



THORPE ST ANDREW TOWN COUNCIL

VIRTUAL TOWN COUNCIL MEETING

Town Hall, Fitzmaurice Park, Pound Lane, Thorpe St Andrew, Norwich, NR7 0SR

Tel/Fax: (01603) 701048

Email: office@thorpestandrew-tc.gov.uk

PUBLIC MESSAGE: This is an online meeting, using Zoom. If you wish to "attend" please email the Clerk for a copy of the link to the meeting before noon on 12th April 2021.

7/4/21

Notice of Virtual Town Council Meeting

Councillors, you are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held on the 'Zoom' conference platform on 12th April 2021 at 7.30pm for the purpose of transacting the following business.

Foreman

Thomas Foreman Clerk to the Council

AGENDA

- 97 Attendance book and apologies for absence.
 - 98 Declarations of interest in items on the agenda.
 - 99 To confirm the minutes of the Virtual Town Council meeting held on 1st February 2021
 - 100 Announcements (For information only)
 - To receive announcements from
 - (i) The Town Mayor
 - (ii) The Clerk
 - 101 Public participation –To consider a motion to suspend the meeting to allow members of the public the opportunity to address the meeting on matters relating to the agenda. This is limited to 3 minutes each – questions must be emailed to the Clerk before noon on 12th April 2021.
 - (i) Norfolk Constabulary
 - (ii) County and District Councillors (Report from Councillor John Ward)
 - (iii) Members of the public
 - (iv) Tree Wardens Report
 - 102 Finance
 - (i) Payments List vouchers
 - (ii) Bank Reconciliation Statement
 - 103 Draft Minutes of Committee Meetings
 - (i) Virtual Planning and Environment Committee
 - (ii) Virtual Neighbourhood Planning Committee
 - (iii) Virtual Finance and Staffing Committee
 - (iv) Virtual Events and Media Committee
 - 104 St Williams Way Cycleway Consultation – Report Attached
 - 105 Update on Café at Sir George Morse Park – Verbal Report
 - 106 Standing Orders 2021/22 – Attached
 - 107 Remote Meetings in Local Government – Consultation Attached
 - 108 Potential Return to Physical Meetings – Report Attached
 - 109 Confirmation of Annual Meetings Date (26th April 2021) – Verbal Report
 - 110 Armed Forces Covenant – Report Attached
 - 111 Cold Calling Zones - Verbal Report
 - 112 Motion under the Public Bodies (admission to meetings) Act 1960 to exclude the public and press for discussions regarding commercial matters where publicity might be prejudicial to the special nature of the business.
 - 113 River Green Mooring – Confidential Report to Follow
 - 114 Proposed Land Acquisition – Confidential Report Attached
- Future Agenda Items. (Not for discussion)

**THORPE ST ANDREW TOWN COUNCIL
MINUTES OF THE VIRTUAL TOWN COUNCIL MEETING
HELD ON 1st MARCH 2021 AT 7:30PM**

87 PRESENT:

Mr J Fisher (Town Mayor)	Mr N Shaw
Miss S Lawn (Deputy Town Mayor)	Mr T Garner
Mr J Emsell	Mr F Bowe
Mrs T Mancini Boyle	Mr T Fordham
Mr I Mackie	Mr M Lake
Mr J Ward	Mr S Snelling
Mr L Reeves	Mr P Berry
Mrs J Fisher	

APOLOGIES: Mr J Boast

IN ATTENDANCE: Dr T. Foreman (Town Clerk) and two members of the public

88 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

89 TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 1ST FEBRUARY 2021

The minutes of the meeting held on 1st February 2021 were agreed and signed as a true record.

90 Announcements (For information only)

To receive announcements from

(i) The Town Mayor- Mr J Fisher provided an overview of his month's activities as Mayor. This included meetings with the local Member of Parliament, the Church Wall Committee, and Broadland District Council. In addition, Mr J Fisher paid tribute to Mr H Morris, a local resident who passed away.

(ii) The Clerk- Dr T Foreman provided an overview of the meetings undertaken during the previous month. This included meetings with the Environment Agency, Norfolk Police, and the Broads Authority. In addition, he confirmed a poet in residence had been appointed for Hillside Allotments.

91 PUBLIC PARTICIPATION –TO CONSIDER A MOTION TO SUSPEND THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO ADDRESS THE MEETING LIMITED TO 3 MINS EACH

(i) Norfolk Constabulary – An overview of the work of the Town Council and Norfolk Police was outlined to the meeting.

(ii) County and District Councillors – The meeting noted the report of Mr J Ward. Mr J Ward read a further update including District priorities, elections in May, and the flooding alliance in Norfolk. Norfolk County Council have also set the 2021/22 budget. An overview of the work of Mr I Mackie was provided. This included detail of the member Highway budget and work of the flooding alliance. In addition to this, he highlighted work locally with residents on matters related to public safety and Green Lane North, policing, highways, as well as litter and graffiti. Mr J Fisher provided an update on his work as County Councillor, in

addition to his work as District Councillor. Mrs T Mancini-Boyle explained that Broadland is still the lowest Band D rate compared to neighbouring District Councils. Also, the latest business grants guidance was issued last Monday, and managed to get this money to 960 businesses by the end of the week. The Community Lottery was on track for raising thousands of pounds for good causes, an initiative which Mrs Mancini-Boyle had championed locally.

(iii) Members of the public – A member of the public raised the need for a petanque rink in Thorpe St Andrew. The Town Clerk reported that this is currently being looked at. Initially a site had been identified, however it was found this would not be suitable. The request had been for a floodlit site, which again restricted the possible locations. The Town Clerk also explained that he had also contacted The Cottage Public House as they already have a rink available, and we would not want to draw custom away from them at a time the hospitality industry is already struggling during the pandemic.

92 **FINANCE**

- (i) Payments List: Voucher numbers 991 to 1082 were noted.
- (ii) Bank Reconciliation Statement was agreed and signed as a true record.

93 Draft Minutes of Committee Meetings.

- (i) Planning and Environment Meeting held 8th February 2021 - were noted
- (ii) Finance and Staff held 15th February 2021 - were noted
- (iii) Events and Media held 22nd February 2021 - were noted

94 **Wheelchair Swing**

The report relating to the purchase of a wheelchair swing was considered. The Finance and Staff Committee had recommended to the Town Council that £15,000 + VAT be allocated to the purchase of the wheelchair swing and inclusive play equipment. Councillors were very supportive of the proposal and felt additional work could be looked at for the resurface of the car park and introduction of great disabled car parking spaces when funding allows. It was proposed by Mr J Fisher, seconded by Mr F Bowe and on a show of hands with all in favour **RESOLVED** to allocate £15,000 + VAT from the capital earmarked reserves for the purchase of a wheelchair swing.

95 **Litter in Thorpe St Andrew**

Mr J Fisher explained that the issue of litter in Thorpe St Andrew had become more prevalent in recent weeks and months. It was explained that two young people had been given prizes supplied by the 'Refill.org.uk' Scheme because of the outstanding work undertaken in litter picking locally. The Town Council felt a large scale litter pick event would be beneficial once lockdown eases, with the first weekend in May proposed as a possible date. Mr J Fisher also suggested that the Town Council write to people to thank them for their work when we hear they have done good work for the environment in our community.

It was proposed by Mr J Fisher, seconded by Miss S Lawn, and on a show of hands with all in favour **RESOLVED** to delegate the organisation of a litter pick to the Events and Media Committee and to write to residents who do good work for the environment in our community.

96 **Update on Pinebanks Tower and Zero Bunker**

Dr T Foreman provided a presentation on Pinebanks Tower and Zero Bunker, following his meeting with the developers. The Town Council confirmed their interest in preserving the assets for the community. It was proposed by Mr J Fisher, seconded by Mr J Ward and on a show of hands with all in favour

RESOLVED to have a survey undertaken of the buildings prior to considering the Town Council taking on the assets for the community.

Future Agenda Items. (Not for discussion)
Next Town Council meeting 12th May 2021

CHAIRMAN _____

DATE _____

21st March 2021

Report from Councillor John Ward

CORONAVIRUS TRUSTED SOURCES FOR INFORMATION

www.nhs.uk/coronavirus

www.gov.uk/coronavirus

Broadland District Council

“District Direct”, the hospital discharge project delivered by BDC & SNDC has scaled up its services since Covid-19. Two new officers have joined the team in the N&N hospital joining two already there, conducting home visits. They work with hospital staff to identify and overcome housing related barriers that keep someone in hospital when they are medically fit to go home.

BDC’s holiday club “Tots 2 Teens” offers a wide range of activities for children age 5-16 in Broadland during the Easter holidays. Details at:-

www.broadland.gov.uk/t2t

Norfolk County Council

NCC has now given out 5276 laptops to Norfolk’s children, which has met 100% of the requirement. Video Carephones are also being provided to day centre users who do not have access to mainstream technology.

NCC has been included in a pilot scheme in which it will oversee all Covid contact tracing in the county, identifying all close contacts of those who have tested positive for the virus.

NCC is calling on community and voluntary groups to complete a survey <http://nccfas.co/kQ86w> to find out how the Council can best support and help them thrive.

A new £3.4m p.a. plan to transform speech and language therapy services for children and young people in Norfolk launches in August. The new service aims to develop integrated care pathways for early identification and assessment.

Norfolk will be involved in a new round of Gigabit broadband procurement which has a speed of up to 1000 megabits per second compared to 30 for superfast broadband. Implementation will start in early 2023.

29th March 2021

Update from Thorpe St Andrew Tree Warden

Dear members of Thorpe St Andrew Town Council,
I hope you are all well.

Following on from my letter dated the 1st December 2020, I am writing to let you know that the orchard at Thorpe St Andrew High School was planted at the beginning of March.

In keeping with the current Coronavirus restrictions, I planted the trees with my husband so that there was no household mixing.

Most of the trees were planted together and can be seen from Laundry Lane, one tree was planted within the allotment area itself. It was a great feeling to finally get the trees in the ground especially after such a hard twelve months.

I plan to keep in contact with the school and help with formative pruning and possibly watering the trees throughout the summer holidays.

Also, now that I have some experience of how to organise planting an orchard, I would like to enquire with some of the primary schools within Thorpe St Andrew to see if they are interested in creating orchards. I know from my own experience with working in school during lockdown, the outside areas have become even more important. The children benefit in so many ways when spending time in nature.

I was delighted to see that you are starting a Thorpe St Andrew Town Council Rewilding Project. We are lucky in Thorpe St Andrew that we have some areas that are managed with nature in mind, for example the long grass within the Plantation Garden and around the field next to the old Oasis centre. I think it is important to communicate with people the importance of these areas for wildlife and how residents can introduce similar areas within their own gardens.

I have been reading about a very successful project in Risby, Suffolk. They have a useful website detailing how they became a wildlife friendly village. They have created a map showing where all of their wild areas are and they have a thriving local wildlife working group. I am very keen to know more about your rewilding plans and might I suggest the creation of a wildlife working group within Thorpe St Andrew?

Yours sincerely,
Joanne Collins

30 March 2021 (2020-2021)

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1,083	24/02/2021		Bank 1 Current Accou	online	Flags	Hampshire-Flag Company	S	293.19	58.64	351.83
1,084	26/02/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	138.74	27.75	166.49
1,085	26/02/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	117.00	23.40	140.40
1,086	26/02/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	21.74	4.35	26.09
1,087	26/02/2021		Bank 1 Current Accou	online	Bank charges	LLoyds Bank	X	7.85	0.00	7.85
1,088	26/02/2021		Bank 1 Current Accou	online	Telephone - Morse Pavilion	Talk Talk	S	47.95	9.59	57.54
1,089	26/02/2021		Bank 1 Current Accou	online	Telephone - Office	Talk Talk	S	47.95	9.59	57.54
1,090	26/02/2021		Bank 1 Current Accou	online	telephone Roxley	Talk Talk	S	34.95	6.99	41.94
1,091	03/03/2021		Bank 1 Current Accou	8463	Stationery	Mrs J Fenn - petty cash	S	9.90	1.98	11.88
1,092	03/03/2021		Bank 1 Current Accou	8463	Stationery	Mrs J Fenn - petty cash	E	25.00	0.00	25.00
1,093	03/03/2021		Bank 1 Current Accou	8463	Banner changes	Mrs J Fenn - petty cash	E	60.00	0.00	60.00
1,094	03/03/2021		Bank 1 Current Accou	8464	Data protection	Information Commisioners O	E	40.00	0.00	40.00
1,095	03/03/2021		Bank 1 Current Accou	online	Hire equipment	Ben Burgess	S	230.00	46.00	276.00
1,096	03/03/2021		Bank 1 Current Accou	online	Hire equipment	Ben Burgess	S	300.00	60.00	360.00
1,097	03/03/2021		Bank 1 Current Accou	online	Field Maintenance - Duss Park	CGM Group	S	120.00	24.00	144.00
1,098	03/03/2021		Bank 1 Current Accou	online	Field Maintenance - Rec Grnd	CGM Group	S	120.00	24.00	144.00
1,099	03/03/2021		Bank 1 Current Accou	online	Field Maintenance - Duss Park	CGM Group	S	120.00	24.00	144.00
1,100	03/03/2021		Bank 1 Current Accou	online	Field Maintenance - Rec Grnd	CGM Group	S	120.00	24.00	144.00
1,101	03/03/2021		Bank 1 Current Accou	online	Soccer marking	CGM Group	S	212.83	42.57	255.40
1,102	03/03/2021		Bank 1 Current Accou	online	Field Maintenance - Rec Grnd	CGM Group	S	651.67	130.33	782.00
1,103	03/03/2021		Bank 1 Current Accou	online	Field Maintenance - Duss Park	CGM Group	S	465.50	93.10	558.60
1,104	03/03/2021		Bank 1 Current Accou	online	Replacement columns	Cozens UK Ltd	S	1,695.00	339.00	2,034.00
1,105	03/03/2021		Bank 1 Current Accou	online	Replacement columns	Cozens UK Ltd	S	1,695.00	339.00	2,034.00
1,106	03/03/2021		Bank 1 Current Accou	online	Street light - repairs	Cozens UK Ltd	S	430.00	86.00	516.00
1,107	03/03/2021		Bank 1 Current Accou	online	Upgrade cctv	Vincent Security	S	2,440.00	488.00	2,928.00
1,108					Foreman salary					
1,109					Fenn salary					
1,110					Bass - salary					
1,111					Sayer salary					
1,112					Calver salary					
1,113					Jones salary					
1,114					McCarthy Salary					
1,115					Wedge-Clarke Salary					
1,116					Flack salary					
1,117					Fenn salary					
1,118					Fenn - pension employer					

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1,119					Sayer salary					
1,120					Sayer - pension employer					
1,121					Bass - salary					
1,122					Bass - pension employer					
1,123					Foreman salary					
1,124					Foreman - pension employer					
1,125					Calver salary					
1,126					Calver pension employer					
1,127					Jones salary					
1,128					Jones pension employer					
1,129					Wedge-Clarke Salary					
1,130					Wedge-Clarke pension empl					
1,131					McCarthy Salary					
1,132					McCarthy pension employer					
1,133					Flack salary					
1,134					Flack pension employer					
1,135					Foreman salary					
1,136					Foreman employers nic					
1,137					Sayer salary					
1,138					Sayer - NIC employer					
1,139					Bass - salary					
1,140					Bass - NIC employer					
1,141					Calver salary					
1,142					Calver -employers nic					
1,143					Student loan					
1,144					Jones salary					
1,145					Jones nic employer					
1,146					McCarthy Salary					
1,147					McCarthy employers nic					
1,148					Wedge-Clarke Salary					
1,149					Wedge-Clarke employers nic					
1,150					Flack salary					
1,151					Flack employer nic					
1,152					Fenn salary					
1,153	05/01/2021		Bank 1 Current Accou	online	Stationery	Mrs C Wedge-Clarke	E	37.00	0.00	37.00
1,154	09/03/2021		Bank 1 Current Accou	online	Mobile telephones - office	O2	S	34.00	6.80	40.80
1,155	09/03/2021		Bank 1 Current Accou	online	Mobile telephones - Rec Grnd	O2	S	54.00	10.80	64.80
1,156	09/03/2021		Bank 1 Current Accou	online	Water charges - Morse	Anglian Water	E	89.66	0.00	89.66
1,157	09/03/2021		Bank 1 Current Accou	online	Water charges - Recreation Gr	Anglian Water	E	41.01	0.00	41.01

