

## 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](mailto:office@thorpestandrew-tc.gov.uk)**

30-3-22

#### 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 4<sup>th</sup> April 2022 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 7<sup>th</sup> March 2022**
- 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 – to be tabled
  - (ii) Bank Reconciliation Statement - to be tabled
- 7 Draft Minutes of Committee Meetings**
  - (i) Plans Committee held 14<sup>th</sup> March 2022
  - (ii) Finance and Staff held 28<sup>th</sup> March 2022
- 8 Co-option of Councillors to Committees – Verbal Report**
- 9 Corporate Plan – Attached - for Decision**
- 10 Forward Plan – Attached - for Decision**
- 11 Staff Vacancies – Report Attached – for Decision**
- 12 Tree Warden Donation Request – Attached – for Decision**
- 13 Williams Loke Highway Compound Request – Attached – for Decision**
- 14 To consider a motion to exclude press and public from the meeting under the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972 ss 100 and 102 due to the disclosure of personal and commercial information**
- 15 Report Back from the Process Review Panel established 7<sup>th</sup> February 2022 – Confidential Report attached – for Decision**
- 16 Offer of an Express Easement – Confidential Report attached – for Decision**

**Future Agenda Items. (Not for discussion)**

**Town Clerk – Dr Thomas Foreman**

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**THORPE ST ANDREW TOWN COUNCIL  
MINUTES OF THE TOWN COUNCIL MEETING  
HELD ON 7<sup>TH</sup> MARCH 2022 AT 7:30PM**

**1 PRESENT:**

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

**APOLOGIES:**

Mr N Shaw, Mr J Boast, Mr T Fordham

**IN ATTENDANCE:** Dr T. Foreman (Town Clerk), four members of the public, and Mr I Mackie (County Councillor)

**2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

None

**3 TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 7<sup>TH</sup> FEBRUARY 2022**

The minutes of the meeting held on 7<sup>th</sup> February 2022 were agreed and signed as a true record.

**4 TO CONFIRM THE MINUTES OF THE EXTRAORDINARY TOWN COUNCIL MEETING HELD ON 16<sup>TH</sup> FEBRUARY 2022**

The minutes of the meeting held on 16<sup>th</sup> February 2022 were agreed and signed as a true record.

**5 ANNOUNCEMENTS (FOR INFORMATION ONLY)**

To receive announcements from

- (i) The Town Mayor- The Town Mayor provided an update on her activities during the previous month.

- a. Marcia Lawes

- The Town Council held a one-minute silence in memory of past Councillor Marcia Lawes who had passed away.

- (ii) The Clerk- The Clerk explained a number of his updates were items on the agenda and so would update the Council on these during the meeting.

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

The Meeting was suspended following a proposal from Mr J Fisher, seconded by Miss S Lawn.

- (i) Norfolk Constabulary – Dr T Foreman explained the Police had been in close communication over the past month and it was hoped the new Beat Manager would be able to attend a meeting in the coming months.
- (ii) County and District Councillors – The meeting noted to the report of Mr J Ward. Mr I Mackie provided a detailed overview of the work being undertaken as County Councillor. Mrs T Mancini-Boyle explained Council Tax as Broadland District Council would not be increased and a Jubilee event was being planned for Blickling Hall.
- (iii) Members of the public – a member of the public spoke regarding River Green.

## 7 FINANCE

- (i) Payments List: Voucher numbers 1148 to 1247 were signed
- (ii) Bank Reconciliation Statement was agreed and signed as a true record.

## 8 DRAFT MINUTES OF COMMITTEE MEETINGS.

- (i) Virtual Plans Meeting – noted
- (ii) Virtual Events and Media Committee - noted

## 9 CHIEF EXECUTIVE OFFICER RECRUITMENT

Miss S Lawn provided a verbal update to the Town Council on the recruitment of a Chief Executive Officer. It was explained that a panel consisting of Miss S Lawn, Mrs J Fisher, Mr J Fisher, and Mr J Ward had held extensive interviews for the post. It has been unanimously agreed by the interview panel that it was unable to appoint a candidate. Therefore, the rolling contract for the locum CEO would continue. The decision of the panel was noted by the Town Council.

## NORFOLK COMMUNITY LAW SERVICE

- 10 The Council considered the correspondence from the Norfolk Community Law Service. There was considerable discussion about the fantastic work undertaken by the Norfolk Community Law Service and the meeting was keen to support its work. It was felt that it could be considered by the Town Mayor for 2022/23 as a potential charity of the year, and this would be considered at the Annual Town Council meeting. It was proposed by Miss S Lawn, seconded by Mr F Bowe and on a show of hands with all in favour **RESOLVED** to offer the Ivy Room at no cost to the Norfolk Community Law Service should they require additional meeting space.

## CRICKET MOWER PURCHASE

- 11 Dr T Foreman introduced a report to the Town Council recommending the purchase of a new cricket mower, with the previous mower requiring repair beyond its economic value. It was proposed by Mrs J Fisher, seconded by Mr J Emsell and on

a show of hands with all in favour **RESOLVED** to approve the purchase of a new cricket mower at a cost not to exceed £7,700 (inc VAT).

