

THORPE ST ANDREW TOWN COUNCIL

TOWN COUNCIL MEETING

Roxley Hall, 66 Yarmouth Road, Thorpe St Andrew, NR7 0QF
Tel/Fax: (01603) 701048 Email: office@thorpestandrew-tc.gov.uk

01/09/2021

Notice of Town Council Meeting

You are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held at the Roxley Hall on Monday 6th September at 7.30pm for the purpose of transacting the following business.

Thomas Foreman

Thomas Foreman Clerk to the Council

AGENDA

- 1 Attendance book and apologies for absence.**
- 2 Declarations of interest in items on the agenda.**
- 3 To confirm the minutes of the Town Council meeting held on Monday 2nd August 2021**
- 4 Announcements (For information only)**
To receive announcements from
 - (i) The Town Mayor
 - (ii) The Clerk
- 5 Public participation –To consider a motion to suspend the meeting to allow members of the public the opportunity to address the meeting limited to 3 minutes each.**
 - (i) Norfolk Constabulary
 - (ii) County and District Councillors
Report from Councillor John Ward
 - (iii) Members of the public
- 6 Finance**
 - (i) Payments List: Voucher numbers 475 to 540 totalling £22,472.90 – attached
 - (ii) Bank Reconciliation Statement-attached
- 7 Draft Minutes of Committee Meetings**
 - (i) Plans Committee held 9th August 2021
- 8 Resignation of Mr I Mackie/Update on Town Councillor Vacancy – Verbal report**
- 9 Goodwill Ambassador to Saint Andrews, NB – Verbal report**
- 10 Broadland & South Norfolk Accommodation Review – consultation**
- 11 Streetlighting Inspections – Confidential report to follow**
- 12 Licensing – The Merchants of Spice II – Details attached**
- 13 Corporate Plan Draft – to follow**
- 14 Staffing Appointment – Verbal report**
- 15 Deputy Clerk and Responsible Financial Officer – Verbal report**

Future Agenda Items. (Not for discussion)

Town Clerk - Dr Thomas Foreman

Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL

Tel/Fax: (01603) 701048 E-mail: office@thorpestandrew-tc.gov.uk

Website: www.thorpestandrew-tc.gov.uk

VAT No. 107 2921 90

Thorpe St Andrew Town Council
Minutes of the Virtual Town Council meeting
held on 2ND August 2021 at 7:30pm

1 PRESENT:

Miss S Lawn (Town Mayor)	Mrs T Mancini Boyle
Mrs J Fisher (Deputy Town Mayor)	Mr S Snelling
Mr J Emsell	Mr J Fisher
Mr J Ward	Mr M Lake
Mr F Bowe	Mr P Berry

APOLOGIES:, Mr T Fordham, Mr I Mackie, Mr L Reeves

IN ATTENDANCE: Dr T. Foreman (Town Clerk) and Mrs J Fenn (RFO) were present.
Mr N Shaw (Virtually). Ten members of the public.

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

3 TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 7th JUNE 2021

The minutes of the meeting held on 7th June 2021 were agreed and signed as a true record.

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

(i) Norfolk Constabulary – Noted

(ii) County and District Councillors

Dr T Foreman read an update from Mr I Mackie. Miss S Lawn provided an update as District Councillor, as did Mrs T Mancini-Boyle.

Report of Mr J Ward was noted.

(ii) Members of the public – Miss S Lawn reminded members of the public it is Council rules that matters raised should relate to matters on the agenda.

One member of the public spoke about Thorpe Woods with the Town Clerk to follow up with an email.

Two members of the public spoke regarding concerns about the Churchyard Close project.

It was agreed the Town Clerk should include guidance on public speaking in future meeting packs.

6 FINANCE

(i) Payments List: Voucher number 224 to 474 were noted

(ii) Bank Reconciliation Statement was agreed and signed as a true record

(iii) Annual Governance and Accountability Return was corrected and signed as a true account

7 DRAFT MINUTES OF COMMITTEE MEETINGS

- (i) Plans Committee held 12th July 2021 – Noted
- (ii) Finance and Staff held 19th July 2021 – Noted
- (iii) Events and Media Committee 28th July 2021 – Noted

8 CORPORATE PLAN

Dr T Foreman introduced a report detailing options for the latest corporate plan. The meeting was supportive of a new corporate plan to be developed given the important changes coming within the next six months. It was proposed by Miss S Lawn, seconded by Mr F Bowe and on a show of hands with all in favour **RESOLVED** that a draft corporate plan be presented to the next Town Council meeting.

9 TOWN HALL HERB/VEGETABLE AREAS

The meeting considered a report relating to the creation of herb and vegetable areas at the Town Hall. There was significant discussion regarding the proposal, with a suggestion that raised beds would be better for accessibility. It was proposed by Mr J Fisher, seconded by Mrs J Fisher and on a show of hands with 9 in favour and 1 against, **RESOLVED** that raised beds for herbs and seasonal vegetables be installed.

10 PATERNITY POLICY

Dr T Foreman provided an overview of the current paternity policy which was in line with statutory provision. It was proposed by Miss S Lawn, seconded by Mrs T Mancini-Boyle and on a show of hands with all in favour **RESOLVED** that the policy be changed for paternity leave to be 2 weeks full pay.

11 PLAYAREA EQUIPMENT PURCHASE

A report relating to the Laundry Lane playarea was considered by the Town Council. The report outlined proposals to invest remaining earmarked reserves and s.106 monies in equipment included within the park project plans and in line with a commitment to install a wheelchair swing and inclusive equipment where available.

It was proposed by Miss S Lawn, seconded by Mr F Bowe and on a show of hands with all in favour **RESOLVED** that £64,092.83 + VAT is to be spend on play equipment with selection of a supplier to be delegated to the Finance and Staffing Committee.

12 PARISH PARTNERSHIP SCHEME

Correspondence from Norfolk County Council relating to the Parish Partnership Scheme was welcomed by the Town Council. Following a significant amount of discussion it was requested that proposed costs for a bridge for the School Lane footpath and a pedestrian crossing on Pound Lane by sought from Highways.

13 NO JAB, NO JOB POLICY

Mr S Snelling introduced a proposal requiring all volunteers to the Dementia Support sessions to have been fully vaccinated. This followed concerns raised by both the carers and cared for. Dr T Foreman provided advice relating to the potential legal implications of a decision to require vaccination. It was proposed by Mr S Snelling, seconded by Mrs J Fisher and on a show of hands with 5 in favour, 4 against and 1 abstention, that all volunteers to the Dementia Support sessions must be fully vaccinated.