Thorpe St Andrew Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1,158	Dussindale maintenance	09/03/2021		Bank 1 Current Accou	online	Pest control	Burrell Pest control	E	60.00	0.00	60.00
1,159	Hillside maintenance	09/03/2021		Bank 1 Current Accou	online	Pest control	Burrell Pest control	E	60.00	0.00	60.00
1,160	Photocopy charges	09/03/2021		Bank 1 Current Accou	online	Photocopying	CCS Ltd	S	21.05	4.21	25.26
1,161	Maintenance contract	09/03/2021		Bank 1 Current Accou	online	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
1,162	Grant income and expenditu	09/03/2021		Bank 1 Current Accou	online	dog agility	Marmax	S	2,664.00	532.80	3,196.80
1,163	Tree expenditure	09/03/2021		Bank 1 Current Accou	online	tree belting	Pitchcare.com	S	59.35	11.87	71.22
1,164	Morse - gas	09/03/2021		Bank 1 Current Accou	online	Gas charges - Morse	Total Gas & Power	S	377.32	75.46	452.78
1,165	Electricity Toilets River Greer	09/03/2021		Bank 1 Current Accou	online	Electricity - River Green Toile	Total Gas & Power	L	86.97	4.35	91.32
1,166	Cleaning and cleaning mater	09/03/2021		Bank 1 Current Accou	online	Cleaning - Morse Pavilion	Town and Country Cleaning	E	540.00	0.00	540.00
1,167	Cleaning	09/03/2021		Bank 1 Current Accou	online	Cleaning - Roxley Hall	Town and Country Cleaning	E	395.00	0.00	395.00
1,168	Cleaning Toilets	09/03/2021		Bank 1 Current Accou	online	Cleaning River Green Toilets	Town and Country Cleaning	E	540.00	0.00	540.00
1,169	Subscriptions	16/03/2021		Bank 1 Current Accou	online	Subscription	Adobe	E	40.45	0.00	40.45
1,170	Town/neighbourhood plan	16/03/2021		Bank 1 Current Accou	online	Survey	Survey Monkey	E	29.17	0.00	29.17
1,171	Fuel	16/03/2021		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	214.57	42.91	257.48
1,172	Fuel & machinery maintenanc	16/03/2021		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	20.36	4.07	24.43
1,173	Gas	16/03/2021		Bank 1 Current Accou	online	Roxley Hall gas	British Gas	S	262.44	52.48	314.92
1,174	Vehicle lease	16/03/2021		Bank 1 Current Accou	online	Lease payment	Bussey & Sabberton	S	360.16	72.03	432.19
1,175	Town Hall	17/03/2021		Bank 1 Current Accou	online	shower pump replace	A & M Heating Services	E	335.00	0.00	335.00
1,176	Field maintenance contract	17/03/2021		Bank 1 Current Accou	online	Field Maintenance - Duss Park	Baileys of Norfolk	S	250.00	50.00	300.00
1,177	Field maintenance contract	17/03/2021		Bank 1 Current Accou	online	Field Maintenance - Rec.Grnd	CGM Group	S	120.00	24.00	144.00
1,178	Repairs	17/03/2021		Bank 1 Current Accou	online	Street light - repairs	Cozens UK Ltd	S	395.00	79.00	474.00
1,179	Miscellaneous	17/03/2021		Bank 1 Current Accou	online	Flags	Hampshire Flag Company	S	154.94	30.99	185.93
1,180	Rent and deposit	17/03/2021		Bank 1 Current Accou	online	Allotment deposit refund	Mrs I Heaton	E	40.75	0.00	40.75
1,181	Morse Pavilion	17/03/2021		Bank 1 Current Accou	online	Padlock keys	A C Leigh	S	307.26	61.45	368.71
1,182	Health and Safety	17/03/2021		Bank 1 Current Accou	online	Health and safety equip	Mainman Supplies	S	110.00	22.00	132.00
1,183	Energy charge	17/03/2021		Bank 1 Current Accou	online	Streetlight-energy charge	Total Gas & Power	S	1,975.85	395.17	2,371.02
1,184	Town Hall	17/03/2021		Bank 1 Current Accou	online	Goods	Trade UK	S	99.97	19.99	119.96
1,185	Telephone	22/03/2021		Bank 1 Current Accou	online	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
1,186	Electricity	22/03/2021		Bank 1 Current Accou	online	Electricity - Town Hall	Opus Energy	S	836.69	167.34	1,004.03
1,187	Electricity	22/03/2021		Bank 1 Current Accou	online	Electricity - floods/workshop	Opus Energy	L	28.04	1.40	29.44
1,188	Electricity	22/03/2021		Bank 1 Current Accou	online	Electricity - Morse Pav	Opus Energy	L	102.14	5.11	107.25
1,189	Electricity	22/03/2021		Bank 1 Current Accou	online	Electricity - Roxley Hall	Opus Energy	L	45.54	2.28	47.82
1,190	Wheeled/litter/dog bins	30/03/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	115.34	23.07	138.41
1,191	Wheeled/litter/dog bins	30/03/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	93.60	18.72	112.32
1,192	Wheeled/litter/dog bins	30/03/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	21.74	4.35	26.09
1,193	Bank charges	30/03/2021		Bank 1 Current Accou	online	Bank charges	Lloyds Bank	X	7.00	0.00	7.00
1,194	Bottle bank	30/03/2021		Bank 1 Current Accou	online	Bottle bank	URM UK	S	7.50	1.50	9.00
1,195	Telephone	30/03/2021		Bank 1 Current Accou	online	Telephone - Morse Pavilion	Talk Talk	S	47.95	9.59	57.54
1,196	Telephone	30/03/2021		Bank 1 Current Accou	online	Telephone - Office	Talk Talk	S	47.95	9.59	57.54

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1,197	30/03/2021		Bank 1 Current Accou	online	telephone Roxley	Talk Talk	S	34.95	6.99	41.94
1,198	30/03/2021		Bank 1 Current Accou	online	Hire equipment	Ben Burgess	S	230.00	46.00	276.00
1,199	30/03/2021		Bank 1 Current Accou	online	Health and safety equip	Ben Burgess	E	58.50	0.00	58.50
1,200	30/03/2021		Bank 1 Current Accou	online	Electricity - River Green	E.on	L	10.74	0.54	11.28
1,201	30/03/2021		Bank 1 Current Accou	online	Padlock keys ²	A C Leigh	S	124.30	24.86	149.16
1,202	30/03/2021		Bank 1 Current Accou	online	Cleaning bus shelters	R Marmoy	E	125.00	0.00	125.00
1,203	30/03/2021		Bank 1 Current Accou	online	Tree work	Plantscape	S	5,320.00	1,064.00	6,384.00
1,204	30/03/2021		Bank 1 Current Accou	online	bowls club gutters	Paul Reynolds	E	575.82	0.00	575.82
1,205	30/03/2021		Bank 1 Current Accou	online	Plants	Taverham Nursery Centre	S	21.21	4.24	25.45
Total								45,803.67	4,833.05	50,636.72

② key keys and cylinders for the cafe

PAYMENT LIST

Salaries	vouchers 1108-1116	March salaries	11373.45
Norfolk Pension Fund	vouchers 1117-1134	Employer/employee payments	3966.87
HMRC	vouchers 1135-1152	Tax and NIC	2985.79

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Miscellaneous	01/04/2021		Bank 1 Current Accou	online	Waste bins	Broadland District Council	E	344.20	0.00	344.20
2 Cafe	01/04/2021		Bank 1 Current Accou	online	Rates	Broadland District Council	E	1,715.20	0.00	1,715.20
3 Rates	01/04/2021		Bank 1 Current Accou	online	Rates	Broadland District Council	E	4,790.40	0.00	4,790.40
4 Rates	01/04/2021		Bank 1 Current Accou	online	Rates	Broadland District Council	E	3,393.20	0.00	3,393.20
5 Rates	01/04/2021		Bank 1 Current Accou	online	Rates	Broadland District Council	E	2,470.05	0.00	2,470.05
6 Rates River Green toilets	01/04/2021		Bank 1 Current Accou	online	Rates	Broadland District Council	E	1,472.05	0.00	1,472.05
7 Water rates	06/04/2021		Bank 1 Current Accou	online	Water charges - Town Hall	Anglian Water	E	103.82	0.00	103.82
8 Dussindale water charges	06/04/2021		Bank 1 Current Accou	online	Water charges - Duss Allot	Anglian Water	E	158.28	0.00	158.28
9 Grounds machinery maint	06/04/2021		Bank 1 Current Accou	online	Machinery parts	Ben Burgess	S	133.83	26.77	160.60
10 Sports turf maintenance	06/04/2021		Bank 1 Current Accou	online	Loam	Collier Turf Care Ltd	S	1,415.96	116.80	1,532.76
11 Grounds machinery maint	06/04/2021		Bank 1 Current Accou	online	Batteries	Ernest Dow	S	195.58	39.12	234.70
12 Buildings & amenity areas	06/04/2021		Bank 1 Current Accou	online	Expand a store	Extra Space Industries	S	1,815.00	363.00	2,178.00
13 Stationery	06/04/2021		Bank 1 Current Accou	online	Stationery	Ian Smith	S	68.76	13.75	82.51
14 Health and Safety	06/04/2021		Bank 1 Current Accou	online	Health and safety equip	Ian Smith	S	171.16	34.23	205.39
15 Cleaning and cleaning mater	06/04/2021		Bank 1 Current Accou	online	Cleaning - Morse Pavilion	Town and Country Cleaning	E	620.00	0.00	620.00
16 Cleaning	06/04/2021		Bank 1 Current Accou	online	Cleaning - Roxley Hall	Town and Country Cleaning	E	270.00	0.00	270.00
17 Cleaning Toilets	06/04/2021		Bank 1 Current Accou	online	Cleaning River Green Toilets	Town and Country Cleaning	E	620.00	0.00	620.00
Total								19,757.49	593.67	20,351.16

THORPE ST ANDREW TOWN COUNCIL

BANK RECONCILIATION STATEMENT AS AT 31/3/21 FOR CURRENT AND DEPOSIT ACCOUNTS

Balance at bank	£
Current account bank 1	44313.33
Deposit account bank 1	262258.62
Sub total - bank 1	<u>306571.95</u>
Capital Account bank 2	55304.70
	<u>361876.65</u>

Unpresented cheques	Cheque number	Payee	Date	£
	8461	Rainbow Trust	23/12/2020	-50.00
	8462	Guide Dogs		-50.00
	8463	cash	01/03/2021	-96.88
	8464	ICO		-40.00
	Total of unpresented cheques			<u>-236.88</u>
				<u>361639.77</u>
			Balance at 31/3/20	241669.23
			Plus receipts	621141.73
				<u>862810.96</u>
			Less expenditure	-501171.19
				<u>361639.77</u>

Completed by:

JRen
6/4/21

Date

Certified by:

Date

**THORPE ST ANDREW TOWN COUNCIL
MINUTES OF THE
VIRTUAL PLANNING & ENVIRONMENT COMMITTEE MEETING HELD
ON 8TH MARCH 2021 AT 7.30PM**

1. Present:

Mr J Fisher (Chairman) Mr F Bowe Mr S Snelling
Mrs J Fisher Mr P Berry Mr T Garner

In attendance:

Mrs R McCarthy (Admin Officer) and 3 members of the public

Apologies: None

2. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Mr J Fisher & Mrs J Fisher declared an interest in application 20210281 (96-98 Yarmouth Road) as residents near to the site and confirmed that they would not vote on the decision.

3. MINUTES OF THE MEETING HELD ON 8th FEBRUARY 2021

The minutes of the meeting held 8th February 2021 were approved as a true record.

4. PLANNING ITEMS RAISED BY RESIDENTS

Members of the public spoken on matters relating to 96-98 Yarmouth Road and 102 Yarmouth Road, and answered questions from the committee.

5. PLANNING APPLICATIONS**20210233 52 Elizabeth Avenue Side single storey infill extension**

No Objection

20210249 79A Hillcrest Road Extension of existing dwelling & sub-division of residential plot to provide one additional 2 bedroom dwelling

No Objection

20210281 96/98 Yarmouth Road Erection of a single dwelling

Committee consider this proposal to be an improvement on the original application with a greatly reduced impact, but still raise objections to the access and parking provision made for the property.

20210302 28 Chapel Lane Single storey rear extension following demolition of existing

No Objection

20210304 6 Furze Road Single storey side extension

No Objection

20210310 102 Yarmouth Road Proposed single dwelling to replace existing dwelling

No Objection

20210312 30 Caston Road Removal of existing upvc conservatory, new flat roofed extension and associated internal alterations

No Objection

20210309 78 Belmore Road Rear kitchen extension and internal alteration

No Objection

6. ENFORCEMENT NOTICES (Confidential Matters)

Enforcement notices had not been received from Broadland District Council.

Urgent matters not on the Agenda but previously discussed with the Chairman

Committee discussed the consultation on the extension to the cycleway on St Williams Way and prepared some questions to put to Norfolk County Council on the matter, in advance of a full response being agreed at the next full Town Council meeting.

There being no other business, the meeting closed at 8.45pm

Chairman: Date:

**THORPE ST ANDREW TOWN COUNCIL
MINUTES OF THE NEIGHBOURHOOD PLAN MEETING
HELD ON 3 MARCH 2021 at 5.30pm**

- 1 PRESENT:**
Mr J Fisher (Chairman) Mr T Foreman (Town Clerk)
Mr F Bowe
Mr L Reeves Mr M Martins

APOLOGIES: Mr P Clarke

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

3 TO CONFIRM THE MINUTES OF THE NEIGHBOURHOOD PLAN MEETING HELD 10TH FEBRUARY 2021

The minutes from 10th February 2021 were signed as a true record.

4 ANNOUNCEMENTS

None

5 UPDATE ON NEIGHBOURHOOD PLAN

Dr T Foreman provided an overview of the work undertaken over the past year during the coronavirus pandemic. There was some frustration that the pandemic had prevented the consultations being able to progress in a meaningful way, particularly given the older population of the town made a virtual only solution unviable. Dr T Foreman explained that meetings had been held with Broadland District Council and that there was some hope that the community could not miss out on a significant amount of CIL funding due to the delay. It was anticipated that the referendum could be held later this year, but this was subject to the timescales of the District Council and the Broads Authority.

In addition, the SEA and HEA reports were already being consulted upon. Any minor changes suggested by the District Council, Broads Authority, or a consultee, would be emailed to the panel. All being well it was hoped a public consultation would be able to start after the elections in May 2021.

The meeting closed at 6:30pm

Signed:

Dated:

**MINUTES OF VIRTUAL FINANCE AND STAFFING COMMITTEE
MEETING
HELD ON 29TH MARCH 2021**

1. PRESENT:

Miss S Lawn (Chairman)	
Mr F. Bowe	Mr L. Reeves
Mr J. Emsell	Mr J. Ward
Mr S. Snelling	Mr I Mackie

IN ATTENDANCE: Dr T Foreman (Town Clerk),

APOLOGIES FOR ABSENCE

Mr J. Fisher

2. Declarations of Interest

Mr F Bowe, Mr J Ward, and Mr S Snelling as members of the Royal British Legion

3. Minutes of Meeting held on 15th February 2021

Minutes of the meeting held on 15th February 2021 were approved and signed as a true record.

4. Public Session – Limited to 3 minutes per speaker

None

5. Finance

- i. Annual Review of Risk Assessments**
Approved
- ii. Annual Review of the Effectiveness of Internal Control**
Approved
- iii. Annual Review of the Effectiveness of Internal Audit**
Approved
- iv. Responsible Financial Officer job description**
Approved
- v. Finance Regulations 2021/22**
Approved

6. Update on Café

Dr T Foreman confirmed that a number of impressive applications had been received for the Café and the deadline had passed earlier that day. A number of interviews with applicants had been planned during that week and the decision will be based on an equal weighting to all aspects of the process. The Committee **RESOLVED** to delegate power to appoint to successful applicant to the Town Mayor and Deputy Town Mayor, along with the Town Clerk or his substitute.

7. ‘Open Green Spaces Memorials’ draft policy

The report of the Parks and Estates Manager relating to ‘Open Green Spaces Memorials’ was welcomed by the Committee. There was much discussion regarding the policy, with members enquiring about how any variation to the policy would be handled. Dr T Foreman confirmed that should a variation to the policy be requested, it would be brought to the Town Council or Committee for consideration. It was proposed by Miss S Lawn, seconded by Mr I Mackie and **RESOLVED** to adopt the policy.

8. Tree works 3 year tender

Dr T Foreman provided an overview of the tree works tender written by the Parks and Estates Manager. The Committee considered the contents and welcomed the fact that a

tender had been prepared to ensure best value is maintained. It was proposed by Mr J Ward, seconded by Mr S Snelling and **RESOLVED** to approve the tender documents.

9. Health, Safety and Environmental Policy

The Committee considered the Health, Safety, and Environmental Policy draft which had been prepared by the Town Council Health and Safety advisors, in collaboration with the Parks and Estates Manager. Having read the detail of the policy, a number of queries were asked relating to how specific it was to our sites. Dr T Foreman explained they had visited and met with Mr D Sayer (Parks and Estates Manager), so it does reflect our circumstances very well. It was proposed by Miss S Lawn, seconded by Mr F Bowe, and on a show of hands **RESOLVED** to approve the Health, Safety, and Environmental Policy.