## **12 NALC MEMBERSHIP**

Dr T Foreman introduced correspondence from the Norfolk Association of Local Councils regarding membership. Dr T Foreman provided details as to why the Council no longer subscribed but suggested that given the positive steps made by NALC to improve the service, membership could be trialled for 1 year. It was proposed by Mr J Fisher, seconded by Mr J Ward and on a show of hands with all in favour **RESOLVED** to join NALC for 1 year and then to undertake a review.

### **Future Agenda Items.** (Not for discussion)

With no further business the meeting closed at 20.10hrs

Signed

Chairman \_\_\_\_\_

Date \_\_\_\_\_

27<sup>th</sup> March 2022

## **Report from Councillor John Ward**

### **Broadland District Council**

BDC & SNDC's "Welcome Back" campaign encouraging people to visit shopping centres ends on 31.3.22. Promotional material and hand sanitizers will be removed at that date.

BDC is working with the National Trust to host a Jubilee Party at Blickling Hall on Saturday 4<sup>th</sup> June. This is a free event for residents; there will be food & drink vendors, entertainment and live screens of BBC's Platinum Party at the Palace. Details about tickets will be available shortly.

BDC is commissioning a number of sculptors of Pembrokeshire Welsh Corgies, beloved by HM the Queen. These will be displayed at key spots around the district.

BDC is also arranging a Jubilee Treasure Hunt where participants will be required to purchase a Trail Book – details to follow.

### **Norfolk County Council**

A major review of roles within the Council is being undertaken to remove duplication and improve performance. Initial work carried out suggests there is scope for £15m-£20m savings per year.

NCC has invested £1.75m in 21 new training towers for fire stations, to replace those coming to the end of their useful life. The new four storey towers will ensure the workforce are best protected whilst training to work from height.

A successful bid by NCC has seen Norwich become one of only three cities in the country to secure £500k Zero Emission Transport City development funding from the Government.

Transport Minister Baroness Vere visited Gt Yarmouth on 25.3.22 to see the progress being made on the town's Third River Crossing on which £8m has so far been spent. This is a significant project which has received Government funding of £98m. It will benefit the whole region by improving journey times and maximising investment in the area.

A long distance trail has just been launched. It is an 18 mile route from Wymondham to Eaton titled Kett's Country Norfolk Trail and highlights historical places from Kett's Rebellion in 1549.

**THORPE ST ANDREW TOWN COUNCIL  
MINUTES OF THE PLANNING AND ENVIRONMENT COMMITTEE  
MEETING  
HELD ON 14<sup>TH</sup> MARCH 2022**

**PRESENT:**

Mr F Bowe (Vice-Chairman)  
Mr S Snelling

Mr P Berry

**1. In Attendance:** Dr T Foreman (Town Clerk), Ms M Friend, and three members of the public.

**Apologies for Absence:** Mr J Fisher, Mrs J Fisher, Mr T Garner

**2. Declarations of Interest:** None

**3. Minutes of meeting held on 14<sup>th</sup> February 2022**

The minutes of the meeting held on 14<sup>th</sup> February 2022 were signed and approved as a true record.

**4. Planning Items Raised by Residents**

The Committee heard public comments from the applicant for application 20220237, and objectors for application 20212078.

**5. Planning Applications**

**20220172            38 Prior Road    To extend the annex to allow for two bedrooms (FB)**

*No objection, but would like a condition that use must be associated/ancillary to the main dwelling.*

**20220128    Seckford,                    Demolition of existing garage & extension, proposed two  
                 1 Saint Andrews Av    storey side extension & single storey side garage  
   including alterations to the existing house (SS)**

*No objection*

**20220152            4 Beechwood Drive    First floor rear extension (PB)**

*No objection*

**20211967            16a Harvey Lane       Installation of sky dish to garage roof. Installation of  
   woodburning stove flue to roof of dwelling  
   (retrospective)**

*No objection*

**20220205            St Albans,                    First floor rear extension including raising the roof  
                 42 Thunder Lane**

*No objection, but request the case officer to consider impact on the streetscene*

**20220237            132 St Williams Way    First floor rear extension over exiting ground floor  
   extension with replacement windows to front (PB)**

*No objection*

**20212078                      48 Pym Close                      Reconsultation - Erection of two detached dwellings  
with associated road and hardstanding (FB)**

*The Town Council, in its capacity as consultee, raises strong objections to the proposed plans. The Council believes there are highway safety issues, particularly related to access issues in the vicinity of 48 Pym Close, where cars often have to cut the corner and where cars parking adjacent to the turning further restricts access.*

*There were also significant concerns regarding overdevelopment, with this being the first significant proposal for in-fill development on Dussindale. This will result in a lack of amenity space for the proposed properties. The angle of the proposed development will also impact upon neighbour amenity and result in a loss of privacy, be overbearing, and also potentially overshadow neighbouring properties. This overdevelopment also impacts on drainage in the area. There is significant flooding around Pym Close, and also nearby Green Lane. This floodwater primarily comes through the runoff from nearby fields and a surface drainage system which has reached its capacity. The proposed development would intensify these issues and further exacerbate existing flooding in this area.*

*The road system in Pym Close is such that construction traffic will impact significantly on the area, refuse collection is already an issue due to the current street layout with further properties making the situation unmanageable for the existing residents. The Town Council also has concerns regarding access in terms of ownership of the current driveway and whether or not that gives an additional household automatic rights to access or whether that needs to be negotiated. In light of the fact that the neighbours have not been consulted on this by the owner of 48 Pym Close, the Council feel this point should be clarified as swiftly as possible."*