**14 MOTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
TO EXCLUDE THE PUBLIC AND PRESS FOR DISCUSSIONS REGARDING
PERSONAL MATTERS WHERE PUBLICITY MIGHT BE PREJUDICIAL TO THE
SPECIAL NATURE OF THE BUSINESS**

15 STAFFING 2021/22

Dr T Foreman introduced a report relating to changes to staffing in 2021/22. This included the planned retirement of two members of staff and that he would be leaving the Council on 31st December 2021 to seek new challenges. The Town Council considered the recommendation of the Finance and Staff Committee, and it was proposed by Miss S Lawn, seconded by Mrs J Fisher and on a show of hands with all in favour **RESOLVED** to advertise and appoint a full-time Deputy Clerk/Responsible Financial Officer, part-time Community Officer, and a Town Clerk. In addition, new posts within the Parks and Estates team should also be advertised and appointed.

Chairman_____

Date_____

15th August 2021

Received by
Thorpe St Andrew Town Council

16 AUG 2021

Report from Councillor John Ward

Scanned

Broadland District Council

Two new Assistant Directors are being appointed at BDC, they are Corinne Lawrie for Transformation, IT & Digital, and George Denton for Economic Development.

I am still looking for a Community Group in Sprowston East that has a project which would benefit from my £500 Councillor Grant.

There are currently vacancies on BDC for Brundall ward (prev. Rebecca Grattan) and Old Catton ward (prev. Sam Walker). There are also vacancies on both Sprowston and Thorpe St. Andrew Town Councils.

BDC Elections Team is carrying out its annual audit of the Electoral register which involves data matching with the DWP and Council Tax.

The reorganisation of the Economic Growth Team is now complete and almost fully staffed. Six managers will report to Tig Armstrong, the Assistant Director for Economic Growth.

Norfolk County Council

Sprowston Community High School, along with Hellesdon High, Sewell Park and Open Academy will be hosting a Summer School over the holidays as part of the Government's £200m Summer School programme. The schools will provide a range of extra-curricular and academic catch-up activities to boost children's opportunities.

On 9.8.2021 I represented the Town at a webinar with the Police commissioner, George Orphen Smellie, organised by the ALC. George outlined his 6 priorities which are :- 1. Visible policing, 2. sexual crime & drugs, 3. to disrupt organised crime eg. County lines, 4. to put victims of crime first, 5. to make Norfolk's roads safer. 6. to work in partnership to reduce crime.

The New Anglia LEP is launching Norfolk & Suffolk's Economic recovery Renewal plan and is asking local businesses to get involved with these plans through a series of workshops in September.

On 11.8.21, together with Cllr Leggett I visited the SYEP Caravan at our Recreation Ground and spoke with Clare Lincoln, Paul, and some of the youngsters.

On 12.8.21 Cllr Leggett and I both separately visited our new Inspector Andy Terry at Sprowston Police Station to exchange views on policing in our area.

Thorpe St Andrew Town Council

Guidance for Public Speaking at Full Council/Committee

Members of the public are welcome to attend any of the Town Council meetings and can speak on matters which appear on the agenda.

The full meeting of the Town Council considers a range of topics, but there are also Committees which have terms of reference to consider specific matters and either make a decision or make a recommendation to the full Town Council meeting.

The Committees are:

- Planning and Environment Committee
- Finance and Staff Committee
- Events and Media Committee

Who can speak:

- County/District Councillors (maximum 3 minutes per person or organisation)
- Police (maximum 3 minutes per person or organisation)
- Members of the Public (maximum 3 minutes per person or organisation)

Meeting Format

You will have a maximum of 3 minutes to make your point, so you will need to be concise. You will not need to repeat submissions you have already made in writing as a summary/copy of these will be included in the report or in the meeting documents.

You will be invited to speak at the appropriate point on the agenda. You may be asked questions by the Councillors once you have spoken but you will not be able to ask questions of either the Councillors or officers. If you dispute anything within the report, you should raise this with the Town Clerk or designated officer well before the meeting.

In addition, you are not permitted to circulate any papers or photographs at the meeting. If you wish them to be available to the Councillors, they must be submitted to the Town Clerk at least 3 clear days prior to the meeting date.

Constructive contributions are welcome

Everyone at the meeting is there to make sure the best decision is made, and your contribution should be heard in an atmosphere of respect. However strongly someone feels, critical comments about individuals are not acceptable. If someone is libelled, they can sue. The Town Mayor or Committee Chairman has the right to refuse to hear anyone behaving inappropriately.



