

THORPE ST ANDREW TOWN COUNCIL TOWN COUNCIL MEETING

Roxley Hall, Yarmouth Road, Thorpe St Andrew, Norwich, NR7 0QF
Tel/Fax: (01603) 701048 Email: office@thorpestandrew-tc.gov.uk

1st November 2016

Notice of Town Council Meeting

You are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held at the Roxley Hall on 7th November 2016 at 7.30pm for the purpose of transacting the following business.

Thomas Foreman

Thomas Foreman Clerk to the Council

AGENDA

- 95 Attendance book and apologies for absence.
- 96 Declarations of interest in items on the agenda.
- 97 To confirm the minutes of the Town Council meeting held on 3rd October 2016
- 98 Announcements (For information only)
To receive announcements from
 - (i) The Town Mayor
 - (ii) The Clerk
- 99 Public participation –To consider a motion to suspend the meeting to allow members of the public the opportunity to address the meeting limited to 3 minutes each.
 - (i) Norfolk Constabulary
 - (ii) County and District Councillors
Report from Councillor John Ward
 - (iii) Members of the public
- 100 Finance
 - (i) Payments List: Voucher numbers 593 to 723 totalling £44,557.44 - attached
 - (ii) Bank Reconciliation Statement - attached
- 101 Draft Minutes of Committee Meetings
 - (i) Plans Committee held 10th October 2016
 - (ii) Events Committee held 24th October 2016
 - (iii) Finance and Staff held 17th October 2016
- 102 Budget 2017/18 – Report attached
- 103 Vane Close Car Parking – Verbal Report
- 104 BT Consultation on payphone removals – Correspondence attached
- 105 Silca and Sand Review (Minerals Site Specific Allocations) – Correspondence attached

Future Agenda Items. (Not for discussion)

Town Council meeting 5th December 2016

Date of next Plans meeting 14th November 2016

Date of next Finance & Staff meeting 21st November 2016

Thorpe St Andrew Town Council Meeting

Minutes of the meeting held on 3rd October 2016

- 82** **Present:** Mr I Mackie (Town Mayor) Mr J Ward
Mr P Berry Mr L Reeves
Miss S Lawn Mr J Emsell
Mrs T Mancini Boyle Mr N Shaw
Mr D Sears Mr R Robson

Apologies: Mrs J Fisher, Mr J Fisher, Mr R Wooden, Mr M Pickess, Mr N Hancock, Mr F Bowe

In attendance: Mr T. Foreman (Town Clerk), 3 members of the public.

- 83** **Declarations of interest in items on the agenda.**
Mr T Foreman explained that the report for item 89, the review and allocation of s.106 agreements included the Sports Hall planned for Thorpe St Andrew High School. Mr I Mackie declared an interest in item 89 as a Governor of Thorpe St Andrew High School and would leave the meeting for the duration of this item.
- 84** **To confirm the minutes of the Town Council meeting held on 5th September 2016**
The minutes of the meeting held on 5th September 2016 were agreed and signed as a true record.
- 85** **Announcements (For information only)**
To receive announcements from
(i) The Town Mayor- Mr I Mackie provided an overview of his activities during the previous month. He also outlined his attendance at the upcoming Royal British Legion Poppy Appeal launch on 29th October 2016 at 10.30am outside Sainsbury's and the Frostbites Sailing Club Open Day on 30th October 2016 between 10am and 3.30pm

(ii) The Clerk- Mr T Foreman provided an overview of the meetings and activities which had taken place during the previous month including attendance at the Dussindale Allotment Association Annual General Meeting.
- 86** **Public participation –To consider a motion to suspend the meeting to allow members of the public the opportunity to address the meeting limited to 3 mins each**
The Meeting was suspended following a proposal from Mr I Mackie, seconded by Mr R Robson.
(i) Norfolk Constabulary- The Town Council noted the tabled crime statistics for August to September 2016.

(ii) County and District Councillors – Mr J Ward provided an overview of Leeway Civic Event, and provided an overview of his tabled report. For the County Council Mr I Mackie provided an update on emergency borrowing and reserves being used, in addition an outline of the new County Council carpark was given.
Mr N Shaw provided an update on his work with the Strategic Aviation Special Interest Group of Local Authorities. In addition, he outlined the City Hall joint Highways Committee and the Library Challenge with a donated cup as a prize.

(iii) Members of the public
Mr M Martins explained that he had a good turnout for the History Group river trips and guided tours. Mr M Martins also gave his support for the Town Council proposal to relocate John Fox Cottage to River Green.

Mr I Newbury expressed his disgust at the developers plans for Thorpe Woods and requested that a public meeting be held in due course. Furthermore, Mr I Newbury had some concerns about car parking on verges near The Cottage public house.

87 Finance

- (i) Payments List: Voucher numbers 477 to 592 totalling £47,382.80 were noted
- (ii) Bank Reconciliation Statement was agreed and signed as a true record.

88 Draft Minutes of Committee Meetings.

- (i) Plans Meeting 12th September 2016 - were noted
- (ii) Finance & Staff 19th September 2016 - were noted
- (iii) Events and Media 26th September 2016 - were noted

89 Review and Allocations of Pinebanks and Griffin Lane s.106 Agreement

Mr I Mackie left the room for the duration of this item.

The Town Council considered the report outlining the s.106 contributions agreed as part of the Pinebanks and Griffin Lane housing developments. Mr T Foreman explained that to plan the projects successfully, a decision was required about the split in funding between football and cricket, as well as outlining the other funding for sports in Thorpe St Andrew. The Town Council considered the funding split for cricket and football. After considering the requirements highlighted by both cricket and football teams it was decided to give an indicative split of £38,000 towards cricket improvements and £22,000 towards football improvements. With detailed quotes to be considered by the Town Council in due course. Mr T Foreman provided an overview of the £80,000 earmarked for the skate park which is currently being planned and the £400,000 towards a community building which would need to be considered in the final phasing of the housing development.

The Town Council considered some of the concerns raised about community access to the Sports Hall planned on the school site. This followed some experiences by an existing school user group and several residents whose children had tried to access facilities outside of term time. Miss S Lawn explained that as the school is now a private site as an Academy, there was no public accountability or democratic input which meant the facility would be run by the school with no community powers. Mr N Shaw explained that more than £1million had been allocated to a private site which has not supported community access to its sporting facilities and the public would rightly question this being allowed to occur. Mr T Foreman explained that part of the planning condition was a community access agreement with Sport England, but conceded that if it were not profitable or if acceptable justification could be given, this access policy could be considerably reduced. It was proposed by Miss S Lawn, seconded by Mr J Ward and on a show of hands with all in favour **RESOLVED** to write to Broadland District Council, OcuBis and Norfolk County Council and request that the sports hall funding be allocated to the Town Council for the building to be on publicly accessible land and managed by a democratically accountable organisation. These concerns arise from experience of residents, the Academy status and the need to ensure public access. If approved, the school would be given preferential access to the facility during school hours.

90 Update on Allotments

Mr T Foreman gave an update on allotment enforcement, explaining that there were 15 enforcements on Dussindale and 8 on Hillside. Mrs A Dady, Chairman of the Dussindale Allotment Association spoke from the public gallery to thank Mr T Foreman for attending their AGM and that there was broad support for the greater enforcement across the allotment site. The Town Council noted this verbal report.

91 Neighbourhood Plan

Mr T Foreman explained that it had been proposed by the Plans Committee that the Town Council form a working group to formulate a Neighbourhood Plan for Thorpe St Andrew.

With the Community Infrastructure Levy incentives, the Town Council were supportive of this proposal and it was **AGREED** for Mr T Foreman to set up a working group to begin the Neighbourhood Plan process.

92 Christmas Card 2016

The Town Council considered the proposed pictures for the 2016 Christmas Card. Mr I Mackie explained that a photograph of the Virgin Mary with Christ the Child statue in the ST Andrews Church was chosen to mark the 150th anniversary of the church. Mr T Foreman explained that the further photo from a local resident had been sought and would hopefully be the second photograph for this year's Christmas card packs. It was **AGREED** for these designs to be used.

93 Request for Storage Compound for Drainage Work

Mr T Foreman provided an outline of the request for a storage compound from a contractor seeking to undertake work on the extensive drainage improvements in Thorpe ST Andrew in the coming year. It was explained that Mr D Sayer (Parks and Estates Manager) had negotiated with the contractor that in return for use of the Recreation Ground for storage, the contractor would be required to install the proposed running track in lieu of payment. Mr I Mackie stated support for this idea, as the running track had been costed to be in the region of £15,000. Mr J Ward explained that previous deals with contractors had been very successful and supported the proposal. It was proposed by Mr I Mackie, seconded by Miss S Lawn and on a show of hands with all in favour **RESOLVED** to allow the contractors to use the Recreation Ground for storage, on condition that the running track is installed to the required specification.

94 Bowls Club Lease

Press and Public were excluded for the duration of this confidential item under the Public Bodies (Admission to Meetings) Act 1960 due to legal privilege.

Future Agenda Items. (Not for discussion)

Town Council meeting 7th November 2016

Date of next Plans meeting 14th November 2016

Date of next Finance & Staff meeting 21st November 2016

23rd October 2016

9911

Report from Councillor John Ward

Broadland District Council

The Council's annual 10k run from Aylsham to Reepham took place on 9th October. This was very well organised and saw 350 runners take part. As Chairman, I was pleased to start the race and present prizes at the end.

Elections for vacant seats on Sprowston and Hellesdon Councils will take place on November 17th.

Broadland Community at Heart Awards, celebrating those who go above and beyond what is expected of them to improve the lives of others, takes place at The Space, Rowntree Way on 26th October.

The Council's website has been updated and matters relating to Council Tax, Bins, Recycling and Waste, Housing, Benefits, Planning and Conservation, Your Neighbourhood, Your Council and Your Vote, Jobs and Training, Business and Licensing and be easily accessed at www.broadland.gov.uk

Norfolk County Council

All committees are now working on next year's budget which is based on an assumed increase in council tax of 2% for the Adult Social Care precept and an inflationary increase of 1.8%.

The School Library Service is changing its name to the Education Library Service to better reflect the range of services it delivers to the education sector in Norfolk.

A Police Information Service is being trialled in libraries at Thetford and Gorleston.

Public Health is delivering a series of sessions titled 'Dementia Friends' at County Hall through to December, each session lasts one hour and can be booked through the NCC website.