*The Town Council therefore maintain a standing objection to development of this type in the area*

**20220166                      7 Spinney Road                      T1 Beech - Reduce south-eastern aspect  
lowest branch, approximately 8 metres long, by 6 metres back to suitable secondary growth  
point. (Branch approximately 7 metres above ground level.) Remove smaller branches below  
this back to trunk. T2 Holly - multi-stemmed. Coppice. T3 Beech – Reduce south-western  
aspect lowest branch, approximately 6 metres long, by 4 metres back to primary growth point  
adjacent to deadwood. T4 Beech - Reduce south-western aspect lowest branch, approximately  
8 metres long, by 4 metres back to suitable secondary growth point. This branch is  
approximately 6 metres above ground level**

*No objection*

**BA/2022/0007/TCAA Plot 2, The Island Silver Birch – Fell**

*No objection, but would request replanting order*

**BA/2022/0060/TCAA Plot 3, the Island Silver Birch - Fell**

*No objection, but would request replanting order*

**7. Confidential- Enforcement Notices**

None available

**(Information Only)**

**Meeting closed at 21.35hrs**

Chairman\_\_\_\_\_

Date\_\_\_\_\_

## MINUTES OF FINANCE AND STAFFING COMMITTEE MEETING HELD ON 28<sup>TH</sup> MARCH 2022

### 1. **PRESENT:**

Mrs J Fisher (Chair)	Mr P. Berry
Mr J. Ward	Miss S. Lawn
Mr J. Emsell	Mr J. Fisher

**IN ATTENDANCE:** Dr T Foreman (Locum CEO, Remotely)  
Mrs R McCarthy (OM/RFO)

### **APOLOGIES FOR ABSENCE**

Mr L. Reeves, Mr S. Snelling, Mr F. Bowe (due to a lack of disabled carparking available on the evening), Ms M Friend

### 2. **DECLARATIONS OF INTEREST**

None

### 3. **MINUTES OF MEETING HELD ON 22<sup>ND</sup> NOVEMBER 2021**

Minutes of the meeting held on 22<sup>nd</sup> November 2021 were approved and signed as a true record.

### 4. **PUBLIC SESSION – LIMITED TO 3 MINUTES PER SPEAKER**

None

### 5. **CORPORATE PLAN**

Dr T Foreman introduced the draft Corporate Plan which was presented following feedback from Councillors in late 2021. The Committee considered the report in detail, praising the vision it set for the next 5 years. It was proposed by Miss S Lawn, seconded by Mrs J Fisher and on a show of hands with all in favour **RESOLVED** to recommend adoption of the Corporate Plan to the Town Council, with the addition of the Town Mayor's twinning duties.

### 6. **FORWARD PLAN**

Dr T Foreman provided an overview of the Forward Plan which had been prepared by the Locum CEO, along with the Town Mayor and Deputy Town Mayor. It was explained that following the decision not to appoint a Chief Executive Officer at the March 2022 Town Council meeting, it was felt a Forward Plan for officers would assist with setting out the work programme for the next 12 months. There was considerable discussion regarding the forward plan, and the Committee felt it was an important document to help inform upcoming appraisals. It was proposed by Mrs J Fisher, seconded by Mr J Ward and on a show of hands with all in favour **RESOLVED** to recommend adoption of the Forward Plan at the next Town Council meeting.



**7. TO CONSIDER A MOTION TO EXCLUDE PRESS AND PUBLIC FROM THE MEETING UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, AS AMENDED BY THE LOCAL GOVERNMENT ACT 1972 SS 100 AND 102 DUE TO THE DISCLOSURE OF PERSONAL AND COMMERCIAL INFORMATION**

It was proposed by Mrs J Fisher and seconded by Miss S Lawn and on a show of hands with all in favour **RESOLVED** to exclude press and public. Due to the nature of the next agenda item, Mrs R McCarthy left the meeting.

**8. STAFF SALARIES REVISION REPORT**

Mrs J Fisher provided a detailed introduction into the report of the Responsible Financial Officer regarding staff salaries. The Committee discussed the matter at length and there was wide-ranging support for some of the terms outlined within the report. It was proposed by Mrs J Fisher, seconded by Miss S Lawn and on a show of hands with all in favour **RESOLVED** to approve the revision of staff salaries at a cost not to exceed £5,125 but to delegate power to the Chair of Finance and Staff and Locum CEO to manage the administration of this revision.

**9. PLAY EQUIPMENT TENDER CONTRACTOR SELECTION**

The Committee received tender documents related to the provision of play equipment at the Sir George Morse Park. Following the Town Council decision in August 2021 to approve a spend of £64,092.83 + VAT for play equipment, the decision on a supplier was delegated to the Finance and Staff Committee. The Committee considered the tender documents in detail, along with the scoring matrix upon which the decision would be made. Having completed the scoring matrix, it was proposed by Mrs J Fisher, seconded by Mr P Berry and on a show of hands with all in favour **RESOLVED** to appoint Contractor B at a cost of £64,080 + VAT.

