

COUNCIL

Monday 19 February 2018

7.30 pm

Council Chamber

South Norfolk House, Cygnet Court, Long Stratton, Norwich, NR15 2XE

Mr B Duffin – Chairman of the Council

Mr J Overton – Vice-Chairman of the Council

If you have any special requirements in order to attend this meeting, please let us know in advance

Large print version can be made available



This meeting may be filmed, recorded or photographed by the public; however anyone who wishes to do so must inform the Chairman and ensure it is done in a non-disruptive and public manner. Please review the Council's guidance on filming and recording meetings available in the meeting room.

Group Meetings

Conservatives	: Cavell & Colman Rooms 6.15 pm
Liberal Democrats	: Blomefield Room 6.30 pm

Contact: Claire White on 01508 533669 or democracy@s-norfolk.gov.uk

The Council's Prayer

Agenda

1. Apologies for Absence

2. Urgent Items:

Any items of business which the Chairman decides should be considered as matters of urgency pursuant to Section 100 B (4) (b) of the Local Government Act, 1972; [Urgent business may only be taken if, "by reason of special circumstances" (which will be recorded in the minutes), the Chairman of the meeting is of the opinion that the item should be considered as a matter of urgency.]

3. To Receive Declarations of Interest from Members

(please see guidance – page 9)

4. To confirm the minutes of the meeting of the Council held on Monday 11 December 2017

(attached – page 10)

5. Chairman's Announcements

(engagements attached – page 17)

6. To consider any petitions received under Section I of the “Rights of the Public at Meetings”

Petition Received: Formation of a New Community Council for Spooner Row, Sutton and Wattlefield;

(see full statement of petition attached at page 18)

“That the recommendations of the Electoral Arrangements Review Committee NOT to allow the setting up of a separate community council is rejected by the Full Council and that the original proposal is reinstated and accepted. We ask that Full Council considers this matter again and please listen to its residents”

7. Community Governance Review and Recommendations from the Electoral Arrangements Review Committee

The report of the Electoral Services Manager considered by the Electoral Arrangements Review Committee (EARC), on 29 November, is attached at page 19. The minutes and recommendations relating to individual parishes arising from this meeting are attached at page 90.

Council is asked to consider the recommendations from this Committee, that:

1. The recommendations, as detailed in the minutes, be put forward for consideration by Full Council for its final determination;
2. Full Council be requested to delegate authority to the Chief Executive for the creation of any Orders, or the taking of any other steps required, for the implementation of those proposals which receive its support, and any consequential matters thereby required.

Note for members:

- Please refer to the full recommendations of the EARC on 29 November 2017, which relate to individual parishes, not just the general recommendation set out above;
- You should ensure that you have read the evidence submitted to the Council during the first and second consultations and have regard to this when making your final decision. The evidence can be found using [this link](#). Please be aware that the responses to both consultations are equally weighted.
- Please refer to the petition received relating to the EARC recommendation made regarding Wymondham, detailed on page 18 of the agenda.

- The legislative background to community governance reviews is contained in the Local Government and Public Involvement in Health Act 2007. In relation to decision making for such reviews and in view of the petition received in relation to the recommendation regarding Wymondham; Members should have particular regard to section 93:

93 Duties when undertaking a review

- (1) The principal council must comply with the duties in this section when undertaking a community governance review.*
- (2) But, subject to those duties, it is for the principal council to decide how to undertake the review.*
- (3) The principal council must consult the following–*
 - (a) the local government electors for the area under review;*
 - (b) any other person or body (including a local authority) which appears to the principal council to have an interest in the review.*
- (4) The principal council must have regard to the need to secure that community governance within the area under review–*
 - (a) reflects the identities and interests of the community in that area, and*
 - (b) is effective and convenient.*
- (5) In deciding what recommendations to make, the principal council must take into account any other arrangements (apart from those relating to parishes and their institutions)–*
 - (a) that have already been made, or*
 - (b) that could be made,**for the purposes of community representation or community engagement in respect of the area under review.*
- (6) The principal council must take into account any representations received in connection with the review.*
- (7) As soon as practicable after making any recommendations, the principal council must–*
 - (a) publish the recommendations; and*
 - (b) take such steps as it considers sufficient to secure that persons who may be interested in the review are informed of those recommendations.*
- (8) The principal council must conclude the review within the period of 12 months starting with the day on which the council begins the review.*

- Further, members should be aware that under section 100 of the Local Government and Public Involvement in Health Act 2007, the Secretary of State has issued guidance in March 2010 in connection with community governance reviews. This can be accessed [here](#).

8. Recommendations from the Cabinet from the meeting held on 5 February 2018

(i) Norfolk Strategic Planning Framework (December 2017)

[\(view Cabinet report here\)](#)

RESOLVED:	TO RECOMMEND THAT COUNCIL a) approves the Norfolk Strategic Framework (Appendix 1) and agrees to be a 'signatory' to it; b) continues to support the Norfolk Strategic Planning Group to evolve the Framework and associated work, to ensure it remains up to date and relevant; and c) continues to fund the work necessary to keep the Framework up to date, including the project management support, for 2018/19 and 2019/20
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(ii) Greater Norwich Joint Infrastructure Investment Plan 2018/19 – 2022/23

[\(view Cabinet report here\)](#)

RESOLVED:	TO RECOMMEND THAT COUNCIL approves the projects in South Norfolk to be included in the Greater Norwich Joint Five-Year Infrastructure Investment Plan 2018-19 to 2022-23 (Appendix 1), and endorses the draft programme for Greater Norwich, including the 2018/19 projects as the Annual Growth Programme, for consideration by the next meeting of the Greater Norwich Growth Board.
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(iii) Revenue Budget, Capital Programme and Council Tax 2018/19

[\(view Cabinet report here\)](#)

RESOLVED:	TO RECOMMEND TO COUNCIL: (a) the approval of the base budget; as shown in para 7.1, subject to confirmation of the finalised Local Government finance settlement figures which may, if significant, necessitate an adjustment through the General Revenue Reserve to maintain a balanced budget; (b) the use of the revenue reserves as set out in section 15; (c) that the Council's demand on the Collection Fund for 2018/19 for General Expenditure shall be £6,997,555 and for Special Expenditure be £78,662.17; (d) that the Band D level of Council Tax be £145.00 for General Expenditure and £1.63 for Special Expenditure; (e) that the assumptions on which the funding of the capital programme is based are prudent. (f) the approval of the capital programme for 2018/19 to 2022/23, noting that a Housing Infrastructure Fund of £5.5 million has been awarded since the capital programme was drafted.
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(iv) Treasury Management and Capital Strategy 1 April 2018 to 31 March 2021

[\(view Cabinet report here\)](#)

RESOLVED:	TO RECOMMEND TO COUNCIL
	a) the Treasury Management Strategy Statement for April 2018 to March 2021. b) the Capital Strategy outlined in section 3 and Appendix A of the report. c) the Prudential Indicators and Limits for the next 3 years contained within Appendix B of the report, including the Authorised Limit Prudential Indicator. d) the Minimum Revenue Provision (MRP) Statement (section 9) that sets out the Council's policy on MRP. e) the Annual Investment Strategy 2018/19 (section 6) contained in the Treasury Management Strategy, including the delegation of certain tasks to the Section 151 Officer f) the Treasury Management Policy Statement (Appendix E).

9. Council Tax Resolution 2018/19

(report attached – page 107)

10. Monitoring Officer Report

(report attached – page 125)

11. Pay Policy Statement 2018/19

(report attached – page 129)

12. Questions to Chairmen and Portfolio Holders

To take questions from Councillors and the Public

Note: Time allocated to be at the discretion of the Chairman. No notice is required of questions; however, it may be necessary for written answers to be provided where an immediate response cannot be supplied. If members choose to submit questions in writing in advance, they will be circulated before the meeting.

a. Cabinet

Please [click here](#) to view the most recent Cabinet minutes available

Questions to the Leader and other Cabinet members

John Fuller	Leader, The Economy and External Affairs
Michael Edney	Stronger Communities
Yvonne Bendle	Housing, Leisure, Wellbeing and Early Intervention
Lee Hornby	Regulation and Public Safety
Kay Mason Billig	Environment and Recycling
Barry Stone	Finance and Resources

b. Scrutiny Committee - Questions to the Chairman

Please [click here](#) to view the most recent Scrutiny Committee minutes

c. Licensing Appeals and Complaints Committee / Licensing and Gambling Acts Committee – Questions to the Chairman;

Please [click here](#) to view the most recent Licensing Committee minutes

d. Development Management Committee – Questions to the Chairman

Please [click here](#) to view the most recent Development Management Committee minutes

e. Electoral Arrangements Review Committee – Questions to the Chairman

Please [click here](#) to view the most recent Electoral Arrangements Review Committee minutes

13. Outside Bodies – Feedback from Representatives:

(report from Cllr C Kemp regarding the Norfolk Police and Crime Panel attached – page 145)

Agenda Item: 3

DECLARATIONS OF INTEREST AT MEETINGS

Members are asked to declare any interests they have in the meeting. Members are required to identify the nature of the interest and the agenda item to which it relates.

- In the case of **other** interests, the member may speak and vote on the matter.
- If it is a **pecuniary** interest, the member must withdraw from the meeting when it is discussed.
- If it **affects or relates to a pecuniary interest** the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting.
- Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.
- In any case, members have the right to remove themselves from the meeting or the voting if they consider, in the circumstances, it is appropriate to do so.

Should Members have any concerns relating to interests they have, they are encouraged to contact the Monitoring Officer (or Deputy) or another member of the Democratic Services Team in advance of the meeting.



COUNCIL

Minutes of a meeting of South Norfolk District Council held at South Norfolk House, Long Stratton on Monday 11 December 2017 at 7.30 pm

Members Present: Councillors, Duffin (Chairman), Amis, Bell, Bendle, Bernard, Bills, Blundell, Broome, Dale, Dewsbury, Easton, Foulger, Fulcher, Fuller, Goldson, Gould, Gray, J Hornby, L Hornby, Hudson, C Kemp, W Kemp, Kiddie, Mason-Billig, Minshull, Neal, Overton, Palmer, Pond, J Savage, R Savage, Thomson, Wheatley and K Worsley

Apologies: Councillors, Edney, Ellis, Hardy, Legg, Lewis, Mooney, Riches, Stone, Thomas, J Wilby and M Wilby

Officers in Attendance: The Chief Executive (S Dinneen), the Director of Growth and Business Development (D Lorimer), the Director of Planning and Environment (T Horspole), the Assistant Director (P Catchpole) and the Head of Business Transformation (H Ralph)

Also in Attendance: Ms S Heal and Mr M Chubbock – Norwich and Waveney Branch of the Motor Neurone Disease Association

3411 DECLARATIONS OF INTEREST

The following members declared an “other” interest by virtue of sitting on the Development Management Committee, for the meeting that considered the planning application referred to at item 9 of the agenda (minute 3415 refers):

Cllrs Broome, Duffin, Gould, Gray, C Kemp, Minshull, Neal and Thomson

3412 MINUTES

The minutes of the meeting held on Monday 18 September 2017, were agreed as a correct record, and signed by the Chairman.

3413 CHAIRMAN'S ANNOUNCEMENTS

The Chairman was sad to report the death of former councillor, Keith Morgan. Cllr Morgan served on the Council as an Independent member for the Clavering ward, from 1982 until 1995, and had sat on numerous committees. Members stood and observed a minute's silence, in memory of Mr Morgan.

The Chairman then referred members to his list of engagements, for the period 19 September to 10 December 2017.

3414 NOTICE OF MOTIONS

The Chairman referred members to copies of the Motor Neurone Disease (MND) Charter, which had been circulated. He then introduced Ms S Heal, and Mr M Chubbock from the Norwich and Waveney Branch of the Motor Neurone Disease Association, to the meeting.

Ms S Neal addressed the meeting, thanking Cllrs Y Bendle and L Hornby, for putting forward the motion, in support of the Motor Neurone Disease (MND) Charter. She outlined the symptoms of MND and the devastating impact this had on patients and families. It was estimated that there were up to 5,000 adults affected by the disease at any one time in the UK, with between 60 and 70 adults living with the disease in Norfolk. She explained that the Charter was a statement of care, respect and resource that people living with MND, and their carers deserved, and she urged members to support the motion.

Cllr Y Bendle then moved the following motion:

"I propose that South Norfolk District Council supports the Motor Neurone Disease (MND) Charter, which defines the level of care and support that people living with MND and their carers might legitimately expect."

Cllr Y Bendle explained that MND was a tragic disease, with no known cure, and that she felt it important to publicly show support for the Charter, and raise awareness, Whilst the Council was not directly responsible for social care, it could assist through aids and adaptations, and through the many opportunities it had in engaging with those affected by the disease.

Cllr L Hornby seconded the motion, explaining that adopting the Charter sent a powerful message of support to those living with MND in the community.

It was then unanimously

RESOLVED:	That South Norfolk District Council supports the Motor Neurone Disease (MND) Charter, which defines the level of care and support that people living with MND and their carers might legitimately expect.
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3415 RECOMMENDATIONS FROM THE CABINET

(a) (i) Treasury Management Quarter 2 2017/18

The Chairman referred members to the Cabinet agenda for the meeting held 30 October 2017.

Cllr Fuller presented the recommendations from Cabinet, referring in particular to Appendix A of the report, which outlined the prudential indicators.

It was unanimously

RESOLVED:	To a) Note the treasury activity between April and September and that it complies with the agreed strategy. b) Approve the 2017/18 prudential indicators for the first six months of the year.
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(b) (i) Conservation Area Appraisals and Boundary Amendments for Bawburgh, Dickleburgh, Hempnall, Mulbarton, and Scole Conservation Areas

The Chairman referred members to the Cabinet agenda for the meeting held 4 December 2017, and the Cabinet decisions, tabled at the meeting.

Cllr L Hornby presented the recommendations of the Cabinet, regarding proposed amendments to conservation area boundaries, appraisals and management guidelines, for Bawburgh, Dickleburgh, Hempnall, Mulbarton and Scole conservation areas. It was

RESOLVED:	TO: (a) Approve and adopt the amended conservation area boundaries for Bawburgh, Dickleburgh, Hempnall, Mulbarton, and Scole Conservation Areas; (b) approves and adopts the conservation area appraisals and conservation management guidelines for the conservation areas of Bawburgh, Dickleburgh, Hempnall, Mulbarton, and Scole.
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(b) (ii) Council Tax Support Scheme 2018/19

The Chairman referred members to the Cabinet agenda for the meeting held 4 December 2017, and the Cabinet decisions, tabled at the meeting.

Cllr J Fuller presented the recommendations from the Cabinet, which proposed changes to the Council Tax Support Scheme for 2018/19.

It was unanimously

RESOLVED:	To agree the proposed changes to the Council Tax Support Scheme for 2018/19
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3416 MONITORING OFFICER REPORT

Members considered the report of the Monitoring Officer, regarding various constitutional matters, and a recent Local Government Ombudsman report regarding a planning permission granted by the Council.

Cllr J Fuller outlined the proposed changes to the Council's Scheme of Delegation, the appointment of Emma Hodds, Head of Governance, as the Council's Monitoring Officer, and the change to the membership of the Scrutiny Committee.

Turning to paragraph 3 of the report regarding the Local Government Ombudsman Case, Cllr Fuller referred members to a letter received from CPRE Norfolk (tabled at the meeting) which suggested that the Council report was deficient in that it failed to clearly identify the material considerations leading to the decision of the Development Management Committee, which was contrary to the Local Plan. Cllr Fuller advised members that the Ombudsman had found fault with the Council's handling of the application "because officers did not make a valid material planning consideration known to the Committee before it made its decision", however, the Ombudsman did not consider this failing to be significant, or that it had affected the outcome of the planning application. The Ombudsman did not consider that any injustice had been caused to the complainant.

Cllr Fuller explained that having considered the conclusions of the Ombudsman, and noting that officers had taken on board any necessary learning points, he considered that no further action should be taken. He added that the Development Management Committee was a quasi-judicial committee made up of experienced and trained councillors, and he felt it would be entirely inappropriate to revoke or amend its decision.

This view was seconded by Cllr C Kemp, who agreed with the sentiments of Cllr Fuller, and suggested that some complaints were being inappropriately directed to the Ombudsman, as a cheaper alternative to a judicial review. Cllr M Gray, despite having voted against the planning application at the Development Management Committee meeting, agreed entirely with Cllr Fuller, that no further action should be taken.

Cllr Fuller then referred to the departure of Tim Horspole, the Director of Planning and Environment, and paid tribute to Mr Horspole's contributions, having been involved in the work of three separate Local Plans for the Council, and for his tremendous patience and depth of knowledge which he had exhibited over the years. He thanked Mr Horspole for his services to the Council.

Cllr Gray echoed the sentiments of Cllr Fuller, explaining that he had always been impressed with Mr Horspole's expert advice with regard to planning issues, and he thanked Mr Horspole on behalf of the Liberal Democrat Group, for all his contributions over the years.

With 32 votes for and 0 against, it was then

RESOLVED:	To: a) Approve the changes to the Council's Constitution, outlined in section 2 of this report. b) Appoint Emma Hodds, Head of Governance, as the Council's Monitoring Officer, as of 1 January 2018. c) Note the change to the membership of the Scrutiny Committee d) Consider whether any remedy is required in regard to the Local Government Ombudsman case outlined in section 1 of the report, noting that officers recommend that none is required.
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3417 EASTON NEIGHBOURHOOD PLAN 2017 – 2042 MAKING THE NEIGHBOURHOOD PLAN

Members considered the report of the Director of Planning and Environment, which recommended that the Easton Neighbourhood Plan should be formally "made" as part of the Development Plan for South Norfolk, following a majority vote in favour, at the local referendum on 1 September 2017.

Cllr J Fuller commended the report to Council, and gave credit to Cllr M Dewsbury for her involvement in the process. He referred members to the recommendations of the report, explaining that following the changes to the scheme of delegation (see minute 3415), authority to publish and publicise the plan should be delegated to the Director of Growth and Business Development.

Cllr Dewsbury explained that the successful production of the Plan had been down to the dedication and work of the Easton Neighbourhood Plan Steering Group. She added that extra CIL monies would be welcomed in Easton, to help fund the much needed infrastructure, in a rapidly expanding village.

It was then unanimously

RESOLVED:	To make the Easton <i>Neighbourhood Plan</i> with immediate effect and delegate to the Director of Growth and Business Development to publish and publicise the Decision Statement as soon as possible afterwards, in line with the legislative requirements.
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3418 QUESTIONS TO THE CHAIRMEN AND PORTFOLIO HOLDERS

a) Cabinet

Cllr Fuller explained that Cllr M Edney was not able to attend the Council meeting that evening, but had now resumed his Council duties, following his recent illness. On behalf of the Council, he wished Cllr Edney a continued and speedy recovery.

Cllr C Easton asked Cllr J Fuller (in Cllr Edney's absence), for an update on the provision of broadband across the District. Cllr Fuller explained that the Council had already invested in the Better Broadband for Norfolk Programme which had seen access to Superfast Broadband increase from 15% to 83% in five years. This was expected to rise to 91% coverage by 2020. However, some rural areas would never benefit from this work, so to help residents and businesses in these areas, the Council had awarded a one-year contract to InTouch Systems, a Norwich based company, to help deliver faster broadband in these areas.

Cllr B Bernard asked Cllr Y Bendle if there was any news on the Universal Credit roll out in South Norfolk. Cllr Bendle explained that South Norfolk claimants were dealt with at the Beccles, Diss and Norwich Job Centres. The roll out for new claimants had already begun in Beccles and officers from South Norfolk had visited the Job Centre to ensure that the service was running smoothly, although take up had to date been very limited. Members noted that the roll out in Diss had been delayed until May or June time, with Norwich likely to be in October.

Cllr M Gray, asked Cllr K Mason Billig, what was happening with the Harleston toilets, now that the car parking issues in the town had been resolved. Cllr Mason Billig explained that arrangements were in hand, and that the new toilet block would shortly be removed to a new site.

b) Scrutiny Committee

There were no questions to the Chairman of the Scrutiny Committee.

c) Licensing Appeals and Complaints Committee /Licensing and Gambling Acts Committee

There were no questions to the Chairman of the Licensing Committee.

d) Development Management Committee

There were no questions to the Chairman of the Licensing Committee.

Cllr V Thomson reminded members that there was a Development Management Committee meeting scheduled for 3 January 2018.

e) Electoral Arrangements Review Committee

Cllr C Kemp advised Council that the recommendations of the Electoral Arrangements Review Committee regarding the Community Governance Review, would be presented to Council at its meeting in February 2018. Members noted that the Committee would shortly be considering a Review of Polling Districts, Polling Places and Polling Stations, which was a requirement every five years, however, it would be more pertinent this year, due to boundary changes.

3419 OUTSIDE BODIES – FEEDBACK FROM REPRESENTATIVES

Members noted the report from Cllr C Kemp, regarding the Norfolk Police and Crime Panel. Cllr C Kemp drew members' attention to the consultation concerning the setting of the Police precept for 2018/19.

In response to a query from Cllr M Gray, Cllr V Thomson confirmed that the conclusions arising from the Peer Review of the Broads Authority, had not yet been published. He was hopeful that they would be made public before the New Year.

(The meeting concluded at 8.22 pm)

Chairman

AGENDA ITEM 5

CIVIC ENGAGEMENTS FOR THE CHAIRMAN and VICE CHAIRMAN FOR THE PERIOD: 11 December 2017 to 19 February 2018	
Date	Event
12 th December	Past Chairmen and Aldermen's Lunch The annual Christmas lunch held for our previous Chairmen and our Aldermen.
17 th December	Carol Service Intwood Carol Service, where the Chairman was asked to give a Bible reading
17 th December	Film Screening Village screening of the film 'Whisky Galore', held at Hethersett Village Hall and hosted by Creative Arts East.
18 th December	A-Level Presentation Evening The annual presentation ceremony at Wymondham High School.
10 th January	Apprentice Event Event in conjunction with Jarrolds, where the Chairman presented trophies and certificates to pupils from Harleston, Wymondham and Framingham Earl Schools.
15 th January	Launch of the Tricky Period An initiative from the Norfolk Library and Information Service to provide free sanitary products to women.
26 th January	Holocaust Day Memorial A service held at Norwich Cathedral, hosted by the Lord Mayor of Norwich.
31 st January	Royal Visit The opening of the Motor Neurone Disease Care and Research Network at the Norfolk and Norwich University Hospital, by the Princess Royal.
6 February	South Norfolk Community Awards The launch of the South Norfolk Community Awards, held at South Norfolk House.
19 th February	Buffet Charity Auction and Buffet, hosted by the Sheriff of Norwich, in celebration of Chinese New Year.

Petition to South Norfolk District Council

ITEM 6 REFERS

Contact details of the Lead Petitioner:

Robert Foster

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Spooners Row
Wymondham
NR18 9LN

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The Department for Communities & Local Governance guidance clearly states that the Principal authority, in this case South Norfolk Council (SNDC), must...

- allow local people a say in the way their neighbourhoods are managed
- and build a sense of local identity (and thereby) may make an important contribution to cohesion where a local area is facing challenges arising from rapid demographic change
- offer a sense of place and local identity for all residents

It also states...

"In rural areas, the Government wants to encourage the involvement of local people in developing their community and having a part to play in shaping the decisions that affect them. A (new) parish can be a useful and democratic means of achieving this."

The SNDC Electoral Arrangement Review Committee, from the first consultation, recognised and accepted the overwhelming majority in favour of the formation of a new community council for the residents of Spooners Row, Sutton and Wattlefield (308 for / 8 against) and proposed a recommendation to that effect, which was put to a second consultation period. The second public consultation returned a similar positive result in favour of the recommendation. Across both consultations the total number of submissions to SNDC was 530, of which 89% were in favour of the recommendation for the formation of a new community council and only 11% were against; the only tangible reasons cited by those against was a belief that a new council would increase precepts, or they were on the DT1 border. Despite this significant majority in favour of the proposal the SNDC Electoral Arrangements Review Committee voted against their previously published recommendation. Certain statements presented to the sub committee were incorrect; we have worked to strengthen social cohesion by drawing upon residents from all 3 communities that wish to stand as future councillors. Far from "tearing the community apart", as quoted by one councillor, we have received positive support from all 3 communities, including those residents in Sawyers Lane and London Road. By voting against the proposal, the Electoral Review Sub Committee ignored the requirements of the guidance and the majority will of the electorate.

In the Local Government and Public Involvement and Health Act 2007, the reasons for making this decision must be published having taken into account the statutory criteria. There is no evidence from the transcript of the meeting that the sub-committee members, save one, did so. Please be advised that if this does not happen it is the collective view of the undersigned to refer the matter to the Local Ombudsman and seriously consider a judicial review.

It is the opinion of the undersigned that the recommendation of the Electoral Arrangements Review Committee NOT to allow the setting up of a separate community council is rejected by the Full Council and that the original proposal is reinstated and accepted. We ask that the Full Council consider this matter again and please listen to its residents.

Petition Submission Address

Mr J Fuller

South Norfolk District Council

Cygnet House

Long Stratton NR15 2XE

Full Council 19 February 2018 Agenda Item 7

**Electoral Arrangements Review Committee
29 November 2017**

Agenda Item 5

Community Governance Review:

**Report of the Electoral Services Manager
Cabinet Member: John Fuller, Leader of the Council**

CONTACT

Julia Tovee-Galey
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jtovee@s-norfolk.gov.uk

1. Introduction

- 1.1. The Community Governance Review second phase of consultation on all the parishes within the South Norfolk Area closed on the 27 October 2017.
- 1.2. This report sets out a summary of the responses received during that second phase of consultation and asks the Committee to recommend the proposals on which Full Council will consider and make the final decision.

2. Background

- 2.1. A Community Governance Review provides an opportunity for South Norfolk Council to work with its parishes to review and make changes to community governance within the district. By working together, the agreed outcomes should ensure that community governance for the area continues to be effective and convenient and reflects the identities and interests of the community.
- 2.2. This approach supports the Government's recommendations that Community Governance Reviews ought to bring about improved community engagement, more cohesive communities, better local democracy and result in more effective and convenient delivery of services.
- 2.3. Community Governance Reviews take place every 10 to 15 years. The last full review in South Norfolk was undertaken in 2002 and the next is not due until 2027 at the earliest. It is therefore important that we take this opportunity to ensure that local governance is fit for at least the next decade. In 2002 the electorate in South Norfolk was 89,219 in 2022 it is predicted to be 116,982.
- 2.4. In 2015, only 18 parishes / wards of the 111 parishes in South Norfolk held elections. As part of this review, there is an opportunity to look at possible ways of working together to improve the level of electoral engagement in the district. One way could be for smaller parishes to join together thereby increasing the likelihood of a contested election.
- 2.5. The Government guidance is that each area should be considered on its own merits, having regard to its population, geography and the pattern of communities. The Council will also have regard to the recommendations of the National Association of Local Councils in regard to the number of councillors per electorate set out in the table below.

Guidelines on the number of Parish Councillors by number of electors

Electors	Councillors	Electors	Councillors
Up to 900	7	10,400	17
1,400	8	11,900	18
2,000	9	13,500	19
2,700	10	15,200	20
3,500	11	17,000	21
4,400	12	18,900	22
5,400	13	20,900	23
6,500	14	23,000	24
7,700	15	45,000	25
9,000	16		

- 2.6. The Council is undertaking the review under Part 4 of the Local Government and Public Involvement in Health Act 2007, and the relevant parts of the Local Government Act 1972. It will take into account guidance on Community Governance Reviews issued in accordance with section 100(4) of the Local Government and Public Involvement in Health Act 2007 by the Secretary of State and the Local Government Boundary Commission for England in March 2010. Consequential matters arising from the Review may engage other legislation such as Local Government (Parishes and Parish Councils) (England) Regulations 2008 (SI2008/625); Local Government Finance (New Parishes) Regulations 2008 (SI2008/626).

3. Current Position

- 3.1. The Community Governance Review is based on the parish and district ward boundaries which will take effect in 2019 – this is a result of a district boundary review undertaken in 2016. The parish and district ward boundaries from 2019, as a result of the final Order made by the Local Government Boundary Commission in 2017, are shown in Appendix 1. These recommendations revised parish electoral arrangements for Bawburgh, Costessey and Wymondham.

3.2. For clarification, the current joint Parish Councils as follows

- Alington With Yelverton
- Barford with Wrampingham
- Burgh St Peter with Wheatace
- East Carleton with Ketteringham
- Hales with Heckingham
- Kirby Cane with Ellingham
- Rockland St Mary with Hellington
- Tivetshall St Margaret and Tivetshall St Mary

3.3. Whilst the current parish meetings as follows

Bedingham	Howe
Carleton St Peter	Kirstead
Colney	Raveningham
Framingham Pigot	Sisland
Hedenham	Stockton
Heywood	Thwaite
Holverston	

3.4. Finally, the current hamlets and their parishes as follows

Hamlet	Parish
Arminghall	Bixley
Billingford	Scole
Brandon Parva	Runhall
Carleton Forehoe	Kimberley
Colton	Marlingford
Coston	Runhall
Crownthorpe	Wicklewood
Dunston	Stoke Holy Cross
Fersfield	Bressingham
Fritton	Morningthorpe
Fundenhall	Ashwellthorpe
Hackford	Deopham
Hapton	Tharston
Hardley	Langley with Hardley
Hardwick	Shelton
Hethel	Bracon Ash
Intwood	Keswick
Markshall	Caistor St Edmund
Rushall	Dickleburgh
Shimpling	Burston
Thelveton	Scole
Thorpe Abbotts	Brockdish
Thorpe-next-Haddiscoe	Haddiscoe
Welborne	Runhall
Whitlingham	Kirby Bedon

4. Beginning the Review

4.1. Section 81 of the Local Government and Public Involvement in Health Act 2007 requires the Council to publish a Terms of Reference document for a Community Governance Review, which can be viewed <https://www.south-norfolk.gov.uk/sites/default/files/CGR%20TOR%20TL%2023.10.17%20%282%29.pdf>

4.2. The Terms of Reference sets out:

- How the review will be conducted
- Expected timescales
- What the review will focus on
- What the key considerations should be

4.3. A Community Governance Review begins with the publication of the Terms of Reference and must be concluded within twelve months from the day on which the Review starts. The Review will be completed when the Council makes a reorganisation of Community Governance Order(s) or concludes that such an Order is not needed.

4.4. The Review considers one or more of the following:

- Parish areas – creating, merging, altering or abolishing parishes, including changing parish boundaries
- The naming of parishes and the style of new parishes
- The electoral arrangements for parishes (the ordinary year of elections; council size, the number of councillors to be elected to the council, and parish warding)
- Grouping parishes under a common parish council or de-grouping parishes
- Consequential matters –e.g.: the effect on existing parishes; dealing with parish assets; resolving issues relating to employees of existing parishes; setting a precept for a new Council; setting a date for the next elections and subsequent electoral cycles.

5. Responses from the first phase of consultation

- 5.1. As a result of the first phase of consultation, a total of 631 responses were received from parish councils, district councillors, and individuals. The responses received covered a wide variety of topics but most were related to possible changes to boundaries and to the possible combination of parish councils. Copies of all the full responses received in the first phase can be viewed here <https://www.south-norfolk.gov.uk/CGReview>
- 5.2. The Chairman and Vice Chairman of the Committee together with Cllr Lewis met on the 18th July 2017 to consider the responses received. A brief summary of the responses received during the first phase are outlined in Appendix 2. Subsequently, the Electoral Arrangements Review Committee (EARC) met on 15th August 2017 to consider the responses from the first phase. The Committee also received representations from the public at the meeting. The EARC formed the proposals that were used for the second phase consultation, which can be viewed here: <https://www.south-norfolk.gov.uk/CGReview>.
- 5.3. The second phase of the consultation began on 31 August 2017 and concluded on 27 October 2017.

6. Responses from the second phase of consultation

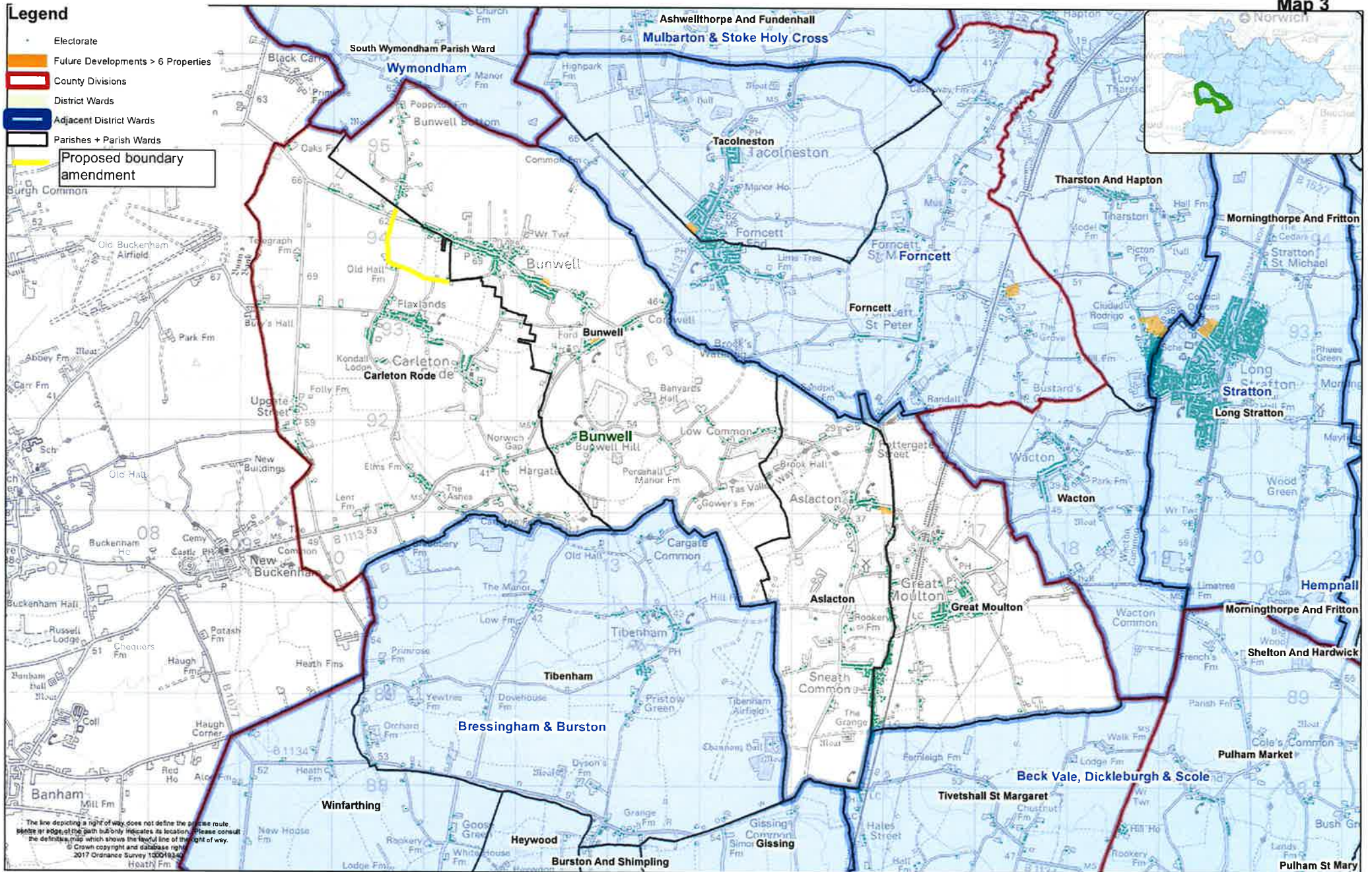
- 6.1. As a result of the second phase of the consultation, a total of 1,242 responses were received from parish councils, district councillors, and individuals. The responses received covered a variety of topics, however the majority of comments related to possible changes to boundaries and combining or separating parish councils. The vast majority of responses related to proposed changes in Roydon/Diss, however the Council also received a high number of responses in relation to Poringland / Framingham Earl and also Wymondham / Spooner Row. Copies of all the responses received in full can be viewed here <https://www.south-norfolk.gov.uk/boundary-and-polling-station-reviews> and are briefly summarised within Appendix 3. The proposed boundary changes received as a result of the second phase consultation can also be viewed on the maps attached at Appendix 1.