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
593 Building maintenance	27/09/2016		Bank 1 Current Ac	7194	Cancelled cheque	Dale Wiseman	E	-452.00	0.00	-452.00
594 Wheeled/litter/dog bins	28/09/2016		Bank 1 Deposit Ac	dd	Wheeled bins	Veolia	S	55.40	11.08	66.48
595 Wheeled/litter/dog bins	28/09/2016		Bank 1 Deposit Ac	dd	Wheeled bins	Veolia	S	44.32	8.86	53.18
596 Telephone	28/09/2016		Bank 1 Current Ac	dd	Telephone - Morse Pavilic	Talk Talk	S	32.25	6.45	38.70
597 Telephone	28/09/2016		Bank 1 Current Ac	dd	Telephone - Morse Pavilic	Talk Talk	S	48.57	9.71	58.28
598 Bank charges	28/09/2016		Bank 1 Current Ac	dd	Bank charges	Lloyds Bank	E	31.55	0.00	31.55
599 Bottle bank	03/10/2016		Bank 1 Current Ac	dd	Recycling credits	URM UK	S	9.00	1.80	10.80
600 Office telephone	03/10/2016		Bank 1 Current Ac	dd	Mobile - office	O2	S	28.16	5.63	33.79
601 Hillside water charges	04/10/2016		Bank 1 Current Ac	7212	Water charges - Hillside /	Anglian Water	E	63.78	0.00	63.78
602 Park maintenance	04/10/2016		Bank 1 Current Ac	7213	Loam	Baileys of Norfolk	S	145.00	29.00	174.00
603 Sanitary disposal	04/10/2016		Bank 1 Current Ac	7214	Sanitary bins	Brilliant Bins	S	200.00	40.00	240.00
604 Sanitary disposal	04/10/2016		Bank 1 Current Ac	7214	Sanitary bins	Brilliant Bins	S	400.00	80.00	480.00
605 Sanitary disposal	04/10/2016		Bank 1 Current Ac	7214	Sanitary bins	Brilliant Bins	S	400.00	80.00	480.00
606 Training and H & S	04/10/2016		Bank 1 Current Ac	7215	Training - councillors	Broadland District Coun	E	30.00	0.00	30.00
607 Newsletter	04/10/2016		Bank 1 Current Ac	7216	Newsletter	Colour Print	E	644.00	0.00	644.00
608 Building maintenance	04/10/2016		Bank 1 Current Ac	7217	Finger guards	A C Leigh	S	50.88	10.18	61.06
609 Training Health & Safety	04/10/2016		Bank 1 Current Ac	7218	Clothing H & S	Mainman Supplies	S	48.75	9.75	58.50
610 Cleaning bus shelters	04/10/2016		Bank 1 Current Ac	7219	Cleaning bus shelters	R Marmoy	E	90.00	0.00	90.00
611 Audit	04/10/2016		Bank 1 Current Ac	7220	External audit	Mazars	S	1,300.00	260.00	1,560.00
612 Building maintenance	04/10/2016		Bank 1 Current Ac	7221	Boiler repairs	Panks	S	159.42	31.88	191.30
613 Projects	04/10/2016		Bank 1 Current Ac	7222	Replacement windows	Spectrum Glass Options	S	2,195.00	439.00	2,634.00
614 Receipts and payments	04/10/2016		Bank 1 Current Ac	7223	Bedding plants	Taverham Nursery Cent	S	34.81	6.97	41.78
615 Maintenance contract	10/10/2016		Bank 1 Current Ac	dd	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
616 Fuel	10/10/2016		Bank 1 Current Ac	dd	Fuel	Fuel Card Services	S	52.33	10.47	62.80
617 Electricity	17/10/2016		Bank 1 Current Ac	dd	Electricity - Morse Pav	Opus Energy	L	55.83	2.79	58.62
618 Electricity	17/10/2016		Bank 1 Current Ac	dd	Electricity - floods/workst	Opus Energy	L	12.20	0.61	12.81
619 Electricity	17/10/2016		Bank 1 Current Ac	dd	Electricity - Village Hall	Opus Energy	L	64.52	3.23	67.75
620 Electricity	17/10/2016		Bank 1 Current Ac	dd	Electricity - Fitz Pav	Opus Energy	S	147.56	29.51	177.07
621 Building maintenance	17/10/2016		Bank 1 Current Ac	dd	Goods	Business card	E	130.98	0.00	130.98
622 Events Payments/Recei	17/10/2016		Bank 1 Current Ac	dd	Road closure notice	Business card	E	72.00	0.00	72.00
623 Stationery	17/10/2016		Bank 1 Current Ac	dd	Business cards	Business card	S	19.48	3.90	23.38
624 Miscellaneous	17/10/2016		Bank 1 Current Ac	dd	Goods	Business card	E	2.75	0.00	2.75
625 Miscellaneous	17/10/2016		Bank 1 Current Ac	dd	Advert for jobs	Business card	S	200.00	40.00	240.00
626 Fenn salary										
627 Fenn - pension employ										
628 Sayer salary										

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
629 Sayer - pension empl										
630 Kiddell salary										
631 Kiddell - pension empl										
632 Bass - salary										
633 Bass - pension empl										
634 Mr T Foreman										
635 Foreman - pension ei										
636 Calver salary										
637 Calver pension empl										
638 Mr G Watkins										
639 Watkins - pension ei										
640 Mr T Foreman										
641 Fenn salary										
642 Bass - salary										
643 Sayer salary										
644 Kiddell salary										
645 Calver salary										
646 Mr G Watkins										
647 Field maintenance contr	17/10/2016		Bank 1 Current Ac	7231	Loam	Baileys of Norfolk	S	145.00	29.00	174.00
648 Building maintenance	17/10/2016		Bank 1 Current Ac	7232	Blockage cleared	Blockbuster	S	85.00	17.00	102.00
649 Building maintenance	17/10/2016		Bank 1 Current Ac	7232	Blockage cleared	Blockbuster	S	85.00	17.00	102.00
650 Events Payments/Recei	17/10/2016		Bank 1 Current Ac	7233	Road signs	Builders Equipment	S	82.30	16.46	98.76
651 Grounds machinery	17/10/2016		Bank 1 Current Ac	7234	Goods	Ben Burgess	S	60.98	12.20	73.18
652 Photocopier Lease	17/10/2016		Bank 1 Current Ac	7235	Photocopying	Eastern Business System	S	68.91	13.78	82.69
653 Stationery	17/10/2016		Bank 1 Current Ac	7236	Stationery	Espo	S	11.41	2.28	13.69
654 Building maintenance	17/10/2016		Bank 1 Current Ac	7237	Fencing	G & G Fencing	S	152.20	30.44	182.64
655 Chairmans expenses	17/10/2016		Bank 1 Current Ac	7238	Chain of office/medal	David Gray	E	37.50	0.00	37.50
656 Fenn salary										
657 Fenn - NIC emplo										
658 Sayer salary										
659 Sayer - NIC empl										
660 Kiddell salary										
661 Kiddell - NIC emp										
662 Bass - salary										
663 Bass - NIC emplo										
664 Mr T Foreman										
665 Foreman employe										
666 Student loan										
667 Calver salary										

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
668 Calver -employers nic	17/10/2016		Bank 1 Current Ac	7240	Allotment deposit refund	Mrs Hall	E	30.00	0.00	30.00
669 Mr G Watkins	17/10/2016		Bank 1 Current Ac	7241	Allotment deposit refund	Mr Hope	E	25.00	0.00	25.00
670 Rent and deposit	17/10/2016		Bank 1 Current Ac	7242	Allotment deposit refund	Mr Hulbert	E	25.00	0.00	25.00
671 Rent and deposit	17/10/2016		Bank 1 Current Ac	7243	Licence	PRS	S	624.77	124.95	749.72
672 Building maintenance	17/10/2016		Bank 1 Current Ac	7243	Licence	PRS	S	0.58	0.12	0.70
673 River Green maintenance	17/10/2016		Bank 1 Current Ac	7243	Licence	PRS	S	142.95	28.59	171.54
674 Building maintenance	17/10/2016		Bank 1 Current Ac	7244	Bus shelters	Queensbury	S	4,390.50	878.10	5,268.60
675 Buildings & amenity are	17/10/2016		Bank 1 Current Ac	7245	Streetlight-energy charge	Southern Electric	S	1,341.13	249.76	1,590.89
676 Energy charge	17/10/2016		Bank 1 Current Ac	7246	Machinery parts	Travis Perkins	S	79.36	15.87	95.23
677 Grounds machinery	17/10/2016		Bank 1 Current Ac	7247	Keys	C R Wilson	E	46.58	0.00	46.58
678 Building maintenance	17/10/2016		Bank 1 Current Ac	dd	Fuel	Fuel Card Services	S	15.00	3.00	18.00
680 Fuel	24/10/2016		Bank 1 Current Ac	dd	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
681 Telephone	24/10/2016		Bank 1 Current Ac	dd	Tree plantation	Norse	S	58.33	11.67	70.00
682 Tree Plantation - mowir	24/10/2016		Bank 1 Current Ac	dd	Field Maintenance - Rec (Norse	S	544.86	108.97	653.83
683 Field maintenance contr	24/10/2016		Bank 1 Current Ac	dd	St Williams Loke - prunin	Norse	S	7.17	1.43	8.60
684 Shrub bed - St Will Loke	24/10/2016		Bank 1 Current Ac	dd	Field Maintenance - Duss	Norse	S	496.10	99.22	595.32
685 Field maintenance contr	24/10/2016		Bank 1 Current Ac	dd	Picnic area maintenance	Norse	S	41.61	8.32	49.93
686 Commissioners Cut - pic	24/10/2016		Bank 1 Current Ac	dd	Mowing contract	Norse	S	226.77	45.35	272.12
687 Mowing contracts	24/10/2016		Bank 1 Current Ac	dd	Hillside allotment maint	Norse	S	11.53	2.31	13.84
688 Hillside maintenance	24/10/2016		Bank 1 Current Ac	dd	Village Hall grounds main	Norse	S	26.20	5.24	31.44
689 Shrub bed/tidy front	24/10/2016		Bank 1 Current Ac	dd	Verge cutting	Norse	S	1,825.17	365.03	2,190.20
690 Verge cutting	24/10/2016		Bank 1 Current Ac	dd	Mobile telephones	O2	S	52.04	10.41	62.45
691 Telephone	03/10/2016		Bank 1 Current Ac	dd	Wheeled bins	Veolia	S	55.40	11.08	66.48
692 Wheeled/litter/dog bins	31/10/2016		Bank 1 Deposit Ac	dd	Wheeled bins	Veolia	S	44.32	8.86	53.18
693 Wheeled/litter/dog bins	31/10/2016		Bank 1 Deposit Ac	dd	Lease payment	Bussey & Sabberton	S	277.48	55.50	332.98
694 Vehicle lease	25/10/2016		Bank 1 Current Ac	dd	Telephone - Office	Talk Talk	S	47.71	9.54	57.25
695 Office telephone	31/10/2016		Bank 1 Current Ac	dd	Telephone - Morse Pavlik	Talk Talk	S	31.95	6.39	38.34
696 Telephone	31/10/2016		Bank 1 Current Ac	dd	Bank charges	Lloyds Bank	S	28.85	0.00	28.85
697 Bank charges	31/10/2016		Bank 1 Current Ac	dd	Donation	2nd Thorpe St Andrew	X	100.00	0.00	100.00
698 S137 payments and dor	01/11/2016		Bank 1 Current Ac	7248	Float	Cash	E	1,700.00	0.00	1,700.00
699 Events Payments/Recel	01/11/2016		Bank 1 Current Ac	7249	Voucher - work experie	Mrs J Fenn - petty cash	E	20.00	0.00	20.00
700 Miscellaneous	07/11/2016		Bank 1 Current Ac	7250	Event notice	Mrs J Fenn - petty cash	E	42.00	0.00	42.00
701 Events Payments/Recel	07/11/2016		Bank 1 Current Ac	7250	Water charges - Roxley f	Anglian Water	E	68.88	0.00	68.88
702 Water	07/11/2016		Bank 1 Current Ac	7251	Water charges - Cemetar	Anglian Water	E	35.94	0.00	35.94
703 Water charges	07/11/2016		Bank 1 Current Ac	7251	Wheeled bins	Broadland District Coun	E	102.80	0.00	102.80
704 Building maintenance	07/11/2016		Bank 1 Current Ac	7252	Tools and Equip	Bartrums	S	165.83	33.17	199.00
705 Tools - equipment	07/11/2016		Bank 1 Current Ac	7253	Health and safety equip	Bartrums	S	447.74	45.76	493.50
706 Training Health & Safet	07/11/2016		Bank 1 Current Ac	7253						

