

PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, NR14 7WB

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NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend a Meeting of Poringland Parish Council at 7pm on Wednesday 6th October 2021 at Poringland Community Centre

The Business to be Transacted is as Follows:

- 1. Chairman's Welcome
- 2. To Record Apologies for Absence
- 3. To Receive Declarations of Interest
- 4. To Agree Minutes of the Meeting of 1st September 2021
- 5. Matters Arising from the Meeting of 1st September 2021 Including Clerk's Report
- 6. Adjournment for Public Participation, County and District Council Reports, and Councillors with any Pecuniary Interests
 - a) Norfolk Constabulary (Sherry Locke)
 - b) District Council Report (7 minutes)
 - c) County Council Report (5 minutes)
 - d) Public Participation (15 minutes)

7.Planning

- a) To Consider Applications Received
 - i) FUL/2021/0049 Poringland Primary School Erection of a new stand-alone studio hall building.
 - ii) TPO/SN0559 Tree Preservation Order at 35 Stoke Road
 - iii) 2021/2135 4 Malten Close Removal of existing garage and conservatory. Erection of 1.5 storey rear extension with dormer window and single storey flat roof side extension
- b) To Note Planning Decisions
 - i) APPROVAL WITH CONDITIONS
 - a. 2021/1620 15 Caistor Lane Erection of single storey front porch and two storey rear extension
 - b. 2021/1603 31 Malten Close Single storey side extension
 - c. 2021/1583 5 Mitchell Gardens Conversion and extension of existing garage to annexe
 - ii) CERTIFICATE OF LAWFULNESS
 - a. 2021/1487 9 Page Close Erection of single storey front porch and two storey rear extension

- c) <u>To Consider Formal Response to Notice under Article 13 of the Town and County Order 2015</u> that Application 2021/0488 intends to cross land belonging to Poringland Parish Council
- d) To Review Planning Application Meeting Presentation Delegation List

8. Projects with Framingham Earl Parish Council

- a) To Receive Update on Fiveways Roundabout Project
- b) To Receive Update regarding Chairs' meeting

9. Finance

- a) To Receive Receipts, Payments and Bank Reconciliation for August 2021
- b) To Receive 2020/2021 Externally Audited Accounts
- c) Accounts for Payment
 - i. To Agree Accounts for Payment
 - ii. To Agree Accounts for Payment (Councillors with Pecuniary Interests)

10. To Consider Recommendations from Advisory Groups

- a) Community Centre Advisory Group
- b) Six Strategic Group
- c) Firework Night Working Group
- d) To Appoint Working Group for Christmas Event

11. Consultations

- a) To Consider Response to Transport for Norwich Strategy Consultation (Norfolk County Council)
- b) To Consider Response to Consultation on Review of Hackney Carriage and Private Hire Vehicle Policy and Conditions (South Norfolk Council)
- 12. To Consider Amendments to Proposed Lease with Men's Shed
- 13.To Receive Report on Neighbourhood Plan Meeting with South Norfolk Council
- 14. To Receive Proposal to Close the Meeting for Item 16 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 due to the Commercial Sensitivity of the Item
- 16. To Receive Advice on Land Matter and Finalise Decision
- 17. To Receive Proposal to Close the Meeting for Item 18 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 due to the Item Containing Details of Terms and Conditions of Employment
- 18. To Consider Recommendations from the HR Advisory Group
- 19. To Agree Date and Time of Next Parish Council Meeting

Wednesday 3rd November 2021, 7pm. Poringland community centre unless otherwise advised

clerk: Faye LeBon

Dated 30th September 2021

Declarations of Interest

Item 3

Members are invited to declare personal or pecuniary (prejudicial) interests in any items on the agenda. It is a requirement of the Parish Council (Code of Conduct) that declarations from a Member include the nature of the interest and whether it is pecuniary or an interest other than pecuniary. In the case of a pecuniary interest being declared and no dispensation being sought or approved, the member must disclose the interest and withdraw from the meeting when the item is discussed. If any Member has made a public comment and/or reached a predetermined view prior to attending a meeting it could invalidate the Council's decision, therefore the Member concerned cannot take part in any discussion and an interest must be recorded.

Minutes of the Meeting of Poringland Parish Council Wednesday 1st September 2021 7pm Meeting Held at Poringland Community Centre

In Attendance

John Joyce (Chairman)

Tim Boucher

Sean Curtis

John Henson

David Hewer

Lisa Neal

John Overton

Carl Pitelen

Trevor Spruce

Chris Walker

Also in Attendance:

Also in attendance was Faye LeBon (Parish Clerk), Vic Thomson (County Councillor) and two members of the public.

1. Chairman's Welcome

John Joyce welcomed everyone to the meeting and advised that there would be time allocated for public participation under item 7c.

2. To Record Apologies for Absence

All members were in attendance.

3. Declarations of Interest and Applications for Dispensation

Lisa Neal declared an interest in item 8(a), as a member of South Norfolk Council's Development Management Committee, and item 12 as a South Norfolk Council Cabinet member who will be discussing this item at Cabinet in due course.

Trevor Spruce declared an interest in items 10b (ii) and 11a.

4. To Agree Minutes of the Meeting Held on 4th August 2021

The minutes of the meeting held on 4th August 2021 were agreed after a proposal by David Hewer and a second by Chris Walker.

4. Matters Arising from the Minutes of 4th August 2021, Including Clerk's Report

The Clerk's report had been previously circulated. It detailed:

- **Playing Field CCTV:** Project complete The Playing Field CCTV can now be viewed at the community centre.
- Extension of Gritting Route Along Rectory Lane/Upgate/Hall Road A decision was due to be made by Norfolk County Council week commencing 21st June as to whether to extend the gritting route. Enquiries have been made of the Highways Engineer, and the decision has yet to be communicated.
- Carr Lane. The County Council will be funding the changes to the bollards. The overgrown vegetation on Carr Lane is becoming progressively worse. There has been no response from Norfolk County Council over the Parish Council's proposal for the County Council to cut the hedge initially in recompense for the delayed response to the Parish Council's correspondence meaning the liability moved away from the developer. With regards to the cutting of the highway verge, Norfolk County Council advised on 23rd July that 'Defects are scheduled for repair depending on the nature of the defect and work needed but on average can take approximately 6 weeks'. It was agreed to serve notice on Norfolk County Council for not maintaining the highway after 4th September, when the six week defect report expires. The hedges on the Parish Council's land can be cut back when the bollards are removed. The Parish Council will write to residents if it is established that the overgrown vegetation is coming from their land.
- Mulberry Playing Field Drainage. A meeting has been held with the Norwich Fringe
 project, whose initial thoughts were in keeping with the thoughts of the Amenities
 Group. A surveyor has been identified to do a topography report, and two possible
 engineers to do subsequent design and installation works, subject to Parish Council
 approval. It was agreed to go ahead with the topography report.
- Rosebery Park Lagoon Area. An enquiry has been made of Big Sky Developments
 about whether the Parish Council could take the area on and if so what the
 commuted sum would be. Big Sky is discussing with South Norfolk Council planning
 officers. It was agreed to remove this item from the report as the condition of the
 grounds maintenance in this area has improved.
- **Parish Partnership.** The Amenities Advisory Group has approved the signs and Norfolk County Council has placed the order.
- Water Sensors. The Clerk has met with representatives of Norfolk County Council's Innovations team onsite to discuss further requirements, both for the sensors and for the reporting.