7. Other factors to consider

- 7.1. An Order in respect of parishes that were the subject of the Order made by the Local Government Boundary Commission in 2017, (referred to in paragraph 3.1) must be agreed by the Local Government Boundary Commission. Therefore, any proposals to change the parish boundaries in respect of Bawburgh and Costessey; and Wymondham would be required by the Council to be submitted for agreement to the Local Government Boundary Commission for England (LGBCE). If agreement was refused, the parish arrangements would remain as set out in the 2017 Order. The LGBCE has no power to modify any applications submitted to it, it may only agree or reject the application. If the LGBCE agrees the application, it would issue a Statutory Instrument.
- 7.2. The Council is not permitted to make changes to District or County boundaries by way of an Order; this would require an application to the LGBCE. Therefore, any proposed changes that would affect both a Parish and a Ward boundary would first require an Order to be made by the Council in respect of the Parish boundary and also an application to the LGBCE in relation to the District boundary. Unfortunately, the Council cannot seek the views of the LGBCE in relation to a potential District boundary change before making an Order relating to the Parish boundary; additionally, an Order cannot be amended after it has been agreed by Council without repeating the process again. Therefore, there is a risk of parish and district boundaries becoming misaligned (non-coterminous) if the LGBCE do not agree to change district boundaries to align to any changes the Council may wish to make to parish boundaries.
- 7.3. A Parliamentary boundary review is currently being undertaken by the Boundary Commission of England and proposals are currently being consulted on. Of particular note is the proposal to move the parishes of Bawburgh, Colney, Little Melton, Cringleford, and Keswick and Intwood and Costessey (Old Costessey) from the parliamentary constituency of South Norfolk to Norwich South as shown when following this link <https://boundarycommissionforengland.independent.gov.uk/wp-content/uploads/2017/10/RP-South-Norfolk-CC.pdf> As a consequence, any changes that the Council may wish to make in relation to these parishes could have an impact on the parliamentary review and as above, could lead to a misalignment (non-coterminous) of boundaries.
- 7.4. During the second phase of the consultation, alternative parish boundaries have been put forward within the representations received. At this stage, the Council is able to consider these proposals as part of the Community Governance Review, however the Committee should be mindful if it wishes to recommend any alternative boundaries put forward at this late stage to Full Council that these changes are outside the scope of the consultation document.

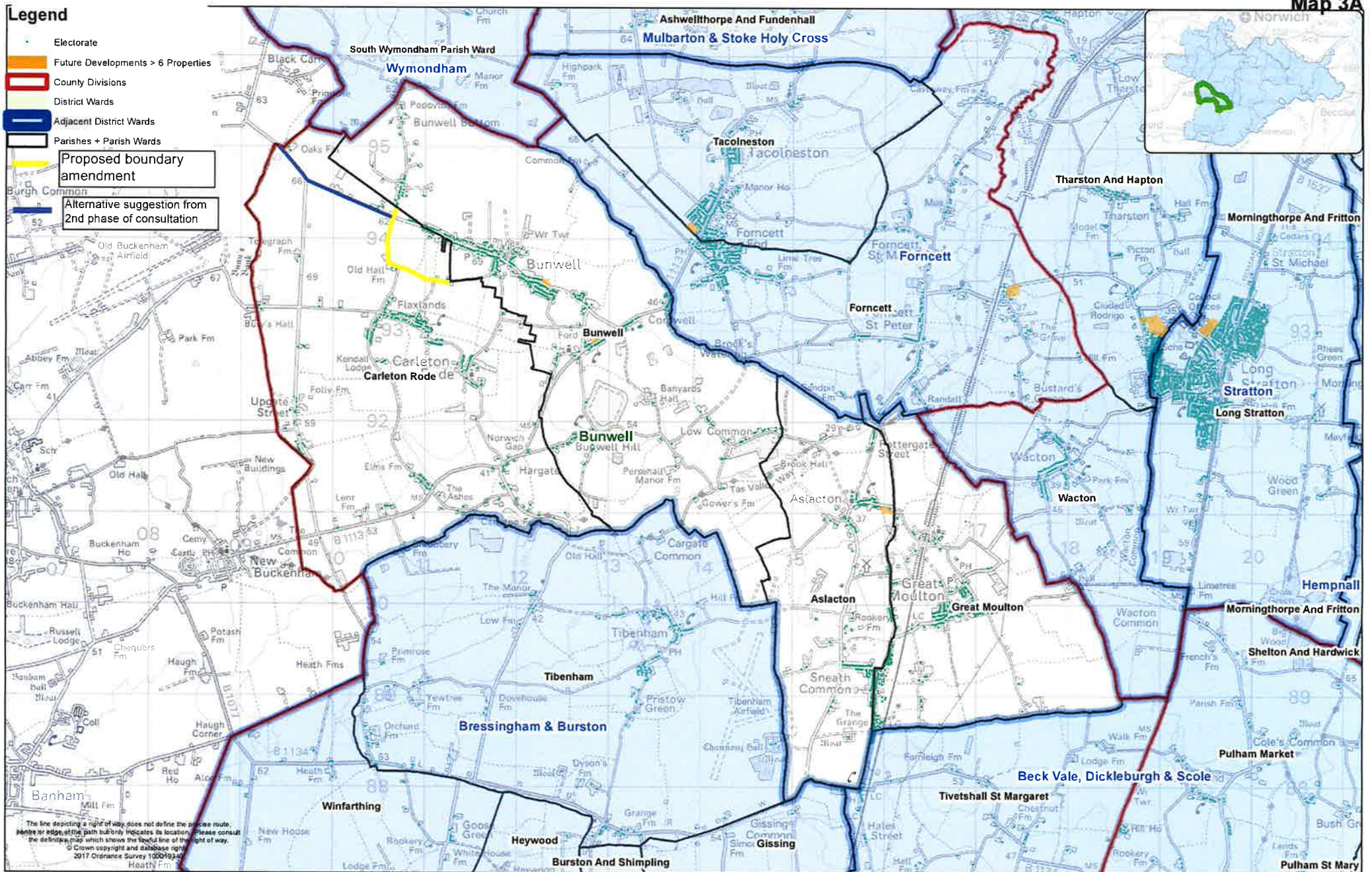
8. Recommendation

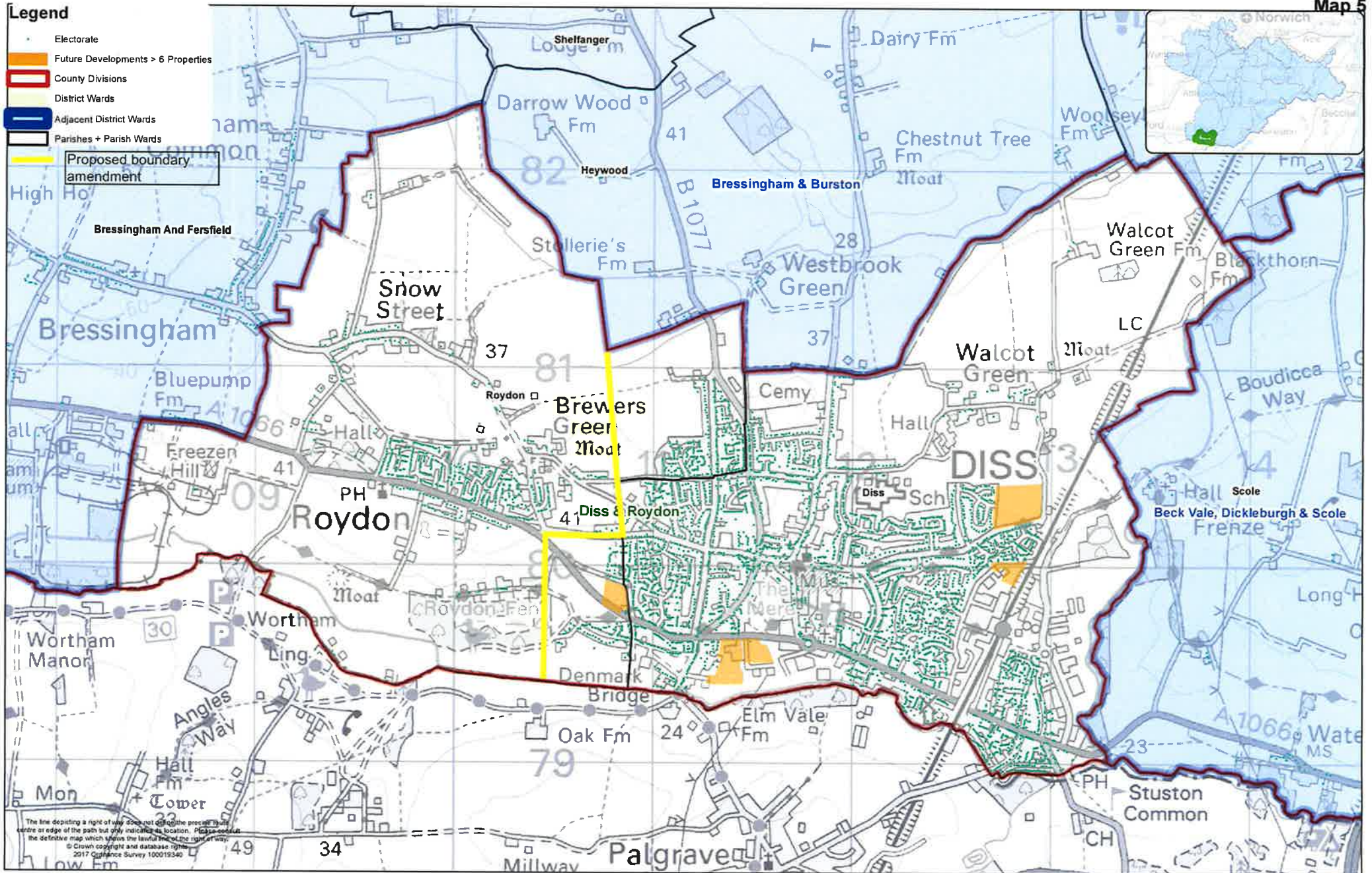
- 8.1. That the Electoral Arrangements Review Committee makes recommendations to Full Council in respect of each parish within the District, to either change or retain current arrangements, having regard to the following criteria:
- Parish areas – creating, merging, altering or abolishing parishes, including changing parish boundaries
 - The naming of parishes and the style of new parishes
 - The electoral arrangements for parishes (council size, the number of councillors to be elected to the council, and parish warding)
 - Grouping parishes under a common parish council or de-grouping parishes
- 8.2. To recommend to full Council that delegated authority is given to the Chief Executive for the creation of any Orders necessary for the implementation of those proposals which receive the support of full Council (and any consequential matters thereby required).



Legend

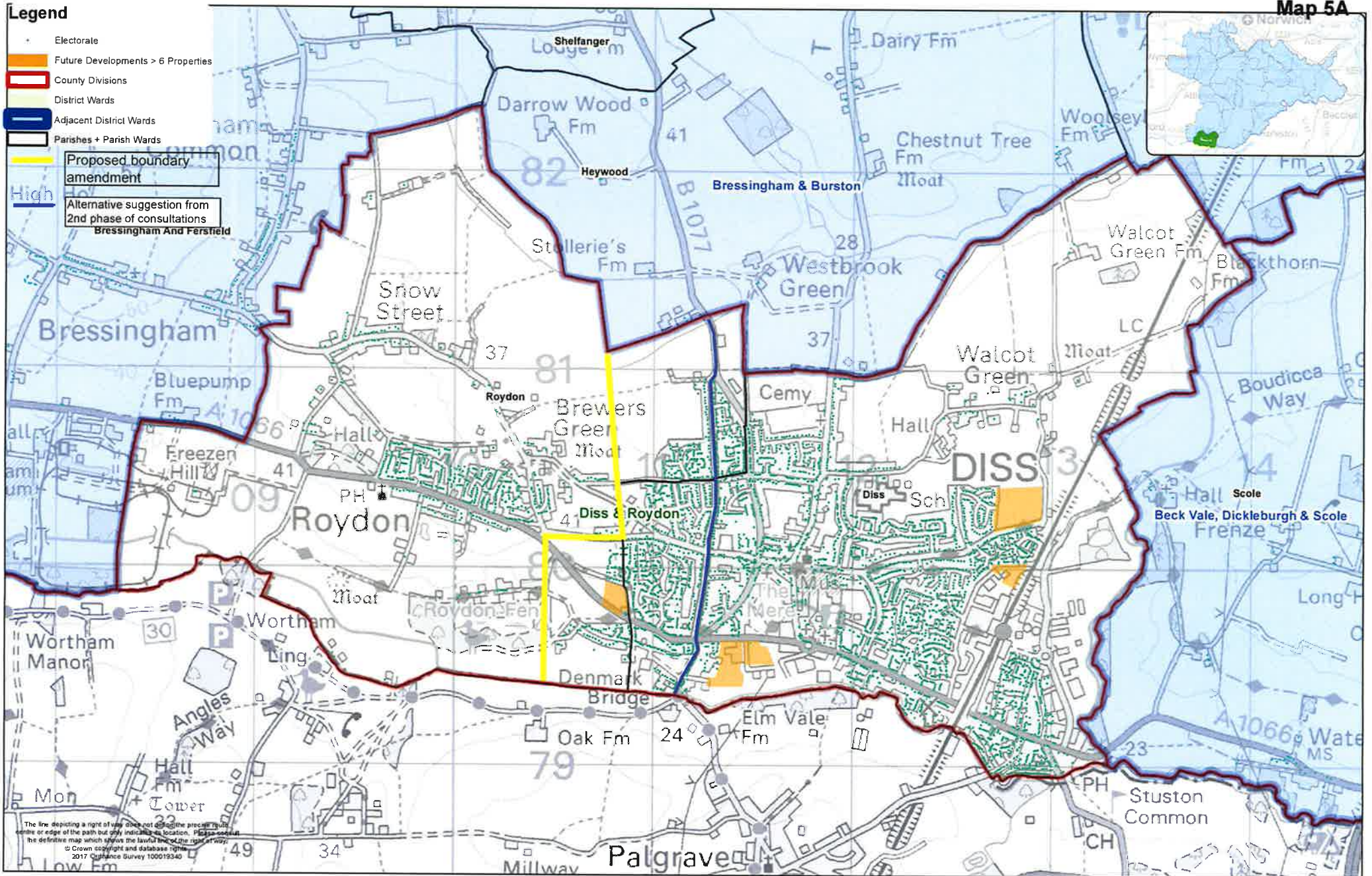
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- County Divisions
- District Wards
- Adjacent District Wards
- Parishes + Parish Wards
- Proposed boundary amendment
- Alternative suggestion from 2nd phase of consultation

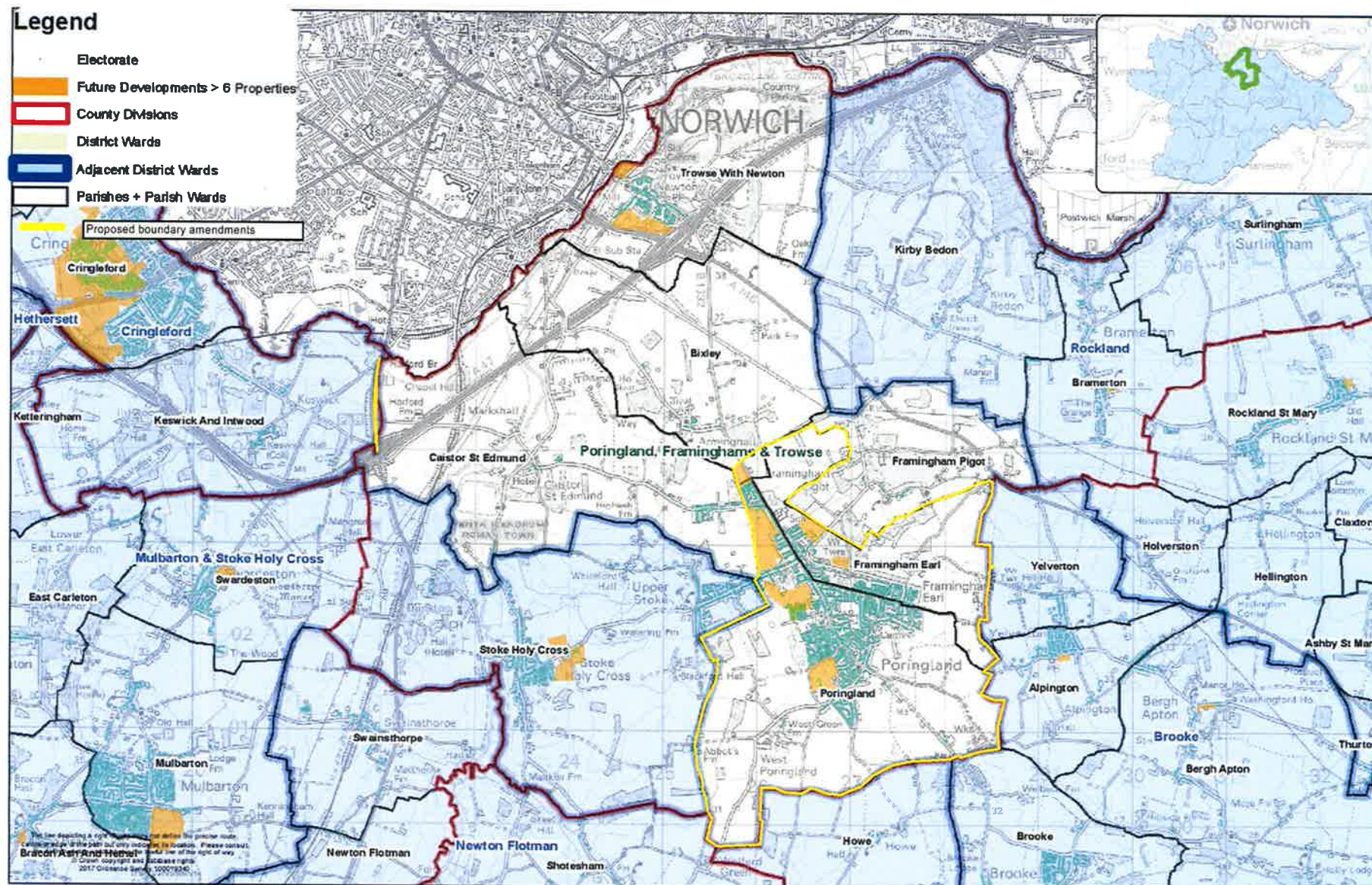


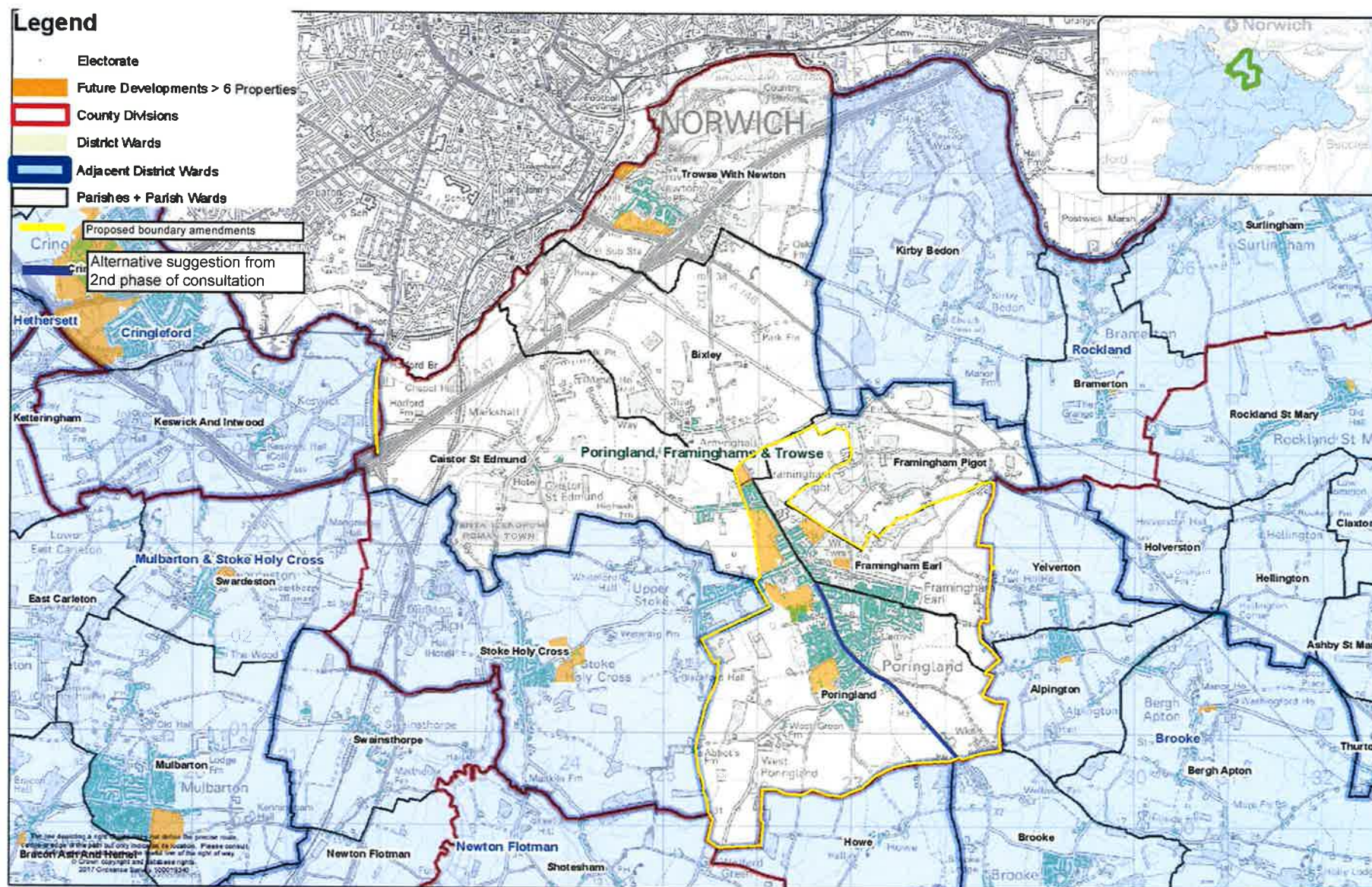


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- Electorate
- Future Developments > 6 Properties
- County Divisions
- District Wards
- Adjacent District Wards
- Parishes + Parish Wards
- Proposed boundary amendment
- Alternative suggestion from 2nd phase of consultations

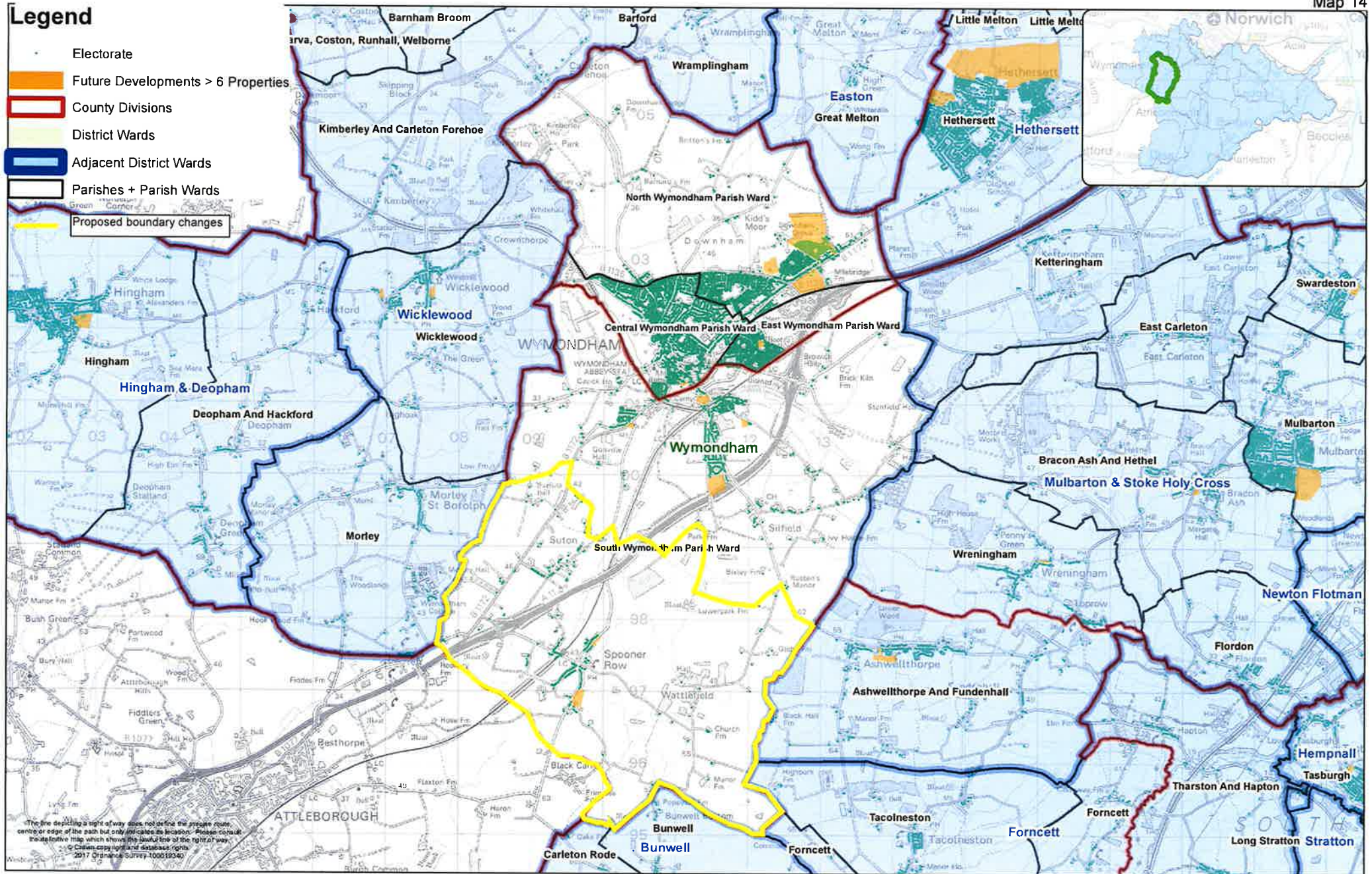






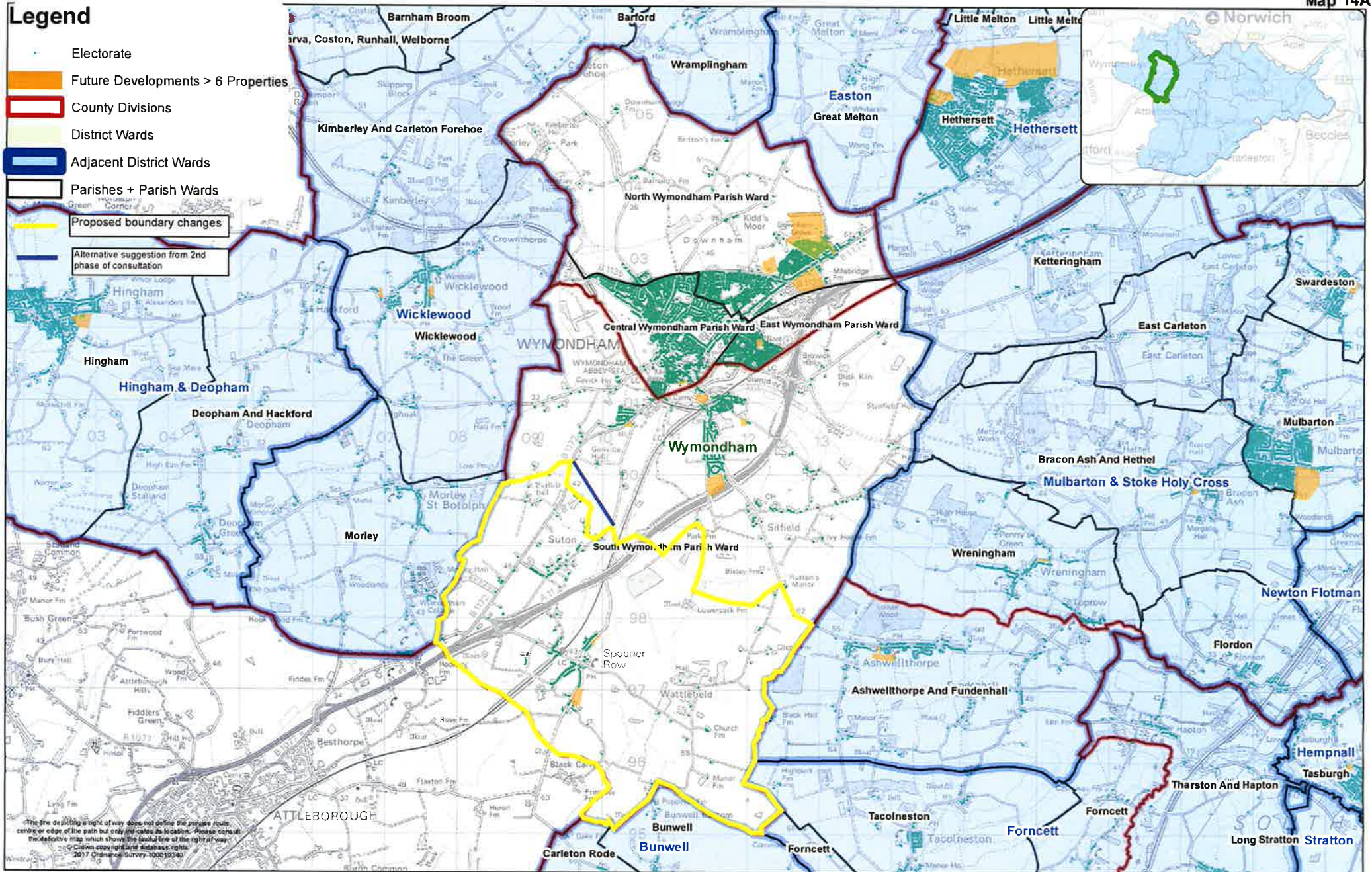
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- Electorate
- Future Developments > 6 Properties
- County Divisions
- District Wards
- Adjacent District Wards
- Parishes + Parish Wards
- Green
- Proposed boundary changes



Legend

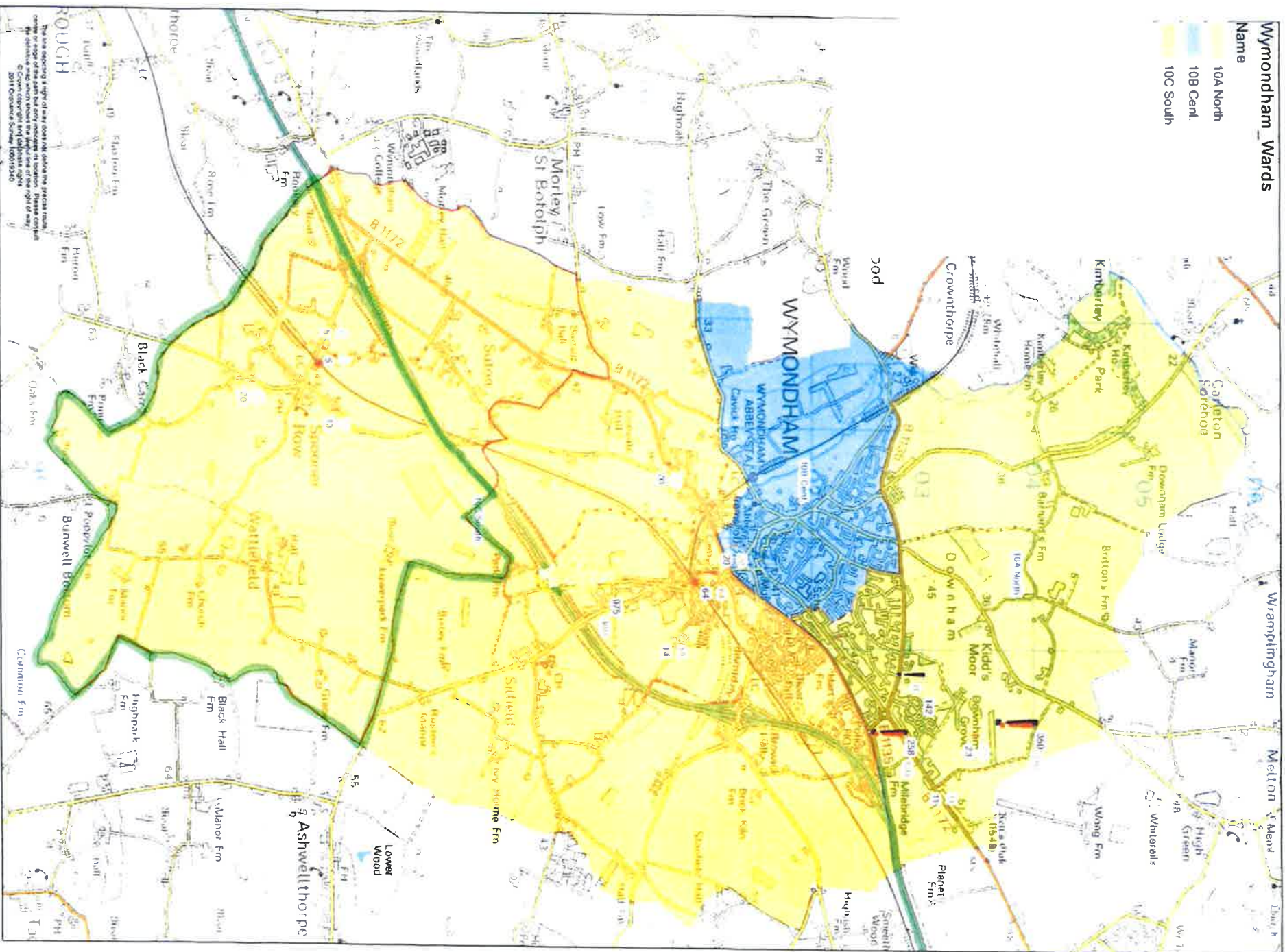
- Electorate
- Future Developments > 6 Properties
- County Divisions
- District Wards
- Adjacent District Wards
- Parishes + Parish Wards
- Proposed boundary changes
- Alternative suggestion from 2nd phase of consultation



