevant land, which is essentially highway land and Broadland District Council land. We do not provide street care services to unadopted land and streets. Norfolk County Council make Broadland District Council aware as and when roads are adopted, at which point we add these to our cleansing schedule.*

*Until this point the individual developers will be responsible for clearance of litter, dog fouling, fly tipping and sweeping roads and footpaths. For private roads and managed areas of land here, the land owner or manager will be responsible for these functions in the future. I would very much encourage that provision of dog and litter bins is made on the open spaces being managed across the site, and that the land managers arrange for these to be emptied regularly. If you have already considered this, then any detail you may have regarding it would be welcomed."*

Is there any update on progress regarding the above please, seeing as we are now five years on from the above correspondence? **Would Persimmon or the other developers in the consortium be willing to increase provision of dog waste bins at the site, as per the above?**

Broadland District Council can provide a commercial service for the emptying of bins (as long as they are installed to a specification we can empty). We can also advise on which bins meet the specification. However the management company and developers are also free to engage their own contractors.

I look forward to hearing from you and any help you can provide in resolving this matter would be appreciated.

Kind regards,

[Redacted]

[Redacted]

**Contracts Officer**

t [Redacted] e [contractsofficer@southnorfolkandbroadland.gov.uk](mailto:contractsofficer@southnorfolkandbroadland.gov.uk)

We've moved! South Norfolk Council is now based at Thorpe Lodge. Find out more about how you can access our services by visiting our website or by calling us on 01508 533633.



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**Supporting Communities**



Persimmon supports local communities through our Community Champions programme, donating £750,000 each year, and our Building Futures scheme with its donations of over £1 million. [Find out more...](#)

**Disclaimer**



White House Farm Estate: Location of Existing Broadland District Council Dog Waste Bins