With no other business the meeting closed at 21.30hrs

Date of next meeting to be confirmed

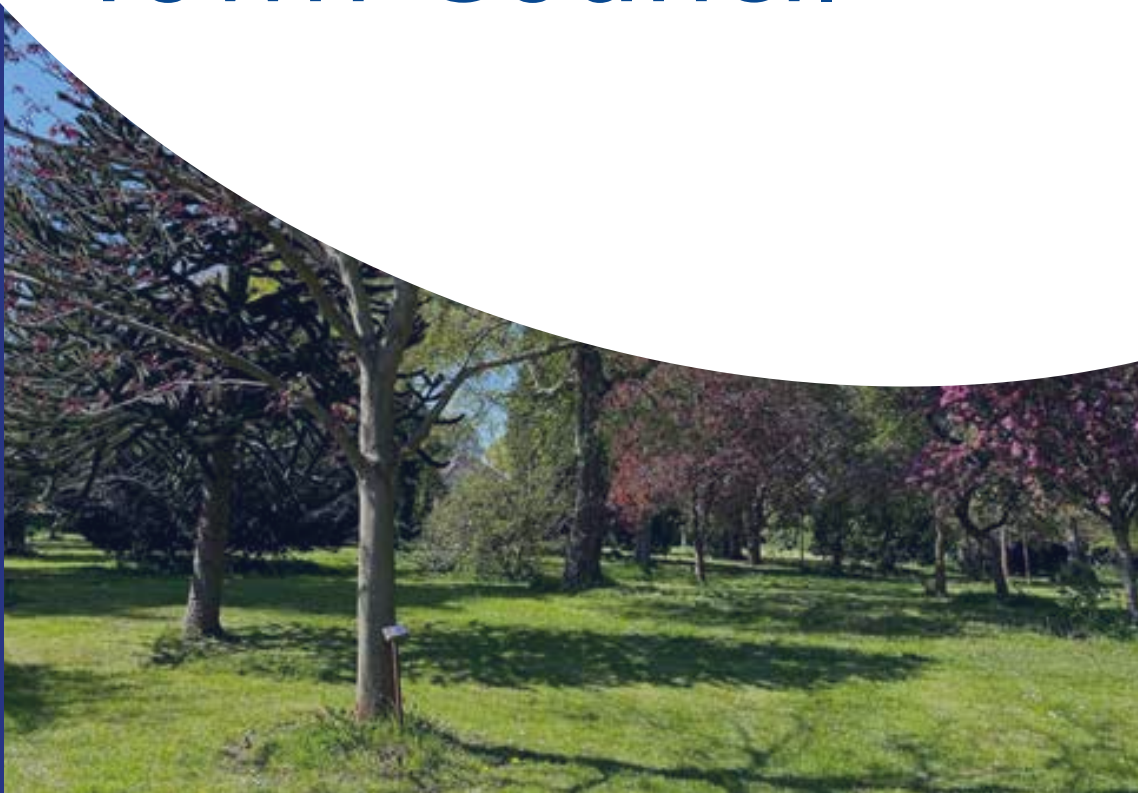
Chairman\_\_\_\_\_

Date\_\_\_\_\_

# Corporate Plan

## Thorpe St Andrew Town Council

2022 - 2027



THORPE ST ANDREW TOWN COUNCIL

# WELCOME



The Corporate Plan for Thorpe St Andrew sets out our 5-year priorities from 2022 to 2027. This is not a static document and will be reviewed and adjusted annually to meet local expectations and reflect national changes.

The annual review will take place alongside budget planning, to ensure the resources required to deliver the plan are maintained and also ensure we are making good progress and getting value for money for local residents.

Coming out of the Covid-19 pandemic, the Town Council is keen to build on some of the changes we have made in the past year, including better utilisation of technology and organisation of more local smaller events during the year, as well as our larger events which may also look a little different.

It is an exciting time for Thorpe St Andrew, and we, as your Councillors look forward to delivering these priorities for the community. We are committed to maximising what we are able to get from our resources, but also be clever in how we can further generate income to invest in our community.

I commend this plan to you.

A handwritten signature in black ink, appearing to read 'Sue Lawn'.

Cllr Sue Lawn  
Town Mayor

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# Introduction

Thorpe St Andrew is a thriving town within the Broadland District Council administrative area. Since 1894, the community has been represented by a Parish Council, with town status being adopted in 2006.

The Town Council has 16 Councillors, who annually elect both a Town Mayor and Deputy

Mayor. As the first citizen of Thorpe St Andrew, the Town Mayor oversees the work of the Town Clerk, who is responsible for managing the team of officers and enacting the decisions of the Council. The Town Clerk is also principal advisor to the Council and makes recommendations to the Council on matters under consideration.

The civil parish boundary of Thorpe St Andrew runs north along - or just east of - Harvey Lane, then east along Plumstead Road, north along Woodside Road and then again eastwards to include Racecourse Plantation. It then runs south a little to the west of Thorpe End to meet the River Yare to the east of the former St. Andrew's Hospital. The southern boundary is the river itself.

The historic village is the linear settlement along Yarmouth Road, hemmed in between the river to the south and a steeply wooded slope to the north. The rest of the parish to the north was originally part of the then much more extensive, Mousehold Heath. Today the eastern part of this area, either side of Plumstead Road, remains as open space, though wooded rather than heathland. The rest has been developed for residential use since the Second World War, most recently at Dussindale.