- **Burgate Lane.** The planning inspector has dismissed the appeal against planning permission by Gladman Developments.
- **SAM Signs on Rectory Lane.** The SAM sign data for the new site on Norwich Road has been provided to Norfolk County Council. The sign has now moved to Rectory Lane, with the data expected to be available in Mid September. Lisa Neal requested the SAM data emails be reinstated. The clerk advised that the Parish Council was not resourced to do this at present.
- **Graffiti Art.** The artist has been instructed. Preliminary works to remove the moss and paint the roof trims have been completed.
- Community Centre Improvements. The awning has been installed, as has the new projector and new till. The new till has been programmed to differentiate between eat in and takeaway products (hot and cold) and is ready to be changed when the temporary hospitality VAT rates change (expected in October). There is a problem with the projector cabling in that it needs to be upgraded to CAT5 cabling to support the increased data, but a temporary booster has been left with the council to improve the data signal. Quotes are yet to be obtained for the replacement vanity unit. The electrician is being co-ordinated with the contractor for the hybrid meeting technology to install power and new connection points to facilitate the meeting room being turned around. It was agreed to place the order for the hybrid technology and associated installation costs, after a proposal from John Henson and a second from Chris Walker.
- **Neighbourhood Plan Meeting.** A meeting has been arranged with South Norfolk Council on 23rd September to discuss the application of Neighbourhood Plan policies.
- **Mulberry Play Area Repairs.** The urgent repairs have yet to be actioned as the contractor is unable to source the timber required. This is expected in September, therefor the senior play area remains closed.
- Councillor Payment Authorisation Rota. This was completed successfully for August.

6. Co option of Councillor to Poringland Parish Council

Ken Aldridge provided a presentation to the meeting on his suitability to become a parish councillor, and took questions from members. A secret ballot was held, as permitted by standing orders, and as a result Mr Aldridge was co opted as a councillor for Poringland Parish Council. He took his seat with the council and signed his declaration of acceptance of office.

Vic Thomson Joined the Meeting

7. Adjournment for Public Participation, District and County Councillors, and Councillors with any Pecuniary Interests

It was agreed that standing orders should be suspended.

a) District Council Report

Cllr Neal reported that the District Direct Services are being expanded. This involves supporting patients in the NNUH to help them return home sooner by removing housing barriers. This has now been expanded to working with the Community Hospital as well.

The South Norfolk and Broadland staff will be working more flexibly. The two councils currently have two large offices with a combined annual running cost of £1.8m plus maintenance. Feedback from staff is that they would prefer to work as a team on one site.

The Village Clusters consultation has now completed, with 1644 comments uploaded as part of the process. Written representations not sent in via the website are in the process of being uploaded. There are now an extra 62 sites to be considered.

The manager of the Well Pharmacy is leaving, and a new pharmacist has been appointed.

Planning enforcement reports are now being sent out to parishes, and are in the process of being automated from 6th September.

The East Norwich Masterplan is currently being worked on, and this includes a small area of land that is part of the South Norfolk District.

b) County Council Report

Vic Thomson reported that 'I Choose' wristbands are being used at Norfolk County Council as part of their Covid mitigation measures.

The Lord Lieutenant of Norwich has expressed support of Afghan refugees.

The Framingham Earl exchange broadband project is likely to commence at the beginning of 2022. The project is going through the procurement stage as it will not just be restricted to Open Reach.

The Bergh Apton and Morningthorpe recycling centres will remain open when the new Harford Bridges recycling centre opens. There will be a hazardous waste amnesty at Ketteringham on 15th, 16th and 17th October.

With regards to Carr Lane, he has instructed an officer to do a plan of the areas of the responsibility. It was requested that the County Councillor respond to the Parish Council's proposal to the cutting back of vegetation on Carr Lane.

He and the Clerk have been looking into speed statistics for Shotesham Road. Norfolk County Council will not put in sleeping policeman or chicanes. After a suggestion from Lisa Neal, he will look into being able to move the Vehicle Activation Sign so it is visible from vehicles coming off The Street.

The highways safety team will not reinstate the pedestrian crossing markings on the Fiveways Roundabout.

c) Public Participation

A member of the public asked whether the 10mph speed limit signs left over from the resurfacing in Arminghall can be removed. Vic Thomson advised that these belong to a third party, but will ask for them to be removed.

A member of the public asked why the Men's Shed will be located on the Recreation Ground rather than the Community Land. It was explained that there was a delay on the community land and the recreation ground became a feasible option for all parties.

Standing orders were reinstated.

Lisa Neal withdrew from the meeting.

8. Planning

a. To Consider Applications Received

No applications had been received.

b. To Note Planning Decisions

The following decisions were noted:

i) Approval With Conditions

a. 2021/1125 – 26B Shotesham Road - Erection of front porch and attached side garage

b. 2021/1083 – 33 The Ridings – Internal changes to double garage at rear to create a home study including replacement of one garage door with a sliding patio door and garage to be retained (retrospective)

c. 2021/1453 – 67 The Street – New Vehicular Access

ii) Approval No Conditions

a. 2021/1162 – Land North of Shotesham Road - Non material amendment of 2014/0393 - house type substitutions for Plots 28.,31. 36, 38, 39, 41, 71, 72, 89, 90, 91, 105. 106, 107, 123, 126 and 145 and changes to some garages.

b. 2021/1555 – Land North of Shotesham Road - Non material amendment to permission 2019/2209 - change of brick type and build details

Lisa Neal Re-joined the Meeting

9. Projects with Framingham Earl Parish Council

a) To Receive Update on Fiveways Roundabout Project

The Norfolk County Council Highways safety team did not approve the wildflower project on the roundabout, but had made an alternative suggestion.

10. Finance

a) To Receive Receipts, Payments and Bank Reconciliation for July 2021

The receipts, payments and bank reconciliation for July 2021 were noted by council.

Trevor Spruce Left the Room

b) Accounts for Payment

i) To Agree Accounts for Payment

The Clerk updated the room on the recent grounds maintenance issue. It was noted that the areas were much improved but it was agreed to continue to withhold 1 month's payment until the new matter raised on the playing field was resolved.

The following payments were agreed after a proposal by John Henson and a second from Chris Walker.

Payee	Description	Amount
Staff Salaries and other Contra	£10,175.79	
payments to HMRC and Pensio	n Funds)	
Microshade	£270.00	
ВТ	Landline, Broadband & Mobiles	£199.86

Payee	Description	Amount
Rialtas	Omega and Bookings System License	£819.60
Viking	Stationery	£153.73
Total Gas & Power	Heat & Light	£760.54
ESPO	Community Centre Gas	£52.73
Eastern Cash Registers	New till and repairs to existing till	£966.00
Yare Shipping	Café Consumables	£426.73
Faye LeBon	Café Consumables	£41.03
Hugh Crane	Repair of Scrubber Drier	£113.60
Production Bureau	Supply and Install of New Projector	£1,483.68
Ace Plumbing	Pavilion Repairs	£312.54
South Norfolk Council	Business Rates for Bowls Pavilion	£8.49
S. Raney Tree Services	Clearance of Community Land	£1,400.00
Parish Land Surveys	Community land Boundary survey	£615.00
Bartlett Signs	Victory Avenue Signage	£101.40
Veolia	Waste Removal	£77.47
Taurus Monitoring	Legionella reports	£738.00
Playground Inspections	Annual Play Area Inspections	£270.00
Vortex	Grounds Maintenance	£557.01
Barclaycard	Various*	£588.45
Champions Music	Balance of Whitney Event	£480.00
Chase Stereo	Disco for Whitney Event	£345.00
Norfolk Copiers	Copying charges	£87.97
Ben Willis Commercial	community land fencing	£7,800.00
Vortex	Grounds Maintenance	£557.01
Petty Cash (transfer from	Café Stock and Postage	£64.07
multipay a/c)		104.07
L. Gooderham	Mileage	£21.92
	TOTAL	£29,487.62

ii) To Agree Accounts for Payment (Councillors with Pecuniary Interests)

John Henson proposed that the following accounts should be paid, seconded by Chris Walker and carried.