Thorpe St Andrew Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
707 Receipts and payments	07/11/2016		Bank 1 Current Ac	7254	Sponsorship leaflets	Colour Print	S	282.00	56.40	338.40
708 Building maintenance	07/11/2016		Bank 1 Current Ac	7255	Goods	Crown Paints Ltd	S	38.71	7.74	46.45
709 Grounds machinery	07/11/2016		Bank 1 Current Ac	7256	Cricketer roller repairs	Ernest Dow and Sons	S	1,836.74	367.37	2,204.11
710 Cleaning and cleaning n	07/11/2016		Bank 1 Current Ac	7257	Cleaning Materials	Espo	S	96.84	19.37	116.21
711 Newsletter	07/11/2016		Bank 1 Current Ac	7258	Delivery of newsletter	Forethought Marketing	S	506.52	101.30	607.82
712 Rent and deposit	07/11/2016		Bank 1 Current Ac	7259	Allotment deposit refund	Mr Goode	E	25.00	0.00	25.00
713 Legal charges	07/11/2016		Bank 1 Current Ac	7260	Legal fees Bowls Club	Nicholas Hancox	S	750.00	150.00	900.00
714 Building maintenance	07/11/2016		Bank 1 Current Ac	7261	Goods	A C Leigh	S	51.26	10.25	61.51
715 Tree expenditure	07/11/2016		Bank 1 Current Ac	7262	Tree work	Mr D Moore	E	1,400.00	0.00	1,400.00
716 Rent and deposit	07/11/2016		Bank 1 Current Ac	7263	Allotment deposit refund	H Riggs	E	25.00	0.00	25.00
717 Rent and deposit	07/11/2016		Bank 1 Current Ac	7264	Allotment deposit refund	Mrs Rope	E	25.00	0.00	25.00
718 Events Payments/Receit	07/11/2016		Bank 1 Current Ac	7265	First aid cover	St Johns Ambulance	S	537.58	107.52	645.10
719 Mileage	07/11/2016		Bank 1 Current Ac	7266	Mileage	Mr D Sayer	E	40.05	0.00	40.05
720 Miscellaneous	07/11/2016		Bank 1 Current Ac	7266	Goods	Mr D Sayer	E	11.97	0.00	11.97
721 Wheeled/litter/dog bins	07/11/2016		Bank 1 Current Ac	7267	Dog bins	Scooper Dooper	E	208.00	0.00	208.00
722 Wheeled/litter/dog bins	07/11/2016		Bank 1 Current Ac	7267	Dog bins	Scooper Dooper	E	163.22	0.00	163.22
723 Income	07/11/2016		Bank 1 Current Ac	7267	Dog bins	Scooper Dooper	E	108.32	0.00	108.32
Total								40,269.07	4,288.37	44,557.44

Notes for payments list

Vouchers 626 - 639	Employee and employer pension payments	Norfolk Pension Fund	2851.72
Vouchers 640- 646	Salaries	All Employees	8293.70
Vouchers 656-669	Tax / NIC	HMRC	2389.05

10011

THORPE ST ANDREW TOWN COUNCIL

Bank Reconciliation Statement as at 31/10/16 for current and deposit accounts

Balance at bank	£
Current Account Bank 1	26866.25
Deposit Account Bank 1	320846.14
Sub total - Bank 1	<u>347712.39</u>
Capital Account Bank 2	55196.03
	<u>402908.42</u>

Unpresented cheques	Cheque Number	Payee	Date	£
	7188	PHS	19/9/16	-12.72
	7197	Broadland D C		-97.50
	7212	Anglian Water	4/10/2016	-63.78

-174.00
402734.42

Balance at 31/03/16	189219.31
Plus receipts	<u>537823.91</u>
	727043.22
Less expenditure	<u>-324308.80</u>
	<u>402734.42</u>

Completed by: *J Tenn*

Date *11/11/16*

Certified by: *T Foreman*

Date *1/11/16*

**THORPE ST ANDREW TOWN COUNCIL
MINUTES OF THE PLANS COMMITTEE MEETING
HELD ON 10 October 2016**

PRESENT: Mr. J Fisher Mr N Hancock
 Mr D Sears Mr R Robson

1. In Attendance: Mr T Foreman (Town Clerk), 8 Members of the public

Apologies for Absence: Mr M Pickess, Mr F Bowe & Mr P Berry

2. Declarations of Interest: None

3. Minutes of meeting held on 12.9.16 the minutes of the meeting held on 12 September 2016 were signed and approved as a true record.

4. Planning Items raised by Residents

5. Planning Applications

20161453 38 Rowton Heath

Remove Existing Front Canopy & Erection of Front Porch

No Objections

20161460 81 Desborough Way

Single Storey Side Extension

No Objections

20161498 8 The Cottage Drive

Alterations & Extensions Including Rooms in Roof

No Objections

20161508 2 Caston Road

Change of Use from disused public study centre, to Private Domestic 3 Bedroom Bungalow dwelling, including internal Alterations and external remodeling.

No Objections- but requested that obscure glass used on boundary side.

20161593 10 Thor Road

Loft Conversion & First Floor Rear Extension

No Objections

20161606 2 Hansell Rd

Single Storey Annex Extension to Rear

OBJECTIONS- Cllr Roy Robson stated that application withdrawn. Objections as follows;
Over development as significant changes to the property already to date.
Proposed extension would over develop site as a whole

Confidential- Enforcement Notices.- Noted
Urgent Matters not on the Agenda but previously discussed with the Chairman.

Thomas Foreman Town Clerk

Date of next meetings

Finance & Staff 17.10.16. Town Council 7.11.06. Plans meeting 10.11.16.

Signed _____

Date _____

**Thorpe St Andrew Events & Media Committee
Minutes of Meeting Held on 24th October 2016**

1 Present Mr J Emsell Mr J Ward
 Mr R Wooden Mr R Robson
 Mr L Reeves

Apologies for absence

Miss S Lawn Chairman, Mrs. J Fisher & Mr T Foreman
(Town Clerk)

In attendance

Mrs. F Bass (Deputy Clerk, Committees & Events)
Mr John Fisher

2.Declarations of Interest- None.

3. Minutes of meeting held 26 September 2016.

The minutes of the meeting held on the 26 September 2016 were agreed and signed as a true record.

4. Fireworks.

a. Confirmation of food Stalls- Mrs F Bass confirmed the food and drinks stalls as the following-

Fat Cat & Tap, Claridge BBQ, Proper Pizza Co, Twisted Crips, Spudulike, waffles, Chestnuts and Castro's coffee.

b. Confirmation of volunteers and their roles- It was discussed that with volunteers and the councilors that we should have sufficient staff for the night. They are as follows-

Mr D Foreman (in office counting)

Mrs S Foreman (with Mrs Bass 'runners')

Mr Nathan Shoesmith + 3 others (Air Ambulance) running car parking. Mrs Bass explained that as Nathan is charity fund raiser for the school that it made more sense for him to run the school car park. Mrs Bass has requested that they man the road closed sign/ car park entrance and direct parking in school grounds. Therefore, they can keep a tally of how many parking spaces available. Mrs Bass requested that Air Ambulance provided hi vis jackets for everyone, and that posters are positioned to advise that donations for the Air Ambulance are being requested for parking- thus avoiding the confusion last year where people thought that the car park fee covered their entrance into the fireworks. A meeting has been confirmed with Mr Buck from school and Mr Foreman and/or Mr Sayer to meet at 14.00 on Friday 4th November to look at the parking. Mrs Bass has requested that Nathan be there if he can come

out of lessons on the day. He has been advised that he and his volunteers need to be on site on 5.11.16 at 16.00hrs.

Mr & Mrs Reece (Rotary)- on gate 1
Joan Youdjel (Rotary) -office
Mr & Mrs T Marsh (Rotary)- gate 2 Commonwealth Way
Mr & Mrs Freeman-Pannett- Office

Scouts (13) and Leaders (5)- It was discussed fully that the scouts are best support to guide people into correct queues for 'correct money' and 'change required' buckets. We are going to split as follows;
2 leaders on gate 1 Pound Lane plus 6 scouts
1 leader plus 3 scouts on gate 2 Commonwealth Way entrance.
1 Leader plus 2 scouts on gates 3 & 4

Jessica Weeds (work Experience from TSA school) plus 4 others- gates

Staff

Mr T Foreman
Mrs F Bass
Mr J Calver, Mr R Kiddell and Mr G Watkins all starting at 8.00am to put fencing up.

Councillors- all apart from Mr N Hancock, Mr R Wooden, Mr F Bowe and Mr M Pickess. Mr Sears to confirm.