Wymondham_Wards

Name

- 10A North
- 10B Cent.
- 10C South



This map depicts a range of key data including the precise location of the ward boundaries and the ward names. It is not a map of the town of Wymondham and should not be used for any other purpose. © Crown copyright and database rights 2011 Ordnance Survey 100019245

Norfolk County Council

Appendix 3

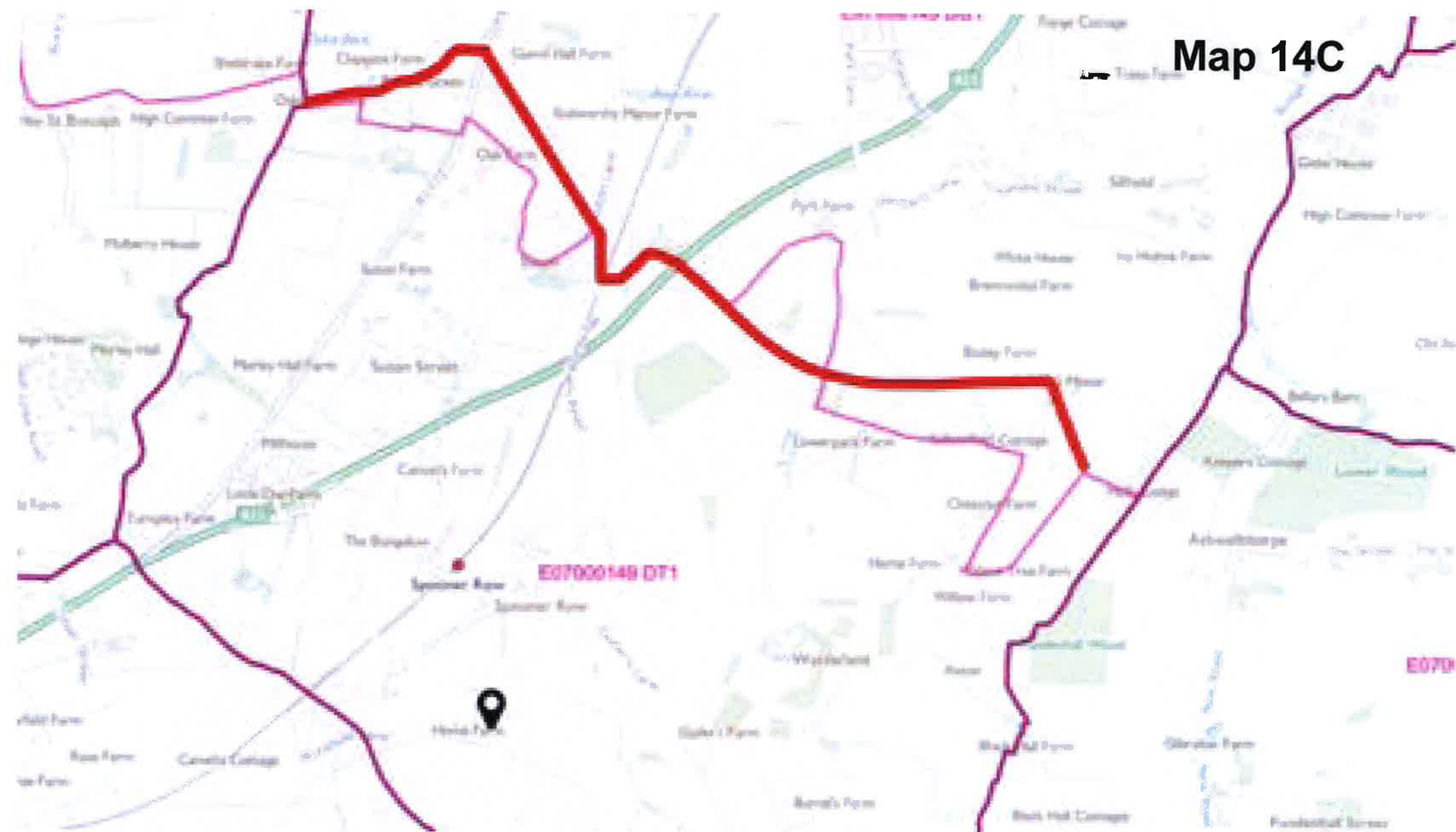
Proposed Wymondham Wards

38

Date created:
10/08/2016
Scale @ A4:
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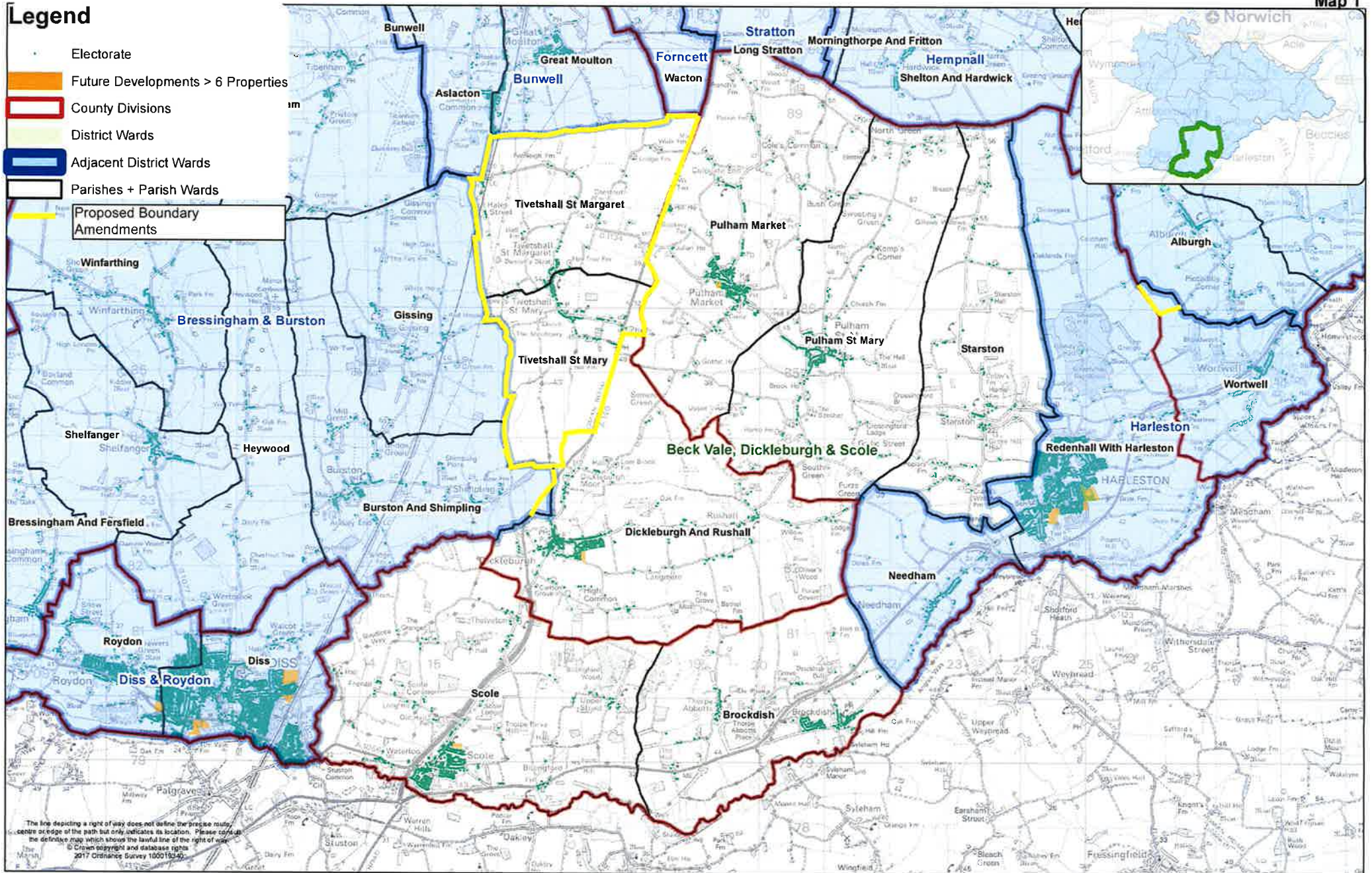


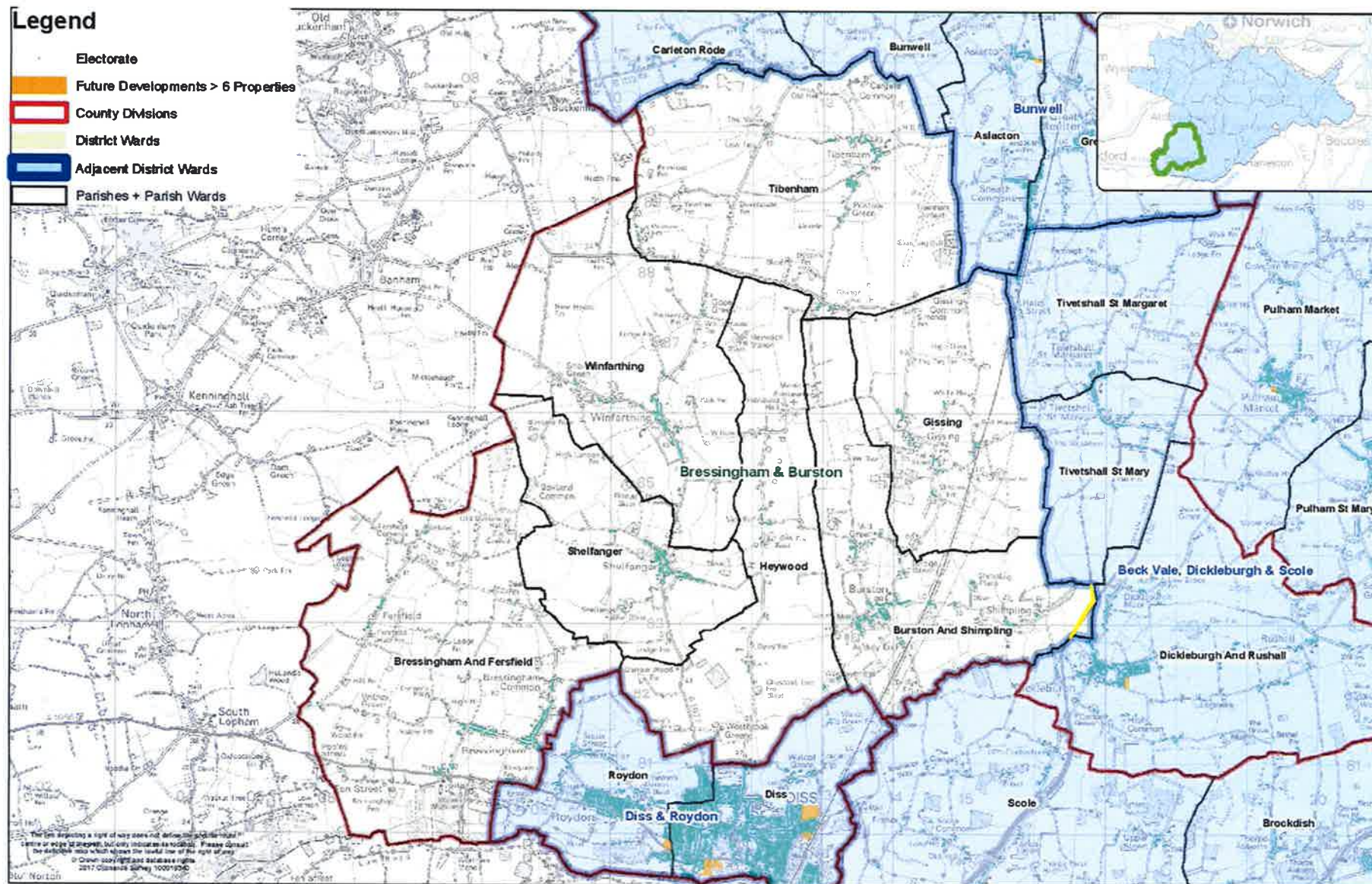
Map 14C

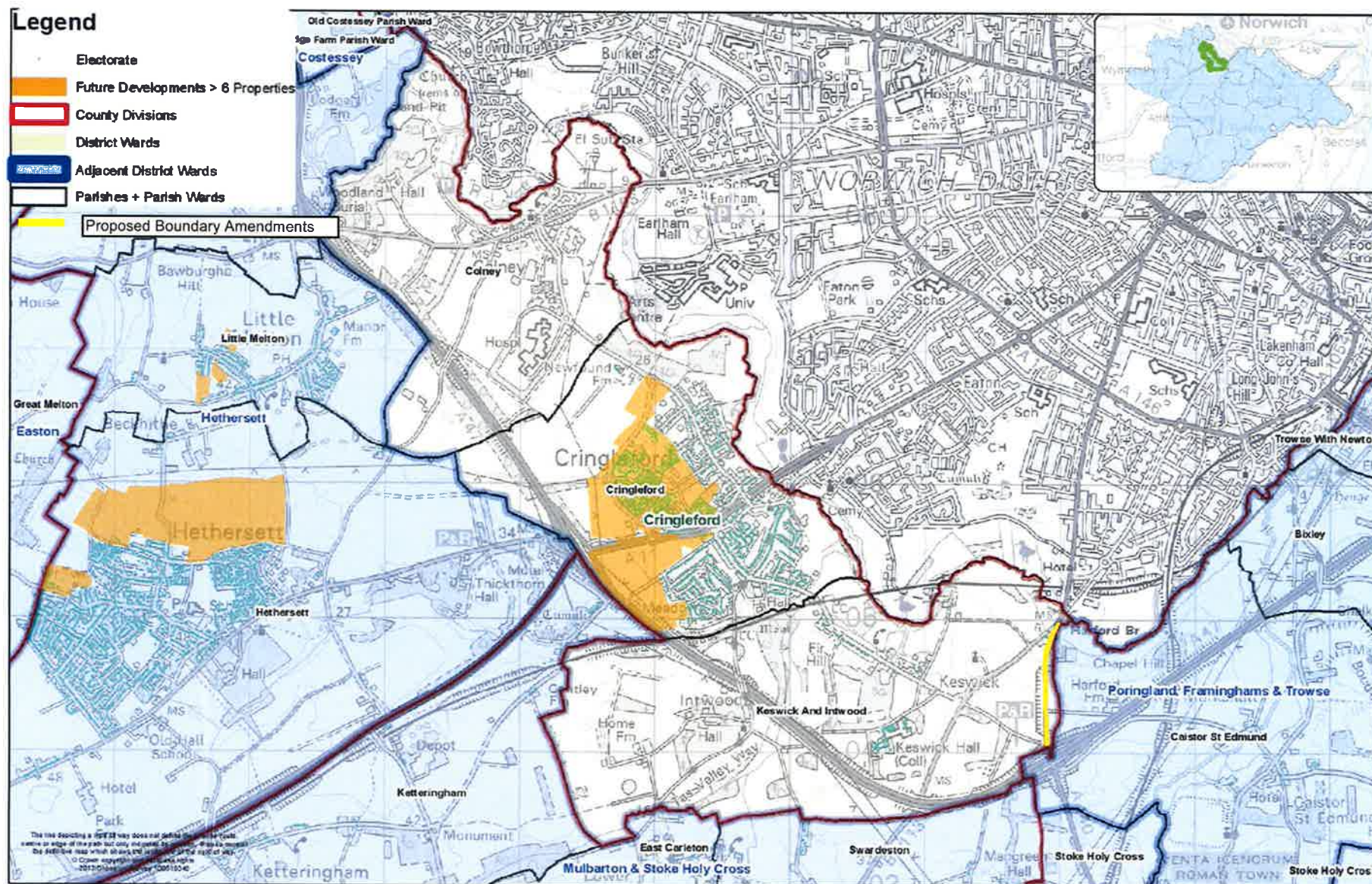


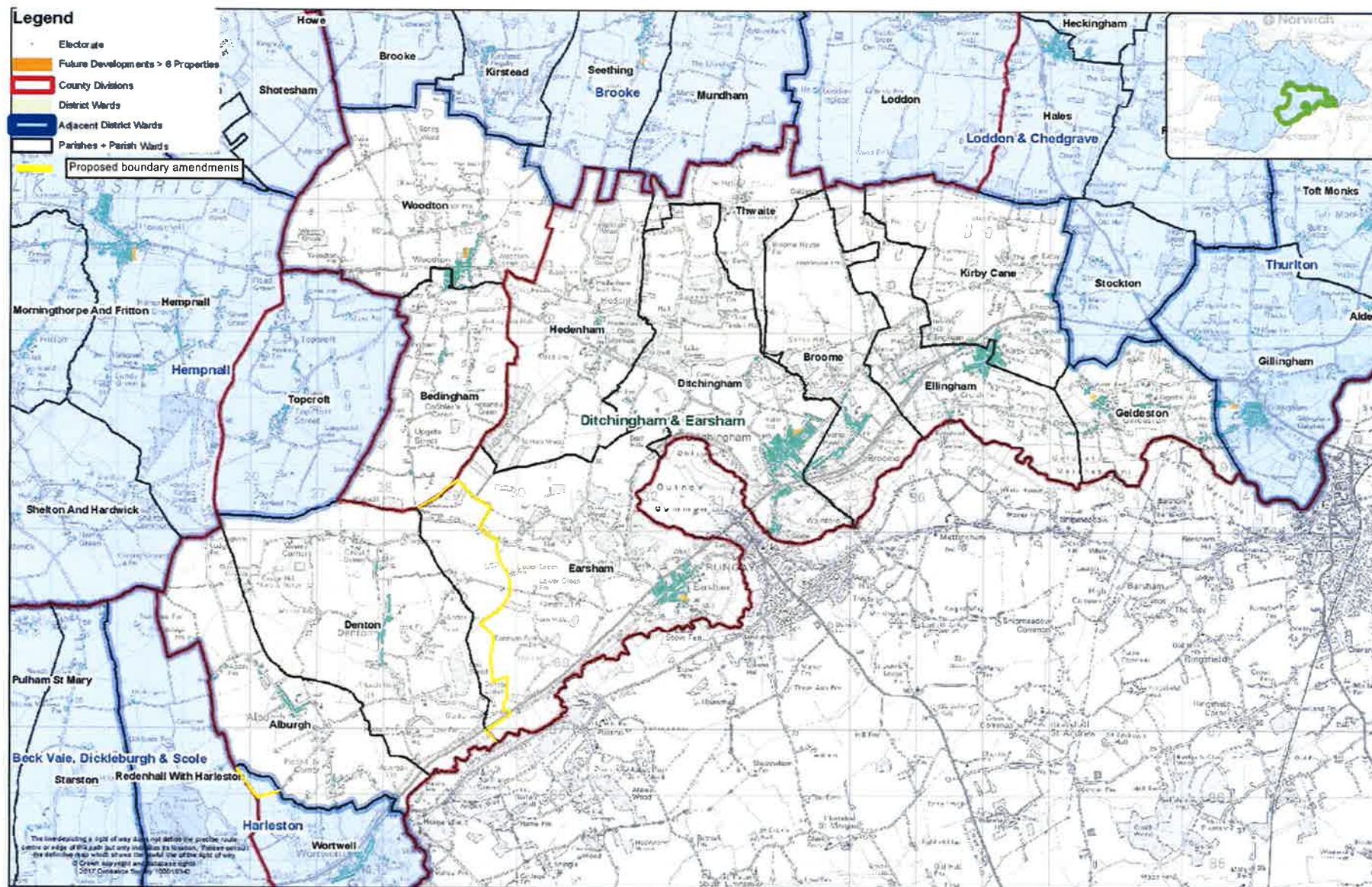
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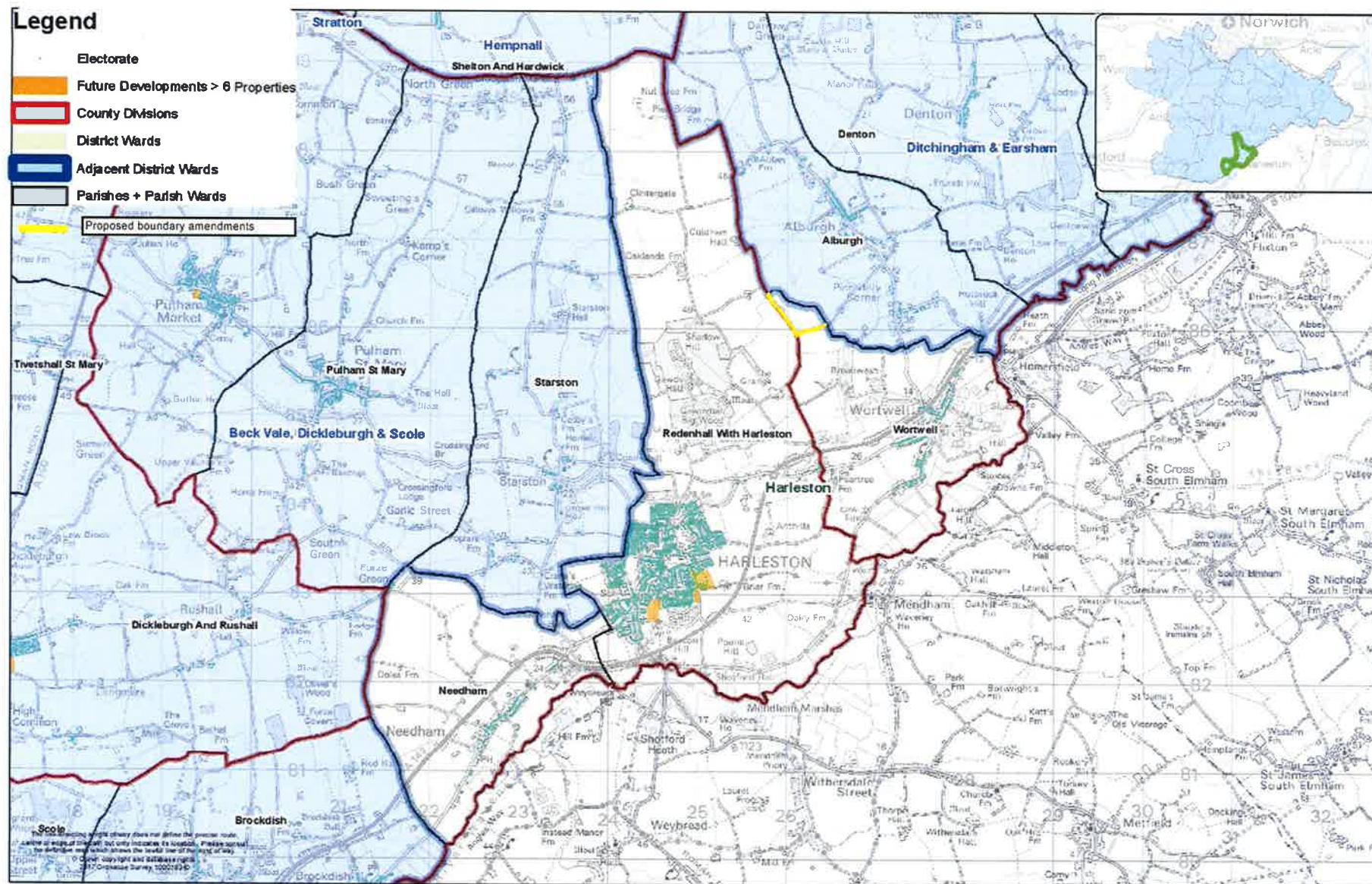
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- County Divisions
- District Wards
- Adjacent District Wards
- Parishes + Parish Wards
- Proposed Boundary Amendments

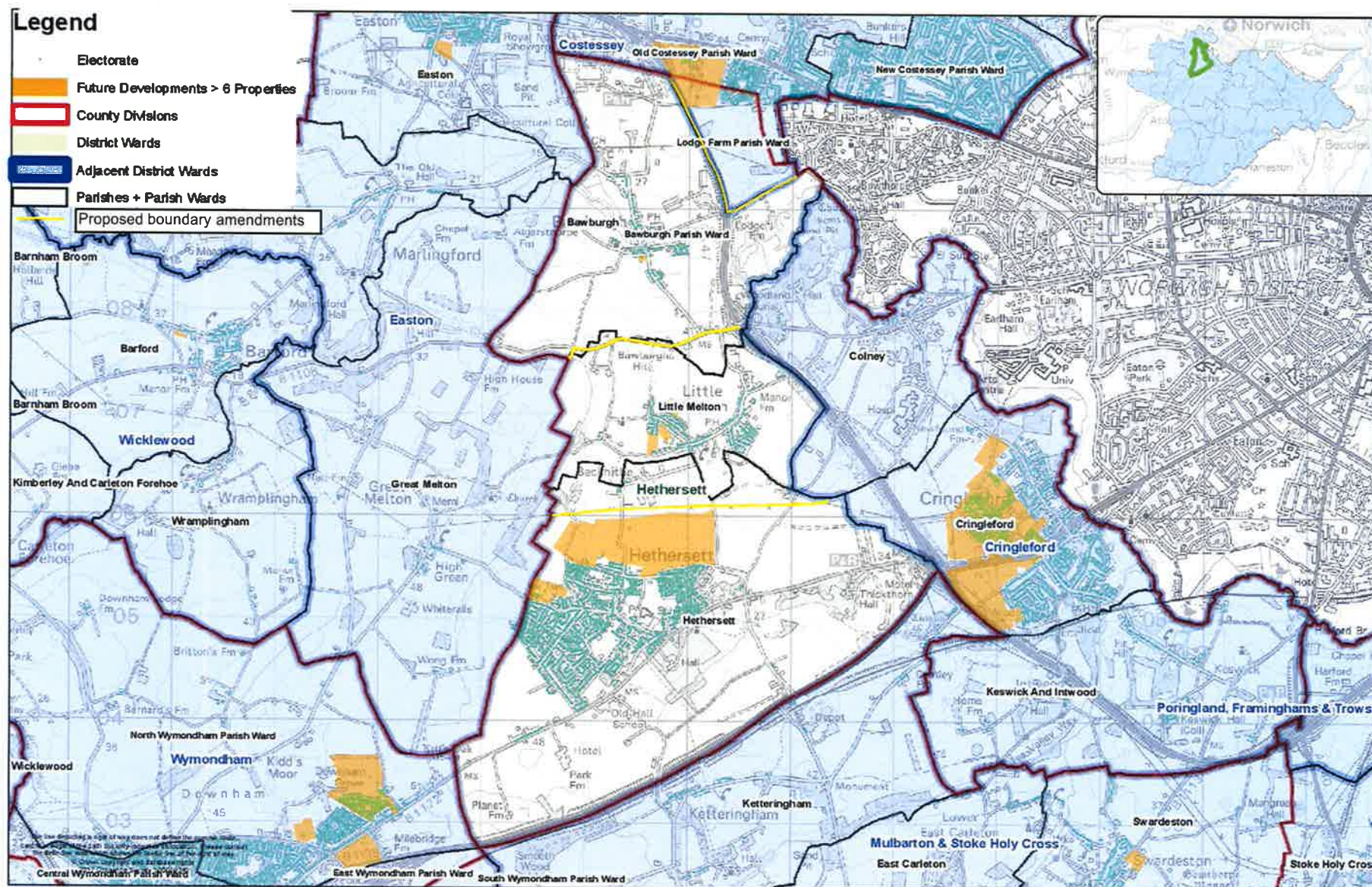






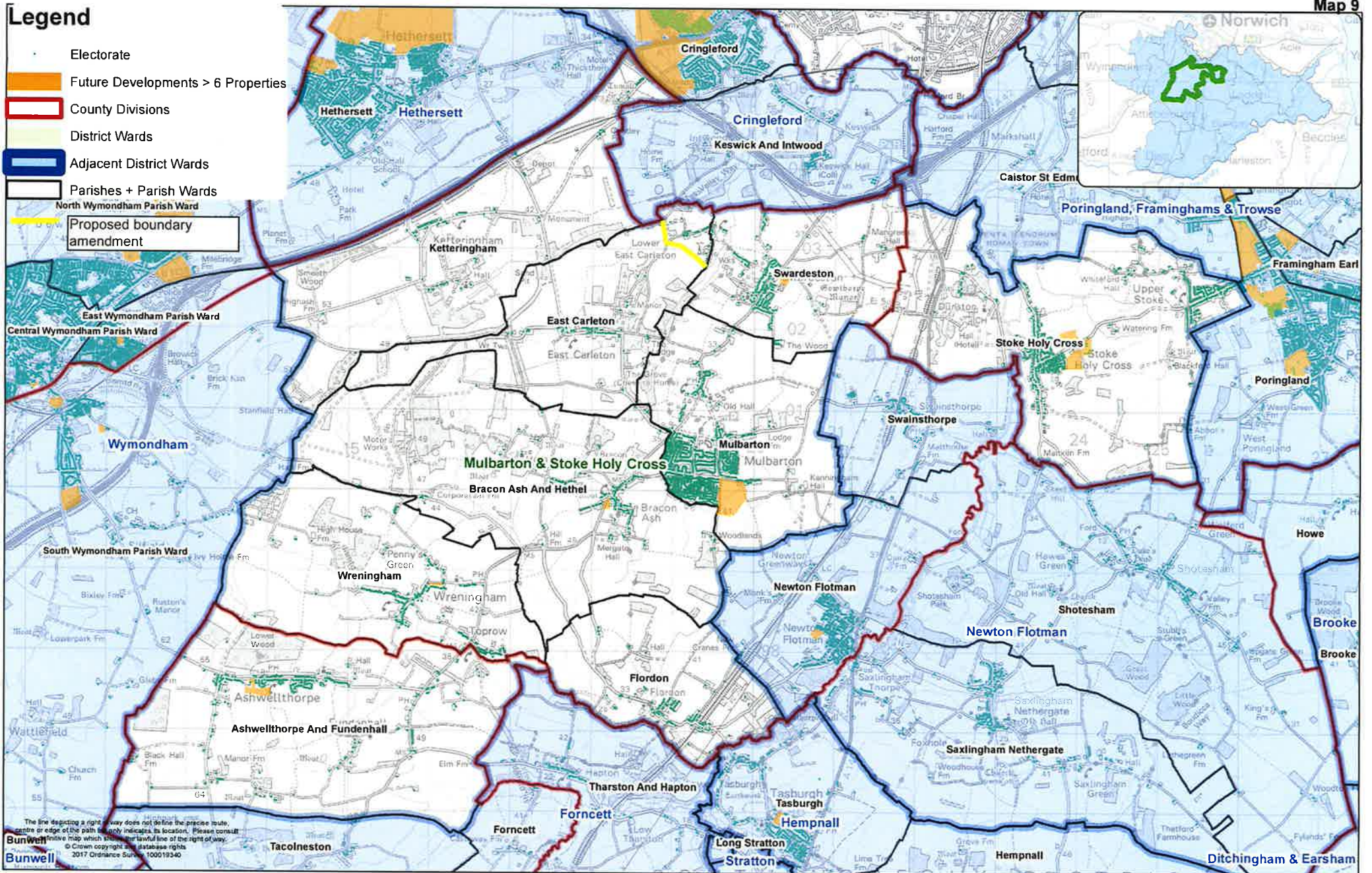


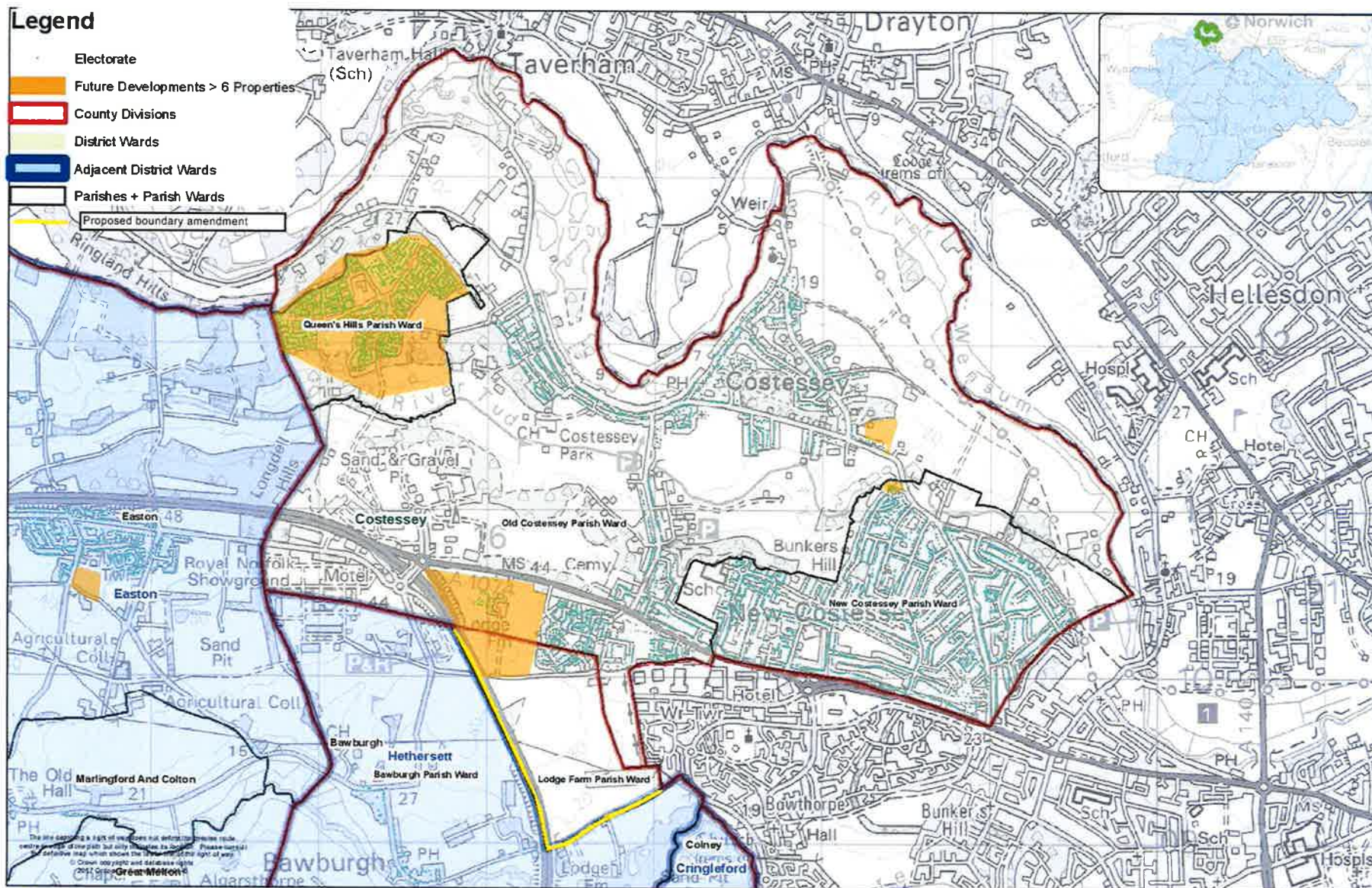


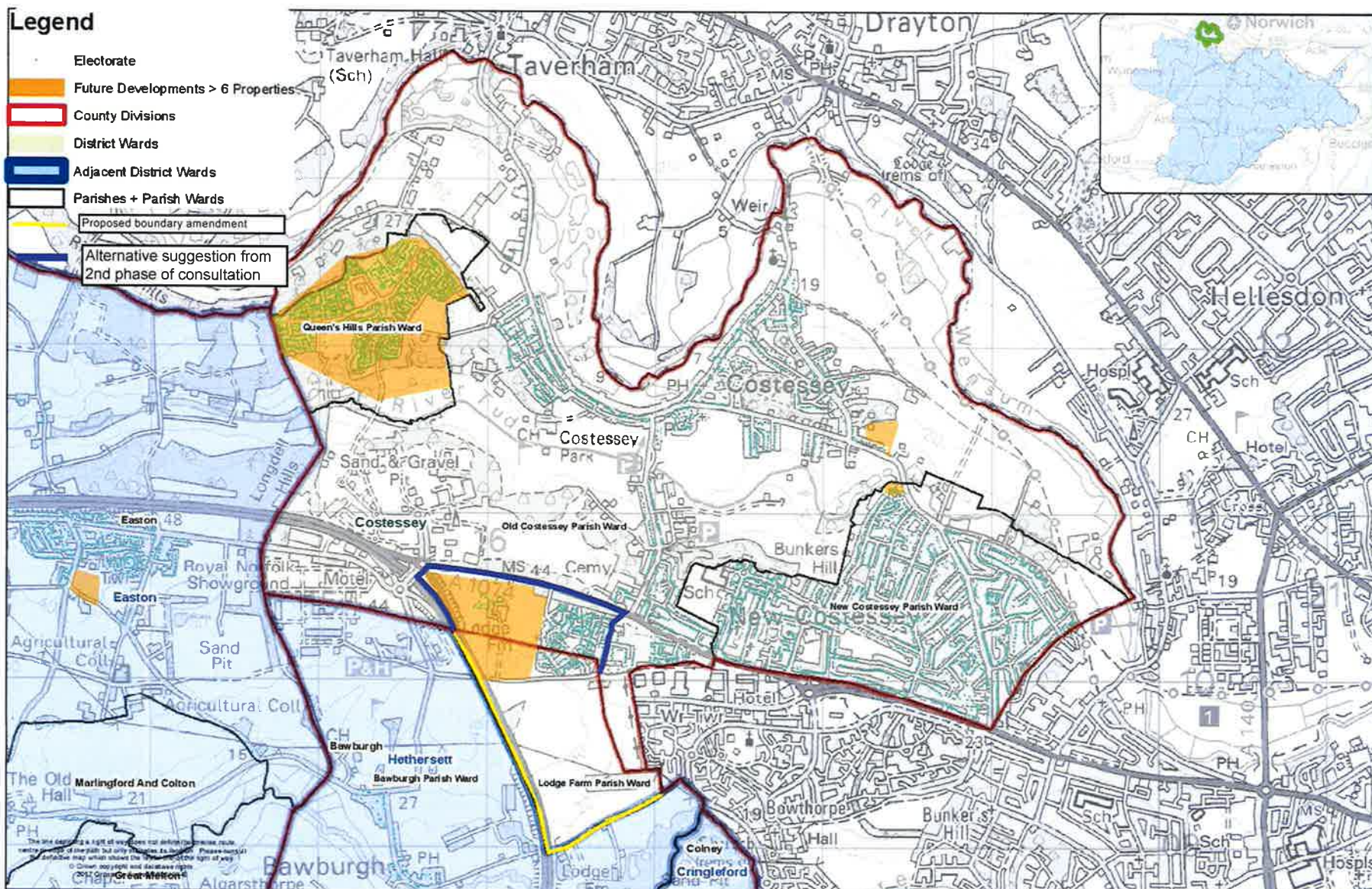


Legend

-
- Electorate
 Future Developments > 6 Properties
 County Divisions
 District Wards
 Adjacent District Wards
 Parishes + Parish Wards
 North Wymondham Parish Ward
 Proposed boundary amendment