Payee	Description	Amount
Spruce Landscapes	Grounds Maintenance and Repair Works	£1,018.00
Spruce Landscapes	Delivery of Annual Reports	£660.00
Spruce Landscapes	Replacement Bollards Mulberry Park	£384.00
	TOTAL	£2,062.00

11. To Consider Recommendations from Advisory Groups

a) Amenities Advisory Group

The Amenities Advisory Group met on 11th August and made the following recommendations:

Rosebery Park P3 Play Area: The Advisory Group agreed that it would be preferable to make the area fully inclusive and to consider a partnership arrangement with Big Sky Developments should cost prohibit this to the developer. Big Sky has since fed back that the original equipment had already been ordered and could not be retracted, but they will try to supplement with inclusive equipment. An updated plan is awaited.

Big Sky asked whether the Parish Council would like the informal footway between the development and Carr Lane reinstated, the Advisory Group agreed that it should be. Big Sky has since advised that they are in agreement.

Norfolk Homes Area D Open Spaces: An updated plan was provided from Norfolk Homes based upon the advisory group recommendations, which were:

Northern area – open space with some seating

Middle area – Obstacle course designed for teenagers and adults

Southern area – wildflower meadow

It was agreed that these should be the overriding plans for these areas, and the detail for the wildflower meadow should be delegated to the advisory group. *Fringe Project Report:* The Fringe Project report covered the maintenance and improvement of 4 ponds in the village. The recommendations of the Advisory Group were as follows:

Community Centre Pond: To accept the Fringe Project proposal at a cost of £540

Memorial Garden Pond: To reject Fringe Project price and award works to Spruce landscapes at a cost of £700.

The Advisory Group deferred the decision on projects for the northern and southern lagoon.

It was agreed after a proposal from John Henson and a second from David Hewer to accept the Advisory Group's recommendations on the village ponds.

Discussions on grounds maintenance had already been covered under item 10bi.

Trevor Spruce Re-joined the Meeting

b) Community Land Project Working Group

The Community Land Project Group met on 18th August and the following was reported:

Boundary clearance and flail main area: completed 21st August

Boundary survey: completed 18th August

Fencing: completed 31st August

Prices are being sought for the replacement gates.

Tim Boucher proposed that a budget of £4,000 be allowed for the replacement gates, so as to allow the project to proceed. This was seconded by David Hewer and carried.

The Working Group were advised that the Tree Warden had made an application to the 'Close the Gap' fund for saplings and planting equipment. It has since been reported that the grant application was successful. The Clerk is to write a letter of thanks to the Tree Warden. The thanks to David Hewer were also recorded for his assistance with this project.

The Working Group recommended that, if the Norfolk Wildlife Trust could fit it in to their schedule, they should be allowed to start a wildflower meadow on the area of the community land adjacent to The Ridings. Norfolk Wildlife Trust had since advised that they are able to attend the site on 16th September. Tim Boucher proposed that Norfolk Wildlife

Trust should be allowed to start a wildflower meadow on this land, seconded by David Hewer and carried.

The Working Group also recommended progressing with the works required to start the public consultation for the community land. This would begin with the appointment of a contractor to do the initial designs, public consultation and planning application. John Henson proposed that the Parish Council should proceed with appointing a contractor, seconded by Chris Walker and carried.

This project would have to be advertised on the government's 'contracts finder' website for openness and transparency. Tim Boucher will assist the Clerk with this work.

The Working Group were also looking into holding a firework event on the Community Land. Proposals were presented for two different firework contractors – both of which had been anonymised for the purpose of the Working Group meeting. Tim Boucher proposed that the council formally Appoint Skylit Pyrotechnics to arrange a lightshow and firework display on the Community Land on 6th November at a cost of £2700 In addition to this, a Steering Group of Tim Boucher, Trevor Spruce, Carl Pitelen and Sean Curtis, along with The Clerk and the Bookings and Events Officer should make arrangements for the event with a budget of £5,000. This was seconded by Chris Walker and carried.

12. To Consider Response to South Norfolk / Broadland Council Accommodation Consultation

It was agreed that the Parish Council would not comment on this consultation.

Lisa Neal took no part in item 12

13. To Agree Delegation of Appointment of Assistant Clerk

The following delegation was agreed after a proposal from John Henson and a second from Tim Boucher:

Shortlisting delegated to the HR Advisory Group (due to meet 08/09/21)

Interview panel and date agreed by HR Advisory Group

Appointment delegated to interview panel

14. To Consider Memorial Repair

It was reported that a memorial in the cemetery had become unstable and has been laid flat as a matter of health and safety. All efforts to locate the family have been made, with no success. The memorial has been laid flat for a year with no family members contacting the Parish Council. Members were asked to consider whether, subject to the quote, authorise the repair and place a charge on the grave or remove memorial and lay in a separate area in the cemetery.

It was agreed to proceed with obtaining a quote but if this was excessive, consider laying the memorial on the grave in a permanent manner.

15. To Receive Proposal to Close the Meeting for Item 16 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 due to the Commercial Sensitivity of the Item

It was agreed to close the meeting to the press and public.

The Public Left the Meeting

16. To Receive Update on Land Matter and Consider Arrangements for Next Meeting The Clerk provided an update from the Parish Council's solicitor. The process for obtaining further information was agreed. An additional meeting would be called when the matters with the solicitor have been finalised and the further information has been obtained.

17. To Note Date and Time of Next Parish Council Meeting.

This was agreed as Wednesday 6th October 2021, 7pm at Poringland community centre.

The meeting closed at 9.10pm

CHAIRMAN

Clerk's Update on Matters Raised at Previous Meetings

The following matters have been raised at previous meetings, and updates are noted below for information. This document does not include matters within the agenda.

- Extension of Gritting Route Along Rectory Lane/Upgate/Hall Road. The Parish Council's request for an extension of the gritting route has been rejected by Norfolk County Council. A freedom of information request has been sent to Norfolk County Council to find out how many requests from parishes have been successful.
- Carr Lane. The bollards have been replaced and therefore Carr Lane is accessible by
 machinery. The Parish Council's contractor has been instructed to cut back the hedge
 adjacent to the lagoon. Norfolk County Council is working to create a plan of this area to
 determine what areas of Carr Lane are the responsibility of highways or landowner. Norfolk
 County Council has yet to respond to the Parish Council's formal proposal of March 2021
 Ongoing
- Mulberry Playing Field Drainage. Three quotes have been received for the topography report to establish the best drainage scheme for the Mulberry Playing Field. These have been sent to the Amenities Group Ongoing
- Parish Partnership. The Amenities Advisory Group has approved the signs and Norfolk County Council has placed the order. Norfolk County Council has warned that there may be a delay to the works due to availability of materials. Ongoing
- Water Sensors. The Clerk has met with representatives of Norfolk County Council's Innovations team onsite to discuss further requirements, both for the sensors and for the reporting. Ongoing
- SAM Signs on Rectory Lane. The SAM sign data for the new site on Rectory Lane has been collated and sent to all parties that requested it. This is appended below for the information of the Parish Council, and suggests that the problem isn't with speed. The historic SAM data for all sites has been analysed, downloaded and placed on the Parish Council's website so it is accessible for all. It can be found here https://www.poringlandparishcouncil.gov.uk/highways--speed-data.html
- **Graffiti Art.** The graffiti works instructed have been completed. Designs for the sides of the bus shelter have now been suggested in time for Remembrance Sunday. The Parish Council may wish to consider a press release for this work. **Ongoing**
- Community Centre Improvements. The hybrid meeting equipment and associated electrical
 works are in the process of being installed and is hoped to be active for the meeting on 6th
 October. The vanity units will be costed for next years' budget.
- Mulberry Play Area Repairs. The urgent repairs have yet to be actioned as the contractor is unable to source the timber required. This is expected in late September, therefore the senior play area remains closed. Ongoing

- **Pond Clearance Works.** The pond improvement works to the community centre pond is due to commence on 29th September and the works to the memorial garden pond is in the process of being programmed in. **Ongoing**
- **New Play Areas.** An updated plan is awaited from Big Sky on the proposed play areas to the south west of the village. The updated plan from Norfolk Homes to represent the proposed equipment is appended. **Ongoing**
- **Wildflower Meadow.** Norfolk Wildlife Trust attended site on 16th September and provided green hay which was spread by local volunteers. Covering such a large area was made possible by Cllrs Pitelen and Curtis in preparation of the land.
- Memorial Repair. The options received for the Brooks Memorials are:
 - Repair of the memorial (£225 + VAT)
 - Lay concrete slab and lay memorial flush with ground (£150 + VAT). An advisory note has been received with this option as its risks damage to the memorial.
 - \circ Lay concrete plinth and lay memorial on plinth (£250 + VAT)

All options will result in a charge on the grave.