Mrs Bass confirmed she had confirmation and report from Simon Page to confirm all set up with Titanium Fireworks. Budget was also confirmed at £3,500

Mr R Robson confirmed that he had ordered the lighting tower and would discuss further lighting with Mr Sayer and advise Mr Foreman of any extras that required purchasing.

A/P- Miss Lawn to ask Radio Norwich to mention limited parking and donation required.

5. Christmas Event

a. Christmas Tree- Mrs Bass advised that Mr Foreman and Mr Sayer have the tree in hand. Concerns were expressed as to the proposed purchase of the Holly tree for next year. Mr J Fisher confirmed that cut correctly this could look exceptional. Mr Emsell and Mr Robson both commented that the council had tried before unsuccessfully to plant and maintain a tree in the past.

b. Christmas Lights- Mrs Bass presented a quote from Couzens for providing the new lights for the tree. This was considered expensive at £925.00 + vat. Mr Emsell requested an inventory of our existing lights from Mr D Sayer, and it was questioned as to whether we could use them again in future years.

A/p- Mrs Bass to requested list from Darrin Sayer

A/P- Mrs Bass to find out longevity of lights quoted.

c.Meeting River Green- it was noted that Miss Lawn had requested a meeting on **23.11.16** 7.00pm at the Buck to discuss preparations.

d.Use of Church- Mr J Emsell confirmed he would discuss use of the church yard for Father Christmas. He also confirmed that The Buck and Rushcutters were again happy for us to use their car parks for stalls.

e.Stalls/food

f Father Christmas – Mr J Emsell agreed to speak to Mr T Barber re changes this year to role. Mrs Bass confirmed that the reindeers will arrive around 5.30 as they have another booking beforehand.

A/P- need to make provision for reindeers arriving.

Scraby Donkeys are still to confirm attendance

6.Christmas Card- Mrs Bass explained that Mr Foreman had not been able to leave details of the card designs and that she would discuss with him once her returned to the office.

Date of next meetings

Events 28.11.16 Roxley Hall TBC

Town Council 7.11.16

Plans 14.11.16

Finance & Staff 21.11.16

Meeting closed at.

Signed _____ (Chair)

**Minutes of Finance and Staffing Committee Meeting
held on 17th October 2016**

1. PRESENT:

Miss S Lawn (Chairman)	
Mr F. Bowe	Mr L Reeves
Mr J. Emsell	Mr J. Ward
Mrs T. Mancini-Boyle	Mr I Mackie

IN ATTENDANCE: Mr T Foreman (Town Clerk), Mrs J Fenn, Mr D Sayer,
Mr J Fisher

APOLOGIES FOR ABSENCE

None

2. Declarations of Interest

None

3. Minutes of Meeting held on 19th September 2016

Minutes of the meeting held on 19th September 2016 were approved and signed as a true record.

4. Public Session – Limited to 3 minutes per speaker

None

5. River Green Lighting Project

Mr T Foreman provided an overview of the River Green lighting project costs. The committee discussed the funding potential for the project, which was estimated to be £54,000 to £55,000. Following a review of the current budget lines, it was suggested by Mr T Foreman that the committee could use funding from the current street maintenance budget to service a loan from the PWLB. Mr I Mackie explained that the use of existing budgets for streetlights would mean no greater financial burden would be placed on the ratepayer as the funds would be used for a budgeted purpose. Mr L Reeves queried the repayment term for a loan of £55,000. Mr T Foreman explained that it would likely be less than 20 years, but greater than 15 years due to the total yearly repayment required to be less than the £3,500 in the current budget line. It was proposed by Mr L Reeves, seconded by Miss S Lawn and on a show of hands with all in favour **AGREED** to recommend to the Town Council that a loan from the PWLB be sought to fund the River Green lighting project, subject to three quotations being secured.

6. Budget 2017/18

Mrs J Fenn provided a line by line explanation of the budget. Mr T Foreman explained that the budget figures had taken account of the staffing changes, but also the increased budget required for the quayheading at River Green following its return from the Broads Authority in March 2017 and the asset maintenance plan which had been agreed for the buildings and parkland to ensure that they are properly maintained.

Mr I Mackie explained that the additional lines had previously been agreed by the Town Council for inclusion in next year's budget. Miss S Lawn stated support for the asset maintenance budget, as the Roxley Hall and other buildings were being updated and the Town Council needed to maintain the buildings to a high standard to ensure the benefit of the refurbishments are maintained.

It was proposed by Mr I Mackie, seconded by Mr J Emsell and on a show of hands with all in favour **RESOLVED** to recommend a budget increase of 7.4% to the Town Council for approval.

7. Update on Recruitment

Mr T Foreman provided an update on recruitment. It was explained that following two days of interviews there had been two candidates who had been successful for the Committee Officer and Administration Officer posts. Mrs J Fenn explained that the new staff would take up their posts from the 14th November 2016. The committee noted this report.

8. Sale of Zetor Tractor

Mr D Sayer gave an overview of three offers for the sale of the Zetor tractor, which is no longer required due to the purchase of the Avant machine. It was proposed by Miss S Lawn, seconded by Mrs T Macini-Boyle and on a show of hands with all in favour **RESOLVED** to sell the Zetor tractor for £6,750+VAT.

9. Request for donation

The Committee considered a request for a donation from the 2nd Thorpe Guides Senior Section. The request sought funding for a new flag for the section to be used during events and civic ceremonies, such as the Remembrance Parade each year. Mr J Ward explained that previous funding had been given to the Scouts for a similar flag. It was proposed by Miss S Lawn, seconded by Mr I Mackie and on a show of hands with 2 abstentions it was **RESOLVED** to award £100 to the 2nd Thorpe Guides Senior Section under s.137 of the Local Government Act 1974.

With no other business, the meeting closed at 21.10hrs

Date of next meeting: 21st November 2016

Chairman_____

Date_____

Thorpe St Andrew Town Council



Town Council : 7th November 2016

Budget 2017/18

Agenda Item: 102

Reason for this Report

This report has been prepared to consider the draft budget 2017/18.

Background

The Town Council is required to set a budget by the end of the March 2017 for the next financial year. In doing so a calculation is made of the budget requirement for the revenue and capital budgets.

This budget is met in the greatest degree by the precept which is raised through Council Tax, this is a tax on property categorised by inclusion in one of 8 valuation bands. The headline tax is calculated for Band D and the tax in the remaining bands is worked out as a proportion of this amount. The lowest Band (A) is two-thirds of Band D and the highest Band (H) is twice Band D and three times Band A.

When coming to decisions in relation to the revenue budget and the precept the Council have various legal responsibilities, principally:

1. The Council must act in accordance with its statutory duties and responsibilities
 2. The Council must act reasonably
 3. The Council must ensure it meets its fiduciary responsibility to its Council Tax payers.
-
1. The statutory responsibility and power of the Authority to calculate and fix a budget and precept is through the Local Government Finance Act 1992. Relevant sections of the Act require:
 - a. s.32 (2); an estimated revenue account of expenditure to be incurred during the year, appropriate allowances for contingencies, any raising of reserves for future years and any account of deficit not accounted for in previous years.
 - b. S.32 (3) an estimated income from fees, charges and grants; and any amount of reserves/balances intended to be used towards meeting revenue expenditure.
 - c. s.32 (4); a calculation of difference between the gross revenue expenditure and anticipated income (difference between a. and b. above)
 2. The reasonableness of the Councils decision is set in the principles of *Associated Provincial Picturehouses Limited v Wednesday Corporation*, that is, it must take account of what is relevant and disregard the irrelevant. The decision should be one which would be made by any reasonable authority in that it is not unreasonable, irrational or perverse.
 3. The Councils fiduciary responsibility includes:
 - a. Responsible use of the Council's resources, including the raising of income (such as rent and other charges) and the control of its expenditure
 - b. Awareness of the financial consequences of decisions on the taxpayer
 - c. Ensuring both short and long term sustainability

- d. Striking a fair balance between the interest of the taxpayer and the community interest in adequate and efficient services
- e. Acting in good faith with a view to complying with statutory duties and powers for the benefit of the community.

The most appropriate case relating to the fiduciary responsibility is *Roberts v Hopwood (1925)* where it was said that an Authority which is charged with the administration for definite purposes of funds arising from the taxpayer (whether in full or part) owes a duty "to conduct that administration in a fairly business-like manner with reasonable care, skill and caution, and with a due and alert regard to the interest of (of the ratepayer)". In addition the finding explains that an Authority must not be "misguided [by] principles of socialistic philanthropy".

In addition to the highlighted requirements of s.32 of the Local Government Finance Act 1992, the Act explains that an Authority should have regard for the report and calculations of the Responsible Financial Officer. If the budget requirement is insufficient to meet its commitments, there are both practical and legal consequences for the Council.

The Local Government Act 2003 s.28, requires the Council to monitor the income and expenditure against budget calculations throughout the year. If through monitoring it is found that the budgetary situation had deteriorated, the Council must take necessary action to resolve the position. This could include, for instance, reducing spend for a period of the year, increase income, or finance the shortfall from reserves.

Under s.114 of the Local Government Finance Act 1988, the Responsible Financial Officer has a duty to report to the Council that expenditure incurred by the Authority is likely to exceed the resources (including sums borrowed) available to meet that expenditure. In doing so, this report must be sent to the Council's Auditor and every member of the Council must consider the report within 21 days and at a meeting decide whether it agrees or disagrees with these findings. During this period a restriction on incurring additional spend is in place.

The legislation therefore makes clear the responsibility for the Council to set a responsible, clear and realistic budget.

Result

This year's budget has taken account of the increase of staffing in the current financial year and asset maintenance and repair programme agreed in Spring 2016.

The replacement of assets has been reduced to the minimum required to ensure the viability of ongoing grounds maintenance and £2000 projects has been included to progress plans for income generation at the parks and recreation sites. The budget accounts for reductions in negotiated contracts, but makes provision for the proposed changes to the building and quayheading at River Green.

The draft budget is contained within Appendix A.

Members are reminded that when voting on budget items that they are bound by the provision of 2.106 of the Local Government Finance Act 1992.

Advice

The proposed precept rise would amount to 7.4% equating to a Band D property costing £80.62 per year. By comparison in similar Broadland communities, the **current** precept level for a Band D property in Sprowston is £109.47, in Reepham is £105.71, in Hellesdon is £109.35 and in Aylsham is £147.80.

The Town Council is reminded that the reduction in the Broadland Grant continues in this budgetary year.

In creating this budget each line has been carefully considered, including reductions through costs, assets and reserves. The draft budget meets the legislative requirements outlined within this report. The budget accounts for the capital and asset plan which ensures all spending and required funding are calculated well in advance. This allows funds to be earmarked for tasks and purchases over a period of time rather than funds needing to be raised in a single year.