The Conservation Area is confined to the historic settlement together with the wooded slopes immediately to the north.

The importance of the river to the setting of Thorpe St. Andrew cannot be overestimated. This is most obvious where road and river run close together, which forms the much of the Broads Authority executive area within the town.



# Community and Engagement

## AIMS AND PRIORITIES

Appoint a Mayor and Deputy Mayor to promote the civic pride of the town, as well as raising money for charity and acting as our link to our twinned town

Appoint a Member Champion to support Veterans and their families through our Armed Forces Covenant

Consider all planning applications within the town at our Planning and Environment Committee, and write to immediate neighbours impacted by planning applications

Act on the results of public consultations, taking into account the wider strategic priorities of the Council

Progress and further develop community sessions in Council buildings, focusing on the vulnerable and isolated members of the community, both young and older

Improve parks equipment and progress the Thorpe St Andrew Parks Project for younger people

Continue work to establish a Youth Council, working with Thorpe St Andrew High School Team 6 and the local Youth Club to ensure it is a young person led initiative

Engage with social housing providers to support residents and develop local community initiatives

Ensure events appeal to a wide range of ages within the community and increase the audience year-on-year

Provide information to local people about our work through our website, social media, and press releases

Continue to work closely with our local Safer Neighbourhood Team, and have a standing item on our Town Council agenda for the Police to attend

# Economy and Business

## AIMS AND PRIORITIES

- Promote local businesses through our 'Made in Thorpe' scheme and seek opportunities to work with businesses to enhance our offering to the community
  - Promote the three start-up businesses based in Town Council premises and look for ways to support more small and medium enterprises in the town
  - Develop opportunities for greater income generation, including the creation of commercial storage units for local businesses
  - Identify areas of employment and protect these from development through our Neighbourhood Plan which is currently under development
  - Progress the Neighbourhood Plan policy to create a car park on Yarmouth Road, delivering much needed parking spaces for local businesses
  - Work with the Economic Growth team at Broadland District Council and Norfolk County Council to deliver advice and support to residents looking to start businesses
  - Use local providers where possible and include a clause in future tender documents to give weight to this commitment when awarding contracts
  - Assist with the post-Covid 19 recovery by promoting the 'shop local' scheme and promoting local business offers through our social media
  - Continue our successful 'Pop-Up Highstreet' events, enabling businesses to trade within the community
  - Continue awarding the 'Thorpe St Andrew Business Award' to those businesses who do outstanding work to support the local community and its residents
  - Include and promote business support and Made in Thorpe in our newsletters and promote District run regular in-person networking events
  - Engage with residents to outline our support for local businesses
6. Use our resources as Community leaders to encourage both public and private bodies to adopt local weighting when awarding contracts

# Environment and Sustainability

## AIMS AND PRIORITIES

Progress the Neighbourhood Plan through to referendum and adoption in order to protect and enhance the town, as well as increase the Community Infrastructure Levy received

Maintain our single-use plastic free Council policy and seek further opportunities to reduce our environmental impact including the use of electric or low emission equipment and vehicles

Continue membership of 'refill' scheme to reduce single-use plastic bottles, and promote its use in the town

Increase tree planting in the town, particularly on highway verges and in our parks and open spaces

Create new wildflower areas and greater biodiversity on the highway where possible within the town

Continue the work to protect and enhance woodlands and open space

Work with developers to gain the best possible outcomes for the community, in terms of development, infrastructure, finance, and facilities.

Promote recycling within the town and increase the number of recycling bins in our parks and open spaces as well as continue to support campaigns such as Keep the Town Tidy and Take your Litter Home

Convert existing sodium streetlights to energy efficient LEDs, and follow best practice to reduce impact on wildlife including bats

Partner with local and national organisations, such as the tree warden network and Woodland Trust to preserve and improve the management of local public open space



# Environment and Sustainability

## AIMS AND PRIORITIES

Install electric charging points for vehicles in public parks as funding becomes available

Improve the natural street scene through looking at ways to prevent verge parking, including the use of bye-laws

Seek opportunities to protect and enhance the River Yare in Thorpe St Andrew and work with local partners to better manage the river and enhance the conservation area and River Green



# <sup>18</sup>Resource and Governance

## AIMS AND PRIORITIES

Maintain checks and balances by appointing a separate Town Clerk and Responsible Financial Officer

Actively adhere to our Standing Orders to ensure our meetings are legal, and our decision making is open, transparent, and accessible

Adopt best practice policies and ensure the Council meets its equality duties

Ensure we have sound corporate governance arrangements, with the Finance and Staffing Committee responding proactively to any matters raised by our auditors

Commit to a safe and respectful working environment, with the Finance and Staffing Committee taking responsibility for workplace conditions and remuneration

Continue existing asset management to ensure the Council retains the financial capacity to keep its buildings and facilities in the best possible condition

Manage all assets of the Council in line with best value principles

Continue to develop the responsible and proactive officer team, ensuring talent is recognised and staffing levels are sufficient to meet increasing demand

Continue to support young people by employing apprentices where possible

Argue for greater investment in local infrastructure to meet the organic growth of the community, as well as the increases related to local housing development

Ensure monthly financial and governance statements are considered by the Town Council in a timely fashion

