



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)

8<sup>th</sup> March 2023

### Notice of Town Council Meeting

You are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held at Roxley Hall on 13<sup>th</sup> March 2023 at 7.30pm for the purpose of transacting the following business.

*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 6<sup>th</sup> February 2023**
- 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 – attached
  - (ii) Bank Reconciliation Statement- attached
- 7 Events Update – verbal report**
- 8 Draft Minutes of Committee Meetings**
  - (i) Plans Committee held 13<sup>th</sup> February 2023
  - (ii) Finance and Staff held 20<sup>th</sup> February 2023
- 9 Thorpe St Andrew Neighbourhood Plan – attached – for approval**
- 10 Tree Warden Network Donation – Correspondence attached – for decision**
- 11 Litter pick proposal – verbal report**

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

Town Council meeting 3<sup>rd</sup> April 2023

Date of next Plans meeting 20<sup>th</sup> March 2023

Date of next Finance & Staff meeting 24<sup>th</sup> April 2023

**Town Clerk – Dr Thomas Foreman**

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

Tel: 01603 701048 Email: [thomas.foreman@thorpestandrew-tc.gov.uk](mailto:thomas.foreman@thorpestandrew-tc.gov.uk)

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VAT No. 107 2921 90

**THORPE ST ANDREW TOWN COUNCIL  
MINUTES OF THE TOWN COUNCIL MEETING  
HELD ON 6<sup>TH</sup> FEBRUARY 2023 AT 7:30PM**

**1 PRESENT:**

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

**APOLOGIES:**

Mr J Boast, Mr L Reeves, Mr T Grant-Fordham

**IN ATTENDANCE:** Dr T. Foreman (Locum CEO), Mrs R McCarthy (Operational Manager and Responsible Financial Officer), Mr J Calver (Parks and Estates Supervisor), and one member 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 9<sup>th</sup> JANUARY 2023**

The minutes of the meeting held on 9<sup>th</sup> January 2023 were agreed and signed as a true record.

**4 ANNOUNCEMENTS (FOR INFORMATION ONLY)**

To receive announcements from

- (i) The Town Mayor- Miss S Lawn provided a detailed overview of her activities as Town Mayor throughout the month. This included opening a new care home.
- (ii) The Clerk- Dr T Foreman updated the meeting his activities throughout the month, many of which appear on the agenda of this meeting.

**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 MINS EACH**

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

- (i) Norfolk Constabulary – The Locum CEO provided an overview of the work undertaken by the Safer Neighbourhood team over the past month. Drop-in sessions within the town were planned by the Police.
- (ii) County and District Councillors – The meeting noted to the report of Mr J Ward. Mrs T Mancini-Boyle provided an update on the budget position at Broadland District Council.

- (iii) Members of the public – a question was raised relating to the issues of sewage entering the river from Thorpe Island. The CEO responded.

## **6 Events Update**

Mrs R McCarthy provided an update on events. There was a discussion regarding the location of events, with concerns raised about damage to the football pitches at the Sir George Morse Park. It was confirmed that the St George's Day celebration would include a range of food and drink stalls, as well as other attractions including the knight reenactors.

## **7 FINANCE**

- (i) Payments List was agreed and signed as a true record.
- (ii) Bank Reconciliation Statement was agreed and signed as a true record.

## **8 MINUTES OF THE PLANNING AND ENVIRONMENT COMMITTEE**

The minutes of the Planning and Environment Committee from January 2023 were **NOTED**.

## **9 THORPE ST ANDREW NEIGHBOURHOOD PLAN**

Dr T Foreman provided a short presentation on the Thorpe St Andrew Neighbourhood Plan. This was followed up by an introduction by Ms A Long; the consultant appointed to support the final stages of the Neighbourhood Plan. The Town Council welcomed the Neighbourhood Plan and the content contained within. It was proposed by Mr J Fisher, seconded by Mr F Bowe and on a show of hands with all in favour **RESOLVED** to approve the content of the Neighbourhood Plan and request the plan, along with the basic conditions statement and public consultation document return to the next Town Council meeting for final confirmation.

## **10 ELECTRIC VEHICLE PURCHASE**

The Town Council considered the report of the Parks and Estates Supervisor related to the purchase of an electric multi-purpose utility vehicle. The recent sale of assets was confirmed, alongside the current financial position of the Council by the RFO. It was proposed by Mr J Emsell, seconded by Miss S Lawn and on a show of hands with all in favour **RESOLVED** to purchase option B, as presented.

## **11 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 SS 100 AND 102 DUE TO THE DISCLOSURE OF PERSONAL AND COMMERCIAL INFORMATION**

## **12 UPDATE ON LEGAL MATTERS**

Dr T Foreman provided an update on legal matters affecting the Town Council. It was confirmed that the Town Council had been successful in defending against a claim and applied for its costs to be covered. However, it was likely that these costs would only be partial due to restrictions on what can be claimed. It was proposed by Mr P Berry, seconded by Mr J Fisher and on a show of hands with all in favour **RESOLVED** to delegate powers to the CEO to seek recovery of current and ongoing costs through management of Council assets and Court applications.

**13 STAFFING UPDATE**

Dr T Foreman provided an overview of current staffing arrangements. The Town Council **NOTED** this report.

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

With no further business the meeting closed at 21.30hrs

Signed

Chairman \_\_\_\_\_

Date \_\_\_\_\_

12th February 2023

## **Report from Councillor John Ward**

### **Broadland District Council**

BDC is currently in the process of migrating its planning system to new software. This should be complete by 22<sup>nd</sup> February. No new decisions will be issued on the old system.

Any emails sent to BDC Councillors must be in the following format or they will be undeliverable :-

[Cllr.first\\_name.surname@southnorfolkandbroadland.gov.uk](mailto:Cllr.first_name.surname@southnorfolkandbroadland.gov.uk)

The finalists for the Broadland and South Norfolk Business Awards have been announced and can be found on the Council's website. The winners of each category will be announced at this year's Award Ceremony on 7<sup>th</sup> March at Norwich City Football Club

The latest Carrowbreck training programme is now available via the BDC Website. There are 40 different options with courses available from first aid to personal development and business growth to cyber security.

### **Norfolk County Council**

I have used my NCC Highways Grant 22/23 for a fixed VAS Camera on Cannerby Lane and a pole on Falcon Road West on which we can fix one of our SAM2s. These are the two roads the Town Council identified as needing some traffic calming.

The Public Consultation on the £600m Norfolk County Deal is now open and you can have your say at [www.norfolk.gov.uk/norfolkcountydeal](http://www.norfolk.gov.uk/norfolkcountydeal) There will also be some public events in the coming weeks.

A S278 Agreement has been signed by the Developers to provide a Footway/Cycleway along Salhouse Road between Atlantic Ave and Woodside Road.

5<sup>th</sup> ~~February~~ <sup>March</sup> 2023

## **Report from Councillor John Ward**

### **Broadland District Council**

In the first quarter that food waste was extended to all households, the tonnage collected was 1050. The previous quarter was 548.

BDC's Help Hub has been very successful, paying out Cost of Living Grants to families in need totalling £7.9m ( this was money received from the Government).

The 5 Corgi sculptures which were produced for the Jubilee were a great success receiving national recognition. The one named Susan was donated to King Charles 111 and will be on display at Sandringham in due course. Two were sold at auction for the Chairman of BDC Council's charity, Nelsons Journey, and two are retained by BDC with one scheduled to be displayed in Reception at our new BDC/SNDC Offices.

### **Norfolk County Council**

Norfolk has secured over £171k from the Government's Air Quality Grant and will use this for a 2 year loan scheme on ten e-cargo bikes in Norwich which will help local businesses lower their emissions and cut operating costs.

NCC has confirmed that EB Charging has won the contract to install 46 new charge points in 40 streets across Norwich. These will be available to all members of the public.

Dept for Transport have announced that the £2 Single Journey Bus Fare will be extended to 30<sup>th</sup> June.

NCC has received confirmation of an extra £11.4m funding to electrify bus services in Norwich. This means 70 zero-emission buses will arrive in Norwich next year and the Roundtree Way Depot will be one of only two fully electric depots outside London. CO2 emissions will be reduced by 80,000 tonnes p.a.

# 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

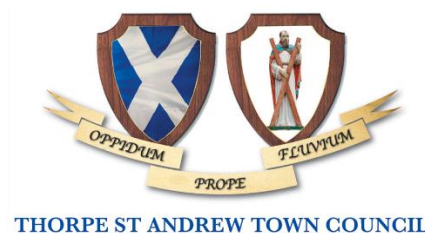
You will have a maximum of 3 minutes to make your point, so you will need to be concise. You will not need to repeat submissions you have already made in writing as a summary/copy of these will be included in the report or in the meeting documents.

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
1110	02/02/2023		Bank 1 Current Accou	BACS	Cleaning bus shelters	Mr R Marmoy	X	140.00		140.00
1111	02/02/2023		Bank 1 Current Accou	BACS	Skip Hire	PSH Environmental	S	255.00	51.00	306.00
1112	02/02/2023		Bank 1 Current Accou	BACS	Electricity - River Green	E.on	L	26.26	1.31	27.57
1113	02/02/2023		Bank 1 Current Accou	BACS	Water charges - Morse	Wave	X	208.70		208.70
1114	02/02/2023		Bank 1 Current Accou	BACS	Parks Miscellaneous	Ben Burgess	S	55.27	3.74	59.01
1114	02/02/2023		Bank 1 Current Accou	BACS	Parks Miscellaneous	Ben Burgess	S	12.20	2.44	14.64
1115	02/02/2023		Bank 1 Current Accou	BACS	Locum Services	Politis Ltd	S	4,800.00	960.00	5,760.00
1116	02/02/2023		Bank 1 Current Accou	BACS	Scag Mower Hire	Ben Burgess	S	440.00	88.00	528.00
1117	02/02/2023		Bank 1 Current Accou	BACS	By-election Fee	Broadland District Council	E	4,772.97		4,772.97
1118	02/02/2023		Bank 1 Current Accou	BACS	Defibrillator Parts	Defib Shop	S	72.50	14.50	87.00
1118	02/02/2023		Bank 1 Current Accou	BACS	Defibrillator Parts	Defib Shop	S	72.50	14.50	87.00
1118	02/02/2023		Bank 1 Current Accou	BACS	Defibrillator Parts	Defib Shop	S	72.50	14.50	87.00
1119	02/02/2023		Bank 1 Current Accou	BACS	Plumbing repairs	Panks	S	27.50	5.50	33.00
1120	02/02/2023		Bank 1 Current Accou	BACS	Shredding	Shred Station	S	60.00	12.00	72.00
1121	10/02/2023		Bank 1 Current Accou	BACS	Pest control	Burrell Pest control	X	70.00		70.00
1121	10/02/2023		Bank 1 Current Accou	BACS	Pest control	Burrell Pest control	X	70.00		70.00
1122	10/02/2023		Bank 1 Current Accou	BACS	Streetlighting Contract	Cozens UK Ltd	S	400.00	80.00	480.00
1123	10/02/2023		Bank 1 Current Accou	BACS	Legal fees	Norfolk County Council	S	524.80	104.96	629.76
1124	10/02/2023		Bank 1 Current Accou	BACS	New Flooring	Reform Flooring	S	2,120.00	424.00	2,544.00
1125	10/02/2023		Bank 1 Current Accou	BACS	Roundabout Planting Project	Taverham Nursery Centre	S	132.79	26.56	159.35
1126	10/02/2023		Bank 1 Current Accou	BACS	Roundabout Planting Project	Trade UK	S	87.75	17.54	105.29
1127	10/02/2023		Bank 1 Current Accou	BACS	WiFi	Virgin Media Business	S	78.00	15.60	93.60
1128	10/02/2023		Bank 1 Current Accou	BACS	February salary		X	1,647.53		1,647.53
1129	10/02/2023		Bank 1 Current Accou	BACS	February salary		X	1,415.33		1,415.33
1130	10/02/2023		Bank 1 Current Accou	BACS	February salary		X	1,457.33		1,457.33
1131	10/02/2023		Bank 1 Current Accou	BACS	February salary		X	1,865.16		1,865.16
1132	10/02/2023		Bank 1 Current Accou	BACS	February salary		X	1,277.40		1,277.40
1133	10/02/2023		Bank 1 Current Accou	BACS	February salary		X	1,261.21		1,261.21
1134	10/02/2023		Bank 1 Current Accou	BACS	tax/nic	HMRC	X	294.03		294.03
1135	10/02/2023		Bank 1 Current Accou	BACS	employers nic	HMRC	X	187.71		187.71
1136	10/02/2023		Bank 1 Current Accou	BACS	tax/nic	HMRC	X	221.56		221.56
1137	10/02/2023		Bank 1 Current Accou	BACS	employers nic	HMRC	X	135.19		135.19
1138	10/02/2023		Bank 1 Current Accou	BACS	tax/nic	HMRC	X	168.28		168.28



## Thorpe St Andrew Town Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1139	10/02/2023		Bank 1 Current Accou	BACS	employers nic	HMRC	X	129.35		129.35
1140	10/02/2023		Bank 1 Current Accou	BACS	tax nic	HMRC	X	179.56		179.56
1141	10/02/2023		Bank 1 Current Accou	BACS	employers nic	HMRC	X	135.19		135.19
1142	10/02/2023		Bank 1 Current Accou	BACS	tax nic	HMRC	X	407.98		407.98
1143	10/02/2023		Bank 1 Current Accou	BACS	employers nic	HMRC	X	230.90		230.90
1144	10/02/2023		Bank 1 Current Accou	BACS	Tax NI	HMRC	X	159.69		159.69
1145	10/02/2023		Bank 1 Current Accou	BACS	Employers NIC	HMRC	X	93.71		93.71
1146	10/02/2023		Bank 1 Current Accou	BACS	Tax NI	HMRC	X	40.00		40.00
1147	10/02/2023		Bank 1 Current Accou	BACS	Employers NIC	HMRC	X	86.02		86.02
1148	10/02/2023		Bank 1 Current Accou	BACS	Student Loan	HMRC	X	39.00		39.00
1149	10/02/2023		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	137.69		137.69
1150	10/02/2023		Bank 1 Current Accou	BACS	pension employer	Norfolk Pension Fund	X	508.38		508.38
1151	10/02/2023		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	100.78		100.78
1152	10/02/2023		Bank 1 Current Accou	BACS	pension employer	Norfolk Pension Fund	X	417.04		417.04
1153	10/02/2023		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	98.33		98.33
1154	10/02/2023		Bank 1 Current Accou	BACS	employers pension	Norfolk Pension Fund	X	406.88		406.88
1155	10/02/2023		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	100.78		100.78
1156	10/02/2023		Bank 1 Current Accou	BACS	employers pension	Norfolk Pension Fund	X	417.04		417.04
1157	10/02/2023		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	158.03		158.03
1158	10/02/2023		Bank 1 Current Accou	BACS	employers pension	Norfolk Pension Fund	X	583.48		583.48
1159	10/02/2023		Bank 1 Current Accou	BACS	Pension	Norfolk Pension Fund	X	80.12		80.12
1160	10/02/2023		Bank 1 Current Accou	BACS	Employers Pension	Norfolk Pension Fund	X	331.52		331.52
1161	21/02/2023		Bank 1 Current Accou	BACS	Vehicle maintenance	Ben Burgess	S	20.80	4.16	24.96
1162	21/02/2023		Bank 1 Current Accou	BACS	Events Trailer Maintenance	Broadland Towbar & Trailer	S	268.11	53.62	321.73
1163	21/02/2023		Bank 1 Current Accou	BACS	Streetlight Repairs	Cozens UK Ltd	S	790.00	158.00	948.00
1164	21/02/2023		Bank 1 Current Accou	BACS	Portable Toilet Hire	Toilets+	S	100.00	20.00	120.00
1164	21/02/2023		Bank 1 Current Accou	BACS	Portable Toilet Hire	Toilets+	S	100.00	20.00	120.00
1165	21/02/2023		Bank 1 Current Accou	BACS	Electricity	TotalEnergies Gas & Power L	L	147.62	7.38	155.00
1166	21/02/2023		Bank 1 Current Accou	BACS	Electricity - Streetlights	TotalEnergies Gas & Power L	S	4,532.34	906.46	5,438.80
1167	21/02/2023		Bank 1 Current Accou	BACS	Tools and Equipment	Trade UK	S	44.03	8.81	52.84
1167	21/02/2023		Bank 1 Current Accou	BACS	Tools and Equipment	Trade UK	S	48.00	9.60	57.60
1167	21/02/2023		Bank 1 Current Accou	BACS	Tools and Equipment	Trade UK	S	7.50	1.50	9.00
1168	21/02/2023		Bank 1 Current Accou	BACS	Water Charges - Cemetery	Wave	E	62.72		62.72
1169	21/02/2023		Bank 1 Current Accou	BACS	Water charges - Roxley Hall	Wave	E	77.67		77.67
1170	21/02/2023		Bank 1 Current Accou	BACS	Water - River Green Toilets	Wave	E	1,137.24		1,137.24

