

PLANNING AND ENVIRONMENT COMMITTEE
Monday 10 July 2023, 7:30pm
Roxley Hall, Yarmouth Road, NR7 0QF

AGENDA

05.07.2023

To all members of the Planning and Environment Committee

You are hereby summoned to attend the Planning & Environment Committee meeting of Thorpe St Andrew Town Council to be held at Roxley Hall on 10 July 2023 at 7.30pm for the purpose of transacting the following business:

- 1 Attendance and Apologies for Absence
- 2 Declarations of Interest in Items on the Agenda
- 3 To Confirm the Minutes of the Meeting held on 12 June 2023
- 4 Planning Items Raised by

- 5 **Planning Applications:**

2023/1525	19 Howard Close	Removal/Variation of Condition (S73/S19) (JF)
2023/1453	38 Thunder Lane	Proposed garage conversion, new access and summer house (CF)
2023/1548	37 Eastern Road	Single storey rear annexe (FB)
2023/1702	35 Thor Close	Demolition of glazed conservatory and erection of single storey rear extension (PB/DW)
2023/1711	1 Pine Road	Single storey rear extension (SS)
BA/2023/ 0247/TPOA	10 Yarmouth Road	T1: Cedar-weight reduction by thinning out and reducing branches back to secondary growth points on largest bough on western aspect. Reduce branches protruding from main crown by 1-2m on upper 1/3 rd portion of crown. Crown raise of southern crown area by up to 5m by thinning out and removing duplicating branches back to secondary growth points. Incorporate 8 tonne Cobra to existing brace (JF)

- 6 **Enforcement Notices (Confidential Matters)**
- 7 **Verge Maintenance – report attached**

Future Agenda Items (not for discussion)

Thomas Foreman, Clerk to the Council

Town Clerk – Dr Thomas Foreman
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**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

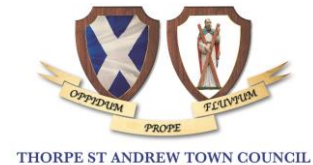
Confidential- Enforcement Notices - Noted

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

Meeting closed at 8.10 pm

Signed: _____

Date: _____



Planning and Environment Meeting - 10th July 2023

Verge Maintenance Report

Agenda Item: 7

Reason for this Report

To decide on the future of verge management in Thorpe St Andrew.

Background

Owing to heightened resident interest in the verge maintenance around the town, and the forthcoming end of the current hire contract for the mowers, members are asked to consider whether the Parks & Estates Team continue to maintain the verges in-house, or whether to put the service out to tender.

Result

Cutting and maintaining the verges is undertaken as a delegated function for NCC. Each cut takes approx. 52hrs, and a minimum 10 cuts are undertaken per year (significantly more than the 5 cuts contracted). Two 'sprays' are also undertaken, taking 60hrs. In total, the financial staff cost is a minimum £9,000, and the opportunity cost is the equivalent to a minimum 78 work days across the year. In real terms there is no under spend on verge maintenance for the Town Council.

Whilst completing in-house gives us control, it is expensive and time-consuming. Furthermore, we are seeing changing expectations of residents regards standards, and the use of herbicide, with officers verbally abused when completing the work, and complaints via phone, email and social media – all of which takes additional officer time. Due to our small-scale operation and high costs involved, we are unable to invest in herbicide-free technology such as hot foam weed suppressant, and whilst options for a more targeted spray continue to be explored, the only option available is to offer 'no mow' trials for residents wishing to be herbicide-free, which will prove contentious upon application.

If a contractor was appointed, the town would see the same service level as other areas around the county. A specification schedule could be drawn, dictating when cuts should be undertaken, and including an agreement on some verge repairs. This would need to be closely monitored, but the obligation would be removed from the Town Council. Resident expectations could be better managed and a significant cost would be removed, with the chance to concentrate staff time on our others to benefit the area e.g. the allotment sites, River Green and the parks.

Advice

Members are asked to consider contracting out the verge maintenance programme to save Council both the financial cost and the man hours invested currently. This will enable us to manage the work remotely, giving a consistent service to residents and bettering the chances of moving towards a herbicide-free process.

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.