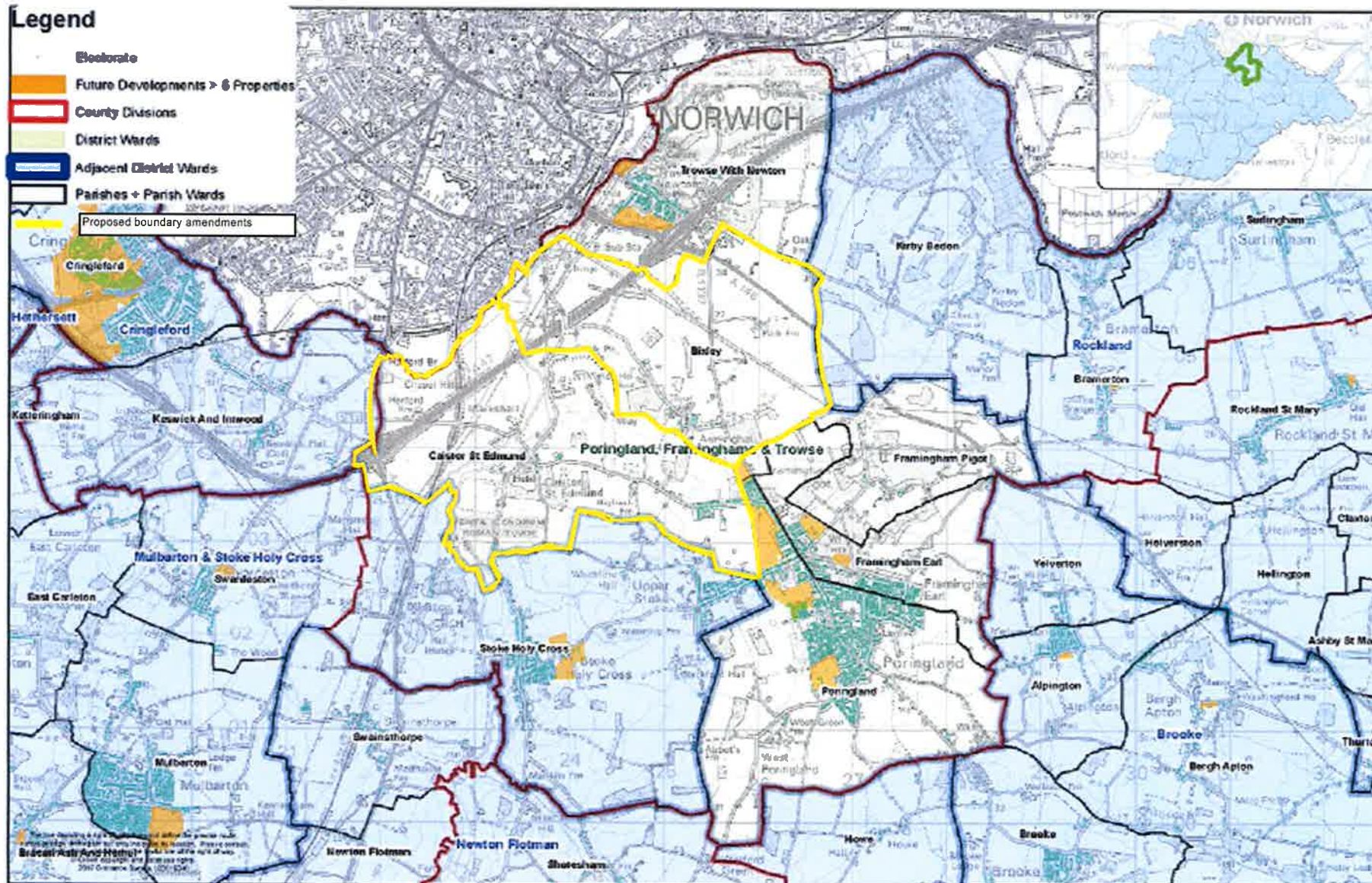






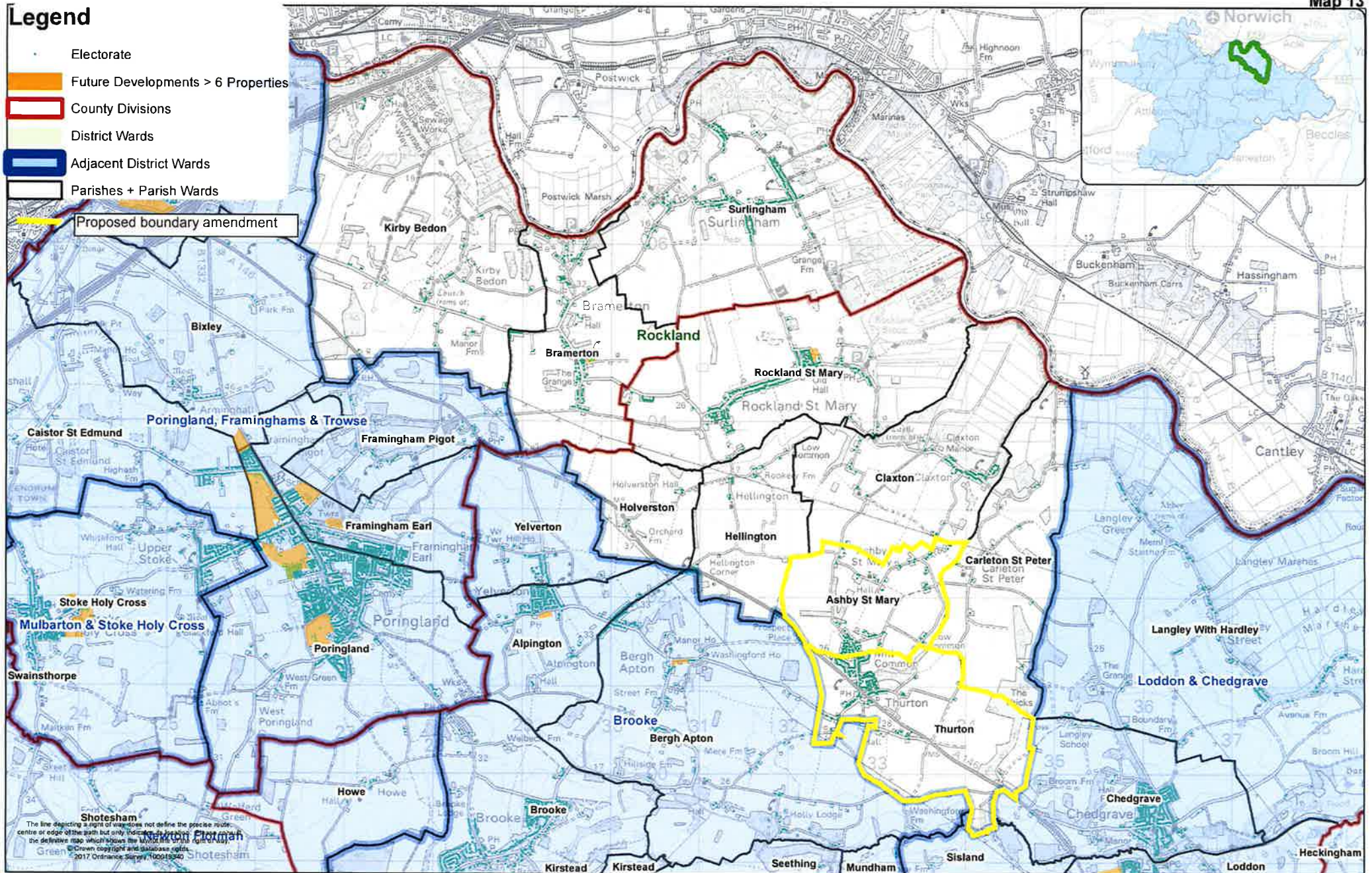
Legend

- Electorate
- Future Developments > 6 Properties
- County Divisions
- District Wards
- Adjacent District Wards
- Parishes + Parish Wards
- Proposed boundary amendments



Legend

- Electorate
- Future Developments > 6 Properties
- County Divisions
- District Wards
- Adjacent District Wards
- Parishes + Parish Wards
- Proposed boundary amendment



APPENDIX 2

	A	B	C	D	E	F	G	H	I	J	K	L
1	Districts	Parish	Total number of responses	No changes proposed	Changes proposed	No detail	Summary of boundary changes requested	Names	No of councillors	Current number of councillors	Electorate 2022	Guidance number of councillors (up to)
2	Beck Vale, Dickleburgh & Scole	Brockdish	none							7	530	7
3	Beck Vale, Dickleburgh & Scole	Dickleburgh and Rushall	6	6 total (5 residents & 1 parish council)					Retain the current number of councillors	9	1163	8
4	Beck Vale, Dickleburgh & Scole	Pulham Market	1	1 parish council					Retain the current number of councillors	9	861	7
5	Beck Vale, Dickleburgh & Scole	Pulham St Mary	2	1 parish council	1 resident		Merge with Pulham Market	The Pulhams Parish Council	Retain the current number of councillors	9	744	7
6	Beck Vale, Dickleburgh & Scole	Scole	none							11	1,154	8
7	Beck Vale, Dickleburgh & Scole	Starston	1	1 parish council					Retain the current number of councillors	7	263	7
8	Beck Vale, Dickleburgh & Scole	Tivetshall St Margaret	2		2 total (1 resident & 1 parish council)		Merge the joint parish councils of Tivetshall St Mary and Margaret	Tivetshall Parish Council or The Tivetshalls Parish Council	Retain the current number of councillors	3	233	7
9	Beck Vale, Dickleburgh & Scole	Tivetshall St Mary	above						Retain the current number of councillors	4	238	7
10	Bressingham & Burston	Bressingham	none							9	705	7

	A	B	C	D	E	F	G	H	I	J	K	L
1	Districts	Parish	Total number of responses	No changes proposed	Changes proposed	No detail	Summary of boundary changes requested	Names	No of councillors	Current number of councillors	Electorate 2022	Guidance number of councillors (up to)
11	Bressingham & Burston	Burston & Shimpling	19	15 residents	4 total (3 resident & 1 parish council)		Existing parish council merge with Gissing - Separate parish council for Shimpling - and changes to boundary between Heywood and Burston & Shimpling	No change in Parish Council name	No number of councillors indicated	7	473	7
12	Bressingham & Burston	Gissing	1	1 parish council					Retain the current number of councillors	5	221	7
13	Bressingham & Burston	Heywood	4	4 total (3 residents & 1 parish council)					Retain the current number of councillors			
14	Bressingham & Burston	Shelfanger	none							7	313	7
15	Bressingham & Burston	Tibenham	2	2 total (1 resident & 1 parish council)					Retain the current number of councillors	7	386	7
16	Bressingham & Burston	Winfarthing	2	2 total (1 resident & 1 parish council)					Retain the current number of councillors	7	393	7
17	Brooke	Bergh Apton	90	81 total (80 residents & 1 parish council)	6 residents	3 residents	Merge with Alington & Yelverton / Thurton	No Parish name indicated	No number of councillors indicated	7	392	7

	A	B	C	D	E	F	G	H	I	J	K	L
1	Districts	Parish	Total number of responses	No changes proposed	Changes proposed	No detail	Summary of boundary changes requested	Names	No of councillors	Current number of councillors	Electorate 2022	Guidance number of councillors (up to)
18	Brooke	Brooke	none							9	1,085	8
19	Brooke	Kirstead	none								206	
20	Brooke	Mundham	1	1 parish council					Retain the current number of councillors	5	143	7
21	Brooke	Seething	none							7	308	7
22	Brooke	Alpington	none							4	402	7
23	Brooke	Yelverton	none							3	171	7
24	Bunwell	Aslacton	none							7	416	7
25	Bunwell	Bunwell	7	1 resident	5 total (3 residents & 1 parish council)	1 resident	Boundary change between Carleton Rode and Bunwell	No change in Parish Council name	No number of councillors indicated	9	847	7
26	Bunwell	Carleton Rode	3	1 residents	2 residents		Merge with Bunwell	No change in Parish Council name	No number of councillors indicated	7	632	7
27	Bunwell	Great Moulton	none							7	651	7
28	Cringleford	Colney	None								86	
29	Cringleford	Cringleford	2	1 resident	1 parish council		Boundary change along the A47 (Southern Bypass)		Retain the current number of councillors	11	4944	13
30	Cringleford	Keswick	none							7	384	7
31	Diss & Roydon	Diss Town	3	2 residents	1 town council		Increase to no. of councillors to 14 and boundary change		Increase number of councillors to 14	13	6,455	14

	A	B	C	D	E	F	G	H	I	J	K	L
1	Districts	Parish	Total number of responses	No changes proposed	Changes proposed	No detail	Summary of boundary changes requested	Names	No of councillors	Current number of councillors	Electorate 2022	Guidance number of councillors (up to)
32	Diss & Roydon	Roydon	3	2 total (1 resident & 1 parish council)	1 resident		Consider merge with Bressingham		Retain the current number of councillors	9	2,026	10
33	Ditchingham & Earsham	Alburgh	1	1 resident						7	334	7
34	Ditchingham & Earsham	Bedingham	2	2 total (1 resident & 1 parish Meeting					Retain the current number of councillors		181	
35	Ditchingham & Earsham	Broome	1	1 parish council					Retain the current number of councillors	7	407	7
36	Ditchingham & Earsham	Denton	1		1 parish council		Boundary change between Denton and Earsham		Retain the current number of councillors	7	313	7
37	Ditchingham & Earsham	Ditchingham	1	1 parish council					reduce the no of councillors from 11 to 9	11	1,506	9
38	Ditchingham & Earsham	Earsham	1	1 resident						7	723	7
39	Ditchingham & Earsham	Geldeston	none							7	321	7
40	Ditchingham & Earsham	Hedenham	2	1 resident	1 parish Meeting		Possible boundary changes between Mundham/Seething		Retain current system		144	
41	Ditchingham & Earsham	Ellingham								5	482	7
42	Ditchingham & Earsham	Kirby Cane	1	1 parish council			Reduction in the no. of councillors (Kirby Cane	Retain Parish Name	Reducing the no of councillors by one	4	297	7
43	Ditchingham & Earsham	Thwaite St Mary	2	2 total (1 resident & 1 parish council)							67	

	A	B	C	D	E	F	G	H	I	J	K	L
1	Districts	Parish	Total number of responses	No changes proposed	Changes proposed	No detail	Summary of boundary changes requested	Names	No of councillors	Current number of councillors	Electorate 2022	Guidance number of councillors (up to)
44	Ditchingham & Earsham	Woodton	1	1 parish council					Retain the current number of councillors	7	453	7
45	Easton	Easton	none							7	2,048	10
46	Easton	Great Melton	1	1 resident						7	122	7
47	Easton	Marlingford and Colton	2		2 total (1 resident & 1 parish council)		Suggested boundary change would be out of South Norfolk district boundary		Retain the current number of councillors	7	335	7
48	Forncett	Forncett	1	1 parish council					Retain the current number of councillors	7	944	7
49	Forncett	Tacolneston	3		3 residents		Merge with Forncett	Tacolneston and Forncett Parish Council		7	688	7
50	Forncett	Tharston and Hapton	6	2 residents	4 total (3 residents and 1 parish council)		Separate Tharston and Hapton. Working group to be set up between Long Stratton, Wacton and Tharston & Hapton to agree			7	860	7
51	Forncett	Wacton	1	1 resident						7	262	7
52	Harleston	Needham	none							7	266	7
53	Harleston	Redenhall with Harleston Town	none							11	4,125	12

	A	B	C	D	E	F	G	H	I	J	K	L
1	Districts	Parish	Total number of responses	No changes proposed	Changes proposed	No detail	Summary of boundary changes requested	Names	No of councillors	Current number of councillors	Electorate 2022	Guidance number of councillors (up to)
54	Harleston	Wortwell	2		2 total (1 resident & 1 parish council)		Boundary change between Alburgh and Wortwell / mege with Redenhall		Retain 7 councillors	7	473	7
55	Hempnall	Hempnall	none							9	1,070	8
56	Hempnall	Morningthorpe and Fritton	1	1 resident						5	229	7
57	Hempnall	Hardwick	1	1 resident						7	227	7
58	Hempnall	Shelton and Hardwick see Hardwick								7	227	7
59	Hempnall	Tasburgh	5	4 total (3 residents & 1 parish council)		1 resident			Retain the current number of councillors	9	955	8
60	Hempnall	Topcroft	none							7	218	7
61	Hethersett	Bawburgh	none							7	584	7
62	Hethersett	Hethersett	3	2 total (1 resident & 1 parish council)	1 resident		Merge with Wymondham	Wymondham Hethersett Amalgamated Town Council	Increase number of councilors	13	5,986	14

	A	B	C	D	E	F	G	H	I	J	K	L
1	Districts	Parish	Total number of responses	No changes proposed	Changes proposed	No detail	Summary of boundary changes requested	Names	No of councillors	Current number of councillors	Electorate 2022	Guidance number of councillors (up to)
63	Hethersett	Little Melton	1		1 parish council		Boundary change		Increase number of councilors	7	820	7
64	Hingham & Deopham	Deopham	1			1 resident				7	421	7
65	Hingham & Deopham	Hingham Town	1	1 resident						11	2,070	10
66	Loddon & Chedgrave	Chedgrave	2	1 parish council	1 resident		Reduce number councillors		Parish council indicated no change in number of councillors. One resident indicated a reduction	9	884	7

	A	B	C	D	E	F	G	H	I	J	K	L
1	Districts	Parish	Total number of responses	No changes proposed	Changes proposed	No detail	Summary of boundary changes requested	Names	No of councillors	Current number of councillors	Electorate 2022	Guidance number of councillors (up to)
67	Loddon & Chedgrave	Hales	1		1 parish council		Merge Hales & Heckingham with Raveninham & Stockton		Retain the current number of councillors unless joined with other parishes	4	395	7
68	Loddon & Chedgrave	Heckingham	above							3	207	7
69	Loddon & Chedgrave	Langley with Hardley	none							7	310	7
70	Loddon & Chedgrave	Loddon	2	2 total (1 resident & 1 parish council)					Retain the current number of councillors	11	2,550	10
71	Loddon & Chedgrave	Norton Subcourse	none							7	246	7
72	Loddon & Chedgrave	Raveningham	none								120	
73	Loddon & Chedgrave	Stockton	none								49	
74	Loddon & Chedgrave	Sisland	none								40	
75	Mulbarton & Stke Holy Cross	Bracon Ash	none							9	397	7
76	Mulbarton & Stke Holy Cross	East Carleton	2		2 residents		Boundary change to move Lower East Carleton to join Swardeston			4	259	7
77	Mulbarton & Stke Holy Cross	Flordon	none							7	234	7
78	Mulbarton & Stke Holy Cross	Mulbarton	2	1 resident		1 resident				11	3,072	11

	A	B	C	D	E	F	G	H	I	J	K	L
1	Districts	Parish	Total number of responses	No changes proposed	Changes proposed	No detail	Summary of boundary changes requested	Names	No of councillors	Current number of councillors	Electorate 2022	Guidance number of councillors (up to)
79	Mulbarton & Stke Holy Cross	Stoke Holy Cross	none							9	1492	9
80	Mulbarton & Stke Holy Cross	Swardeston	2	2 residents						7	592	7
81	Mulbarton & Stoke Holy Cross	Ashwellthorpe	1		1 resident		Separate from Fundenhall and create separate parish for Ashwellthorpe	Ashwellthorpe Parish Council and Fundenhall Parish Council	No number of councillors indicated	7	721	7
82	Mulbarton & Stke Holy Cross	Ketteringham	none							3	212	7
83	Mulbarton & Stoke Holy Cross	Wreningham	7	6 residents	1 parish council		Boundary change with all neighboring parishes		Retain the current number of councillors	7	491	7
84	Newton Flotman	Howe	none								55	
85	Newton Flotman	Newton Flotman	1	1 resident						7	1,171	8
86	Newton Flotman	Saxlingham Nethergate	2	1 resident	1 parish council		Boundary change between Saxlingham Nethergate & Shotesham		Retain the current number of councillors	9	563	7
87	Newton Flotman	Shotesham	1		1 parish council		Boundary change between Howe		No number of councillors indicated	7	465	7
88	Newton Flotman	Swainsthorpe	1	1 parish council					Retain the current number of councillors	7	291	7

	A	B	C	D	E	F	G	H	I	J	K	L
1	Districts	Parish	Total number of responses	No changes proposed	Changes proposed	No detail	Summary of boundary changes requested	Names	No of councillors	Current number of councillors	Electorate 2022	Guidance number of councillors (up to)
89	Old Costessey & New Costessey	Costessey	5	2 residents	3 total (2 residents & 1 parish council)		Separate Queens Hills and amend Costessey /Bawburgh boundaries to match District Boundaries agreed by LGBCE. Also boundary changes with Norwich (which are across district boundaries)		Councillors increasing to 19 in 2019			
90	Poringland, Framinghams & Trowse	Bixley	3		3 total (2 Local residents & 1 parish council)		Combined Community council with Poringland and others - combine with Caistor St Edmund	Henstead Community Council (Retain Bixley as a Ward name)	Retain the current number of councillors unless meged with another council	5	231	7
91	Poringland, Framinghams & Trowse	Caistor St Edmund	10	7 total (6 residents and 1 parish council)	3 residents		Merge with Bixley or Arminghahall	Caistor with Armimghall Parish Council or Caistor St Edmunds and Bixley Parish Councilor .	No number of councillors indicated	7	242	7

	A	B	C	D	E	F	G	H	I	J	K	L
1	Districts	Parish	Total number of responses	No changes proposed	Changes proposed	No detail	Summary of boundary changes requested	Names	No of councillors	Current number of councillors	Electorate 2022	Guidance number of councillors (up to)
92	Poringland, Framinghams & Trowse	Framingham Earl	13	11 residents	2 total (1 resident & 1 parish council)		Possible boundary change / merge with Framingham Pigot		Retain the current number of councillors	7	911	8
93	Poringland, Framinghams & Trowse	Framingham Pigot	1	1 parish council					Retain the current number of councillors		117	
94	Poringland, Framinghams & Trowse	Poringland	3		3 total (2 resident & 1 parish council)		Merge options with various - PC's Bixley, Framlingham Earl, Framlingham Pigot, Caistor St Edmund & Upper Stoke	Poringland and The Framinghams Community Council or Henstead Community Council or Poringland with Bixley Parish Council	No. of councillors depending on the options of merging	11	5,226	13
95	Poringland, Framinghams & Trowse	Trowse with Newton	1	1 parish council					Retain the current number of councillors	9	1,041	8
96	Rockland	Ashby St Mary	34	30 total (28 residents & 2 parish council)	4 total (3 residents and 1 parish council)		Merge with Thurton / or with Thurton & Langley With Hardley / or with Carlton St Peter or Hellington	No Parish name indicated	No number of councillors indicated	7	241	7
97	Rockland	Bramerton	none							7	313	7

	A	B	C	D	E	F	G	H	I	J	K	L
1	Districts	Parish	Total number of responses	No changes proposed	Changes proposed	No detail	Summary of boundary changes requested	Names	No of councillors	Current number of councillors	Electorate 2022	Guidance number of councillors (up to)
98	Rockland	Carleton St Peter	none								30	
99	Rockland	Claxton	3		3 total (2 residents & 1 parish council)		Merge with Carleton St Peter	Claxton and Carleton St Peter Parish Council or Claxton with Carleton St Peter Parish Council	No increase in numbers unless combined with another council, in which case this would need to be reviewed	5	204	7
100	Rockland	Holverston	none								25	
101	Rockland	Kirby Bedon	1		1 parish council		Possible boundary changes between Kirby Bedon & Trowse		Retain the current number of councillors	7	149	7
102	Rockland	Rockland St Mary	3	3 parish council					Retain the current number of councillors	6	674	7
103	Rockland	Hellington								1	75	7
104	Rockland	Surlingham	9	8 residents		1 resident				7	616	7
105	Rockland	Thurton	none							7	452	7
106	Stratton	Long Stratton	11	7 residents	4 total (3 residents and 1 parish council)		Merge with Hapton and Tharston - become a Town council and increase the number of councillors		Increase the no of councillors	11	5,001	13
107	Thurlton	Aldeby	1	1 parish council					Retain the current number of councillors	7	351	7
108	Intentionally blank											
109	Thurlton	Gillingham	none							7	562	7
110	Thurlton	Haddiscoe	none							7	388	7
111	Thurlton	Thurlton	none							7	687	7

	A	B	C	D	E	F	G	H	I	J	K	L
1	Districts	Parish	Total number of responses	No changes proposed	Changes proposed	No detail	Summary of boundary changes requested	Names	No of councillors	Current number of councillors	Electorate 2022	Guidance number of councillors (up to)
112	Thurlton	Burgh St Peter	none							4	228	7
113	Thurlton	Wheatacre	none							3	98	7
114	Thurlton	Toft Monks	none							7	292	7
115	Wicklewood	Barnham Broom	none							7	497	7
116	Wicklewood	Brandon Parva, Coston, Runhall & Welborne	1	1 parish council					Retain the current number of councillors	7	310	7
117	Wicklewood	Kimberley	1	1 resident						5	133	7
118	Wicklewood	Morley	none							7	408	7
119	Wicklewood	Barford	none							5	451	7
120	Wicklewood	Wramplingham	none							2	96	7
121	Wicklewood	Wicklewood	none							7	815	7
122	Wymondham	Abbey see Wymondham										
123	Wymondham	Cromwells see Wymondham										
124	Wymondham	Northfields see Wymondham										
125	Wymondham	Town see Wymondham										
126	Wymondham	Rustens see Wymondham										
127	Wymondham	Wymondham	316	8 residents	308 residents		Separate Spooner Row, Wattlefield and Sutton from Wymondham TC. Boundary change would require consent from LGBCE	Spooner Row, Wattlefield and Sutton Community Council				
128			631									

APPENDIX 3

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Maps	Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents Responses supporting the proposal	Residents responses opposing the proposal	Parish Council supporting the proposal	Parish Council opposing the proposal	Other responses	Members	Brief summary of responses opposing the proposal (the full responses are available on the website)	Brief summary of responses in supporting the proposal (the fullresponses are available on the website)	Changes that would affect District, County or Parliamentary & require LGBCE permission
2	Map 3 & 3A	Bunwell	Bunwell	Agreed that boundary changes be made to Bunwell and Carleton Road (as per Map 3), subject to comments from residents. No change in the name of the parish council to remain as Bunwell Parish Council and to remain at 9 councillors.	2 residents	54 (also one petition signed by 9 residents)		Carleton Rode Parish Council rejects the proposed boundary change indicated in yellow on Map 3.			The responses received opposing the boundary amendment, indicated that the residents and Carleton Rode Parish Council did not want the proposed boundary change, as it would affect their community cohesion, unity, identity, history and traditions. It was also suggested that the boundary change would affect the viability of the well run Carlton Rode Parish Council.	The two residents who agreed with the proposed boundary change, felt that they used the services and felt more part of Bunwell than that of Carleton Rode. One resident suggested an alternative boundary change to include all of Mile Road into Bunwell Parish.	
3	Map 3 & 3A	Bunwell	Carleton Rode	1. Agreed that no merger take place as there is insufficient justification for the proposed changes to be made 2. Agreed that boundary changes be made to Bunwell and Carleton Road (as per Map 3), subject to comments from residents. No change to the name of the parish to remain Carleton Rode Parish Council and to remain at 7 councillors.	see Bunwell for responses								

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Maps	Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents Responses supporting the proposal	Residents responses opposing the proposal	Parish Council supporting the proposal	Parish Council opposing the proposal	Other responses	Members	Brief summary of responses opposing the proposal (the full responses are available on the website)	Brief summary of responses in supporting the proposal (the fullresponses are available on the website)	Changes that would affect District, County or Parliamentary & require LGBCE permission
4	Map 5 & 5A	Diss & Roydon	Diss Town	1. Agree changes to boundary between Diss and Roydon (as per Map 5), subject to comments from Roydon Parish Council. 2. Recommend that number of councillors be increased to 14 (from 13). The parish council name to remain as Diss Town Council.	See Roydon for responses								
5	Map 5 & 5A	Diss & Roydon	Roydon	1. Agree changes to boundary between Diss and Roydon (as per Map 5), subject to comments from Roydon Parish Council. 2. Agree that number of Councillors remain as 9. The parish council name to remain as Roydon Parish Council. 3. Agree that there is no justification for a merger between Roydon and Bressingham	6 (of these 3 from Diss & 3 from Roydon)	482 (also 4 petitions were submitted signed by 105, 103, 29 & 3 residents)	Diss Town Council are in agreement with the proposed but have proposed an alternative boundary .	Roydon Parish Council rejects the proposed boundary change indicated in yellow on Map 5.		Councillor Goldson responded rejecting the proposed boundary indicated in yellow in Map 5.	Roydon Parish Council unanimously oppose the proposed boundary change indicated in map 5, due to historical connections. Roydon was mentioned in the Domesday Book, they have a strong sense of history, community cohesion and identity, which is quite different to Diss and other nearby communities. Councillor Goldson also opposes the proposed boundary as this would affect the financial viability of the Roydon Parish Council. As with any 'hub' town it relies on residents of surrounding villages to use them. Most of them are commercial activities for which towns people and visitors alike pay. Diss residents also use facilities within Roydon i.e. schools, village hall, rugby club, pub & Brewers Green. The strength of the residents is significant and must be taken firmly into account, as there is little support for the proposal. 482 responses where received plus the 4 petitions signed by 240 residents in opposition to the proposed boundary change for the reasons indicated by the Councillor Goldson and Roydon Parish Council. The boundary has been in place for hundreds of years without issue, the change will not create a more convenient community governance to improve the identity of the two communities. 1 resident proposed an alternative boundary going straight down Louies Lane, Croft Lane & Fair Green	Diss Town Council approve of the proposal but have submitted an alternative proposed boundary for the following reasons, define a clear green belt boundary, removing confusion on the boundary, enable all facilities and services provided by Diss TC are located within Diss, and to supports the principals of effective and convenient governance. The 6 residents approved the proposed boundary change indicated in map 5, due to the proximity of the properties to Diss and that they would gravitate to using services within Diss.	