Faye LeBon

Clerk to the Council, 30th September 2021



For Project:

Project Notes:

Location/Name: **Incoming Direction**

Report Generated:

15/09/2021

Speed Intervals

12:29

Time Intervals

5 MPH Instant

05/08/2021

28.8 MPH

19304

50 MPH

22710

568

Rectory Lane

Traffic Report From

85th Percentile Speed

85th Percentile Vehicles

Max Speed

Total Vehicles

AADT:

Volumes -

weekly counts

Average Daily

AM Peak

PM Peak

11:00 04:00

Time

46 49

Tuesday

204

6.4

32.8

5 Day

578

13:00:00

on

through

02/09/2021

Wednesday

Speed

% over limit

Avg Speeder

Speed Limit: 85th Percentile Speed:

32.9

30

Average Speed: Count over limit 28.8 22.89

Monday 242 6.8

216 7.5 32.9

182 268 5.4 7.0 33.1 32.9

Friday

11:59:59

14/09/2021

09:45:00

Thursday

180 5.6 33.1 Sunday

145

5.4

33.1

Saturday



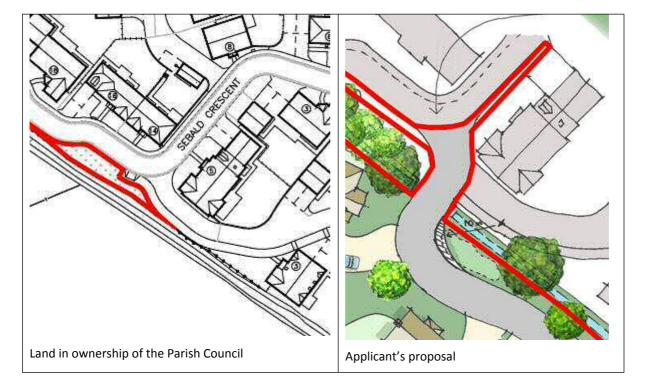
Meeting of Poringland Parish Council

Item 7c

<u>To Consider Formal Response to Notice under Article 13 of the Town and County Order 2015</u> that Application 2021/0488 intends to cross land belonging to Poringland Parish Council

The applicant for 19 dwellings north of Heath Loke has served notice on the Parish Council, as an owner of the land, to which their application relates to. The Parish Council now has 21 days to respond to the local planning authority

The area of land this applies to is as follows:



The LPA has been sent a copy of the transfer document which states in its covenants that:

'Not to use or permit the property to be used for a purpose other than as a public open space'.

Does the Parish Council wish to formally object to the application crossing our land and does it have any further comment to make?

Poringland Parish Council

Bank - Cash and Investment Reconciliation as at 31 August 2021

Confirmed B	ank & Investment Balances		
Bank Statement Balances			
	Barclays Current	0.00	
31/08/2021	Unity Trust	496,885.17	
31/08/2021	CCLA	40,000.00	
31/08/2021	Cambridge & Counties 120 Day	78,009.52	
31/08/2021	Charity Bank	85,862.51	
31/08/2021	Hampshire Trust Bond 1	55,000.00	
31/08/2021	Hodge Bank	22,000.00	
31/08/2021	Nationwide Instant Access	121,886.95	
31/08/2021	Santander Bond 1	60,433.33	
31/08/2021	United Trust	50,000.00	
31/08/2021	Unity Trust Deposit	146,211.53	
			1,156,289.01
Other Cash & Bank Balances			
Other Cush & Bunk Buildines			
			550.00
			1,156,839.01
Unpresented Payments			
			22,218.61
			1,134,620.40
Receipts not on Bank Statemer	<u>nt</u>		
			0.00
Closing Balance			1,134,620.40
All Cash & Bank Accounts			
1	Current		474,666.56
2	Bonds & Savings		659,403.84
	Other Cash & Bank Balances		550.00
	Total Cash & Bank Balances		1,134,620.40
	. Star Cash a Bank Balances		1,131,020.40

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Poringland Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agr	reed	
	Yes	No*	'Yes' means that this authority:
We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	/		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	/		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	1		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	1		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	V		considered and documented the financial and other risks it faces and dealt with them properly.
We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	1		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
We took appropriate action on all matters raised in reports from internal and external audit.	1	Hilli	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	V		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

^{*}Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement v	was	approved	at	а
meeting of the authority on:				

30/06/2021

and recorded as minute reference:

14EM 12 011 of 30/06/2021

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

www.poringlandparishcouncil.gov.uk

Section 2 – Accounting Statements 2020/21 for

Poringland Parish Council

	Year e	nding	Notes and guidance			
	31 March 2020 £	31 March 2021 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records			
Balances brought forward	589,261	679,161	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.			
2. (+) Precept or Rates and Levies	161,236	175,938	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.			
3. (+) Total other receipts	250.003	481,267	Total Income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.			
4. (-) Staff costs	132,749	131,678	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.			
5. (-) Loan interest/capital repayments	8,713	8,713	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).			
6. (-) All other payments 23)	208,321 8121 179877	84,304	Total expenditure or payments as recorded in the cash- book less staff costs (line 4) and loan interest/capital repayments (line 5).			
7. (=) Bayances carried forward	679,161	1,111,672	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).			
8. Total value of cash and short term investments	667,865	737,250	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.			
9. Total fixed assets plus long term investments and assets	1,890,639	1,895,253	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.			
10. Total borrowings	56,655	50,757	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).			
11. (For Local Councils Only) re Trust funds (including ch		Yes No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.			
		1	N.B. The figures in the accounting statements above do not include any Trust transactions.			

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities - a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

30/06/2021

I confirm that these Accounting Statements were approved by this authority on this date:

30/06/2021

as recorded in minute reference:

TEM 12 Eiii d 30/06/2021

Signed by Chairman of the meeting where the Accounting

Statements were approved

Date

Section 3 – External Auditor Report and Certificate 2020/21

In respect of

Poringland Parish Council - NO0346

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21
On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern the relevant legislation and regulatory requirements have not been met.
Other matters not affecting our opinion which we draw to the attention of the authority:
The AGAR was not accurately completed before submission for review. The AGAR had to be sent back for amendment.

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name	PKF LITTLEJOHN LLP							
External Auditor Signature	PKF Littlejohn UPRED	Date	18/09/2021					
* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note								