10. Changing Places – Public Toilet Funding

A press release from Central Government related to the improvement of public toilets was reviewed by the Committee. It was **AGREED** that as soon as we are notified of funding, we will apply for funding for the Sir George Morse Park, Fitzmaurice Park, and River Green.

11. Royal British Legion 100th Year Anniversary Project

Dr T Foreman provided a verbal report on the discussion Mr D Sayer had progressed with members of the Royal British Legion and Thorpe History Group. An exciting project was proposed for Thorpe St Andrew, which the Committee felt would be of significant benefit for the town. It was **AGREED** to support the project and delegate its progression to the Parks and Estates Manager.

12. Requested donation to the Broadland Tree Warden Network

The Committee received a request for donation from the Broadland Tree Warden Network. The Committee felt the Tree Network was an important local asset, and the tree wardens provide good service to the town. Therefore, it was proposed by Miss S Lawn, seconded by Mr J Ward and **RESOLVED** to make the suggested donation of £30.

13. East Coast Pizza Company pitch fees

Details of the East Coast Pizza Company pitch at the Fitzmaurice Park was given to the meeting. A number of members commented on the positive feedback received from local people who had visited and tired the pizza being freshly cooked. It was **AGREED** a minimum of £20 donation be charged for any business approved by the Mayor/Deputy Mayor and Town Clerk to operate a pop-up business at the park. It was noted that litter may be an issue and therefore litter picking would be required by any pop-up business at the close of trade.

14. Workshop at the Sir George Morse Park

Dr T Foreman gave a presentation on the plans for the Sir George Morse Park workshop. It was highlighted that the space proposed for the workshop is next to the St Andrews FC clubhouse, as it would have less impact on neighbours, whilst also limiting the risk of flooding to the service yard and surrounding areas. There was support for the building to be located in line with the building, as long as improvements to access formed part of the proposal. It was confirmed further quotes were currently being sought. The Committee **NOTED** the presentation.

15. NALC Membership

Dr T Foreman explained that some years ago the Town Council had withdrawn from the Norfolk Association of Local Councils (NALC). Since then, significant governance work at NALC had been undertaken but there was still some question as to whether membership was considered good value for money. Having considered the details of NALC membership, the Committee opted not to rejoin in 2021/22.

With no other business the meeting closed at 21.05hrs

Chairman _____ Date _____

MINUTES OF VIRTUAL EVENTS AND MEDIA COMMITTEE MEETING HELD ON 31ST MARCH 2021

1. PRESENT:

Mr J Emsell (Chairman)	Mr L. Reeves	Mrs L Dawson
Miss S Lawn	Fr J Stewart	
Mr J. Fisher	Mrs I Munday	
Mr S. Snelling		

IN ATTENDANCE: Dr T Foreman (Town Clerk), Mrs C Wedge-Clarke

APOLOGIES FOR ABSENCE

Mr G Lawton, Mr J Ward

2. **Declarations of Interest**

3. **Minutes of Meeting held on 22nd February 2021**

Minutes of the meeting held on 22nd February 2021 were approved and signed as a true record.

4. **Public Session – Limited to 3 minutes per speaker**

None

5. **Events Proposal 2021**

The Committee received the report of Mrs C Wedge-Clarke and Mrs R McCarthy. The Committee expressed its appreciation for the report, which provided a significant amount of detail for the event plans. Dr T Foreman explained that it may be difficult to consider Fireworks and Christmas given the unpredictable nature of the pandemic.

The Committee felt the litter pick in May was a good way of starting community events, with social media posts identifying possible sites. It was agreed to get volunteers but depending upon the response some may be asked to walk to a different area of Thorpe St Andrew to collect litter. Councillors would be asked to co-ordinate areas. For the community car boot, it was agreed this would be a successful event, given many have used lockdown as a chance to clear-out their homes. It was agreed that a £5 fee would be charged and donated to the Town Mayor's chosen charity for 2021/22.

The summer picnic event was considered and due to cricket would be located in the Queen Elizabeth woods. Further details of this event, along with Fireworks and Christmas would be considered at a future meeting.

With no other business the meeting closed at 8.55pm

Chairman_____

Date_____

Your Ref:

My Ref:

PEA051/HP1/JT/01

Date: 5 March 2021

Tel No.:

0344 800 8020

Email: transportfornorwich@norfolk.gov.uk

Dear Sir/Madam,

**Active Travel Fund – St Williams Way
Proposed Mandatory Cycle Lanes and Double Yellow Lines**

Norfolk County Council was recently awarded £1.2 million from the Department for Transport's (DfT) Active Travel Fund to invest in local infrastructure projects that support the promotion of walking and cycling as an attractive and convenient transport mode for shorter journeys.

Bearing in mind changes in people's travel habits during the global pandemic, this is an opportune time to encourage more people to walk or cycle, reduce congestion on our roads and deliver a wide range of health and environmental benefits to residents.

Safety concerns have been highlighted for a number of years, that parking within the existing advisory cycle lanes on St Williams Way forces those that are cycling to swerve into the main carriageway of this busy stretch of road.

This project aims to provide a safer environment for all road users by providing a wider unobstructed route for cycling and an increased separation between vehicles and cycles. This will be achieved by extending the recently installed lightly segregated mandatory cycle on St Williams Way, from where it currently ceases, just west of Thor Loke, to around Margetson Avenue.

We are consulting on proposals to:

- Change the existing sub-standard advisory cycle lane to a wider 2m mandatory* cycle lane with separator islands, from west of Thor Loke to its junction with Margetson Avenue,

* Please Note: whereas advisory cycle lanes are spaces on the carriageway for cycling in and occasional use by vehicles, mandatory cycle lanes are dedicated lanes solely for use by those cycling.

- Provide 'At any time' waiting restrictions (double yellow lines)** along the lengths of the proposed mandatory cycle lanes on St Williams Way from approx. 80m west of Thor Loke to its junction with Margetson Avenue. In addition, it is proposed to

extend the double yellow lines into the junctions with Pilling Road and Aerodrome Road.

** Waiting restrictions indicated by yellow lines apply to the carriageway, pavement and verge, however you may stop to load or unload or while passengers board or alight.

No other changes are proposed to the road layout and vehicles will still be able to access all properties along this road.

Please refer to the enclosed plan which shows the changes proposed in more detail.

How to comment

Before formally advertising the Traffic Regulation Orders for these proposals, we would like your feedback. Please respond by using the reply slip enclosed or emailing transportfor Norwich@norfolk.gov.uk by Friday 26th March 2021.

If you have any queries or would like to discuss the proposals in more detail, please do not hesitate to contact me on the above telephone number.

Please note, in addition to these proposed cycleway improvements we are also in the process of developing plans for the Heartsease roundabout to improve crossing facilities/pedestrian safety, which we understand have been a long-standing concern of the local community. It is our intention that the cycleway improvements would complement this proposal which we hope to be in a position to seek public views on later this year.

Yours sincerely,



Jonathan Taylor
Project Engineer
Encl

Reply Slip

**Active Travel Fund – St Williams Way
Proposed Mandatory Cycle Lanes & Double Yellow Lines**

From:

I / We have considered the above proposals and:

am/are in favour /
do not object

object

(please tick as appropriate)

Comments:

.....

.....

.....

.....

.....

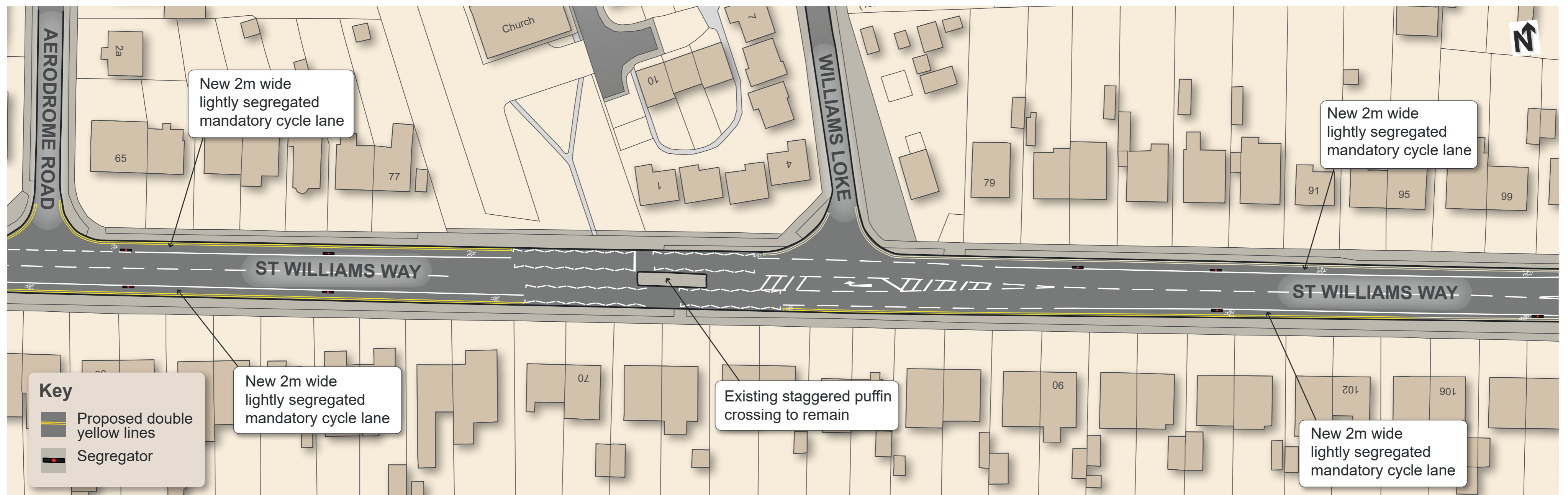
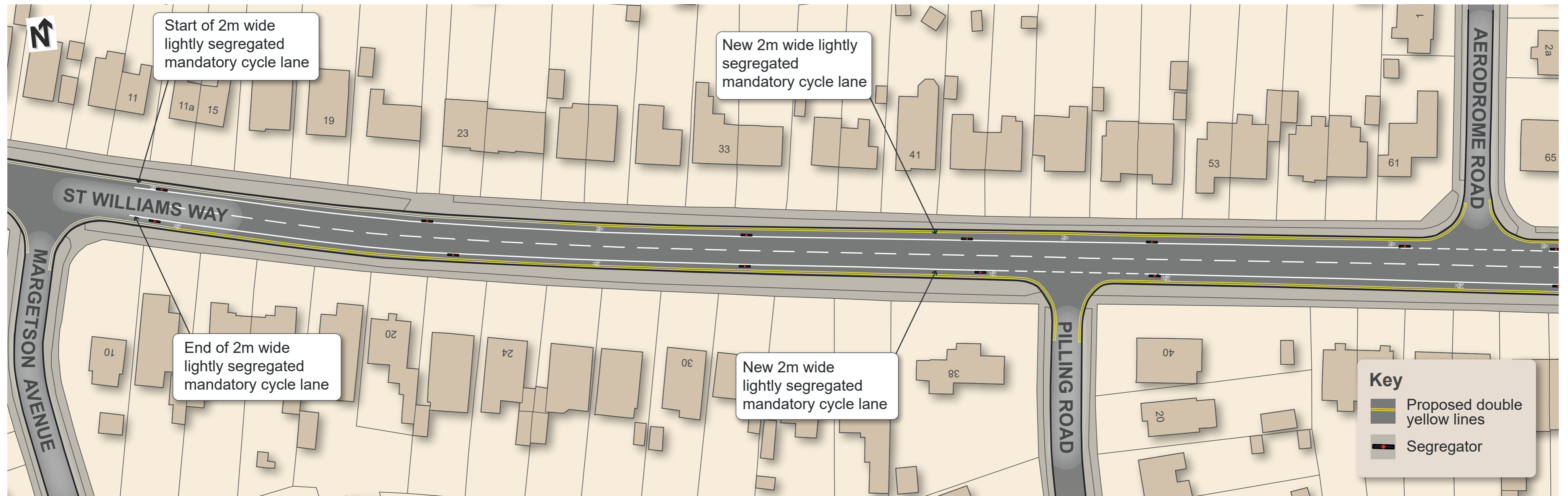
Signed: Dated:

Name (please print):

Please return by 26th March 2021 to:

Norfolk County Council
Department of Environment Transport and
Development
County Hall
Martineau Lane
NORWICH
NR1 2SG
For the attention of Jonathan Taylor

St Williams Way



PLANNING COMMITTEE PRE-LIMINARY RESPONSE 11/03/21

Further to your correspondence with my colleague Catherine earlier in the week, the Planning & Environment Committee of Thorpe St Andrew Town Council discussed the proposed highways changes on St Williams Way during their meeting on Monday, and asked me to forward on the response attached.

We very much appreciate the opportunity to formally respond after the full Town Council meeting and hoped that if these questions could be answered in advance, the response would be more reasoned and comprehensive.

The Town Council would also appreciate it if a representative from the team would be able to attend the meeting to be able to answer any further questions from members direct. The meeting is a 7:30pm on Monday 12th April 2021 and will take place on the Zoom platform. If someone would be able to attend please do let us know by reply and we will provide joining instructions.

Cycleway Consultation Response

Thorpe St Andrew Town Council would appreciate a response to the following concerns prior to formulating our formal response for the consultation.

- Has proper consideration been given to the knock-on consequences of the proposal? i.e. parking/accessibility to St Williams Way Primary School, Thorpe Health Centre and St Williams Way Library, all situated on Williams Loke
- Will a comprehensive Traffic Management Plan (including proper enforcement) be produced to provide adequate protection to the neighbouring side roads who will see an increase in street/verge parking and to preclude illegal parking between the segregators? For instance the introduction of a 20mph speed limit on Furze Road, Broom Avenue, Gorse Road & Aerodrome Road.
- Could provision for lay-by parking be made for visitor parking for St Williams Way residents by remodelling some of the grass verges along the road?
- Can assurances be provided as to the overall safety of the scheme, particularly given the necessity for vehicles to cross into the cycle path to turn into Williams Loke? Clarity would be appreciated on how exactly the cycle path will be impacted by the crossing.

RESPONSE FROM CHRIS ANDREWS 22/03/21

Please find full response to queries raised by your planning committee attached.

Our officers are not permitted to attend your council meeting to discuss the proposals during the purdah period but if there are any further questions that come out of the meeting please pass these on and we will provide a further response in due course.

Thorpe T.C - Cycleway Consultation Response

Thorpe St Andrew Town Council would appreciate a response to the following concerns prior to formulating our formal response for the consultation.

➤ Has proper consideration been given to the knock-on consequences of the proposal? i.e. parking/accessibility to St Williams Way Primary School, Thorpe Health Centre and St Williams Way Library, all situated on Williams Loke

Some initial thoughts around parking are below:

There is a good level of parking available for those wanting to travel to the health centre and library by car and these proposals do not restrict vehicle access to these premises or reduce the amount of parking space available in Williams Loke. Central government is very clear that half of all journeys in towns and cities are to be cycled or walked by 2030 and that physically separating bike tracks on main roads is the most important thing that can be done to promote cycle use. Where new cycle infrastructure has been provided in Norwich over the last few years, the numbers of people cycling has increased by over 40%.

The provision of safer cycling facilities on St Williams Way will help to encourage more children, parents/carers and visitors to cycle to school rather than drive. All schools are encouraged to have a travel plan to support safe and sustainable journeys to and from school and we would be happy to discuss with the school how these safer cycling facilities can support their plan.

In addition, the proposed cycle lanes on St Williams Way should also assist students getting to and from Thorpe High school by bicycle, which will improve their health and wellbeing and promote personal independence.

The library, health centre and primary school have been included within the consultation, however we are yet to receive any responses. It is envisaged we will have a much fuller understanding of this issue from the consultation exercise.

➤ Will a comprehensive Traffic Management Plan (including proper enforcement) be produced to provide adequate protection to the neighbouring side roads who will see an increase in street/verge parking and to preclude illegal parking between the segregators? For instance the introduction of a 20mph speed limit on Furze Road, Broom Avenue, Gorse Road & Aerodrome Road.

A comprehensive Traffic Management Plan has not been produced for a scheme of this size but consideration has been given to how local traffic may be affected. The majority of

properties situated along the proposed extents of the double yellow lines have off-street parking, often for several vehicles, which removes the need to park on the road in many instances. However, we will have a much fuller understanding of this from the consultation exercise. Where a similar scheme was introduced on the eastern end of St Williams Way, few issues have been reported of vehicles continuing to park within the restricted cycle lanes. Vehicles can continue to stop for the purposes of loading and unloading only. Any impacts of the scheme will be monitored to identify any further measures that may need to be considered.