**Thorpe St Andrew Town Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1171 Telephone	01/02/2023		Bank 1 Current Accou	DD	Mobile Phones - Office	02	S	26.22	5.24	31.46
1172 Fuel	14/02/2023		Bank 1 Current Accou	DD	Fuel	Fuel Genie	S	307.46	61.49	368.95
1172 Fuel & machinery maintenanc	14/02/2023		Bank 1 Current Accou	DD	Fuel	Fuel Genie	S	51.09	10.22	61.31
1173 Vehicle lease	15/02/2023		Bank 1 Current Accou	DD	Lease payment	Bussey & Sabberton	S	360.16	72.03	432.19
1174 Telephone	22/02/2023		Bank 1 Current Accou	DD	Barrier line rental	Wireless Logic Ltd	S	4.32	0.86	5.18
1175 Stationery	15/02/2023		Bank 1 Current Accou	Credit Card	Office Equipment	Amazon	S	25.96	5.19	31.15
1175 Office equipment	15/02/2023		Bank 1 Current Accou	Credit Card	Office Equipment	Amazon	S	19.32	3.86	23.18
1176 Telephone	15/02/2023		Bank 1 Current Accou	Credit Card	Microsoft Teams	Microsoft	E	22.60		22.60
1177 Telephone	15/02/2023		Bank 1 Current Accou	Credit Card	Microsoft Teams	Microsoft	E	25.90		25.90
1178 Morse Pavilion	15/02/2023		Bank 1 Current Accou	Credit Card	Plumbing repairs	Panks	S	27.50	5.50	33.00
1179 Subscriptions	15/02/2023		Bank 1 Current Accou	Credit Card	Adobe Subscription	Adobe	X	26.49		26.49
1180 Grant income and expenditur	15/02/2023		Bank 1 Current Accou	Credit Card	Provisions	Makro	E	13.80		13.80
1180 Cleaning and cleaning materi	15/02/2023		Bank 1 Current Accou	Credit Card	Provisions	Makro	S	33.47	6.69	40.16
1181 Office equipment	15/02/2023		Bank 1 Current Accou	Credit Card	Office Equipment	Amazon	S	6.66	1.33	7.99
1182 Office equipment	15/02/2023		Bank 1 Current Accou	Credit Card	Batteries	B&M	X	7.00		7.00
1183 Office equipment	15/02/2023		Bank 1 Current Accou	Credit Card	Mobile Phone Cases	Amazon	S	4.16	0.83	4.99
1184 Miscellaneous	15/02/2023		Bank 1 Current Accou	Credit Card	Dementia Gift Card	Sainsburys	X	100.00		100.00
1185 Town Hall	15/02/2023		Bank 1 Current Accou	Credit Card	Pest control	Ienv	S	127.25	25.45	152.70
1186 Telephone	15/02/2023		Bank 1 Current Accou	Credit Card	WiFi Upgrade	Amazon	S	66.66	13.33	79.99
1187 Telephone	15/02/2023		Bank 1 Current Accou	Credit Card	WiFi Upgrade	Amazon	X	83.49		83.49
1188 Vehicle lease	27/02/2023		Bank 1 Current Accou	BACS	Scag Mower Hire	Ben Burgess	S	440.00	88.00	528.00
1190 Health & Safety	27/02/2023		Bank 1 Current Accou	BACS	Uniform	LogoWear Ltd	S	135.65	27.13	162.78
1191 Gas	23/02/2023		Bank 1 Current Accou	DD	Gas - Morse Pavilion	SSE	S	307.69	61.53	369.22
1192 CEO Salary	27/02/2023		Bank 1 Current Accou	BACS	Locum Services	Politis Ltd	S	4,800.00	960.00	5,760.00
1193 Asset replacement	27/02/2023		Bank 1 Current Accou	BACS	Electric Vehicle	Electric Wheels	S	5,872.00	1,170.40	7,042.40
1194 Electricity	24/02/2023		Bank 1 Current Accou	DD	Electricity - Roxley Hall	SSE	L	270.10	13.50	283.60
1195 Electricity	24/02/2023		Bank 1 Current Accou	DD	Electricity - Town Hall	SSE	S	1,916.61	383.32	2,299.93
1196 Telephone	27/02/2023		Bank 1 Current Accou	DD	Mobile telephones - office	Three	S	10.00	2.00	12.00
1196 Telephone	27/02/2023		Bank 1 Current Accou	DD	Mobile telephones - office	Three	S	25.00	5.00	30.00
1197 Electricity	27/02/2023		Bank 1 Current Accou	DD	Electricity - Morse Pavilion	SSE	S	397.77	79.55	477.32
1198 Bottle Bank	28/02/2023		Bank 1 Current Accou	DD	Bottle bank	URM UK	S	10.80	2.16	12.96
1199 Telephone	28/02/2023		Bank 1 Current Accou	DD	Telephone - Morse Pavilion	Talk Talk	S	52.50	10.50	63.00
1200 Wheeled/litter/dog bins	28/02/2023		Bank 1 Deposit Accou	DD	Refuse Collection	Veolia	S	187.72	37.55	225.27
1200 Wheeled/litter/dog bins	28/02/2023		Bank 1 Deposit Accou	DD	Refuse Collection	Veolia	S	141.62	28.32	169.94
1201 Bank charges	28/02/2023		Bank 1 Current Accou	DD	Bank charges	LLoyds Bank	E	7.00		7.00

**Thorpe St Andrew Town Council**  
**PAYMENTS LIST**

<b>Voucher Code</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>VAT Type</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
							<b>Total</b>	<b>52,520.94</b>	<b>6,106.66</b>	<b>58,627.60</b>

## Thorpe St Andrew Town Council

Prepared by:  RFO Date: 01/03/23  
Name and Role (Clerk/RFO etc)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Role (RFO/Chair of Finance etc)

<b>Bank Reconciliation at 28/02/2023</b>			
	Cash in Hand 01/04/2022		373,343.07
	<b>ADD</b>		
	Receipts 01/04/2022 - 28/02/2023		804,385.31
			1,177,728.38
	<b>SUBTRACT</b>		
	Payments 01/04/2022 - 28/02/2023		737,421.36
<b>A</b>	<b>Cash in Hand 28/02/2023</b> (per Cash Book)		<b>440,307.02</b>
Cash in hand per Bank Statements			
	Petty Cash	22/02/2023	0.00
	Bank 2 Capital Account	28/02/2023	55,388.93
	Bank 1 Deposit Account	28/02/2023	376,777.14
	Bank 1 Current Account	28/02/2023	15,183.35
			<b>447,349.42</b>
	Less unrepresented payments		7,042.40
			440,307.02
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>440,307.02</b>
<b>A = B Checks out OK</b>			

**THORPE ST ANDREW TOWN COUNCIL  
MINUTES OF THE PLANNING AND ENVIRONMENT COMMITTEE  
MEETING  
HELD ON 13<sup>th</sup> FEBRUARY 2023**

**PRESENT:**

Mr J Fisher	Ms M Friend
Mr F Bowe	Mrs J Fisher
Mr S Snelling	Mr T Garner
Miss S Lawn	Mr P Berry

**1. In Attendance:** Dr T Foreman (Locum CEO, remotely), six members of the public, 2 members of the public remotely.

**Apologies for Absence:**

**2. Declarations of Interest:** None

**3. Minutes of meeting held on 16<sup>th</sup> January 2023**

The minutes of the meeting held on 16<sup>th</sup> January 2023 were signed and approved as a true record.

**4. Planning Items Raised by Residents-**

Four members of the public spoke on planning matters.

**5. Planning Applications**

**20221600**            **5 West Wing, St Andrews Park**    **Change of colour to front door**  
No objection

**20230147**            **113 Thunder Lane**            **Single and two storey rear and side extension**  
No objection – 5 in favour and 1 abstention

**20230167**            **132 St Williams Way**        **First floor rear extension over extended ground floor extension**  
No objection

**20230175**            **10 Pound Lane**                **Erection of new timber framed double garage**  
No objection

**BA/2023/0010/LBC**        **12 Manor Lodge**                **Replacement 1<sup>st</sup> floor ceilings and opening of blocked window**  
No objection

**BA/2022/0485/ADV** **Town House Hotel Proposal : A new package of 6 signs**  
No objection

**BA/2022/0486/LBC** **Town House Hotel Proposal : A new package of 6 signs**  
No objection

**7. Enforcement Notices (Confidential Matters)**

Noted

**Information Only**

**Confidential-** Enforcement Notices  
Noted

**Meeting closed at 20.30hrs**

*Signed:* .....

*Dated:* .....

## MINUTES OF FINANCE AND STAFFING COMMITTEE MEETING HELD ON 20<sup>TH</sup> FEBRUARY 2023

### 1. PRESENT:

Mrs J Fisher (Chairman)

Mr F. Bowe

Mr J. Emsell

Mr S. Snelling

Mr L. Reeves

Mr J. Ward

Mr P. Berry

Mr J. Fisher

Ms M Friend

IN ATTENDANCE: Mrs R McCarthy (Operational Manager/RFO),  
Dr T Foreman (Locum CEO) (remotely)

APOLOGIES FOR ABSENCE: Miss S Lawn

### 2. **Declarations of Interest**

None

### 3. **Minutes of Meeting held on 17<sup>th</sup> October 2022**

Minutes of the meeting held on 17<sup>th</sup> October 2022 were approved and signed as a true record.

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

None

### 5. **Appointment of Internal Auditor**

Dr T Foreman provided a verbal report relating to the appointment of the internal auditor. It was proposed by Mr J Fisher, seconded by Mr S Snelling and on a show of hands with all in favour **RESOLVED** to appoint Mr Roger Canwell.

### 6. **Review of Responsible Financial Officer Job Description**

The current job description of the Responsible Financial Officer was presented to the Committee for review. There was some discussion regarding the job description, which has changed significantly in recent years. It was proposed by Mrs J Fisher, seconded by Mr J Ward and on a show of hands with all in favour **RESOLVED** that responsibility 13 as presented is removed. In addition, wording within responsibility 10 as presented is edited to reflect deputising for the CEO.

### 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 Mr J Fisher, seconded by Mr F Bowe and on a show of hands with all in favour **RESOLVED** to close the meeting to press and public.

### 8. **Staff Terms and Conditions**

A review of staff terms and conditions was presented to the Committee. The Committee discussed the existing terms and conditions at length and considered the potential for a full review. On balance, it was felt that a full salary review be recommended to the new Council in May 2023. However, the Committee felt there was an urgent need to reflect the changes to the roles impacted by the redundancy of the Parks and Estates Manager in 2022. In addition, annual leave entitlements across the Council were assessed against the latest national pay award announced in November 2022.

It was proposed by Mrs J Fisher, seconded by Mr S Snelling and on a show of hands with 7 in favour and 1 against **RESOLVED** that the RFO be placed in the first SCP of the PO1 scale and the Parks Supervisor be placed on the first SCP of the SO1 scale. In addition, annual leave entitlement be increased to reflect the national pay agreement announced November 2022.

With no other business the meeting closed at 21.00hrs.

Chairman\_\_\_\_\_

Date\_\_\_\_\_



Thorpe St Andrew  
Neighbourhood Plan  
**Basic Conditions Statement**  
March 2023

Draft

# Contents

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# 1. Introduction

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- 1.1 When submitting a Neighbourhood Plan to the Local Authority (in this case Broadland District Council), it is a requirement that the Plan be accompanied by a number of supporting documents. One of these is commonly referred to as the 'Basic Conditions Statement.' Only a Neighbourhood Plan that meets each of the basic conditions can be put to referendum and if successful be used to assist in the determination of planning applications.
- 1.2 This Basic Conditions Statement is prepared for use by Broadland District Council and the Independent Planning Examiner, to assist in making this assessment about the basic conditions.

## 2. Legal Requirements

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**Legal Requirements:** The Neighbourhood Plan is compliant with The Planning and Compulsory Purchase Act 2004 38A (1) & (2) and 38B (a)-(c).

**Qualifying Body:** The Thorpe St Andrew Neighbourhood Development Plan being submitted by a qualifying body – Thorpe St Andrew Town Council. Thorpe St Andrew Town Council was confirmed as a qualifying body by Broadland District Council and the Broads Authority on 28<sup>th</sup> April 2017 when the Thorpe St Andrew Neighbourhood Plan Area was designated.

**A Neighbourhood Development Plan:** The Thorpe St Andrew Neighbourhood Development Plan is a neighbourhood development plan. It relates to planning matters (the use and development of land) and has been prepared in accordance with the statutory requirements and processes set out in the Town and Country Planning Act 1990 (as amended by the Localism Act 2011) and the Neighbourhood Planning Regulations 2012.

**The time-period covered:** The Thorpe St Andrew Neighbourhood Plan states the time-period for which it is to have effect (from 2018-2038) a period of 20-years.

**Excluded Development:** The Thorpe St Andrew Neighbourhood Development Plan policies do not relate to excluded development. The Thorpe St Andrew Neighbourhood Development Plan does not deal with County Matters (mineral extraction and waste development), nationally significant infrastructure or any other matters set out in Section 61K of the Town and Country Planning Act 1990.

**Area of the Neighbourhood Plan:** The Thorpe St Andrew Neighbourhood Development Plan relates to the Thorpe St Andrew Town Council's Neighbourhood Area and to no other area. There are no other Neighbourhood Plans in place relating to that Neighbourhood Area.

### 3. Basic Conditions

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- 3.1 Paragraph 8(2) of Schedule 4B in the Town and Country Planning Act 1990 (as amended by Schedule 10 of the Localism Act 2011) sets out a series of requirements that Neighbourhood Plans must meet. These 'basic conditions' are set out below:
- 3.2 A draft Plan meets the basic conditions if –
- (a) Having regard to national policies and advice contained in guidance issued by the Secretary of State, it is appropriate to make the plan (see below).
  - (b) Having special regard to the desirability of preserving any listed building or its setting or any features of special architectural or historic interest that it possesses, it is appropriate to make the order (applies in relation to a Listed Building only insofar as the order grants planning permission for development that affects the building or its setting (not applicable in respect of the Thorpe St Andrew Neighbourhood Plan).
  - (c) Having special regard to the desirability of preserving or enhancing the character or appearance of the Conservation Area it is appropriate to make the order (applies in relation to Conservation Areas only) insofar as the order grants planning permission for development in relation to buildings or land in the area (not applicable in respect of the Thorpe St Andrew Neighbourhood Development Plan)
  - (d) The making of the Plan contributes to the achievement of sustainable development (see below)
  - (e) The making of the Plan is in general conformity with the strategic policies contained in the development plan for the area of the authority (or any part of that area). (see below)
  - (f) The making of the Plan does not breach and is otherwise compatible with EU obligations (see below) and,
  - (g) Prescribed conditions are met in relation to the plan and prescribed matters have been complied with, in connection with the proposal for the plan (see below)
- 3.3 Where applicable each of these basic conditions is addressed below. For clarification it should be noted that b) and c) above are not applicable to the Thorpe St Andrew Neighbourhood Development Plan and refer to 'Neighbourhood Orders' only.