	Α	В	C	D	F	F	G	Н	I 1		K
1	PORINGLAND PARISH COUNCIL	5		, ,	<u> </u>		Ů		'	<u> </u>	, ,
2	Payments list for 6th October 2021										
3	rayments list for oth October 2021										
		1		Paid by							VAT
1		<u>Code</u>	Description	Cheque	Paid By SO	Daid By DD	Paid by BACS	TOTAL	Sig 1	Sig 2	Reclaimable
-	Staff costs, PAYE and Pension Contribution		Description	Cireque	Falu by 30	raid by DD	raid by BAC3	£11,216.16		Jig Z	Recialillable
_	Community Action Norfolk	General Administration	Training				£80.00	£80.00			
7	Microshade	General Administration	Hosted IT				£270.00	£270.00			£45.00
8		General Administration	Landline, Broadband & Mobiles			£200.88	1270.00	£200.88			£33.48
	Rialtas					1200.88	£222.00	£222.00			£37.00
	4Sports	General Administration	Training Work Clathing				£151.98	£151.98			£25.33
	Norse	General Administration General Administration	Work Clothing				£695.00	£695.00			125.55
	PKF Littlejohn	General Administration	Printing of Annual Report External Audit				£1,560.00	£1,560.00			£260.00
_	Unity Trust	General Administration					£1,560.00 £23.20	£1,560.00			1200.00
	Business Webpage		Bank Charges				£50.00	£50.00			
	Total Gas & Power	General Administration	New email addresses			£737.61	£50.00	£737.61			£122.93
		Community Centre	Heat & Light								
	ESPO	Community Centre	Community Centre Gas			£56.58		£56.58			£2.69
	Wave	Community Centre	Water Bill			130.47		£130.47			
	Yare Shipping	Community Centre	Café Consumables				£643.65	£643.65		-	£29.39
	Cooks Blinds	Community Centre	Awning				£7,130.40	£7,130.40			£1,188.40
	Worldpay	Community Centre	Card Charges				£63.71	£63.71			£2.24
	Nisbets	Community Centre	Kitchen Supplies				£63.32	£63.32			£10.55
22	Amazon for Business	Community Centre	Kitchen Supplies				£65.52	£65.52			£10.93
	ACE Plumbing	Community Centre	Repairs to Toilets				£96.40	£96.40			
	UK DMO	Community Centre	Loan Repayment			£4,356.63		£4,356.63			
	Norwich Electrical	Community Centre	PAT Testing and Repairs				£327.30	£327.30			£54.55
26	Wave	Playing Field	Water Bill				£15.20	£15.20			
	Toolchimp	Outside spaces	Padlocks				£136.60	£136.60			£22.77
	Wave	Cemetery	Water Bill				£14.08	£14.08			
29	NAME WITHHELD	Cemetery	Return of Excusive Rights				£270.00	£270.00			
30	Community Heatbeat Trust	Commuted Sums	Defib Consumables				£22.80	£22.80			£3.80
31	Veolia	Community Centre / Cemetery	Waste Removal				£77.47	£77.47			£12.91
32	Garden Guardian	Comm Sums, Comm Centre, Verges	Grounds Maintenance				£938.11	£938.11			£156.34
33	J&A Saunders	Commuted Sums / C.Centre / P. Field	Window Cleaning				£125.00	£125.00			
34	Barclaycard	Gen. Admin / Comm Centre	Various*				£1,207.98	£1,207.98			£198.07
35											
36											
37								£30,948.05			£2,216.38
38	Councillors with Pecuniary Interests										
39	Spruce Landscapes	Burial Ground / Comm Sums P. Field	Grounds Maintenance & Repair Works				£700.00	£700.00			£116.67
40											
41								£700.00			£116.67
42							Ī				
43											
44											
44 45 46								£31,648.05			£2,333.05
46							-	231,040.03			
47	*barclaycard breakdown									+	
48	трагсіаусаға ргеакаоwn Makro	community centre	Bar Stock		-			£550.65			£89.69
	макто High speed training	· · · · · · · · · · · · · · · · · · ·						£48.00			£89.69 £8.00
		general admin	food hygiene training								
	Hobbycraft Consumation of	community centre	café items		1			£18.95		-	£3.16
	Groundhog	community centre	Café and cleaning items					£22.29			£3.72
	Groundhog	Memorial Garden	Cleaning materials	-	-			£6.90			£1.15
	Premier Stores	community centre	Bar Stock		-			£3.16			
	Budgens	community centre	Café Stock		-			£3.38			
55	Lidl	community centre	Bar and cleaning items					£3.57			£0.50
	Jaydee Living	Playing Field	New Bins					£499.08			£83.18
	Norfolk Liquid feeds	Playing Field	Jeyes Fluid					£52.00			£8.67
58											
59							Total	£1,207.98			£198.07

Transport for Norwich Strategy:

Vision:

Norwich and the strategic growth areas around it will become a place to thrive because shared, clean, active and accessible travel are the first choice for journeys, and people within at least the urban area can access a range of services without a car. The Vision will be delivered through nine themes. The following provides a short summary of key aspects of the TfN strategy for each one

Norwich and Norfolk

Norwich and the strategic growth area around it is the centre for a large part of the county and the wider eastern region. Good, strategic connections are vital for continued prosperity.

A zero-carbon future

Achieving net zero carbon emissions will require significant and far reaching interventions including reductions in travel demand, mode shift through an increased emphasis on active travel and supported by an accelerated switch to zero emission vehicles.

Improving the quality of our air

Clean air is important. Significant and far-reaching interventions will be needed. Likely measures will need significant further study and engagement work to consider before being able to commit to delivery of a preferred option, but the following interventions will be further considered: Clean air zone; Workplace parking place levy; Road charging / congestion charge; Vehicle bans (eg prohibiting petrol and diesel engine vehicles from the city centre).

Changing attitudes and behaviours

Local people, businesses and others who use all of our transport networks need to be engaged so that they understand and support the changes and feel confident in being able to make changes to their own travel behaviour

Supporting growth areas

The area has plans for significant growth. This needs to be in the right places, with transport networks provided, so that people can easily access facilities. Priority should be given to walking, cycling and public/ shared transport links.

Meeting local needs

The transport system needs to support the needs of everyone, being designed to take account the different needs of different people.

Reducing the dominance of traffic

In local neighbourhoods, traffic impacts will be reduced. This will be achieved through a series of interventions including low traffic neighbourhoods, school streets and reductions in speed limits, based around the principle of Healthy Streets.

Making the transport system work as one

The transport system needs to ensure efficient movement of large numbers of people. We will identify roads where general traffic is prioritised; where public transport is prioritised; and where active travel is prioritised. This reflects that streets cannot accommodate every demand at the same time, and we must prioritise. Elsewhere, streets will primarily support communities who live there, businesses or for leisure uses like meeting friends or entertainment. Parking will be reviewed to consider current parking capacity, arrangements, cost, availability and type.

Making it Happen (governance)

Good governance arrangements are vital for effective actions and delivery, supported by active engagement across a range of people and partners. Special interest sectors need to be drawn in to advise and assist with direction and delivery. Without this, we will not achieve our ambitions.

To What Extent do you Agree with the Following	Strongly Agree	Agree	Neither Agree/ Disagree	Disagree	Strongly Disagree	Don't Know	Comments
Overall Vision							
Norwich and Norfolk							
A Zero Carbon Future							
Air Quality							
Attitudes and Behaviours							
Growth Areas							
Local Needs							
Dominance of Traffic							
Transport System							
Governance							

Further Detail:

Norfolk and Norwich:

Statement of Policy

STRATEGIC CONNECTIONS

Strategic connections and hinterland access will be promoted to enhance the role of Norwich as the regional capital.

Key Actions

We will ensure that new strategic connections are optimised to benefit the economy, this includes rail enhancements to Cambridge, Stansted, London and other destinations, main bus and coach links, the Norwich Western Link, A47 improvements, and Long Stratton Bypass. Sustainable transport measures will be promoted to capture the benefits of these connections within the Norwich urban area and the strategic growth area around it. Individual schemes will need to mitigate their environmental impacts through the detailed work on these projects.

We will ensure that Norwich's role as a regional economic centre and transport hub is supported through excellent transport connectivity to the Norwich travel to work area and longer distance connections are improved to markets outside the county.

The park and ride system plays an important role in maintaining good access into Norwich for trips from outside the urban area.

Supporting Actions

We will also:

- Ensure that accessibility to transport gateways is improved. These include Norwich Airport, Norwich rail station, Norwich bus station and Wymondham rail station
- Ensure that transport connections to identified strategic employment sites are enhanced by public transport, walking and cycling
- Carry out a strategic assessment to evidence the opportunities to deliver enhanced sustainable transport interventions as a consequence of completing the committed Transforming Cities interventions (a major package of improvements focussed on public transport, walking and cycling) and the Norwich Western Link
- We will review the measures that weren't funded through the Transforming Cities package to ensure these support the objectives

To What Extent do you Agree with the Following	Strongly Agree	Agree	Neither Agree/ Disagree	Disagree	Strongly Disagree	Don't Know	Comments
Statement of Policy							
Key Actions							
Supporting Actions							
Any other Comments							

Zero Carbon:

Statement of Policy

NET ZERO CARBON

We will reduce carbon emissions from transport in Norwich to make the necessary contribution to the national target of reducing emissions from all sources by 78% by 2035 compared to 1990 and achieving net zero emissions by 2050. A carbon budget will be developed for the transport programme to demonstrate how it will ensure emissions are contained within the budget.