On-street parking enforcement in Norfolk is carried out by Civil Enforcement Officers managed by local councils. We will make them fully aware of these proposals and will be happy to liaise with them around any concerns that may be raised locally.

➤ Could provision for lay-by parking be made for visitor parking for St Williams Way residents by remodelling some of the grass verges along the road?

The majority of properties situated along the proposed extents of the double yellow lines have off-street parking, often for several vehicles, which removes the need to park on the road in many instances. The funding that has been secured from government to provide the segregated cycle lanes is not sufficient to fund any works to accommodate parking.

➤ Can assurances be provided as to the overall safety of the scheme, particularly given the necessity for vehicles to cross into the cycle path to turn into Williams Loke? Clarity would be appreciated on how exactly the cycle path will be impacted by the crossing.

The scheme will be subject to safety audits during design and post-construction. This will ensure a safe environment is provided for all road users and pedestrians. Further detailed design is needed to confirm the specific layout of the cycle lanes and pedestrian crossing – this will very much be guided by the discussions with colleagues undertaking the safety audits.

PUBLIC COMMENTS

RESPONSE 1. 16/03/21

I write in the strongest terms of protest at the autocratic manner in which you intend to install a cycle path with double yellow lines on St Williams Way, Thorpe St Andrew, The contractors have already been instructed to start work and the supposed consultation is no more than a sham. This totally ignores the desires of the majority of residents that live on that road, who by the way are the ones that have to pay the taxes.

The cycle path is totally unjustified in many ways that I will list for clarity:

- St Williams Way is one of the widest 30MPH roads in the Norwich area making it safe for to navigate even the occasional parked car even when traffic is moving in both directions. This can be confirmed from the number of cycle accidents recorded in the last 30 years in the middle section of the road.
- An approved and published safe cycle route already exists and directs cycle users along Gordon avenue running parallel to St Williams Way which you will know is already a quieter road
www.norch.gov.uk/downloads/file/3488/norwich_cycle_map
- The bollards already used on the sections by the lights and roundabout are a hazard to traffic as they cannot be seen and your argument that this highlights the need for cyclist safety is totally absurd as the number of accidents to date attest. The drivers can see the cyclists.
- You have to the best of my knowledge failed to address the the speeding issue at night when lorries come through at 40,50,60+ MPH or motor cyclists at well above 80MPH. Clearly the safety of the residents is of no concern to you. Must be handy to generate money from the speeding tickets only issued during the days. The money would be better spent on this long neglected area
- With such a long road it is important to the resident to have guests temporarily use side of the road or put pressure on side roads, not to mention lower the value of the properties of St Williams Way, which you have already shown is of no concern to you. It has a further impact due to the pandemic in which many people have been forced to work at home and need the facility for people to visit them from time to time.
- It might also be of interest to know that very few cyclists use the road at all. In fact since sitting here over an hour and a half there has not been a single cyclist over the morning commuter time. Please would you send me the cycle traffic that indicates a justification for such an outlay.

You have failed to maintain the areas you have already made permanent and have received complaints; you disregard the desires of the local residents, and although the money may have come from a external grant it is a total waste of funds and leaves me questioning the competence of those in charge, not to mention how this will erode local goodwill. If you put in traffic control measures it negates the need for a cycle lane, makes the road safer for the residents and other road users and will release the regular police from their income generation activities issuing speeding tickets.

RESPONSE 2. 17/03/21

I am emailing with regards to the proposed cycle lane development along St Williams Way. I would encourage an investigation on how the road is used by all commuters before establishing a plan to spend money, that is unlikely to achieve the desired outcome.

The main safety issue for cyclists along St Williams Way is the speed at which vehicles travel down the road. As a keen cyclist I have only had negative experiences with cycle lanes and would like to address a few points. Firstly, when there is a line in the road to segregate cyclists and motor vehicles this only provides a line for drivers not to cross and results in vehicles passing closer to the cyclist than if there was no line. Many times, this results in high-speed vehicles passing within centre metres of cyclists' handlebars, which follows with them being forced to use the pavement for safety. Secondly, cycle lanes are not kept to a suitable standard or swept regularly, with debris and obstacles creating hazards. This makes them unsafe to use, with regards to punctures, loss of control through bouncing over or sliding on the debris. Thirdly, after review of the recent development of the permanent cycle lane at one end of St Williams Way, there is clear evidence that this does not provide a solution to the safety issues for cyclists and negatively affects the residents. The evidence to show this proposed development is not the solution can be seen with: vehicles still speeding down the road at over twice the speed limit, cyclists still choosing to use the pavement over the cycle lane, the damage caused by vehicles to the permanent cycle lane that has already been developed and the debris in the cycle lane causing further issues already highlighted.

As the issue of vehicle speed has not been address with the plans released, I would like to highlight the increased risk of incidents which are likely to happen with this development. The road in its current arrangement, presents the opportunity for vehicles to accelerate continuously and reach high speeds and this will not change with the addition of the proposed bollards. However, these bollards along with the current crossing facilities, create a slight slalom which increases the likelihood of speeding vehicles continuously swerving, losing control and crashing. So, this proposed development not only does NOT address the root cause of the issue around safety, it has the potential to increase the risk to cyclist, pedestrians and residents alike.

This development also has implications to the residents of St Williams Way and its adjoining roads, this is due to some houses having steep access to the driveway, which is not suitable for certain types of vehicles so the road is used for parking as a result. If parking on the road is not possible for these residents, then the adjoining roads would have to be used which will cause extra inconvenience for a wider remit of residents. This inconvenience would also be considered with regards to house values, with a possible loss of equity to a high number of residents. Will any equity loss resulting from this development be reimbursed or covered by the council?

My suggestion would be to focus on the main concerns from cyclists and the residents of the area, which is the high speeds regularly achieved by vehicles travelling down St Williams Way. This could be address with the addition of a "speed hump" across the road at two locations: one at the new pedestrian crossing near Thor Loke and one at the existing crossing near St Williams Close. This will add additional safety for the primary school children by reducing speed over the area between St Williams Close and Thor Loke (where

the alleyway is located and used by school children and parents to access the other entrance to the primary school). A reduction in speed would result in a safer road for all, without massive financial costs and impact on residents.

RESPONSE 3. 17/03/21

I have already given my response to the PROPOSED mandatory cycle lane for the remainder of St William's Way, and I have forwarded my response here, as I originally sent it for the attention of Mr. Taylor. However, recent information has come to light which has prompted me

a) to walk the length of St William's Way in freezing cold rain this morning, knocking on doors and stopping cyclists for a chat about the "proposal" and

b) to forward my original email to interested parties.

You may or may not be aware that a resident of St William's Way has posted correspondence to every householder and residents of adjoining streets. They have not identified themselves on the correspondence, but they state that they know, through personal unnamed sources, that this "consultation" is no more than a sham exercise, that the contractor is already instructed to start on the remaining section of St William's Way, and that this is set in stone. In other words, that Norfolk County Council is conducting a mere lip-service paper exercise, the very thing I feared from my past experience of such things when living on King Street, when residents' planning objections were conveniently "lost" during an IT refurb. Democratic process is not a strong suit with NCC.

The writer goes on to bullet point 7 objections, which Mr Taylor will be aware of by now, as the writer has already been in touch with the transport department and insisted, quite rightly, that residents in streets that have junctions with St Williams should also be consulted.

I have no objection to the painting of double yellow lines down St William's Way; all our houses along the road have front drives and some also have side drives. Most of the drives can accommodate more than one vehicle. As long as delivery vehicles are allowed to pull up on the street, I see this as an improvement. If the creation of an enforceable mandatory cycle lane makes life easier for cyclists, I have no problem with that either.

But I am **strongly** opposed the installation of *lane segregation furniture* in the form of stick-thin, flimsy, unsightly bollards screwed into the tarmac on equally disgusting lengths of concrete. ALL the people I spoke to this morning on their doorsteps, both in the proposed section and the already completed section waxed lyrical on the utter folly of segregation furniture. I am in agreement with the good people of St William's Way, that these things are a folly and should be taken out immediately, not installed the remaining length of the road, for the following reasons:



1. They are VERY easily clipped and bent by traffic, at which point they become not a safety feature but a hazard. Please see the state of one of the bollards, not weeks after installation, still awaiting repair, in the attached photo. I shudder to think what the road will look like when they are fitted the entire length: an obstacle course of bent plastic sticks, a veritable slalom.
2. They serve no purpose. A white continuous line serves as adequate delineation around the rest of the city. Why is St Williams Way singled out for this special clutter? St Williams Way is already by far the widest road in the area, car drivers have ample room, even with 4 metres taken out for cycle lanes, and can therefore comfortably avoid driving in the lanes. better than anywhere else in the city I would argue. The bollards offer no resistance and protect no one.

According to the Highway Code, it is advisable for drivers to REVERSE into their drives off a main road, and drive forward off their drives onto a main road. If a bollard is placed in such a way as to make it awkward for me to reverse onto my drive, I shall remove it, probably by flattening it as I attempt the manoeuvre. I will not be forced into unsafe practice and I will not reverse across a cycle lane into a main road. Some people I spoke to this morning in the already completed section complained that it was very awkward indeed to position the car in order to reverse into their narrow drives with the bollards in place.

You need to be aware that I stopped 2 cyclists who were riding on the pavement today RIGHT NEXT TO THE NEWLY INSTALLED MANDATORY LANE. I asked them both if there was any reason why they were not using the mandatory cycle lane. One young man told me he need to see his phone, and he couldn't do that on the road. The other said he hadn't even noticed there was a cycle lane. New expensive cycle lane 0 - Pavement 2

A very nice resident cyclist who also drives a car pointed out that she really liked having the mandatory lane, but the motorised chair users who drove along it in the wrong direction, along with other cyclists who did the same, had forced her to swerve out of the lane as she had nowhere else to go and were "terrifying". It seems a lot of people think that you can ride *inside unbroken white lines in any direction*. Bollards don't make that kind of madness any safer. This insanity didn't happen when it was a narrower broken line cycle lane.

I would like to see a copy of all the responses you have received by 28th March, during this tight "consultation" window please. I'm sure my fellow residents would too, as we are now *very suspicious* that our comments are being disregarded; transparency will allay such suspicion. Of course, we do not want to see names and addresses or personal data of any kind. Just the comments. If this is not possible, please explain why. Also, please send details

of the date and time you have set aside for a meeting involving local residents, virtual or physical, to discuss the "proposals".

RESPONSE 4. 17/03/21

I am writing to object to the proposed mandatory cycle lanes and double yellow lines along St Williams Way. As stated this is an extension of the changes already implemented at the east end of St Williams Way. I am writing as a keen cyclist, an active National Standard Instructor for cycle training and a level 3 cycling coach for British Cycling. I am also writing as a resident of St Williams Way with a household of 5 working adults, whose family will be negatively affected by these changes.

In the first instance any reasonable assessment of the existing changes implemented last year, which the new proposal looks to emulate, would show that this has been a massive waste of public money. The lightly segregated cycle lane just becomes a collection point for all the grit and road debris off the road and any observation of the use of this will show that cyclists naturally avoid using the cycle lane so as to protect themselves and their bikes from dirt, punctures etc. Also if the main objective is to stop cyclists having to swerve into the main carriage way to avoid parked vehicles then this is **not** going to be alleviated if the plan is to continue to allow vehicles to stop in the cycle lane to load or unload. In addition putting more street furniture in the middle of the road only makes the road look more like a dual carriageway and increases the speed of motor traffic. The existing road and footpath is wide enough to facilitate a more comprehensive plan that will segregate pedestrians, cyclists and motor traffic making travel safer as well as still allowing on street parking. After all the road does run past a school and I would have thought this should be upper most in your mind when considering safety. Once again a scheme that is supposed to benefit cyclists is just another cover not to disrupt motorists. If there is limited money to spend then a greater benefit would be to improve the cycle lane along Ring Road from Laundry Lane to Sainsburys where cyclists are at risk of cars coming past at 40mph without any segregation of the cycle lane - surely this would be a better use of the money and improve cycle safety more.

From a personal and family perspective then the restriction of on-street parking will have significant impact on how all of us are able to use our vehicles and will have a negative impact on travel to work etc. All 5 adults work but none of us work within the city and all of us have to travel more than 10 miles to work so getting rid of any of our vehicles is not easily resolved. We do not have enough driveway space to accommodate any additional vehicles and therefore it is also going to restrict visits by our oldest daughter with her disabled son, as there is no nearby parking. This increases difficulty will have a negative impact on her and her sons wellbeing.

I do hope that you will take into account the negative impact that this scheme will have on the lives of a hard working family and that you think again about wasting public money that could be better spent elsewhere.

RESPONSE 5. 22/03/21

We are residents of St Williams Way in Thorpe St Andrew and would like to voice our concerns with regards to the proposed works to widening the cycle path and incorporating double yellow lines.

First and foremost we are upset to learn through a letter from a fellow resident that the forms which we received recently to allow us residents have our say have no actual meaning as they have it on good authority that a company has already has the contract to carry out said works, two weeks prior to us receiving letters outlining details of these works proposed to supposedly make the road safer for us.

It seems we don't have a voice after all and we are disgusted that this the case and you can give the go ahead without first consulting us the residents to whom we will be all grossly affected by this.

We have written a reply on the slip of paper given to all us residents encouraging us to have our say and voice our concerns posting for the attention of Jonathan Taylor at the NCC department of environment transport and development.

We also wish reiterate our concerns by email to you all with the hope this decision be overturned for the following reasons;

We already have a perfectly adequate cycle path running the length of St Williams Way, which is already on a very wide 30mph road, to say the widening of the cycle path is to make cyclists safer is utter rubbish and actually have learnt an approved and published safe cycle route already exists and directs cycle users along the quieter road of Gordon Avenue.

When budgets the council always say is tight and needs to be spent wisely, well we have the opinion with the amount of money this will cost, this is totally money being thrown down the drain when a perfectly adequate lane already exists and the option of using a quieter road as already mentioned can also be used.

With regards to putting double yellow lines along this road we feel this is not necessary and in fact have an impact on the smaller road to increase parking of vehicles on Aerodrome Road, Margetson Avenue, Pilling Road and Thor Loke if double yellow lines come into place along St Williams Way, this may then create problems for residents on said roads.

We all no that residents who have family and friends come to visit once we are given the go ahead by government again ,but some residents have also changed work placements from offices to working from home and will probably continue in this fashion, therefore more working from home can mean clients etc coming to residents homes instead for meeting s etc so again by putting double yellows will have too much of an impact on these smaller roads as we ourselves realise this should not happen as unfortunately we had an encounter pre lockdown with an older male resident who lives on aerodrome road coming out of his house trying to intimidate and argue after parking on this road nr his house, not blocking his driveway when family came to visit and our drive was full and he called the police and i hear from other residents he has also done the same to others too and that is just one resident who has an issue so i can see it becoming a real problem if double yellow lines are enforced.

We also have concerns that this will have a negative impact and possibly lower the value of our properties too, we chose to move to thorpe st andrew and st williams way because we loved the area and feel the community around us could become a trifle hostile if we end up upsetting neighbours because we have had to have a parking issue due to double yellow lines.

We obviously do not want for bad feeling for any of our neighbours in the community here and i'm sure every single one of you would feel the same too if this was your home and road/street.

We would certainly believe the funds set aside for these alterations would be best spent making the heartsease roundabout area safer for motorists, cyclists and pedestrians alike and traffic light pedestrian crossing along st williams way near the roundabout for the same reasons.

We hope you can appreciate our concerns along with our fellow residents who we are sure feel the same.

This afterall is our neighbour hood, we want to be heard and put a stop to an idea, which has not been thoroughly thought about and the impact that it will have on our daily lives,

RESPONSE 6. 22/03/21

Re :PEA051/HP1/JT/01

Active Travel Fund – St Williams Way
Proposed Mandatory Cycle Lanes and Double Yellow Lines

We fully support the extension of the Mandatory cycle lanes on St Williams Way.

We live at 105 St Williams Way and can say that the removal of parking in front of our house the introduction if the cycle lane and the pedestrian island has greatly improved pedestrian, cycle and vehicular safety from our perspective.

We suggested running the mandatory cycle lane up to the Heartsease roundabout when the initial road safety measures were consulted before the first road improvements were made so are really pleased to see this proposal.

We are still visually impaired when pulling out of our drive as someone further up the road has parked (for nearly a year now) a motor home in the advisory cycle lane right at the start of the Mandatory lane, obstructing our view of vehicles coming from the Heartsease roundabout, blocking the sign that states the start of the Mandatory lane and forcing cyclists to pull out into the main carriageway from the advisory lane to get past.

All the gardens on St Williams Way have driveways/gardens that are large enough to hold vehicles, but in the past residents seem to have chosen to park on the road rather than consider road safety for others.