The Town Council is asked to review each budget line, propose any amendments and/or agree the draft budget.

Legal Implications

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

Financial Implications

There are **significant** financial implications arising from this report.

THORPE ST ANDREW TOWN COUNCIL - DRAFT BUDGET 2017/18

INCOME	2015/16	2016/17	2017/18
Allotments	4450.00	4478.00	4402.00
Business/Sponsorship	250.00	250.00	250.00
Delegated Functions	13000.00	15000.00	15400.00
Dussindale / Fitzmaurice	15050.00	17250.00	14575.00
Events	12000.00	12000.00	12000.00
Recreation Ground	11040.00	12500.00	12250.00
River Green	10.00	10.00	58.00
Roxley Hall	7900.00	7500.00	15000.00
S137 Payments/donations	1500.00	1500.00	1500.00
Town Hall	180.00	185.00	70.00
Dussindale Comm Centre Reimburse TSATC	150.00		
TOTAL	65530.00	70673.00	75505.00

EXPENDITURE	2015/16	2016/17	2017/18
Allotments	4350.00	4230.00	4030.00
BDC Elections (sep code)	4000.00	4000.00	4000.00
Building Maintenance (new line)			27075.00
Business Sponsorship	150.00	150.00	200.00
Cemetery	1750.00	1915.00	2040.00
Delegated Functions	13000.00	15000.00	15000.00
Dussindale / Fitzmaurice	34245.00	32975.00	26375.00
Events	12000.00	10000.00	11200.00
Lease Payments	4500.00	4500.00	0.00
Legal Fees	1000.00	1000.00	1000.00
Loan Repayment	16537.00	33638.00	32038.00
Newsletter (In Events)	3500.00	1200.00	0.00
Recreation Ground	41975.00	44090.00	47735.00
River Green	6300.00	6900.00	6550.00
Roxley Hall	8290.00	5250.00	13250.00
S137 Payments/donations	550.00	550.00	550.00
Street Furniture	1200.00	1200.00	1440.00
Street Lighting	25000.00	26500.00	28500.00
Town Hall	23900.00	19250.00	20800.00
Town Plan/Neighbourhood plan			1200.00
Tree Management	8000.00	8000.00	9000.00
Website	1000.00	1000.00	1000.00
Salaries	141100.00	178535.00	183939.00
TOTAL	352347.00	399883.00	436922.00

CAPITAL	2015/16	2016/17	2017/18
Town Hall	1000.00	1000.00	1000.00
Buildings & Amenity Areas	25000.00	21000.00	17500.00
Street Lighting	9000.00	9000.00	9000.00
Projects	7680.00	2000.00	2000.00
Asset Replacement	4000.00	6000.00	5000.00
TOTAL	46680.00	39000.00	34500.00
REVENUE EXPENDITURE	352347.00	399883.00	436922.00
CAPITAL EXPENDITURE	46680.00	39000.00	34500.00
CONTINGENCY	5550.00	5550.00	5550.00
	404577.00	444433.00	476972.00
LESS INCOME	65530.00	70673.00	75505.00
PRECEPT REQUIRED	339047.00	373760.00	401467.00
PRECEPT INCREASE	3.00%	10.00%	7.40%
	EST 4980		
	£68.08		
BAND D PROPERTIES	2.6%	£75.05	£80.62

ALLIOTMENTS	Actual 14/15	Actual 15/16	Budget 16/17	Actual 6mths 16/17	Budget 17/18	Notes
PAYMENTS						
Duss maint	1037	1043	1500	539	1500	
Duss rent	345	345	380	345	380	
Duss water	211	251	350	25	350	
Hillside maint	741	1416	1500	196	1300	Some work inhouse
Hillside water	351	270	500	25	500	
Miscellaneous	30	25				
Refunds	180	465		159		
Total	2895	3815	4230	1289	4030	
RECEIPTS						
Rents/deposits	4255	4512	4028	725	4152	1
Water charges	663	502	450	65	250	
TOTAL	4918	5014	4478	790	4402	

Note 1 - Increase in allotment rents by 3% from £19.40 to £20

BROADLAND DC ELECTIONS	Actual 14/15	Actual 15/16	Budget 16/17	Actual 6mths 16/17	Budget 17/18	Notes
PAYMENTS						
Election costs	0	7251	4000	0	4000	
TOTAL	0	7251	4000	0	4000	

BUILDING MAINTENANCE						NEW COST CENTRE
Fitzmaurice Pavilion	2665	2334	3000	3099	10700	
Morse Pavilion	5151	5218	3500	6427	11525	
Roxley Hall	502	2156	1000	750	4850	
TOTAL					27075	

BUSINESS SPONSORSHIP	Actual 14/15	Actual 15/16	Budget 16/17	Actual 6mths 16/17	Budget 17/18	Notes
PAYMENTS	243	219	150	51	200	
TOTAL	243	219	150	51	200	
RECEIPTS	250	250	250	250	250	
TOTAL	250	250	250	250	250	

	Actual 14/15	Actual 15/16	Budget 16/17	Actual 6mths 16/17	Budget 17/18	Notes
CAPTIAL SPENDING						
PAYMENTS						
Asset Replacement	2839	256	6000	4921	5000	
Buildings & Amenity Areas	26855	193	21000	2793	17500	note 1
Street light	6595	3089	9000		9000	
Town Hall	703	1069	1000		1000	
War Memorial	732	302008				
Projects	13910		2000	12086	2000	Roxley and Fitz
TOTAL	51634	306615	39000	19800	34500	
RECEIPTS	500	16054		34975		PWLB loan for

Note 1 - Duss allotment fence £2500 (stage 1 repairs/replace) - Toilet block to café £5000
Rain water catchment - Dussindale allotments ?£

	Actual 14/15	Actual 15/16	Budget 16/17	Actual 6mths 16/17	Budget 17/18	Notes
CEMETERY						
PAYMENTS						
Maintenance	1500	1650	1815	1815	1915	
Water charges	84	137	100	56	125	
TOTAL	1584	1787	1915	1871	2040	

	Actual 14/15	Actual 15/16	Budget 16/17	Actual 6mths 16/17	Budget 17/18	Notes
COMMUNITY INFRASTRUCTURE LEVY						
PAYMENTS	0	0	0	1177	0	
RECEIPTS	866	626	0	1260	0	

	Actual 14/15	Actual 15/16	Budget 16/17	Actual 6mths 16/17	Budget 17/18	Notes
CONTINGENCY						
PAYMENTS						
Contingency	0	0	5550	0	5550	
TOTAL	0	0	5550	0	5550	

	Actual 14/15	Actual 15/16	Budget 16/17	Actual 6mths 16/17	Budget 17/18	Notes
DELEGATED FUNCTIONS						
PAYMENTS						
Verge cutting	13557	12669	15000	7285	15000	
TOTAL	13557	12669	15000	7285	15000	
RECEIPTS						
Verge cutting	14835	15072	15000	15458	15400	
TOTAL	14835	15072	15000	15458	15400	

DUSSINDALE PARK FITZMAURICE PAVILION	Actual 14/15	Actual 15/16	Budget 16/17	Actual 6mths 16/17	Budget 17/18	Notes
PAYMENTS						
Building maint	2665	2334	3000	3099		new cost centre
Cleaning Fitz Pav				2420	5000	
Cleaning materials	175		0			In Rec Gnd
Cricket maint	1246	275	2500		3000	
Electricity	3403	2333	3700	965	3700	
Field Maint contract	5953	5953	5400	1985	4300	some in house
Sport Turf Maint	2593	1892	2750	1355	1000	some in house
Park Maint	354	445	1000	142	1000	
Play equip maint	430	318	500		500	
Rates	3015	3072	3150	3098	3150	
Sanitary disposal	321	351	350	3	375	
Soccer marking	2486	813	2500	856		All on Rec Grnd
Telephone	291	255	325	75	250	
Water rates	376	1500	3000	408	1500	
Wheeled bin -litter and dog bin contracts	4243	4299	4800	636	2000	new supplier for dog/litter pick
Repaint Youth Shelter					600	Painted in 2014 £600 budget 2016 or 2017
TOTAL	27551	23840	32975	15042	26375	
RECEIPTS						
Cricket	2562	2656	2750	1846	2575	3 % inc
Football	2001	1145	0	114	0	all on Rec Gnd
Lettings - Fitz Pav	8237	13890	14500	5297	12000	
Other Income	359	5		136	0	Outdoor Fitness class ceased
TOTAL	13159	17696	17250	7393	14575	

Cricket 3% proposed	2015/16	2016/17	2017/18
	£		
Weekend match	99.25	103.00	106.00
Midweek match	44.10	45.50	47.00
Training	16.80	17.50	18.00

EVENTS	Actual 14/15	Actual 15/16	Budget 16/17	Actual 6mths 16/17	Budget 17/18	Notes
PAYMENTS	19010	13657	11200	1153	11200	Includes newsletter
TOTAL	19010	13657	11200	1153	11200	
RECEIPTS	12301	10727	12000	295	12000	
TOTAL	12301	10727	12000	295	12000	

GRANTS	Actual 14/15	Actual 15/16	Budget 16/17	Actual 6mths 16/17	Budget 17/18	
PAYMENTS	5437				0	
TOTAL	5437	0		0		
RECEIPTS	7629	5786			0	NHB
TOTAL	7629	5786	0	0	0	

LEASE PAYMENTS	Actual 14/15	Actual 15/16	Budget 16/17	Actual 6mths 16/17	Budget 17/18	Notes
Vehicle leasing	3701	3330	3500	1388	0	Purchasing vehicle
Photocopier lease/copies	940	1080	1000	1612	0	Purchased photocopier
TOTAL	4641	4410	4500	3000	0	

Legal Fees	Actual 14/15	Actual 15/16	Budget 16/17	Actual 6mths 16/17	Budget 17/18	Notes
PAYMENTS						
Legal charges	935	1859	1000	37	1000	
TOTAL	935	1859	1000	37	1000	
RECEIPTS		1458		0		
TOTAL						

LOAN REPAYMENT	Actual 14/15	Actual 15/16	Budget 16/17	Actual 6mths 16/17	Budget 17/18	Notes
PAYMENTS						
Morse Pavilion	6790	6536	6284	3173	6030	
Cycle to work	833					
Village Hall		11333	22354	11229	21937	
Town Hall/Fitz			5000	0	4071	
TOTAL	7623	17869	33638	14402	32038	
Receipt of Loan		304893				

