



THORPE ST ANDREW TOWN COUNCIL

TOWN COUNCIL MEETING

Roxley Hall, Yarmouth Road, Thorpe St Andrew, NR7 0QF

Tel/Fax: (01603) 701048

Email: office@thorpestandrew-tc.gov.uk

Issued: 28 June 2023

Notice of Town Council Meeting

You are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held at the Roxley Hall on 3 July 2023 at 7.30pm for the purpose of transacting the following business.

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 5th June 23
- 4 Announcements (For information only)
 - 4.1 - The Town Mayor
 - 4.2 - 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 on matters related to the agenda, limited to 3 minutes each
 - 5.1 - Norfolk Constabulary
 - 5.2 - County and District Councillors
 - 5.3 - Members of the Public
- 6 Finance
 - 6.1 - Payments List - to be tabled
 - 6.2 - Bank Reconciliation Statement - to be tabled
- 7 Draft Minutes of the Committees
 - 7.1 Planning and Environment Committee 12 June 23
 - 7.2 Finance and Staffing Committee 19 June 23
- 8 Committee Memberships – Verbal Report
- 9 Location of Future Meetings – Verbal Report
- 10 Parish Partnerships – Correspondence attached
- 11 St Williams Primary School – SEND Resource Centre - Correspondence attached
- 12 Town Hall Roof Quotations – Report attached

Further Agenda Items (Not for Discussion)

Town Clerk – Dr Thomas Foreman

Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew,
NR7 0UL Tel: 01603 701048

Email: thomas.foreman@thorpestandrew-tc.gov.uk

Website: www.thorpestandrew-tc.gov.uk

VAT No. 107 2921 90

DECLARATION OF INTEREST AT A MEETING

As a Councillor, ask yourself do I have an interest to declare at the meeting I am attending? Familiarise yourself with the Councillor Code of Conduct which can be found on the Town Council website.

Before the meeting, read the agenda and reports to see if the matters to be discussed at the meeting concern your interests.

Q. Do any matters being discussed at the meeting relate to your interests?

Yes

A matter appears on my Register of Disclosable Pecuniary Interest

Action

Declare the nature of the Interest

Action

Do NOT participate in that item at the meeting. Do NOT speak nor vote on the item EXCEPT where you hold a Dispensation

Action

Holding a Dispensation allows you to take part in the meeting, speak and vote

Action

You are advised to leave the room during the debate on the item

No

You can take part in the meeting, speak and vote

Q. What are the principles of bias and pre-determination and how do they affect my participation in the meeting?

Bias and Predetermination are common law concepts. If they affect you, your participation in the meeting may call into question the decision arrived at on the item. A challenge may be mounted in the courts.

Bias Test

In all the circumstances would it lead a fair minded and informed observer to conclude that there was a real possibility or a real danger that the decision maker was biased.

Predetermination Test

At the time of making the decision, the decision maker had a closed mind.

If a Councillor appears to be biased or have predetermined their decision, they **MUST NOT** participate in the meeting.

Thorpe St Andrew Town Council
Minutes of the Town Council meeting
held on 5th June 2023 at 7:30pm

1 PRESENT:

Mr F Bowe (Town Mayor)	Mr J Emsell
Mr S Snelling (Deputy Town Mayor)	Ms C Ferris
Ms J Bailey	Mr J Fisher
Ms L Barrett	Mr T Garner
Mr P Berry	Ms L Skinner
Mr D Buck	Mr J Ward
Mr S Court	Mr D Wiseman
Mr C Eden	

APOLOGIES: Mr D Moore

IN ATTENDANCE: Dr T Foreman (Town clerk)
Mrs R McCarthy (OM and RFO)
Mr J Calver (Parks and Estates Supervisor)
Mrs D Wheatley (Administration and Communications Officer)
Mrs L Weston (Committee Officer)

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Ms L Skinner declared an interest in matters relating to item 14 on the agenda.