Key Actions

We will devise a carbon budget for surface transport across Norwich and its strategic growth area. A baseline will be set. We will use this to assess potential interventions to guide delivery. We will monitor the efficacy of interventions using the carbon budget to guide further delivery.

We will gather evidence to provide the basis for significant and far-reaching interventions including reductions in travel demand, mode shift through an increased emphasis on active travel and accelerating the switch to electric vehicles.

Supporting Actions

We will also:

• Continue to develop and deliver a range of measures to help people to get about using clean, sustainable modes of transport.

These include:

- An electric vehicle strategy is being developed and will be used to assist in the transition to clean fuels
- Active travel networks including the pedalway network have been developed, hire bikes are available and an e-scooter trial is underway
- Work with bus companies on switching to cleaner vehicles
- Implement planned sustainable transport projects to serve planned areas of growth such as delivery of the Transforming Cities and LCWIP programmes, which will see sustainable connections to support planned growth.
- Achieve net zero for Norfolk County Council assets and services by 2030 in line with the county council's Environmental Policy Target

To What Extent do you Agree with the Following	Strongly Agree	Agree	Neither Agree/ Disagree	Disagree	Strongly Disagree	Don't Know	Comments
Statement of Policy							
Key Actions							
Supporting Actions							
Any other Comments							

Air Quality:

Statement of Policy

AIR QUALITY

Air quality across Norwich and its strategic growth areas will improve so that we will:

- i) Remove the need to have AQMAs (Air Quality Management Areas)
- ii) Improve air quality across Norwich and its strategic growth areas in the long term.

Key Actions

Significant and far-reaching interventions will be considered including measures limiting or restricting use of the private car within the city, particularly vehicles powered by internal combustion engines, and promotion of low/zero emission public transport.

We need significant further study work to understand the impacts that such measures will have, and which might be appropriate for further consideration. This will be done through a mix of technical study work alongside extensive engagement with a range of partners and the public to understand what it means for business, and the effects such measures might have on how easy people find it to get about.

Considerable further work is required before being able to commit to delivery, but we envisage that the following interventions should be further considered, with a view to taking forward the preferred option:

- Clean Air Zone to charge vehicles with higher emissions
- Workplace parking place levy
- Road charging / congestion charge
- Vehicle bans on certain roads or areas

Supporting Actions

We will also:

- Adopt an electric vehicle strategy, setting out how we will work on the provision of electric vehicle charging infrastructure for fleet vehicles (buses, vans etc) and for private motorists. This will accelerate the switch to electric vehicles
- Implement traffic management schemes to improve vehicle flow and reduce idling
- Work on behaviour change campaigns to discourage unnecessary journeys and encourage active travel and clean travel modes
- Work with partners including Public Health and local communities to understand and investigate concerns about air quality in local areas, such as outside schools. We will look to whether innovative

technology will help monitor air quality and will look to work with local communities on innovative measures such as school streets

- Assess whether any routes across Norwich and its strategic growth areas are at risk of falling into AQMA status, or lie close to the AQMA threshold, and identify appropriate mitigation strategies
- Work with public transport and taxi operators and freight companies to introduce cleaner vehicles
- Assess the air quality impacts of any transport scheme promoted under the Transport for Norwich strategy

To What Extent do you Agree with the Following	Strongly Agree	Agree	Neither Agree/ Disagree	Disagree	Strongly Disagree	Don't Know	Comments
Statement of Policy							
Key Actions							
Supporting Actions							
Any other Comments							

Changing Attitudes and Behaviours

Statement of Policy

SUSTAINABLE TRAVEL CHOICE THROUGH BEHAVIOUR CHANGE

We will develop a sustained and coordinated approach to informing and influencing attitudes and behaviours towards sustainable travel choices

Key Actions

We will use a mixture of information, engagement, and incentives and disincentives. A brand is being developed, which will provide a one-stop-shop countywide to deliver information, advice and messages. We will do this through a range of partners.

Supporting Actions

We will also:

- Work with business and residential developments on travel plans.
- Seek to positively tackle travel behaviours that cause congestion or air pollution eg smoothing rush hour congestion by employers being encouraged to allow for staggered work times, flexi hours and home working, and working with schools and businesses on travel plans.
- Support car free and low car development in the city centre and locations that are highly accessible to a range of alternative travel modes.
- Support initiatives that reduce car dependency, car ownership and private car usage eg car club

To What Extent do you Agree with the Following	Strongly Agree	Agree	Neither Agree/ Disagree	Disagree	Strongly Disagree	Don't Know	Collinging	Comments
Statement of Policy								
Key Actions								
Supporting Actions								
Any other Comments								

Supporting Growth Areas:

Statement of Policy

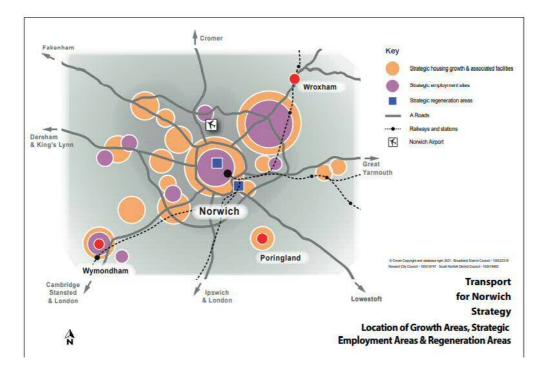
SUPPORTING GROWTH AREAS, REGENERATION AREAS & STRATEGIC EMPLOYMENT AREAS

We will proactively plan to meet the transport requirements of planned growth areas, regeneration areas and strategic employment areas and their associated transport commitments.

Statement of Policy

LOCATION OF NEW DEVELOPMENT

New development will be located and designed to support the objectives of the TfN strategy, and the primary focus will be on achieving connectivity through walking, cycling and public transport and maximising the proportion of trips made by these modes.



Key Actions

We will ensure that existing transport infrastructure commitments associated with planned growth and redevelopment areas are delivered. We commit to continued working in partnership with local planning authorities in devising suitable transport measures to support planned growth as part of the implementation of the Greater Norwich Local Plan. Emphasis will be on promoting connectivity though public transport, walking and cycling. We will ensure that the TfN action plan effectively considers and gives appropriate priority to capital investment in infrastructure that will support planned growth.

Supporting Actions

We will also:

- Work with district Local Planning Authorities to support masterplans, development briefs and design codes / guides that are aligned with TfN strategy. This could include securing infrastructure for electric vehicle charging
- Work with partners to future proof new development to ensure sustainable transport interventions can evolve over time
- Seek to encourage high density development where there is good access to transport hubs, local services and employment opportunities
- Implement the planned interventions agreed within the Transforming Cities Programme and the Norwich Walking and Cycling Infrastructure Plan.

To What Extent do you Agree with the Following	Strongly Agree	Agree	Neither Agree/ Disagree	Disagree	Strongly Disagree	Don't Know	Comments
Statement of Policy							
Key Actions							
Supporting Actions							
Any other Comments							

Meeting Local Needs

Statement of Policy

ROAD TRAFFIC HARM REDUCTION

We will reduce the harms of road traffic associated with road casualties and tackle the fear of road traffic affecting vulnerable road users

Key Actions

We will use the Healthy Streets approach. This approach puts the focus on people using the streets, using ten indicators, each describing an aspect of the experience of being on a street. These are prioritised and balanced to improve social, economic and environmental sustainability through design and management.

We will continue to tackle road casualties using the safe systems approach and working with road safety partners. The safe systems approach uses the following topics for how to deal with road safety collisions: Safe speeds; Safe roads; Safe road users; Safe vehicles and Post-crash responses.