I am aware that some neighbours are objecting these changes on the grounds that existing concrete blocks and posts have been damaged and not repaired.

I really can't understand why they think these type of bollards are a hazard to cars and larger vehicles, surely if a driver strike these bollards they are driving without due care and attention and I would rather a car got damaged than a cyclist.

I do however agree that the damaged ones should be repaired as they cause more of a hazard when the pole has been knocked out of them.

As I said we fully support the proposal and look forward to greater road safety for all users on St Williams Way.

RESPONSE 7. 22/03/21

Firstly, apologies for my previous email which I prematurely sent. I was trying to add photos of delivery vehicles obstructing the pavements in this area causing dangerous conditions for pedestrians etc.

The imposition of double yellow lines on the North side of St Williams Way between the household driveways some years ago, resulted in the REDUCTION of pedestrian safety.

Firstly, with no parked vehicles, the road is effectively wider taking more time for pedestrians, particularly those who are disabled, to cross the road.

Vehicles exiting the Heartsease roundabout, knowing there are no parked vehicles, accelerate quickly, many above the 30 mph speed limit. (I did speak to police when they were awaiting their takeaway but their attitude reflected their non interest).

Also, much increased during the pandemic, has been the obstruction of household driveways, the public footpath and destruction of the grass verge by delivery vehicles. These were the photos I was attempting to send.

Since the return of my driving licence last year, I cannot safely turn right from my driveway. Even when turning left I often have to accelerate to avoid being hit by a car which has suddenly appeared from the roundabout.

I am puzzled for the need to provide cycle lanes on St Williams Way as the majority of cyclists use the footpath, dodging pedistrations, prams and invalid vehicles. These latter vehicles are usually ignored by the authorities.

I'm sure cyclists will STILL NOT use these dedicated lane also these lanes will more and more be obstructed by delivery vehicles with the increase in home deliverys as there are no alternative means of parking.

Why not consider a more radical solution which will probably make it safer for ALL and allow the increasing need for vehicle parking?

REMOVE THE DOUBLE YELLOW LINES BETWEEN THE DOMESTIC DRIVEWAYS AND TARMAC THE GRASS VERGES (already destroyed by parked vehicles). THE WIDENED FOOTPATHS WOULD THEN BE AVAILABLE FOR USE BY PEDESTRIANS, DISABLED VEHICLES, PRAMS, SCOOTERS AND CYCLISTS. All of these already use the existing narrow pathways! Parking could then be restored on a wide road and reduce parking on narrow side roads allowing easier access by emergency vehicles on these roads.

However, if you really want to improve road safety in this area (I have my doubts) the provision of a controlled pedestrian crossing in the vicinity of Gordon Barber, Undertaker, would be excellent and could well save someone from becoming a premature client of GB! We often observe near misses with children and disabled folk crossing in this area. The other approaches to this very busy roundabout should also be considered for controlled crossings.

I personally joined the local speed watch team some years ago but quickly realised I was wasting my precious time. When drivers were aware of our presence they kept to 30 mph.

Finally, please don't waste OUR money on the provision of more 20mph signage as this is completely ignored as observed everyday in Plumstead Road.

RESPONSE 8. 22/03/21

We live at xx St Williams Way and are writing to you to strongly object to the proposals outlined in your recent consultation.

The proposal was in fact 'leaked' to us by someone affiliated with the company set to do the groundwork who advised, in particularly basic terms, that work was due to start on our section of the road and it was set in stone. This set a very unsavoury scene that democracy was absent, leaving us feeling angry, unrepresented and upset that such an outcome should be considered inevitable – we wish this to be taken up as a formal complaint in its own right and are seeking assurance that this is false. It is completely unacceptable that contractors are near-certain told that work is due to begin. We await your response on that from the highest level of management separately please.

Pertaining to the consultation itself, in simple terms, we strongly object because there is absolutely no need for the outlay of your ATF budget to be spent in this way. We say this on the basis of these points in brief:

- There are presently no issues or concerns regarding cyclist safety.
- Making the proposed changes will cause multiple problems and concerns for residents/homeowners where none presently exist which is not acceptable.
- The purpose of the Active Travel initiative is to encourage more walking and cycling – **the proposed infrastructure will not have that desired outcome.**

To elaborate further on these points:

- St Williams Way is one of the widest 30mph roads in Norwich, making it safe for cyclists to navigate occasional parked vehicles, even when traffic is moving in both directions.
 - Our home office is at the front of the house. Not only do we observe that cycling traffic is generally very light, but those cyclists that do navigate parked cars are witnessed to have plenty of room for manoeuvre even when contraflow traffic is present, including vans.
- Importantly, an approved and published safe cycle route already exists and directs cycle users along Gordon Avenue, running parallel to St Williams Way which you will

know is already a much quieter road. You can view that here:

www.norwich.gov.uk/downloads/file/3488/norwich_cycle_map

- The use of the bollards affixed to dark grey concrete (or composite) blocks makes them exceptionally unsafe for all vehicles (but especially cycles) in instances where the bollard itself is absent. One of the bollards near Elizabeth Avenue on the approach toward Thunder Lane has been missing for some months now without any sign of repair, only the addition of cones. It has been previously commented by your department that the knocking off of the bollard is evidence that cyclists need protecting. This raises three additional points:
 - It is not clear if the removal of the bollard was the result of impact by a passing vehicle or an act of vandalism.
 - A stationary bollard is not comparable in terms of visibility to a moving cyclist.
 - The fact that St Williams Way has been clear of any form of cyclist-based accident in a history spanning at least the 30+ years many of our neighbours are aware of, and certainly the four years we have been here, is perhaps a better empirical approach.
- The use of occasional parking on the verges is important for many residents in order to safely and conveniently accommodate guests, tradespersons and carers. It was stated in a previous comment by your department that parking on a highway is 'not a right'. That has little bearing when you consider that it is allowed and is an integral element of the community within which we live.
- St Williams Way, and Thorpe St Andrew in general, is comprised of many bungalow properties – in the past, this has meant that the age demographic has leaned toward older residents, or certainly people that may have lived in those homes for a very long time and who are now elderly. However, the attractiveness of this area has meant that more families are drawn here and the properties are often developed and improved. The impact of this is twofold in respect of the risk to displacing parking to smaller adjoining roads:
 - Families entertain more families, especially those with younger children, which means that the onsite parking cannot cater for all guests. Additionally, children are living at home longer therefore many have their own car. So, while onsite parking is a benefit, it is often used by the family group with limited or no space to accommodate guests. It is noted that councillors 'observed that we have ample parking' - has an audit been conducted of available space? And would either the councillors or Norfolk County Council like to insist that guest numbers are limited only to what can be accommodated 'on site'? My point being that while some properties may benefit from 'excess' parking space, many do not.
 - There are frequently trade vehicles on parts of this road for occasional spaces of time.
- Should residents not be able to use parking outside their own homes for occasional use, they will be forced to place additional parking pressure on the adjoining smaller roads of **Aerodrome Road, Margetson Avenue and Pilling Road**. Evidence of the impact this can have is clear on Lionwood Road – where that stretch of Plumstead Rd has double yellow lines, the very end of Lionwood Road, which has a large grass verge area, has been turned into a car park! At least it benefits from having that

space available. On the roads I have emboldened above, no such space exists so displaced parking will need to be outside other peoples' homes.

- You will be aware that Pilling Road and Gordon Avenue are used as part of a bus route, critically providing transport opportunity and connectivity to that area of the community. Displaced parking onto those roads will be especially problematic and could lead to occasions where the narrower road is impassable and/or issues may arise from vehicles being damaged. Is there an insurance claim budget available to support First Buses?
- Many people began working from home once the global pandemic began – this change has become permanent for many – some small businesses are run from those properties too. This has two critical impacts:
 - Where that business/resident requires parking for customers/clients/colleagues, those residents will be also forced to use adjoining roads for longer spells of parking and/or with increased frequency, possibly on a daily basis. This isn't just an inconvenience; this can sour community goodwill very quickly.
 - The trend to more working from home means that even if someone previously cycled to work as their means of 'active travel', they no longer need to. I know this first-hand because I am one of those people.
- Double yellow lines will add significant inconvenience to live on this road and will therefore be an important factor for prospective buyers. Consequently, we may experience both a negative impact to property values and/or suffer adversely due to the increased timescales to successfully sell a property. I am not willing to be financial effected in this way and wish to seek concrete assurance on this specific matter. It is our right to safeguard property. With this in mind, my recommendation would be for Norfolk County Council to fund a minimum of two, though ideally three, independent RICS qualified surveyors to advise on the impact to property values and sale timescales. My proposal would involve me instructing the surveyors to act independently for residents on the basis that Norfolk County Council agree to reimburse us. I am already confident that they will confirm a negative impact to property values having conducted limited desk research on the matter of 'buying properties on main roads' but I am not yet aware of monetary impact. I would propose that every homeowner would need to be compensated for any detriment to the value of their property should these proposals go ahead as presently planned.
- I stated as one of my initial points in brief that the proposals will fall short of the objectives laid out by the Active Travel initiative. The paper itself sets out that one of the biggest barriers to activity is a mental one. My thoughts on this include:
 - I have a bike and I even keep it well-serviced but, like many others, it doesn't get a huge amount of use. I can assure you that the reason for this, also like many others I suspect, has absolutely nothing to do with the presence/absence of any form of cycle lane but because modern lifestyles do not facilitate it!
 - If we are to encourage more active travel, the budget would be far better spent addressing GENUINE areas of danger to cyclists and making our roads safer more generally, especially in terms of speed.
- Related to this point, the proposals for St Williams Way smack of 'using up the budget' and is being done without considerable thought - in fact, it makes no sense.

Even if the proposals are implemented, it would only mean that an already-safe road (albeit with added bells and whistles) would funnel cyclists to areas of road that are distinctly less safe and desirable for active travel. I am referring specifically to the likes of:

- Harvey Lane - a steep hill, narrower road, complete with bend which has posed danger to cyclists and other road users when vehicles have moved around those on bicycles.
- Ketts Hill, incredibly steep, with cars parked on both sides - 20mph but still a danger. Our friend's vehicle has been written off three times due to low-speed collisions.
- Heartsease Lane which is a) as busy as our own road and b) has a 40mph stretch too.

Quite simply, there will be a plethora of projects where this budget could be better spent. Active Travel in the context of the infrastructure in your recent consultation poses the quintessential issue of giving someone water without the ability to make them drink. The presence of a mandatory cycle lane and supporting double yellow lines specifically on St Williams Way will not encourage more cyclists or more active travel. But the presence of this infrastructure will, without doubt, cause problems for many residents in my community where none presently exist. That cannot be acceptable to anyone of sound, objective and reasonable mind.

Please also bear in mind that active travel includes walking, not just cycling. I would wholeheartedly support proposals that addressed the pavement quality in Thorpe St Andrew. Naturally, many of the paths are steeply angled and/or uneven which makes them tricky to navigate with a pushchair, for a young child or for anyone with a mobility condition. My own mother-in-law abandoned a walk around the block with our daughter because the pavements caused considerable pain to her knees.

I would urge you to rethink your ambitions for the vital budget you have available to include consideration of walkers' needs, speed camera installation and projects that increase access to cycles and the mindset to use them (such as cycling proficiency). The proposals you have shared with us may feel like a quick win, but they will achieve nothing except disengagement amongst your voters and ill will in our community.

I love the community I live in. I'm not embarrassed to say it and I am even known for my efforts in support of our community by members of Thorpe Town Council. This is not a case of NIMBY-ism but rather my sincere desire to see that your budget is spent on far better, effective and worthy projects.

I respectfully request a COVID-secure meeting with any/all relevant representatives in respect of my feedback and objections, whether that be in person or digitally via Zoom/Teams etc.

RESPONSE 9. 23/03/21

I have contacted Transport for Norwich in relation to the consultation period for the 'proposed' cycleway.

Quite farcical that the consultation period was extended to the 28th of this month. The letters sent to St Williams Way residents were dated 5th March. The original end date for consultation was 21st March. 14 days!!

Obviously the questions asked will be addressed in Norfolk County Council will respond in accordance to their customer care standards, meaning no questions will be answered within the consultation period.

Just looks like box ticking treating the tax payer with contempt.

I asked some very basic questions

- 1 How many cyclists use St Williams Way substandard cycle lane at present
- 2 The increase in cyclists you believe will use the mandatory cycle lane after completion
- 3 The figures showing how many accidents involving cyclists in the last 5 years
- 4 Bearing in mind St Williams Way is one of the widest 30mph roads. When the mandatory cycle lane finishes before the roundabout what happens then? Where do the cyclists go. Do they join the traffic into the City, on a much narrower busier road (Plumstead Road) where I am aware there have been accidents involving cyclists, pedestrians and vehicles.

I would imagine these issues would have been addressed by Thorpe Town Council. Would it be possible to have the information from yourselves?

I am not really sure of the purpose of the cycle lane. Where are all the cyclists going, what are their journeys?

On the 24th of this month it will be 3 months since myself and TTC reported the destroyed cycle lane cone, making the road very dangerous with a kerb stone in the road. 3 months and still 2 cones seem to be the repair.

If the authorities cannot maintain one cone in a new cycle what chances have they got in maintaining a larger lane. I think we can all see this will fall into disrepair, become dangerous, with no parties prepared to take any responsibility.

I would be grateful if my concerns could be passed to TTC Councillors.

RESPONSE 10. 23/03/21

Further to my previous two emails in response to the above proposal, I attach photos taken when out and about over the last few days, canvassing resident cyclists & car drivers over the mandatory cycle lane proposal you wrote to us, funded from the Active Travel Fund. I know that my neighbours are trying to arrange a meeting on zoom to open discussion on the matter with you, and they have promised to include me if and when this comes about. I have also passed this matter on to the local candidates for district council, and I shall forward to this to Broadland councillors, my MP Chloe Smith and the local government

journalist at Archant. Although you appear to have entered into communication with my neighbours opposite, as yet I have received no acknowledgement, neither have other neighbours with whom I am in touch. We are still very much of the opinion therefore that you are not interested in our profferings and the matter is indeed already “set in stone”, contrary to the practice of local democracy.

On the ground, opinions are split over the creation of a mandatory cycle lane. I myself remain ambivalent about this, but I would like to see a proper job IF it is done, complete with speed enforcement cameras, and new road surface, drain inspection and clearance, and tidied pavements and verges. Also, we would require some sort of monitoring of the use of the lanes in the months after the work, as there is a considerable problem here even now with cyclists and motorised wheelchair users thinking they can use the newly created lanes in the wrong direction, or opt to ride on the pavement. As you can see. 1st photo, someone merrily riding against the traffic in the new section. And 2nd photo of a chap who rode the entire length of the road on the pavement as I was knocking on doors yesterday, including the new section.

However, I have still to meet ANY resident who feels that the *light segregation islands* are acceptable.

I know that you have received feedback about these. The overriding concerns are as follows:

1. Access to our drives, as the bollards are not always well-placed and make it impossible for us to reverse. If you want our parked cars off the road for safety reasons, how does it serve your purpose if you then create obstacles that render it dangerous for us to reverse into our drives?
2. Parking. You state in your letter that temporary parking will be permissible, specifically loading and unloading, and alighting and lighting. But what about contractors working on our homes? Care workers and home helps, who might be at the property for a period of time? High days and holidays when family visit after the restrictions are lifted? Are those vehicles to go round the corner into side streets? People down side streets will be understandable furious. Also, if some vehicles are to be permitted to stop outside our home, doesn't that make a nonsense of the mandatory lane, which is being installed to prevent cyclists from having to, as you say, “swerve” into the path of traffic?
3. Maintenance issues. These bollard sticks will be knocked over and bent at angles. Not only will they be very unsightly - who would want to move to a house on a road that looks like a 10 pin bowling alley? - they will also jut into the cycle path or Highway and become a dangerous impediment. If they are sheered off, and the exposed raised concrete bases are left, - well I need not spell out the risk factor to you as an engineer. They are already scuffed and bent in the new section near Thunder Lane, evidence of how often they are clipped. Photo 3.
4. Street cleaning. You can't get a street cleaner alongside the curbs where they are sited, so the dust and muck will continue to build around the drains adjacent to the islands and contribute to blockages and an appearance of general neglect.
5. Visibility. The black and white design actually helps the bollards to camouflage themselves with the road when seen at certain angles. Photo 4.



Please would you address the issues I have raised here with us, the residents of St Williams Way, whom you stated in writing you wished to consult. My comments are compiled from the emails and verbal feedback I have received this week.

I look forward to hearing from you in the near future as the consultation period ends this week and I have not been able to get in touch with you once yet, despite two phone calls and 3 emails.

RESPONSE 11. 24/03/21

Why do you need double yellow lines when its illegal to park in a solid line cycle route.