3 TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 17 MAY 2023

The minutes of the meeting held on 17th May 2023 were amended, correcting a name in the list of those present, agreed and signed as a true record.

4 Announcements

(i) The Town Mayor expressed his thanks to staff and councillors involved in expediting removal of the caravan on Southill Road. It was reported that Travellers have pitched at the Broadland Business Site, Archant building, Dr T Forman is to meet with Thorpe St Andrew School in relation to anti-social behaviour directed at residents and speak to the Business Managers at three local GP practices to discuss issues raised by residents; the Town Mayor will report back.

(ii) The Town Clerk advised the meeting on several points:
The Travellers are here for four days for a funeral, the Landowner is aware but hopes the site will be left clean and tidy.
Training Opportunities for Planning and Induction required by members; either in house or by a 3rd party annually.
Confirmation of member details appearing on the website.
Photos required of newly appointed members for ID cards and confirmation of the new email addresses.

Views welcome on ideas for future meeting venues and the format of the meeting papers. Are the members happy with the use of bookmarks to navigate the papers or would page numbers be preferred.

Devices used at Town Council meetings – kindles are provided but members can use their own devices if preferred.

5 **PUBLIC SESSION**

It was proposed and duly seconded that the meeting be suspended to allow members of the public to address the meeting.

(i) Norfolk Constabulary – Update from Cllr Emsell on anti-social behaviour, Police have taken action against children they found trespassing in the Oasis building. Cllr Berry's neighbour reported anti-social behaviour in Henby Way area, which he too had witnessed and passed onto the Police.

(ii) Members noted the report from Cllr Ward and the update regarding a new Platinum Jubilee Trail from Gressenhall to Dereham approximately 3.5 miles.

(iii) There were 4 members of the public in attendance. Father James gave an update on the events held by the Parish Church and Good Shepherd during the month of May. Thanksgiving was followed by the Big Coronation Lunch with the Norwich City Concert Band, and as a community we did the King proud over the Coronation weekend. The church yard opened for a plant sale last weekend which was also a good event. In relation to the agenda, the Christmas event and resident survey regarding the venue for the event, Father James wished the members to know that it is very successful at the River Green and would like to see it remain there. Thorpe St Andrew is held in high regard so consider this item carefully. A further resident asked about whether a closing date for the survey had been advertised and Mrs R McCarthy confirmed it had been. A resident asked about public toilets at the Town Hall and Dr T Foreman confirmed these were available during office hours.

6 **UPDATE ON EVENTS**

The Town Council considered the report Update on Events delivered by Mrs R McCarthy. The venue choice and resident survey results for the Christmas event was widely and thoughtfully discussed between members and officers, considering all the pros and cons.

It was proposed by Mr J Emsell, seconded by Mr D Buck and on a show of all hands with all in favour to approve the recommendations of the report for the Fireworks event.

It was proposed by Mr D Buck to move the Christmas event to the Fitzmaurice Park, seconded by Mr J Emsell, the decision was carried with 1 against and 1 abstention.

It was proposed by Mr D Buck, seconded by Mr J Emsell and on a show of all hands with all in favour to approve the recommendations of the report for the 80 years D-Day landings event.

Mr C Eden left the meeting at 8.35pm following the conclusion of this item.

7 REPORT OF THE PARKS AND ESTATES SUPERVISOR

The Town Council considered the report as attached. Mr J Emsell thanked the team for the sort out of the stores. Ms J Bailey raised shaded areas in the parks, this has been looked at previously and is actively being looked at again.

8 FINANCE

8.1 Payments List – as per attached report, no questions

8.2 Bank Reconciliation Statement – as per attached report, no questions

8.3 Banking Mandate - Two new signatories required, all members agreed with a show of hands for Mr F Bowe and Mr S Snelling to be added to the banking mandate.

8.4 AGAR – The Town Clerk read to the members all the points from the Annual Governance Statement. All matters were agreed; therefore, the statement was signed by the Town Major as the Chairman.