NEWSLETTER	Actual 14/15	Actual 15/16	Budget 16/17	Actual 6mths 16/17	Budget 17/18	Notes
PAYMENTS						
Newsletter costs	2859	1685	1200			In events
TOTAL	2859	1685	1200	0	0	

RECREATION GROUND - MORSE PAVILION	Actual 14/15	Actual 15/16	Budget 16/17	Actual 6mths 16/17	Budget 17/18	Notes
PAYMENTS						
Building Maintenance	5151	5218	3500	6427		new cost centre
Cleaning Morse and cleaning materials	776	1345	1350	3565	6000	V/hall/ Fitz and Rec Gnd combined cleaning materials
Electricity	1008	1608	1700	391	1700	
Equipment hire	25		200	1069	200	
Field Maint Contract	6538	6538	7000	2179	6100	3% some inhouse
Fixings fittings	369		250		250	
Fuel	1061	946	1500	606	1500	
Grounds machinery	1953	1879	1500	306	1500	
Health & Safety					1000	new line (Training)
Materials eng/fabrication	216	71	500		500	
Materials paint etc	30		300		300	
Mileage expenses	350	235	500	145	400	
Miscellaneous	424	103	200	35	200	
Morse Pavilion Gas	1540	1391	1500	732	1500	
Park maint	897	203	550	222	550	
Play equip maint	202	345	1000		1000	
Shrub bed - St Will Loke	86	86	90	28	95	
Sanitary disposal	590	921	600	4	375	new contract
Sports turf maint	3554	2838	7500	2032	8000	
Telephone	385	1053	1200	408	1400	Additional mobile
Tools - equipment	134	405	200	87	200	
Training	403	751	1000	232	2000	additional staff
Tree plantation - mowing	720	700	900	233		in house
Vehicle Maintenance					3500	new line
Water Rates	701	598	800	234	800	
Wheeled bin -litter and dog bin contracts	3003	3040	3500	525	2000	new contract litter and dog bin
Soccer Marking	3730	3859	3750	1285	3865	3 % increase
Rates	2332	2378	2500	2396	2500	
Feed in tariff	1977	647		788	0	in/out
Cleaning tennis courts		500	500	260	300	
TOTAL	38155	37658	44090	24189	47735	
RECEIPTS						
Football	7950	8346	11000	3376	11000	3 % increase
Other Income	1756	1661	1500	669	1250	
Feed in tariff	1977	647		788	0	in/out
TOTAL	11683	10654	12500	4833	12250	

Football 3.5% proposed	2015/16	2016/17	2016/17
	£	£	£
Adult pitch	66.41	68.75	70.85
Junior pitch	33.60	34.75	35.80
Mini pitch	23.62	24.45	25.20
Training	16.80	17.50	18.05
Fitness Groups		11.00	11.50

	Actual 14/15	Actual 15/16	Budget 16/17	Actual 6mths 16/17	Budget 17/18	Note
RIVER GREEN						
PAYMENTS						
Comm cut - picnic Area	499	499	550	167	500	
Electricity	180	157	350	36	350	
Mowing Contract	2721	2721	3000	907		in House
River Green flowers	780	780	900	780	900	
R Grn Maintenance	1380	1523	1500	187	4300	£3500 DS List + litter/dog bins
War memorial maintenance	452		600		500	
Total	6012	5680	6900	2077	6550	
RECEIPTS						
Income	23	33	10	10	58	substation
Total	23	33	10	10	58	

	Actual 14/15	Actual 15/16	Budget 16/17	Actual 6mths 16/17	Budget 17/18	Note
ROXLEY HALL						
PAYMENTS						
Building Maintenance	502	2156	1000	750		new cost centre
Cleaning	80	285		2460	6000	
Electricity	1139	515	1000	412	1500	
Gas	992	979	1000	669	2500	
Contract Cleaning - Hays	4446	3331			0	
Miscellaneous	704	21			0	
Rates	1107	1128	1150	3477	2500	
Sanitary disposal	315	343	300	4	250	changing supplier
Water	498	357	500	160	500	
Shrub beds/tidy front	315	354	300	255		in house
Total	10098	9469	5250	8187	13250	
RECEIPTS						
Lettings	19892	4732	7500	6857	15000	3% £13.20 to £13.60
Total	19892	4732	7500	6857	15000	

	Actual 14/15	Actual 15/16	Budget 16/17	Actual 6mths 16/17	Budget 17/18	Notes
S137 PAYMENTS/DONATION						
PAYMENTS						
S137 Bus shelter maintenance						
S137 payments and donations	350	50	550	0	550	
TOTAL	350	50	550	0	550	
RECEIPTS						
S137 Bus shelter maintenance	1500	1500	1500	1500	1500	
TOTAL	1500	1500	1500	1500	1500	

	Actual 14/15	Actual 15/16	Budget 16/17	Actual 6mths 16/17	Budget 17/18	Notes
STREET FURNITURE						
PAYMENTS						
Cleaning bus shelters	968	1080	1200	540	1440	additional shelters
Repairs and Maintenance	145	1321				
Bus Shelter	12720					
Memorial Bench	624					
TOTAL	14457	2401	1200	540	1440	
RECEIPTS	3835	1022		0		

STREET LIGHTING	Actual 14/15	Actual 15/16	Budget 16/17	Actual 6mths 16/17	Budget 17/18	Notes
PAYMENTS						
Energy charge	17774	17459	18000	8503	20000	
Maintenance contract	6594	7912	8500	2000	8500	new contract/new lights R/Grn
Repairs	0	133		740	0	
TOTAL	24368	25504	26500	11243	28500	
RECEIPTS						
Repairs	1214			0		

TOWN HALL	Actual 14/15	Actual 15/16	Budget 16/17	Actual 6mths 16/17	Budget 17/18	Note
PAYMENTS						
Audit	1154	1203	1500	210	1500	Village Hall refurbishment increased External audit fees 15/16
Bank charges	450	453	450	179	450	
Chairmans Expenses	303	280	400	1126	500	
Computer/photocopier	573	197	500	341	500	
Insurance	9247	9627	10000	10756	11500	5%
Mileage expenses	415	36	600		600	
Miscellaneous	629	731	300	309	300	
Office equipment		675	150	28	150	
Office Rent	4784	4486				
Office telephone	372	769	800	334	800	
Postage	2097	1701	1200	446	1200	
Photocopy charges				0	400	new line (prev in leases)
Stationery	411	943	1000	669	1000	
Subscriptions	1107	2410	1900	175	900	
Training/H&S	320	225	450	250	1000	additional staff
Bottle bank		98		47		
TOTAL	21862	23834	19250	14870	20800	
RECEIPTS						
Bank interest	62	128	65	61	70	
Del Func / other inc	201	442		90	0	
Newspaper Articles	122	102	120		0	
TOTAL	385	672	185	151	70	

Town Plan		Actual 15/16	Budget 16/17	Actual 6mths 16/17	Budget 17/18	Notes
Town plan update		0		0	0	updated 14/15
Neighbourhood plan		0		0	1200	
TOTAL		0	0	0	1200	

	Actual 14/15	Actual 15/16	Budget 16/17	Actual 6mths 16/17	Budget 17/18	Notes
TREE MANAGEMENT						
PAYMENTS						
Tree expenditure	7733	3500	8000	4412	9000	
TOTAL	7733	3500	8000	4412	9000	

	Actual 14/15	Actual 15/16	Budget 16/17	Actual 6mths 16/17	Budget 16/17	Notes
WEBSITE						
PAYMENTS						
Website costs	187	99	1000	0	1000	
TOTAL	187	99	1000	0	1000	

SALARIES	Actual 14/15	Actual 15/16	Budget 16/17	Actual 6mths 16/17	Budget 17/18	
PAYMENTS						
Ford salary	35942	3100	0			Left 5/15
Ford pension -employer	7216	638	0			
Ford NIC employer	3766	325	0			
Fenn salary	13127	13455	13791	6895	6830	Reduction in hrs - inc 6.5%
Fenn pension -employer	2625	2758	2896	1448	1469	
Fenn NIC employer	463	478	750	392	400	
Sayer salary	24690	25557	25940	12970	27626	inc 6.5%
Sayer pension employer	4938	5239	5447	2723	5940	
Sayer NIC employer	1666	1737	2500	1230	2700	
Kiddell salary	15850	16720	17425	8712	17860	inc 2.5%
Kiddell pension employer	3170	3428	3659	1830	3840	
Kiddell NIC employer	747	818	1200	643	1400	
Farrow - gate locker	3192	1886		0		facilities
Sick hol cover	2248		2500	0		
Bass salary	8823	9161	9269	4635	8311	Reduction in hrs - inc 6.5%
Bass pen -employer	1765	32	1946	80	1787	
Bass NIC employer	16	1878	100	973	1000	
R Topp salary	4954		0	0	0	
R Topp employers nic	14		0	0	0	
Fitz/Morse cleaning		6065	0	0	0	
Foreman salary	2613	31440	33857	16349	35444	step on grade
Foreman NIC employer	209	2493	2612	1800	3800	
Foreman pension employer	546	6729	7110	3591	7620	
Student Loan	119	1385		749		
Calver Salary		7792	17425	8712	17860	2.50%
Calver pension employer		1597	3659	1830	3840	
Calver employers NIC		515	1200	643	1400	
Watkins Salary				943	11855	37 hrs and pay inc Aug 17 as agreed
Watkins pension employer				145	2548	
Admin Officer salary					14040	New line
Admin Officer pension employer					3019	New line
Admin Officer employers NIC					850	New line
Committee Officer salary					1934	New line
Committee Officer pension employer					416	New line
Committee Officer employers NIC					150	New line
By Law Enforcer			10000	0	0	
pen employer			2100	0	0	
nic employer			650	0	0	
Facilities person			9750			no budget
pen employer			2047			cleaning
nic employer			702			covered
Sick hol cover		120				
TOTAL	138699	145346	178535	77293	183939	

2.5% salary increase (JF,DS,FB additional 4%)- employers pension 21.5% - employee nic rates higher



www.broadland.gov.uk

Ask for:
Telephone:
e-mail:
Our ref:
Your ref:
Date:

Phil Courtier
01603 430549
phil.courtier@broadland.gov.uk

5 October 2016

Mr T Foreman
Town Clerk, Thorpe St Andrew Town Council
Roxley Hall
Yarmouth Road
Thorpe St Andrew
Norwich
NR7 0QF

Dear Mr Foreman

Consultation from BT – current programme of intended public payphone removals

The District Council has received written notification identifying 56 public payphones in the District which have been identified and proposed for removal by BT. Details of the payphones identified for removal, including the covering paperwork can be found at the end of this Bulletin.