## 4. a) Having regard to National Policies and Advice and e) Conformity with Strategic policies in the Development Plan

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- 4.1 The following table provides an appraisal of the extent to which the Thorpe St Andrew Neighbourhood Plan has regard to national policy and is in general conformity with strategic local policy.
- 4.2 The Neighbourhood Plan policies were drafted to be in conformity with the National Planning Policy Framework published in July 2021. The table below assesses the degree of regard that the Thorpe St Andrew Neighbourhood Development Plan policies have had to NPPF 2021 (Column B). Applications in the Parish are determined by either of the two relevant local planning authorities – Broadland District Council and the Broads Authority and therefore the Thorpe St Andrew Neighbourhood Plan is required to be in general conformity with the relevant strategic policies of each of those two local planning authorities.
- 4.3 During the production of the Neighbourhood Plan, the strategic policies for the area were under-going revision. The Joint Core Strategy (JCS) for the Greater Norwich Area (Broadland, Norwich, and South Norfolk) was adopted in 2011. (Column C). The Broadland Development Management Development Plan Document (BDMDPD) was adopted in 2015 (Column D) and the Broadland Site Allocations Development Plan Document (BSADPD) was adopted in 2016 (Column E). The Joint Core Strategy is in the process of being replaced by the Greater Norwich Local Plan (GNLP) which was submitted for Examination in July 2021 and hearings began in December 2021. The Examination process is still ongoing at the date of submission of the Thorpe St Andrew Neighbourhood Plan. Therefore the Policies contained within the Thorpe St Andrew Neighbourhood Plan have also been assessed for their conformity against the emerging GNLP in addition to the adopted Development Plan for Broadland. This is set out in a separate table.
- 4.4 Furthermore the Local Plan for the Broads (BLP) was adopted in 2019 and therefore the assessment of the policies of the Thorpe St Andrew Neighbourhood Plan against the BLP can be found in Column F. The Broads Authority have begun a review of their Local Plan however it is yet to reach a stage where an assessment of conformity against emerging policies can be made.
- 4.5 In summary, the appraisal demonstrates that the Thorpe St Andrew Neighbourhood Development Plan has had appropriate regard to and is in general conformity with, both national and strategic policy.

**Assessment of policies in the Thorpe St Andrew Neighbourhood Plan against National and Local strategic policies**

<b>Thorpe St Andrew Neighbourhood Development Plan Policy (A)</b>	<b>NPPF 2021 (B)</b>	<b>Greater Norwich Joint Core Strategy 2011 (JCS) (C)</b>	<b>Broadland Development Management Development Plan Document 2015 (BMDMPD) (D)</b>	<b>Broadland Site Allocations Development Plan Document 2016 (SADPD) (D)</b>	<b>Broads Local Plan (BLP) 2019 (E)</b>
<p><b>Policy 1: Protecting and enhancing the Natural Environment</b></p>	<p>This policy reflects NPPF paragraph 170 a) which requires planning policies to enhance the natural and local environment by protecting and enhancing sites of biodiversity value.</p> <p>This policy reflects NPPF paras 101-103 which advocate. “The designation of land as Local Green Space through local and neighbourhood plans allows communities to identify and protect green areas of particular importance to them.”</p>	<p>This policy is consistent with Policy 1 of the JCS which requires new development to contribute to providing a multifunctional green infrastructure network, including provision of areas of open space, ...both off site and as an integral part of the development.</p> <p>The JCS does not have a specific policy that relates to Local Green Spaces however Policy 1 of the JCS does refer to</p>	<p>This policy reflects Policy EN2 of the DMDDPD - Landscape, which recognises the importance of natural features that make a significant contribution to the character of the area.</p> <p>The DMDPD does not have a specific policy for Local Green Spaces although paragraph 3.7 does refer to “valuable open space”.</p> <p>However, Paragraph 3.13 of the DMDPD outlines the criteria for the designation of Local Green Spaces and paragraph 3.15 indicates that “regard</p>	<p>Policy TSA2 of the SADPD allocates an area of land at Pinebanks for housing and open space.</p> <p>Policy 1 identifies a number of sites that are important for their biodiversity or geodiversity value. This includes 11 Weston Pits and 15 Thorpe Ridge which are both sites of biodiversity value.</p>	<p>This policy reflects Policy DM7 of the BLP which seeks to protect existing green and open spaces. It does not specifically refer to Local Green spaces.</p> <p>This Policy reflects Policy DM8 Green Infrastructure of the BLP which seeks to protect sites of biodiversity and geodiversity importance including green corridors and sites of amenity value.</p>

	Policy 1 proposes a number of Local Green Spaces in the parish which have been against the criteria in the NPPF.	“valuable open spaces”.	will be had to any local designations e.g. Local Green Space in Neighbourhood Plans		Furthermore Policies SP6 and DM13 of the BLP seek to protect the natural environment and sites of biodiversity value.
<b>Policy 2: Creating a string sense of place.</b>	This policy reflects NPPF para 130 which sets out the design criteria that development should meet for example “visually attractive as a result of good architecture, layout and appropriate and effective landscaping”.. “sympathetic to local character and history, including the surrounding built environment and landscape setting while not preventing or discouraging appropriate innovation or change” ...”create places that are safe, inclusive...with a high standard of amenity...and where	This policy is consistent with JCS Policy 4 – Housing Delivery which requires proposals for housing to contribute to the mix of housing required to provide balanced communities and meet the needs of the area.  This policy is consistent with JCS Policy 2- Promoting Good Design, which seeks to ensure that all development will be designed to the highest possible standards, creating a strong sense of place.  In particular development proposals will respect	This policy is in conformity with Policy GC4 of the DMDPD – Design. Both policies refer to the importance of local distinctiveness, meeting the amenity needs of occupiers through sufficient space, crime prevention and the importance of the character of the area.	The SADPD does not contain an equivalent or corresponding policy.	This policy is consistent with Policy DM43 Design of the BLP which includes criteria relating to scale, form, massing, layout, design, materials and landscaping.

	<p>crime and the fear of crime do not undermine the quality of life or community cohesion or resilience”</p> <p>Policy 2 contains clear criteria relating to layout, scale, local character, landscaping, wildlife, layout, materials, sustainability and accessibility, Secure by Design, parking, and storage.</p>	<p>local distinctiveness including the landscape character and historic environment, the varied character of villages, designing out crime, the use of sustainable and traditional materials.</p>			
<p><b>Policy 3: Connectivity and ensuring adequate car parking</b></p>	<p>his policy is consistent with NPPF paragraph 110 c) which seeks to create secure and attractive places which minimise the scope for conflict between pedestrians, cyclist, and vehicles. This policy is also consistent with paragraph 112 c) which seeks to create places that are safe, secure, and attractive which minimise the scope for conflict</p>	<p>This policy is consistent with Policy 7 of the JCS – Supporting Communities, which indicates that healthier lifestyles will be promoted by maximising access by walking and cycling,</p> <p>In respect of parking there is no specific equivalent or corresponding policy in the Adopted JCS.</p>	<p>There is no specific policy relating to walking and cycling in the DMDPD – the issue is covered by Policies 2 and 6 of the JCS.</p> <p>This policy is consistent with Policy TS4 of the DMDDPD, which required that parking and manoeuvring space is provided that reflects the use and location.</p>	<p>The SADPD does not contain an equivalent or corresponding policy.</p>	<p>This policy is consistent with Policy DM23 Transport, Highways and Access which refers to the provision of parking in accordance with adopted standards.</p>



	<p>between pedestrians, cyclists, and vehicles. Policy 3 also seeks to ensure that the built environment and amenity of the parish is not impacted by a lack of convenient and appropriate parking.</p>				
<p><b>Policy 4: Protecting residential amenity</b></p>	<p>This policy is consistent with NPPF paragraph 185 a)-c) which requires planning policies to ensure that new development is appropriate to its location taking into account the likely effects of pollution on health, living conditions and the natural environment. This includes impacts relating to noise from development, impacts upon amenity and light pollution .</p> <p>Policy 4 seeks to address issues relating to amenity arising from new development including noise, air, dust, and vibration.</p>	<p>This policy is consistent with Policy 7 of the JCS which requires all development to maintain or enhance the quality of life and the well-being of communities and will promote equality and diversity and protect and strengthen community cohesion.</p>	<p>This policy is in conformity with Policy GC4 of the DMDPD – Design. Both policies refer to the importance of local distinctiveness, meeting the amenity needs of occupiers through sufficient space, crime prevention and the importance of the character of the area.</p>	<p>The SADPD does not contain an equivalent or corresponding policy.</p>	<p>This policy is consistent with Policy DM21 Amenity of the BLP which requires new development, including alterations and extensions to existing buildings, to provide the occupiers/users with a satisfactory level of amenity and seeks to ensure that development will not be permitted if it would have an unacceptable impact on the amenity of existing or potential neighbouring properties or uses.</p>

<p><b>Policy 5: Residential Mooring</b></p>	<p>This policy reflects NPPF para 62 which advises that planning policies should reflect the needs of “those who require different forms of housing.</p>	<p>This policy is consistent with JCS Policy 4 – Housing Delivery which requires proposals for housing to contribute to the mix of housing required to provide balanced communities and meet the needs of the area</p>	<p>This policy is consistent with paragraph 4.8 of the DMDPD which requires local planning authorities to plan for a mix of housing based on current and future demographic trends, market trends and the needs of different groups in the community.</p>	<p>The SADPD does not contain an equivalent or corresponding policy.</p>	<p>This policy is consistent with Policy DM37 of the BLP which covers new Residential Moorings. Both policies have similar criteria relating to the impact of moorings including biodiversity, historic environment, facilities , access and parking.</p>
<p><b>Policy 6: Promoting and protecting employment</b></p>	<p>This policy reflects NPPF para 81 which requires planning policies and decisions to help create the conditions in which businesses can invest, expand, and adapt. Significant weight should be placed on the need to support economic growth and productivity, taking into account both local business needs and wider opportunities for development. The approach taken should allow each area to</p>	<p>This policy is consistent with Policy 5 of the Adopted JCS which seeks to ensure that sufficient land is allocated to meet identified employment needs.</p>	<p>This policy is in accordance with Policy E2 of the DMDPD– Retention of Employment Sites, which seeks to protect existing employment sites.</p>	<p>This Policy is in accordance with Policy TSA1 of the SADPD which allocates land at Broadland Business Park as an employment site.  Policy 6 seeks to protect such sites and keep them in employment uses as well as encouraging their development.</p>	<p>This policy is consistent with Policy DM26 Protecting General Employment in the BLP, which seeks to retain existing identified employment sites in that use.</p>

	<p>build on its strengths, counter any weaknesses and address the challenges of the future. It is also consistent with paragraph 84a which allows for” the sustainable growth and expansion of all types of business</p>				
<p><b>Policy 7: Retaining and creating community facilities</b></p>	<p>This policy seeks to retain existing community facilities is consistent with criterion c of paragraph 93 which urges planning policies to “guard against the unnecessary loss of valued facilities and services, particularly where this would reduce the community’s ability to meet its day-to-day needs”.</p> <p>Policy7 seeks to retain the existing community facilities within the parish and provides support for proposals that would provide</p>	<p>This policy is consistent with Policy 7 of the JCS – Supporting Communities, which refers to community infrastructure and cohesion and states that: ‘provision will be made to ensure equitable access to new and improved community halls, including new provision on major developments. This will provide facilities for use by a wide range of groups, including faith communities. Expanded library</p>	<p>This policy is consistent with Policy CSU1 of the DMDPD – Additional Community Facilities which seeks to improve the range of community facilities and local services available.</p> <p>The policy is consistent with DMDPD Policy CSU2 – Loss of community facilities or local services, in that both seek to protect existing facilities unless they can be demonstrated to be unviable.</p> <p>In addition it is consistent with DMDPD Policy CSU3 – Provision of Community facilities or</p>	<p>The SADPD does not contain an equivalent or corresponding policy.</p>	<p>This policy is consistent with Policies SP16 and DM44 of the BLP which supports the retention of existing community facilities and supports the provision of appropriate new community facilities.</p>

	benefit to the local community.	provision will be made including through new or expanded facilities in major growth locations. Integration and cohesion within and between new and existing communities will be promoted including through support for community development workers and the early engagement of existing communities in the design process.	local services within large-scale developments, which indicates that large-scale housing development should provide community facilities.		
<b>Policy 8: Protecting the historic environment</b>	<p>This policy reflects NPPF paragraphs 189 to 208 which seek to conserve and enhance the historic environment.</p> <p>Policy 8 covers designated heritage assets such as listed buildings and the Conservation Area. It outlines the approach to assessing the impact of applications on</p>	<p>This policy is in accordance with Policy 1 of the JCS which identifies that the built environment, heritage assets, and the wider historic environment will be conserved and enhanced through the protection of buildings and structures which contribute to their surroundings, the</p>	<p>There is no specific policy relating to heritage/historic environment in the DMDPD. It is referred to in Policy 1 of the JCS.</p>	<p>The SADPD does not contain an equivalent or corresponding policy.</p>	<p>This policy reflects Policies SP5 and DM 11 of the BLP which seeks to protect the historic environment and assets of the Broads including key buildings and structures and Conservation Areas.</p>

	<p>designated heritage assets.</p> <p>This policy is consistent with paragraph 191 which recognises the importance of Conservation Areas as having special architectural and historic interest.</p>	<p>protection of their settings, the encouragement of high-quality maintenance and repair and the enhancement of public spaces.</p>			
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Draft

<b>Thorpe St Andrew Neighbourhood Development Plan Policy</b>	<b>Emerging Greater Norwich Local Plan (2021)</b>
<b>Policy 1: Protecting and enhancing the natural environment</b>	<p>There is no specific GNLP policy that refers to the protection or identification of Local Green Spaces.</p> <p>This policy is consistent with GNLP Policy 3 – Environmental Protection and Enhancement, which requires ‘development proposals to conserve and enhance the natural environment (including valued landscapes)’.</p> <p>This policy is consistent with GNLP Policy 3 – Environmental Protection and enhancement which requires development proposals to conserve and enhance the natural environment (including valued landscapes, biodiversity including priority habitats, networks and species, ancient trees and woodlands, geodiversity, high quality agricultural land and soils). Proposals should avoid harm to designated and non-designated assets of the natural environment unless there are overriding benefits from the development and the harm has been minimised.</p>
<b>Policy 2: Creating a strong sense of place.</b>	<p>This policy is consistent with GNLP Policy 2 – Sustainable Communities, which requires new development to respect, protect and enhance local character and aesthetic quality (including landscape, townscape, and the historic environment), taking account of landscape or historic character assessments, design guides and codes.</p>
<b>Policy 3: Connectivity and ensuring adequate car parking</b>	<p>There is no specific GNLP policy that is comparable to Policy 3 however GNLP Policy 2 – Sustainable Communities, does make reference to ‘integrating parking in a manner that does not dominate the streetscape and providing a high standard of amenity through planting and the careful choice of materials.’</p>
<b>Policy 4: Protecting residential amenity</b>	<p>This policy is consistent with GNLP Policy 2 – Sustainable Communities, which requires development to protect water quality, both surface and groundwater, and be water efficient, protect air quality, minimise pollution and take account of ground conditions</p>
<b>Policy 5: Residential Mooring</b>	<p>This policy is consistent with GNLP Policy 5 – Homes, which requires proposals for housing to contribute to a variety of homes in terms of tenure and cost. New homes should provide for a good quality of life in mixed and inclusive communities and major development proposals should provide adaptable homes to meet varied and changing needs.</p>

<p><b>Policy 6: Promoting and protecting employment</b></p>	<p>This policy is consistent with GNLP Policy 6 – The Economy which seeks to ensure that sufficient employment land is allocated in accessible locations to meet identified need and provide for choice. In addition land identified for employment uses will only be considered for other uses that are ancillary to and supportive of its employment role. The policy seeks to retain existing employment sites in employment uses to accommodate new small and medium businesses</p>
<p><b>Policy 7: Retaining and creating community facilities</b></p>	<p>This policy is consistent with GNLP Policy 2 – Sustainable Communities, which requires new development to contribute to new infrastructure. Specifically the policy requires developers to ensure safe, convenient, and sustainable access to on site and local services and facilities including schools, health care, shops, recreation/leisure/community/faith facilities and libraries and to create inclusive, resilient, and safe communities in which people of all ages have good access to services and local job opportunities, can interact socially, be independent and have the opportunity for healthy and active lifestyles.</p> <p>There is no specific GNLP policy that refers to the protection of existing community facilities.</p>
<p><b>Policy 8: Protecting the historic environment</b></p>	<p>This policy is consistent with GNLP Policy 3 – Environmental Protection and Enhancement, which requires development proposals to conserve and enhance the built and historic environment through avoiding harm to designated and non-designated heritage assets and historic character, unless there are overriding benefits from the development that outweigh that harm or loss and the harm has been minimised.</p>

## 5 d) Achieving Sustainable Development

5.1 The NPPF 2021 states that the purpose of the planning system is to contribute to the achievement of sustainable development. At a very high level the objective of sustainable development can be summarised as meeting the needs of the present without compromising the ability of future generations to meet their own needs.<sup>1</sup> The appraisal of the Thorpe St Andrew Neighbourhood Development Plan policies against NPPF policies presented above demonstrates how polices in the Neighbourhood Plan comply with the NPPF and therefore deliver sustainable development.