9 Draft Minutes of Committee Meetings

Draft minutes of the Planning and Environment Committee held on 22nd May 2023 were noted.

10 REPORT OF THE INTERNAL AUDITOR

The report of the internal auditor was approved, and thanks extended to Mrs R McCarthy from the Town Clerk and Mayor.

11 ASSET DISPOSAL

The Town Council considered the report for Asset Disposal as attached. Mr S Snelling suggested contacting the Norfolk Cricket Association for advice, if we are unable to sell the items locally.

Mr F Bowe proposed the sale of the items as per the report, seconded by Mr J Fisher and agreed with a unanimous show of hands. Mr F Bowe undertook to sign the asset disposal forms on behalf of the Council.

12. BROADS AUTHORITY- VERBAL REPORT

The Town Clerk briefed the members on matters related to the successful defence against a recent legal case which appeared to arise, in part, because of erroneous information contained within drafts of Broads Authority funded reports. It was confirmed that even if the award for costs was paid in full, the case would still have

cost the Council approximately £4,000 and significant officer time. Members discussed a number of concerns which had been raised by residents and business relating to the Broads Authority, in particular the governance and financial arrangements. The Council expressed significant concerns about the leadership of the Authority.

Mr F Bowe proposed a vote of no confidence in the Broads Authority, seconded by Mr J Emsell and agreed by a unanimous show of hands.

A letter outlining the aforementioned concerns and that the Town Council has no confidence in the Broads Authority is to be sent to Dr Packman.

13 EQUALITY, DIVERSITY AND INCLUSION POLICY

The Town Council reviewed the report and policy for Equality, Diversity, and Inclusion as presented. The Town Clerk advised an amendment to the policy to include Paternity Leave to match the new contracts.

It was proposed by Mr F Bowe, seconded by Mr P Berry and with a show of hands and all in favour RESOLVED to approve the Equality, Diversity and Inclusion Policy with the paternity amendment.

14 TOWN HALL ROOF REPAIR

This item was pulled from the agenda and would feature at a future meeting.

FUTURE AGENDA ITEMS

Mr P Berry to join the Finance & Staff Committee
Mr J Ward – Venue for meetings

Chairman _____

Date _____

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

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
MINUTES OF THE PLANS COMMITTEE MEETING
HELD ON 12th JUNE 2023**

PRESENT: Mr J Fisher (Chairman) Ms C Ferris
Mr P Berry (Vice Chairman) Mr S Snelling
Mr F Bowe Mr D Wiseman
Mr D Buck

1. In Attendance: Dr T Foreman (Town Clerk remote), Mrs D Wheatley (Administration and Communications Officer), Mrs L Weston (Policy and Committee Officer) and one member of the public.

Apologies for Absence: Mr T Garner

2. Declarations of Interest: None

3. Minutes of meeting held on 22nd May 2023

The minutes of the meeting held on 22nd May 2023 were signed and approved as a true record.

4. Planning Items Raised by Residents- None

5. Planning Applications

2023/1230 203 Armstrong Road Single storey rear extension (JF)
The Town Council, in its capacity as statutory consultee, raises no objections.

2023/1225 21 Hillside Road Single storey rear extension (SS)
The Town Council, in its capacity as statutory consultee, raises no objections.

2023/1180 8 Green Lane North Single storey rear extension (SS)
The Town Council, in its capacity as statutory consultee, raises no objections.

**2023/1263 32a Harvey Lane Installation of two new uPVC
double glazed windows to west
elevation (JF)**
The Town Council, in its capacity as statutory consultee, raises no objections.

**2023/1310 85 Spinney Road Single storey front porch
extension, single storey front and
rear extensions to garage and raise
garage flat roof level (JF & CF)**
The Town Council, in its capacity as statutory consultee, raises no objections.

2023/1240 26 Broom Avenue Rear extension to garage (SS/DB)
The Town Council, in its capacity as statutory consultee, raises no objections.