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Maps	Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents Responses supporting the proposal	Residents responses opposing the proposal	Parish Council supporting the proposal	Parish Council opposing the proposal	Other responses	Members	Brief summary of responses opposing the proposal (the full responses are available on the website)	Brief summary of responses in supporting the proposal (the fullresponses are available on the website)	Changes that would affect District, County or Parliamentary & require LGBCE permission
1													
6	Map 11 & 11A	Poringland, Framingham & Trowse	Framingham Earl	Agree to recommend that Poringland and Framingham Earl combine and become two wards, 'Poringland Ward' with an increase in councillors (from 11) to 13 and 'Framingham Earl Ward', remaining with 7 Councillors, with a joint parish council, 'Poringland and Framingham Earl Parish Council'. (See Map 11)	see Poringland								

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Maps	Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents Responses supporting the proposal	Residents responses opposing the proposal	Parish Council supporting the proposal	Parish Council opposing the proposal	Other responses	Members	Brief summary of responses opposing the proposal (the full responses are available on the website)	Brief summary of responses in supporting the proposal (the fullresponses are available on the website)	Changes that would affect District, County or Parliamentary & require LGBCE permission
1													
7	Map 11 & 11A	Poringland, Framingham & Trowse	Poringland	Agree to recommend that Poringland and Framingham Earl combine and become two wards, 'Poringland Ward' with an increase in councillors (from 11) to 13 and 'Framingham Earl Ward', remaining with 7 Councillors, with a joint parish council, 'Poringland and Framingham Earl Parish Council'. (See Map 11)	1 Poringland resident	100 (of these responses 2 proposed alternative boundary line of the B1332)	Poringland Parish Council are in agreement with the proposed merger of the parishes and boundary indicated yellow on Map 11 .	Framingham Earl Parish Council oppose the proposed merger of parishes and boundary indicated yellow on Map 11 & 12 between Framingham Earl, Poringland, Bixley .			Framingham Earl Parish Council and 100 responses from residents opposed the proposal to merger of the two councils, as indicated in Map 11. 2 of the responses proposed new boundary's using the B1332 road and the section that is currently in Poringland to move into Framingham Earl ensuring a clear boundary. It was indicated in the responses that Framingham Earl Parish boundary with Poringland only account for 27% of the parish Framingham Earl parish boundary, other parishes are split by roads e.g. Stoke Holy Cross and Poringland. Since the last review no new houses had been built along the boundary line between the two parishes. Also they do not believe there will be the financial merit in the merger or that there will be more efficient provision of services. Residents pay for the services used within Poringland e.g. community centre on fee-paying basis. Currently residents are well served by their Parish Council and do not see any improvements in engagement under proposals. Democracy under the proposals would be reduced as number of councillors per elector would be reduced. 100 residents supported their parish council which provided an excellent service, with similar points raised by the parish council that the current community engagements & cohesion will be diluted due to reduced councillors on bigger council covering a larger area. The loss of autonomy.	Responses from Poringland are in agreement with the proposed boundary indicated yellow on Map 11. Poringland Parish Council welcomes the proposal as the parishes are conjoined, creating equity of cost sharing, as currently no clear defined boundary, clearer for residents. The proposed warding will enable both parishes to retain identity & number of councillors based on electors will ensure each area fairly represented.	

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Maps	Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents Responses supporting the proposal	Residents responses opposing the proposal	Parish Council supporting the proposal	Parish Council opposing the proposal	Other responses	Members	Brief summary of responses opposing the proposal (the full responses are available on the website)	Brief summary of responses in supporting the proposal (the fullresponses are available on the website)	Changes that would affect District, County or Parliamentary & require LGBCE permission
8	Map 14, 14A, 14B & 14C	Wymondham	Wymondham	1. Recommend that Spooner Row, Wattlefield and Sutton be separated from Wymondham Town Council and Spooner Row Community Council be formed (as per Map 14) 2. Recommend that Spooner Row Community Council has 7 Councillors. Wymondham Town Council to retain 5 Councillors in North Wymondham ward, 5 councillors in Central Wymondham Ward, 1 councillor in East Wymondham Ward and 3 councillors in South Wymondham ward (as per Map 14)	160 residents	52 residents		Wymondham Town Council oppose the proposed Boundary change as indicated on map 14 and the creation of the new community council. They have proposed an alternative boundary of the A11.	2 responses received indicated no preferences. Of these one indicated an alternative boundary change		Wymondham Town Councils unanimous view is to oppose the creation of a new community council, retain the community cohesion. They undertook a consultation of polling district DT1, 70 responses supported the creation on a new council and 43 responses to remain part of Wymondham to request a formal referendum be organised to assess resident's views. Due to responses from Sutton an alternative proposal has been proposed along the A11. 52 residents opposed the boundary change as retain current arrangements as not enough known about financial and details of operation of new council.	160 responses were received from the public in agreement with the proposal to create a new community council. Additionally 70 responses in favour were also received by WTC see previous column. 5 responses indicated an alternative boundary. A referendum was disputed as this is the purposes on the Community Governance Review consultation, but did raised the confusion caused by the addition consultations undertaken by Wymondham TC, the new council would give a stronger voice for community, develop greater sense of community and improve community engagement.	
9	Map 1	Beck Vale, Dickleburgh & Scole	Tivetshall St Margaret	Agreed to merge Tivetshall St Margaret ward with Tivetshall St Mary ward to create a parish with no wards called Tivetshall Parish Council with 7 Councillors. (See Map 1)			Tivetshall St Mary & Tivetshall St Margaret Parish Council are in agreement with the proposal					The council welcomes the opportunity to formalise the current joint Parish Council arrangements.	

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Maps	Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents Responses supporting the proposal	Residents responses opposing the proposal	Parish Council supporting the proposal	Parish Council opposing the proposal	Other responses	Members	Brief summary of responses opposing the proposal (the full responses are available on the website)	Brief summary of responses in supporting the proposal (the full responses are available on the website)	Changes that would affect District, County or Parliamentary & require LGBCE permission
10	Map 1	Beck Vale, Dickleburgh & Scole	Tivetshall St Mary	Agreed to merge Tivetshall St Margaret ward with Tivetshall St Mary ward to create a parish with no wards called Tivetshall Parish Council with 7 Councillors. (See Map 1)	See Tivetshall St Margaret for responses								
11	Map 2 (& map 1)	Beck Vale, Dickleburgh & Scole	Dickleburgh and Rushall	1. A minor boundary change between Burston and Shimpling and Dickleburgh and Rushall to be considered and, if agreed, proposed in a submission to the Boundary Commission, as the district boundary would be affected. (See Map 1) 2. No further changes proposed. Councillors remain at 9 and parish council name to remain as Dickleburgh and Rushall Parish Council.			Dickleburgh & Rushall Parish Council and Burston & Shimpling Parish Council are in agreement with the proposed boundary indicated yellow on Map 2 .					Both Dickleburgh & Rushall Parish Council and Burston & Shimpling Parish Council agree with the proposed boundary change as they feel any development would look to Dickleburgh & Rushall for their services due to their proximity.	This would affect a district boundary.

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Maps	Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents Responses supporting the proposal	Residents responses opposing the proposal	Parish Council supporting the proposal	Parish Council opposing the proposal	Other responses	Members	Brief summary of responses opposing the proposal (the full responses are available on the website)	Brief summary of responses in supporting the proposal (the full responses are available on the website)	Changes that would affect District, County or Parliamentary & require LGBCE permission
1													
12	Map 2 (& map 1)	Bressingham & Burston	Burston & Shimpling	1. Agreed that the changes suggested which cross ward boundaries are not approved as this would involved warding small areas. 2. Agreed that the changes proposed to Heywood and Burston & Shimpling be refused and existing boundaries be maintained as the changes were deemed unnecessary. 3. Please see Map 2 for changes as a result of a request from Dickleburgh and Rushall. 4. Burston and Shimpling to remain at 7 councillors and the parish name to remain as Burston and Shimpling Parish Council.	See Dickleburgh & Rushall for responses								
13	Map 4	Cringleford	Cringleford	1. Agreed that the changes between Keswick & Intwood and Caistor St Edmund would be considered further and, if agreed, would be proposed in a submission to the Boundary Commission, as the district boundary would be affected. (See Map 4) 2. No further changes proposed, to remain at 11 councillors and the parish council name to remain as Cringleford Parish Council.					Norfolk County Council has agreed the proposed County division amendment as indicated yellow in Map 4.			Norfolk County Council supports the proposed boundary change.	This would affect a County and District boundary.

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Maps	Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents Responses supporting the proposal	Residents responses opposing the proposal	Parish Council supporting the proposal	Parish Council opposing the proposal	Other responses	Members	Brief summary of responses opposing the proposal (the full responses are available on the website)	Brief summary of responses in supporting the proposal (the fullresponses are available on the website)	Changes that would affect District, County or Parliamentary & require LGBCE permission
1													
14	Map 4	Cringleford	Keswick & Intwood	Agreed that the changes between Keswick & Intwood and Caistor St Edmund would be considered further and, if agreed, would be proposed in a submission to the Boundary Commission, as the district boundary would be affected. (See Map 4) No changes to the number of councillors to remain at 7 and the parish council name to remain as Keswick & Intwood Parish Council.	See Cringleford for responses								
15	Map 6	Ditchingham & Earsham	Denton	Agreed to amend the boundary between Denton and Earsham, as per the parish council's request (See Map 6) Remain at 7 councillors and parish name to remain as Denton Parish Council.	2 Earsham residents		Denton Parish Council are in agreement with the proposed boundary indicated yellow on Map 6 .			Councillor Gray supported the proposed boundary indicated in yellow in Map 6.		All the responses received supported the proposed boundary change as indicated in yellow on Map 6. This was due to proximity of the residents to Denton, residents feeling part of the Denton community and involvement in Denton social clubs, parish council and other organisations. The proposed boundary provided a clearly defined boundary between Denton and Earsham.	

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Maps	Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents Responses supporting the proposal	Residents responses opposing the proposal	Parish Council supporting the proposal	Parish Council opposing the proposal	Other responses	Members	Brief summary of responses opposing the proposal (the full responses are available on the website)	Brief summary of responses in supporting the proposal (the fullresponses are available on the website)	Changes that would affect District, County or Parliamentary & require LGBCE permission
1													
16	Map 6	Ditchingham & Earsham	Earsham	Agreed to amend the boundary between Denton and Earsham, as per the parish council's request (See Map 6) No change to the number of councillors to remain at 7 and also no change to the parish name to remain as Earsham Parish Council.	See Denton for responses								
17	Map 7 (& map 6)	Ditchingham & Earsham	Alburgh	Agreed that the changes suggested by Cllr Gray to move one house from Wortwell to Alburgh be further considered and, if agreed, proposed in a submission to the Boundary Commission, as the district boundary would be affected. (See Map 6) Number of Councillors to remain at 7 and the parish name remained as Alburgh Parish Council.	see Wortwell for responses								

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Maps	Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents Responses supporting the proposal	Residents responses opposing the proposal	Parish Council supporting the proposal	Parish Council opposing the proposal	Other responses	Members	Brief summary of responses opposing the proposal (the full responses are available on the website)	Brief summary of responses in supporting the proposal (the fullresponses are available on the website)	Changes that would affect District, County or Parliamentary & require LGBCE permission
18	Map 7	Harleston	Wortwell	Agreed that the changes suggested by Cllr Gray to move one house from Wortwell to Alburgh be further considered and, if agreed, proposed in a submission to the Boundary Commission, as the district boundary would be affected. (See Map 7) To retain the 7 councillors and parish name of Wortwell Parish Council.	1 Wortwell resident response approving the proposed boundary indicated in yellow on map 7.		Alburgh Parish Council are in agreement with the proposed boundary indicated yellow on Map 7 .			Councillor Gray supported the proposed boundary indicated in yellow in Map 7.		All responses received approved the proposed boundary indicated in yellow on Map 7. The residents of the only property affected by the boundary change, requested and approve of the boundary amendment as they feel they are more part of the Alburgh community being on Alburgh Parish Council and trustee on several Alburgh charities. This is supported by the Alburgh Parish Council and Councillor Gray, due to the proximity of the house to Alburgh and that the residents of the property are closely connected with Alburgh not Wortwell.	This would affect the District boundary.

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Maps	Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents Responses supporting the proposal	Residents responses opposing the proposal	Parish Council supporting the proposal	Parish Council opposing the proposal	Other responses	Members	Brief summary of responses opposing the proposal (the full responses are available on the website)	Brief summary of responses in supporting the proposal (the fullresponses are available on the website)	Changes that would affect District, County or Parliamentary & require LGBCE permission
1													
19	Map 8	Hethersett	Bawburgh	1. Agreed to propose that Lodge Farm ward be moved into Old Costessey ward but noted that these changes would need approval by the Boundary Commission. 2. Retain the number of Councillors to 5, remove the Bawburgh ward and the parish to retain the parish name of Bawburgh Parish Council, but note approval required by the Boundary Commission. 3. Recommend that a minor boundary changes between Bawburgh and Little Melton be considered further and, if agreed, would be proposed in a submission to the Boundary Commission. (See Map 8 for details)	See Little Melton for responses for Bawburgh, Little Melton and Hethersett proposals. See Costessey responses for Bawburgh and Costessey Proposals.								

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Maps	Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents Responses supporting the proposal	Residents responses opposing the proposal	Parish Council supporting the proposal	Parish Council opposing the proposal	Other responses	Members	Brief summary of responses opposing the proposal (the full responses are available on the website)	Brief summary of responses in supporting the proposal (the full responses are available on the website)	Changes that would affect District, County or Parliamentary & require LGBCE permission
1													
20	Map 8	Hethersett	Little Melton	1. Agree that the changes suggested between Little Melton & Hethersett are approved (see map 8). 2. Recommend that number of councillors are retained at 7, and the name of the parish retained as Little Melton Parish Council. 3. Recommend that a minor boundary change between Bawburgh and Little Melton be considered further and, if agreed, would be proposed in a submission to the Boundary Commission. 4. The boundary change between Little Melton and Colney would not be approved as it would mean warding a small area. (See Map 8 for details)	51 (of these 50 Little Melton responses & 1 Hethersett response.)		Little Melton Parish Council are in agreement with the proposed boundary indicated yellow on Map 8 .					All the responses received supported the proposed boundary change as indicated in yellow on Map 8. This was due to proximity of the residents to Little Melton & Bawburgh, residents feel the boundary changes will give greater control over traffic management, cycle paths & businesses. The proposed boundaries provide clearly defined boundaries and removes anomalies.	Boundary between Little Melton and Hethersett could affect the Parliamentary boundary. The boundary between Little Melton and Bawburgh would require approval from LGBCE.
21	Map 8	Hethersett	Hethersett	1. Agree changes are not approved as not feasible and they cross Ward boundaries. 2. Agree that number of Councillors be increased to 14, (from 13). Retain the parish council name of Hethersett Parish Council.	See Little Melton for responses for Bawburgh, Little Melton and Hethersett proposals.								

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Maps	Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents Responses supporting the proposal	Residents responses opposing the proposal	Parish Council supporting the proposal	Parish Council opposing the proposal	Other responses	Members	Brief summary of responses opposing the proposal (the full responses are available on the website)	Brief summary of responses in supporting the proposal (the fullresponses are available on the website)	Changes that would affect District, County or Parliamentary & require LGBCE permission
22	Map 9	Mulbarton & Stoke Holy Cross	East Carleton	Agree changes to boundary to move approx. 20 houses from East Carleton to Swardeston (as per Map 9) and subject to comments from parish council and residents. No change, to retain 4 councillors in East Carleton ward, and 3 councillors in Ketteringham ward, and to remain a joint parish council called East Carleton with Ketteringham Parish Council.	see Swardeston								
23	Map 9	Mulbarton & Stoke Holy Cross	Swardeston	Agree changes to boundary to move approx. 20 houses from East Carleton to Swardeston (as per map 9) and subject to comments from parish council and residents. No change to parish council name to retain Swardeston Parish Council name and 7 councillors.	4 East Carleton Residents	11 East Carleton Residents (of these 10 indicated they lived in Lower East Carleton)		East Carleton & Ketteringham Parish Council oppose the proposed boundary indicated yellow on Map 9 .			East Carleton & Ketteringham Parish Council unanimously voted to reject the proposed boundary indicated yellow on Map 9, It considers Lower East Carleton is very much part of the village, and supports the residents who have expressed their desire to remain in East Carleton. Moving so many residents out of East Carlton would impact on the financial viability of East Carleton & Ketteringham Parish Council. Eleven Responses were received indicating that they did not approve with the opposed boundary, for the following reasons, greater affinity with East Carleton than Swardeston, possible increase in planning if part of Swardeston, part of East Carleton community, clubs, ancient boundary, not upset the historic traditions, effect financial viability of East Carleton & Ketteringham Parish Council and would affect all residents if the proposed boundary came into effect.	4 East Carleton residents responded in support of the proposed boundary indicated in yellow on Map 9. Due to the fact, Lower East Carleton was part of Swardeston community with no clear boundary and due to its proximity to Swardeston compared to East Carleton. It was also indicated that it was felt it would improve the response by emergency services.	

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Maps	Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents Responses supporting the proposal	Residents responses opposing the proposal	Parish Council supporting the proposal	Parish Council opposing the proposal	Other responses	Members	Brief summary of responses opposing the proposal (the full responses are available on the website)	Brief summary of responses in supporting the proposal (the fullresponses are available on the website)	Changes that would affect District, County or Parliamentary & require LGBCE permission
1													
24	Map 10 & 10A	Old Costessey & New Costessey	Costessey	1. Agree not to approve any changes as suggested boundary changes are not possible as they are out of the South Norfolk District, and the other boundary changes would require consent from the Boundary Commission 2. Agree to propose that Lodge Farm ward be moved into Old Costessey but noted that these changes would need approval by the Boundary Commission. (See Map 10) To retain the 19 Councillors in the Costessey Parish in the following wards, New Costessey ward 8 councillors, Old Costessey ward (incorporating the Lodge Farm area) 6 councillors and 5 councillors in Queen's Hill ward.	1 Bawburgh resident & 1 Costessey resident	27 (of these 5, also proposed an alternative boundary of all properties south of the Dereham Road be part of Bawburgh Parish.)	Bawburgh Parish Council and Costessey Town Council are in agreement with the proposed boundary indicated yellow on Map 10 .		Norfolk County Council has agreed the proposed County division amendment as indicated yellow in Map 10.	County Council or supported the proposed boundary indicated in yellow in Map 10.	27 residents oppose the proposed boundary change, 23 from Bawburgh & 4 Costessey. As those in the Costessey part of the estate do not get any additional services from Costessey, compared to the Bawburgh side the benefits of the boundary change were questioned. local connections with Bawburgh and use facilities at Bawburgh such as Bawburgh pre-school, public house. 5 residents proposed the whole estate move into Bawburgh as an alternative boundary.	Bawburgh Parish Council and Costessey Town Council are in agreement with the proposed boundary indicated in yellow on map 10. Also Norfolk County Council and County Councillor East approve the proposed boundary. Bawburgh parish Council feel that Costessey Town Council would have the resources to manage the additional facilities such as community centre sports hall etc.	This change would require approval from the LGBCE as it would affect district and county boundaries.

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Maps	Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents Responses supporting the proposal	Residents responses opposing the proposal	Parish Council supporting the proposal	Parish Council opposing the proposal	Other responses	Members	Brief summary of responses opposing the proposal (the full responses are available on the website)	Brief summary of responses in supporting the proposal (the fullresponses are available on the website)	Changes that would affect District, County or Parliamentary & require LGBCE permission
1													
25	Map 12 (and map 11)	Poringland, Framingham & Trowse	Bixley	Agree to make changes to the north of Poringland (as per Map 11) Agree that Bixley merges with Caistor St Edmund to form "Caistor St Edmund and Bixley Parish Council" (See Map 12) To retain 5 councillors in the Bixley ward and 7 councillors in the Caistor St Edmunds ward.	See Caistor St Edmund								
26	Map 12	Poringland, Framingham & Trowse	Caistor St Edmund	Agree that Bixley merges with Caistor St Edmund to form "Caistor St Edmund and Bixley Parish Council" (See Map 12) To retain 5 councillors in the Bixley ward and 7 councillors in the Caistor St Edmunds ward.			Poringland Parish Council are in agreement with the proposed boundary indicated yellow on Map 11 & 12 between Poringland and Bixley parish boundaries .	Bixley Parish Council and Caistor St Edmunds Parish Council oppose the proposed boundary indicated yellow on Map12 . Caistor St Edmunds Parish Council would have considered a merger with Bixley, if Bixley Parish Council has agreed to the proposal.			Bixley Parish Council and Caistor St Edmunds oppose the merger of the two councils as indicated in map 11 & 12. Bixley Parish Council also oppose the proposed boundary change between Bixley, Poringland and Framingham Earl as it would affect the financial viability of Bixley Parish.	Poringland Parish Council supports the proposed boundary amendment between Poringland and Bixley, as indicated in map 11 &12.	

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Maps	Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents Responses supporting the proposal	Residents responses opposing the proposal	Parish Council supporting the proposal	Parish Council opposing the proposal	Other responses	Members	Brief summary of responses opposing the proposal (the full responses are available on the website)	Brief summary of responses in supporting the proposal (the fullresponses are available on the website)	Changes that would affect District, County or Parliamentary & require LGBCE permission
1													
27	Map 13	Rockland	Ashby St Mary	1. Agree that Ashby St Mary form a joint parish with Thurton to be named "Ashby St Mary and Thurton Parish Council" (See Map 13) 2. Agree that Ashby ward 4 Councillors and Thurton ward 5 Councillors 3. Agree that there is insufficient justification for any other proposed changes		8 Ashby St Mary residents responded		Ashby St Mary PC oppose proposed merger of PC's also indicated details of a 80 person response to survey the Parish Council undertook of Ashby St Mary Parish residents of those 92% against proposed merger of PC's 2. Thurton PC opposes proposed merger of PC's.			Ashby St Mary Residents opposed the proposed joint parish council as indicated in map 13 due to negative affect of different parishes, historic reasons, parishes have a different ethos. Ashby St Mary Parish Council are also opposed they undertook a survey 69% of residents responded indicating they wished to remain independent. The parish Council represent the parish effectivley offering a website and other services they were also against a reduction in the number of councillors.		
28	Map 13	Rockland	Thurton	1. Agree that Ashby St Mary form a joint parish with Thurton to be named "Ashby St Mary and Thurton Parish Council" (See Map 13) 2. Agree that Ashby ward 4 Councillors and Thurton ward 5 Councillors 3. Agree that there is insufficient justification for any other proposed changes	See Ashby St Mary								

Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents responses supporting the proposal	Residents responses opposing the proposal	Parish Council responses supporting the proposal	Parish Council responses opposing the proposal	Other
Ditchingham & Earsham	Ditchingham	Agreed the number of councillors to remain as 11 and parish council name to remain as Ditchingham Parish Council.				Ditchingham Parish Council oppose the proposal and the council voted unanimously to request a reduction in the councillors from 11 to 9 as indicated in the guidance by the National Association of Local Councils.	
Hempnall	Tasburgh	No change, to retain the 9 councillors and parish council name of Tasburgh Parish Council.		1 Tasburgh resident , suggested meger of Long Stratton & Tharston Parish Council's. Due to the growth of Long Stratton, proximity of parishes and inter-dependance, not a clear boundary, one council could improve the service they provide to the community.			
Stratton	Long Stratton	1. Agree that no changes are made to the boundary due to the future growth of Long Stratton 2. Recommend that Long Stratton make arrangements for the parish council to be changed to a Town Council 3. Recommend that the number of Councillors be increased to 13, (from 11). the council name to be Long Stratton Town Council.		1 Tasburgh resident, suggested meger of Long Stratton & Tharston Parish Council's. Due to the growth of Long Stratton, proximity of parishes and inter-dependance, not a clear boundary, one council could improve the service they provide to the community.			

Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents responses supporting the proposal	Residents responses opposing the proposal	Parish Council responses supporting the proposal	Parish Council responses opposing the proposal	Other
Mulbarton & Stke Holy Cross	Bracon Ash & Hethel	Recommend that number of Councillors be decreased to 7, (from 9). To retain the parish council name of Bracon Ash and Hethel Parish Council.				Bracon Ash & Hethel Parish Council oposed the proposal and unanimously voted to retain 9 councillors. As the parish council is a vibrant, active body and values the number of councillors, which can share responsibilites and provide a wider range of views to respresent the community. There have never been difficalty in filling the council with active members A reduction would have detrimental effets of the council & community.	
Newton Flotman	Newton Flotman	Agree that the number of councillors remains as 7, and the parish council name to remain as Newton Flotman Parish Council.					Newton Flotman Parish Council has not confirm either approval or disaproval to the proposals in their response.
Beck Vale, Dickleburgh & Scole	Brockdish	No change, remain at 7 councillors and parish council name to remain as Brockdish Parish Council.					
Beck Vale, Dickleburgh & Scole	Pulham Market	No change, number of councillors to remain as 9 and parish council name to remain as Pulham Market Parish Council.			Pulham Market Parish Council are in agreement with the proposal.		
Beck Vale, Dickleburgh & Scole	Pulham St Mary	No changes proposed as there is no evidence of substantial local support for a merge with Pulham Market. Remain at 9 councillors and parish council name to remain as Pulham St Mary Parish Council.					
Beck Vale, Dickleburgh & Scole	Scole	No change, number of Councillors to remain as 11 and parish council name to remain as Scole Parish Council.					

Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents responses supporting the proposal	Residents responses opposing the proposal	Parish Council responses supporting the proposal	Parish Council responses opposing the proposal	Other
Beck Vale, Dickleburgh & Scole	Starston	No change, remain at 7 councillors and parish council name to remain as Starston Parish Council.			Starston Parish Council are in agreement with the proposal		
Bressingham & Burston	Bressingham	Agreed to reduce the number of councillors to 7 (from 9), and the parish council name to remain as Bressingham Parish Council.					
Bressingham & Burston	Gissing	No change, number of councillors to remain as 5, and the parish council name to remain as Gissing Parish Council.					
Bressingham & Burston	Heywood	No change, to remain as a parish meeting, and the parish council to remain as Heywood Parish Council.					
Bressingham & Burston	Shelfanger	No change, number of councillors to remain as 7, and the parish council name to remain as Shelfanger Parish Council.					
Bressingham & Burston	Tibenham	No change, number of councillors to remain as 7, and the parish council name to remain as Tibenham Parish Council.					
Bressingham & Burston	Winfarthing	No change, number of councillors to remain as 7, and the parish council name to remain as Winfarthing Parish Council.					
Brooke	Bergh Apton	Agreed that no change is necessary or required by the majority of residents responding. Retain at 7 councillors and the parish council name to remain as Bergh Apton Parish Council.			Bergh Apton Parish Council are in agreement with the proposal not to change current parish arrangements		
Brooke	Brooke	No change, number of councillors to remain as 9 and parish council name to remain as Brooke Parish Council.					
Brooke	Kirstead	No change, to remain as a parish meeting, and the name of the parish to remain as Kirstead Parish Meeting.					

Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents responses supporting the proposal	Residents responses opposing the proposal	Parish Council responses supporting the proposal	Parish Council responses opposing the proposal	Other
Brooke	Mundham	No change, number of Councillors to remain as 5 and parish council name to remain as Mundham Parish Council.			Mundham Parish Council are in agreement with the proposal to remain under existing arrangements with 5 councillors.		
Brooke	Seething	No change, number of councillors to remain as 7 and parish council name to remain as Seething Parish Council.					
Brooke	Alpington	No change, number of councillors to remain as 4 in Alpington ward, and 3 councillors in Yelverton ward. Continue to be a joint parish council called Alpington with Yelverton Parish Council.					
Brooke	Yelverton	No change, number of councillors to remain as 4 in Alpington ward, and 3 councillors in Yelverton ward. Continue to be a joint parish council called Alpington with Yelverton Parish Council.					
Bunwell	Aslacton	No change, number of councillors to remain as 7 and parish council name to remain as Aslacton Parish Council.					
Bunwell	Great Moulton	No change, number of councillors to remain as 7 and parish council name to remain as Great Moulton Parish Council.					
Cringleford	Colney	No change, to remain as a parish meeting called Colney Parish Meeting.			Colney Parish Meeting are in agreement with the proposal to remain under the current parish arrangements with no boundary amendments.		
Ditchingham & Earsham	Bedingham	No change, to remain as a parish meeting called Bedingham Parish Meeting.					
Ditchingham & Earsham	Broome	No change, number of councillors to remain as 7 and parish council name to remain as Broome Parish Council.					

Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents responses supporting the proposal	Residents responses opposing the proposal	Parish Council responses supporting the proposal	Parish Council responses opposing the proposal	Other
Ditchingham & Earsham	Geldeston	No change, number of councillors to remain as 7 and parish council name to remain as Geldeston Parish Council.					
Ditchingham & Earsham	Hedenham	No change, to remain a parish meeting called Hedenham Parish Meeting.					
Ditchingham & Earsham	Ellingham	Agree that the number of councillors to remain as 5 in Ellingham ward and 4 councillors in Kirby Cane ward. Remain a joint parish council called Kirby Cane with Ellingham Parish Council.					
Ditchingham & Earsham	Kirby Cane	Agree that the number of councillors be remain as 5 in Ellingham ward and 4 councillors in Kirby Cane ward. Remain a joint parish council called Kirby Cane with Ellingham Parish Council.					
Ditchingham & Earsham	Thwaite St Mary	No change, to remain a parish meeting called Thwaite St Mary Parish Meeting.					
Ditchingham & Earsham	Woodton	No change, number of councillors to remain as 7 and parish council name to remain as Woodton Parish Council.					
Easton	Easton	Agree that the number of Councillors be increased to 10 from 7. The name of the parish council to remain as Easton Parish Council.					
Easton	Great Melton	No change, number of councillors to remain as 7 and parish council name to remain as Great Melton Parish Council.					
Easton	Marlingford and Colton	No change, number of councillors to remain as 7 and parish council name to remain as Marlingford and Colton Parish Council.					
Forncett	Forncett	No change, number of councillors to remain as 7 and parish council name to remain as Forncett Parish Council.					

Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents responses supporting the proposal	Residents responses opposing the proposal	Parish Council responses supporting the proposal	Parish Council responses opposing the proposal	Other
Forncett	Tacolneston	Agreed that there was insufficient justification to merge Tacolneston with Forncett. No change, the number of councillors to remain at 7 and parish council name to remain as Tacolneston Parish Council					
Forncett	Tharston and Hapton	Agreed that there was insufficient justification to separate Tharston and Hapton, as proposed during the consultation. Councillors to remain at 7 and parish council name to remain as Tharston and Hapton Parish Council.			Tharston & Hapton Parish Council are in agreement with the proposal to remain under the existing parish arrangements		
Forncett	Wacton	No change, to retain the 7 councillors and the parish council name of Wacton Parish Council.					
Harleston	Needham	No change, to retain 7 councillors and the parish council name of Needham Parish Council					
Harleston	Redenhall with Harleston Town	No change, number of Councillors to remain as 11, and to retain the parish name of Redenhall with Harleston Town Council.					
Hempnall	Hempnall	Recommend that number of Councillors be reduced to 8 (from 9). To retain the parish council name of Hempnall Parish Council					
Hempnall	Morningthorpe and Fritton	No change, to retain the 5 councillors. Retain the parish council name of Morningthorpe and Fritton Parish Council.					
Hempnall	Hardwick	No change, to retain the 7 councillors and the parish council name of Hardwick Parish Council.					
Hempnall	Shelton and Hardwick see Hardwick	No change, to retain the 7 councillors and parish council name of Shelton and Hardwick Parish Council.					
Hempnall	Topcroft	No change, to retain the 7 councillors and parish council name of Topcroft Parish Council.					

Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents responses supporting the proposal	Residents responses opposing the proposal	Parish Council responses supporting the proposal	Parish Council responses opposing the proposal	Other
Hingham & Deopham	Deopham	No change, to retain the 7 councillors and parish council name of Deopham Parish Council.					
Hingham & Deopham	Hingham	Agree that number of Councillors remain at 11 and to retain the parish council name of Hingham Town Council.					
Loddon & Chedgrave	Chedgrave	Agree that number of Councillors remain at 9, and parish council name to remain as Chedgrave Parish Council.			Chedgrave Parish Council are in agreement with the proposal.		
Loddon & Chedgrave	Hales	Agree that there is no justification for a merger of the Hales & Heckingham with Raveninham & Stockton. To retain the number of councilors for Hales ward at 4, and for Heckingham ward 3. To remain a Joint parish council called Hales and Heckingham Parish Council.					
Loddon & Chedgrave	Heckingham	Agree that there is no justification for a merger of the Hales & Heckingham with Raveninham & Stockton. To retain the number of councilors for Hales ward at 4, and for Heckingham ward 3. To remain a Joint parish council called Hales and Heckingham Parish Council.					
Loddon & Chedgrave	Langley with Hardley	No change, to retain the 7 councillors and parish council name of Langley with Hardley Parish Council.					
Loddon & Chedgrave	Loddon	Agree that number of councillors remain at 11, and the parish council name to remain as Loddon Parish Council.					
Loddon & Chedgrave	Norton Subcourse	No change, to retain the 7 councillors and parish council name of Norton Subcourse Parish Council.					

Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents responses supporting the proposal	Residents responses opposing the proposal	Parish Council responses supporting the proposal	Parish Council responses opposing the proposal	Other
Loddon & Chedgrave	Raveningha m	No change, to remain a parish meeting with the parish council name of Raveningham Parish Council.					
Loddon & Chedgrave	Stockton	No change, to remain a parish meeting with the parish council name of Stockton Parish Council.					
Loddon & Chedgrave	Sisland	No change, to remain a parish meeting with the parish council name of Sisland Parish Council.					
Mulbarton & Stke Holy Cross	Flordon	No change, to retain the 7 councillors and parish council name of Flordon Parish Council.					
Mulbarton & Stke Holy Cross	Mulbarton	No change, to retain the 11 councillors and parish council name of Mulbarton Parish Council.					
Mulbarton & Stke Holy Cross	Stoke Holy Cross	No change, to retain the 9 councillors and parish council name of Stoke Holy Cross Parish Council.					
Mulbarton & Stke Holy Cross	Ketteringham	To retain 4 councillors in East Carleton ward, and 3 councillors in Ketteringham ward, and to remain a joint parish council called East Carleton with Ketteringham Parish Council.					
Mulbarton & Stoke Holy Cross	Ashwellthorp e	Agree that there is no justification for the separation of Ashwellthorpe and Fundenhall. To retain 7 councillors and to retain the parish council name of Ashwellthorpe and Fundenhall Parish Council.					
Mulbarton & Stoke Holy Cross	Wreningham	1. Agree that no changes be made to Bracon Ash and Flordon, due to lack of justification received during the first phase of consultation. 2. Agree that the changes proposed for Wreningham were not justified as this would involve the warding of small areas. To retain the 7 Councillors and to retain the parish council name of Wreningham Parish Council.					

Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents responses supporting the proposal	Residents responses opposing the proposal	Parish Council responses supporting the proposal	Parish Council responses opposing the proposal	Other
Newton Flotman	Howe	No change, to remain a parish meeting with the parish meeting name of Howe Parish Meeting.					
Newton Flotman	Saxlingham Nethergate	1. Agree that no changes be made to the boundary between Saxlingham Nethergate and Shotesham due to a lack of justification to make changes. 2. Agree that number of Councillors remains as 9, and parish council name remain as Saxlingham Nethergate Parish Council.					
Newton Flotman	Shotesham	Agree that the proposed boundary change between Howe and Shotesham is not approved due to the crossing of ward boundaries. To remain at 7 councillors and the parish council name to remain as Shotesham Parish Council.					
Newton Flotman	Swainsthorpe	No change, to retain the 7 councillors and parish council name of Swainsthorpe Parish Council.					
Poringland, Framingham s& Trowse	Framingham Pigot	No change, to remain a parish meeting with a parish council name of Framingham Pigot Parish Council.	5 residents are in agreement with the proposal of no change to the current arrangements which is committed to community engagement & empowerment at a local level.		Framingham Pigot Parish Meeting are in agreement with the proposal. Requesting no changes to the current arrangements as agreed by the whole village. The community is engaged under the current arrangements with regular meetings extensive consultation process engaging the community.		
Poringland, Framingham s& Trowse	Trowse with Newton	Agree that the number of Councillors remains as 9, and the parish council name to remain as Trowse with Newton Parish Council.					

Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents responses supporting the proposal	Residents responses opposing the proposal	Parish Council responses supporting the proposal	Parish Council responses opposing the proposal	Other
Rockland	Bramerton	No change, to remain at 7 councillors, and parish council name as Ashby St Mary Parish Council.					
Rockland	Carleton St Peter	No change, to remain as a parish meeting with the name of Carleton St Peter Parish Meeting.					
Rockland	Claxton	1. Agree that there is insufficient justification for any other proposed changes 2. Agree that the number of Councillors remains as 5, and the parish council name to remain as Claxton Parish Council.					
Rockland	Holverston	No change, to remain a parish meeting with the name of Holverston Parish Meeting.					
Rockland	Kirby Bedon	Agree that changes suggested which cross ward boundaries are not approved as there is insufficient justification. Retain 7 councillors and the parish council name to remain as Kirby Bedon Parish Council.					
Rockland	Rockland St Mary	No change, remain at 6 councillors for the Rockland St Mary ward, and 1 Councillor for Hellington ward and to continue to be a joint parish council called Rockland St Mary with Hellington Parish Council.					
Rockland	Hellington	No change, remain at 6 councillors for the Rockland St Mary ward, and 1 Councillor for Hellington ward and to continue to be a joint council called Rockland St Mary with Hellington Parish Council.					
Rockland	Surlingham	No change, to remain at 7 councillors, and parish council name as Surlingham Parish Council.					
Thurlton	Aldeby	No change, retain the 7 Councillors and parish council name of Aldeby Parish Council.					

Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents responses supporting the proposal	Residents responses opposing the proposal	Parish Council responses supporting the proposal	Parish Council responses opposing the proposal	Other
Thurlton	Gillingham	No change, retain 7 councillors and parish council name of Gillingham Parish Council.					
Thurlton	Haddiscoe	No change, retain 7 councillors and parish council name of Haddiscoe Parish Council.					
Thurlton	Thurlton	No change, retain 7 councillors and parish council name of Thurlton Parish Council.					
Thurlton	Burgh St Peter	No change, retain 4 councillors for Burgh St Peter ward and 3 councillors for Weatacre ward, and remain a joint parish council called Burgh St Peter with Weatacre Parish Council.					
Thurlton	Wheatacre	No change, retain 4 councillors for Burgh St Peter ward and 3 councillors for Weatacre ward, and remain a joint parish council called Burgh St Peter with Weatacre Parish Council.					
Thurlton	Toft Monks	No change, retain 7 councillors and parish council name of Toft Monks Parish Council.					
Wicklewood	Barnham Broom	No change, retain 7 councillors and parish council name of Barnham Broom Parish Council.					
Wicklewood	Brandon Parva, Coston, Runhall & Welborne	No change, retain 7 councillors and parish council name of Brandon Parva, Coston, Runhall and Welborne Parish Council.					
Wicklewood	Kimberley	Agree that the number of Councillors remains as 5, and to retain the parish council name of Kimberley Parish Council.					
Wicklewood	Morley	No change, retain 7 councillors and parish council name of Morley Parish Council.					

Districts	Parish	Proposals agreed at EARC 15 August 2017	Residents responses supporting the proposal	Residents responses opposing the proposal	Parish Council responses supporting the proposal	Parish Council responses opposing the proposal	Other
Wicklewood	Barford	Agree that the number of councillors remains as 5 in Barford ward, and 2 councillors in the Wramplingham ward and to remain a joint parish council called Barford with Wramplingham Parish Council.					
Wicklewood	Wramplingham	Agree that the number of councillors remains as 5 in Barford ward, and 2 councillors in the Wramplingham ward and to remain a joint parish council called Barford with Wramplingham Parish Council.					
Wicklewood	Wicklewood	No change, retain 7 councillors and parish council name of Wicklewood Parish Council.					

ELECTORAL ARRANGEMENTS REVIEW COMMITTEE

Minutes of a meeting of the Electoral Arrangements Review Committee of South Norfolk District Council held at South Norfolk House, Long Stratton on 29 November 2017 at 10:00am.

Committee Members Present: Councillors: C Kemp (Chairman), C Easton, K Kiddie and T Lewis

Apologies: Councillors: J Fuller and L Hornby

Substitute Members: Councillors: D Bills for J Fuller and B Stone for L Hornby

Other Members in Attendance: Councillors: For parts of the meeting: D Goldson, M Gray, J Hornby, L Hornby, G Minshull, J Overton, T Palmer, R Savage and V Thomson

Officers in Attendance: The Chief Executive (S Dineen) (for part of the meeting), the Electoral Services Manager (J Tovee-Galey), the Electoral Services Officer (N Tullock), the Deputy Monitoring Officer (E Goddard) (for part of the meeting)

Also in Attendance: David Johnson – NpLaw

The press and 63 members of the public were also in attendance

28. DECLARATIONS OF INTEREST

Member	Interest
Cllr Kiddie	<u>Diss / Roydon</u> Other Interest:- District Councillor for Diss, Town Councillor for Diss, and County Councillor for Diss and Roydon. Member stated that, although he did not consider himself to be predetermined, he declared that he had elected to leave the room when this item was discussed, to ensure public confidence in any recommendation made to Full Council. Cllr Kiddie withdrew from the room for this item, did not take part in the discussion, and did not vote.
Cllr Kemp	<u>Diss / Roydon</u> Other Interest:- Member had been lobbied by residents, and had been present at Roydon Parish Council meetings and other meetings with residents, where the Community Governance Review had been discussed, but he had provided procedural advice only. <u>Poringland</u> Other Interest:- Member had given advice on procedural matters only. <u>Wymondham</u> Other Interest:- Member had given procedural advice only to other Local Members. <u>Cringleford</u> Other Interest:- District Councillor for Cringleford. Member had taken part in discussions but had provided procedural advice only.
Cllr Easton	<u>Carleton Road / Bunwell</u> Other Interest:- District Councillor for Bunwell but representing both parishes. Member had been in discussions with residents and was present at Parish Council meetings where the Community Governance Review had been discussed, but no opinions or advice had been given.
Cllr Stone	Other Interest - County Councillor for Thurton and Ashby.
Cllr Lewis	<u>Poringland and Framingham</u> Other interest:- Member had attended several meetings in Stoke Holy Cross and Poringland but no opinions had been given. <u>Bixley and Caistor St Edmund</u> Other Interest:- District Councillor for Bixley and Caistor St Edmund. Member had presented information at meetings where issues had been discussed, but no advice had been given.
Cllr Bills	Other Interest:- District Councillor for Hethersett

29. MINUTES

Regarding Minute 27, at the paragraph detailing the consideration of Bunwell, the Committee agreed that the wording of the first line should be changed from, "*The Tacolneston Parish Clerk advised that....*" to "*A member of Bunwell Parish Council (who is also the Tacolneston Parish Clerk) advised that....*".

Subject to that amendment, the minutes of the Electoral Arrangements Review Committee held on 15 August 2017 were confirmed as a correct record and signed by the Chairman.

30. COMMUNITY GOVERNANCE REVIEW

The Chairman and Chief Executive welcomed everyone to the meeting. Cllr Kemp summarised the aims of the Review and explained that the Committee would be considering the representations received before making its recommendations to a meeting of the Full Council to be held on 19 February 2018, where the Authority's final decision would be made.

The Chairman reminded members that the District Boundary Review had already taken place ahead of the Community Governance Review and that any proposed parish boundary changes would be required to respect current County, District and Parliamentary boundaries. Speakers were advised that the Committee could only consider those things set out in the relevant legislation and guidance and were unable to take into account any issues which might fall under the control of the District or Parliamentary Reviews.

It was noted that, during the first phase of consultation, the number of representations received from towns and parishes had been disappointingly low and it appeared that, where parishes and residents were content with current governance arrangements, they had made little representation during that phase. However, due to a significantly higher number of responses being received towards the end of the second phase, the Committee now considered they had a more accurate indication of the opinions and views of town/parish councils and residents.

The Committee was reminded of its obligation to ensure that, when considering each parish boundary, the proposals for change should be in line with the Terms of Reference of the Community Governance Review, and clearly support the aims of the Review; to improve community engagement and local democracy, to facilitate efficient, effective and convenient delivery of local services, and to ensure electors across the whole District are treated equitably and fairly. It was noted that, should these proposals not meet the aims of the Review, then the status quo should continue.

The following speakers addressed the meeting with regard to the various proposals:

Diss and Roydon	Ms D Sarson – Diss Town Council Mr P Curson – Roydon Parish Council Ms N Atkins – Residents' Group against recommendations Mr T Knights – Resident against recommendations Cllr T Palmer – Local Member for Diss Cllr D Goldson – Local Member for Roydon
Carleton Rode and Bunwell	Mr J Pennell – Bunwell Parish Council Dr B Slater – Carleton Rode Parish Council Mr A Hatcher – Resident against recommendations Mr L Elley – Resident against recommendations
Poringland and Framingham Earl	Ms L Brook – Framingham Earl Parish Council Ms J Sykes – Resident against recommendations for Poringland / Framingham Earl Cllr J Overton – Local Member for Poringland and the Framinghams
Wymondham	Cllr R Savage – Wymondham Town Council Cllr L Hornby – Wymondham Town Council Mr J Halls – Resident in favour of recommendations Mr S Ward – Resident in favour of recommendations Cllr J Hornby – Local Member for Wymondham
Earsham	Cllr M Gray – Local Member for Earsham
Costessey	Ms H Elias – Costessey Town Council
East Carleton with Ketteringham	Mr T Cave – East Carleton with Ketteringham Parish Council Mr P Riches – Resident against the recommendations
Ashby St Mary	Mr R Todd – Ashby St Mary Parish Council

The Committee considered each town/parish in the order indicated in the agenda and made its recommendations, as detailed below:

Diss and Roydon

Members voted 4-1 to **RECOMMEND TO COUNCIL** that:

1. having considered the relevant legislation, guidance, and representations made regarding Diss and Roydon, that it should **reject** the proposals and retain the parish boundaries as they currently exist;
2. the number of Councillors for Diss be increased to 14 and the number of Councillors for Roydon remains unchanged; and
3. the town/parish council names for both Diss and Roydon remain unchanged.

The reason for the decision

The Committee's decision was based upon the evidence before it. Members reached the conclusion that the existing boundary better reflects the identities and interests of the community and will continue to provide effective and convenient community governance.

Bunwell and Carleton Rode

Members voted 4-0 (2 abstained) to **RECOMMEND TO COUNCIL** that:

1. having considered the relevant legislation, guidance, and representations made regarding Bunwell and Carleton Rode, that it should **reject** the proposals and retain the parish boundaries as they currently exist;
2. the number of Councillors for Bunwell and Carleton Rode remain unchanged; and
3. the parish Council names for both Bunwell and Carleton Rode remain unchanged.

The reason for the decision

The Committee's decision was based upon the evidence before it. Members reached the conclusion that the existing boundary better reflects the identities and interests of the community and will continue to provide effective and convenient community governance.

Poringland

Members voted unanimously to **RECOMMEND TO COUNCIL** that:

1. having considered the relevant legislation, guidance, and representations made regarding Poringland and Framingham Earl, that it should **reject** the proposals and retain the parish boundaries as they currently exist;
2. having considered the relevant legislation, guidance, and representations made regarding Poringland and Bixley, that it should **agree** a boundary change, as indicated in map 11 on page 40 of the agenda, to move a part of Bixley into Poringland;
3. the number of Councillors for Poringland remains unchanged; and
4. the parish council name for Poringland remains unchanged.

The reason for the decision

The Committee's decision was based upon the evidence before it. Members reached the conclusion that the existing boundary better reflects the identities and interests of the community and will continue to provide effective and convenient community governance.

Framingham Earl

Members voted unanimously to **RECOMMEND TO COUNCIL** that:

1. having considered the relevant legislation, guidance, and representations made regarding Framingham Earl and Poringland, that it should **reject** the proposals and retain the parish boundaries as they currently exist;
2. the number of Councillors for Framingham Earl remains unchanged; and
3. the parish council name for Framingham Earl remains unchanged.

The reason for the decision

The Committee's decision was based upon the evidence before it. Members reached the conclusion that the existing boundary better reflects the identities and interests of the community and will continue to provide effective and convenient community governance.

Wymondham

Members voted 5-1 to **RECOMMEND TO COUNCIL** that:

1. having considered the relevant legislation, guidance, and representations made regarding Wymondham and the proposal that Spooner Row, Wattlefield and Sutton be separated from Wymondham Town to create a new community council, that it should **reject** the proposals and retain the parish boundaries, as set out in the Local Government Boundary Commission for England Order 2017;
2. Wymondham Town Council retain 5 Councillors in North Wymondham Ward, 5 councillors in Central Wymondham Ward, 1 councillor in East Wymondham Ward and 4 councillors in South Wymondham ward; and
3. Wymondham Town Council remain as set out in the Local Government Boundary Commission for England Order 2017.

The reason for the decision

The Committee's decision was based upon the evidence and arguments presented to the Committee and was finely balanced. The Committee consider that, on balance and due to the evidence submitted together with concerns regarding the long-term sustainability of the proposal, the existing boundary better reflects the identities and interests of the community and will continue to provide effective and convenient community governance.

Tivetshall St Margaret and Tivetshall St Mary

Members voted unanimously to **RECOMMEND TO COUNCIL** that:

1. having considered the relevant legislation, guidance, and representations made regarding Tivetshall St Margaret and Tivetshall St Mary, that it should **agree** the proposals and merge the parishes to create a parish with no wards called "Tivetshall Parish Council"; and
2. the number of Councillors for Tivetshall Parish Council be set at 7;

The reason for the decision

The Committee's decision was based upon the evidence before it. Members reached the conclusion that the amended boundary better reflects the identities and interests of the community and will put in place effective and convenient community governance.

Dickleburgh & Rushall and Burston & Shimpling

Members voted 5-0 (with 1 abstention) to **RECOMMEND TO COUNCIL** that:

1. having considered the relevant legislation, guidance, and representations made regarding Dickleburgh & Rushall and Burston & Shimpling, that it should **reject** the proposals and retain the parish boundaries as they currently exist;
2. the number of Councillors for Dickleburgh & Rushall and Burston & Shimpling remain unchanged; and
3. the parish Council names for Dickleburgh & Rushall and Burston & Shimpling remain unchanged.

The reason for the decision

The Committee's decision was based upon the evidence before it. Members reached the conclusion that the existing boundary better reflects the identities and interests of the community and will continue to provide effective and convenient community governance.

Cringleford

Members voted unanimously to **RECOMMEND TO COUNCIL** that:

1. having considered the relevant legislation, guidance, and representations made regarding Cringleford, that it should **reject** the proposals and retain the parish boundaries as they currently exist;
2. the number of Councillors for Cringleford remains unchanged; and
3. the parish Council name for Cringleford remains unchanged.

The reason for the decision

The Committee's decision was based upon the evidence before it. Members reached the conclusion that the existing boundary better reflects the identities and interests of the community and will continue to provide effective and convenient community governance.

Keswick & Intwood

Members voted unanimously to **RECOMMEND TO COUNCIL** that:

1. having considered the relevant legislation, guidance, and representations made regarding Keswick & Intwood, that it should **reject** the proposals and retain the parish boundaries as they currently exist;
2. the number of Councillors for Keswick & Intwood remains unchanged; and
3. the parish Council name for Keswick & Intwood remains unchanged.

The reason for the decision

The Committee's decision was based upon the evidence before it. Members reached the conclusion that the existing boundary better reflects the identities and interests of the community and will continue to provide effective and convenient community governance.

Denton and Earsham

Members voted unanimously to **RECOMMEND TO COUNCIL** that:

1. having considered the relevant legislation, guidance, and representations made regarding Denton and Earsham, that it should **agree** the proposals and amend the parish boundary (as indicated on Map 6 on page 49 of the agenda);
2. the number of Councillors for both Denton and Earsham remain unchanged; and
3. the parish Council names for both Denton and Earsham remain unchanged.

The reason for the decision

The Committee's decision was based upon the evidence before it. Members reached the conclusion that the amended boundary better reflects the identities and interests of the community and will put in place effective and convenient community governance.

Alburgh and Wortwell

Members voted unanimously to **RECOMMEND TO COUNCIL** that:

1. having considered the relevant legislation, guidance, and representations made regarding Alburgh and Wortwell, that it should **agree** the proposals and make a submission to the Local Government Boundary Commission for England to request for the amendment of the district boundary, as indicated on Map 7 on page 50 of the agenda;
2. the number of Councillors for both Alburgh and Wortwell remain unchanged; and
3. the parish Council names for both Alburgh and Wortwell remain unchanged.

The reason for the decision

The Committee's decision was based upon the evidence before it. Members reached the conclusion that the amended boundary better reflects the identities and interests of the community and will put in place effective and convenient community governance.

It is noted that this recommendation would also require the agreement of the Local Government Boundary Commission as it affects a district boundary and would require the amendment of this district boundary.

Bawburgh

Members voted unanimously to **RECOMMEND TO COUNCIL** that:

1. having considered the relevant legislation, guidance, and representations made regarding Bawburgh, that it should **agree** the proposal to move Lodge Farm Ward from Bawburgh Parish into Costessey Town and that it should **agree** boundary changes between Bawburgh and Little Melton, as indicated on map 8 on page 51 of the agenda, and make a submission to the Local Government Boundary Commission for England to request for the amendment of both the parish and County boundaries;
2. the number of Councillors for Bawburgh be set at 5; and
3. the parish Council name for Bawburgh remains unchanged.

The reason for the decision

The Committee's decision was based upon the evidence before it. Members reached the conclusion that the amended boundary better reflects the identities and interests of the community and will put in place effective and convenient community governance.

It is noted that this recommendation is subject to the agreement of the Local Government Boundary Commission as it affects “protected electoral arrangements” within the meaning of section 86 of the Local Government and Public Involvement in Health Act 2007.

Little Melton

Members voted unanimously to **RECOMMEND TO COUNCIL** that:

1. having considered the relevant legislation, guidance, and representations made regarding Little Melton, that it should **agree** boundary changes between Little Melton and Bawburgh, as indicated on map 8 on page 51 of the agenda, that it should **agree** boundary changes between Little Melton and Hethersett, as indicated on map 8 on page 51 on the agenda, and that it should make a submission to the Local Government Boundary Commission for England to request for the amendment of both the parish and County boundaries between Bawburgh and Little Melton;
2. the number of Councillors for Little Melton remains unchanged; and
3. the parish Council name for Little Melton remains unchanged.

The reason for the decision

The Committee’s decision was based upon the evidence before it. Members reached the conclusion that the amended boundary better reflects the identities and interests of the community and will put in place effective and convenient community governance.

It is noted that this recommendation for the parish boundary between Bawburgh and Little Melton is subject to the agreement of the Local Government Boundary Commission as it affects “protected electoral arrangements” within the meaning of section 86 of the Local Government and Public Involvement in Health Act 2007.

Hethersett

Members voted unanimously to **RECOMMEND TO COUNCIL** that:

1. having considered the relevant legislation, guidance, and representations made regarding Hethersett, that it should **agree** the proposals and amend the parish boundary (as indicated on Map 8 on page 51 of the agenda);
2. the number of Councillors for Hethersett be increased from 13 to 14; and
3. the parish Council name for Hethersett remains unchanged.

The reason for the decision

The Committee's decision was based upon the evidence before it. Members reached the conclusion that the amended boundary better reflects the identities and interests of the community and will put in place effective and convenient community governance.

East Carleton and Swardeston

Members voted unanimously to **RECOMMEND TO COUNCIL** that:

1. having considered the relevant legislation, guidance, and representations made regarding East Carleton and Swardeston, that it should **reject** the proposals and retain the parish boundaries as they currently exist;
2. the number of Councillors for both East Carleton and Swardeston remain unchanged; and
3. the parish Council names for both East Carleton and Swardeston remain unchanged.

The reason for the decision

The Committee's decision was based upon the evidence before it. Members reached the conclusion that the existing boundary better reflects the identities and interests of the community and will continue to provide effective and convenient community governance.

Costessey

Members voted unanimously to **RECOMMEND TO COUNCIL** that:

1. having considered the relevant legislation, guidance, and representations made regarding Costessey, that it should **agree** the proposal to move Lodge Farm from Bawburgh Parish into Costessey Town, as indicated on map 10 on page 53 of the agenda, and make a submission to the Local Government Boundary Commission for England to request for the amendment of both the parish and County boundaries;
2. the number of Councillors in the Costessey Parish be retained in the following wards; New Costessey Ward 8 Councillors, Old Costessey Ward (incorporating the Lodge Farm area) 6 Councillors, and 5 Councillors in Queen's Hill Ward; and
3. the parish Council name for Costessey remains unchanged.

The reason for the decision

The Committee's decision was based upon the evidence before it. Members reached the conclusion that the amended boundary better reflects the identities and interests of the community and will put in place effective and convenient community governance.

It is noted that this recommendation is subject to the agreement of the Local Government Boundary Commission as it affects "protected electoral arrangements" within the meaning of section 86 of the Local Government and Public Involvement in Health Act 2007.

Bixley

Members voted unanimously to **RECOMMEND TO COUNCIL** that:

1. having considered the relevant legislation, guidance, and representations made regarding Bixley and Caistor St Edmund, that it should **agree** the proposals and merge the parishes to create a parish called "Caistor St Edmund and Bixley Parish Council" with the number of Councillors for Bixley Ward to remain as 5 and for Caistor Ward to remain as 7; and
2. having considered the relevant legislation, guidance, and representations made regarding Bixley and Poringland, that it should **agree** a boundary change, as indicated in map 11 on page 40 of the agenda, to move a part of Bixley into Poringland.

The reason for the decision

The Committee's decision was based upon the evidence before it. Members reached the conclusion that the amended boundary better reflects the identities and interests of the community and will put in place effective and convenient community governance.

Caistor St Edmund

Members voted unanimously to **RECOMMEND TO COUNCIL** that:

1. having considered the relevant legislation, guidance, and representations made regarding Bixley and Caistor St Edmund, that it should **agree** the proposals and merge the parishes, (taking into account the recommendation above to move part of Bixley into Poringland), to create a parish called "Caistor St Edmund and Bixley Parish Council" with the number of Councillors for Bixley Ward to remain as 5 and for Caistor St Edmund Ward to remain as 7.

The reason for the decision

The Committee's decision was based upon the evidence before it. Members reached the conclusion that the amended boundary better reflects the identities and interests of the community and will put in place effective and convenient community governance.

Ashby St Mary and Thurton

Members voted unanimously to **RECOMMEND TO COUNCIL** that:

1. having considered the relevant legislation, guidance, and representations made regarding Ashby St Mary and Thurton, that it should **reject** the proposal to merge the parishes and retain the parish boundaries as they currently exist;
2. the number of Councillors for both Ashby St Mary and Thurton remain unchanged; and
3. the parish Council names for both Ashby St Mary and Thurton remain unchanged.

The reason for the decision

The Committee's decision was based upon the evidence before it. Members reached the conclusion that the existing boundary better reflects the identities and interests of the community and will continue to provide effective and convenient community governance.

Ditchingham

Members voted unanimously to **RECOMMEND TO COUNCIL** that:

1. the parish boundary for Ditchingham be retained as it currently exists;
2. the number of Councillors for Ditchingham be reduced from 11 to 9; and
3. the parish Council name for Ditchingham remain unchanged.

The reason for the decision

The Committee's decision was based upon the evidence before it. Members reached the conclusion that the existing boundary reflects the identities and interests of the community and will continue to provide effective and convenient community governance. The decision to decrease the number of Councillors was taken due to the difficulties experienced in appointing Councillors for this Ward.

Tasburgh

Members voted unanimously to **RECOMMEND TO COUNCIL** that:

1. the parish boundary for Tasburgh be retained as it currently exists;
2. the number of Councillors for Tasburgh remains unchanged; and
3. the parish Council name for Tasburgh remains unchanged.

The reason for the decision

The Committee's decision was based upon the evidence before it. Members reached the conclusion that the existing boundary reflects the identities and interests of the community and will continue to provide effective and convenient community governance.

Stratton

Members voted unanimously to **RECOMMEND TO COUNCIL** that:

1. the parish boundary for Stratton be retained as it currently exists;
2. the number of Councillors for Stratton be increased from 11 to 13; and
3. the parish Council name for Stratton be changed from "Long Stratton Parish Council" to "Long Stratton Town Council".

The reason for the decision

The Committee's decision was based upon the evidence before it. Members reached the conclusion that the existing boundary reflects the identities and interests of the community and will continue to provide effective and convenient community governance. The Committee agreed that, due to the future growth of Long Stratton, the number of Councillors should be increased in line with the recommendations of the National Associations of Local Councils in regard to the number of Councillors per electorate.

Easton

Members voted unanimously to **RECOMMEND TO COUNCIL** that:

1. the parish boundary for Easton be retained as it currently exists;
2. the number of Councillors for Easton be increased from 7 to 10; and
3. the parish Council name for Easton remains unchanged.

The reason for the decision

The Committee's decision was based upon the evidence before it. Members reached the conclusion that the existing boundary reflects the identities and interests of the community and will continue to provide effective and convenient community governance.

Hempnall

Members voted unanimously to **RECOMMEND TO COUNCIL** that:

1. the parish boundary for Hempnall be retained as it currently exists;
2. the number of Councillors for Hempnall reduce from 9 to 8; and
3. the parish council name for Hempnall remains unchanged.

The reason for the decision

The Committee's decision was based upon the evidence before it. Members reached the conclusion that the existing boundary reflects the identities and interests of the community and will continue to provide effective and convenient community governance.

Bressingham

Members voted unanimously to **RECOMMEND TO COUNCIL** that:

1. the parish boundary for Bressingham be retained as it currently exists;
2. the number of Councillors for Bressingham reduce from 9 to 7; and
3. the parish council name for Bressingham remains unchanged.

The reason for the decision

The Committee's decision was based upon the evidence before it. Members reached the conclusion that the existing boundary reflects the identities and interests of the community and will continue to provide effective and convenient community governance.

All Other Parishes

In addition to those mentioned above, members considered all other parishes as detailed from pages 87 to 97 in the agenda, and in each case voted to **RECOMMEND TO COUNCIL** that:

1. the parish boundary be retained as it currently exists;
2. the number of Councillors remains unchanged; and
3. the parish council name remains unchanged.

The Chairman thanked officers for their work and it was then **RESOLVED** that:

1. the recommendations, as above, be put forward for consideration by Full Council for its final determination;
2. Full Council be requested to delegate authority to the Chief Executive for the creation of any Orders, or the taking of any other steps required, for the implementation of those proposals which receive its support, and any consequential matters thereby required;

and

3. officers prepare the report for Full Council in consultation with the Chairman and Vice Chairman of the Electoral Arrangements Review Committee.

(The meeting closed at 4:27 pm)

Chairman

**Council
19 February 2018**

Agenda Item 9

Council Tax Resolution 2018/19

**Report of the Section 151 Officer
Cabinet Member: Barry Stone – Portfolio Holder for Finance and Resources**

**CONTACT
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1. Introduction and Background

- 1.1** The purpose of this report is to enable the Council to calculate and set the Council Tax for 2018/19. The Localism Act 2011 requires the billing authority to calculate a Council Tax requirement for the year when setting its Council Tax.

2. Final Local Government Financial Settlement

- 2.1** The final local government financial settlement was released on 6th February 2018, after the Cabinet report on the budget. The Council is to receive £285,203 in Rural Services delivery grant, which is an increase of £56,336 compared to the provisional settlement. This is a one-off increase for 2018/19 and the increase does not continue into 2019/20. There was also a reduction in the business rates tariff to £7,843,195 from £7,870,059, a decrease of £26,864 which will leave the Council £13,432 better off once the levy is applied. The overall effect was an improvement on the draft settlement of £69,768 for 2018/19.
- 2.2** It is proposed to add this one-off funding to general reserves and then to use part of this to finance additional one-off projects. Firstly, up to £50,000 to be allocated towards capital costs of Electric Charging Posts in our market town car parks, capable of meeting existing and future demand. This allocation is expected to attract additional grant funding to finance charging posts in Council car parks. Secondly, up to £15,000 in revenue to be allocated towards a preliminary feasibility study that would inform a wider invitation to parishes and communities and identify potentially viable schemes for resident parking, in response to concerns raised with Members by residents in some of the market towns and in the parishes adjoining Norwich about parking on their streets which over the years has been adversely affected by greater traffic volumes.
- 2.3** The effect of the final settlement and the proposed additional projects is reflected in the resolution in Appendix A. The net effect would be an increase in general revenue reserves of £4,768 in 2018/19. There is no impact on the proposed level of Council Tax.

3. Other Precepts

- 3.1** The Revenue and Capital Budget report presented to Cabinet on 5th February outlined the precept deliberations of the other precepting bodies. Since that date further information is available and an update is provided below:

3.2 Town & Parish Councils

The Town & Parish Council Precepts for 2018/19 are detailed in Appendix B and total £3,576,975.96. The increase in the average Band D Council Tax for Town and Parish Councils is 7.36% and results in an average Band D Council Tax figure of £74.12 compared with £69.04 for 2017/18.

3.3 Norfolk County Council

Norfolk County Council is to meet on 12th February 2018 to set its budget and is recommended to set a precept for the South Norfolk District at £63,833,627. It is expected that the current Band D Council Tax rate will be increased by a total of 5.99% from £1,247.94 to £1,322.73. This includes the full allowable social care precept at a level of 3%. If Norfolk County Council agrees a different figure, replacement tables will be made available at the meeting for consideration.

3.4 Norfolk Police & Crime Commissioner

The Police and Crime Commissioner presented his budget to the Police and Crime Panel on 6th February. The Police and Crime Panel have agreed the budget and an increase in Council Tax of 5.51%. The rate of Council Tax has therefore increased by £11.97 from £217.17 to £229.14 for a Band D property. The precept for the South Norfolk District will be £11,058,067.

3.5 Special Expenses

South Norfolk Council treats street lighting costs incurred in some parish areas as a Special Expenses. The proposed budget for 2018/19 is £78,662.17, which results in an average Council Tax Band D figure of £1.63 for 2018/19. This results in a Band D charge for those parishes with Special Expenses of £5.01, which is an increase of 7p on the charge for 2017/18 of £4.94, reflecting changes in the composition of the Council Tax base.

4. Referendum Limits

- 4.1** The Localism Act 2011 makes provision for Council Tax referendums to be held if an authority increases its basic amount of Council Tax in excess of principles determined by the Secretary of State. The excessiveness principles are set each year and these limits are 6% for County Councils (comprising 3% for expenditure on adult social care and 3% for other expenditure), and £12 on a Band D property for Police and Crime Commissioners for 2018/19.
- 4.2** For all shire district councils, the limit is an increase that is *both* 3% higher than 2017/18 and *also* more than £5.00 higher than in 2017/18. South Norfolk Council could therefore raise its Council Tax by £5.00 without triggering a referendum. The relevant figure will be the increase in Council Tax including Special Expenses. The level of Council Tax recommended by Cabinet would therefore not trigger a referendum.
- 4.3** Local precepting authorities (Town and Parish Councils) are not subject to Council Tax referendums in 2018/19.

5. Risks and implications arising

- 5.1** The Council is required to set the Council Tax each year in accordance with the legislation set out above in this report. If this is not done, there is a risk that the Council will be unable to bill in a timely manner with a consequential loss of revenue, and this may prevent the prudent management of the Council's financial affairs. The Council will be required to hold a referendum if it decides to increase its Council Tax by more than £5.00.

6. Conclusion

- 6.1** The revenue budget recommendations of the Cabinet and the impact of the final local government financial settlement as described in Section 2 are set out in the formal Council Tax Resolution in Appendix A.
- 6.2** If the formal Council Tax Resolution at Appendix A is approved, the total Band D Council Tax will be as shown below:

Band D Council Tax per Year

Precepting Body	2017/18 £	2018/19 £	Increase £	Increase %
South Norfolk Council	140.00	145.00	5.00	3.57%
Norfolk County Council	1,247.94	1,322.73	74.79	5.99%
Norfolk Police and Crime Commissioner	217.17	229.14	11.97	5.51%
Sub-Total	1,605.11	1,696.87		
Special Expenses (average)	1.63	1.63	0.00	0%
Sub-Total	1,606.74	1,698.50		
Town & Parish Councils (average)	69.04	74.12	5.08	7.36%
Total	1,675.78	1,772.62	96.84	5.78%

APPENDIX A

- 1) Council delegated the approval of the Council Tax Base to the Section 151 Officer on the 28 January 2013. The Section 151 Officer approved the calculation of the Council Tax Base 2018/19 on the 12 December 2017, for the whole Council area as 48,259 (Item T in the formula in Section 31B of the Local Government Finance Act 1992 Act, as amended (the “Act”).

The Council is recommended to resolve as follows:

- 2) The recommendations of the Cabinet meeting 5 February 2018 relating to the Council Tax Base for dwellings in those parts of its area to which one or more special items relates as in the attached Appendix B be approved.
- 3) The recommendations of the Cabinet meeting 5 February 2018 relating to the Revenue and Capital Estimates 2018/19, as amended to reflect the final local government financial settlement described in section 2 of this report, be approved.
- 4) That the Council Tax requirement for the Council's own purposes for 2018/19 (excluding Parish precepts and special expenses) be calculated as £6,997,555.00.
- 5) That the Council Tax requirement for special expenses be calculated as £78,662.17.
- 6) That the following amounts be calculated for the year 2018/19 in accordance with Sections 30 to 36 of the Act.
 - a) £68,463,178.00 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils and any additional special expenses.
 - b) £57,809,984.87 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
 - c) £10,653,193.13 being the amount by which the aggregate at 6(a) above exceeds the aggregate at 6(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the 1992 Act).

- d) £220.75 being the amount at 6(c) above (Item R), all divided by Item T (1 above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts and special expenses).
 - e) £3,655,638.13 being the aggregate amount of all special items (Parish precepts and special expenses) referred to in Section 34(1) of the Act (as per attached Appendix B).
 - f) £145.00 being the amount at 6(d) above less the result given by dividing the amount at 6(e) above by Item T (1 above), calculated by the Council, in accordance with Section 34(2) of the 1992 Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept or special expense relates.
- 7) To note that Norfolk County Council and the Norfolk Police and Crime Commissioner have issued precepts to the Council in accordance with Section 40 of the Act for each category of dwellings in the Council's area as indicated in the table below.
- 8) That the Council, in accordance with Sections 30 and 36 of the Act, hereby sets the aggregate amounts shown in the table below as the amounts of Council Tax for 2018/19 for each part of its area and for each of the categories of dwellings.