Ensure invoices are paid swiftly, in particular to small and medium enterprises

Work to attract proactive Councillors, ensuring each ordinary Town Council election is contested by way of democratic vote



THORPE ST ANDREW TOWN COUNCIL

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March 2022

# FORWARD PLAN

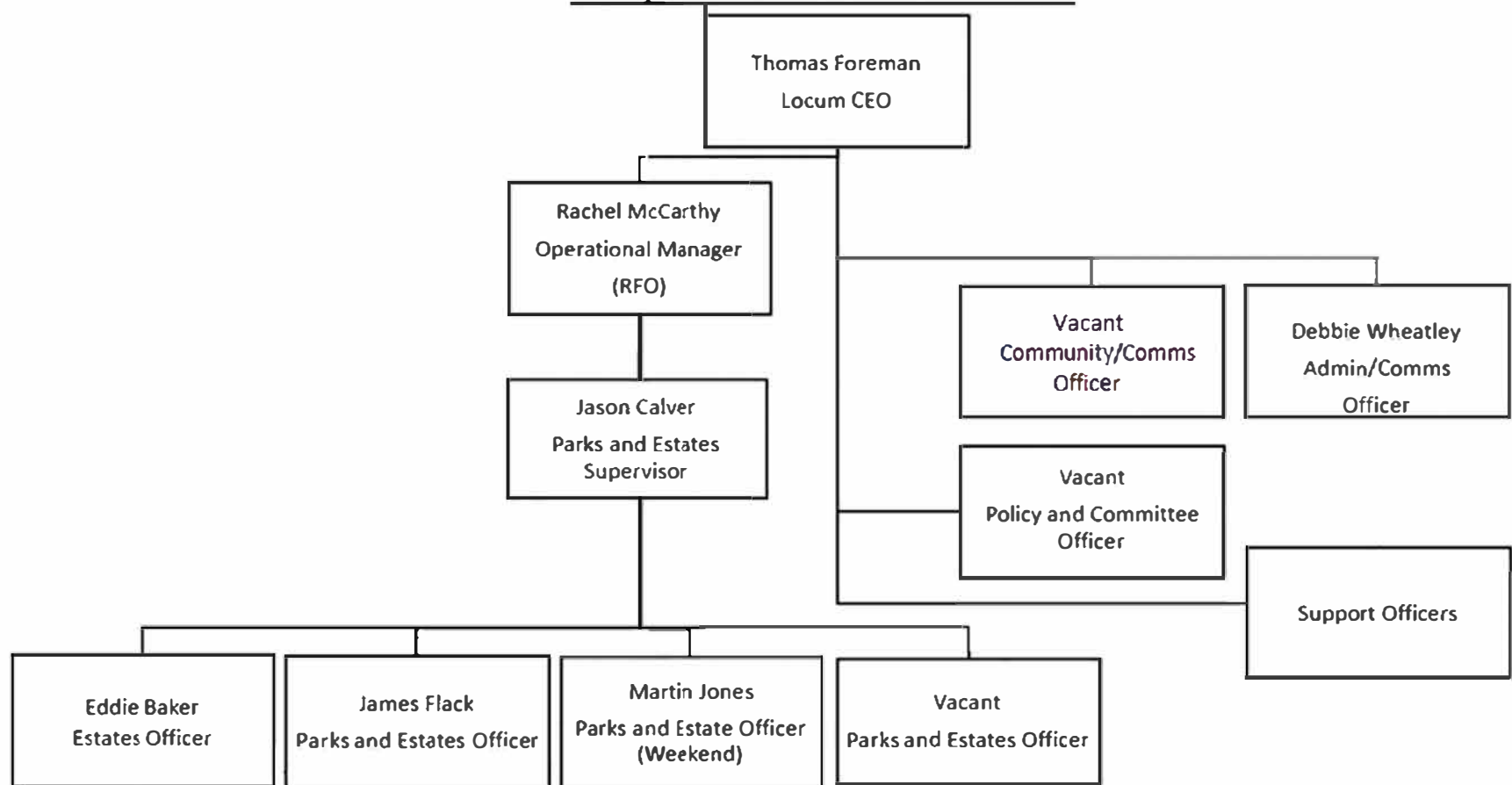
2022/23

[Thomas Foreman](#)

THORPE ST ANDREW TOWN COUNCIL

## Proposed Staffing Structure 2022/23

### Thorpe St Andrew Town Council



## Administration Department

The Administration team currently consists of a Locum CEO, Operational Manager/Responsible Finance Officer, and Administration and Communications Officer. There are three vacancies, with the Committee Officer, Administration and Communications Officer, and Community Officer posts.

The priority for the team in the next 12 months is to deliver on the projects prioritised by the Council, these are wide ranging but include the replacement workshop, Neighbourhood Plan, streetlighting replacement programme, riverside asset management, play area refresh, and a project of enforcement for litter and dog fouling on the parks.

A full catalogue of events will be offered, with reflects the need for a return to normality following the pandemic. This event programme includes the Queen's Platinum Jubilee celebration.

Technological solutions will be used to ease the administrative burden and push the Council towards greater automation and less paper processes.

Remote working, hybrid working, and greater flexibility will be provided to staff in line with the push for greater technological solutions and retaining some of the flexible working practices which were features of the pandemic.