This ensures that the emphasis is not entirely on the road user, since the approach accepts that people will make mistakes and that this needs to be considered.

Supporting Actions

We will also:

- Continue to work in partnership with Norfolk Constabulary in their roads policing role to tackle casualty reduction
- Continue to seek to understand casualty factors, locational clusters, victim types, vehicle types and other patterns that merit intervention
- Remove extraneous traffic from neighbourhoods and reduce speed limits to 20mph
- Work with partners to better understand and overcome people's perception of harm or safety to ensure that everyone can feel comfortable using the transport network

Statement of Policy

OVERCOMING BARRIERS

The barriers to travel will be overcome and there will be a socially inclusive approach to transport matters.

Key Action

The mobility requirements of those who might experience barriers to transport will be considered. This will include people with protected characteristics under the Equality Act 2010, those on low incomes and people without access to a private car. We will recognise the needs of those who need

to travel to Norwich from the rural hinterland where access to non-car modes of transport might be limited;

We will work with partners, and in the provision of information and infrastructure, to overcome barriers.

Supporting Actions

We will also:

- Introduce changes to make transport services simple to understand and use
- As part of our Bus Service Improvement Plan, and other related initiatives, consider how we can improve existing services and use technology and innovation to plan and provide transport solutions. This will include the use of apps to integrate how transport services and journeys can be planned, booked and paid for.

To What Extent do you Agree with the Following	Strongly Agree	Agree	Neither Agree/ Disagree	Disagree	Strongly Disagree	Don't Know	Comments
Statement of Policy							
Key Actions							
Supporting Actions							
Any other Comments							

Reducing the Dominance of Traffic

Statement of Policy

PLACES

Changes to the transport network will seek to enhance the character and quality of places with historic, architectural or natural landscape character and ecological value.

Key Actions

Transport schemes developed in places of historical, landscape or architectural importance, including conservation areas, will be designed to ensure that they maintain or enhance the area and improve public realm.

Supporting Actions

We will also:

- Align our work in engaging with the planning system with the TfN Strategy eg ensure site allocations, masterplans, design codes and guidance deliver development in the right locations of the right quality
- Ensure that Conservation Areas will be respected or enhanced through the TfN strategy
- Ensure good quality materials and planting is sustained in maintenance activities.

Statement of Policy

FREIGHT AND DELIVERIES

We will develop a coordinated approach for managing freight and deliveries to support clean modes of deliveries and minimise the impact of the movement of freight within the urban area with regard to emissions and traffic intrusion

Key Actions

We will review how deliveries within the city centre are managed in the short term and in the long-term review how deliveries within the entire urban area are managed.

Supporting Actions

We will also investigate:

- Whether a Clean Air Zone could facilitate the shift to transhipment to a freight consolidation centre
- Provision of EV charge points for delivery vehicles
- Provision of e-cargo delivery services within the city centre

Statement of Policy

NEIGHBOURHOODS

We will work with local communities, elected members and stakeholders to reduce the impact of unnecessary traffic in neighbourhoods and provide connections that meet local needs and support active travel.

Key Action

We will undertake a strategic appraisal of traffic and transport issues experienced by local neighbourhoods to prioritise our work.

Supporting Actions

We will also investigate:

- Lower speed limits
- Low Traffic Neighbourhoods (reduce through traffic, point closures, bus gates)
- School streets (traffic reduction with part time road closures)
- Traffic management measures

To What Extent do you Agree with the Following	Strongly Agree	Agree	Neither Agree/ Disagree	Disagree	Strongly Disagree	Don't Know	Comments
Statement of Policy							
Key Actions							
Supporting Actions							
Any other Comments							

Making the Transport System Work as One

Statement of Policy

ROAD NETWORK AND TRAVEL MODE HIERARCHY

We will adopt a road network and travel mode hierarchy that will support mobility requirements of people rather than just vehicles and recognises the place function as well as movement function of different parts of the network.

Key Actions

We will introduce a hierarchy that reflects how roads, streets and spaces are used. This will range from identifying roads where essential movement will be the priority through to identify places where the primary use will be for meeting people, eating out or socialising.

Key movement corridors will prioritise movement of the greatest number of people rather than the greatest number of vehicles. This will ensure that they operate most effectively. The layout and constrained nature of roads in our urban areas means it is very difficult to make improvements for all types of user. Therefore, we will prioritise space for certain types of users rather than trying to make provision for all types of user along different corridors. We will identify corridors for general traffic; corridors where public transport measures like bus lanes will be prioritised; and corridors where active travel measures like segregated cycle lanes will be prioritised.

Movement across Norwich and its strategic growth areas will seek to significantly reduce the intrusion of extraneous traffic within the city centre and residential neighbourhoods. Cross city traffic will be required to use orbital and radial primary routes rather than short cuts on neighbourhood roads.

These are potentially major changes. Although at this stage proposals have not been fully developed, a key diagram showing the longer term changes to the network will be worked up to show how the network will be developed. This will be done as part of developing the strategy and action plan and will take account of the outcome of the consultation on the strategy and ongoing detailed technical work. These changes will be consistent with, and developed from, work done to date, such as delivery of the pedalway network and our Transforming Cities programme.

The key diagram will also show the cycle network in the Local Cycling and Walking Infrastructure Plan, currently being consulted on, and the neighbourhood areas (ie those areas where 20mph speed limits and low traffic zones could be introduced).

- We will continue to invest in a corridor approach to bus priority as part of the Transforming Cities Fund work and a network approach for the Local Cycling and Walking Infrastructure Plan
- We will review the requirements of motorcyclists and powered two-wheel vehicles in relation to bus lanes and bus gates

• Highway network directional signage will be amended to reflect the role of roads identified in the Road Network Hierarchy

Statement of Policy

BUS SERVICES

Bus services will continue to be a vitally important transport solution. We will work in partnership with operators to deliver services that meet peoples travel needs.

Key Action

Continue to work in partnership with operators to develop bus services meet the requirements of people within the travel to work area to access the city centre, strategic employment areas and other key destinations such as health, education and retail facilities, whilst recognising that the majority of bus services in the Norwich area are run on a commercial basis by the operators.

Supporting Actions

We will also:

- Work with bus operators to develop a joint approach to bus and highway infrastructure investment priorities
- Investigate the introduction of higher priority on important bus corridors
- Appraise enforcement of bus lanes and bus gates
- Consider social needs in relation to bus services.

Statement of Policy

PARKING

Car parking will be minimised for the city while continuing to support its economic vitality and meeting essential needs. Parking policy and practice for on-street and off-street public parking will be developed to complement park and ride and support promotion of active travel.

Key Action

As part taking forward the action plan, we will undertake a review to look at the cost, availability and type of parking. This is to make sure that the parking policy supports the objectives of the strategy including to reduce travel by car and ensure a switch to active travel and public transport, whilst still ensuring the economic attractiveness of Norwich.

Previous strategies introduced a cap on the amount of public parking provision in the city centre (10,000 spaces). This will be reviewed.

Supporting Actions

- We will ensure that that on-street parking policy and practice, including the provision of waiting restrictions, controlled parking zones, parking permit policies and on-street charging tariffs are kept under periodic review
- We will seek to align parking management with delivery requirements for loading in the city centre (use of pedestrian zone waiting restrictions that control access and loading). Parking and loading needs for other modes of transport will be addressed, such as for deliveries, buses, cycles, motorcycles, car club etc
- Council car park tariffs and on-street charges to discourage long stay commuter parking; and make Park and Ride more competitive will be reviewed
- Parking in residential neighbourhoods will continue to be monitored and managed through Controlled Parking Zones (permits)

Statement of Policy

NORWICH PARK AND RIDE

The role and form of Park and Ride will be developed and reviewed to support longer distance connectivity.