	Valuation Bands							
Precepting Authority	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
South Norfolk Council	96.67	112.78	128.89	145.00	177.22	209.44	241.67	290.00
Norfolk County Council	881.82	1,028.79	1,175.76	1,322.73	1,616.67	1,910.61	2,204.55	2,645.46
Norfolk Police and Crime Commissioner	152.76	178.22	203.68	229.14	280.06	330.98	381.90	458.28
Aggregate of Council Tax Requirements (excluding Parish Precepts and Special Expenses)	1,131.25	1,319.79	1,508.33	1,696.87	2,073.95	2,451.03	2,828.12	3,393.74

- 9) The Council has determined that its relevant basic amount of Council Tax for 2018/19, which reflects an increase of £5.00, is not excessive in accordance with principles approved under Section 52ZB of the Act.

As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2018/19 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK of the Act.

APPENDIX B

a) Aggregate of the basic amount of Council Tax for South Norfolk Council, Parish Precept and Special Expenses for Band D properties

Part of the Council's Area	£			£
Alburgh	181.86		Ketteringham	169.43
Aldeby	194.31		Kimberley & Carleton Forehoe	176.02
Alpington	171.81		Kirby Bedon	163.31
Ashby St Mary	168.37		Kirby Cane	201.79
Ashwellthorpe & Fundenhall	172.95		Kirstead	149.97
Aslacton	157.00		Langley with Hardley	190.53
Barford	183.28		Little Melton	201.46
Barnham Broom	183.01		Loddon	227.28
Bawburgh	166.59		Long Stratton	248.29
Bedingham	154.15		Marlingford & Colton	190.67
Bergh Apton	166.00		Morley	185.25
Bixley & Arminghall	215.09		Morningthorpe & Fritton	167.58
Bracon Ash & Hethel	177.94		Mulbarton	184.22
Bramerton	208.73		Mundham	160.89
Brandon Parva, Coston, Runhall & Welborne	172.80		Needham	175.24
Bressingham & Fersfield	167.54		Newton Flotman	170.46
Brockdish	187.03		Norton Subcourse	167.00
Brooke	166.59		Poringland	229.36
Broome	164.71		Pulham Market	212.22
Bunwell	177.49		Pulham St.Mary	215.00
Burgh St.Peter	179.76		Raveningham	145.00
Burston & Shimpling	198.50		Redenhall with Harleston	339.96
Caistor St. Edmund	177.80		Rockland St.Mary	172.94
Carleton Rode	152.04		Roydon	171.50
Carleton St.Peter	145.00		Saxlingham Nethergate	184.63
Chedgrave	206.30		Scole	190.28
Claxton	188.84		Seething	169.65
Colney	172.95		Shelfanger	170.93
Costessey	263.75		Shelton & Hardwick	154.11
Cringleford	299.40		Shotesham	169.57
Denton	168.67		Sisland	145.00
Deopham & Hackford	171.50		Starston	190.44
Dickleburgh & Rushall	214.82		Stockton	145.00
Diss	336.28		Stoke Holy Cross	179.28
Ditchingham	189.17		Surlingham	168.18
Earsham	195.71		Swainsthorpe	188.07
East Carleton	169.43		Swardeston	166.73
Easton	183.38		Tacolneston	176.82
Ellingham	201.79		Tasburgh	194.14
Flordon	191.43		Tharston & Hapton	196.79
Forncett	172.15		Thurlton	166.68
Framingham Earl	162.83		Thurton	177.00
Framingham Pigot	145.00		Thwaite	145.00

Part of the Council's Area	£
Geldeston	186.55
Gillingham	176.94
Gissing	192.64
Gt.Melton	155.61
Gt.Moulton	160.97
Haddiscoe	169.61
Hales	177.68
Heckingham	177.68
Hedenham	145.00
Hellington	172.94
Hempnall	184.05
Hethersett	186.85
Heywood	145.00
Hingham	211.16
Holverston	145.00
Howe	145.00
Keswick & Intwood	172.60

	£
Tibenham	165.18
Tivetshall St.Margaret	188.12
Tivetshall St.Mary	188.12
Toft Monks	167.13
Topcroft	169.92
Trowse with Newton	355.47
Wacton	264.94
Wheatacre	179.76
Wicklewood	157.72
Winfarthing	164.87
Woodton	188.59
Wortwell	256.88
Wramplingham	183.28
Wreningham	184.32
Wymondham	230.21
Yelverton	171.81

Being the amounts given by adding the amount at 6(f) in Appendix A to the amount of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount contained in Appendix C, calculated by the Council, in accordance with Section 34(3) of the 1992 Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

b) Aggregate of the basic amount of Council Tax for South Norfolk Council, Parish Precept and Special Expenses for properties by valuation band

	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Alburgh	121.24	141.45	161.65	181.86	222.27	262.68	303.10	363.72
Aldeby	129.54	151.13	172.72	194.31	237.49	280.67	323.85	388.62
Alpington	114.54	133.63	152.72	171.81	209.99	248.17	286.35	343.62
Ashby St Mary	112.25	130.96	149.66	168.37	205.78	243.20	280.62	336.74
Ashwellthorpe & Fundenhall	115.30	134.52	153.73	172.95	211.38	249.81	288.25	345.90
Aslacton	104.67	122.11	139.56	157.00	191.89	226.77	261.67	314.00
Barford	122.19	142.55	162.92	183.28	224.01	264.73	305.47	366.56
Barnham Broom	122.01	142.34	162.68	183.01	223.68	264.34	305.02	366.02
Bawburgh	111.06	129.57	148.08	166.59	203.61	240.63	277.65	333.18
Bedingham	102.77	119.90	137.02	154.15	188.40	222.66	256.92	308.30
Bergh Apton	110.67	129.11	147.56	166.00	202.89	239.77	276.67	332.00
Bixley & Arminghall	143.40	167.29	191.19	215.09	262.89	310.68	358.49	430.18
Bracon Ash & Hethel	118.63	138.40	158.17	177.94	217.48	257.02	296.57	355.88
Bramerton	139.16	162.35	185.54	208.73	255.11	301.49	347.89	417.46
Brandon Parva, Coston, Runhall & Welborne	115.20	134.40	153.60	172.80	211.20	249.60	288.00	345.60
Bressingham & Fersfield	111.70	130.31	148.93	167.54	204.77	242.00	279.24	335.08
Brockdish	124.69	145.47	166.25	187.03	228.59	270.15	311.72	374.06
Brooke	111.06	129.57	148.08	166.59	203.61	240.63	277.65	333.18
Broome	109.81	128.11	146.41	164.71	201.31	237.91	274.52	329.42
Bunwell	118.33	138.05	157.77	177.49	216.93	256.37	295.82	354.98
Burgh St.Peter	119.84	139.82	159.79	179.76	219.70	259.65	299.60	359.52
Burston & Shimpling	132.34	154.39	176.45	198.50	242.61	286.72	330.84	397.00
Caistor St. Edmund	118.54	138.29	158.05	177.80	217.31	256.82	296.34	355.60
Carleton Rode	101.36	118.26	135.15	152.04	185.82	219.61	253.40	304.08
Carleton St.Peter	96.67	112.78	128.89	145.00	177.22	209.44	241.67	290.00
Chedgrave	137.54	160.46	183.38	206.30	252.14	297.99	343.84	412.60
Claxton	125.90	146.88	167.86	188.84	230.80	272.76	314.74	377.68
Colney	115.30	134.52	153.73	172.95	211.38	249.81	288.25	345.90
Costessey	175.84	205.14	234.44	263.75	322.36	380.97	439.59	527.50
Cringford	199.60	232.87	266.13	299.40	365.93	432.46	499.00	598.80
Denton	112.45	131.19	149.93	168.67	206.15	243.63	281.12	337.34
Deopham & Hackford	114.34	133.39	152.45	171.50	209.61	247.72	285.84	343.00
Dickleburgh & Rushall	143.22	167.08	190.95	214.82	262.56	310.29	358.04	429.64
Diss	224.19	261.56	298.91	336.28	411.00	485.74	560.47	672.56
Ditchingham	126.12	147.14	168.15	189.17	231.20	273.24	315.29	378.34
Earsham	130.48	152.22	173.97	195.71	239.20	282.69	326.19	391.42
East Carleton	112.96	131.78	150.61	169.43	207.08	244.73	282.39	338.86
Easton	122.26	142.63	163.01	183.38	224.13	264.88	305.64	366.76
Ellingham	134.53	156.95	179.37	201.79	246.63	291.47	336.32	403.58
Flordon	127.62	148.89	170.16	191.43	233.97	276.51	319.05	382.86
Fornsett	114.77	133.90	153.02	172.15	210.40	248.66	286.92	344.30
Framingham Earl	108.56	126.65	144.74	162.83	199.01	235.19	271.39	325.66
Framingham Pigot	96.67	112.78	128.89	145.00	177.22	209.44	241.67	290.00

	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Geldeston	124.37	145.10	165.82	186.55	228.00	269.46	310.92	373.10
Gillingham	117.96	137.63	157.28	176.94	216.25	255.58	294.90	353.88
Gissing	128.43	149.83	171.24	192.64	235.45	278.25	321.07	385.28
Gt.Melton	103.74	121.03	138.32	155.61	190.19	224.77	259.35	311.22
Gt.Moulton	107.32	125.20	143.09	160.97	196.74	232.51	268.29	321.94
Haddiscoe	113.08	131.92	150.77	169.61	207.30	244.99	282.69	339.22
Hales	118.46	138.20	157.94	177.68	217.16	256.64	296.14	355.36
Heckingham	118.46	138.20	157.94	177.68	217.16	256.64	296.14	355.36
Hedenham	96.67	112.78	128.89	145.00	177.22	209.44	241.67	290.00
Hellington	115.30	134.51	153.73	172.94	211.37	249.80	288.24	345.88
Hempnall	122.70	143.15	163.60	184.05	224.95	265.85	306.75	368.10
Hethersett	124.57	145.33	166.09	186.85	228.37	269.89	311.42	373.70
Heywood	96.67	112.78	128.89	145.00	177.22	209.44	241.67	290.00
Hingham	140.78	164.24	187.70	211.16	258.08	305.00	351.94	422.32
Holverston	96.67	112.78	128.89	145.00	177.22	209.44	241.67	290.00
Howe	96.67	112.78	128.89	145.00	177.22	209.44	241.67	290.00
Keswick & Intwood	115.07	134.25	153.42	172.60	210.95	249.31	287.67	345.20
Ketteringham	112.96	131.78	150.61	169.43	207.08	244.73	282.39	338.86
Kimberley & Carleton Forehoe	117.35	136.91	156.46	176.02	215.13	254.25	293.37	352.04
Kirby Bedon	108.88	127.02	145.17	163.31	199.60	235.89	272.19	326.62
Kirby Cane	134.53	156.95	179.37	201.79	246.63	291.47	336.32	403.58
Kirstead	99.98	116.65	133.31	149.97	183.29	216.62	249.95	299.94
Langley with Hardley	127.02	148.19	169.36	190.53	232.87	275.21	317.55	381.06
Little Melton	134.31	156.69	179.08	201.46	246.23	290.99	335.77	402.92
Loddon	151.52	176.78	202.02	227.28	277.78	328.29	378.80	454.56
Long Stratton	165.53	193.12	220.70	248.29	303.46	358.64	413.82	496.58
Marlingford & Colton	127.12	148.30	169.49	190.67	233.04	275.41	317.79	381.34
Morley	123.50	144.09	164.67	185.25	226.41	267.58	308.75	370.50
Morningthorpe & Fritton	111.72	130.34	148.96	167.58	204.82	242.06	279.30	335.16
Mulbarton	122.82	143.28	163.75	184.22	225.16	266.09	307.04	368.44
Mundham	107.26	125.14	143.01	160.89	196.64	232.39	268.15	321.78
Needham	116.83	136.30	155.77	175.24	214.18	253.12	292.07	350.48
Newton Flotman	113.64	132.58	151.52	170.46	208.34	246.22	284.10	340.92
Norton Subcourse	111.34	129.89	148.45	167.00	204.11	241.22	278.34	334.00
Poringland	152.91	178.39	203.88	229.36	280.33	331.29	382.27	458.72
Pulham Market	141.48	165.06	188.64	212.22	259.38	306.54	353.70	424.44
Pulham St.Mary	143.34	167.22	191.11	215.00	262.78	310.55	358.34	430.00
Raveningham	96.67	112.78	128.89	145.00	177.22	209.44	241.67	290.00
Redenhall with Harleston	226.64	264.42	302.19	339.96	415.50	491.05	566.60	679.92
Rockland St.Mary	115.30	134.51	153.73	172.94	211.37	249.80	288.24	345.88
Roydon	114.34	133.39	152.45	171.50	209.61	247.72	285.84	343.00
Saxlingham Nethergate	123.09	143.60	164.12	184.63	225.66	266.68	307.72	369.26
Scole	126.86	148.00	169.14	190.28	232.56	274.84	317.14	380.56
Seething	113.10	131.95	150.80	169.65	207.35	245.05	282.75	339.30
Shelfanger	113.96	132.95	151.94	170.93	208.91	246.89	284.89	341.86
Shelton & Hardwick	102.74	119.87	136.99	154.11	188.35	222.60	256.85	308.22
Shotesham	113.05	131.89	150.73	169.57	207.25	244.93	282.62	339.14
Sisland	96.67	112.78	128.89	145.00	177.22	209.44	241.67	290.00

	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Starston	126.96	148.12	169.28	190.44	232.76	275.08	317.40	380.88
Stockton	96.67	112.78	128.89	145.00	177.22	209.44	241.67	290.00
Stoke Holy Cross	119.52	139.44	159.36	179.28	219.12	258.96	298.80	358.56
Surlingham	112.12	130.81	149.49	168.18	205.55	242.92	280.30	336.36
Swainsthorpe	125.38	146.28	167.17	188.07	229.86	271.65	313.45	376.14
Swardeston	111.16	129.68	148.21	166.73	203.78	240.83	277.89	333.46
Tacolneston	117.88	137.53	157.17	176.82	216.11	255.40	294.70	353.64
Tasburgh	129.43	151.00	172.57	194.14	237.28	280.42	323.57	388.28
Tharston & Hapton	131.20	153.06	174.93	196.79	240.52	284.25	327.99	393.58
Thurlton	111.12	129.64	148.16	166.68	203.72	240.76	277.80	333.36
Thurton	118.00	137.67	157.33	177.00	216.33	255.66	295.00	354.00
Thwaite	96.67	112.78	128.89	145.00	177.22	209.44	241.67	290.00
Tibenham	110.12	128.48	146.83	165.18	201.88	238.59	275.30	330.36
Tivetshall St.Margaret	125.42	146.32	167.22	188.12	229.92	271.72	313.54	376.24
Tivetshall St.Mary	125.42	146.32	167.22	188.12	229.92	271.72	313.54	376.24
Toft Monks	111.42	129.99	148.56	167.13	204.27	241.41	278.55	334.26
Topcroft	113.28	132.16	151.04	169.92	207.68	245.44	283.20	339.84
Trowse with Newton	236.98	276.48	315.97	355.47	434.46	513.45	592.45	710.94
Wacton	176.63	206.07	235.50	264.94	323.81	382.69	441.57	529.88
Wheatacre	119.84	139.82	159.79	179.76	219.70	259.65	299.60	359.52
Wicklewood	105.15	122.67	140.20	157.72	192.77	227.81	262.87	315.44
Winfarthing	109.92	128.23	146.55	164.87	201.51	238.14	274.79	329.74
Woodton	125.73	146.68	167.64	188.59	230.50	272.40	314.32	377.18
Wortwell	171.26	199.80	228.34	256.88	313.96	371.04	428.14	513.76
Wrampingham	122.19	142.55	162.92	183.28	224.01	264.73	305.47	366.56
Wreningham	122.88	143.36	163.84	184.32	225.28	266.24	307.20	368.64
Wymondham	153.48	179.06	204.63	230.21	281.36	332.52	383.69	460.42
Yelverton	114.54	133.63	152.72	171.81	209.99	248.17	286.35	343.62

Being the amounts given by multiplying (as appropriate) the amounts at 6(f) in Appendix A or a) above by the number which, in the proportion set out in Section 5(1) of the 1992 Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with Section 36(1) of the 1992 Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

c) That, having calculated the aggregate in each case of the amounts as listed above and paragraph 8 in Appendix A, the Council, in accordance with Section 30(2) of the 1992 Act, hereby sets the following amounts as the amounts of Council Tax for the year 2018/19 for each of the categories of dwellings shown below :

	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Alburgh	1,155.82	1,348.46	1,541.09	1,733.73	2,119.00	2,504.27	2,889.55	3,467.46
Aldeby	1,164.12	1,358.14	1,552.16	1,746.18	2,134.22	2,522.26	2,910.30	3,492.36
Alpington	1,149.12	1,340.64	1,532.16	1,723.68	2,106.72	2,489.76	2,872.80	3,447.36
Ashby St Mary	1,146.83	1,337.97	1,529.10	1,720.24	2,102.51	2,484.79	2,867.07	3,440.48
Ashwellthorpe & Fundenhall	1,149.88	1,341.53	1,533.17	1,724.82	2,108.11	2,491.40	2,874.70	3,449.64
Aslacton	1,139.25	1,329.12	1,519.00	1,708.87	2,088.62	2,468.36	2,848.12	3,417.74
Barford	1,156.77	1,349.56	1,542.36	1,735.15	2,120.74	2,506.32	2,891.92	3,470.30
Barnham Broom	1,156.59	1,349.35	1,542.12	1,734.88	2,120.41	2,505.93	2,891.47	3,469.76
Bawburgh	1,145.64	1,336.58	1,527.52	1,718.46	2,100.34	2,482.22	2,864.10	3,436.92
Bedingham	1,137.35	1,326.91	1,516.46	1,706.02	2,085.13	2,464.25	2,843.37	3,412.04
Bergh Apton	1,145.25	1,336.12	1,527.00	1,717.87	2,099.62	2,481.36	2,863.12	3,435.74
Bixley & Arminghall	1,177.98	1,374.30	1,570.63	1,766.96	2,159.62	2,552.27	2,944.94	3,533.92
Bracon Ash & Hethel	1,153.21	1,345.41	1,537.61	1,729.81	2,114.21	2,498.61	2,883.02	3,459.62
Bramerton	1,173.74	1,369.36	1,564.98	1,760.60	2,151.84	2,543.08	2,934.34	3,521.20
Brandon Parva, Coston, Runhall & Welborne	1,149.78	1,341.41	1,533.04	1,724.67	2,107.93	2,491.19	2,874.45	3,449.34
Bressingham & Fersfield	1,146.28	1,337.32	1,528.37	1,719.41	2,101.50	2,483.59	2,865.69	3,438.82
Brockdish	1,159.27	1,352.48	1,545.69	1,738.90	2,125.32	2,511.74	2,898.17	3,477.80
Brooke	1,145.64	1,336.58	1,527.52	1,718.46	2,100.34	2,482.22	2,864.10	3,436.92
Broome	1,144.39	1,335.12	1,525.85	1,716.58	2,098.04	2,479.50	2,860.97	3,433.16
Bunwell	1,152.91	1,345.06	1,537.21	1,729.36	2,113.66	2,497.96	2,882.27	3,458.72
Burgh St.Peter	1,154.42	1,346.83	1,539.23	1,731.63	2,116.43	2,501.24	2,886.05	3,463.26
Burston & Shimpling	1,166.92	1,361.40	1,555.89	1,750.37	2,139.34	2,528.31	2,917.29	3,500.74
Caistor St. Edmund	1,153.12	1,345.30	1,537.49	1,729.67	2,114.04	2,498.41	2,882.79	3,459.34
Carleton Rode	1,135.94	1,325.27	1,514.59	1,703.91	2,082.55	2,461.20	2,839.85	3,407.82
Carleton St.Peter	1,131.25	1,319.79	1,508.33	1,696.87	2,073.95	2,451.03	2,828.12	3,393.74
Chedgrave	1,172.12	1,367.47	1,562.82	1,758.17	2,148.87	2,539.58	2,930.29	3,516.34
Claxton	1,160.48	1,353.89	1,547.30	1,740.71	2,127.53	2,514.35	2,901.19	3,481.42
Colney	1,149.88	1,341.53	1,533.17	1,724.82	2,108.11	2,491.40	2,874.70	3,449.64
Costessey	1,210.42	1,412.15	1,613.88	1,815.62	2,219.09	2,622.56	3,026.04	3,631.24
Cringelford	1,234.18	1,439.88	1,645.57	1,851.27	2,262.66	2,674.05	3,085.45	3,702.54
Denton	1,147.03	1,338.20	1,529.37	1,720.54	2,102.88	2,485.22	2,867.57	3,441.08
Deopham & Hackford	1,148.92	1,340.40	1,531.89	1,723.37	2,106.34	2,489.31	2,872.29	3,446.74
Dickleburgh & Rushall	1,177.80	1,374.09	1,570.39	1,766.69	2,159.29	2,551.88	2,944.49	3,533.38
Diss	1,258.77	1,468.57	1,678.35	1,888.15	2,307.73	2,727.33	3,146.92	3,776.30
Ditchingham	1,160.70	1,354.15	1,547.59	1,741.04	2,127.93	2,514.83	2,901.74	3,482.08
Earsham	1,165.06	1,359.23	1,553.41	1,747.58	2,135.93	2,524.28	2,912.64	3,495.16
East Carleton	1,147.54	1,338.79	1,530.05	1,721.30	2,103.81	2,486.32	2,868.84	3,442.60
Easton	1,156.84	1,349.64	1,542.45	1,735.25	2,120.86	2,506.47	2,892.09	3,470.50
Ellingham	1,169.11	1,363.96	1,558.81	1,753.66	2,143.36	2,533.06	2,922.77	3,507.32
Flordon	1,162.20	1,355.90	1,549.60	1,743.30	2,130.70	2,518.10	2,905.50	3,486.60
Forngett	1,149.35	1,340.91	1,532.46	1,724.02	2,107.13	2,490.25	2,873.37	3,448.04
Framingham Earl	1,143.14	1,333.66	1,524.18	1,714.70	2,095.74	2,476.78	2,857.84	3,429.40
Framingham Pigot	1,131.25	1,319.79	1,508.33	1,696.87	2,073.95	2,451.03	2,828.12	3,393.74

	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Geldeston	1,158.95	1,352.11	1,545.26	1,738.42	2,124.73	2,511.05	2,897.37	3,476.84
Gillingham	1,152.54	1,344.64	1,536.72	1,728.81	2,112.98	2,497.17	2,881.35	3,457.62
Gissing	1,163.01	1,356.84	1,550.68	1,744.51	2,132.18	2,519.84	2,907.52	3,489.02
Gt.Melton	1,138.32	1,328.04	1,517.76	1,707.48	2,086.92	2,466.36	2,845.80	3,414.96
Gt.Moulton	1,141.90	1,332.21	1,522.53	1,712.84	2,093.47	2,474.10	2,854.74	3,425.68
Haddiscoe	1,147.66	1,338.93	1,530.21	1,721.48	2,104.03	2,486.58	2,869.14	3,442.96
Hales	1,153.04	1,345.21	1,537.38	1,729.55	2,113.89	2,498.23	2,882.59	3,459.10
Heckingham	1,153.04	1,345.21	1,537.38	1,729.55	2,113.89	2,498.23	2,882.59	3,459.10
Hedenham	1,131.25	1,319.79	1,508.33	1,696.87	2,073.95	2,451.03	2,828.12	3,393.74
Hellington	1,149.88	1,341.52	1,533.17	1,724.81	2,108.10	2,491.39	2,874.69	3,449.62
Hempnall	1,157.28	1,350.16	1,543.04	1,735.92	2,121.68	2,507.44	2,893.20	3,471.84
Hethersett	1,159.15	1,352.34	1,545.53	1,738.72	2,125.10	2,511.48	2,897.87	3,477.44
Heywood	1,131.25	1,319.79	1,508.33	1,696.87	2,073.95	2,451.03	2,828.12	3,393.74
Hingham	1,175.36	1,371.25	1,567.14	1,763.03	2,154.81	2,546.59	2,938.39	3,526.06
Holverston	1,131.25	1,319.79	1,508.33	1,696.87	2,073.95	2,451.03	2,828.12	3,393.74
Howe	1,131.25	1,319.79	1,508.33	1,696.87	2,073.95	2,451.03	2,828.12	3,393.74
Keswick & Intwood	1,149.65	1,341.26	1,532.86	1,724.47	2,107.68	2,490.90	2,874.12	3,448.94
Ketteringham	1,147.54	1,338.79	1,530.05	1,721.30	2,103.81	2,486.32	2,868.84	3,442.60
Kimberley & Carleton Forehoe	1,151.93	1,343.92	1,535.90	1,727.89	2,111.86	2,495.84	2,879.82	3,455.78
Kirby Bedon	1,143.46	1,334.03	1,524.61	1,715.18	2,096.33	2,477.48	2,858.64	3,430.36
Kirby Cane	1,169.11	1,363.96	1,558.81	1,753.66	2,143.36	2,533.06	2,922.77	3,507.32
Kirstead	1,134.56	1,323.66	1,512.75	1,701.84	2,080.02	2,458.21	2,836.40	3,403.68
Langley with Hardley	1,161.60	1,355.20	1,548.80	1,742.40	2,129.60	2,516.80	2,904.00	3,484.80
Little Melton	1,168.89	1,363.70	1,558.52	1,753.33	2,142.96	2,532.58	2,922.22	3,506.66
Loddon	1,186.10	1,383.79	1,581.46	1,779.15	2,174.51	2,569.88	2,965.25	3,558.30
Long Stratton	1,200.11	1,400.13	1,600.14	1,800.16	2,200.19	2,600.23	3,000.27	3,600.32
Marlingford & Colton	1,161.70	1,355.31	1,548.93	1,742.54	2,129.77	2,517.00	2,904.24	3,485.08
Morley	1,158.08	1,351.10	1,544.11	1,737.12	2,123.14	2,509.17	2,895.20	3,474.24
Morningthorpe & Fritton	1,146.30	1,337.35	1,528.40	1,719.45	2,101.55	2,483.65	2,865.75	3,438.90
Mulbarton	1,157.40	1,350.29	1,543.19	1,736.09	2,121.89	2,507.68	2,893.49	3,472.18
Mundham	1,141.84	1,332.15	1,522.45	1,712.76	2,093.37	2,473.98	2,854.60	3,425.52
Needham	1,151.41	1,343.31	1,535.21	1,727.11	2,110.91	2,494.71	2,878.52	3,454.22
Newton Flotman	1,148.22	1,339.59	1,530.96	1,722.33	2,105.07	2,487.81	2,870.55	3,444.66
Norton Subcourse	1,145.92	1,336.90	1,527.89	1,718.87	2,100.84	2,482.81	2,864.79	3,437.74
Poringland	1,187.49	1,385.40	1,583.32	1,781.23	2,177.06	2,572.88	2,968.72	3,562.46
Pulham Market	1,176.06	1,372.07	1,568.08	1,764.09	2,156.11	2,548.13	2,940.15	3,528.18
Pulham St.Mary	1,177.92	1,374.23	1,570.55	1,766.87	2,159.51	2,552.14	2,944.79	3,533.74
Raveningham	1,131.25	1,319.79	1,508.33	1,696.87	2,073.95	2,451.03	2,828.12	3,393.74
Redenhall with Harleston	1,261.22	1,471.43	1,681.63	1,891.83	2,312.23	2,732.64	3,153.05	3,783.66
Rockland St.Mary	1,149.88	1,341.52	1,533.17	1,724.81	2,108.10	2,491.39	2,874.69	3,449.62
Roydon	1,148.92	1,340.40	1,531.89	1,723.37	2,106.34	2,489.31	2,872.29	3,446.74
Saxlingham Nethergate	1,157.67	1,350.61	1,543.56	1,736.50	2,122.39	2,508.27	2,894.17	3,473.00
Scole	1,161.44	1,355.01	1,548.58	1,742.15	2,129.29	2,516.43	2,903.59	3,484.30
Seething	1,147.68	1,338.96	1,530.24	1,721.52	2,104.08	2,486.64	2,869.20	3,443.04
Shelfanger	1,148.54	1,339.96	1,531.38	1,722.80	2,105.64	2,488.48	2,871.34	3,445.60
Shelton & Hardwick	1,137.32	1,326.88	1,516.43	1,705.98	2,085.08	2,464.19	2,843.30	3,411.96
Shotesham	1,147.63	1,338.90	1,530.17	1,721.44	2,103.98	2,486.52	2,869.07	3,442.88
Sisland	1,131.25	1,319.79	1,508.33	1,696.87	2,073.95	2,451.03	2,828.12	3,393.74

	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Starston	1,161.54	1,355.13	1,548.72	1,742.31	2,129.49	2,516.67	2,903.85	3,484.62
Stockton	1,131.25	1,319.79	1,508.33	1,696.87	2,073.95	2,451.03	2,828.12	3,393.74
Stoke Holy Cross	1,154.10	1,346.45	1,538.80	1,731.15	2,115.85	2,500.55	2,885.25	3,462.30
Surlingham	1,146.70	1,337.82	1,528.93	1,720.05	2,102.28	2,484.51	2,866.75	3,440.10
Swainsthorpe	1,159.96	1,353.29	1,546.61	1,739.94	2,126.59	2,513.24	2,899.90	3,479.88
Swardeston	1,145.74	1,336.69	1,527.65	1,718.60	2,100.51	2,482.42	2,864.34	3,437.20
Tacolneston	1,152.46	1,344.54	1,536.61	1,728.69	2,112.84	2,496.99	2,881.15	3,457.38
Tasburgh	1,164.01	1,358.01	1,552.01	1,746.01	2,134.01	2,522.01	2,910.02	3,492.02
Tharston & Hapton	1,165.78	1,360.07	1,554.37	1,748.66	2,137.25	2,525.84	2,914.44	3,497.32
Thurlton	1,145.70	1,336.65	1,527.60	1,718.55	2,100.45	2,482.35	2,864.25	3,437.10
Thurton	1,152.58	1,344.68	1,536.77	1,728.87	2,113.06	2,497.25	2,881.45	3,457.74
Thwaite	1,131.25	1,319.79	1,508.33	1,696.87	2,073.95	2,451.03	2,828.12	3,393.74
Tibenham	1,144.70	1,335.49	1,526.27	1,717.05	2,098.61	2,480.18	2,861.75	3,434.10
Tivetshall St.Margaret	1,160.00	1,353.33	1,546.66	1,739.99	2,126.65	2,513.31	2,899.99	3,479.98
Tivetshall St.Mary	1,160.00	1,353.33	1,546.66	1,739.99	2,126.65	2,513.31	2,899.99	3,479.98
Toft Monks	1,146.00	1,337.00	1,528.00	1,719.00	2,101.00	2,483.00	2,865.00	3,438.00
Topcroft	1,147.86	1,339.17	1,530.48	1,721.79	2,104.41	2,487.03	2,869.65	3,443.58
Trowse with Newton	1,271.56	1,483.49	1,695.41	1,907.34	2,331.19	2,755.04	3,178.90	3,814.68
Wacton	1,211.21	1,413.08	1,614.94	1,816.81	2,220.54	2,624.28	3,028.02	3,633.62
Wheatacre	1,154.42	1,346.83	1,539.23	1,731.63	2,116.43	2,501.24	2,886.05	3,463.26
Wicklewood	1,139.73	1,329.68	1,519.64	1,709.59	2,089.50	2,469.40	2,849.32	3,419.18
Winfarthing	1,144.50	1,335.24	1,525.99	1,716.74	2,098.24	2,479.73	2,861.24	3,433.48
Woodton	1,160.31	1,353.69	1,547.08	1,740.46	2,127.23	2,513.99	2,900.77	3,480.92
Wortwell	1,205.84	1,406.81	1,607.78	1,808.75	2,210.69	2,612.63	3,014.59	3,617.50
Wramplingham	1,156.77	1,349.56	1,542.36	1,735.15	2,120.74	2,506.32	2,891.92	3,470.30
Wreningham	1,157.46	1,350.37	1,543.28	1,736.19	2,122.01	2,507.83	2,893.65	3,472.38
Wymondham	1,188.06	1,386.07	1,584.07	1,782.08	2,178.09	2,574.11	2,970.14	3,564.16
Yelverton	1,149.12	1,340.64	1,532.16	1,723.68	2,106.72	2,489.76	2,872.80	3,447.36

South Norfolk District Council Tax Base by Parish
Parish Council Precepts & Council Tax Band D

APPENDIX C

	Precept £	Tax Base	Council Tax Band D £
Alburgh	5,934.00	161	36.86
Aldeby	7,890.00	160	49.31
Alpington	5,416.00	202	26.81
Ashby St Mary	2,944.69	126	23.37
Ashwellthorpe & Fundenhall	8,610.00	308	27.95
Aslacton	1,932.00	161	12.00
Barford	7,082.00	185	38.28
Barnham Broom	7,640.00	201	38.01
Bawburgh	6,500.00	301	21.59
Bedingham	897.00	98	9.15
Bergh Apton	4,137.00	197	21.00
Bixley & Arminghall	3,715.00	53	70.09
Bracon Ash & Hethel	5,896.75	179	32.94
Bramerton	11,471.00	180	63.73
Brandon Parva, Coston, Runhall & Welborne	3,975.00	143	27.80
Bressingham & Fersfield	7,550.00	335	22.54
Brockdish	10,675.00	254	42.03
Brooke	11,398.00	528	21.59
Broome	3,647.00	185	19.71
Bunwell	12,184.00	375	32.49
Burgh St.Peter	3,997.00	115	34.76
Burston & Shimpling	11,021.00	206	53.50
Caistor St. Edmund	4,330.00	132	32.80
Carleton Rode	2,000.00	284	7.04
Carleton St.Peter	0.00	16	0.00
Chedgrave	21,502.78	382	56.29
Claxton	4,209.00	96	43.84
Colney	1,677.00	60	27.95
Costessey	591,448.00	5,200	113.74

	Precept £	Tax Base	Council Tax Band D £
Cringleford	287,022.00	1,859	154.40
Denton	3,551.00	150	23.67
Deopham & Hackford	5,433.00	205	26.50
Dickleburgh & Rushall	35,050.00	502	69.82
Diss	499,772.00	2,683	186.27
Ditchingham	24,357.00	622	39.16
Earsham	14,250.00	281	50.71
East Carleton	3,176.04	130	24.43
Easton	18,538.00	483	38.38
Ellingham	10,510.00	203	51.78
Flordon	4,643.00	100	46.43
Fornsett	12,000.00	442	27.15
Framingham Earl	7,989.00	448	17.83
Framingham Pigot	0.00	64	0.00
Geldeston	6,565.00	158	41.55
Gillingham	6,598.00	245	26.93
Gissing	4,954.56	104	47.64
Great Melton	700.00	66	10.61
Great Moulton	4,504.32	282	15.97
Haddiscoe	4,675.00	190	24.61
Hales	5,098.00	156	32.68
Heckingham	2,745.00	84	32.68
Hedenham	0.00	72	0.00
Hellington	810.00	29	27.94
Hempnall	17,650.00	452	39.05
Hethersett	94,072.00	2,248	41.85
Heywood	0.00	78	0.00
Hingham	61,000.00	922	66.16
Holverston	0.00	13	0.00

	Precept £	Tax Base	Council Tax Band D £
Howe	0.00	29	0.00
Keswick & Intwood	5,548.00	201	27.60
Ketteringham	2,394.00	98	24.43
Kimberley & Carleton Forehoe	1,892.50	61	31.02
Kirby Bedon	1,282.00	70	18.31
Kirby Cane	6,990.00	135	51.78
Kirstead	497.00	100	4.97
Langley with Hardley	6,192.08	136	45.53
Little Melton	21,736.00	385	56.46
Loddon	73,793.00	955	77.27
Long Stratton	143,160.00	1,386	103.29
Marlingford & Colton	7,444.00	163	45.67
Morley	8,211.00	204	40.25
Morningthorpe & Fritton	2,484.00	110	22.58
Mulbarton	50,946.78	1,299	39.22
Mundham	1,001.00	63	15.89
Needham	3,961.00	131	30.24
Newton Flotman	11,533.02	453	25.46
Norton Subcourse	2,310.00	105	22.00
Poringland	150,922.12	1,789	84.36
Pulham Market	25,611.72	381	67.22
Pulham St.Mary	23,450.00	335	70.00
Raveningham	0.00	53	0.00
Redenhall with Harleston	325,000.00	1,667	194.96
Rockland St.Mary	8,577.00	307	27.94
Roydon	22,575.00	852	26.50
Saxlingham Nethergate	11,889.79	300	39.63
Scole	21,869.00	483	45.28
Seething	3,747.50	152	24.65
Shelfanger	4,200.00	162	25.93
Shelton & Hardwick	993.00	109	9.11

	Precept £	Tax Base	Council Tax Band D £
Shotesham	5,970.00	243	24.57
Sisland	0.00	18	0.00
Starston	6,225.00	137	45.44
Stockton	0.00	24	0.00
Stoke Holy Cross	23,961.00	699	34.28
Surlingham	6,884.00	297	23.18
Swainsthorpe	6,116.00	142	43.07
Swardeston	5,715.00	263	21.73
Tacolneston	9,673.77	304	31.82
Tasburgh	20,198.32	411	49.14
Tharston & Hapton	18,644.00	360	51.79
Thurlton	5,940.00	274	21.68
Thurton	6,751.00	211	32.00
Thwaite	0.00	40	0.00
Tibenham	3,734.00	185	20.18
Tivetshall St.Margaret	4,484.00	104	43.12
Tivetshall St.Mary	4,916.00	114	43.12
Toft Monks	3,187.00	144	22.13
Topcroft	2,567.00	103	24.92
Trowse with Newton	66,719.00	317	210.47
Wacton	16,312.00	136	119.94
Wheatacre	1,460.00	42	34.76
Wicklewood	5,000.00	393	12.72
Winfarthing	3,815.04	192	19.87
Woodton	7,889.00	181	43.59
Wortwell	23,382.00	209	111.88
Wrampingham	1,952.00	51	38.28
Wreningham	8,611.00	219	39.32
Wymondham	449,280.00	5,602	80.20
Yelverton	2,037.18	76	26.81
Total	3,576,975.96	48,259	74.12

Council
19 February 2018

Agenda Item 10

Monitoring Officer Report

Report of the Monitoring Officer
Cabinet Member: John Fuller, Leader of the Council

CONTACT
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1. Introduction

- 1.1 This report seeks approval to make amendments to the functions of the Licensing, Appeals and Complaints Committee and confirm the changes to the membership of the Development Management Committee.