5.2. The NPPF states that the planning system has three overarching objectives which are interdependent and need to be pursued in mutually supportive ways (so that opportunities can be taken to secure net gains across each of the different objectives.

### ***Economic, social, and environmental objectives***

5.3 These objectives give rise to the need for the planning system to perform a number of roles as defined by the NPPF and set out below.

5.4 The objectives and policies contained within the Thorpe St Andrew Neighbourhood Plan contribute towards each of these three objectives and cumulatively contribute to the achievement of sustainable development. How they achieve this is summarised below, Unsurprisingly, there is a degree of cross-over between policies and many contribute to more than one of the sustainable development objectives e.g., **Policy 2; Creating a strong sense of place** contributes to both social and environmental objectives.

5.5 The plan has been formulated with Sustainable Development at its heart and looks forward with an eye on the legacy created for future generations. The vision itself refers to delivering a sustainable, enduring, environmental, affordable, and high-quality legacy.

### **A Vision for Thorpe St Andrew**

*In 2038, Thorpe St Andrew will be a socially and economically thriving community, which has retained its individuality, culture and identity”*

5.6 The plan contains a set of six objectives which are identified in order to deliver the vision. These have been refined over time through consultation. The objectives cover the following: Natural Environment, Housing, Economic, Transportation, Community, and Historic Environment. The objectives are as follows:

**Natural Environment Objective: To protect and enhance the natural landscape of the town, including key landscapes, natural habitats and areas with nature conservation value**

**Housing Objective: To promote well designed housing, protecting the amenity of those who live and work in Thorpe St Andrew.**

<sup>1</sup> Resolution 42/187 of the United Nations General Assembly



**Transportation Objective: To strengthen the provision of public and sustainable transport options, while ensuring future development includes sufficient provision for private cars.**

**Economic Objective: To promote economic growth and safeguard existing employment sites, which will encourage more money to remain within the community and prevent the need for long commuting.**

**Community Objective: To provide for the health, education and leisure needs of the community, with readily accessible facilities.**

**Historic Environment Objective: To protect, enhance and strengthen the character and appearance of the conservation area and the historic buildings of Thorpe St Andrew**

5.7 The objectives each support development whilst recognising the important of safeguarding and enhancing the special qualities that contribute to the specific character of Thorpe St Andrew. These objective when taken together cover the same extent as the sustainability objectives of the planning system as outlined in the NPPF.

5.8 The following table helps to further demonstrate the Plan’s comprehensive contribution to sustainable development.

<b>NPPF Sustainable Development</b>	<b>Contribution through Thorpe St Andrew Neighbourhood Plan Policies</b>
<p><b>NPPF 2021</b></p> <p><b>An economic objective:</b> to help build a strong, responsive, and competitive economy, by ensuring that sufficient land of the right types is available in the right places, and at the right time to support growth, innovation, and improved productivity; and by identifying and co-ordinating the provision of infrastructure.</p>	<p><b>Economic Objective :</b> To promote economic growth and safeguard existing employment sites, which will encourage more money to remain within the community and prevent the need for long commuting.</p> <p><b>Policy 6: Promoting and protecting employment.</b> This policy seeks to retain and expand identified employment areas, whilst promoting opportunities for homeworking and the encouragement of sharing of buildings and facilities.</p>
<p><b>NPPF 2021</b></p> <p><b>A social objective:</b> to support strong, vibrant, and healthy communities by ensuring that a sufficient number and range of homes can be provided to meet the needs of present and future generations; and by fostering well-designed, beautiful, and safe places, with accessible services and open</p>	<p><b>Housing Objective:</b> To promote well designed housing, protecting the amenity of those who live and work in Thorpe St Andrew</p> <p><b>Transportation Objective:</b> To strengthen the provision of public and sustainable transport options, while ensuring future development includes sufficient provision for private cars.</p> <p><b>Community Facilities Objective:</b> To provide for the health, education and leisure needs of the community, with readily accessible facilities.</p>

<p>spaces that reflect current and future needs and support communities' health, social and cultural well-being; and</p>	<p><b>Policy 2: Creating a strong sense of place.</b> This policy seeks to ensure that new development complements the character of the area and sets out some design criteria to ensure high quality new development.</p> <p><b>Policy 3: Connectivity and enabling adequate car parking.</b> This policy encourages the provision of new pedestrian and cycle connections and provides criteria for the design and provision of car parking in new developments.</p> <p><b>Policy 4: Protecting residential amenity.</b> This policy seeks to safeguard the existing levels of amenity and ensure these are not adversely impacted by new development.</p> <p><b>Policy 5: Residential Mooring.</b> This policy provides for new residential moorings in appropriate locations subject to criteria controlling impacts on the natural and historic environment and residential amenity.</p> <p><b>Policy 7: Retaining and creating community facilities.</b> This policy protect existing community facilities, whilst promoting their enhancement and encouraging new provision.</p>
<p><b>NPPF 2021</b></p> <p><b>An environmental role:</b> to protect and enhance our natural, built, and historic environment; including making effective use of land, improving biodiversity, using natural resources prudently, minimising waste and pollution, and mitigating and adapting to climate change, including moving to a low carbon economy.</p>	<p><b>Natural Environment Objective:</b> To protect and enhance the natural landscape of the town, including key landscapes, natural habitats and areas with nature conservation value.</p> <p><b>Housing Objective:</b> To promote well designed housing, protecting the amenity of those who live and work in Thorpe St Andrew</p> <p><b>Transportation Objective:</b> To strengthen the provision of public and sustainable transport options, while ensuring future development includes sufficient provision for private cars.</p> <p><b>Historic Environment Objective:</b> To protect, enhance and strengthen the character and appearance of the conservation area and the historic buildings of Thorpe St Andrew</p> <p><b>Policy 1: Protecting and enhancing the natural environment.</b> This policy identifies a number of spaces in the parish that are important for their wildlife, biodiversity, or recreational value. The policy seeks to protect them and identifies a number of Local Green Spaces.</p> <p><b>Policy 2: Creating a strong sense of place.</b> This policy seeks to ensure that new development complements the character of the area and sets out some design criteria to ensure high quality new development which enhances the built environment.</p>

	<p><b>Policy 3: Connectivity and enabling adequate car parking.</b> This policy encourages the provision of new pedestrian and cycle connections and provides criteria for the design and provision of car parking in new developments on order to enhance the built environment.</p> <p><b>Policy 4: Protecting residential amenity.</b> This policy seeks to safeguard the existing levels of amenity and ensure these are not adversely impacted by new development.</p> <p><b>Policy 5: Protecting the Historic Environment.</b> This policy seeks to protect the historic environment of the parish.</p>
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## 6. f) Compatibility with EU Obligations

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- 6.1 The statement below demonstrates how the Thorpe St Andrew Neighbourhood Development Plan does not breach and is compatible with EU obligations.
- 6.2 Broadland District Council recommends that the Strategic Environmental Assessment (SEA) and Habitats Regulation Assessment (HRA) Screening processes be undertaken prior to Pre-Submission stage. The SEA Screening Report was produced in February 2021.
- 6.3 The SEA Screening Report concluded that Thorpe St Andrew Neighbourhood Plan is not likely to have significant environmental effects, due to the absence of any land allocations for development, or promotion of any significant new development. It also concluded that SEA was not required..
- 6.4 Consultation on the Screening Report was carried out with Natural England, Historic England, and the Environment Agency in November 2019. Natural England responded on the 19<sup>th</sup> December 2019 and indicated that they did not consider that full SEA was required.

### Human Rights

- 6.5 In addition, the Neighbourhood Plan has regard to the fundamental rights and freedoms guaranteed under the European Convention on Human Rights and complies with the Human Rights Act 1998. The accompanying Consultation Statement sets out the process followed in terms of community involvement.

## 7. g) Prescribed matters

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- 7.1 An additional basic condition is prescribed under Regulation 32 of the Neighbourhood Planning (General) Regulations 2012 as follows:

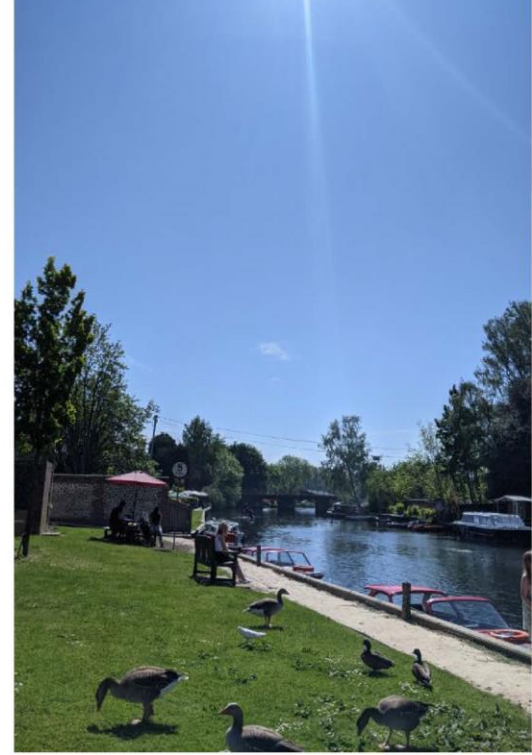
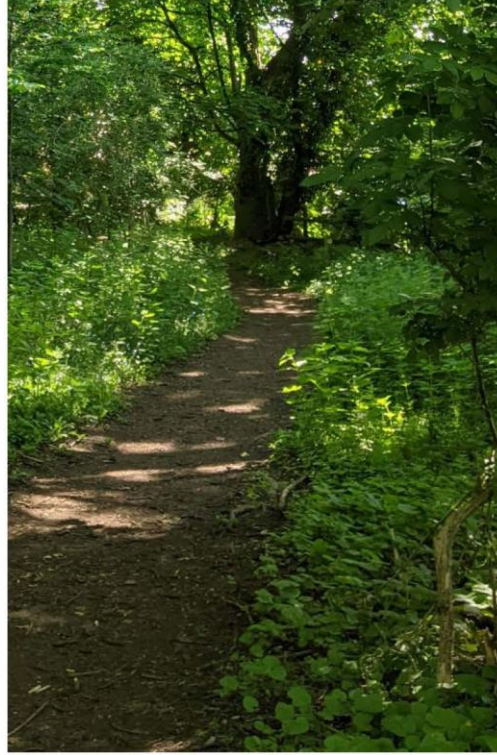
*“The making of the Neighbourhood Development Plan is not likely to have any significant effect on a European Site (as defined in the Conservation of Habitats and Species Regulations 2010 (2)) or a European offshore marine site (as defined in the Offshore Marine Conservation (Natural Habitats, &c) Regulations 2007 (3)), (either alone or in combination with other plans and projects)”.*

- 7.2 The HRA screening report produced jointly by Broadland and the Broads Authority in November 2019 notes at paragraph 4.2 that the Thorpe St Andrew Neighbourhood Plan does not allocate any sites for future development in the parish, which possibly would have a negative impact. Only two policies are site specific (Policies 1 and 6), but these, respectively, seek to protect identified green spaces of local importance from future development, and enhance current employment areas, where appropriate. Instead, a number of the policies within it sets out criteria that any new residential/or employment developments that comes forward must meet. Should schemes which are supported by the Thorpe St Andrew Neighbourhood Plan move forward, individual project-level HRAs should be carried out to determine any likely significant effects.

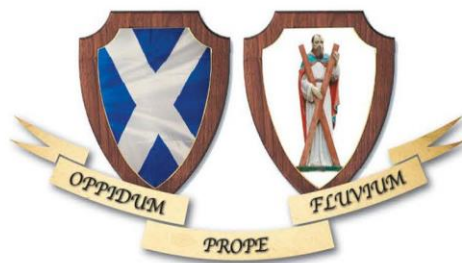
- 7.3 The HRA Screening Report goes on to conclude that there will be no likely significant effect of the proposed Thorpe St. Andrew Neighbourhood Plan on the highlighted European designations to the south east of the parish, and therefore a full Appropriate Assessment is not required.
- 7.4 Natural England were invited to comment on the HRA Screening Report in November 2019 and in their response on 19<sup>th</sup> December 2019, indicated that “Natural England concurs with the findings of the HRA Screening report”.

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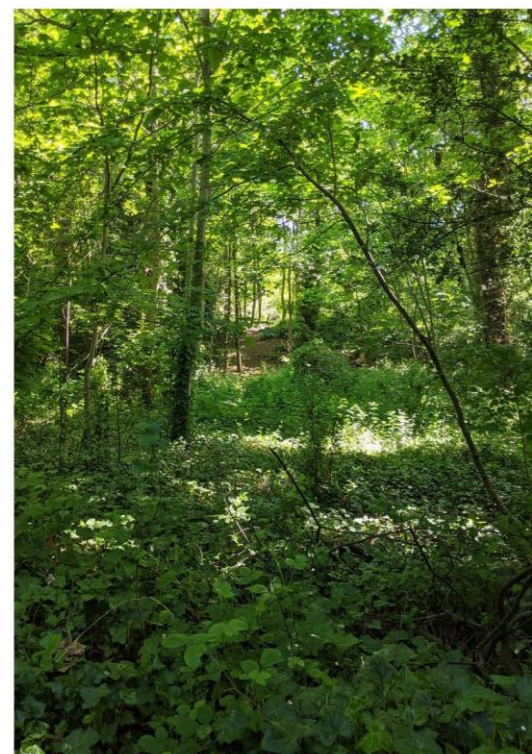




# Thorpe St Andrew Town Council Neighbourhood Development Plan 2018 – 2038 (Regulation 16 Submission Draft)



THORPE ST ANDREW TOWN COUNCIL





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## 1. Introduction

1.1 This document is the Submission Version of the Thorpe St Andrew Neighbourhood Development Plan (NDP). It presents the Vision and Objectives for Thorpe St Andrew over the NDP period to 2038 and presents planning policies which seek to enable delivery of this Vision and these Objectives.