Key Action

We will review the operation of Park and Ride to establish its long-term development and sustainability. This review will include consideration of:

- The location and size of sites
- Potential for serving sites by other modes including possible roles as bus and coach interchanges including tourist coaches; accommodating Cycle and Ride; interchange with scheduled bus services
- Potential for ancillary operations at the sites including electric vehicle infrastructure, decking sites to support solar panel installation, services for customers at sites and freight consolidation
- Routes, frequencies and periods of operation
- Funding

- Park and Ride will continue to meet the needs of people who require a car to travel to Norwich and the Norwich Research Park/University of East Anglia/ Norfolk and Norwich Hospital cluster
- The review of parking across the Norwich area, see above Parking Policy, will take account of Norwich Park and Ride
- We will explore the potential role of Norwich Park and Ride in providing intra urban travel.

Statement of Policy

JOURNEY TIMES AND RELIABILITY

Journey times and reliability will be improved on the local highway network with particular emphasis to support fast and frequent bus services.

Key Action

We will ensure that journeys by bus are consistent and journey times are reduced where possible and consider the feasibility of demand management approaches such as congestion charging and workplace parking levies to facilitate traffic reduction to free up road space for essential travel.

Supporting Actions

We will also:

- Commit to managing congestion on the local highway network so that journey times are reliable, and congestion is not severe
- Commit to ensure that the ITS system (traffic signals) and policies improve bus journey times prioritise cyclists and pedestrians at key crossing points and improve journey times for all traffic on main distribution routes
- Consider removal of traffic signals at junctions to facilitate free flow, taking into account the needs of people on foot or cycles
- Align enforcement to achieve journey time reliability (for example through targeting enforcement of parking bans on main roads).

Statement of Policy

ACTIVE TRAVEL

We will promote active travel by walking and cycling

Key Action

Active travel networks will be prioritised. Active travel will be prioritised over other forms of transport on dedicated movement corridors, within the city centre and within local neighbourhoods.

- A strategic walking and cycling infrastructure network including new and improved links with appropriate pedestrian and cycle crossing facilities will be delivered
- In accordance with our new Local Transport Plan policy, we will prioritise maintenance of those parts of the network used by people walking and cycling. This will mean that the condition of cycle lanes and pavements on the most well-used routes is at the highest standard possible

- Lower speed limits will be introduced in neighbourhoods and traffic will be reduced
- Additional cycle parking will be provided in key locations including at local and district centres
- Post pandemic transport recovery measures, such as those on Exchange Street, will be implemented on a permanent basis and other similar measures elsewhere actively considered. We will prioritise measures that support economic growth such as space for pavement licenses for restaurants and cafes
- Develop a programme of behaviour change.

To What Extent do you Agree with the Following	Strongly Agree	Agree	Neither Agree/ Disagree	Disagree	Strongly Disagree	Don't Know	Comments
Statement of Policy							
Key Actions							
Supporting Actions							
Any other Comments							

Making it Happen (Governance)

Statement of Policy

GOVERNANCE AND PARTNERS

We will ensure the governance of transport activity in Norwich is improved to take forward the challenges and ambition of the Transport of Norwich strategy in partnership with the delivery agencies

Key Actions

We will undertake to review the existing governance arrangements to determine an approach to working in partnership with the public and private sector to develop governance that is inclusive and appropriate for taking forward the strategy in the long term.

- Identification of partners who are key to successful delivery of the strategy
- the governance arrangements will need to consider further evidence to be gathered
- Decisions on which interventions to pursue based on evidence
- Identifying and securing funding for the successful delivery of the strategy.

To What Extent do you Agree with the Following	Strongly Agree	Agree	Neither Agree/ Disagree	Disagree	Strongly Disagree	Don't Know	Comments
Statement of Policy							
Key Actions							
Supporting Actions							
Any other Comments							

South Norfolk Council Hackney Carriage and Private Hire Vehicle Policy and Conditions Review Key Proposed Changes

Drivers:

 DBS Update Service – all drivers will be requested to sign up for the DBS Update Service. 6 monthly checks with the DBS will be carried out on each driver. If a driver is not registered with the Update Service they will be required to produce and pay for a full DBS enhanced disclosure every 6 months.

This is in line with the current Department for Transport Statutory Standards.

2. DBS Categorisation – all DBS checks must be an enhanced disclosure with a check under the "other workforce" categorisation.

This is recognised as good practice and the conditions are being updated to reflect this.

- **3. Immigration Status** under the newly introduced EU Settlement Scheme applicants are required to demonstrate their immigration status at the time of application.
- **4. Medicals** medicals will be required on a 3 yearly basis, in line with the first application and subsequent renewal applications. At present, medicals are completed at intervals as specified by the GP. From the age of 65 medicals will be required on an annual basis.

This aligns the Authority with the current medical requirements under the DVLA Group 2 scheme.

5. Good Standard of English – applicants may be asked to demonstrate that they have a good standard of English (written and oral) at the time of application. At present, there is not a specific language assessment.

This is in line with the current Department for Transport Statutory Standards.

6. Disability Awareness Training – applicants will be required to complete an approved training session on disability awareness. This is not required at present.

This is in line with the current Department for Transport Statutory Standards.

- Convictions Policy The Convictions Policy has been updated to reflect the standard required by the Institute of Licensing's recently introduced Safe and Suitable document.
- **8. Second Badge for Drivers** it is proposed to issue all drivers with a second badge with the intention that the driver will wear one badge and the second

badge will be displayed on the front console of the vehicle in view of passengers.

This is recognised as good practice and the conditions are being updated to reflect this.

9. Notification of Arrest – all drivers will be required to notify the Licensing Team in the event that they are arrested. At present, the requirement is to notify the Team on receipt of a caution or conviction.

This is recognised as good practice and the conditions are being updated to reflect this.

10. NR3 Database - information regarding previous licences, revocations or refusals. Checks made to the National Anti-Fraud Network database (NR3) for refusals and revocations of Hackney Carriage or Private Hire Vehicle licences.

This is in line with the current Department for Transport Statutory Standards.

Vehicles:

1. Taxi Meters – it is proposed to introduce a requirement for all licensed hackney carriage vehicles to have a meter fitted.

This is recognised as good practice and the conditions are being updated to reflect this.

2. Basic DBS for HC Proprietors – Hackney carriage proprietors will be required to produce a satisfactory basic DBS disclosure at the time of application.

This is in line with the current Department for Transport Statutory Standards.

3. Age limit for new vehicles – on first licensing, all vehicles must be less than 5 years old from the date of first registration.

This is recognised as good practice and the conditions are being updated to reflect this.

4. Maximum age limit – vehicles over the age of 10 years from the date of first registration will not be considered for re-licensing. There will be a 5 year leadin period for this change and it is therefore proposed that this condition will take effect from 1 April 2027.

This is proposed as a way to improve the environmental credentials of the fleet and reflect the Government's current greener travel initiatives.

- **5. LPG** it is proposed to remove current conditions specific to LPG vehicles as it is not foreseen that we will receive any further applications for LPG vehicles.
- **6. Executive Plate Policy** the circumstances under which the Authority will issue an executive plate have been amended. Please see the policy for further detail.

This is recognised as good practice and the conditions are being updated to reflect this.

7. Limousine Policy – some further clarification in respect of the licensing of limousines has been included in the policy document.

This is recognised as good practice and the conditions are being updated to reflect this.

8. CCTV Policy – some further updates have been made to the policy in relation to the provision of CCTV in vehicles. Please refer to the policy for further details.

This is in line with the current Department for Transport Statutory Standards.

9. Electric Vehicles – the authority wishes to encourage the provision of electric vehicles and some further detail has therefore been included in the policy document.

This is proposed as a way to improve the environmental credentials of the fleet and reflect the Government's current greener travel initiatives.

Operators:

 DBS Check for Operator Base Staff – all staff at the Operator base receiving and making bookings will be required to produce a basic DBS disclosure. This is a further requirement under the Department for Transport Statutory Standards.

This is in line with the current Department for Transport Statutory Standards.