THORPE ST ANDREW TOWN COUNCIL

Thorpe St Andrew Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
475 Telephone	30/07/2021		Bank 1 Current Accou	online	Telephone - Morse Pavilion	Talk Talk	S	49.95	9.99	59.94
476 Telephone	30/07/2021		Bank 1 Current Accou	online	Telephone - Office	Talk Talk	S	49.95	9.99	59.94
477 Telephone	30/07/2021		Bank 1 Current Accou	online	telephone Roxley	Talk Talk	S	36.95	7.39	44.34
478 Telephone	30/07/2021		Bank 1 Current Accou	online	Bank charges	Lloyds Bank	X	7.00	0.00	7.00
479 Wheeled/litter/dog bins	30/07/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	116.14	23.23	139.37
480 Wheeled/litter/dog bins	30/07/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	94.24	18.85	113.09
481 Wheeled/litter/dog bins	30/07/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	21.90	4.38	26.28
482 Telephone	02/08/2021		Bank 1 Current Accou	online	Mobile telephones - office	O2	S	34.47	6.89	41.36
483 Telephone	02/08/2021		Bank 1 Current Accou	online	Mobile telephones - Rec Grnd	O2	S	54.75	10.95	65.70
484 Town Office	02/08/2021		Bank 1 Current Accou	online	chairs	Furniture at Work	S	755.00	151.00	906.00
485 Grant income and expenditu	02/08/2021		Bank 1 Current Accou	online	Defib and cabinet	Imperative Training Ltd	S	1,500.00	300.00	1,800.00
486 Events one off purchase	02/08/2021		Bank 1 Current Accou	online	skate park hire	Nufocus education	S	827.50	165.50	993.00
487 Events one off purchase	02/08/2021		Bank 1 Current Accou	online	Banners	Premier Print	S	80.00	16.00	96.00
488 Health and Safety	02/08/2021		Bank 1 Current Accou	online	Occupational Health Asses	Norfolk & Norwich University	E	259.00	0.00	259.00
489 Grounds machinery maint	11/08/2021		Bank 1 Current Accou	online	Machinery parts	Ben Burgess	S	101.68	20.34	122.02
490 Grounds machinery maint	11/08/2021		Bank 1 Current Accou	online	Machinery parts	Ben Burgess	S	287.77	57.55	345.32
491 Photocopy charges	11/08/2021		Bank 1 Current Accou	online	Photocopying	CCS Ltd	S	3.12	0.62	3.74
492 Maintenance contract	11/08/2021		Bank 1 Current Accou	online	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
493 Morse Pavilion	11/08/2021		Bank 1 Current Accou	online	Building maintenance	Paul Reynolds	E	1,045.00	0.00	1,045.00
494 Memorial donation	11/08/2021		Bank 1 Current Accou	online	Engraving	David Gray	E	65.00	0.00	65.00
495 Cleaning and cleaning mater	11/08/2021		Bank 1 Current Accou	online	Cleaning Materials	SGI Industries	S	239.89	47.98	287.87
496 Miscellaneous	11/08/2021		Bank 1 Current Accou	online	job vacancy advert	SLCC	S	140.00	28.00	168.00
497 Electricity Toilets River Greer	11/08/2021		Bank 1 Current Accou	online	Electricity - River Green Toile	Total Gas & Power	L	29.71	1.48	31.19
498 Energy charge	11/08/2021		Bank 1 Current Accou	online	Streetlight-energy charge	Total Gas & Power	S	1,559.47	311.89	1,871.36
499 Cleaning and cleaning mater	11/08/2021		Bank 1 Current Accou	online	Cleaning - Morse Pavilion	Town and Country Cleaning	E	620.00	0.00	620.00
500 Cleaning	11/08/2021		Bank 1 Current Accou	online	Cleaning - Town Hall	Town and Country Cleaning	E	170.00	0.00	170.00
501 Cleaning	11/08/2021		Bank 1 Current Accou	online	Cleaning - Roxley Hall	Town and Country Cleaning	E	280.00	0.00	280.00
502 Cleaning Toilets	11/08/2021		Bank 1 Current Accou	online	Cleaning River Green Toilets	Town and Country Cleaning	E	660.00	0.00	660.00
503 Water charges	11/08/2021		Bank 1 Current Accou	online	Water charges - Cemetary	Anglian Water	E	10.55	0.00	10.55
504 Water	11/08/2021		Bank 1 Current Accou	online	Water charges - Roxley Hall	Anglian Water	E	81.73	0.00	81.73
505 Events one off purchase	11/08/2021		Bank 1 Current Accou	online	balloons and gas	Amazon	S	66.64	13.33	79.97
506 Miscellaneous	17/08/2021		Bank 1 Current Accou	online	Shredding	Shred Station	S	75.00	15.00	90.00
507 Events one off purchase	17/08/2021		Bank 1 Current Accou	online	Entertainer	All Seasons productions	E	650.00	0.00	650.00
508 Grounds machinery maint	17/08/2021		Bank 1 Current Accou	online	Machinery parts	Ben Burgess	S	74.80	14.96	89.76
509 Soccer marking	17/08/2021		Bank 1 Current Accou	online	Soccer marking	CGM Group	S	219.41	43.88	263.29
510 Field maintenance contract	17/08/2021		Bank 1 Current Accou	online	Field Maintenance - Rec Grnd	CGM Group	S	670.60	134.12	804.72

Thorpe St Andrew Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
511	Field maintenance contract	17/08/2021		Bank 1 Current Accou	online	Field Maintenance - Duss Park	CGM Group	S	479.89	95.98	575.87
512	Events one off purchase	17/08/2021		Bank 1 Current Accou	online	Goods	Mrs R McCarthy	E	40.00	0.00	40.00
513	Fuel	17/08/2021		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	181.52	36.31	217.83
514	Fuel & machinery mainten	17/08/2021		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	171.76	34.35	206.11
515	Vehicle lease	17/08/2021		Bank 1 Current Accou	online	Lease payment	Bussey & Sabberton	S	360.16	72.03	432.19
516	Postage	17/08/2021		Bank 1 Current Accou	business credit card	Postage	Parcelforce	E	39.93	0.00	39.93
517	Subscriptions	17/08/2021		Bank 1 Current Accou	business credit card	Subscription	Microsoft	E	451.20	0.00	451.20
518	Events one off purchase	17/08/2021		Bank 1 Current Accou	business credit card	Signs	Instaprint	S	104.17	20.83	125.00
519	Subscriptions	17/08/2021		Bank 1 Current Accou	business credit card	Subscription	Adobe	E	40.45	0.00	40.45
520	Miscellaneous	17/08/2021		Bank 1 Current Accou	business credit card	I D cards	Photocard	S	127.74	25.55	153.29
521	Health and Safety	17/08/2021		Bank 1 Current Accou	business credit card	covid test	Everything genetic	E	198.00	0.00	198.00
522	Electricity	23/08/2021		Bank 1 Current Accou	online	Electricity - Morse Pav	SSE	L	23.34	1.16	24.50
523	Grounds machinery maint	23/08/2021		Bank 1 Current Accou	online	Service equipment	Ben Burgess	S	198.92	39.79	238.71
524	Electricity	23/08/2021		Bank 1 Current Accou	online	Electricity - River Green	E.on	S	347.15	69.43	416.58
525	Payments	23/08/2021		Bank 1 Current Accou	online	skate park boards	Gowise Print	S	30.00	6.00	36.00
526	Morse Pavilion	23/08/2021		Bank 1 Current Accou	online	Barrier repairs	Tailor Made Metal Fabricator	S	275.00	55.00	330.00
527	Materials fixtures & fittings	23/08/2021		Bank 1 Current Accou	online	Goods	Trade UK	S	73.48	14.69	88.17
528	Materials fixtures & fittings	23/08/2021		Bank 1 Current Accou	online	Paint	Trade UK	S	47.80	9.56	57.36
529	Morse Pavilion	23/08/2021		Bank 1 Current Accou	online	Goods	Travis Perkins	S	135.00	27.00	162.00
530	Morse Pavilion	23/08/2021		Bank 1 Current Accou	online	Goods	Travis Perkins	S	67.50	13.50	81.00
531	Play equipment maintenance	23/08/2021		Bank 1 Current Accou	online	Play equipment - repairs	Komplan	S	2,719.50	543.90	3,263.40
532	Town Hall loan	23/08/2021		Bank 1 Current Accou	online	Loan Payment	Public Works Loan Board	X	1,952.64	0.00	1,952.64
533	Wheeled/litter/dog bins	31/08/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	139.70	27.94	167.64
534	Wheeled/litter/dog bins	31/08/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	117.80	23.56	141.36
535	Wheeled/litter/dog bins	31/08/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	21.90	4.38	26.28
536	Telephone	31/08/2021		Bank 1 Current Accou	online	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
537	Bank charges	31/08/2021		Bank 1 Current Accou	online	Bank charges	Lloyds Bank	X	7.00	0.00	7.00
538	Telephone	31/08/2021		Bank 1 Current Accou	online	Telephone - Morse Pavilion	Talk Talk	S	49.95	9.99	59.94
539	Telephone	31/08/2021		Bank 1 Current Accou	online	Telephone - Office	Talk Talk	S	50.64	10.13	60.77
540	Telephone	31/08/2021		Bank 1 Current Accou	online	telephone Roxley	Talk Talk	S	36.95	7.39	44.34
Total									19,830.31	2,642.59	22,472.90