BT has placed consultation notices on the relevant payphones and the consultation period closes on 11 December 2016. To ensure that the local community are fully informed, the District Council is to shortly notify all affected Parish Councils.

This consultation process gives local communities the opportunity to adopt a traditional red 'heritage' phone box and make them an asset that local people can enjoy. It's really simple to do and it costs just £1 – [Adopt a phone box](#)

There are phone boxes within the District which have been adopted by their community and are used for such purposes as a local information kiosk and library.

BT indicates that overall use of payphones has declined by over 90 per cent in the last decade and the need to provide payphones for use in emergency situations is diminishing all the time, with at least 98 per cent of the UK having either 3G or 4G coverage. This is important because as long as there is network coverage, it's now possible to call the emergency services, even when there is no credit or no coverage from your own mobile provider.

If the local community wishes to object to the removal of a phone box, then they will need to notify the District Council of their reasons as soon as possible but no later than 30 November 2016 - **in doing so they must have regard to the 'relevant factors' set out in Annex 1 of Ofcom's full guidance:**

Full guidance

Summary guidance

The phone boxe(s) affected in your parish are:-

01603 433242 – Opp 16 Booty Road, NR7 0NF

Number of calls in last 12 months = 29

01603 433895 – Rear of 32 Primrose Crescent, NR7 0SE

Number of calls in last 12 months = 4

01603 434211 – Opp The Co-op, Ring Road, NR7 0XJ

Number of calls in last 12 months = 1

01603 434611 – FCT Pound Lane Stores, Laundry Lane, NR7 0XQ

Number of calls in last 12 months = 25

To lodge an objection to BT having had regard to Ofcom's 'relevant factors' please email your reasons for objecting to nigel.harriss@broadland.gov.uk as soon as possible but no later than 30 November 2016. Once we have received your comments we will consider these further before passing onto BT.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Phil Courtier', written in a cursive style.

Phil Courtier
Head of Planning

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Community and Environmental Services

County Hall
Martineau Lane
Norwich
Norfolk NR1 2SG

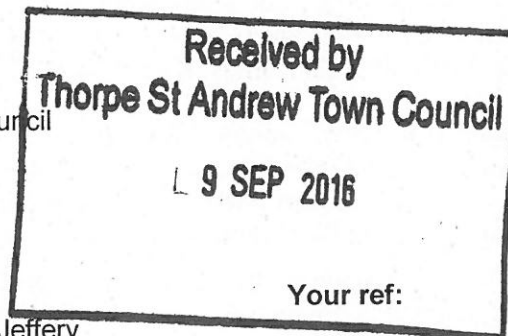
Tel: 0344 800 8020

Fax: 01603 223219

Textphone: 0344 800 8011

Email: LDF@norfolk.gov.uk
www.norfolk.gov.uk

Mr T D Foreman
Thorpe St Andrew Parish Council
Roxley Hall
Yarmouth Road
Norwich
NR7 0QF



Your ref:

Please ask for: Caroline Jeffery
Contact No: 01603 222193

My ref:

5 September 2016

Dear Parish Clerk,

**Norfolk Minerals Site Specific Allocations Development Plan Document (DPD):
Single Issue Silica Sand Review – Pre-Submission Addendum: Modifications
Invitation to make representations**

I am writing to inform you that the County Council, as part of its work on the Single Issue Silica Sand Review of the adopted Minerals Site Specific Allocations DPD, has prepared Modifications to the Pre-Submission document.

The Modifications can be summarised as follows:

1. Amending the southern boundary of Area of Search AOS D (located in the parishes of East Winch & Pentney) to move it northwards to within the existing woodland.
2. Area of Search AOS A (located in the parishes of Ingoldisthorpe, Snettisham & Dersingham) is no longer allocated and will therefore be deleted from the Silica Sand Review. No replacement Areas of Search are proposed for silica sand extraction.
3. Amending the Areas of Search Policy requirements for a Landscape and Visual Impact Assessment and Heritage Statement.
4. Amending the Specific Site Allocation Policy SIL01 requirements for a Landscape and Visual Impact Assessment.

Further information is provided in the Modifications document.

In Norfolk, the silica sand resource occurs entirely within West Norfolk.

The 'Pre-Submission Addendum: Modifications', including associated changes to supporting documents, has been published to allow representations on the soundness (whether it is justified, effective, positively prepared and consistent with national policy) and legal compliance of the modifications to be made, over a six week period, between **9am on 14 September and 5pm on 27 October 2016** (inclusive). Only the modifications are subject to this representations period, so any representations on other matters will not be accepted. Any previously made representations on these matters do not need to be repeated if they are unchanged. Any representations on the modifications must be received during the representations period; late representations will not be accepted.

Continued.

The 'Pre-Submission Addendum: Modifications' is available for public inspection, free of charge, within normal opening hours up to and including **27 October 2016**, at all public libraries in Norfolk, and at:

- Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH
- Breckland District Council, Elizabeth House, Walpole Loke, East Dereham, NR19 1EE
- Broadland District Council, Thorpe Lodge, Yarmouth Road, Norwich, NR7 0DU
- Great Yarmouth Borough Council, Town Hall, Great Yarmouth, NR30 2QF
- Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, PE30 1EX
- North Norfolk District Council, Holt Road, Cromer, NR27 9EL
- Norwich City Council, City Hall, Bethel Street, Norwich, NR2 1NH
- South Norfolk Council, South Norfolk House, Swan Lane, Long Stratton, NR15 2XE
- The Broads Authority, Yare House, 62-64 Thorpe Road, Norwich, NR1 1RY

The 'Pre-Submission Addendum: Modifications' is also available on Norfolk County Council's website at www.norfolk.gov.uk/nmwdf on the Silica Sand Review webpage.

Where possible the County Council would prefer representations to be made directly to www.norfolk.gov.uk/nmwdf; however responses by post, fax and email will also be accepted. The statement of the representations procedure and representations form is enclosed. The representations procedure and form are also available at www.norfolk.gov.uk/nmwdf.

All representations, using whatever method, must be made by 5pm on 27 October 2016.

Representations may be accompanied by a request to be notified, at a specified address, of any of the following:

- that the Silica Sand Review has been submitted to the Secretary of State for independent examination by a Planning Inspector
- the publication of recommendations of the Planning Inspector appointed to carry out the independent examination of the Silica Sand Review
- the adoption of the Silica Sand Review

Following the end of the representations period, the 'Minerals Site Specific Allocations DPD – Single Issue Silica Sand Review', and the 'Pre-Submission Addendum: Modifications', along with relevant background documents and the representations received will be submitted to the Secretary of State later in 2016, for public examination by a Planning Inspector.

Yours faithfully



Caroline Jeffery
Principal Planner (Minerals and Waste Policy)

Norfolk Minerals and Waste Local Plan
Minerals Site Specific Allocations DPD - Single Issue Silica Sand Review
Pre-Submission Addendum: Modifications
Representations Period: 14 September 2016 to 27 October 2016

Modifications have been proposed to the Minerals Site Specific Allocations Development Plan Document (DPD) - Single Issue Silica Sand Review. These Modifications have been published for representations to be made, on the modifications only, from 14 September to 27 October 2016, prior to submission of the document to the Secretary of State. Representations which are duly made will be submitted alongside the published Silica Sand Review document and the Modifications. The Silica Sand Review and Modifications will then be examined by a Planning Inspector.

The Pre-Submission Addendum: Modifications to the Silica Sand Review and its supporting documents are available to view on our website at www.norfolk.gov.uk/nmwdp. Copies of the documents will be made available for inspection at all libraries in Norfolk during the representations period. Copies will also be made available for public inspection, during office hours, at County Hall in Norwich and at the main office of each of the Local Planning Authorities in Norfolk. If you would like to request a copy of any of the documents, please telephone 01603 222193 or email LDF@norfolk.gov.uk and we will do our best to help you.

Comments on the contents of the Silica Sand Review were sought in two previous consultations: an Initial consultation stage in April – May 2015, and the Preferred Options stage in November - December 2015. The comments received were taken into consideration in the production of the Pre-Submission version of the Silica Sand Review. The Pre-Submission documents were subject to representations period from 16 May to 27 June 2016. All representations made at that stage will be submitted, in addition to any made during this stage. At this stage (Regulation 19 and 20), we are asking about the process of producing the Pre-Submission Addendum: Modifications to the Silica Sand Review and whether the document is legally compliant and sound.

In September 2011 Norfolk County Council adopted the Norfolk Core Strategy and Minerals and Waste Development Management Policies DPD ("The Core Strategy"). The Core Strategy provides the overarching policies which set the framework for mineral and waste planning in Norfolk up to the end of 2026.

In October 2013, Norfolk County Council adopted the Norfolk Minerals Site Specific Allocations DPD. This DPD sets out the site specific allocations for mineral extraction to meet the amounts set in the Core Strategy Policy CS1. This DPD contains a requirement for a Single Issue Review of Silica Sand, this is due to a shortfall in the number of sites acceptable for allocation to meet the extraction target for silica sand only.

The purpose of the Single Issue Silica Sand Review is to address this shortfall. The Silica Sand Review will amend the Minerals Site Specific Allocations DPD in relation to silica sand extraction, after examination and adoption.

Important Note

- ❖ Representations must be received between 9am on 14 September and 5pm on 27 October 2016. Representations received before or after these dates will not be considered.
- ❖ Representations cannot be treated as confidential.
- ❖ Only representations made at the previous Pre-Submission stage will be carried over. If you have made a representation to a previous Initial Consultation or Preferred Options stage which you consider relates to the soundness or legal compliance of the DPD, on the subjects covered by the Modifications only, and you would like the Planning Inspector to consider it, you will need to resubmit it during this representations period.
- ❖ You only have the right to be heard at the independent examination if you are seeking to make a change to the document and have made a representation within the appropriate period.
- ❖ Summaries of the main issues raised as part of the Initial Consultation and Preferred Options stages will form part of the evidence base for the Minerals Site Specific Allocations DPD - Single Issue Silica Sand Review.

How to complete the response form

There are two ways in which it is anticipated that you will respond to this stage of the Silica Sand Review process, with your comments focusing on the soundness and legal compliance of this DPD (full definitions overleaf).

If you are seeking to make representations on the way in which Norfolk County Council has prepared the Pre-Submission Addendum: Modifications to the Mineral Site Specific Allocations DPD - Single Issue Silica Sand Review it is likely that your comments or objections will relate to a matter of legal compliance.