2. Amendments to the Constitution

Licensing, Appeals and Complaints Committee

- 2.1 The Homelessness Reduction Act comes into effect on 3 April 2018 and greatly increases the number of customers who can request a statutory review of decisions regarding their homeless status. In response to this, the Council has reviewed the way in which it currently handles such appeals.
- 2.2 The Council currently convenes a meeting of the Licensing, Appeals and Complaints Committee to consider such reviews, which comprises of five members, appointed from a pool of 15 as required. In addition, these meetings also involve a solicitor (from nplaw), a Democratic Services Officer, and the Senior Housing Case Officer, and the officer in the Housing Options Team who originally considered the Case. The applicant is also invited to attend. As a result, the meetings are rather labour intensive and expensive due to the support required to facilitate the meetings. If the number of appeals do increase as predicted, it has been estimated that the annual cost of this process will increase from approximately £9,600 to £100,000. In light of this, alternative options have been considered in order to make the process more efficient and cost effective, whilst also retaining the valued input of members.
- 2.3 In terms of alternative processes, it should be noted that the Council is not required to convene meetings as above and the vast majority of authorities no longer retain the committee system. It is therefore proposed that the Council no longer convenes meetings to consider homeless reviews and instead, a senior officer from the Housing Option Team will review cases in consultation with the Chairman of the Licensing Committees. In the event that the Chairman is not available, the Vice-Chairman will consider the review and if neither the Chairman or Vice-Chairman are available officers will appoint a member on a rotation basis from the pool of members referred to in paragraph 2.2. This process would still comply with statutory requirements and also maintains member oversight and input. In addition, the proposed new process would be less time consuming and presents an opportunity to enable the Council to absorb the likely increase in reviews within existing budgets.

- 2.4 It is therefore proposed to amend the Terms of Reference of the Licensing, Appeals and Complaints Committee as follows. The current extract states

11.1.2 Appeals

- (a) To hear and determine, after a full hearing, appeals on the merits of decisions and applications to the Council of any kind provided for by statute where the original decision (whether by an officer acting under delegated powers or whether by a Committee) did not result from a full hearing and did not entitle the applicant to an external appeal on the merits.

Proposed re-wording:

11.1.2 Appeals

- (a) To consider and determine appeals relating to decisions and applications to the Council, that are not dealt with through existing statutory routes or external appeals or those which are determined through alternative Council procedures.

It is also proposed to add the following wording to Part 3 of the Constitution under 5. Specific Delegations of Exercise of Functions to Officers:

Specific Delegation of Exercise of Functions to Officers: Homelessness

The Director of Communities and Well-being, and any such officers as they may approve, has delegated authority to carry out all functions associated with carrying out reviews of decisions regarding an individual's homeless status as required by the Housing Act 1996 and the supporting Code of Guidance. The Chairman of the Licensing Committees will be consulted when making decisions in relation to the review. In the event that the Chairman is not available, the Vice-Chairman will consider the review and if neither the Chairman or Vice-Chairman are available, officers will appoint a member on a rotation basis from the pool of members of the Licensing and Appeals Committee.

3. Membership of Committees

- 3.1 The Leader has notified the Monitoring Officer of a change to the membership of the Development Management Committee and the Development Management Substitutes Pool. Cllr Bills has replaced Cllr Mooney on the Development Management Committee and Cllr Mooney has filled the vacancy on the Development Management Substitutes Pool.

4. Councillor absence

- 4.1 Section 85(1) of the Local Government Act 1972 states: "...if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority."
- 4.2 Cllr Worsley will shortly be undergoing a serious operation and will be unable to attend council meetings for some time in order to recuperate, however he is unable to predict how long he will need to recover. Cllr Worsley last attended a meeting of the Council on 14 December 2017 and it is therefore recommended that Council approves to excuse Cllr Worsley from attending meetings of the Council, pursuant to Section 85 (1) of the Local Government Act 1972, until further notice.

5. Recommendations

Council is requested to:

- 5.1 Approve the changes to the Council's Constitution, outlined in section 2 of this report
- 5.2 Note the changes to the membership of the Development Management Committee and the Development Management Substitutes Pool.
- 5.3 Agree to excuse Cllr K Worsley from attending meetings of the Council and the Committees on which he serves, until further notice, pursuant to Section 85 (1) of the Local Government Act 1972.

**Council
19 February 2018**

Agenda Item 11

Pay Policy Statement 2018/19

**Report of the Payroll Manager
Cabinet Member: Barry Stone Finance & Resources**

**Dave Renaut
01508 533975
drenaut@s-norfolk.gov.uk**

1. Introduction

Section 38 of the Localism Act introduced in 2012 requires all Local Authorities to produce an annual Pay Policy Statement, which must be approved by Council and made available to the public. South Norfolk Council's Pay Policy Statement 2018/19 is to be approved by Council in advance of its publication on the Council's website.

2. Background

The Localism Act requires Pay Policy Statements to cover disparate aspects of remuneration policy, specifically those relating to its highest and lowest paid members of staff. The statement must include:

- The Local Authority's policy in the level and elements of remuneration for its Chief Officers.
- The Local Authority's policy on the remuneration of its lowest paid employees, (together with its definition of 'lowest paid employees')
- The Local Authority's policy on the relationship between the remuneration of its Chief Officers and other officers.
- The Local Authority's policy on other specific aspects of Chief Officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance related pay and bonuses, termination payments and transparency.

The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, benefits in kind, increases in/enhancements of pension entitlements and termination payments.

- Must be approved formally by Council
- Must be approved by the end of March each year
- Can be amended in year
- Must be published on the Authority's website (and in any other ways the Authority chooses)
- Must be complied with when the Authority sets the Terms and Conditions for its officers.

3. Current Position / Findings

- 3.1** South Norfolk Council's Pay Policy Statement for 2018/19 is attached.
- 3.2** The statement includes reference to the TUPE transfer of building control employees whose Terms and conditions of employment vary from other employees due to the protection afforded under TUPE legislation. Under TUPE, changes to the Terms and Conditions of transferred employees can only be varied if there is an Economic, Technical or organisational (ETO) reason for doing so i.e. a reason entailing changes to the workforce. It is worth noting that during 2017-18 all employees have now moved over to South Norfolk Council's terms and conditions.
- 3.3** The pay policy statement for 2018/19 has been presented to JCC for consideration and relevant, agreed amendments have been incorporated.
- 3.4** The key changes from last year excluding expected updates for job titles, employee numbers, pay scales, dates etc. are as set out below:-
- 3.4.1 Gender Pay reporting is a new requirement and changes have been made as follows:
- Paragraph 3C) has additional wording relating to Gender pay:
- “However there may be circumstances which fit into the definition of a ‘bonus’ as required by Gender Pay Gap reporting. This would be where the Council makes a one-off payment to compensate an employee who has temporarily stepped up into a more senior post, or where an employee has made an exceptional business contribution to the Council”
- Paragraph 28 is a new addition:
- “New regulations will take effect from 1 April 2017 requiring Gender Pay Reporting for all organisations with 250+ employees. The Council will be reporting annually from 30 March 2018 on these six calculations:
1. Average gender pay gap as a mean average
 2. Average gender pay gap as a median average

3. Average bonus gender pay gap as a mean average
4. Average bonus gender pay gap as a median average
5. Proportion of males receiving a bonus payment and proportion of females receiving a bonus payment
6. Proportion of males and females when divided into four quartiles ordered from lowest to highest pay.

Alongside the calculations a narrative can be added to explain the reasons for the results and follow up actions taking place. “

3.4.2 Overtime Payments

The wording relating to overtime has been amended to state that overtime must be authorised by a Senior Officer in advance. The wording relating to overtime worked Monday to Saturday is paid at time & a half and double time on a Sunday and Bank Holidays has been removed and replaced with “Overtime from Monday to Saturday, Sundays and Public Holidays is paid in accordance with the employee’s contract of employment.”

4. Proposals

The proposal is for the approval of the 2018/19 Pay Policy Statement.

5. Risks and implications arising

5.1 Financial

- Budgets for locally agreed pay increases and any nationally agreed awards form part of the annual budget setting process.

5.2 Legal

- The Council is obliged through the Localism Act to produce an annual Pay Policy Statement and so would not be meeting its statutory obligations if it failed to do so.

6. Recommendation

That Council approves the content of SNC's 2018/19 Pay Policy statement as attached in advance of its publication on the Council's website by 31 March 2018.

SOUTH NORFOLK COUNCIL

Pay Policy Statement 2018/19

1. Status of this Policy Statement

Section 38 of the Localism Act requires public authorities to publish annual Pay Policy Statements. Pursuant to the Act, this Pay Policy Statement summarises South Norfolk Council's approach to the pay of its workforce and, in particular it's Chief Officers.

Any decision under powers delegated in the Council's Constitution with regard to remuneration to be taken during 2018/19 will be bound by and must comply with this Statement.

The Assistant Director of Resources must be consulted prior to any decision impacting on remuneration where there is any question regarding compliance with the Statement.

2. Scope

This statement sets out the Council's policy with regard to:

- the remuneration of Chief Officers
- the remuneration of the lowest paid employees
- the relationship between Chief Officers' remuneration and that of other officers

"Remuneration" for the purpose of this Statement includes four elements:

- basic salary
- performance related pay
- pension
- all other allowances arising from employment

3. Objectives of the Policy Statement

(a) To ensure a capable and high performing workforce.

In respect of the Chief Executive, Chief Officers and all other employees the Council's policy is to set remuneration sufficient to attract and retain sufficiently experienced and qualified individuals to deliver the Council's priorities.

- (b) Simplicity, clarity and fairness between employees and between the Council and the community.

The Council aims to be transparent on pay related matters to its staff, prospective staff and the wider community. This Policy Statement contains information relating to pay, grading and associated benefits applicable to all employees. The Statement, once approved by full Council, is published on the Council's website.

Any remuneration package proposed for a Council employee which exceeds £100,000 (calculated by the value of total remuneration to be paid in the first year) must be approved in advance by full Council, and any package with a value of below £100,000 is approved by the Chief Executive under delegated responsibility and in line with this Policy Statement.

- (c) To differentiate between remuneration and other employment related expenses.

The Council does not pay any bonus or hospitality payments to any of its employees. However there may be circumstances which fit into the definition of a 'bonus' as required by Gender Pay Gap reporting. This would be where the Council makes a one-off payment to compensate an employee who has temporarily stepped up into a more senior post, or where an employee has made an exceptional business contribution to the Council. It does however reimburse employees for expenses incurred during the course of their employment in line with the Council's published rates. The Council will meet or reimburse authorised travel, accommodation and subsistence costs for attendance at approved business meetings and training events. The Council does not regard such costs as remuneration but as non-pay operational costs. This policy is applied consistently to the Chief Executive, Chief Officers and other employees.

4. Chief Officers

For the purpose of this Policy Statement, Chief Officers are defined as:

- Chief Executive (and Returning Officer)
- Directors (statutory or non-statutory)
- Assistant Director
- Deputy Chief Officers (Heads of Service)

5. Job Evaluation

The pay range for each post is set using a recognised analytical job evaluation scheme (Inbucon). A points based scheme assesses each job against a number of factors. The process involves:

- The employee and manager agreeing a job description
- Evaluation of the job data by trained analysts in partnership with the recognised Trade Union(s)

- The evaluation score determining the salary range for the job

Together HR and Trade Union representatives evaluate all new posts. Where substantial change occurs to an existing job the employee and the manager are responsible for providing a revised, and agreed, job description for re-evaluation.

Pay Bandings

South Norfolk Council supports the national pay systems (JNC in respect of Chief Officers and NJC in respect of all other employees) in relation to nationally agreed pay awards, with pay bands being set at a local level. This means the Council applies any nationally negotiated pay award to its pay bands each year. (For bands see section 8 below.)

South Norfolk Council's pay bands were last reviewed in 2008 and adjusted to reflect the appropriate market rate for the job using regional comparative data as it has always been the Council's policy to maintain pay levels at the middle of the Local Government market for the region. From 1st April 2016 Band 16 was removed to ensure compliance with the legislation around the National Living Wage. One salary structure applies to all employees including Chief Officers.

A Performance Review scheme was implemented in 2012 and applies to all employees. This scheme moved away from incremental progression to rewarding performance through an agreed ratings matrix. The percentage pay awards applicable to each performance rating are agreed on an annual basis. An example matrix is shown in section 9 below.

6. Pay Review

As stated above, pay levels are reviewed each year in accordance with national agreements (JNC and NJC). Employees pay was increased in April 2017 (through application of the nationally agreed pay award) and may be increased again in April 2018. SNC pay above the National Minimum Wage.

There are no plans to change the grading system or create locally negotiated pay.

7. Pay Range

The Council operates a single pay and grade structure (Bands 1A to 15). The spread of posts across each of the bands (as at 1st January 2018) is shown in the table below.

Generic Role	Salary Scale	No. Employees
Chief Executive	1A	1
Director/Assistant Director	1 – 3	3
Chief Officer	4 – 6	6
Manager	5 – 7	16

Officer	8 – 11	171
Admin	12 – 15	260
	Headcount	457

The following pay bands include the nationally agreed pay award with effect from 1st April 2017

JNC Chief Officer Salary Scales
(For SNC this relates to the Chief Executive, Directors and Heads of Service)

Band	Quadrant		1	Quadrant		2	Quadrant		3	Quadrant		4
	£		£	£		£	£		£	£		£
1A	107629	-	111597	111598	-	115566	115567	-	119536	119537	-	123506
1	91842	-	95287	95288	-	98734	98735	-	102180	102181	-	105625
2	73740	-	76230	76231	-	78713	78714	-	81196	81197	-	83679
3	62350	-	64665	64666	-	66979	66980	-	69293	69294	-	71608
4	56981	-	58216	58217	-	59452	59453	-	60687	60688	-	61923
5	52015	-	52946	52947	-	53878	53879	-	54811	54812	-	55743
6	48127	-	48953	48954	-	49717	49718	-	50483	50484	-	51248

NJC Salary Scales (For all SNC staff except Chief Officers)

4	57663	-	58914	58915	-	60164	60165	-	61414	61415	-	62665
5	52638	-	53580	53581	-	54524	54525	-	55467	55468	-	56411
6	48765	-	49539	49540	-	50313	50314	-	51088	51089	-	51863
7	44001	-	44999	45000	-	45996	45997	-	46993	46994	-	47990
8	39360	-	40289	40290	-	41218	41219	-	42148	42149	-	43080
9	34538	-	35507	35508	-	36477	36478	-	37447	37448	-	38418
10	30152	-	30973	30974	-	31793	31794	-	32615	32616	-	33437
11	25951	-	26793	26794	-	27637	27638	-	28480	28481	-	29323
12	21963	-	22713	22714	-	23462	23463	-	24213	24214	-	24964
13	18746	-	19375	19376	-	20005	20006	-	20636	20637	-	21268
14	16905	-	17195	17196	-	17487	17488	-	17778	17779	-	18070
15	15014	-	15409	15410	-	15805	15806	-	16201	16202	-	16600

Shown below are the comparators between the highest and lowest pay bands over the past eight years (salaries given are top of bands):

	Band 16 (Band 15 wef 1.4.16)	Band 1A
1 April 2010	£13189	£121072
1 April 2011	£13189	£121072
1 April 2012	£13189	£121072
1 April 2013	£13321	£121072
1 April 2014	£13321	£121072
1 April 2015	£13938	£121072
1 April 2016	£16436	£122283
1 April 2017	£16600	£123506

NB Band 16 was deleted in April 2016

The mean of South Norfolk Council's salaries paid as at 30th November 2017 is £27593 and the median is £24714. Excluding apprentices (who are paid in line with the National Minimum Wage), the lowest paid employees are on Band 15 - these are the Council's cleaning staff.

The principles that guide the relationship between pay levels are described in this Policy Statement, e.g. Job Evaluation, Pay Bandings.

The Chief Executive also receives Returning Officer fees. The fees in respect of County, District and Parish Council Elections are set by the Chairpersons of the Norfolk Authorities' Member Remuneration Panels and the fees for conducting European, Parliamentary and Policy & Crime Commissioner elections are set by the Home Office and Ministry of Justice.

8. Pay Multiples

The Council does not explicitly set the remuneration of any individual or group of posts by reference to a simple multiple of another post or group of posts. The use of multiples cannot capture the complexities of a dynamic and highly varied workforce in terms of job content and skills required.

In terms of overall remuneration packages, the Council's policy is to differentiate by setting different levels of basic pay to reflect differences in responsibilities, but not to differentiate on other allowances, benefits and payments it makes, other than performance related pay – see section 9 below.

The Council does not expect the remuneration of its highest paid employee to exceed ten times that of the lowest group of employees.

9. Salary Progression

Salary on appointment is usually at the entry level of the band. Although the entry level can be varied by the skills and experience of the successful candidate, a higher point can only be agreed following a pay comparison. This would entail being able to justify the reason for giving the individual a higher salary than others. All salary amendments will be subject to the prior approval of the HR Specialist. Following the annual Performance Review each employee is rated on the following basis: Outperforming, Performing, Developing or Underperforming.

Depending on their position in their respective salary band, employees are awarded a percentage increase in line with the agreed matrix with effect from 1st April each year. Should the increase result in employees' salary exceeding the top of their pay band the difference is paid as a non-consolidated one-off payment. The budget for performance related pay is set by Cabinet and Council each year.

The matrix for 2018 is shown below.

Performance Rating	Quadrant 1	Quadrant 2	Quadrant 3	Quadrant 4
Outperforming	4.00%	4.00%	4.00%	4.00%
Performing	0.50%	0.50%	0.50%	0.50%
Developing	0.00%	0.00%	0.00%	0.00%
Underperforming	0.00%	0.00%	0.00%	0.00%
Grade	Quadrant 1	Quadrant 2	Quadrant 3	Quadrant 4

10. Exceptional Contribution Rewards

In support of the Council's performance management culture and to reward exceptional performance, the Performance Review Scheme includes an "Exceptional Contribution Reward" (ECR) element. The purpose of this is to recognise employees whose contribution may not have been acknowledged through other reward systems, i.e. through the performance review salary matrix, honoraria process, etc.

Awards are made against a clear set of guidelines and require Chief Executive/Director approval; the intention is that Exceptional Contribution Rewards are the exception rather than the norm.

11. Honoraria

The Council retains an Honoraria Policy to provide financial recognition for (for example) additional responsibilities undertaken by employees throughout the year.

12. Market Supplements

Market supplements were removed as part of the 2008 pay review. Should it be necessary in the future due to changing labour market pressures or other external factors, following the agreement of the Chief Executive a post may attract a salary supplement, in which case this can be applied for a maximum duration of twelve months before review. If the supplement is no longer relevant or appropriate the post holder will automatically revert back to the maximum of the original grade. Data may be obtained from Councils and other employers in the local geographical area for salary comparison purposes.

13. Travel Rates

In addition to pay, the Council pays travel allowances for the use of private vehicles on Council business. The Council pays such allowances in accordance with HMRC rates; these are the same for Chief Officers and other employees. The current rates are:

First 10,000 miles per year: 45 pence per mile

Beyond 10,000 miles per year: 25 pence per mile

These rates are set at the maximum tax-free level approved by the HMRC and are reviewed each year.

Posts within the Council designated as Essential Car User are reviewed on a regular basis. Any such posts attract £963 p.a. (pro rata to hours worked), which is subject to tax and National Insurance deductions.

14. Car Loan/Cycle Scheme

The Council operates a car loan and cycle to work scheme which is available to all permanent staff, subject to meeting terms and conditions.

15. Termination Payments

The Council has a single redundancy scheme which applies to all employees without differentiation. The Council does not provide any further payment to employees leaving the Council's employment other than in respect of accrued leave which by agreement is untaken at the date of leaving.

On leaving the Authority due to redundancy the agreed Redundancy Policy will apply. The amount of compensation will be up to a maximum of 1.6 times actual weekly pay but will not exceed 104 weeks' pay. This will be payable in the form of a lump sum, with any statutory redundancy payment offset against the discretionary award.

Any severance payment made outside the scope of this Policy will reasonably comply with Council policy at any given time and be agreed with the Chief Executive and The Assistant Director of Resources. Any such agreement will remain confidential.

16. Re-employment

Any individual who has been previously employed by South Norfolk Council will need to compete for the position in accordance with the agreed Recruitment and Selection Policy. If the individual is successful and has previously been in receipt of severance benefits from the Council this must be referred to the Chief Executive and Assistant Director of Resources before appointment is confirmed.

17. Professional Fees Subscriptions and Unison costs

No professional fees or subscriptions are paid in respect of Chief Officers or any other employee with the exception of any members of staff who TUPE into South Norfolk Council and who do not transfer on to SNC Terms and Conditions.

For the financial year ending 31.3.18 our expenditure on UNISON representation will be nil. The Unison Representative ceased being paid by SNC on 5th June 2016.

18. Relocation Expenses

The offer of relocation assistance will be agreed and offered to a successful candidate at the time of confirming appointment, subject to the agreement of the Assistant Director of Resources.

Eligibility

The full package applies to newly appointed officers who have accepted a permanent post and who are genuinely required to move. It is usual to only offer relocation to posts at band 6 and above or if it is necessary as part of an attraction package or where there is exceptional difficulty in filling posts. Part-time employees can claim the same entitlements as full-time employees.

Limit

The overall maximum that can be claimed is £8,000.

The total paid in 2016/17 was£0.

19. Overtime

All overtime worked in excess of normal hours of work must be authorised by a Senior Officer in advance. Overtime from Monday to Saturday, Sundays and Public Holidays is paid in accordance with the employees contract of employment.

Eligibility for overtime payments is restricted to employees on salary band 12 and below. Employees who work less than 37 hours will be paid at plain time until they have worked over the full-time equivalent. In exceptional circumstances overtime may be granted on a plain time basis for individuals on band 11 and above.

20. Sickness Benefit

Employees are entitled to a sliding scale of sickness benefit according to their length of recognised continuous service, as follows:

Less than 4 months service – statutory sick pay only

4 months up to 2 years – 1 month's full pay plus 2 months half pay

On or after 2 years – 2 months full pay plus 2 months half pay

On or after 3 years – 4 months full pay and 4 months half pay

On or after 4 years – 5 months full pay and 5 months half pay

On or after 5 years service – 6 months full pay and 6 months half pay

21. Annual leave

The standard annual leave entitlement is 23 days (pro rata for staff working less than the standard working week) rising to 28 days after 5 years continuous service. JNC (Head of Service and above) conditions of service entitlement is 31 days. The Council recognises 8.5 public holidays, which are fixed throughout the year.

Staff may 'buy' additional annual leave subject to their Director's approval.

22. Recovery of Overpayments

If an overpayment of salary or expenses occurs the Payroll Manager will notify the member of staff concerned and agree how the monies will be repaid within a six-month timescale.

23. Pension Provision

All employees may join the Local Government Pension Scheme. The scheme is a statutory scheme with a sliding scale of contributions from employees and the employer, based on annual salary. For more comprehensive details of the Local Government Pension Scheme see

www.norfolkpensionfund.org or www.lgps.org.uk

Neither the Scheme nor the Council adopt different policies with regard to pension benefits for any category of employee; the same terms apply to Chief Officers and all other employees.

The Scheme provides for the exercise of discretion that allows for retirement benefits to be enhanced. The Council will consider each case on its merits but has determined that its usual policy is not to enhance benefits for any of its employees. This Policy Statement reaffirms this in respect of Chief Officers and all other employees.

The Pension Scheme provides for flexible retirement. In applying the flexible retirement provision no distinction is made between Chief Officers and other employees. The scheme requires that a minimum reduction in working hours of 25%

is made and/or there is a reduction in grade and that any consequential payments to the pension fund are recoverable.

24. Auto Enrolment

In complying with Government legislation to auto enroll workers into a workplace pension scheme, with effect from 1 November 2013 South Norfolk Council auto enrolls all workers into the Local Government Pension Scheme if they meet the following criteria:

- earn over £10,000 per year
- are aged 22 or over
- are under State Pension Age
- are not already in a pension scheme

The re-enrollment date for this Council was 1st November 2016.

25. Non-Pay Benefits

The Council also has a number of non-pay related benefits such as occupational maternity/ paternity/shared parental/adoption leave, flexible working, staff restaurant and employee recognition awards. These are not part of the Council's Pay Policy Statement, but are referred to here for completeness.

26. Transfer of Undertakings (Protection of Employment) Regulations (TUPE)

On 1 April 2013, 34 employees (31.4 FTE) within the building control service transferred to the Council under TUPE an additional 5 FTE transferred on 5 January 2015 , retaining their original terms & conditions of employment in accordance with TUPE legislation. All have now moved over to South Norfolk Council's terms and conditions. Employees joining the building control service since the date of transfer are employed on South Norfolk Council terms & conditions and the full provisions within this Statement apply to them.

27. Review of the Pay Policy Statement

This Statement will be kept under review and is subject to annual approval by full Council. Changes will be agreed through appropriate consultation with the recognised Trade Union(s) and will be considered with regard to external good practice, legislation, recruitment and retention data and external pay information. Any potential departure from this Policy Statement during the course of the year requires the approval of the Chief Executive and Leader of the Council.

28. Gender Pay Reporting

New regulations will take effect from 1 April 2017 requiring Gender Pay Reporting for all organisations with 250+ employees. The Council will be reporting annually from 30 March 2018 on these six calculations;

1. Average gender pay gap as a mean average
2. Average gender pay gap as a median average

3. Average bonus gender pay gap as a mean average
4. Average bonus gender pay gap as a median average
5. Proportion of males receiving a bonus payment and proportion of females receiving a bonus payment
6. Proportion of males and females when divided into four quartiles ordered from lowest to highest pay.

Alongside the calculations a narrative can be added to explain the reasons for the results and follow up actions taking place.

29. Publication of Data, Access to Information and Transparency

The code of recommended practice for local authorities on data transparency requires that the Council should publish public data that includes Senior Officer salaries, names (discretionary), job descriptions, responsibilities, budgets and numbers of staff (with “Senior Officer” employees defined as those earning greater than £58,200). This information will be published on the Council’s website by 1 April of each year and included, as required, within the Statement of Accounts which are subject to audit inspection.

1st February 2018

POLICE AND CRIME PANEL FOR NORFOLK

Interest is an uncertain thing, it goes and comes, and varies according to times and circumstances; as good to build on a quicksand as a presumption that interest shall not alter. Where are the men so distinguished from the rest of mankind, that it is impossible for them to mistake their interest? Who are they that have such an exemption from human frailty?

George Savile, Marquess of Halifax, *The Anatomy of an Equivalent* (1688, spelling modernised), in *Halifax: Complete Works*, (Penguin edition, ed. J P Kenyon, 1969), pp.142-43

1. Two topics have dominated the deliberations of the Police and Crime Panel for Norfolk since I last reported to the Council:
 - a) future governance arrangements for the Norfolk Fire and Rescue Service with options for an enhanced involvement of the Police and Crime Commissioner; and
 - b) the setting of the Police Precept for 2018-19.
2. The Policing and Crime Act 2017 allows Police and Crime Commissioners to develop a business case for submission to the Home Secretary for the transfer to the Commissioner of the functions of fire and rescue authority for the given county.
3. Under this legislation, and with the encouragement of the Government, Norfolk's Commissioner commissioned Grant Thornton to prepare a preliminary options appraisal. As previously reported, that appraisal was reviewed by the Police and Crime Panel at a special meeting on 22nd January 2018.
4. The Commissioner has been at pains to point out that he has no predisposition in the matter. As required by the legislation he wishes to consider and evaluate the options and to judge whether a case is made to proceed to a full business case. The statutory criteria which any business case must satisfy are those of economy, efficiency and effectiveness and of public safety.
5. The Grant Thornton report runs to 92 pages and has been published. In it the four statutory options are discussed:
 1. though described as the *Status Quo*, this is something of a misnomer. Under the Act the Commissioner, the Fire and Rescue Authority and the relevant Ambulance Trust are each under an enhanced duty to collaborate. Furthermore the Act reintroduces the external inspection of fire and rescue services (which had been discontinued in 2004). These inspections will be the task of the renamed HM Inspectorate of Constabulary and Fire and Rescue Services..
 2. Under this option, in addition to the *Status Quo* as above, the Commissioner would sit as a full member of the County's relevant committee (in the case of Norfolk, the Communities Committee) when it was dealing with Fire and Rescue matters.
 3. The "Governance Option" under which the Commissioner would become the Fire and Rescue Authority for the County and the Chief Fire Officer would report to him. There would be a separate, dedicated Fire Precept, set by the Commissioner in the same way that he presently sets the Police Precept. However, the Fire and Rescue Service and the Constabulary would remain separate and distinct bodies
 4. The "Single Employer Option" under which there would be a single chief officer for both the police and the fire and rescue service. However, the roles of constable and firefighter cannot by Law become interchangeable. This arrangement can only be made by the Home Secretary on grounds of public safety.
6. The Grant Thornton report evaluates the four options by a scoring system explained at length in the report and using a methodology recognised by the Home Office. Under

this analysis, Option 3 scored highest for Norfolk, followed by Option 1 with lower scores for the other two Options.

7. The Commissioner has taken a gradual approach to exploring the case for change with the development of an options appraisal allowing early discussion with stakeholders. Thus, the Commissioner has corresponded with and had meetings with the Leader of the County Council. Following these, the Leader went on record as finding “no compelling case” for change. Thereafter, the County’s Communities Committee has rejected Options 3 and 4 and preferred Option 1. This preference is, of course, the statutory default which will happen whatever the outcome.
8. Seven of Norfolk’s Members of Parliament have in an open letter to the Commissioner urged him to proceed to the next stage. The Retained Firefighters Union (the majority of Norfolk’s firefighters are retained rather than full-time employees) has accepted that a change in governance arrangements should not be ruled out. The Commissioner has written to the Leaders of the seven Norfolk districts. At the time of preparing this report four of them have responded favourably to the Commissioner moving to the next stage.
9. The question for the Commissioner is not which Option to pursue but whether Grant Thornton should proceed to develop a full business case. Only after completion of that stage and the publication of their further report will the Commissioner be in a position to decide with which Option, if any, he wishes to proceed.
10. The description of the Commissioner’s approach as a “power grab” is thus contrary to the facts and does not help the rational and objective consideration of what is best for the people of Norfolk. A commitment “to protect the fire and rescue service” does not mean that the governance model must remain unchanged but rather, I venture to suggest, that the level and quality of service delivered to the people of Norfolk must be maintained and improved. This is but another way of expressing the statutory test — will whatever is proposed be in the interests of economy, efficiency and effectiveness and of public safety?
11. I will update the Council orally on any development since this report was written.
12. At its meeting on 6th February 2018 the Panel considered the Commissioner’s proposal of a precept increase of 5.5% (which equates to 23p per week on a Band D property). The DCLG had announced in late December that the “referendum principle” (the level of increase above which a referendum is triggered) would be raised for the next two years from 2% to £12. In addition, £1.2 million of Home Office grant which was due to end in 2018/19 has been renewed for a further year.
13. As well as fully funding the 2020 proposals for remodelling policing in Norfolk to meet the changing circumstances of modern society, this level of precept would allow for an additional 17 fully-warranted police officers and four civilian support staff beyond those proposed in the 2020 vision as previously reported to Council. The Panel unanimously supported the proposed increase in precept.

(Dr) C J Kemp,
08/02/2019