1.2 This Neighbourhood Plan builds on the National Planning Policy Framework (NPPF) and the adopted Development Plan for Thorpe St Andrew, which includes the documents making up the Broadland District Council Local Plan and the Broads Authority Local Plan. It also anticipates the emerging Greater Norwich Local Plan (GNLP) which will replace the Adopted Joint Core Strategy.. The Thorpe St Andrew NDP has been developed to ensure that future growth and development throughout the town is guided by the local community, and gives an extra level of detail at the local level.

1.3 The Development Plan for each of the Local Planning Authorities is made up as follows:

Broadland:

- Adopted Joint Core Strategy 2011
- Broadland Development Management Development Plan Documents 2015
- Broadland Site Allocations Development Plan Document 2016
- Growth Triangle Area Action Plan 2016

Broads Authority:

- Broads Local Plan 2019

1.4 The plan period of the Thorpe St Andrew NDP runs in tandem with the emerging Local Plan, which runs to 2038. It is appropriate that it should have the same end period and therefore it will be reviewed before the end date of the Plan. The Town Council may however deem it necessary to update the NDP at an earlier date if circumstances warrant any earlier review.

1.5 This document is supported by a number of other documents and background information which are referred to throughout. A glossary and abbreviations section are included at the back of this document for reference (Section 17).

1.6 Thorpe St Andrew NDP applies to the area that is administered by Thorpe St Andrew Town Council, covering the civil parish boundary of Thorpe St Andrew, and as shown in Figure 1.

1.7 Thorpe St Andrew is the administrative headquarters of Broadland District Council. Both Broadland District Council and the Broads Authority are the Local Planning Authorities for the parish.

1.8 The community of Thorpe St Andrew has decided to develop an NDP in order to:

- Identify potential for development.
- Inform the types of housing and development needed in the town. This includes:
  - The size and style of houses
  - The footprint to amenity ratio
  - Adequate number of car parking spaces
  - Provide greater local detail to the design guide issued by Broadland District Council
- Ensuring the protection of open spaces for the town
- Improving sustainable transport, traffic conditions and highways
- Having an impact on social spaces
- Protecting the culture and identity of Thorpe St Andrew, with a special interest in the river frontage

1.9 Once finalised and adopted by Broadland District Council (BDC) and the Broads Authority (BA), the planning policies presented in this NDP seek to positively plan for the future of Thorpe St Andrew and will be used and acted upon by BDC and BA planning officers, landowners and developers through the development process; providing clarity on the community's needs and aspirations.

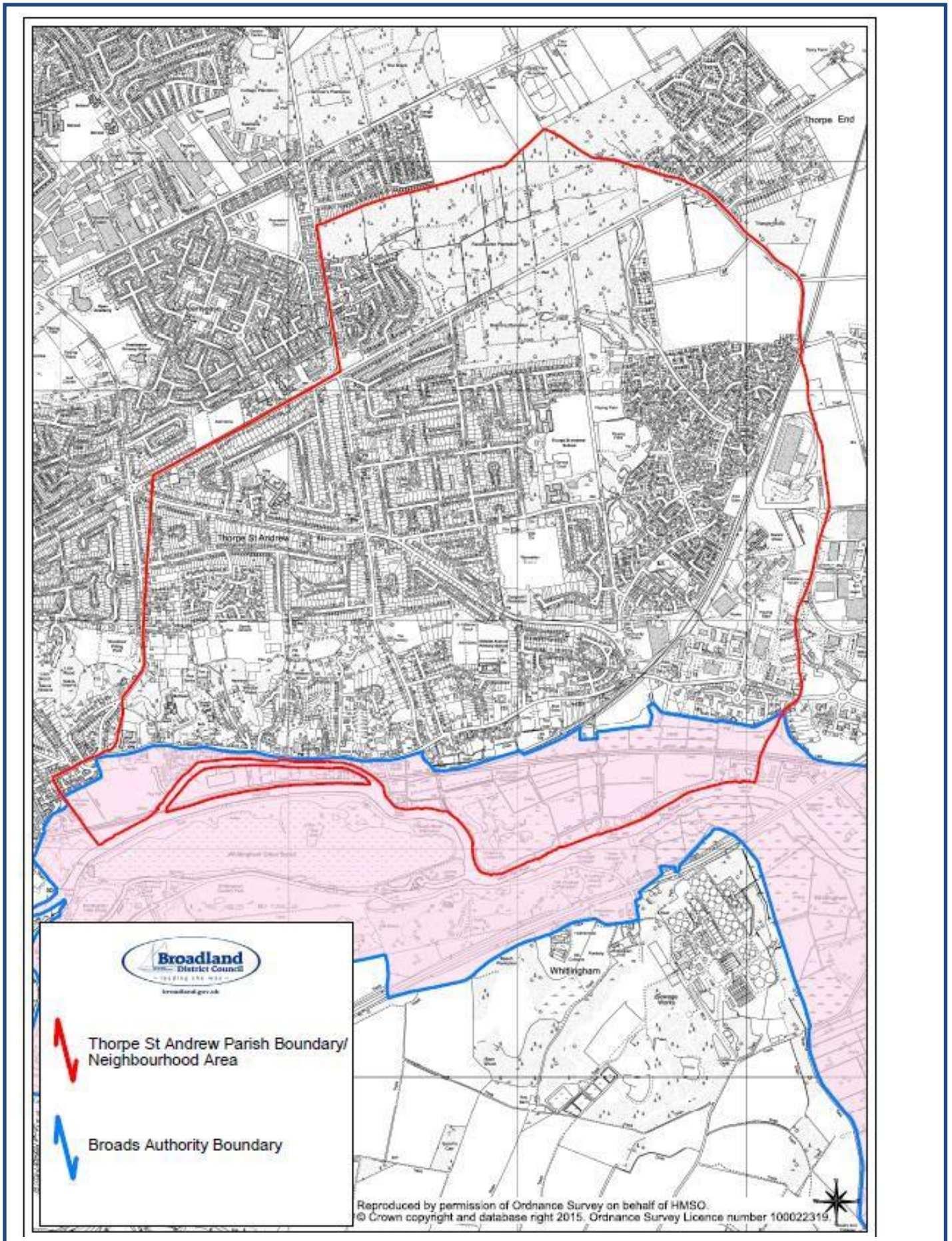


Figure 1: Designated NDP Area for Thorpe St Andrew NDP.

## 2. Thorpe St Andrew NDP – The Preparation Process

### Getting this far

- 2.1. The preparation of the NDP has been led by the Thorpe St Andrew NDP Working Group. This group comprises of four Town Councillors, a representative from Thorpe History Group and two local residents. One of whom is a local business owner, the other a chartered town planner acting in a voluntary capacity. The workinggroup is assisted by the Town Clerk, Dr Thomas Foreman and has administrative support by a committee officer.
- 2.2. The preparation of this NDP has been informed throughout by a comprehensive programme of consultation. Consultations have taken place over the last two years. These have included:
  - Newsletters, published at least twice a year to all households in Thorpe St Andrew
  - Posters; across 15 locations
  - Events; attendance at well attended local events, such as each St George’s Day, Church Fetes, Summer Fetes and Christmas Events
  - It was suggested to create a dedicated site; however the Town Council website is widely known in the local area, and therefore would be widely recognised and remembered by residents wanting more information on the NDP
  - Facebook and Twitter posts
  - Public Meetings; arranged and widely publicised.
  - Embedded ‘Neighbourhood Plan’ promotional pop-ups on the Town Council website
  - Formal public consultation on the Regulation 14 draft Neighbourhood Plan between June and August 2021.
- 2.3. All consultations have been summarized in the ‘Consultation Statement’, as required by the formal NDP legislative requirements.
- 2.4. The outcomes of the various consultations have highlighted the key priorities of:
  - Housing Design
    - i. Availability of more individual plots, opposed to large developments
    - ii. Retain the character of the town
      - a. Southern Thorpe and the conservation area
      - b. Northern Thorpe
      - c. Dussindale
  - Leisure and Recreation
    - i. Identify and increase services and infrastructure in line with new developments
    - ii. Achieve enhanced community facilities
  - Transport
    - i. Improve and increase public transport options
    - ii. Improve traffic flow with new developments
  - Environment
    - i. Protect open spaces; specifically, woodland areas and River Green
    - ii. Identify and retain employment areas in sustainable locations



## What next?

- 2.5. Following submission of this draft plan to Broadland District Council and the Broads Authority for their consideration it will be consulted on before being sent to an independent examiner (mutually agreed by Broadland District Council, the Broads Authority and Thorpe St Andrew Town Council) who will check the NDP to ensure it conforms with the 'Basic Conditions' of Neighbourhood Planning<sup>1</sup>. At that stage, the independent examiner may recommend that the NDP is amended before continuing to the referendum stage or recommend that the NDP continue straight to the referendum stage as is.
- 2.6. If approved, by both Local Planning Authorities, the NDP will be subject to a referendum, in order to gauge community support. The NDP will only be adopted by Broadland District Council and the Broads Authority if the majority of those voting in the referendum support it.
- 2.7. Once adopted, the Neighbourhood Plan will become part of the statutory Development Plan, meaning that the policies contained within the Thorpe St Andrew NDP will have to be taken into consideration when planning officers determine future planning applications within the parish.

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<sup>1</sup> Basic condition for neighbourhood planning – <https://www.gov.uk/government/get-involved/take-part/make-a-neighbourhood-plan>

### 3. Thorpe St Andrew: Background

- 3.1 Thorpe St Andrew is a town and civil parish in the Broadland district of Norfolk, England. It is situated on the River Yare, two miles east of the centre of Norwich, and is outside the boundary of the city. The civil parish has an area of 708 ha (1,750 acres) and had a population of 14,556 at the 2011 census;[1] this was an increase from the 2001 figure of 13,762.
- 3.2 The settlement of Thorpe St Andrew has historically been separate to the city of Norwich and to this day the administration remains so. Thorpe St. Andrew is a town, independent of the City and falls under the jurisdiction of Broadland District Council. The civil parish boundary 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.
- 3.3 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.
- 3.4 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 much of the Broads Authority executive area within the town. West of the Green the historically significant buildings face the river and are best seen from the river. The steep wooded slopes to the north of the historic settlement are the setting of School Lane and Chapel Lane and of a number of large houses (now in commercial use). They are also the essential backdrop to the settlement as a whole; best appreciated from the river. The Conservation Area is confined to the historic settlement together with the wooded slopes immediately to the north.
- 3.5 The 2011 census population of 14,556 is broken down in age profile in the town is as follows:-

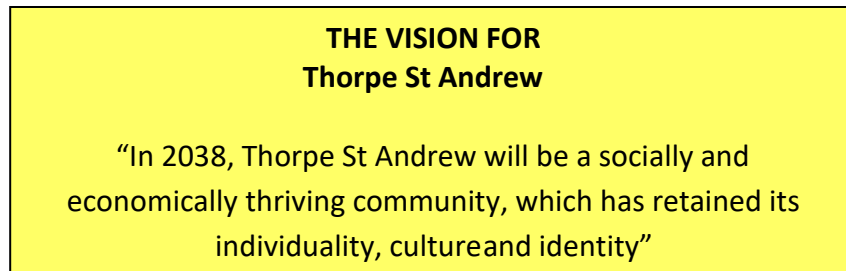
South East ward	
Age (years)	Population percentage (%)
0-19	24.98
20-64	60.42
65 and above	14.6

North West ward	
Age (years)	Population percentage (%)
0-19	19.92
20-64	53.58
65 and above	26.5

- 3.6 The figures show that the age profile of the North West ward is generally older. However, the 2012 'Leisure Needs Assessment' for Broadland and Thorpe St Andrew projects that by 2030 the demographic profile is expected to shift. The Assessment concludes that "there is a relatively large population of young people living within Thorpe St Andrew. Whilst Broadland overall has a relatively old and ageing population, Thorpe St Andrew and other areas in the south of Broadland which border Norwich are home to the largest proportion of young people and this should be considered in planning suitable facilities for sport and physical activity".
- 3.7 There are numerous leisure facilities, groups and organisations including the County Arts indoor and outdoor bowling club on Plumstead Road. There is a significant retail area off Dussindale Drive which takes the form of a neighbourhood centre and hosts a significant Sainsbury's, Argos, Lloyds Pharmacy, petrol station, community centre and the Town Council offices. Other areas of retail include parades of shops, cafes and other hospitality at Thorpe Road (River Green), Yarmouth Road and Plumstead Road.
- 3.8 The local high school is [Thorpe St Andrew High School](#); it was established in its present form in 1977. The high school is fed by several small primary schools from the local villages along with 3 large primary schools within Thorpe St Andrew. These schools are Dussindale, St Williams and Hillside.
- 3.9 In recent years, Thorpe St Andrew has expanded eastwards in the shape of the Dussindale housing development, which includes Dussindale Primary School, which opened in 2007 and Broadland business park.
- 3.10 The Broadland Business Park is a large employment development located to the east of the parish adjacent to the A47 and the Northern Distributor Road (Broadland Northway) . The Business Park is home to a mix of business and commercial uses including some retail and prominent firms located here include Bannatynes Health Club and Spa, Startrite shoes, Yodel, Bertram Book, Premier Inn, Menzies Distribution, Royal Bank of Scotland, Costa Coffee and the Horizon Business centre.
- 3.11 Thorpe lies on the River Yare which is part of the Broads Authority network of navigable rivers. Thorpe Green is on the main Yarmouth Road and gives access to the river with the opposite bank being an island after the creation of the new cut which allowed vessels to make their way to and from the city of Norwich without traversing the town via two low bridges that carry the railway to Great Yarmouth, Lowestoft, Cromer and Sheringham. The only operating boat yards in Thorpe are now towards the east of the town where there are two hire boat operators as well as private facilities and boat building operations.

## 4. Thorpe St Andrew NDP: The Vision

4.1 The vision for the Thorpe St Andrew is as follows:



4.2 In order to achieve this vision a number of ‘objectives’ are set and then, in turn, in order to achieve these objectives, a number of policies have been developed. It is these policies that will have to be taken into consideration when planning officers determine future planning applications, thereby helping to turn the aspirations of the NDP into a reality. The way the vision, objectives and policies link together is illustrated in Figure 2.