If it is the actual content on which you wish to comment or object it is likely it will relate to whether the Pre-Submission Addendum: Modifications to the Mineral Site Specific Allocations DPD - Single Issue Silica Sand Review are justified, effective, positively prepared, or consistent with national policy.

Section 1 – Please tell us your name and contact details, Representations are only valid if this information is supplied.

Section 2 – Please identify clearly which document, paragraph and policy your comment relates to.

Section 3 – Please indicate if you consider that the document is legally compliant and meets all of the **tests of soundness** set out overleaf.

Section 4, 5 and 6 – Please state which of the four tests of soundness (justified, effective, positively prepared, or consistent with national policy) your representation relates to, why you consider the Modifications to the Silica Sand Review are not legally compliant or unsound and what changes are necessary to make the document sound having regard for the test of soundness which you have identified.

Section 7 and 8 – Please let us know, by ticking the appropriate box, if you wish to participate at the hearing to be held by the Planning Inspector as part of their examination of the Silica Sand Review.

Section 9 – Please sign and date the form

Legal compliance

The Inspector will first check that the Silica Sand Review meets the legal requirements under Section 20(5) (a) of the Planning and Compulsory Purchase Act 2004 before moving on to test for soundness.

You should consider the following before making a representation on legal compliance:

- ♦ The Silica Sand Review should have been produced in accordance with the Local Development Scheme.
- ♦ Norfolk County Council is required to provide a sustainability appraisal report when they publish a DPD.
- ♦ The process of community involvement for the Silica Sand Review should be in general accordance with Norfolk County Council's (NCC) Statement of Community Involvement (SCI).
- ♦ The Silica sand Review should comply with the Town and County Planning (Local Planning) (England) Regulations 2012.
- ♦ NCC must publish the documents set out in the Regulations, and make them available for the public to view. NCC must also place local advertisements and notify the specific and general consultation bodies (as set out in the Regulations) and any persons who have requested to be notified.
- ♦ The Silica Sand Review should have regard to national policy and guidance.
- ♦ The Silica Sand Review must be compliant with the "general duty to co-operate", as set out in Section 112 of the Localism Act (2011).
- ♦ The Silica Sand Review must be compliant with the policies within the adopted Norfolk Minerals and Waste Core Strategy.

Continued...

Soundness

To be sound a DPD should be:

Justified

This means that the DPD should be founded on a robust and credible evidence base involving:

- ♦ Evidence of participation of the local community and others having a stake in the area.
- ♦ Research/fact finding: the choices made in the plan are backed up by facts.

The DPD should also provide the most appropriate strategy when considered against reasonable alternatives. These alternatives should be realistic and subject to sustainability appraisal. The DPD should show how the policies and proposals help to ensure that the social, environmental, economic and resource use objectives of sustainability will be achieved.

Effective

This means the DPD should be deliverable, embracing:

- ♦ Sound infrastructure delivery planning
- ♦ Having no regulatory or national planning barriers to delivery
- ♦ Delivery partners who are signed up to it
- ♦ Coherence with the strategies of neighbouring authorities.

The DPD should also be flexible and able to be monitored.

The DPD should indicate who is to be responsible for making sure that the policies and proposals happen and when they will happen.

The DPD should be flexible to deal with changing circumstances, which may involve minor changes to respond to the outcome of the monitoring process or more significant changes to respond to problems such as lack of funding for major infrastructure proposals. Although it is important that policies are flexible, the DPD should make clear that major changes may require a formal review including public consultation.

Any measures which Norfolk County Council has included to make sure that targets are met should be clearly linked to a monitoring report. This report must be produced each year by Norfolk County Council and will show whether the DPD needs amendment.

Positively prepared

The DPD should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development.

Consistent with national policy

The DPD should be consistent with national policy. Where there is a departure, Norfolk County Council must provide clear and convincing reasoning to justify their approach. Conversely, you may feel Norfolk County Council should include a policy or policies which would depart from national policy to some degree in order to meet a clearly identified and fully justified local need, but they have not done so. In this instance it will be important for you to say in your representations what the local circumstances are that justify a different policy approach to that in national policy and support your assertion with evidence.

If you think the content of a DPD is not sound because it does not include a policy where it should do, you should go through the following steps before making representations:

- ♦ Is the issue with which you are concerned already covered specifically by a policy within the National Planning Policy Framework? If so it does not need to be included.
- ♦ Is what you are concerned with covered by any other policies in the DPD on which you are seeking to make representations or in any other adopted DPD in Norfolk County Council's Minerals and Waste Local Plan. There is no need for repetition between documents in the Local Plan.
- ♦ If the policy is not covered elsewhere, in what way is the DPD unsound without the policy?
- ♦ If the DPD is unsound without the policy, what should the policy say?

Continued...

Statement of representations procedure

Title of plan: Minerals Site Specific Allocations DPD - Single Issue Silica Sand Review: Pre-Submission Addendum: Modifications

Subject matter and area covered: This document includes four modifications to the Silica Sand Review which are considered necessary following the Pre-Submission representations period. The modifications cover: amending the southern boundary of AOS D, not-allocating AOS A as an area of search, amending the Areas of Search Policy within the requirements for a Landscape and Visual Impact Assessment and Heritage Statement, and amending Policy SIL01 within the requirements for a Landscape and Visual Impact Assessment. In Norfolk, the silica sand resource occurs entirely within West Norfolk.

The Pre-Submission Addendum: Modifications to the Minerals Site Specific Allocations DPD - Single Issue Silica Sand Review and its supporting documents are available to view on our website at www.norfolk.gov.uk/nmwdf. Copies of the documents will be made available for inspection at all libraries in Norfolk during the representations period. Copies will also be made available for public inspection, during office hours, at County Hall in Norwich and at the main office of each of the Local Planning Authorities in Norfolk (Borough Council of King's Lynn and West Norfolk, Breckland Council, Broadland District Council, Broads Authority, Great Yarmouth Borough Council, North Norfolk District Council, Norwich City Council, South Norfolk Council).

If you would like to request a copy of any of the documents, please telephone 01603 222193 or email LDF@norfolk.gov.uk and we will do our best to help you.

How to submit your representation

Representations must be made in writing, or via email, or the e-consultation website as follows:

Electronic Representation – This is our preferred method of receiving representations. Representations can be lodged directly at the following web address: www.norfolk.gov.uk/nmwdf

Other Representation methods – Alternatively, you can complete this response form and send it to Norfolk County Council via email, post or fax, using the following contact details:

Post: Norfolk County Council, Planning Services (Minerals and Waste Policy), Community and Environmental Services, County Hall, Martineau Lane, Norwich, NR1 2BR

Email: LDF@norfolk.gov.uk

Fax: 01603 223219 (marked for the attention of Planning Services)

Important Note

- ♦ Representations must be received between 9am on 14 September and 5pm on 27 October 2016. Representations received before or after these dates will not be considered.
- ♦ Representations cannot be treated as confidential.
- ♦ Only representations made at the previous Pre-Submission stage will be carried over. If you have made a representation to a previous Initial Consultation or Preferred Options stage which you consider relates to the soundness or legal compliance of the DPD, on the subjects covered by the Modifications only, and you would like the Planning Inspector to consider it, you will need to resubmit it during this representations period.
- ♦ You only have the right to be heard at the independent examination if you are seeking to make a change to the document and have made a representation within the appropriate period.
- ♦ Summaries of the main issues raised as part of the Initial Consultation and Preferred Options stages will form part of the evidence base for the DPD.

Representations may be accompanied by a request to be notified, at a specified address, of any of the following:

- The submission of the Minerals Site Specific Allocations DPD - Single Issue Silica Sand Review for independent examination (under section 20 of the Planning and Compulsory Purchase Act 2004)
- The publication of the recommendations of the person appointed to carry out an independent examination of the DPD (under section 20 of the Planning and Compulsory Purchase Act 2004)
- The adoption of the Minerals Site Specific Allocations DPD - Single Issue Silica Sand Review.

Please use a separate form for each part of the Pre-Submission Addendum: Modifications to the Minerals Site Specific Allocations DPD – Single Issue Silica Sand Review that you wish to comment on.

Return to: Norfolk County Council, Planning Services (Minerals and Waste Policy), Community and Environmental Services, County Hall, Martineau Lane, Norwich, NR1 2BR

PART A

1. Personal Details

Name:

Address:

Postcode:

Organisation (if applicable):

Telephone:

Email:

Please tick your preferred method of contact: Email ☐ letter ☐

Which category do you fall into (please choose one only)?

District or County council ☐

Mineral Industry ☐

Parish council in Norfolk ☐

Waste Industry ☐

Statutory Consultee ☐

Individual ☐

Neighbouring Parish council outside Norfolk ☐

Agent/Consultant ☐

Other organisation (please specify):

PART B

2. To which part of the DPD does this representation relate?

Document: Pre-Submission Addendum: Modifications to the Minerals Site Specific Allocations DPD - Single Issue Silica Sand Review

Paragraph:

Policy:

3. Do you consider the DPD is:

(i) Legally compliant

3. (ii) Sound

Yes ☐

Yes ☐

No ☐

No ☐

If you have entered No to 3. (ii), please continue to 4. In all other circumstances, please go to 5.

4. Do you consider the DPD is unsound because it is not:

(i) Justified ☐ (ii) Effective ☐ (iii) Positively prepared ☐ (iv) Consistent with National Policy ☐

5. Please give details of why you consider the DPD is not legally compliant or is unsound. Please be as precise as possible. If you wish to support the legal compliance or soundness of the DPD, please also use this box to set out your comments.

(Continue on a separate sheet if necessary).

6. Please set out what change(s) you consider necessary to make the DPD legally compliant or sound, with reference to the answer you have identified at 4 above. You will need to say why this change will make the DPD legally compliant or sound. It will be helpful if you are able to put forward your suggested revised wording of any policy or text. Please be as precise as possible.

(Continue on a separate sheet if necessary)

Please note your representation should cover succinctly all the information, evidence and supporting information necessary to support/justify the representation and the suggested change. There will not normally be a subsequent opportunity to make further representations based on the original representation at publication stage.

After this stage, further submissions will only be at the request of the inspector, based on the matters and issues he/she identifies for examination.

7. If your representation is seeking a change, do you consider it necessary to participate at the oral part of the examination?

Yes, I wish to participate at the oral examination ☐

No, I do not wish to participate at the oral examination ☐

8. If you wish to participate at the oral part of the examination, please outline why you consider this to be necessary:

(Continue on a separate sheet if necessary)

Please note the inspector will determine the most appropriate procedure to adopt to hear those who have indicated that they wish to participate at the oral part of the examination.

9. Signature: _____ Date: _____