Weekly administrative meetings will continue to ensure good communication across the team, with feed in from, and to, the Parks and Estates team.

Social media will be used to promote the Town Council's activities, with newsletters and the noticeboards being utilised to prevent digital disadvantage.

There will be an emphasis on training through the appraisal process, which in turn will link to, and support, the corporate priorities of the Council as defined by the Personal Performance and Development Review documents.

The Allotments will be jointly inspected by the Administration and Parks and Estates teams. This will give the Officers who write to the allotment holders greater insight into the issues, but also ensure there is greater organisational presence.

The Finance and Staffing Committee will receive quarterly budget reports, with full explanations of variances and projections. There will also be performance information provided on a quarterly basis which will detail the work of the Administration and Parks and Estates team.

There will be wider representation of officers attending Council meetings, which will ensure Councillors receive reports from officers within their area of responsibility and/or specialty.

Council meetings will once again have the support of a Committee Officer to write the minutes and facilitate any virtual attendance by officers.

A full refresh of the Town Councils policies will take place, with corporate branding reflecting a suite of documents which are uniform, up to date, and relevant. Where possible, a policy professional will assist with this process and be responsible for identifying any opportunities to update these policies to meet best practice.

## Parks and Estates Department

The Parks and Estates team currently consists of a Parks and Estates Supervisor, two Parks and Estates Officers (one of whom works weekends), and an Estates Officer. There is one Parks and Estates Officer vacancy, and the team is managed by the Operational Manager/Responsible Financial Officer.

Many of the projects which the Town Council has prioritised fall within the Parks and Estates sphere of responsibility. Therefore, the knowledge and experience of the Parks and Estates Supervisor will inform these plans as they progress, this includes the replacement workshop, play area refresh, enforcement for litter and dog fouling on the parks, and building works and maintenance.

The team will be continue the fantastic support they provide to community events, which ensures they operate in a safe and well maintained environment.

The roll out of greater technological solutions will benefit the Parks and Estates team, with inspections, maintenance, and all other statutory record keeping requirements becoming paperless, where possible. Greater use of smart phones and laptops will also further improve communication between the administration and Parks and Estates departments.

Weekly Parks and Estates meetings will take place with the Operational Manager/Responsible Financial Officer which will ensure all required information is channeled to the weekly Administration meetings.

The emphasis on social media will also extend to the Parks and Estates team, with project updates, completed work and interesting activities shared with the Administration and Communications Officers to ensure these are publicised.

There will be an emphasis on training through the appraisal process, which in turn will link to, and support, the corporate priorities of the Council as defined by the Personal Performance and Development Review documents.

The emphasis on training will upskill the team to give individual officers at all levels the opportunity to develop specialties and expertise in areas of responsibility. This investment in officers will ensure we retain staff, but also ensure that we are seen as a progressive employer when attracting job applicants.

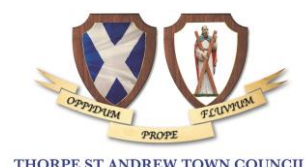
Performance data will be recorded which will enable the Council to ensure there is adequate provision within the team to meet the continuing needs of the community. This will also enable a comparator for when new ways of working are trialed.

Annual maintenance will continue, which includes tree maintenance and winter and summer management plans. These will include tree, hedgerow, and bulb planting, delivering the commitment by the Town Council to continue this project in the coming years.

‘Detail Days’ will be introduced, providing every member of the Parks and Estates team the opportunity to prioritise jobs they see whilst working throughout the town and may not have the time or equipment to resolve. For a minimum of two half days a month, individual officers will develop their own work plans to give them greater flexibility to make an impact in the community.



# Thorpe St Andrew Town Council



**Town Council : 4<sup>th</sup> April 2022**

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## Staff Vacancies

**Agenda Item: 11**

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### Reason for this Report

This report has been prepared for Councillors to approve the new posts within the administration team and proceed to advert for these two posts and the vacant Parks and Estates Officer post.

### Background

The Finance and Staff Committee undertook a review of the current post vacancies as part of the Forward Plan proposals.

Under the current organisational structure, the Town Council currently has the following vacancies:

- Administration and Communications Officer (16hrs)
- Community Officer (0hr contract)
- Committee Officer (0hr contract)
- Parks and Estates Officer (37 hrs)

### Result

The Finance and Staff Committee, having reviewed this structure, have proposed to make changes to better reflect the ongoing priorities of the Council.

Therefore it has been proposed to delete the above administration posts and create the following:

- Policy and Committee Officer (21hrs)
- Community and Communications Officer (21hrs)

The proposed job descriptions for these posts are contained in Appendix A.

The recruitment of these two posts, as well as a full-time Parks and Estates Officer post, will not lead to a significant budget overspend given the existing salary savings on the 2022/23 budget line and the estimated time it will take to employ to the new posts.

### Advice

The Town Council is requested to approve the Job Descriptions for the Policy and Committee Officer and the Community and Communications Officer.

The Town Council is further requested to authorise the Locum CEO to advertise the Policy and Committee Officer post and Community and Communications Officer post as described in Appendix A and to also advertise the vacant Parks and Estates Officer post.