**2023/1312 25 South Avenue Rear extension and remodel to
dwelling with conversion of
adjacent garage to annex (SS/DB)**
The Town Council, in its capacity as statutory consultee, raises no objections.

2023/1371 Sainsburys Pound Lane Erection of a retail pod (Class E) with associated amendments to car park (JF)

The Town Council, in its capacity as statutory consultee, raises objections. The Town Council questions the need for an outside pod and whether it would set a precedent going forward. The Town Council also questions the proposed location of the pod, raising safety concerns for pedestrians and disabled parking users in the vicinity.

2023/1372 Sainsburys Pound Lane 3 x Internally illuminated fascia signs and 10 x non illuminated wall and information signs (JF)

The Town Council, in its capacity as statutory consultee, raises no objections.

**BA/2023/0201/ADV 18/22 Town House Hotel 2 x internally illuminated two sided lozenge signs under existing pictorial signs.
1 x wall mounted internally illuminated panel (JF)**

The Town Council, in its capacity as statutory consultee, raises no objections.

BA/2023/0233/TCAA 17 Thorpe Hall Close Dogwood identified in pictures. Request to remove said tree and to then replace with 2 smaller less intrusive trees such as miniature flowering cherries (JF)

The Town Council, in its capacity as statutory consultee, raises no objections, supporting the views of the tree officer.

Information Only

Confidential- Enforcement Notices - Noted

Future Agenda Items (not for discussion) – Grass verges.

Meeting closed at 8.10 pm

Signed: _____

Date: _____

Thorpe St Andrew Town Council
Minutes of the Finance & Staffing Committee meeting
held on 19 June 2023 at 7:30pm

1 PRESENT:

Mr S Snelling

Mr F Bowe

Mr S Court

Ms L Barrett

Mr J Emsell

Mr J Ward

APOLOGIES: Mr T Garner & Mrs L Skinner

IN ATTENDANCE: Mrs R McCarthy (OM/RFO)

2 CONFIRMATION OF CHAIRMAN

The OM/RFO confirmed that the standard procedure is for the Deputy Mayor to act as the Chair of Finance & Staffing Committee. It was proposed by Mr J Ward, seconded by Mr F Bowe and on a show of hands with all in favour **RESOLVED** to appoint Mr S Snelling to the position of Chairman.

3 ELECTION OF VICE-CHAIRMAN

It was proposed by Mr S Snelling, seconded by Mr J Emsell and on a show of hands with all in favour **RESOLVED** to appoint Mr S Court to the position of Vice-Chairman.

4 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

5 MINUTES OF THE MEETING HELD ON 24 APRIL 2023

The minutes of the meeting held on 24 April 2023 were agreed and signed by the Chairman.

6 PUBLIC PARTICIPATION (LIMITED TO 3 MINS PER SPEAKER)

None

7 DONATIONS UNDER s.137 LOCAL GOVERNMENT ACT 1972

The OM/RFO advised the committee that the Cemetery Maintenance budgeted finance could be considered as a S.137 donation for the church. Mr J Ward declared an interest in his capacity as Church Warden. It was proposed by Mr F Bowe, seconded by Mr J Emsell and on a show of hands with one abstention **RESOLVED** to pay £400 to the Church for maintenance of the cemetery.

8 “MADE IN THORPE” SCHEME RE-DEVELOPMENT

The OM/RFO presented a proposed new structure for the Made in Thorpe Business Sponsorship scheme. The committee supported the plans but felt the tiered system was too prescriptive and that some of the prices would be prohibitive to small businesses. Further minor content amendments were also requested. Communications and Community Officer to remodel ready for presentation at next meeting.

It was requested the Town Council write to former Councillor Leigh Reeves to thank him for his work on the Made in Thorpe initiative whilst in service.

9 UPDATE ON CEO RECRUITMENT

The OM/RFO gave an update on the CEO vacancy and advised that the deadline had been extended to 30th June. Alternative places to advertise were suggested. OM/RFO to extend advertising.