BANK RECONCILIATION STATEMENT AS AT 31/08/21 FOR CURRENT AND DEPOSIT ACCOUNTS

Balance at bank	£
Current account bank 1	24131.14
Deposit account bank 1	378496.37
Sub total - bank 1	<u>402627.51</u>
Capital Account bank 2	55307.01
	<u>457934.52</u>

Unpresented cheques	Cheque number	Payee	Date	£
		Total of unpresented cheques		0.00
				457934.52
		Balance at 31/3/21		361639.77
		Plus receipts		321421.18
				683060.95
		Less expenditure		-225126.43
				457934.52

Completed by: J Penn
Date: 1/9/21

Certified by: POGIAN
Date 1/9/21

**THORPE ST ANDREW TOWN COUNCIL
MINUTES OF THE PLANNING AND ENVIRONMENT
COMMITTEE MEETING
HELD ON 9th AUGUST 2021**

PRESENT: Mr J Fisher
Mr F Bowe Mrs J Fisher
Mr S Snelling
Mr T Garner

1. In Attendance: Dr T Foreman (Town Clerk) and 24 members of the public in attendance with 7 people attending virtually.

Apologies for Absence: Mr P Berry

2. Declarations of Interest: Dr T Foreman declared an interest in the application BA/2021/0267/FUL

3. Minutes of meeting held on 12th July 2021

The minutes of the meeting held on 12th July 2021 were signed and approved as a true record.

4. Planning Items Raised by Residents-

Thirteen residents spoke in strong opposition to the proposals for Churchyard Close. A further letter was read out in strong opposition.

One person spoke in favour of the Churchyard Close proposals. A further letter was read out with support in principle.

The applicant spoke in support of application 20211182 (213 Yarmouth Road)

The applicant spoke in support of application BA/2021/0276/CUPA

5. Planning Applications

20211182 213 Yarmouth Road (West Farm)

Erection of 8 dwellings following demolition of existing dwellings & associated buildings

No objection to the principle of the application, but concerns regarding 8 units on that site. The Council have questions over the amount of amenity, and car parking on site. There are also highways concerns over access to the site for the number of units being proposed.

20211301 Brook Road, Broadland Business Park

Installation of 1 no 22.5m monopole, 1 no equipment cabinet, 1 no. meter cabinet, proposed overhead cable gantry mounted on support poles and associated ancillary development within a 1.8m chain link compound

No objection

20211168 Land adjacent Tawny Lodge, Pound Lane

Variation of condition 2 to allow for an amended design of planning permission 20190016 - Demolition of Existing Dwellings and Erection of Care Village (all Use Class C2), Comprising

of a 80-bed Care Home, 19 Assisted Living Bungalows, Associated Outbuildings and 1 New Vehicular Access

No objection

20211224 21 Booty Road

Single storey rear extension and front porch extension and roof conversion

No objection in principle, however we recommend ensuring the drains are directed around the property perimeter as opposed to through the property in any way. In addition, we would request that the builders utilise off-road parking to maintain traffic flow.

20211215 12 South Hill Road

Part retention of a garden room/shed

No objection, but request a condition of linked use to the main dwelling.

20211282 11 Hillcrest Road

Erection of replacement conservatory to rear

No objection

20211313 93 Charles Avenue Car Port

No objection

BA/2021/0255/FUL 39 Thorpe Hall Close

Retrospective change of use from dwelling to 9 bedroom HMO

Strong objections to this application. The Council have significant concerns regarding the poor existing management of the site and the objections from neighbours relating to existing activity and flytipping nearby. There is also limited amenity and insufficient car parking.

BA/2021/0267/FUL Broadland Paddlesports, Girlings Lane

Retention of Replacement Boatshed

No objection

BA/2021/0287/TCAA River Lodge, 14 Thorpe Hall Close G1: Conifers – remove

No objection

BA/2021/0276/CUPA Thorpe Glass, 34A Yarmouth Road Conversion of office to 6 residential units

Existing plans have strong objections from the Town Council. The Town Council would welcome the change to residential and a fresh application to be brought forward with better design and less density. There are too many flats included in the application and there are concerns regarding privacy and ventilation. There is also a lack of detail about how improvements to the building in terms of insulation and building quality would be undertaken.

BA/2021/0275/COND Heron Lodge, 18 Bungalow Lane Allow residential occupation removal of condition 2 of permission B/2014/0114/COND

Strong objections to this application. The Council feel the access, higher winter risk of flooding, and precedence it would set, are unacceptable. In addition, there are concerns regarding the greater access required throughout the year over the railway if this were passed.

6 Churchyard Close

The Committee reflected upon the matters raised by the public during 'public participation', along with the details contained within the report, consultation responses, and documents previously circulated to the committee prior to the meeting. It was proposed by Mr J Fisher, seconded by Mr S Snelling and on a show of hands with all in favour **RESOLVED** to progress the project to Town Council, in due course, reflecting changes contained within the consultation. In addition, an Equality Impact Assessment and financial projections for the project should be prepared.

Mr J Fisher stated the Town Council wished to continue to receive feedback from members of the public as the plans developed, and Councillors would be available at the Community event on 11th August, and the Church Fete on 14th August to speak with residents about the project.

7 Notification of Greater Norwich Local Plan Submission

Noted

8 National Planning Policy Framework (NPPF) and the National Design Code

Noted

9 Enforcement Notices (Confidential Matters)

Noted

Information Only

Confidential- Enforcement Notices

Noted

Meeting closed at 21.50hrs

Signed:

Dated:

Future Office Accommodation

Purpose of this consultation event...