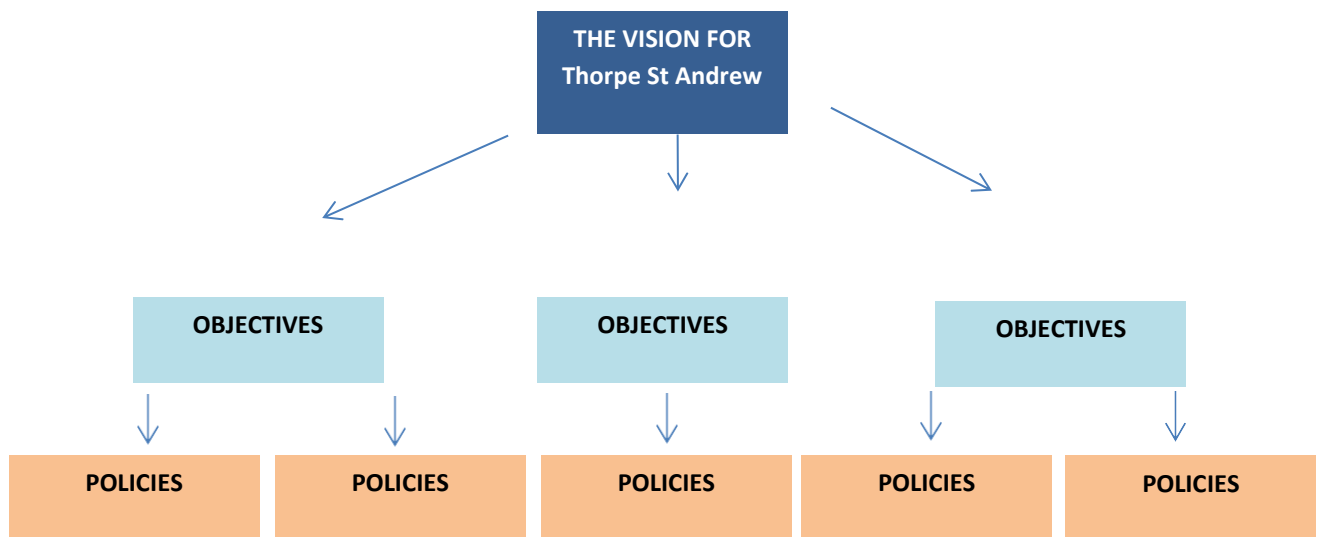


Figure 2: Thorpe St Andrew NDP: Links between Vision, Objectives and Policies



## **5. Thorpe St Andrew NDP: Objectives**

The objectives of the Thorpe St Andrew NDP are as follows:

**a) Natural Environment Objective.**

To protect and enhance the natural landscape of the town, including key landscapes, natural habitats and areas with nature conservation value.

**b) Housing Objective.**

To promote well designed housing, protecting the amenity of those who live and work in Thorpe St Andrew

**c) Transportation Objective.**

To strengthen the provision of public and sustainable transport options, while ensuring future development includes sufficient provision for private cars

**d) Economic Objective.**

To promote economic growth and safeguard existing employment sites, which will encourage more money to remain within the community and prevent the need for long commuting.

**e) Community Facilities Objective.**

To provide for the health, education and leisure needs of the community, with readily accessible facilities.

**f) Historic Environment Objective**

To protect, enhance and strengthen the character and appearance of the conservation area and the historic buildings of Thorpe St Andrew

## 6. Thorpe St Andrew NDP: Neighbourhood-wide Policies

6.1 Thorpe St Andrew NDP sets out eight policies and one project in order to help achieve the objectives and the vision for the area. Table 1 illustrates how each policy contributes to each objective.

Thorpe St Andrew NDP POLICIES	Thorpe St Andrew NDP OBJECTIVES					
	Objective A	Objective B	Objective C	Objective D	Objective E	Objective F
	Natural Environment	Housing	Transportation	Employment	Community Facilities	Historic Protection
Policy 1: Protecting and Enhancing the Natural Environment	✓	✓			✓	✓
Policy 2: Creating a Strong Sense of Place	✓	✓		✓	✓	✓
Policy 3: Connectivity and ensuring adequate car parking		✓	✓	✓	✓	✓
Policy 4: Protecting residential amenity	✓	✓				✓
Policy 5: Residential Mooring	✓	✓	✓			✓
Policy 6: Promoting and protecting employment		✓	✓	✓		
Policy 7: Retaining and creating community facilities		✓	✓		✓	
Policy 8: Protecting the Historic Environment	✓					✓
Project: Improving car parking	✓	✓	✓		✓	✓

Table 1: Thorpe St Andrew NDP: Links between Policies and Objectives

## 7. Policy 1 - Protecting and Enhancing the Natural Environment

### Thorpe St Andrew NDP Policy 1: Protecting and Enhancing the Natural Environment

Development should minimise the disruption of habitats and seek to conserve and enhance existing environmentally important sites, for their openness, their undeveloped character and/or their geodiversity or biodiversity value, this includes County Wildlife Sites, Local Nature Reserves and sites of Geodiversity Value. Development in areas of local importance (listed below) including valued green and open spaces should only be permitted where it is consistent with the relevant designation of the site.

The areas marked with an asterisk \* below are proposed as Local Green Spaces . The consideration of proposals for development in these areas should be consistent with those for managing Green Belt.

This includes:

- 1) Racecourse Plantation (County Wildlife Site)
- 2) Belmore Plantation
- 3) Brown's Plantation\*
- 4) Thorpe Island (Broads Authority Executive Area, Open Space in the BLP and Tree Preservation Order)
- 5) Cary's Meadow\* (Broads Authority Executive Area)
- 6) River Green\* (Broads Authority Executive Area)
- 7) Sir George Morse Park\*
- 8) Gargle Hill Woodland\*
- 9) Fitzmaurice Park\*
- 10) Laundry Lane Tree Plantation\*
- 11) Weston Pits\* (County Geodiversity Site)
- 12) Townpit Plantation\* (Candidate County Geodiversity Site)
- 13) Chapel Lane Pit/South Avenue Dell\* (Candidate County Geodiversity Site)
- 14) Thorpe Marshes/St Andrew Broad (Broads Authority Executive Area and Local Nature Reserve))
- 15) Thorpe Ridge\*(Candidate County Geodiversity Site and Ancient Woodland)
- 16) Weston Wood\*

#### Policy 1 Intention

7.1 The Thorpe St Andrew natural environment will be protected, and opportunities will be sought for its maintenance and enhancement, increasing the benefits for residents and wildlife.

#### Policy 1 Justification

7.2 Thorpe St Andrew has many natural environmental features, from wooded parks to open grassy meadows and fields. The wildlife is numerous and varied, ranging from insects to large mammals such as deer and foxes. The town has a higher than average tree cover, containing significant areas of woodland and retaining good specimens of individual trees. Some of these remain from the original woodland which was once extensive, and some from field and boundary trees. The abundance of street and mature garden trees gives Thorpe St Andrew its special character.

7.3 The areas listed in the policy above form a range of types of habitat. Some benefit from formal designations which reflect their biodiversity, landscape or geodiversity value. A number of spaces are proposed as Local Green Spaces and these have been assessed against the criteria in paragraph 100 of the NPPF 2021. These assessments can be found in Appendix B

7.4 Many of these trees are subject to Tree Preservation Orders (TPO's) and some fall within the conservation area. The main areas of significant woodland in Thorpe St Andrew are:

- Gargle Hill Woods
- Laundry Lane Tree Plantation
- Racecourse, Belmore and Brown's Plantation
- Thorpe Island

7.5 There are a number of dells, pits, and marshes within the town which are also features of its character and identity, these include:

- Weston Pits
- Tower Hill Pit
- Chapel Lane Pit / South Avenue Dell
- Thorpe Marshes/St Andrews Broad
- Cary's Meadow

7.6 There are several public rights of way within Thorpe St Andrew that pass through or adjacent to areas identified in the Neighbourhood Plan as draft plan as locally important sites. These are:

- Footpath 3 - Thorpe Marshes/St Andrew Broad (14)
- Footpath 5 - Thorpe Marshes/St Andrew Broad (14)
- Footpath 6 - Weston Pits (11) and Weston Wood (16)
- Footpath 7 - Thorpe Ridge (15)

The policy seeks to recognising these areas for their historic character, intrinsic landscape value and green corridor function in addition to their recreation and travel value .

7.7 In addition to factual evidence, public consultation feedback has indicated that this shall be a fundamental policy of the Thorpe St Andrew NDP. It is seen as a policy which will protect and preserve the environmentally important green open spaces in Thorpe St Andrew. This is evidenced by 82.84% of respondents stating specific areas of Thorpe St Andrew need protecting, specifically woodland, River Green, and general open spaces. During consultation events, local people highlighted these areas on a map when identifying areas for no development, requiring protection.

7.8 River Green is designated as open space within Policy TSA5: River Green Open Space within the Broads Local Plan 2019, with Cary's Meadow identified as an area to be conserved and

enhanced for its contribution to landscape, wildlife, and recreation in Policy TSA1: Cary's Meadow. In addition the Growth Triangle Area Action Plan (GTAAP), contains GT2 which identifies the primary Green Infrastructure corridor within the area which a number of the spaces identified in the Policy 1 above.

7.8

References:

- National Planning Policy Framework (NPPF) July 2021 – Department for Housing , Levelling up and Communities (DHLUC)
- Joint Core Strategy for Broadland, Norwich and South Norfolk  
2016 Growth Triangle Area Action Plan 2016
- North-East Green Infrastructure Strategy  
2016 Broads Local Plan 2019
- The GNLP Green Infrastructure Strategy  
2020
- The Greater Norwich Infrastructure Plan  
(GNIP)

INSERT NEW MAP

## 8. Policy 2 - Creating a strong Sense of Place

### **Thorpe St Andrew NDP Policy 2: Creating a strong Sense of Place**

New development will be well-designed to complement the character of the area of Thorpe St Andrew in which it is to be located and reflect its local distinctiveness as set out in the accompanying Thorpe St Andrew character statement(Appendix A).

In particular, development should respect the sensitivities of the following locally important landscape areas:

- 1) The area to the east of the settlement, in which there is a transition from the urban to the rural, and which acts as a 'gateway' to the city and to the Broads.
- 2) The Thorpe Ridge landscape and the riverside character of the southern area of the settlement.
- 3) The Thorpe St Andrew conservation area

In addition, and to ensure the creation of a strong sense of place, development is encouraged to:

- a) Respect the existing settlement pattern and scale in order to preserve its character
- b) Integrate with existing paths, streets and other connections as well as natural features such as tree groups, hedgerows and public rights of way
- c) Reinforce the established character of streets, greens and spaces
- d) Be orientated to maximise solar gain, daylight and sunlight
- e) Use contextually appropriate high-quality materials including sustainable and traditional materials
- f) Use a range of boundary treatments including walling, hedging and new tree planting which reinforce the character of the area and ensure that development edges are visually attractive
- g) include measures which will help to offset or mitigate climate change whilst minimising visual impact
- h) Use sustainable drainage systems to protect against pollution, provide drainage and wider amenity, recreational and biodiversity benefits.
- i) Avoid the use of hard-standings and encourage the use of loose and porous surfaces e.g. for driveways to help manage surface water and drainage
- j) conform to the principles of Secured by Design to help create safe spaces and neighbourhoods

## **Policy 2 Intention**

8.1 To promote good and appropriate design which is sympathetic to the character of the town.

## **Policy 2 Justification**

8.2 Thorpe St Andrew has three principle areas of development, from the conservation area which tracks along Yarmouth Road to the south, housing dating from the 1930's to the north, and the more recent housing to the east around the Dussindale and St Andrews Park residential areas.

8.3 From the public consultation, there was an 82.87% majority wanting new development to be sympathetic to the character of Thorpe St Andrew. Typical comments referred to keeping design inline with existing development, inclusion of historic materials such as flint and a variety of mix and styles, like those found on Dussindale. There was also reference to smaller scale developments, featuring large gardens, which reflects the type of development found on Yarmouth Road.

8.4 Respondents also stated that new developments should have design features which minimise the impact on the environment, including trees, solar panels, electric charging points and off-street parking.

## **8.5 References:**

- NPPF 2021
- Joint Core Strategy for Broadland, Norwich and South Norfolk 2016
- National Model Design Code 2021
- National Design Guide 2021

## 9. Policy 3 - Connectivity and Ensuring Adequate Car Parking

### Thorpe St Andrew NDP Policy 3: Connectivity and Ensuring Adequate Car Parking

Applications for new housing developments are encouraged to make provision for the following:

- 1) Sufficient on plot parking to accommodate the needs of residents and to minimise the need for additional on street parking, provided either at the rear, front or side of the property. Street layouts should seek to orientate dwellings onto pedestrian routes and encourage walking to local services.
- 2) a cycling and walking friendly neighbourhood by applying highway design principles which should not prioritise the movement function of streets at the expense of quality of place;
- 3) Pedestrian and cycle routes which are well connected, well designed, safe to use and suitable for a range of users including those with limited mobility.
4. The need to have sufficient off-street parking to maintain a pleasant visual environment and avoid streetscapes that are dominated by cars, based on the following table:

Bedrooms	Minimum Number of Car Parking Spaces to be Provided
1 or 2	2
3	3
4 (& more)	4

#### Policy 3 Intention

9.1 To ensure adequate car parking provision and promote pedestrian routes.

#### Policy 3 Justification

9.2 The orientation of housing and the design of the highway should promote pedestrian and alternative modes of transport other than motor vehicles. In Norfolk, this is underpinned by a policy context which requires sufficient access to alternative modes of transport other than private car, which includes the provision of walking, cycling and public transport.

9.3 The Norfolk County Council Transforming Cities Funding Submission (2019) states that limited availability of car parking does not necessarily correlate with a reduction in households with vehicles. Instead, a lack of suitable off-street car parking pushes more vehicles onto the adjacent highway and can potentially limit traffic flow and access. The narrow roads and high transit routes within the town, which acts as an urban/rural gateway, means that off-street car parking is a priority. This is further evidenced by the Norfolk County Council Transforming Cities funding application, which identified on-street car parking in Thorpe St Andrew causing “‘pinch points’ that delays traffic, particularly buses, and creates difficult cycle conditions”.

9.4 The provision must therefore meet the operational needs of those living in the area and the current reliance of motor vehicles by the public at large has resulted in insufficient parking provision being an issue in areas with older housing stock. During the second public consultation, the need for greater off-road parking provision was agreed by 96.36% of respondents. This reflects frequently raised local issues related to damage to pathway kerbs and verges as a result of vehicles parking.



#### 9.5 References:

- **Transforming Cities Funding Submission (Norfolk County Council 2019) Policy T:2:**
- **Broadland Parking Standards SPD June 2007**
- **Parking Guidelines for new developments in Norfolk 2022**

## 10. Policy 4 - Protecting Resident Amenity

### Thorpe St Andrew NDP Policy 4: Protecting Resident Amenity

- 1) The development of new housing close to existing homes shall seek to safeguard existing levels of amenity through:
  - a) Ensuring that the height of new residential buildings or extensions is compatible with and respects the surrounding residential area and not impact on the amenity of adjoining properties,
  - b) Promoting the 'open feel' of streets at the front of existing houses where appropriate, with new front gardens provided that are of a similar size to those enjoyed by existing development
- 2) When assessing the impact of the occupation, operation and construction of a development on amenity, consideration will be given to:
  - a) Overlooking of windows of habitable rooms and private amenity space;
  - b) Overshadowing of private amenity space;
  - c) Loss of daylight and/or sunlight to existing windows of habitable rooms;
  - d) Overbearing impact/visual dominance;
  - e) Light pollution;
  - f) Airborne pollutants;
  - g) Odours;
  - h) Noise pollution and disturbance;
  - i) Vibration;
  - j) Insects and vermin; and
  - k) Provision of a satisfactory and usable external amenity space to residential properties in keeping with the character of the immediate surrounding area.

### Policy 4 Intention

10.1 To protect and preserve the amenity for current and future householders and neighbouring residents.

### Policy 4 Justification

10.2 Broadland District Council Development Management DPD (2015) Policy GC4 outlines the need for large scale development to have regard for the area surrounding the development and should suit adjacent buildings through varying its height and density accordingly. This policy adds further local detail to GC4 to better reflect the character of Thorpe St Andrew.

10.3 Thorpe St Andrew is covered by both the Broads Authority and Broadland District Council as local planning authority. In order to ensure consistency in respect of amenity policy across the town, policy 4 (2) takes its lead from the Broads Local Plan Policy DM21: Amenity. This policy reflects the ambitions and preferences of many residents who comment on planning applications within the town, both within the Broads Authority executive area for planning, and the Broadland District Council planning area. These were also well supported through the consultation process.

10.4 Planning applications for schemes which could have a negative impact on existing residential dwellings through a loss of daylight, sunshine, shadowing or an increase in

noise or overlooking, should be accompanied by a supporting document which examines these issues and justifies the scheme proposed. This also includes any development which increases building or population density through extensions, conversions and/or redevelopment which may result in the displacement of garden space or other amenity areas.