I do know there is a risk pulling out at the junctions of the side roads, as drivers cannot see oncoming traffic. The problem having double yellow will create another problem forcing

vehicles to park off road and churn up the soft verges causing mud to block the road surface water drainage. One can see the problem we have already with the verges getting damaged, which blocks the surface water drainage and look unsightly.

There needs to be some serious refurbishment of the pathways and verges integrated within this project.

It appears short sightedness has happened in just addressing the cycle lanes and not considering the problems that this project will cause.

This is why you need to re visit the project and take into account the residents experiences and concerns.

The segregators shall cause a problem when gradually slowing down and pulling into the roadside in preparing to reverse into these driveways. I dont feel these are warranted and will cause more problems than benefits.

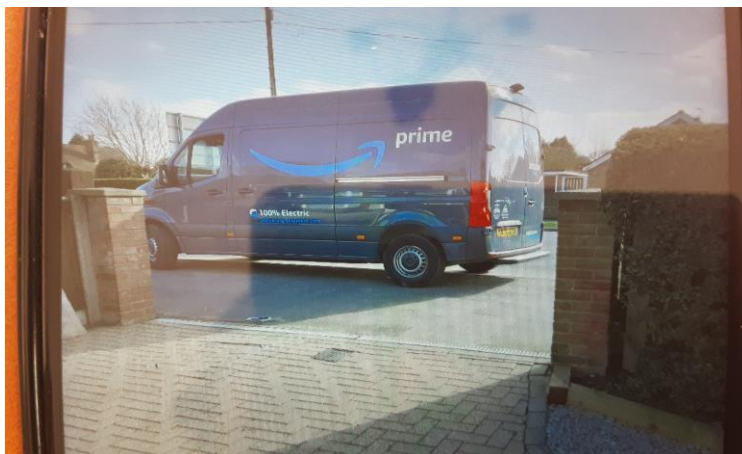
The segregators should not be erected. If they are most vehicles shall have to slow down in the main carriageway to a stop, before reversing into the driveway. This will be a hazard for traffic and emergency vehicles travelling behind.

There should be pavement strike out cycle stencil signs to make it clear cycling on the pavement is forbidden.

I have had many near miss when pulling out of the drive avoiding a cyclist.

One good proposal would be not to install the segregators as they will cause lots of problems. For instance when the road sweepers and vehicles do drain cleaning. But in place use the money to install bollards in the verges to stop vehicles driving onto them.

.....
RESPONSE 12. 24/03/21



The attached photo was taken at 14.50 yesterday. The delivery was not being made to ourselves nor our immediate neighbours and clearly shows where the vehicle is parked. There is no doubt, had the double yellow lines only existed across our driveways, as previously, this driver would probably have parked fully on the wide roadway and clear of all driveways. Fortunately we didn't have the call to attend our vaccination at that time!

So, many I ask that you have the courtesy to read the following before actuating the delete icon.

I question the need for any unnecessary parking restrictions on residential roads. The need for parking is increasing and will continue to increase. The pandemic will accelerate car usage on, at least 3 counts: Less holidaying abroad, more home deliveries and the reluctance to use public transport.

I do not believe cycling is increasing at a rate to warrant such an intrusion on our freedom.

As I have previously stated the proposed works will increase the risk of road accidents rather than reduce them.

Firstly the need for such works? How many cyclists have been killed or seriously injured in St Williams Way since 2000?

Surely there are more dangerous areas which would merit works to eliminate!

My feeling is that this is pandering to the relatively small number of road users? These road users pay no contribution to the upkeep of road infrastructure (road tax). They have no requirement for personal insurance and there is no proof of their ability to travel safely (driving licence). There is no formal check on the roadworthiness of cycles, lights in particular (MOT). There are many who cycle without adequate protective clothing and some have no regard for their own or others safety, including ignoring red lights at pedestrian crossings.

I feel, as many others, that the proposal is only being done because it is easy to carry out in St Williams Way with the wide road, minimum site works, etc.

To impose parking restrictions on Ketts Hill would allow better traffic flow and is on a major bus route but obviously not recommended as it would cause carnage at the roundabout. But what provision has been made here for cyclists.

In my immediate area, enforcing the 30mph and 20mph speed limit in Plumstead Road would very significantly improve road safety as would the monitoring of vehicles incorrectly entering and leaving the Aldi car park.

Has a study of the usage of existing cycle lanes in the city area and the subsequent effect on other road transport been fully analysed? This includes the pollution caused by idling vehicles because they are unable to move forward due to restricted road width.

In these areas, what percentage of cyclists still prefer to use the pavements rather than the specific cycle lanes and by how much has cycle usage increased as a result of the provision of the cycle lane?

These are vital questions to answer before the necessary risk assessment can be prepared. Has such a risk assessment actually been made?

Unfortunately the fundamental need for parking EVERYWHERE is now ignored by authorities and this could well have resulted in my DEATH 2 years ago but I expect this will be of no interest.

I suffered a stroke when visiting my daughter in Coriander Road, Downham Market which is in a relatively new development. There is little provision for parking and the roadways and adjacent footways are of minimum width presumably to pack as many homes on the site as possible. Consequently, many vehicles park half on the pavements, close to the boundary hedges leaving no space for prams etc to pass on the pavement. Under these conditions the ambulance coming for me had some difficulty in reaching us. But, thanks to the skill of the ambulance driver I am today able to compose this email.

Have ALL the effects of the proposed changes been considered and the potential consequences?

Have the environmental aspects been taken into account?

I believe the provision of cycle lanes will not increase cycle usage one iota. However, the increasing use of home delivery such as food etc from supermarkets and takeaways does, in a small way, benefit the environment. A delivery vehicle will deliver many customers in a shift which negates the need for the households concerned to drive their cars to and from the supermarket. So if roadside parking is continued to be made impossible, particularly on such a wide road, where will the delivery drivers park to unload?

They can't park on the cycle lane and they shouldn't park on the pavement/verge. Indeed, the verges are a mess and have deteriorated significantly since we moved here over 30 years ago. Parking on the opposite side of the road isn't a safe option nor is parking in the side roads.

Increased parking in the side roads, which our visitors sometimes have to resort to, even though we have increased our domestic parking, will increase the obstructions in those roads impeding progress of buses and emergency vehicles. (See my life threatening experience above).

In my humble opinion the imposition of cycle lanes in St Williams Way is sheer folly.

If you intend to improve the environmental conditions in this area, there are many other options.

TO DESTROY LEGITIMATE, SAFE, ROADSIDE PARKING IN A WIDE ROAD SUCH AS ST WILLIAMS WAY IS ANTI SOCIAL AND AN AFFRONT TO THE RESIDENTS AFFECTED.

I await your comments and answers to my questions.

Councillor J. Fisher, thank you for reply which is appreciated.

I did email our M.O.P. on a similar topic last year but didn't receive the courtesy of a non-automatic reply.

RESPONSE 13. 24/03/21

My name is xyz and I reside at xx St Williams Way with my wife xyz, we are concerned about the implications of having double yellow lines outside of our Bungalow, without any consultation to ourselves on this matter. I am also writing on behalf of elderly neighbours who fear that these changes will impact much needed visits from carers and community

health care professionals. In effect, this generation is facing discrimination in this instance against their right to a voice as the majority of senior citizens do not have access to the internet, and this is the only means of protest available as there has been no public consultation.

As residents, we are now facing difficulties after the recent extensive roadwork and changes in road markings, St Williams Way is far wider than many roads in Norwich with cycle lanes. For example; even when trying to back cars into our drive (as per the highway code), we experience significant delays due to the recent increase in the speed of the traffic flow and an escalation in the verbal abuse from cyclists who have to move around us. Extending the double yellow lines would exacerbate this even further as they would probably start taking pictures of our car on double yellow lines.

We have a large extended family that span several generations who visit us, now they will have to park on side streets such as on Gordon avenue or Thor Loke, which may cause ill feeling, some are disabled and elderly with terminal conditions, as well as some infants and small grandchildren. Since the introduction of the bollards for the bikes we have seen an increase in the speed of cars as it has now become a race track the only noticeable difference is when the police mobile speed camera is parked outside of my bungalow, which technically it could no longer do as its parks on a grass verge, or are you saying this would still be ok for them but not for the residents. What is in place currently has to date only increased the speed of the motorised traffic flow and ironically the amount of non-sporting cyclists who verbally confirm that they feel safer on the pavement, both from road traffic and aggressive sports cyclists and electric scooter users, who appear to perceive these cycle lanes as two ways (traveling in both directions in a single lane). Furthermore, the staggered placement of the cycle lane bollards makes it very difficult to slow down and manoeuvre a car into a driveway when the road is busy, it nearly always necessitates pulling up on double yellow lines and waiting for some time for the road to clear. It is difficult for us as residents to see this as any improvement to the safety or environmental wellbeing of our community. Especially as any perceived benefits from this expensive scheme are negated as soon as any cyclist leaves St Williams Way, for example travelling down Plumstead Road or the dangerous bottle neck of Ketts Hill.

Overall, there is a shared perception that the money would be better spent on increasing the margin of road safety by repairing existing potholes in our area, which according to anecdotal evidence from the staff at the Sprowston branch of Fast fit are the most frequent reason for premature replacement of tyres to ensure vehicle safe operation.

There is also a common concern that these restrictions will make access and egress from on homes on St Williams Way more challenging and this over time will adversely impact the equity in our property.

RESPONSE 14. 26/03/21



I attach two further photos taken in the last few weeks of obstructions to our driveways. Although I did not tackle the drivers, for fear of verbal or physical retaliation, the reason our driveways are particularly targeted is likely to be due to the distance between the drop kerbs. Vans are then able to stop here and drive away without bumping off a raised kerb.

As I have previously said, this deplorable state is entirely due to the unnecessary double yellow lines you or your predecessors imposed upon us misusing moneys from us tax payers..

So may I ask how you intend to address this problem?

As none of my pertinent questions have yet to be answered I have conducted a simple survey this morning to ascertain the number of cyclists actually passing my driveway.

Between 08.00 and 09.00, this morning, SEVEN cyclists were seen travelling East and EIGHT travelling West (towards the roundabout).

Between 10.00 and 11.00, FIVE cyclists were seen travelling East and NO cyclists travelled West.

You may think that I have reduced the actual numbers to reinforce my argument but I assure you these numbers were these observed from our dining area.

My family and friends have commented on the dangerous posts you have now positioned in St Williams Way and these criticisms will increase when we are permitted more freedom. These posts present a real hazard, particularly at night. We are all encouraged to wear light clothing yet these posts are dark. They would also present a hazard if a driver has to swerve suddenly to avoid hitting a runaway child or animal which is just as likely as a cyclist being hit.

The current proposals are a blatant waste of the funding allocated for OUR safety in this area.

To show your willingness to seriously consider safety in this area, reinforcing speed limits should be the priority particularly 30 mph in St Williams Way and the 20mph in Plumstead

Road. A strategically positioned speed camera in St Williams Way, between the roundabout and school, facing East bound traffic, would benefit EVERYONE and not the safety of minimalistic number of cyclists your current proposals supposedly safeguard.

I should have stated early that my working life, for 53 years, was spent as a railway signal engineer where the basic remit is the safe and efficient operation of the railway with the safety of passengers, staff and the general public paramount.

During the 53 years I was never involved in a incident resulting in loss of life or serious injury. Yes, a handful of incidents where infrastructure and rolling stock was damaged. Significant changes are always fully risk assessed before work is authorised. All incidents are thoroughly investigated by competent professionals and the findings acted upon. These reports are freely available for anyone to read.

A local example was the near miss which occurred a few months ago at an automatic level crossing on the Cromer line.

I appreciate the tragic loss of life on our roads cannot be avoided but much of the carnage is the result of poorly designed infrastructure and blatant misuse of the funds allocated. There are already examples of this in the area.

I hope you will seriously consider your future actions and ensure that every penny allocated is used to maximise SAFETY for ALL.

.....

RESPONSE 15. 26/03/21

I object to the proposed mandatory cycle lane and double yellow lines on St Williams Way.

The ability to park on the road near to our home is a useful option for us and our visitors.

I am not aware of any problems caused by parking on the road has caused in the 36 years I have lived here. The worst problem is caused by the crossing near Williams Loke, where there is not enough width for a car to pass a cyclist safely. The crossing is much needed though, and heavily used.

A better use of resources to make this road safer for all users would be to enforce the speed limit. Very little of the traffic keeps to the 30mph, most of it is at least 40mph, with some at 50 or 60mph.

Pleased that the safety of Heartsease roundabout is being looked into. I think that it would be better for all users if it had speed bumps or tables at all the entrances and exits.

.....

RESPONSE 16. 27/03/21

Proposed mandatory cycle lane

My wife and I would like our views to be registered as fully against mandatory cycling lane's and yellow lines.

St Williams Way has a large number of elderly residents that have regular visits from care workers and family, yellow line will cause ill will and annoyance from all local residents.

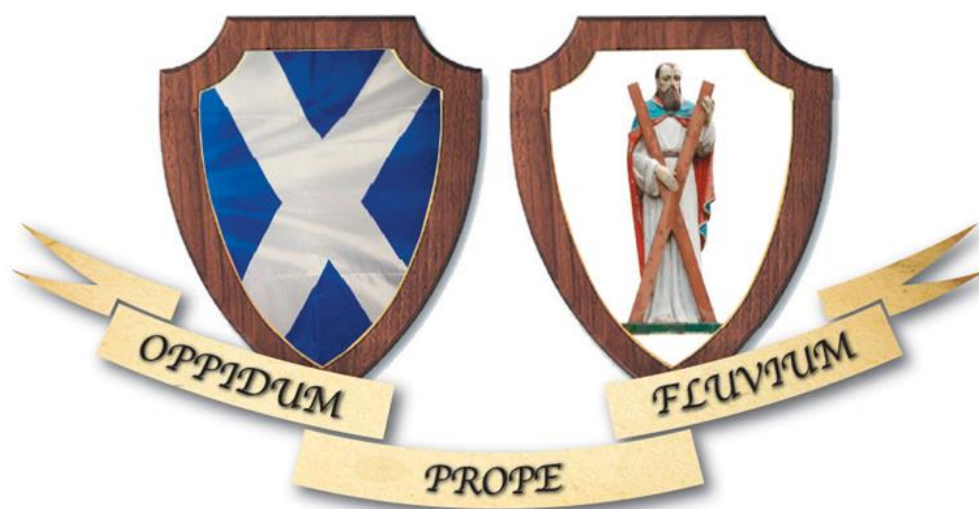
.....
RESPONSE 17. 29/03/21

Just read an interesting report edp 24 in which Richard Bearman, chairman of the Norwich Cycling Campaign also thinks the use of the kerb and bollard segregators is dangerous, an invisible hazard.

This goes to prove our experts have maybe over looked a basic safety issue.

I notice 3 month on the 1st part of the mandatory lane is still in disrepair

THORPE ST ANDREW TOWN COUNCIL



THORPE ST ANDREW TOWN COUNCIL

STANDING ORDERS (including Virtual)

April 2021

Contents

1. Rules of debate at meetings	14
2. Disorderly conduct at meetings	15
3. Meetings generally	16
4. Committees and sub-committees	19
5. Ordinary council meetings	20
6. Extraordinary meetings of the council committees and sub-committees	21
7. Previous resolutions	22
8. Voting on appointments	22
9. Motions for a meeting that require written notice to be given to the Proper Officer	23
10. Motions at a meeting that do not require written notice	24
11. Handling confidential or sensitive information	24
12. Draft minutes	25
13. Code of conduct and dispensations	26
14. Code of conduct complaints	27
15. Proper Officer	28
16. Responsible Financial Officer	29
17. Accounts and accounting statements	29
18. Financial controls and procurement	30
19. Handling staff matters	31
20. Data Protection and Requests for information	32
21. Relations with the press/media	32
22. Execution and sealing of legal deeds	32
23. Communicating with District and County or Unitary councillors	32
24. Restrictions on councillor activities	32
25. Standing orders generally	32

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he/she last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.

- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

Mandatory for full Council meetings	●
Mandatory for committee meetings	■
Mandatory for sub-committee meetings	▲
Mandatory for Remote Meetings	★

- a Meetings shall take place at a time and date as the Council shall determine in accordance with standing orders 3e and f (LAPCP Regulations 2020 Part 2 Reg 4(a)).
- ★ b Council may alter the frequency, move or cancel such meetings (LAPCP Regulations 2020 Part 2 Reg 4(a)).
- ★ c A meeting of a local authority is not limited to a meeting of persons all of whom, or any of whom, are present in the same places and any reference to a “place” where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers. (LAPCP Regulations 2020 Part 2 Reg 5(1)).
- ★ d Members (including members of the public) in remote attendance attends the meeting at any time if all of the conditions in subsection are satisfied:
(a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
(b) to hear and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
(c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting. (LAPCP Regulations 2020 Part 2 Regs 5 (2) (3) and (4))
- e The minimum 3 clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- f The minimum 3 clear days public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.
- g Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public’s exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public’s exclusion.
Member and public access to documents and remote access of public and press to a local authority meeting to enable them to attend or participate in that meeting to enable them to attend or participate in that meeting my electronic means, including by telephone conference, video conference, live webcasts, and live interactive streaming. (LAPCP Regulations 2020 Part 2 Reg 6 (b) (c))
- ★ h A meeting being “open to the public” includes access to the meeting through remote means including (but not limited to) video conferencing, live webcast, and live interactive streaming and where a meeting is accessible to the public through such remote means the meeting is open to the public whether or not members of the public are able to attend the meeting in person; (LAPCP Regulations 2020 Part 2 Reg 13(a))
- ★ i Being “present” at a meeting includes access through remote means mentioned in para (a) above. (LAPCP Regulations 2020 Part 2 Reg 13(b))
- ★ j Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

★ k The period of time designated for public participation at a meeting in accordance with standing order 3(j) shall not exceed 15 minutes unless directed by the chairman of the meeting.

★ l Subject to standing order 3(k), a member of the public shall not speak for more than 3 minutes.

★ m In accordance with standing order 3(j) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

★ n A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.

★ o A person who speaks at a meeting shall direct his comments to the chairman of the meeting.

★ p Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

● q Subject to standing order 3(s), the recording, filming and reporting of all public meetings is permitted.



Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.

Members of the public and press are permitted to film or record meetings (to which they are permitted access) in a non-disruptive manner and from areas designated for the public. **No prior permission is required** however the Chairman at the beginning of the meeting could ask if anyone present wishes to record proceedings. The Council could assist by making reasonable facilities available to allow ease of recording as it might by providing a desk for a press reporter.

★ r The use of digital and social media recording tools, for example Twitter, blogging or audio recording is allowed so long as it is carried out in a non-disruptive manner.

Disruptive behaviour could be any action or activity which disrupts the conduct of meetings or impedes others being able to see, hear or film the proceedings.

This could include:

- moving to areas outside the areas designated for the public
- excessive noise in recording, setting up or re-siting equipment during the meeting
- intrusive lighting and use of flash photography: and
- asking for statements made to be repeated for the purposes of recording.

The Chairman of the meeting, in accordance with Standing Order No. 2, can stop a meeting if any person is deemed to be disruptive.

Councils can ask that filming or recording is kept to a minimum, that is focuses on those making representations to the meeting and that members of the public are not inconvenienced, and all involved should be treated respectfully (as should be the case always!).

Any person or organisation choosing to film, record or broadcast any meeting of the Council will be responsible for any claims or other liability resulting from them so doing.



s The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.



t



Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his/her absence be done by, to or before the Vice-Chairman of the Council (if any).

u



The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

v



Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority or councillors with voting rights present and voting.

w



The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he/she gave an original vote.

See standing orders 5(i) and (j) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.

x



Unless standing orders provide otherwise, voting on a question shall be by a show of hands, or Members to verbally announce their vote each in turn, or pressing a button to record their vote (LAPCP Regulations 2020 Part 2 Reg 6(a)). At the request of a councillor, the voting on any question shall be recorded to show whether each councillor present and voting gave his/her vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If 2 members request, voting shall be by signed ballot

y

The minutes of a meeting shall include an accurate record of the following:

- i. the time and media used to conduct the meeting;
- ii. the names of councillors present and absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- v. if there was a public participation session; and
- vi. the resolutions made.

z



(England) A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her right to participate and vote on that matter. Where a Member is required to leave the meeting, the means of remote attendance and access is to be severed whilst any discussion or vote takes place in respect of the item or items of business which the member or co-opted member may not participate.

aa



No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than 3. *See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

bb



If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

cc



A meeting shall not exceed a period of 2.5 hours.

4. Committees and sub-committees

- a Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.
- c Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee

5. Ordinary council meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in April or May as the council may direct. This is now optional and if councils are able to hold this meeting then it should go ahead (LAPCP Regulations 2020 Part 6(c)).
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm. (LAPCP Regulations 2020 Part 6(c)).
- d (England) In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.
- e The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council. This no longer applies until May 2021 (LAPCP Regulations 2020 Part 6(c)).
- f The Chairman of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her successor is elected at the next annual meeting of the council.
- g The Vice-Chairman of the Council, if any, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he/she shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he/she shall preside at the meeting until a new Chairman of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.

- k Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:
- i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his/her acceptance of office forms unless the council resolves for this to be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4 above;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. (England) In an election year, to decide with a view to the council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
 - xv. Review of the council's and/or staff subscriptions to other bodies;
 - xvi. Review of the council's complaints procedure;
 - xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
 - xviii. Review of the council's policy for dealing with the press/media; and
 - xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

6. Extraordinary meetings of the council committees and sub-committees

- a The Chairman of the Council may convene an extraordinary meeting of the council at any time.
- b If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within 7 days of having been requested in writing to do so by 2 councillors, any 2 councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed electronically by the 2 councillors.
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 members of the committee or the sub-committee, any 2 members of the committee and the sub-committee may convene an extraordinary meeting of a committee and a sub-committee.

7. Previous resolutions

- a A resolution shall not be reversed within 6 months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved within a further 6 months.

8. Voting on appointments

- a Where more than 2 persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of 1 person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e), the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a standing order (unless it reflects mandatory statutory requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

11. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she shall sign the minutes and include a paragraph in the following terms or to the same effect:
“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(t).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- c A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee or sub-committee for which the dispensation is required, and that decision is final.
- d A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding 4 years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- e Subject to standing orders 13(b) and 13(d), dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required
- f A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances the following applies:
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or
 - ii. granting the dispensation is in the interests of persons living in the council's area or
 - iii. it is otherwise appropriate to grant a dispensation.

14. Code of conduct complaints

- a Upon notification by the District or Unitary Council or County Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him/her. Such action excludes disqualification or suspension from office.

15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. at least 3 clear days before a meeting of the council, a committee and a sub-committee
 - a) serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer. This shall also contain instructions how to link to the remote meeting.

See standing order 3(e) for the meaning of clear days for a meeting of a full council and standing order 3 (e) for a meeting of a committee.

- b) Provide, in a conspicuous place or publishing on the website of the body or, for a parish council, on the website of the principal council within the meaning of the Local Government Act 1972 [Councils website] public notice of the time, place and agenda (LAPCP Regulations 2020 Part 3 Reg 13(a)).

- ii. give public notice of the time, place and agenda at least 3 clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for a meeting of a committee.

- iii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his/her withdrawal of it;
 - iv. convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his/her office;
 - v. facilitate inspection of the minute book by local government electors or if physical access is not permitted under the regulations access to electronic copies of the minutes;
 - vi. receive and retain copies of byelaws made by other local authorities;
 - vii. retain acceptance of office forms from councillors;
 - viii. retain a copy of every councillor's register of interests;
 - ix. be the Data Protection Officer and assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 2018, in accordance with and subject to the council's policies and procedures relating to the same;
 - x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
 - xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
 - xii. arrange for legal deeds to be executed;
See also standing order 22.
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
 - xiv. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
 - xv. refer a planning application received by the council to the Chairman or in his/her absence the Vice-Chairman of the Council within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the council
 - xvi. manage access to information about the council via the publication scheme; and
 - xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.
See also standing order 22.
 - xviii. *destroy any anonymous correspondence received without taking any further action*

16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide (England).
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30th June, 30th September and 31st December in each year a statement to summarise:
 - i. the council’s receipts and payments for each quarter;
 - ii. the council’s aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reportedand which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31st March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the council’s receipts and payments for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31st March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30th June.

18. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. procurement policies (subject to standing order 18(c), including the setting of values for different procedures where a contract has an estimated value of less than £25000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25000 shall be procured on the basis of a formal tender as summarised in standing order 18(d).
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm
 - (i) the council's specification
 - (ii) the time, date and address for the submission of tenders
 - (iii) the date of the council's written response to the tender and
 - (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce (and which vary from time to time) the council must consider whether the Public Contracts Regulations 2015 apply and then comply with relevant EU procurement rules.

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council is subject to standing order 11.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of the Council or, if he/she is not available, the vice-chairman of absence occasioned by illness or other reason and that person shall report such absence at its next meeting.
- c The chairman of the Council or in his/her absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by Full Council
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee shall contact the chairman of the Council or in his/her absence, the vice-chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Full Council
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chairman or vice-chairman of the Council, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of Council
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The council shall keep all written records relating to employees secure. All paper records shall be secured, and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) shall be provided only to the Clerk and/or the Chairman of the Council

20. Data Protection and Requests for information

- a For the purposes of the General Data Protection Regulations 2018, the Council is the Data Controller and the Proper Officer is the Data Protection Officer. Councillors on the Finance and Staff Committee and officers are required to undertake Data Protection training.
- b Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 2018.
- c Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the council. The said Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

21. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled by the Town Clerk.

22. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b Subject to standing order 22(a), any 2 councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures. This shall be in addition to the Common Seal of the Council.

23. Communicating with District and County or Unitary councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the council.
- b Unless the council determines otherwise, a copy of each letter sent to the District and County Council will be sent to the ward councillor(s) representing the area of the council.

24. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

25. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Approved electronically on this day

(Town Mayor)

(Town Clerk)

Local authority remote meetings: call for evidence

Published 25 March 2021

Contents

1. [Scope of the consultation](#)
2. [Purpose of this call for evidence](#)
3. [Terminology](#)
4. [Background](#)
5. [Questions](#)
6. [About this consultation](#)
7. [Personal data](#)

Scope of the consultation

Topic of this consultation: This call for evidence seeks views on the use of the current arrangements which have provided express provision for local authorities to hold meetings remotely or in a hybrid format during the coronavirus pandemic.

Scope of this consultation: This call for evidence seeks to understand the experience of local authorities in the whole of the UK regarding remote meetings. This includes authorities in England, Wales, Northern Ireland and Scotland.

Scottish authorities had express provision to meet remotely prior to the pandemic, and this call for evidence seeks to understand their experience of remote meetings since their arrangements came into force.

For England, Wales and Northern Ireland, this call for evidence refers to the [Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#) (and the equivalent regulations for Wales and Northern Ireland) under powers granted by section 78 of the Coronavirus Act 2020. The regulations come into force on 4 April 2020 and apply to meetings taking place before 7 May 2021.

In respect of these regulations, ‘local authority’ means:

- a county council
- a district council
- a London borough council
- the Common Council of the City of London
- the Greater London Authority
- the Council of the Isles of Scilly
- a parish council
- a joint board continued in being by virtue of section 263(1) of the 1972 Act
- a port health authority constituted under section 2 of the Public Health (Control of Disease) Act 1984
- an authority established under section 10 of the Local Government Act 1985
- a joint authority established under Part 4 of the Local Government Act 1985

- a joint committee constituted to be a local planning authority under section 29 of the Planning and Compulsory Purchase Act 2004
- a combined authority established under section 103 of the Local Democracy, Economic Development and Construction Act 2009
- a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies, or created by an order under section 4A of that Act
- a National Park authority established under section 63 of the Environment Act 1995
- the Broads Authority established by section 1 of the Norfolk and Suffolk Broads Act 1988
- a conservation board established under section 86 of the Countryside and Rights of Way Act 2000
- a Mayoral development corporation established under section 198 of the Localism Act 2011
- an urban development corporation established under section 135 of the Local Government, Planning and Land Act 1980
- a parish meeting constituted under section 13 of the Local Government Act 1972
- Transport for London
- Police and crime panels

Geographical scope: This call for evidence seeks to understand the experience of local authorities in the whole of the UK regarding remote meetings. This includes authorities in England, Wales, Northern Ireland and Scotland.

Section 78 of the Coronavirus Act applies to local authorities in England, Wales and Northern Ireland only. After it came into force, each of these administrations used the powers within section 78 to introduce regulations to make express provision for their local authorities to meet remotely before 7 May.

The Welsh Government has since passed the Local Government and Elections (Wales) Act 2021 which comes into force on 1 May and makes express provision for Welsh local authorities to meet remotely.

Scottish local authorities had express provision to meet remotely prior to the pandemic.

If any changes to legislation are made as a result of this call for evidence, they would apply to England only.

Impact assessment: If any policy changes are made following this call for evidence they will be subject to appropriate assessment. No impact assessment has been conducted at this time.

Basic Information

Body/bodies responsible for the consultation: The Local Government Stewardship Division in the Ministry of Housing, Communities and Local Government is responsible for conducting this call for evidence.

Duration: This call for evidence will last for 12 weeks from 25 March 2021.

Enquiries: For any enquiries about this call for evidence please contact:

Megan.McKibbin@communities.gov.uk.

How to respond: You can only respond to this call for evidence through our online consultation platform, [Citizen Space](#).

Purpose of this call for evidence

The government would like to gather evidence about the use of the current arrangements for local authorities to meet remotely or in hybrid format, as set out in the [Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#) (and the equivalent regulations for Wales and Northern Ireland) under powers granted by section 78 of the Coronavirus Act 2020.

These regulations came into force on 4 April 2020 and apply to meetings taking place before 7 May 2021. Local authorities in Scotland had express provision to meet remotely prior to the pandemic, and we are also interested to understand their experience of remote meetings since their arrangements came into force.

The powers in section 78 of the Coronavirus Act 2020 were brought in specifically to make express provision for local authorities in England, Wales and Northern Ireland to deal with the challenges of holding physical meetings during the coronavirus pandemic. They have helped local authorities to redeploy resources to deal with the pandemic and ensure that essential business continues whilst protecting the health and safety of their members, officers and the public.

We are aware that experience of remote meetings has been varied, and that while the experience of managing and participating in remote meetings has grown considerably during the period since the remote meetings regulations came into force, there have been examples of the difficulties this format has posed for some authorities.

We have received representations from individual local authorities and sector representative organisations making the case for permanent express provision for remote meetings. The government would like to hear from interested parties about the pros and cons of making such arrangements permanent in England and the use of the arrangements to date.

We are particularly interested to receive any quantitative data that can be included to substantiate the responses you make.

Terminology

Throughout this call for evidence the phrases ‘remote meetings’ and ‘remote meetings arrangements’ will be used interchangeably to refer to the express provisions for local authorities to meet remotely or in hybrid format, as set out in the [Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#) (and the equivalent regulations for Wales and Northern Ireland) under powers granted by section 78 of the Coronavirus Act 2020.

As Scottish authorities had express provision to meet remotely prior to the pandemic, ‘remote meetings’ and ‘remote meetings arrangements’ refers to the equivalent Scottish legislation.

The regulations make express provisions for local authorities to hold meetings remotely, for example through typical digital conference software (e.g. Zoom, Skype, Teams) or telephone conference calls. However, they do not require them to be held remotely or even in a single format. This means, for example, that local authorities can hold ‘hybrid’ meetings (where some members attend virtually and other members attend in person) and they are also still able to hold fully ‘in-person’ physical meetings.

You can therefore assume that any reference to ‘remote meetings’ or ‘remote meetings arrangements’ also refers to hybrid meetings.

The term ‘member’ will be used to refer to any elected local authority members covered by the regulations above (and the equivalent legislation for Wales, Northern Ireland and Scotland). This includes councillors, directly elected mayors, and police and crime commissioners, and any other relevant local authority members as defined by the legislation.

Background

While local authorities in Scotland had express provision to meet remotely prior to the coronavirus pandemic, there was no express provision for remote meetings for local authorities in England, Wales and Northern Ireland. In 2017, the government consulted on [proposals to allow joint committees and combined authorities to hold meetings by video conference](#), given the long distances that individual councillors often need to travel in order to attend these meetings.

The government concluded that, with appropriate safeguards to maintain town hall transparency, there are clear benefits to giving local authorities operating joint committees and combined authorities the ability to hold formal meetings by video conference.

These safeguards included not extending the provisions to cover other types of councils, and that remote access should only be permissible from sites suitable for holding a meeting with public access (i.e. from a town hall, not from private dwellings), as there was a risk of undermining visible democratic scrutiny and public debate. However, the government also noted views that remote meetings would also benefit other councils, particularly large rural authorities, and committed to further engage with the sector to understand these views.

Since regulations came into force following the introduction of the Coronavirus Act 2020, express provision was made for local authorities in England, Wales and Northern Ireland to hold meetings before 7 May 2021 remotely (such as through digital conferencing software or telephone conference) so that they can protect their members and comply with public health guidance.

As local authorities have now had extensive experience of conducting remote meetings over the past year, this call for evidence is an opportunity to understand these experiences and inform a decision about whether to make these arrangements permanent. Any permanent change would require primary legislation, and such passage would depend on agreement of Parliament and the timetabling and pressures of Parliamentary business.