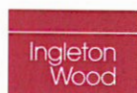
- To advise members on method of approach to be taken in the development of the commission
- Expected outcome of the commission
- To present an independent firm recommendation of best single option for location of future accommodation for the client

Consultation consortium team...

The team appointed for this commission has been selected based on their knowledge, expertise, relevant experience and credentials included in the commercial submission.



- **Roche Chartered Surveyors**
"East Anglia's commercial property specialists".



- **Ingleton Wood LLP**
"Multi-disciplinary design consultancy".

Roche Chartered Surveyors...

"At Roche Chartered Surveyors our market knowledge and award-winning pro-active service are recognised by commercial property occupiers, landlords, developers and investors. Our client relationships are at the heart of everything we do".



Sam Kingston
Partner



Graham Jones
Partner

- Norwich based firm of Chartered Surveyors established in 1988
- Independent, with wide range of public and private sector clients- including:
 - Public sector- Norwich City Council, North Norfolk, Breckland, South Norfolk and Broadland.
 - Private sector- Lotus, Aviva, Dencora, Columbia Threadneedle, Howes Percival, Leathes Prior and Tilia Properties

Ingleton Wood Llp...

"Ingleton Wood is a multi-disciplinary property and construction consultancy, providing a wide range of services across the majority of industry sectors including commercial, health, education, defence, residential and community.

Our services include architecture, building surveying, building services engineering, planning, interior design, sustainability, civil and structural engineering, quantity surveying, project management, CDM and health and safety services".



John Dixon
Partner



Chris Stammers
Director



Kirstin Zuk
Architect



Method of approach...

- What accommodation do you have today?
- What accommodation might you need for the future?
- Where might we find it?
- How much might it cost?
- How will we choose our preferred option?

What accommodation do you have today?...

Data gathered from Savills report...	Overall number of staff	Office based or w/h staff (many part time)	Field based staff (leisure centres/ waste depot)	Pre-covid staff capacity	Allocated parking spaces	Office NIA (m2) *	Average floorspace per employee (sqm)	Building GIA m2 (including ancillary buildings)	Percentage office-GIA
Thorpe Lodge				250	133	3,490	14	4,106	85%
South Norfolk House				275	275	4,546.5	17	5,476	83%
One Team	749	537	212	525	408	8,036.6		9,582	

What is it costing now and in the future?...

Cost data gathered from NPS condition report...	Annual running cost	Min maintenance and repair 0-5 years	Min maintenance and repair 5 years +
Thorpe Lodge		£638,378	£1,743,816
South Norfolk House		£343,913	£1,985,000
One Team	£1,200,000	£982,291	£3,728,816

What accommodation might you need in the future?...

Government & best practice guides...

- PAS 3000 2015 Smart Working – Code of Practice
- The Civil Service TW3 Programme, and
- The Greenbook Business Case Checklist
- British Council for Offices 'Guide to specification best Practice for Offices 2019'

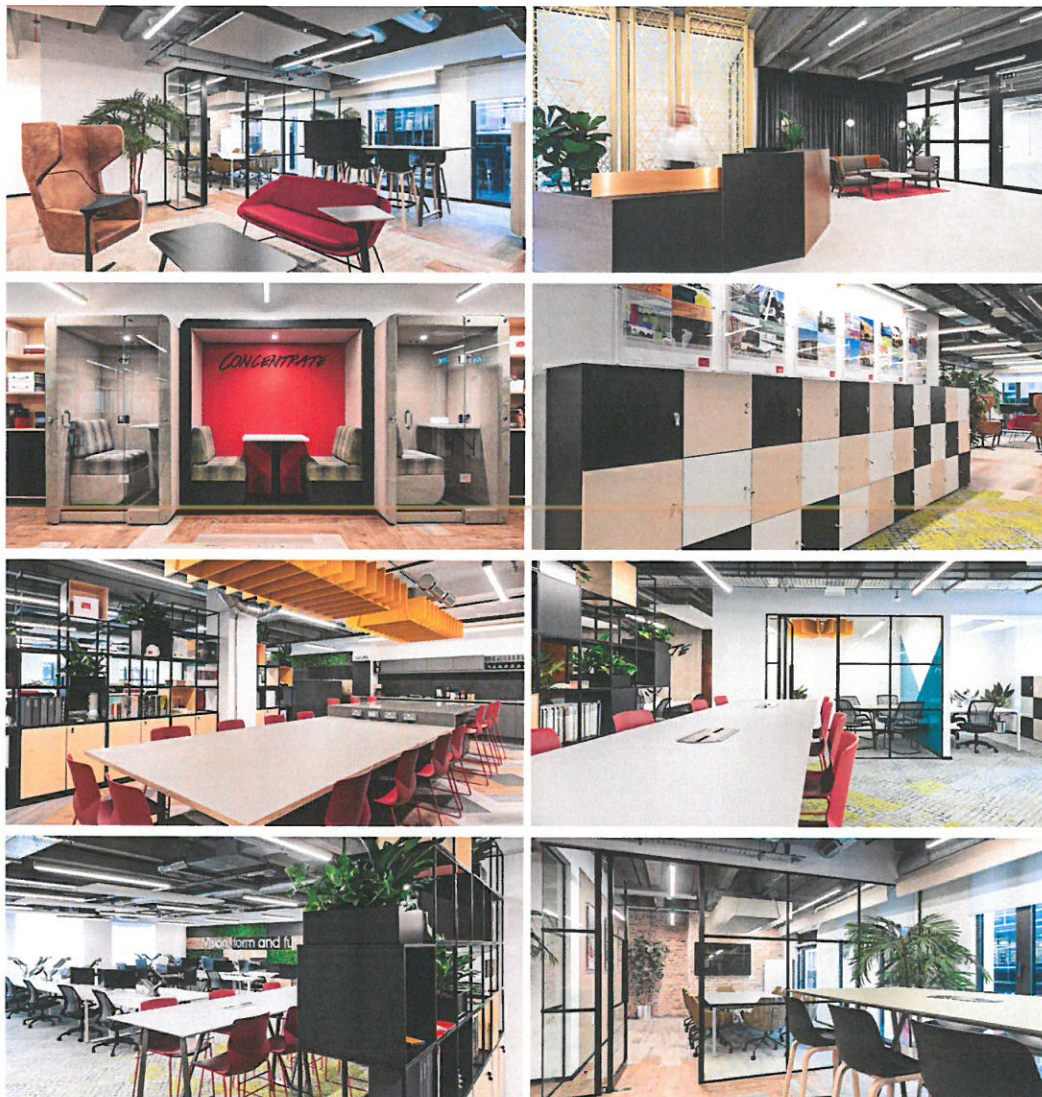
...but importantly detailed data harvesting stakeholder consultation campaign of engagement planned

Technical analysis approach.....systematic approach

Key terminology used...