## **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 financial implications arising from this report.

## Job Description

Policy and Committee Officer

Hours: 21 hours per week

Salary: £19,650 (pro-rata for hours)

1. To support ongoing policy development within the Town Council, requiring regular liaison with the Chief Executive, Responsible Financial Officer (OM), and Town Mayor, on Policy issues.
2. To support the delivery of the Corporate Plan and Forward Plan, in sourcing, analysing and providing information to the Chief Executive Officer and Responsible Financial Officer (OM) on matters relating to Council performance.
3. To develop and maintain the authority's Equality Policy and to promote this throughout the Council. To be one of the main points of contact for officers seeking advice on equality issues including contributing to all Council and Committee Reports.
4. To have day-to-day responsibility for the operation of the Council Complaints Procedure.
5. To review and implement changes in Government legislation and policy development to ensure those affecting the working of the Town Council are relayed to the relevant staff and inform the future direction of the Council.
6. To provide ad hoc policy analysis, development of policy documents and partnership resource support as required and to provide relevant and timely policy advice to colleagues as required.
7. To prepare, and where necessary, present formal reports as required by the Chief Executive Officer or Responsible Financial Officer (OM), including Officer meetings, formal committee meetings, and full meetings of the Town Council.
8. To support arrangements for full Council and committee meetings including the preparation of agendas, reports, and minutes using the Council's committee processes.
9. Play a key role in facilitating online / virtual / hybrid meetings as the Council continues to embrace new ways of working and technology following the COVID-19 pandemic.
10. Provide support and training to both elected members and staff to assist them to carry out their duties as part of the decision-making process.
11. Assist with the maintenance of online corporate diaries and liaise with members of the public and provide information as part of open and transparent decision making.
12. To assist with community events which are organised by the Town Council, including some evening and weekend work.
13. To undertake any additional work as may be directed.

### Job Description

Community and Communication Officer

Hours: 21 hours per week

Salary: £19,650 (pro-rata for hours)

1. Develop and maintain the Council's Social Media presence, proposing new and exciting ways to engage with the community.
2. Identify, prepare, and develop community initiatives to meet the objectives of the Council.
3. Further the links with local newspapers, radio stations, and magazines.
4. Ensure Community focused services are delivered by working in partnership with relevant internal and external stakeholders.
5. Co-ordinate, maintain, and market a programme of activities within community facilities and ensure the programmes are complementary with neighbouring facilities.
6. Assist with the organisation of Council led events, and attend each of these events as a point of contact and activity.
7. Compile and assist in the production of newsletters, leaflets, and posters.
8. Progress the Council's website and mobile app to ensure it remains relevant and a highly regarded local resource.
9. Identify external funding sources & secure funding where possible.
10. Assist colleagues as directed by the Chief Executive Officer or Responsible Financial Officer (OM).
11. Commit to continued professional development.
12. Undertake any additional work as may be directed.

**From:** John Fleetwood

**Sent:** 13 March 2022 10:17

**To:** [john.fleetwood@hotmail.com](mailto:john.fleetwood@hotmail.com)

**Subject:** DONATIONS TO THE BROADLAND TREE WARDEN NETWORK

With the new financial year approaching, the Broadland Tree Warden Network is again requesting that your council / parish meeting makes a donation toward our costs. Parishes have been most generous in recent years allowing us to carry out more work. In addition, it is essential that our Tree Wardens are fully insured for the work they carry out.

If you do not currently have a Tree Warden covering your parish then I will urge you to find a willing volunteer. Such a person will receive full training and support and will be an asset to your parish.

So, can I please request that your council / parish meeting considers making a donation to the Network for 2022-2023?

With kindest regards and thanks in advance,

John



John Fleetwood  
Broadland Tree Warden Network Co-ordinator  
4 Oakhill, Brundall, Norwich, NR13 5AQ  
Tel: 01603 716 297  
Mobile: 07555 535 741  
E-mail: [john.fleetwood@hotmail.com](mailto:john.fleetwood@hotmail.com)

**From:** Bradford, Jordan <jordan.bradford@norfolk.gov.uk>  
**Sent:** 29 March 2022 15:59  
**To:** Thomas Foreman <Thomas.Foreman@thorpestandrew-tc.gov.uk>  
**Cc:** Simpson, Matthew <matthew.simpson3@tarmac.com>  
**Subject:** PEA051 St Williams Way Work

Hi Thomas.

Thanks for your call earlier to discuss the use of the carpark on Williams Loke as a compound.

The area required is shown on the attached screenshot by the hatched blue area. As mentioned we would fence off our compound and leave a walkway from the path at the doctors to the footway on Williams Loke, as shown roughly by the unhatched section.

The compound would be required from 11 April for roughly 8 weeks.

If this can be considered that would be much appreciated and would be a much better solution for a compound than what we currently have which is the junction of Aerodrome Road / St Williams Way as this will require closing the road at the junction for the duration of the works, causing disruption and anger to the local residents. We would obviously clean any mess and leave the carpark as it was prior to the works. Works would be during the day time so there shouldn't be any disturbances in the evenings.

Failing that although we could also consider Thorpe Rec carpark as a last resort if that could be a potential?

If you could let us know the outcome either way following your meeting next Monday that would be brilliant.

Many thanks.

**Jordan Bradford, Technician EngTech MICE**  
Community and Environmental Services  
Tel: 01603 306520 | Dept: 0344 800 8020  
County Hall, Martineau Lane, Norwich NR1 2DH