Future Agenda Items: None

The meeting closed at 8:25pm

Signed:

Dated:

cc Local Members

Your Ref:	My Ref:	HI/12/GEN/DH/KT
Date: June 2023	Tel No.:	0344 800 8020
	Email:	ppschemes@norfolk.gov.uk

From the Cabinet Member for Highways, Infrastructure & Transport

Dear Sir/Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last ten years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2024/25. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has provisionally allocated £300,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 8th December 2023. Please contact your local Highway Engineer based at the local Area Office for agreement and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2024 following approval by the Norfolk County Council Cabinet.

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

Continued .../

We will also accept bids from unparished County Council Wards. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our website (click on [this link](#)).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low-cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will only consider these if there is a known and recorded personal Injury accident record. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council.** Please note this type of scheme may be dependent upon NCC securing additional funding from the Norfolk Safety Camera Partnership
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school) however, these will not be enforceable without a Traffic Regulation Order which is outside the scope of the Parish Partnership Scheme. If you wish to enforce the Order, it would have to be wholly funded by the Parish or the Local Member.
- New Bus Shelter or Shelter Lighting. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email evehicles@norfolk.gov.uk – A website containing useful information is currently being developed and will be updated with new information regularly. We will be contacting Parish/Town Councils when this available.

Continued .../

Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our website (click on [this link](#)).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
 - Speed Limits
 - Waiting restrictions
 - Weight restrictions
- Bids for installation of low-energy LED lighting in streetlights to help cut energy bills and maintenance.
- Mirrors in the highway
- Protection of private land from travellers
- Quiet Lane zones

Information you must include in your bid

- The objective of the scheme
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support, particularly from your local Member, frontagers and landowners.
- For 'off highway' schemes, your proposals for future maintenance.

Please find a simple bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to ppschemes@norfolk.gov.uk (or posted for the attention of the County Programme Engineer, Linda McDermott, at the above address). If you need further information on the bid process please contact Linda, by email or by phoning 01603 228905. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Graham Plant
Cabinet Member for Highways, Infrastructure & Transport

Parish Partnership bid application form 2024/25

Fund applied for:	Parish Partnership Fund		
Applicant details:			
Submitted by/contact:			
Phone Number:			
Email:			
Sum applied for:			
Total project cost:			
Project title:			
Project detail: (please include a plan/map of the extents of the scheme):			
plan/map attached:	Yes / No		
Any other funding:			
Parish Income:	Precept	Other Income	Total Yearly Income
Reason for works:			
Any relevant supporting documents (e.g. supportive correspondence) :			
Discussed with:			

Proposed significant change to St William's Primary School, Norwich

NOTICE IS HEREBY GIVEN, that, Norfolk County Council intends to make a prescribed alteration to the following school, in accordance with section 19 (1) of the Education and Inspections Act 2006 and The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, by establishing a 16 place Specialist Resource Base at St William's Primary School, Norwich, from 1 September 2025.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained <https://norfolk.citizenspace.com/childrens-services/srb-2023> ; emailing schoolreview@norfolk.gov.uk or by writing to the School Organisation Team, Children's Services, Lower Ground Floor, County Hall, Martineau Lane, Norwich, NR1 2DL.

Within four weeks from the date of publication of this proposal, any person may object to, or make comments on, the proposal by sending them to the School Organisation Team, Children's Services, Lower Ground Floor, County Hall, Martineau Lane, Norwich, NR1 2DL or by email to: schoolreview@norfolk.gov.uk

Signed: Sara Tough

Executive Director of Children's Services

Publication Date: 19 June 2023

Statutory Proposal to establish a Specialist Resource Base (SRB), for 16 places, at St William's Primary School, Norwich, from 1st September 2025

1. Local Authority details

Norfolk County Council, County Hall, Martineau Lane, Norwich NR1 2DH

2. School details

Name	St William's Primary School
Type	Community School
Address	Williams Loke, St Williams Way, Norwich, Norfolk NR7 0AJ
Age Range	4 - 11 years
Capacity	420 pupils; Numbers on roll 1 June 2023 = 413
Ofsted	Last Ofsted; February 2020 Rating; Good

3. What changes are proposed?

It is proposed to establish a 16 place Social, Emotional and Mental Health Base at St William's Primary School, from 1 September 2025.