- **Workplace Density** = the NIA of the floor divided by the number of desks.
- **NIA:GIA** = for a typical efficient buildings are targeted at 80-85%
- **Utilisation** = the percentage of time the workspace/desk is used and therefore not able to be used by others
- **Agile work space** = non-conventional desk based settings to carry out work i.e. break out, meeting, presentation of focus spaces

Agile working - what exactly is it...



Workspace size calculations...

Total number of office/WFH based staff	Target capacity for occupied/hotdesk workstations (open plan setting)*	% open plan workstation utilisation factor #	Max headcount of occupied workstations	Target capacity for agile/activity based workstation setting (based on 1.2 ratio to hotdesks)	% agile workstation utilisation factor	Max headcount of agile workstations	Total target capacity of dedicated workstations
537	TBC	0.6	TBC	TBC	0.7	TBC	TBC

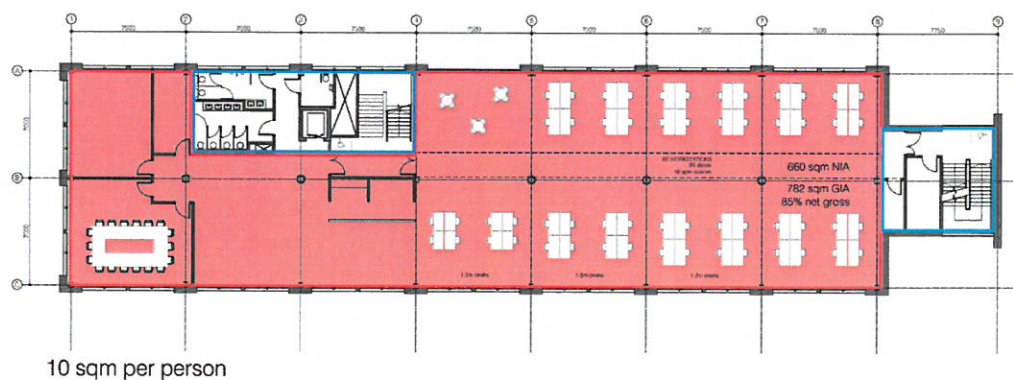
Workspace size calculations...

Staff work attendance ratio % HR verified	% of overall staff that desks can accommodate (factoring attendance)	Workstation sharing ratio	M ² per person	NIA (m ²) based on workstation count
0.85	TBC	TBC	6/8/10	TBC

People: Desk Ratio...

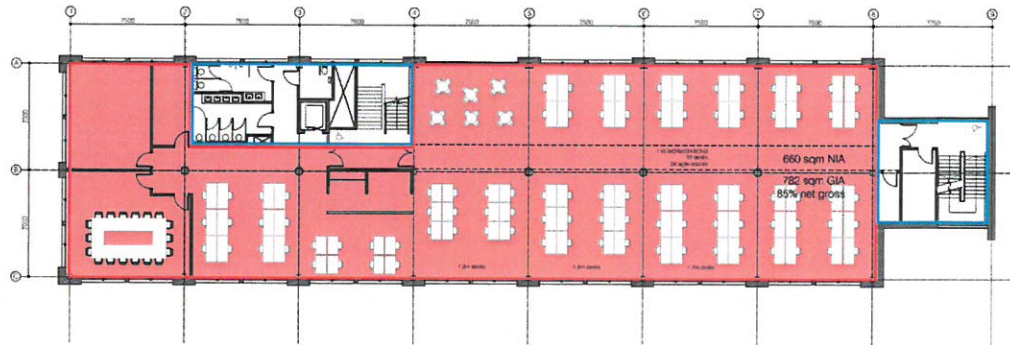


Office density study...

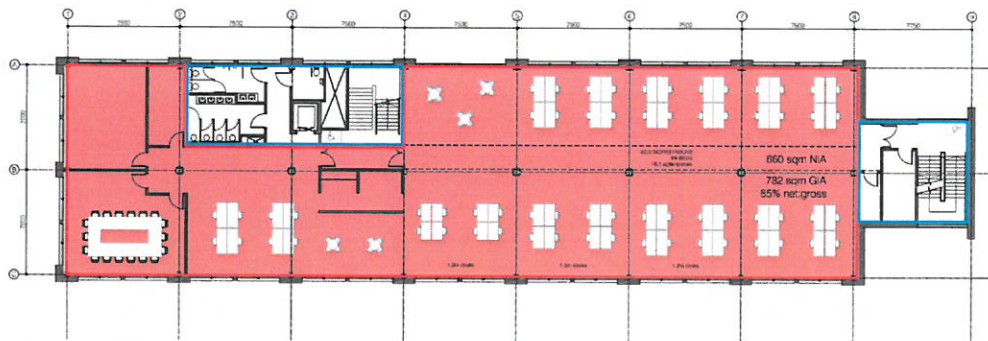


Future Office Accommodation

Office density study...

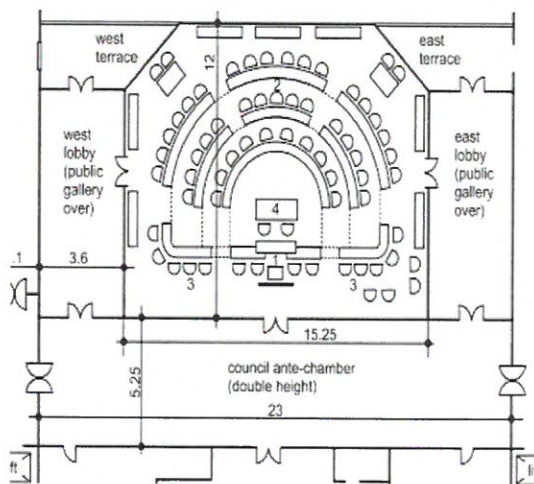


6 sqm per person

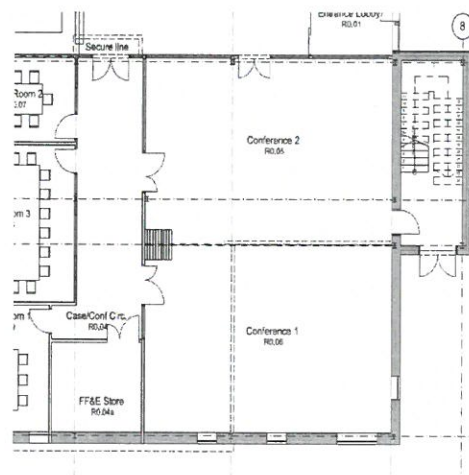


8 sqm per person

Council specific 'Abnormals' to be considered...