10.5 Development should protect the amenity for both current and future occupants of land and buildings. Development which could have a negative impact on existing housing through a loss of daylight, sunshine, shadowing or an increase in noise or overlooking, must be supported by a supporting document. Development should protect the amenity for both current and future occupants of land and buildings.

10.6 References:

**Broadland Development Management DPD 2015,  
Policy GC4**

**Broads Local Plan 2019, Policy DM21**

**Planning Practice Guidance**

**NPPF 2021**

## 11. Policy 5 – Residential Mooring

### Thorpe St Andrew NDP Policy 5: Residential Mooring

The development of a new moorings for residential boats, alterations to or replacement of an existing residential boat or the construction of jetties, platforms and sheds associated with residential boat moorings should meet the following criteria:

- 1) The proposal will not have a detrimental impact on the natural or historic environment.
- 2) Areas of mixed moorings will retain their open feel and maintain the existing wide views across the River Yare
- 3) Suitable waste disposal facilities are provided.
- 4) Safe and suitable access for emergency service vehicles, preferably by road is provided.
- 5) Adequate car parking for each residential boat is provided, based on the standards in the table below:

Bedrooms onboard (berths)	Minimum Number of Car Parking Spaces to be Provided
1	1
2 (& more)	2

### Policy 5 Intention

11.1 Residential mooring development will be acceptable, in principle, within the settlement limits or on allocated sites, subject to meeting normal development criteria.

### Policy 5 Justification

11.2 There is a significant stretch of the River Yare within the town, and only a small proportion of this is visible from Yarmouth Road. Given the connection of sites such as Griffin Lane and Bungalow Lane to major roads and the natural screening of these sites, they may be suitable for new residential mooring. This would be subject to the sites meeting the requirements of the Broads Local Plan Policy DM37, which specifically requires a maximum 800m/10 minute walk to three of more key services.

11.3 Riverside areas were identified at consultation events as needing protection and this was also apparent in the questionnaire, where protection of River Green was specifically stated. There is, however an identified need for 63 residential moorings within the Broads Local Plan 2019, Policy DM37. A large majority of respondents, 96.36%, also stated that off- road car parking provision should be included for new dwellings. A total of 54.95% of respondents also stated that traffic effected their quality of life, with parking being the most stated comment.

11.4 References:

**National Planning Policy Framework 2021**

**Broads Local Plan 2019**

**Joint Core Strategy for Broadland, Norwich and South Norfolk 2016**

**Greater Norwich Housing Strategy 2008-2011,**

**Greater Norwich Housing Market Assessment September 2007**

**Central Norfolk Strategic Housing Market Assessment**

## 12. Policy 6 – Promoting and Protecting Employment

### Thorpe St Andrew NDP Policy 6: Promoting and Protecting Employment

Existing employment areas should be retained and expanded whilst they remain viable and expanded where appropriate, specifically:

- 1) **North:** Retail service, and hospitality businesses clustered on Thunder Lane, Plumstead Road and South Hill Road
- 2) **South:** Smaller business units and hospitality along Yarmouth Road, Bungalow Lane, Gordon Avenue and on St Williams Way
- 3) **East:** Sainsbury's supermarket retail area, larger mixed-use units at the St Andrews Business Park, and Griffin Lane

Major new residential development should include appropriate provision for retail, employment uses and live-work units to meet the day to day needs of residents and businesses and to ensure the sustainability of new communities. Where possible, such developments should seek to cluster these uses together to create mixed use areas, which will allow for the sharing of buildings, and facilities which will help to improve the sustainability of the businesses and create opportunities for building efficiency and energy efficiency.

#### Policy 6 Intention

To retain, promote and enhance economic growth and diversity to support a wide range of employment. Development and growth will ensure that the economic and aspirational needs of the community are supported.

#### Policy 6 Justification

12.1 Land to the east of Dussindale has been primarily identified for business development.

Existing sites, such as the St Andrews Business Park are thriving and gradually growing as new businesses looking for accommodation away from the City Centre move in and transport links develop. On the southern side of Yarmouth Road, Griffin Lane has been a longstanding industrial area. Outside the Sainsbury's complex on Pound Lane, other business areas are scattered in clusters throughout Thorpe St Andrew

12.2 A 64.84% majority of respondents felt Thorpe St Andrew needed more employment opportunities. As a result the Thorpe St Andrew NDP Working Group agree that employment sites should be retained and new opportunities for business and employment in Thorpe St Andrew should be maximised.

12.3 This policy is in line with the Broads Local Plan Policy SP10, which supports proposals for sustainable economic growth, prosperity and employment. Thorpe St Andrew falls within the Development Plan for Broadland Growth Triangle.

12.4 References:

**National Planning Policy Framework 2021,**

**Joint Core Strategy for Broadland, Norwich and South Norfolk, 2016**

**Broads Local Plan 2019**

**INSERT NEW MAP**

## 13. Policy 7 – Retaining and Creating Community Facilities

### Thorpe St Andrew NDP Policy 7: Retaining and Creating Community Facilities

Where new development is proposed, it should be supported by the appropriate levels of community infrastructure which meets the needs of new residents /communities without detriment to the services enjoyed by existing residents/communities.

The Neighbourhood Plan supports the improvement, enhancement and extension of current community facilities. New play areas and public open spaces should be preferably located close to community hubs, and other community buildings such as schools. Such spaces should be easily and safely accessible from residential areas, by pedestrian and cyclists and those with limited mobility. New green spaces should link with existing areas of green infrastructure to create ecological networks and biodiversity net gain.

The construction methods and furnishing of community buildings will be encouraged to minimise energy and water use and promote the use of alternative energy sources. Consideration should also be given to the use of green/brown roofs on community buildings and bus shelters.

Proposals that would result in any loss of community facilities will not be supported unless:

- 1) It can be demonstrated that the facilities are no longer needed or viable; or
- 2) It can be demonstrated that suitable alternative provision, with appropriate capacity already exists in an equally accessible location ; or
- 3) Suitable alternative provision will be delivered by new development in an equally accessible location.

#### Policy 7 Intention

12.5 To improve health and quality of life. Community uses are defined as Local shops, meeting places, sports venues, open spaces, cultural buildings, public houses and places of worship.

#### Policy 7 Justification

12.6 This policy builds on the Broadland District Council Development Management DPD (2015) Policy CSU2, and aligns strongly with the Broads Local Plan 2019 Policy DM44, but broadens its use beyond the Broads Authority Executive Area.

12.7 Across the District, the population is projected to have a growth rate of 18% and anticipated to be 25.7% larger than its 2001 level by 2030. Based on these factors, the LNA 2012 for Broadland and Thorpe St Andrew found “future population growth in Thorpe St Andrew and Broadland will increase the demand for new homes, jobs, amenities and services including facilities for sport and physical activity” (LNA 2012:11).

12.8 In 2016, the Roxley Hall community space on Yarmouth Road had a complete refurbishment and continues to be one of the busiest facilities in Thorpe St Andrew. The town also benefits from the Town Hall, which is used daily by a local nursery, and the Morse Pavilion which is predominantly changing rooms. The Dussindale Centre, which is part of the Sainsbury’s complex on Pound Lane is a large well-used facility and is managed by the Dussindale Park Community Trust. The Good Shepherd, St Andrews Centre, the Our Lady Mother of God Hall and the All Saints Hall are smaller halls also in use within the town.

12.9 The consultation questionnaire respondents stated that more doctors and dentists were

the most needed facility, followed by community social spaces. Similarly, more shops/Post Office and better public transport were important features. There was no significant majority as to whether these facilities should be part of a hub although there are clear user and provider benefits derived from the co-location of services and shared use of buildings.

#### 12.10 References:

**National Planning Policy Framework 2021**

**Joint Core Strategy for Broadland, Norwich and South Norfolk**

**Development Management DPD 2015 Policy CSU2: Loss of community facilities or local services**

**Broads Local Plan 2019 Policy DM44: Visitor and community facilities and services**



## 13. Policy 8 – Protecting the Historic Environment

### Thorpe St Andrew NDP Policy 8: Protecting the Historic Environment

New development proposed within the Conservation Area, or within the curtilage of a listed building, scheduled monument, or non-designated asset (full list in Appendix B) should minimise the impact on these assets by:

- 1) Demonstrating that they have avoided or mitigated harm to the significance of the asset(s) through the design of the development.
- 2) Conserving the setting of the asset(s) setting and any aspect which contributes to their significance.
- 3) Undertaking repair and conservation work to the asset.
- 4) Including elements of design to enhance enjoyment of the historic environment.

#### Policy 8 Intention

13.1 The enhancement and protection of nationally and locally significant buildings.

#### Policy 8 Justification

13.2 Thorpe St Andrew is a culturally rich town, with both locally and nationally important buildings and structures. This includes the World War Two Zero Station which is a scheduled monument.

13.3 In addition to this, there are 32 listed buildings within the town, as contained in Appendix B.

13.4 The number of listed buildings, scheduled monuments and the designation of part of the area as a Conservation Area highlights the “special architectural or historic interest” of the town and the importance of preserving and enhancing these assets. In addition there are a number of other buildings/structures, which although are not listed, remain significant in their own right and contribute to the character of Thorpe St Andrew. Whilst some of the original character has been eroded by road widening schemes and in some cases unflattering developments in the 1950s and 60s, this policy seeks to prevent further erosion of the character and significance of the area. During the preparation of the Neighbourhood Plan a number of potential Non-Designated Heritage Assets (NDHA) have been identified.

13.5 These have not been formally assessed against the Historic England Listing Criteria and therefore form only an indicative list, which will be the subject of further discussions between the Town Council, Broadland District Council and the Broads Authority during the plan period, with the view to those that are considered appropriate being adopted as a formal list in due course. The indicative list is shown in Appendix C.

#### References:

- NPPF 2021, Historic England Local Listing Advice Note 7, Historic England Listing Guidance

## 14. Thorpe St Andrew NDP: Project – Improving Car Parking

### Thorpe St Andrew NDP Project: Improving Car Parking

Land off Yarmouth Road, Thorpe St Andrew could be suitable for use as car parking associated with RiverGreen, Thorpe St Andrew Parish Church and local businesses.

The site is 0.3 Ha in size and is located between the railway line to the south and Yarmouth Road to the north. To the east is housing and to the west is the Rushcutters Public House. The site was previously a Highway Depot owned by Norfolk County Council but was sold and subject to a planning application in 2002, where permission was granted for a two-storey hotel bedroom block. The site has a number of constraints including a large water outlet beneath it making development problematic.

It is an aspiration that this site be used for car parking and this will be investigated further by the Town Council.

### Project Intention

17.1 To improve car parking capacity within the River Green Conservation Area.

### Project Justification

17.2 The area of River Green that falls within the Conservation Area has been identified as having a chronic lack of car parking provision. This has led to difficulties for local residents, prevented visitors to River Green, had a detrimental impact upon the appearance of the area and limited the length of time visitors spend in the town. A lack of parking provision more generally has been identified as an issue in the public consultation questionnaire, bolstered by the review of Yarmouth Road undertaken by the Highway Authority.

**UPDATE REQUIRED**  
**NEW MAP REQUIRED**

## 15. Implementation and Monitoring

- 15.1 The implementation of this Neighbourhood Plan is dependent upon the coordinated activities of a number of agencies.
- 15.2 The Town Council will monitor the delivery of the policies in this Neighbourhood Plan, and work to ensure that the objectives outlined are achieved. Progress on the implementation of the Neighbourhood Plan (when adopted) will be reported and the use of its policies will be formally reported to the Town Council annually.
- 15.3 After a period of five years after the Adoption of the Neighbourhood Plan has elapsed the Town Council will consider the need for a review of the Neighbourhood Plan either in full or in part. If appropriate, the Neighbourhood Plan will then be reviewed and revised. If the Town Council considers that a significant change in either the national or local planning policy context has occurred before the five year period has been reached, it will consider the need to trigger an earlier review.
- 15.4 The Community Infrastructure Levy (CIL) is a planning charge introduced by the Planning Act 2008, to help deliver infrastructure to support the development of the area. Broadland Council has an adopted CIL policy in place for the District and once the Neighbourhood Plan is 'made' Thorpe St Andrew Town Council will benefit from 25% of the levy revenues arising from development that takes place within the Neighbourhood Area. Currently that figure is 15%. Implementation of this Neighbourhood Plan is dependent upon the coordinated activities of a number of agencies.
- 15.5 The Town Council will monitor the delivery of the policies in this Neighbourhood Plan, and work to ensure that the objectives outlined are achieved, If appropriate, the Neighbourhood Plan will be reviewed and revised.

## 16. Glossary & Abbreviations

NDP	Neighbourhood Development Plan
NPPF	National Planning Policy Framework
Local Plan	Broadland District Council Local Plan: Strategic Policies Development Plan

To be completed

## Appendix A

### **Thorpe St Andrew Character Statement**

Three broad character areas, which are distinctly different have been identified within Thorpe St Andrew , these are as follows:

#### ***Thorpe St Andrew Character Area South***

**General Description:** This area of Thorpe St Andrew includes the historic core of Thorpe St Andrew and stretches out towards the east following the river along Thorpe Road/Yarmouth. This area feels very much as though it is on the edge of the urban city area and provides a transition to a more greener, suburban, character right up to the rural edge. This area, which is almost wholly within the Conservation Area has its oldest houses located where the settlement developed along the banks of the River Yare. The Conservation Area is characterised by leafy roads leading to the river and a common feature are larger houses positioned on plots with large gardens running down to the riverside. There has been some newer developments in the area, ranging from Victorian terraces to larger houses with good views of the river and the marshes beyond. More modern developments have included flats.

**Landuse:** Predominant landuse is residential but with a mix of small scale commercial and communal uses interspersed.

**Layout:** The layout largely linear follows the River Yare with development hugging Thorpe Road/Yarmouth Road.

**Topography:** The area has relatively steep topography in places, due to the plantations and ridges of the valley side, which give some wider views beyond the parish. This character area is well treed and has a green feel.

**Spaces:** Two notable green spaces in this area are River Green which marks a focal point for the area – where the land meets the river, and is a well-used communal space. Opposite River Green is Thorpe Island which is heavily treed and marks the edge of development before the countryside begins.

**Built Form:** The largely residential buildings contain a range of styles and designs, many with some significant and intricate detailing. Existing buildings include :

- Victorian Arts and Crafts style properties
- Brick feature walls
- Elaborate chimneys
- Timber framed buildings
- Steeply pitched roofs
- Dutch and crow stepped gables
- Elaborate detailing

New development within this Character area should seek to preserve and enhance the distinctiveness of the Conservation Area and respect the individual character of its buildings and spaces.

### **Thorpe St Andrew Character Area North:**

**General Description-** The northern area of Thorpe St Andrew is largely located between busy arterial roads that provide access to the city centre. This area is largely residential and suburban in character laid out in a predominantly regimented and symmetrical pattern. The area is characterised by a mix of detached and semi- detached houses and bungalows which were developed by local builders such as Caston and Fisher since the 1930's with more modern development from the 1950s and 1960s as you travel east. To the north east is the large County Wildlife Site known as Race Course Plantation which provides a large green edge to the parish on the north side of Plumstead Road with a further large green spaces (Browns Plantation) located just south of Plumstead Road.

**Landuse:** Aside from the large plantations mentioned above, the land use is predominantly residential laid out in a regular street pattern. Dwellings consist of a mix of house and bungalows with many of the bungalows to the north having been extended into the roof to meet the need for larger family homes. There are pockets of commercial and communal buildings including the school.

**Layout:** The area is characterised by a regular street pattern which is both geometric and symmetric. There are few curved lines or lanes and there are a mix of through roads and cul-de-sacs, leading off the main grid pattern roads.