Questions

The government would like to gather evidence about the use of the arrangements that make express provision for local authorities to meet remotely or in hybrid format during the

coronavirus pandemic, including the arrangements that existed for Scottish Authorities prior to the pandemic.

Q1. Generally speaking, how well do you feel the current remote meetings arrangements work?

- Very Well
- Well
- Neither well nor poorly
- Poorly
- Very Poorly
- Unsure

While the powers in section 78 of the Coronavirus Act were brought in specifically to help local authorities in England, Wales and Northern Ireland deal with the challenges of holding meetings during the coronavirus pandemic, the government would also like to hear from interested parties about the pros and cons of making permanent express provision, in whole or in part, for local authorities in England.

Q2. Generally speaking, do you think local authorities in England should have the express ability to hold at least some meetings remotely on a permanent basis?

- Yes
- No
- Unsure

Beyond having express provision to avoid face-to-face meetings during the coronavirus pandemic, we are aware of feedback from local authorities about additional benefits of being able to hold remote meetings including, but not limited to, the environmental and cost benefits of reduced travel, increased participation from local residents, and the potential to attract more diverse local authority members. We are keen to obtain representative views on the benefits of remote meetings and would particularly welcome any quantitative evidence to support these views.

Q3. What do you think are some of the benefits of the remote meetings arrangements? Please select all that apply.

- More accessible for local authority members
- Reduction in travel time for councillors
- Meetings more easily accessed by local residents
- Greater transparency for local authority meetings
- Documents (e.g. minutes, agendas, supporting papers) are more accessible to local residents and others online
- Easier to chair meetings in an orderly fashion
- A virtual format promotes greater equality in speaking time during meetings
- I do not think there are any benefits to remote meetings
- Other (please specify)

In their representations to us, many local authorities have referenced the cost savings they have achieved through implementing remote meetings, particularly regarding a reduction in travel expenses and accommodation costs.

For example, one upper tier authority has reported that running meetings remotely has enabled them to save in the order of £6,000 per month through reduced travel expenses. We would be interested to receive more quantitative data about the cost savings that have been achieved, including any estimates of the comparative cost of running a remote meeting versus a face-to-face meeting.

Q4. (For local authorities only) Have you seen a reduction in costs since implementing remote meetings in your authority?

- Yes
- No
- Unsure

Some local authorities have also made reference to the difficulty that some members have had with the remote meeting format, particularly in relation to the difficulties in managing misconduct, the challenges of working with unfamiliar software, and technological issues caused by a poor internet connection. We are keen to obtain representative views on the disadvantages of remote meetings and would particularly welcome any quantitative evidence to support these views.

Q5. What do you think are some of the disadvantages of the remote meetings arrangements, and do you have any suggestions for how they could be mitigated/overcome? Please select all that apply.

- It is harder for members to talk to one another informally
- Meetings are less accessible for local authority members or local residents who have a poor-quality internet connection
- Meetings are less accessible for local authority members or local residents who are unfamiliar with video conferencing/technology
- There is less opportunity for local residents to speak or ask questions
- Some find it more difficult to read documents online than in a physical format
- Debate is restricted by the remote format
- It is more difficult to provide effective opposition or scrutiny in a remote format
- It is more difficult to chair meetings in an orderly fashion
- Virtual meetings can be more easily dominated by individual speakers
- It might enable democratically elected members to live and perform their duties outside their local area on a permanent basis, therefore detaching them from the communities they serve
- It may create too substantial a division between the way national democracy (e.g. in the House of Commons) and local democracy is conducted
- I do not think there are any disadvantages to remote meetings
- Other (please specify)

The government considers that there are also many advantages of holding meetings face-to-face. For example, physical meetings provide numerous opportunities for local authority members to speak with one another informally and build alliances, as well as to encounter local residents in the flesh and listen to their concerns in person.

Additionally, some members have referenced the vast improvement in the quality of debate when there is a lively atmosphere and they are able to make full use of their oratory skills to persuade and influence others. Some may consider remote meetings stifling and that physical meetings are essential to effective democracy and scrutiny.

Q6. What do you think are some of the main advantages of holding face-to-face meetings, as opposed to remote meetings?

If express provision for remote meetings were made permanent, it might be preferable for the government to constrain the meetings or circumstances in which remote meetings can be held to ensure that effective democracy and scrutiny can still take place.

There are some occasions, for example, where a remote meeting format may be seen as more appropriate, such as for smaller sub-committees, meetings convened at short notice, or for

meetings where attendees are drawn from a large geographical area i.e. for some joint committees, combined authorities and large rural authorities. On the other hand, there are occasions where a remote meeting format may be viewed as less appropriate, for example larger meetings involving Full Council or an authority's Annual Meeting.

Q7. If permanent arrangements were to be made for local authorities in England, for which meetings do you think they should have the option to hold remote meetings?

- For all meetings
- For most meetings with a few exceptions (please specify)
- Only for some meetings (please specify)
- I think local should be able to decide for themselves which meetings they should have the option to meet remotely
- I do not think local authorities should have the option to hold remote meetings for any meetings
- Unsure

Q8. If permanent arrangements were to be made for local authorities in England, in which circumstances do you think local authorities should have the option to hold remote meetings?

- In any circumstances
- Only in extenuating circumstances where a meeting cannot be held face-to-face or some members would be unable to attend (e.g. severe weather events, coronavirus restrictions)
- I think local authorities should be able to decide for themselves which circumstances they should have the option to meet remotely
- I do not think local authorities should have the option to hold remote meetings under any circumstances
- Other (please specify)
- Unsure

While local authorities have risen magnificently to the challenge of ensuring vital council business continues by conducting meetings remotely during these unprecedented times, there may be concerns that, if the arrangements were to be made permanent, a situation could arise where remote meetings arrangements were used by a ruling party to avoid effective scrutiny or abuse the power in some other way.

Q9. Would you have any concerns if local authorities in England were given the power to decide for themselves which meetings, and in what circumstances, they have the option to hold remote meetings?

- Yes
- No
- Unsure

Q10. If yes, do you have any suggestions for how your concerns could be mitigated/overcome?

In deciding whether and how remote meetings arrangements may be made permanent for local authorities in England, the government needs to ensure that it has due regard to the Public Sector Equality Duty. In particular, the government would need to avoid unlawfully discriminating (either directly or indirectly) against individuals with a protected characteristic, and also consider whether the arrangements advance equality of opportunity or help to foster good relations between those who share a protected characteristic and those who do not.

Many local authorities have spoken of the potential benefits that remote meetings could have for members or potential members with disabilities or young families. However, there are also

those for whom remote meetings could pose additional difficulties, for example those with hearing or visual impairments or those more likely to struggle with the technology.

We are keen to consider views on these aspects of remote meetings and would particularly welcome any quantitative evidence to support views provided.

Q11. In your view, would making express provision for English local authorities to meet remotely particularly benefit or disadvantage any individuals with protected characteristics e.g. those with disabilities or caring responsibilities?

- Yes
- No
- Unsure

About this consultation

This call for evidence document and call for evidence process have been planned to adhere to the Consultation Principles issued by the Cabinet Office.

Representative groups are asked to give a summary of the people and organisations they represent, and where relevant who else they have consulted in reaching their conclusions when they respond.

Information provided in response to this call for evidence, including personal data, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 2018 (DPA), the UK General Data Protection Regulation, and the Environmental Information Regulations 2004.

If you want the information that you provide to be treated as confidential, please be aware that, as a public authority, the Department is bound by the Freedom of Information Act and may therefore be obliged to disclose all or some of the information you provide. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.

The Ministry of Housing, Communities and Local Government will process your personal data in accordance with the law and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties. A full privacy notice is included below.

Individual responses will not be acknowledged unless specifically requested.

Your opinions are valuable to us. Thank you for taking the time to read this document and respond.

Are you satisfied that this call for evidence has followed the Consultation Principles? If not or you have any other observations about how we can improve the process please contact us via the [complaints procedure](#).

Personal data

The following is to explain your rights and give you the information you are be entitled to under the Data Protection Act 2018.

Note that this section only refers to your personal data (your name address and anything that could be used to identify you personally) not the content of your response to the call for evidence.

1. The identity of the data controller and contact details of our Data Protection Officer.

The Ministry of Housing, Communities and Local Government (MHCLG) is the data controller. The Data Protection Officer can be contacted at dataprotection@communities.gov.uk.

2. Why we are collecting your personal data.

Your personal data is being collected as an essential part of the call for evidence process, so that we can contact you regarding your response and for statistical purposes. We may also use it to contact you about related matters.

3. Our legal basis for processing your personal data.

The Data Protection Act 2018 states that, as a government department, MHCLG may process personal data as necessary for the effective performance of a task carried out in the public interest. i.e. a call for evidence.

3. With whom we will be sharing your personal data.

We use a third-party platform, Citizen Space, to collect consultation responses. In the first instance, your personal data will be stored on their secure UK-based servers.

4. For how long we will keep your personal data, or criteria used to determine the retention period.

Your personal data will be held for two years from the closure of the call for evidence.

5. Your rights, e.g. access, rectification, erasure.

The data we are collecting is your personal data, and you have considerable say over what happens to it. You have the right:

- a. to see what data we have about you
- b. to ask us to stop using your data, but keep it on record
- c. to ask to have all or some of your data deleted or corrected
- d. to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law. You can contact the ICO at <https://ico.org.uk/>, or telephone 0303 123 1113.

6. Your personal data will not be sent overseas.

7. Your personal data will not be used for any automated decision making.

8. Your personal data will be stored on a secure government IT system.

Your data will be transferred to our secure government IT system as soon as possible after the consultation has closed, and it will be stored there for the standard two years of retention before it is deleted.

Thorpe St Andrew Town Council



THORPE ST ANDREW TOWN COUNCIL

TOWN COUNCIL : 12TH APRIL 2021

POTENTIAL RETURN TO PHYSICAL MEETINGS

Agenda Item: 85

Reason for this Report

This report has been prepared following the decision by the Government not to extend emergency legislation relating to virtual Council meetings.

Background

During the COVID-19 pandemic the government introduced the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 to enable all local authority meetings before 7 May 2021 to be held remotely.

The regulations were brought in specifically to help local authorities deal with the challenges of holding in-person meetings during the coronavirus pandemic.

The regulations also require local authorities to allow members of the public to access meetings remotely, and they also removed the requirement for local authorities to hold an annual meeting in 2020.

Result

Normal Meetings

Where Town Council meetings take place in person the principles set out in the government's [working safely guidance](#) should be followed. However, ultimately it is for the Town Council to carry out their own risk assessments and for Councillors to decide whether they feel safe to attend physical meetings.

If deemed necessary, the Town Council could use existing powers to delegate decision making to key individuals such as the Town Clerk to minimise the number of meetings you need to hold. If this is decided upon, it would be that the decisions are taken in conjunction with the Town Mayor/Deputy Town Mayor, and the Chairman of Committees.

However, when considering whether these options may be necessary, it is important to consider the democratic implications of your decision. For example, a time limitation could be placed on this.

If it is decided to progress with physical meetings from 7th May 2021, there are legal obligations to ensure that members of the public have access to meetings. For physical meetings, the government actively encourage local authorities to continue to provide remote access until at least 21 June 2021.

Annual Meeting

The Government has announced that those authorities who are not subject to elections in 2021 could hold a virtual annual meeting before 7th May so that the meeting is held while the current regulations still apply. The Annual Meeting will therefore take place on 26th April 2021 from 7pm.

Committees

Should Councillors decide against holding physical meetings, favouring a scheme of delegation instead, there will be no physical meetings of the Committees.

It would therefore be requested to create a 'Planning Applications Working Group' to provide advice to the Town Clerk and Planning and Environment Committee Chairman who would make the decision through delegated powers.

A further '2021 Event Working Group' could also be created, with decisions and expenditure reserved for a physical meeting of the Events and Media Committee.

The Neighbourhood Plan working group will continue to meet virtually.

Advice

Should Councillors decide to hold physical meetings, these will be hosted at Roxley Hall to support social distancing.

If instead, it is preferred that decisions are delegated to the Town Clerk in conjunction with the Town Mayor/Deputy Town Mayor and Committee Chairman, it is requested that a time limit be placed on this. For example, a maximum of six months, but with a physical meeting ideally taking place in or by August 2021.

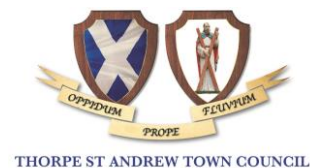
Legal Implications

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 **no** financial implications arising from this report.

Thorpe St Andrew Town Council



TOWN COUNCIL : 12TH APRIL 2021

ARMED FORCES COVENANT

Agenda Item: 87

Reason for this Report

This report has been prepared to document the signing of the Armed Forces Covenant on behalf of the Town Council, and approve the member lead.

Background

On 25th March 2021, the Town Clerk was approached by Broadland District Council (BDC) regarding the potential for the Town Council to sign the Armed Forces Covenant. Mrs T Mancini-Boyle (Deputy Leader, BDC) had suggested that Thorpe St Andrew Town Council be approached to be a new signatory for the Broadland area. Following discussions with the Town Mayor, Deputy Mayor, and Cllr F Bowe, it was unanimously agreed to proceed within the timescales required. Councillors were notified of this and gave unanimous support to the Covenant, and to Cllr F Bowe being the lead Councillor for the project.

Result

On Monday 29th March 2021, the Town Mayor signed the Covenant on behalf of the Town Council. The Armed Forces Covenant is an agreement between the armed forces community, the nation and the government. It encapsulates the moral obligation to those who serve, have served, their families and the bereaved.

The covenant's twin underlying principles are that members of the armed forces community should face no disadvantage compared to other citizens in the provision of public and commercial services; and that special consideration is appropriate in some cases, especially for those who have given the most such as the injured or the bereaved.

A copy of the Town Council Covenant is attached. The terms of the Covenant can be altered and reviewed as circumstances require.

Advice

The Town Council is requested to note the report and formally appoint Cllr F Bowe as the member lead on this project.

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 no financial implications arising from this report.



Thorpe St Andrew Town Council

We, the undersigned, commit to honour the Armed Forces Covenant and support the Armed Forces Community. We recognise the value Serving Personnel, both Regular and Reservists, Veterans and military families contribute to our business and our country.

Signed on behalf of:

Thorpe St Andrew Town Council

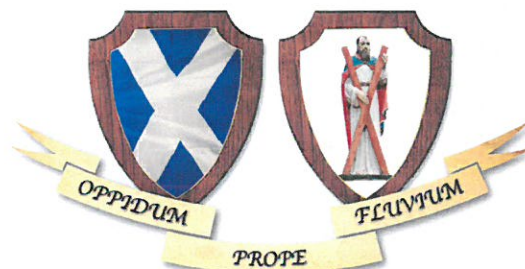
Signed:

A handwritten signature in black ink, appearing to read 'John Fisher'.

Name: Councillor John Fisher

Position: Town Mayor

Date: 29th March 2021



THORPE ST ANDREW TOWN COUNCIL

The Armed Forces Covenant

An Enduring Covenant Between

The People of the United Kingdom

Her Majesty's Government

– and –

All those who serve or have served in the Armed Forces of the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

Section 1: Principles of the Armed Forces Covenant

1.1 We, **Thorpe St Andrew Town Council**, will endeavour in our business dealings to uphold the key principles of the Armed Forces Covenant, which are:

- *no member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen*
- *in some circumstances special treatment may be appropriate especially for the injured or bereaved.*

Section 2: Demonstrating our Commitment

2.1 We recognise the value of serving personnel, reservists, veterans and military families; and will aim to uphold the principles of the Armed Forces Covenant, by seeking to:

- appoint an **Armed Forces Champion** to promote support for the Armed Forces community;
- promote the fact that we are an **Armed Forces-friendly Council**, to our members and wider public; celebrating the work of the Armed Forces and encouraging positive interaction between them and members of the public;
- support the employment of military **Veterans**; recognising that they are a valued part of our community; facilitating and encouraging their participation in civic and community events; providing a link to the Veterans Gateway on our website; encouraging local businesses to support the employment of veterans;
- support the employment of **Service Spouses & Partners**: encouraging local businesses to support their employment;
- encourage support for the **Reserves Forces**; encouraging local businesses to support the employment of Reservists;
- encourage support for military sponsored **Cadet Organisations**; encouraging support for and membership of local cadet units;
- support and promote support for **Armed Forces Events** such as local Breakfast Clubs, Coffee Mornings, Armed Forces Day, Reserves Day, the Poppy Appeal Day and Remembrance activities;
- support and promote support for **Armed Forces Charities**;
- encourage local businesses to consider offering discounts to members of the Armed Forces community.

2.2 We will publicise these commitments through our literature and on our website, setting out how we will seek to honour them and inviting feedback from the Service community and our customers on how we are doing.