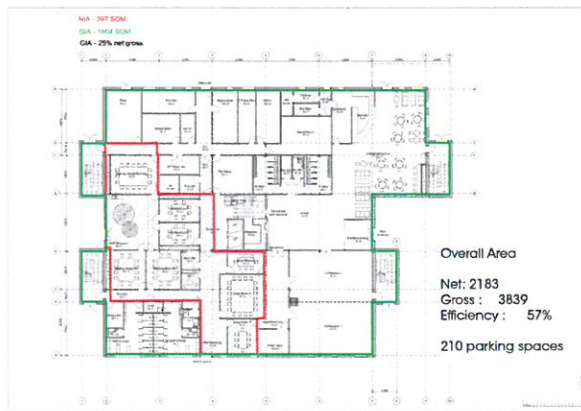
60 seat council chamber



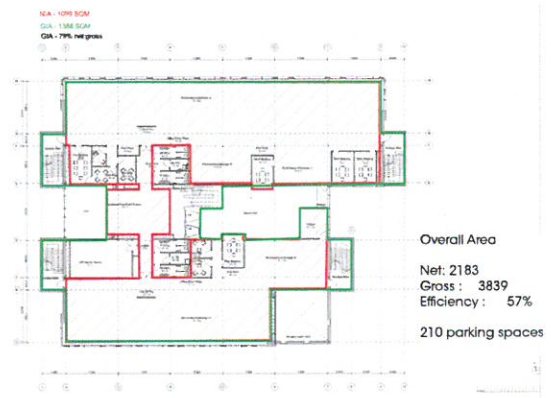
2 x 30 seat large meeting rooms

Future Office Accommodation

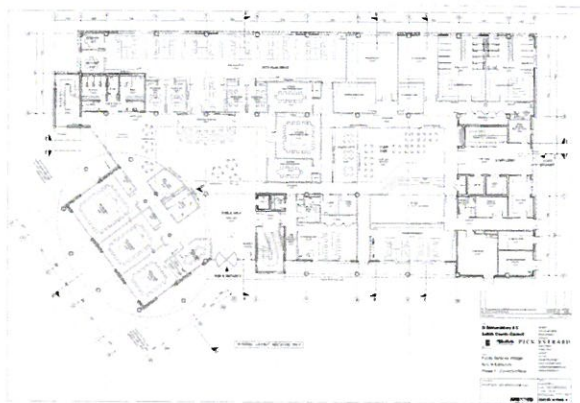
Future office assumptions - relevant precedents...



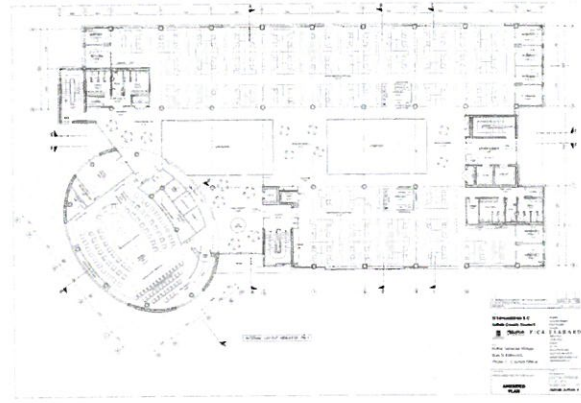
East Suffolk Council - Riverside GF Plan



East Suffolk Council - Riverside 1F Plan



West Suffolk Council - GF Plan



West Suffolk Council - 1F Plan

Options to be included within the study...

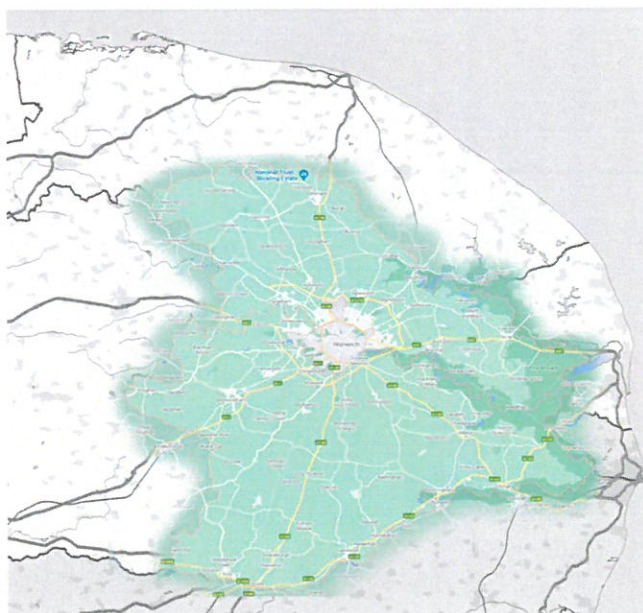
The options identified by the Council's thus far are:-

- Do nothing (although this includes how to maximise the spare capacity in each building in order to market the space and realise income)
- Move to a single office – Thorpe Lodge
- Move to a single office – South Norfolk House
- Lease a new office space
- Buy a new office space
- Develop a new site
- Share office space with a partner

Proposals...

Based on the information provided by Ingleton wood, Roche will conduct a search of suitable opportunities for the new facility. This will look at:-

- Existing buildings, which are able to accommodate the proposed floor space, taking account of the functions required
- Development opportunities which are suitably located and where the development of a new Council office would be in keeping with the locality
- Based on the geographical area of the 2 districts



Opportunities...

The most appropriate locations, with best infrastructure and local facilities and centred within the 2 districts are likely to be:

- Norwich and edge of the city, to include existing business Parks, such as Broadland Business Park and Longwater.
- Wymondham, with access via A11 and rail service

How will we choose a preferred option...

- Review of options forthcoming from results premises search...
- Analysis of spatial, geographical and commerciality for each option
- SWOT analysis process.

...resulting in a firm independent recommendation based on findings

Timescales for delivery...