**Topography:** Again there are some areas of obvious valley side, Characterise by various pockets of plantation, and the topography ranges from flat in some areas to area of steep residential roads.

**Spaces:** The north-eastern part of this character area is dominated by the three larger areas of plantation which form a green entrance to the parish. Aside from these there are few large areas of other greenspace that are not related to the school .

**Built Form:** There is a high degree of uniformity within this character area which much of it having been constructed at the same time. There are some variation in style but less than other character areas. Key features and materials include:

- Red brick and white or coloured render
- Grey, Red and brown pantiles
- White Windows
- Stained glass features
- Arch features to enhance doors
- Hipped roof forms
- Decorative timber detailing
- Integral or set back garages with courtyard parking
- Larger than average front gardens

## **Thorpe St Andrew Character Area East**

**General Description:** The eastern area of the town, which lies south of Plumstead Road and north of Sainsburys, has been where the most recent expansion of the town has taken place, predominantly in the last 30 years. The scale of expansion has been large and rapid with considerable numbers of new homes built. The major development of Dussindale was built in sections, featuring a range of modern styles, ranging in size, with no obvious binding character feature. The development provides a mix of open market and affordable homes, open and community spaces. Another development, St Andrews Park, was built in 2002 and is to the south of Yarmouth Road. The character area marks the eastern extent of the town and is adjacent to the Thorpe St Andrews Business Park which is a major employment site close to the A47.

**Landuse:** The predominant land use is residential, although the Neighbourhood Centre located around Sainsburys at the southern end of the area contains a wider set of commercial and communal uses including the primary school.

**Layout:** The layout of Dussindale in particular is laid out in a complicated network of cul de sacs constructed from the 1990s onwards. Whilst there are main arterial roads connecting Plumstead road with the ring road and Dussindale Drive, wayfinding through the estate is notoriously difficult. Development is relatively dense compared to the other character areas.

**Topography:** This character area is much flatter than the other in the town as it lies further from the River valley and is immediately adjacent to farmland, with the Business Park further east. The western part of the Dussindale development does have some significant wooded edges which soften it.

**Spaces:** There are fewer large green spaces within this character area, the main spaces being associated with the school although the residential element is punctuated with smaller local spaces of amenity value. The northern part lies east of Belmore Plantation located next to Brown's Plantation, which provides a green lung at the entrance to the Dussindale development from Plumstead Road.

**Built Form:** There is some variation within the built form in terms of styles and materials used. The size of dwellings vary from large to small and largely have designated front and rear gardens and parking. Key features and materials include:

- Red brick
- Cream render
- Red pantiles
- Slate roofs
- Low walling in front gardens
- A mix of hedging
- Integral or set back garages with parking
- Small front gardens
- Cul-de sacs

**(NEW MAPS OF CHARACTER AREAS TO BE INSERTED)**

## Appendix B – Local Green Space Assessments

The following have been assessed using the criteria set out in paragraph 102 of the National Planning Policy Framework 2021.

Name of Space	In reasonably close proximity to the community it serves	Demonstrably special to a local community and holds a particular local significance	Local in character and is not an extensive tract of land
Belmore Plantation	Residential development immediately to the west and south of the space	Holds a value as an undeveloped area of woodland adjacent to a built-up area, which is used for informal recreation – there are tracks and paths through the woods. It forms part of a collection of wider woodlands/plantations in the area which form an ecological corridor. Space has a biodiversity and recreational value.	Site is 17ha although in the overall context of the size of the parish itself and its edge of city location it is not an extensive tract of land.
Brown's Plantation	Residential development to the south and east	Holds a value as an undeveloped area of woodland adjacent to a built-up area, which is used for informal recreation – there are tracks and paths through the woods. It forms part of a collection of wider woodlands/plantations in the area which form an ecological corridor. Space has a biodiversity and recreational value.	Site is 13ha although in the overall context of the size of the parish itself and its edge of city location it is not an extensive tract of land.
Cary's Meadow	Within the built-up area. Residential development to the east and north west.	Holds a value as an undeveloped area of green space where public access is encouraged. Used extensively for informal recreation by local people and managed for conservation and recreation purposes by the owners (Broads Authority). Space has a	Site is 8ha although in the overall context of the size of the parish itself and its edge of city location it is not an extensive tract of land.



		biodiversity and recreational value	
River Green	Located within the built up area, north of the river. Built development to the east and commercial development on the other side of Yarmouth Road	A 'pocket park' style area of green space that hosts the war memorial. Public access is encouraged and the area is widely used by the community and by the customers of local businesses. Owned and managed by the Town Council.	Site is approximately 0.2 hectares.
St George Morse Park	Located within the built-up area. Surrounded by development on all sides.	Formally laid out recreation ground, home to local football team. Has a recreational and communal value on that basis.	Site is approximately 6ha which in the overall context of the size of the parish itself and its edge of city location it is not an extensive tract of land
Gargle Hill Woodland	Located within the built up area with development to the east and west.	Wooded area located between the recreation ground and the ring road. Used for local recreation with informal footpaths. Acts as a green lung and ecological corridor. Has biodiversity and communal value.	Approximately 1.8ha.
Fitzmaurice Park	Substantial residential development to the south and east (Dussindale).	Area comprises formal recreation, playground and informal public access. Area provides the open space for the adjacent new development . It has recreational and communal value.	Site is 8ha although in the overall context of the size of the parish itself and its edge of city location it is not an extensive tract of land.
Laundry Lane Tree Plantation	Residential development to the north and west and the High School to the east.	Area comprises a tree plantation that provides a green area between the school and residential development. It has a biodiversity and communal value.	Site is approximately 0.8ha
Weston Pits	Within the built-up area and surrounded by development.	Former mineral site, provides a green tranquil area within the main settlement.	Site is approximately 2.24 ha which in the overall context of the size of the parish itself

		Biodiversity and geological value.	and its edge of city location it is not an extensive tract of land.
Townpit Plantation	Residential development immediately to the north and the ring road to the south	Area is a plantation marking a buffer between Eastern Road and the ring road. It provides informal recreation for residents and biodiversity value through its woodland	Site is approximately 0.75 ha.
Chapel Lane Pit/South Avenue Dell	Site is within the built up area and is surrounded by residential development.	Area provides a green area in the centre of development; it has informal tracks through it and contributes to the character of the area. It has communal and biodiversity value.	Site is approximately 1.5 hectares.
Thorpe Ridge	Site is within the built-up area of the settlement. Development to the south.	Area provides a green ridged area which marks the edge of the river valley. It provides a green space for local amenity and informal walking. Has a communal, landscape and biodiversity value	Site is approximately 6ha which in the overall context of the size of the parish itself and its edge of city location it is not an extensive tract of land
Weston Wood	Site is within the built-up area of the settlement and has development to the south-east and south-west.	Area contributes to the overall green character of the parish and forms part of a wider ecological corridor in the parish. It has a biodiversity, visual and communal value.	Site is approximately 2.7ha which in the overall context of the size of the parish itself and its edge of city location it is not an extensive tract of land

## Appendix C

### Listed Buildings

- THORPE ST ANDREW WAR MEMORIAL Grade: II  
Location: River Green, Yarmouth Road, Thorpe St Andrew, Norfolk, NR7 0HE, Thorpe St. Andrew, Broadland, Norfolk
- THORPE TOWER Grade: II (*Folly Tower, Taylor's Folly*)  
Location: THORPE TOWER, PINEBANKS, Thorpe St. Andrew, Broadland, Norfolk
- THORPE HALL Grade: II\*  
Location: THORPE HALL, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- OLD THORPE HOUSE Grade: II  
Location: OLD THORPE HOUSE, 1, DALE'S LOKE, Thorpe St. Andrew, Broadland, Norfolk
- BROADLAND DISTRICT COUNCIL OFFICES THORPE LODGE Grade: II  
Location: THORPE LODGE, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- CHURCH OF ST ANDREW Grade: II  
Location: CHURCH OF ST ANDREW, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- ST ANDREWS HOSPITAL Grade: II (*St Andrews Asylum, Norfolk Lunatic Asylum, Norfolk War Hospital*)  
Location: ST ANDREWS HOSPITAL, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- GAZEBO SOUTH EAST OF THORPE LODGE ON YARMOUTH ROAD Grade: II  
Location: GAZEBO SOUTH EAST OF THORPE LODGE ON YARMOUTH ROAD, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- CHURCH AT ST ANDREWS HOSPITAL Grade: II  
Location: CHURCH AT ST ANDREWS HOSPITAL, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- ROAD BRIDGE AT ST ANDREWS HOSPITAL Grade: II  
Location: ROAD BRIDGE AT ST ANDREWS HOSPITAL, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- RUIN OF CHURCH OF ST ANDREW Grade: II\*  
Location: RUIN OF CHURCH OF ST ANDREW, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- TOWN HOUSE HOTEL Grade: II  
Location: TOWN HOUSE HOTEL, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- IVY COTTAGE Grade: II  
Location: IVY COTTAGE, 13, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- BOUNDARY WALL TO ROAD EXTENDING FROM NUMBER 2 TO NUMBER 10 Grade: II  
Location: BOUNDARY WALL TO ROAD EXTENDING FROM NUMBER 2 TO NUMBER 10, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk

- 10, YARMOUTH ROAD Grade: II  
Location: 10, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- MANOR COTTAGE Grade: II  
Location: MANOR COTTAGE, 14, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- MONKS BARN Grade: II  
Location: MONKS BARN, 48, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- K6 TELEPHONE KIOSK Grade: II  
Location: K6 TELEPHONE KIOSK, RIVER GREEN, Thorpe St. Andrew, Broadland, Norfolk
- THE BOAT AND BOTTLE Grade: II (*Hinsbys Gardens, Cattermoles Garden, Three Tuns, Thorpe Gardens, Rushcutters*)  
Location: THE BOAT AND BOTTLE, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- THE DELL Grade: II  
Location: THE DELL, 87, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- THE WHITE HOUSE Grade: II  
Location: THE WHITE HOUSE, 105, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- THE GUILD HOUSE Grade: II  
Location: THE GUILD HOUSE, 51, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- 18-20, YARMOUTH ROAD Grade: II  
Location: 18-20, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- BOATYARD FOREMAN'S COTTAGE Grade: II (*John Fox's Cottage*)  
Location: BOATYARD FOREMAN'S COTTAGE, GRIFFIN LANE, Thorpe St. Andrew, Broadland, Norfolk
- HOMESTEAD Grade: II  
Location: HOMESTEAD, 63, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- 107-113, YARMOUTH ROAD Grade: II  
Location: 107-113, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- GARDEN HOUSE 40M SOUTH OF WALPOLE HOUSE Grade: II\*  
Location: GARDEN HOUSE 40M SOUTH OF WALPOLE HOUSE, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- BUCK INN Grade: II  
Location: BUCK INN, 55, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- THE OLD RECTORY Grade: II  
Location: THE OLD RECTORY, 103, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- KINGS HEAD INN INCLUDING OUTBUILDINGS TO EAST Grade: II (*Riverside, Rivergarden*)

Location: KINGS HEAD INN INCLUDING OUTBUILDINGS TO EAST, 36, YARMOUTH ROAD,  
Thorpe St. Andrew, Broadland, Norfolk

- WALPOLE HOUSE Grade: II\*  
Location: WALPOLE HOUSE, 16, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- THE MANOR HOUSE Grade: II  
Location: THE MANOR HOUSE, 12, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk

Indicative list of Non-Designated Heritage Assets

1. Former pump house to High House, now an electricity sub station, Thunder Lane
2. The thatched house at the junction of Hillside Road/Avenue. Reedroofs.
3. Swiss Cottage, 15 Chapel Lane, former home of George Mollett.
4. 6-8 Chapel Lane, 3 storey cottages with flint walls.
5. Chapel Lane former brew house.
6. 24 to 44 Chapel Lane. Row at top.
7. Idle Hour, Yarmouth Road
8. 63 Yarmouth Road
9. Station Masters House, 56 Yarmouth Road.
10. The thatched cottage on Boulton Road, the last of the original Boulton & Paul buildings.
11. The original Good Shepherd Church wooden shed.
12. Whisper Wood, Weston Avenue - fascinating thatched house.
13. Roxley House
14. Fairview, Hillside Road. Robert Castons former house.
15. The Cottage Public House.
16. High House, South Avenue.
17. Le Chalet, Thunder Lane.
18. Thorpehurst. Barber Place.
19. Thorpehurst Lodge
20. Inglehurst, Yarmouth Road
21. National School, School Lane
22. Cottages, School Lane
23. The Ideal Home exhibition Houses on South Avenue/Stanmore Road.
24. Pinebanks WW2 bunker.
25. The Stork former maternity home, Yarmouth Road, plaque of Griffin on wall.
26. The Griffin Inn.
27. 24/26 Yarmouth Road.
28. Point House, Yarmouth Road. c.1840
29. Church Cottages, Buck Yard
30. Well Cottage, Pound Land.
31. Woodlands (Oasis) Pound Lane

32. The Harvey and Blakiston coats of arms on original entrance to Thorpe Old Hall and the flint wall.
33. Boundary walls of the Rushcutters.
34. Boundary wall of Frostbites car park, Yarmouth Road and adjoining meadow to Whitlingham Lane.
35. Girlings Lane wall and railway crash commemorative plaque.
36. Victorian postbox set in wall of drive leading up to 7 Yarmouth Road.
37. Boundary marker stone in wall between River Green and Rushcutters. S.& P.
38. Chapel Lane, the date stone KH 1820.
39. Chapel Lane, rear yard no 7, the stone in the wall 'A Moll 1852' (important bricklayer/builder).
40. Chapel Lane, Flint wall at Swiss Cottage up to number 24.
41. The Boundary marker made by Barnes and Pye of Norwich in 1940 situated outside 2 Plumstead Road, situated on the left hand side of the road as you drive towards Norwich. Renovated 2018
42. The milestone marker made by Barnes and Pye of Norwich on the Yarmouth Road left hand side as you travel East after going under the hospital bridge. Renovated in 2018
43. Original street plates made by Barnes and Pye, dating back to the 1930's, renovated in 2017 by Dale Wiseman and Roger Pointer:
  - Margetson Avenue,
  - Aerodrome Crescent,
  - Stanmore Road,
  - Thorpe Close,
  - Harvey Lane,
  - Gorse Road,
  - Cyril Road,
  - Beechwood Drive,
  - Belmore Road,
  - South Hill Road,
  - Davidson Road, School Lane,
  - Common Lane.
44. Railway footbridge on Whitlingham Lane.
45. The Polish memorial on Memorial Way.
46. Shelter on the hospital North side.

**From:** John Fleetwood

**Sent:** Thursday, February 23, 2023 11:20 AM) <[WestonLongvilleTreeWarden@gmail.com](mailto:WestonLongvilleTreeWarden@gmail.com)>

**Subject:** BROADLAND TREE WARDEN NETWORK REQUEST FOR DONATIONS

To all Broadland Town Councils, Parish Councils and Parish Meetings.

Good Morning,

It is that time of year when I ask all Broadland's parishes to consider making a donation for 2023/2024 to the Network to help us continue the work we have been doing.

This year we have planted 1,385 trees and hedging plants and continued first-aid and tree safety training for our Tree Wardens, all funded from our £7,000 budget from Broadland District Council.

Unfortunately however, that budget does not cover the cost of our registration with The Tree Council or our insurance premium. We also have to hire premises for our meetings and meet the normal running costs that one would expect with such a voluntary group. That is why I ask our parishes for a donation to help us continue.

In these days of economic restraint I am more that aware that parishes have to reduce expenditure as much as possible, but I feel that a minimum donation of £50 is not a lot to ask from each parish.

So may I please ask you to put this before your Council at its next meeting?

I look forward to hearing from you in due course.

Kindest regards,

John



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