We appreciate that children and young people with social, emotional and mental health needs can struggle to engage with learning and cope in a classroom without additional strategies and interventions. A Specialist Resource Base (SRB) can support children to overcome barriers to learning, to learn strategies to enable them to successfully participate in a mainstream school setting, in which they can flourish.

This proposal is part of Norfolk County Council's Local First Inclusion which is the county council's six-year special educational needs and/or disabilities (SEND) improvement programme. We are committed to reviewing and developing Special Education Needs & Disability (SEND) provision as part of Norfolk's Local Offer of support to children, young people and families.

The proposal will also be supported by a funding agreement to support an increased staffing structure.

The SRB places will be allocated through Norfolk County Admissions processes and the base will grow up to full capacity from 1 September 2025.

4. What is a specialist resource base

A Specialist Resource Base (SRB) is a bespoke accommodation base, providing an enabling environment for learners, in a mainstream school, where children are taught by specialist staff.

Social, Emotional and Mental Health bases form part of the Specialist Resource Base programme in Norfolk and are a key component of Norfolk's SEND Local Offer, and of mainstream inclusion support to children, families and the school system.

Social, Emotional and Mental Health Bases provide a learning area which is calm and adapted to meet the needs of children and young people. It will be a primary phase base, offering up to 16 places for Key Stage 1 and Key Stage 2 children.

A panel of professionals would continue to admit pupils to the SRB, not only from the local area, but also across a wider area. Pupils at the SRB not only benefit from smaller classes with favourable pupil-staff ratios, but also benefit from being in a mainstream school and being included in many learning opportunities with their peers, with additional support from specialist staff. In addition, the SRB would have access to further resources and expertise from a Specialist Partner and wider professionals.

The SRB will be managed by the Executive Headteacher and Governors of the Hive Federation, of which St William's Primary School is a part.

5. Why do we want to do this? (evidence of demand)

Norfolk County Council has a statutory duty to;

- ensure a sufficient supply of school places in its area for children of school age
- promote high educational standards, diversity and parental choice
- ensure fair access to educational opportunity
- help fulfil every child's educational potential.

Norfolk County Council does not have enough local specialist special educational needs and disability (SEND) provision in mainstream schools. Our research has identified the SEND need and the location areas. Specialist Resource Bases in mainstream schools enable all children and young people with SEND to get a consistently high-quality education with the right support for their needs in their local area first.

This proposal builds on the 31 specialist resource bases attached to mainstream schools across Norfolk, many established during the Phase 1 SRB programme/ expansion started in 2019, with some still in development. They provide a total of 411 specialist places, across five different SRB specialisms;

- Learning and Cognition (LCN)
- Speech, language and communication (SLCN)
- Social, emotional and mental health (SEMH)
- Autistic Spectrum Condition (ASC)
- Deaf (hearing impaired)

We have identified further priority areas for new or expanded SRBs, as part of Phase 2, including Social, Emotional and Mental Health bases in the Norwich area which can be provided by St William's Primary School.

Norfolk County Council and the Governors of the Hive Federation feel these changes would benefit children and young people because it;

- supports more students with special education needs and disabilities to be educated and thrive in their local school and community;
- enhances students' progress by effectively meeting their individual complex needs;
- helps facilitate better access to the curriculum and supports students to achieve their potential;
- ensures that needs can be met locally avoiding the need for students to spend unnecessary time travelling to an appropriate school further away. This is better for young people and saves the taxpayer money in transport costs;
- increases the availability of places to meet the needs of students with SEND;
- addresses identified geographical, and age and phase gaps in SRB provision as identified in Norfolk's SEND Strategy;
- supports the sharing of complex need expertise and good practice as part of our school.