- 21st July - consultation event number 1 - members
- 28th July - consultation event number 2- staff consultation
- 10th August - Consultant progress report to client panel
- 12th August - Consultant presentation to joint internal cabinet (TBC)
- 18th August - Final consultant report issued
- Onwards to October – ongoing presentations and roll out.

ABOUT YOU*

- ☐ Council Member
- ☐ Council Staff
- ☐ Town & Parish Council Member

Full Name

Any personal information will be used for the purpose of this consultation only.

1. Do you feel the method of approach is fair?

2. What particular needs do you have for the future premises that you may not have in the current premises?

3. What are the top 5 issues you feel are most important for future office premises?

4. Do you have any other issues you would like to raise?

Many thanks for your time

Submit

Application to vary a premises licence under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We

(Insert name(s) of applicant)

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number
196443/25905

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description

The Merchants of Spice II
127 Yarmouth Road
Thorpe St Andrew

Post town	Norwich	Postcode	NR7 0QY
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Telephone number at premises (if any)

Non-domestic rateable value of premises

Part 2 – Applicant details

Daytime contact
telephone number

E-mail address (optional)

Current postal address if
different from premises
address

Post town

Postcode

Part 3 - Variation

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible?

☒ Yes

☐
No

If not, from what date do you want the variation to take effect?

DD		MM		YYYY			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1) ☐ Yes ☒ No

Please describe briefly the nature of the proposed variation (Please see guidance note 2)

We propose to operate a beer garden in the back garden at the restaurant. It will be 10 tables with electric heating canopy.

We would like to add sales of alcohol for consumption off the premises to both the restaurant (indoors on current premises licence) and new garden area.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

Provision of regulated entertainment (Please see guidance note 3)

Please tick all that apply

- a) plays (if ticking yes, fill in box A) ☐
- b) films (if ticking yes, fill in box B) ☐
- c) indoor sporting events (if ticking yes, fill in box C) ☐
- d) boxing or wrestling entertainment (if ticking yes, fill in box D) ☐
- e) live music (if ticking yes, fill in box E) ☐
- f) recorded music (if ticking yes, fill in box F) ☐
- g) performances of dance (if ticking yes, fill in box G) ☐
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) ☐

Provision of late night refreshment (if ticking yes, fill in box I)

☐

Supply of alcohol (if ticking yes, fill in box J)

☒

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 8)			Will the performance of a play take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 5)		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 6)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 7)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 8)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 5)		
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 6)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 7)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 8)			Please give further details (please read guidance note 5)
Day	Start	Finish	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 6)
Wed			
Thur			
Fri			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 7)
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 8)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 5)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 6)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 7)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 8)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 5)		
Tue					
Wed			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 6)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 7)		
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 8)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 5)		
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 6)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 7)		
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 8)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 4)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 5)			
Mon						
Tue						
Wed						
Thur			State any seasonal variations for the performance of dance (please read guidance note 6)			
Fri						
Sat			Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 7)			
Sun						

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 8)			Please give a description of the type of entertainment you will be providing	
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors <input type="checkbox"/>
Mon				Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 5)	
Wed				
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 6)	
Fri				
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 7)	
Sun				

I

Late night refreshment Standard days and timings (please read guidance note 8)			<u>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 5)			
Mon						
Tue						
			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 6)			
Wed						
Thur						
			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 7)			
Fri						
Sat						
Sun						

J

Supply of alcohol Standard days and timings (please read guidance note 8)			Will the supply of alcohol be for consumption – please tick (please read guidance note 9)		On the premises	<input type="checkbox"/>				
			Hours apply to new garden area only. Application is for off sales to also be added to the restaurant (indoors) part of the premises (in accordance with hours stated on current premises licence).		Off the premises	<input type="checkbox"/>				
Day	Start	Finish	Both <input checked="" type="checkbox"/>							
Mon	12.00	22.00	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 6)							
Tue	12.00	22.00								
Wed	12.00	22.00								
Thur	12.00	22.00					<u>Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 7)			
Fri	12.00	22.00								
Sat	12.00	22.00								
Sun	12.00	22.00								

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 10).

Hours premises are open to the public Standard days and timings (please read guidance note 8)			<u>State any seasonal variations</u> (please read guidance note 6)
Day	Start	Finish	
Mon	12.00	22.00	
Tue	12.00	23.00	<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 7) These hours apply to the new garden area only.
Wed	12.00	23.00	
Thur	12.00	23.00	
Fri	12.00	23.00	
Sat	12.00	23.00	
Sun	12.00	23.00	

Please tick as appropriate

- I have enclosed the premises licence ☐
- I have enclosed the relevant part of the premises licence ☐

If you have not ticked one of these boxes, please fill in reasons for not including the licence or part of it below

Reasons why I have not enclosed the premises licence or relevant part of premises licence.

M Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 11)

--

b) The prevention of crime and disorder

--

c) Public safety

--

d) The prevention of public nuisance

--

e) The protection of children from harm

--

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee; or ☐
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy. ☐
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☐
- I understand that I must now advertise my application. ☐
- I have enclosed the premises licence or relevant part of it or explanation. ☐
- I understand that if I do not comply with the above requirements my application will be rejected. ☐

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

Part 5 – Signatures (please read guidance note 12)

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (please read guidance note 14). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 15)

Post town		Post code	
Telephone number (if any)			

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)

Notes for Guidance

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.

1. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable for the late night levy
2. Describe the premises. For example, the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place of consumption of these off-supplies of alcohol, you must include a description of where the place will be and its proximity to the premises.
3. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.

- Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
 - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
 - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
4. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 5. For example state type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
 6. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 7. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 8. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
 9. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
 10. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
 11. Please list here steps you will take to promote all four licensing objectives together.

12. The application form must be signed.
13. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
14. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.
15. This is the address which we shall use to correspond with you about this application.

Broadland District Council takes your privacy very seriously and provides the following information in compliance with *Data Protection Legislation*. Under data protection legislation we lawfully process your personal information as a public authority which may involve sharing your information with other regulatory authorities.

Data received as a result of any Licensing application will be retained for the period of your licence and for a period of 7 years once the licence has lapsed. We may need to share your information with other regulatory authorities, any relevant Council Committees and other departments within Broadland District Council to ensure the best possible service.

Under data protection law you have the right to request access to, rectification, restriction or objection to the processing of your personal data, as detailed in our Privacy Policy (on our website). You can contact our Data Protection Officer at dpo@broadland.gov.uk or 01603 430615. You also have the right to lodge a complaint with the regulator, the Information Commissioner's Office.

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