6. Objectives, including how the proposal would increase educational standards and parental choice.

Norfolk County Council wants to:

- Enable 16 pupils to benefit from the specialist education and support provided by St William's Primary School Social, Emotional and Mental Health Base
- Increase the number of places for pupils in the Norwich area with social, emotional and mental health needs, as part of the Local Authority's Local First Inclusion programme.

Norfolk County Council's policy is to expand schools that are rated 'Good' or 'Outstanding' by Ofsted. St William's Primary School was inspected in February 2020 and rated Good.

The cost-effective provision of high quality educational places is central to meeting the County Council's objective of ensuring inclusion and high standards of achievement for Norfolk learners with SEND.

This proposal offers parents access to more specialist resource base places in Norfolk, reducing the travel time for children and young people living locally.

7. Will there be any effect on other schools, academies and educational institutions within the area?

We cannot foresee any impact on any other schools, as this proposal provides additional places which removes the pressure of meeting the needs of pupils in mainstream schools who are currently waiting for additional support.

8. Project costs and an indication of how these will be met, including how long term value for money will be achieved.

This Specialist Resource Base will be located within the site of St. Williams Primary School. It will be a new building creating an enabling environment for SRB learners in a bespoke accommodation base.

All capital costs for the new purpose-built accommodation will be funded from Norfolk County Council's Local First Inclusion SEND Improvement Programme, to ensure there is the appropriate accommodation. Target opening is September 2025.

Long term value for money will be achieved as there is greater capacity to meet the needs of children with SEND locally.

9. Will this definitely happen?

No. There is a statutory process we must follow to make this type of change to schools.

10. Implementation date and proposed stages

If the proposal is agreed by the local decision maker; the Executive Director of Children's Services, Norfolk County Council, it is intended that the significant change will be implemented from 1 September 2025.

11. Related proposals

There is no other proposal linked to this proposal.

12. How can I make my views known?

Any person may object to, express support for, or make comments on the proposals, within 4 weeks of the publication of the statutory public notice by:

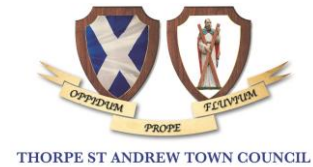
- Sending an email to; schoolreview@norfolk.gov.uk. Please put the school name in the heading of the email.
- Writing to: School Organisation Team, FREEPOST, 1H 2076, Lower Ground Floor, County Hall, Martineau Lane, Norwich, NR1 2BR. You don't need a stamp.

13. What happens next?

The following table sets out the key dates for the consultation and decision making. At any point the proposal may be withdrawn. The dates set out below meet the Department for Education requirements for consultation on school organisation proposals.

School organisation process	Date
Public Notice published	19 June 2023
Statutory consultation (representation stage)	19 June – 14 July 2023
Decision required, no later than	14 October 2023
If approved, SRB starts	1 September 2025

Thorpe St Andrew Town Council



Full Town Council Meeting, 3rd July 2023

Re-Roof Town Hall

Agenda Item: 12

Reason for this Report

To get the roof of the Town Hall renewed due to excessive leaks during heavy rains.

Background

Due to leaks in the roof and along the 2 gullies the roof needs to be repaired. Repairs will consist of new felt, new battens, and rubberising the gullies along the central section of the roof.

Result

Having met with various roofing contractors to assess the work it has been recommended that a whole re-roof is carried out to make the building watertight for many more years. We have 5 quotes for the work as follows:

- A) £28,970 (+ VAT) (25-year guarantee)
- B) £20,000 (+VAT)
- C) £12,600 (No VAT) (15-year guarantee)
- D) £54,250 (15-year guarantee)
- E) £23,000 (guarantee TBC)

Advice

Recommend appoint Contractor A or E at a cost not to exceed £23,000 (+VAT), with preference to contractor who can provide a guarantee and complete the work within the six-week summer holiday. This would give a 25 year guarantee and a safer, usable building for the foreseeable future.

Legal Implications

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

Financial Implications

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